

The President called the meeting to order at 5:00 p.m. after the Invocation, given by Dick Brady, and the Pledge of Allegiance.

The Clerk, McKenzie Spriggs, called the roll and the following Commissioners responded: Wes Poole, Blake Harris, Dennis Murray, Dick Brady, Naomi Twine, Mike Meinzer and Dave Waddington. Commissioners Blake Harris, Dennis Murray, Dick Brady, Naomi Twine and Mike Meinzer were in attendance via teleconference due to the COVID-19 pandemic.

City staff present: Stuart Hamilton – IT Manager

City staff via teleconference: Eric Wobser – City Manager, John Orzech – Assistant City Manager, Brendan Heil – Law Director, Michelle Reeder – Finance Director, Aaron Klein – Director of Public Works, Jim Green – Acting Fire Chief, Jared Oliver – Police Chief, McKenzie Spriggs – Commission Clerk.

Upon motion of Dave Waddington and second of Naomi Twine, the commission voted to approve the minutes of the November 23 meeting and suspend the formal reading. The President declared the motion passed.

AUDIENCE PARTICIPATION

None.

PUBLIC HEARING

Vacation of portion of Fourth Street

Discussion: Greg Voltz said the site is off the unimproved alley near the new school between Third and Fifth Street. The right of way would be Fourth Street if it was improved. Planning staff has no objection to the city commission approving this vacation, it does not adversely impact the adjacent properties and all adjacent properties have signed the petition. The right of way is no longer of use to the public. If approved by the city commission, the parcels must be combined after the vacation, so that there remains no landlocked parcel.

McKenzie Spriggs confirmed that no questions/comments were submitted in regards to this public hearing.

Dennis Murray asked adjacent to the parcels in discussion, there is another unused right of way, perhaps Butler Street, but the city has talked about using that as a connector pathway. He wants to make sure that right of way is unimpeded by the alleyway and action the commission is considering today.

Greg Voltz said he is correct, this vacation would have no impact on the Arthur Street right of way between Fifth Street and Third Street.

Mike Meinzer said this makes sense but he wanted to clarify, in the strategic plan it mentions this area should be used for residential or infill. Zoning will change to commercial recreation, does that fall in the infill description?

Greg Voltz said the zoning will not change in relation to this application. The underlying zoning will be incorporated into the vacated area. The owners do not have plans, as of now, for what they intend to use the properties for.

Wes Poole asked to see the screen and have it reiterated once more.

Greg Voltz showed the parcels to be considered and said the properties will be split down the middle, between every parcel. It is currently right of way. It will be split down the middle and each property owner will get half of the parcels. At that point, the parcels will need to be combined to the properties along Third Street so there is no land locked parcel.

The President declared this public hearing closed.

Vacation of alley located south of 1404-1424 Third Street

Discussion: Greg Voltz said this is related to the previous application. This is the alley located behind 1404 – 1424 Third Street and the parcels previously mentioned on Fourth Street. The site is just off the unimproved Arthur Street as previously mentioned and all adjacent property owners have signed this petition. Planning staff has no objection to city commission approving this vacation, and vacating the alley, as it will not adversely impact the adjoining properties and all adjacent property owners have signed the petition.

McKenzie Spriggs confirmed that no questions/comments were submitted in regards to this public hearing.

President Brady said this is serving an underdeveloped area of the neighborhood and it is the commission's and the applicant's hope that this will make the property able to be developed in the near future. He knows they don't have immediate plans for it, but he is hopeful the action taken tonight will make it a more viable option to develop that land into something productive and more beneficial to Sandusky's tax base.

The President declared this public hearing closed.

CURRENT BUSINESS

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

CONSENT AGENDA

The President asked if the commissioners wished to remove any of the items on the Consent Agenda.

Dennis Murray made a motion with regards to Items 1A & 1B of the Regular Agenda, with a second of Dave Waddington to modify those items to not be passed as emergency legislation at this meeting. Roll call on the motion: Dick Brady, Naomi Twine, Mike Meinzer, Dave Waddington, Wes Poole, Blake Harris, Dennis Murray, 7.

Wes Poole asked the law director, Brendan Heil, to explain what happened as he is trying to determine if the commission was setting a precedent.

Brendan Heil said it was done because it was recommended on the agenda as emergency legislation. It could have been brought as a first reading but since it was on the agenda, the recommendation was if the commission wanted to change to a first reading, to amend it via motion.

Wes Poole asked could it have been brought to the commission as a first reading? Is this redundancy?

Brendan Heil said yes, it could have been brought as a first reading.

Wes Poole asked if it will be brought back before the commission.

Brendan Heil said yes, it will come before the commission a second time.

The Commissioners wished to leave the Consent Agenda as is.

**ITEM A – Submitted by Aaron Klein, Director of Public Works
LICENSE TO OPERATE FEE TO OHIO EPA FOR BIWW CY 2021**

Budgetary Information: The total amount of \$12,180.00 shall be paid with water funds and has been appropriated in the O & M budget for 2020.

ORDINANCE NO. 20-181: It is requested an ordinance be passed authorizing and directing the Finance Director to make payment to the State of Ohio Environmental Protection Agency for the renewal of the license to operate a public water system for the calendar year 2021; and declaring that this ordinance shall take immediate effect in accordance with Section 14 of the City Charter.

ITEM B – Submitted by Greg Voltz, Planner

VACATION FOR A PORTION OF FOURTH STREET (FIRST READING)

Budgetary Information: There is no budgetary impact.

ORDINANCE NO. : It is requested an ordinance be passed vacating a portion of Fourth Street, south of Third Street and north of Fifth Street, and located east of Arthur Street right-of-way, within the city, as set forth on the vacation plat, a copy of which is marked as exhibit “A-2”, attached to this ordinance and incorporated herein.

ITEM C – Submitted by Greg Voltz, Planner

VACATION OF AN ALLEY LOCATED SOUTH OF 1404-1424 THIRD STREET (FIRST READING)

Budgetary Information: There is no budgetary impact.

ORDINANCE NO. : It is requested an ordinance be passed vacating a portion of alley located south of 1404-1424 Third Street, within the city, as set forth on the vacation plat, a copy of which is marked as exhibit “A-2”, attached to this ordinance and incorporated herein.

ITEM D – Submitted by Debi Eversole, Housing Development Specialist

PURCHASE AND SALE AGREEMENT FOR ONE PARCEL THROUGH LAND BANK PROGRAM

Budgetary Information: The cost associated with this purchase agreement is the total amount of the title examination, recording and transfer fees and deed preparation. Any such costs shall be recouped by the City from the nonrefundable earnest money deposits required to be paid by Purchaser upon sale. By returning this nonproductive land to tax producing status, the taxing districts will begin collecting real property taxes in the amount of approximately \$124.00 per year.

ORDINANCE NO. 20-182: It is requested an ordinance be passed declaring that real property owned by the city as part of the Land Reutilization Program identified as Parcel No. 59-00107.000 located at 627 Decatur Street, Sandusky, is no longer needed for any municipal purpose and authorizing execution of a purchase and sale agreement with respect to that real property; and declaring that this ordinance shall take immediate effect in accordance with Section 14 of the City Charter.

Upon motion of Naomi Twine and second of Mike Meinzer, the Commission voted to accept the Consent Agenda and declare all ordinances and resolutions as drafted and presented to the City Commission under the Consent Agenda, and shall take effect in full accordance with the Section reflected in the ordinances or resolutions 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, Wes Poole, Blake Harris, Dennis Murray, 7. Roll call on the ordinances and resolutions: Dick Brady, Naomi Twine, Mike Meinzer, Dave Waddington, Wes Poole, Blake Harris, Dennis Murray, 7. The President declared the ordinances and resolutions contained in the Consent Agenda passed in full accordance with the city charter.

REGULAR AGENDA

REGULAR AGENDA ITEMS

ITEM #1 – Submitted by Josh Snyder, Assistant City Engineer

AMENDING CODIFIED ORDINANCE CHAPTERS 933 & 939

Budgetary Information: There are no fees associated with making these administrative changes. The updated rates were calculated based on actual time and materials to complete the work by City staff. They were then compared to other cities to ensure Sandusky stays competitive and fair

with other cities that have updated their same fees more frequently. Furthermore, the updated fees are to eliminate the fact that the City's utilities, in turn protecting the residents who have been subsidizing a portion of the private developers and private haulers due to the age of the ordinance.

(A) ORDINANCE NO. _____: It is requested an ordinance be passed amending Part Nine (streets, utilities, and public services code), Title Three (utilities), Chapter 933 (sewer regulations and rates), Section 933.07 (definitions), Section 933.15 (computation of connection charges), Section 933.17 (building sewer and sewer connections), Section 933.25 (rates), Section 933.27 (high strength surcharges), and Section 933.28 (miscellaneous charges) of the codified ordinances of the City of Sandusky in the matter and way specifically set forth herein below.

Upon motion of Dennis Murray and second of Wes Poole, the Commission voted to approve this ordinance on first reading.

Discussion: Aaron Klein asked if the commission would like him to address 1A and 1B at the same time.

Richard Brady said for discussion purposes, yes.

Aaron Klein said the ordinance modifies five sections of two different ordinances, 939 & 939 of the codified ordinances. The first item is the connection fees, on the water and sewer sides. These modifications really only affect new construction and redevelopment. The public works department went through the fees currently charged, and many fees went into effect in 1980 or before. Others went into effect in the 1990s, meaning the fee structure is 25-40 years old, for fees being charged for private development and new construction. The rate or cost the city incurs whether with labor, equipment, materials, etc. because the building, sewer, water, engineering, law, customer accounting, are all involved when these things happen. Our rates were extremely low and what the city was charging private development was low. Alternatively, we saw that the charge for larger connections was very high. Staff went through and got the actual material cost, labor time (building inspection or crews in the field) and compared it to nine other cities, figuring out where we could be competitive and also recoup our costs. Spread sheets show other cities, our current fee costs, and where we are proposing to go. Smaller ones, the 5/8", 1", 1 1/2" have gone up, not significantly, but have gone up. Larger ones, 12" went from \$75,000 for a developer down to the \$11,000 range.

Aaron Klein said on the storm sewer rates, the modification really does not affect anyone. In the past, our language stated that \$3-\$4 rate for storm water would be per bill. The ordinance now states per equivalent residential unit. That is not a unit we can apply through our accounting software. We are changing the wording to reflect and represent what we have done in the past.

Aaron Klein said the high strength surcharges is another section of the sewer ordinance, this relates to the permit at the wastewater treatment plant. We have increased restrictions for algal blooms, phosphorus, etc. so we are passing small increases, \$5, onto the manufacturers that send those waste streams to us.

Aaron Klein said the last section is being updated from an engineering side. Currently the city collects a lot of raw sludge and sewage from septic systems. Most of that is outside the city limits. The way we handle that is through an honor system, we trust the driver to tell us how much they have within a certain range. We have four or five different tiers and they tell us where they are. We went through a process over the last year and a half to put in flow meters and get an actual per gallon charge. When it came to the pricing, it was into the \$100,000- \$150,000 range to implement that project. Instead, we decided to charge the maximum size of their vehicle. Most of the time, they are coming in with a full vehicle, and this will encourage them to come with a full vehicle. The goal is to get these prices in line so residents are not paying for private items.

Aaron Klein said instead of being 40-50 years late to make the next fee changes, a 3% annual increase is assessed to the water and sewer fees, as well as the miscellaneous charges to the private sector.

Dave Waddington asked is this an incentive for economic development or is there something else coming down the road that the commission is not aware of? He read through this and talked to a couple commissioners prior to the meeting. He feels this agenda item was pushed to come through as emergency and was disappointed to not have more time with this item. He recognizes times are strange with COVID currently.

Aaron Klein said it is not an economic development thing. The public works department has been trying to make these changes for several months now, but the piece making it essential now, is there is storm water language that would make it effective January 1, 2021. In order to begin these changes and begin billing January 1, they need to be passed by January 1. Other items are less critical on that timeline, but they are contained within the same ordinance. The storm water rate is what was driving the emergency language, when put on the agenda.

Dave Waddington asked if staff will be ready by January 1, 2021, if it did pass tonight.

Aaron Klein said yes the staff will have it ready.

Dick Brady said this legislation does not represent something the public works department threw together over the weekend. It represents a volume of work undertaken by assistant engineer, Josh Snyder. He has tediously moved through this.

Aaron Klein said this process began over a year ago, and getting rates from other cities, and comparing those rates. He was putting together the bid package for the weigh station and flow meter, once we realized the cost of that and knew we did not want to spend \$150,000, we have been working on various pieces and parts for well over a year. Discussions have happened with the different law directors and the department is thankful to get it over the finish line.

Dick Brady asked if there was any impact on residential customers.

Aaron Klein said it does not change residential rates. It is really private, whether manufacturing, haulers or private developers.

Dennis Murray said he had some questions regarding whether it should be passed in one reading. He is satisfied that at the next meeting 1B needs to be passed as emergency legislation. However the commission decides to vote on 1A, he is fine either way. He appreciates the context Aaron Klein provided, it was a lot to get out of the memo.

Dennis Murray wanted to touch on a longer term item, but one important as the city talks about rates. There are people concerned whether the rates the city is charging are fair or not. That is a concern held across the United States, in nearly every community. The EPA has pushed hard for many communities to make expensive improvements. We should be particularly conscientious about that because our economy is reliant on water and tourism, so we need to do our part. The expenditures we are making are not items totally within our control. The EPA requires them. Aaron Klein and his team have done an outstanding job of minimizing those expenses and maximizing the results. At some point in time, we need to look at the question whether we are disincentivizing conservation. He is not suggesting that we are, but at some point he would like to look at whether we are matching our fixed customer fees with our fixed system expenses, and then the variable component which is what we charge for water and sewer, if that variable component. If everyone reduces consumption by 20% we are going to have the same bills, because not a huge portion of these bills are variable. At some point, he would like Aaron Klein to take a look at the equity component, and categorizing fixed and variable expenses.

Wes Poole asked to get that information in regards to comparison before the next meeting, and the cost associated with changing the rates. On the engineering permit fee schedule, where the 5/8" / 3/4", he presumes we're referring to water, fee has gone up to \$1044, are we talking about the same thing? He is trying to make sure he understands what he is reading in regard to connection charges.

Aaron Klein said those sizes are typically for homes and small businesses.

Wes Poole said if he understands correctly, that rate has gone from \$202 to \$1000, is that correct? He wants to make sure he is reading the charts correctly.

Aaron Klein said no, unfortunately, this is a bit confusing. There are five or six items for each rate. It is hard to read, as we changed it from a list to the spreadsheet you now see. The rate for 3/4" is \$1144 to \$2500.

Wes Poole said it is going to double. He said he can come to Aaron Klein's office and they can look through together. The point he is trying to make is that those are residential taps and those costs are passed onto the residents. He needs to understand the big picture as he is in favor of encouraging residential development. How badly does this disincentive developers from working here. He needs the commission to give this question some thought. For the purposes of reducing charges to factories, we have doubled or significantly increased costs to residential building. He will vote no as is, and when it comes for second reading he is subject to vote yes, after better understanding.

Roll call on the motion: Yeas: Dick Brady, Naomi Twine, Mike Meinzer, Dave Waddington, Blake Harris Dennis Murray, 6. Nos: Wes Poole, 1. Roll call on the ordinance: Yeas: Dick Brady, Naomi Twine, Mike Meinzer, Dave Waddington, Blake Harris Dennis Murray, 6. Nos: Wes Poole, 1. The President declared the ordinance passed on the first reading.

(B) ORDINANCE NO. _____: It is requested an ordinance be passed amending Part Nine (streets, utilities, and public services code), Title Three (utilities), Chapter 939 (water regulations and rates), Section 939.01 (service installation; connections to water mains or distribution pipes), Section 939.03 (setting tap charges), Section 939.04 (setting connection charges), Section 939.05 (private service lines in same trench with private sewers), 939.06 (new service lines equipped with water meter), 939.17 (nonreceipt of bill) of the codified ordinances of the City of Sandusky in the matter and way specifically set forth herein below.

Upon motion of Dave Waddington and second of Blake Harris the Commission voted to approve this ordinance on first reading.

Roll call on the motion: Dick Brady, Naomi Twine, Mike Meinzer, Dave Waddington, Wes Poole, Blake Harris, 6. (Dennis Murray's connection got interrupted.) The President declared the ordinance passed on the first reading.

ITEM #2 – Submitted by Aaron Klein, Director of Public Works

EXPENDITURE OF FUNDS FOR THE CLEAN OUT OF TANKS AND DISPOSAL OF MATERIAL AT BIWW

Budgetary Information: The total actual cost for the cleanout work was \$28,671.78, split between the base purchase order price of \$9,167.19 and the cost increase of \$19,504.59. This includes material transport, equipment, labor, disposal fees and incidentals, to be paid from the Water Fund. If approved, the purchase order would be canceled and an expenditure for the total amount would be opened from the same account.

ORDINANCE NO. 20-183: It is requested an ordinance be passed authorizing and directing the City Manager and/or the Finance Director to expend funds for the clean out and disposal of the sodium hydroxide tank at the Big Island Water Works (BIWW) Plant in the amount of \$28,671.78; 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 Naomi Twine, the Commission voted to approve this ordinance under suspension of the rules and in full accordance with Section 14 of the city charter.

Discussion: Aaron Klein said at Big Island there is a concrete tank in the basement. The sodium hydroxide stored in it was not being as effective as it was previously. After investigating, one of the eye wash stations outside was leaking from a valve in the wall. Infiltration and water consequently got in that tank. We had to dispose of the material in that tank as it is no longer allowed to be used in the treatment process. Staff hooked up a garden hose and estimated it would take about two months to completely drain the tank, then we would have to get someone to clean the sludge out of the bottom. Being that we only had one tank online, we went out and got several quotes, one of them being less than \$10,000. That bidder was the only one received that quoted someone cleaning the tank and disposing of the sludge. We prepared the purchase order for that project. We estimated 1,000 gallons of material and a two day job. It turned out to be 5,814 gallons on material in the tank and that increased the price from \$9,167 to \$28,672. The additional disposal time, hauling, labor, etc. added up quickly. Our crews realized after the second day that we will try to do the second tank in house. This is a normal change order, but being that we are over \$10,000 we cannot pay the invoices we have without coming to commission with approval.

Roll call on the motion: Roll call on the motion: Dick Brady, Naomi Twine, Mike Meinzer, Dave Waddington, Wes Poole, Blake Harris, Dennis Murray, 7. Roll call on the ordinance: Dick Brady, Naomi Twine, Mike Meinzer, Dave Waddington, Wes Poole, Blake Harris, Dennis Murray, 7. The President declared the ordinance passed under suspension of the rules and in accordance with Section 14 of the city charter.

ITEM #3 – Submitted by Jane Cullen, Project Engineer

AGREEMENT WITH BRAMHALL ENGINEERING & SURVEYING FOR E. MONROE STREET RESURFACING PROJECT

Budgetary Information: The not to exceed cost for professional surveying services is \$11,029.00. ODOT will fund 80% eligible costs in the amount of \$8,823.20. The City's 20% share of \$2,205.80 will be funded with Issue 8 Street Funds from the Capital Projects Fund.

ORDINANCE NO. 20-184: It is requested an ordinance be passed authorizing and directing the City Manager to enter into an agreement for professional services with Bramhall Engineering & Surveying Company of Avon, Ohio, for the east Monroe Street resurfacing project; and declaring that this ordinance shall take immediate effect in accordance with Section 14 of the City Charter.

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

Discussion: Dick Brady said this is embarking on a long journey and this is the first step. Surveying must come first and this project will go after the surveying is done. Is that correct?

Aaron Klein said that is correct. This is the resurfacing project of Monroe Street from Decatur to Meigs. When the city applied for the MPO funding, that is federal highway money through ODOT, we have to follow the federal guidelines, one of which is to make sure we stay in the right of way. The survey allows us to do that at the onset of the project. Construction is not expected until 2022. They will pay for 80% of it, the cost is \$11,000 but the city will pay \$2,200.

Roll call on the motion: Dick Brady, Naomi Twine, Mike Meinzer, Dave Waddington, Wes Poole, Blake Harris, Dennis Murray, 7. Roll call on the ordinance: Dick Brady, Naomi Twine, Mike Meinzer, Dave Waddington, Wes Poole, Blake Harris, Dennis Murray, 7. The President declared the ordinance passed under suspension of the rules and in accordance with Section 14 of the city charter.

ITEM #4 – Submitted by Michelle Reeder, Finance Director**AGREEMENT WITH MEEDER PUBLIC FUNDS FOR INVESTMENT ADVISORY SERVICES**

Budgetary Information: Meeder charges a fee of .09% of all funds under their management. We estimate Meeder to have \$8M of funds under their management initially, which will equate to an annual fee of \$7,200. The funds under management will fluctuate and are anticipated to grow in upcoming years, as currently invested securities mature. The total estimated annual cost of \$7,200 will be paid from the general fund.

ORDINANCE NO. 20-185: It is requested an ordinance be passed authorizing and directing the City Manager to enter into an agreement with Meeder Public Funds, Inc. of Dublin, Ohio, for investment advisory services; 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 Wes Poole, the Commission voted to approve this ordinance under suspension of the rules and in full accordance with Section 14 of the city charter.

Discussion: Michelle Reeder said this has gone through the finance committee. They had a selection committee and before that it went through an RFQ process. The selection committee recommended Meeder Investment Services. For the commissioners' background, we only deal with one broker dealer for our investments. This is a company the finance director can log into anytime to see the investments they have to offer, and select an investment for the city. Moving with Meeder, the city will have access to over 100 broker dealers. There will be a larger pool of investments we can select from. This will give us the biggest bang for our buck and stretch city dollars even further.

Roll call on the motion: Dick Brady, Naomi Twine, Mike Meinzer, Dave Waddington, Wes Poole, Blake Harris, Dennis Murray, 7. Roll call on the ordinance: Dick Brady, Naomi Twine, Mike Meinzer, Dave Waddington, Wes Poole, Blake Harris, Dennis Murray, 7. 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 Michelle Reeder, Finance Director**AGREEMENT WITH ERIE COUNTY AUDITOR'S OFFICE FOR COLLECTION OF TRANSIENT OCCUPANCY TAX**

Budgetary Information: There is no fee for this service.

(A) ORDINANCE NO. 20-186: It is requested an ordinance be passed authorizing and directing the City Manager to enter into an agreement with the Erie County Auditor's Office for the collection of the city's transient occupancy tax; and declaring that this ordinance shall take immediate effect in accordance with Section 14 of the City Charter.

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

Discussion: Dick Brady said there are very few things in life that are free and this is one of them.

Michelle Reeder agreed. The Erie County Auditor's Office has the online software collection already in house and use. They offered to let the city piggy back on that software and not charge any fees for the collection of our lodging tax. Residents owning transient rentals will be able to go online and file their 3% lodging tax that comes to the city, and their 4% lodging tax that goes to the county.

Roll call on the motion: Dick Brady, Naomi Twine, Mike Meinzer, Dave Waddington, Wes Poole, Blake Harris, Dennis Murray, 7. Roll call on the ordinance: Dick Brady, Naomi Twine, Mike Meinzer, Dave Waddington, Wes Poole, Blake Harris, Dennis Murray, 7. The President declared

the ordinance passed under suspension of the rules and in accordance with Section 14 of the city charter.

(B) ORDINANCE NO. 20-187: It is requested an ordinance be passed amending Part One (administrative code), Title 193 (transient occupancy tax), Section 193.06 (reporting and remitting) and Section 193.07 (penalties and interest), of the codified ordinances of the City of Sandusky, in the matter and way specifically set forth herein below; 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 Dave Waddington, the Commission voted to approve this ordinance under suspension of the rules and in full accordance with Section 14 of the city charter.

Discussion: Wes Poole asked if there will be a list from the auditors office available, so we know how many people and who has registered? Can we get that information any time we want?

Michelle Reeder said yes, they already work with Erie County because the city gives them information for people who should be filing within the city, so they can use that for the county collection. Partnering on this, we will certainly be able to keep an eye on everyone and ensure they are filing.

Wes Poole asked if we have a formal process to ensure people are registered.

Michelle Reeder said an employee in our code compliance office monitors transient rentals currently. She will be continuing to monitor and can check that list against the county's.

Roll call on the motion: Dick Brady, Naomi Twine, Mike Meinzer, Dave Waddington, Wes Poole, Blake Harris, Dennis Murray, 7. Roll call on the ordinance: Dick Brady, Naomi Twine, Mike Meinzer, Dave Waddington, Wes Poole, Blake Harris, Dennis Murray, 7. 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

- **Upon a motion from Dave Waddington and second of Naomi Twine, the commission voted to accept approximately fifty hams from Firelands Regional Medical Center for the Sandusky Police Department. The President declared the motion passed.**
Discussion: Eric Wobser thanked them for providing a delicious holiday meal for our Officers. Thanks to their donation our Community Impact Officers were able to pay it forward and delivered a quantity of those hams to city families in need, along with a family that recently had a tragedy take place
- **Upon a motion from Naomi Twine and second of Wes Poole, the commission voted to accept the in-kind the use of a lift, worth \$1,300, to the Division of Facilities & Properties, from Construction Equipment & Supply, for the purpose of decorating for the holiday season. The President declared the motion passed.**
- **Upon a motion from Dave Waddington and second of Wes Pooke, the commission voted to accept \$2,000 from Environmental Design Group to go towards youth scholarships. The President declared the motion passed.**
Discussion: Eric Wobser said EDG is making these donations to some of the communities they work in. When asked if there was a need, we had previously talked about awarding our youth commission scholarships, then with everything going on with the budget, this slipped through the cracks. This is going to help make it right and the city will post on social media.

- **An RFP will be advertised over the next few weeks to accept proposals for a new mail machine lease.** Our current unit lease is expiring and needs to be replaced. Staff will bring back legislation soon once a vendor is selected.
- **Administrative Assistant Wendy Roach has announced her intention to retire effective January 6, 2021.** She has worked for the Police Department for over thirty years and we appreciate her for her many years of dedicated service. Thank you Wendy, you have done a great job!
- We had the first snowfall of the season earlier this month. The street department did a fantastic job keeping the roadways as clear as possible. Thanks to their hard work we only had few minor accidents during the entire snow storm.
- **Kegan Lobsinger started with the Sandusky Fire Department on December 11, 2020.**
- **Our Tree City USA and Growth Award application has been submitted to the Arbor Day Foundation. In 2020, per capita investment in trees increased from \$15.56 to \$19.03.** Special thanks to Scott Kromer and Nate Leimeister for running a stellar tree enterprise during such a challenging year.
- **We are thrilled to share that the Jackson Street Pier and Shoreline Drive projects were selected to receive the Honor Award from the Ohio American Council of Engineering Companies 2021 Engineering Excellence Awards! Congratulations to Osborn Engineering and City Architecture for their contribution to these projects, which are being recognized for exhibiting a high degree of innovation, complexity and value.**
- **Unfortunately, due to the contractor quarantine and the closing of asphalt plants, the Jaycee Park Connector Trail and the Common Driveway off of Franklin will not be completed to the spring.**
- **Similarly, since the City just received environmental approval from HUD for shore stabilization in Shoreline Park, that project will also be pushed until after the ice melts.**
- Streets & Traffic staff have successfully collected leaves from each zone in the City and are currently moving through each for a second round of collection. If residents cannot meet the schedule, there will be a drop-off area for bagged leaves near the Marquette Drive entrance to the City Service Center seven days a week until January 11th. Property owners are encouraged to visit our website at www.cityofsandusky.com/ConstructionUpdates to view the current schedule and to call 419.627.5829 if they have questions or concerns.
- With the arrival of cold temperatures, we'd like to remind residents of a few extra steps to take to avoid frozen water lines inside and outside the house, including setting thermostats at 55 degrees minimum, insulating exposed pipes and letting the cold-water faucet trickle continuously during extreme cold weather.
- **The regular Arts and Culture Commission meeting is scheduled for Tuesday, December 15 has been scheduled for 5:15 PM.**
- The December **Landmark Commission** meeting has been cancelled.
- The December **Board of Zoning Appeals** meeting has been cancelled.

- The regular **Planning Commission meeting is scheduled for Monday, December 21 at 4:30 PM.**
- All meetings will be held virtually and can be viewed on the city's YouTube page.

OLD BUSINESS

Blake Harris shared an email sent December 4, 2020 regarding expanding the boundaries for transient rentals. He would like to show his support in taking a closer look at that map. He has had brief discussions with other commissioners and staff that it is not a black and white topic, a lot of gray area exists. He hopes that we take a comprehensive approach, additionally looking at the main corridors, including Hancock and Tiffin and Warren, or even Cleveland Road.

Eric Wobser replied saying the city has received comments from a few commissioners, with suggestions. He has a meeting with the planning staff to go over those recommendations from the commission, and get back in touch with commission, and then explain a public process going forward. He noted Blake Harris's comments on the corridors.

Wes Poole said regarding the same topic, the opinions of the overlays are going to be varied. The efficacy of doing this is going to be tied to each neighborhood and will be done differently. He suggests that we already have a process in place that was passed a long time ago, that guides people on how to get a property included and how to make an overlay for a neighborhood. He would like to follow that as that is what the public is expecting and has been previously voted on. We will need a good explanation to modify that process to rapidly move into large areas being designated as transient rental.

Dave Waddington said because water got discussed tonight, he wanted to bring up the topic of water conservation, and how it can save at both ends. He wishes we had an award system for residents that conserve water. This would create less treatment, less labor, and more capacity at the wastewater plant. Just something to consider down the road. He spoke with Dennis Murray who had some good ideas.

Wes Poole said he agreed with Dave Waddington. While discussing water, he reminded the commission that in August they passed legislation regarding the city's shut off policy. He would like to get some feedback on how that went. It has been three months. We should evaluate the effectiveness, especially as the public is seeing additional changes in ordinances, dealing with water. Although not directly related, water is a big topic in a community, and we need to keep the public informed.

Dick Brady asked that Michelle Reeder and Aaron Klein provide the commission an update on the water shutoff policy.

Michelle Reeder said they have been monitoring this. She does not have the figures in front of her but the shutoffs have gone down, even now in December. She will compile the data for the end of the year, but so high level feedback shows it has gone well. People were receptive to the payment plans they put in place and she will bring that data at a future meeting.

NEW BUSINESS

Upon a motion from Dave Waddington and second of Wes Poole, the commission voted to go into executive session for pending litigation.

Discussion: Dennis Murray said he will be abstaining from the vote and the discussion in executive session, as he has or may be perceived as having a conflict, likely not under Ohio Ethics laws, but as a fellow lawyer.

Roll call on the motion: Dick Brady, Naomi Twine, Mike Meinzer, Dave Waddington, Wes Poole, Blake Harris, 6. Dennis Murray—abstain. The President declared the motion passed and the executive session set.

Wes Poole asked if we could clarify how executive session will go for the public, during COVID-19 times.

McKenzie Spriggs explained that the commissioners will go onto a separate phone call via a conference call. The public will see a city seal via the live stream video, and it will have no audio. Once finished, the commission will come back to the Teams meeting, and will resume for adjournment.

Upon a motion from Dave Waddington and second of Wes Poole, the commission voted to set a public hearing for the 2019 CDBG program. Roll call on the motion: Dick Brady, Naomi Twine, Mike Meinzer, Dave Waddington, Wes Poole, Blake Harris, Dennis Murray, 7. The President declared the public hearing set for December 28.

Dave Waddington asked when the next commission meeting is.

McKenzie Spriggs confirmed the next meeting is for Monday, December 28.

Dick Brady said Dave Waddington was instrumental raising awareness and getting gifts for kids this Christmas through the local organization, OHgo. In spite of a downpour of rain, on the Saturday of the toy collection, it was very successful. He thanked Dave Waddington for spearheading that, Police Chief Oliver and the police officers that showed for that event. They filled $\frac{3}{4}$ of a large moving truck and raised a lot of money. Many people are celebrating Christmas a little better than if the city and OHgo had not made those efforts.

Upon a motion from Dave Waddington and second of Dennis Murray, the commission voted to set a public hearing for first reading of the 2021 budget. Roll call on the motion: Dick Brady, Naomi Twine, Mike Meinzer, Dave Waddington, Wes Poole, Blake Harris, Dennis Murray, 7. The President declared the public hearing set for December 28.

AUDIENCE PARTICIPATION

Barbara Cicalese, 203 W. Water St. Sandusky, OH wrote in:

1. What is being done to retain businesses downtown? I just read recently that Encore and Forte are moving out.
2. While I realize there's a lot to plow and shovel after a snowstorm, it's important to keep the Sandusky Bay Pathway clear and free of ice.

Tim Schwanger, 362 Sheffield Way, Sandusky, OH wrote in:

The Development Director's position has been filled at a salary of \$107,000. Will this position see an automatic increase in salary of 10% (Covid salary reduction) and an additional 3% January 1st as part of the yearly cost of living wage?

Discussion: Eric Wobser said those are relatively easy and he is prepared to answer those now, if the commission approves. Encore and Forte were decisions between the landlord and the businesses, the landlord of both businesses was looking to go in a different direction. Forte was purchased by someone with plans for that building. We had good conversations with both Forte and Encore about alternate sites for them. Forte told us early in that process they were looking to be on a major corridor. He moved to Perkins Avenue, just outside the city in Perkins Township. We did reach out and work with both of those entities.

Eric Wobser said additionally, we are actively working with existing business directly or with partners such as ECEDC to retain them. He is worried about all of our small businesses, due to the impact of the pandemic. The commission supported a round of small business relief to the tune of \$165,000 earlier this spring. We have an additional \$150,000 in CARES Act Funding that we're giving in small business relief and we have been in active conversations with the foundations, the county, EDECD, Lake Erie Shores & Islands, etc. about what needs to be done. A report in the Columbus Dispatch, released last week, said 60% of locally owned Ohio restaurants could close this winter. Particularly food and beverage, they had the opportunity to do outdoor business over the summer. As winter is here, more of that business is done indoors, and the public has less confidence dining indoors. We have a highly seasonal location, always January, February, March are the slow months, even outside of this pandemic. We need to and will continue to do everything we can to help businesses in need. More support from the state and federal government is critical. We will try to support them, whether that is good advice or direct financial support. It is an issue we are taking very seriously and are urging partners throughout the community to take it equally as seriously.

Eric Wobser said regarding the Sandusky Bay Pathway, we are committed to providing maintenance to the pathway. The vast majority he has heard so far, have been compliments. It will always be a challenge, as it is also a challenge on our streets. Aaron Klein and his crews are taking the maintenance of the pathway seriously and will continue to do so.

Eric Wobser said regarding the salary on Jonathan Holody, the new Community Development Director, that salary begins in January and runs his entire 12 month probationary period. The rate is significantly less than what our previous director was making, once his salary was restored. We will have a savings in that position for at least the next year and are not anticipating administrative raises in 2021. We are anticipating restoring people to where they were going into 2020, as administrative staff had taken a reduction due to the pandemic. The \$107,000 salary will be good through 2021 and then he will be subject to any standard, traditional increases from there. As a side note, he does not believe we have done a 3% raise for administrative employees, it has generally been in the range of 2%.

ADJOURNMENT

The Commission returned from executive session and upon motion of Naomi Twine and second of Blake Harris, the commission voted to adjourn at 6:57 p.m. The President declared the motion passed.



McKenzie Spriggs
Commission Clerk



Richard R. Brady
President of the City Commission