



Committee of the Whole Meeting Minutes

The City of Kent, Ohio
Wednesday, August 5, 2020

Mayor Fiala called the Committee of the Whole of Kent City Council to order at 7:00 p.m.

PRESENT: Mr. Jack Amrhein; Mr. Michael DeLeone; Mr. Garret Ferrara; Mr. John Kuhar; Ms. Gwen Rosenberg; 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; Ms. Hope Jones, Law Director; Mr. Jim Bowling, City Engineer; Ms. Rhonda Hall, Budget and Finance Director; Ms. Melanie Baker, Service Administration Director; Mr. Gary Bishop, IT Manager; Ms. Joan Seidel, Health Commissioner; Mr. John Tosko, Fire Chief; Mr. Kevin Schwartzhoff, Parks and Recreation Director; Ms. Susan Sternock, Human Resources Manager; Mr. Tom Wilke Economic Director; and Ms. Amy Wilkens, Clerk of Council.

At the onset of the meeting a **MOTION TO EXTEND THE SUSPENSION OF FACE TO FACE BOARDS AND COMMISSION INTERVIEWS UNTIL DECEMBER 31, 2020** was made by Mr. Kuhar SECONDED by Ms. Shaffer and CARRIED by a vote of 9-0.

There were four (4) items on the Agenda.

1. Board and Commission Vacancy Applications

Clerk Wilkens introduced the candidate applications for Board and Commission vacancies. **(Attachment #1).**

Ms. Shaffer asked how applicants can be determined to be from a minority group if they do not come before Council to be interviewed. She added diversity is a prioritization on Boards and Commissions. A short discussion ensued regarding the legality of asking this question on the application and it was suggested for Hope Jones look into the legality. Ms. Jones said it may be possible to add on the application a question to be answered that is optional but not required.

Mr. Turner replied that outreach in the community has to be done by going to churches, civic organizations, etc. to encourage participation and that it would be difficult to have a question on the application.

Mr. Kuhar said having the question on the application is irrelevant if the first step of applying isn't accomplished.

Ms. Shaffer added if there is no policy to prioritize minority applications it should be done. She said this is a longer discussion with hiring across the City. Mr. Turner said it is a balancing act and a quota system cannot be used. He encourages more work to be done through the recruiting process. Mr. Kuhar agreed with Mr. Turner.

Ms. Rosenberg added people may feel uncomfortable filling out information about their ethnicity or including a photograph and they may be discouraged to apply. Recruitment, outreach and interviewing would be the way to go. This is a temporary solution during the pandemic and the process should not be changed right now because not interviewing candidates is temporary. She added a motion was

made at the previous meeting that the Boards will look into how to encourage more diverse applicants and is not required at this time because it is being looked at already.

Mr. Sidoti clarified the recruitment process is for candidates, not for a particular person. This is important so they know they will be competing for the position.

Mayor Fiala asked Council if any members used the Tree City Bulletin to recruit applicants and that the recruitment responsibility is partially on their shoulders as well.

2. Boards and Commission Update

Clerk Wilkens reported on the motion from the January 2020 Regular Council meeting for staff to look into two items regarding Boards and Commissions: revisiting how vacancies are advertised and filled; and term limits and consistency of terms. Ms. Jones, Ms. Susel and Ms. Wilkens reviewed and summarized the City of Kent Boards and Commissions and provided a summary to Council **(Attachment #2)**.

Ms. Wilkens reviewed the Council Standing Rules which state vacancies are to be filled using the Tree City Bulletin, the City website and the Record Courier (if needed). Ms. Wilkens suggested the advertising of using *all* available methods of communication available to the Clerk of Council, including but not limited to the following methods: social media, City website, announcement at council meetings, posting on bulletin board at 930 Overholt, posting on the electronic community sign, and the Tree City Bulletin. Ms. Rosenberg commented she is in favor of expanding the means of which vacancies are advertised. Mr. Sidoti suggested putting together a list of where notifications are being sent for vacancies and use a listserv for churches, social and community organizations asked them to let their membership know.

Clerk Wilkens reviewed the specifics of Boards and Commissions term limits, membership, purpose and suggestions. Not all boards have limits, only the Board of Health, Planning Commission and the Sustainability Commission. She suggested the use of universal term limits such as no more than 3 terms or 15 years, whichever comes first.

Ms. Wallach asked about some boards not being able to be changed due to the Charter and Clerk Wilkens reviewed which of those that can be changed.

Regarding term expirations, most terms are currently lined up to expire this December. The timing will make it a little cumbersome to interview, as this year there will be fourteen *positions* opening at the same time to be filled.

Mr. Turner asked about what is done if boards don't meet their quorum and suggested reducing the numbers to be more effective in functioning.

Ms. Jones added at her previous employer, the Equalization Assessment Board was not established unless needed. If there were members on this board, they could go years and years without meeting because there is not a public improvement that needed to be reviewed. She also asked Council to repeal the Cable Television Committee due to many changes in telecommunication since its establishment in 1996. She agreed with Mr. Turner that some board member numbers can be changed to help meet quorums more easily. She added the sheer number of boards may be hampering being able to fill the positions, and suggested looking at combining a few that have similar functions. She added in other communities, members are permitted to sit on only one board at a time.

Mr. Amrhein agreed with Ms. Jones and added residents get discouraged if they are on a board that never meets and then they don't want to volunteer again.

Ms. Wallach asked if there are people on multiple committees and Clerk Wilkens confirmed there are.

Mr. Sidoti suggested turning the less used boards into ad hoc committees and then work to fill the more essential boards and only fill the ad hoc when needed.

Ms. Shaffer revisited the discussion of committees being able to meet their quorums and asked for Community Development to provide information on how many meetings have been cancelled due to not being able to meet the quorum. She added she thinks it is a good idea to change the number of people on the committee to enable them to be able to meet it more easily.

Mr. Kuhar suggested having multiple committees staffed by the same five people.

Mr. Sidoti clarified not to have a pool of people for the ad hoc committees, but not to fill or advertise until there is a need.

Ms. Rosenberg summarized by saying she would like to see all suggestions presented to Council, and that she recommends a two-term limit with a break in between and agrees individuals should not be on more than one board. Ms. Wallach suggested having at least three terms.

A MOTION FOR THE CLERK, LAW DIRECTOR AND COMMUNITY DEVELOPMENT DIRECTOR TO COMPILE A LIST OF RECOMMENDATIONS TO SEND BACK TO COUNCIL TO REVIEW AND ACT ON was made by Mr. Sidoti **SECONDED** by Mr. Kuhar and **CARRIED** by a vote of 9-0.

3. City Administration Building Design Update

Melanie Baker introduced the architects from Brandstetter Carrol who have joined the meeting and began her presentation on the new city administration building. **(Attachment #3)** She began her PowerPoint presentation reviewing the latest pictures of Kent City Hall. She highlighted the brick color choices, the look of the windows with the arch about the windows in Council Chambers. There will be a ground monument sign on the Haymaker Street side of the front of the building. She reviewed the rear entrance, the overhang and brickwork and large cornice areas. At the end of the building there will be a secondary employee entrance and an egress into the parking areas. Parking was reviewed, with 36 parking spaces to accommodate 22 staff and residents visiting the building. There will be ample parking for City Council Meeting nights and handicap parking will be close to the building.

She reviewed the inside plans of the building, starting with the ground level, highlighting the features of the vestibule, council chambers, staff areas and storage. There will be a Council office, conference room for Executive Meetings, restrooms, stairs and elevator access to main level. The main level which is entered off of the parking lot will house the Budget and Finance Department and Civil Service with a view down into Council Chambers on the ground level.

Ms. Wallach asked about having a staff member in the vestibule area to greet visitors. She asked where the Clerk of Council will be located. Ms. Baker explained the Clerk of Council will be located on the third floor. She said immediately upon entering the second floor, there is a wall where a wayfinding board will be located.

Ms. Baker continued by reviewing the third-floor administrative wing which will house the City Manager, the Mayor, Economic Development, Clerk of Council, Human Resources and the Law Department.

Mr. Kuhar asked if metal detectors have been discussed. Ms. Baker said that has not been discussed specifically but security within the office has been reviewed.

Ms. Shaffer asked about the Clerk of Council having two exits in the office, and may want to consider adding a door between their office and the Mayor's Office. Ms. Baker said the main concern was for everyone to have two ways to exit their office.

Ms. Wallach complimented the design on the building and asked if the parking lot will be angled or flat. Ms. Baker said there is an elevation change in the lot. She confirmed the handicapped parking will be next to the building which is the flattest area and is level.

Ms. Rosenberg asked if possible to have steps and/or a ramp for those approaching the building from Haymaker Parkway. Ms. Baker said a set of stairs can be looked at, but it is pretty steep.

Mr. Ferrara asked if there is a possibility of connecting the terraces by stairs that lead to the front and they could become potentially more useful. There was a discussion regarding the set back and Ms. Baker said the width of the bike path needed to be considered due to grant requirements. The elevation and the grade of the land on the Haymaker side dictated why the building was pulled back. It is tighter on the Water Street side to open the front of the building and allow for more space in the back for parking. The architect did not believe the relationship of the architecture effects the symmetry of the space.

Ms. Shaffer asked about having trees in front of the window of Council Chambers and would like the window framed with landscaping instead of in front of it. She also asked about street furniture. The architect said at this point the pictures presented are simply a rendering and will be discussed in greater detail as the project moves on.

Ms. Baker reviewed exterior lighting at night and the sun position throughout daylight hours. LED lights will be used and will be able to be changed throughout the year. She then presented the day lighting study showing sun from 7 am to 7pm and the solar panels.

There was an in-depth discussion regarding the third level expansion space, with a few different options between metal and brick. Use of space was discussed at length and what could be housed in this area of 3200 square feet. Initially looking at building out as a shell and the cost is about \$500,000. If fully outfitted the cost we be approximately \$650, 000 to \$700,000.

Council members provided input as to which style of third floor they would prefer, whether it be brick or metal, and the size and shape of the third-floor windows. Mr. Sidoti mentioned he thought it is important for the look of symmetry and a finished building to put the third floor on during initial construction. Those in favor of the expanded third floor were Mr. Ferrara, Mr. Sidoti, Mr. DeLeone, and Mr. Turner stating the cost with the rates where they are today it makes good financial sense. The cost to add a third-floor years down the road could be five times the cost of doing it today. Mr. Ferrara reviewed the details of financing and compared costs of today to when building the project initially, due to the really low interest rate, costs would be less. He added that it comes down to setting up future leadership to be cost efficient and capitalizing on the interest rates of today and opportunities as they come. Mr. Ferrara said time moves fast and the city may quickly outgrow its space. He also mentioned the field of government expanding and changing and growing. Ms. Shaffer, Ms. Wallach, Mr. Kuhar and Mayor Fiala sited the spending of money with out having a specific use for the space is important to consider and if needed later it could be done. Operation costs were also discussed with Mr. Ferrara adding these would be inconsequential compared to the cost to build it out in the future. Mr. Kuhar mentioned that with technology and telecommuting, less space is needed in many office buildings. Mayor Fiala does not think the floor above council chambers is needed and takes away from the look of the building. Ms.

Rosenberg said it is not needed right now and would be hard to justify at this time and with emerging technology there will be less of a need of storage space.

Ms. Baker said there is space as it currently planned to sufficiently house the twenty-two employees, conference rooms and storage space.

Mr. Sidoti said Council has been promising its residents a new city hall for a long time and the time has come to build it. He said council should be forward thinking and is going to be a one-hundred-year building and to build it now would be the cheapest it may ever be to finance this build out. Mr. Turner added it is smart to do it now as opposed to later and is good leadership.

Mr. Amrhein added he agreed with many of the points made on both sides, and there is no crystal ball to indicate which way to go. On previous building committees he was involved in, they all encountered running out of space, whether it be for classrooms, storage or other unforeseen uses.

Ms. Rhonda Hall, Budget and Finance Director added that in her opinion with the current state of interest rates, building space now will be a lot cheaper than in 5-10 years if it is needed. If another department were to come into the building or other departments were to expand, then what. Perhaps other departments from the Overholt Building could move and that building be sold.

Ms. Baker said she will meet with Ms. Hall to review dollar amounts and will get back to council. Ms. Rosenberg added she would like to decide this in two weeks and get specific dollar amounts before deciding. Mr. Ferrara said it is important to move forward with the construction plans and getting things lined up instead of waiting until they determine what to do about the third floor and urged for action now.

Ms. Baker continued with her presentation and reviewing the inside layout of the building.

4. Kent City School Request to Withdraw from Civil Service

Mr. Dave Ruller said the Superintendent reached out to inform him there is an agreement between the Union and the School Board to no longer use the City of Kent's Civil Service for hiring positions and a resolution is required to move forward. There will be minor savings to the City and is a procedural issue.

Ms. Jones added the Constitution of the State of Ohio does not require school employees to be tested by municipal Civil Service Commissions, and she has never worked for a city that services public schools.

Ms. Suzanne Stemnock said she spoke with Mr. Jim Sawyers of Kent City Schools who confirmed no school in the area still uses Civil Service Commissions.

Mr. Kuhar asked if not using Civil Service would open the door to selective hiring.

Ms. Stemnock replied Civil Service doesn't necessarily stop this from happening, policies do. The School informed her when they were able to not use Civil Service testing, they were able to get more applicants.

Ms. Stemnock confirmed to Mr. Turner that the Unions have signed off on this change.

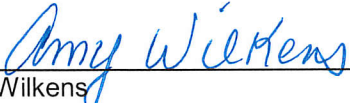
Mr. Sidoti reminded everyone that in 1982 the request the School came to the City during the Charter Review process and asked to be removed from Civil Service, siting a bigger applicant pool is obtained when it is not used. Some good candidates wouldn't apply because they didn't want to take the Civil Service test.

Ms. Stemnock confirmed to Mr. Kuhar that at times there is a lack of applicants to civil service positions, but it is usually due to the requirements for the position.

Mr. Kuhar said he was against this because he feels there is more transparency when Civil Service is involved.

A MOTION TO AUTHORIZE KENT CITY SCHOOLS TO MOVE OUT OF KENT CIVIL SERVICE was made by Mr. Sidoti **SECONDED** by Mr. Amrhein and **CARRIED** by a vote of 6-3 with Mr. DeLeone, Mr. Kuhar and Mr. Turner voting against.

Seeing no further business or questions for this committee, it adjourned at 9:12 p.m.



Amy Wilkens
Clerk of Council

ACTION RECOMMENDED:

- 1) **Authorize City staff to summarize suggestions regarding Boards and Commissions presented by Council and present suggestions to proceed.**
- 2) **Authorize a resolution enabling Kent City Schools to withdraw participation in the Kent City Civil Service process.**



Boards and Commissions August 2020 Candidates

Board of Building Appeals – Five (5) Vacancies

1. David Soukenik New Applicant (Also applied for Health Board)

Board of Health - One (1) Vacancy

1. Louise Frederick Seeking Re-appointment
2. Lyndsay Nowak New Applicant
3. David Soukenik New Applicant (Also applied for Board of Building Appeals)
4. Ryan Wood New Applicant

Equalization Assessment Board – Twelve (12) Vacancies

No Applicants

Fair Housing Board- One (1) Vacancy

1. Andria Blackwood New Applicant (Also applied for PARTA)

Loan Review Board- One (1) Vacancy

No Applicants

Parking Action Committee -Three (3) Vacancies

1. William Arthur Seeking Re-appointment

Portage Area Regional Transportation Authority (PARTA) One (1) Vacancy

1. Jack Murphy New Applicant
2. Andria Blackwood New Applicant (Also applied for Fair Housing Board)
3. Karen Beck New Applicant

Stormwater District Review and Appeals -Two (2) Vacancies

No applicants

Board or Commission	Term	Members	Authority	Purpose	Meeting Dates/Times	Administrative Department Supporting Board	Notes
Architectural Review Board *	3 years.; staggered	5 Members; Minimum of two practicing professionals in following fields: architecture, planning, landscape architecture, history of historic preservation, urban design	Codified Ordinance 1120.06	Oversight of compliance with requirements of Design Guidelines in Overlay District.	1st Tuesday/Monthly	Community Development	
Board of Building Appeals *	3 years; staggered	6 members; (a) One General Contractor, need not be an elector of the City. (b) One architect, registered in Ohio; need not be an elector of the City. (c) One Registered plumber, need not be an elector of the City. (d) One Registered electrician, need not be an elector of the City. (e) One Registered heating and air conditioning contractor, need not be an elector of the City. (f) One member shall be an elector of the City, selected from the general public, who shall not be actively engaged in any of the above-mentioned trades. (g) Three alternates, need not be electors of the City and not requiring any specific qualifications as listed in (a), (b),(c), (d), and (e).	Codified Ordinance 1309.01	Hear and rule on variance appeal requests for KCO Part 13-Building Code	As Needed	Community Development Dept.	Suggest changing to 5 members
Board of Control		3 Members; City Manager, Chair of Council's Finance Committee and another member of Council	Charter- Article VIII, Section 8.05		1st &3rd Wed.		
Board of Health	4 Years, no more than 2 consecutive terms	6 Members	Charter- Article VIII, Section 8.06	The prevention or restrictions of disease and the prevention, abatement or suppression of nuisances.	2nd Tuesday/Monthly	Health Department	
Board of Tax Review *	2 years	3 Members	Ohio Revised Code 718.11		As Needed	Budget and Finance	
Board of Zoning Appeals *	3 years	5 Members	Codified Ordinance 1109.02	Hear and rule on appeal and variance requests for KCO Part 11-Zoning Code	3rd Monday/Monthly	Community Development Dept.	
Cable Television Committee *	4 years	5 Members	Codified Ordinance 767.03		No members		Suggest Repealing this Board. No members or meetings
Charter Review	Every 10 years	15 members appointed by council	Charter- Article VIII, Section 8.07	Review and Update Charter as needed	Every 10 Years		
Civil Service*	6 years	3 Members	Codified Ordinance Chapter 159.01 ; ORC 737.051		3rd Monday/Monthly	Law	
Committee on Design and Preservation *	3 years	5 Members; staggered three year terms, 2 term limit specified in "Rules & Regulations" (Res. 2012-22)	Codified Ordinance 1393.03	Recommend the designation of properties as local historic and historic preservation under state or federal standards for City's Certified Local Government (CLG) requirements.	Quarterly as specified in Article V Meetings of Res.2012-02, but has been on as needed basis	Community Development Dept.	
Community Reinvestment Area Housing Council *	3 years	7 Members: 2 Members appointed by Mayor, 2 Members appointed by legislative authority, 1 member appointed by Planning Commission, 2 Members appointed by majority of members	Ohio Revised Code 3735.69,	Conducts annual inspections of all properties within a designated community reinvestment areas (CRA) for which a real property tax exemption has been granted.	Once/yr. February	Community Development Dept.	
Equalization Assessment Board *	3 years	6-12 Members	Ordinance No. 1992-46, Codified Ordinance 925.03		No members	Budget and Finance	Suggest changing to filling positions when needed, no continuous members; Model after Cuyahoga Falls
Fair Housing Board *	3 years	7 Members with 1 member appointment from the Kent Board of Health	Codified Ordinance 557.05	Refer incidence of an alleged violatioin of fair housing law to the City's designated fair housing provider agency; ensure information concerning housing discrimination complaints filed with Ohio Civil Rights Commission and federal government are reported in annual performance report to HUD	Twice/Year	Community Development Dept.	
Loan Review Board *	5 years; staggered	5 Members: 3 experienced local bank loan officers, 1 local realtor, one local practicing attorney	Res. 1987-66, Amended with Ord. 2014-115 to establish staggered terms and change requirements of member status,	Review all information submitted by applicants seeking loan through the City's EDA & UDAG funded revolving loan fund	As Needed	Community Development Dept.	
Parking Action Committee *	5 years	9 members: Directors of Service, Safety and Community Dev. & 6 members from the community, including 1 from KACC & 5 geographic and land City based reps	Established 9-17-03 as standing committee as part of the Parking Management Planning Committee Policy recommendations,	Evaluate and make recommendations to Council on parking matters in the downtown area.	As needed	Community Development Dept.	Fold into Traffic Engineering and Safety Administrative Committee?
Parks and Recreation	5 years	5 Members; four appointed by Council, one appt. by BOE	Charter	Supervision, operation and maintenance of all public parks, playgrounds and other recreational facilities; (Ord. 1976-11. Passed 2-4-76.)	3rd Thursday/Monthly	Parks and Rec	

<i>Planning Commission</i>	<i>5 years; staggered; No more than 2 consecutive terms</i>	<i>5 Members</i>	<i>Charter Article VIII, Section 8.04; Community Development Dept.</i>	Review and approval of site plans for permitted and conditionally permitted uses in accordance with the requirements of KCO Part 11-Zoning Code; Make recommendations to Council on proposed text and map amendments under KCO Part 11-Zoning Code.	1st & 3rd Tuesday/Monthly	Community Development Dept.	
Shade Tree Commission *	4 years	5 Members	Codified Ordinance 169.01	Maintain City-owned trees in a healthy and nonhazardous condition through good arboricultural practices.	1st Monday/Alternate Months	Service Department	
Standing Rock Cemetery Board of Trustees *	3 years	3 Members	Codified Ordinance 759.36		2nd Tuesday/Monthly	Administration as needed	
Stormwater District Review and Appeals Board *	2 years	5 Members- City Finance Director, City Engineer, Public Service Director and 2 Members appointed by Council	Codified Ordinance 921.08		As needed- Appointments vacant	Service Department	
Sustainability Commission *	3 years no more than 2 consecutive terms	5 Members (formerly known as the Environmental Commission)	Ordinance No. 1995-103; Amended 2009-38 changing name from Environmental Commission	Create and maintain a sustainable environment in the City.	1st Monday/Monthly	Community Development Dept.	
Treasury Investment Board		City Manager, Law Director, Finance Director, Chairman of Finance Committee of Council	Codified Ordinance 171.02; ORD 1977-167 passed 9/21/77	Investing surplus Municipal Funds		Budget and Finance	Rhonda Hall to Review
Tax Incentive Review Council	none	7 Members: 2 City of Kent representatives, 3 appointed by County Commissioners, 1 County Auditor designee, 1 Board of Education designee	Ohio Revised Code Section 5709.85, Community Development Dept.	Review of all agreements granting exemptions from property taxation under ORC 725, 1728, 3735, sections of 5709		Budget and Finance	
Traffic, Engineering & Safety Committee	Administration	Safety Director, Police Chief, Fire Chief, City Engineer, Service Director, Community Development Director	Administration Technical Review	Review of proposed permanent and temporary changes to public roadway, road signage, alleys, etc.	As needed		
* Can make adjustments now							

Welcome to





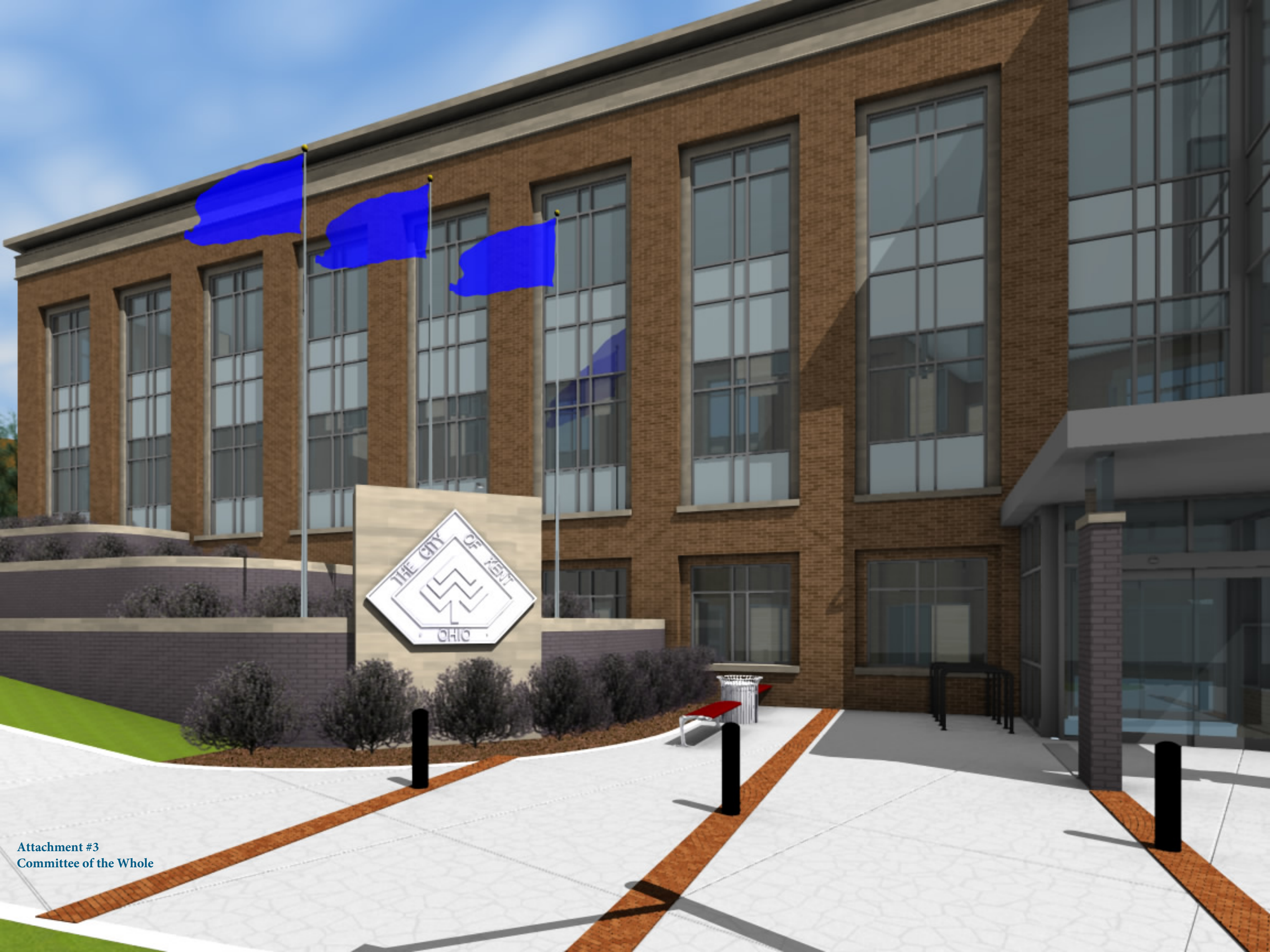


Kent City Hall

Attachment #3 Committee of the Whole











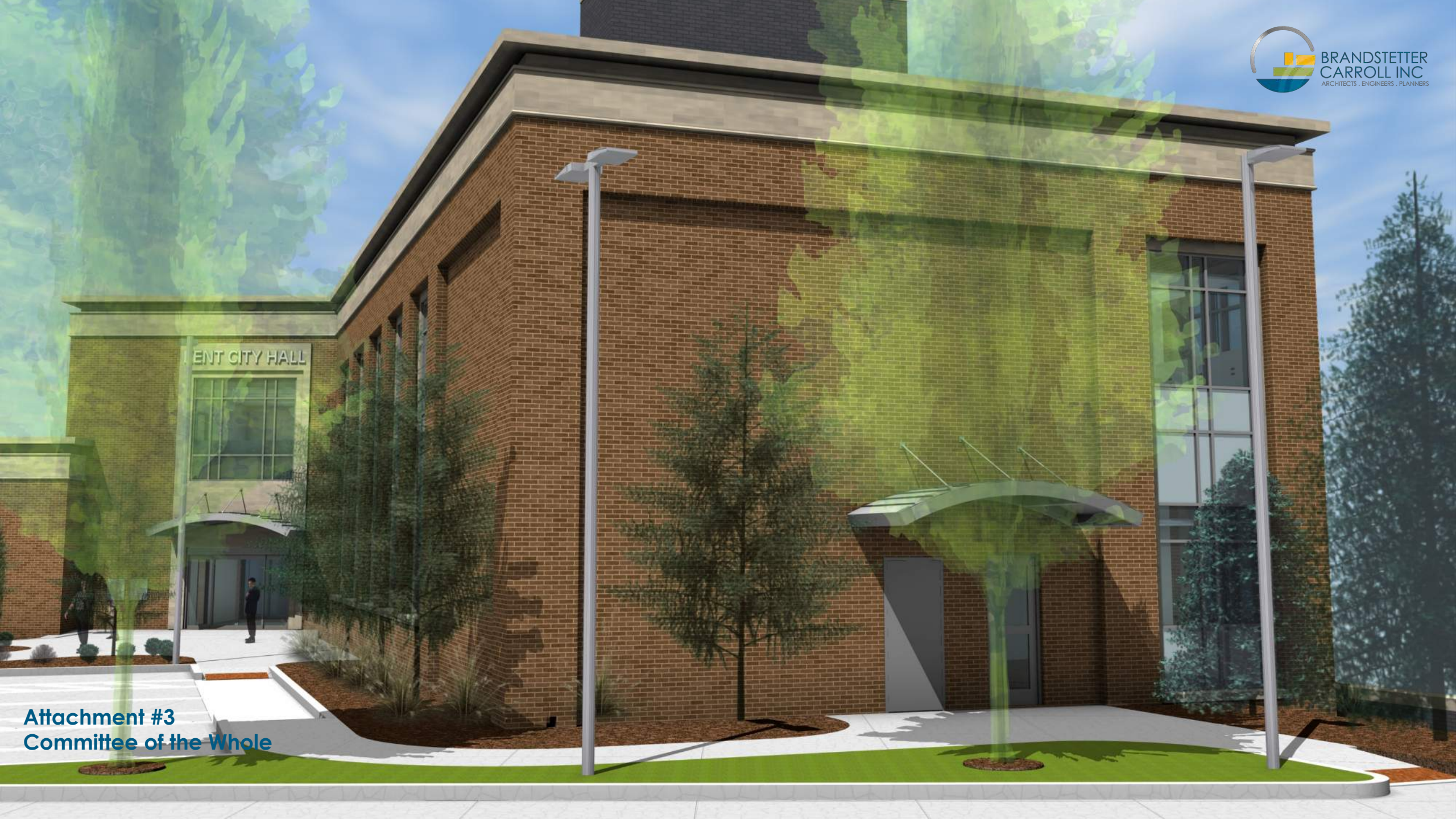






Attachment #3
Committee of the

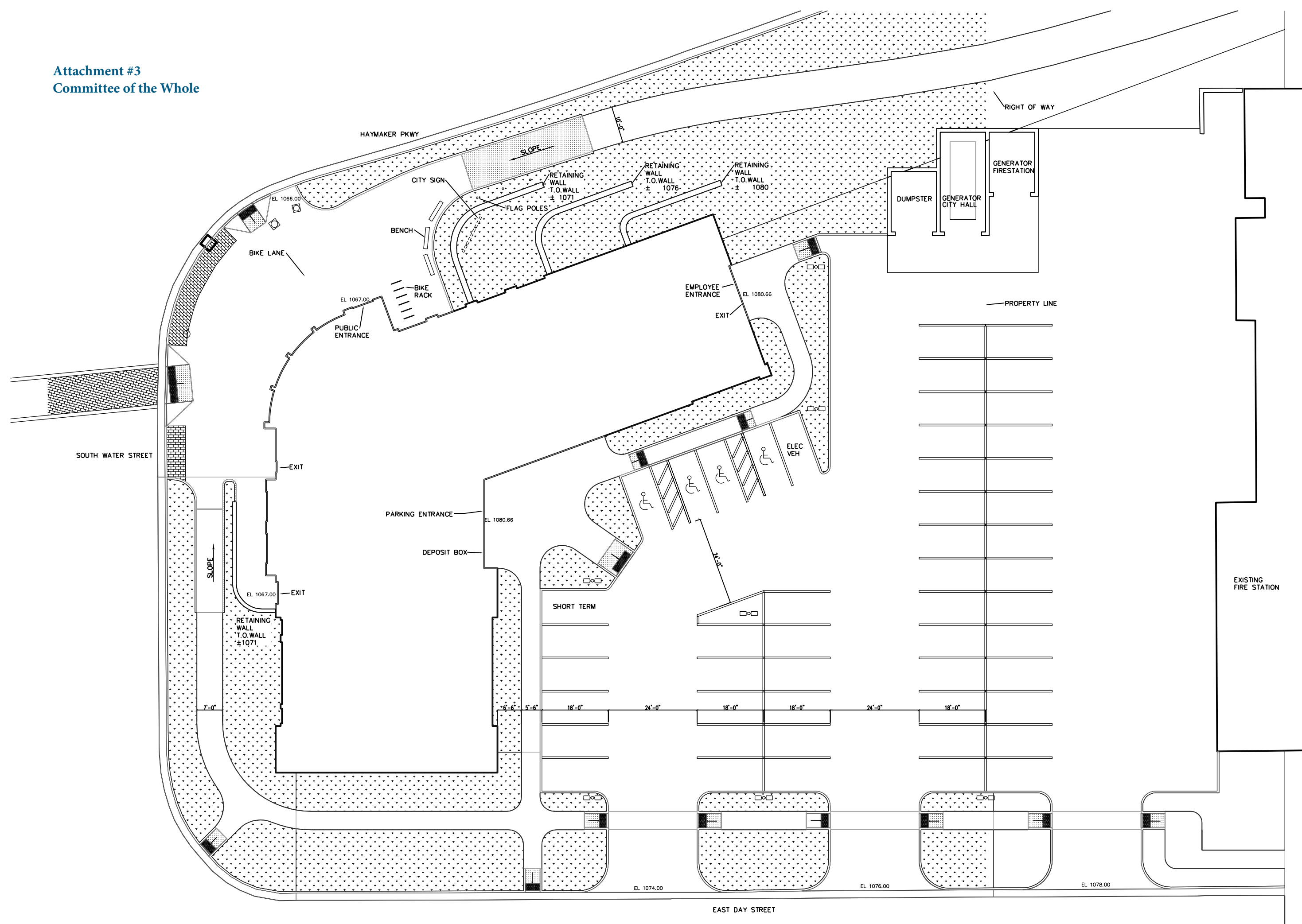




Kent City Hall



Attachment #3
Committee of the Whole



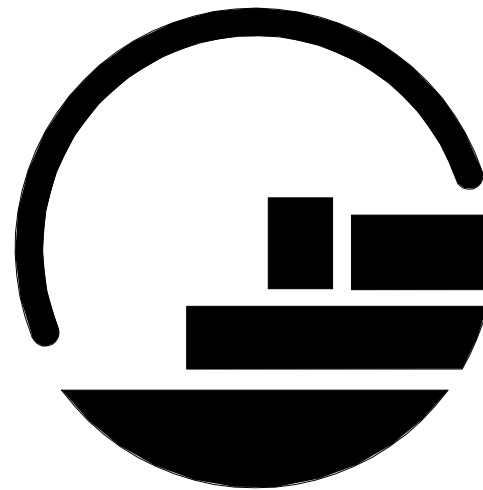
LEVEL 1 PLAN



DEPARTMENT LEGEND

- BUILDING SUPPORT
- CITY MANAGEMENT
- COUNCIL CHAMBERS
- LAW DEPARTMENT
- PUBLIC SPACE
- SHARED SPACES
- UTILITY & FINANCE

Attachment #3
Committee of the Whole



BRANDSTETTER

CARROLL INC

ARCHITECTS . ENGINEERS . PLANNERS

Lexington . Cincinnati . Cleveland . Dallas

7/29/2020

Kent City Hall

319 S. Water Street
Kent Ohio 44240

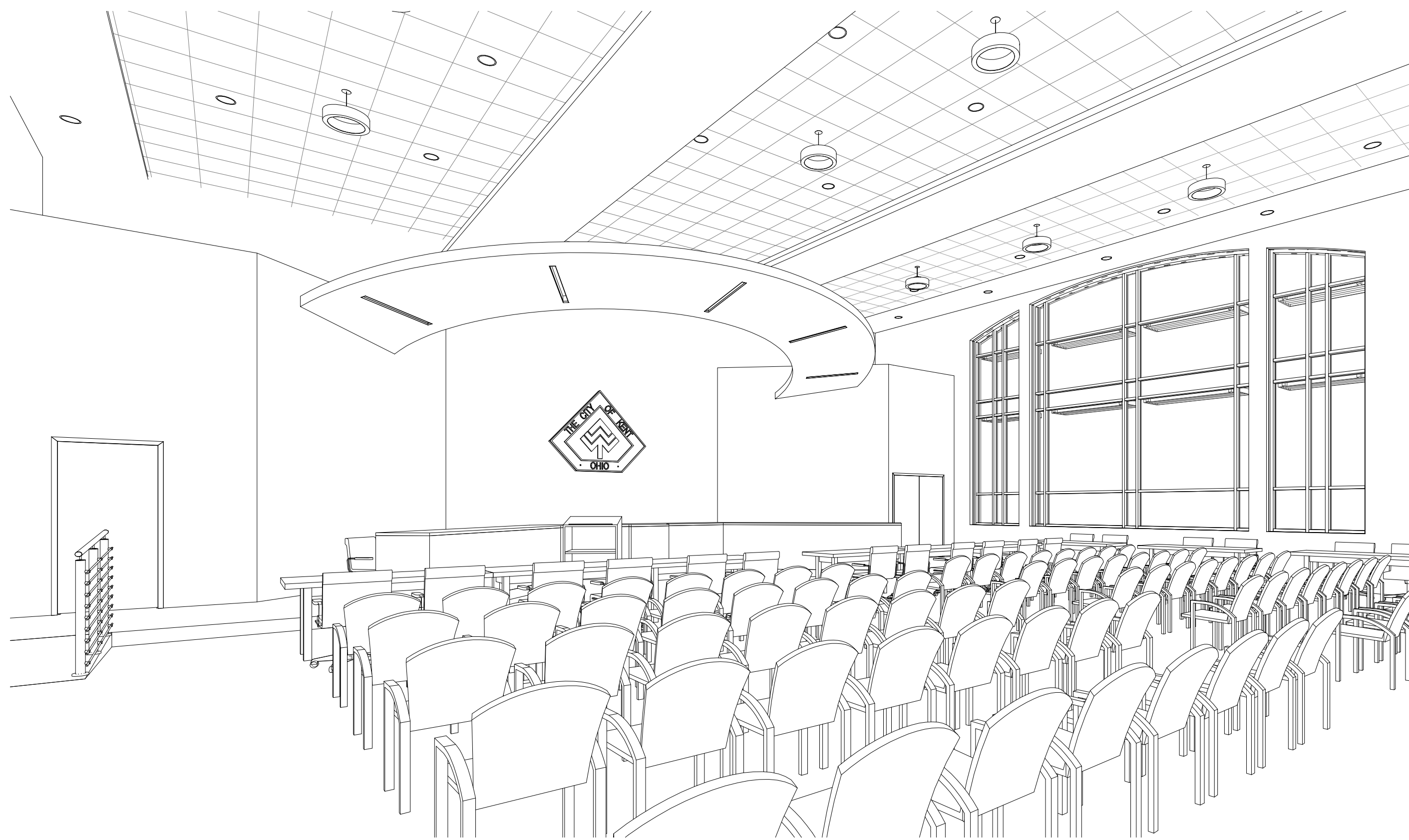
3D INTERIOR VIEWS



LOWER LEVEL PUBLIC LOBBY -SOUTH

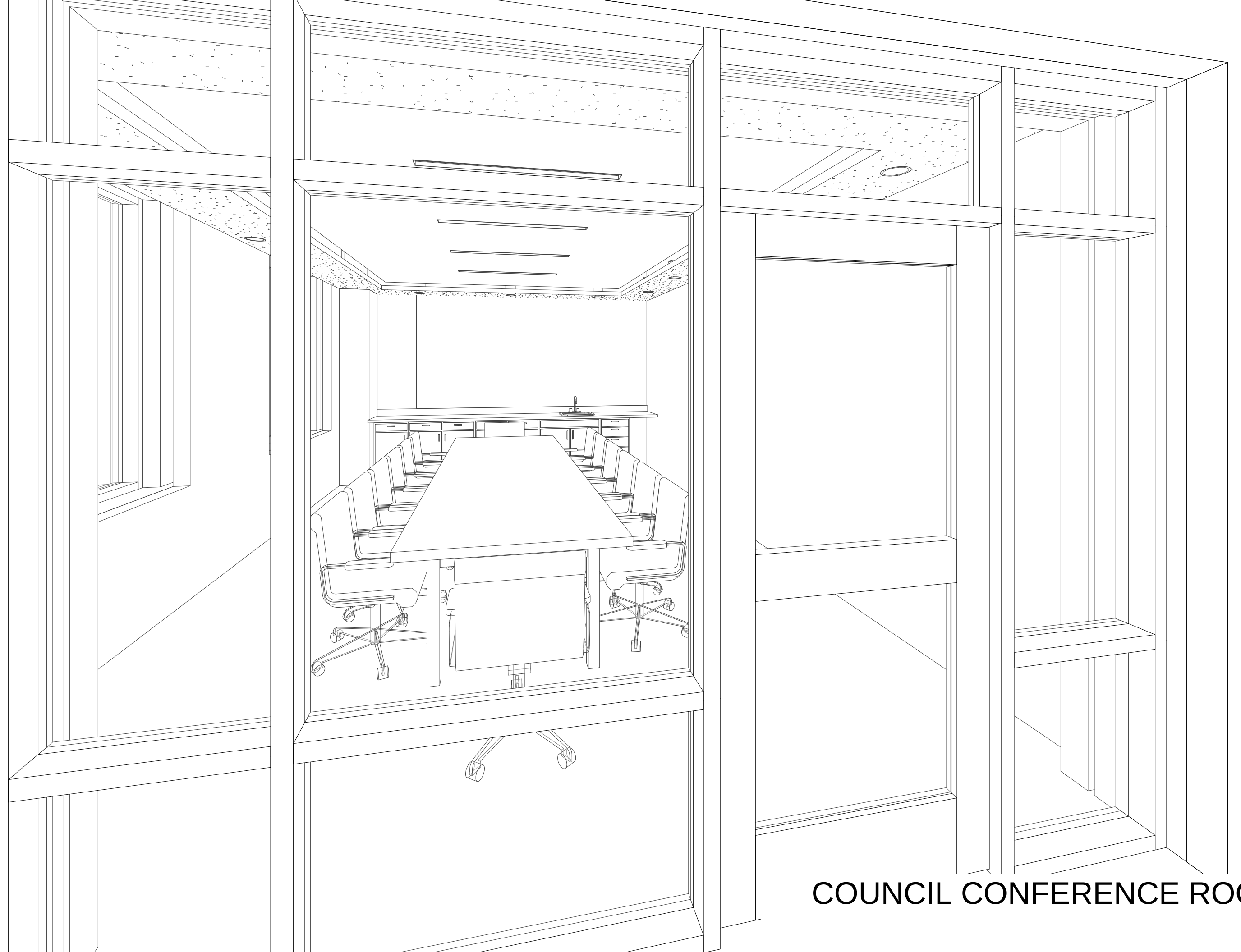


LOWER LEVEL PUBLIC LOBBY - NORTH



LOWER LEVEL COUNCIL CHAMBERS





COUNCIL CONFERENCE ROOM

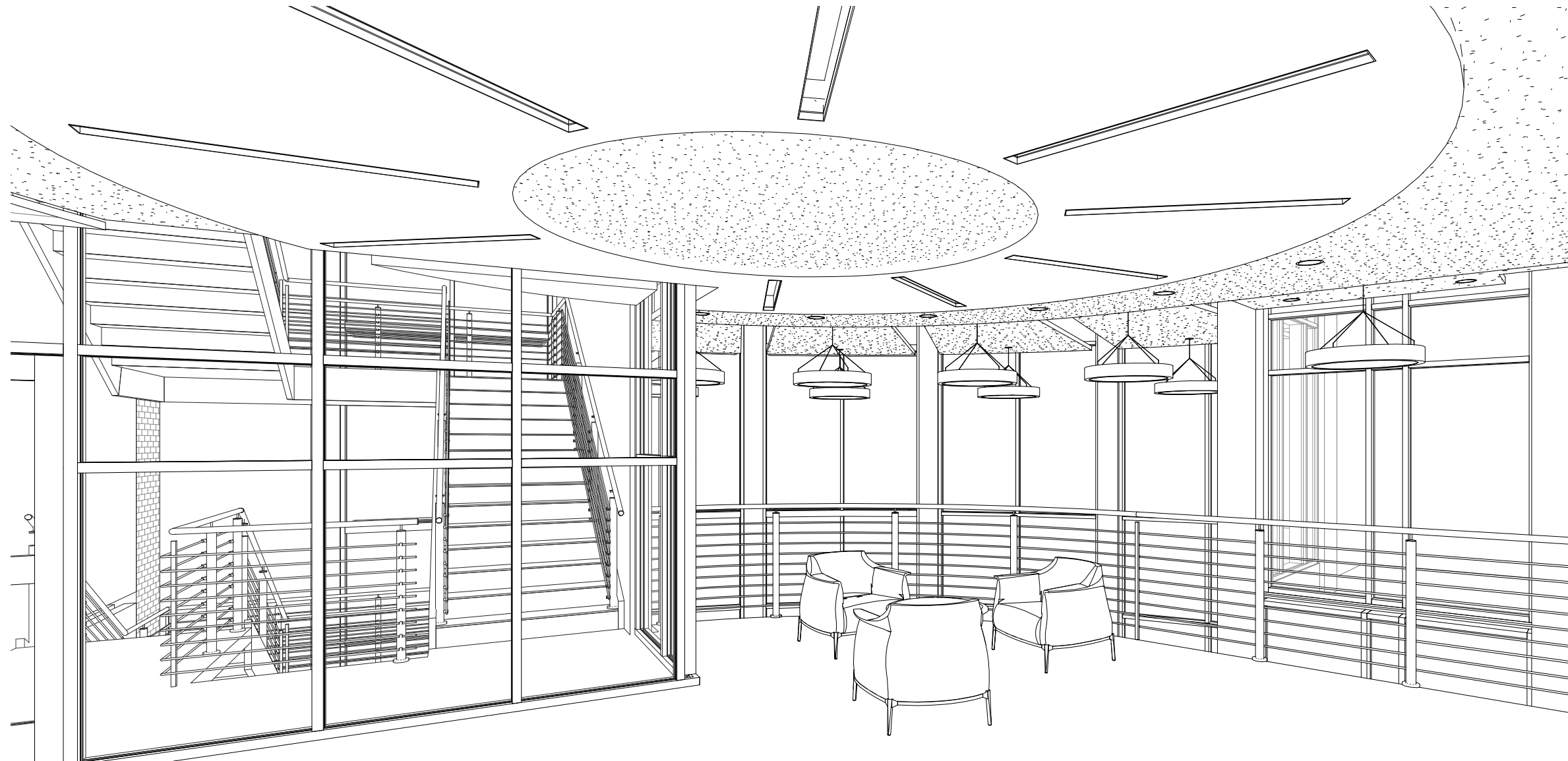
LEVEL 2 PLAN



DEPARTMENT LEGEND

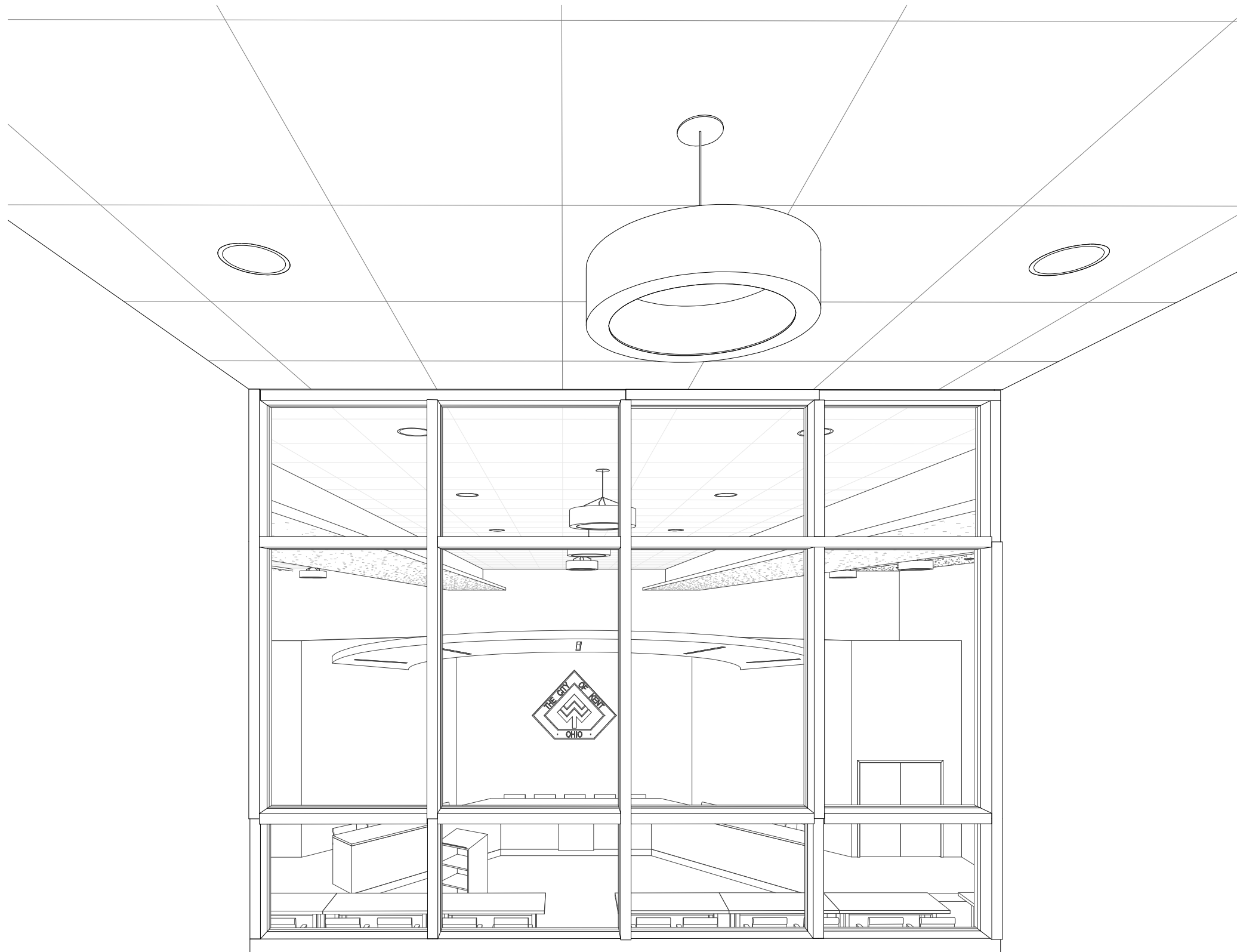
- BUILDING SUPPORT
- CIVIL SERVICE
- PUBLIC SPACE
- SHARED SPACES
- UTILITY & FINANCE

Attachment #3
Committee of the Whole



Attachment #3
Committee of the Whole

LOBBY BALCONY



Attachment #3
Committee of the Whole

VIEW FROM LEVEL TWO INTO COUNCIL CHAMBER

LEVEL 3 PLAN



Attachment #3
Committee of the Whole















Thank you for Visiting









Community Development Committee
Meeting Minutes
The City of Kent, Ohio
Wednesday, August 5, 2020

Chair Kuhar called the Community Development of Kent City Council to order at 9:12 p.m.

PRESENT: Mr. Jack Amrhein; Mr. Michael DeLeone; Mr. Garret Ferrara; Mr. John Kuhar; Ms. Gwen Rosenberg; 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; Ms. Hope Jones, Law Director; Mr. Jim Bowling, City Engineer; Ms. Rhonda Hall, Budget and Finance Director; Ms. Melanie Baker, Service Administration Director; Mr. Gary Bishop, IT Manager; Ms. Joan Seidel, Health Commissioner; Mr. John Tosko, Fire Chief; Mr. Kevin Schwartzhoff, Parks and Recreation Director; Ms. Susan Stemnock, Human Resources Manager; Mr. Tom Wilke Economic Director; and Ms. Amy Wilkens, Clerk of Council.

There were two (2) items on the Agenda.

1. **Agreement with Brownfield Restoration Group**

Mr. Ruller explained the World Imports Site which was part of the West River redevelopment needs monitoring work to finish up the job and the State of Ohio is requesting completion.

MOTION TO AUTHORIZE THE CONTRACT WITH THE BROWNFIELD RESTORATION GROUP IN THE AMOUNT UP TO \$25,000 made by Mr. Ferrara, **SECONDED** by Ms. Rosenberg and **CARRIED** by a voice vote of 9-0.

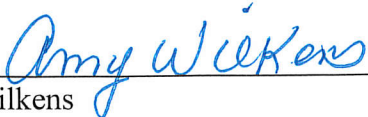
2. **Proposed CRA II Agreement; Montrose Mazda**

Mr. Tom Wilke stated last year Montrose Mazda was purchased and they are now ready to make an investment in the building. This is in a CRA II and requires Council approval. The CRA II Agreements requested a 12-year, 50 % property tax reduction for the improvements only and in return will commit to creating ten full time jobs, each of which making \$35,000/year. The School Board has been notified of this agreement in accordance of Ohio Revised Code requirements. He outlined the CRA II Area and investment numbers.

Mr. Wilke confirmed to Ms. Wallach that if they fail to fill the ten positions outlined in the agreement, they would need to pay full property taxes. He also confirmed the CRA II area extends to the city limits of Stow, Ohio.

MOTION TO AUTHORIZE THE PROPOSED CRA II AGREEMENT WITH MONTROSE MAZDA made by Mr. Ferrara, **SECONDED** by Ms. Shaffer and **CARRIED** by a voice vote of 9-0.

Hearing no further business before this Committee, the meeting adjourned at 9:19 p.m.



Amy Wilkens
Clerk of Council

ACTION RECOMMENDED:

- 1) Authorize the contract with the Brownfield Restoration Group in the amount up to \$25,000 as presented.
- 2) Authorize the proposed new CRA II Agreement with Montrose Mazda as presented.



Public Health & Safety Meeting Minutes
The City of Kent, Ohio
Wednesday, August 5, 2020

Mr. Amrhein called the Public Health and Safety Meeting to order at 9:20p.m.

PRESENT: Mr. Jack Amrhein; Mr. Michael DeLeone; Mr. Garret Ferrara; Mr. John Kuhar; Ms. Gwen Rosenberg; 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; Ms. Hope Jones, Law Director; Mr. Jim Bowling, City Engineer; Ms. Rhonda Hall, Budget and Finance Director; Ms. Melanie Baker, Service Administration Director; Mr. Gary Bishop, IT Manager; Ms. Joan Seidel, Health Commissioner; Mr. John Tosko, Fire Chief; Mr. Kevin Schwartzhoff, Parks and Recreation Director; Ms. Susan Stemnock, Human Resources Manager; Mr. Tom Wilke Economic Director; and Ms. Amy Wilkens, Clerk of Council.

There was one (1) item on the agenda:

1. **Health Equity in All Policies**

Ms. Seidel has met with other Health Commissioners about racism as a public health and next steps. The Board of Health made a resolution in June that declared racism as a public health crisis and City Council offered support as well. She said the next step is to include health equity in all policies. When projects and improvements are looked at you add the lens of asking how it would benefit others from a health perspective or how might it unintentionally detract from health equity. It is an opportunity for City Council to use and actions and recommendations were distributed.

MOTION TO ADOPT THE HEALTH EQUITY IN ALL POLICIES (HEIAP) STRATEGY FOR ENSURING POSITIVE HEALTH OUTCOMES IN THE CITY OF KENT made by Mr. Ferrara
SECONDED by Ms. Wallach and **CARRIED** by a vote 9-0.

Hearing no further business before this Committee, the meeting adjourned at 9:25 p.m.


Amy Wilkens
Clerk of Council

ACTION RECOMMENDED:

- 1) **Authorize adopting a HEIAP strategy for ensuring positive health outcomes in the City of Kent.**



Finance Committee Meeting Minutes

The City of Kent, Ohio
Wednesday, August 5, 2020

Chair DeLeone called the Finance Committee of Kent City Council to order at 9:26 p.m.

PRESENT: Mr. Jack Amrhein; Mr. Michael DeLeone; Mr. Garret Ferrara; Mr. John Kuhar; Ms. Gwen Rosenberg; 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; Ms. Hope Jones, Law Director; Mr. Jim Bowling, City Engineer; Ms. Rhonda Hall, Budget and Finance Director; Ms. Melanie Baker, Service Administration Director; Mr. Gary Bishop, IT Manager; Ms. Joan Seidel, Health Commissioner; Mr. John Tosko, Fire Chief; Mr. Kevin Schwartzhoff, Parks and Recreation Director; Ms. Susan Sternnock, Human Resources Manager; Mr. Tom Wilke Economic Director; and Ms. Amy Wilkens, Clerk of Council.

There were three (3) items on the Agenda.

1. Renewal of the School Resource Officer Position

Mr. Ruller said this is a routine request and is the same agreement from the past seven years. The only change to the agreement is a sentence or two about being in the middle of a pandemic, and if the school system is not open, they will not need an officer the City will absorb the cost on those days. Any days the high school would be remote, the School Resource Office would work regular patrol.

MOTION TO AUTHORIZE THE RENEWAL OF THE SCHOOL RESOURCE OFFICER WITH AN EMERGENCY CLAUSE made by Mr. Kuhar **SECONDED** by Mr. Ferrara and **CARRIED** by a voice vote of 9 -0.

2. Certification of Liens to the County for Outstanding Payments

Ms. Rhonda Hall said there are three memos in the Council packet in regards to delinquent payments needed to be submitted to Portage County to be added to property taxes; one is for concrete work, one for items such as grass cuttings and the third for utilities. A payment plan has been created that some are using and if anything changes on the list of delinquent payments their name will come off of the list.

Ms. Wallach asked if the payment plan was instituted due to the pandemic. Ms. Hall said this is correct and they will be making payments over a six-month period.

Ms. Wallach asked about help for those who are unemployed and struggling. Ms. Hall said they have actually extended one of the payment plans over a year period of time because of the size of the payment. They have only had one individual request this.

Ms. Shaffer added there is funding for these things, so its important to refer people to the proper resources. Ms. Hall mentioned Ms. Susel had given those resource names and numbers to front line staff to disseminate.

MOTION TO CERTIFY AND AUTHORIZE THE SUBMISSION OF THE PROPOSED PROPERTY TAX LIENS WITH AN EMERGENCY CLAUSE was made by Mr. Ferrara **SECONDED** by Ms. Rosenberg and **CARRIED** by a voice vote of 9-0.

3. 2020 Budget Appropriation Amendment

Ms. Hall asked Council to approve the amended appropriation that was submitted to the City Manager in a memo dated July 29, 2020. There are only a few items that needed increased and one item is moving from one capital project to another in the sewer fund.

MOTION TO AUTHORIZE THE 2020 BUDGET APPROPRIATIONS WITH AN EMERGENCY CLAUSE made by Mr., Kuhar **SECONDED** by Ms. Wallach and **CARRIED** by a voice vote of 9-0.

Hearing no further business, the meeting adjourned at 9:32 p.m.



Amy Wilkens
Clerk of Council

ACTION RECOMMENDED:

- 1) Authorize the renewal of the School Resource Officer
- 2) Certify and Authorize the submission of the proposed property tax liens to Portage County
- 3) Approve the 2020 budget appropriations amendments