



**SANDUSKY CITY COMMISSION  
REGULAR SESSION AGENDA  
FEBRUARY 12, 2024 AT 5 P.M.  
CITY HALL, 240 COLUMBUS AVENUE**

INVOCATION	Mr. Poggiali
PLEDGE OF ALLEGIANCE	
CALL TO ORDER	S. Poggiali, R. Koonce, J. Krabill, K. Vargo, D. Waddington, R. Brady, D. Murray
APPROVAL OF MINUTES	January 22, 2024 Regular Meeting
PRESENTATIONS	Sewer and Water Fund Update, Aaron Klein, Public Works Director Columbus Avenue Streetscape, Arin Blair, Chief Planner
PUBLIC HEARING	<i>Continuation of Rezoning of Cleveland Road Parcels, Arin Blair, Chief Planner</i>
AUDIENCE PARTICIPATION	
COMMUNICATIONS	Motion to accept all communications submitted below.
CURRENT BUSINESS	

**CONSENT AGENDA**

**ITEM A – Submitted by Aaron Klein, Public Works Director**

**APPROVAL OF PURCHASES FOR WATER SERVICE INFRASTRUCTURE FROM CORE & MAIN**

**Budgetary Information:** The budgeted cost for Core & Main, LP, as approved in the operating budget is \$975,000. This year’s allocation for hydrants, valves, and miscellaneous materials (\$375,000) and meters (\$600,000 – split evenly with sewer maintenance) will be paid with Water Funds in the amount of \$675,000 and Sewer Funds in the amount of \$300,000. Purchases exceeding this amount from Core & Main, LP would require approval from the City Commission.

**ORDINANCE NO. \_\_\_\_\_:** It is requested an ordinance be passed authorizing and directing the City Manager to expend funds to Core & Main, LP, of Ashland, Ohio, for the purchase of materials and parts for improvements and repairs to water service infrastructure in calendar year 2024; and declaring that this ordinance shall take immediate effect in accordance with section 14 of the city charter.

**ITEM B – Submitted by Josh Snyder, Public Works Engineer**

**APPROVAL OF C/O #1 AND FINAL FOR 2023 CDBG STREET REHABILITATION PROJECT WITH ERIE BLACKTOP**

**Budgetary Information:** The First and Final Change order deduct of \$65,331.86, reduces the original contractual amount of \$263,211.15 to \$197,879.29. This cost will be paid with CDBG Funds.

**ORDINANCE NO. \_\_\_\_\_:** It is requested an ordinance be passed authorizing and directing the City Manager to approve the first & final change order for work performed by Erie Blacktop, Inc. of Sandusky, Ohio, for the 2023 Community Development Block Grant (CDBG) Street Rehabilitation Project; and declaring that this ordinance shall take immediate effect in accordance with section 14 of the city charter.

**ITEM C – Submitted by Megan Stookey, Project Manager**

**APPROVAL OF ENCROACHMENT LICENSE FOR FAMILY HEALTH SERVICES, 149 E. WATER STREET**

**Budgetary Information:** There is no budgetary impact with this item. The property owner is responsible for recording feeds to the Erie County Recorder Office.

**ORDINANCE NO. \_\_\_\_\_:** It is requested an ordinance be passed authorizing the City Manager to enter into a license agreement with Family Health Services of Erie County, to provide for the use of a certain portion of the City’s rights-of-way as described in the grant of a license for encroachment; and declaring that this ordinance shall take immediate effect in accordance with section 14 of the city charter.

**ITEM D – Submitted by Debi Eversole, Housing Development Specialist**

**ACCEPTING 3 PARCELS INTO LAND BANK**

**Budgetary Information:** The cost of these acquisitions will be approximately three hundred thirty dollars (\$330.00) to pay for the title searches and transfer fees, which will be recouped by the City upon sale of the properties. This expense will be paid out of the Land Bank expense account. The taxing districts will not collect the approximate twenty-seven thousand one hundred sixty-six dollars (\$27,166.00) owed in delinquent taxes.

**RESOLUTION NO. \_\_\_\_\_:** It is requested a resolution be passed approving and accepting certain real property for acquisition into the Land Reutilization Program; and declaring that this resolution shall take immediate effect in accordance with section 14 of the city charter.

**ITEM E – Submitted by Arin Blair, Chief Planner**

**PERMISSION TO SUBMIT APPLICATION FOR SAFE ROUTES TO SCHOOL GRANT PROGRAM**

**Budgetary Information:** There is no impact on the City's General Fund. It is anticipated that all projects undertaken as part of the grant will be paid for through grant funds.

**RESOLUTION NO. \_\_\_\_\_:** It is requested a resolution be passed authorizing the filing of an application with the Ohio Department of Transportation for the 2024 Safe Routes to School Grant Program; and declaring that this resolution shall take immediate effect in accordance with section 14 of the city charter.

ITEM F – Submitted by Jason Werling, Parks & Recreation Superintendent

AWARDING A CONTRACT FOR REFUSE & RECYCLING TO REPUBLIC SERVICES

**Budgetary Information:** The cost of refuse and recycling collection at City properties is paid with General Funds, Recreation Funds, and Water Funds in the amount of \$138,435.02, plus a contingency amount of \$2,500.00 for additional dumpster service. Collection of recyclables at the City’s Drop-Off Recycling location at the Service Center is paid with General funds and Ground Maintenance Funds in an amount not to exceed \$120,540.00. Total contract amount is not to exceed \$261,475.02.

**ORDINANCE NO. \_\_\_\_\_:** It is requested an ordinance be passed authorizing and directing the City Manager to enter into a contract with Republic Services of Sandusky, Ohio, for refuse & recycling collection on City property and recycling collection at the City’s drop-off recycling location at the Service Center for the period of March 1, 2024, through February 28, 2025; and declaring that this ordinance shall take immediate effect in accordance with section 14 of the city charter.

ITEM G – Submitted by James Stacey, Transit Administrator

APPROVAL OF TRANSPORTATION SERVICES CONTRACT WITH KALAHARI RESORTS

**Budgetary Information:** STS will receive \$75,000 for the length of the proposed contract. This money collected will be used to offset the capital planning and operating expenses through the 2024 5311 Rural grant program.

**ORDINANCE NO. \_\_\_\_\_:** It is requested an ordinance be passed authorizing and directing the City Manager to enter into an agreement for transportation services between the City of Sandusky and LMN Dev Spe LLC d.b.a. Kalahari Resorts & Conventions-Sandusky for the period of January 1, 2024, through December 31, 2024; and declaring that this ordinance shall take immediate effect in accordance with section 14 of the city charter.

ITEM H – Submitted by Jared Oliver, Police Chief

AUTHORIZATION OF PAYMENT FOR SPD ANNUAL SUBSCRIPTION COSTS TO LEXIPOL

**Budgetary Information:** The total cost for the annual subscription costs with Lexipol is \$16,285.28. The costs of the annual subscription will be paid from the Police Department’s operating budget.

**ORDINANCE NO. \_\_\_\_\_:** It is requested an ordinance be passed authorizing and directing payment to Lexipol, LLC of Frisco, Texas, for the annual subscription fee for policy manual updates and daily training bulletin services for the Police Department for the period of April 1, 2024, through March 31, 2025; and declaring that this ordinance shall take immediate effect in accordance with section 14 of the city charter.

REGULAR AGENDA

ITEM 1 – Submitted by Arin Blair, Chief Planner (First Reading - Request Passage of Either Ordinance 1 or 2)

AMENDMENT TO ZONING MAP FOR CLEVELAND ROAD PARCELS

**Budgetary Information:** The proposed redevelopment is expected to result in increased property and income revenue for the city.

- ORDINANCE NO. \_\_\_\_\_:** It is requested an ordinance be passed affirming the recommendation of the Planning Commission, denying the request to amend the official zone map of the City of Sandusky to rezone parcel nos. 57-03358.000, 57-02994.000, 57-02885.000, 57-02989.000, and 57-04471.000 located on Cleveland Road from "R1-60" Single-Family Residential District and "R2F" Two-Family Residential District to "R-RB" Residential-Business District.
- ORDINANCE NO. \_\_\_\_\_:** It is requested an ordinance be passed overturning the recommendation of the Planning Commission; and approving the request to amend the official zone map of the City of Sandusky to rezone parcel nos. 57-03358.000, 57-02994.000, 57-02885.000, 57-02989.000, and 57-04471.000 located on Cleveland Road from "R1-60" Single-Family Residential District and "R2F" Two-Family Residential District to "R-RB" Residential-Business District.

ITEM 2 – Submitted by John Orzech, City Manager

APPROVAL FOR NEW CITY STRATEGIC PLAN AGREEMENT WITH CITY ARCHITECTURE

**Budgetary Information:** This project will not exceed \$79,250. The expenditures will come from American Rescue Plan Act (ARPA) funds.

**ORDINANCE NO. \_\_\_\_\_:** It is requested an ordinance be passed authorizing and directing the City Manager to enter into an agreement with City Architecture, Inc., of Cleveland, Ohio, for professional services for the creation of a new Strategic Plan; and declaring that this ordinance shall take immediate effect in accordance with section 14 of the city charter.

ITEM 3 – Submitted by Marcus Harris, Diversity & Economic Opportunity Manager

SUPPORT OF AMERICA 250-OH DESIGNATION

**Budgetary Information:** There is no budgetary impact.

**RESOLUTION NO. \_\_\_\_\_:** It is requested a resolution be passed supporting the Ohio Commission for the United States Semiquincentennial (America 250-OH); and declaring that this resolution shall take immediate effect in accordance with section 14 of the city charter.

ITEM 4 – Submitted by Cody Browning, IT Manager

APPROVAL FOR NEW MAIL MACHINE LEASE WITH PITNEY BOWES

**Budgetary Information:** The cost for this lease is \$493.56 per month (charged quarterly) for a total cost of \$23,690.88 for a 48-month period. This will be paid with funds from the operating budget of the relevant departments.

**ORDINANCE NO. \_\_\_\_\_:** It is requested an ordinance be passed authorizing and directing the City Manager to enter into a lease agreement with Pitney Bowes Inc., of Stamford, Connecticut through the National Association of State Procurement Officials (NASPO) Valuepoint Cooperative Purchasing Organization for postage machine equipment and services; and declaring that this ordinance shall take immediate effect in accordance with section 14 of the city charter.

**ITEM 5 – Submitted by Debi Eversole, Housing Development Specialist**

**APPROVAL OF AMENDMENT OF ORDINANCE 18-088**

**Budgetary Information:** There are no budgetary effects as a result of this legislation and ordinance.

**ORDINANCE NO. \_\_\_\_\_:** It is requested an ordinance be passed amending ordinance no. 18-088, passed on April 23, 2018; implementing sections 3735.65 through 3735.70 of the Ohio Revised Code to implement an expanded Community Reinvestment Area in the City of Sandusky, Ohio, and related matters, and declaring that this ordinance shall take immediate effect in accordance with section 14 of the city charter.

**ITEM 6 – Submitted by Arin Blair, Chief Planner**

**PERMISSION TO BID THE SANDUSKY WHEELS PARK PROJECT**

**Budgetary Information:** The engineer’s estimate for the project is \$841,830.00 and shall be paid for with American Rescue Plan Act (ARPA) funds.

**RESOLUTION NO. \_\_\_\_\_:** It is requested a resolution be passed declaring the necessity for the City to proceed with the proposed Sandusky Wheels Park Project; approving the specifications and engineer's estimate of cost thereof; and directing the City Manager to advertise for and receive bids in relation thereto; and declaring that this resolution shall take immediate effect in accordance with section 14 of the city charter.

**ITEM 7 – Submitted by James Stacey, Transit Administrator**

**APPROVAL OF TRANSPORTATION SERVICES CONTRACT WITH ERIE COUNTY HEALTH DEPARTMENT**

**Budgetary Information:** The contract stipulates that STS will be paid at a rate of \$4.50 per loaded passenger mile with the annual total invoiced not to exceed \$125,000.00. The revenue from this agreement will be used as matching grant funds for the Ohio Department of Transportation (ODOT) 5311 Program Grant.

**ORDINANCE NO. \_\_\_\_\_:** It is requested an ordinance be passed authorizing and directing the City Manager to enter into a transportation contract for adult day care between the City of Sandusky and the Erie County Health Department; and declaring that this ordinance shall take immediate effect in accordance with section 14 of the city charter.

**ITEM 8 – Submitted by Jason Werling, Parks & Recreation Superintendent**

**APPROVAL OF CONTRACT FOR RECREATION CLEANING SERVICES WITH PROGRESSIVE CLEANING SOLUTIONS**

**Budgetary Information:** The cost of the contract for 2024 for Mills School cleaning shall not exceed \$13,403 for the initial 13-month term and be paid with Parks & Recreation funds.

**ORDINANCE NO. \_\_\_\_\_:** It is requested an ordinance be passed authorizing and directing the City Manager to enter into an agreement with Progressive Cleaning Solutions, Inc. of Sandusky, Ohio, for cleaning services at the Mills School facility (currently used for Sandusky Recreation) located at 1918 Mills Street; and declaring that this ordinance shall take immediate effect in accordance with section 14 of the city charter.

**CITY MANAGER’S REPORT**

**OLD BUSINESS**

**NEW BUSINESS**

**AUDIENCE PARTICIPATION:** Open discussion on any item (5-minute limit)

**EXECUTIVE SESSION(S)**

**ADJOURNMENT**

Online: [www.CityofSandusky.com/Live](http://www.CityofSandusky.com/Live) – Click “Play” 



## DEPARTMENT OF PUBLIC WORKS

240 Columbus Avenue  
Sandusky, Ohio 44870  
419.627.5829  
[www.ci.sandusky.oh.us](http://www.ci.sandusky.oh.us)

To: John Orzech, City Manager

From: Aaron M. Klein, P.E.

Date: January 23, 2024

**Subject: Commission Agenda Item – Miscellaneous Purchases from Core & Main, LP**

**ITEM FOR CONSIDERATION:** Requesting legislation authorizing purchases of miscellaneous materials from Core & Main, LP, of Ashland, Ohio, for improvements and repairs to water service infrastructure.

**BACKGROUND INFORMATION:** Each year, water services staff purchases a variety of steel products for water line improvements and repairs such as valves, pipes, bends, meters, and hydrants. Core & Main, LP is the current local distributor of parts for steel water systems and Sensus water meters, and their customer service has proven to be quite exceptional. On several occasions, the sales representative has personally delivered materials to a job site, including in the middle of the night, to expedite repairs if city crews could not leave the main break or when the branch warehouse, located in Ashland, Ohio is closed. One reason for this is because they stock most of Sandusky's common items, acting as a supplemental warehouse for the City, so additional materials don't have to be stored at Water Distribution. In addition, they also stock Cedar Point and Erie County items so availability of non-typical items is also very good. All materials are lead-free, and many are American-made.

Due to prices, some of which individually exceed \$10,000, purchasing materials for a specific repair or in-house project often exceeds the restrictive limit in the charter. Crews would have to make additional trips, or the City would have to hire a consultant to prepare a design and bid documents, or crews would have to store materials onsite in case they may need to perform improvements and repairs at some point in the future. These processes are very inefficient and often more costly.

Water crews have been actively changing out full routes of water meters based on which routes take the most time to walk since the new meters can be read from their vehicle. New meters improve accuracy of readings since many of the current meters are past their useful life. As they age, the moving parts inside the meters slow down and read lower and lower. Therefore, the higher the consumption, the more revenue is lost to the City. Accurate readings mean that we will be billing consumers for exactly what they are using.

The goal is to eventually get to a time when field crews can read the entire City in a few hours per month rather than taking almost the entire month to do so. All labor will be performed in-house and supplemented with seasonal staff. All meters are spatially located within the GIS system. Currently, it takes thirty (30) total hours to read the two (2) routes selected for 2024. Both routes encompass properties located between Columbus Avenue to the east, Pearl Street to the west, W. Market St to the north, and the railroad tracks to the south. Driving would free up at least twenty-six (26) hours per month that could be used for other projects directly related to infrastructure improvements. The total cost to completely replace these routes, totaling 1545 meters, is approximately \$600,000.

Please refer to the attached maps for work planned in 2024 and work already completed to date.



**BUDGETARY INFORMATION:** The budgeted cost for Core & Main, LP, as approved in the operating budget is \$975,000. This year's allocation for hydrants, valves, and miscellaneous materials (\$375,000) and meters (\$600,000 – split evenly with sewer maintenance) will be paid with Water Funds in the amount of \$675,000 and Sewer Funds in the amount of \$300,000. Purchases exceeding this amount from Core & Main, LP would require approval from the City Commission.

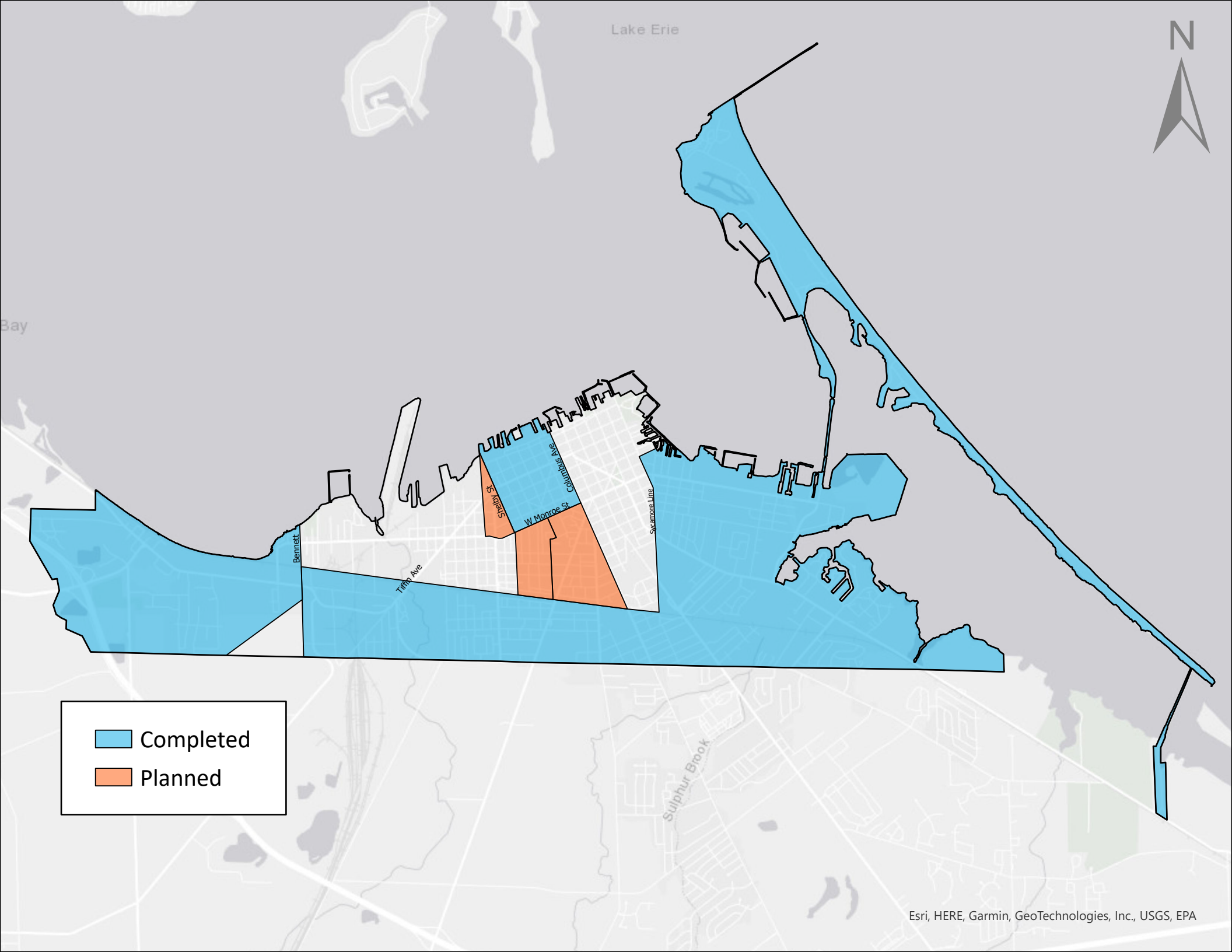
**ACTION REQUESTED:** It is recommended that the purchase of materials from Core & Main, LP for use within the water distribution system be approved and that the necessary legislation be passed under suspension of the rules and in accordance with Section 14 of the City Charter which will allow crews to purchase materials and parts as needed for repairs and replacement throughout the year.

I concur with this recommendation:

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John Orzech  
City Manager

cc: C. Myers, Commission Clerk; M. Reeder, Finance Director; S. Hastings, Law Director



Lake Erie



Bay

Bennett

Tiffin Ave

S Knappe St

W Monroe St

Columbus Ave

Sycamore Line

Sulphur Brook

- Completed
- Planned

## CERTIFICATE OF FUNDS

In the Matter of: Core & Main materials

IT IS HEREBY CERTIFIED that the moneys required to meet the obligations of the City of Sandusky under the foregoing Contract have been lawfully appropriated for such purposes and are in the treasury of the City of Sandusky or are in the process of collection to an appropriate fund, free from any previous encumbrances. This certificate is given compliance with Sections 5705.41 and 5705.44, Ohio Revised Code.

Account #612-5250-54000, 612-5260-5513, 613-5450-55513

By: Michelle Reeder

Michelle Reeder

Finance Director

Dated: 1/17/24

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AUTHORIZING AND DIRECTING THE CITY MANAGER TO EXPEND FUNDS TO CORE & MAIN, LP, OF ASHLAND, OHIO, FOR THE PURCHASE OF MATERIALS AND PARTS FOR IMPROVEMENTS AND REPAIRS TO WATER SERVICE INFRASTRUCTURE IN CALENDAR YEAR 2024; AND DECLARING THAT THIS ORDINANCE SHALL TAKE IMMEDIATE EFFECT IN ACCORDANCE WITH SECTION 14 OF THE CITY CHARTER.**

**WHEREAS**, the City replaced all water meters in 1990 with new Sensus water meters and it was recommended by Sensus Metering Systems that the City purchase Sensus meters from the local distributor as they had Sensus trained specialists with a smaller territory than the factory representatives and was located in Ashland, Ohio; and

**WHEREAS**, the City purchases a variety of steel products for water line repairs such as valves, pipes, bends, meters, and hydrants from Core & Main, LP who is the current local distributor for Sensus water meters that outfits the City's entire system; and

**WHEREAS**, Core & Main, LP, has exceptional customer service and stocks many of the City's common items, acting as a supplemental warehouse, so spare materials do not need to be stored at the Water Distribution facility; and

**WHEREAS**, since 2018, City crews have been systematically replacing meters and this year, two (2) routes totaling 1,545 meters were selected for replacement and both routes encompass properties located between Columbus Avenue to the east, Pearl Street to the west, W. Market Street to the north, and the railroad tracks to the south; and

**WHEREAS**, the allocation for 2024 is hydrants, valves, and miscellaneous materials (\$375,000.00) and meters (\$600,000.00 - split evenly with sewer maintenance) totaling \$975,000.00 of which \$675,000.00 will be paid with Water Funds and \$300,000.00 will be paid with Sewer Funds; and

**WHEREAS**, this Ordinance should be passed as an emergency measure under suspension of the rules in accordance with Section 14 of the City Charter to allow City crews to purchase materials and parts as needed for repairs and replacement throughout the year; and

**WHEREAS**, in that it is deemed necessary in order to provide for the immediate preservation of the public peace, property, health, and safety of the City of Sandusky, Ohio, and its citizens, and to provide for the efficient daily operation of the Municipal Departments, including the Department of Public Works, of the City of Sandusky, Ohio, the City Commission of the City of Sandusky, Ohio finds that an emergency exists regarding the aforesaid, and that it is advisable that this **Ordinance** be declared an emergency measure which will take immediate effect in accordance with Section 14 of the City Charter upon its adoption; and NOW, THEREFORE,



BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF SANDUSKY, OHIO, THAT:

Section 1. The City Manager and/or Finance Director is authorized and directed to expend funds for materials and parts to be used for improvements and repairs to water service infrastructure in CY 2024 at an amount **not to exceed** Nine Hundred Seventy-Five Thousand and 00/100 Dollars (\$975,000.00) to be paid to Core & Main, LP, of Ashland, Ohio.

Section 2. If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 3. This Commission finds and determines that all formal actions of this City Commission concerning and relating to the passage of this Ordinance were taken in an open meeting of this City Commission and that all deliberations of this City Commission and of any of its committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

Section 4. That for the reasons set forth in the preamble hereto, this Ordinance is hereby declared to be an emergency measure which shall take immediate effect in accordance with Section 14 of the City Charter after its adoption and due authentication by the President and the Clerk of the City Commission of the City of Sandusky, Ohio.

\_\_\_\_\_  
RICHARD R. BRADY  
PRESIDENT OF THE CITY COMMISSION

ATTEST: \_\_\_\_\_  
CATHLEEN A. MYERS  
CLERK OF THE CITY COMMISSION

Passed: February 12, 2024



## DEPARTMENT OF PUBLIC WORKS

240 Columbus Avenue

Sandusky, Ohio 44870

419.627.5829

[www.cityofsandusky.com](http://www.cityofsandusky.com)

To: John Orzech, City Manager  
From: Josh Snyder, P.E.  
Date: January 24, 2024  
Subject: **Commission Agenda Item – Approve Change Order #1 and Final for Erie Blacktop Inc., of Sandusky, Ohio.**

**ITEM FOR CONSIDERATION:** Requesting legislation for approval of Change Order #1 and Final for Erie Blacktop Inc., of Sandusky, Ohio for the 2023 Community Development Block Grant (CDBG) Street Rehabilitation Project.

**BACKGROUND INFORMATION:** Legislation approved a contract for the 2023 CDBG Street Rehabilitation Project (ORD 23-147) in the amount of \$263,211.15 with Erie Blacktop. The project addressed ten (10) of the worst “qualifying” asphalt street sections in the City, based on staff observations and feedback, complaints received, other planned work and the independent TransMap survey data compiled in 2015.

Areas that received paving work in 2023 were:

<b>Baltimore Street</b>	Cable St to Finch St
<b>Decatur Street</b>	W Monroe to W Jefferson St
<b>Neil Street</b>	Columbus Ave to Wayne St
<b>Scott Street</b>	Hancock St to Franklin St
<b>West Madison Street</b>	Pearl St to Camp St
<b>West Madison Street</b>	McDonough St to Lawrence St
<b>West Madison Street</b>	Fulton St to Columbus Ave (3 blocks)
<b>Scott Street</b>	Franklin St. to Warren St

The savings can be attributed to less quantity being used than was estimated, additionally, the contingency amount was not used.

**BUDGETARY INFORMATION:** The First and Final Change order deduct of \$65,331.86, reduces the original contractual amount of \$263,211.15 to \$197,879.29. This cost will be paid with CDBG Funds.

**ACTION REQUESTED:** It is requested that legislation be prepared to allow for the approval of Change Order 1 and Final for a deduct in work quantities for the 2023 CDBG Street Rehabilitation project. It is further requested that this be passed in accordance with Section 14 of the City Charter so that the contractor can be paid for items already installed in the field and to close out the completed project.

I concur with this recommendation:

\_\_\_\_\_  
John Orzech, City Manager

\_\_\_\_\_  
Aaron M. Klein, P.E., Director

cc: C. Myers, Commission Clerk; M. Reeder, Finance Director; S. Hastings, Law Director

CITY OF SANDUSKY, OHIO  
DEPARTMENT OF PUBLIC WORKS

Project: 2023 CDBG Street Rehab  
Construction Work Order No.: 1

CONTRACT: 3017  
ORDINANCE NO. 23-147

Contractor: Erie Blacktop, Inc.  
PO BOX 2308  
Sandusky, OH 44870

STREET OR LOCATON OF WORK: SECTIONS OF BALTIMORE, DECATUR, NEIL, SCOTT AND W. MADISON

Order is hereby issued and accepted for the following additions to or deductions from the quantities as specified in the original contract.


Bid Item No.	ODOT Item No.	Plan Quantity	Actual Quantity	Difference in Quantity	Unit	Description	Unit Price	Bid Price	Actual Price	Total ADD/DED
<b>Base Bid</b>										
1		1	1	0.00	LS	BONDING/INSURANCE	\$ 5,000.00	\$5,000.00	\$5,000.00	\$0.00
2		1	1	0.00	LS	MOBILIZATION	\$ 5,000.00	\$5,000.00	\$5,000.00	\$0.00
3		8,167	8,167.00	0.00	SY	448 PAVEMENT PLANING 60%	\$ 2.00	\$16,334.00	\$16,334.00	\$0.00
4		576	509.30	66.70	CY	ASPHALTIC CONCRETE 1.5"	\$ 178.00	\$102,528.00	\$90,655.40	\$-11,872.60
5		1382	1,029.84	352.16	GAL	TACK	\$ 2.55	\$3,524.10	\$2,626.09	\$-898.01
6		20	20.00	0.00	EA	MH/CB ADJUST <4"	\$ 725.00	\$14,500.00	\$14,500.00	\$ 0.00
7		3	4.00	-1.00	EA	MH/CB REBUILD 4-18"	\$ 1,500.00	\$4,500.00	\$6,000.00	\$1,500.00
9		6	0.00	6.00	AL	CB-FRAME STEEL	\$ 750.00	\$4,500.00	\$0.00	-\$4,500.00
11		6	0.00	6.00	AL	CB-GRATE STEEL	\$ 200.00	\$1,200.00	\$0.00	-\$1,200.00
12		20	3.00	17.00	EA	MB-WV ADJUST	\$ 505.00	\$10,100.00	\$1,515.00	-\$8,585.00
13		3	5.00	-2.00	EA	TRAFFIC LOOP REPLACEMENT	\$ 2,310.00	\$6,930.00	\$11,550.00	\$4,620.00
14		544	0.00	544.00	SY	PARTIAL DEPTH <3" REPAIR -4%	\$ 32.00	\$17,408.00	\$0.00	-\$17,408.00
15		272	0.00	272.00	SY	FULL DEPTH >3" REPAIR -2%	\$ 54.00	\$14,688.00	\$0.00	-\$14,688.00
16		520	520.00	0.00	LF	CRACK SEALER	\$ 2.15	\$1,118.00	\$1,118.00	\$0.00
17		1	1.00	0.00	LS	MAINTAINENCE OF TRAFFIC	\$ 16,500.00	\$16,500.00	\$16,500.00	\$0.00
18		0.400	0.310	0.090	MIL	CENTERLINE MARKINGS	\$ 12,600.00	\$5,040.00	\$3,906.00	-\$1,134.00
19		260	926.00	-666.00	LF	STOP LINES	\$ 8.40	\$2,184.00	\$7,778.40	\$5,594.40
20		0	0.00	0.00	SY	CONIC OVERLAY TREATMENT	\$ -	\$0.00	\$0.00	\$0.00
21		25	0.00	25.00	SY	STABILIZED BERM	\$ 18.00	\$450.00	\$0.00	-\$450.00
22		1	0.00	1.00	LS	CONTINGENCY	\$ 10,000.00	\$10,000.00	\$0.00	-\$10,000.00
<b>Alternate "C" - Scott St.</b>										
49		1	1.00	0.00	LS	BONDING/INSURANCE	\$ 1,000.00	\$1,000.00	\$1,000.00	\$0.00
50		1	1.00	0.00	LS	MOBILIZATION	\$ 1,000.00	\$1,000.00	\$1,000.00	\$0.00
51		312	312.00	0.00	SY	PAVEMENT PLANING 60%	\$ 6.50	\$2,028.00	\$2,028.00	\$0.00
52		55	52.00	3.00	CY	448 ASPHALTIC CONCRETE 1.5"	\$ 188.00	\$10,340.00	\$9,776.00	-\$564.00
53		53	48.00	5.00	GAL	TACK	\$ 2.55	\$135.15	\$122.40	-\$12.75
54		2	2.00	0.00	EA	MH/CB ADJUST	\$ 735.00	\$1,470.00	\$1,470.00	\$0.00
55		1	0.00	1.00	AL	MH/CB STRUCTURES	\$ 1,500.00	\$1,500.00	\$0.00	-\$1,500.00
56		1	0.00	1.00	AL	MH LID STEEL	\$ 1,500.00	\$1,500.00	\$0.00	-\$1,500.00

57		2	0.00	2.00	EA	MB/WV ADJUST	\$ 505.00	\$1,010.00	\$0.00	-\$1,010.00
58		0	0.00	0.00	EA	TRAFFIC LOOP REPLACEMENT	\$ -	\$0.00	\$0.00	\$0.00
59		21	0.00	21.00	SY	PARTIAL DEPTH <3" REPAIR -4%	\$ 42.00	\$882.00	\$0.00	-\$882.00
60		10	0.00	10.00	SY	FULL DEPTH >3" REPAIR -2%	\$ 70.00	\$700.00	\$0.00	-\$700.00
61		66	0.00	66.00	LF	CRACK SEALER	\$ 2.15	\$141.90	\$0.00	-\$141.90

Explanation: Change order & Contingency reflects work performed in the field.

**Total Difference**

\$ 65,331.86

Accepted:  Date: Jan 23, 2024, 2024  
Contractor

Accepted: \_\_\_\_\_ Date: \_\_\_\_\_, 2024  
City Engineer

Original Contract Price = \$263,211.15  
Contract Price after CO1 = \$197,879.29  
% Increase = -24.8%  
Original Budget/Estimate = \$ 263,211.15  
% Increase = -24.8%



ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AUTHORIZING AND DIRECTING THE CITY MANAGER TO APPROVE THE FIRST & FINAL CHANGE ORDER FOR WORK PERFORMED BY ERIE BLACKTOP, INC. OF SANDUSKY, OHIO, FOR THE 2023 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) STREET REHABILITATION PROJECT; AND DECLARING THAT THIS ORDINANCE SHALL TAKE IMMEDIATE EFFECT IN ACCORDANCE WITH SECTION 14 OF THE CITY CHARTER.**

**WHEREAS**, TransMap performed a citywide pavement survey in 2015, which Staff updated through late 2022, only removing street segments that are planned for paving work in the Capital Plan and the segments that have been paved since the completion of the study; and

**WHEREAS**, the 2023 Community Development Block Grant (CDBG) Rehabilitation Project involves the resurfacing of the ten (10) worst “qualifying” asphalt street segments in the City, based upon Staff observations and feedback, complaints received, other planned work, and the updated TransMap survey, and will address sections of roadway on Baltimore, Decatur, Neil, Scott, and West Madison Streets and also includes Alternate Bid C which includes another section of roadway on Scott Street; and

**WHEREAS**, the City Commission declared the necessity to proceed with the 2023 Community Development Block Grant (CDBG) Rehabilitation Project by Resolution No. 024-23R, passed on May 22, 2023; and

**WHEREAS**, the City Commission approved the awarding of the contract to Erie Blacktop Inc. of Sandusky, Ohio, for 2023 Community Development Block Grant (CDBG) Rehabilitation Project by Ordinance No. 23-147, passed on July 10, 2023; and

**WHEREAS**, this First & Final Change Order reflects the actual work performed and the actual quantities used in the field by the contractor as well as not using the contingency allowance; and

**WHEREAS**, the original contract with Erie Blacktop, Inc. of Sandusky, Ohio, was \$263,211.15, and with the **deduction** of this First & Final Change Order in the amount of \$65,331.86, the final contract cost is \$197,879.29 and will be paid with Community Development Block Grant (CDBG) Funds; and

**WHEREAS**, this Ordinance should be passed as an emergency measure under suspension of the rules in accordance with Section 14 of the City Charter in order to close out the completed project; and

**WHEREAS**, in that it is deemed necessary in order to provide for the immediate preservation of the public peace, property, health, and safety of the City of Sandusky, Ohio, and its citizens, and to provide for the efficient daily operation of the Municipal Departments, including the Department of Public Works, of the City of Sandusky, Ohio, the City Commission of the City of Sandusky, Ohio finds that an emergency exists regarding the aforesaid, and that it is advisable that this **Ordinance** be declared an emergency measure which will take immediate effect in accordance with Section 14 of the City Charter upon its adoption; and NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF SANDUSKY, OHIO, THAT:

Section 1. The City Manager is hereby authorized and directed to approve this First & Final Change Order for work performed for the 2023 Community Development Block Grant (CDBG) Rehabilitation Project, and to **deduct** from the contract amount the sum of Sixty-Five Thousand three Hundred Thirty-One and 86/100 Dollars (\$65,331.86) resulting in the final contract cost of One Hundred Ninety-Seven Thousand Eight Hundred Seventy-Nine and 29/100 Dollars (\$197,879.29) with Erie Blacktop, Inc. of Sandusky, Ohio.

Section 2. If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 3. This City Commission finds and determines that all formal actions of this City Commission concerning and relating to the passage of this Ordinance were taken in an open meeting of this City Commission and that all deliberations of this City Commission and of any of its committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

Section 4. That for the reasons set forth in the preamble hereto, this Ordinance is hereby declared to be an emergency measure which shall take immediate effect in accordance with Section 14 of the City Charter after its adoption and due authentication by the President and the Clerk of the City Commission of the City of Sandusky, Ohio.

\_\_\_\_\_  
RICHARD R. BRADY  
PRESIDENT OF THE CITY COMMISSION

ATTEST: \_\_\_\_\_  
CATHLEEN A. MYERS  
CLERK OF THE CITY COMMISSION

Passed: February 12, 2024



## DEPARTMENT OF PUBLIC WORKS

240 Columbus Avenue  
Sandusky, Ohio 44870  
419.627.5829  
[www.cityofsandusky.com](http://www.cityofsandusky.com)

To: John Orzech, City Manager

From: Megan Stookey, Project Manager

Date: January 23, 2024

Subject: **Commission Agenda Item – 149 East Water Street, Encroachment License Agreement**

**ITEM FOR CONSIDERATION:** Legislation approving an Encroachment License be granted to the property owner of 149 East Water Street, Family Health Services for the use of right-of-way along Shoreline Drive for an employee patio area.

**BACKGROUND INFORMATION:** The property owner of 149 East Water Street, operating as Family Health Services has requested approval for an encroachment license agreement for an employee only patio area abutting the rear of their facility, which will be fenced in and not used as a form of ingress or egress to the facility.

The required encroachment documentation was submitted to the City for review, with City staff having no objection to their request. The total encroachment will encompass 198 sq ft of the right-of-way along Shoreline Drive, assuring that a minimum 5-foot walking path will be left around the structure for public access.

There are no known conflicts with existing public infrastructure, further the structure placed within the encroachment area is temporary and can be removed at the request of the City. Furthermore, a Certificate of Appropriateness has been issued by the Department of Community Development for the proposed patio. The licensee acknowledges that this Encroachment License is terminable at the will of the City.

**BUDGETARY INFORMATION:** There is no budgetary impact with this item. The property owner is responsible for recording fees to the Erie County Recorder Office.

**ACTION REQUESTED:** It is recommended that proper legislation be prepared to grant an Encroachment License to Family Health Services of 149 East Water Street be approved and that the necessary legislation be passed under suspension of the rules and in accordance with Section 14 of the City Charter to allow for execution and recording of the agreement in order for the property owner to coordinate the placement of the patio with their contractor working on the building renovations.

I concur with this recommendation:

---

John Orzech  
City Manager

---

Aaron Klein  
Director

cc: C. Myers, Commission Clerk; M. Reeder, Finance Director; S. Hastings, Law Director

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO A LICENSE AGREEMENT WITH FAMILY HEALTH SERVICES OF ERIE COUNTY, TO PROVIDE FOR THE USE OF A CERTAIN PORTION OF THE CITY'S RIGHTS-OF-WAY AS DESCRIBED IN THE GRANT OF A LICENSE FOR ENCROACHMENT; AND DECLARING THAT THIS ORDINANCE SHALL TAKE IMMEDIATE EFFECT IN ACCORDANCE WITH SECTION 14 OF THE CITY CHARTER.**

**WHEREAS**, certain property of the City is currently platted as City right-of-way including the property identified and more fully described in Exhibit "A"; and

**WHEREAS**, this proposed License for Encroachment will allow the property owner, Family health Services of Erie County, to construct an employee patio area along Shoreline Drive; and

**WHEREAS**, a Certificate of Appropriateness has been issued by the Department of Community Development for the proposed fenced in employee patio; and

**WHEREAS**, this City Commission, under powers of Local self-government granted to the City by Article XVIII of the Ohio Constitution and Section 3 and Section 25 of the Charter of the City of Sandusky, has the power to change the use of City property to a use that would be of greater benefit and use to the public; and

**WHEREAS**, this Ordinance should be passed as an emergency measure under suspension of the rules in accordance with Section 14 of the City Charter in order to execute the Grant of a License for Encroachment and allow the property owner to coordinate the placement of the patio with their contractor working on building renovations; and

**WHEREAS**, in that it is deemed necessary in order to provide for the immediate preservation of the public peace, property, health, and safety of the City of Sandusky, Ohio, and its citizens, and to provide for the efficient daily operation of the Municipal Departments, including the Department of Public Works, of the City of Sandusky, Ohio, the City Commission of the City of Sandusky, Ohio finds that an emergency exists regarding the aforesaid, and that it is advisable that this **Ordinance** be declared an emergency measure which will take immediate effect in accordance with Section 14 of the City Charter upon its adoption; and NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF SANDUSKY, OHIO, THAT:

Section 1. The City Manager is authorized and directed to enter into the Grant of a License for Encroachment Agreement with Family Health Services of Erie County, substantially in the same form as contained in Exhibit "1", which is attached to this Ordinance and is specifically incorporated as if fully rewritten herein together with such revisions or additions as are approved by the Law Director as not being adverse to the City and as being consistent with carrying out the City's public purpose as set forth in the preamble hereto.



Section 2. If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 3. This City Commission finds and determines that all formal actions of this City Commission concerning and relating to the passage of this Ordinance were taken in an open meeting of this City Commission and that all deliberations of this City Commission and of any of its committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

Section 4. That for the reasons set forth in the preamble hereto, this Ordinance is hereby declared to be an emergency measure which shall take immediate effect in accordance with Section 14 of the City Charter after its adoption and due authentication by the President and the Clerk of the City Commission of the City of Sandusky, Ohio.

\_\_\_\_\_  
RICHARD R. BRADY  
PRESIDENT OF THE CITY COMMISSION

ATTEST: \_\_\_\_\_  
CATHLEEN A. MYERS  
CLERK OF THE CITY COMMISSION

Passed: February 12, 2024

**GRANT OF LICENSE FOR ENCROACHMENT ON THE SOUTH SIDE  
OF SHORELINE DRIVE RIGHT-OF-WAY**

This License Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 2024, between the City of Sandusky, Ohio ("City") whose tax mailing address is 240 Columbus Avenue, Sandusky, Ohio 44870, and Family Health Services of Erie County ("Licensee") whose tax mailing address is 1912 Hayes Avenue, Sandusky, Ohio 44870, under the following circumstances:

- A. The City of Sandusky, Erie County, Ohio, is the Owner and Trustee for the general public of the rights-of-way as defined in the Ohio Revised Code Section 4511.01(uu), including Shoreline Drive, and is more fully described in Exhibit "A" which is attached to this License Agreement and is specifically incorporated as if fully rewritten herein.
- B. Licensee is the owner in fee simple of the real estate adjoining the south side of Shoreline Drive right-of-way and located at 149 E. Water Street.
- C. The Licensee desires to construct improvements within the City's rights-of-way ("Encroachment") for purposes of constructing an employee patio area in conjunction with the Licensee's facility located at 149 E. Water Street, Sandusky, Ohio, and as more fully described in Exhibits "A" and "B" which are attached to this License Agreement and are specifically incorporated as if fully rewritten herein.
- D. The City is willing to grant to Licensee a license to maintain the Encroachment for so long as Licensee remains the owner of the property on the south side of the Shoreline Drive right-of-way and provided the Encroachment is not substantially altered.

**NOW, THEREFORE, FOR GOOD AND VALUABLE CONSIDERATION PAID, THE PARTIES AGREE AS FOLLOWS:**

- 1. The City grants to Licensee the license and permission to construct and maintain the Encroachment as more fully described in Exhibits "A" and "B" which are attached to this License Agreement and are specifically incorporated as if fully rewritten herein, for so long as Licensee remains the owner of real property located at 149 E. Water Street, Sandusky, Ohio, and provided that the Encroachment is not substantially altered and Licensee complies with all applicable legal requirements and Licensee acknowledges that this grant of a license is terminable at the will of the City;
- 2. Licensee agrees that, except for the license granted pursuant to this Agreement, Licensee makes no claim of right and has no interest or title in any part of the property and Licensee further agrees that the maintenance of the Encroachment shall not, at any time, be deemed or construed to be an adverse possession of any part of the City's right-of-way;

3. Licensee agrees to construct and maintain the Encroachment, solely at Licensee's expense, for use in conjunction with Licensee's property located at 149 E. Water Street, Sandusky, Ohio, and further agrees to indemnify and hold harmless the City of Sandusky (it's officials, employees, boards, commissions and agents) from any and all loss, damage, expense, or liability arising from the maintenance of the Encroachment;
4. This Agreement shall not be construed to run with the land and is only a temporary license, terminable at the will of the City;
5. The Licensee shall construct the Encroachment using the materials approved by the Landmark Commission on February 23, 2023.

**SIGNATURE PAGES TO FOLLOW**

IN WITNESS WHEREOF, the parties have hereunto set their hands on the dates indicated below:

SIGNED AND ACKNOWLEDGED  
IN THE PRESENCE OF:

CITY: CITY OF SANDUSKY

\_\_\_\_\_  
  
\_\_\_\_\_

\_\_\_\_\_  
John Orzech, City Manager

State of Ohio     )  
                          ) ss:  
County of Erie    )

Before me a Notary Public for the State of Ohio, appeared the above named, John Orzech, City Manager of the City of Sandusky, who acknowledged that he signed the foregoing instrument and that the signing was a free act.

IN TESTIMONY WHEREOF, I have hereto subscribed my name and affixed my seal this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Notary Public  
My Commission Expires:



SIGNED AND ACKNOWLEDGED  
IN THE PRESENCE OF:

LICENSEE: Family Health Services of Erie County  
Erie County

\_\_\_\_\_

\_\_\_\_\_  
David Tatro, CEO

\_\_\_\_\_  
State of Ohio        )  
                              ) ss:  
County of Erie     )

Before me a Notary Public for the State of Ohio, appeared the above named David Tatro, CEO of Family Health Services of Erie County , who acknowledged that they signed the foregoing instrument and that the signing was a free act.

IN TESTIMONY WHEREOF, I have hereto subscribed my name and affixed my seal this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

Instrument prepared by:

\_\_\_\_\_  
Sarah Chiappone #0101179  
Assistant Law Director  
City of Sandusky

## ENCROACHMENT LICENSE AGREEMENT

Situated in part of the southerly right of way of Shoreline Drive, Ward 1, City of Sandusky, Erie County, Ohio, and being more particularly described as follows;

Commencing at an iron pin found at the intersection of the centerline of Water Street with the centerline of Wayne Street;

Thence South  $66^{\circ}-13'-14''$  West, along the centerline of Water Street, a distance of 138.60 feet to a point;

Thence North  $23^{\circ}-40'-21''$  West, along the southeasterly extension of the southwesterly line of a parcel of land now or formerly owned by Cable Block, LLC. as per deed recorded in RN201308306 of the Erie County Records and the southwesterly line of said Cable Block, LLC. parcel a distance of 117.125 feet to a point at the most westerly corner of said Cable block LLC. parcel, said point being on the northwesterly line of Lot Number 52 on Water Street, said point also being on the southerly right of way line of Shoreline Drive;

Thence South  $66^{\circ}-13'-14''$  West, along and the northwesterly line of said Lot Number 52 and the northwesterly line of Lot Number 53 on Water Street, being the southerly right of way line of Shoreline Drive, a distance of 14.53 feet to a point, said point being the principal place of beginning for this description;

1. Thence South  $66^{\circ}-13'-14''$  West, continuing along the southerly right of way line of Shoreline Drive, a distance of 18.00 feet to a point;
2. Thence North  $23^{\circ}-46'-46''$  West, a distance of 11.00 feet to a point;
3. Thence North  $66^{\circ}-13'-14''$  East, a distance of 18.00 feet to a point;
4. Thence South  $23^{\circ}-46'-46''$  East, a distance of 11.00 feet to the place of beginning and containing 0.0045 acres (198.00 Sq. Ft.) of land but subject to all legal highways, easements and restrictions of record.

In the above description the courses were referred to a meridian assumed for the purpose of indicating angles only.

This description was prepared by David A. Williams, Registered Surveyor No. 7166 and was taken from an actual field survey performed on December 6, 2023.

David A. Williams



Registered Surveyor No. 7166



EXHIBIT "A"

BEING PART OF THE SOUTHERLY  
RIGHT OF WAY OF SHOEBLINE DRIVE  
WARD 1 CITY OF SANDUSKY  
ERIE COUNTY, OHIO

DECEMBER 2023

ASSURED

SEE SHORELINE DRIVE (80')  
SEE  
ETAIL

SEE  
DETAILS

PLANTER  
O.S.'E  
Z.Z.'S'N

5 METER BOX  
 6.4' E  
 21.6' N

LIGHT  
POLE  
2.1'E  
5.45'N

ELECTRIC  
BOX  
2.0' W  
4.75' N

① POST 1.95'E 3.8'N  
② TEL. PEGITAL 0.7'W 0.9'N

DETAIL 'A'  
SCALE ~ 1" = 10'

214

53

4021 "A"  
 80:00  
 FAMILY HEALTH SERVICES  
 OF FRIE COUNTY  
 PL202300633

CABLE  
 PU 120130  
 08306  
 2.8  
 4.75  
 08306  
 2.8  
 4.75

52

0/4

WAYNE STREET

002

CLAB.55

### LEGEND

■ MOLI. BOX FD.

0 10 20 30 40 50

SCALE ~ 1" = 20'



David Williams

DAVID A. WILLIAMS  
REG. SURVEYOR #7166



## DEPARTMENT OF COMMUNITY DEVELOPMENT

240 Columbus Avenue  
Sandusky, Ohio 44870  
419.627.5832  
[www.cityofsandusky.com](http://www.cityofsandusky.com)

TO: John Orzech, City Manager

FROM: Debi Eversole, Housing Development Specialist

DATE: January 26, 2024

RE: City Commission Agenda Item – Accepting non-productive property into Land Bank

**ITEMS FOR CONSIDERATION:** Legislation requesting approval to accept three (3) parcels of non-productive land, situated within the City of Sandusky through the City of Sandusky's Land Reutilization Program for the purpose of facilitating reutilization of the nonproductive land. These parcels will be acquired through tax foreclosure or gift of deed with the Erie County Auditor's consent to acquire.

**BACKGROUND INFORMATION:** Pursuant to Ordinance No. 07-026 passed June 11, 2007, the City is conducting a Land Reutilization Program in accordance with the provisions of Chapter 5722 of the Ohio Revised Code to acquire vacant and abandoned tax delinquent property with the future goal of productive reuse of the land. The City's ability to assemble land for reuse and redevelopment is critical to stabilizing and rebuilding Sandusky's neighborhoods and is necessary for neighborhood revitalization. The goal of the City of Sandusky's Land Reutilization Program is to return vacant and abandoned tax delinquent property to productive use that benefits the community. If a property is not producing tax revenues, less money is collected and available for enhancements back into the community. Also, because the property is abandoned, it is not maintained and often becomes an illegal dumping ground. The City spends thousands of dollars per year maintaining weeds and nuisance conditions on abandoned properties. By returning the property back to a long-term tax producing status, more revenue is generated and available for community improvements and the City will not have to expend funds to maintain it. All parcels have been deemed necessary and/or beneficial to the Land Reutilization Program efforts and were approved by the Land Bank Committee on January 16, 2024.

The following parcel is non-productive land left as the result of a demolition. A request was made through the property owner's attorney that the City acquire these parcels through gift of deed. The Erie County Auditor has given consent to acquire the non-productive land into the City of Sandusky's Land Reutilization Program.

**1520 & 1522 Hayes Avenue** - The property owners are currently delinquent on property taxes and are no longer able to care for the property, nor have the interest to rebuild. Their attorney has requested the City acquire these parcels through gift of deed in lieu of foreclosure. The property owner will be relieved of approximately \$4,237.45 in delinquent property taxes and approximately \$10,495.80 in demolition assessments. The total combined dimensions of these parcels is 36' x 132' and zoned RRB. If acquired, the non-productive land will be marketed for new development. The land bank committee approved this request at their January 16, 2024 meeting.

The following parcel is non-productive land left as the result of a demolition. If acquired, the non-productive land will be marketed for new development.

**1730 Putnam Street** - The Erie County Prosecutor is pursuing foreclosure on the property for property tax delinquency. The lot dimensions are 33' x 128' and zoned R2F. The land bank committee approved this request at their January 16, 2024 meeting.

The Land Bank Committee has determined that the acquisition of the three (3) parcels is necessary to protect, improve and preserve the stability of the neighborhoods that they are located in.

**BUDGET IMPACT:** The cost of these acquisitions will be approximately three hundred thirty dollars (\$330.00) to pay for the title searches and transfer fees, which will be recouped by the City upon sale of the properties.

This expense will be paid out of the Land Bank expense account. The taxing districts will not collect the approximate twenty-seven thousand one hundred sixty-six dollars (\$27,166.00) owed in delinquent taxes.

**ACTION REQUESTED:** It is requested legislation be adopted allowing the City Manager to acquire three (3) parcels of land through the City of Sandusky's Land Reutilization Program. It is further requested that the legislation be passed under suspension of the rules and in full accordance with Section 14 of the City Charter in order to promptly execute the closing on the gift of deed properties and allow the Erie County prosecutor's Office to evaluate any tax delinquencies and proceed with the Sheriff's Sales and Judicial Foreclosure process in a timely manner on the Putnam Street property.

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Debi Eversole  
Housing Development Specialist

I concur with this recommendation:

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Colleen Gilson  
Community Development Director

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John Orzech  
City Manager

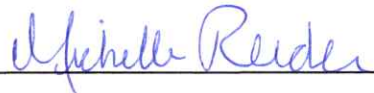
cc: Cathy Myers, Clerk of City Commission  
Michelle Reeder, Finance Director  
Stew Hastings, Law Director

## CERTIFICATE OF FUNDS

In the Matter of: Land Bank Parcel Acquisition

IT IS HEREBY CERTIFIED that the moneys required to meet the obligations of the City of Sandusky under the foregoing Contract have been lawfully appropriated for such purposes and are in the treasury of the City of Sandusky or are in the process of collection to an appropriate fund, free from any previous encumbrances. This certificate is given compliance with Sections 5705.41 and 5705.44, Ohio Revised Code.

Account #239-4357-53000

By: 

Michelle Reeder

Finance Director

Dated: 2/1/24



**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING AND ACCEPTING CERTAIN REAL PROPERTY FOR ACQUISITION INTO THE LAND REUTILIZATION PROGRAM; AND DECLARING THAT THIS RESOLUTION SHALL TAKE IMMEDIATE EFFECT IN ACCORDANCE WITH SECTION 14 OF THE CITY CHARTER.**

**WHEREAS**, pursuant to Ordinance No. 07-026 passed June 11, 2007, the City is conducting a Land Reutilization Program in accordance with the provisions of Chapter 5722 of the Ohio Revised Code; and

**WHEREAS**, it is requested that the City accept three (3) parcels of nonproductive land situated within the City of Sandusky as further described in attached Exhibit "A", for placement in the Land Reutilization Program Inventory; and

**WHEREAS**, it is necessary to acquire the nonproductive land parcels in accordance with the City of Sandusky's Land Reutilization Program in order to facilitate reutilization of the nonproductive land to support neighborhood revitalization and development within the City; and

**WHEREAS**, the two (2) parcels located at 1520 and 1522 Hayes Avenue are vacant as a result of demolition and are being offered to the City by gift of deed in lieu of foreclosure as the property owners are no longer able to care for the property; and

**WHEREAS**, upon City Commission approval and acceptance of parcels, the property owners will be relieved of \$10,495.80 in demolition assessments owed to the City and \$4,237.45 in delinquent taxes, and the property will be marketed for new development; and

**WHEREAS**, upon City Commission approval and if acquired, the vacant parcel located at 1730 Putnam Street will be marketed for new development; and

**WHEREAS**, the three (3) parcels requested for acquisition are tax delinquent and/or have been deemed to be necessary and/or beneficial to the Land Reutilization Program efforts and were approved by the Land Bank Committee on January 16, 2024; and

**WHEREAS**, any future sales of the parcels requested for acquisition will be presented to the City Commission by Ordinance for approval of disposition and sale; and

**WHEREAS**, the cost of these acquisitions will title search and transfer fees and will be recouped by the City upon sale of the property; and

**WHEREAS**, this Resolution should be passed as an emergency measure under suspension of the rules in accordance with Section 14 of the City Charter in order to promptly execute the closing on the Hayes Avenue properties and allow

the Erie County Prosecutor's Office to proceed with the Sheriff's sales and judicial foreclosure process in a timely manner on the Putnam Street property; and

**WHEREAS**, in that it is deemed necessary in order to provide for the immediate preservation of the public peace, property, health, and safety of the City of Sandusky, Ohio, and its citizens, and to provide for the efficient daily operation of the Municipal Departments, including the Department of Community Development, of the City of Sandusky, Ohio, the City Commission of the City of Sandusky, Ohio, finds that an emergency exists regarding the aforesaid, and that it is advisable that this **Resolution** be declared an emergency measure which will take immediate effect in accordance with Section 14 of the City Charter; and NOW, THEREFORE

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF SANDUSKY, OHIO, THAT:

Section 1. This City Commission hereby approves and accepts for acquisition into the Land Reutilization Program three (3) parcels of nonproductive land situated within the City of Sandusky, as further described in Exhibit "A", a copy of which is attached to this Resolution and specifically incorporated herein.

Section 2. This City Commission authorizes and directs the City Manager to acquire the nonproductive land in accordance with the City of Sandusky's Land Reutilization Program in order to facilitate reutilization of the nonproductive land to support neighborhood revitalization and development within the City.

Section 3. If any section, phrase, sentence, or portion of this Resolution is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 4. This City Commission finds and determines that all formal actions of this City Commission concerning and relating to the passage of this Resolution were taken in an open meeting of this City Commission and that all deliberations of this City Commission and of any of its committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

Section 5. That for the reasons set forth in the preamble hereto, this Resolution is hereby declared to be an emergency measure which shall take immediate effect in accordance with Section 14 of the City Charter after its

adoption and due authentication by the President and the Clerk of the City Commission of the City of Sandusky, Ohio.

\_\_\_\_\_  
RICHARD R. BRADY  
PRESIDENT OF THE CITY COMMISSION

ATTEST: \_\_\_\_\_  
CATHLEEN A. MYERS  
CLERK OF THE CITY COMMISSION

Passed: February 12, 2024

**EXHIBIT "A"**

[illegible]



## Department of Community Development

240 Columbus Avenue  
Sandusky, Ohio 44870  
419.627.5832  
[www.cityofsandusky.com](http://www.cityofsandusky.com)

**To:** John Orzech, City Manager

**From:** Arin Blair, AICP, Chief Planner

**Date:** January 29, 2024

**Subject:** Commission Agenda Item – Application for Safe Routes to School Program Grant

**Items for Consideration:** A resolution approving the filing of an application for financial assistance from the 2024 Safe Routes to School (SRTS) Grant Program with the Ohio Department of Transportation (ODOT).

**Background Information:** The goal of Ohio's Safe Routes to School Program is to assist communities in developing and implementing projects and programs that enable and encourage K-12 students, including those with disabilities, to walk or bike to school by making walking or biking a safe, convenient, and accessible option.

Local and regional governments, schools, and community non-profit organizations ready, willing, and able to implement SRTS initiatives are eligible to apply for funding. Infrastructure applications must be sponsored by a local jurisdiction with the appropriate maintenance authority (city, village, township, county). Funding is reimbursable and may be awarded at 100%.

The State of Ohio requires communities to develop a School Travel Plan prior to applying for Safe Routes to School funding. The Erie County Health Department, in coordination with Sandusky City Schools and City of Sandusky staff, completed the School Travel Plan in 2023 so the City may apply for infrastructure and non-infrastructure funding for the projects listed in the travel plan. The Sandusky School Travel Plan is posted on the City's website under Planning and Zoning.

An application for up to \$500,000 is proposed to be submitted for priority infrastructure projects (see attached project listing). City staff are working on finalizing the cost estimate at the writing of this communication.

**Budgetary Information:** There is no impact on the City's General Fund. It is anticipated that all projects undertaken as part of the grant will be paid for through grant funds.

**Action Requested:** It is requested that proper legislation be prepared for the filing of an application for the 2024 Safe Routes to School Grant Program with the Ohio Department of Transportation, and, if awarded, allowance for the City Manager to execute the grant and all agreements and to authorize program expenditures. It is further requested that this legislation take immediate effect in full accordance with Section 14 of the City Charter in order to file the application with ODOT by the submission deadline of March 1, 2024.

---

Arin Blair, AICP  
Chief Planner

I concur with this recommendation:

---

Colleen Gilson  
Community Development Director

---

John Orzech  
City Manager

cc: Cathy Myers, Clerk of the City Commission  
Stewart Hastings, Law Director  
Michelle Reeder, Finance Director

# Recommended Countermeasures

## SANDUSKY CITY SCHOOLS 2023

### Infrastructure Action Plan

School: Sandusky City School District

(Appendix I)

Potential Funding: SRTS, ODOT, HSIP, TAP, MPO, ERPC

Project Type	Location	Description	Cost	Priority	Timeframe
Signage	Hayes Ave. and N. Depot underpass	Installation of a digital speed feedback sign southbound towards the schools.	Medium	High	Short
Crosswalk	Hayes Ave. and Perkins Ave.	Installation of a high visibility crosswalk.	Low	High	Short
Intersection Improvement	Hayes Ave. and Perkins Ave.	Installation of a leading pedestrian interval.	Medium	High	Short
Intersection Improvement	Hayes Ave. and Perkins Ave.	Installation of a "No Turn on Red" during restricted hours sign.	Low	High	Short
Intersection Improvement	Hayes Ave. and Perkins Ave.	Extending the north east curb further into the road.	High	High	Medium

# Recommended Countermeasures

SANDUSKY CITY SCHOOLS 2023

**Infrastructure Action Plan**

**School: Sandusky City School District**

(Appendix I)

**Potential Funding: SRTS, ODOT, HSIP, TAP, MPO, ERPC**

Project Type	Location	Description	Cost	Priority	Timeframe
Street lighting	Hayes Ave. and N. Depot underpass	Installation of streetlighting to illuminate the underpass.	High	Medium	Short
Shared Use Path	Hayes Ave. from Orlando Pace Dr. to W. Osborne on the west	Creating a shared use path.	High	Medium	Long
Sidewalks	Orlando Pace Dr.	Installation of new sidewalks.	High	High	Short
Crosswalk	Orlando Pace Dr. and Camp St.	Installation of a high visibility crosswalk.	Low	High	Short



# Recommended Countermeasures

## SANDUSKY CITY SCHOOLS 2023

### Infrastructure Action Plan

School: Sandusky City School District

(Appendix I)

Potential Funding: SRTS, ODOT, HSIP, TAP, MPO, ERPC

Project Type	Location	Description	Cost	Priority	Timeframe
Traffic Calming Measures	Hayes Ave. from Orlando Pace Dr. to Filmore St.	Addition of traffic calming measures such as lane narrowing, curb extensions, or vertical deflections.	High	Medium	Long
Bicycle Facility	Buchanan St. from Campbell St. to Mills St.	Addition of a bicycle facility designed for all ages and abilities along Buchanan St.; further study needed to determine facility type.	Medium	Low	Medium
Crosswalk	Thomas St. and Pierce St.	Installation of a high visibility crosswalk.	Low	Low	Short
Sidewalks	Thomas St. both sides	Installation of new sidewalks.	High	Low	Long

# Recommended Countermeasures














SANDUSKY CITY SCHOOLS 2023

Intended Areas Map

(Appendix J)



## Key

-  Lighting
-  Intersection Improvements
-  Shared Use Path
-  Sidewalk
-  Sidewalk
-  Marked Crossings
-  Sidewalk
-  Marked Crossings
-  Intersection enhancements
-  Bike Route
-  Signage
-  Signage
-  Marked Crossing

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE OHIO DEPARTMENT OF TRANSPORTATION FOR THE 2024 SAFE ROUTES TO SCHOOL GRANT PROGRAM; AND DECLARING THAT THIS RESOLUTION SHALL TAKE IMMEDIATE EFFECT IN ACCORDANCE WITH SECTION 14 OF THE CITY CHARTER.**

**WHEREAS**, the United States Congress has set aside monies for Safe Routes to School Projects, hereinafter STRS funds through the State of Ohio, Department of Transportation; and

**WHEREAS**, Local Public Agencies (LPA's), like the City of Sandusky can apply for these funds and be selected for funding by the Ohio Department of Transportation; and

**WHEREAS**, the Safe Routes to School program provides resources, technical assistance and project funding to encourage and enable students in grades K-12 to walk or ride their bike to school and funding is available for infrastructure projects and non-infrastructure activities; and

**WHEREAS**, a Sandusky City Schools Safe Routes to School Travel Plan was first completed in February of 2013 and subsequently received funds from the Federal Highway Administration through the Ohio Department of Transportation used for infrastructure improvements for the Sandusky Middle School Project; and

**WHEREAS**, a new School Travel Plan for Sandusky City Schools has been completed in collaboration with representatives from the City, Sandusky City Schools, community, Health Department and has been approved by the Ohio Department of Transportation which allows the City to apply for funding for infrastructure and non-infrastructure projects listed in the School Travel Plan; and

**WHEREAS**, the City will be applying for up to \$500,000.00 in funds for priority infrastructure projects including signage, crosswalk, intersection improvement, street lighting, shared use path, sidewalks, traffic calming measures, and bicycle facility type projects; and

**WHEREAS**, this Resolution should be passed as an emergency measure under suspension of the rules in accordance with Section 14 of the City Charter in order to file the application with the Ohio Department of Transportation for the 2024 Safe Routes to School Grant Program by the submission deadline of March 1, 2024; and

**WHEREAS**, in that it is deemed necessary in order to provide for the immediate preservation of the public peace, property, health, and safety of the City of Sandusky, Ohio, and its citizens, and to provide for the efficient daily operation of Municipal Departments, including the Department of Community Development, of the City of Sandusky, Ohio, the City Commission of the City of Sandusky, Ohio, finds that an emergency exists regarding the aforesaid, and that it is advisable that this **Resolution** be declared an emergency measure which will take immediate effect in accordance with Section 14 of the City Charter upon its adoption; and NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF SANDUSKY, OHIO, THAT:

Section 1. The City Manager is hereby authorized to execute and file an application on behalf of the City of Sandusky with the Ohio Department of Transportation for the 2024 Safe Routes to School Cost Reimbursement Program for financial assistance for projects listed in the School Travel Plan for the Sandusky City Schools in an amount not to exceed Five Hundred Thousand (\$500,000.00) for infrastructure projects.

Section 2. The City Manager is authorized to furnish such additional information as the Ohio Department of Transportation may require in connection with the City's applications and to execute any contracts or agreements on behalf of the City and to provide all necessary information for cost reimbursement.

Section 3. The City of Sandusky agrees to fund One Hundred percent (100%) of the cost over and above the maximum amount provided by the Ohio Department of Transportation for infrastructure projects and upon completion of the infrastructure projects shall: (1) provide adequate maintenance for the projects in accordance with all applicable state and federal laws, including, but not limited to, 23 USC 116; (2) provide ample financial provisions, as necessary, for the maintenance of the described Project; (3) if necessary, maintain the right-of-way, keeping it free of obstructions; and (4) if necessary, hold said right-of-way inviolate for public highway purposes.

Section 4. If any section, phrase, sentence, or portion of this Resolution is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 5. This City Commission finds and determines that all formal actions of this City Commission concerning and relating to the passage of this Resolution were taken in an open meeting of this City Commission and that all deliberations of this City Commission and of any of its committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

Section 6. That for the reasons set forth in the preamble hereto, this Resolution is hereby declared to be an emergency measure which shall take immediate effect in accordance with Section 14 of the City Charter after its

adoption and due authentication by the President and the Clerk of the City Commission of the City of Sandusky, Ohio.

\_\_\_\_\_  
RICHARD R. BRADY  
PRESIDENT OF THE CITY COMMISSION

ATTEST: \_\_\_\_\_  
CATHLEEN A. MYERS  
CLERK OF THE CITY COMMISSION

Passed: February 12, 2024



## DIVISION OF PARKS & RECREATION

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1918 Mills Street  
Sandusky, Ohio 44870  
419.627.5886  
[www.cityofsandusky.com](http://www.cityofsandusky.com)

To: John Orzech, City Manager

From: Jason Werling, Parks & Recreation Superintendent

Date: January 31, 2024

**Subject: Commission Agenda Item - Awarding a Contract to Republic Services of Sandusky, OH for Refuse & Recycling Collection at City Properties and Recycling Collection at the City's Drop-Off Recycling Location at the Service Center**

**ITEM FOR CONSIDERATION:** Legislation authorizing the approval to enter into a contract with Republic Services of Sandusky, Ohio for Refuse & Recycling Collection on City Properties and Recycling Collection at the City's Drop-Off Recycling location at the Service Center for a one-year period beginning March 1, 2024 and ending February 28, 2025.

**BACKGROUND INFORMATION:** Annually the City advertises bids on refuse and recycling services at City Properties, this also includes all public parks, downtown, and pathway areas. Included in this contract is the community recycling center on Cement Avenue.

The City began advertising for bids on November 6, 2023, in the Sandusky Register and on the City's Website, with bids being due on Monday, November 27, 2023, of which only one bid was received from Republic Services of Sandusky, Ohio.

The bid submitted has been determined to be the lowest and best.

**BUDGETARY INFORMATION:** The cost of refuse and recycling collection at City properties is paid with General Funds, Recreation Funds, and Water Funds in the amount of \$138,435.02, plus a contingency amount of \$2,500.00 for additional dumpster service.

Collection of recyclables at the City's Drop-Off Recycling location at the Service Center is paid with General funds and Ground Maintenance Funds in an amount not to exceed \$120,540.00. Total contract amount is not to exceed \$261,475.02.

**ACTION REQUESTED:** It is recommended that proper legislation be prepared authorizing a one (1) year contract with Republic Services of Sandusky, Ohio for the Refuse & Recycling Collection at City Properties and Service of the City Service Complex Recycling Center beginning March 1, 2024 and ending February 28, 2025, for a total amount not to exceed \$261,475.02 be approved and that the necessary legislation be passed under suspension of the rules and in accordance with Section 14 of the City Charter

to allow for execution of the contract prior to the start of the contract service date of March 1, 2024 and to prevent any interruption of the services currently being provided.

I concur with this recommendation:

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John Orzech  
City Manager

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Jason Werling  
Recreation Superintendent

cc: C. Myers, Commission Clerk; M. Reeder, Finance Director; S. Hastings, Law Director

## CERTIFICATE OF FUNDS

In the Matter of: Republic Services- Refuse & Recycling

IT IS HEREBY CERTIFIED that the moneys required to meet the obligations of the City of Sandusky under the foregoing Contract have been lawfully appropriated for such purposes and are in the treasury of the City of Sandusky or are in the process of collection to an appropriate fund, free from any previous encumbrances. This certificate is given compliance with Sections 5705.41 and 5705.44, Ohio Revised Code.

Account #612-5230, 110-3300, 612-5250, 110-7550, 227-3400, 227-3800, 227-3600, 110-1310, 227-3500 & 110-2600

By: \_\_\_\_\_

*Michelle Reeder*

Michelle Reeder

Finance Director

Dated: 2/1/24



ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AUTHORIZING AND DIRECTING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH REPUBLIC SERVICES OF SANDUSKY, OHIO, FOR REFUSE & RECYCLING COLLECTION ON CITY PROPERTY AND RECYCLING COLLECTION AT THE CITY'S DROP-OFF RECYCLING LOCATION AT THE SERVICE CENTER FOR THE PERIOD OF MARCH 1, 2024, THROUGH FEBRUARY 28, 2025; AND DECLARING THAT THIS ORDINANCE SHALL TAKE IMMEDIATE EFFECT IN ACCORDANCE WITH SECTION 14 OF THE CITY CHARTER.**

**WHEREAS**, the City Commission authorized and directed the City Manager to enter into a contract with Republic Services of Sandusky, Ohio, for refuse / recycling collection on City property and recycling collection at the City's drop-off recycling location at the Service Center for the period of March 1, 2023, through February 29, 2024, by Ordinance No. 23-016, passed on February 13, 2023; and

**WHEREAS**, upon public competitive bidding as required by law one (1) appropriate bid was received, and the bid of Republic Services of Sandusky, Ohio, was determined to be the lowest and best bid; and

**WHEREAS**, this proposed contract involves the pickup of refuse and recycling collection at City properties which includes all public parks, downtown, and pathway areas as well as collection of recycling at the City's Drop-Off Recycling location at the Service Center on Cement Avenue; and

**WHEREAS**, the cost of refuse and recycling collection at City properties is \$138,435.02 plus a contingency amount of \$2,500.00 for additional dumpster service and will be paid with General Funds, Recreation Funds, and Water Funds; the cost of the recycling collection at the Service Center is \$120,540.00 and will be paid with General Funds and Ground Maintenance Funds for a total cost of \$261,475.02; and

**WHEREAS**, this Ordinance should be passed as an emergency measure under suspension of the rules in accordance with Section 14 of the City Charter in order to execute the contract with Republic Services which begins on March 1, 2024, and to prevent any interruption of the services currently being provided; and

**WHEREAS**, in that it is deemed necessary in order to provide for the immediate preservation of the public peace, property, health, and safety of the City of Sandusky, Ohio, and its citizens, and to provide for the efficient daily operation of the Municipal Departments, including the Division of Parks & Recreation, of the City of Sandusky, Ohio, the City Commission of the City of Sandusky, Ohio finds that an emergency exists regarding the aforesaid, and that it is advisable that this **Ordinance** be declared an emergency measure which will take immediate effect in accordance with Section 14 of the City Charter upon its adoption; and NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF SANDUSKY, OHIO, THAT:

Section 1. The City Manager is authorized and directed to enter into a contract with Republic Services of Sandusky, Ohio, for refuse and recycling collection on City property and recycling collection at the City's Drop-off location at

the Service Center for the period of March 1, 2024, through February 28, 2025, in an amount **not to exceed** Two Hundred Sixty-One Thousand Four Hundred Seventy-Five and 02/100 Dollars (\$261,475.02) consistent with the bid submitted by Republic Services of Sandusky, Ohio, currently on file in the office of the Director of Public Works.

Section 2. If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 3. This City Commission finds and determines that all formal actions of this City Commission concerning and relating to the passage of this Ordinance were taken in an open meeting of this City Commission and that all deliberations of this City Commission and of any of its committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

Section 4. That for the reasons set forth in the preamble hereto, this Ordinance is hereby declared to be an emergency measure which shall take immediate effect in accordance with Section 14 of the City Charter after its adoption and due authentication by the President and the Clerk of the City Commission of the City of Sandusky, Ohio.

\_\_\_\_\_  
RICHARD R. BRADY  
PRESIDENT OF THE CITY COMMISSION

ATTEST: \_\_\_\_\_  
CATHLEEN A. MYERS  
CLERK OF THE CITY COMMISSION

Passed: February 12, 2024



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## DEPARTMENT OF COMMUNITY DEVELOPMENT

240 Columbus Ave  
Sandusky, Ohio 44870  
419.627.5715  
[www.cityofsandusky.com](http://www.cityofsandusky.com)

**TO:** John Orzech, City Manager

**FROM:** James A. Stacey III, Transit Administrator

**DATE:** January 25, 2024

**SUBJECT:** Agreement for Transportation Services – Kalahari Resorts

**ITEM FOR CONSIDERATION:** Legislation requesting approval for the City Manager to enter into a contract for transportation services between the City of Sandusky / Sandusky Transit System and Kalahari Resorts for employee transportation services.

**BACKGROUND INFORMATION:** The Sandusky Transit System (STS) will provide unlimited, safe, reliable, transportation services to all of Kalahari Resorts employees on Fixed Routes only.

The City and Kalahari Resorts entered into an agreement for the 2023 calendar year and this agreement has expired. This contract is in effect from January 1, 2024, until December 31, 2024 at a negotiated rate of \$75,000 per year.

Kalahari will be invoiced and billed \$75,000 on a Quarterly basis and be expected to pay in a timely manner. The money received from this contract will help meet the local match to support the 2024 5311 Rural grant program to support transit in Erie County.

**BUDGET IMPACT:** STS will receive \$75,000 for the length of the proposed contract. This money collected will be used to offset the capital planning and operating expenses through the 2024 5311 Rural grant program.

**ACTION REQUESTED:** It is requested legislation be adopted allowing the City Manager to enter into a contract for transportation services with Kalahari Resorts. It is further requested that this legislation take immediate effect in full accordance with Section 14 of the City Charter to allow the agreement to be immediately executed as the previous agreement expired December 31, 2024.

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James A. Stacey III, Public Transit Administrator

I concur with this recommendation:

John Orzech, City Manager

Colleen Gilson, Director of Community Development

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cc: Cathy Myers, Clerk of the City Commission  
Michelle Reeder, Finance Director  
Stewart Hastings, Law Director

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AUTHORIZING AND DIRECTING THE CITY MANAGER TO ENTER INTO AN AGREEMENT FOR TRANSPORTATION SERVICES BETWEEN THE CITY OF SANDUSKY AND LMN DEV SPE LLC D.B.A. KALAHARI RESORTS & CONVENTIONS-SANDUSKY FOR THE PERIOD OF JANUARY 1, 2024, THROUGH DECEMBER 31, 2024; AND DECLARING THAT THIS ORDINANCE SHALL TAKE IMMEDIATE EFFECT IN ACCORDANCE WITH SECTION 14 OF THE CITY CHARTER.**

**WHEREAS**, the Sandusky Transit System will provide free transportation services for Kalahari employees, upon the showing of the employee's valid Kalahari Identification Card, for any of the Fixed Routes on the Sandusky Transit System; and

**WHEREAS**, the City Commission approved an agreement for transportation services between the City and LMN Dev SPE LLC d.b.a. Kalahari Resorts & Conventions-Sandusky for the calendar year 2023 by Ordinance No. 23-113, passed on May 22, 2023, and this agreement has expired; and

**WHEREAS**, Kalahari will pay \$75,000.000 for the unlimited ridership for their employees for all fixed routes for the period of January 1, 2024, through December 31, 2024; and

**WHEREAS**, this Ordinance should be passed as an emergency measure under suspension of the rules in accordance with Section 14 of the City Charter in order to immediately execute the agreement as the previous agreement expired on December 31, 2023; and

**WHEREAS**, in that it is deemed necessary in order to provide for the immediate preservation of the public peace, property, health, and safety of the City of Sandusky, Ohio, and its citizens, and to provide for the efficient daily operation of the Municipal Departments, including the Sandusky Transit System, of the City of Sandusky, Ohio, the City Commission of the City of Sandusky, Ohio finds that an emergency exists regarding the aforesaid, and that it is advisable that this **Ordinance** be declared an emergency measure which will take immediate effect in accordance with Section 14 of the City Charter upon its adoption; and NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF SANDUSKY, OHIO, THAT:

Section 1. The City Manager is authorized to execute an Agreement with LMN DEV SPE LLC, d.b.a. Kalahari Resorts & Conventions-Sandusky for transportation services related to the Sandusky Transit System for the period from January 1, 2024, through December 31, 2024, substantially in the same form as reflected in Exhibit "A" which is attached to this Ordinance and specifically incorporated as if fully rewritten herein together with such revisions or additions as are approved by the Law Director as not being substantially adverse to the City

and being consistent with the objectives and requirements of this Ordinance and with carrying out the City's public purposes.

Section 2. If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 3. This City Commission finds and determines that all formal actions of this City Commission concerning and relating to the passage of this Ordinance were taken in an open meeting of this City Commission and that all deliberations of this City Commission and of any of its committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

Section 4. That for the reasons set forth in the preamble hereto, this Ordinance is hereby declared to be an emergency measure which shall take immediate effect in accordance with Section 14 of the City Charter after its adoption and due authentication by the President and the Clerk of the City Commission of the City of Sandusky, Ohio.

\_\_\_\_\_  
RICHARD R. BRADY  
PRESIDENT OF THE CITY COMMISSION

ATTEST: \_\_\_\_\_  
CATHLEEN A. MYERS  
CLERK OF THE CITY COMMISSION

Passed: February 12, 2024

## TRANSPORTATION AGREEMENT

This Transportation Agreement between the City of Sandusky's Sandusky Transit System (STS) and LMN Dev SPE LLC d.b.a Kalahari Resorts & Conventions -Sandusky, herein known as Kalahari sets forth the terms agreed upon between the parties for provision of program eligible transportation service.

**Term:** The services performed under this agreement will be for the period commencing January 1, 2024 and continuing through December 31, 2024.

**Scope of Service:** STS will provide free transportation services for Kalahari employees, upon the showing of the employee's valid Kalahari Identification Card ("Kalahari ID"), for any of the STS fixed routes.

**Operating Days:** Service will be available every day except the following holidays: New Year's Day, Thanksgiving Day, and Christmas Day, but subject to change.

**Fare and Payment Schedule:** Kalahari will pay \$75,000 for unlimited ridership for Kalahari employees for all fixed routes. Fixed Routes are Monday through Sunday and normally scheduled service hours between 5:00 a.m. to 12:30 a.m., but subject to change.

**Billing:** Kalahari will be billed and shall pay for services in the amount of \$18,750 on the following dates for a total amount of \$75,000. Kalahari shall pay STS \$18,750 for the services performed on or before the following dates: March 14, 2024; April 1, 2024; July 1, 2024; October 1, 2024.

### **STS Responsibilities**

1. **Vehicle Operations:** STS will provide free transportation on any of the STS Fixed Routes to any Kalahari employee, who shows their valid Kalahari ID card.

### **Kalahari Responsibilities**

1. **Passenger Information:** Kalahari shall inform their employees that in order to ride the STS fixed routes for free, the employees shall show their valid Kalahari ID card.

**Monitoring and Evaluation:** STS and Kalahari will monitor the manner in which the terms of this Agreement are being carried out and evaluate its effectiveness.

**Amendments:** This Agreement may be amended at any time by a written amendment signed by both parties.

**Termination:** This agreement may be terminated by either party upon ninety (90) days notice in writing provided by one party to the other. STS will continue to provide service until the effective date of termination, and Kalahari will make payment in accordance with the payment provisions of the Agreement for the services prior to the effective date of termination.

**SIGNATURE PAGE TO FOLLOW**

CITY OF SANDUSKY

KALAHARI

By: \_\_\_\_\_  
John Orzech, City Manager

By: \_\_\_\_\_  
Brian R. Shanle, General Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Approved as to form:

\_\_\_\_\_  
Sarah S. Chiappone (#0101179)  
Assistant Law Director  
City of Sandusky

DRAFT





## CITY OF SANDUSKY POLICE DEPARTMENT

222 Meigs Street  
Sandusky, Ohio 44870  
419.627.5863  
[www.cityofsandusky.com](http://www.cityofsandusky.com)

**TO:** John Orzech, City Manager

**FROM:** Jared Oliver, Police Chief

**DATE:** January 25, 2024

**RE: Commission Agenda Item**

**ITEM FOR CONSIDERATION:** Requesting legislation authorizing the City Manager to make payment for the annual subscription costs to Lexipol: Lexipol, LLC 2611 Internet Blvd., suite 100 Frisco TX., 75034 in the amount of \$16,285.28.

**BACKGROUND INFORMATION:** The Sandusky Police Department had worked in the past on updating policies to CALEA (The Commission on Accreditation for Law Enforcement Agencies) Standards. This process was taking place back in 1997 and 1998. Policies need continuous monitoring and updating due to Case Law and best practices.

Lexipol policies and software have been implemented in police departments throughout the country. Lexipol has provided proven defensible policies since being founded in 2003. Additionally, within the software, officers will be required to complete Daily Training Bulletins on policies in place that total about thirty a month. Documentation will be available to depict that officers have acknowledged the policies and each time the policy is updated the officers must acknowledge the changes. The Sandusky Police Department will also be able to provide documentation that the Daily Training Bulletins were completed by each officer of the department. The Daily Training Bulletins can be used as continuing education credits through the State of Ohio and the policies are reflective of the Ohio Collaborative Initiative.

In 2018, the City Commission under Ordinance #18-073 approved the expenditure of funds for full implementation of the policy and procedures and annual subscription costs for the project with Lexipol. Full implementation of the policy and procedure manual has been accomplished.

**BUDGETARY INFORMATION:** The total cost for the annual subscription costs with Lexipol is \$16,285.28. The costs of the annual subscription will be paid from the police department's operating budget.

**ACTION REQUESTED:** It is requested that the proper legislation be prepared to make payment to Lexipol: Lexipol, LLC 2611 Internet Blvd., suite 100 Frisco TX., 75034 in the amount of \$16,285.28. It is further requested that this legislation be passed under suspension of the rules in accordance with Section 14 of the City Charter in order to pay the invoice in a timely manner and prior to the due date of March 2, 2024.

**Approved:**

**I concur with this recommendation:**

---

Jared Oliver, Police Chief

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John Orzech, City Manager

Cc: Michelle Reeder, Finance Director

Cc: Stewart Hastings, Law Director

# 110-1610-53000



2611 Internet Blvd  
Ste 100  
Frisco TX 75034  
United States

## Subscription

Id SUB007207

Term Annual

Next Bill 3/2/2024

**Sandusky Police Department**  
Sandusky Police Department  
222 Meigs St  
Sandusky OH 44870  
United States

**This is NOT an Invoice**

Quantity	Item	Rate	Amount
1	L_MAN_51-75_MAN_renewal Annual Law Enforcement Policy Manual & Daily Training Bulletins	14,853.32	\$14,853.32
1	Annual Law Enforcement Supplemental Manual(s)_01t1a000001riEVAAY_51-75_renewal Annual Law Enforcement Supplemental Manual(s)	1,431.96	\$1,431.96
		<b>Total</b>	<b>\$16,285.28</b>

## CERTIFICATE OF FUNDS

In the Matter of: Lexipol Police Agreement

IT IS HEREBY CERTIFIED that the moneys required to meet the obligations of the City of Sandusky under the foregoing Contract have been lawfully appropriated for such purposes and are in the treasury of the City of Sandusky or are in the process of collection to an appropriate fund, free from any previous encumbrances. This certificate is given compliance with Sections 5705.41 and 5705.44, Ohio Revised Code.

Account #110-1010-53000

By: Michelle Reeder

Michelle Reeder

Finance Director

Dated: 2/1/24

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AUTHORIZING AND DIRECTING PAYMENT TO LEXIPOL, LLC OF FRISCO, TEXAS, FOR THE ANNUAL SUBSCRIPTION FEE FOR POLICY MANUAL UPDATES AND DAILY TRAINING BULLETIN SERVICES FOR THE POLICE DEPARTMENT FOR THE PERIOD OF APRIL 1, 2024, THROUGH MARCH 31, 2025; AND DECLARING THAT THIS ORDINANCE SHALL TAKE IMMEDIATE EFFECT IN ACCORDANCE WITH SECTION 14 OF THE CITY CHARTER.**

**WHEREAS**, the City Commission approved an agreement with Lexipol, LLC for the implementation and annual subscription for Policy Management Software to be used by the Police Department by Ordinance No. 18-073, passed on March 26, 2018; and

**WHEREAS**, prior to this implementation, the Police Department would update their own policies to CALEA (the Commission on Accreditation for Law Enforcement Agencies) Standards which required constant monitoring and updating due to continual new case law and best practices; and

**WHEREAS**, Lexipol's Policy Management Software provides more than 150 policies based on federal and state statutes, case law, regulations, and best practices and the policy manual is written by legal and public safety professionals who constantly monitor major court decisions, legislation and emerging trends affecting the industry and provides regular updates in response to legislative mandates, case law and the evolution of best practices; and

**WHEREAS**, the annual subscription fee includes policy manual updates, 24/7 access to Knowledge Management System for updates and editing, and unique scenario daily training bulletins and testing data base; and

**WHEREAS**, the total cost for the annual subscription is \$16,285.28 and will be paid with funds from the Police Department's operating budget; and

**WHEREAS**, this Ordinance should be passed as an emergency measure under suspension of the rules in accordance with Section 14 of the City Charter in order to pay the invoice received in a timely manner and prior to the due date of March 2, 2024; and

**WHEREAS**, in that it is deemed necessary in order to provide for the immediate preservation of the public peace, property, health, and safety of the City of Sandusky, Ohio, and its citizens, and to provide for the efficient daily operation of the Municipal Departments, including the Police Department, of the City of Sandusky, Ohio, the City Commission of the City of Sandusky, Ohio finds that an emergency exists regarding the aforesaid, and that it is advisable that this **Ordinance** be declared an emergency measure which will take immediate effect in accordance with Section 14 of the City Charter upon its adoption; and NOW, THEREFORE,

**BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF SANDUSKY, OHIO, THAT:**

Section 1. This City Commission hereby authorizes and directs the City Manager and/or Finance Director to make payment to Lexipol, LLC, of Frisco, Texas, in an amount **not to exceed** Sixteen Thousand Two Hundred Eighty-Five and 28/100 Dollars (\$16,285.28) for the annual subscription fee for policy manual updates and daily training bulletin services for the Police Department for the period of April 1, 2024, through March 31, 2025.

Section 2. If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 3. This City Commission finds and determines that all formal actions of this City Commission concerning and relating to the passage of this Ordinance were taken in an open meeting of this City Commission and that all deliberations of this City Commission and of any of its committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

Section 4. That for the reasons set forth in the preamble hereto, this Ordinance is hereby declared to be an emergency measure which shall take immediate effect in accordance with Section 14 of the City Charter after its adoption and due authentication by the President and the Clerk of the City Commission of the City of Sandusky, Ohio.

\_\_\_\_\_  
RICHARD R. BRADY  
PRESIDENT OF THE CITY COMMISSION

ATTEST: \_\_\_\_\_  
CATHLEEN A. MYERS  
CLERK OF THE CITY COMMISSION

Passed: February 12, 2024



## DEPARTMENT of COMMUNITY DEVELOPMENT

*Division of Planning*  
240 Columbus Ave  
Sandusky, Ohio 44870  
419.627.5973  
[www.cityofsandusky.com](http://www.cityofsandusky.com)

**To:** John Orzech, City Manager

**From:** Arin Blair, Chief Planner

**Date:** January 10, 2024

**Subject:** January 22, 2024 Agenda Item –Application for an amendment to the zoning map for 2068, 2056, 2054, 2050 Cleveland Rd. and a vacant lot in-between 2056 & 2068 Cleveland Rd. (parcels 57-03358.000, 57-02994.000, 57-02885.000, 57-02989.000, 57-04471.000)

**Item for Consideration:** To change the parcels from R1-60 – Single Family Residential Family and R2F – Two Family Residential to RRB – Residential Business.

**Purpose:** The Bicentennial Vision/ Comprehensive Plan outlines the citywide development for the next ten (10) years. In general, zoning amendments should align with the proposed land uses stated in a Comprehensive Plan. Therefore, the Comprehensive Plan is utilized by staff as one factor when evaluating proposed amendments.

**Background Information:** Dan McGookey, on behalf of owners Blake McGory, Elaine McGory, Jeffrey Larson, and Ernest & Catherine Ettorre, has applied for a rezoning of the subject parcels from R1-60 – Single Family Residential Family and R2F – Two-Family Residential to RRB – Residential Business for the purpose of allowing transient rental on the property.

The subject properties are adjacent other R1 – 60 Single Family Zoning districts on the same side of Cleveland Road and GB – General Business across the street. The Cleveland Rd. Corridor is a medium – high intensity commercial corridor. There is a hotel in operation directly across the street from 2050, 2054 Cleveland Rd. and another hotel in operation within 650 feet of all properties on this application. However, the character of the roadway where the homes are located is residential, and the properties are surrounded on the sides and rear by residential homes.

On Wednesday, May 24, 2023, at their regularly scheduled meeting, the Sandusky Planning Commission recommended against the approval of a map amendment to the zoning map for 2068, 2056, 2054, 2050 Cleveland Rd. and a vacant lot in-between 2056 & 2068 Cleveland Rd. (parcels 57-03358.000, 57-02994.000, 57-02885.000, 57-02989.000, 57-04471.000) to rezone the property from R1-60 – Single Family Residential Family and R2F – Two Family Residential to RRB – Residential Business.

This Application for a map amendment was received prior to the City Commission's Moratorium. Therefore, the Moratorium does not apply to this application. Pursuant to Section 1113.04(b) of the Sandusky Codified Ordinances, the City Commission may disapprove or modify the recommendation by the Planning Commission by a vote of not less than three-fourths (3/4) of its entire membership, which is six (6) votes.

**Correlation to the Comprehensive Plan:** According to the City's Bicentennial Vision Comprehensive Plan, this neighborhood had several strong recommendations that could be addressed by this rezoning. The Bicentennial Comprehensive Plan calls for both support of the tourism industry with the creation of transient rentals and hotel rooms, and the support of housing variety through the preservation of existing housing and the creation of new housing units.

**Budgetary Impact:** The proposed redevelopment is expected to result in increased property and income revenue for the city.

**Action Requested:** It is requested that the City Commission follow the recommendation from the Planning Commission and deny the proposed amendment to the zoning map.

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Arin Blair, AICP  
Chief Planner

I concur with this recommendation:

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John Orzech  
City Manager

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Colleen Gilson  
Community Development Director

cc: Cathy Myers, Clerk of City Commission  
Michelle Reeder, Finance Director  
Stewart Hastings, Law Director

# PLANNING COMMISSION REPORT

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APPLICATION FOR A MAP AMENDMENT TO THE  
ZONING MAP FOR 2068, 2056, 2054, 2050  
CLEVELAND RD. AND A VACANT LOT IN-BETWEEN  
2056 & 2068 CLEVELAND RD. (PARCELS 57-  
03358.000, 57-02994.000, 57-02885.000, 57-  
02989.000, 57-04471.000).

Reference Number: PRZ23-0001

Date of Report: May 13, 2023

Amended May 30, 2023

Report Author: Alec Ochs, Assistant Planner





# City of Sandusky, Ohio

## Planning Commission Report

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### BACKGROUND INFORMATION

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Owner: Blake McGory – (2068 Cleveland Rd.)  
2605 Merriweather Rd.  
Sandusky, OH 44870

Elaine McGory – (2056 Cleveland Rd & vacant lot in-between 2056 & 2068 Cleveland Rd.)  
608 Neil St.  
Sandusky, OH 44870

Jeffrey Larson – (2054 Cleveland Rd.)  
2054 Cleveland Rd.  
Sandusky, OH 44870

Ernest & Catherine Ettorre – (2050 Cleveland Rd.)  
2050 Cleveland Rd.  
Sandusky, OH 44870

Authorized Agent: Dan McGookey – McGookey Law Offices  
225 Meigs St.  
Sandusky, OH 44870

Site Location: 2068, 2056, 2054, 2050 Cleveland Rd. and a vacant lot in-between 2056 & 2068 Cleveland Rd.  
Sandusky, OH 44870

Current Zoning: R2F – Two Family Residential & ~~R1-75~~ R1-60 – Single Family Residential

Surrounding Zoning: North- ~~R2F – Two Family Residential~~ RB – Roadside Business  
East- ~~R2F – Two Family Residential~~ R1-60 – Single Family Residential  
South- ~~R2F – Two Family Residential~~ R1-60 – Single Family Residential  
West- ~~R2F – Two Family Residential~~ R1-60 – Single Family Residential

Existing Use: Residential

Proposed Zoning: RRB – Residential Business

Applicable Plans & Regulations: City of Sandusky Bicentennial Comprehensive Plan  
City of Sandusky Planning and Zoning Code Chapters:  
1129 Residential Districts

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#### SITE PICTURES

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**Subject Parcels Outlined in Red:**



#### Zone Map Setbacks



#### PUD - Planned Unit Development



#### Parcels



#### TRO - Transient Rental Overlay



#### Zoning

AG - Agriculture

CA - Commercial Amusement

CR - Commercial Recreation

CS - Commercial Service

DBD - Downtown Business

GB - General Business

GM - General MAnufacturing

LB - Local Business

LM - Local Manufacturing

P - Auto Parking

PF - Public Facilities

R1-40 - Single Family Residential

R1-50 - Single Family Residential

R1-60 - Single Family Residential

R1-75 - Single Family Residential

R2F Two-Family Residential

RB - Roadside Business

RMF - Multi-Family Residential

RRB - Residential/Business

RS - Residential Suburban



[illegible]

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## PROJECT DESCRIPTION

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The sites 2068, 2056, 2054, 2050 Cleveland Rd. currently have residential structures.

All properties on this application are across the street from a RB – Roadside Business zoning District. Roadside Business Zoning Districts allow transient rental and also low-medium level intensity business uses. The owners / applicant are proposing to amend the zoning map to RRB – Residential Business at all 5 parcels. Residential Business is the most restrictive Zoning District which allows transient rental.

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## APPLICABLE CODE SECTIONS

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### CHAPTER 1113

#### Amendments

Chapter 1113 Amendments, of the Zoning Code states that the Zoning Map may be amended periodically in order to keep it abreast of new zoning techniques, as well as when the following general conditions arise:

- (1) Whenever a general hardship prevails throughout a given district;
- (2) Whenever a change occurs in land use, transportation, or other sociological trends, either within or surrounding the community; and
- (3) Whenever extensive developments are proposed that do not comply but would be in the public interest.

### CHAPTER 1129

#### Residential Districts

##### 1129.03 SCHEDULE OF PERMITTED BUILDINGS AND USES.

RRB	Uses permitted in RMF District.	Accessory uses permitted in RMF District.
	All home offices and occupations.	Accessory (without fee) off-street parking areas.
	Apartment hotels, rooming houses.	

### CHAPTER 1107

#### Definitions

##### 1107.01 (h) (5)

- C. "Apartment hotel" means a unit similar to an apartment house, except that the unit may be used for more or less transient occupancy.

#### 1149.05 SCHEDULE OF REQUIRED OFF-STREET PARKING.

<u>Building or Use</u>	<u>Required Minimum Parking Space</u>
(1) One-family dwelling	2 spaces/dwelling unit x 1

**Required Parking Spaces per property: 2**

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#### DIVISION OF PLANNING COMMENTS

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Staff recommends rezoning applications for the applicant's stated purpose of transient rental be evaluated from a broader perspective of whether the zoning change makes sense for the parcel and the expected future land use of it and the surrounding parcels.

The Cleveland Rd. Corridor is a medium – high intensity commercial corridor. There is a hotel in operation directly across the street from 2050, 2054 Cleveland Rd. and another hotel in operation within 650 feet of all properties on this application.

The Bicentennial Vision Comprehensive Plan outlines a number of priorities for the neighborhood. Some of the priorities related to this site are:

**1) Livable City: Top Priorities (summarized)**

- a) Support the development and rehabilitation of a variety of housing types that meet the needs of current and future residents including: (...) short-term transient rental.

**2) Destination City: Top Priorities (summarized)**

- a) Zoning changes to encourage hospitality: Determine appropriate zoning for transient rentals and hotels, and other hospitality development in the city.

**3) Vibrant City: Top Priorities (summarized)**

- a) Leverage impeding hospitality investments to revitalize Cleveland Rd. Corridor.

**4) Connected City: Top Priorities (summarized)**

- a) Corridor improvements: example – Cleveland Rd.

Understanding the goals set for this area by the city's Comprehensive Plan and the reasons previously stated in this report the rezoning could satisfy the above conditions.

It is unclear if all property owners are interested in transient rental use, though they did authorize *McGookey Law Offices* to act as their agent to rezone the properties.

Lastly, if the applicant desires these properties to be utilized for transient rental, they each would need their own transient rental application and be thoroughly reviewed by the Code Enforcement Department and the Planning Department.

The decision in this case is a factor of weighing the following:

- A. The demand for long-term housing versus short-term housing in the city, both priorities of the Comprehensive Plan, and
- B. The high-traffic mixed use nature of Cleveland Rd. and its future as a primarily commercial corridor in the city versus the preservation of existing homes for long-term residential.

On May 8, 2023, the Sandusky City Commission passed a moratorium on rezoning properties for the purpose of transient rental use. The moratorium takes affect on June 7th, 2023 and will remain in effect for 18 months unless ended earlier, or extended, by motion and vote of the City Commission. If Planning Commission were to recommend this application for approval, it would not proceed for approval due to the recently passed moratorium.

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#### OTHER DEPARTMENT COMMENTS

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**Engineering Staff:**

Engineering staff asked if Planning Commission would recommend any additional landscape screening requirements on outdoor spaces of transient rental properties that are adjacent to typical residential properties.

**Building Staff:**

No objections have been received as of the writing of this report

**Police Department:**

The Police Department has no objections

**Fire Department:**

No objections have been received as of the writing of this report

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#### CONCLUSION/RECOMMENDATION

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Due to its conflict with the moratorium passed by City Commission, staff recommends denial of the proposed amendment to the Zoning Map for 2068, 2056, 2054, 2050 Cleveland Rd. and a vacant lot in-between 2056 & 2068 Cleveland Rd. (parcels 57-03358.000, 57-02994.000, 57-02885.000, 57-02989.000, 57-04471.000). If the Planning Commission were to approve the Zoning Map Amendment, staff recommends it be accompanied by the following conditions:

1. All applicable permits must be obtained through the Building Department, Engineering Department, and any other applicable agency prior to transient occupancy.



**Planning Commission  
May 24, 2023  
Meeting Minutes**

**Meeting Called to Order**

Chair McGory called the May 24, 2023, Planning Commission meeting to order at 5:01 pm. The following Commissioners were present: Commissioner Castile, Chair McGory, Vice Chair Miller, Commissioner Poggiali, Commissioner Whelan, and Commissioner Zuilhof. Commissioner Jackson was absent. Arin Blair and Alec Ochs were present on behalf of the Community Development Department, Sarah Chiappone was present on behalf of the Law Department and Quinn Rambo was the acting clerk. Brendan Heil was present remotely, via phone, during the meeting.

**Approval of Minutes from March 22, 2023**

Chair McGory introduced the first item on the agenda, which was the approval of the minutes from the April 25, 2023, Planning Meeting. Commissioner Zuilhof questioned the attendance, and it was determined to be correct. Commissioner Miller made a motion to approve the minutes as presented and Commissioner Poggiali seconded the motion. Chair McGory called for a vote of all those in favor of approving the minutes as presented and the motion passed unanimously.

**Public Hearing**

**2068, 2056, 2054, 2050 Cleveland Road and vacant lot in between 2056 & 2068 Cleveland Road- Zoning Map Amendment.**

**Dan McGookey, on behalf of Blake McGory, Elaine McGory, Jeffery Larson, and Ernest & Catherine Ettore, has submitted an application for an amendment to the zoning map for 2068, 2056, and 2068 Cleveland Road (parcels 57-03358.000, 57-02994.000, 57-02885.000, 57-02989.000, 57-04471.000). The application is to amend the zoning map from either R2f- two family or R1-60 Single Family Residential to RRB- residential business at the above-mentioned parcels.**

Chair McGory stated due to the same last name of the applicants, that he would be abstaining from the vote on these applications. He introduced the application for Cleveland Road and asked for Staff report. Mr. Ochs stated Staff would prefer the Commission to evaluate the applications from a broader perspective of whether the zoning change makes sense for the parcel and the expected future land use of it, and the surrounding parcels. The Cleveland Road Corridor is a medium – high intensity commercial corridor and two hotels were located within a 650ft distance from the parcels listed in the application. The Bicentennial Vision Comprehensive Plan outlined several priorities for the neighborhood. Some of the priorities related to this site are: (1) Livable City: Top Priorities (summarized): Support the development and rehabilitation of a variety of housing types that meet the needs of current and future residents including: (1) short-term transient rental, (2) Destination City: Top Priorities (summarized) Zoning changes to encourage hospitality: Determine appropriate zoning for transient rentals and hotels, and other

hospitality development in the city, (3) Vibrant City: Top Priorities (summarized) Leverage  
impeding hospitality investments to revitalize Cleveland Rd. Corridor, (4) Connected City: Top  
Priorities (summarized) (a) Corridor improvements: example – Cleveland Road, Understanding  
the goals set for this area by the City's Comprehensive Plan and the reasons previously stated in  
this report, the rezoning could satisfy the above conditions. It is unclear if all property owners  
were interested in transient rental use, though they did authorize *McGookey Law Offices* to act  
as their agent to rezone the properties. Lastly, if the applicant desired these properties to be  
utilized for transient rental, they each would need their own transient rental application and be  
thoroughly reviewed by the Code Enforcement Department and the Planning Department. The  
decision in this case is a factor of weighing the following: (A) The demand for long-term housing  
versus short-term housing in the city, both priorities of the Comprehensive Plan, and (B) The  
high-traffic mixed use nature of Cleveland Road. and its future as a primarily commercial  
corridor in the City versus the preservation of existing homes for long-term residential. On May  
8, 2023, the Sandusky City Commission passed a moratorium on rezoning properties for the  
purpose of transient rental use. The moratorium takes effect on June 7th, 2023, and will remain  
in effect for 18 months unless ended earlier, or extended, by motion and vote of the City  
Commission. If Planning Commission were to recommend this application for approval, it would  
not proceed for approval due to the recently passed moratorium. If approved by the  
Commission, Staff asked that the condition of all applicable permits being obtained through the  
Building Department, Engineering Department, Division of Planning, and any other applicable  
agency be added to approval. Chair McGory asked if there were any questions for Staff. Vice  
Chair Miller asked if it were not for the moratorium, would Staff have recommended the  
application for approval. Ms. Blair stated possibly from a 20-year standpoint/ future land use  
map, she could see these properties being zoned business, but as of right now the area was a  
very interconnected residential area. Commissioner Whelan asked if the approval would not  
count because of the moratorium. Mr. Ochs stated the application would be paused until the  
moratorium was lifted. Commissioner Zuilhof asked for clarification on the moratorium in  
connection to the applications. Ms. Blair stated that the requests were directly in conflict with  
the moratorium. The moratorium pauses the creation of new transient rental zoning overlay  
districts, any expansion of the transient rental overlay district, and any rezoning for the purpose  
of the transient rentals. Commissioner Whelan asked Commissioner Poggiali if he would inform  
the Commission about the moratorium. Commissioner Poggiali stated that he would be  
abstaining from the vote due to a conflict of interest and it would not be appropriate for him to  
comment. Chair McGory asked, if procedurally, the application could be taken to City  
Commission. Ms. Blair answered there was not sufficient time before the moratorium went into  
effect for the application to make the legal requirements of a rezone request. Commissioner  
Zuilhof stated that City Commission would need a super majority to override the  
recommendation of the Planning Commission. Ms. Blair confirmed that was true. Chair McGory  
asked if there was anyone present to speak on behalf of the application. Mr. McGookey was  
present to speak on behalf of all property owners. Mr. McGookey stated that the application  
would go before the City Commission, no matter what the Planning Commission ruled. The



applicants were entitled to their due process. Mr. Heil, City Law Director, stated based on the timing of when the moratorium would take effect, no more applications would move forward procedurally, so this would not move forward to City Commission. The applicant would have other administrative appeal rights but the way the moratorium was designed and passed, as legislation, basically stopped all applications from proceeding procedurally. If these applications had been received after the effective date of the moratorium, it would not even have come before Planning Commission. Commissioner Zuilhof stated the Commission could not look outside of the request to the moratorium; the job of the Commission was to rule on the application presented to them. Commissioner Castile asked Mr. McGookey based on the Staff reports listed reasons would be a hardship and what would justify a change in zoning because she was not compelled, based on the request, that the rezone was a necessity at present. The only criteria met was in line with the future comprehensive plan. Mr. McGookey stated that it was a close equivalent to Route 250 in Perkins Township and only allowing residential on one side of the road and commercial on the other. Mr. McGookey stated that it was the burden of the government to give a reason why that property could not be used as the property owner was requesting. Mr. McGookey stated the Staff reports confirm that the applications met the Comprehensive Plan. Commissioner Zuilhof stated that zoning districts should not be divided by streets or boundary lines and said these properties were in a relatively stable residential neighborhood. Commissioner Zuilhof worried that a zoning change would negatively impact the neighborhood. Mr. McGookey stated there were commercial properties interspersed throughout the neighborhood currently. Ms. Blair reminded the Commission that the Chair has the power to move the conversation along, and not allow debate to take place. Chair McGory asked if there was anyone else present to speak for or against the applications. Vice Chair Miller stated that if the market was seeking more transient uses, in the past, the Commission looked to zoning and was not compelled to rezone to accommodate additional transient uses. Commissioner Castile asked what the merits were of changing the zoning of these properties. Commissioner Whelan asked if the Commission was changing their standard of what was considered a hardship, particularly in the view of a livable city and he wanted to be consistent. Mr. McGookey reiterated the burden falls to the government to decide whether there's some reason to deny the request. Mr. Heil interjected, saying that he disagreed with Mr. McGookey's argument about the burden being on the government. Mr. Heil continued procedurally that the burden in any rezone request was on the applicant to show why the use would meet the standards in our zoning code for amendments which would specifically be about the public necessity, general welfare, and good zoning practices. Mr. McGookey disagreed with Mr. Heil's assessment. Commissioner Poggiali asked Mr. McGookey how the applicants had been denied the use of their properties. Mr. McGookey answered that the properties were restricted, and they have the right to be given a valid reason of why they can't use their properties as requested on the application. Commissioner Castile asked if a stable residential neighborhood could be used as a valid reason for denial. Chair McGory asked Mr. Heil if the request did not have to meet the all of the zoning guidelines hardships. Mr. Heil answered it was up to the Commission's interpretation of the ordinance.

Commissioner Zuilhof made a motion to deny the application and the motion was seconded by Commissioner Castile.

- A vote was called, Commissioners Castile and Zuilhof voted in favor of the motion, Vice Chair Miller and Commissioner Whelan voted in opposition to the motion, and Chair McGory and Commissioner Poggiali abstained from the vote. The motion did not pass.

Commissioner Zuilhof asked for Mr. Heil's counsel. Mr. Heil stated the motion did not pass, so debate could continue or motion to approve the application could be considered.

Commissioner Whelan stated the Commission should have a real reason to deny the application. Commissioner Zuilhof stated there was strong reason to deny the application because it is in the interest of the community to leave the zoning as currently zoned; because of the public feedback the Commission received- that citizens were unable find permanent housing. Commissioner Castile stated she agreed with Commission Zuilhof and added that there wasn't anything brought in opposition to that reason during the presentation.

Chair McGory asked for another motion. Commissioner Whelan made a motion to approve the application with conditions of Staff and the motion was seconded by Vice Chair Miller.

- A vote was called, Commissioners Castile and Zuilhof opposed the motion, Vice Chair Miller and Commissioner Whelan voted to approve the motion, and Chair McGory and Commissioner Poggiali abstained from the vote. Mr. Heil stated that the motion to approve failed and constituted a denial of the application.

One of applicants spoke up after the vote but did not come to the podium or state his name, he stated that right down the road is an Airbnb and it was not right that they could operate one, but he couldn't. Commissioner Zuilhof stated that could be a Code Compliance issue.

Commissioner Zuilhof stated he wished the applicant had gotten up and spoken during the public hearing. Mr. McGookey stated that all those facts were before the Commission. Chair McGory stated the Commission would be moving forward with the meeting.

### **Adjudication Hearing**

#### **409 Jackson Street- Conditional Use**

**Ben Cooper, on behalf of 419 Housing, LLC has submitted an application for the conditional use permit at 409 Jackson Street to allow the transient occupancy in a LB- Local Business Zoning District.**

Chair McGory swore in all parties and introduced the application for 409 Jackson Street and asked for the Staff Report. Mr. Ochs stated the site was a 2-family residential structure and has 6 off-street parking spaces. The applicant was seeking a conditional use permit to allow 1 of the 2 units to be used for transient rental. Mr. Ochs continued that Staff preferred conditional use permitting in local business districts to allow transient rental cases where the expanded use would foster catalytic projects that provided a greater benefit to the public than the project

would be able to provide without the conditional use. Based on recent policy direction from City Commission regarding transient rentals, Staff did not have a recommendation for the application. Staff asked if the Commission approves the application, that the following conditions be applied: (1) all applicable permits were obtained through all applicable departments and agencies, and (2) the project does not exceed the proposed one transient units. Chair McGory asked if there were any questions for Staff. There were none. Chair McGory asked if there was anyone to speak on behalf of the application. Mr. Ben Cooper, the applicant, was present to speak on behalf of the application. He stated that there were currently (2) long-term tenants, so the transient rental would not take place for possibly a year. The reason for this request was to help with making improvements to his (19) rental properties without him and his partner being forced to raise the rent for their long-term rental tenants. Commissioner Poggiali asked Mr. Cooper if he would go on the record stating that he would not come back to the Commission to get the other rental unit approved as a transient rental. Mr. Cooper stated he would go on the record that he would not bring the other unit back to the Commission for a conditional use of transient rental. Multiple Commissioners voiced their opinion of how the 409 Jackson Street application differed from the previous applications on Cleveland Road; that this property was zoned Local Business and requesting a conditional use and not requesting a zoning amendment/ rezone.

Commissioner Poggiali made a motion to approve the application with Staff conditions and the condition that the lower unit is the only unit that would be approved for conditional use. The motion was seconded by Commissioner Miller.

- A vote was called, and the motion passed unanimously to approve the application.

### **306 W. Adams Street- Conditional Use**

**Ben Cooper, on behalf of 419 Housing, LLC has submitted an application for the conditional use permit at 306 W. Adams Street to allow the transient occupancy in a LB- Local Business Zoning District.**

Chair McGory introduced the application for 306 W. Adams Street and asked for the Staff Report. Mr. Ochs stated the site was part of a 5-family residential structure. The building footprint was approximately 3,887 sq. ft. and has 6 off-street parking spaces shared with the building to the south. The applicant is seeking a conditional use permit to allow 1 unit to be used for transient rental. The residential structure is across the street from Veterans Park, the County Courthouse and near the Sandusky Library. Based on recent policy direction from City Commission regarding transient rentals, Staff did not have a recommendation for the application. Staff asked if the Commission approves the application, that the following conditions be applied: (1) all applicable permits were obtained through all applicable departments and agencies, and (2) the project does not exceed the proposed one transient units. Chair McGory asked if there was anyone to speak on behalf of the application. Mr. Ben Cooper, the applicant, was present to speak on behalf of the application. Mr. Cooper stated that they were making the request to generate revenue for the property and the unit was vacant. There were (5) units in the building. Mr. Cooper stated he would not feel comfortable stating on the record, as he did on the previous application, to only request one unit to be used as a transient rental but today's request was for just one unit.

Commissioner Zuilhof made a motion to approve the application with Staff conditions and only approval for the unit with the address of 306 W. Adams Street. The motion was seconded by Commissioner Whelan.

- A vote was called, and the motion passed unanimously to approve the application.

### **Other Business**

#### **1702 Campbell Street- Site Plan**

**Jeff Krabill has submitted an application for a Site Plan at 1702 Campbell Street for a mixed-use development.**

Chair McGory introduced the site plan for 1702 Campbell Street and asked for Staff report. Mr. Ochs stated the applicant planned to revitalize the site and make it a mixed-use property. Mixed-use sites would be permitted in this zoning district- if all uses were either a permitted main or accessory use. The applicant proposed to "condoize" the entire building, with 7 condominiums on the top floor of this building, commercial space/restaurant on the main floor and a commercial space/retail on the lower floor. Each unit would be individually owned but the applicant would own the building. The applicant was proposing 82 parking spaces. The parking spaces and driveways would have an area coverage of 36, 044 sq. ft. The applicant was also proposing 4,000 sq. ft. of landscaping. The hours of the site would vary by use. The applicant proposed to provide lighting that fully points away from adjacent residential properties. The applicant has stated that architectural lighting may be used on the building. Chair McGory asked if there were any questions for Staff. Commissioner Zuilhof stated that he cannot properly view the site plan and then asked if the lighting shown on the plans was existing or new and if the lighting would be dark sky compliant. Commissioner Poggiali asked if the applicant would come forward and answer Commissioner Zuilhof's questions. Mr. Jeffery Krabill, the applicant, and Mr. John Feick, the applicant's architect, were present to speak on behalf of the application. Mr. John Feick answered the lighting plan was new and dark sky compliant. Mr. Krabill stated Staff recommended a 5<sup>th</sup> light fixture, but the applicant was trying to keep the lighting from causing problems with adjacent residential properties.

Commissioner Poggiali made a motion to approve the site plan with Staff conditions and the motion was seconded by Chair McGory.

- A vote was called, and the motion passed unanimously to approve the site plan.

### **Presentation**

**Findings from the OSU City & Regional Planning Junior Undergraduate Studio Coursework "Sandusky Climate Migration Adaption Plan."**

Ms. Blair explained that Ohio State University reached out to Sandusky to use the City for their project on Climate Migration Adaptation Plan. The Commission would not be voting on this presentation, this was specifically for educational purposes. She continued that the students mission statement is to provide recommendations for the City to enhance the elements of the built and social environments that attract, inspire, and welcome those seeking to rehome in a climate refuge city. Ms. Blair presented the document/ plan to the Commission. The Commission was impressed by the presentation and agreed that Sandusky would be a great city for climate migrants.

**Adjournment**

Commissioner Poggiali made a motion to adjourn the Planning Commission Meeting and the motion was seconded by Commissioner Castile. The meeting adjourned at 7:24 pm.

**Next Meeting:**

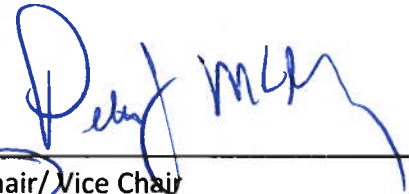
June 28, 2023, at 5:00pm.

**Approved:**



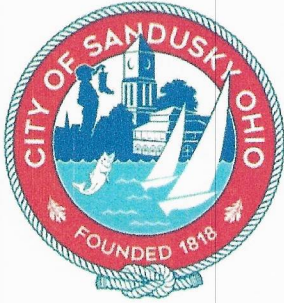
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Clerk



---

Chair/ Vice Chair



---

DEPARTMENT of COMMUNITY DEVELOPMENT

Division of Planning  
240 Columbus Ave  
Sandusky, Ohio 44870  
419.627.5891  
[www.cityofsandusky.com](http://www.cityofsandusky.com)

May 26, 2023

Dan McGookey – McGookey Law Offices  
225 Meigs St.  
Sandusky, OH 44870

**RE: Zoning Map Amendment – 2068, 2056, 2054, 2050 Cleveland Rd. and a vacant lot in-between 2056 & 2068 Cleveland Rd. (parcels 57-03358.000, 57-02994.000, 57-02885.000, 57-02989.000, 57-04471.000)**

This will confirm that the above application was considered by the Sandusky Planning Commission at its meeting on May 24, 2023. After reviewing the application, the Planning Commission has resolved to not recommend approval to the Zoning Map Amendment Application for 2068, 2056, 2054, 2050 Cleveland Rd. and a vacant lot in-between 2056 & 2068 Cleveland Rd. (parcels 57-03358.000, 57-02994.000, 57-02885.000, 57-02989.000, 57-04471.000)

Should you require any further information on this file, please contact Division of Planning at (419) 627 – 5973.

Sincerely,

Alec Ochs  
Assistant Planner

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AFFIRMING THE RECOMMENDATION OF THE PLANNING COMMISSION, DENYING THE REQUEST TO AMEND THE OFFICIAL ZONE MAP OF THE CITY OF SANDUSKY TO REZONE PARCEL NOS. 57-03358.000, 57-02994.000, 57-02885.000, 57-02989.000, AND 57-04471.000 LOCATED ON CLEVELAND ROAD FROM "R1-60" SINGLE-FAMILY RESIDENTIAL DISTRICT AND "R2F" TWO-FAMILY RESIDENTIAL DISTRICT TO "R-RB" RESIDENTIAL-BUSINESS DISTRICT.

**WHEREAS**, a request was made by Daniel McGookey on behalf of the property owners for an amendment to the Zone Map No. 96-01 as codified in Section 1121.03 of the Codified Ordinances of the City for Parcels Nos. 57-03358.000, 57-02994.000, 57-02885.000, 57-02989.000, 57-04471.000, located at 2068, 2056, 2054, and 2050 Cleveland Road and a vacant lot in-between 2056 & 2068 Cleveland Road, from "R1-60" Single-Family Residential District and "R2F" Two-Family Residential District to "R-RB" Residential-Business District; and

**WHEREAS**, the request for rezoning was made for purposes of using the properties for transient rental; and

**WHEREAS**, this request was heard by the Planning Commission at their May 24, 2023, meeting resulting in the Planning Commission's recommendation to **deny** the requested Zone Map Amendment for Parcels Nos. 57-03358.000, 57-02994.000, 57-02885.000, 57-02989.000, 57-04471.000, located at 2068, 2056, 2054, and 2050 Cleveland Road and a vacant lot in-between 2056 & 2068 Cleveland Road; and

**WHEREAS**, a public hearing on the applicant's request was held by this City Commission at their January 22, 2024, and February 12, 2024, regularly scheduled meetings; and

**WHEREAS**, in that it is deemed necessary in order to provide for the immediate preservation of the public peace, property, health, and safety of the City of Sandusky, Ohio, and its citizens, and to provide for the efficient daily operation of Municipal Departments, including the Department of Community Development, of the City of Sandusky, Ohio and, NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF SANDUSKY, OHIO, THAT:

Section 1. This City Commission affirms the recommendation of the Planning Commission denying the requested rezoning of the Zone Map 96-01, as codified in Section 1121.03 of the Codified Ordinances of the City, Parcels Nos. 57-03358.000, 57-02994.000, 57-02885.000, 57-02989.000, 57-04471.000, located at 2068, 2056, 2054, and 2050 Cleveland Road and a vacant lot in-between 2056 & 2068 Cleveland Road from "R1-60" Single-Family Residential District and "R2F" Two-Family Residential District to "R-RB" Residential-Business District.

Section 2. If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 3. This City Commission finds and determines that all formal actions of this City Commission concerning and relating to the passage of this Ordinance were taken in an open meeting of this City Commission and that all deliberations of this City Commission and of any of its committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

Section 4. That for the reasons set forth in the preamble hereto, this Ordinance shall take effect at the earliest time allowed by Law.

\_\_\_\_\_  
RICHARD R. BRADY  
PRESIDENT OF THE CITY COMMISSION

ATTEST: \_\_\_\_\_  
CATHY A. MYERS  
CLERK OF THE CITY COMMISSION

Passed:



ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OVERTURNING THE RECOMMENDATION OF THE PLANNING COMMISSION; AND APPROVING THE REQUEST TO AMEND THE OFFICIAL ZONE MAP OF THE CITY OF SANDUSKY TO REZONE PARCEL NOS. 57-03358.000, 57-02994.000, 57-02885.000, 57-02989.000, AND 57-04471.000 LOCATED ON CLEVELAND ROAD FROM "R1-60" SINGLE-FAMILY RESIDENTIAL DISTRICT AND "R2F" TWO-FAMILY RESIDENTIAL DISTRICT TO "R-RB" RESIDENTIAL-BUSINESS DISTRICT.

**WHEREAS**, a request was made by Daniel McGookey on behalf of the property owners for an amendment to the Zone Map No. 96-01 as codified in Section 1121.03 of the Codified Ordinances of the City for Parcels Nos. 57-03358.000, 57-02994.000, 57-02885.000, 57-02989.000, 57-04471.000, located at 2068, 2056, 2054, and 2050 Cleveland Road and a vacant lot in-between 2056 & 2068 Cleveland Road, from "R1-60" Single-Family Residential District and "R2F" Two-Family Residential District to "R-RB" Residential-Business District and as more fully described in Exhibit "A" which is attached to this Ordinance and specifically incorporated as if fully rewritten herein; and

**WHEREAS**, the request for rezoning was made for purposes of using the properties for transient rental; and

**WHEREAS**, this request was heard by the Planning Commission at their May 24, 2023, meeting resulting in the Planning Commission's recommendation to **deny** the requested Zone Map Amendment for Parcels Nos. 57-03358.000, 57-02994.000, 57-02885.000, 57-02989.000, 57-04471.000, located at 2068, 2056, 2054, and 2050 Cleveland Road and a vacant lot in-between 2056 & 2068 Cleveland Road; and

**WHEREAS**, pursuant to Section 1113.04(b) of the Sandusky Codified Ordinances, the City Commission may disapprove or modify the recommendation by the Planning Commission by a vote of not less than three-fourths (3/4) of its entire membership, which is six (6) votes; and

**WHEREAS**, a public hearing on the applicant's request was held by this City Commission at their January 22, 2024, and February 12, 2024, regularly scheduled meetings; and

**WHEREAS**, in that it is deemed necessary in order to provide for the immediate preservation of the public peace, property, health, and safety of the City of Sandusky, Ohio, and its citizens, and to provide for the efficient daily operation of Municipal Departments, including the Department of Community Development, of the City of Sandusky, Ohio and, NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF SANDUSKY, OHIO, THAT:

Section 1. This City Commission overturns the recommendation of the Planning Commission and hereby approves the rezoning, and the Zone Map 96-

01, as codified in Section 1121.03 of the Codified Ordinance of the City, is hereby amended to effect the rezoning of Parcels Nos. 57-03358.000, 57-02994.000, 57-02885.000, 57-02989.000, 57-04471.000, located at 2068, 2056, 2054, and 2050 Cleveland Road and a vacant lot in-between 2056 & 2068 Cleveland Road from "R1-60" Single-Family Residential District and "R2F" Two-Family Residential District to "R-RB" Residential-Business District more fully described in Exhibits "A" and "B" which are attached to this Ordinance and specifically incorporated herein.

Section 2. The City’s Chief Planner is directed to make the change on the original Zoning Map on file in the Office of Planning and Zoning.

Section 3. If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 4. This City Commission finds and determines that all formal actions of this City Commission concerning and relating to the passage of this Ordinance were taken in an open meeting of this City Commission and that all deliberations of this City Commission and of any of its committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

Section 5. That for the reasons set forth in the preamble hereto, this Ordinance shall take effect at the earliest time allowed by Law.

\_\_\_\_\_  
RICHARD R. BRADY  
PRESIDENT OF THE CITY COMMISSION

ATTEST: \_\_\_\_\_  
CATHY A. MYERS  
CLERK OF THE CITY COMMISSION

Passed:

**TRANSFERRED**

In Compliance with sections  
319-202 and 322-02 of the  
Ohio Revised Code

RN: 202206547 Page 1 of 3  
Erie County Recorder BARBARA A. SESSLER  
Recording Fee: \$42.00 Recorded 07/06/2022 12:45:26 PM

Fee: \$93.50  
Exempt:  
R.E. Transfer Fee: \$280.50  
Richard H. Jeffrey  
Erie County Auditor  
Trans. Fees: : \$0.50  
Date: Jul 06, 2022 by EO  
eFile#: 21334908

**Exhibit "A"**

2068 Cleveland Rd.  
1/3

**WARRANTY DEED**

JANICE HIRT, MARRIED; DANIEL NEWMAN, MARRIED; ROBERT NEWMAN, MARRIED; AND McKENZIE WOBSEY, MARRIED, for valuable consideration paid, grant to BLAKE McGORY, whose tax mailing address is 2068 Cleveland Road, Sandusky, Ohio 44870, the following real property:

**SEE ATTACHED EXHIBIT 'A'**

Prior Deed Reference: RN201608613  
Erie County, Ohio Official Records

HARTUNG TITLE ORDER # E-315541410

These premises are transferred with general warranty covenants, excepting therefrom taxes and assessments, both general and special, from the date of the recordation of this deed and thereafter, which Grantee assumes and agrees to pay, easements, restrictions and reservations of record and zoning ordinances, if any.

DAVID M. HIRT, HUSBAND OF GRANTOR, JANICE HIRT; JULIE A. NEWMAN, WIFE OF GRANTOR, DANIEL NEWMAN; KELLY A. NEWMAN, WIFE OF GRANTOR, ROBERT NEWMAN; AND MICHAEL WOBSEY, HUSBAND OF GRANTOR, McKENZIE WOBSEY, release all rights of dower herein.

IN WITNESS WHEREOF, the said JANICE HIRT AND DAVID M. HIRT, WIFE AND HUSBAND; AND DANIEL NEWMAN AND JULIE A. NEWMAN, HUSBAND AND WIFE; ROBERT NEWMAN AND KELLY A. NEWMAN, HUSBAND AND WIFE; AND McKENZIE WOBSEY AND MICHAEL WOBSEY, WIFE AND HUSBAND, acting herein by JANICE A. HIRT, THEIR ATTORNEY-IN-FACT, duly authorized hereto by a Power of Attorney recorded in RN202206542, Erie County, Ohio Official Records; have hereunto set their hands this 6th day of July 2022.

Janice Hirt  
Janice Hirt

David M Hirt  
David M. Hirt

Janice A. Hirt POA  
Janice A. Hirt, Attorney-in-Fact for  
Daniel Newman, Julie A. Newman,  
Robert Newman, Kelly A. Newman,  
McKenzie Wobser and Michael Wobser

STATE OF OHIO, COUNTY OF ERIE: ss

BEFORE ME, a Notary Public in and for said County and State, personally appeared the above-named JANICE HIRT AND DAVID HIRT, HUSBAND AND WIFE; AND JANICE HIRT, ATTORNEY-IN-FACT FOR DANIEL NEWMAN AND JULIE A. NEWMAN, HUSBAND AND WIFE, ROBERT NEWMAN AND KELLY A. NEWMAN, HUSBAND AND WIFE, AND MCKENZIE WOBSEY AND MICHAEL WOBSEY, WIFE AND HUSBAND, who represented to me to be said persons and who signed the foregoing Instrument and acknowledged the same as their voluntary act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and official seal at Sandusky, Ohio, this 6th day of July, 2022.

Mary-Beth Windau  
Notary Public



MARY-BETH WINDAU  
NOTARY PUBLIC, STATE OF OHIO  
MY COMMISSION EXPIRES  
JUNE 5, 2023

2068 Cleveland<sup>k</sup>  
313

**Exhibit 'A'**

**Situated in the City of Sandusky, County of Erie and State of Ohio:**

**Lot Number One (1) on Ninth Street (or Cleveland Road so-called) in Fred W. Bauer's Subdivision, in the City of Sandusky, Erie County, Ohio as per Plat recorded in Volume 11 of Plats, Page 13, Erie County, Ohio Records. Subject to restrictions of record.**

MA

Valant Lot

1/2

## QUIT-CLAIM DEED

Elaine F. McGory, unmarried, of Erie County, Ohio, for valuable consideration paid, grants to Elaine F. McGory, Trustee of the Elaine F. McGory Revocable Trust Agreement Dated April 12, 2002, whose tax mailing address is 608 Neil Street, Sandusky, Ohio 44870, the following real property:

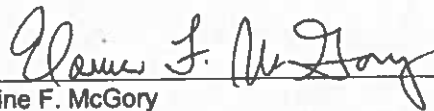
Situated in the City of Sandusky, County of Erie and State of Ohio:

Being Lot Number Two (2) on Ninth Street in Fred W. Bauer's Subdivision, as per plat recorded in Volume 11 of Plats, Page 13, Erie County, Ohio Records.

Prior Deed Reference: RN 128819  
Erie County Deed Records

RN 200301093 Page 1 of 2  
ERIE COUNTY OHIO RECORDER  
Tish Fraley 2P  
RECORDING FEE: 14.00  
CTR Date 01/17/2003 Time 15:45:00

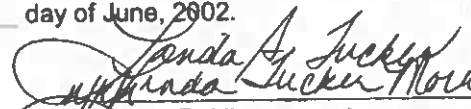
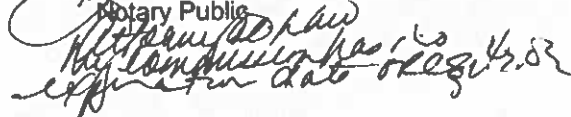
EXECUTED this 5th day of June, 2002.

  
Elaine F. McGory

STATE OF OHIO, COUNTY OF ERIE: ss

**BEFORE ME**, a Notary Public in and for said County and State, personally appeared the above-named Elaine F. McGory, unmarried, who, under penalty of perjury in violation of Section 2921.11 of the Revised Code, represented to me to be said person and who signed the foregoing instrument and acknowledged the same as her voluntary act and deed.

**IN TESTIMONY WHEREOF**, I have hereunto set my hand and official seal at Sandusky, Ohio, this 5th day of June, 2002.

  
Linda A. Tucker  
Notary Public  


MICROFILMED  
SCANNED

ERIE COUNTY OHIO RECORDER  
RN 200301093 Page 2 of 2

✓  
RECEIVED  
COUNTY CLERK  
JAN 17 2008

Warranted  
January 17, 2008  
Que T. Adamson  
ERIE COUNTY AUDITOR  
\$650.00

APPROVED as per Erie County Requirements  
and Sections 4733-37 thru 4733-37-07 of the  
Ohio Administrative Code 2011, No Field  
Verifications for Accuracy made.

Erie County Engineer \_\_\_\_\_  
Date: 11-13-03

2056 Cleveland Rd.  
1/2

## QUIT-CLAIM DEED

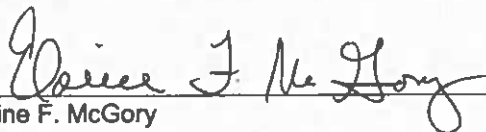
Elaine F. McGory, unmarried, of Erie County, Ohio, for valuable consideration paid, grants to Elaine F. McGory, Trustee of the Elaine F. McGory Revocable Trust Agreement Dated April 12, 2002, whose tax mailing address is 608 Neil Street, Sandusky, Ohio 44870, the following real property:

SEE ATTACHED "EXHIBIT A".

Prior Deed Reference: Vol. 379, Page 200 and Book 073, Page 107  
Erie County Deed Records

RN 200301584 Page 1 of 2  
ERIE COUNTY OHIO RECORDER  
Tish Fraley 2P  
RECORDING FEE: 14.00  
CTR Date 01/28/2003 Time 14:43:23

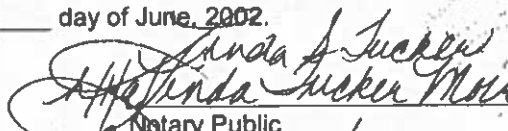
EXECUTED this 5th day of June, 2002.

  
Elaine F. McGory

STATE OF OHIO, COUNTY OF ERIE: ss

BEFORE ME, a Notary Public in and for said County and State, personally appeared the above-named Elaine F. McGory, unmarried, who, under penalty of perjury in violation of Section 2921.11 of the Revised Code, represented to me to be said person and who signed the foregoing instrument and acknowledged the same as her voluntary act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and official seal at Sandusky, Ohio, this 5th day of June, 2002.

  
Notary Public  
*My commission expires 12/31/02*



MICROFILMED  
SCANNED



2056 Cleveland

OK

2/2

**EXHIBIT A**

Situated in the City of Sandusky, County of Erie and State of Ohio:

Being the whole of Sublot Number Three (3) on Ninth Street (Cleveland Road) in the Fred W. Bauer Subdivision of Sublots 5-6-7-8 South of Ninth Street and East of Pipe Creek in Original Lot Number 8, Portland Township, now in the City of Sandusky, Ohio.

APPROVED as per Erie County Requirements  
And Sections 4733-37 thru 4733-37-07 of the  
Ohio Administrative Code Only. No Field  
Verifications for Accuracy made.

Erie County Engineer

Date:

1-28-03

This conveyance has been examined and the grantor has complied with sections 310.202 and 322.02 of the Revised Code.	
ITL: \$	
EXEMPT: \$	✓
R. T. TRANSFER: \$	
JUDITH T. HAMMOND Erie County Auditor	
by	BH

Transferred 1/28/03  
Judith T. Hammond .50 Fee  
ERIE COUNTY AUDITOR BH

2054 Cleveland Rd.  
1/3

Transferred  
Section 322-02 of the  
Revised Code.  
Exempt: ☒  
R.E. TRANSFER:  
Richard H. Jeffrey  
Erie County Auditor  
Trans. Fees: \$  
3-15-21  
Date: 3-15-21  
By: [Signature]  
Per O.R.C. 319.203  
Erie County Auditor  
Date 3-15-21  
[Signature]

**Quit Claim Deed**

*Know All Men By These Presents,*

That, **JEFFREY C. LARSEN**, divorced, AND **CHRISTINE LARSEN**, divorced, the Grantors, who claims title by or through instrument recorded in the Erie County Deed Records Volume 522, Pages 802 and 803, Erie County Recorder's Office, for valuable consideration paid, does hereby transfer, remise, release, and forever quitclaim to **JEFFREY C. LARSEN**, the Grantee, whose Tax Mailing Address is 2054 Cleveland Road, Sandusky, OH 44870 all of her undivided interest in the following described real property:

See Attached Exhibit "A"

**To Have and to Hold** the premises aforesaid, with the appurtenances thereunto belonging to the said Grantee, his heirs and assigns, so that neither the said Grantors, nor their heirs, nor any other persons claiming title through or under, shall or will hereafter claim or demand any right or title to the premises, or any part thereof; but they and every one of them shall by these presents be excluded and forever barred.

In Witness Whereof, I have hereunto set my hand, the 10<sup>th</sup> day of March, 2021.

Christine Larsen  
CHRISTINE LARSEN

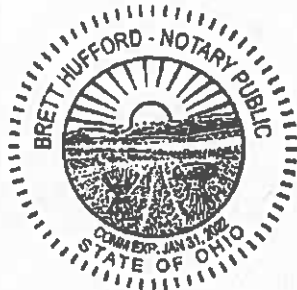
2054 Cleveland Rd 2/3

State of Ohio )  
> ss.  
County of Sandusky )

Before me a Notary Public in and for said County and State, personally appeared the above named **CHRISTINE LARSEN**, who acknowledged that he did sign the foregoing instrument and that the same is her free act and deed.

*In Testimony Whereof, I have hereunto set my hand and official seal this* 10<sup>th</sup> *day of*  
March, 2021.

This is an acknowledgment clause. No oath or affirmation was administered to the signor.



Brett Hufford  
Notary Public

My Commission Expires: 01/31/2021

This instrument prepared by:  
Duane L. Galloway, Esq.  
DUANE L. GALLOWAY & ASSOCIATES  
538 Huron Avenue  
Sandusky, OH 44870  
(419) 626-8630

2054 Cleveland Rd.  
3/3

**EXHIBIT "A"**

Situated in the City of Sandusky, County of Erie and State of Ohio and described as follows:

Being the whole of sub-lot Number four (4) on Ninth Street (Cleveland Road) in the Fred W. Bauer Subdivision as per plat recorded in Volume 11 of Plats, page 13, Erie County, Ohio records.

Prior Deed Reference: Volume 522, Pages 802 and 803

Permanent Parcel No. 57-02989.000

Commonly known as 2054 Cleveland Road, Sandusky, Ohio 44870

2050 Cleveland R.

1/2

**EXHIBIT A - LEGAL DESCRIPTION****Tax Id Number(s): 5704471000****Land Situated in the City of Sandusky in the County of Erie in the State of OH****BEING LOT NUMBER FIVE (5) IN FRED W. BAUER'S SUBDIVISION OF SUB-LOTS 5-6-7-8, SOUTH OF NINTH STREET (CLEVELAND ROAD SO-CALLED) AND EAST OF PIPE CREEK IN ORIGINAL LOT 8 PORTLAND TOWNSHIP, NOW IN THE CITY OF SANDUSKY, OHIO. NOW SAID LOT BEING 66 FEET FRONTING ON NINTH STREET AND EXTENDING SOUTHERLY THE SAME WIDTH A DISTANCE OF TWO HUNDRED (200) FEET;****EXCEPTING THEREFROM THE FOLLOWING:****SITUATED IN THE COUNTY OF ERIE IN THE STATE OF OHIO AND IN THE CITY OF SANDUSKY AND BEING THE SOUTHERLY 1.00 FOOT OF SUB-LOT 5 IN THE FRED W. BAUER'S SUBDIVISION, SECOND WARD, OF PARTS OF O.L. NOS 5,6,7 AND 8 EAST OF PIPE CREEK.****THE PROPERTY ADDRESS AND TAX PARCEL IDENTIFICATION NUMBER LISTED ARE PROVIDED SOLELY FOR INFORMATIONAL PURPOSES.****NOTE: The Company is prohibited from insuring the area or quantity of the land. The Company does not represent that any acreage or footage calculations are correct. References to quantity are for identification purposes only.****Commonly known as: 2050 Cleveland Road , Sandusky, OH 44870**

2050 Cleveland Rd  
2/2STATE OF OHIO, <sup>CAD</sup>~~Erie~~ Cuyahoga

County ss:

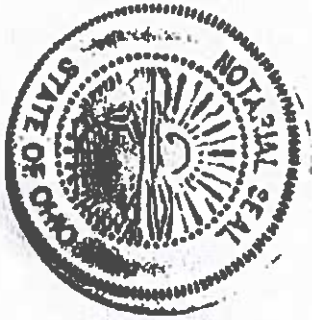
This instrument was acknowledged before me this  
Ernest A. Ettorre and Catherine A.  
Ettorre, husband and wife

3rd day of November, 2015 by

My Commission Expires: April 3, 2017

*Christine A Wilson*  
Notary Public  
*Christine A Wilson*

Christine A Wilson  
Notary Public, State of Ohio  
My commission expires April 3, 2017  
Recorded in Portage County



This instrument was prepared by  
Ursula R McCray  
1050 Woodward Ave  
Detroit, MI 48226-1906  
(313)373-0000

Loan origination organization Quicken Loans Inc.  
NMLS ID 3030  
Loan originator Alfonso Messina  
NMLS ID 198487

OHIO-Single Family-Fannie Mac/Freddie Mac  
UNIFORM INSTRUMENT WITH MERS  
VMP ©  
Wolters Kluwer Financial Services

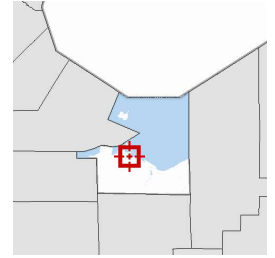


Form 3036 1/01  
VMP6A(OH) (1302).00  
Page 18 of 18





#### Overview



#### Legend

- Parcels
- Streets
- Addresses
  - 0
  - 1
  - <all other values>

Date created: 1/16/2024  
Last Data Uploaded: 1/16/2024 7:00:29 AM

Developed by Schneider  
GEOSPATIAL

Exhibit "B"



---

## CITY MANAGER

240 Columbus Ave.  
Sandusky, Ohio 44870  
419.627.8462  
[www.cityofsandusky.com](http://www.cityofsandusky.com)

**To:** City Commission

**From:** John Orzech, City Manager

**Date:** January 31, 2024

**Subject:** Commission Agenda Item – City of Sandusky Strategic Plan

**Items for Consideration:** Legislation for approval to enter into a Professional Services Agreement with City Architecture, Inc. of Cleveland, Ohio for the creation of a new Strategic Plan for the City of Sandusky.

**Background Information:** The City adopted its Bicentennial Vision Strategic Plan in January 2016, which outlined a plan for the City through 2020 centered around five pillars: Vibrant City, Livable City, Connected City, Destination City, and Celebrated City. Due to the COVID pandemic and other factors, the City has not updated its strategic plan since the Bicentennial Vision plan.

In September 2023, the City issued a request for qualifications for a new 5-year strategic plan. A selection committee reviewed the seven submittals and interviewed two firms. Based on scoring evaluations and the interviews, City Architecture, in collaboration with (re)StartSmart and Urban Partners, was deemed the most qualified for this project.

This project will begin in March 2024 and take place over the ensuing eight months with varied deadlines for different portions. In addition to interviews and workshops with staff, elected officials, and other stakeholders, the consultant team will also work with the City to solicit public feedback through a survey and will make a public presentation at a City Commission meeting. At the end of the process, the consultant and City will produce a final document that will assist City leadership and staff in creating a strategic approach for tackling projects and initiatives over the next five years.

**Budgetary Information:** This project will not exceed \$79,250. The expenditures will come from American Rescue Plan Act (ARPA) funds.

**Action Requested:** It is requested that the proper legislation be prepared to enter into a Professional Services Agreement with City Architecture. for the Strategic Plan and that legislation should be passed under the suspension of rules in complete accordance with Section 14 of the City Charter in order to execute the agreement prior to March 1, 2024, which is the anticipated start as outlined in the scope of services.

---

John Orzech  
City Manager

cc: Stew Hastings, Law Director; Michelle Reeder, Finance Director; Cathy Myers, Clerk of the City Commission



## CERTIFICATE OF FUNDS

In the Matter of: Strategic Plan

IT IS HEREBY CERTIFIED that the moneys required to meet the obligations of the City of Sandusky under the foregoing Contract have been lawfully appropriated for such purposes and are in the treasury of the City of Sandusky or are in the process of collection to an appropriate fund, free from any previous encumbrances. This certificate is given compliance with Sections 5705.41 and 5705.44, Ohio Revised Code.

Account #240-0000-53000

By: Michelle Reeder

Michelle Reeder

Finance Director

Dated: 2/7/24

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AUTHORIZING AND DIRECTING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH CITY ARCHITECTURE, INC., OF CLEVELAND, OHIO, FOR PROFESSIONAL SERVICES FOR THE CREATION OF A NEW STRATEGIC PLAN; AND DECLARING THAT THIS ORDINANCE SHALL TAKE IMMEDIATE EFFECT IN ACCORDANCE WITH SECTION 14 OF THE CITY CHARTER.**

**WHEREAS**, the City Commission adopted a Bicentennial Vision / Strategic Plan for the City by Ordinance No. 16-003, passed on January 25, 2016, which centered around the five (5) priorities areas of Vibrant City, Livable City, Connected City, Destination City and Celebrated City; and

**WHEREAS**, in September 2023, the City issued a Request for Qualifications (RFQ) for a City of Sandusky Strategic Plan Update in which seven (7) proposals were received and evaluated by a selection committee and based upon an interview process of the top two (2) firms and scoring evaluations it was determined City Architecture, Inc. was the most qualified; and

**WHEREAS**, the City has identified four (4) primary areas of focus for the strategic plan update, including Strong Neighborhoods, Vibrant Regional Economy, Destination City, and Excellent Municipal Services and the process will include an internal working group of City staff, a Steering Committee of stakeholders to act as an overall guide to the process and priorities, and a series of focus group conversations centered around each of the project focus areas, giving focus to establishing shared vision and values and establishing goals, objectives, and measurable actions to attain the vision; and

**WHEREAS**, City Architecture, Inc., in collaboration with (re)StartSmart and Urban Partners, will be providing professional services for the Strategic Plan Update and is more fully described in the Scope of Services, which is attached to this Ordinance and marked Exhibit "A" and specifically incorporated herein; and

**WHEREAS**, the primary focus of the consultant will be developing and implementing the process to obtain a final document that will assist City leadership and staff in creating a strategic approach for undertaking projects and initiatives over the next five (5) years; and

**WHEREAS**, the estimated cost for the professional services is \$79,250.00 and will be paid with American Rescue Plan Act (ARPA) Stimulus Funds; and

**WHEREAS**, this Ordinance should be passed as an emergency measure under suspension of the rules in accordance with Section 14 of the City Charter in order to execute an agreement with City Architecture Inc. prior to March 1, 2024, which is the anticipated start as outlined in the Scope of Services; and

**WHEREAS**, in that it is deemed necessary in order to provide for the immediate preservation of the public peace, property, health, and safety of the City of Sandusky, Ohio, and its citizens, and to provide for the efficient daily operation of the Municipal Departments of the City of Sandusky, Ohio, the City Commission of the City of Sandusky, Ohio finds that an emergency exists regarding the aforesaid, and that it is advisable that this **Ordinance** be declared an emergency measure which will take immediate effect in accordance with Section 14 of the City Charter upon its adoption; and NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF SANDUSKY, OHIO, THAT:

Section 1. The City Manager is authorized and directed to enter into an agreement with City Architecture, Inc., of Cleveland, Ohio, for Professional Services for the creation of new Strategic Plan, substantially in the same form as reflected in Exhibit "1" which is attached to this Ordinance and specifically incorporated as if fully rewritten herein together with such revisions or additions as are approved by the Law Director as not being substantially adverse to the City and being consistent with the objectives and requirements of this Ordinance and with carrying out the City's public purposes, at an amount **not to exceed** Seventy-Nine Thousand Two Hundred Fifty and 00/100 Dollars (\$79,250.00).

Section 2. If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 3. This City Commission finds and determines that all formal actions of this City Commission concerning and relating to the passage of this Ordinance were taken in an open meeting of this City Commission and that all deliberations of this City Commission and of any of its committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

Section 4. That for the reasons set forth in the preamble hereto, this Ordinance is hereby declared to be an emergency measure which shall take immediate effect in accordance with Section 14 of the City Charter after its adoption and due authentication by the President and the Clerk of the City Commission of the City of Sandusky, Ohio.

\_\_\_\_\_  
RICHARD R. BRADY  
PRESIDENT OF THE CITY COMMISSION

ATTEST: \_\_\_\_\_  
CATHLEEN A. MYERS  
CLERK OF THE CITY COMMISSION

Passed: February 12, 2024

## **AGREEMENT**

This Agreement is made and entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2024, (the “effective date”) by and between the City of Sandusky, Ohio, an Ohio Municipal Corporation located in the County of Erie, (hereinafter “City”), and City Architecture, Inc., an Ohio corporation with offices located at 12205 Larchmere Boulevard, Cleveland, Ohio 44120, (hereinafter “Consultant”).

### **Recitals:**

**WHEREAS**, the City desired to update its Strategic Plan, which would focus on Strong Neighborhoods, Vibrant Regional Economy, Destination City, and Excellent Municipal Services; and

**WHEREAS**, the City issued a RFQ in September 2023 and a selection committee reviewed seven (7) submittals; and

**WHEREAS**, based on the firm qualifications, project team qualifications, project understanding and approach, project management and timeline, relevant project experience, and overall quality of the submittal, City Architecture, Inc. was chosen as the most qualified firm; and

**WHEREAS**, City Architecture, Inc. will be providing professional services for the Strategic Plan Update, which includes but is not limited to the documentation of the final Strategic Plan in high-quality, graphic forward format with clear, concise written content to be available for print and online viewing, and is more fully described in the Scope of Services, which is attached to this Agreement and marked Exhibit “A” and specifically incorporated herein; and

**WHEREAS**, the cost of the professional services is not to exceed \$79,250.00 and will be paid with American Rescue Plan Act “ARPA” Funds; and

**WHEREAS**, the City and the Consultant thereafter negotiated this Agreement to set forth their mutual understandings and agreements concerning Consultant’s provision of the services and the Sandusky City Commission authorized the City Manager to enter into this Agreement by Ordinance No. \_\_\_\_\_, passed on February 12, 2024.

**THEREFORE**, in consideration of the mutual promises herein set out, the City and the Consultant agree as follows:

**Agreement:**

1. **Recitals.** The recitals are incorporated by reference and form a part of this Agreement as if set forth herein.

2. **Scope of Services / Non-Assignment.** The Consultant agrees to perform the services as described in the Scope of Services, a copy of which is attached to this Agreement, marked Exhibit "B", and is specifically incorporated as if fully rewritten herein.

Consultant shall perform such services in accordance with applicable sections of the Ohio Revised Code and any other applicable Federal, State, or local statutes, ordinances, rules, and regulations.

Consultant shall perform the services under this Agreement personally and shall not assign or delegate the performance of those services to any other person without the prior written approval of the City.

3. **Independent Contractor.** Consultant acknowledges that it is an independent contractor while performing the services required in this Agreement and any personnel required to perform the services in this Agreement will not be employees of the City.

4. **Compensation.** Consultant shall be paid for the services performed in accordance with this Agreement in an amount not to exceed Seventy Nine Thousand Two Hundred Fifty and 00/100 Dollars (\$79,250.00). Consultant agrees to timely submit monthly invoices to the City Manager's Office for services rendered for the previous thirty (30) day period. The City agrees to make timely payment to Consultant within thirty (30) days of receipt of the monthly invoice from Consultant.

5. **Insurance and Indemnification.**

5.1. **Insurance**

5.1.1. **Casualty Insurance.** Except when a modification is requested in writing by the Consultant and approved in writing by the City, the Consultant shall carry and maintain at the Consultant's cost, with companies authorized to do business in Ohio, all necessary liability insurance (which shall include as a minimum the requirements set forth below) during the term of this Agreement:

- a. Workers' Compensation and employer's liability insurance to the full extent as required by applicable law;

- b. Commercial general liability coverage for bodily injury and property damage, including limited contractual liability coverage, in not less than the following amounts:
  - i. General Aggregate Limit: \$2,000,000
  - ii. Each Occurrence Limit: \$1,000,000 each occurrence;
- c. Commercial automobile liability coverage, including non-owned and hired, in an amount not less than \$1,000,000.

5.1.2. Professional Liability Insurance. Subject to the City's waiver or modification of Professional Liability Insurance upon written request of the Consultant, the Consultant shall maintain insurance to protect against claims arising from the performance of the Consultant's services caused by any negligent acts, errors or omissions for which the Consultant is legally liable ("Professional Liability Insurance"). Except when a waiver is approved by the City upon written request of the Consultant, such Professional Liability Insurance shall be in an amount not less than \$1,000,000 per claim and in the annual aggregate. The Consultant may be held liable for its performance of services. If the Professional Liability Insurance is written on a claims-made basis, such insurance shall have a retroactive date no later than the date on which the Consultant commenced to perform the services. The insurance company issuing the Professional Liability Insurance policy must be authorized to do business in Ohio and have a rating of at least A status as noted in the most recent edition of the Best's Insurance Reports.

5.1.3. Certificates. The Consultant shall provide the City with certificates of insurance evidencing the required coverages and amounts, including without limitation any certificates of renewal of insurance. The certificates of insurance shall contain a provision that the policy or policies will not be canceled without thirty (30) days' prior written notice to the City. The Consultant will provide a current certificate of insurance.

5.1.4. Waiver of Subrogation. Notwithstanding anything to the contrary in this Agreement, the City and Consultant each hereby waive any and all claims for recovery against the other party, its members, officers, officials, employees, representatives and/or agents on its own behalf and on behalf of any person or entity claiming through or under it by way of subrogation or otherwise, for any and all damages, losses and expenses covered or coverable by insurance, even if such damages, losses or expenses are the result of any negligent acts, errors or omissions of the other party, its members, officers, officials, employees, representatives and/or agents.

5.2. Indemnification.

5.2.1. Indemnification by Consultant Generally. The Consultant shall and does agree to indemnify and hold harmless the City and its members, officers, officials, employees and representatives from and against insurable damages, losses, and expenses (including

reasonable attorney's fees and other reasonable costs of defense), of any nature, kind or description, which (a) arise out of, are caused by or result from performance to the Consultant's services hereunder and (b) are attributable to bodily injury, personal injury, sickness, disease or death of any person, or to damage to or destruction of property, including the loss of use resulting therefrom, but (c) only to the extent they are caused by any negligent acts, errors or omissions of the Consultant, or anyone directly employed by the Consultant. This Subparagraph is intended to be, and shall be construed as consistent with, and not in conflict with, Section 2305.31 of the Ohio Revised Code, to the fullest extent permitted.

5.2.2. Intellectual Property Indemnification. The Consultant shall and does agree to indemnify and hold harmless the City and its members, officials, officers, employees and representatives from and against insurable damages, losses and expenses (including reasonable attorney's fees and other reasonable costs of defense), of any nature, kind or description, which result from infringement of any copyright, patent or other intangible property right to the extent caused by the negligent act, errors, or omissions of the Consultant, or anyone directly employed by the Consultant. The Consultant shall not be required to indemnify and hold harmless such persons for such matters when the claimed infringement occurs in materials provided by the City.

6. Confidentiality. City and Consultant each recognize and acknowledge that the City is subject to the Public Records Act, Ohio Revised Code Section 149.43, and that trade secrets are exempt from disclosure as public records and Consultant agrees that any information communicated to the Consultant during the performance of the services required by this Agreement that concerns confidential personal, financial or other affairs of the City shall be treated by Consultant as confidential and shall not be revealed or discussed unless required by law or specifically authorized to do so in writing by the City.

7. Public Records. The Consultant shall have access to pertinent public records as are available to the City and applicable to the project. The City does not guarantee the accuracy of said records and it shall be the Consultant's duty to verify the same. The City shall at all reasonable times have access to the work and plans of the Consultant for purposes of inspection. The Consultant agrees that all reports prepared for the City under the terms of this Agreement shall be furnished to the City upon request and delivered to and become the property of the City. The Consultant shall not destroy any documents it creates that belong to the City and shall not destroy any documents in any media that are considered public records as defined in the Ohio Public Records Act, O.R.C. §149.43 et seq.

8. Term. The term of the Agreement shall commence on the date set forth above, the effective date, and shall continue until the services are completed unless earlier terminated in accordance with this Agreement.

9. **Termination for Cause.** Notwithstanding any other provision of this Agreement the City may terminate this Agreement for cause by giving written notification to the Consultant. The notice of termination shall be by certified mail, return receipt requested.

The notice of termination is deemed effective upon receipt. Upon termination of this Agreement, Consultant shall have no further obligation to provide services to the City and the City shall have no further obligation to pay compensation beyond that for satisfactory services rendered before the notice of termination is received. Consultant shall surrender to the City copies of all completed work, work in progress and any reports, records, and any other documents relating to the scope of services that may be in the possession of Consultant at the time of termination. Consultant shall be paid an amount that bears the same ratio to the total services of the Consultant covered in this Agreement, less payments of compensation previously made.

10. **Notice.**

Whenever in this Agreement there shall be required or permitted that notice or demand to be given or served by either party to this Agreement, to or on the other, such notice or demand shall be given or served in writing by certified mail, return receipt requested addressed as follows:

City of Sandusky  
C/O City Manager  
240 Columbus Avenue  
Sandusky, OH 44870

City Architecture, Inc.  
C/O Alex Pesta, Principal Planner  
12205 Larchmere Boulevard  
Cleveland, OH 44120

11. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio.

12. **Equal Employment Opportunity.** In carrying out this Agreement, the Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability, or age. Such action will include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship; and participation in recreational and educational activities. The Consultant will post in conspicuous places, available to employees and applicants for employment, notices to be provided by the government setting forth the provisions of this nondiscrimination clause. The Consultant will state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national original,



disability, or age. The Consultant will incorporate the provisions of this paragraph in all subcontracts for any work covered by this Agreement.

**13. Entire Agreement.** This Agreement sets forth the entire Agreement between the parties with regard to the subject matter of the Agreement. No other agreements, representations or warranties have been made by either party to the other with respect to the subject matter of this Agreement

**14. Severability.** If any of the provisions of this Agreement are found or deemed by a Court of competent jurisdiction to be invalid or unenforceable, they shall be considered severable from the remainder of this Agreement and shall not cause the remainder to be invalid or unenforceable

**15. Amendments.** This Agreement may be amended by the parties only by a written agreement signed by both parties.

**SIGNATURE PAGE TO FOLLOW**

EXHIBIT A

**WITNESSES:**

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**CITY OF SANDUSKY:**

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John Orzech  
City Manager

**WITNESSES:**

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**CITY ARCHITECTURE, INC.**

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(Signature

---

(Printed Name and Title)

Approved as to Form:

---

Sarah S. Chiappone #0101179  
Assistant Law Director  
City of Sandusky

**CERTIFICATE OF DIRECTOR OF FINANCE**

The undersigned, fiscal officer of the City of Sandusky, hereby certifies that the moneys required to meet the obligations of the City during the year 2024 under the Agreement have been lawfully appropriated by the Commission of the City for such purposes and are in the treasury of the City or in the process of collection to the credit of an appropriate fund, free from any previous encumbrances. This Certificate is given in compliance with Sections 5705.41 and 5705.44, Ohio Revised Code.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Michelle Reeder  
Director of Finance

\_\_\_\_\_  
Account Number

January 23, 2024  
Updated: January 29, 2024

Tom Horsman  
Communications Director  
City of Sandusky

**CITY OF SANDUSKY STRATEGIC PLAN  
SANDUSKY, OHIO  
PROPOSAL FOR PROFESSIONAL SERVICES**

Dear Tom:

City Architecture and (re)StartSmart are pleased to present this proposal for professional services for the City of Sandusky's Strategic Plan. We are thrilled to be considered for this important work, and look forward to continuing our partnership with the City's Administration, leadership, staff, residents, and other stakeholders through this work. We recognize this work will focus internally on the City's operations and processes, and we will work with your team to help discover where strategic updates should be considered to further Sandusky's momentum.

We are enthused by our recent conversations where, together, we have considered foci, approach, schedule, and activating this work. We are confident this work will lead to new strategies, updated approaches, open lines of communication and accountability, and position the City to continue its growth. It is our understanding that you wish to move forward with the project by March 1, 2024 (depending on City of Sandusky contracting process).

**PROJECT TEAM**

City Architecture is a planning and architectural firm that focuses on a wide range of initiatives. We are partnering with consulting professionals who are selected based on their experiences and abilities. For this project, we propose to use the following consultants:

- (re)StartSmart (Strategic and Operational Planning)
- Urban Partners (Market Study Specialists)

**WORKFLOW ORGANIZATION**

We envision a structured process that allows for flexibility through engagement with a variety of representative groups. Based on our conversations, our approach (outlined below) is founded on collaborating across five primary groups:

- *Consultant*: Project managers will provide consistent communication with your team
- *Strategic Process Coordinators (SPC)*: City of Sandusky representatives that will be primarily charged with managing this work while providing feedback and guidance
- *Department Liaisons*: City of Sandusky staff that are empowered to represent departments and their processes
- *City Commission*: Elected officials serving the City and its residents
- *Community*: City residents, business owners and operators, stakeholders that will be engaged via online survey

**STRATEGIC PLANNING APPROACH AND ANTICIPATED DELIVERABLES**

Our team has created a comprehensive approach that is organized around an 8-month timeline. Based on our conversations, we understand this timeline aligns with other City initiatives and positions the final Strategic Plan to

be fully completed and activated by year's end. This approach is intended to outline our collective work, how aspects are related, associated deliverables, and their anticipated timing. However, it must be noted that this outline must remain flexible to account for additional conversations, review times, coordination with limited public engagement, and other factors that will likely influence the creation of an exciting Strategic Plan.

For purposes of this document, and the attached Workflow Chart, please note the following definitions:

- *Strategic Plan*: Considerations, goals, and implementation activities for the City
- *Master Plan*: Physical planning concepts, policies, and ideas that can shape the City's landscape
- *V1, V2, V3 Plan*: Culminating drafts of work
- *Workshop(s)*: Working meetings that occur throughout the process
- *Implementation Playbook*: Highlighted action items borne from the Strategic Plan

## **MONTH 1 | PREWORK**

### *Consultant:*

- Submit request for existing documents: Ex. current org chart, primary and secondary contact lists (name, role, email, phone)
- Schedule, conduct, and synthesize summary of interview and small group findings
- Review previous Strategic Plan and related outcomes

### *Strategic Process Coordinators (SPC):*

- Share documents as needed with consulting team
- Send introduction email to Department Liaisons and Commission
- Participate in 1-1 Interview (each member of the core group plus City Manager)
- Establish the list of Departmental Liaisons and invite to small group interviews
- Establish a working calendar of all meetings including a monthly SPC meeting across the timeline

### *Department Liaisons:*

- Participate in small group interviews with appropriate department liaisons (6)
- Establish a working calendar of communications/meetings-across the timeline

### *City Commission:*

- Participate in 1-1 Interviews (7)

### *Community:*

- On hold

### **Deliverables:**

- Submit suggested language to SPC for email announcement to all staff
- Submit suggested language to SPC for email introductions to Department Liaisons-email will include a list of prompt questions for the liaison to promote the discussion across their department in advance of the small group interview
- Submit interview guide(s) to SPC for approval
- Summary of interview and small group findings
- Submit a list of context questions to SPC based on existing documents

## **MONTHS 2 & 3 | LAUNCH**

### *Consultant:*

- Facilitate Launch Meeting with SPC including a discussion to define goals for this work
- Facilitate department liaison response discussion
- Work with CoS to set dates and communications plan to promote online survey
- Develop draft online survey for SPC review and comment

### *Strategic Process Coordinators:*

- Participate in Launch Meeting-level set understanding of what has been accomplished, set communication themes for the process

### *Department Liaisons:*

- Participate in small group response session to Launch Meeting Summary

### *City Commission:*

- City Manager report to City Commission during standard Commission Meetings
- Possible workshop to develop initial decision-making matrix

### *Community:*

- City announcement/press release that defines what this work is and is not
- Formally announce forthcoming online survey and its anticipated dates

### **Deliverables:**

- Summary of Launch Meeting
- Summary of Departmental Liaison response discussion
- Summary of Commission workshop
- Submit key update messaging points to City Manager
- Draft and approval of online survey

## **MONTHS 4 & 5 | ONGOING**

### *Consultant:*

- Facilitate Workshop V1 Update with SPC
- Provide update V1 to V2
- Facilitate Workshop V2 Update with Department Liaisons
- Submit final online survey and post online (in coordination with the City of Sandusky)

### *Strategic Process Coordinators:*

- Participate in meeting to workshop V1 Update Plan
- Approve final online survey

### *Department Liaisons:*

- Participate in small group response session using V2 Update Plan-map how this might be activated

### *City Commission:*

- City Manager report to City Commission during standard Commission Meetings
- Possible workshop: Review of initial decision-making matrix

### *Community:*

- Participate in online survey

### **Deliverables:**

- Develop and submit V1 Update Plan with suggested short, middle, longer term opps
- Convert V1 Plan to V2 Plan
- Summary of Department Liaison session

- Create initial Decision-Making matrix for Commission discussion
- Submit key update messaging points to City Manager

## **MONTHS 6 & 7 | THE FINAL STRETCH**

### *Consultant:*

- Facilitate discussion of V3 Update Plan to include an implementation playbook, accountability map, and scorecard
- Facilitate Workshop with Commission
- Synthesize online survey responses at its close

### *Strategic Process Coordinators:*

- Participate in final consideration of V3 Plan, playbook, accountability map, scorecard and matrix
- Review report templates and provide feedback

### *Department Liaisons:*

- On hold/high level email update

### *City Commission:*

- City Manager report to City Commission during standard Commission Meetings
- Final matrix approval

### *Community:*

- On hold

### **Deliverables:**

- Final Version Updated Plan
- Implementation Playbook with accountability map for activating the work
- Approved Scorecard
- Convert Decision-Making Matrix into Communication Outline
- Create report templates for final reporting and documentation
- Survey summary document

## **MONTH 8 | ACTIVATE**

### *Consultant:*

- Submit final documents for approved by City of Sandusky
- Co-presentation with SPC to Department Liaisons
- Co-presentation with SPC and Department Liaisons to all staff
- Co-presentation to City Commission

### *Strategic Process Coordinators:*

- Co-presentation with Consultant to Department Liaisons
- Co-presentation with Department Liaisons to all staff
- Co-presentation to City Commission

### *Department Liaisons:*

- Co-presentation with SPC to all staff

### *City Commission:*

- City Manager report to City Commission during standard Commission Meetings
- Co-presentation with SPC of decision-making matrix and how it connects to SPC
- Allocate agenda time for Strategic Plan presentation at a regular Commission meeting

### *Community:*

- Attendance at City Commission Meeting

**Deliverables:**

- Submit all final documents to City of Sandusky

**PROFESSIONAL FEES**

The fee for Basic Services as described in this proposal will be billed on a lump sum basis. The following is a fee analysis breakdown by phase for your consideration:

Basic Services	Fee Allocation
Strategic Planning	\$73,500
Market Analysis	\$3,500
<b>Total Basic Services</b>	<b>\$77,000</b>

Reimbursable Expenses	Fee Allocation
Printing, Travel, Etc.	\$2,250
<b>Total Reimbursable Expenses</b>	<b>\$2,250*</b>
<b>Total Services and Expenses</b>	<b>\$79,250</b>

**\*Note: Reimbursable expenses cover third-party online survey**

**ASSUMPTIONS**

- Project will not have a specific website
- Online survey will be hosted by a third-party and linked/promoted by the City of Sandusky
- Public Meeting related to this work will consist of a presentation to the City Commission as an agenda item at a Commission Meeting
- Final documents will be delivered digitally to the City of Sandusky

If this proposal is acceptable, we will develop an agreement which will define the terms and conditions for execution. We look forward to continuing our partnership with the City of Sandusky on this incredibly important work, and thank you for the opportunity.

Sincerely,  
CITY ARCHITECTURE, INC.



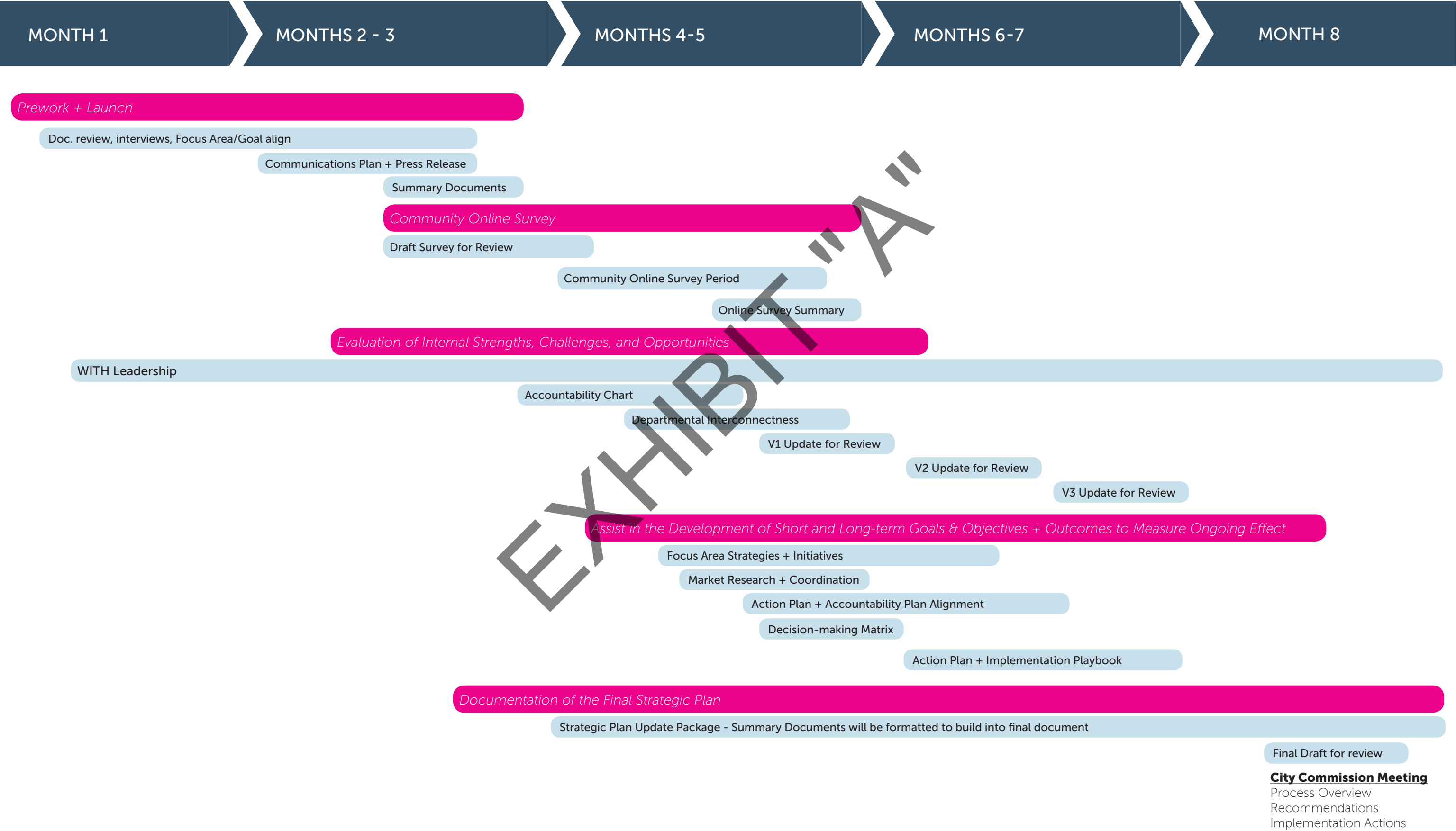
Alex J. Pesta, AIA, AICP, LEED AP  
Principal Planner

Attachments: Strategic Plan Workflow Graphic  
Copies To: Shelley Freed, Michelle Bandy-Zalatoris



# CITY OF SANDUSKY | STRATEGIC PLAN WORKFLOW

Updated | 01/23/2024





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## CITY MANAGER

240 Columbus Avenue  
Sandusky, Ohio 44870  
419.627.5846  
[www.cityofsandusky.com](http://www.cityofsandusky.com)

**TO: John Orzech, City Manager**  
**FROM: Marcus Harris, Diversity and Economic Opportunity Manager**  
**DATE: January 30, 2024**  
**RE: Commission Agenda Item**

**ITEM FOR CONSIDERATION:** Requesting a resolution declaring the City's support of the Ohio Commission for the United States Semiquincentennial (America 250-OH). Passage of the resolution is a critical step in the City of Sandusky receiving the designation as an America 250-Ohio (AM250-OH) Community.

**BACKGROUND INFORMATION:** The City of Sandusky has the opportunity to actively participate in the celebration of the 250th anniversary of the United States in 2026. The City is required to pass a resolution expressing the support of Ohio Commission for the United States Semiquincentennial in order for the City to receive a America 250-Ohio (AM250-OH) designation, a prestigious recognition that allows us to be part of a network of communities commemorating this historic milestone. The AM250-OH Commission offers a platform for collaboration, networking, and resource-sharing among designated communities.

The City of Sandusky was awarded the Buckeye Impact Grant for the Underground Railroad Tour enhancement project in January 2024. The "America 250-OH Community" designation is a separate yet equally important aspect of the statewide celebration which brings together the City of Sandusky government and community members to spearhead local celebration efforts.

**BUDGETARY INFORMATION:** There is no budgetary impact.

**ACTION REQUESTED:** It is requested that a resolution be passed by the City Commission, supporting the Ohio Commission for the United States Semiquincentennial and establishing a City of Sandusky Committee to engage with the AM250-OH Commission, coordinate activities, and access the resources offered. It is further requested that this resolution take immediate effect in accordance with Section 14 of the City Charter in order to submit the Resolution to the AMERICA 250-OH Commission at the earliest opportunity.

---

Marcus Harris, Diversity and Economic Opportunity Manager

**I concur with this recommendation:**

---

John Orzech, City Manager

CC: Stewart Hastings, Law Director; Cathy Myers, Commission Clerk; Michelle Reeder, Finance Director

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION SUPPORTING THE OHIO COMMISSION FOR THE UNITED STATES SEMIQUINCENTENNIAL (AMERICA 250-OH); AND DECLARING THAT THIS RESOLUTION SHALL TAKE IMMEDIATE EFFECT IN ACCORDANCE WITH SECTION 14 OF THE CITY CHARTER.**

**WHEREAS**, the Ohio General Assembly and Governor created AMERICA 250-OH in Ohio Revised Code Section 149.309 to plan, encourage, develop and coordinate the commemoration of the 250th anniversary of the United States and Ohio's integral role in that event and the role of its people on the nation's past, present, and future; and

**WHEREAS**, AMERICA 250-OH strives to engage all Ohioans and all 88 counties through a variety of programs, projects and events through 2026 by inspiring future leaders and celebrating Ohio's contributions to the nation over the past 250+ years; and

**WHEREAS**, the City Commission approved the submission of a grant application to Ohio Humanities through the AMERICA 250-OHIO grant program to support educational commemorative programming relating to the 250<sup>th</sup> Anniversary of the independence and founding of the United States by Resolution No. 049-23R, passed on November 13, 2023, and subsequently received a Buckeye Impact Grant in the amount of \$40,000; and

**WHEREAS**, the City of Sandusky has much to contribute to the nation's 250<sup>th</sup> Anniversary and will use the grant funds for a project to focus on the City's role in the Underground Railroad, blending historical preservation and modern technology to offer an immersive experience and will feature interactive exhibits, enhanced guided walking tours with QR code-accessible audio narratives, and a showcase of historical sites, aiming to preserve and celebrate Sandusky's contribution to the fight for freedom and equality; and

**WHEREAS**, this Resolution is necessary for the City to receive an AM250-OH designation, which allows the City to be part of a network of communities commemorating Underground Railroad's historical milestones; and

**WHEREAS**, this Resolution should be passed as an emergency measure under suspension of the rules in accordance with Section 14 of the City Charter to submit the Resolution to the American 250-OH Commission at the earliest opportunity; and

**WHEREAS**, in that it is deemed necessary in order to provide for the immediate preservation of the public peace, property, health, and safety of the City of Sandusky, Ohio, and its citizens, and to provide for the efficient daily operation of the Municipal Departments of the City of Sandusky, Ohio, the City Commission of the City of Sandusky, Ohio, finds that an emergency exists regarding the aforesaid, and that it is advisable that this **Resolution** be declared an emergency

measure which will take immediate effect in accordance with Section 14 of the City Charter upon its adoption; and NOW, THEREFORE

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF SANDUSKY, OHIO, THAT:

Section 1. This City Commission supports the Ohio Commission for the United States Semiquincentennial (AMERICA 250-OH).

Section 2. This City Commission hereby establishes a local AMERICA 250 City of Sandusky Committee made up of a diverse group of citizens to work with AMERICA 250-OH on any and all activities within the City and the participants of the City of Sandusky Committee will be strictly voluntary roles and there will be no compensation for participation.

Section 3. The City Commission Clerk is directed to transmit a copy of this Resolution to AMERICA 250-OH Commission headquartered at 41 S. High St., Suite 250, Columbus, OH 43215 and is directed to keep a copy of this signed Resolution on file.

Section 4. If any section, phrase, sentence, or portion of this Resolution is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 5. This City Commission finds and determines that all formal actions of this City Commission concerning and relating to the passage of this Resolution were taken in an open meeting of this City Commission and that all deliberations of this City Commission and of any of its committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

Section 6. That for the reasons set forth in the preamble hereto, this Resolution is hereby declared to be an emergency measure which shall take immediate effect in accordance with Section 14 of the City Charter after its

adoption and due authentication by the President and the Clerk of the City Commission of the City of Sandusky, Ohio.

\_\_\_\_\_  
RICHARD R. BRADY  
PRESIDENT OF THE CITY COMMISSION

ATTEST: \_\_\_\_\_  
CATHLEEN A. MYERS  
CLERK OF THE CITY COMMISSION

Passed: February 12, 2024



## ADMINISTRATIVE SERVICES

240 Columbus Ave.  
Sandusky, Ohio 44870

To: John Orzech, City Manager

From: Cody Browning, IT Manager

Date: January 23, 2024

Subject: **Commission Agenda Item – Mail Services Lease**

**ITEM FOR CONSIDERATION:** Requesting legislation authorizing the City Manager to expend funds for a new mail machine lease with Pitney Bowes, Inc. of Stamford, CT, through the National Association of State Procedure Officials (NASPO) Valuepoint Cooperative Purchasing Organization, contract # RSI008354.

**BACKGROUND INFORMATION:** The City currently leases a mail machine from Pitney Bowes, Inc. through the State of Ohio Department of Administrative Services that is used by most departments within the city. The lease expires on April 21, 2024, and the City desires to enter into a new lease for new equipment and services with Pitney Bowes, Inc. through the NASPO Valuepoint Cooperative Purchasing Organization.

The State of Ohio, through their Chief Procurement Official, has approved Ohio governmental entities to participate in the NASPO ValuePoint Cooperative Purchasing Program and has signed a Participating Addendum allowing Ohio governmental entities to use the Master Agreements through the NASPO ValuePoint Cooperative Purchasing Program.

**BUDGETARY INFORMATION:** The cost for this lease is \$493.56 per month (charged quarterly) for a total cost of \$23,690.88 for a 48-month period. This will be paid with funds from the operating budget of the relevant departments.

**ACTION REQUESTED:** It is recommended that the proper legislation be prepared to enter into an agreement with Pitney Bowes, Inc. of Stamford, CT. for the lease and services of a new mail machine. It is requested that this legislation take effect in full accordance with Section 14 of the City Charter, to immediately execute the agreement and allow the vendor the necessary time to set up the new equipment and system prior to April 21, 2024.

I concur with this recommendation:

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John Orzech, City Manager

---

Cody Browning, IT Manager

cc: C. Myers, Commission Clerk; M. Reeder, Finance Director; S. Hastings, Law Director

## CERTIFICATE OF FUNDS

In the Matter of: Pitney Bowes Mail Machine

IT IS HEREBY CERTIFIED that the moneys required to meet the obligations of the City of Sandusky under the foregoing Contract have been lawfully appropriated for such purposes and are in the treasury of the City of Sandusky or are in the process of collection to an appropriate fund, free from any previous encumbrances. This certificate is given compliance with Sections 5705.41 and 5705.44, Ohio Revised Code.

Account #110-7250-53000, 110-7900-53000, 433-4230-53000, 612-5900-53000, 613-5900-53000

By: Michelle Reeder

Michelle Reeder

Finance Director

Dated: 2/7/24

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AUTHORIZING AND DIRECTING THE CITY MANAGER TO ENTER INTO A LEASE AGREEMENT WITH PITNEY BOWES INC., OF STAMFORD, CONNECTICUT THROUGH THE NATIONAL ASSOCIATION OF STATE PROCUREMENT OFFICIALS (NASPO) VALUEPOINT COOPERATIVE PURCHASING ORGANIZATION FOR POSTAGE MACHINE EQUIPMENT AND SERVICES; AND DECLARING THAT THIS ORDINANCE SHALL TAKE IMMEDIATE EFFECT IN ACCORDANCE WITH SECTION 14 OF THE CITY CHARTER.**

**WHEREAS**, subsequent to a Request for Proposals (RFP) process, the City Commission approved a Thirty-Six (36) Month Lease Agreement with Pitney Bowes Inc., of Stamford, Connecticut through the State of Ohio Department of Administrative Services Cooperative Purchasing Program for postage machine equipment and services by Ordinance No. 21-023, passed on February 22, 2021, and this lease expires at the end of the billing period on April 21, 2024; and

**WHEREAS**, the City desires to enter into a lease for new equipment and services with Pitney Bowes, Inc. of Stamford, Connecticut; and

**WHEREAS**, the NASPO ValuePoint Cooperative Purchasing Organization (formerly WSCA-NASPO) provides the highest standard of excellence in public cooperative contracting and by leveraging the leadership and expertise of all states with the purchasing power of their public entities, NASPO ValuePoint delivers the best value, reliable, competitively sourced contracts; and

**WHEREAS**, the State of Ohio, through their Chief Procurement Official, has approved Ohio governmental entities to participate in the NASPO ValuePoint Cooperative Purchasing Program and has signed a Participating Addendum allowing Ohio governmental entities to use the Master Agreements through the NASPO ValuePoint Cooperative Purchasing Program; and

**WHEREAS**, Pitney Bowes, Inc. proposes a Forty-Eight (48) month lease at a cost of \$493.56 per month for a total cost of \$23,690.88 and this cost will be paid with funds from the operating budgets of the relevant departments; and

**WHEREAS**, this Ordinance should be passed as an emergency measure under suspension of the rules in accordance with Section 14 of the City Charter in order to immediately execute the agreement and allow the vendor the necessary time to setup the new equipment and system prior to April 21, 2024; and

**WHEREAS**, in that it is deemed necessary in order to provide for the immediate preservation of the public peace, property, health, and safety of the City of Sandusky, Ohio, and its citizens, and to provide for the efficient daily operation of the Municipal Departments, including the Department of Information Technology, of the City of Sandusky, Ohio, the City Commission of the City of Sandusky, Ohio finds that an emergency exists regarding the aforesaid, and that it is advisable that this **Ordinance** be declared an emergency measure which will take immediate effect in accordance with Section 14 of the City Charter upon its adoption; and NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF SANDUSKY, OHIO, THAT:



Section 1. The City Manager is authorized and directed to enter into a Lease Agreement with Pitney Bowes, Inc. of Stamford, Connecticut, through the National Association of State Procurement Officials (NASPO) Valuepoint Cooperative Purchasing Organization for postage machine equipment and services, for a period of forty-eight (48) months, substantially in the same form as attached to this Ordinance, marked Exhibit "1", and specifically incorporated as if fully rewritten herein, together with any revisions or additions as are approved by the Law Director as not being substantially adverse to the City and consistent with carrying out the terms of this Ordinance, at an amount **not to exceed** Twenty Three Thousand Six Hundred Ninety and 88/100 Dollars (\$23,690.88).

Section 2. If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 3. This City Commission finds and determines that all formal actions of this City Commission concerning and relating to the passage of this Ordinance were taken in an open meeting of this City Commission and that all deliberations of this City Commission and of any of its committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

Section 4. That for the reasons set forth in the preamble hereto, this Ordinance is hereby declared to be an emergency measure which shall take immediate effect in accordance with Section 14 of the City Charter after its adoption and due authentication by the President and the Clerk of the City Commission of the City of Sandusky, Ohio.

\_\_\_\_\_  
RICHARD R. BRADY  
PRESIDENT OF THE CITY COMMISSION

ATTEST: \_\_\_\_\_  
CATHLEEN A. MYERS  
CLERK OF THE CITY COMMISSION

Passed: February 12, 2024



NASPO ValuePoint FMV Rental Agreement (Option B)

Agreement Number																			

Your Business Information

Full Legal Name of Lessee / DBA Name of Lessee	Tax ID # (FEIN/TIN)
CITY OF SANDUSKY	346401311

Sold-To: Address
240 Columbus Ave, Sandusky, OH, 44870-2604, US

Sold-To: Contact Name	Sold-To: Contact Phone #	Sold-To: Account #
Cody Browning	419-515-1127	0011365820

Bill-To: Address
240 Columbus Ave, Sandusky, OH, 44870-2604, US

Bill-To: Contact Name	Bill-To: Contact Phone #	Bill-To: Account #	Bill-To: Email
Leslie Mesenburg	4196275846	0011365820	lmesenburg@ci.sandusky.oh.us

Ship-To: Address
240 Columbus Ave, Sandusky, OH, 44870-2604, US

Ship-To: Contact Name	Ship-To: Contact Phone #	Ship-To: Account #
Leslie Mesenburg	4196275846	0011365820

PO #
.

Your Business Needs

Qty	Item	Business Solution Description
1	SENDPROMAILCENTER	MailCenter
1	1FWW	10lb Interfaced Weighing Feature
1	7W00	MailCenter Meter
1	APAXL	Cost Acctg Accounts Level (100)
1	APKG	SendPro P SendPro 360 Ship Access
1	APSD	Connect+ 145/70 LPM Speed
1	CAABL	Basic Cost Acctg for SP MailCenter
1	F9PG	PowerGuard Service Package
1	HV1P	MailCenter Printer
1	HV96000	MailCenter Weighing Platform
1	HVBB	MailCenter 2000
1	HVSP	MailCenter Shipping Bundle
1	HVSTYLUS	Stylus Kit for SendPro MailCenter
1	M9SS	Mailstream IntelliLink Services 2

1	ME1C	Meter Equipment - P Series, LV
1	MW90007	SendPro P Series Drop Stacker
1	MW92705	MailCenter 15in Display
1	NV10	InView TMR Web Acct Bundle Single only
1	NV90	InView Subscription
1	NV90KIT	InView Welcome Kit
1	NV99	InView MMS Base Software
1	NV99KIT	InView Welcome Kit
1	PTJ1	SendPro Online-PitneyShip
1	PTJ4	Multicarrier Sending App w HW or Meter
1	PTJ8	SPO-PitneyShip Mailing included w HW
1	PTJC	SPO-PitneyShip Individual
1	PTJN	Single User Access
1	PTK1	Web Browser Integration
1	PTK3	SendPro P Series Meter Integration
1	SJM2	SoftGuard for SendPro P2000
1	STDSLA	Standard SLA-Equipment Service Agreement (for MailCenter)
1	SYAB3	Analytics - 2 Products

Your Payment Plan

Initial Term: 48 months	Initial Payment Amount:	
Number of Months	Monthly Amount	Billed Quarterly at*
48	\$ 493.56	\$ 1,480.68

\*Does not include any applicable sales, use, or property taxes which will be billed separately.  
 If the equipment listed above is replacing your current meter, your current meter will be taken out of service once this lease commences.

- ☐ Tax Exempt Certificate Attached
 ☐ Tax Exempt Certificate Not Required
- ☐ Purchase Power<sup>®</sup> transaction fees included
 ☒ Purchase Power<sup>®</sup> transaction fees extra

**Your Signature Below**

By signing below, you agree to be bound by your State's/Entity's/Cooperative's contract, which is available at <http://www.pb.com/states> and is incorporated by reference. The terms and conditions of this contract will govern this transaction and be binding on us after we have completed our credit and documentation approval process and have signed below. If software is included in the Order, additional terms apply which are either (i) included in your State's contract which is available at <http://www.pb.com/states> or (ii) available by clicking on the hyperlink for that software located at [https://www.naspovaluepoint.org/search/?term=pitney+bowes&page\\_ref=contractors](https://www.naspovaluepoint.org/search/?term=pitney+bowes&page_ref=contractors). Those additional terms are incorporated by reference.

NASPO VALUEPOINT CTR058808; RSI008354  
State/Entity's Contract#

\_\_\_\_\_  
Lessee Signature  
  
\_\_\_\_\_  
Print Name  
  
\_\_\_\_\_  
Title  
  
\_\_\_\_\_  
Date  
  
\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Pitney Bowes Signature  
  
\_\_\_\_\_  
Print Name  
  
\_\_\_\_\_  
Title  
  
\_\_\_\_\_  
Date

**Sales Information**

Lori Rossio	lori.rossio@pb.com	
Account Rep Name	Email Address	PBGFS Acceptance



## Department of Community Development

240 Columbus Avenue  
Sandusky, Ohio 44870  
419.627.5832  
[www.cityofsandusky.com](http://www.cityofsandusky.com)

To: John Orzech, City Manager

From: Debi Eversole – Housing Development Specialist

Date: January 26, 2024

Subject: Commission Agenda Item – Amendment to Ordinance 18-088

**Item for Consideration:** Request for an Ordinance amending Ord 18-088 of the existing City Residential Community Reinvestment Area (CRA) removing a portion of Section 4 which states “...Residential applications must be filed with the Housing Officer no later than 12 months after completion of construction.”

**Background Information:** The Ohio Revised Code provides authority to local municipalities to create and designate CRAs to incentivize new residential, commercial and industrial development and/or rehabilitation, by making available real property tax exemptions for such new development or rehabilitation.

In 2003, the Sandusky City Commission created the Downtown CRA through Ordinance 03-109 which implemented sections 3735.65 through 3735.70 of the Ohio Revised Code. This provided the opportunity for property owners that make specific improvements to increase their property value to apply for tax abatement on the increased value. However, the eligible area that was afforded this opportunity was limited to a specific area of the City of Sandusky.

In 2018, the City made an application with the State of Ohio and was approved to expand the designated CRA to include all single, two and three-family residential property within the municipal boundaries of The City of Sandusky. The recommendation to expand the CRA was based on the belief that new construction and rehabilitation was needed in most parts of the City and would encourage economic stability, maintain real property values and would both retain existing residents and attract new residents. It is further asserted that rehabilitation of existing units and construction of new units is a public purpose and that real property exemptions would incentivize these activities. The Sandusky City Commission concurred with this recommendation through Ordinance 18-088.

The current legislation states that “Residential applications must be filed with the Housing Officer no later than 12 months after completion of construction”. The City desires to remove this language from the Ordinance and will implement the program in accordance with the Ohio Revised Code, including Section 3735.67(f) which states in part that the applicant “may file an application for an exemption after the year the construction first became subject to taxation”. Further, “an exemption approved pursuant to this division continues only for those years remaining in the period described in division (D) (2) of this section”.

**Budgetary Information:** There are no budgetary effects as a result of this legislation and ordinance.

**Action Requested:** It is requested that an Ordinance be passed amending Ordinance 18-088 based on the information provided. It is further requested that the ordinance be passed under suspension of the rules and in accordance with Section 14 of the City Charter so that the City can immediately amend its guidelines and receive applications for tax abatement under the new guidelines at the earliest opportunity.

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Debi Eversole  
Housing Development Specialist

I concur with this recommendation:

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Colleen Gilson  
Community Development Director

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John Orzech  
City Manager

cc: Cathy Myers, Clerk of City Commission  
Michelle Reeder, Finance Director  
Stew Hastings, Law Director

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING ORDINANCE NO. 18-088, PASSED ON APRIL 23, 2018; IMPLEMENTING SECTIONS 3735.65 THROUGH 3735.70 OF THE OHIO REVISED CODE TO IMPLEMENT AN EXPANDED COMMUNITY REINVESTMENT AREA IN THE CITY OF SANDUSKY, OHIO, AND RELATED MATTERS, AND DECLARING THAT THIS ORDINANCE SHALL TAKE IMMEDIATE EFFECT IN ACCORDANCE WITH SECTION 14 OF THE CITY CHARTER.

WHEREAS, the General Assembly of the State of Ohio, by the enactment of Ohio Revised Code ("ORC") §§3735.65-70 (herein sometimes referred to as the "Community Reinvestment Area Program") has heretofore authorized municipal corporations to designate Community Reinvestment Areas ("CRAs") within the State to provide an incentive for new residential, commercial or industrial development and/or rehabilitation in such areas, by making available real property tax exemptions for such new development or rehabilitation; and

WHEREAS, by Ordinance No. 03-109, passed June 23, 2003, this City Commission established a CRA in the downtown area of the City (the "Downtown CRA"); and

WHEREAS, there was prepared and submitted to this City Commission, in connection with the passage of Ordinance No. 03-109, a housing survey covering the then-proposed CRA located in the City of Sandusky, which was designated and described therein and called the Downtown Community Reinvestment Area (the "Downtown CRA") and which survey showed the facts and conditions relating to then-existing structures, including structures of historical significance, in the Downtown CRA, including among other things, evidence of deterioration and lack of new construction or repair or rehabilitation of substantial portions of the area; and

WHEREAS, there has been proposed a CRA for residential property to be located throughout the City of Sandusky, which proposed CRA is designated and described herein and called the City Residential Community Reinvestment Area (the "City Residential CRA"); and

WHEREAS, there has been prepared and submitted to this City Commission the Sandusky Property Inventory Report dated April 2015, which provides a parcel by parcel survey and general inventory of the housing stock throughout the City, and which survey shows the facts and conditions relating to existing structures in the City, including among other things, evidence of deterioration, all leading to lack of new construction or repair or rehabilitation of substantial portions of the City; and

WHEREAS, there has been recommended to this City Commission the approval of the designation of the City Residential CRA as a Community Reinvestment Area, and this City Commission has been apprised of the housing surveys, and the facts and conditions relating to the City Residential CRA; and this City Commission has determined that new construction and rehabilitation in such area would serve to encourage economic stability, maintain real property values, and would be in the best interests of the City; and

WHEREAS, the remodeling of existing structures or the construction of residential structures in the City constitutes a public purpose for which real property exemptions may be granted; and

**WHEREAS, the City desires to remove the language that applications must be filed with the Housing Officer no later than 12 months after completion of the construction as stated in Section 5 of this Ordinance and will implement the City's Residential Community Reinvestment Area Program in accordance with the Ohio Revised Code Section 3735.67(F) which states the applicant "may file an application for an exemption after the year the construction first became subject to taxation"; and**

WHEREAS, an emergency exists in that, for the immediate preservation of the public peace, property, health and safety, it is necessary that this Ordinance be immediately effective in order to encourage development to promptly occur in the City to eliminate and prevent the recurrence or spread of conditions of blight and deterioration, and by reason thereof, this Ordinance shall take effect forthwith upon its passage, NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF SANDUSKY, OHIO, that:

**Section 1. This City Commission hereby amends Ordinance No. 18-088, passed on April 23, 2018.**

Section 2. Based upon the aforesaid recommendations and upon said housing surveys, and on this City Commission's own knowledge of the facts and conditions existing in the City, this City Commission hereby finds and determines that the entire area of the City constitutes an area in which housing facilities or structures of historical significance are located, and in which new housing construction and repair of existing facilities or structures are discouraged.

Section 3. Pursuant to Section 3735.66 of the Ohio Revised Code, the City Residential CRA is hereby established and designated as a Community Reinvestment Area meeting the requirements of Ohio Revised Code Section 3735.65-3735.70, and said City Residential CRA is hereby established and designated as the entire area of the City.

Section 4. Within the City, new construction and remodeling of existing residential, structures are hereby declared to be a public purpose and eligible for an exemption from real property taxation. Only residential improvements consistent with the applicable zoning regulations within the City, including building codes and any applicable approvals by the City's Downtown Design Review Board or Landmark Commission, will be eligible for exemptions.

Section 5. For residential property consisting of three units or less ("Residential Property"), a tax exemption is hereby authorized on the increase in the assessed valuation resulting from improvements as described in ORC §3735.67 and shall be granted upon proper application by the property owner and certification thereof by the City's designated Housing Officer. **~~Residential applications must be filed with the Housing Officer no later than 12 months after completion of construction.~~** The following tax exemption percentages and periods of real property tax exemption shall apply to all residential property:

(a) 75% for ten years for the construction or remodeling of dwellings containing not more than two units, and upon which the cost of remodeling is at least \$2,500.

(b) 75% for ten years for the construction or remodeling of dwellings containing three units, and, in the case of remodeling, upon which the cost of remodeling is at least \$5,000.

If remodeling qualifies for an exemption, during the period of the exemption, the dollar amount of the increase in market value of the structure shall be exempt from real property taxation. If the new construction qualifies for an exemption, during the period of the exemption the structure shall not be considered to be an improvement of the land on which it is located for the purpose of real property taxation.

Section 6. To administer and implement the provisions of this Ordinance, the City's Director of Community Development is hereby confirmed as the Housing Officer as described in ORC Sections 3735.65 through 3735.70. The Housing Officer is authorized and directed to receive applications and grant real property tax exemptions for new structures or remodeling completed after the date of passage of this Ordinance, and is further authorized and directed to make annual inspections of properties within the City for which exemptions have been granted, and to keep the Housing Council apprised of any revocations of CRA tax exemption made for lack of adequate property maintenance in accordance with ORC §3735.68.



Section 7. The City has by previous legislation established a Community Reinvestment Area Housing Council (the "Housing Council"). The Housing Council shall make an annual inspection of the properties within the CRA for which an exemption has been granted and shall hear appeals under ORC §3735.70 from property owners whose CRA applications have been denied or tax exemptions revoked by the Housing Officer.

Section 8. This City Commission reserves the right to re-evaluate the designation of the City Residential CRA after December 31, 2028 and every five years thereafter, at which time this City Commission may direct the Housing Officer not to accept any new applications for exemptions as described in ORC §3735.67, with respect to any additional construction or remodeling thereafter commenced.

Section 9. The City Manager of the City is hereby authorized and directed to petition the Director of the Ohio Development Services Agency to confirm the findings contained within this Ordinance.

Section 10. A copy of this Ordinance shall be forwarded to the Erie County Auditor; and a copy of this Ordinance shall also be published in a newspaper of general circulation in the City once a week for two consecutive weeks immediately following its passage.

Section 11. The Downtown CRA shall be terminated effective upon the certification of the City Residential CRA by the Ohio Development Services Agency; provided that any exemptions granted in the Downtown CRA under authority of Ordinance No. 03-109 shall remain in effect under the terms provided therein.

Section 12. If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 13. That it is found and determined that all formal actions of the City Commission of the City of Sandusky concerning and relating to the adoption of this Ordinance were taken in an open meeting of the City Commission of the City of Sandusky and that all deliberations of this City's Commission and any of its committees that resulted in those formal actions were in meetings open to the public, in compliance with all legal requirements.

Section 14. For the reasons set forth in the last preamble hereto, this Ordinance is hereby declared to be an emergency measure in accordance with Section 14 of the City Charter and shall take effect immediately upon its passage and due authentication by the President and the Clerk of the City Commission.

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RICHARD R. BRADY.  
PRESIDENT OF THE CITY COMMISSION

ATTEST: \_\_\_\_\_  
CATHLEEN A. MYERS  
CLERK OF THE CITY COMMISSION

PAGE 4 - ORDINANCE NO. \_\_\_\_\_

Passed: February 12, 2024



## DEPARTMENT OF COMMUNITY DEVELOPMENT

240 Columbus Avenue  
Sandusky, Ohio 44870  
419.627.5829  
[www.cityofsandusky.com](http://www.cityofsandusky.com)

To: John Orzech, City Manager

From: Arin Blair, Chief Planner

Date: February 1, 2024

Subject: **Commission Agenda Item – Permission to Bid the Sandusky Wheels Park project**

**ITEM FOR CONSIDERATION:** Requesting legislation authorizing the City to accept bids for the Sandusky Wheels Park project.

**BACKGROUND INFORMATION:** In 2023, the city completed a preliminary design and community engagement process to envision a new 12,000 square foot all-wheels park with improved pedestrian access and amenities. Sandusky Wheels Park will be a destination public park accessible to users of many types of wheels, all ages, and all skill levels. The existing skate park was constructed in approximately 1999/2000 and is at the end of its useful life. This public amenity is well used by residents and visitors of all ages and has a passionate group of supporters advocating for its replacement and revitalization. Primary components of the park include semi-separated beginner/mellow area, bowl, pump track, jump line, street elements, and public art. The public art component will be completed in an upcoming process in collaboration with the community and supported by the Public Arts & Culture Commission.

Project specifications include all components necessary to complete the project such as: demolition and site preparation, drainage, construction, and installation of surface amenities. Project completion is expected within six months from award.

**BUDGETARY INFORMATION:** The engineer's estimate for the project is \$841,830.00 and shall be paid for with American Rescue Plan Act (ARPA) funds.

**ACTION REQUESTED:** It is recommended that proper legislation be prepared authorizing the City to accept bids for the Sandusky Wheels Park project and that the necessary legislation be passed under suspension of the rules and in accordance with Section 14 of the City Charter to allow for bidding to take place immediately after approval to allow the contractor time to begin construction in the spring of 2024 so the facilities can be used as soon as possible this year.

I concur with this recommendation:

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John Orzech  
City Manager

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Colleen Gilson  
Director of Community Development

cc: C. Myers, Commission Clerk; M. Reeder, Finance Director; S. Hastings, Law Director







## CERTIFICATE OF FUNDS

In the Matter of: OHM- Skate Park

IT IS HEREBY CERTIFIED that the moneys required to meet the obligations of the City of Sandusky under the foregoing Contract have been lawfully appropriated for such purposes and are in the treasury of the City of Sandusky or are in the process of collection to an appropriate fund, free from any previous encumbrances. This certificate is given compliance with Sections 5705.41 and 5705.44, Ohio Revised Code.

Account #240-0000-53000

By: Michelle Reeder

Michelle Reeder

Finance Director

Dated: 2/7/24

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION DECLARING THE NECESSITY FOR THE CITY TO PROCEED WITH THE PROPOSED SANDUSKY WHEELS PARK PROJECT; APPROVING THE SPECIFICATIONS AND ENGINEER'S ESTIMATE OF COST THEREOF; AND DIRECTING THE CITY MANAGER TO ADVERTISE FOR AND RECEIVE BIDS IN RELATION THERETO; AND DECLARING THAT THIS RESOLUTION SHALL TAKE IMMEDIATE EFFECT IN ACCORDANCE WITH SECTION 14 OF THE CITY CHARTER.**

**WHEREAS**, the City desires to update the Skate Park located behind the Sandusky Police Department on Meigs Street to create a destination public skate park accessible to users of all wheels, all ages, and all skill levels; and

**WHEREAS**, this City Commission approved a Professional Design Services Agreement with OHM Advisors of Cleveland, Ohio, for the Sandusky Skate Park – Design Development Project for the preliminary design and community engagement process for a new skate park by Ordinance No. 22-194, passed on September 26, 2022; and

**WHEREAS**, this City Commission approved a Professional Design Services Agreement with OHM Advisors of Cleveland, Ohio, for the design and construction documentation for the Sandusky Wheels Park Project by Ordinance No. 23-188, passed on September 11, 2023; and

**WHEREAS**, the proposed Sandusky Wheels Park Project consists of a new 12,000 square foot all-wheels destination public park accessible to users of many types of wheels, all ages, and all skill levels with improved pedestrian access and amenities and includes semi-separated beginner/mellow area, bowl, pump track, jump line, street elements, and public art; and

**WHEREAS**, the estimated construction cost of the project is \$841,830.00 and will be paid with American Rescue Plan Act (ARPA) Stimulus Funds; and

**WHEREAS**, this Resolution should be passed as an emergency measure under suspension of the rules in accordance with Section 14 of the City Charter in order to immediately bid and award the project so the contractor can begin in the spring and the facilities can be completed and used as soon as possible this year; and

**WHEREAS**, in that it is deemed necessary in order to provide for the immediate preservation of the public peace, property, health, and safety of the City of Sandusky, Ohio, and its citizens, and to provide for the efficient daily operation of the Municipal Departments, including the Division of Planning, of the City of Sandusky, Ohio, the City Commission of the City of Sandusky, Ohio, finds that an emergency exists regarding the aforesaid, and that it is advisable that this **Resolution** be declared an emergency measure which will take immediate effect in accordance with Section 14 of the City Charter upon its adoption; and NOW, THEREFORE

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF SANDUSKY, OHIO, THAT:

Section 1. The specifications and estimates of cost as prepared by the

Director of Public Works and submitted to this City Commission, and which are now on file in the offices of the Director of Public Works and the Clerk of the City Commission, for the proposed Sandusky Wheels Park Project, be and the same hereby are approved by this City Commission.

Section 2. This City Commission hereby declares it necessary to proceed with the proposed Sandusky Wheels Park Project, at the earliest possible time.

Section 3. The City Manager is authorized and directed to advertise for and to receive bids in relation to the proposed Sandusky Wheels Park Project, as required by law.

Section 4. If any section, phrase, sentence, or portion of this Resolution is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 5. This City Commission finds and determines that all formal actions of this City Commission concerning and relating to the passage of this Resolution were taken in an open meeting of this City Commission and that all deliberations of this City Commission and of any of its committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

Section 6. That for the reasons set forth in the preamble hereto, this Resolution is hereby declared to be an emergency measure which shall take immediate effect in accordance with Section 14 of the City Charter after its adoption and due authentication by the President and the Clerk of the City Commission of the City of Sandusky, Ohio.

\_\_\_\_\_  
RICHARD R. BRADY  
PRESIDENT OF THE CITY COMMISSION

ATTEST: \_\_\_\_\_  
CATHLEEN A. MYERS  
CLERK OF THE CITY COMMISSION

Passed: February 12, 2024





DEPARTMENT OF COMMUNITY DEVELOPMENT

*Division of Transit*

240 Columbus Ave.  
Sandusky, Ohio 44870  
419.621.8462  
[www.cityofsandusky.com](http://www.cityofsandusky.com)

**TO:** John Orzech, City Manager

**FROM:** James A. Stacey III, Transit Administrator

**DATE:** January 30, 2024

**SUBJECT:** Erie County Health Department Transportation Services Contract

**ITEM FOR CONSIDERATION:** Legislation requesting approval for the City Manager to enter into a contract for transportation services between the City of Sandusky and the Erie County Health Department.

**BACKGROUND INFORMATION:** The Sandusky Transit System (STS) will provide safe and reliable transportation services to Erie County Health Department Adult Day Care at 795 Bardshar Road, Sandusky, Ohio. The clients will be transported on a daily schedule coordinated between STS and ECHD Adult Day Care. ECHD / ECCHC will provide a safe, interactive, and healthy environment for loved ones to meet new friends, create new lifelong relationships, and participate in structured activities that stimulate the mind and body.

STS shall provide non-medical transportation for approved clients to and from an eligible address. The Contractor shall only be responsible for the transportation, embarkation, and disembarkation of passengers. The Contractor's drivers shall not be authorized to enter a passenger's residence or the destination. The contract will begin upon execution of the contract and will be for a period of one year with the option to extend for two additional one-year periods.

**BUDGET IMPACT:** The contract stipulates that STS will be paid at a rate of \$4.50 per loaded passenger mile with the annual total invoiced not to exceed \$125,000.00. The revenue from this agreement will be used as matching grant funds for the Ohio Department of Transportation (ODOT) 5311 Program Grant.

**ACTION REQUESTED:** It is requested that the Erie County Health Department Transportation Services Contract Agreement be approved, and that the necessary legislation be passed under suspension of the rules and in accordance with Section 14 of the City Charter to have the contract in place for the opening of the Adult Day Care facility.

---

James A. Stacey III  
Transit Administrator

I concur with this recommendation:

---

John Orzech  
City Manager

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Colleen Gilson  
Director of Community Development

cc: Cathy Myers, Clerk of City Commission  
Michelle Reeder, Finance Director  
Stewart Hastings, Law Director

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AUTHORIZING AND DIRECTING THE CITY MANAGER TO ENTER INTO A TRANSPORTATION CONTRACT FOR ADULT DAY CARE BETWEEN THE CITY OF SANDUSKY AND THE ERIE COUNTY HEALTH DEPARTMENT; AND DECLARING THAT THIS ORDINANCE SHALL TAKE IMMEDIATE EFFECT IN ACCORDANCE WITH SECTION 14 OF THE CITY CHARTER.**

**WHEREAS**, the Erie County Health Department desires to obtain transportation services for approved clients to be transferred to and from their Adult Day Care located at 795 Bardshar Road, Sandusky; and

**WHEREAS**, the Sandusky Transit System will provide safe, reliable, transportation services to Erie County Health Department Adult Day Care clients on a daily basis coordinated between the Sandusky Transit System and the Erie County Health Department and will only be responsible for the transportation, embarkation, and disembarkation of passengers; and

**WHEREAS**, the contract will be effective for an initial term of one (1) year beginning on the date of signing, with an option to extend for two (2) additional one (1) year terms; and

**WHEREAS**, the Sandusky Transit System will receive \$4.50 per passenger mile from the Erie County Health Department for a total not to exceed \$125,000.00 and these funds received will be used as matching funds for the Ohio Department of Transportation 5311 Program Grant; and

**WHEREAS**, this Ordinance should be passed as an emergency measure under suspension of the rules in accordance with Section 14 of the City Charter in order to have the contract in place for the opening of the Adult Day Care facility; and

**WHEREAS**, in that it is deemed necessary in order to provide for the immediate preservation of the public peace, property, health, and safety of the City of Sandusky, Ohio, and its citizens, and to provide for the efficient daily operation of the Municipal Departments, including the Sandusky Transit System, of the City of Sandusky, Ohio, the City Commission of the City of Sandusky, Ohio finds that an emergency exists regarding the aforesaid, and that it is advisable that this **Ordinance** be declared an emergency measure which will take immediate effect in accordance with Section 14 of the City Charter upon its adoption; and NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF SANDUSKY, OHIO, THAT:

Section 1. The City Manager be and hereby is authorized to execute a Transportation Contract for Adult Day Care with the Erie County Health Department for transportation services, substantially in the same form as reflected in Exhibit "1" which is attached to this Ordinance and specifically

incorporated as if fully rewritten herein together with such revisions or additions as are approved by the Law Director as not being substantially adverse to the City and being consistent with the objectives and requirements of this Ordinance and with carrying out the City's public purposes.

Section 2. If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 3. This City Commission finds and determines that all formal actions of this City Commission concerning and relating to the passage of this Ordinance were taken in an open meeting of this City Commission and that all deliberations of this City Commission and of any of its committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

Section 4. That for the reasons set forth in the preamble hereto, this Ordinance is hereby declared to be an emergency measure which shall take immediate effect in accordance with Section 14 of the City Charter after its adoption and due authentication by the President and the Clerk of the City Commission of the City of Sandusky, Ohio.

\_\_\_\_\_  
RICHARD R. BRADY  
PRESIDENT OF THE CITY COMMISSION

ATTEST: \_\_\_\_\_  
CATHLEEN A. MYERS  
CLERK OF THE CITY COMMISSION

Passed: February 12, 2024

## **TRANSPORTATION CONTRACT FOR ADULT DAY CARE**

This Contract made this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and between City of Sandusky, 240 Columbus Avenue, Sandusky, Ohio 44870, hereafter called the "Contractor" and the Erie County Health Department, 420 Superior Street, Sandusky, Ohio 44870, hereinafter called "Contracting Authority".

Witnesseth, that the Contractor and Contracting Authority, for the considerations stated herein, mutually agree as follows:

### **CONTRACTOR SERVICE REQUIREMENTS**

The Contractor shall provide non-medical transportation for approved clients to and from an eligible address. The Contractor shall only be responsible for the transportation, embarkation, and disembarkation of passengers. The Contractor's drivers shall not be authorized to enter into a passenger's residence or the destination.

The Contractor shall utilize the City of Sandusky's Forms, attached to this Agreement as Exhibit "A" and incorporated as if fully rewritten herein. The Contractor is not obligated to complete any other forms.

The Contractor may refuse service to an unregistered address.

### **CONTRACTING AUTHORITY RESPONSIBILITIES**

The Contracting Authority shall provide a passenger manifest and the adult day care schedule to Contractor.

### **CONTRACTOR RESPONSIBILITIES**

For completing the aforesaid work, the Contracting Authority will pay the Contractor, upon the Contractor submitting a detailed invoice for the work performed. The Contractor shall invoice the Contracting Authority only for "loaded miles" (miles for which there is an approved client in the vehicle.) The Contractor shall not invoice the Contracting Authority for any unoccupied vehicle time, including wait periods and no shows. Contractor shall submit invoices for services by the 15<sup>th</sup> day of each month for services provided in the previous month. (ex. Services for the month of May submitted no later than June 15<sup>th</sup>). Invoices will be monitored to determine that services were provided and appropriate fees were charged to the Contracting Authority.

### **COSTS**

The Contracting Authority will pay the Contractor for the total quantities of work performed at the Standard Unit Rate per Passenger Mile of \$4.50 for the respective items

of work completed for the sum not to exceed \$125,000.00 (One Hundred Twenty-Five Thousand Dollars), subject to additions and deductions.

#### **TERM**

This contract shall remain in effect for an initial term of one (1) year from the date of contract signing, with an option to extend the contract for two additional one-year terms, with all other terms remaining the same, unless amended by a written amendment signed by all Parties.

#### **TERMINATION**

This contract shall terminate automatically if the Contractor fails to meet all licensing requirements imposed by law. This contract may also be terminated on the basis of adverse findings in the audit required by the previous articles, or at any time, upon thirty (30) days written notice by either Party.

#### **AMENDMENT OF CONTRACT**

This contract may be amended at any time by a written amendment signed by both Parties. Rate shall be re-examined at the end of each contract term to identify if amendments are needed to correspond with actual cost of delivery service.

#### **INSURANCE REQUIREMENTS**

The Contractor agrees to meet all insurance requirements, and workers' compensation requirements, as required by the Ohio Revised Code.

#### **MODIFICATION**

If the materials or services provided herewith do not satisfactorily meet the needs of the Contracting Authority, the contract may be terminated upon thirty (30) days written notice.

#### **NON-DISCRIMINATION**

The Contractor nor any person acting on behalf of the Contractor shall, in the hiring of employees for the performance of work under the contract or any subcontract, no contractor, subcontractor, or any person acting on a contractor's or subcontractor's behalf, by reason of race, creed, sex, disability as defined in O.R.C. 4112.01, or color, shall discriminate against any citizen of the state in the employment of labor or workers who is qualified and available to perform the work to which the employment relates and also no contractor, subcontractor, or any person on a contractor's or subcontractor's behalf, in any matter, shall discriminate against or intimidate any employee hired for the performance of work under the contract on account of race, creed, sex, disability as defined in O.R.C. 4112.01, or color.

**COUNTERPARTS**

This contract may be executed in two or more counterparts, each of which shall be considered an original and can be executed and delivered by facsimile or electronically in Microsoft Word or PDF format.

**COMPONENT PARTS OF THIS CONTRACT**

The executed contract documents shall consist of the following:

- a. This Contract
- b. Contract Limitation Certificate
- c. City of Sandusky Forms, Exhibit A

These documents constitute the entire contract between the parties and its provisions shall be construed in accordance with the laws of the State of Ohio. This contract, together with other documents listed above, forms the contract between the parties hereto. In the event that any provision in any component part of this contract conflicts with any provision of any other component part, the provision of the component part first listed above shall govern, except as otherwise specifically stated.

**SIGNATURE PAGE TO FOLLOW**

**CONTRACTOR:**  
**City of Sandusky**

**CONTRACTING AUTHORITY:**  
**Erie County Health Department**

\_\_\_\_\_  
John Orzech  
City Manager

\_\_\_\_\_  
Peter T. Schade  
Health Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Taxpayer I.D. #

Approved as to Form:

\_\_\_\_\_  
Sarah S. Chiappone (#0101179)  
Assistant Law Director

## CONTRACT LIMITATION CERTIFICATE

I, John Orzech, City Manager, on behalf of the City of Sandusky do hereby acknowledge that the maximum amount of monetary obligation of Erie County Health Department, under the hereinbefore attached contract or agreement is **\$125,000** UNLESS the Erie County Health Department gives **PRIOR APPROVAL** for additional expenditures of money under the contract. The Erie County Health Department **SHALL NOT BE HELD LIABLE** by the **CITY OF SANDUSKY** for any monetary obligations under this contract or agreement above the maximum amount of **\$125,000** UNLESS expenditures are approved by the Board.

\_\_\_\_\_  
Representative of Contractor

Sworn to before me and subscribed in my presence, this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
(Notary Public)





## PARKS & RECREATION

1918 Mills Street  
Sandusky, Ohio 44870  
419.627.5886  
[www.ci.sandusky.oh.us](http://www.ci.sandusky.oh.us)

To: John Orzech, City Manager

From: Jason Werling, Recreation Superintendent

Date: January 31, 2024

**Subject: Commission Agenda Item – 13-month agreement with Progressive Cleaning Solutions, Inc. of Sandusky, Ohio for Cleaning Services at 1918 Mills Street.**

**ITEM FOR CONSIDERATION:** Legislation approving a 13-month agreement with option to extend for two (2) one-year terms with Progressive Cleaning Services, Inc. of Sandusky, Ohio for cleaning services at Mills School, the current home of Sandusky Recreation.

**BACKGROUND INFORMATION:** Progressive Cleaning Solutions, Inc. has been cleaning the Mills School facility and due to expanded programming requiring additional cleaning, it was necessary to proceed with a request for proposals process. On November 16, 2023, the City issued a request for proposals (RFP) for cleaning services at the former Mills School at 1918 Mills Street. The City received one (1) responsive proposal which was evaluated by a selection committee and Progressive Cleaning Solutions, Inc., was determined to be the lowest and best proposal based on their experience, background, qualifications, approach plan and price.

The City shall be billed monthly at a rate of \$1,031, with a 13-month agreement not to exceed the amount of \$13,403. A 13-month agreement has been proposed to align with the lease schedule the City has with Sandusky City Schools as the former school serves as home to the city's Recreation Division. The agreement shall be for an initial thirteen-month period, starting March 1, 2024, through March 31, 2025 with an option to extend for two (2) one-year terms not to exceed \$12,372 each year.

**BUDGETARY INFORMATION:** The cost of the contract for 2024 for Mills School cleaning shall not exceed \$13,403 for the initial 13-month term and be paid with Parks & Recreation funds.

**ACTION REQUESTED:** It is recommended that legislation be approved authorizing the City Manager to enter into a 13-month agreement with Progressive Cleaning Solutions, Inc. of Sandusky, Ohio for cleaning services at Mills School, 1918 Mills Street for a 13-month period beginning March 1, 2024, in an amount not to exceed \$13,403.00. It is further requested that the legislation be passed under suspension of the rules in full accordance with Section 14 of the City Charter in order to execute the agreement prior to the commencing date of March 1, 2024, and to continue services.

Approved:

I concur with this recommendation:

\_\_\_\_\_  
Jason Werling, Recreation Superintendent

\_\_\_\_\_  
John Orzech, City Manager

cc: Cathy Myers, Commission Clerk; M. Reeder, Finance Director; S. Hastings, Law Director

## CERTIFICATE OF FUNDS

In the Matter of: Progressive Cleaning- Mills School

IT IS HEREBY CERTIFIED that the moneys required to meet the obligations of the City of Sandusky under the foregoing Contract have been lawfully appropriated for such purposes and are in the treasury of the City of Sandusky or are in the process of collection to an appropriate fund, free from any previous encumbrances. This certificate is given compliance with Sections 5705.41 and 5705.44, Ohio Revised Code.

Account #227-3700-53000

By: Michelle Reeder

Michelle Reeder

Finance Director

Dated: 2/1/24

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AUTHORIZING AND DIRECTING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH PROGRESSIVE CLEANING SOLUTIONS, INC. OF SANDUSKY, OHIO, FOR CLEANING SERVICES AT THE MILLS SCHOOL FACILITY (CURRENTLY USED FOR SANDUSKY RECREATION) LOCATED AT 1918 MILLS STREET; AND DECLARING THAT THIS ORDINANCE SHALL TAKE IMMEDIATE EFFECT IN ACCORDANCE WITH SECTION 14 OF THE CITY CHARTER.**

**WHEREAS**, a request for proposals (RFP) was issued on November 16, 2023, for cleaning services at the former Mills School facility (currently being used for Sandusky Recreation) located at 1918 Mills Street in which one (1) proposal was received and evaluated by a selection committee and based upon the proposers experience, background, qualifications, approach plan and price, it was determined the proposal of Progressive Cleaning Solutions, Inc. of Sandusky, Ohio, was the lowest and best; and

**WHEREAS**, Progressive Cleaning Solutions, Inc. of Sandusky, Ohio, will be providing cleaning services at Mills School facility (Sandusky Recreation) and these services are more fully described in the Proposal, which is attached to this Ordinance and marked Exhibit "A" and specifically incorporated herein; and

**WHEREAS**, the agreement is for thirteen (13) months, beginning March 1, 2024, and ending March 31, 2025, with an option to extend the agreement for two (2) one (1) year terms, at a monthly cost of \$1,031.00, for a total cost not to exceed \$13,403.00 for the initial thirteen (13) month term and this cost will be paid with Parks & Recreation Funds; and

**WHEREAS**, this Ordinance should be passed as an emergency measure under suspension of the rules in accordance with Section 14 of the City Charter in order to execute the agreement prior to the commencing date of March 1, 2024, and to continue services; and

**WHEREAS**, in that it is deemed necessary in order to provide for the immediate preservation of the public peace, property, health, and safety of the City of Sandusky, Ohio, and its citizens, and to provide for the efficient daily operation of the Municipal Departments, including the Department of Parks and Recreation, of the City of Sandusky, Ohio, the City Commission of the City of Sandusky, Ohio finds that an emergency exists regarding the aforesaid, and that it is advisable that this **Ordinance** be declared an emergency measure which will take immediate effect in accordance with Section 14 of the City Charter upon its adoption; and NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF SANDUSKY, OHIO, THAT:

Section 1. The City Manager is authorized and directed to enter into a thirteen (13) month agreement with Progressive Cleaning Solutions, Inc. of Sandusky, Ohio, for cleaning services at the Mills School facility (currently used for Sandusky Recreation) located at 1918 Mills Street, at a cost of One Thousand Thirty-One and 00/100 Dollars (\$1,031.00) per month for a total amount **not to exceed** Thirteen Thousand Four Hundred Three and 00/100 Dollars (\$13,403.00),

consistent with the proposal submitted, a copy of which is marked Exhibit “A” and attached to this Ordinance.

Section 2. If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 3. This City Commission finds and determines that all formal actions of this City Commission concerning and relating to the passage of this Ordinance were taken in an open meeting of this City Commission and that all deliberations of this City Commission and of any of its committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

Section 4. That for the reasons set forth in the preamble hereto, this Ordinance is hereby declared to be an emergency measure which shall take immediate effect in accordance with Section 14 of the City Charter after its adoption and due authentication by the President and the Clerk of the City Commission of the City of Sandusky, Ohio.

\_\_\_\_\_  
RICHARD R. BRADY  
PRESIDENT OF THE CITY COMMISSION

ATTEST: \_\_\_\_\_  
CATHLEEN A. MYERS  
CLERK OF THE CITY COMMISSION

Passed: February 12, 2024

## Proposal Form

*No alternatives, deletions or additions shall be made to this form as it may render the bid invalid. Alternative proposals can be submitted, where so designated within the bid proposal for review by the City, but of the understanding that the City of Sandusky has sole authority to consider or reject any alternative proposals.*

**Name of Organization:** PROGRESSIVE CLEANING SOLUTIONS, INC

**Business Address:** 326 East Market Street Sandusky, Ohio 44870

**Telephone Number:** 419-216-9440

**Other Phone**

**Other Phone**

**Fax:** 419-775-4443

**Email:** sales@pcleaningsolutions.net

**Name and Title of Contact Individual for Further Information:**

Cindy Pinkston – Owner

**Legal Status of Organization:** (Check one)

☐ For-profit corporation or joint venture corporation

☒ For-profit partnership or sole proprietorship

☐ Non-profit corporation Public agency Other (identify)

☐ Non-profit corporation Private agency Other (identify) Attach your proposal with any additional information that was requested or that you feel necessary to help in the City's evaluation of your qualifications and proposed operation of the facilities.



Janitorial Cleaning  
Commercial Cleaning

Progressive Cleaning Solutions  
326 E Market Street  
Sandusky, OH 44870  
419/216-9440  
sales@pcleaningsolutions.net

December 5, 2023

City of Sandusky – Recreation Center  
1918 Mills Street  
Sandusky, Ohio 44870  
Attn: Missy Morales

Dear Ms. Morales:

Thank you for giving **Progressive Cleaning Solutions** the opportunity to submit our Janitorial/Commercial cleaning proposal for your facility.

We invite you to review the contents of our proposal, which is comprised of the following exhibits:

**EXHIBIT A – Task Description**

**EXHIBIT B – References**

**EXHIBIT C – Cost of Service**

If there are any further questions concerning our services, please feel free to contact us at 419-216-9440.

Sincerely,

Cindy Pinkston  
Progressive Cleaning Solutions, Inc

## **EXHIBIT A**

### **CONTRACT SERVICES-TASK DESCRIPTION**

---

**City of Sandusky - Recreation Center**  
**1918 Mills Street**  
**Sandusky, Ohio 44870**

#### **AREAS TO BE SERVICED ONCE PER WEEK**

12 classrooms, 3 second floor restrooms

#### **AREAS TO BE SERVICED TWICE PER WEEK**

Front entrance way, lobby, main corridor, 4 first floor restrooms, recreation room, 3 offices, 1 breakroom

#### **EXTENT OF SERVICES TO BE PERFORMED**

##### **A. Daily task:**

- Empty all waste receptacles, replace liner, clean as needed.
- Dust all exposed areas of office equipment, filing cabinet, and furniture (desktop workspace).
- Clean entryway door glass.
- Sweep and mop hard surface floors, all restrooms, and kitchen/break room areas.
- Vacuum all walk off mats, and all carpet areas.
- Clean, sanitize, and polish all restrooms:
  - fixtures; toilet bowls, urinals, hand basins, and dispensers.
  - Clean all back splashes, ledges, and countertops.
  - Clean all the glass and mirrors.
- Refill all dispensers to normal limits, toilet tissue, hand towels, liners, hand soap, hand sanitizer. Dispensable items to be supplied by the City of Sandusky.
- Clean and sanitize breakrooms:
  - Sink, countertop, all furniture, cabinet fronts.
  - Clean the exterior of all kitchen appliances.
  - Clean the inside of any microwave.
  - Spot clean wall areas around waste receptacles and sink area including back splashes.

**AREAS TO BE SERVICED ONCE PER MONTH**  
Gymnasium floor (Machine Provided by the City)

• **MONTHLY:**

- High dust all horizontal surfaces within reach including molding, wall hangings, shelves, ledges, light fixtures, and ceiling vents.
- Low dust all sills, ledges, molding, shelves, heat registers.
- Spot clean finger traffic areas of walls, doors, and doorknobs.

**C. GENERAL SERVICES:**

- Notify the PCS office or the building contact if they are on-site of any irregularities – defective plumbing, unlocked doors, lights left on, inventory requirements, etc.
- Replace all chairs and tables in proper locations.
- When exiting the building, close all windows, turn off all lights except those to be left on, set alarm (where applicable) and lock all doors.
- On-going cleaning of the janitor closet or supply areas.
- PCS to provide a minimum of monthly inspections.



## **EXHIBIT B**

### **REFERENCES**

---

Karen Russell  
Firelands Mental Health and Recovery Center  
2020 Hayes Avenue Sandusky, Ohio 44870  
T: 419-557-5177

Joe Garza  
Premier Banks (Sandusky, Willard, Bellevue  
T: 419-438-4560

Savana Chechak  
Marous Management Services  
38119 Stevens Blvd. Willoughby, Ohio 44094  
T: 440-667-3303

EXHIBIT "A"

## **EXHIBIT C**

**A.**

### **COST OF SERVICES**

The incremental costs of housekeeping, sanitation service and on the job training and supervision are as follows:

ITEM	MONTHLY BILLING	ANNUAL BILLING
Thorough contract cleaning Per attached <b>EXHIBIT A</b> <b>Task Schedule</b>	\$1,031.00	\$12,372.00

**NOTE:**

1. Billing is based upon **2** day per week Service.
2. All cleaning equipment, supplies, and expendable items such as hand soap, toilet tissue, hand towels, garbage bags, etc., to be provided by City of Sandusky.
3. The initial billing for services will occur within 15 days after services commence and will be payable within 15 days. All subsequent billing will occur on the first day of each month and will be payable within 30 days.

**ADDITIONAL SERVICES:**

Additional services such as wall washing, window cleaning, carpet cleaning, and/or hard surface floor care may be scheduled upon request at a predetermined additional cost.

## Organization History

Has Respondent, or any officer or partner of respondent, failed to complete a contract?  
Yes \_\_\_\_ No X \_\_\_\_ If yes, give details on separate sheet.  
Is any litigation pending against Respondent or any officer or partner of Respondent's organization? Yes \_\_\_\_ No X \_\_\_\_ If yes, give details on separate sheet.

## Experience History

List three similar contracts which the Respondent Organization has provided service under. Indicate current or recent, along with a contact person and phone number. If no, so state. Attach extra page(s) if necessary.

Municipality	Current or Recent	Contact Person/Phone No.
Sandusky City Hall	Current	Scott (Scooter) 419-656-9346
Firelands Counseling & Recovery	Current	Karen Russell 419-627-5210
Premier Banks (Sandusky, Willard & Bellevue)	Current	Joe Garza 419-438-4560
MAROUS MANAGEMENT	Current	Ora Williams 419-503-9292
Branson Lariscy - Airbnb	Recent	Branson Lariscy 419-606-0850

**STAFFING PLAN:**

Upon award of the contract, we are prepared to continue servicing Sandusky Recreation Center 2 days per week. One crew member will be on site Wednesday morning and Saturday morning to service Recreation Department. Excluding any government holidays.

Our management staff has 25 + years of commercial cleaning experience in the Sandusky area. We currently service several accounts in the Sandusky/Norwalk area including government, health care, offices, financial and educational buildings. Our staff come with extensive backgrounds in janitorial and/or housekeeping experience. All new hires undergo local and federal background checks as part of their onboarding with Progressive Cleaning Solutions. (Supervisor resumes can be furnished upon award)

Staff will clock in and out via a telephone call in system to ensure building is properly covered each service day. All staff are required to wear a yellow Progressive Cleaning Solutions shirt with appropriate pants or shorts.

**Quality Assurance/Quality Control:**

All staff have a minimum of three days on the job training. A member of management will do random quality inspections a minimum of once per month. Staff will be notified of all concerns and a plan of action will be implemented to correct any issues. A follow-up inspection will be performed to ensure any concerns have been addressed.

**Customer Service Plan:**

Management can be reached via e-mail or office telephone Monday – Friday 9am to 3p or via on call cell phone 24 hours per day to discuss questions or concerns. Field manager is in place to address concerns with our staff prior to the next scheduled service date.

### Waiver and Release Form

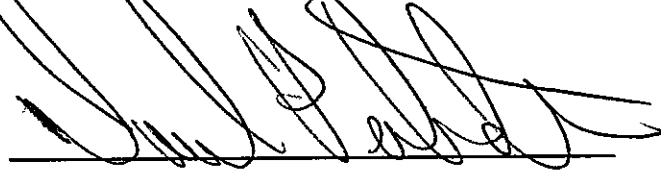
In consideration of the review by the City of Sandusky, Ohio, of a contract proposal and bid submitted by the undersigned, and as a condition precedent thereto, the undersigned does hereby authorize and direct the release to administrative officers of the City of any and all information related to the current obligations of the undersigned to the City, including, but not by way of limitation, obligations under the City's income tax, hereby waiving any privilege, statutory or otherwise, as to the same, and releasing the City of Sandusky, Ohio, its officers, agents, and employees from any liability in relation thereto.

Progressive Cleaning Solutions, Inc

BY: Cindy Pinkston - Cindy Pinkston

DATE: 12-5-2023

SIGNED IN THE PRESENCE OF:



Kathy Stanfield