



## Public Hearing

Council will hold a public hearing on the proposed modification to the 2012 CHIP funds allocation in support of the tax credits for the new low income senior housing project in Kent.

## Community Development Committee

### 1. Update on the Wells-Sherman House Status

Time has been requested in Committee to update Council on the status of the proposal from the Friends of the Sherman House to relocate and restore the Erie Street Wells-Sherman house. Rick Hawksley has asked for Committee time to present his final proposal to City Council to help relocate and restore the house. (attachment)

#### *Administrative Recommendation*

Receive the information, discuss the item, and direct staff accordingly.

#### *Council Action*

**Discuss the item and direct staff accordingly.**

### 2. City – Kent State University Message Board Agreement

As you may recall, City Council previously authorized purchasing a new electronic community sign in partnership with Kent State University to promote local events on campus and around downtown Kent. The purchase of the sign was delayed to coincide with the timing of the adjacent new construction. Council is being asked to approve the agreement between the City and University that outlines the terms of the construction, maintenance, operation and payment of the new sign. (attachment)

#### *Administrative Recommendation*

City and University staff have developed an agreement that details the general terms by which the new sign will be constructed, maintained and operated and I encourage Council's support for this agreement. Council had also originally authorized sharing the costs to purchase and install the sign, and the bid costs for the sign only fit within the authorized budget. However, given the progress of the adjacent redevelopment, a design engineer was hired to ensure that the new sign complemented and blended appropriately with all the new construction behind it. The staff is asking to share the extra costs resulting from the design-integration work (\$20,000 City share). Jim Bowling has recommended releasing \$20,000 from the SR59 signal upgrade project which will not be needed to cover the additional cost, and I recommend Council's support.

#### *Council Action*

**Authorize the agreement and funding allocation as proposed.**



## Community Development (continued)

### 3. City – Portage County Grant Request

Bridget Susel has requested Committee time to review the opportunity to partner with Portage County to pursue grant funds that are available in the State's Moving Forward program. The program targets funds for the management of vacant, blighted and condemned private properties that are a de-stabilizing influence in a neighborhood. The State funds will be distributed through Ohio counties (similar to the previous Neighborhood Stabilization Program) and Bridget has participated in the county grant planning efforts for these new funds. (attachment)

#### *Administration Recommendation*

Bridget has had success utilizing HUD funds to purchase vacant properties, remove blighted buildings and construct new low income homes. The Moving Forward program provides an opportunity to continue that work and I recommend Council's support.

#### *Council Actions*

**Authorize the staff to pursue a collaborative grant request for the new Moving Forward grant funds in partnership with Portage County.**

### 4. Semi Annual EDA Revolving Loan Fund Certification

The City is required to submit a semi-annual report of the activities performed with the revolving loan fund that were capitalized with EDA funds. City Council is being asked to pass a resolution certifying the current report. (attachment)

#### *Administrative Recommendation*

The City has effectively used EDA revolving loan funds to retain and attract new business investment in Kent. Council certification of the City's Loan Fund Plan is a semi-annual procedure that is required by the Ohio EDA to maintain eligibility and I would urge Council's adoption.

#### *Council Action*

**Approve and certify the EDA Revolving Loan Fund report for FY 2012.**

### 5. 2012 Celebrate Kent Grant Awards

Dan Smith has requested Committee time to provide Council with an overview of the applications received for the Celebrate Kent Awards and to make his allocation recommendation for Council's consideration. (attachment)

#### *Administration Recommendation*

I would recommend Council's support for this year's funding proposals as presented by Dan.

#### *Council Action*

**Authorize the 2012 Celebrate Kent funds as presented.**

## Finance Committee

### 6. Review of City Council Budget for 2013

Council referred the review of the City Council section of the City Budget into Committee for discussion. I have attached the approved 2012 City Council's budget for your information. (attachment)

#### *Administration Recommendation*

Review the materials, discuss and direct staff accordingly.

#### *Council Actions*

**Review the budget materials, discuss and direct staff accordingly.**





## Finance Committee (continued)

### 7. Income Tax Collections from Construction Contractors

Council members asked staff for an update (following the January 2012 presentation) regarding income tax collections from construction contractors working in Kent – particularly at the new student housing complex, the Province. Bridget, Gary and Dave Coffee will review the procedures in place to ensure tax compliance to the maximum extent practical. (attachment)

#### *Administration Recommendation*

With income tax collections on the rise for 2012, it would seem that the majority of contractors are following the law and submitting tax withholdings appropriately but additional enforcement, if funded, could be performed.

#### *Council Actions*

**Receive the staff update on income tax collections.**

### 8. Relocation Funds for Jimmy John's Modification

As part of negotiations for the property acquisition for the new County Courthouse, the City Council agreed to offer a relocation incentive to Jimmy John's restaurant in the amount of \$15,000. Council predicated that moving expense contribution upon Jimmy Johns completing the move by the June 1, 2012, Court Ordered relocation date. Dan Smith has asked for Committee time for Council to consider modifying the terms of the City's relocation assistance to match the new Court Order requiring completion of the move by July 1, 2012. (attachment)

#### *Administration Recommendation*

The extension of the move out date appears to be amicably settled upon by the current property owner, the County, and the Courts, so I would recommend Council's support for the revised relocation assistance as presented.

#### *Council Actions*

**Amend the relocation assistance offer to Jimmy John s as presented.**

## Health & Safety Committee

### 9. Modifications to the Second Hand Retail Ordinance

Jim Silver has requested Committee time to seek Council's authorization to modify sections of the second hand retail Ordinance that staff believes will improve the practicality of implementing and enforcing the Ordinance. (attachment)

#### *Administration Recommendation*

Chief Lee and Jim Silver have met with second hand retail business owners to review the original Ordinance and they have proposed changes based on the owners' comments so I recommend Council's support.

#### *Council Actions*

**Amend the second hand retail ordinance as proposed.**

### 10. Proposed Modifications to City-KSU Mutual Aid Agreement

Bill Lillich has requested Committee time to seek Council's authorization to modify the Mutual Aid Agreement between the City and Kent State University to allow joint City-KSU patrols in designated districts in the City. (attachment)

#### *Administration Recommendation*

I recommend Council's support for the proposed modifications to the City-KSU Mutual Aid Agreement.

#### *Council Actions*

**Approve the revised City-KSU Mutual Aid Agreement as presented.**

## Streets, Sidewalks & Utilities Committee

### 11. AMATS Grant Agreement for Resurfacing a Section of Crain Ave.



Jim Bowling has asked for Committee time to present Council with a draft Agreement with AMATS that is necessary to secure the AMATS funds (\$82,400) that have been tentatively approved for resurfacing a section of Crain Avenue. (attachments)

#### *Administration Recommendation*

Jim has secured the grant commitment from AMATS (at an 80%, 20% split) to resurface the last remaining section of Crain Avenue that has not been resurfaced in the last 12 months so I recommend Council's approval of the Agreement.

#### *Council Actions*

**Approve the draft AMATS Agreement as presented.**

### 12. Downtown License to Occupy the Right of Way



Jim Bowling, Jim Silver and Gene Roberts have completed a draft of a license to occupy a section of the City public right of way at the corner of SR59 and Water Street adjacent to the new Paninis Grill that is ready for Council's consideration. The corner location of the new restaurant and the significant amount of unused right of way presents a unique opportunity to grant the restaurant a license to use portions of the right of way for outdoor seating. (attachments)

#### *Administration Recommendation*

The design of the downtown redevelopment is intended to create vibrant public space through the use of extra wide sidewalks, sidewalk treatments, outdoor benches, etc. The request by Paninis to use a section of the right of way that is not being utilized is consistent with the City's downtown strategy and I recommend Council's support.

#### *Council Actions*

**Approve the license to occupy to Paninis.**

### 13. Sub-Lease of Railroad Property to Haymaker Farmer's Market



Dan Smith secured a master lease for the railroad property adjacent to Franklin Street in order to expand the parking opportunities in downtown Kent. For years the Haymaker Farmer's Market has used a portion of the railroad property to host the Farmer's Market. The Director of the Farmer's Market has requested authorization to sublease the portion of this parking area for the Farmer's Market. (attachments)

#### *Administration Recommendation*

Dan Smith has proposed sub-leasing the property for \$1 from May 1, 2012 to November 1, 2012, 8 am to 1 pm, on Saturdays only. The Farmer's Market is an important element of downtown Kent and I recommend Council's support.

#### *Council Actions*

**Authorize the sublease to the Haymaker Farmer's Market.**

## Information Items

### 1. Income Tax Report

Dave Coffee has provided a summary of income tax collections thru the end of April 2012. Overall the City income tax collections are up 8% (\$295,635) from April 2011. Kent State University's collections thru the end of April remain relatively flat with a .04% (\$620) decline from last year. (attachment)

### 2. Traffic Engineering & Safety Report

Bill Lillich has provided a copy of the summary notes from the May 10<sup>th</sup> Traffic Engineering and Safety Committee meeting. Ten items were discussed at the meeting including the Summit Street Traffic Roundabout, downtown construction parking, and N. Mantua traffic congestion. (attachment)

### 3. Board of Zoning Appeals May 21<sup>st</sup> Meeting

Heather Phile from our Community Development has provided a copy of the staff report for the May Board of Zoning Appeals meeting held on May 21<sup>st</sup>, 2012. There were four items on the agenda: 1530 Enterprise Way, Beemer Machine Co., setback variance; 350 Harris Street, front yard setback variance; 525 E. Main Street, Dave Sommers & Associates (Duncan Donuts), series of variances; and 500 Golden Oaks Drive, CDC Kent LLC., offsite parking request. (attachment)

### 4. Police Pending List Items Update

Chief Lee has provided a summary of her department's efforts to respond to 3 Police related items on Council's pending list. The items addressed in the Chief's memo include bath salts, speed display sign cost, and the proposed Kent Child Abuse Task Force. (attachment)

### 5. Old Franklin Hotel Nomination for National Registry

I've attached a copy of a transmittal letter from the Ohio Historic Preservation Office to Mr. Burbick that announces the nomination of the Old Hotel for consideration to be listed on the National Registry of Historic Places. Comments are welcomed regarding the nomination so if you wish to consider submitting a letter of support, we have an opportunity to do so. The nomination will be considered at the Ohio Historical Society Board meeting on Friday, July 20, 2012. (attachment)

### 6. Main Street Financial Report

Michele Sahr has shared a copy of the monthly Main Street Kent income report for the first quarter of 2012. This is the reporting format that Dave Coffee and Bridget Susel agreed upon to ensure adherence with the terms of the City's financial agreement to limit the City's contribution to no more than one-third of the total income for Main Street at year end. (attachment)

### 7. June Planning Commission Meeting

Gary Locke has enclosed copies of the Planning Commission agenda and staff report for the June 5<sup>th</sup> Planning Commission meeting. There are 3 items up for consideration: 1) Kent Central Gateway, modified landscape plan; 2) Capstone is seeking rooming house designation for former Silver Oaks property; and 3) Wells Sherman House, 237 N. Water Street, concept plan for relocation. (attachment)

