

# Canal Winchester

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



## Meeting Minutes - FINAL

February 20, 2018

6:00 PM

### Council Work Session

*Mike Walker - Chair*

*Jill Amos*

*Will Bennett*

*Bob Clark*

*Mike Coolman*

*Bruce Jarvis*

*Patrick Lynch*

- A. **Call To Order** *Walker called the meeting order at 6:02 p.m.*
- B. **Roll Call** *Present 6 –Amos, Bennett, Clark, Coolman, Jarvis, Walker*  
*Absent 1 – Lynch*

*A motion was made by Clark, seconded by Coolman to excuse Lynch. The motion carried by the following vote:*

*Yes 6 – Clark, Coolman, Amos, Bennett, Jarvis, Walker*

C. **Also In Attendance**

*Mayor Ebert, Matt Peoples, Amanda Jackson, Bill Sims, Dick Miller, Steve Smith, Shawn Starcher, Joe Taylor, Sargent Cassel, Shane Spencer*

D. **Reports**

*Sims: We conducted the pre-bid meeting for Gender Road Phase IV; sold 8 sets of plans; pretty good number for that sized project; bid opening for Gender IV will be March 2<sup>nd</sup>; anticipating some good, competitive bids; utility relocation work is still continuing; South Central Power has been out there, very active; gas company moved onsite last week, they will probably be out there for about two weeks on their items, and we are expecting AT&T pretty much any time at this point; as of now they are all on schedule; should be complete right around April 1<sup>st</sup>. We also have the 2018 Street Program out to bid; and the bid opening date for that project is March 2<sup>nd</sup> as well; we bid the jobs concurrently; we basically have all but one of the Gender Road contractors that picked up the plans for the street program. Combined it will probably make up a fairly good sized project for them; hopefully we will see some benefit in pricing associated with that. On the private side, contractors that have been working in Canal Cove Sect. 5 here this last week were working on some miscellaneous utility items trying to get things wrapped up, so that when the weather finally breaks (for real), they'll be able to get into the road work again; Winchester Ridge Sect. 3 – that's the apartment complex East of Diley, South of Busey; they are installing sanitary sewer currently, and they've got probably about 6 weeks of utility work out there. Here last week we conducted pre-construction meetings for Westchester Sect. 10-2 and 9-1, and that's off the end of Cormorant Dr. back behind the high school, up to, comes down to Connor; connects to that last phase there; as well as Sect. 12 phase 2 part 3, which is on the opposite side of Gender Rd. for Westchester there, to finish up Konold court area. Anticipating seeing some work starting on those projects maybe Mid-March to April.*

*Jarvis: the bid opening is going to be on March 3<sup>rd</sup>; Sims: 2<sup>nd</sup>; Jarvis: And that's going to be open for 10 days, 2 weeks; Sims: We started advertising on the 7<sup>th</sup> of February, so we had not quite four weeks of bid time, so that's a little long typically for the street program; it's probably about right for the Gender Rd., given the size of the job; it also has a fair amount of subcontractor work, particularly with railroad work involved, so we wanted to make sure it was adequate time for the contractors to be able to work out all of those components. Jarvis: you anticipate the bid process to be closing when; Sims: March 2<sup>nd</sup>, that's the bid opening date; so we will open the bids on that date; Jarvis: Okay, but you allow a certain period of time for people to submit bids, then you close it, then there's a selection cycle, right; Sims: Yeah; so we advertise for bids, so you could start the bidding process on February 7<sup>th</sup>; Jarvis: Do you start evaluating those right off the bat; Sims: Well, then we will open them up on March 2<sup>nd</sup>; so we will be able to see them at that point; then we will evaluate them for about a week; Amos: So it's a sealed bid; Sims: Yes; so they will come to council on March 19<sup>th</sup> with a recommendation;*

assuming we have one to recommend; Jarvis: Then based on that same timeline, when do you think work would start and complete, the physical work; Sims: Usually from the bid opening to the notice to proceed roughly 30 days from that is when we authorize them to officially start the clock; work is typically 2-4 weeks after that; there are schedules to be submitted and reviewed after the notice to proceed; then there's a lot of submittals for materials that have to be reviewed and approved before they can actually be bought and delivered to the site; there's a few weeks of making that stuff happen. I would anticipate work on Gender Rd. to start somewhere right around the 1<sup>st</sup> of May. We might see some mobilization before that; we wouldn't see a bunch of physical work right before that; Jarvis: And how long do you think it'll take; Sims: October 30<sup>th</sup> is the substantial completion; so they should be pretty much done; all the lanes in, paving done; and then we give them an additional 30 days to complete the paperwork for final completion. Final completion is November 30<sup>th</sup>; Jarvis: And then on the railroad portion; did the railroad who owns that line, did they need to get into some cost sharing with us; Sims: They did; at this point they've agreed to 50% cost share on the construction aspect of it; we performed the engineering; EMH&T has a railroad division, so they performed the engineering and incorporated it into our plans; that's at our cost, and the railroad will be responsible for 50% of the construction. We are still in the midst of the formal agreement; Jarvis: That's the verbal part; Sims: Yes; all the parties seem to be quite committed at this point; that work wouldn't actually start until after school is out; so we still have time to hash it out; additionally we need to have the actual bid numbers in hand to finalize any agreement anyway; Clark: Just a question; and this might be another question that might need to go to Lucas; you mentioned Canal Cove Sect. 5, right? Winchester Ridge, and the Connor Dr. portion; and then the West of Westchester side of that; how many lots is all that; Sims: I would be totally guessing Bob, to be honest with you; Clark: I will confirm with Lucas on that; Sims: Matt could probably look it up while he's hanging out over there; Jackson: Andrew Moore might know; and he will be here at our council meeting; so he might know more on that; Sims: It's not a lot, some of those sections are small, so maybe 10-2 is like 15 lots; they're small sections; fortunately we are still in a situation where they come in and open up 100 lots at a time; like we used to see 10 years ago. They're still building in very small increments.

Miller: Had some questions about pruning; how important shrubs are to the city as far as the beauty of the city in the spring; so make sure you do a little research; like your non-woody; those are your "fleshy-type" material; so your grasses, low flowers, that sort of thing; you can prune those now, so clean up your beds; woody plants that have a very visible flower on them like rhododendrons, forsythias; you can actually see color in those buds; azaleas, that sort of thing; don't prune those; they're set on last year's wood; the blooms are; make sure we get as much blooming as possible in the spring; pay attention to that; if there's any questions, that's why they make Google; you know "when do I prune this?"; I go to Google every day; if you really need to bother me, I'll give you my cell phone number. Removals: we have one hazardous 108ft. tree on Cherokee Drive, that's going to be paid for by the owner, that's a private tree; South Central, at no cost, just removed 5 trees at the McGill Park entry that were right under the power lines on Lithopolis-Winchester Road; that's complete; today we cleared some wind-damaged trees from the rights-of-way at US-33 that have come down; on another item; we have ordered approximately 100 trees for the annual tree giveaway; those are trees that are 2-5ft in height, that can fit in the back of an SUV; that will be the first Saturday in May; we will be accepting bids on March 8<sup>th</sup> for the 74 new spring street trees; those should be in the ground sometime by the end of May; the Street Tree Advisory Board is proposing new sidewalk containers for downtown; we may also stain some other containers to match those; this is the color, it's kind of a rust color; that again is just the proposal; we are still talking about that; the street tree inventory is complete for 2018 street trees ONLY; not passive or active parks; 3,550 trees; one reason to complete the inventory is to scrutinize the trees' health; but a bigger reason is to predict long-term health of the urban forest; so the litmus test here is an old rule; it's called the 10/20/30 rule; it states that in your urban forest that you would plant no more than 10% of any species; no more than 20% of any one

genus; and no more than 30% of any one family; it prevents the problems you would have when planting all elms and you die of elm disease; or you plant all ash on one street; who knows what's coming around the bend next; diversity is key; providing more and better soil for each individual tree is also important to sustain our entire canopy; that's kind of the big reason for a tree inventory; Bennett: Yes, so the tree Street Tree Advisory Board is proposing the new containers for street trees; Miller: No, containers for flowers; Bennett: Okay, so who does that presentation need to be made to, who approves; Miller: First of all, this is only 2 members of the board who have suggested this; I have to go to my Street Tree Advisory Board, which is the February meeting; to see if they're in agreement with this; if they want to spend the funds; I'll have to go to the Mayor and Matt to see if they approve; it's a process; Walker: I have a question; do you know when the potting day is going to be; Miller: No, not exactly; it is usually the first or second Friday in May; at noon we have a cookout; it's mandatory that you be there; you have to bring food; we chow down and then plant; and the potting usually takes about 45 minutes; we have a good time with that; some people even bring music; Walker: I was asking for the benefit of all of the new council members; so they could prepare for that; take a day off; it's a lot of fun.

Smith: Good evening folks; probably the 800lb elephant is the wipes issue; you might have seen Ms. Dillman's article; kind of set off a little bit of a fire storm there; followed up this week; Scott did an article on us; then 10TV came out and did a nice blurb on us; even the Gazette; ironically when 10TV left the very station they showed on TV completely shut down from rags; both pumps; both pumps clogged, and we were out of service; we are still champing that effort; it's a slow, slow battle; we have a vacuum truck coming that'll cost us \$1,400 for the entire day on this Thursday; we'll be working towards that same effort; secondly, our new storm water pump is in, functional, and we are about 90% done with the structure that's going to keep that from being affected by UV light and snow impact; lastly, this year's manhole inspections; to enlighten some of you new folks; we actually check every manhole once every 4 years; it's a public utilities commission recommendation; we are looking for degradation, we are looking for impact, we are looking for any problems that we might have; we do that in the Westchester area this year. So if you hear about us poking around; my crew will be out there; it usually takes months to accomplish; not because it's that time consuming; because we do it in our spare time; when we get an hour here, an hour there; to complete approximately 300 manhole inspections.

Starcher: Crews were able to take advantage of the great weather today; we were out potholing with our Durapatcher; it has been a challenge this year with the amount of rain and the fluctuating temperatures; we will be out again as weather permits; one of our other projects that we are walking on is that we are installing new speed limit signs; all speed limit signs will be replaced; we'll be starting on our mains; we have already touched a few over there on Groveport Rd; we will be out on Gender Rd as well this week; that is as weather permits; I think it's calling for rain for the rest of the week; I'm happy to be informed by Henderson trucks that our snow plow truck that we ordered in 2017 should be complete and delivered by the end of the week; so we are happy about that; we did have a build meeting last week; I sent a couple of guys up to Bucyrus; they were very happy with it; the company did a great job of building that truck out; we are happy to get that truck; you might have noticed the blue lights that we installed in our lighted bollards; those are in support and honor of the fallen police officers in Westerville; we will have those lights through the end of the month; just to touch on the railroad signal crossing arms; you might have seen that come out on social media; last week we had some issues with the signal crossings at Gender Road; the dispatcher from Fairfield County received a complaint on Tuesday; I actually saw it happen on Wednesday night; reported that to the Ohio Indiana Rail Company; they have a rail maintainer through a company named Omnitracks; I was finally able to track him down over the weekend; they ended up disabling that system on Thursday; it has been repaired as of Monday, so it is back in working order; Jarvis: what was it doing when it malfunctioned; Starcher: Well, typically in the past we have had the arms come down and get stuck; I think if you've lived here long enough, you'd know that; this time it

*was just that the lights were flashing, the arms were up, and there was no train. That happened a couple of times; obviously that sends a false alert to all of the drivers, and things were backing up; I was advised by the inspector that the trains; that they end up disabling it for now; that trains were supposed to stop at the crossing; individuals were supposed to get out and set off flares, throw flags; we received a lot of complaints; never did see that personally; but we did receive a lot of phone calls from individuals saying "there's a train going across Gender Road, and there's nothing down"; obviously that's why we sent out an alert; we were very concerned about it; Jarvis: I'm surprised that given the fact that you didn't have one number or one stop that you got that resolved as quickly as you did; Starcher: They have one inspector that has this area; several crossings; he informed me that he was very busy at several crossings; to protect their equipment; that's the reason it was disabled; they were having an electrical issue; but it has been repaired; Bennett: What system did we use to deploy the alert? Is it through the news flash notification, emails; Jackson: It's through our website, for those who sign up for notify me; Bennett: I know I signed up for that; I didn't know if that's something we also share on social media, or if we just send out the notify me's; Jackson: It should've been on social media; Amos: It was on social media; Jackson: Because social media is connected directly to our website.*

*Taylor: Last week we had replaced a pressure transducer on one of our clear wells; it was the East clear well; had an issue with it going from correct feet down to 0ft; so a couple of times in the middle of the night, it flipped some pumps off and on; not sure if it caused any disruption in the system; didn't receive any complaints; we have fixed that situation, got it back in service; that will have had nothing to do with any of the comments that were on some of the social media that I was aware of; so we are going to do a quick newsletter blurb about what our hardness is; I guess there were some folks talking about what our hardness is, and what it should be; we try to set our hardness at 120mg per liter-130mg per liter, which is classified as "moderately hard"; the raw water that's coming in is around 300, so we are using 60% of it; but we do have to balance that out for our lead and copper testing; we have to make sure that it is balance, and that we are not getting on the corrosive side; so if you start getting closer to 100, you start to push closer to the corrosive side; so we are keeping an eye on that, and we will get that newsletter clip out there; we got our new bulk water station in; we are going to start working on installing that; we'll have to have an electrician come in and run a new 110 circuit for just a few feet; that'll be pretty minor; hopefully by the end of March we will have that up and running before the bulk trucks start pouring in; we're also in the process of upgrading our offsite telemetry at the well fields and the towers; Rawdon Myers is currently working on the panels for the PLC's for those, once those are here and completed, they'll come out to the east site and install them separately and put them online; also working on our asset management plan; it's a requirement by the Ohio EPA that has to be in place by October 1<sup>st</sup>, 2018; we are actually in very good condition with that; just from our BS&A and some of the record keeping Amanda does with our financials and our maintenance programs, our asset management plan with our 5-year CIP's; where we go out and look at the condition of our system and rate our system; these are all the requirements that we've already had in place, so it'll just be bundling all of that together and making it available upon request from them; it's not something that we have to turn into them; but it is something that would have to be on site for review if they would ask for it; we continue to work on our AMI system; we are up around 850 units installed; we want to make a pretty good sized dent in that this year and try to get that up closer to about 2,200 by the end of this year; last year we didn't start til about mid-year, May or June; we want to really start cranking on that; we should have a lot better jump on that this year than we did last year; we had two service lines that we found were leaking on W Mound St; so we dug one up to fix it, it never surfaced; someone called and heard it hissing through the meter; so we started looking for it and tried to trace the leak to a spot where we thought it was at; it was inconclusive so we went ahead and dug it up at the main, and had someone pull a new line through the streets, so we only dug up the middle of the street instead of cutting across; at the same time we realized that the neighbors' service was also leaking across the street; so we*

replaced them both at the same time; so we minimized pavement damage; both of those are back in service; both the copper pipes had a little pinhole; I think it was just corrosive from some of the gravel backfill; we are going to monitor that a little bit; start with some of the other ones to see if they had any deterioration on them; those were copper services and they had a little bit of corrosion from the aggregate that was in the ground; they used the 304 backfill, and that's not typically common; Walker: Where does the hardness of the water lie right now? Taylor: We averaged at 118 for the month of January; it'll move around during the month, especially depending on the run cycles of the softeners; if they get backed up it can get as high as 200 over a night; typically we're averaging 118 for the last month; we try to be in the 120 range; I don't like to see it get over 130 but it will; sometimes it will get higher than that, it just depends on the time of the day, or however the softeners get lined up; Walker: You mentioned there were some complaints on social media; has there been any actual complaints come into the office at all; Taylor: No, that is why we are going to do the newsletter blurb; to say that if you do have an issue please call me, so I can work it out; there are things to check that we could potentially find; we had a call a couple of months back that kept saying they had discolored water; we weren't having any complaints in the system or anywhere else; they said they had it the night before; we asked next time call us and we will come out; about 3-4 weeks later they called and we went out, turns out they had a softener that was stuck in a backwash mode; it was basically that they were backwashing their softener and it was going right back upstairs to the house; Walker: So the phosphate amount has not changed at all, what we're putting in; Taylor: No. our coupons are still looking pretty good; Jarvis: Joe, do you think at some point that it's a matter of personal taste, on the water's hardness level; that someone might come from another community; they feel like it's too hard or too rough; Taylor: Yes; I'm used to hardness that's in the 120-140 range at my house; you know 150 range; but when I go to a hotel, when I can tell it's soft water; it seems like you can never get the soap off of you; that drives me crazy; I feel slimy when I get out of the shower; I personally don't like it, I don't like when it's that hard; at my house I have the same mineral depositions on the faucets; I'm used to it I guess; it's a matter of preference; if someone moved here from Columbus and maybe they run a little bit lower hardness or something like that, then maybe yeah they'll notice it more than someone else; Jarvis: Is 120 an industry standard; Taylor: The EPA doesn't like – they used to say 80, and I believe they've raised that to 100; to be the low end; they didn't like it to be any softer than that, just because it tends to be more corrosive; I think with 120 we will get less calls; it will minimize the complaints at 120 as compared to 130 or 140; I think if you see it creep up to 130-140, which it has, I think you'll see a few more calls come in; we target the 120 range; I think it's more feasible for us to maintain it that way, and not cause issues; Walker: I have changed my shower head from the beginning of the time that you were putting this in, the phosphate, and it's perfectly clear; there are some folks who probably haven't done that; probably the old sediment that has been left on there from before; told them to clean it, take it off and clean it, put it back on, and you'll probably see that it'd be clear like mine is; that you get no complaints, that's great; Bennett: you talked about the low end for the EPA, for the minimum softness; do they have a recommendation for how hard; Taylor: There's no requirement for softening through the agency; because it's an aesthetic issue, not a health issue; so there's no requirement that says that you have to keep this hardness; so the city of Circleville does not soften; they have a listing of what's moderately soft and moderately hard; I think we're moderately hard; but we reduce right around 60%; Amos: Was it a pressure transducer; Taylor: Yes. what that does is that it sits in the bottom of the tank; it gives the SCADA system; the operation system, gives it a signal of what the water level is in that tank; when it sees that number, if the tank gets to 10ft, if the pumps need to be on, or off; so what was happening is that the towers were calling for the pumps to come on, and the transducer was telling it that there was no water in the tank, so it was telling it to shut off; so while it was sitting there it was going back and forth a couple of times; until it finally came off; Amos: did we expect that; Taylor: No; it was just a part failure; I think it caused minimal disruption, I haven't heard from anybody;

we actually saw it on the SCADA for the trends; if you look at the trends you can see the 'blips' where the pumps kicked off and on; I was reviewing the trends; I was trying to figure out what had happened, to see if there was any correlation as to why; it's a 10-year old part, they're going to start failing; there's couple days they get it; couple hundred dollars and I ordered 2, so now I have one on the backhand in case it happens again; it takes 10 minutes to wire it in, and it's done.

Cassel: Last week, I met with 3 council members about possibly having better statistical data as far as what crimes are happening in the city; I passed out this handout; that's my attempt at giving you more statistical data; the first one I will not comment on; it is not public record, however if you would like to ask questions when it's not being recorded, I will be happy to answer your questions. Second one, robbery; on 2/17/18 we had a robbery at the Hallmark; kind of the same as the last one; came up to the car and they grabbed it via cash register; not the same guy as last month, because that guy is sitting in Franklin County jail; they arrested him in Columbus for doing the same thing; detective bureau is currently investigating that robbery; on the 19<sup>th</sup> we had a B&E on Kramer Street; detective bureau will be assigned that case; it was a detached garage and they pushed the air conditioner out and gained entry to the garage that way; stole miscellaneous tools and other items; forgery case at the Checksmart; we got 2 suspects with \$986 worth of fraudulent checks; there were 2 of them; but one of them we charged, and the other we released; the male advised us that "they were just checks"; and he was given the checks in Columbus, then drove to that Checksmart to cash the checks, and he was supposed to give that person who made the fraudulent checks most of that money; obviously he was drug addicted; he was doing it for the money; several thefts, I don't know if you want me to go down that list; most of the thefts were at Meijer's; Duke & Duchess Shoppes, and Walmart; however on the 3<sup>rd</sup> of February at 6505 Ashbrook; there was a theft on 3 vehicles, \$370 of property was taken; we have no suspects on that; most the thefts are going to be from the Walmart and Meijer's; there is a theft, an internet scam, basically what that was was a woman purchased a dog online; she sent the money to a Walmart not in our jurisdiction to pay for the dog, and then she never got the dog; that's actually happened several times; so that's kind of an odd thing, you'd think that they'd research that a little more before they sent that money; people don't – I think that's a big thing as far as crime goes, is to not let yourself be a victim; for example with the car thefts, if you leave a bunch of valuable stuff in your car, then someone is going to see it and take it; or if you leave a bunch of valuables in your vehicle and you leave your car unlocked, then someone is going to take it; there's not a lot that we can do to prevent that; people need to be good stewards of their property; an example would be on the 20<sup>th</sup> at 6505 Ashbrook; \$200 of property was taken from an unlocked van; that was today that we took that report; so again, making yourself easy to be the victims. With possession of drugs; this was at Canal Winchester High School; marijuana and paraphernalia; right now we are waiting to see what the school wants to do with that; they might handle it within the school; but if not, then we will refer it to the Mayor's Court for that; as far as the stats go; so far this month through the 19<sup>th</sup> I have a little bit of information for today but not all of it; we had 251 dispatched calls; 486 pickup runs; 124 multiple unit calls; 57 reports taken; 9 addendums; 5 FIA cards; 6 civil papers; 5 actually served; 5,038 building checks; 468 vacation checks; 43 traffic stops; 38 citations; 27 warrants; 1 felony arrest; 8 misdemeanor arrests; 10 warrant arrests; 1 pink slip, that's a mental evaluation; summons and ? arrests, that would be 2; 21 misdemeanor charges filed, and 4 felony charges filed; now as far as up til the 19<sup>th</sup>; the total down time possible for the deputies would be 54.720; the total down time before the deputies was 32.427; which comes out to be, for those 19 days, 59.25% of down time; we want to be at 60%; so I think we are right where we need to be; like we talked about before, I'm excited with our new position that we are going to have; I think we're right where we need to be; as far as the handout that I gave out; that does include the traffic stops, the traffic crashes; there is a lot of stuff that that can instill; but I think that's what we covered in our meeting that you were interested in, so I hope that that gives you a better idea; that's all I have, do you have any questions; Bennett: One question; one thing that was discussed was we

*talked about; Ms. Jackson, maybe you can help me with this; we talked about pulling numbers from traffic court about speed citations versus regular citations; so how many speeding tickets were issued versus how many other citations were issued; Jackson: The plan was to do that monthly when I present the Mayor's Court report; Bennett: I didn't know if we had set a timeline on what we are doing, so end of the month; Walker: Sergeant Cassel, you might've said this, forgive me if you did; when will that officer be ready? Cassel: I don't know, that's going to be a logistical issue as far as how training goes; what happens is that when you get hired at the sheriff's office, you start out in the jail, and then when you go to patrol, you have to go through a field officer training program; so it depends on the officer and how fast they get that; it's at least a twelve week program; just recently we had a deputy that didn't pass, and had to go back in the jail, so that puts everything behind; Clark: Sergeant Cassel, I appreciate you putting the percentage of the downtime together; maybe if we continue that, through the rest of February or March and April; to give us a statistical standpoint maybe of what we are looking at for the year; but it looks good right now, what you are doing; Bennett: I agree, I do appreciate all of the extra detail that was provided tonight; Jarvis: if I could add to what Mr. Bennett and Mr. Clark said, thank you Sergeant Cassel and Mayor Ebert, and Miss Jackson and Mr. Lynch is the only one who's not here; that participated in that; being Mr. Clark that you were there, having the meeting to refine this a little bit; it's not necessarily something that we would want to look at differently later on; if we need to leave the door open on that; basically it sounds like you nailed it, and we appreciate it.*

*Spencer: Because I wasn't able to attend last month for the new council members; I have been with EMH&T for 15 years; this is the second year I have been in the role of managing our engineering services provided to the city; however I have been working on projects in Canal Winchester since 2006; so that long history of working with Mr. Peoples and Mr. Sims; so am very familiar with the city; a lot of the infrastructure here. Updates here over the last month; many of which Mr. Sims eluded to; a few additions I have; the Gender Road Phase IV project here in the last month, we did obviously finish the plans, prepare the bidding documents that facilitated us moving into the bidding phase that we are currently in; part of that too is to continue to coordinate with utilities; we are now seeing the fruits of that, in the relocations commencing and looking to be on schedule with our project; we are out to bid, the schedule that Mr. Sims outlines does put us in position to meet our commitment; which is a contract by the end of March. So with a successful bidding process, we will be right on pace for that; we did meet with the railroad back on February 5<sup>th</sup>; just to firm up a lot of the engineering details with the work going on at Gender Rd, the logistics of incorporating that into our contracts; we felt pretty good there; I did receive word today in fact, on the agreement that was mentioned earlier is in process; so hopefully we will have that draft to review that will formalize that cost share; hopefully we will have something soon to be reviewed. Again the last month then has the 2018 Street Program; we completed the specifications and bidding documents that also facilitated us getting into the bidding phase; we should be rolling a lot of these into construction; we did meet with the railroad back on February 5<sup>th</sup>, we did discuss a little bit the crossing at High St.; I think there is some potential there that we can explore for doing some upgrades there; potentially another cost-sharing arrangement; right now we are just going to explore some costs, understand what could be done; I think it is an issue for discussion; the railroad I think is an opportunity there, in general; I do know they view if there's some outside dollars, local money; they view that as grant money; it's pretty good to leverage some of the local monies, with some match from theirs; they can make their dollars go further; crossing upgrades, and can take care of some issues that do exist; Walker: Has there been any action at all on the obtaining easements, or picking up the easements for the noise wall?; Spencer: I have not heard anything on it, certainly something I can follow up with ODOT on, to see if there's been any movement there; I am not aware of anything; Walker: So you've heard nothing else on that; Spencer: Nothing new; Jarvis: Last year, we talked about the pedestrian crossways at W. Waterloo and Washington as areas to serve focus on, because of observed problems, dangerous situations; I know that my observations are based on*



after the new signage was put out, I haven't really heard yours yet, as far as what you think; that it was effective, was there a need to do anything more; Spencer: I have not heard of any additional or new issues, certainly we discussed at that point the was the first step; a lower cost, but something to bring attention to the crosswalk; improving the striping, adding some high visibility signage; but I am not aware of anything, usually in something like that it's a step progression in how intense of a treatment you want to get, because if you go with one end of the spectrum; lighting crossings, etc; they start to lose their effectiveness, that's one thing that I know there's potentially some concern with the RFB's; the reaction flagpole beacons; I know those are going up in a lot of places now; the more you start to see something, the more the public just generally tends to not pay attention. So that's a pretty sound approach that we employed, with just starting with the first step now; again I haven't been made aware of any additional issues or if there's been any concerns since that's been done, and that's typically what we would react to, is if we still have concern, what's the next step, what's the next level, that does not seem to be bringing attention to the pedestrians; Jarvis: Your point is, I think the people get the sense that whatever you do initially has some effect; they go blind again; I guess we really won't know for sure until the weather warms up, like it was today, for permanent; kids are walking to the pool, things like that; hopefully it will help me look at that this year, when the weather does break; to see what's going on, either mix it up, or try something else; what I observed was a mix bag, I think it did help; I don't know if it was a grand slam; people still – it's the drivers, not the crossers, they're doing what makes sense; if you start to scoot up and go into the road, and someone blows right through, you don't want to put too much of your body out in the street; I don't know what the final solution is, I would hope that it would be something that's not going to be something overly expensive; the signs definitely helped, I don't want to say that they didn't, they had some impact; Spencer: That's certainly something that I'll keep my eyes and ears open for as well; any feedback, we can explore other options there if we don't think that's being effective.

#### E. Request for Council Action

**ORD-18-008**  
Public Service

An Ordinance To Repeal Section 951.02 Of The Codified Ordinances Of The City Of Canal Winchester

- Request to move to full Council

Ordinance Attachments: [Guiler Park Rules, Park Rules](#)

Peoples: Thank you Mr. Walker; this is kind of a review of the codes that were falling through; noticed we had a little bit of discrepancy; the parks rules that we have established in 1997, council setup rules for Guiler Park only; very specific to Guiler Park; in 2013 we did a new set of rules that would cover all of the parks; it was our intent at the time to repeal the Guiler Park rules, we just never did; I don't know why, I thought it was supposed to be a new ordinance, it was just never inserted in there I think; there was quite a discussion on rules in general, so I'm assuming we just overlooked it at the time; this will just repeal Guiler Park rules, so we don't have 2 sets of rules governing the park. Bennett: One minor housekeeping note for the ordinance, general question I'm not sure; within the ordinance, 3<sup>rd</sup> line it says "now therefore it be ordained by the council of the Village of Canal Winchester"; is that accurate? Peoples: No, I have regurgitated all of these, so it's a template; Jackson: It really shouldn't matter, but we will correct it for text reasons; Bennett: Yeah, like I said just a minor note; didn't know if it mattered at all.

**A motion was made by Coolman, seconded by Bennett to move this ordinance to full council. The motion carried by the following vote:**

**Yes 6 – Coolman, Bennett, Amos, Clark, Jarvis, Walker**

**F. Items for Discussion**

## 18-014 Housing Council Appointments

*Jackson: This is on behalf of Mr. Haire; he asked me to speak to this since he was not going to be present at this evening's meeting; we have a housing council that city council appoints two members to; we have 2 seats that expired on February 2<sup>nd</sup>; these are 3 year appointments, it only requires attendance at one meeting per year; it is an all day meeting, it is what we refer to as the CRA tour; it is actually a tour of all of the facilities that are currently receiving a CRA tax abatement; Mr. Haire asked that I bring this up to you this evening, we do need to fill those 2 seats; the tour this year is scheduled for March 14<sup>th</sup>; we would like to fill these seats sooner rather than later; these do not necessarily have to be filled by council members either, the 2 expiring members, neither were on council; it is up to the council members to decide who they would like; Jarvis: Is there anyone who would like to? I have been on the tour a couple of times; it is extremely impressive; it is businesses taking place within the city that at least I didn't know anything about; it's some very edgy, future-looking stuff; it was an eye-opener for me; I would certainly recommend it if you have not been to one before. Coolman: I'll take one.; Bennett: How many council members currently are on this committee?; Jackson: I don't know, to be quite honest with you I'm just reading from Mr. Haire's email. Clark: I too have served on it; Jarvis: There's 2 right now; Amos: If we have two on there, we should get another outside person; Jarvis: There are other people who go to this, not just council; Ms. Jackson, how does the composition of the group that goes on the CRA visits, I mean you're looking for council representation, but there's also some staff; members of the public?; Jackson: The two members that council had previously appointed were not council members; residents, business owners, those types of individuals were appointed; it doesn't necessarily have to be a council member; Amos: So is this something that we could ask outside of this meeting, and then make a suggestion next time?; Jarvis: Mr. Coolman did throw his hat in the ring; Will you've probably been on this; Bennett: I've never actually been on it; Jarvis: Jill it's a good – Bennett: My only concern is that it's a 3 year appointment, it's not a onetime thing; that's why I was asking how many current council members are serving, because if Bob is still appointed to another 2 year term; the concern is how many council members are serving; Coolman: I think Bob's got one year; he said he's been on it for 2; Jackson: Why don't I ask Mr. Haire for clarification; you can discuss it over the next couple of weeks; and then at the next meeting; Clark: I've done it for a couple of years; Coolman: With a 3 year term, you've done it for 2; Jarvis: It makes sense that they would be staggered like that, because he's in a 4 year term. Walker: We'll table this until – Bennett: Would it be beneficial to have Mr. Haire, will he be back before out next meeting? Jackson: He will be back I believe the day of your next meeting; Jarvis: The tour itself is scheduled for when; Jackson: March 14<sup>th</sup>; Amos: He's answering emails, at least; Jackson: Yes, so I can get some clarification; Walker: Alright, so we'll hold this topic until the next meeting.*

## 18-019 2017 Financial Overview Presentation

*Jackson: Given that it's almost 7 o'clock, I'm going to try and go through this rather quickly; this is very brief, it's very high level; I just kind of wanted to give you a little bit of a look about what happened in 2017 financially; I don't get into a lot of detail; if you have detailed questions, please feel free to stop me, shoot me an email, give me a call, whatever you'd like; I will send out a copy of this for you to have to look over, since like I said I'm going to go through this rather quickly. Here is an overview of our cash activity; these are not all of our funds, these are the funds we talk about most in council meetings; I wanted to concentrate on those; the only four funds that I'm going to talk about in detail are going to be our general fund, and our 3 utility funds this evening; since that is the bulk of our money that we take in every year; as you can see this shows us what our changes in our funds were, as far as fund balance goes; this is purely what our cash-in, cash-out during the*

year of 2017. The general fund was fairly healthy at a 30% increase; if you look down at our water fund, it was not even a half a percent; kind of gives you an idea of that cash that we take in in these various funds. Let's look at the general fund; this is budget versus actual information, on the right hand side are revenues, left hand side are expenditures; looking at the revenues; the orange is what was budgeted, the orange plus the maroon is what we actually took in; you can see that we exceeded our revenue expectations in 2017; on the right hand side, the expenditures; the orange is the original budget, the orange plus that brown area, the entire bar there; it's what we did as far as appropriation amendments go, so when we come to you and we have this need for additional money, that's what that represents; that little sliver of maroon plus the orange is what we actually spent; you can see we are well below what we considered to be our final budget for 2017; as a matter of fact we only spent 86.7% of what we budgeted; this is pretty typical for us. Here are our revenue sources; as you can see I kind of tried to break this up; putting it all in one graph doesn't do it justice; obviously income taxes are our biggest revenue source; it's kind of broken down a little bit based on dollar amounts; the top right there shows you our next 3 largest revenue sources in 2017; the bottom right are the smaller ones; things I think are significant, things I want you to be aware of that we do consider to be revenue sources; as I showed you, we exceeded revenue expectations in 2017; because of these 2 times, our income taxes and what we refer to as 'other', our miscellaneous revenue; why the increase; obviously income taxes, that's coming from businesses, whether that's corporate taxes or withholdings from employees; that other I spoke of is because we sold some property in Canal Pointe for \$611,000; that was obviously not something we expected to do in 2017; which thereby increased our unexpected portion of the revenue received. We issued 44 house permits; we saw a slight increases in our liquor permits, our building rentals, and our cable franchise fees; all of this combined is what gave us our nice, healthy fund balance in the general fund. Let's look at the expenditures; again left hand budget, right hand actual; why I wanted to put these side-by-side is to show you where we fall in terms of category; how close we come to what we actually anticipated what we were going to spend, as far as the overall budget goes; the pie within the pie shows you our salaries and benefits; the other categories are broken down into operating expenses, which is basically any contracted service, any operation and maintenance type expense, our utilities are included in that; that is really the bulk of our spending, as you can tell; those are the large contracts that I talked to you about when I did my budget presentation, those are all included in there; you'll see capital outlay, and debt/transfers; in the general fund case, all of our transfers are debt related. You can see just how closely our budget and our actuals actually fall, as far as percentage goes; we budgeted to spend just over 22.5% on salaries and benefits, and we ended up at just over 23%; very very close to what we were anticipating. As far as expenditures go; we purchased McGill Park; we made 3 quarterly payments in 2017 on that purchase; we purchased property for the parking lot at the corner of Washington and Towing Path Alley; we also purchased 26 W. Waterloo St.; we were busy last year; we did our annual street paving program; we did the engineering, we appropriated for the engineering for the Gender Road Phase IV which was \$170,000; everything else was pretty routine, we didn't really have anything large and unexpected; we made our transfers for our debt payments, of course all of our large contracts; the sharers contract, our income tax sharing agreement, property tax offset agreement; those are just some examples of those real large dollar amounts that come out of the general fund; this was our ending fund balance in the general fund for 2017; this graph shows you our fund balance compared to our expenditures over the last ten years now; you can see that our expenditures really go up and down, back in 2008-2009 was when Diley Road was being worked on; the debt that was issued for that all fell in the general fund; those are probably a little inflated because of that particular project; you can see that our fund balance has been steadily growing, which is fantastic because our expenditures have also been growing; that's exactly what we like to see; water fund, again budget versus actual revenue/expenditure fund balance; revenues exceeded our expectations; expenditures were below what we budgeted; these are all good things; our fund balance; our current fund

balance is at 83.7% of our actual expenditures for 2017; we are sitting very nice in the water fund as far as that is concerned. So where does our revenue come from? 95.93% comes from our user charges; the water bills that we send out; the rest of it comes from the cell tower rent; if a telecommunications company wants to put a cell tower on top of our water towers, they pay us rent for it; that's another portion of it; as Mr. Taylor talked about earlier; the bulk water purchases, that goes into this fund as well; here is what we saw as far as revenue goes in the water fund; our budget in the user charges line item included a 2% rate increase; we are actually 3% over what we expected to collect; we generally see a usage increase, some people may say it has to do with BrewDog; all of these things combined equated to this 3% increase over what we had expected; bulk water; we didn't change any rates there, we expected sales to be consistent; they greatly exceeded our expectations in 2017; coming in at over 46% of what we thought. Jarvis: When we are looking at the number of housing starts, which you'd think would influence this as well; there were 44 in 2017; those really, does that mean that they actually came online? Jackson: No, that just means those are the number of permits we issued; Jarvis: Do you recall what the housing starts of 2016 may have been? Peoples: It was actually pretty similar to 2017; for starts, it was a little higher in 2016; this permit did not include, I'm looking at Andrew for this, did they include Winchester Ridge apartments? Winchester Ridge apartments were added to that as well; Jackson: That we will touch on in just a second; then there is the water meter fees, this used to be a revenue source for the water fund; when we did the budget, we were following our old protocol, where we would purchase them, and then essentially turn around and sell them when someone was building a house; we changed that process; the consumer now purchases them from the vendor, takes us out of the middle; our collections in the water meter fees line item now are just inspection fees; that number is a lot lower than what we originally anticipated; that's okay. As far as expenditures, where'd we spend our money? As we were talking about, Winchester Ridge, the newest phase; we pay Pickerington for the water that is used out there; you can see, when we did the budget, we were anticipating a lot more water usage out in that Canal Pointe area; in the Winchester Ridge development; that came in lower than we thought, so that's the grayish area there; we were anticipating for it to be 8.5% of our budget; it ended up being 6.6%; they didn't use as much water as we thought in 2017; obviously they're building, we will probably see an increase in that in '18; again side-by-side comparison, so you can see that we do fall very well within what we were anticipating to spend in each of these categories; we don't generally see a large over-budget amount in any one single category; we are very good at what we do with staying within our budgeted amounts. Again, sewer funds; same thing, revenues came in over what was expected, expenditures were down from what we expected; our fund balance in here is 84.5% of our 2017 expenditures; that's a fantastic number as well; where does this revenue come from? 91% of that comes from user charges; the note proceeds debt; that's a different animal, but unfortunately to make sure that this matches up with every other document that I give you, I have to include it all. Again, in our user charges; we budgeted for a 2.8% rate increases; we actually ended at over 6% of what we were expecting; why? Well our sewer is based on our water usage; if our water usage goes up, our sewer usage is going to go up; we charge BrewDog a surcharge; total Brewdog sewer was about \$73,000 in 2017; a decently significant amount you could say, considering they weren't, and still aren't, brewing at full capacity; and then the note proceeds; the budget included 100% of the outstanding balance; so I did not include any of us paying that down; this is typical for accounting reasons; but we did end up paying that down; it came in at the dollar amount we did not pay off; which was under what we expected; 27% under what was expected; again, that is it's own thing, unfortunately it's how I have to do it for the auditors; how I have to track it on paper. Where do we spend our money in the sewer fund? Again, side-by-side so you can see our actual expense versus our budgets; I tried to make these categories relevant to you, what I thought would interest you more than maybe what we would typically look at; but you can see a big chunk of these is salaries and debt. That's pretty normal; it's been that way for several years; hopefully we're getting that debt paid off, little by little. Last but

*not least, the storm water fund; revenues here actually came in just under what we were expecting; but expenditures stayed under our budget; our fund balance here 47%; so this one maybe not as healthy as the other, but this is all debt related; this has a portion of our debt that; well this shows you where our revenue comes from; note proceeds and user charges; user charges is the \$6 per parcel fee that we put on our utility bills; you can see the other half of it is our debt; for accounting purposes I have to record everything that is outstanding in that fund, so it kind of skews us a little bit. We did our budget based on the priors' revenues of the user charges; we didn't know of any other changes other than an increase in housing; we actually collected 99.98% of our expected revenue; I don't think you can get much closer than that; again with the note proceeds, we budgeted for 100%; we did actually pay it down, which meant that the money that we had to book as revenue was less than what we had originally anticipated; what do we do with our money in the storm water fund? Bulk of it goes to salaries; only one employee paid out of this fund; other than that it's very minor; we do some capital outlay, we do the debt; the rest of it is your typical operation and maintenance type routine expenditures. Lastly, total fund balances versus our expenditures; this is across all of our funds, back in 2008, at the start of this graph; we had 20 funds in the book; at the start of 2017, we had 27 funds in the book; keep that in your mind as you're looking at this; this is total cash that we have across all of the funds for these years; that line is our fund balance; fund balance is looking good overall; as I mentioned, the storm water fund maybe not as healthy as the water, sewer and general fund; as a whole, the city is doing very very well. Jarvis: Just wanted to make a comment that this is exactly what I think you would want to see in a multi-million dollar budget; you have been conservative in estimating revenues; probably a little cautious in stating your expenses; it comes out in a wash this way; the trend line is really interesting; I think you have done a really good job, you in particular Amanda. Jackson: Maybe moving forward, it allows us to have some different conversations about what we can do with this fund balance; maybe what we can do above and beyond that; whether that's the parks plan, the old town plan, or anything like that that we can start to put this extra money towards. Bennett: We looked at increases in water and sewer rates; with those fund balances being the way they are; is there any expectation that we would have to look at that again? Peoples: we have already started discussing that; we plan on starting another 4 year ordinance; we are looking into doing that this summer; Bennett: I can wait until the summer, I was just curious – Peoples: We were hoping to have multiple years without increases; knowing that as some of the inflation goes; we still have a huge amount of debt on there; we still have future projects and expansions to consider as well; we are using some of those now for future projects; water for 2017 is upside down; that fund is projected to decrease a little bit; we feel like we are in very good shape with that.*

#### **G. Old/New Business**

#### **H. Adjournment at 7:16 p.m.**

***A motion was made to adjourn by Bennett, seconded by Clark. The motion carried by the following vote:***

***Yes 6 – Bennett, Clark, Amos, Coolman, Jarvis, Walker***