

Canal Winchester

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



Meeting Minutes - FINAL

October 16, 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 6:00 p.m.

Roll Call

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

Not present: 0

Also In Attendance

Mayor Ebert, Matt Peoples, Lucas Haire, Amanda Jackson, Bill Sims

Reports

Bill Sims – Force main project substantially complete, back in service and operating well; Two weeks out from start of Towing Path parking lot; Canal Cove Section 5 working on underground utilities, several weeks of work left, depends on weather how far they will get this year; Westchester Section 10-1 at end of Connor Dr is at substantial completion, roadway complete, small utility items and incidentals remain, open for building soon; Macintosh Senior Living parking lot being paved, working this week on Gender Rd connection and permanent drive apron; Gender Rd Ph IV design – just reviewed 60% plans and gave comments to EMH&T, met with utility companies and South Central, South Central within few days of completion of their design to move large pole, Columbia Gas and AT&T will be working out there in the coming weeks; 2018 Street Program – EMH&T working on preliminary engineering, put together a number of items so we can piece together what will fit in budget, should wrap up in next couple of weeks, hopefully have draft package by second meeting in November; Columbia Gas B111 Pipeline Replacement – starting early 2018, worked with easements through our properties, looking at right-of-way permitting and road use maintenance agreement, not in place previously but good project to establish something for wear and tear on the road; Looking at ordinance changes for next year and water/sewer specifications updates; Mr. Spencer included an updated in the packet with more detail.

Donahue – Always an odor at Gender Road and Walnut, sewer type odor, coming from the west; Sims – BrewDog generates a sewer-type odor, depends on where

they are in their operations, shouldn't be anything coming from the west, BrewDog is best guess

Walker – Citizens have asked about yellow paint on the corners where you shouldn't park, how often are they painted; Sims – Used to do it regularly but became a monumental maintenance task, were painting places that were clearly no parking areas; may be certain locations where this is real value, reminder about proximity to corners

[17-248](#)

EMH&T Project Updates 10-16-17

Report received and filed.

Request for Council Action

[ORD-17-047](#)

AN ORDINANCE TO AUTHORIZE THE MAYOR TO ENTER INTO A CONTRACT WITH COLUMBUS POOL MANAGEMENT, INC. FOR THE OPERATION OF THE SWIMMING POOL

Attachments: [Columbus Pool Management Proposal](#)

Peoples – First reading in order to get it through before the end of the year, doing a concurrent review with Gene, trying to schedule a meeting this week to go over some of the changes, differences in contract pricing, had email conversation with Mr. Bennett about pricing, 2017 was about \$120,000 and 2018 is jumping up to \$128,000, we extended the season and they didn't charge us, typically relied on school schedule of June 1st to Sunday before Labor Day, school has varied schedule and are trying to get people into the pool sooner, now targeting Memorial Day weekend, schools going back earlier than in the past, changed back in 2016, the difference is actually smaller than what it appears due to the schedule change, meeting to go through them, larger jump from one year to another than in previous contracts; Jarvis – Do they break it out between materials and labor so you can see; Peoples – They do not and never have, they supply the chemicals and everything other than concessions and other supplies that stay at the pool, cost in chemicals at water treatment plant has increased so that is taken into consideration in this contract; Donahue – Are they responsible for cleaning the pool at the end of the season?; Peoples – They do clean the pool, do more in the

spring than in the fall, not much done now, like to keep water in pool, got a complaint last week of odor

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

Yes: 5 – Mershon, Jarvis, Bennett, Donahue, Jarvis, Walker

Abstain: 1 – Clark

Sponsors: Mershon

ORD-17-048

AN ORDINANCE TO AUTHORIZE THE MAYOR TO ENTER INTO CONTRACTS WITH THE DIRECTOR OF TRANSPORTATION NECESSARY TO REPLACE GUARDRAIL END TREATMENTS

Peoples – Request from ODOT, they are doing the project, 100% their cost, always do an ordinance to allow them to come into our community and do the work, we have no say in what or how they do it, it is county-wide program, end treatments on guardrails have shock absorbers on them, have provided to be ineffective, got a large amount of money from a grant to replace and bring up to date, boilerplate ordinance that we modify to remove maintenance provision due to issues with it

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

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

Sponsors: Clark

Items for Discussion

17-245

Engineering Professional Service Contracts

Sims – Will have service contracts for EMH&T, Bird & Bull, and American Structurepoint for first reading at the next Council meeting to get in the three readings; new three year agreements with EMH&T and Bird & Bull, new one year agreement with American Structurepoint; had been doing contract extensions of previous agreements with EMH&T and Bird & Bull, whole new agreements with

them; Mershon – Is it time to bid out again?; Sims – Pretty satisfied with where we are at currently; had some changes with EMH&T over the last couple of years but are extremely pleased with where we are currently with Mr. Spencer; Mershon – How much do we spend with EMH&T throughout the year?; Sims – It depends on what project we are doing; OPWC contracts are very large so six figures in those years; in other years we are looking at \$15,000 for Shane’s time throughout the course of the year and about \$20,000 for the street program and incidentals

Jarvis – Is rate increase anticipated in 2018? Does contract call for rate caps in successive years?; Sims – Just received them; too early to say, need to go through all the details, some changes may need to be made, still need Gene’s legal review; Jarvis – Understand the desire for continuity and relationships have been built but if you saw something with the rate increase that you were expecting, would that trigger bidding?; Sims – It could be; we use another engineering firm so we have something to compare to rates to and services offered; had a good enough relationship where they work within our budgets for projects; contracts define the tasks they will do for projects; have saved money on the street program by comparing one year to the next so we don’t have to recreate everything

17-247

2018 Budget Presentation

Jackson – Appropriations are a budget; do this because we have to under Ohio Revised Code; can’t spend money if we don’t have a budget approved by governing body; can’t budget more than what we expect to receive in revenue plus fund balance; can also amend appropriations under ORC; budgetary process; Step 1 is revenue; start with Tax Budget each year; revisit in the fall; look at fund balances as of that date and where we expect at year end; Step 2 is expenditures, look at what we know first, department managers look at prior year, make changes; meet with Directors and Mayor; talk about needs vs wants; goal is revenue less expenditures equals zero, maintain fund balance; General Fund is largest fund; used for pretty much everything; no restrictions on money; income taxes, property taxes, building permits; largest revenue source income taxes 78%, property taxes 5%, local government 2%, building permits 9%; based on 2018 budgeted revenue; total budgeted revenue \$8.2 million in General Fund; anticipate increase from 2017; increase in income taxes, known and expected development; hotel/motel taxes moved half expected to General Fund; ordinance

138-97 and 16-11 govern hotel taxes, section a and b both levy 3% tax; section b allocates 50/50 to Destination: Canal Winchester and separate fund allocated annually by Council; section a has no allocation language, should go into General Fund; have not done this previously; expected increases in expenses money will be put to good use; once put into Bed Tax Fund becomes restricted; can be moved from General Fund to another fund if needed; expecting \$140,000 total, \$70,000 in each of General Fund and Bed Tax Fund; increase based on BrewDog hotel opening in July 2018; 82% of General Fund earmarked for contracts/agreements in place; previously passed out listing of General Fund contracts and 2018 estimated costs; 10% earmarked for street program, street trees, city events; look cost of everyday expenses, anything over remaining 8% of currently budgeted revenue comes out of fund balance; 25% appropriated for salaries, 43% for contract services, debt 1.5%, transfers out 15%; capital outlay 12.5%; everyday expenses 2%; 2017 vs 2018 largest increase in capital outlay; salaries and benefits just over \$2 million; 66% of staff paid out of General Fund; 3 part time to full time position; fill position vacated by retirement; add additional urban forester employee; largest contracts include CEDA at over \$400,000, property tax offset agreement \$230,000, city of Columbus income tax collection fee, Fairfield County Sheriff contract with addition of one deputy; \$3.6 million budgeted in 2018, \$3.4 million in 2017; capital outlay includes sheriff cruiser, street tree planting, shelter house, park signage, permanent message board; new marketing program for tourism and downtown branding; Haire - promote Canal Winchester as a destination; did not propose façade improvement program for 2018; Jackson – 2018 street program tentative list, budgeted cost of \$730,000; budgeted lease purchase agreement for 5 vehicles, total \$162,000, General Fund \$100,000 payable over 3 years; get equipment on rotation schedule for budgeting purposes and good practice; other things to note include McGill park purchase, street light painting, IT projects, fundraising contract for McGill park; \$1.24 million budgeted for transfers to pay debt; just over \$8.3 million in budgeted expenditures for 2018; fund balance at end of 2018 at 56% of budgeted expenditures, want that to be 65%-75%; Street Maintenance Fund money can only be used for street maintenance, repair, snow removal; motor vehicle license tax, gasoline taxes; expecting \$330,000 in revenue, appropriating \$381,000, hitting fund balance for \$51,000; fund balance has been growing; looking at how to spend in future; 61.5% to salaries, 27.5% operation and maintenance; 2 full time staff plus seasonals, training, salt, regulatory sign

replacement; required to pay debt out of debt fund; no voted debt so all money used to pay debt comes from General Fund; \$1.24 million pays OPWC, general obligation bonds, bond anticipation notes; look at maturities of outstanding debt; looking to pay off bond anticipation notes next year; \$500,000 is too small, banks don't want; water fund accounts for water department activities; funded by user charges, cell tower rent, bulk water sales; \$1.6 million in appropriations; 5 employees; increases in City of Pickerington and chemicals; looking at plant repairs; continuing AMI project; one of least healthy funds, turning around; sewer fund same concept as water fund; \$1.7 million dipping into fund balance; has portion of bond anticipation notes \$167,000; used to be paid from sewer fund; will be paid from Sewer Connections in 2018; healthier fund; paid cash for plant upgrade; looking at odor chemical feed, AMI, lease purchase agreement; storm water fund per parcel charge; \$500,000 budgeted; has largest portion of bond anticipation note at \$257,000; can't handle paying off based on fund balance; look at after first of the year; half to debt, 22% to salaries, lease purchase agreement, small portion of 2018 street program and Gender IV; haven't changed fee in many years so revenue stays flat, keep expenditures flat as well; Bed Tax Fund splitting revenue with General Fund; only \$10,000 decrease compared to 2017 due to BrewDog hotel; grant program and scholarships, agreement with the Historical Society; no façade grant; fund balance been increasing; don't have a plan for it; OWPC fund Gender Rd/Groveport Rd intersection improvement; awarded over \$2.4 million in grant/loan combination; current budgeted expenditures just over \$2.5 million; \$73,000 fund balance been sitting for many years; using as part of project; details not included in OPWC application; how will we pay for these, water fund, General Fund, fund balance; hopefully see cost savings during construction; looking at 2018 street program and county-held permissive taxes; how can we best utilize those funds; Water Connections funded with capacity fund; budgeted for debt payments, engineering for waterline replacements, yearly well rehab, Gender IV waterline work; all other funds for emergencies; state highway used for leases of equipment; BWC wellness program last year; Gender Rd TIF budgeted for reimbursement agreements; Sewer Connections similar to Water Connections, payment of bond anticipation notes, manhole lining project; keep in mind cross-fund expenditures, mostly IT; costed across funds that pay employees; fund balance summary shows where we are at in relation to budgeted expenditures; concentrating on General Fund number.

Walker – Utility tap fees go into General Fund; Jackson – No, go into water and sewer connection funds.

Jarvis – Lot of information, thank you; projecting a deficit in utility categories; Jackson – Not necessarily a deficit, just dipping into fund balance that is already there; Jarvis – Use General Fund to maintain those balances; Jackson – No, may dip into it one year but not the next; Jarvis – Any implications related to fees; Jackson – Will be looking at any potential future increase in user charges next year.

Bennett – Need for own marketing instead of Destination managing on our behalf; Haire – Within their area but haven't started anything like it to date; since moved Bed Tax funds to General Fund which are for tourism, proposing those funds to pay for it; Clark – What would this look like; Haire – Consultant would help with branding strategy; Walker – Similar to what doing with parks and signage; Haire – Yeah, biggest challenge is no perception of what Canal Winchester is; only know what they see from 33; need to build that; most don't know where Canal Winchester is.

Jackson – One additional comment, lot of information, no ordinance on agenda this evening, will be on first meeting in November; Mershon – Discuss deputy issue at Committee of the Whole; Jackson – Will need direction rather quickly so budget can be passed by December; Ebert – Talking about above and beyond one additional deputy already discussed; Mershon – Yes, studies show we are 5 short; one won't make a big enough difference; safety should come first; Ebert – Talk to the professionals, don't think we need it; Mershon – Not going to ask for 5; 2 more would be good; Jackson – What type of staffing trying to archive with 2 additional; Mershon – 3 additional, one for every shift or how Sargent deems appropriate; Jackson – One additional per shift requires relief factor consideration; Bennett – When we say adding 2, that's one more per shift staff member; ordinance on agenda is one for five days a week; end up with 2 additional give you one full time deputy; Jackson – Should conversation be about contract; Bennett – You had expressed concern about funding above one additional; where can we cut if we decide we need to add two; reason for Committee of the Whole; Jackson – Will add to agenda; don't think we should add more until we know what we are doing with contract

Donahue – Found out anything from Madison Township; Jackson – Follow up meeting scheduled next week.

Old/New Business

Adjournment

Meeting adjourned at 7:10 p.m.

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

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