

President Dan Kaman called the meeting to order at 5:02 p.m. followed by the **Pledge of Allegiance**.

The following Commissioners were in attendance: Pervis Brown, Dan Kaman, John Hamilton, Richard Brady, Julie Farrar, Dave Waddington and Diedre Cole.

**City staff present:** Don Icsman – Law Director & Acting City Manager, Hank Solowiej – Finance Director and Kelly Kresser – Commission Clerk.

Bruce Greenfield, Greenfield & Associates, provided a recap of the first planning session held on December 15, 2010, and said he would like to schedule the next (third) planning session tonight. Bruce Greenfield said a point factor scoring system will be used to evaluate and prioritize various projects and initiatives in the upcoming year as identified previously. He said the goals and outcomes will also be addressed which should be achieved for the various projects and initiatives.

Bruce Greenfield identified the factors to be considered including:

- 1) current or new project
- 2) community facilities and services
- 3) economic development
- 4) housing
- 5) land use
- 6) parks and recreation
- 7) transportation
- 8) generating revenue
- 9) reducing operating costs
- 10) improving community relations
- 11) serving underserved populations

Bruce Greenfield said factors can be added and those identified can be changed. He said there needs to be a weight placed with each of the factors to indicate their importance. He said a scoring system will then be addressed according to the impact(s) for each project or initiative. He recommended using a one to four (1 – 4) or one to five (1 – 5) point system for scoring as it will be difficult to have more than this. The idea is to finish with a total weighted score so that each project or initiative can be ranked in priority order.

Bruce Greenfield said there are some over-arching considerations which were identified at the first planning session including:

- 1) the budget is tight, we need to do more with less
- 2) we want to finish projects already started
- 3) our citizens want excellent, courteous, timely delivery of basic services
- 4) we need a mission/vision statement, and a capital improvements plan
- 5) technology will have a major impact on city operations

Dan Kaman said a five point scoring system should be used with five (5) being the highest ranking and one (1) being the lowest ranking. Bruce Greenfield asked if there were any factors to be deleted or added. Julie Farrar said she would like to add the proposed satellite college campus project into the city's long-range planning and Dan Kaman said this could be part of the 'downtown initiative' category. Dick Brady said he believed this project was initiated by another entity and was not sure it should be on the city's list. Julie Farrar said the city should be involved in helping bring this to fruition. Bruce Greenfield said it would be good to have all of these ideas on the list so as not to forget about them. Diedre Cole said she would like three projects added to the list including: 1) a bus route for kids; 2) creation of the Youth Advisory Committee; and, 3) the bio-pool concept. She asked if the position/appointment of a city manager should be added. Dan Kaman said these are projects; he did not believe personnel or hiring should be part of the list. Julie Farrar said she believes the bus route for kids is something that could be added to the SPARC route. Diedre Cole said this (SPARC) would hopefully be one possible avenue for support and /or funding.

Bruce Greenfield asked for feedback about the factors listed on the matrix. Dan Kaman said the current projects should be a higher priority than starting new projects. Bruce Greenfield said he would like to start with the other factors listed and their importance (above in enumerated items 1 – 11). Hank Solowiej asked for "parks and recreation" to be combined with "community facilities and services" and the commission consented to this change. Dick Brady asked about the snow machine for Mills Creek Golf

Course and Dan Kaman said this was, for him, a 'fun' item and if there is extra money, he would like to see the city purchase this. He said it will make snow at the Mills Creek sled hill and that he is working with the Recreation Division to obtain grant monies to purchase the machine. Dan Kaman asked what the city will have to provide for the west end overpass project and Hank Solowiej said the city may have to come up with \$721,000 and this could increase during the two-year project timeline. Dave Waddington asked about a bond and Hank Solowiej said he is looking into short-term borrowing for this general obligation bond. Don Icsman said he distributed information prepared by officials from the Ohio Department of Transportation including a preliminary budget and construction schedule for the project. Don Icsman said the city should be receiving a preliminary agreement which will need approval and legislation from the commission. He said this project has been on a list, but the prior agreement said this was a \$10.1 million project and anything over this amount would be the city's responsibility. Dick Brady said this originally was a \$12 million project with an ODOT commitment of \$10.1 million; he said in the original deal, the city would have been responsible for 5% of the cost of the project, plus 100% of the cost over the \$10.1 million that ODOT was contributing. He said with the project going forward now, the city no longer has this responsibility; the city is responsible for 5% of the total cost of the completed project which is a much better deal than the original agreement. He said the project has now gone from \$12 million to \$14.4 million and Sandusky is no longer responsible for 100% of everything over the \$10.1 million that ODOT was originally going to contribute; he said this is a dramatically better deal. Don Icsman said because ODOT was willing to make an additional commitment, the project can move forward. Dave Waddington said this project should be moved to the top of the list and is vital for Sandusky. Dan Kaman said this project needs to be completed and the complaints from Sandusky have continued to place it back into design. Julie Farrar asked when ODOT wants the city's portion (\$) for the project and Hank Solowiej said the railroad agreement will be arriving soon for approval; after this, the preliminary legislation, and then the final legislation, will follow. This project may be able to start by May, 2011 and it was ranked as a 5.

Julie Farrar said the downtown and the waterfront is mentioned several times in different projects and initiatives, but she does not want to lose sight of the rest of the city.

Diedre Cole asked if marketing could be added, as a factor, along with economic development. Dick Brady asked if the development of a mission and vision statement is part of marketing and Bruce Greenfield said this is mentioned in the box labeled "over-arching considerations". Dick Brady said marketing and economic development are intrinsically tied together, but the city cannot do its own economic development as this will duplicate services. It was determined to leave the factors as they are currently separated and to keep in mind that marketing is a factor for each. Diedre Cole and Pervis Brown both said that marketing is a fundamental component of each factor.

Bruce Greenfield said 'serving underserved populations' should probably be a part of 'improving community relations'. It was determined these two factors would be combined.

Bruce Greenfield said the weighting factors should be determined as the next step according to their importance (highest to lowest priorities). Dan Kaman said the current projects should rank highest and the commission concurred. Each of the factors was then weighed, one against the next, to prioritize each one; the projects and initiatives will then be prioritized according to this list. Diedre Cole said the city's water, sewer and public services, including police and fire, are a higher priority for our residents as they are the basic services a city should provide. Dick Brady said the concept is to do these things well and then move on to economic development.

Dan Kaman said housing should take care of itself if the city takes care of the things it is responsible for. Dick Brady said looking across the rest of the factors on the matrix, he would assign a 2 to 'generating revenue' and 'reducing operating costs', and everything else should get a 1. The rest of the commissioners concurred with this assessment.

**A ten minute break was held at 5:50 p.m.**

Bruce Greenfield said the last task was to begin ranking the projects and initiatives against each of the criteria using a scale of 1 – 5. The west end overpass project was used as an example and illustration to show how this process will work, although the project was removed from the list. The commission was instructed to rank each of the projects against the factors. Dan Kaman said each commissioner should return their scoring to Kelly Kresser by February 14; she will get them to Bruce Greenfield so that he can plug in each of the numbers and return a priority ranking of the projects and initiatives.

John Hamilton asked about the brownfields initiative and if this is for both existing/identified brownfields sites as well as new sites to be identified. Dan Kaman said he believes this item, as listed, is for those already identified as such.

Pervis Brown said he thought the city hall renovation or relocation should be combined with the new municipal court project. There was some discussion about these projects being lumped together, or not. Pervis Brown said he believes Judge O'Brien has said they should both be together and ultimately, he would like a better court. There was some discussion about whether or not the court project would be joint or separate. Dave Waddington said the city hall renovation was brought up at the first planning session and believes city hall should stay where it is. He said the city hall improvements are under \$800,000 and believes the judge is willing to help. Dan Kaman said the municipal court will need more space. Don Icsman said Judge O'Brien does have money set aside for this purpose but not enough to be done on his/its own. Don Icsman said the city should either commit to stay on Meigs Street, or to relocate, as it would not be a good decision to spend money on the current city hall and then relocate. Diedre Cole said there should be a thorough assessment of the building and the development of a master plan. Dan Kaman and Dave Waddington said this was already completed as well as the energy and mechanical assessment. Diedre Cole asked how the current city building will be able to grow or expand according to the technological needs the city is facing. Dan Kaman said the workforce has been reduced and the space needs have changed since this study was done. Dick Brady said there is a building formula for new construction vs. remodeling.

The next special planning session was scheduled for Tuesday, February 22 at 6 p.m.

**At 6:32 p.m., Dan Kaman announced adjournment of the special session.**

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Kelly L. Kresser  
Clerk of the City Commission

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Daniel J. Kaman  
President of the City Commission