THE CITY OF KENT, OHIO
COMMUNITY DEVELOPMENT COMMITTEE
WEDNESDAY, DECEMBER 7, 2016

Chairman John Kuhar called the meeting of the Community Development Committee of the Kent City Council to order at 7:06 p.m.

PRESENT: **MR. JACK AMRHEIN, MR. MICHAEL DeLEONE, MR. GARRET FERRARA, MR. JOHN KUHAR, MS. MELISSA LONG, MS. HEIDI SHAFFER, MR. ROGER SIDOTI, MR. ROBIN TURNER AND MS. TRACY WALLACH.**

ALSO PRESENT: **MR. JERRY T. FIALA, MAYOR AND PRESIDENT OF COUNCIL; MR. DAVE RULLER, CITY MANAGER; MR. JIM SILVER, LAW DIRECTOR; MR. DAVID COFFEE, DIRECTOR OF BUDGET & FINANCE; MS. BRIDGET SUSEL, DIRECTOR OF COMMUNITY DEVELOPMENT; MR. TOM WILKE, ECONOMIC DEVELOPMENT DIRECTOR; MS. MELISSA BAKER, PUBLIC SERVICE DIRECTOR; MR. JOHN TOSKO, FIRE CHIEF; AND MS. TARA GRIMM, CMC, CLERK OF COUNCIL.**

There were 4 items on the Agenda.

1. <u>EDA Revolving Loan Fund Semi Annual Certification.</u>

Mr. Ruller explained how each year the City is required to submit a semi-annual report of the activities performed with the revolving loan fund that were capitalized with EDA funds. He is requesting Council pass a resolution certifying the latest report. He then referred to Mr. Wilke to who explained there is approximately $470,000.00 to lend out from the fund. Currently there are 10 active loans totaling $226,000.0, all of which are current and are monitored by a 5 person committee of local professionals.

Ms. Long asked if it was possible to see a copy of spreadsheets regarding the outstanding loans.

Mr. Wilke and Ms. Susel both stated they can provide Council with a spreadsheet.

Mr. Wilke also explained how the max borrowing is up to the amount in the fund itself; $5,000.00 is the minimum amount that can be borrowed.

Mr. DeLeone asked for clarification of the fund balance. Mr. Wilke stated the balance is $472,000.00

Ms. Shaffer asked about the collateral used for these loans and how Ravenna has a 30% stake in the project loans, reducing risk.

Mr. Wilke clarified the City does not have any ownership stake.

Mr. Turner asked who the 5 members of the board are and if it would be possible to sit in on a meeting.

Mr. Wilke stated the board consists of 3 bankers, 1 real estate agent and 1 attorney and all the meetings are open to the public, but held infrequently. There have only been 3 loans made in the last 2 years.

Ms. Shaffer asked where Council approves these loans like they do in Ravenna.

Mr. Wilke reminded Ms. Shaffer that Council is not involved in this process at all.

Ms. Susel explained how our revolving loan fund comes from federal funding, whereas Ravenna's comes from their general fund. Changes in the rules that have been in place since 1986 are coming. She will provide a spreadsheet to Mr. Ruller to forward to Council.

Mr. Turner asked what incentives are established with the 10 loans for $226,000.

Mr. Wilke stated a $10,000 loan requires the creation of 1 full-time job.

Chairman Kuhar asked if there were any further questions from Council. Hearing none, he called for audience comment. Hearing no audience comment, Chairman Kuhar returned the matter to the Committee.

MOTION TO APPROVE AND CERTIFY THE EDA REVOLVING LOAN FUND REPORT FOR FY2016 WITH AN EMERGENCY CLAUSE made by Mr. Ferrara, seconded by Mr. Amrhein and carried by a voice vote of 9-0.

2. Panini's Request for a License to Occupy City Right of Way.

Mr. Ruller stated Mr. Bowling is ill this evening and referred to Mr. Wilke to discuss Council granting Panini's a license to extend their outdoor patio into the City right-of-way on Haymakers Parkway in downtown Kent. The negotiated terms would allow Panini's to expand their outdoor seating up to the back of the community bulletin board. Mr. Wilke and Mr. Ruller explained the existing landscape with remain or be slightly relocated to allow for the additional seating. He provided Council a packet of color copies of the conceptual rendering of the new outdoor seating at Panini's. ***(See Attachment #1)***

Ms. Shaffer questioned if this occupancy raises Panini's taxes.

Mr. Silver stated only slightly.

Ms. Susel asked Mr. Silver about the TIFF.

Mr. Silver explained commercial property becomes taxable but is not increased by much.

Ms. Wilke reminded Council that Panini's would be responsible for any type of damage as stated in the agreement.

Mayor Fiala asked about the licensing from the City.

Ms. Susel stated this is State land that the City manages.

Mr. Sidoti referred to the concept renderings and asked about the step up, walking bridges, standing water & drainage.

Mr. Wilke stated there is already a sprinkler system and a drainage system in place.

Mr. Ferrara questioned the "memorial trees" located in the larger area.

Mr. Wilke stated Mr. Bowling negotiated with Panini's and the larger trees will be staying in place.

Mr. Ruller reminded Council there is electrical conduit that runs under this property, therefore the space has been optimized to not disrupt the current utility services.

Mr. Ferrara asked about policing mechanisms and standing traffic.

Mr. Wilke stated Panaini's has security who reminds patron to please not sit on the wall.

Mr. Ruller stated Panini's is responsible for any damage to the sign or the property.

Ms. Long asked if the sprinkler systems were going to cause an issue with the fire pits and if they are controlled by the fire department.

Mr. Wilke stated the fire pits will not be affected not does the Fire Department have issues with the fire pits.

Mr. Wilke referred to Mr. George Fox, Director of Operations for Panini's. He came to the microphone and explained that he was not making any changes to the current design of the property and the fire pits are natural gas fire pits. He stated the time frame is to go out for bid once Council approves the license and be up and running by spring.

Mr. Ferrara asked what recourse there is if they do not follow the agreement.

Mr. Wilke stated their license can be revoked.

Chairman Kuhar asked if there were any further questions from Council. Hearing none, he called for audience comment. Hearing no audience comment, Chairman Kuhar returned the matter to the Committee.

Mr. Ferrara felt this was a great idea, a great asset and makes the area more approachable.

Ms. Long echoes Mr. Ferrara's comments and thanked Panini's, commenting on their holiday decorations of sleigh and reindeer.

MOTION TO AUTHORIZE THE LICENSE TO OCCUPY THE RIGHT OF WAY TO PANINI'S WITH AN EMERGENCY CLAUSE made by Mr. Ferrara, seconded by Mr. Amrhein and carried by a voice vote of 9-0.

3. <u>Update on New Business and Economic Development Projects.</u>

Mr. Ruller referred to Mr. Wilke who gave a presentation to Council with an update on the status of economic development projects in the City.

Mr. Wilke gave a 38 slide presentation on the new dining, beverage and sopping options; changes in Acorn Alley and the Shoppes at KCG; business remodels and expansions; medical projects; projects on the horizon; other business news; economic measure; and the City's revolving loan fund. ***(See Attachment #2).***

After the presentation, Mr. Turner stated how impressed he was.

Ms. Shaffer stated "WOW" and asked about the Lake Street property and timeline.

Ms. Susel stated that property is under a Brownfield grant and is currently being worked on by the EPA. The EPA is going through all the data and viscal standards.

Mr. Ruller stated the deadline is not until 2018 and this is just a bump in the track and a workable situation within the timeframe.

Ms. Shaffer also asked about Mac trailer.

Mr. Wilke stated they are going through a slump, have fewer employees.

Ms. Susel commented they are active and current on their revolving loan.

Mr. Sidoti questioned the W. Main Street corridor.

Ms. Susel replied that that area only involves the Stow planning director, and it is not part of the grant; although there is still activity going on out there.

Ms. Shaffer commented on how excited she is for the Indian restaurant to be opening and asked Mr. Wilke if she can announce it on her Facebook account.

Hearing no further questions of comments, Mr. Kuhar moved on to the final Item on the Agenda.

4. <u>Kent Parks and Recreations Hike and Bike Trail Easement.</u>

Mr. Ruller referred to Mr. Idone to discuss an opportunity to acquire an easement that should provide an off-road connection between the Portage Hike and Bike trail terminus at Middlebury Road and the Freedom Trail terminus on the other side of the Middlebury Road Bridge.

Mr. Idone handed out colored maps to Council *(See Attachment #3)* of the Freedom Trail – Kisamore Property Easement Area and the Freedom-Portage- Bike & Hike Trails Connector Concept Plan.

Mayor Fiala questioned the confusing bike traffic and lanes in that area.

Mr. Idone stated the new lanes and signage provide a traffic calming effect even only being 12 foot instead of 14 foot wide. It is not an ideal situation, but it has helped.

Mr. Ruller reminded Council that he rides through that area as a cyclist and thinks the new lanes and signage are a big improvement.

Chairman Kuhar asked if there were any further questions from Council. Hearing none, he called for audience comment. Hearing no audience comment, Chairman Kuhar returned the matter to the Committee.

MOTION TO PREPARE LEGISLATION FOR PARKS AND RECREATIONS HIKE AND BIKE TRAIL EASEMENT WITH WORDING SHOULD THE METROPARKS NOT ACQUIRE THE PROPERTY made by Mr. Sidoti, seconded by Ms. Wallach. Motion carried by a voice vote of 9-0.

Hearing no further business before this Committee, Chairman Kuhar adjourned the meeting at 8:22 p.m.

____

Tara Grimm, CMC
Clerk of Council

ACTION RECOMMENDED:

1) **MOTION TO PREPARE LEGISLATION FOR PARKS AND RECREATIONS HIKE AND BIKE TRAIL EASEMENT WITH WORDING SHOULD THE METROPARKS NOT ACQUIRE THE PROPERTY.**

THE CITY OF KENT, OHIO
FINANCE COMMITTEE
WEDNESDAY, DECEMBER 7, 2016

Chairman Michael DeLeone called the meeting of the Finance Committee of Kent City Council to order at 8:22 p.m.

PRESENT: **MR. JACK AMRHEIN, MR. MICHAEL DeLEONE, MR. GARRET FERRARA, MR. JOHN KUHAR, MS. MELISSA LONG, MS. HEIDI SHAFFER, MR. ROGER SIDOTI, MR. ROBIN TURNER AND MS. TRACY WALLACH.**

ALSO PRESENT: **MR. JERRY T. FIALA, MAYOR AND PRESIDENT OF COUNCIL; MR. DAVE RULLER, CITY MANAGER; MR. JIM SILVER, LAW DIRECTOR; MR. DAVID COFFEE, DIRECTOR OF BUDGET & FINANCE; MS. BRIDGET SUSEL, DIRECTOR OF COMMUNITY DEVELOPMENT; MR. TOM WILKE, ECONOMIC DEVELOPMENT DIRECTOR; MS. MELISSA BAKER, PUBLIC SERVICE DIRECTOR; MR. JOHN TOSKO, FIRE CHIEF; AND MS. TARA GRIMM, CMC, CLERK OF COUNCIL.**

There was 1 item on the Agenda.

1. <u>2016 Budget Appropriations Amendment.</u>

Mr. Ruller explained how Mr. Coffee has been working with the department heads to reconcile the approved 2016 budget line items and is preparing the necessary amendments to reflect the changes needed to balance those line items.

Mr. Ruller then referred to Mr. Coffee who asked Council to approve the appropriations amendment as presented in the City Manager's Communications. In light of Council's desire to move up the next Council meeting from the 21st to the 14th, Mr. Coffee stated he would like Council's permission to submit the Exhibits to this legislation electronically to Council on Tuesday, December 13th as the Exhibits final numbers will not be ready to be sent with the Council Agenda packet by the 8th. The timeline was based on the normal Council meeting of the 21st.

Mayor Fiala stated he is confident in Mr. Coffee that he will get the Exhibit to Council on the accelerated time schedule exactly how it has done in the past.

MOTION TO APPROVE THE 2016 APPROPRIATIONS AS PRESENTED WITH AN EMERGENCY CLAUSE AND ACCELERATED SCHEDULE made by Mr. Kuhar, second by Mr. Amrhein. The motion carried by a voice vote of 9-0.

MOTION TO MOVE THE December 21, 2016 Council meeting up to December 14, 2016 made by Mr. Ferrara, seconded by Mr. Kuhar. On Roll call, voting "Yes": Mr. Amrhein, Mr. DeLeone, Mr. Ferrara, Mr. Kuhar, Ms. Long, Ms. Shaffer, Mr. Sidoti, and Mr. Turner. The motion carried by a roll call vote of 8-0-1 with Ms. Wallach abstaining.

MOTION TO MOVE INTO EXECUTIVE SESSION IMMEDIATELY FOLLOWING IN ACCORDANCE WITH OHIO REVISED CODE §121.22 (G)(2) "To consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit- for-use property in accordance with section 505.10 of the Revised Code, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest" made by Mr. Amrhein, seconded by Mr. Kuhar. Motion carried by a voice vote 9-0.

Hearing no further business before this Committee, Chairman DeLeone moved the meeting into Executive Session 8:26 p.m.

At 9:02 p.m., Council adjourned the Executive Session and the Committee meeting. No action was taken.

____
Tara Grimm, CMC
Clerk of Council

ACTION RECOMMENDED:

1) **MOTION TO APPROVE THE 2016 APPROPRIATIONS AS PRESENTED WITH AN EMERGENCY CLAUSE AND ACCELERATED SCHEDULE.**

THE CITY OF KENT, OHIO
HEALTH & SAFETY COMMITTEE
WEDNESDAY, DECEMBER 7, 2016

Chairman Jack Amrhein called the meeting of the Health & Safety Committee of Kent City Council to order at 7:00 p.m. by Jack Amrhein, Chair.

PRESENT: **MR. JACK AMRHEIN, MR. MICHAEL DeLEONE, MR. GARRET FERRARA, MR. JOHN KUHAR, MS. MELISSA LONG, MS. HEIDI SHAFFER, MR. ROGER SIDOTI, MR. ROBIN TURNER AND MS. TRACY WALLACH.**

ALSO PRESENT: **MR. JERRY T. FIALA, MAYOR AND PRESIDENT OF COUNCIL; MR. DAVE RULLER, CITY MANAGER; MR. JIM SILVER, LAW DIRECTOR; MR. DAVID COFFEE, DIRECTOR OF BUDGET & FINANCE; MS. BRIDGET SUSEL, DIRECTOR OF COMMUNITY DEVELOPMENT; MR. TOM WILKE, ECONOMIC DEVELOPMENT DIRECTOR; MS. MELISSA BAKER, PUBLIC SERVICE DIRECTOR; MR. JOHN TOSKO, FIRE CHIEF; AND MS. TARA GRIMM, CMC, CLERK OF COUNCIL.**

There was 1 item on the Agenda.

1. Kent Fire Department MOU with Ravenna Township.

Mr. Ruller referred to Chief Tosko who was available to answer any questions regarding the MOU with Ravenna Township to jointly purchase and share in the use of portable fire hose testing equipment at a cost of $2,800. The shared expense will save the City $1,000 in equipment costs and reduce the wear and tear on the fire trucks that are currently used to test the fire hoses.

Ms. Shaffer questioned if other communities were interested in this partnership.

Chief Tosko stated it was open to other communities and Ravenna Township was the only one interested. This equipment shouldn’t be really shared between more than 2 departments which would cause excess wear and tear.

Mr. Kuhar asked if this equipment is for the pressure testing of the fire hoses to check for a hose explosion or leaks?

Chief Tosko replied “yes”, it is a portable device to check the hoses.

MOTION TO AUTHORIZE PARTICIPATION IN THE FIRE TESTING MEMORANDUM OF UNDERSTANDING BETWEEN THE KENT AND RAVENNA TOWNSHIP FIRE DEPARTMENTS WITH AN EMERGENCY CLAUSE made by Ms. Shaffer, second by Mr. Ferrara. The motion carried by a voice vote of 9-0.

Hearing no further business before this Committee, Chairman Amrhein adjourned the meeting at 7:06 p.m.

Tara Grimm, CMC
Clerk of Council

ACTION RECOMMENDED:

1) **MOTION TO AUTHORIZE PARTICIPATION IN THE FIRE TESTING MEMORANDUM OF UNDERSTANDING BETWEEN THE KENT AND RAVENNA TOWNSHIP FIRE DEPARTMENTS WITH AN EMERGENCY CLAUSE.**