



Joe Dike **Joel Hagy** **Monty Tapp** **Mark Claus** **Sam Artino** **William Biddlecombe** **Matt Grieves**
Councilmember Councilmember Mayor Vice-Mayor Councilmember Councilmember Councilmember

CITY COUNCIL — REGULAR COUNCIL MEETING

Tuesday, February 22, 2022 @ 6:30 PM
City Council Chambers
417 Main Street
Huron, Ohio 44839

LIVESTREAM MEETING INFORMATION *This regular meeting of Council will be conducted in person in Council Chambers at Huron City Hall and live-streamed on the City of Huron's YouTube channel. The public is free to observe and hear the discussions and deliberations of all members of City Council via the following link: <https://www.youtube.com/channel/UCpRAV-AnmIA6lfukQzKakQg>*

- I. Call To Order** Moment of Silence followed by the Pledge of Allegiance to the Flag

- II. Roll Call of City Council**

- III. Approval of Minutes**
 - III.a** Minutes of the January 11, 2022 regular meeting of Council.

- IV. Audience Comments** Citizens may address their concerns to City Council. Please state your name and address for the recorded journal. (3-minute time limit)

- V. Old Business**

- VI. New Business**
 - VI.a** Resolution No. 17-2022
A resolution authorizing a cooperative agreement between the City of Huron and Huron Township regarding the Cleveland Road East - Sidewalk Extension to Huron Green Project.
 - VI.b** Resolution No. 22-2022
A resolution authorizing a grant application to the Ohio Department of Transportation - Safe Routes to Schools Program relating to the Cleveland Road East - Sidewalk Extension to Huron Green Project.
 - VI.c** Resolution No. 24-2022
A resolution authorizing a grant application to the Ohio Department of Transportation - Safe Routes to Schools Program relating to the Berlin Road Pedestrian Path Project.
 - VI.d** Ordinance No. 2022-13
An ordinance establishing Fund 850 - Developer Deposits Fund.
 - VI.e** Ordinance No. 2022-14
An ordinance establishing Fund 804 - Credit Memo Fund

VII. City Manager's Discussion

VIII. Mayor's Discussion

IX. For the Good of the Order

X. Executive Session(s)

XI. Adjournment



TO: Mayor Artino and City Council
FROM: Matthew Lasko
RE: Resolution No. 17-2022
DATE: February 22, 2022

Subject Matter/Background

Resolution 17-2022 seeking authorization to make application for grant funds through the Coronavirus Response and Relief Supplemental Appropriations Act (CSRRAA) program administered by the ERPC MPO for an amount of \$93,414. If awarded, the funds will be used to initiate the first phases, specifically the Preliminary Engineering and Detailed Design phases of the Cleveland Road E Sidewalk Extension Project. The project entails adding approximately 3,820 linear feet of new sidewalks along both City of Huron and Huron Township right-of-way. Since the sidewalk construction involves multiple MPO jurisdictional/governmental entities, a cooperative agreement must be executed and attached to the final application. The cooperative agreement has already been presented to and approved by Huron Township at its February 14th meeting. Because grant funds are being sought, the agreement does not outline specific financial commitments from either party, but rather binds the commitment of both the city and township to apply for CSRRAA funds collectively as partners on the project.

Financial Review

The 2022 budget includes appropriations for half of OHM's design proposal at \$20,000 (\$40,000 total) out of the City's capital improvement fund (Fund 401). If grant funds are awarded, the City will include this project in the 2023 budget. Staff received prior authorization from Council to apply for the \$93,414 grant.

Legal Review

The matter has been reviewed, follows normal administrative procedure and is properly before you.

Recommendation

If Council is in agreement, a motion adopting Resolution 17-2022 is in order.

[Resolution No. 17-2022.doc](#)

[Resolution No. 17-2022 Exhibit A Joint Sidewalk Extension Agreement.docx](#)

RESOLUTION NO. 17-2022

Introduced by: Joe Dike

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A COOPERATIVE AGREEMENT WITH HURON TOWNSHIP FOR FUNDING FOR THE CLEVELAND ROAD EAST SIDEWALK EXTENSION TO HURON GREEN.

WHEREAS, the City of Huron and Huron Township desire to construct and install approximately 3,820 linear feet of new sidewalk extensions in the City and Township adjacent and contiguous to Cleveland Road East (the "Project") as evidenced on the schematic drawings attached as an exhibit to the Cooperative Agreement attached hereto as Exhibit A and incorporated herein by reference; and

WHEREAS, the City of Huron and Huron Township desire and agree to jointly seek grant funding for certain services related to the Project in the amount of Ninety-Three Thousand Four Hundred Fourteen Dollars (\$93,414.00).

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF HURON, OHIO:

SECTION 1. That the City Manager be, and he hereby is, authorized and directed to enter into a cooperative agreement with the Board of Trustees of Huron Township to seek grant funding for certain services relating to the Cleveland Road East Sidewalk Extension to Huron Green Project, which agreement shall be in substantially the form of Exhibit "A" attached hereto and made a part hereof.

SECTION 2. That this Council hereby finds and determines that all formal actions relative to the adoption of this Resolution were taken in an open meeting of this Council and that all deliberations of this Council and of its Committees, if any, which resulted in formal action, were taken in meetings open to the public in full compliance with applicable legal requirements, including O.R.C. §121.22

SECTION 3. That this Resolution shall be in full force and effect immediately upon its adoption.

Monty Tapp, Mayor

ATTEST: _____
Clerk of Council

ADOPTED: _____

**COOPERATIVE AGREEMENT FOR FUNDING
FOR CLEVELAND ROAD-EAST SIDEWALK EXTENSION**

This Cooperative Agreement for Funding for Cleveland Road-East Sidewalk Extension (“Agreement”), is made by and between the City of Huron, Ohio, an Ohio Charter Municipality, (“City”), and the Board of Trustees of Huron Township (“Township”) (with the City and Township being individually referred to herein as “Party” and collectively referred to herein as “Parties”), is to EVIDENCE THAT:

WHEREAS, the Parties desire to construct and install approximately 3,820 linear feet of new sidewalk extensions in the City and Township adjacent and contiguous to Cleveland Road East (the “Project”) as evidenced on the schematic drawings attached hereto as **Exhibit A** and incorporated herein by reference; and

WHEREAS, the Parties desire and agree to jointly seek grant funding for certain services related to the Project.

NOW, THEREFORE, in consideration of the mutual promises made herein, for other good and valuable consideration, the receipt and sufficiency of which is duly acknowledged, the Parties agree as follows:

1. The Parties shall jointly apply for grant funding to cover the costs of all surveying, engineering, bidding services, construction administration, management and inspection services and any and all other related services (“Services”) for the Project. The estimated cost of Services is set forth in the Project Budget Development, which is attached as **Exhibit B**. The total amount of grant funding being sought for the cost of Services is \$93,414.00.

2. If the grant funding for Services is awarded and received by the Parties, the grant funds shall be first applied to the actual cost of Services. Then, if there are remaining grant funds after the completion of Services and payment of the actual cost of Services, the remaining grant funds shall be applied to other phases of the Project. The Township is independently seeking funding sources for the construction and installation of the new sidewalk extensions within the Township. As a result, the allocation of remaining grant funds shall be determined by actual need of the City and Township. Any such allocation shall be mutually agreed to by the Parties in writing.

3. This Agreement is limited to the application for grant funding for Services. Except as set forth in Section 2 of this Agreement, all other costs and expenses related to the Project shall be incurred by the Parties independently, or – if mutually agreed to by the Parties in writing – jointly. The Parties shall use their best efforts to cooperate in the timing and performance of the sidewalk construction and installation (as the proposed sidewalks traverse the City and Township at varying and irregular intervals along Cleveland Road East).

D-R-A-F-T

4. The Parties, each at their own expense, shall cooperate in the joint preparation and execution of grant funding documents required to obtain grant funding for Services.

5. This Agreement, and the obligations of the Parties hereto, is conditioned upon the approval of this Agreement as authorized by Resolution adopted by the Huron City Council and by Resolution adopted by the Board of Township Trustees.

6. This Agreement shall be governed and construed in accordance with the law of the State of Ohio.

7. The Parties shall attempt in good faith to resolve any dispute or claim arising out of or in relation to this Agreement through negotiations between a representative of each of the Parties with authority to settle the relevant dispute. If the dispute cannot be settled amicably by the Parties, the Parties agree to utilize mediation prior to the commencement of any other legal remedy.

8. Upon full execution of this Agreement, this Agreement shall constitute the entire Agreement between the parties for the grant funding request as referenced herein.

9. The provisions of this Agreement are severable, and if any work, phrase, clause, sentence, paragraph, section or other part of this Agreement or the application thereof to any person or circumstance shall ever be held by any court of competent jurisdiction to be invalid or unconstitutional for any reason, the remainder of this Agreement and the application of such word, phrase, clause, sentence, paragraph, section or other part of this Agreement to any other persons or circumstances shall not be affected thereby.

10. All notices required or permitted to be given hereunder shall be in writing and delivered by hand or overnight courier, or mailed in the United States Mail postage prepaid by certified or registered mail, return receipt requested, to the appropriate address:

For the City:
Matthew Lasko, City Manager
City of Huron
417 Main Street
Huron, Ohio 44839

For the Township:
Huron Township Trustees
Huron Township
1820 Bogart Road
Huron, Ohio 44839

DOCUMENT CONTINUED ON NEXT PAGE

IN WITNESS WHEREOF the Parties have hereunto set their names, the City by the signature of the City Manager, and the Township by the signatures of the Trustees, as of the dates referenced below.

CITY OF HURON

DRAFT – DO NOT SIGN

By: _____
Matthew Lasko, City Manager

Date: _____

HURON TOWNSHIP TRUSTEES

DRAFT – DO NOT SIGN

By: _____
Gordon B. Hahn, Trustee

DRAFT – DO NOT SIGN

By: _____
Edward Wimmer, Trustee

DRAFT – DO NOT SIGN

By: _____
Mary K. Schlessman, Trustee

Date: _____

APPROVED AS TO FORM:

DRAFT – DO NOT SIGN

By: _____
Todd A. Schrader, Law Director

DRAFT – DO NOT SIGN

By: _____
Kevin J. Baxter,
Erie County Prosecuting Attorney
By Jason Hinners, Assistant Prosecutor



TO: Mayor Artino and City Council
FROM: Matthew Lasko
RE: Resolution No. 22-2022
DATE: February 22, 2022

Subject Matter/Background

Resolution 22-2022 authorizes staff to make an application seeking grant funds through the Safe Routes to School program administered by ODOT for an amount not to exceed \$400,000. If awarded, the funds will be used to cover a significant amount of the Cleveland Road E Sidewalk Extension Project, specifically the Preliminary Engineering, Detailed Design, and Construction Engineering phases. The project entails adding approximately 3,820 linear feet of new sidewalks along both City of Huron and Huron Township right-of-way from Gateway Boulevard eastbound to Heron Drive.

Financial Review

This legislation is requesting authorization to apply for SRTS funding from ODOT. The 2022 budget includes appropriations for half of OHM's design proposal at \$20,000 (\$40,000 total) out of the City's capital improvement fund (Fund 401). If grant funds are awarded, the City will include this project in the 2023 budget. Council already authorized staff to apply for another grant from the County for this project, seeking \$93,414.

Legal Review

The matter has been reviewed, follows normal administrative procedure, and is properly before you.

Recommendation

If Council is in agreement, a motion adopting Resolution No. 22-2022 is in order.

[Resolution No. 22-2022.doc](#)

RESOLUTION NO. 22-2022

Introduced by William Biddlecombe

A RESOLUTION AUTHORIZING THE CITY MANAGER, ON BEHALF OF THE PLANNING AND ENGINEERING DEPARTMENTS, TO FILE A GRANT APPLICATION TO THE OHIO DEPARTMENT OF TRANSPORTATION- SAFE ROUTES TO SCHOOL PROGRAM FOR POTENTIAL FINANCIAL ASSISTANCE TOWARD THE CLEVELAND ROAD EAST-SIDEWALK EXTENSION TO HURON GREEN PROJECT.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF HURON AS FOLLOWS:

SECTION 1. That the Council of the City of Huron authorizes and directs the City Manager, on behalf of the Engineering and Planning Departments, to file a grant application through Safe Routes to School Grant Program to become eligible for potential funding assistance toward the Cleveland Road East-Sidewalk Extension to Huron Green Project.

SECTION 2. That this Council hereby finds and determines that all formal actions relative to the adoption of this Resolution were taken in an open meeting of the Council and that all deliberations of this Council and of its committees, if any, which resulted in formal action, were taken in meetings open to the public in full compliance with applicable legal requirements, including O.R.C. §121.22 of the Revised Code

SECTION 3. That this Resolution shall go into effect and be in full force and effect immediately upon its passage.

Monty Tapp, Mayor

ATTEST: _____
Clerk of Council

ADOPTED: _____



TO: Mayor Artino and City Council
FROM: Matthew Lasko
RE: Resolution No. 24-2022
DATE: February 22, 2022

Subject Matter/Background

Resolution 24-2022 requests authorization to submit an application for grant funds through the Safe Routes to School program

administered by ODOT for an amount not to exceed \$400,000. If awarded, the funds will be used to cover a significant amount if not all of the Berlin Road Sidewalk Extension Project, specifically the Preliminary Engineering, Detailed Design, and Construction Engineering phases. The project entails adding approximately 1,500 linear feet of new sidewalks along City of Huron right-of-way from Shawnee Elementary School southbound to the railroad crossing.

Financial Review

Other than the City's time to apply for the grant, there is no financial impact to the City related to this legislation. If funds are awarded, the City will bring legislation back to Council for grant acceptance and plans for funding the project in future budget cycles.

Legal Review

The matter has been reviewed, follows normal administrative procedure, and is properly before you.

Recommendation

If Council is in agreement, a motion adopting Resolution No. 24-2022 is in order.

[Resolution No. 24-2022.doc](#)

RESOLUTION NO. 24-2022

Introduced by Matt Grieves

A RESOLUTION AUTHORIZING THE CITY MANAGER, ON BEHALF OF THE PLANNING AND ENGINEERING DEPARTMENTS, TO FILE A GRANT APPLICATION TO THE OHIO DEPARTMENT OF TRANSPORTATION- SAFE ROUTES TO SCHOOL PROGRAM FOR POTENTIAL FINANCIAL ASSISTANCE TOWARD THE BERLIN ROAD PEDESTRIAN PATH PROJECT.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF HURON AS FOLLOWS:

SECTION 1. That the Council of the City of Huron authorizes and directs the City Manager, on behalf of the Engineering and Planning Departments, to file a grant application through Safe Routes to School Grant Program to become eligible for potential funding assistance toward the Berlin Road Pedestrian Path Project.

SECTION 2. That this Council hereby finds and determines that all formal actions relative to the adoption of this Resolution were taken in an open meeting of the Council and that all deliberations of this Council and of its committees, if any, which resulted in formal action, were taken in meetings open to the public in full compliance with applicable legal requirements, including O.R.C. §121.22 of the Revised Code

SECTION 3. That this Resolution shall go into effect and be in full force and effect immediately upon its passage.

Monty Tapp, Mayor

ATTEST: _____
Clerk of Council

ADOPTED: _____



TO: Mayor Artino and City Council
FROM: Cory Swaisgood , Finance Director
RE: Ordinance No. 2022-13
DATE: February 22, 2022

Subject Matter/Background

Under the Ohio Revised Code, Section 5705.12, the City may establish other special funds with approval of the State Auditor and by ordinance of Council. Ordinance 2022-13 establishes Fund 850 - Developer Deposits Fund - which is necessary to provide an accurate accounting of the City's escrow accounts for development projects. Through the City's Planning and Zoning Department, developers submit a deposit for plan review and inspections by the City's engineer, OHM, and Erie Soil & Water. Following completion of the plan review and inspections the City issues a check to the developer, if the deposit exceeded plan review and inspection costs.

Financial Review

Fund 850 will be established as a Fiduciary Fund, or Custodial Fund, and will appear on the City's financial statement as such. Custodial funds are fiduciary activities used to report amounts that are in government custody but are collected on behalf of another party. In this case, the City is holding developer deposits in escrow until plan reviews and inspections are completed and paid. Any money remaining in escrow is issued back to the developer. The City currently manages the deposits and payments through the City's Economic Development Fund. With the increase in development activity throughout the City over the last few years, a separate fund is necessary to better monitor and manage these escrow accounts.

Legal Review

The matter has been reviewed, follows normal administrative procedure and is properly before you.

Recommendation

If Council is in agreement, a motion adopting Ordinance No. 2022-13 is in order.

[Ordinance No. 2022-13.docx](#)

ORDINANCE NO. 2022-13

Introduced by Mark Claus

AN ORDINANCE ESTABLISHING FUND 850 – DEVELOPER DEPOSITS FUND AND DECLARING AN EMERGENCY.

WHEREAS, the Director of Finance requests that Council enact an ordinance establishing a Fiduciary Fund entitled Developer Deposits Fund 850 for the express purpose of depositing and expending monies on escrow for plan review and inspection on private site development.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF HURON, OHIO:

SECTION 1. That there is hereby established a “Developer Deposits Fund” to be numbered Fund No. 850. The source of revenue deposited into this fund will derive solely from private developer deposits to be held in a custodial manner for the payment of inspection and plan review fees, or any other fees as required by the City’s Building Code and Planning and Zoning Code. Any balance remaining after services are performed will be returned to the payor.

SECTION 2. That all ordinances or parts thereof in effect at the time of passage of this Ordinance that are in conflict with the foregoing provisions are hereby repealed to the extent of the conflict.

SECTION 3. That it is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including O.R.C. §121.22.

SECTION 4. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City, and for the further reasons that it is necessary to make immediate provision for the sound financial operation of the City and in accordance with Section 3.06 of the Charter of the City of Huron, this Ordinance shall take effect and be in full force and effect immediately upon its adoption

Monty Tapp, Mayor

ATTEST: _____

Clerk of Council

ADOPTED: _____



TO: Mayor Artino and City Council
FROM: Cory Swaisgood , Finance Director
RE: Ordinance No. 2022-14
DATE: February 22, 2022

Subject Matter/Background

Under the Ohio Revised Code, Section 5705.12, the City may establish other special funds with approval of the State Auditor and by ordinance of Council. Ordinance 2022-14 establishes Fund 804 - Credit Memo Fund - which is necessary to provide an accurate accounting of the City's utility payment process and ensure the new utility billing software, approved by Council in 2021, is effectively implemented in 2022. There will be no impact or noticeable changes to customer accounts. Therefore, resident accounts and bills will appear consistent to what they see today. This fund is solely administrative and only needed for proper accounting of the prepayments.

Financial Review

Fund 804 will be established as a Fiduciary Fund, or Custodial Fund, and will appear on the City's financial statement as such. Custodial funds are fiduciary activities used to report amounts that are in government custody but are collected on behalf of another party. In this case, the City is collecting prepayments on behalf of the water, electric, stormwater, and garbage utilities. Since prepayments that result in a credit are not technically City funds until services are rendered, this fund is necessary with the new utility system to separate revenue earned and prepayments.

Legal Review

The matter has been reviewed, follows normal administrative procedure and is properly before you.

Recommendation

If Council is in agreement, a motion adopting Ordinance No. 2022-14 is in order.

[Ordinance No. 2022-14.docx](#)

ORDINANCE NO. 2022-14

Introduced by Joel Hagy

AN ORDINANCE ESTABLISHING FUND 804 – CREDIT MEMO FUND AND DECLARING AN EMERGENCY.

WHEREAS, the Director of Finance requests that Council enact an ordinance establishing a Fiduciary Fund entitled Credit Memo Fund 804 for the express purpose of accounting for accrued fees, or account credits, from utility customers and subsequently applying the prepayment to the proper utility account when payment is due, or services are rendered.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF HURON, OHIO:

SECTION 1. That there is hereby established a “Credit Memo Fund” to be numbered Fund No. 804. The source of revenue deposited into this fund will derive solely from prepayment of accrued fees, or account credits, by utility customers to be held in a custodial manner until applying the prepayment to the proper fund(s) when payment is due, or services are rendered.

SECTION 2. That all ordinances or parts thereof in effect at the time of passage of this Ordinance that are in conflict with the foregoing provisions are hereby repealed to the extent of the conflict.

SECTION 3. That it is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including O.R.C. §121.22.

SECTION 4. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City, and for the further reasons that it is necessary to make immediate provision for the sound financial operation of the City and in accordance with Section 3.06 of the Charter of the City of Huron, this Ordinance shall take effect and be in full force and effect immediately upon its adoption

Monty Tapp, Mayor

ATTEST: _____
Clerk of Council

ADOPTED: _____