

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

The Clerk called the roll and the following Commissioners responded: Dennis Murray, Dick Brady, Steve Poggiali, Dave Waddington, Blake Harris and Mike Meinzer. Mr. Murray made motion, seconded by Mr. Harris to excuse Mr. Poole. The President declared the motion passed.

City staff present: Eric Wobser - City Manager, Stuart Hamilton - IT Director, Don Rumbutis - IT Technician, and Cathy Myers - Commission Clerk.

City staff via teleconference: John Orzech - Assistant City Manager Michelle Reeder - Finance Director, Aaron Klein - Public Works Director, Jonathan Holody - Development Director, Brendan Heil - Law Director, Jared Oliver - Police Chief, Mario D'Amico - Fire Chief, Josh Snyder - Public Works Engineer, Debi Eversole - Housing Development Specialist, and Nichole Grohe - Community Development Program Administrator.

Upon motion of Mr. Waddington and second of Mr. Harris, the commission voted to approve the minutes of the December 21 regular meeting and suspend the formal reading. The President declared the motion passed.

#### **AUDIENCE PARTICIPATION**

Clerk, Cathy Myers read an emailed agenda comment from Sharon Johnson. The Land Bank is mentioned on the agenda so she would like to take the opportunity to express a concern about why staff cannot place the Land Bank agenda and minutes on the website like all the other committees do. She stated she has been getting a lot of resistance from staff after requesting a couple of times that the documents be placed online in order to save everyone some time. First, she would like to see the agenda and documents before the meeting so she can follow along with what is discussed at the meetings. Second, because the agenda and minutes are not online, she had to ask for all of the 2021 agendas and minutes. That meant staff had to take the time to pull all those documents for her. It seems a waste of staff time when the information could be online.

#### **VOTE FOR OFFICERS**

President Brady asked for nominations for President of City Commission. **Mr. Harris nominated Commissioner Brady as President.** The President asked if any Commissioner would prefer a secret ballot as opposed to a roll call. None being heard; **Roll call: Dennis Murray, Dick Brady, Steve Poggiali, Dave Waddington, Blake Harris and Mike Meinzer.** President Brady thanked the Commissioners for their vote of support. **Mr. Meinzer nominated Mr. Murray for Vice President.** **Roll call: Dennis Murray, Dick Brady, Steve Poggiali, Dave Waddington, Blake Harris and Mike Meinzer.** President Brady declared Mr. Murray as Vice President.

#### **PUBLIC HEARING: CDBG SUBSTANTIAL AMENDMENT FOR FY 2021 PROGRAM**

Nichole Grohe, Program Administrator

Ms. Grohe stated that the CDBG substantial amendment for FY 2021. The program proposal is for one proposed amendment to the FY 2021 annual action plan. That is to change the CDBG Small Business Assistance Program to a Rental and Mortgage Assistance Payment Program. The original \$150,000 that was budgeted moving to the Rental and Mortgage Assistance Payment Program. These funds must be used for prevent, prepare for and respond to the COVID-19 and the process for changing the 2021 action plan that requires that the substantial amendment process be followed. The purpose is that the fiscal year 2021 CDBG COVID Small Business Grant Program be amended to a Rental and Mortgage Assistance Payment Program. The purpose of this change is to assist residents that are in need and are facing homelessness. Many local businesses have previously received funding and have been offered the opportunity to apply to the City for COVID Relief Funds, while assistance to local residents has been limited. Under the proposed program, those who qualify will receive up to three (3) months rental and or mortgage assistance. The applicant must show that they live within the City limits of the city of Sandusky

and that they are facing homelessness due to COVID. The program will be administered through a third party contractor. The contractor staff will collect intake forms and manage the program, using 10% of the \$150,000 to support their administrative costs, while the remaining funds will be directed to eligible residents. Staff estimates that 100-150 persons will be assisted by the program and that the funding will be spent within six (6) months of the program's kickoff. The program should begin in early 2022.

**Discussion:**

An emailed comment was received from Tim Schwanger, dated December 10, 2021, stating he had concern about Community Action Commission only taking applications virtually, and that not everyone has access to a computer. In response to Mr. Schwanger, there will be hard copies available for applicants at City Hall and through the contractor's office as requested. Mr. Poggiali inquired if there was a cap on how much would be awarded to each applicant. Ms. Grohe responded that there was no cap at this date, but one could be implemented. Mr. Meinzer inquired if there was a three (3) month limit on rent or mortgage assistance. Ms. Grohe replied that was correct. Mr. Poggiali inquired if the funds were granted only one time per applicant; Ms. Grohe responded that yes it was the case. Mr. Harris inquired as to what the criteria would be to make one eligible for this assistance. Ms. Grohe explained that the main criteria was that the applicant had been impacted by COVID, they may have lost their job due this, and unable to make housing payments. Mr. Meinzer wanted to be sure that the small businesses were not being left out. Mr. Wobser responded that he did not believe that any business would be ineligible and we continue to have economic development programs from the City that we recapitalized as our budget came back last year, that we did do a big round of about \$180,000 towards small businesses at the beginning of COVID. However, we could certainly look at relief for small businesses in the future. I do not think that would mean that there would be less rental assistance needed as Ms. Grohe is presenting tonight. Mr. Poggiali inquired if he had read that the demand was not that great. Mr. Wobser replied that they thought there was more individual need and that we were not seeing the demand those funds based on CDBG restrictions can intend to be greater and more burdensome for the small businesses than they can be on residents. When we have more flexible funds for businesses, we tend to deploy local funds because of that level of complexity.

Hearing no further discussion, President Brady declared the Public Hearing closed.

**COMMUNICATIONS**

**Mr. Waddington made motion to accept communications, seconded by Mr. Harris. Hearing no discussion, President Brady declared the motion passed.**

**CONSENT AGENDA ITEMS**

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

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**RATIFY GRANT SUBMISSION FOR THE CLEVELAND ROAD SAFETY IMPROVEMENT PROJECT**

**Budgetary Information:** The total project cost for the sidewalk improvements, including inflation for SFY 2024, is \$577,550.00 for construction costs; this would be shared with ODOT, bearing \$519,795 (90%). The City's share would be \$57,755.00 (10%). These amounts would be added to the existing shared project funding of \$4,911,500.00/\$497,483.25.

**RESOLUTION NO. 001-22R:** It is requested a Resolution be passed approving and ratifying the submission of a grant application to the Ohio Department of Transportation for financial assistance through the Highway Safety Improvement Program (HSIP) for the Cleveland Road Safety Improvement Project; and declaring that this Resolution shall take immediate effect in accordance with Section 14 of the City Charter.

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

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**ACCEPTING FOUR (4) PARCELS INTO THE LAND BANK**

**Budgetary Information:** The cost of these acquisitions will be approximately three hundred fifty dollars (\$350.00) to pay for the title exams and transfer fees. This expense will be paid out of the Land Bank expense account and will be recouped upon sale of the properties.

**RESOLUTION NO. 002-22R:** It is requested a Resolution be passed approving and accepting certain real property for acquisition into the Land Reutilization Program; and declaring that this Ordinance shall take immediate effect in accordance with Section 14 of the City Charter.

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

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**SALE OF LAND BANK PROPERTY ON HARRISON STREET**

**Budgetary Information:** The cost associated with this purchase & sale agreement is the total amount of the title search, closing costs, deed preparation, property maintenance and any other customary fees that may be due and payable in the ordinary course of the sale and purchase transaction. The City will recoup these costs from the sale.

**ORDINANCE NO. 22-001:** It is requested an Ordinance be passed declaring that certain real property owned by the city as part of the Land Reutilization Program identified as parcel no. 59-00810.000, located on Harrison Street is no longer needed for any municipal purpose and authorizing the execution of a purchase 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.

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**ITEM D – Submitted by Nicole Grohe, Community Development Programs Administrator**

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**ERIE COUNTY BOARD OF DEVELOPMENT DISABILITIES AGREEMENT FOR TRANSPORTATION SERVICES**

**Budgetary Information:** The Sandusky Transit System will bill for trips consumed by individuals who are enrolled with Erie County Board of Developmental Disabilities and eligible for transportation services. The revenue from this agreement will be used as matching grant funds for the Ohio Department of Transportation (ODOT) Program grant. This contract is expected to provide approximately 10,500 trips and generate over \$200,000 in 2022.

**ORDINANCE NO. 22-002:** It is requested an Ordinance be passed authorizing and directing the City Manager to enter into an agreement for transportation services between the City of Sandusky and the Erie County Board of Developmental Disabilities for the period of January 1, 2022, through December 31, 2022; and declaring that this Ordinance shall take immediate effect in accordance with Section 14 of the City Charter.

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**ITEM E – Submitted by Nicole Grohe, Community Development Programs Administrator**

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**SUBSTANTIAL AMENDMENT TO FY 2021 ONE-YEAR ACTION PLAN FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**Budgetary Information:** There is no impact on the general fund.

**ORDINANCE NO. 22-003:** It is requested an Ordinance be passed approving a Substantial Amendment to the City's FY 2021 One-Year Action Plan for the Community Development Block Grant Program Year of July 1, 2021 through June 30, 2022, and authorizing and directing the City Manager to submit the amended Action Plan to the United States Department of Housing and Urban Development; and declaring that this Ordinance shall take immediate effect in accordance with Section 14 of the City Charter.

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**ITEM F – Submitted by Nicole Grohe, Community Development Programs Administrator**

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**AMENDING RESOLUTION NO. 041-21R AND PERMISSION TO BID A MODIFIED CDBG FY21 DEMOLITION #2 PROJECT**

**Budgetary Information:** The total estimated cost for this project including advertising and miscellaneous expenses will exceed \$10,000. A tax lien will be placed upon the properties for the costs of asbestos abatement and demolition for those properties not owned by the City.

**RESOLUTION NO. 003-22R:** It is requested a Resolution be passed amending Resolution No. 041-21R, passed on September 27, 2021, and declaring the necessity for the City to proceed with a modified CDBG FY21 Demolition Project #2; directing the City Manager to advertise for and receive bids in relation thereto; and declaring that this Resolution shall take immediate effect in accordance with Section 14 of the City Charter.

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**ITEM G – Submitted by Nicole Grohe, Community Development Programs Administrator**

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**HOUSING REVOLVING LOAN FUND ADMINISTRATION AGREEMENT WITH THE STATE OF OHIO DEPARTMENT OF DEVELOPMENT**

**Budgetary Information:** There is no expenditure related to this agreement and there will be no impact on the General Fund.

**RESOLUTION NO. 004-22R:** It is requested a Resolution be passed authorizing and directing the City Manager to enter into a Housing Revolving Loan Fund Administration Agreement with the State of Ohio Department of Development for the period of January 1, 2022, through December 31, 2026; and declaring that this Resolution shall take immediate effect in accordance with Section 14 of the City Charter.

**Mr. Harris made motion, seconded by Mr. Meinzer to accept the Consent Agenda items A-G and declaring that all ordinances and resolutions as drafted and presented to the City Commission under the Consent Agenda shall take effect in accordance with the Section reflected in the ordinances or resolutions, whether it be Section 13 or 14 of the City Charter. Roll call on the motion: Dennis Murray, Dick Brady, Steve Poggiali, Dave Waddington, Blake Harris and Mike Meinzer, 6. Roll call on the ordinances and resolutions: Dennis Murray, Dick Brady, Steve Poggiali, Dave Waddington, Blake Harris and Mike Meinzer, 6. President Brady declared the legislations passed.**

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#### **REGULAR AGENDA ITEMS**

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##### **ITEM 1 – Submitted by Michelle Reeder, Finance Director**

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##### **ADOPTION OF BUDGET CY 2022 (SECOND READING)**

**ORDINANCE NO. 22-004:** It is requested an Ordinance be passed making general appropriations for the fiscal year 2022; and declaring that this Ordinance shall take immediate effect in accordance with Section 14 of the City Charter.

**Roll call on the Ordinance: Dennis Murray, Dick Brady, Steve Poggiali, Dave Waddington, Blake Harris and Mike Meinzer, 6. President Brady declared the Ordinance passed.**

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

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##### **PERMISSION TO BID THE WWTP EMERGENCY BACK-UP GENERATOR REPAIR PROJECT**

**Budgetary Information:** The estimated cost for removal, transport to the repair facility, equipment, labor, transport back to the Wastewater Treatment Plant, reinstallation, and potential rental is \$447,000.00 and will be paid with Sewer Funds.

**RESOLUTION NO. 005-22R:** It is requested a Resolution be passed declaring the necessity for the City to proceed with the proposed Wastewater Treatment Plant (WWTP) Emergency Back-up Generator Repair Project; approving the specifications and engineer's estimate of cost thereof; directing the City Manager to advertise for and receive bids in relation thereto; and declaring that this Resolution shall take immediate effect in accordance with Section 14 of the City Charter.

**Mr. Waddington made motion, seconded by Mr. Murray for adoption of this Resolution under the suspension and in full accordance with Section 14 of the City Charter. Roll call on the motion: Dennis Murray, Dick Brady, Steve Poggiali, Dave Waddington, Blake Harris and Mike Meinzer, 6. Roll call on the Resolution: Dennis Murray, Dick Brady, Steve Poggiali, Dave Waddington, Blake Harris and Mike Meinzer, 6. President Brady declared the Resolution passed.**

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##### **ITEM 3 – Submitted by Josh Snyder, Public Works Engineer**

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##### **PERMISSION TO BID THE MEIGS STREET RECONSTRUCTION & MULTI-USE PATH PROJECT**

**Budgetary Information:** The engineer's estimate for the construction costs is \$1,879,481.27, which is estimated to be split between the following: Federal/ODOT Funds \$755,418.07, Water Funds \$415,785.00, Sewer Funds \$476,101.50, and Issue 8 Funds \$232,176.70.

**RESOLUTION NO. 006-22R:** It is requested a Resolution be passed declaring the necessity for the City to proceed with the proposed Meigs Street Reconstruction & Multi-Use Path Project; approving the specifications and engineer's estimate of cost thereof; directing the City Manager to advertise for and receive bids in relation thereto; and declaring that this Resolution shall take immediate effect in accordance with Section 14 of the City Charter.

**Mr. Meinzer made motion, seconded by Mr. Waddington for adoption of this Resolution under the suspension and in full accordance with Section 14 of the City Charter. Roll call on the motion: Dennis Murray, Dick Brady, Steve Poggiali, Dave Waddington, Blake Harris and Mike Meinzer, 6. Roll call on the Resolution: Dennis Murray, Dick Brady, Steve Poggiali, Dave Waddington, Blake Harris and Mike Meinzer, 6. President Brady declared the Resolution passed.**

#### **CITY MANAGER’S REPORT**

##### **DONATIONS**

- A donation of \$100 for the K9 account was received from John and Becki Stock in memoriam of Nancy A. Keller. **Mr. Waddington made motion, seconded by Mr. Poggiali to accept this donation.**
- A donation of \$25 for the K9 account was received from Jacque Wechter in memoriam of Nancy A. Keller. **Mr. Harris made motion, seconded by Mr. Waddington to accept this donation.**
- An anonymous donation of \$1,000 was received for the K9 account. **Mr. Poggiali made motion, seconded by Mr. Waddington to accept this donation.**
- A donation of \$1,000 for the K9 account was received from The Russell Classic Cancer Fund. **Mr. Harris made motion, seconded by Mr. Waddington to accept this donation.**
- Thank you to Target for the donation of \$500 to the Sandusky Police Department. **Mr. Poggiali made motion, seconded by Mr. Harris to accept this donation.**
- Thank you to the several other businesses and community members who donated food, cookies, and snacks over the holidays to the Sandusky Police Department.

#### **NEW & OLD BUSINESS**

##### **PUBLIC WORKS**

- The variable frequency drive for pump #5 at the Big Island Water Works failed on December 17. Staff would like approval to procure a replacement VFD, along with installation, electrical work, and programming on an emergency basis for up to \$100,000. The VFD alone is estimated to be around \$60,000 and was scheduled to be replaced with other drives at BIWW later in 2022. Legislation will be prepared for a future meeting once final pricing is known. **Mr. Waddington made motion, seconded by Mr. Murray for emergency purchase of the VFD. President Brady declared the motion passed.**
- Public comments are being accepted via the City’s website for the Monroe Street reconstruction project from Meigs to Decatur. This is a required by the source of grant funding and all comments are due by Friday, January 21.
- Last year was the final sewer and water rate increase needed for implementation of the existing EPA-required plans and regulations as well as for standard improvements to aging water and sewer infrastructure. There is no rate increase for 2022.

**GENERAL INFORMATION**

A community warming shelter will be opening tonight at 7pm at New Jerusalem Missionary Baptist Church due to the impending cold temperatures. This is done in partnership with Firelands Regional Healthcare System. Information about future warming shelters will be posted on the City's Facebook page and at [www.cityofsandusky.com/warmingshelter](http://www.cityofsandusky.com/warmingshelter). Calls can be made to Dora Graham at 419-204-2201. Mr. Wobser thanked all involved addressing this community need.

**OLD BUSINESS**

**Mr. Waddington made motion, seconded by Mr. Meinzer to accept the City Manager's evaluation in its present form. Roll call on the motion: Dennis Murray, Dick Brady, Steve Poggiali, Dave Waddington, Blake Harris and Mike Meinzer, 6. President Brady declared the motion passed.**

**NEW BUSINESS**

**Mr. Waddington made motion, seconded by Mr. Murray, to donate \$500 to New Jerusalem Church for supplies for the warming shelter. Roll call on the motion: Dennis Murray, Dick Brady, Steve Poggiali, Dave Waddington, Blake Harris and Mike Meinzer, 6. President Brady declared the motion passed.**

**Discussion**

Mr. Waddington inquired about increases in the City Water Contract. Mr. Wobser deferred to Mr. Klein and Ms. Reeder who are working on that. Mr. Brady asked if Mr. Klein could provide feedback on this issue at the next meeting.

**Mr. Waddington made motion to reappoint Mr. Murray Sr. to the Cemetery Board, seconded by Mr. Poggiali. Roll call on the motion: Dennis Murray (abstain), Dick Brady, Steve Poggiali, Dave Waddington, Blake Harris and Mike Meinzer, 5. President Brady declared the motion passed.**

**AUDIENCE PARTICIPATION**

Clerk, Cathy Myers, read an emailed Audience Participation comment from Rick Scheel, dated January 10, 2022. Many of us have been anxiously waiting the opening of Jaycee Park ice arena for the 2022 winter season. Last week at the Jackson Street Pier, a city worker told me that the Jaycee Park Arena would not be ready until after Martin Luther King Day, which is January 18. Why the delay? Both Huron and Port Clinton have (real) ice for skating. He was told that the dedicated hydrant for filling the Jaycee Park rink has been broken for several years. Has this been addressed? Has the City considered either painting or lining the rink with a white or lighter color as opposed to the current asphalt black in order to counteract or reflect the heat generated from solar radiation? President Brady asked Mr. Werling to address these concerns.

**ADJOURNMENT**

**Upon motion of Mr. Poggiali and second of Mr. Harris, the Commission voted to adjourn at 5:29pm. President Brady declared the meeting adjourned.**

Cathleen A. Myers  
Commission Clerk

Richard R. Brady  
President of the City Commission