

Canal Winchester

*Town Hall
10 North High Street
Canal Winchester, OH 43110*



Meeting Minutes - Final

June 1, 2020

6:00 PM

City Council Work Session

*Mike Walker - President
Mike Coolman - Vice President
Jill Amos
Will Bennett
Bob Clark
Patrick Lynch
Chuck Milliken*

A. Call To Order at 6:00 p.m.

B. Roll Call

Present 7 – Amos, Bennett, Clark, Coolman, Lynch, Milliken, Walker

C. Also In Attendance

Mayor Ebert, Matt Peoples, Lucas Haire, Amanda Jackson

D. Request for Council Action

ORD 20-028

Finance

An Ordinance Authorizing the Mayor and Finance Director to Enter Into a Land and Water Conservation Fund Program State/Local Grant Agreement with the Ohio Department of Natural Resources for the Proposed McGill Park Phase One Improvements and to Declare an Emergency ([Ordinance, Exhibit A Agreement](#))

- Request to move to full Council

Jackson said Mr. Haire do you want to talk about this or do you want me to? Haire replied this is the final step in the land and water conservation fund agreement that we had applied for back in 2018. It has taken a long time to get the approvals through between ODNR and the National Park Service in regards to their agreement, which this is federal money issued by the National Park Service that is administered by ODNR so we have everything we have submitted to them so far to get to this step and this is the final agreement with them that we are entering into. This is a reimbursement so we will expend one million dollars towards the project and will be reimbursed \$500,000. The award date for this project was September 23, 2019 which is also the start date for the project so we have already entered into a number of design agreements to begin the preliminary design work for some of the improvements that are anticipated here, so those will be reimbursable under this grant agreement. Lynch asked if we started the process in 2019, is there a timeline in which work has to be completed in order to get reimbursed for this grant. Haire replied OHM is working on the design, and I believe we are looking at later this summer in July or August to have the design documents complete; Lynch said is there \$500,000 of work that needs to be done up to that, does all that work need to be complete not just the design work but the overall project; Haire said it is November 30, 2021. Lynch said good to see this moving forward; Coolman I was going to say the same thing, it has been a long time coming, thank God we got it, and we can get this thing started.

Motion to move ORD 20-028 to full council made by Amos; seconded by Lynch

Motion carried by the following vote:

Yes 7 – Amos, Lynch, Bennett, Clark, Coolman, Milliken, Walker

ORD 20-029

Finance

An Ordinance Approving and Adopting the 2021 Tax Budget (Ordinance, Exhibit A)*- Request to move to full Council*

Jackson said the reason I brought this to you this evening is this needs to be passed by council and filed with the county auditor's office by mid-July and given that council takes that second week in July off I wanted to be sure you could have three readings on it; we will have a public hearing in two weeks I will go over this budget in detail; I want to point out to you that this does concentrate on revenue; the whole point of the tax budget is to set the millage for the next calendar year at the county level, now that seems a little confusing for those who aren't familiar with how this whole process works but millage is the money we collect based on your property value, your assessed value; our millage does not change. The tax budget is for those communities that have voted on by residents and approved and the debt can change from year to year and they need to collect the proper amount of money from property taxes to pay that debt, we don't have that, this is a formality for us to go through this process, so concentrating more on revenues and you'll see that it is very conservative and based on where we are at in 2020 I don't anticipate anything really increasing giving the state that we are in. You will also see expenditures in here, these are not the final appropriations for 2021, I want to point that out, while I do a lot of work now I will bring the final ones to you in the fall and we'll hopefully have a much better picture of what to expect not only from a revenue standpoint but from a project standpoint for 2021 so just keep that in mind. I wanted to get it to you tonight to give you a couple of weeks to chew on it and if you come up with some questions let me know and then in two weeks I will go into probably more detail than you care to know. Lynch said so we have a public hearing on this at the next meeting, correct? Jackson replied yes; work session will start at 5:30 pm, public hearing on the tax budget will be at 6:00 pm and public hearing on the planning and zoning denial will be at 6:30 pm with council hopefully starting at 7:00 pm or immediately following that second public hearing.

Motion to move ORD 20-029 to full council made by Clark; seconded by Lynch

Motion carried by the following vote:

Yes 7 – Clark, Lynch, Amos, Bennett, Coolman, Milliken, Walker

E. Reports

Matt Peoples -

Peoples said the Northpoint utilities extension that project is in the submittal phase and actually had some material delivered today and are working to get started pretty quickly; and McGill Park going through some design stuff at this point and the ordinance that you guys just discussed.

Lucas Haire -

Haire said today we had a ground-breaking ceremony for the Learning Spectrum, it was socially distanced and under ten people, but it was good to get them some recognition for breaking ground and expanding in the community, so glad to participate in that. We should have permits issued this week for Three Fountains Condominiums, that is the 48 condominium units being developed along Groveport Road by Rockford Homes, building pads up now, get permits issued and they should start construction on those units pretty quickly. Coming up on Planning and Zoning's agenda is Greengate, 191 unit condominium

development proposed for Hill Road and that is up for discussion of their final development plan at the meeting next Monday night. Bennett asked about Greengate, are those two-story single-family condominiums, how does that work; Haire replied they are detached, the only models they have shown us are two-story models, they don't offer a one-story model at this point in time, but they are a condominium form of ownership. Coolman asked are those fee simple condominiums; Haire replied yes, you'll own your condominium. Clark asked what is the price starting point and how many bedrooms are the different plans; Haire replied I have not seen a floor plan for the unit models but I believe they are three and four bedrooms and I don't believe they have given us a price range of those units; the proposed builder is Ryan Homes. Lynch I know in the area in front of Meijer that anything that gets built there is brought before us, Shooters and the Pediatric place, and we have to review it, is that not the same case with the parcel of land that is right beside, how does that work and who approves it, have we seen anything on this from Greengate Condos; Haire replied it will work the same way and that is all a part of the same development text so the Planning and Zoning Commission will be giving a recommendation to city council so once this goes through Planning and Zoning with the recommendation it will come to city council for final approval of the final development plan. Clark said this was pre-approved by a previous council is that correct; Haire replied the overall densities and the overall preliminary plan was approved I believe in 2001; so, the development text sets the standard that it is required to be condominiums on this site. Lynch said so our review basically will have to do with the aesthetics of the building, is that correct, that size, density, location has already been predetermined, is that correct; Haire replied correct, you would be review conformance with the approved preliminary plan. Walker asked if there is a clubhouse or pool involved in this as well; Haire replied there is not.

Amanda Jackson -

Jackson said she wanted to give an update on the income tax collection, we got our first dump from RITA for the month of June and overall year to date compared to last year we are down about \$50,000 total so about one percent nothing to get too excited about and we'll continue to monitor that. On the good side back when we signed the agreement with RITA the way they take their fee is a flat three percent from each amount collected and they retain that and the next fiscal year they reconcile their expenses to what was retained and they rebate back anything they did not spend so given COVID 19 they pushed all of that up this year so we actually got this money on Friday and we ended up getting a little over \$100,000 back so our retained percentage is three percent and their actual retainer cost came out to 1.27% of our total collection. That was a nice little bump for us to get on Friday. Coolman asked what do you expect for the next cycle, about the same; Jackson said as far as where we are compared to last year, I think we are going to stay about the same, keep in mind tax due date was pushed until middle of July so I am not surprised that we are where we are I think we are going to end the year ahead of our projections but maybe not as far ahead as we normally would because we are very conservative in our projections; Coolman said would we be that far down; Jackson said right now I am going to say no but it seems like every month something new is happening in our country so we'll take it one week at a time and we'll see what happens. Lynch asked how is our bed tax, we budgeted about one sixty for the year, how far down is that; Jackson replied I have not been monitoring the bed tax mostly because there has been little to no activity the past couple of months, given where our economy was, I was actually in the middle of reconciling for May I do not have any numbers handy, but let me see, everything is only a month delayed so Decembers is paid in January that would be the only 2021 and everything else is what happens in 2021 no more than thirty days after that period so I have to think about what is going to happen in 2021 not necessarily what is happening in 2020 if that makes sense. The fact that everything is down in early 2020

does not necessarily mean it is going to be down in 2021. Lynch said what we collect in 2020 actually dictates what we have as far as grant funds in 2021 and what goes to Destination; Jackson said for Destination it is always going to be half of what we collect in the bed tax fund regardless so I will base my budget number and the bed tax and based on what I think will be put into the bed tax fund during that calendar year, so from a grant standpoint your pot is probably going to be about the same and that grant fund has a pretty significant balance, we are over \$100,000 in that fund so there is no reason to cut back on the grant program unless you guys want to. Lynch said I think the Hampton Inn should be finished here in what a month now, and by the time it is up and running and occupancy and available beds to lease out and if they get up and running the second half of this year that should offset the loss we had in the previous four months so we should be about where we were last year roughly as far as income from bed tax. Jackson said I think it is all going to depend on how people feel about traveling. Haire said Brew Dog did open their hotel back up today and today is the first day they are accepting reservations, they have been closed for a little over two months now; the Best Western the last I heard they were running at about fifteen percent occupancy; and they are anticipating the Hampton Inn will be about the same when it opens in July or August. Lynch said July or August they are opening; Haire said that is their thoughts right now but like I said I don't know if it will make sense to open if the occupancy numbers don't pick up at some of the other properties that developer owns. Coolman said I am actually okay with it taking that long because there has been a ban on travelers and a gathering of more than ten people; Haire said the Fairfield Inn they had delayed construction for a few months as well but they are back now working on the site again, if you go out there you will see activity again, they had stopped for about a month and a half and they are back working again.

F. Items for Discussion

20-125

Waste Management Contract

Peoples said an update of where we are with the RFP process, we are through with our first draft of that, the document that was used by a local community and formatted it into our process, same as we did with the McDorman building for the design build so it will look very similar to that; we went through the language on that and feel comfortable with it, it has not been sent to Mr. Hollins yet but we have some details to work out on that, and we met on Friday and part of the discussion was how it will come to council, the timeframe and review process and working backwards from council approval we felt we were severely running out of time, so with only one meeting in July and factoring that in we wanted to be sure with our service contractor and giving them time and being up against a tight timeframe we reached out to Waste Management and requested a one month extension of the existing agreement and it works out well for us from a timing standpoint and doesn't put us in a crunch. It also works out for them because they do quarterly billing and they can send out a standard bill so it saves them a little bit. I sent out an ordinance for your consideration for this evening that would need to be an emergency ordinance and all it does is extend the Waste Management contract for one month, from September 1 of 2020 to September 30 of 2020. They were very accommodating for us as they always have been and we will have to pass that by emergency just from a timing standpoint and we can let them know to correct their billing and not have to modify that at all. We do request to move the ordinance to full council, it would require to amend the agenda as well in full council. Coolman asked the Clerk to read the ordinance; Clerk read the ordinance. Bennett asked are we motioning to add this to the work session agenda; Coolman replied no, we are motioning to move this to council and council will read and pass the ordinance to extend that contract; Bennett said do we need to make a motion to adjust this agenda to add; Coolman said no; Lynch said make

a motion to adjust full council agenda; Coolman said you are correct Mr. Lynch; Coolman said Mr. Bennett we will make a motion to adjust the full council agenda, we don't have to do that here at work session; Bennett said okay, so we are not officially taking any action on this ordinance in this meeting; Coolman said just to move it to council, so I need a motion to move Ordinance 20-030 to full council.

Motion to move ORD 20-030 to full council made by Lynch; seconded by Coolman

Motion carried by the following vote:

Yes 7 – Lynch, Coolman, Amos, Bennett, Clark, Milliken, Walker

G. Old/New Business

Clark said I thought we would have more time, more discussion on the June 23rd Conversation with Council Town Hall meeting to tie up any loose ends of how we are going to do this live and virtually and what that is going to look like. Peoples said we are actually taking a step forward at the public hearings on June 15th since a public hearing is different than a council meeting we have to allow public comment; we are working now to finalize having full council at council chambers, but it would be closed to the public, and having the community center open with basically a feed there in front of the podium and be able to administer public comments as part of that so, we are going to work through that process for the public hearing, it will require one of us, I will probably end up being down there at the community center to administer that, and Ms. Jackson will be on the administration on site to make sure there is no feedback and that type of thing. That is what we are going to try, I don't know why that won't work, have a few pieces of equipment and have not fully tested it but it is our intent to use that for the council...conversation with council town hall. Clark asked with that technology will people be able to ask a question virtually; Jackson said there will be dialogue back and forth; People said not virtually, they will be in person doing it; Jackson said not from their home, they will have to be at the community center; Peoples said from a social distancing standpoint we have a larger area; Jackson said it will be set up like it was for the other town halls except you guys will be up on the screen instead of sitting at the table, and you will be at Town Hall, you'll be on the screen at the community center and they will be at the podium and then they will be on the screen at Town Hall for you to see. Peoples said what you see on the screens now, it won't be as close, it may be one maybe two computers for video of everyone spread out at council chambers but we'll have the feed from the community center up on the monitors on the wall at Town Hall; Clark said so no one will be able to dial from their phone at home with this setup; Jackson said to ask questions; Clark said no, just to hear; Jackson said they can hear, we can put that out there, they can hear but they will not be able to communicate with us; Clark said okay, I am fine with that. Peoples said that was because of the requirements of the public hearings and that is how we set that up to get people in person for that reason; Clark said okay sounds good thank you. Lynch said and the logistics of this is all being posted with the public notice for these public hearings; Jackson replied it's already been; Lynch replied outstanding and Rick Brown was working on the ability to do public comments; Peoples said yes, he and Steve Smith are working on the technology portion of it, Steve is in a band and very well versed in the audio portion of it and Rick in the other technology and it works out very well. Milliken said so moving forward into July do you think this is something that we'll keep using and we only have the one meeting, but; Peoples replied we have not gotten that far yet, we are crossing our fingers on this, we have a Committee of the Whole as well, so; Jackson said we are going to have another public hearing on the 29th of June which we will discuss at full council about setting a date and we'll have the Committee of the Whole on the 29th at least as of right now. Jackson said the order that Dr. Acton signed keeps

everything in effect until the beginning of July and unless things change technically we still can't have a meeting of more than ten people so I think once it gets a little closer we can discuss what to do but I don't know that we can make that call right now. Clark asked so how do we have more than ten people go to the community center; Jackson said in the community center we have more distance to spread people out we don't have that at town hall; Peoples said we'll mark the tables and seating for the six feet distance and all of that; correct me if I am wrong the public hearing in person doesn't apply because of the government function that it is, the process; Clark said okay; Jackson said it has been a lot of discussion of what; Peoples said it would apply to a regular council meeting but not to a public hearing, if I have that correct, that is our understanding of the orders.

Lynch said he has had seniors ask about the senior trash discount and he asked Mr. Peoples and said I know our new proposal states there is a ten percent discount, well done, have we had that in the past; Peoples said we have not; there was an original article that went out when we first started talking about the Waste Management proposal to extend the existing host agreement and either I misspoke or it was misquoted in the paper that we will extend the ten percent discount, I have had a lot of calls and the municipal building has had a lot of calls on that, it is not in effect now and it is something we are looking to add into the new contract. Lynch said so, it is something that never existed but will exist; Peoples said no, it depends on how it scores in the proposal, they may add that in there as a factor, and because this is a request for proposals we are not providing them the exact thing, but this is what you have to comply with and we have our parameters, and if they put in there that everybody has to pay ten dollars a month and no senior discount...for example, this is not there...or there is another one that says everyone will pay twenty except for seniors are going to pay fifteen then we will go with the ten and their won't be any, so that is part of the RFP process that we are going through and that will grade and score different types of proposals; Lynch said so it could; Coolman said that is why we went the way we went so we have more flexibility; Peoples said yes, flexibility.

Lynch said so since we have time here, the Committee of the Whole is the 29th of this month; I just want to verify what are the topics for that, such as the topic of the DORA, is that part of that discussion. Jackson said I would ask Mr. Haire if he would be ready for that; Lynch asked Haire; Haire replied I am having trouble hearing the conversation when more than one person is speaking, can you repeat that please; Lynch said we are asking about the Committee of the Whole and would you have stuff to gather to talk about the DORA district; Haire replied I can, yes. Amos said other topics are room rentals and reservations and downtown parking; Bennett said I heard the DORA topic, but what were the other two, it was hard to understand; Coolman said downtown parking, basically designating a drop off spot; Amos said and room rentals and reservation system; Jackson said the reservation system has already been fixed, we have purchased a new one, we are in the process of doing that, we secured a deal at the end of April to go with Civic Rent which is the same company that does our website so we are in the process of building that out and we believe it will be much more user friendly; Amos said a lot of cities have recommended that so that is good to hear, thank you.

Lynch said thank you to the city for putting out all of the flags with the seniors; People said I was going to mention that at full council as I had that as part of my report. The street department put a lot of time and effort into that and the school provided us with the banners and they didn't know we were doing the flags so it was a bit of a treat for them and a lot of people have really like them; we also assisted them with the parade on Wednesday last week I think there were 175 cars, it was not an easy task to get

people through on Gender Road, we did it in waves, they staged at the elementary schools and we tried to get them across Gender Road in three waves with the traffic built up on Gender Road and some cars were in the parade that really weren't but they took off as they went through, but it went pretty well and talking to the superintendent they felt this was a one-time deal as they want to keep the senior walk, but since they didn't have the senior walk this was a replacement of that so it went well, lot of signs along the route from people, lot of chairs set up, not quite as busy as the Labor Day Parade but there were quite a few people and we were glad to help them out with that given the circumstances that the graduating seniors didn't get their moment to shine so just helped them out a little bit through that. Coolman said it was nice the fire department and police department were involved; Peoples said the sheriff's department helped us along the route and the school resource officers from around the county came and assisted with traffic control and really helped us out a lot. Coolman said it was great the school and the city and fire and police all worked together and it all came together.

H. Adjournment

***Motion to adjourn made by Milliken; seconded by Lynch
Motion carried by the following vote:***

***Yes 7 – Milliken, Lynch, Amos, Bennett, Clark, Coolman, Walker
Adjourned at 6:38 pm***