

# Canal Winchester

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



## Meeting Minutes – Final

November 18, 2019

6:00 PM

## Council Work Session

*Mike Walker – Chair  
Jill Amos  
Will Bennett  
Bob Clark  
Mike Coolman  
Bruce Jarvis  
Patrick Lynch*



assessment of large press; doing infrastructure inspections in certain neighborhoods.

*Shawn Starcher -*

Starcher, the Street Superintendent, reported his crews are busy with leaf pick-up around town; working with Canal Winchester Schools to install outdoor fitness equipment; crews have started decorating for the holidays around town; two street lights were hit and damaged, one on Waterloo and one at the round-about, they are working to repair or replace these light fixtures. Jarvis asked about people who hit the lights; Starcher said they caught the drivers and followed through with police. Amos commented that the damaged light on Waterloo knocked out several other lights on Waterloo; Starcher stated that when one goes out, it will knock out that zone of lights; they contacted crew to make damaged light secure and then they can turn the zone of lights back on. Starcher commented they have a stock on light fixtures, but will need to order more soon as budget allows.

*Rick Brown -*

Brown, the IT Coordinator, reported he updated all servers, validation testing done; security cameras added at community center and interurban building; updated production server; new restrictions for enterprise users; working on disaster recovery plan.

*Joe Taylor -*

Taylor, the Water Superintendent, reported they took down well four for inspection and cleaning; it is now tested and back in service; tested certain switches to run multiple pumps; did second round of valve bowl replacement; hardness was 116 milligrams per liter; AMI metering system installations still going on.

*Sergeant Hendershot -*

Sgt. Hendershot, Fairfield County Sheriff's office, reported the October 2019 statistics. Jarvis asked about total downtime number and if it is hours or minutes; asked about downtime versus staffing hours, looking for a percentage on this; rule of thumb is 60%; Hendershot said most shifts will be over 60%. Bennett also commented that if Hendershot has any different ways to present statistics, we are open to the information.

*Shane Spencer -*

Spencer, the City Engineer, reported they were waiting for ODOT to respond about Gender Road signal timing, and it finally got going last week, and it is now moving forward to complete; the High Street railroad crossing improvement project will move forward with construction; expect kick-off with MORPC for thoroughfare plan update effort, modeling process, evaluations, develop recommendations, etc. will take place next year; waiting on OPWC award announcements on December 6 for Gender Road Phase Five project; completed the task to support Gender Road Phase Six and will distribute information soon; starting design for 2020 street program and field survey work.

**E. Request for Council Action**

**ORD-19-063**  
*Development*

An Ordinance Authorizing the Mayor and Clerk to Accept and Execute the Plat for Villages at Westchester Section 13, Phase 2 ([Ordinance, Exhibit A, Exhibit B](#))

*- Request to move to full Council*

Haire stated this will approve final subdivision plat for Villages of Westchester Section 13, Phase 2, at Gender and Lithopolis by the golf course. Lynch asked about Wilson Road touching Lithopolis Road at Oregon and Hayes Roads, is there a plan to connect these roads; Haire stated it has been reviewed and options discussed to straighten this intersection.

***Motion to move ORD-19-063 to full council made by Lynch; seconded by Coolman***

***Motion carried by the following vote:***

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

**ORD-19-064**  
*Development*

An Ordinance Approving the Final Development Plan for Outlot 4 Identified in the Meijer Outparcel Development Pattern Book ([Ordinance, Exhibit A, Exhibit B, Exhibit C, Exhibit D](#))

*- Request to move to full Council*

Andrew Moore, the Planning and Zoning Administrator, (see Power Point presentation attached) stated this ordinance addresses the Brexton Construction plan for out lot number four at the Meijer development on Diley Road; final plan for multi-tenant office building; city council wanted to look at final development plans; following the Meijer Outparcel Development Pattern Book; noted planning and zoning staff recommendations to the final plan. Amos asked about the color of brick to be used; Moore replied it will conform with standards in the Meijer Outparcel Development Pattern Book and be similar color family as what is used on the Meijer building. Haire stated the applicant is here to answer any questions. Amos asked about the sewer line and if there will be any interruption at Meijer parking lot; Moore stated yes to tap the sewer line. Amos asked about the bike path; Moore said there is an existing bike path (showed on map). Lynch asked about the sewer plan and the collection; Moore showed on diagram where the sewer will tie in and the catch basin. Jarvis discussed the issue of time for this ordinance, three readings versus two readings; Moore stated the applicant needs to close on December 10 and will request only two readings. Clark asked if there is a job creation projection for this yet; Haire replied not at this time, but the applicant may be able to better respond. The applicant representative, Melanie Wollenberg, Executive Vice-President of Development with Brexton Construction, came forward to speak; the applicant is Pediatric Associates. Wollenberg addressed the question regarding the brick stating the color has not been chosen, but it will comply with the Meijer and city restrictions for color. Amos asked about the landscaping and if the changes requested will be doable; Wollenberg stated yes, they will comply with the planning and zoning staff recommendations for changes to the plan. Amos commented about the client closing on December 10, and the need to combine the council second and third readings with adoption of this ordinance; Wollenberg responded that yes, they have certain deadlines they need to meet with closing and construction items and that Pediatric Associates needs to open in August to accommodate new pediatricians and the new school year starting. Lynch asked a question regarding the siding; Wollenberg responded she can get answers to questions from her construction guy that she cannot answer tonight; she formally requested to combine the council readings for this ordinance. Jarvis asked if it is necessary to declare an emergency on this to shave off time; Hollins stated this is final development plan review and it would not come under referendum, it is an administrative act not legislative; might as well do as emergency at next meeting and state a reason why; he can help draft this language. Jarvis asked for a motion to forward this ordinance with the added request to suspend third reading and add emergency clause to full council.

***Motion to move ORD-19-064 to full council made by Clark; seconded by Coolman***

***Motion carried by the following vote:***

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

**ORD 19-065**

*Finance*

An Ordinance to Authorize the Mayor to Enter into an Agreement with the Canal Winchester Historical Society for the Period January 1, 2020 Through December 31, 2022 ([Ordinance, Exhibit A](#))

*- Request to move to full Council*

Jackson stated this will renew an agreement from 2015 offering annual financial assistance to the Canal Winchester Historical Society (CWHS); directed council questions to Mr. Steve Donahue, CWHS President. Lynch asked if we offer any other financial assistance to the CWHS; Jackson replied they apply for the bed tax grant funds. Lynch asked if we provide maintenance at their facility; Peoples replied yes, light maintenance help at that facility. Jackson stated they previously applied for bed tax funds to help with expenses, but now doing it as a line item appropriation. Donahue came forward to speak; he thanked council, mayor and city staff for their continued support and assistance with events; working on getting new members to join and involved; CWHS needs to help from the city; talked about fixing particular buildings, stated the mill needs attention. Coolman and Lynch complemented Donohue on all the CWHS is doing and it is an asset to this town. Lynch stated the \$10,000 we give you is minimal, and asked if there is anything else that can be done to help them achieve what needs to be done; Donahue said as things come up, he will ask for help from council.

***Motion to move ORD-19-065 to full council made by Lynch; seconded by Bennett***

***Motion carried by the following vote:***

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

**ORD 19-066**

*Finance*

An Ordinance to Authorize the Mayor to Enter into a Health Services Contract with Franklin County Public Health ([Ordinance, Exhibit A](#))

*- Request to move to full Council*

Jackson stated this will fulfill requirement to have a public health department and we contract with Franklin County to do this; generally, expect the cost to increase each year as it is based on population. Bennet asked if there are any other options besides Franklin County; Jackson said we looked at Fairfield County but they did not have resources we needed; the Mayor stated we also looked at Columbus Public Health; but Franklin County has responded well.

***Motion to move ORD-19-066 to full council made by Bennett; seconded by Lynch***

***Motion carried by the following vote:***

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

**ORD 19-067**

*Finance*

An Ordinance to Authorize the Mayor to Enter into an Agreement for Legal Services with Frost Brown Todd LLC for the Period January 1, 2020 Through

December 31, 2021 ([Ordinance, Exhibit A](#))

*- Request to move to full Council*

Jackson stated our contract with Mr. Hollins and his firm expires soon, and we are happy with his services, he has kept his monthly retained the same for a while, and we want to renew his contract. Bennett commented that Mr. Hollins and all the representatives from Frost, Brown, Todd have done excellent work for the city.

***Motion to move ORD-19-067 to full council made by Bennett; seconded by Lynch***

***Motion carried by the following vote:***

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

**[ORD 19-068](#)**

*Finance*

An Ordinance to Amend the 2019 Appropriation Ordinance #18-040, Amendment #7 ([Ordinance, Exhibit A](#))

*- Request to move to full Council*

Jackson stated she hoped everyone reviewed the memo in the agenda packet regarding this amendment; this amendment is asking for funds from the general fund to cover Audra's position through the rest of the year, as it was not budgeted for at the beginning of the year. Also, asking for funds for chemicals for the water fund, the sewer fund for sludge removal, and a utility cost increase.

***Motion to move ORD-19-068 to full council made by Coolman; seconded by Amos***

***Motion carried by the following vote:***

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

**[ORD-19-069](#)**

*Finance*

An Ordinance for the 2020 Appropriations ([Ordinance](#))

*- Request to move to full Council*

Jackson stated the ordinance is for the 2020 city appropriations (see power point presentation attached). Jackson outlined the changes and differences between these appropriations and the tax budget funding from July; she explained the revenue and expenditure adjustments to the general fund and other city funds. Jackson stated this ordinance will have three readings.

***Motion to move ORD-19-069 to full council made by Amos; seconded by Bennett***

***Motion carried by the following vote:***

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

**[ORD-19-070](#)**

*Finance*

An Ordinance to Establish City Employee Salary Ranges ([Ordinance, Exhibit A](#))

*- Request to move to full Council*

Jackson deferred to Peoples to address this ordinance as he did the majority of the work on it while she was on leave. Peoples stated we have a proposed salary schedule for 2020; have not done a salary schedule update since 2016; we had a long term employee leave this year for a higher paying job; person selected to replace ended up not taking the job due to the pay offered; looked at local job market for other municipalities as well as local logistic companies in the area that are offering high starting pay; there is more competition in the local job market; used MORPC salary survey; difficult to compare us to anybody due to population ranges, physical plants and services offered; ended up with three basic tiers for our employees. Jackson stated the way we budgeted for merit increases that it was accounted for in the budget and health care came in a little less and she was able to move funds; Mayor stated the MORPC survey was 2018 wages and now we are looking at 2020; Jackson stated the objective is to make us more competitive with salaries. Lynch stated he does not see anything out of line and it seems quite reasonable. Peoples stated we probably need to do this more often than every four years, and we do not have much employee turnover, but way the market changes the four years is a long time; the 17% seems like a lot, but that is over four years. Jackson commented about our long-term employees who may be near retirement and we will need to recruit and be competitive. Coolman asked about hiring employees who are cross-trained and can do multiple duties; Peoples stated that he already does cross-training and most employees do multiple functions; the Mayor stated we have cross-trained all the way through.

***Motion to move ORD-19-070 to full council made by Bennett; seconded by Lynch***

***Motion carried by the following vote:***

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

**F. Items for Discussion**

**G. Old/New Business**

**H. Adjournment**

***Motion to adjourn made by Bennett; seconded by Lynch***

***Motion carried by the following vote:***

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

***Adjourned at 7:41 pm***

***ORD 19-064 Power Point Presentation by Andrew Moore, Planning and Zoning Administrator***

***ORD 19-069 Power Point Presentation by Amanda Jackson, Finance Director***