

April 26, 2013



Franklin Township Joint Meeting

Please note that we will start our next Committee meeting with our annual joint meeting with the Franklin Township to review the administration of the Standing Rock Cemetery.

Health and Safety Committee

1. Health Department Proposed Compost Regulations

Jeff Neistadt has requested Committee time for Council to re-consider draft regulations for composting in the City of Kent. Jeff will review the changes that he made to the composting regulations after Council approved the first draft in Committee in March. (attachment)

Administrative Recommendation

Composting is consistent with the City's objectives of promoting environmentally friendly practices and the few changes that Jeff made subsequent to Council's approval of the regulations in March increased flexibility in the Ordinance, making it more instructional and less mandatory, and I recommend Council's support for the proposed regulations to encourage proper composting practices.

Council Action

Reconsider and adopt the proposed compost regulations.

2. Trex License Policy Discussion

Dan Smith has requested Committee time to review the City's Trex License Policy. In previous meetings Council members expressed a desire to have the staff modify the Trex License policy, including lowering the criteria for Trex consideration and proposing limits on the number of Trex licenses transferable into Kent. The staff have considered a number of different options and Dan is prepared to present modifications to the criteria terms and he is recommending setting an initial upper limit of 3 Trex Licenses be allowed in Kent for the next 12 months. (attachment)

Administration Recommendation

Based on the challenges experienced in setting Trex criteria, Dan is suggesting using the Trex criteria as targets rather than requirements for Council's consideration. I recommend Council receive the staff report, discuss the policy and adopt the proposed modifications to the Trex License Policy.

Council Actions

Receive the staff report, discuss the policy and adopt the modified Trex Policy.

3. Twisted Root Trex License Development Agreement

Dan Smith and Jim Silver have requested Committee time to update Council on their efforts to finalize terms for the proposed Development Agreement with Twisted Root as required as a condition of Council's approval of their Trex License request from the April 3rd Committee meeting. (attachment)

Administration Recommendation

I recommend Council receive the staff update and direct staff accordingly.

Council Actions

Receive the staff update and direct staff accordingly.





4. Trex License Request for Phoenix Properties

Dan Smith has requested Committee time to review a Trex License request from Mr. Burbick for a new wine/jazz bar in Acorn Corner. Dan will review the proposed License requests with Council. (attachment)

Administration Recommendation

Dan and I recommend Council's support for the new Wine Bar Trex request (with a corresponding Development Agreement).

Council Actions

Receive the staff reports and authorize the Trex License request accordingly.

5. City Towing Rate Ordinance

Bill Lillich and Chief Lee have been reviewing the City's towing Ordinance and they are recommending a number of administrative changes, including certain fee increases ranging from \$5 to \$10. Chief Lee has met with the towing companies to discuss the changes and she is prepared to present the proposed modifications for Council's consideration. (attachment)

Administration Recommendation

The last update to the towing Ordinance occurred in 2006 and I recommend Council's approval of the proposed towing Ordinance changes.

Council Actions

Authorize the changes to the towing Ordinance as presented in Committee.



Finance Committee

6. Police Facility Levy Review

Bill Lillich and Chief Lee have requested Committee time for Council to receive an update on the status of the Police facility. Following the failure of the Police levy in November 2012, the staff have been working to refine the new building concept and re-evaluate the levy terms to better align with Council comments received after the November ballot initiative. (attachment)

Administration Recommendation

The staff have proposed modifying the levy language to better clarify the purpose and intent of the levy and I recommend Council's support to authorize the staff to request the levy be placed on the November 2013 ballot for voter reconsideration.

Council Actions

Approve the proposed changes to the Police facility levy terms and authorize staff to request the levy to be placed on the November 2013 ballot.



7. Modification to City Liens List

Bridget Susel has requested Committee time to ask Council to consider modifying the list of residents in arrears in City payments that were forwarded to the County for placement as a lien on their properties. Bridget has discovered that one of the properties was listed in error as she had previously made arrangements to have payments owed on the property to be collected at the time of the sale of the property. (attachment)

Administration Recommendation

This property owner is current with their City taxes and voluntarily agreed to work with the City to demo blighted structures on their property so I recommend Council's support for the proposed change in the liens list.

Council Actions

Authorize the staff to modify the liens list to correspond to the previous agreement made with the property owner.



Finance Committee (continued)

8. 2013 Appropriations Amendments

Dave Coffee has been working with the department heads to reconcile the approved 2013 budget line items and he has prepared the necessary appropriations amendments to reflect the changes needed to balance those line items. (attachments)

Administration Recommendation

I recommend Council's authorization of the appropriations amendments.

Council Actions

Approve the appropriations amendments as presented.

9. Adopt a Spot Contracts Modifications

Gene has requested Committee time for Council to consider approving modifications to the City's Adopt a Spot program. Gene has been working with Main Street Kent and Family & Community Services to refine the roles of each organization in partnership with the City to operate and manage the Adopt a Spot program. Specifically, Gene is requesting Council's authorization to allow Main Street Kent to continue to provide the administrative services in support of the program (ordering flowers, coordinating donations, managing volunteers) while establishing a new contract between the City and Family & Community Services to water the flowers. (attachment)

Administration Recommendation

The number of Adopt a Spot plots has increased due to the redevelopment project downtown but overall Gene has been able to keep costs below where they were in previous years due to the proposed contracting so I recommend Council's support.

Council Actions

Authorize the modifications to the Adopt a Spot program as presented.

Community Development Committee

10. Town Gown Collaboration Commitment

This item is not ready for presentation yet so it has been deferred until the June Committee meeting.



Item
Deferred
To June

Streets, Sidewalks & Utilities Committee

11. Supplemental Street and Sidewalk Funding Options



In response to Council's request, Jim Bowling, Gene Roberts, Dave Coffee and I have been working on finding supplemental funding for Council to consider allocating towards increased street and sidewalk repairs in the 2013 construction season. In 2012 the City spent \$250,000 in sidewalk, curb and driveway apron repairs and in 2013 we are budgeted to spend \$ 975,266 to repave portions of Crain Avenue, N. Depeyster, Fairchild Avenue, Franklin Avenue, and Majors Lane. As a result of higher than expected income taxes received in 2012, the City has \$223,087 in undesignated capital funding that Council will need to allocate to capital projects in order to remain compliant with the City Charter 25% income tax requirement. In addition, Jim Bowling secured an additional \$78,500 in grant funding that can be used for street repair in 2013. (attachment)

Administration Recommendation

After looking at a range of options, the staff is recommending: 1) allocating \$100,000 of the surplus income tax receipts and \$78,500 in grant funds to expand the City's street seal coat contract; 2) allocating \$50,000 of the surplus income taxes to the 2014 Capital Improvement Plan for sidewalk repairs; and 3) allocating the remaining surplus income taxes (\$73,087) for capital reserves in the event of emergency repairs. I recommend Council's support for allocating the supplemental funding as presented by staff.

Council Actions

Amend the City's Budget Ordinance and reallocate the funding for capital project use as presented.

12. OPWC Grant Application for 2013



Jim Bowling has requested Committee time to ask Council to approve re-applying for the OPWC funding (\$700,000 grant, \$150,000 no interest loan) for the Summit Street Improvement project that was approved last year by OPWC but we had to defer at that time because of project scheduling conflicts. Now that the project timing lines up with the OPWC funding requirements Jim is looking to re-apply for the funds as previously authorized by Council. (attachment)

Administration Recommendation

The Summit Street Improvement Project budget remains unchanged and the staff is only asking to re-apply for the funds that were previously approved, so I urge Council's support.

Council Actions

Authorize the staff to submit the OPWC grant funding request as presented.

13. License Agreement for Building C



Jim Bowling has requested Committee time to obtain Council approval for a license agreement between the City and College Town Kent (Fairmount) that allows a portion of the foundation for Building C to encroach into the City right of way below ground. (attachment)

Administration Recommendation

Staff reports that there are no utility conflicts and we have approved similar encroachments for the other buildings in the redevelopment project downtown so I encourage Council's support.

Council Actions

Approve the License Agreement as presented.

Information Items

1. Income Tax Report

Dave Coffee has provided a summary of income tax collections thru the end of March 2013. Overall the City income tax collections are up 1.95% (\$53,636) from March 2012. Kent State University's collections thru the end of March are up 2.06% (\$22,607). (attachment)

2. Kent Police Statistics

Chief Lee has provided a copy of the police statistics report for February 2013. In 2013 calls for service are down 9% (276 calls); traffic citations are down 13% (85 tickets); accident incidents are up 2% (16 incidents) and serious crimes are up 21% (32 cases). (attachment)

3. Food Safety Basics

Jeff Neistadt reports that the Kent Health Department is now officially sanctioned by the State of Ohio to host food safety training classes. The Health Department announced that they plan to offer the training in Kent to demonstrate basic food safety concepts including items such as time and temperature control, proper cleaning and sanitizing, and more. The first training presentations will take place on June 4th and 5th and they will continue on a quarterly basis thereafter. (attachment)

4. Franklin Township Fire Service Rate for 2013

Bill Lillich has provided a copy of the fire service rate agreement for the Franklin Township for 2013. The rate is calculated based on the City's costs for service for fire calls in the Township. The 2013 rate is set for \$1,185 per incident. (attachment)