



**CITY OF SANDUSKY COMMISSIONERS**  
**REGULAR SESSION AGENDA**  
**December 28, 2009 at 5 p.m.**  
**City Hall, 222 Meigs Street**

**INVOCATION, PLEDGE OF ALLEGIANCE**

**CALL TO ORDER**

**ROLL CALL**

**C. Stahl, B. Fuqua, P. Brown, B. Warner, D. Waddington, D. Kaman & J. Farrar**

**APPROVAL OF MINUTES**

Monday, December 14, 2009

**AUDIENCE PARTICIPATION**

Agenda Items Listed Below Only (3 minute limit)

**COMMUNICATIONS**

Motion to accept all Communications submitted below

**ITEM #1 – Submitted by Ed Widman, Finance Director**

**Budgetary Information:** This action will cover anticipated expenditures through December 31, 2009. The last payroll occurs on December 31, 2009 with the final City Commission meeting on December 28, 2009. The Agenda deadline occurs before the final payroll costs are determined. The amendment needs to cover final payroll and other projected costs through December 31, 2009. The Ordinance will be available at the meeting.

**ORDINANCE NO. \_\_\_\_:** It is requested an Ordinance be passed adopting Amendment No. 3 to Ordinance No. 09-012 passed by this City Commission on March 9, 2009, making General Appropriations for the Fiscal year 2009; and declaring that this Ordinance shall take immediate effect in accordance with Section 14 of the City Charter.

**ITEM #2 – Submitted by Ed Widman, Finance Director**

**Budgetary Information:** This action will establish a budget for operations until the annual appropriations can be approved after the second Monday in January, 2010. City Charter prohibits the city from enacting the 2010 budget before January 11, 2010. The first payday of 2010 is on January 15, 2010. The Ordinance will be available at the meeting.

**ORDINANCE NO. \_\_\_\_:** It is requested an Ordinance be passed to make Temporary Appropriations for the months of January, February and March, 2010, and declaring that this Ordinance shall take immediate effect in accordance with Section 14 of the City Charter.

**ITEM #3 – This Ordinance was ordered in by the City Commission on December 14, 2009**

**Budgetary Information:** The site fee is \$9,500 per site, one at the Big Island Water Works and one at the Waste Water Treatment Plant, for a total of \$19,000 to be paid with Water and Sewer Funds.

**ORDINANCE NO. \_\_\_\_:** It is requested an Ordinance be passed approving and ratifying payment made to NexGen Energy Partners, LLC, for the site fees relating to the wind energy generation project at the Big Island Water Works and the Waste Water Treatment Plant; and declaring that this Ordinance shall take immediate effect in accordance with Section 14 of the City Charter.

**ITEM #4 – Submitted by Carrie R. Handy, Chief Planner & John Hancock, Director of Planning, Engineering & Development**

**Budgetary Information:** The cost of this contract will be covered by economic development funds in the city's Battery Park TIF account not to exceed \$29,800. There will be no impact on the city's General Fund.

**ORDINANCE NO. \_\_\_\_:** It is requested an Ordinance be passed authorizing and directing the City Manager to enter into a contract with Anderson Economic Group, LLC of East Lansing, Michigan, for professional services for a downtown strategic market study; and declaring that this Ordinance shall take immediate effect in accordance with Section 14 of the City Charter.

**ITEM #5 – Submitted by Carrie R. Handy, Chief Planner**

**Budgetary Information:** There will be no impact to the General Fund associated with passage of this Ordinance.

**ORDINANCE NO. \_\_\_\_:** It is requested an Ordinance be passed approving the Lions Park Master Plan and declaring that this Ordinance shall take effect under suspension of the rules as contained in and in accordance with Section 13 of the City Charter.

**CITY MANAGER'S REPORT**

**OLD BUSINESS**

**NEW BUSINESS**

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

**EXECUTIVE SESSION**

**ADJOURNMENT**

# MEMO

TO: City Commission  
FROM: Ed Widman, Finance Director  
DATE: December 16, 2009  
RE: Commission Agenda Item

**ITEM FOR CONSIDERATION:**

An ordinance approving final budget amendments for 2009 and authorizing transfers.

**BUDGETARY INFORMATION:**

This action will cover anticipated expenditures through December 31, 2009. The last payroll occurs on December 31, 2009 with the final City Commission meeting on December 28, 2009. The agenda deadline occurs before the final payroll costs are determined. The amendment needs to cover final payroll and other projected costs through December 31, 2009. The ordinance will be available at the meeting.

**ACTION REQUESTED:**

It is requested the City Commission enact the ordinance and have it take immediate effect under Section 14 of the City Charter. A motion is required to approve the final transfers. To ensure all items are covered, the ordinance and final transfers will be presented at the meeting. If there are any questions, please contact the Finance Director.

CC: Law Director  
Commission Clerk

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

AN ORDINANCE ADOPTING AMENDMENT NO. 3 TO ORDINANCE NO. 09-012 PASSED BY THIS CITY COMMISSION ON MARCH 9, 2009, MAKING GENERAL APPROPRIATIONS FOR THE FISCAL YEAR 2009; AND DECLARING THAT THIS ORDINANCE SHALL TAKE IMMEDIATE EFFECT IN ACCORDANCE WITH SECTION 14 OF THE CITY CHARTER.

**WHEREAS**, this Ordinance has been prepared to cover deficiencies or needs which exist in the General, Street, State Highway, Public Transit, Parks & Recreation, Fire & Police Pension, State & Federal Grant, Court Probation, Capital, Capital Projects, Tax Increment, Special Assessment, Bond Retirement, Water, Sewer & General Trust Funds; and

**WHEREAS**, amendments are required to adjust the budget for previous or anticipated actions of the City; and

**WHEREAS**, this Ordinance should be passed as an emergency measure under suspension of the rules in accordance with Section 14 of the City Charter to prevent delays in the use of the funds for an extended period of time and not restrict the operation of City departments; and

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

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

Section 1. That Ordinance No. 09-012 passed by this City Commission on the 9th day of March, 2009 be amended as hereinafter set forth:

DEPARTMENT	PERSONAL SERVICES	OTHER	TOTAL
POLICE PATROL	(45,000)	(46,000)	(91,000)
POLICE RECORDS	(90,000)	(7,000)	(97,000)
POLICE-RESERVE	(73,000)		(73,000)
POLICE-MARINE PAT	1,000	4,000	5,000
POLICE-DETECTIVES	(20,000)		(20,000)
FIRE	(200,000)	(60,000)	(260,000)
STREET LIGHTING		60,000	60,000
OAKLAND CEMETERY	12,000	6,000	18,000
COMMUNITY DEVELOPMENT	(130,000)	(15,000)	(145,000)
BUILDING DIVISION	(15,000)	(5,000)	(20,000)

PAGE 2 - ORDINANCE NO. \_\_\_\_\_

HORTICULTURAL SERVICES	(10,000)	13,000	3,000
ADMINISTRATIVE SERVICES	(15,000)	7,000	(8,000)
FINANCE	4,000	(4,000)	-
INCOME TAX	1,000	18,000	19,000
DATA PROCESSING CENTER	5,000	5,000	10,000
LAW	(5,000)	(8,000)	(13,000)
CITY COMMISSION	2,000	2,000	4,000
CITY COMMISSION CLERK	9,000		9,000
MUNICIPAL COURT	20,000	30,000	50,000
BUILDING MAINTENANCE	5,000	(9,000)	(4,000)
ENGINEERING	(40,000)	15,000	(25,000)
FLEET MAINTENANCE	(5,000)	35,000	30,000
ADMINISTRATIVE SUPPORT		300,000	300,000
TRANSFERS		<u>350,000</u>	<u>350,000</u>
GENERAL FUND	(589,000)	691,000	102,000
ST RESURFACING PROGRAM		(170,000)	(170,000)
STREETS	(30,000)	45,000	15,000
SNOW & ICE REMOVAL		<u>(60,000)</u>	<u>(60,000)</u>
STREET FUND	(30,000)	(185,000)	(215,000)
STATE HIGHWAY M & R DEPT	<u>4,000</u>	<u>25,000</u>	<u>29,000</u>
ST HIGHWAY FUND	4,000	25,000	29,000
PUBLIC TRANSIT SYSTEM	<u>10,000</u>	<u>130,000</u>	<u>140,000</u>
PUBLIC TRANSIT FUND	10,000	130,000	140,000
PAVILION (AQUATIC CENTER)	(5,000)	2,000	(3,000)
MILLS CREEK GOLF COURSE	(5,000)	6,000	1,000
RECREATION DEPARTMENT	(3,000)		(3,000)
BOAT LAUNCH RAMP	<u>3,000</u>	<u>2,000</u>	<u>5,000</u>
PARKS & RECREATION FUND			

PAGE 3 - ORDINANCE NO. \_\_\_\_\_

	(10,000)	10,000	-
FIRE PENSION TRANSFER	<u>(33,000)</u>	1,000	<u>(32,000)</u>
FIRE PENSION FUND	(33,000)	1,000	(32,000)
POLICE PENSION TRANSFER	<u>30,000</u>	2,000	<u>32,000</u>
POLICE PENSION FUND	30,000	2,000	32,000
CHIP REVIEW		(110,000)	(110,000)
REVOLVING LOAN - REHAB		<u>110,000</u>	<u>110,000</u>
STATE GRANTS FUND	-	-	-
POLICE VEST		15,000	15,000
HUD CDBG B06MC390034	(25,000)	25,000	-
HUD CDBG B08MC390034		(105,000)	(105,000)
HUD CDBG B09MC390034	<u>90,000</u>	15,000	<u>105,000</u>
FEDERAL GRANTS FUND	65,000	(50,000)	15,000
COURT PROBATION	20,000		20,000
CAPITAL LEISURE		79,000	79,000
CAPITAL COMMUNITY		83,000	83,000
CAPITAL TRANSPORTATION		140,000	140,000
CAPITAL GENERAL GOVT		<u>25,000</u>	<u>25,000</u>
TOTAL CAPITAL		327,000	327,000
EMS	2,000	75,000	77,000
KELLER BLDG		8,000	8,000
HAYES UNDERPASS		125,000	125,000
CAMP ST	100		100
HAYES RESURFACING	200		200
PAPER DIST WATERFRONT	8,000	82,000	90,000
MILLS ST	62,000	(62,000)	-

MUNI COURT	2,000	(2,000)	-
CLEAN OHIO PH 1		(25,000)	(25,000)
PAPER DISTRICT - CORF		(72,000)	(72,000)
PAPER DISTRICT - COAF		(10,000)	(10,000)
PAPER DIST-GRAD-CORF		(15,000)	(15,000)
PAPER DIST-PH 2-DEEP WAT		(25,000)	(25,000)
CAPITAL PROJECTS FUND	74,300	79,000	153,300
TAX INCREMENT		30,000	30,000
PP REMOVAL UNSAFE BLDGS	100		100
NUISANCE REMOVAL	(200)		(200)
RENTAL REGISTRATION	200		200
INSPECTION FEE	600		600
ADMIN FEE	200		200
MONROE PHASE 3		(1,000,000)	(1,000,000)
SIDEWALK-CURB-GUTTER-2006	500		500
SIDEWALK-CURB-GUTTER-2007		(50,000)	(50,000)
SIDEWALK-CURB-GUTTER-2008		(500,000)	(500,000)
SIDEWALK-CURB-GUTTER-2009		(590,000)	(590,000)
SPECIAL ASSESSMENT FUND	1,400	(2,140,000)	(2,138,600)
LIBRARY LEVY		8,200	8,200
DEBT SERVICE-BONDS		(8,200)	(8,200)
BOND RETIREMENT FUND	-	-	-
CAO	1,000	(1,000)	-
BIWW FILTRATION PLANT		(39,000)	(39,000)
WATER DISTRIBUTION DEPT	(23,000)		(23,000)
FOLLETT TANK	1,000		1,000
BUCH/HAYES WATER	1,000		1,000

ADMINISTRATIVE SUPPORT	20,000	40,000	60,000
WATER FUND	-	-	-
CAO	1,000	(1,000)	-
SLUDGE DIG SYS	50		50
SEWER MAINTENANCE DEPT	11,000	35,000	46,000
SEWER MAINT - CSO	(3,000)	(21,000)	(24,000)
SEWER MAINT - PUMP STATION	(31,000)	(14,000)	(45,000)
VENICE RD LS	1,950		1,950
BAYVIEW		1,000	1,000
ADMINISTRATIVE SUPPORT	20,000		20,000
SEWER FUND	-	-	-
POLICE		1,000	1,000
CONTRABAND TRUST FD		4,000	4,000
DOWNTOWN ECONOMIC	20		20
PARK TRUST		3,000	3,000
UNCLAIMED		100	100
GENERAL TRUST FUND	20	8,100	8,120
TOTAL ALL FUNDS	(457,280)	(1,071,900)	(1,529,180)

Section 2. The Finance Director is authorized to draw warrants upon the City treasury for funds appropriated in this Ordinance upon presentation of properly approved vouchers and when in conformity with the Charter and general laws of the State of Ohio. In addition, the Finance Director is authorized to make transfers between funds, to cover deficiencies in City funds provided said transfers are included in the general appropriations.

Section 3. If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such

holding shall not affect the validity of the remaining portions thereof.

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

Section 5. That for the reasons set forth in the preamble hereto, this Ordinance is hereby declared to be an emergency measure which shall take immediate effect in accordance with Section 14 of the City Charter after its adoption and due authentication by the President and the Clerk of the City Commission of the City of Sandusky, Ohio.

\_\_\_\_\_  
CRAIG H. STAHL  
PRESIDENT OF THE CITY COMMISSION

ATTEST:

\_\_\_\_\_  
KELLY KRESSER  
INTERIM CLERK OF THE CITY COMMISSION

Passed: December 28, 2009

# MEMO

TO: City Commission  
FROM: Ed Widman, Finance Director  
DATE: December 16, 2009  
RE: Commission Agenda Item

**ITEM FOR CONSIDERATION:**

An ordinance approving Temporary Appropriations for 2010.

**BUDGETARY INFORMATION:**

This action will establish a budget for operations until the annual appropriations can be approved after the second Monday in January 2010. City Charter prohibits the city from enacting the 2010 budget before January 11, 2010. The first pay day of 2010 is on January 15, 2010. The ordinance will be available at the meeting.

**ACTION REQUESTED:**

It is requested that the City Commission enact the ordinance and have it take immediate effect under Section 14 of the City Charter. This will establish an Operating Budget for 2010 until the City Commission passes an Appropriation Ordinance in accordance with Section 51 of the City Charter. If there are any questions, please contact the Finance Director.

CC: Law Director  
Commission Clerk

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

**AN ORDINANCE TO MAKE TEMPORARY APPROPRIATIONS FOR THE MONTHS OF JANUARY, FEBRUARY AND MARCH 2010, AND DECLARING THAT THIS ORDINANCE SHALL TAKE IMMEDIATE EFFECT IN ACCORDANCE WITH SECTION 14 OF THE CITY CHARTER.**

**WHEREAS**, this legislation should be passed as an emergency measure under suspension of the rules in accordance with Section 14 of the City Charter to establish an Operating Budget for 2010 until the City Commission passes an Appropriation Ordinance which may not be passed before the second Monday in January of each budget year as required by Section 51 of the City Charter; and

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

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

Section 1. There shall be and hereby are appropriated out of any funds now in the treasury or any accruing revenues of the City available for said purposes at the values set forth in the column marked 'appropriations' for the payment of the expenses and obligations of the City during the months of January, February and March 2010, for the various purposes hereinafter specified.

<u>DEPARTMENT</u>	<u>PERSONAL SERVICES</u>	<u>OTHER</u>	<u>TOTAL</u>
POLICE	792,110	74,449	866,559
POLICE RECORDS	177,607	12,705	190,312
POLICE-RESERVE	4,873	233	5,106
POLICE - MARINE PATROL	10,463	3,604	14,067
POLICE-DETECTIVES	169,674	5,045	174,719
FIRE	1,010,399	87,742	1,098,141
STREET LIGHTING	-	46,500	46,500
OAKLAND CEMETERY	66,878	8,443	75,321
COMMUNITY DEVELOPMENT	77,533	9,972	87,505
CITY WIDE ECON DEVELOPMNT	18,989	1,976	20,965
BUILDING DIVISION	58,506	4,324	62,830
HORTICULTURAL SERVICES	187,309	38,931	226,240

JACKSON ST PIER	-	268	268
CITY MANAGER	26,830	4,271	31,101
STRATEGIC PLANNING	-	4,863	4,863
ADMINISTRATIVE SERVICES	27,491	14,886	42,377
FINANCE	35,347	4,363	39,710
INCOME TAX	11,844	59,721	71,565
DATA PROCESSING CENTER	20,754	10,597	31,351
LAW	65,676	5,522	71,198
CITY COMMISSION	6,186	4,218	10,404
CITY COMMISSION CLERK	17,915	767	18,682
MUNICIPAL COURT	186,251	11,897	198,148
BUILDING MAINTENANCE	68,698	68,828	137,526
ENGINEERING	70,033	9,246	79,279
FLEET MAINTENANCE	47,657	22,565	70,222
ADMINISTRATIVE SUPPORT	-	136,837	136,837
TRANSFERS	-	341,620	341,620
GENERAL FUND	3,159,023	994,393	4,153,416
ST RESURFACING PROGRAM	-	69,750	69,750
STREETS	160,560	48,764	209,324
SNOW & ICE REMOVAL	-	21,506	21,506
TRAFFIC & ELECTRICAL MNTC	67,967	17,265	85,232
STREET FUND	228,527	157,285	385,812
ST HIGHWAY FUND	4,650	4,650	9,300
PUBLIC TRANSIT FUND	7,245	97,650	104,895
PAVILION (AQUATIC CENTER)	7,135	3,860	10,995
MILLS CREEK GOLF COURSE	25,869	20,992	46,861
RECREATION DEPARTMENT BOAT LAUNCH RAMP	21,272	11,959	33,231

	6,354	6,119	12,473
PARKS & RECREATION FUND	60,630	42,930	103,560
FIRE PENSION FUND	186,161	11,452	197,613
POLICE PENSION FUND	132,910	8,491	141,401
LANDBANK/NSP BZ080211	-	2,500	2,500
COURT SECURITY	-	500	500
REVOLVING LOAN-REHAB	-	50,000	50,000
REVOLVING LOAN-ECO DEV	-	50,000	50,000
DRC-PROBATION SERVICES	15,000	-	15,000
STATE GRANT FUND	15,000	103,000	118,000
HUD CDBG B08MC390034	40,000	250,000	290,000
REVOLVING LOAN-ECO DEV	-	125,000	125,000
PUBLIC TRANSIT SYSTEM	17,000	210,645	227,645
FEDERAL GRANT FUND	57,000	585,645	642,645
EMS	-	250,000	250,000
CAPITAL PROJECT FUND	-	250,000	250,000
PP REMOVAL UNSAFE BLDGS	-	15,000	15,000
RENTAL REGISTRATION FEE	2,500	25,000	27,500
INSPECTION FEE	-	5,000	5,000
SPECIAL ASSESSMENT FUND	2,500	45,000	47,500
CAO	22,642	4,441	27,083
BIWW FILTRATION PLANT	221,431	240,166	461,597
WATER DISTRIBUTION DEPT	152,951	37,622	190,573
ADMINISTRATIVE SUPPORT	95,836	31,616	127,452
DEBT SERVICE-BASIC UTIL	-	815,000	815,000
WATER FUND	492,860	1,128,845	1,621,705

SEWER DEPARTMENT OFFICE	22,642	4,441	27,083
WATER POLLUTION CONTROL	300,772	286,026	586,798
SEWER MAINTENANCE DEPT	155,469	53,591	209,060
SEWER MAINTENANCE CSO	2,325	5,115	7,440
SEWER MAINTENANCE PS	12,555	3,255	15,810
ADMINISTRATIVE SUPPORT	95,836	47,868	143,704
DEBT SERVICE-BASIC UTIL	-	963,000	963,000
SEWER FUND	589,599	1,363,296	1,952,895
POLICE	-	1,860	1,860
CONTRABAND TRUST FD	-	3,255	3,255
POLICE-DARE	-	465	465
POLICE-DIVE TEAM	-	233	233
FED FORFEITURE	-	23	23
FIRE	-	116	116
GREEN FUND TRUST	-	698	698
PARK TRUST	-	1,279	1,279
GENERAL TRUST FUND	-	7,929	7,929
SHORELINE PARK IMPR	-	233	233
PARK ENDOWMENT FUND	-	233	233
OAKLAND CEMETERY DEPT	4,650	1,930	6,580
CHAPEL RESTORATION	19	98	117
GARDEN MAUSOLEUM	-	1,325	1,325
PERPETUAL CARE	-	465	465
SPECIAL CARE	74	814	888
MEMORIAL PLANTINGS	-	744	744
CEMETERY ENDOW FUND	4,743	5,376	10,119
STATE PATROL FUND	-	9,300	9,300

TOTAL ALL FUNDS	4,940,848	4,815,475	9,756,323
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Section 2. The amounts appropriated for the various purposes hereinafter set forth shall, in no event, be exceeded unless the City Commission shall by Ordinance authorize a transfer from one appropriation account to another, or shall appropriate additional unappropriated funds.

Section 3. No payments shall be made out of any of the funds herein appropriated for any extraordinary purpose, without specific authority of the City Commission.

Section 4. The Finance Director is authorized to draw warrants upon the City treasury for funds appropriated in this Ordinance upon presentation of properly approved vouchers and when in conformity with the Charter and general laws of the State of Ohio. In addition, the Finance Director is authorized to make transfers between funds, to cover deficiencies in City funds provided said transfers are included in the general appropriations.

Section 5. If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 6. This Commission finds and determines that all formal actions of this City Commission concerning and relating to the passage of this Ordinance were taken in an open meeting of this City Commission and that all deliberations of this City Commission and of any of its committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

Section 7. That for reasons set forth in the preamble hereto, this Ordinance is hereby declared to be an emergency measure which shall take immediate effect in accordance with Section 14 of the City Charter upon its passage, and its due authentication by the President, and the Clerk of the City Commission of the City of Sandusky, Ohio.

**PAGE 6 - ORDINANCE NO. \_\_\_\_\_**

\_\_\_\_\_  
CRAIG H. STAHL  
PRESIDENT OF THE CITY COMMISSION

ATTEST:

\_\_\_\_\_  
KELLY KRESSER  
INTERIM CLERK OF THE CITY COMMISSION

Passed: December 28, 2009

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

**AN ORDINANCE APPROVING AND RATIFYING PAYMENT MADE TO NEXGEN ENERGY PARTNERS, LLC, FOR THE SITE FEES RELATING TO THE WIND ENERGY GENERATION PROJECT AT THE BIG ISLAND WATER WORKS AND THE WASTE WATER TREATMENT PLANT; AND DECLARING THAT THIS ORDINANCE SHALL TAKE IMMEDIATE EFFECT IN ACCORDANCE WITH SECTION 14 OF THE CITY CHARTER.**

**WHEREAS**, the City of Sandusky executed Letters of Intent with NexGen Energy Partners, LLC, for the potential installation and operation of Wind Turbine Generators at the Big Island Water Works and the Waste Water Treatment Plant; and

**WHEREAS**, the site fee is \$9,500.00 per site, one at the Big Island Water Works and one at the Waste Water Treatment Plant, for a total of \$19,000.00 paid with Water and Sewer Funds; and

**WHEREAS**, this legislation should be passed as an emergency measure under suspension of the rules in accordance with Section 14 of the City Charter to ratify payment made to NexGen Energy Partners, LLC, in accordance with the Letter of Intent signed on October 9, 2009, and the City Commission's intent expressed at the December 14, 2009, City Commission meeting; and

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

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

Section 1. This City Commission approves and ratifies the payment made to NexGen Energy Partners, LLC, for the site fees relating to the Wind Energy Generation Project at the Big Island Water Works and the Waste Water Treatment Plant in an amount **not to exceed** Nineteen Thousand and 00/100 Dollars (\$19,000.00).

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

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

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

\_\_\_\_\_  
CRAIG H. STAHL  
PRESIDENT OF THE CITY COMMISSION

ATTEST: \_\_\_\_\_  
KELLY L. KRESSER  
INTERIM CLERK OF THE CITY COMMISSION

Passed: December 28, 2009

**TO: Donald C. Icsman, Acting City Manager**

**FROM: Carrie R. Handy                      John Hancock**  
**Chief Planner                              Director of Planning, Engineering &**  
**Development**

**DATE: December 17, 2009**

**SUBJECT: COMMISSION AGENDA ITEM**  
**CONTRACT FOR ANDERSON ECONOMIC GROUP**  
**FOR A DOWNTOWN STRATEGIC MARKET STUDY**

**ITEM FOR CONSIDERATION:**

Consideration is being requested to enter into a contract with Anderson Economic Group to act as the City's consultant for a Downtown Market Study. The Downtown Strategic Market Study will be a vital tool for the City, the Sandusky Main Street Association and Erie County Economic Development Corporation to use to attract new residential and retail development and to promote the expansion of appropriate existing businesses.

Under this contract, the Anderson Economic Group would be responsible for the identification of the market opportunities that exist for residential developments in downtown Sandusky and for the assessment of the opportunities for retail business growth in the downtown. The study will include the following components:

- 1) **Field Analysis and Market Inventory** – the consultant will visit the downtown and surrounding areas to assess existing businesses and residential developments.
- 2) **Demographic Analysis** – Anderson will conduct a demographic evaluation for Sandusky and the Sandusky “trade area.” Demographic trend and forecast data will be evaluated up to the year 2014.
- 3) **Residential Market Analysis** – Anderson will conduct a supply-demand analysis for both owner- and renter-occupied housing. Results of the supply-demand analysis will reveal the “gap” in the market for residential uses. The consultant will determine the share of housing units that the downtown can support, assuming a minimal vacancy rate for both renter- and owner-occupied housing units over the next five years.
- 4) **Retail Analysis** – Anderson will conduct a supply-demand analysis for retail and commercial space on a square foot basis. They will develop an inventory of the existing retail and commercial businesses and then examine the business and retail mix, services and other components of the area to identify strategies for enhancing existing businesses and attracting new merchants to the area. Anderson will also project consumer expenditures in downtown Sandusky and determine which retail categories may be under- or over-represented in the downtown. The results will indicate opportunities for new businesses, expansions of existing businesses or may indicate over-supply in some categories.

- 5) **Recommendations and Findings** – Based on the above-noted analyses, Anderson will provide specific recommendations for downtown Sandusky regarding retail opportunity, parking availability, residential opportunity, and land use, design and infrastructure improvements.

**BACKGROUND INFORMATION:**

The City was approached by the Sandusky Main Street Association and several downtown property owners in 2008 regarding the possibility of conducting a study of potential residential and retail opportunities in downtown Sandusky. After much discussion between City staff and Main Street members and review of some study proposals submitted in the past by consultants, a Request for Proposals for a City of Sandusky Downtown Strategic Market Study was developed and issued in September of 2009. Three (3) proposals were submitted by the following consultants: Anderson Economic Group (\$29,800), Front Street Analytics/Kinzelman Kline Gossman (\$32,000), and Poggemeyer Design Group/Boulevard Strategies, Inc. (\$33,917). Proposals were reviewed by a committee comprised of City staff, Main Street and community representatives and it was determined that the Anderson Economic Group's proposal was the most desirable based on the firm's experience and price.

**BUDGETARY INFORMATION:**

The cost of this contract will be covered by economic development funds in the City's Battery Park TIF account not to exceed \$29,800. There will be no impact on the City's general fund.

**ACTION REQUESTED:**

It is recommended that an Ordinance authorizing the City Manager to enter into a contract with Anderson Economic Group of East Lansing, Michigan, for professional services for the preparation of a Downtown Strategic Market Study for downtown Sandusky and that the necessary legislation be approved under suspension of the rules and in accordance with Section 14 of the City Charter in order to begin the Market Study in a timely manner and to secure the existing price offered by the Anderson Group. The study is anticipated to take four to five months.

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Carrie R. Handy  
Chief Planner

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John Hancock  
Director of PED

I concur with this recommendation:

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Donald C. Icsman  
Acting City Manager

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

AN ORDINANCE AUTHORIZING AND DIRECTING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH ANDERSON ECONOMIC GROUP, LLC OF EAST LANSING, MICHIGAN, FOR PROFESSIONAL SERVICES FOR A DOWNTOWN STRATEGIC MARKET STUDY; AND DECLARING THAT THIS ORDINANCE SHALL TAKE IMMEDIATE EFFECT IN ACCORDANCE WITH SECTION 14 OF THE CITY CHARTER.

**WHEREAS**, the City was approached by the Sandusky Main Street Association and several downtown property owners in 2008 regarding the possibility of conducting a study of potential residential and retail opportunities in downtown Sandusky; and

**WHEREAS**, a request for proposals (RFP) was issued in September of 2009, in which three (3) proposals were received and reviewed by a Committee comprised of City Staff, Main Street Association and community representatives and it was determined the proposal from Anderson Economic Group, LLC was the most desirable based on the firm's experience and price and is being recommended to this City Commission for the development of the Downtown Strategic Market Study; and

**WHEREAS**, this study would provide for the identification of the market opportunities that exist for residential developments in downtown Sandusky and for the assessment of the opportunities for retail business growth in the downtown and will include the following components: Field Analysis and Market Inventory, Demographic Analysis, Residential Market Analysis, Retain Analysis and Recommendations and Findings; and

**WHEREAS**, the cost for the professional services for the preparation of a Downtown Strategic Market Study is \$29,800.00 and will be paid with Battery Park TIF funds; and

**WHEREAS**, this Ordinance should be passed as an emergency measure under suspension of the rules in accordance with Section 14 of the City Charter in order to begin the study in a timely manner and to secure the existing price offered by Anderson Economic Group, LLC; and

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

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

Section 1. The City Manager is authorized and directed to enter into a contract with Anderson Economic Group, LLC, of East Lansing, Michigan, consistent with the proposal submitted, a copy of which is on file in the Department of Planning, Engineering and Development, for professional services for the development of a Downtown Strategic Market Study in an amount **not to exceed** Twenty Nine Thousand Eight Hundred and 00/100 Dollars (\$29,800.00).

Section 2. If any section, phrase, sentence, or portion of this Resolution is for

any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

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

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

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CRAIG H. STAHL  
PRESIDENT OF THE CITY COMMISSION

ATTEST:

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KELLY KRESSER  
INTERIM CLERK OF THE CITY COMMISSION

Passed: December 28, 2009

TO: Donald C. Icsman  
Acting City Manager

FROM: Carrie R. Handy  
Chief Planner

DATE: December 17, 2009

SUBJECT: Commission Agenda Item – Lions Park Master Plan Adoption

**Item for Consideration:**

Consideration is being requested for the adoption of the final master plan design for Lions Park completed by The Collaborative, Inc.

**Background Information:**

The redevelopment of Lions Park was identified as a priority project by the City Commission for 2009 and also during the City's Community Development Block Grant Consolidated Plan process for FY 2009-2013. In this regard, the City hired The Collaborative, Inc. in September of 2009 to complete a new master plan for Lions Park to guide the park's future redevelopment. The Commission will also recall that the City purchased the Tucker property (trailer park) adjacent to Lions Park and demolished 15 trailers this summer to provide for the expansion of Lions Park and a future improved park entrance.

A Lions Park Master Plan Steering Committee was formed and began meeting on September 16, 2009. The Steering Committee was comprised of the following persons:

Dave Waddington, City Commissioner & Recreation Board Liaison  
Bob Warner, City Commissioner  
Carrie Handy, Chief Planner  
Michele Hall, Recreation Director  
Mike Pisarsky, City Arborist  
Eric Dodrill, Erie County Soil & Water Conservation District  
Stephen Dice, Director of Erie Metroparks  
Scott Schell, City Economic Development Specialist  
Andy Kraus, Sandusky Lions Club & Sandusky Resident  
Jim Greek, Sandusky Lions Club & Sandusky Resident  
Joe Hayberger, Bayfront Corridor Committee & Sandusky Resident  
Mike Zuilhof, Sandusky Planning Commission  
Ned Bromm, Sandusky Planning Commission  
Sherri Waddington, Sandusky Recreation Board  
Tom Sharrah, Sandusky Recreation Board  
Martha Thompson, ADA Advisory Board

The Steering Committee met 5 times to discuss the master plan and logged in over 200 volunteer hours. The consultant also conducted 2 public meetings, the first to ask the general public what they would like to see developed in Lions Park and the second to review a draft master plan. Concept plans and a draft master plan were also presented to the Bayfront Corridor Committee on two separate occasions and the plan was also presented to the Sandusky Lions Club. The final draft master plan was presented during the public portion of the City Commission meeting on December 14, 2009 and to the Sandusky Planning Commission to review during the course of their meeting on December 23, 2009. A picture of the final draft master plan is presented below:



**Action Requested:**

Approval of the final master plan for Lions Park as presented by the City's consultant, The Collaborative, Inc. It is requested that the master plan be approved in accordance with Section 13 of the City Charter.

Submitted by:

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Carrie R. Handy  
Chief Planner

I concur with this recommendation:

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Donald C. Icsman  
Acting City Manager

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

**AN ORDINANCE APPROVING THE LIONS PARK MASTER PLAN; AND DECLARING THAT THIS ORDINANCE SHALL TAKE EFFECT UNDER SUSPENSION OF THE RULES AS CONTAINED IN AND IN ACCORDANCE WITH SECTION 13 OF THE CITY CHARTER.**

**WHEREAS**, this City Commission authorized the reallocation of Community Development Block Grant (CDBG) funds through the Revolving Loan Fund Program and for the City Manager to enter into a Purchase Agreement for the purchase of property located at 623 Winnebago Street, Sandusky for the Lions Park Expansion Project by Ordinance No. 09-057, passed on July 27, 2009; and

**WHEREAS**, the Lions Park Master Plan Project which is part of the Lions Park Expansion Project, involved the development of the Lions Park Master Plan with the input of the general public and the Lions Park Master Plan Steering Committee; and

**WHEREAS**, this City Commission previously authorized an agreement with The Collaborative, Inc., for professional design services for the development of the Lions Park Master Plan by Ordinance No. 09-077 passed on September 14, 2009; and

**WHEREAS**, the final draft master plan was presented to the City Commission at their regularly scheduled meeting on December 14, 2009, and to the Sandusky Planning Commission at their meeting on December 23, 2009; and

**WHEREAS**, in that it is deemed necessary in order to provide for the immediate preservation of the public peace, property, health and safety of the City of Sandusky, Ohio, and its citizens, and to provide for the efficient daily operation of Municipal Departments of the City of Sandusky, that this vacation be made; NOW, THEREFORE,

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

Section 1. This City Commission hereby approves and adopts the Lions Park Master Plan, a copy of which is on file in the Department of Planning, Engineering and Development to be utilized for the future development of Lions Park.

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

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

Section 4. That for the reasons set forth in the preamble hereto, this Ordinance shall take effect under suspension of the rules as contained in and in accordance with

Section 13 of the City Charter after its adoption and due authentication by the President and the Clerk of The City Commission.

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CRAIG H. STAHL  
PRESIDENT OF THE CITY COMMISSION

ATTEST: \_\_\_\_\_  
KELLY L. KRESSER  
INTERIM CLERK OF THE CITY COMMISSION

Passed: December 28, 2009 (effective after 30 days)