

Canal Winchester

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



Meeting Minutes - FINAL

January 7, 2019

6:30 PM

Council Work Session

Mike Walker – Chair

Jill Amos

Will Bennett

Bob Clark

Mike Coolman

Bruce Jarvis

Patrick Lynch

- A. Call To Order** *Jarvis called the meeting to order at 6:03p.m.*
- B. Roll Call** *Present 7 – Amos, Bennett, Clark, Coolman, Jarvis, Lynch, Walker*

C. Also In Attendance

Matt Peoples, Lucas Haire, Amanda Jackson

D. Request for Council Action

RES-19-001

Development

A Resolution Indicating What Services The City Of Canal Winchester Will Provide To 88.66± Acres Of Land, More Or Less, The Description And Map Are Attached Hereto As Exhibits “A” And “B” For The Annexation Known As The Alspach Annexation By Eugene Hollins, Agent For The Petitioners ([Resolution, Exhibits A B](#))

- Request to move to full Council

Haire: thank you Mr. Walker; this resolution is required as part of the annexation process; this is for the Alspach property that we're in contract to purchase; the total parcel is 110 acres; two of the five parcels are already in Canal Winchester and we would be annexing the remainder of that site; so it would be the 88.66 acres; we're required to let the county know what services are available to those parcels; we've put all services will be available when necessary infrastructure improvements are made by the developer of that site; water, sewer, things like that would be once those infrastructure improvements are made by the future developer; and then any other services would be immediately upon annexation; the county commissioners are scheduled to hear this at their January 29th hearing; and then this will be back before council at their April meeting; any questions; Jarvis: listed among the services there was, most of them were pretty straight forward but the one that I drew a question on was the refuse or the trash because that's not contracted by the city; normally the consumer contracts directly with somebody; Haire: the city has a contract with waste management to provide refuse collection so any residents living in there would be Waste Management; Jarvis: okay; Haire: if it's commercial businesses they would contract with whoever; we don't require a certain provider; for residents we require Waste Management; Jarvis: okay; this being property that's likely going to be used for commercial purposes they'll just contract with whoever; Haire: correct; we're just saying whichever services we would provide; this property is not zoned and this doesn't zone the property; so in the future if it's rezoned to something that wouldn't be residential then; Jarvis: if the shoes fits; okay; I got it; thank you;

A motion was made by Clark to move Resolution 19-001 to full council, seconded by Lynch. The motion carried with the following vote:

Yes 7- Clark, Lynch, Amos, Bennett, Coolman, Jarvis, Walker

ORD-19-001

Development

An Ordinance To Repeal Ordinance No. 17-056 And Amend The Adopted Combined Development Fee Schedule ([Ordinance](#))

- Request to move to full Council

Haire: thank you Mr. Walker; this coincides with the landscape amendments that we're making to the code amendments; one of the items that we had changed in the landscape code was a landscape tree fee in lieu of; which is line item 2.18 in this fee schedule; and what we've placed there that's a new fee of \$300.00, that's for people who choose to pay for a tree rather than plant a tree on their site; we allow that in a number of areas of the code; so there's a requirement for major tree replacement; and specifically it mentions that the urban forester can allow a tree fee in lieu of rather than replacing the tree on site if he feels it's necessary; and then also once you hit a certain number of trees on your site (50) in the commercial or institutional then you're allowed to pay a fee rather than plant the trees on the site; but you need to plant the first 50; so that's in cases where there may be not enough room on the site to plant more than 50 trees; they have the opportunity to pay a fee in lieu of; to compensate for that; the only other change that was made on here was in 3.31C which is final occupancy and that is increased from \$50.00 to \$75.00 so; we're not covering our cost for the building official that we contract with; to write a certificate of occupancy it costs us around \$75.00; we're increasing the fee to that just so we're covering our costs; that's the final step in any project; it's typically paid for in the fees up front; but you're final step is you get your certificate of occupancy when you're completing the project; Amos: Mr. Haire I noticed on the agenda it's a request to waive; what's the reason for the urgency; Haire: just cause if we pass the ordinance for the landscape code we wouldn't have a fee associated with that; Lynch: Mr. Haire the fees that are listed here they cover the cost that we pay to subcontract out for set inspections and such; planned reviews; Haire: that's the idea; the fees that are set forth here are enough to recover those costs; Lynch: how much do we make off those; do we make over and above the actual fees we pay them; Haire: I couldn't tell you those exact numbers but notice the year end was in your agenda so if you look at that there's building permit fees listed broken out on there; there's zoning permit fees broken out on there; administrative fees; there's lots of different inspections; there's street tree fees which are noted in here; there's a number of different areas where those fees are broken out; Lynch: the tree install tree landscape tree fee in lieu of planting \$300.00; does that go into the general fund or does that go into a separate fund and held for future street tree and park plans; this is probably a Mrs. Jackson question; Jackson: it goes into the general fund; Lynch: the general fund; Jackson: yes; its where all of the street tree planting and all of the park improvements are paid for from; Lynch: is it ear marked to be used; Jackson: no but we typically spend more on street tree planning and park improvements than we take in each year; Lynch: so it would be in addition to the \$40,000.00 that we budget for street tree planting correct; Jackson: what would be in addition to that; Lynch: the \$300.00 per tree would be in addition to that; Jackson: no; we're going to do X number of dollars' worth of trees every year regardless of how much comes in; so if we take in less than \$40,000.00 from this fee we're still planning \$40,000.00 worth of trees; Lynch: I understand; Jackson: that's why it's in the general fund to cover that should there be any variance; Lynch: okay so subsidize that \$40,000.00 amount; it's not put on top of that \$40,000.00 in addition to; Jackson: we don't really have a way to predict how much money would be coming in additionally to be able to do that if that makes sense; Lynch: yes it does; I guess what I'm asking is if we budget \$40,000.00 street tree planting for 2019 an we bring in an additional, I don't know, \$20,000 in lieu of planting fund so does that mean that we now spend \$60,000.00 on street tree or park tree planting; Jackson: no; Lynch: we do not; Haire: it could be up to council to do that; so the following year you could add more money in the budget if you saw that more money was coming in; Jackson: just because we take the money in doesn't mean that the money is automatically appropriated; so we don't have any legal authority to spend anything over what is already appropriated; so if we take in \$60,000.00 but we've only budgeted \$40,000.00 we can legally only spend \$40,000.00 until we come back to you and ask you for additional funds; but keep in mind that money is collected all year long and we only do our plantings in the spring and in the fall; from a timing

perspective it makes more sense to look at what we did in 18 maybe for an appropriation amendment for 19 rather than trying to spend it in the year that it's brought in; Lynch: well that makes sense; okay; I was just wondering again if that money was used for that purpose since that's what we're collecting it for;

A motion was made by Jarvis to move Ordinance 19-001 to full council, seconded by Bennett. The motion carried with the following vote:

Yes 7- Jarvis, Bennett, Amos, Clark, Coolman, Lynch, Walker

ORD-19-002

Finance

An Ordinance To Amend The 2019 Appropriations Ordinance 18-040, Amendment #1 ([Ordinance, Appropriations Amend Memo 1](#))

- Request to move to full Council

Jackson: thank you Mr. Walker; this is sort of a balancing appropriation amendment; this does two things; one, it appropriates the remaining money from our BWC wellness grant that we got; we got this grant a lot later in 2018 than we had anticipated; it was very late in August so we did not spend it all in 18; so this is the \$763.75 is what is left; so we're asking to appropriate that so we can spend it in 2019 before the grant period runs out; and then in our capital improvement fund in 2015 we issued debt to build the new public service facility; and part of that debt there were some other miscellaneous projects included in that; the municipal building; some security upgrades; and some improvements to the community center were included in that; and we have been kind of going back and forth for the last couple of years trying to get those done; and at the end of 2018 we wrote a purchase order that was not accounted of by me when I did the appropriations; the original appropriations; so I'm asking that we reduce the original appropriations to account for that purchase order so that our money that we have sitting on our bank account because this is in a separate bank account equals our appropriations so that the auditors don't yell at me for spending money we don't have; that's what this is serving to do; Amos: Mrs. Jackson, the purchase order that was written in 2018 was it services that were completed in 2018 or services that are ongoing; Jackson: they are services that were contracted in 2018;

A motion was made by Bennett to move Ordinance 19-002 to full council, seconded by Coolman. The motion carried with the following vote:

Yes 7- Bennett, Coolman, Amos, Clark, Jarvis, Lynch, Walker

E. Reports

Matt Peoples - I do not have anything to add to my written report;

Lucas Haire - Thank you Mr. Walker; one item to note is COTA they actually had their service changed today so they began service today from the park and ride; their first day for that; and they've also extended the number 25 down Gender Road from down Gender and Refugee it will go down to basically Canal Street and turn there, make a stop at Prentiss School then back to the park and ride; and they will be holding a customer appreciation event and ribbon cutting ceremony on January the 24th; it will be from 6:30 a.m. to 8:00 a.m. and you all are invited to attend that; you should be receiving an email invitation I believe here shortly; but just wanted to get that on your calendars now; Clark: when was that again; Haire: it is January the 24th; it will be from 6:30 a.m. to 8:00 a.m.; Clark: 6:30 a.m.; Haire: yes they wanted to, they obviously are running express busses from that site and they wanted to be there as the customers

that are using that service arrive for the bus; so hope for good weather; and a couple of items to note, Fitness Firm that has been in business more than 20 years they closed at the end of December; there is a new tenant that's leased the third floor of that; some of the instructors for Fitness Firm and they're calling it Top Floor Yoga and Fitness; so they should be opening soon; Fantasy Cupcake they're hopefully going to be opening here in the next week to ten days at their new location at 9 South High; and then Lander Boutique is moving to from 15 East Waterloo to 3 South High Street where Fantasy Cupcake was located; and hopefully they'll be opening this month as well; just a couple of items to note on permits for the year; we issues 54 new single family home permits in 2018; and 49 new multifamily apartment permits; and we completed 1,438 inspections on a total of 170 building permits that were issued; pretty consistent with what we've seen over the last few years; although the new single family homes is up over what we've seen in the last, probably since prior to the recession; that's the most we've had; any questions; Jarvis: is there any speculation as to what will happen at the Fitness Firm building first and second floor; Haire: they are currently for lease; Jarvis: thank you;

Amanda Jackson - thank you Mr. Walker; I'm happy to report that we were balanced as of January 2nd for 2018; and we have moved right into 2019; the staff has written almost 200 purchase orders since I let them free last week; so we're moving right along; as we move into 19 we will actually be audited for 2017/2018 so I'm starting to prepare for that; gather the information that I know the auditors will be asking for and getting things organized; so once I have an update on the timeline on that I will let everyone know; and just a reminder for those of you who have our health insurance, biometrics screenings, if you have not signed up for those please do so; they are on the 17th that is next Thursday and they will be at the Community Center; if you have questions or issues with signing up just let Matt, myself or Nancy know and we'll guide you through it; Walker: what time did that start again; 9:00 a.m.; Jackson: no I want to say 6:00 a.m. or somewhere like that; Walker: it goes till noon or something like that; Jarvis: I just did it today; I can tell you the appointments are pretty chewed up; I think the very earliest part if the day is the only thing open right now; Walker: any other questions for Mrs. Jackson; Jarvis: Mrs. Jackson, didn't we just go through a multi-year audit here this year; Jackson: no; Jarvis: it's been longer than I thought; Jackson: we would have been audited in 17 for 15 and 16; Jarvis: time got away from me; it seems like we just cleared that and here they are again;

F. Items for Discussion *none*

G. Old/New Business *none*

H. Adjournment @ 6:20 P.M.

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

Yes 7- Bennett, Amos, Clark, Coolman, Jarvis, Lynch, Walker