

Canal Winchester

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



Meeting Minutes - FINAL

November 6, 2017

6:00 PM

Council Work Session

Will Bennett-Chair

Bob Clark

Steve Donahue

Bruce Jarvis

Bobbie Mershon

Mike Walker

Call To Order

Bennett called the meeting to order at 6:02 pm

Roll Call

Yes: 6- Bennett, Clark, Donahue, Jarvis, Mershon, Walker

Also In Attendance

Mayor Ebert, Matt Peoples, Lucas Haire, Bill Sims

Request for Council Action[ORD-17-049](#)

AN ORDINANCE TO MAKE FINAL APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF CANAL WINCHESTER, STATE OF OHIO, DURING FISCAL YEAR ENDING DECEMBER 31, 2018

Bennet: to clarify, one officer we are adding 40 hours per week; two more bodies that serve as one more full-time 7 days a week; we need 3 on 2nd shift every day; if we do not have room in the budget this year and we want spot speed enforcement for special duty; put 80 – 100 thousand dollars aside in a special fund; it may take up to 2 days to get special duty officers; Discussion ensued on specific times and areas that need more officer coverage that would have to be discussed with Sergeant Cassel; Mershon/Jarvis: Regardless of special duty or permanent hire there is not a lot of wiggle room in the budget; Plan A is still Madison township; staff recommendations for plan B and where the money can come from would be appreciated; or consider a small cut across the board to make room in the budget; plan B must be ready before this goes to 3rd reading.

A motion was made by Jarvis, seconded by Walker that this Ordinance be recommended to council. The motion carried by the following vote:

Yes: 6 – Jarvis, Walker, Bennett, Clark, Donahue, Mershon

[ORD-17-050](#)

AN ORDINANCE TO AUTHORIZE THE MAYOR TO AMEND A

CONTRACT WITH EMH&T, INC. FOR MUNICIPAL
ENGINEERING SERVICES FOR THE PERIOD FROM
JANUARY 1, 2018 THROUGH DECEMBER 31, 2020

Attachments: [2018-2020 EMH&T Contract](#)

Sims: The renewal for EMH&T contract is for 3 years, 2018-2020; possible amendment to it as it goes through the reading on the rate schedule; the one that is included is the 2017-2018 rates; a schedule has been updated for the next few years with specific dollar amounts; there is a slight decrease for 2018; it will bump up again in 2019 and 2020 with the same rate for those two years; schedule will be brought to the 2nd reading; high points with this and the Bird & Bull contract as well, we're trying to develop an engineering agreement that is consistent between vendors so that we do not have different companies doing similar work; this form is also utilized in other cities, establishes base costs and prices and do project specific after that; EMH&T provides our basic essential engineering; Shane is the city engineer and as such he has some meeting responsibilities and basic services; Jarvis: is pretty much anything covered between these two firms that we would need covered; Sims: yes they cover a wide array of things;

Jarvis: between these two firms pretty much anything we do engineering wise is covered;

Sims: yes, EMH&T has worked with us for a long time and has a lot of experience with general municipal engineering and has broad understanding of things a city encounters and funding sources; EMH&T handles all of our transportation work and they have taken care of the larger capital improvement projects, mainly ones that have outside funding sources like state safety find grant projects or OPWC projects; Bird & Bull is more geared toward our treatment processes; things associated with the water plant, water processing and distribution, and waste water processing and distribution;

Jarvis: does it work similar to a legal contract with a retainer portion;

Sims: It is similar; time and materials not flat rate; we identify certain services and set a budget based on hours anticipated and that is what they are initially working toward with basic services; for Bird & Bull it is primarily general municipal engineering and meetings and consulting; technical review work mostly; other projects can be added by proposal;

Jarvis: it's time and materials; not a flat rate;

Sims: we identify the hours necessary in those projects and then utilized the fee schedule for the hourly rates.

A motion was made by Clark, seconded by Mershon that this Ordinance be recommended to council. The motion carried by the following vote:

Yes: 6- Clark, Mershon, Bennett, Donahue, Jarvis, Walker

[ORD-17-051](#) AN ORDINANCE TO AUTHORIZE THE MAYOR TO AMEND A CONTRACT WITH BIRD & BULL, INC. FOR PROFESSIONAL ENGINEERING SERVICES FOR THE PERIOD FROM JANUARY 1, 2018 THROUGH DECEMBER 31, 2020

Attachments: [2018-2020 Bird&Bull Contract](#)

A motion was made by Mershon, seconded by Donahue that this Ordinance be recommended to council. The motion carried by the following vote:

Yes: 6- Mershon, Donahue, Bennett, Clark, Jarvis, Walker

[ORD-17-052](#) AN ORDINANCE TO AUTHORIZE THE MAYOR TO AMEND A CONTRACT WITH AMERICAN STRUCTUREPOINT, INC. FOR CONSULTING SERVICES RELATING TO CONSTRUCTION INSPECTION FOR THE PERIOD FROM JANUARY 13, 2018 THROUGH JANUARY 13, 2019

Attachments: [American Stucturepoint Contract Amendment](#)

Sims: Another engineering firm primarily for construction inspection for

capital improvement and private; Extension of our current contract with American Structure Point; we will continue to utilize them with all of our private work; we brought them on in 2015 and they are well acclimated; it is a good working partnership for us; essentially they provide my staff for that particular work; one increase for fee schedule for the basic inspector; inspector from 65 – 68 dollars an hour; one year contract;

Bennett; would we ever consider doing this in house instead of outsourcing;

Sims: we have always identified that potential when we are looking at staffing needs; it is seasonal so it makes it tough; it is difficult to keep someone busy all year long; We have somewhat done this with Jake Kemmerer but he also handles several other things in the city; this also allows us to not over stretch ourselves; using consultants makes a lot of sense.

A motion was made by Bennett, seconded by Mershon that this Ordinance be recommended to council. The motion carried by the following vote:

Yes: 6- Bennett, Mershon, Donahue, Clark, Jarvis, Walker

[ORD-17-053](#) AN ORDINANCE TO AUTHORIZE THE MAYOR TO ENTER INTO AN AGREEMENT FOR LEGAL SERVICES WITH FROST BROWN TODD LLC FOR THE PERIOD JANUARY 1, 2018 THROUGH DECEMBER 31, 2019

Attachments: [FrostBrownTodd Contract](#)

A motion was made by Walker, seconded by Mershon that this Ordinance be recommended to council. The motion carried by the following vote:

Yes: 6- Walker, Mershon, Bennett, Donahue, Clark, Jarvis

[ORD-17-054](#) AN ORDINANCE TO AMEND THE CODE OF PERSONNEL PRACTICES

Attachments: [Personnel Handbook Updated 10.17](#)

Peoples: procedural in manner and no budget impact.

A motion was made by Jarvis, seconded by Mershon that this Ordinance be recommended to council. The motion carried by the following vote:

Yes: 6- Jarvis, Mershon, Bennett, Donahue, Clark, Walker

[ORD-17-055](#)

AN ORDINANCE TO AMEND CHAPTER 1317 OF THE CODIFIED ORDINANCES OF THE CITY OF CANAL WINCHESTER TO ADOPT THE 2017 OHIO BUILDING CODE, OHIO MECHANICAL CODE, AND OHIO PLUMBING CODE INCLUDING ALL REFERENCED STANDARDS THEREIN

Haire: this typically happens every 6 years; last time this happened was 2011; we update to the most recent and up to date codes; we do this to stay good with the state of Ohio.

A motion was made by Walker, seconded by Clark that this Ordinance be recommended to council. The motion carried by the following vote:

Yes: 6- Walker, Clark, Mershon, Bennett, Donahue, Jarvis

[ORD-17-056](#)

AN ORDINANCE TO REPEAL ORDINANCE NO. 44-13 AND AMEND THE ADOPTED COMBINED DEVELOPMENT FEE SCHEDULE

Attachments: [Development Fees Memo](#)

Haire: We are looking at fees and comparing with other places; our fees generally for commercial buildings mirror the state of Ohio increase; there are also a few minor increases; there are requirements to advertise in the newspaper (for legal notices); this increase will keep us where we break even; proposing park fee increase for residential units; has been \$750 since 2009, increase \$1000 per unit; this will add additional capital for the parks; this will hopefully fund some of those necessary improvements;

Bennett: This money typically goes in the general fund but can we earmark this to use for additional needs/improvements for our parks;

should we set up a fund for that or set it aside specifically to spend in the park system;

Haire: we currently do not have a fund for that; that is the finance director's area; we do have money budgeted for our parks for next year;

Jarvis: Is it possible to index this ordinance fees to the state's rates so we do not have to repeal and replace; they can just automatically change when the state's change;

Haire: It's good practice for us to do this every 3 – 4 years.

A motion was made by Mershon, seconded by Donahue that this Ordinance be recommended to council. The motion carried by the following vote:

Yes: 6- Mershon, Donahue, Bennett, Clark, Jarvis, Walker

[ORD-17-057](#)

AN ORDINANCE TO AUTHORIZE THE MAYOR TO ACCEPT ONE PARCEL OF LAND FROM WINCHESTER RIDGE THREE LLC

Attachments: [Winchester Ridge Limited Warranty Deed](#)

[Winchester Ridge ROW Description](#)

[Winchester Ridge ROW Exhibit](#)

Haire: Earlier this year council reviewed the Winchester Ridge phase Three development plan; new section of apartments on Busey Rd on a 20 acre tract; as part of their approval they were required to Dedicate additional rite of way along Busey Rd; this allows us to accept the right of way at .775 acres;

A motion was made by Walker, seconded by Jarvis that this Ordinance be recommended to council. The motion carried by the following vote:

Yes: 6- Walker, Jarvis, Mershon, Donahue, Bennett, Clark

Reports

Lucas Haire- 2800 square foot building next to Walgreens on Winchester Blvd; the tenant is Kay Jewelers; this will go before planning and zoning next

Monday; A new 7000 square foot multi-tenant office building on Winchester Blvd next to Primrose; at least 2 tenants possibly 3 in building on primrose; it will go before planning and zoning next Monday; Ground breaking for the Dog House Hotel owned by Brew Dog Wednesday at 2 pm; it will be a unique ground breaking using pyrotechnics and blow a hole in the ground; 60 Elm St purchased in October; it is being rehabbed and offered for lease; 3 tenants already going in, 30 thousand square feet still available; we completed the sale of 20.1 acres to Nifco in Canal Point last Monday.

Matt Peoples - studies done on Thrush and Groveport discussed with Sergeant Cassel; healthcare open enrollment last week; please get with Nancy; forms are due on the 17th of November; Groveport Rd shut down for high water by the county today

Items for Discussion

Bennett: updating fees and rate for 2018; what is the cost of the citations for speeding; Donahue: Can we extend the 25mph further out since Canal Cove is being extended; 25mph further out to the covered bridge ; 25 mph to Cemetery Rd on Waterloo; Mershon: agrees that 35 mph is too fast; 25 all the way to Gender; Peoples: There are laws that dictate the speed limits; Cemetery rd. would be okay; Peoples will review the manual and work with the sheriff's department on it; Council agrees to write an ordinance to extend the speed limit of 25 mph further in these areas; Bennett: Lighting off the back side of the covered bridge; grants for pedestrian pathways; explore this; Donahue; In front of the park on Dietz is dark as well; no pedestrian crossing to get across Dietz for bike path; Peoples: there is but it isn't striped; typically we only do crosswalks on federal aid roads; Bennett; consider it a main thoroughfare for Ashbrook; Discuss in further detail; Is there a time we would need to consider the lighting on Pfeifer because it is a main road for that subdivision; When do you decide when we need to add lighting to a street; Peoples: a lighting engineer would need to come out; It is residential other than down by the school; Council is concerned that it is very dark on that path; Donahue: Take into consideration the trees blocking out the lights as well; East Columbus street as well; Peoples: Street light request policy has been done; Walker: Did you look at the asphalt on Dietz: Peoples: meeting with engineer tomorrow; Mershon: traffic at Washington and Waterloo needs to be looked at; will Gender Road phase 4wil not affect the Peoples; study done in 2016 and implemented the results of that for 2017; signage at that

intersection started this year; Mershon; there is a significant increase in traffic at that spot.

Old/New Business

Adjournment

A motion was made by Jarvis, seconded by Walker, that this meeting be adjourned. The motion carried by the following vote:

Yes: 6 – Jarvis, Walker, Bennett, Clark, Donahue, Mershon

Meeting adjourned at 7:07 pm