

**The President called the meeting to order at 5 p.m. after the Invocation, given by Dave Waddington, and the Pledge of Allegiance.**

**The Law Director called the roll and the following Commissioners responded: Blake Harris, Dennis Murray, Dick Brady, Naomi Twine, Mike Meinzer and Dave Waddington.**

**Upon motion of Dennis Murray and second of Naomi Twine, the commission voted to excuse Wes Poole. The President declared the motion passed.**

**Upon motion of Dave Waddington and second of Dennis Murray, the commission voted to approve the Minutes of the February 24, 2020, meeting and suspend the formal reading. The President declared the motion passed.**

**City staff present: Aaron Klein - Director of Public Works, John Orzech – Police Chief, Rick Wilcox – Fire Chief, Angie Byington – Director of Planning, Matt Lasko – Chief Development Officer, Don Rumbutis - IT, Stuart Hamilton – IT Manager, Michelle Reeder – Finance Director, Trevor Hayberger – Law Director and Eric Wobser – City Manager.**

#### **AUDIENCE PARTICIPATION**

Tim Schwanger, 362 Sheffield Way, asked if the Public Hearing portion of the meeting would be the time to provide comments about the budget and Dick Brady affirmed it is (Item #2).

Talib Garrett, 512 Scott Street, said he is for the arts and said he does not know what the artist is planning to paint (Item #3). He would like to see Sandusky Legends painted on a mural and would like to make sure ADA Housing be involved with planning for persons with disabilities.

#### **PRESENTATION**

Pete Schade, Erie County Health Commissioner, said he is here to speak about the COVID-19 and assured folks in the city the Erie County Health Department (ECHD) is putting mega resources toward keeping this on the forefront through planning. They have handed out several thousand different forms of literature for folks because not everyone has internet access or smartphones. The big thing he wanted to share is the ECHD is keenly aware of the social vulnerability index which means they are aware of our population in Erie County in terms of their ability to access information. They have plans to enable people to understand what is going on and encouraged people to get informed and be prepared and is their message. This is a novel virus, is very contagious, and fortunately if it does spread through Erie County, we are prepared to handle this. He provided a binder with their situation reports and other details for the City Commissioners to share with city staff. He also provided interim guidance for getting households ready for the potential spread, the Pandemic Flu Plan written by the ECHD and information for businesses to consider. Information was also provided for individuals to consider with the COVID-19 and anti-virus or hygiene issues. Dick Brady said the ECHD has the ability, both in the past and now, to bring a calm reasonable voice to an issue which is anything but calm and hardly unreasonable. He asked how much interaction should be given and who the ECHD takes their direction from. Pete Schade said they utilize the Ohio Department of Health and the CDC on a federal level and they are asking residents to take information from the ECHD as a bonafide source. He received a health alert today about a lot of scams which are trying to scare people and get other people's money. Dave Waddington said he understands there are active cases in Ohio and Pete Schade said there are currently three in Cuyahoga County, but not in any other Ohio counties. The ECHD is prepared for testing and currently have the ability to test about 300 persons which will be reserved for those who are very ill, in the hospital or have a wide path of potential exposure when they felt ill. The thing which is different about this (from the regular flue) is someone may have a virus without knowing it for a week and can be spreading it. With this particular virus, when someone starts feeling sick, that is when someone really becomes contagious and has a built-in warning bell which a lot of other diseases do not have. Flu shots will still help to provide some immunity and keep one safer and stronger to perhaps fight this off. Naomi Twine asked what one should do if they suspect someone in their home may have the symptoms. Pete Schade said when he was little, as kids, he and his siblings were sent out on a three-season porch;

common-sense things are what is being asked. People should be careful how they handle someone who is ill, especially someone who has the signs of expectorant, phlegm or diarrhea; everything goes back to good handwashing. What they have learned over the years is a lot of folks do not really understand what good handwashing is. It is using soap and scrubbing up like someone who is about to do surgery and for at least 20 seconds. A lot of people are wearing masks; these are not effective for this virus, but they can keep people's fingers out of their face which helps. In a home environment, someone who may be ill should be isolated, within reason, and to be cognizant of their care needs to help with the spread. Keep garbage out of the house, having clean sheets and spray sanitizers (or a capful of bleach to one gallon of water) and keep surfaces clean and wiped down. Most viruses need a living host to thrive but this virus has a strong ability to live on hard surfaces like counters and doorknobs. For the homebound, monitoring them to make sure they do not get worse should also be provided. Pete Schade said he also wanted the city to be aware for the year 2019, the Heath Center had almost 17,000 visits from folks who live in Sandusky. They are coming in for things such as primary care, substance use disorder, chiropractic visits, dental visits, maternity health and medical nutrition which is a new area. Immunizations, lead abatement and tuberculosis have also been provided affecting 2,300 city residents. The detox unit has seen a plummeting of cases which mirrors the rest of the county and the state. In 2019, almost 200 persons from the city came through the detox center with a 70% success rate. The 2019 Erie County Community Health Assessment is available online and three floors (10,000 SF/floor) will be added and dedicated for mental and behavioral health services for our population. This will be advertised a lot more because of grants received and will provide the care some people are looking for. Dave Waddington asked what is happening with opioid addiction and Pete Schade said it is getting better for a lot of reasons, including prescription limitations. There are more resources in a lot of communities for people to go to, more education and the use of Narcan. Methamphetamines are the next big issue because these are no longer developed in a lab using five-gallon buckets or pop bottles and this is always a challenge. Dick Brady said we all perhaps used to view the ECHD as a safety net for the underprivileged or disadvantaged but they have become an essential service.

### **PUBLIC HEARING**

#### **Dick Brady announced the opening of a Public Hearing regarding the FY 2020 Budget.**

Michelle Reeder, Finance Director, said it has been an exciting 2½ months with the city and we have again been able to present a balanced budget and will hopefully keep revenues going in a positive direction and keep expenditures in check for the year going forward. Eric Wobser said we were very conservative this year and have only added one new position of Assistant City Manager. In addition, we have added a large line item for resurfacing which took almost all of the slack out of the budget. This is because we have been hearing loud and clear to find ways to expand the amount of resurfacing/street paving. Generally speaking, outside of these two changes and the agreed-upon raises voted on by the commission and in our union contracts, there are no significant changes. The good news is we were able to continue to fully fund all of our existing Issue 8 programs including the park program, tree programs, sidewalk program, housing program and the economic development programs. We are able to maintain all staffing levels, continue funding for all existing programs, have added John Orzech to provide a lot of oversight and project management skills in the City Manager's Office and have been able to add a significant amount into local street resurfacing. We are happy with the budget and the early revenues which came in strong and hopefully we will be able to over-perform. There are a lot of things happening which could impact this, but we feel really good with where we stand in March of this year. Dave Waddington asked about pending retirements. Eric Wobser said we made a large infusion into the Payroll Stabilization fund and currently it sits at slightly over \$1 million. A chunk of this will come out this year because in addition to helping cover our retirement costs, we have a 27<sup>th</sup> payroll which we have roughly every ten or eleven years. The members of the Audit/Finance Committee and the City Commission have been adamant that every year, as we have had surpluses, we put a chunk into this fund in addition to our general surplus. We feel well positioned over the next few years to manage retirements and will add infusions into it. We are monitoring our upcoming retirements for those who may be eligible. We are in a better financial position, because of payroll stabilization, to take these hits. Dick Brady said this is a dramatic

difference from the time he served in 2011 due to conservative accounting. He thanked members of the Audit/Finance Committee who provide a lot of direction in making this happen.

Dick Brady asked if there were any comments regarding the FY 2020 budget.

Tim Schwanger, 362 Sheffield Way, asked the commissioners to take the time to dissect the budget in its detail. Under the Police Department's budget, a \$515,000 reduction in wages and benefits is proposed as compared to 2019 and \$212,000 is proposed for outside contractual services. The city paid \$60,000 in overtime but a lot of it was reimbursed so this is of concern. The Fire Department proposed a reduction in wages and benefits of \$515,000; in 2019, \$235,000 was paid in overtime and said it is time to hire some Fire Fighters instead of paying this in overtime which is not reimbursable. For 2020, there is a proposed outside contractual service of \$240,000 and is not sure what this is for. For Horticultural Services, we are looking at \$240,000 in 2020 for outside contractual services and asked if we can do this in-house by adding one or two more persons in the Department. In 2019 \$746 was budgeted for maintenance and operation of the Jackson Street Pier while in 2020, it is proposed to increase to \$15,000 and asked why there is such a difference. In the City Manager's 2019 budget, \$163,000 was proposed while in 2020, the amount is increased by \$60,000 to \$227,000. Moving forward, the city is spending \$2.55 million on outside contractual services with the largest amount coming from administrative support (\$800,000). He asked the city to take a good look at how many activities we are paying for outside of city staff and find a way to cut this down to pay for outside services. Some of the contractual services are understood such as money for fixing street lights. The Income Tax Department was totally eliminated in 2020 and we are proposing to pay RITA \$420,000 in 2020 and this is outrageous. He asked where we stand on the Safety Services Director position in 2020 as he believes this position was eliminated. The city is looking for a new Police Chief and the current one has been moved into the position of Assistant City Manager and asked where this fits into the budget.

**The President asked if there were any other questions or comments. There being none, he declared the Public Hearing closed.**

#### **CURRENT BUSINESS**

**Upon motion of Dave Waddington and second of Naomi Twine, the commission voted to accept all communications. The President declared the motion passed.**

#### **CONSENT AGENDA ITEMS**

**The President asked if any of the commissioners wished to remove any items from the Consent Agenda. Mike Meinzer asked Item K be moved to the Regular Agenda (new Item #1 below).**

##### **A. Submitted by Jason Werling, Recreation Superintendent**

##### **PRIORITY USE AGREEMENT WITH SANDUSKY CITY SCHOOLS FOR DORN COMMUNITY PARK**

**Budgetary Impact:** The agreement will not result in any additional budgetary expenses. The city will benefit from the agreed upon ballfield maintenance performed by the leagues.

**ORDINANCE NO. 20-044:** It is requested an ordinance be passed authorizing and directing the City Manager to enter into a three year license agreement with Sandusky City Schools for priority use of Field #6 located at Dorn Community Park for the Sandusky High School Girls Varsity and Junior Varsity Softball programs (March 1 through May 31) beginning March 1, 2020; and declaring that this ordinance shall take immediate effect in accordance with Section 14 of the city charter.

##### **B. Submitted by Jason Werling, Recreation Superintendent**

##### **PRIORITY USE AGREEMENT WITH SANDUSKY AMVETS BASEBALL LEAGUE FOR ERIE BLACKTOP FIELD AND CONCESSION STAND AT AMVETS PARK AND CONCESSION STAND AND STORAGE SHED AT SPRAU PARK**

**Budgetary Information:** The agreement will not result in any additional budgetary expenses. The city will benefit from the agreed upon ballfield maintenance performed by the leagues.

**ORDINANCE NO. 20-045:** It is requested an ordinance be passed authorizing and directing the City Manager to enter into a license agreement with Sandusky Amvets Baseball League for priority use of Erie Blacktop Field and the concession stand located at Amvets Park and Fields #1, #2 and #3 and the concession stand and storage shed located at Sprau Park for the Sandusky Amvets Baseball League program beginning April 1, 2020, through August 15, 2020; and declaring that this ordinance shall take immediate effect in accordance with Section 14 of the city charter.

**C. Submitted by Jason Werling, Recreation Superintendent**

**PRIORITY USE AGREEMENT WITH SANDUSKY TRAVELERS BASEBALL ACADEMY FOR RATHER FIELD AT JAYCEE PARK**

**Budgetary Information:** The agreement will not result in any additional budgetary expenses. The city will benefit from the agreed upon ballfield maintenance performed by the leagues.

**ORDINANCE NO. 20-046:** It is requested an ordinance be passed authorizing and directing the City Manager to enter into a license agreement with Sandusky Travelers Baseball Academy for priority use of Rather Field located at Jaycee Park South for their baseball program beginning April 1, 2020, through October 31, 2020; and declaring that this ordinance shall take immediate effect in accordance with Section 14 of the city charter.

**D. Submitted by Jason Werling, Recreation Superintendent**

**PRIORITY USE AGREEMENT WITH SANDUSKY CENTRAL CATHOLIC SCHOOLS FOR DORN COMMUNITY PARK**

**Budgetary Information:** The agreement will not result in any additional budgetary expenses. The city will benefit from the agreed upon ballfield maintenance performed by the leagues.

**ORDINANCE NO. 20-047:** It is requested an ordinance be passed authorizing and directing the City Manager to enter into a three year license agreement with Sandusky Central Catholic School for priority use of Field #5 and Field #9 located at Dorn Community Park for the Sandusky Central Catholic High School baseball and softball programs (March 1 through May 31) beginning March 1, 2020; and declaring that this ordinance shall take immediate effect in accordance with Section 14 of the city charter.

**E. Submitted by Jason Werling, Recreation Superintendent**

**PRIORITY USE AGREEMENT WITH PANTHER BASEBALL CLUB/INTERLEAGUE BASEBALL LEAGUE PROGRAM FOR KIWANIS PARK**

**Budgetary Information:** The agreement will not result in any additional budgetary expenses. The city will benefit from the agreed upon ballfield maintenance performed by the leagues.

**ORDINANCE NO. 20-048:** It is requested an ordinance be passed authorizing and directing the City Manager to enter into a license agreement with the Panther Baseball Club for priority use of the Kiwanis Park ballfield located at 2227 First Street, Sandusky, Ohio, for the Firelands Interleague Baseball League program beginning March 1, 2020, through July 31, 2020; and declaring that this ordinance shall take immediate effect in accordance with Section 14 of the city charter.

**F. Submitted by Stuart Hamilton, IT Manager & Michelle Reeder, Finance Director**

**PAYMENT TO IMMIXTECHNOLOGY, INC. FOR SUPPORT AND MAINTENANCE OF KRONOS PAYROLL SYSTEM**

**Budgetary Information:** The cost for this support and maintenance agreement for a 12 month period will be \$12,255.90 and will be paid with funds from the IT Department's operating budget in the amount of \$6,127.95, by the water fund in the amount of \$3,063.97 and by the sewer fund in the amount of \$3,063.98.

**ORDINANCE NO. 20-049:** It is requested an ordinance be passed authorizing and directing payment to Immixtechnology, Inc., of McLean, Virginia, for the support and maintenance fees for the Kronos Workforce Management System for the period of April 24, 2020, through April 23, 2021; and declaring that this ordinance shall take immediate effect in accordance with Section 14 of the city charter.

**G. Submitted by John Orzech, Chief of Police**

**CORRECTION OF SCRIVENER'S ERROR**

**Budgetary Information:** There is no cost to correct the Scrivener's error.

**ORDINANCE NO. 20-050:** It is requested an ordinance be passed amending Ordinance No. 20-042 passed on February 24, 2020, to correct a Scrivener's error; and declaring that this ordinance shall take immediate effect in accordance with Section 14 of the city charter.

**H. Submitted by Kelly Kresser, Commission Clerk**

**NEW LIQUOR PERMIT FOR 1319 FIRST STREET**

**Budgetary Information:** There is no budgetary impact for this item.

The city is in receipt of a Notice to Legislative Authority from the Ohio Division of Liquor Control for a new C1 (*beer only in original sealed container for carryout only*) liquor permit for Beer, Bait & Moor, LLC, 1319 First Street. It is requested the Commission Clerk be authorized to notify the Division the city does not request a hearing on this matter.

**I. Submitted by Kelly Kresser, Commission Clerk**

**TRANSFER OF LIQUOR PERMIT FOR 3608 VENICE ROAD**

**Budgetary Information:** There is no budgetary impact for this item.

The city is in receipt of a Notice to Legislative Authority from the Ohio Division of Liquor Control for the transfer of ownership of a C1 (*beer only in original sealed container for carryout only*) and C2 (*wine and mixed beverages in sealed containers for carryout*) liquor permits from Wakeman Oil Distributing Co., Inc. to Danop, Ltd., 3608 Venice Road. It is requested the Commission Clerk be authorized to notify the Division the city does not request a hearing on this matter.

**J. Submitted by Kelly Kresser, Commission Clerk**

**TRANSFER OF LIQUOR PERMIT FOR 2228 HAYES AVENUE**

**Budgetary Information:** There is no budgetary impact for this item.

The city is in receipt of a Notice to Legislative Authority from the Ohio Division of Liquor Control for the transfer of C1 (*beer only in original sealed container for carryout only*) and C2 (*wine and mixed beverages in sealed containers for carryout*) liquor permits from Coles Energy, Inc. dba Sandusky Hayes Mickey Mart to Danop, Ltd. dba Sandusky Hayes Mickey Mart, 2228 Hayes Avenue. It is requested the Commission Clerk be authorized to notify the Division the city does not request a hearing on this matter.

Upon motion of Naomi Twine and second of Dennis Murray, the Commission voted to accept the Consent Agenda and declare all ordinances as drafted and presented to the City Commission under the Consent Agenda shall take effect in full accordance with the Section reflected in the ordinances whether they be in accordance with Section 13 or Section 14 of the City Charter. Roll call on the motion: Dick Brady, Naomi Twine, Mike Meinzer, Dave Waddington, Blake Harris and Dennis Murray, 6. Roll call on the ordinances: Yeas: Dick Brady, Naomi Twine, Mike Meinzer, Dave Waddington, Blake Harris and Dennis Murray, 6. The President declared the ordinances contained in the Consent Agenda passed in full accordance with the city charter.

**REGULAR AGENDA**

**1. (Formerly Item A on Consent Agenda) Submitted by Kelly Kresser, Commission Clerk**

**TRANSFER OF LIQUOR PERMIT FOR 411 WEST WASHINGTON STREET**

**Budgetary Information:** There is no budgetary impact for this item.

The city is in receipt of a Notice to Legislative Authority from the Ohio Division of Liquor Control for a transfer of C1 (*beer only in original sealed container for carryout only*) and C2 (*wine and mixed beverages in sealed containers for carryout*) liquor permits from Coles Energy, Inc. dba Sandusky Washington Mickey Mart, to Danop, Ltd. dba Sandusky Washington Mickey Mart, 411 West Washington Street. It is requested the Commission Clerk be authorized to notify the Division the city does not request a hearing on this matter.

Upon motion of Dave Waddington and second of Dennis Murray, the commission voted to authorize the Commission Clerk to notify the Ohio Division of Liquor Control the city does not request a hearing on this matter.

*Discussion:* Mike Meinzer said he does not want to see this go to a Public Hearing, but this location has been a problem with him since living near it in the 1970's. He used to own a home on Lawrence Street and it was the nicest home he ever lived in and there are some great homes in this block. There were a couple of murders one summer, an armed robbery and people were hiding in his garage. He had a six-year old and four-year old at the time and his wife insisted they move after spending ten years fixing the house up. He has always been against corner liquor stores and places with unlimited hours having the ability to sell alcohol at all times and would like to make this part of the record. If the State of Ohio can limit or restrict areas, this would be good for fixing up neighborhoods. Trevor Hayberger said this is a state issue and they control the hours. The Ohio Revised Code allows where liquor can be sold and they trump anything cities can do. We can challenge it, but the State has laid out the very few exceptions and typically they would require the owner to be involved in criminal activity of a specific nature for a liquor violation or the building itself would be under nuisance orders. There are very finite reasons for this and it is all controlled by the State of Ohio. Dick Brady asked if there is a possibility this can be turned into an objection based upon the number of police calls or illegal liquor sales at a location. As they are transferred or renewed, the city can make a stand. Trevor Hayberger said we do go through this process before coming to the City Commission. Dennis Murray said once the establishment exists, there is not much we can do about it, but we do have the ability, through zoning, to limit the number of locations where these can be. If zoned commercially, locations are available for retail liquor sales, but he does not know if we can restrict beyond this. Angela Byington said with new establishments, we can locate areas within the city where new establishments could be constructed. This particular one is zoned business and is a permissible use. We do not have control over the liquor permit portion of it and cannot limit the hours. Dave Waddington said he recalls when being on the City Commission previously the city did close an establishment. Dennis Murray said this was because a number of people left the institution in a paddy wagon and we were able to make a case to the Ohio Division of Liquor Control this particular establishment not be reopened and they eventually went along with it. Dave Waddington also recalled one on the west end of town which was also closed.

**Roll call on the motion: Yeas: Dick Brady, Naomi Twine, Mike Meinzer, Dave Waddington, Blake Harris and Dennis Murray, 6. The President declared the motion passed.**

#### **FIRST READING**

**ITEM #2 - Submitted by Eric Wobser, City Manager and Michelle Reeder, Finance Director**

#### **ADOPTION OF CY 2020 BUDGET**

**PASSED AT FIRST READING:** It is requested an ordinance be passed making general appropriations for the fiscal year 2020.

**Upon motion of Dave Waddington and second of Naomi Twine, the Commission voted to approve this ordinance at first reading. Roll call on the ordinance: Yeas: Dick Brady, Naomi Twine, Mike Meinzer, Dave Waddington, Blake Harris and Dennis Murray, 6. The President declared the ordinance passed at first reading.**

#### **FIRST READING**

**ITEM #3 - Submitted by Greg Voltz, Assistant Planner**

#### **ADOPTION OF 2020 PUBLIC ART WORK PLAN**

**Budgetary Information:** There is no direct budgetary impact related to the adoption of the 2020 Public Art Work Plan. However, implementation of the projects listed in the Plan will be completed with Public Art and Cultural Acquisition Fund (PAAAF) dollars, Sandusky Neighborhood Initiative dollars, and grants and donations that may become available. All projects exceeding \$10,000 will require City Commission approval. The PAAAF referenced in the Work Plan was created with the creation of the Public Arts & Culture Commission and shall be funded on an annual basis with the use of general funds, not admissions tax dollars. One percent of the total admissions tax received from the previous year was used to calculate the budget for the PAAAF.

**PASSED AT FIRST READING:** It is requested an ordinance be passed approving and adopting the 2020 Public Art Work Plan for the City of Sandusky.

**Upon motion of Mike Meinzer and second of Naomi Twine, the Commission voted to approve this ordinance at first reading.**

*Discussion:* Dennis Murray asked for more of the particulars about the artwork. He served on the Public Arts & Culture Commission for a period of time after it was created and the objective was to have the members of the Arts Commission make these kinds of decisions in concert with the artists themselves. The City Commission, as a body, are poorly equipped to make these decisions and this is one of the reasons why the Art Commission was created. The members have a real proficiency, interest and a dedicated commitment to the arts. There are a lot of things we need to have in the political realm, but deciding on particular artwork is not one of them.

**Roll call on the ordinance: Yeas: Dick Brady, Naomi Twine, Mike Meinzer, Dave Waddington, Blake Harris and Dennis Murray, 6. The President declared the ordinance passed at first reading.**

**ITEM #4 – Submitted by Matt Lasko, Chief Development Officer**

**TERMINATION OF ENTERPRISE ZONE AGREEMENT WITH RENAISSANCE TOO, LLC**

**Budgetary Information:** There is no budgetary impact with this legislation.

**ORDINANCE NO. 20-051:** It is requested an ordinance be passed authorizing and directing the City Manager to execute a mutual agreement to terminate the Enterprise Zone agreement with Renaissance Too, LLC, relating to property located at 131 East Water Street; and declaring that this ordinance shall take immediate effect in accordance with Section 14 of the city charter.

**Upon motion of Dave Waddington and second of Dennis Murray, the Commission voted to approve this ordinance under suspension of the rules and in accordance with Section 14 of the city charter.**

*Discussion:* Matt Lasko said the City Commission passed two tax abatements last July related to two properties Bob Hare and his partners were renovating on East Water Street. Those tax abatements were respectively for ten years, at 75%, on the cost of the improvements. In going through his construction plan, Bob Hare has put in a lot of common area amenities which have resulted in the two buildings very practically being combined including shared elevators. He has subsequently combined the two parcels and we had two tax abatements with two individualized parcel numbers and this legislation is to clean this up. We are proposing to terminate the abatement for the parcel which no longer exists and retain the abatement for the parcel which does exist. Subsequently, we have amended and restated a tax abatement covering both projects. This legislation also highlights job retention numbers, creation numbers and investment numbers which have not been altered.

**Roll call on the motion: Yeas: Dick Brady, Naomi Twine, Mike Meinzer, Dave Waddington, Blake Harris and Dennis Murray, 6. Roll call on the ordinance: Yeas: Dick Brady, Naomi Twine, Mike Meinzer, Dave Waddington, Blake Harris and Dennis Murray, 6. The President declared the ordinance passed under suspension of the rules and in accordance with Section 14 of the city charter.**

**ITEM #5 – Submitted by Matt Lasko, Chief Development Officer**

**AMENDED AND RESTATED ENTERPRISE ZONE AGREEMENT WITH RENAISSANCE TOO, LLC**

**Budgetary Information:** Similar to the original agreements, the project will have an ongoing positive impact on the general fund as 25% of the increase in assessed value will be subject to real estate taxes during the abatement period. The project will also help sustain employment in the local economy and will create/retain a minimum of 16 employment positions within the City of Sandusky.

**ORDINANCE NO. 20-052:** It is requested an ordinance be passed authorizing and directing the City Manager to enter into an amended and restated Enterprise Zone agreement with Renaissance Too, LLC, relating to the property located at 125 East Water Street, and declaring that this ordinance shall take immediate effect in accordance with Section 14 of the city charter.

Upon motion of Mike Meinzer and second of Dave Waddington, the Commission voted to approve this ordinance under suspension of the rules and in accordance with Section 14 of the city charter. Roll call on the motion: Yeas: Dick Brady, Naomi Twine, Mike Meinzer, Dave Waddington, Blake Harris and Dennis Murray, 6. Roll call on the ordinance: Yeas: Dick Brady, Naomi Twine, Mike Meinzer, Dave Waddington, Blake Harris and Dennis Murray, 6. The President declared the ordinance passed under suspension of the rules and in accordance with Section 14 of the city charter.

**ITEM #6 – Submitted by John Orzech, Assistant City Manager**

**AGREEMENT WITH LEXIPOL FOR POLICY MANAGEMENT SOFTWARE**

**Budgetary Information:** The total cost for the project with Lexipol is \$20,379. This includes a one-time fee of \$12,500 to provide full implementation of the policies along with a Project Manager, and an annual subscription cost of \$7,879. The costs of the project will be paid with funds from the Administrative Services 2020 draft operational budget.

**ORDINANCE NO. 20-053:** It is requested an ordinance be passed authorizing and directing the City Manager to enter into an agreement for use of subscription material with Lexipol, LLC, of Frisco, Texas, for the implementation and annual subscription for policy management software for local government administration; and declaring that this ordinance shall take immediate effect in accordance with Section 14 of the city charter.

Upon motion of Dennis Murray and second of Naomi Twine, the Commission voted to approve this ordinance under suspension of the rules and in accordance with Section 14 of the city charter.

*Discussion:* John Orzech said Lexipol is the company the Police Department utilized for their Policy & Procedure Manual. This request is to do this city-wide and Lexipol will have a number of Chapters and Sections pertinent to all city staff and employees in one location. Staff will be able to go onto their computers or phones and acknowledge policies and procedures. This is a great opportunity to start and to implement this year as he transitions into his new role. Mike Meinzer asked if this will go into each Department to help with their memorandums and coordinate things as, inherently, every department has their own issue. John Orzech said this will be a standardized procedure for all city employees although each department will still have some of their own policies or things which they will do.

Roll call on the motion: Yeas: Dick Brady, Naomi Twine, Mike Meinzer, Dave Waddington, Blake Harris and Dennis Murray, 6. Roll call on the ordinance: Yeas: Dick Brady, Naomi Twine, Mike Meinzer, Dave Waddington, Blake Harris and Dennis Murray, 6. The President declared the ordinance passed under suspension of the rules and in accordance with Section 14 of the city charter.

**CITY MANAGER'S REPORT**

- Eric Wobser said the amounts budgeted for wages and fringes in the Police and Fire Departments is down because we are budgeting less per employee this year to cover healthcare costs. We had savings in our healthcare account so these are, by far, the two largest general fund departments and the new formula for how much each employee pays for healthcare is less. The addition of the position of Assistant City Manager and the elimination of the Safety Service Director position is the reason for these budgets being different for CY 2020. This position will be absorbed in his budget because John Orzech is splitting his time between the Police Chief position and the Assistant City Manager. In future years, while we continue to have this position, it will be reflected in the City Manager's budget and is the reason for the increase.
- Upon motion of Dennis Murray and second of Naomi Twine, the commission voted to accept various donations which were made during the Midtown Supper Club Family and Fundraiser nights on March 3 and March 4 at HALO Live in downtown Sandusky.



*Discussion:* Eric Wobser commended staff in the Recreation Department and the many partners who helped to bring this together including Shawn Patrick Thomas Daley who donated the use of the HALO Live space for the beginner program and the dinner nights, Lea's Kitchen who donated space for the advanced program provided through a grant from the 'For Love, With Love' charity, tables and chairs donated by New Day Rental and Men of Action Ministries, and 38 individuals who made donations totaling \$1,967. Eric Wobser said in total, with various raffles, over \$2,300 was raised during the two dinners with proceeds going to the City of Sandusky Recreation Department's Youth Scholarship Program.

**The President declared the motion passed.**

- Eric Wobser said **Lieutenant Dawn Allen will be attending the FBI National Academy in Quantico, Virginia**, for ten weeks of leadership training via courses through the University of Virginia. She begins classes on March 30, 2020. This is a prestigious training opportunity and will have 250 command staff throughout the world attending. Lt. Allen has been on a six-year wait list to attend and is very excited to attend and return the skills learned through this training.
- The contractor for the **Jackson Street Pier plans** to begin pouring concrete again over the next two weeks, weather permitting.
- The **abandoned water tower on the Cedar Point Chaussee**, a landmark for many boaters, has been removed and the contractor is working on the substructure. The project will be complete in the spring.
- The contractor for the **west side utility project** anticipates mobilizing in mid-April to begin work at the Edgewater Drive intersection so they can be off of Venice Road by Memorial Day.
- The March 10 meeting of the **Economic Development Incentive Committee** has been canceled for lack of applications. The next regularly scheduled meeting will be April 14 at 1:30 p.m. in the City Commission chambers.
- Per Section 531 of the City of Sandusky Codified Ordinances, **no owner or occupant of real property within the city shall permit their grass or weeds to grow above eight inches in height**. The city published the annual required notice in the Sandusky Register on February 28 notifying all property owners of the grass cutting ordinance and the future steps the city will undertake to ensure compliance with the applicable codes.
- The City of Sandusky has recently entered into a **Memorandum of Understanding (MOU) with Vacationland Federal Credit Union (VFCU) for the purposes of providing products to at-risk and underserved families and households**. VFCU was recently named a Community Development Financial Institution and is applying for \$1 million in grant assistance from the U.S. Treasury. If awarded, the funds will be utilized to provide financial coaching and workshops to loan products to disempowered households. Products to be offered include small personal unsecured loans, second-chance auto loans and refinances of households with predatory mortgages and interest rates. As part of the MOU, the city will be responsible for promotion of the programs and services offered by VFCU and does not have any financial obligation. We will update the Commission and community once it is determined whether VFCU is successful in its grant attempt.
- The **Planning Commission meeting** has been rescheduled for April 1 at 4:30 p.m. in the City Commission Chambers. Among other items, there will be a discussion about traffic circulation on Elm and Madison Streets as it relates to the Warren Street project.

- The **Board of Zoning Appeals** meeting is scheduled for March 19 at 4:30 p.m. in the City Commission Chambers.
- The **Landmark Commission** meeting is scheduled for March 18 at 4:30 p.m. in the City Commission Chambers.
- The **Public Arts and Culture Commission** meeting is scheduled for, March 17 at 5:15 p.m. in the City Commission Chambers.

### **OLD BUSINESS**

Dick Brady said this past week, our **Charter Review Committee** met for the first time. He had the opportunity to come to the meeting and came away feeling like we had a very gifted group of people who will perform this service for us. They have elected Duffy Milkie as Chairperson and Dru Meredith as Vice Chairperson. Their first formal meeting will take place yet this week and they intend to meet as much as twice each month for a minimum of two hours. He has very high expectations for the task they are undertaking and is anxious and excited about this opportunity.

### **NEW BUSINESS**

**Upon motion of Dave Waddington and second of Naomi Twine, the commission voted to have the City Manager look into establishing as many as five additional butterfly gardens in city parks or areas.**

*Discussion:* Dave Waddington said he met with Eric Wobser and Dennis Murray last week. We currently have two ‘pocket gardens’ in Sandusky – one in Cholera Cemetery and the other in Epple Park at the corner of Monroe Street and Columbus Avenue. These areas have small bee and butterfly pollinator gardens. He remembers when the oil recession hit and fresh drinking water was a problem, but now we have a problem with pollination and the decline of bees which is at fifty percent in the last seven or eight years. Monarchs and butterflies have a lot to do with pollination which relates to our food chain. He would like for additional small pocket gardens to be added and suggested placing one in Washington Park near the courthouse lawn, another at Cholera Cemetery and possibly one in Central Park and/or at the City Greenhouse. This is also an educational thing and it is time to draw a line in the sand and be a catalyst for all of Erie County. He also remembers being one of the first cities in the area to have solar panels at the Greenhouse. This could be an educational tool and perhaps involved the schools. This is an awareness issue and would also like to add some of these at his own home. Dennis Murray said this dialogue has been going on for one year now and we have lost fifty percent of our pollinator population. There are a lot of things to be alarmed about and this one is terminal and we do not get out of this if we do not have any pollinators. We continue to lose them at the rate of about five percent per decade which means we have about fifty years left. We are a small city and cannot make a huge difference, but can make a small difference. We can also educate our children and thinks the idea of placing these in our parks, especially those used by children, is a great idea. If appropriate, perhaps we could also suggest placing these at the two new public schools. We need to do our own little part and the city can do a lot by way of example. Dave Waddington said on State Route 2, a small sign indicates areas where spray cannot be applied because of bee pollinators. We are up against a lot and sometimes as humans we wake up too late. We named the sunflowers as our official plant last year, loves seeing the bees and butterflies in this area and wants to compliment it. He asked for five park areas to be designated in 15’ x 15’ areas and said he will be speaking with Sharon Barnes about the possibility of buying these personally. Last fall, Lions Park was full of Monarch butterflies and bees and he is glad the city did this. Naomi Twine suggested going through the Horticultural Services Department to suggest where these should be planted. Dave Waddington said he already has three going and estimates this would take approximately 20 man hours to get started. Eric Wobser said this is a great idea and said Dave Waddington has done and shared a lot of research. He, Aaron Klein and leaders in the Division of Horticultural Services met last week about this and have identified several appropriate locations. We hope to expand them every year to hopefully reverse this and make an impact. This may feel small, but if we can set an example which becomes contagious in positive ways, we can slow the decline.

**Roll call on the motion: Yeas: Dick Brady, Naomi Twine, Mike Meinzer, Dave Waddington, Blake Harris and Dennis Murray, 6. The President declared the motion passed.**

Dick Brady acknowledged we have a **visitor this evening in the audience from the Boy Scouts of America. Kyle Warner** is attending our meeting to gain knowledge about government meetings and service. He also has an interest in participating with our Parks and Recreation Departments.

Michelle Reeder said she provided information about **water and sewer billing processes** and legislation may be possible in the future. We have spoken about late fees which currently are not in place for our customers which means there is no incentive for them to pay timely. Seventy percent of our accounts are 60 or 90 days past due and implementing a late fee would get people to pay more timely. Additionally, we are looking at no longer billing rental properties beginning in January, 2021; rather, we would just send bills to property owners and she will be working with the Law Director on these issues. Dave Waddington asked about property owners who rent their properties but do not pay their bill. Dick Brady said he talked about this issue with Michelle Reeder and believes it is important we hear from the other commissioners about this. One of the dilemmas we have is it is no secret that our water rates have increased dramatically over the last few years for very good reason. There is an unwritten rule about allowing people to go up against \$100 before getting a delinquency notice and having their water shut off. This may have been appropriate with lower water rates, but asked if it is appropriate at our higher rates. He asked if we need to increase this amount. Dick Brady said he does not believe there was any monetary consequence for not paying a water bill but almost everything we do in this day in age has some type of a penalty. He is not advocating being punitive about this, but said we need to step into the 21<sup>st</sup> Century and would like to hear thoughts from the other commissioners about this. Mike Meinzer said Arlene Thompson was recently complaining about her water being shut off immediately after her bill was delinquent. He owns four or five properties with water service and has gotten these notices before; he may be three months ahead on one of his properties while another is perhaps about to be shut off and scrambles to try to find out what happened. He believes 30 days would be warranted so the elderly might not be alarmed their water might be shut off and is for penalties or punitive damages for unpaid bills. At least with a billing error, they could go to someone about this. Dave Waddington said he agrees with the cost and perhaps this could be increased to \$150 and to look at follow-ups for past due balances and close this window to 60-days past due and go to a 30-day notification prior to shut-off. He asked what the city will do for persons in hardship, especially the elderly. Michelle Reeder said the city does offer payment plans and we try to work with people. Rental properties must have involvement from the property owners and we do try to set up payment plans to get people back on track. Dave Waddington said he would not want to see an elderly person who is only reliant on Social Security choosing between food and water. He asked if there is a program for water like there is for heat; Michelle Reeder said there is nothing she knows of, but sometimes churches and other organizations help people out. Dennis Murray said at the risk of having six different solutions by each commissioner, he thinks it would be helpful for those a two- or 15-month average of being behind to get a shut-off notice with one percent per month interest rate plus a late fee, but he does not know anything beyond this. Sandusky only has 49% rentals according to the U.S. Census. One of the risks which came up in his discussion today is the smaller percentage of bad landlords who, when they do not have reason to evict someone but want to, could get a delinquent bill and they simply would force tenants out. He does not know how to protect against this and is not anxious to move too quickly on the landlord/tenant piece until we know how to protect folks against bad landlords. Naomi Twine said she agrees about the shutoffs although she does not like the \$100 cap because of issuing shut-off notices after only a couple of months of delinquency. This does give users time to get this taken care of. She does not like the shutoff notices being submitted with lower balances (\$100 or less), and thinks a couple of months would be appropriate. We need to look at some type of late fee and does not know if ten percent is appropriate; she would like more research to be done as far as what other communities are doing. Dick Brady said what he is hearing is something needs to be done and we need to tackle this directly. Moving slowly is probably better than rushing into something and making a mess of it. He would like to take the next couple of weeks to have everyone think about this and have staff make recommendations and be prepared to have this discussion again. Dave Waddington

said in 2011, the city went through this with the trailer park; Dick Brady said when he asked about the total debt for water and sewer services, it was \$500,000 which is astonishing. Blake Harris asked if each commissioner should come up with their own ideas and share them with the Finance Director and Dick Brady affirmed this.

#### **AUDIENCE PARTICIPATION**

Tom LaMarca, 206 48<sup>th</sup> Street, said ACH payments are available and he and many others across the country pay their debts through an automated payment plan from their bank. The City of Sandusky wants to charge \$3 or \$4 to use this system which is ridiculous and should do away with this. Residents should be able to add this as an ACH accounts rather than paying in the drop box or sending payments in the U.S. Mail. This makes it automatic and eliminates worry about having water service shut off. He is glad to hear concrete is going to be poured on the Jackson Street Pier in the next couple of weeks, weather permitting. It seems like this work is always weather permitting and this is the first week he has seen activity. We are down to 74 days for completion including the extended time given to complete the work. With all of this in mind, perhaps the City Commission can look at the contract to see if there is a fine or penalty in place so the contractor endures a \$10,000 per day fine to provide incentive to complete the job. Sandusky Fisheries is trying to get their business open in the next couple of weeks during Lent, but people cannot get to them because of construction and the contractors have just about put them out of business. He congratulated the families who used the city's down payment assistance program and hopes additional funds can be added to it to encourage more homebuyers.

Tim Schwanger, 362 Sheffield Way, said he was just sent a Press Release from the Township of Pelee and the Ontario Ministry of Transportation which states a decision has been made to provide passenger service only from Sandusky to Pelee Island for the 2020 season. This means anyone from Ohio who may own property on Pelee Island will only be able to get there via car or truck and driving to Canada. The concern is there are still 74 days until completion which will take us into May. The season to go from Sandusky to Pelee by vehicle does not start until the end of June and asked if there is something which has not been shared with the public regarding the Jackson Street Pier not being completed until later than May. We are losing a lot of money with the Shelby Street Boat Launch. Other places have ramps open year-round, but we do not have to worry about 3' of ice in Sandusky Bay for the rest of the season and these should be installed so we can start generating income from fishermen. Dennis Murray said he spoke with Aaron Klein about the Jackson Street Pier and the Pelee Islander. We have been working diligently with the Ministry of Ontario to sort this out, but they made a decision last year not to send the Jiimaan here although we have a dock on the Jackson Street Pier which is perfectly capable of loading and unloading vehicles. They delayed utilizing this vessel for another year. This is the reason they are unable to accept passenger cars at this point in time and we are working with them for a solution. This may cause delay in being able to transport vehicles but this is not something caused by the construction. Dick Brady said he is more than willing to share his intention is to cut a ribbon dedicating Shoreline Drive and the Jackson Street Pier on June 3. Both contractors will meet their May 22 goal.

Kathryn Carter, 5309 Columbus Avenue, said she was looking at the newspaper which stated how much money is being spent on the ticket office, but the Pavilion was ten percent of the budget for the Jackson Street Pier which does not have an actual budget. She does not think replacing her house would cost more than \$350,000, but this is going to cost \$981,000 for an 80' x 40' building and someone is gouging the city. At the last meeting, MKSK was hired to do streetscape, but the city already knows what it wants to do downtown; they showed blocked off streets with tables, umbrellas and big concrete blocks for people to sit on. The city should remember how angry people get during Ohio Bike Week because of this. There is no problem with closing streets for two days for Cruisin' By the Bay and the Friday Night Cruisins', but the city is considering blocking a whole street permanently which will cause problems. The Erie County Senior Center magazine has a "Dying to Donate" list of restaurants Meals on Wheels gives a portion of bills to them. On March 4, she received a call about an overcharge made by her electric supplier as well as her phone provider and this is a scam. When ideas were being gathered for the Jackson Street Pier project and the Chesapeake Lofts park project, she suggested putting in a butterfly garden

and was told it was already decided to be the Compass Rose. These plants will also attract hummingbirds. She planted seeds in her garden and included eight milkweed plants and will provide pods for the city to plant.

Talib Garrett, 512 Scott Street, said he has five kids and owns a couple of rentals. His water bill is approximately \$160 per month plus he pays for his rentals. If he were to pay \$100 on one, he asked if he will get charged a late fee and this is something to think about.

**ADJOURNMENT**

**Upon motion of Dennis Murray and second of Mike Meinzer, the commission voted to adjourn at 6:28 p.m. The President declared the motion passed.**

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Kelly L. Kresser, CMC  
Commission Clerk

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Richard R. Brady  
President of the City Commission