

February 27, 2024

## **PORT CLINTON CITY COUNCIL MINUTES**

### **REGULAR MEETING**

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The regular meeting of the Port Clinton City Council held in the Linda Hartlaub City Hall Chambers. Lisa Sarty, President of Council, presided and the meeting opened at 6:00 p.m.

The roll was called and the following Council members were present: Beth Gillman, Jerry Tarolli, Pat Hovis, Richard Morgan, Cathy King and Margaret Phillips. Kelly Gangle excused.

Ms. Phillips moved to approve regular meeting minutes for February 13, 2024; seconded by Mr. Tarolli. All agreed.

The chair notes certification had been received regarding the compliance with the rules and notification of this meeting.

### **GUEST PRESENTATION**

Mayor Quinton Babcock, Update on The Art Garage

See attached handout

If anyone would be interested in donating to The Arts Garage, you may provide provide it to Mayor Babcock and he will forward to the Greater Port Clinton Area Art Council.

Mayor Snider advised last year that a campaign was started called "Brown Bag at Tag"; bring your lunch and enjoy the atmosphere and art at TAG. Recommends sharing The Art Garage with you and your family and friends.

### **PUBLIC COMMENT**

None

### **PRESIDENT OF COUNCIL**

Under second reading this evening are:

- Ordinance 2-24
  - Administration asks that Council consider adopting at the second reading; due to time sensitivity
- Ordinance 3-24
  - Administration asks that Council consider adopting at the second reading; due to time sensitivity

### **MAYOR'S REPORT**

Congratulations to those that put on the Burning Snowman. Please note that the funds raised go to Port Clinton Police Department, Port Clinton Fire Fighter Association and a large portion to a non-profit that puts on a holiday event for needy children in the area.

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Shout out to Tiffany Awad of Anchorage, Alaska. She was in attendance at the Burning Snowman this past Saturday. Mayor Snider and Ms. Awad spoke at the event and she inquired if he would be willing to provide her a sticker or patch from the Port Clinton Fire Department. Her grandson, Eli collects them. Eli has his sights on being a Fire Fighter when he is of age.

Last evening the second Recreational Amenities Survey and Plan meeting was held at The Art Garage. Approximately 20 people attended. The proposed mockup designs were presented with representatives available to answer questions.

Saturday, March 23, 2024, 10:00 am the Easter Egg Hunt will be held at Lakeview Park. If cancelled due to rain, it will be rescheduled for Saturday, March 30, 2024. If you would like to donate towards the Easter Egg hunt please bring your donation to Port Clinton City Hall.

J1 Housing (general term for exchange students that come to Ottawa and Erie County; J1 is a type of visa program) is being considered in or just outside the City of Port Clinton. One of the largest hurdles that employers have is housing for these students. The employer is responsible to provide housing for each student that they employ. In doing so, employers are renting homes / apartments in and around our community that takes away from individuals looking to obtain housing in this area to live permanently. A little over a decade ago the Wisconsin Dells realized they were having a similar problem. They collaborated with a company and built dormitory housing for the exchange students. What was established in Wisconsin Dells has been replicated over thirty-six times throughout the county; most recently Dollywood. Mayor Snider, elected officials from inside and outside the city, and employers have meet with the company that builds such housing to identify properties within the city and outside the City that meet the criteria for such a project; it has been narrowed down to two properties. The Chamber of Commerce has sent out a survey to all their members to complete on this subject. From this survey results, it will be determined how large of a facility would be needed for the area.

Special Improvement District (SID) has been filed with the State of Ohio; to include a \$100,000.00 assessment has been certified with the Ottawa County Auditor. This will appear on the first half of the 2025 tax bill; for those that are in the Special Improvement District. A board needs to be established that will oversee SID.

Mr. Morgan inquired number of J1 students in our community and surrounding community?

Mayor Snider advised last year was approximately 300 students.

Mr. Tarolli inquired once Ordinance 3-24 is adopted, when we can anticipate the bid opening.

Mayor Snider advised there will be a bid opening for the W. Lakeview Drive Enhanced Crosswalk will take place in mid-March. Plan A & B are waiting for USDA and Bond Council to provide their blessing.

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Ms. Gillman inquired about the status of the 2024 Short Term Rental Registration application March 1<sup>st</sup> deadline progress.

Mrs. Ostheimer advised that 82 properties have provided their applications. Some properties owners have asked if March 1<sup>st</sup> is a "hard" deadline. They have been advised that after March 1<sup>st</sup>, they are not to rent their property as a Short Term Rental until they receive the 2024 Short Term Rental Registration Certificate via email City Hall.

#### **AUDITOR'S REPORT**

Not present

#### **TREASURER'S REPORT**

Nothing to present

#### **LAW DIRECTOR REPORT**

Nothing to present

#### **SAFETY SERVICE REPORT**

Not present

#### **ECONOMIC COMMUNITY DEVELOPMENT COORDINATOR**

Not present

**POLICE CHIEF** Not present

**FIRE CHIEF** Not present

#### **COMMITTEE REPORTS**

##### ***Finance Committee***

**Ms. Hovis**

Finance Committee met on Tuesday, February 20, 2024. Will announce at a later date when the next committee meeting will take place.

##### ***Environment and Public Works Committee***

**Mr. Tarolli**

Nothing to present.

***Safety Services Committee***

**Ms. Phillips**

Nothing to present

***Economic and Community Development Committee***

**Mrs. Gillman**

Economic and Community Development meet this evening after the Council meeting.

**CORRESPONDENCE**

None

**THIRD READING OF ORDINANCES AND RESOLUTIONS**

**Ordinance 1-24**

AN ORDINANCE AUTHORIZING AND DIRECTING THE DIRECTOR OF SAFETY AND SERVICE TO PREPARE AND SUBMIT APPLICATIONS AS MAY BE REQUIRED FOR PLANNING, DESIGN, AND CONSTRUCTION PHASES OF THE WATER METER REPLACEMENT IMPROVEMENTS, ELEVATED WATER TANK BASE IMPROVEMENTS, WASTEWATER TREATMENT PLANT PUMP AND HEAT/AIR EXCHANGE UNIT IMPROVEMENTS, LAUREL AVENUE RECONSTRUCTION SANITARY SEWER AND STORM SEWER IMPROVEMENTS, LEAD SERVICE LINE INVENTORY, AND LEAD SERVICE LINE REPLACEMENT INFRASTRUCTURE IMPROVEMENTS TO THE OHIO WATER DEVELOPMENT AUTHORITY(OWDA), OHIO ENVIRONMENTAL PROTECTION AGENCY (OEPA), OHIO DEPARTMENT OF DEVELOPMENT (ODOD), COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG), WATER POLLUTION CONTROL LOAN FUND (WPCLF), WATER SUPPLY REVOLVING LOAN ACCOUNT (WSRLA), AND ANY OTHER FUNDING SOURCES OR PROGRAMS THAT BECOME AVAILABLE AND TO EXECUTE APPLICATION DOCUMENTS FOR THE FUNDING SOURCES AS REQUIRED AND TO EXECUTE CONTRACTS FOR PLANNING, DESIGN, AND CONSTRUCTION PHASES AND DECLARING AN EMERGENCY.

Mr. Tarolli moved to retain the emergency clause for Ordinance 1-24; seconded by Mrs. King.

Results of a voice roll call are as follows: Mrs. Gillman, yes; Ms. Phillips, yes; Mr. Morgan, yes; Ms. Hovis, yes; Mr. Tarolli, yes; and Mrs. King, yes. Motion carried 6-0: per Mrs. Sarty

Mr. Tarolli moved adopt Ordinance 1-24; seconded by Mrs. King

Results of a voice roll call are as follows: Mrs. Gillman, yes; Ms. Phillips, yes; Mr. Morgan, yes; Ms. Hovis, yes; Mr. Tarolli, yes; and Mrs. King, yes. Motion carried 6-0: per Mrs. Sarty

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## **SECOND READING OF ORDINANCES AND RESOLUTIONS**

### **Ordinance 2-24**

AN ORDINANCE MAKING APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF PORT CLINTON, COUNTY OF OTTAWA, STATE OF OHIO, DURING FISCAL YEAR ENDING ON DECEMBER 31, 2024.

Ms. Hovis move to amend Ordinance 2-24, providing appropriations for Street M & R Personal Services at \$287,000.00; Other at \$181,815.00; Total at \$468,815.00; and that Ordinance 2-24 total appropriations reflect such adjustments; seconded by Mr. Tarolli.

Results of a voice roll call are as follows: Mrs. Gillman, yes; Ms. Phillips, yes; Mr. Morgan, yes; Ms. Hovis, yes; Mr. Tarolli, yes; and Mrs. King, yes. Motion carried 6-0: per Mrs. Sarty

Ms. Hovis moved to waive the three required readings for Ordinance 2-24; seconded by Mr. Tarolli.

Results of a voice roll call are as follows: Mrs. Gillman, yes; Ms. Phillips, yes; Mr. Morgan, yes; Ms. Hovis, yes; Mr. Tarolli, yes; and Mrs. King, yes. Motion carried 6-0: per Mrs. Sarty

Ms. Hovis moved to adopt Ordinance 2-24; seconded by Mr. Tarolli.

Results of a voice roll call are as follows: Mrs. Gillman, yes; Ms. Phillips, yes; Mr. Morgan, yes; Ms. Hovis, yes; Mr. Tarolli, yes; and Mrs. King, yes. Motion carried 6-0: per Mrs. Sarty

### **Ordinance 3-24**

AN ORDINANCE AUTHORIZING AND DIRECTING THE DIRECTOR OF SAFETY AND SERVICE TO ADVERTISE FOR BIDS AND ENTER INTO A CONTRACT FOR THE CONTRUCTION OF THE OTT SR 163 24.9 – SIGNAL & WALKS PROJECT AND TO ADVERTISE FOR QUALIFICATIONS AND ENTER INTO A CONTRACT FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE PROJECT AND DECLARING AN EMERGENCY

Mr. Tarolli moved to waive the three required readings for Ordinance 3-24; seconded by Ms. Hovis.

Results of a voice roll call are as follows: Mrs. Gillman, yes; Ms. Phillips, yes; Mr. Morgan, yes; Ms. Hovis, yes; Mr. Tarolli, yes; and Mrs. King, yes. Motion carried 6-0: per Mrs. Sarty

Mr. Tarolli moved to retain the emergency clause for Ordinance 3-24; seconded by Ms. Hovis,

Results of a voice roll call are as follows: Mrs. Gillman, yes; Ms. Phillips, yes; Mr. Morgan, yes; Ms. Hovis, yes; Mr. Tarolli, yes; and Mrs. King, yes. Motion carried 6-0: per Mrs. Sarty

Mr. Tarolli moved to adopt Ordinance 3-24; seconded by Ms. Hovis.

Results of a voice roll call are as follows: Mrs. Gillman, yes; Ms. Phillips, yes; Mr. Morgan, yes; Ms. Hovis, yes; Mr. Tarolli, yes; and Mrs. King, yes. Motion carried 6-0: per Mrs. Sarty

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**FIRST READING OF ORDINANCES AND RESOLUTIONS**

None

**BUSINESS FROM THE FLOOR**

**Mr. Morgan** – Nothing to present

**Ms. Gangle** – Not present

**Ms. Phillips** – Nothing to present

**Ms. Hovis** – Stay safe

**Mr. Tarolli** – Recently attended the Friends of the Cemetery meeting. They have a new Facebook page, consider joining it.

**Mrs. King** – Nothing to present

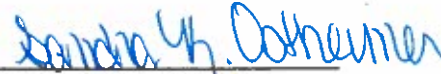
**Mrs. Gillman** – Nothing to present

**ANNOUNCEMENTS** None

**ADJOURNMENT**

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With no further business to discuss Ms. Phillips moved to adjourn; seconded by Mr. Tarolli. With all those in favor, the meeting was adjourned at 6:39 p.m.

  
Sandra Ostheimer  
Clerk of Council

  
Lisa Sarty  
President of Council

## Phase One of Improvements to The Arts Garage (TAG)

The following improvements have been approved to the TAG building to be addressed in Phase One of our actions to be implemented from a multi-phase master plan. These improvements are not presented in the order they will be completed, only that each particular item is due to be completed during phase one. The calendar goal for the completion of these improvements has not been set due to our need for more money to financially allow for their implementation. Our Capitol Campaign Committee continues to address this financial need and we are very close to meeting our monetary goal for this phase.

Throughout this document the use of north, south, east and west directions are used to identify the physical location of improvements. The **north** end of the building faces West Perry Street and the lake. The **south** end of the building faces the outside metal storage building and the alley behind the building. The **east** side of the building faces a gravel parking lot and downtown Port Clinton. The **west** side of the building faces an alley and a paved parking lot. The **second-floor** area is located at the **north end** of the building.

- The current concrete floor will increase in height by 8 inches to comply with flood plain regulations. The floor will have radiant hot water heating. The new floor will have an added base of gravel with panels for holding the tubing for a radiant heating system laid on top of the gravel. Concrete will then be poured on top of the radiant system to achieve an 8 inch increase. This additional increase in height will also help to address the problem of ground water coming into the building.
- A few current steel columns supporting the roof will have their bottom portion supported by a design with a steel plate on top of the new concrete floor height. These plates will be welded to the current steel beams for additional structural strength. The plates will also be bolted to the concrete floor to provide the necessary structural stability of the roof beams.
- The existing bathroom and storage room in the northeast corner of the building will be removed and new restroom facilities will be built in the same location. The new restrooms will be a male, female and family restroom arrangement.
- The current stairway to the second floor will be removed to allow space for these new restrooms. A new stairway will be constructed inside the building. The new stairway will be constructed along the west wall coming down from the northwest corner of the building.
- The current electrical system will be replaced and expanded to meet future growth needs. This will entail the addition of new electrical lines, lighting improvements, fans and the relocation of the main electrical panel box.
- New interior and exterior lighting fixtures will be added.
- Large ceiling fans will be installed.

- The ceiling of the ground floor will have sprayed insulation installed.
- Replacement of the man-door at the front, northwest, corner of the building and a second man-door at the back, southwest, corner of the building.
- The front and back garage doors will be replaced with each having new electric motors to raise and close them.
- The current concrete at the front, north end, will be removed and a new concrete pad will be poured.
- Additional concrete will be poured on the east side of the building that will become the main entrance location in the future.
- The southeast corner, where a kitchen area will be developed, will have new plumbing installed in the concrete floor to accommodate our current three bowl stainless steel sink fixture.
- The ground floor window in the north wall of the building will be replaced. It will have a very similar multi-window pane appearance to mimic the current window appearance.
- The kitchen area will also have a hand washing sink added.
- The southwest corner of the building will have a new mop sink and a two-tub utility sink installed.
- The smaller ground floor window closest to the northwest corner of the building will also be replaced to mimic the current multi-pane appearance.
- The second-floor area will have a new electrical wiring installed for outlets and ceiling lights.
- New underground water drain lines for all of the sinks and restroom facilities will be installed in the concrete floor and connect to the city infrastructure.
- Storm water from the roof will be connected with the city infrastructure through new underground pipes.
- The storage room at the south end of the building will be used for kitchen refrigeration and general storage needs.

This document does not identify all of the planned improvements during phase one. Other improvements will be completed that are smaller in nature and do not appear here.

This Phase One work doesn't include the following planned improvements to the TAG building due to our need for additional money to address them. These improvements will be addressed in future phases of improvements.

- The future main building entrance will be moved to the building east wall near the center of the wall. The removal of an existing large window and lower concrete block wall will be done to accomplish this new entrance.
- A second stairway to provide an exit to the outside from the second-floor area will be constructed. The stairway will have the exit door located at the northeast corner of the building with stairs leading to the ground.



- An elevator to the second-floor area will be installed. The exact location will be determined later.
- Any repairs to the roof or other items determined to be of immediate attention will be addressed. The roof is currently in very good condition from a recent inspection by a roofing company.
- Exterior landscaping on the east side of the building will be completed. The east side of the building will become the main parking area and main entrance location in the future.
- The replacement of the 21 large windows on the east and west walls of the building will be completed. These new windows will also be designed to mimic the current multi-pane windows in appearance.
- Four smaller windows will also be replaced with similar multi-pane designs.
- The installation of air conditioning will be made.

It was estimated that by not including a new entrance on the east wall and not constructing a second outside stairway from the second floor, we would reduce the expense of Phase One by approximately \$350,000. The replacement of all the large windows also remains a major expense for TAG. We have no estimate on the expense involved with these window replacements. We are currently seeking estimates from commercial window companies to help us in developing phase two of TAG's improvements.

Should you be interested in supporting TAG in reaching their goals, please contact us at: [gpcaac.org/tag](http://gpcaac.org/tag) The Greater Port Clinton Area Arts Council provides leadership for The Arts Garage – TAG.

We also have additional ways to contact us to view events taking place at TAG. View our website: [portclintonarts.org](http://portclintonarts.org) or email us at: [OttawaCountyArts@gmail.com](mailto:OttawaCountyArts@gmail.com) for more information.

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