

Canal Winchester

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



Meeting Minutes - FINAL

November 2, 2020

5:30 PM

Council Work Session

*Mike Walker - President
Mike Coolman - Vice President
Jill Amos
Will Bennett
Bob Clark
Patrick Lynch
Chuck Milliken*

A. Call To Order

Coolman called Work Session to order at 5:30 p.m.

B. Roll Call

Present 6 – Amos, Bennett, Clark, Coolman, Milliken, Walker

Coolman: Let the record show that Mr. Lynch is in attendance virtually; there is a snag on his end of the technology; we will wait about thirty seconds;

C. Also In Attendance

Mayor Ebert, Matt Peoples, Amanda Jackson, Bill Sims

Coolman: OK; we will still count him in attendance; OK let's move on while Mr. Lynch gets worked out.

D. Request for Council Action**RES-20-010**

Public Service

A Resolution To Approve The Trade-Ins Of A 2009 Chevrolet 1500 Pickup Truck And A 2011 Ford F-250 Pickup/Plow Truck (**Resolution**)

- Request to move to full Council

Peoples: As the resolution reads, we have two vehicles we are looking at doing some deals on; I don't have the final numbers for those but one is in the \$12,000 - \$14,000 range, the 2011 plow truck and the other one we are still working through the process but we still have to have Council approval to do the trade in;

Coolman: Is it just the truck itself or is it the plow attachments; Peoples: The 2011 is going to be the plow with it; The 2009 does not have a plow; It's just a regular 1500 pickup truck; Coolman: So you're replacing the '11 plow truck with a new plow truck with blade and attachments; Peoples: Correct.

Peoples: We are just trying to keep along; They are not real old trucks; They are getting up there in mileage; Trying to keep up on a CIP schedule that we have for our fleet;

A motion made by Amos to move RES-20-010 to full Council; seconded by Bennett. The motion carried with the following vote:

Yes 6 – Amos, Bennett, Clark, Coolman, Milliken, Walker

RES-20-011

Public Service

A Resolution To Adopt The Five-Year Capital Improvements Plan/Maintenance Of Effort For The Calendar Years 2021-2025 For The City Of Canal Winchester, Ohio (**Resolution, 2021-2025 CIP**)

- Request to move to full Council

Peoples: This is the item we talked about at the last meeting; There have been no changes to the CIP; As I always tell you, this is a very fluid document; As a matter of fact, Bill and I had a meeting today with Shane Spencer of EMH&T on Wednesday to set the 2021 street CIP so this will definitely change as of Wednesday; This is something we try to maintain and get adopted just to have that.

A motion made by Walker to move RES-20-011 to full Council; seconded by Clark. The motion carried with the following vote:

Yes 6 – Walker, Clark, Amos, Bennett, Coolman, Milliken**ORD-20-051**

Finance

An Ordinance Authorizing The Mayor To Enter Into An Agreement With Canal Winchester Human Services For The Period of January 1, 2021 to December 31, 2023

(Ordinance, Exhibit A)

- Request to move to full Council

Jackson: Thank you Mr. Coolman; the contract before you is a three year contract; our current contract expires December 31st, 2020; right now there is no increase in the contract; I know Aletha was here with you last meeting; the contract before you is the same contract we have with them right now; it spells out four different things they can use the funding for; we have had a contract with them since 2015 when we transferred the senior transportation program over to them; so the four things they can use the funds on are: wages and benefits for the drivers, communication equipment, insurance gas and equipment maintenance, and then program administration; it is a very straight forward contract; I would be happy to answer any questions.

A motion made by Milliken to move ORD-20-051 to full Council; seconded by Bennett. The motion carried with the following vote:

Yes 6 – Milliken, Bennett, Amos, Clark, Coolman, Walker

ORD-20-052

Council

An Ordinance To Authorize The Mayor To Enter Into A Contract On Behalf Of City Council With Robert Half International, Inc To Temporarily Fill The Position Of Clerk Of Council And Declaring An Emergency (**Ordinance, Exhibit A**)

- Request to move to full Council

Coolman: As we talked about at the last meeting; we want to enter this service contract; what it does is allows us to hire a temporary Clerk of Council; if we hire a candidate that decides they do not like the job a month into it, we have a service that will find us someone else; the whole idea is to get someone in that position ASAP; and while we continue to look for a permanent hire; we have to have this contract signed before we can hire anybody; also we did have a candidate that Jill and I interviewed and over the weekend she withdrew her motion to want to join us; she was intimidated by the technology; so we contact the Robert Half company this morning and they are currently putting together more resumes; so hopefully we will have this position filled; the intent was to have it filled this week and get her started right away. Amos: Mr. Coolman, I just want to verify, if we do not have a person in place; we are not paying a fee for the contract; we are only paying if we have a person in place; correct? Coolman: Correct. Amos: and if we decided to hire outside of their firm, we are not tied to them for a certain amount of money. Coolman: Correct, we have to give a notification to end the contract; and the written notice is a thirty day notice.

A motion made by Milliken to move ORD-20-052 to full Council; seconded by Bennett. The motion carried with the following vote:

Yes 6 – Milliken, Bennett, Amos, Clark, Coolman, Walker

ORD-20-053

Mayor

An Ordinance To Amend Chapter 155 Of The Codified Ordinances Of The City Of Canal Winchester (**Ordinance, Chapter 155 STAB**)

- Request to move to full Council

Peoples: Mr. Lynch, we just sent you out a new link; 155 is the street tree advisory board; we ended up having a resignation from the board here recently; we have been talking about it for years, having our Urban Forester on the Board as a member; it would still be a five member board; the Urban Forester would be a standing member; but not a chair; there was actually a street tree meeting last week; he went over it and then thought it was a good idea; that have actually had two previous board meetings because they didn't have a quorum, this would help with that; and we wanted to add our list of street trees.

A motion moved by Bennett to move ORD-20-053 to full Council; seconded by Coolman. The motion carried with the following vote:

Yes 6 – Bennett, Coolman, Amos, Clark, Milliken, Walker

ORD-20-054

Construction Services

An Ordinance to Authorize the Mayor to Enter into a Contract with Resource International, Inc. for Consulting Services Relating to Construction Materials Testing And Inspection for the Period from January 1, 2021 Through December 31, 2023 ([Ordinance, Exhibit A](#))

- Request to move to full Council

Sims: Thank you Mr. Coolman; this contract is one of our annual engineering services contract; Resource International provides services for construction material testing and geotechnical engineering for our various projects; they have been a consultant now for a number of years, about fifteen I think; this would be a continuation of that relationship; looking for it to be moved to Council to extend that contract.

A motion made by Clark to move ORD-20-054 to full Council; seconded by Amos. The motion carried with the following vote:

Yes 6 – Clark, Amos, Bennett, Coolman, Milliken, Walker

ORD-20-055

Construction Services

An Ordinance To Authorize The Mayor To Enter Into A Contract With EMH&T For Municipal Engineering Services For The Period From January 1, 2021 Through December 31, 2023 ([Ordinance, Exhibit A](#))

- Request to move to full Council

Sims: Thank you; again this is an annual services agreement contract for EMH&T with Shane Spencer continuing as our contact with that firm; EMH&T provides essentially our basic platform for municipal engineering services and they also handle most of our transportation projects and environmental type needs and storm water management needs; and I would like to request for that to be moved to Council as well.

Coolman: How many years have we been doing business with EMH&T? Sims: Well um, consecutively since 2006 I think; we had also had some of their services prior to that.

A motion made by Amos to move ORD-20-055 to full Council; seconded by Walker. The motion carried with the following vote:

Yes 6 – Amos, Walker, Bennett, Clark, Coolman, Milliken

ORD-20-056

An Ordinance To Authorize The Mayor To Enter Into A Contract With V3

Construction Services

Companies, Ltd. For Professional Engineering Services For The Period From January 1, 2021 Through December 31, 2023 ([Ordinance, Exhibit A](#))

- Request to move to full Council

Sims: Thank you; this again, is an annual services contract for professional engineering services; V3 is probably a new name; they were formally known as Bird and Bull; they were purchased by V3 and they will basically be providing their central Ohio engineering services; we will be continuing to be working with the same individuals that were with Bird and Bull; we are looking to continue that; they provide tech review for plans review services, for private site developments; they also provide engineering services for capital work for water, waste water primary treatment and distribution as well; they also do GIS work; so I would like to move to Council to continue that relationship.

A motion made by Bennett to move ORD-20-056 to full Council; seconded by Coolman. The motion carried with the following vote:

Yes 6 – Bennett, Coolman, Amos, Clark, Milliken, Walker

[ORD-20-057](#)*Finance*

An Ordinance To Make The Final Appropriations For Current Expenses and Other Expenditures Of The City of Canal Winchester, State Of Ohio, During The Fiscal Year Ending December 31, 2021 ([Ordinance](#))

- Request to move to full Council

Motion made by to move ORD-20-057

Jackson: Thank you Mr. Coolman; I had sent all of you an email earlier, well I guess mid-week, last week; asking if you wanted me to do my presentation this evening or if you wanted me to hold off and do it in two weeks; however that was prior to Franklin County Board of Health letting us know that they would be here tonight; so I am prepared to give the presentation tonight, so if it is OK with you I am going to go ahead and do that.

The 2021 Appropriations, what we like to call the budget; to simply put it, they are the budgeted amounts that can be legally spent without asking you for more money; the Ordinance that is in your packet this evening that I am asking you to consider passing, gives me a little bit of flexibility when it comes to the budget; what I mean by this; well when you look at the budget in front of you it categorizes our expenditures into five categories; or what I call in the finance world, a function; so we have Personal Services (Salaries and Benefits), Operating Expenses basically everything else that doesn't fall under Personal Services or the rest of the categories; Utilities, Capital Outlay (Equipment, large scale Repairs, Construction Projects), Transfers/Advances; so internally the budget in the system is must more detailed; the example shows Personal Services, and it gets so detailed it shows salary, Medicare, workers comp, etc.; so each line has its own budget; the way the Ordinance is written I can move dollars within a category or function without having to come back to you for approval; but I cannot move it between functions; for example- let's say insurance premium line was \$100 short; I can go in and take \$100 one of the other Personal Services lines that might have extra money and move it into that insurance premium line without having to ask you; I cannot take money for let's say, the salaries line and put it towards the Capital Outlay expenditure; that I would have to come an ask you for; so we instituted this a few years ago because it seemed liked, sometimes things come up; mid-year promotions; someone could get a raise and it was sort of messing with our budget a little bit, and then we would have to come back and ask you for something simple like \$100; and this would eliminate that; let me know if you have any questions; moving on to the General Fund; this is obviously our largest fund; we can pretty much pay anything out of our General

Fund; the General Fund is funded by our income taxes; our single largest source of revenue; property taxes development and building fees, court fines those are our largest revenue sources in this fund; mostly is someone is paying something that is not a utility bill, it is going into the General Fund; and there in front of you is a list of all the departments that get paid out of the General Fund; so as you can see this is the majority of our Government Operations coming out of this fund; so in the General Fund under Salaries and Benefits we have 21 full time employees, 1 part-time employee, 1 50% employee, 2 seasonal employees, 1 intern, and 8 elected officials (7 Council Members and Mayor); so our 2021 Appropriations assumes a maximum of 2% merit increase for all employees; that has not yet been determined, we will finalize that once you guys finalize the budget for me; it also assumes a 12% increase in health insurance premiums; obviously we have been saying this for many years health insurance premiums continue to go up and up; so there is no increase in dental, vision, or life insurance premium; this is just the medical side; so overall, Salaries and Benefits account for 23.3% of the total General Fund; so I have the dollars in there; it is just under 2.5 million dollars; so overall taking into consideration a merit increase, health insurance increase, staffing, it is about a 6% increase over where we were at in 2020 in dollars; but proportionately over all in the General Fund budget it is exactly the same; so it is very consistent; this is what you'll see when you look at most other communities; it will be somewhere within that 20%-25% range of their budget will account for salaries and benefits for their employees; what I did this year is, I am going to go through sort of by department in the General Fund account to kind of give you an idea of what we are paying for in that department; first up we have the Sheriff's Department; this account is for the contract that we have with the Fairfield County Sheriff's; the Fairfield County Commissioner, and the Franklin County Commissioner's; both of those are for jailing contracts; we do pay for security cost for Labor Day out of this line; and then the purchase and outfitting of a new vehicle; that's part of our contract with the Sheriff's Department, that we purchase one every year; in total we are looking at \$1,566,000; this number does include, the deputy that we discussed, with the passing of the amendment; as well as the additional one for 2021 which was written into that amendment; it is written in there that the second deputy would be added upon approval of the 2021 budget; so right now it is in here for you; next onto Public Health; this is where we pay for Franklin County Board of Health; the mosquito spraying, and the Human Services Contract that we just discussed a few minutes ago; as well as indigent burial; if someone here lives in town, and they do not have the funds to pay for a cremation burial, they can apply for indigent burial; in which the city would pick up the cost; we tend to get maybe one a year, the number on that is usually around \$1,000; overall for these contracts and for indigent burial we are looking at just over \$160,100; so approximately \$90,000 of that is the Board of Health; I think that contract is in your council packet for second reading's this evening if I remember correctly; and then again, the roughly \$63,000 we talked about for Human Services; Recreation, so this is our Community Center our parks and our pool; the Community Center includes one full time employee; and the typical operation and maintenance for the building; the parks includes, three full time employees, it includes contracts for things like the Porta John rentals that you see at the parks; and the weed control for the baseball fields; supplies that they use to repair anything at the parks, mower repairs, and purchasing park assets, it could be small like trashcans or a bench, or as large as playground equipment; anything that is a physical asset could come out of that line item; for the pool, it includes our contract with Columbus Pool Management; again I believe that is on your City Council Agenda this evening; concession stand supplies; so everything that we sell in the concession stand we purchase and then sell; and then Capital projects related to the pool; so obviously every year when they open the pool, they will come across some things that need fixed or updated; but it also includes some concrete work for 2021 and pool painting; something that we might have looked into doing for 2020 if things had played out a little different with COVID; we are looking to do those in 2021; hoping we will be back to a normal schedule for the pool; so between these three we are looking at \$617,750; in Development; this is salaries and benefits for the three full time employees and a summer intern; we didn't have an intern this year; obviously with COVID; but it is something

the Development Department likes to utilize; it includes funds for city memberships in professional organizations; so we are part of MODE, and the Fairfield 33 Alliance; things along those lines; it also includes funding for contracts for plan reviews, inspection services, courier services, and miscellaneous things like property surveys; it also includes training expenses for employees and office supplies; so again that is a little over \$615,000.

Coolman: Ms. Jackson; can you back up a moment please; is that number pretty consistent to where we have always been with all the development we have going on? Jackson: So we have increased that number a little bit for last few years; but in talking with Mr. Haire, and where he thinks development is going to be in 2021; yes, this is very consistent with what we have seen in 2019 & 2020.

Jackson continued: Urban Forester; this includes two full time employees and two seasonal; city memberships again; and contracts for outside tree work; as well as our spring and fall street tree plantings; we have added another \$10,000 into the budget for next year; the purchase of tree give away trees as well as mulch, and the annual flowers; and as you can see here is our annual potting day; and again office and other supplies; so if he needs another herbicide sprayers or other things like that will come out of this department; and then the Mayor; obviously this is one elected official; one full time employee; also includes some City memberships, like Ohio Municipal League and MORPC; this is where we pay for our property and casualty insurance premiums; and then office supplies; that number is that large because of the salary and benefits and the property and casualty insurance; so we are looking at a little over \$300,000 in the Mayor Department; Council; this would be the seven of you as well as one part time employee, your Clerk of Council; that also includes contracts with Destination Canal Winchester; which has been in place for many years; the codified ordinances hosting and publication; we have to pay for that; so that comes out of here as well as software used to put together your agendas; there is training money in there; I think some of you have attended Ohio Municipal League training in the past or ethics training, along those lines come out of here; and then if you guys needs any office supplies, and your Chromebooks come out of here; Mayor's Court; includes one full time employee; we contract for magistrate services; public defender services; and municipal court fees; and then again, training and office supplies; so we are looking at \$117,000 in Mayor's Court; OK, in the Finance Department we have two full time employees; we contract for annual financial statement compilation services; our bi-annual audit; so we will be audited in 2021 for the years 2019-2020; so there is a little extra money in there for the audit; we also pay for the bank fees; and credit card processing fees out of this department; and then I too, attend annual training, and again office supplies; so we are looking at just over \$307,000; Human Resources is one part time employee; included in this department is background checks, drug testing, employment related legal fees; and then we pay for our Employee Assistance Program or EAP; and then again HR constantly is going to training; this fund is at around \$104,000; Alright Public Service, Lands, and Buildings; these two are kind of similar, so I put them together on here; so this is salaries and benefits for three full time employees; one of those positions are currently vacant; this is where we pay for our utilities; for all non-water and sewer buildings; so water and sewer pay for their own; but then everything else gets paid for out of the general fund; it also includes contracts like fire alarm maintenance; elevator maintenance; and when we get our buildings cleaned and generators tested; we also have fleet expenses; non water and sewer vehicles; the fuel and repairs are paid for out of the general fund; we pay for new tires, if you purchase a new vehicle, and we have to outfit it; we purchase flags banners and signs; office supplies for the city as a whole; we have some funds in here for miscellaneous and emergency expenses; so if something comes up with the building, we can use those funds to correct that issue whatever it may be; capital purchases or projects for the city building; so if we need a new roof; that kind of stuff; and then there is approximately \$50,000 for technology equipment purchases; as I am sure you are all aware, technology is constantly changing; so we do try to set aside money every year in case

we have issues with things like our switches; between the utilities and the salaries, that is why this number is as large as it is at \$855,000; Community Affairs, we have one full time employee; we pay for the newsletter; this is where we pay for city sponsored events; such as Music in the Park, Christmas in the Village, Movies etc.; and advertising for the events comes out of this budget at \$119,925. Walker: Since some of that is being skipped this year, will that then will that go on top of next years. Jackson: No, I have to re-appropriate that money, I can't carry it over from one year to the next without your permission; Information Technology; we have one full time employee; we pay for consulting services; and we pay for our annual renewals for things like our IP addresses and our website domain; he also goes to training; we are at \$182,000 in the IT department; Construction Services; this includes salaries and benefits for 2.5 FT employees; we are looking to hire a new individual; a Right-of-Way technician; we are still finalizing a job description on that, we wanted to include it into the budget, if council approves we can continue with that in 2021; under this line item includes the contracts for the municipal engineering services that Mr. Sims just discussed with you; public project inspection fees; private development inspection fees; and then our annual Street Program; so next year the annual street program is sitting at \$800,000; its down a little bit from 2020; but we have a ton of other projects going on, which we will touch on here in a minute; which is why we backed that down just a little bit; that is at \$1.5 million. Clark: What is that new position? Sims: I am responsible for pretty much everything in the right-of-way, and the protection of our right-of-way; you have probably heard me speak quite a bit about the number of right-of-way permitting type items coming in the last several years; a lot of that is driven by the utilities getting into the 5G market; all the fiber being run; the dark fiber; the small cell antennas; things of that nature; also, the last couple of years I have taken over the oversize over weight permitting for all the loads that come through town; we have been keeping up with it; but just barely; there is a lot more to be done; it also goes back to not just processing paper work, but physically being present; to ensure what they are supposed to do is actually accruing in the field; and we are seeing more of it; so we know their where they are supposed to be, so we can get the correct use of the right-of-way space; everyone likes to have it marked; then they go out and find the biggest gap; well that doesn't work when we are trying to squeeze a number of companies in one space; and also protection of our facilities; when people are working in the right-of-way they are usually working around our water, sewer, and electric. Clark: Thank you. Jackson: Also in the General Fund is Administration; this doesn't have any salaries associated with it; but you can see that is just over a million dollars; this is where we pay for our legal services; our income tax collection fees which is 3%; we have an agreement with the Historical Society that comes out of here; the income tax agreement with Violet Township, CEDA; so they get 21.5% of income tax revenue from businesses in Canal Pointe; we also have a Property Tax offset agreement for the Diley Ridge medical building; property tax collection fees; the auditor and treasurer charge fees for everyone to process everyone's property tax payments, and that comes out of here; we have our copier and our mail machine; we have to do legal advertising for certain meetings; and certain pieces of legislation; and then annual renewal for our BS&A, our internal enterprise software; as well as Microsoft Office; so this is a very big number; the income tax sharing agreement with Violet Township and the property offset agreement, are going to be in the neighborhood of over a half million dollars; so that is almost half the budget just between those two items; and this is very consistent to where they have been in the past; none of this is new; this number has not really increased a whole lot other than when the income tax goes up in Canal Pointe so does our responsibility to Violet Township; OK, also in administration is where we pay for our debt; this year you will see a large debt number; part of that being, payment of bond anticipation to Bixby Road; we did that in 2019; they would have been due in 2020; and we have not yet completed the sale; so we rolled those over for another year; now they are due in 2021 and because the sale has been completed we are going to pay them off; they are \$950,000 plus interest; so we are looking at approximately \$990,000 to pay that debt off; so also out of here are the least payments for McGill Park; and the McDorman Building which are coming up at just about \$387,000; vehicle leases; we currently only have one vehicle lease; it about 5k of that 60k but

as Matt discussed earlier about our vehicle CIP we do have it programmed to do some lease agreements, so that money is in there if we feel we need to move forward with it; there's transfers to the debt service funds; which is where we pay for the majority of our debt; so we will get into the details of what those debt payments are; but the budget is set at \$700,000; there are Transfers to the State Grant Capital fund for the McGill Park projects; I do have a lot more details on those in a couple slides; and then the advances to the other fund; we are advancing funds again to that State Capital Fund for McGill Park; for the trail connector and phase one; it's a lot of money 3.5 million dollars; but let us look at where it is going; so we have two grants; the Clean Ohio Trail grant; which is solely for the trail connectors; which is \$450,000; it is a reimbursement grant; and the project has to be completed by November 30th of 2021; so the original estimate for this project was \$900,000 dollars; the recent estimates are lower than that at about \$650,000 range; the 2021 appropriations include paying cash for this project; so we will essentially be paying the entire 650,000 dollars out of pocket and then reimburse the \$450,828; so then we have what we are referring to as phase one of McGill Park; this is the land and water conservation fund grant; which is a half million dollars; the funding has to be used by December 31st of 2021; so the estimate right now is at about \$3.8 million dollars; we will be dividing this project up into two sub projects; one being the grant and associated expenses; and the second being a city funded project; so the way the grant worked when we applied we submitted an application for 2 million dollars; and they came back and said they wanted us to scale back so it was more purposeful to the grant; so we scaled back and moved everything else into a separate city project; 2021 appropriations include paying cash for the grant portion; so we will be spending a million dollars then we will be getting a half a million dollars back; then debt will be issued for the City funded portion of the project; we will be doing that in 2021 so the first payment won't be until 2022; and that will most likely be done in conjunction with the renovation of the McDorman Building; so the General Fund total 2021 appropriations comes to \$11,726,553; so the two big questions here are, "How does this compare to 2020 and prior years"; and "What impact will this have on our fund balance"; so here is graph showing our appropriations dating back to 2016; as you can see it is slowly increasing; which is typical; so like I said we are at \$11.7 million dollars; we were a little over \$10 million in 2020; we were at about \$9 million in 2019; so yes, it has increased; but not a huge jump; so now what impact does this have on the fund balance; so here you can see back in 2016 what we estimated for our revenue vs what we were appropriating each year; typically they are very close; and again these are just budget numbers; not actual; so in 2021 you will see our appropriations are much larger than are estimated revenue; we have been building our fund balance; I know you have heard me say many times that our fund balance is very healthy; and we have been working on that so that we could take on these large projects like McGill Park; like the McDorman renovation; things along those lines; so here are the actual numbers; as you can see it flipped; our revenue has been higher than our actual expenditures; again it goes back to building our fund balance; so ask you can see the 2020 is through 10/31; where our revenues are significantly higher than our expenditures; now 2020 has been a very different year; we have been very cognizant on our spending; we didn't know what kind of impact COVID would have on our revenue; we have built our fund balance a little bit higher this year than we have originally anticipated; it just shows how much we have grown, and how cognizant we have been on what we are spending our money on; we are building ourselves up for the future; to not have to go to our tax payers for money; we want this community to become what we all picture it to be, without burdening our residents; the street maintenance fund; this is funded by gasoline tax and automotive vehicle tax; has 3 full time employees and 3 seasonal; we pay for fleet expenses; so fuel comes out of the general fund and the street maintenance fund; repairs and outfitting of vehicles; salt contract with ODOT; and we purchase brine from the Franklin County engineer to treat the roads; we are paying a portion of the Public Service Facility debt; we do have vehicle leases; again we have one very small one currently; but the potential for some in 2021; and then miscellaneous supplies the Street Department might need in their everyday work; over all Street Maintenance Fund total budget is \$646,000; with about \$126,000 of that being the debt payment; so the total amount is

about \$350,000 on the debt for that building; the Water Fund; this includes salaries and benefits for 5.125 employees; so our half employee also gets paid out of the sewer and storm water; there are three OWSA loans that get paid out of the Water Fund; the last payment on those will be in 2027; utilities, chemicals; we do pay the City of Pickerington for the water they provide to Diley Road area; we are still working on upgrading all of the meters; the AMI system we are putting in; we do an annual valve bolt replacement; water has their own fleet; this list is somethings you don't necessarily know the water department has to pay for; they have to pay operating fees to the state; annual software support; utility bill printing and mailing, legal services; and property and casualty insurance; general supplies they might need; engineering expenses; and fees for water lines crossing railroad property; so overall the Water Fund budget is \$1.7 million; the sewer fund; we have 6.125 employees; it does include a new position that is not yet filled; as you are aware the sewer fund is very healthy; out of the sewer fund we make some debt payments; the largest is the Revenue Bonds; we will be done with that in 2024; and that's \$300,000 a year; so we will have that off the books in 2024; utilities; sludge removal; again, purchase of AMI equipment; fleet expenses; a lot of this is the same as the water department; and again, state operation fees and annual software; there are planned capital projects planned for next year; they pay for their copier and their office cleaning; engineering expenses; and like the water, fees for sewer lines crossing railroad property; so we are at just over \$2 million in the sewer fund; out last utility fund is the Storm Water Fund; we pay for 1.25 full time employees; this is where the street sweep annual maintenance and repairs come out of; as well as our leaf vacuums; storm drain cleaning; again the fees for crossing the railroad; then your typical state operating fees, software support etc.; this is very consistent with the other utility funds; we also do some concrete work associated with storm drains; as you can tell this fund is much smaller; if you think about your utility bill, you pay \$6 every two months for storm water charges; so this und doesn't build as much as the other utility funds; so total budget for this fund is \$269,000; OK, State Capital Projects Funds; this fund is where we will account for the McGill Park Project; Debt Service Fund; this is where we pay for all of our debt; this is the majority of our General Fund Debt gets paid; overall next year we are looking at about \$700,000 dollars in principal and interest payments; alright, very quickly, these are the smaller funds I was referring to earlier; I won't go over these unless there is a specific one you want to talk about; TIF Funds; we have three TIF Funds; two of them the only thing that is going to come out of them next year are the auditor and treasurer fees; and then the Gender Road TIF fund; we have agreements with the Winchester Blvd extensions; repayment of advances made to the Bixby Road Project; and then many years ago we bought Hanners Park; and it was agreement that we would pay ourselves back with this Gender Road TIF money; Water & Sewer Connections Fund; and you can see the dollar amount associated with those funds; we do pay for one debt payment out of the Water Connections Fund; the Tanktown Waterline Project that was done in 2015; we do an annual well rehab project; Water Tower maintenance; Phase 1 McGill Park waterline work; and both of these funds are also here for emergencies; in the Sewer Connection Fund; basically the same thing with the exception of we put some engineering funding in there for a future pant project; alright, so this is going to wrap everything up; this shows you the estimated revenues; you will see a lot of negatives; which we will discuss here in a moment; I wanted to give you an idea of Fund balance we are looking at if we received every penny and expended every penny that is currently budgeted. Coolman: And that is a fund balance from when? Jackson: As of 10/31. Coolman: OK. Jackson: so obviously these are going to change; I didn't put the General Fund on here because we talked about the General Fund earlier; but these are going to change because we have two more months in the year; one I thing I think I told you, generally speaking is from an expenditure stand point, we only tend to expend between 89% and 92% of what we budget; so the difference then builds our fund balance; so assuming we get every penny and spend every penny; you can see what kind of hit these fund balances would make; the big one I wanted to point out was the Street Maintenance Fund; it will take a large hit; in the Street Maintenance Fund; you will see we have a negative \$121,950; now if we were to expend, all of that and looking at our fund balance; we would be quite low;

factoring in the even at 92% of our expenditures; thinking about where our revenues hit; were still going to be total fund balance more than what we like to see; so we like to see at least 6 months' worth of expenditures in our fund balance; this is going to put us closer to 9 months; even if we took a \$100,000 hit from that fund; so again this fund has been building over the years; we tend to not spend much out of it; but now that fund is nice and healthy we will start spending a little bit more of it each year; we will still be in that 9 month range, which is fantastic; the General Fund would be almost a years' worth of expenditures; which is huge when your bench mark is 6 months; again, I don't think I can stress enough, how well off we are financially right now; with that, I think I did enough talking; I will answer any questions you may have; tonight is first reading only so as you look at it, if you come up with any questions, please feel free to email me, call me, stop in, I'd be happy to answer them.

Coolman: Ms. Jackson, I notice in a couple of categories you had mentioned your looking to hire more people; with our city growing, and we have talked about payroll growing; is there an earmark you guys go by as far as increasing payroll? Jackson: As to when to hire new? Coolman: Yeah. Jackson: We have a staffing plan that we probably need to update again, that takes into account where we see ourselves from one year to five years down the road, trying to factor in when we think it is necessary to hire; I don't think we have a good bench mark that we use, but obviously you know we have been getting busier; which is why we are having the discussion about wanting to hire to help alleviate the current employees, so they can focus on certain things; so that we are still providing that same level of service to the residents; but I can't say that we have a true benchmark.

Walker: Ms. Jackson, you said that there was an amount that if you were able to move without the OK; was there a cap on that amount? Jackson: No, it is just has to stay within that function; and honestly it is not much, if even do it at all. Walker: Extremely impressive presentation, so honored and privileged to have someone do this like you do it, it's pretty amazing. Jackson: I know I threw a lot at you, so feel free to chew on it and let me know if you have questions later on.

Coolman: Well I think the foresight in panning this goes back not just this year, but go back 5, 6, 7, years to get us to this point financially; that's keeping a keen eye on the apple if you will; and during this tough past twelve months we have all gone through; we are very fortunate as a community to be in this kind of shape financially; and hats off again Mrs. Jackson; your foresight and where to put monies and forecasting expenses; the directors the Mayor, fantastic job by all of you.

Clark: I will dove tail off of that; there are not many cities that can; that has a financial balance like this; many of them are running in the red; can barely make payments on their debt; for you to get to this point, it didn't happen overnight; there had to be a lot of leadership over the years by you, and the Mayor and all of your directors to get to this point; for us to be able to do these projects that is going to bring quality of life to Canal Winchester citizens; my hats off to you for keeping us on stride and keeping us in the right direction; and the foresight for development to see that we needs jobs; and keeping us on budget, hats off to you.

Milliken: I second that; and great job explaining everything; it's one thing to be able to do it; but to come in here and lay it out the way that you do and make it easily digestible, hats off, and thank you.

E. Old/New Business

20-232

Franklin County Public Health - Focus Group Request

Peoples: Thank you, Mr. Coolman; I had sent you all an email Friday after a discussion I had with Franklin County Board of Health; if you remember last time; I asked if we could do a twenty minutes presentation and a

ten minute or so question and answer after that; when I emailed them and started talking about the scheduling for the meeting; she ended up calling me and said she was very concerned about being able to provide that presentation; they met with their group that was going to be on the call; they said they didn't want to short change the City; they wanted to focus on what we want it to be, they thought a discussion with a couple members of Council would be best; to try and get that focused in; I am just the go between for the contact; so I was unable to provide any other insight on the draft I think a couple of you have been working on; but that was her suggestion and I told her I would bring it along to Council, and see what you guys wanted to do. Milliken: Mr. Peoples, thank you for your coordination on this; after reading that email; this seems to be drawing it out for more than we were even asking of them in the first place; I felt like having them in was just the icing on the cake to broaden the discussion; I think dragging this out until December isn't really what we were looking for; so it would be my position to withdraw that request to have them come at this point.

Amos: Mr. Peoples, I made a list of questions for them tonight; is it possible for me to just email you, and they could potentially respond? My thing was, some of the things in these resolutions, I want to know how they are going to carry some of these out; so we as a smaller city, if we implement these calls to action, how we would proceed in doing it; and how would we monitor that we have done it correctly; so could I send it to you? It would help answer my questions; I just want to get a feel for it; we have drug it out and we need to move this along. Milliken: I don't know what they can provide to us in regards to call to action would be; that would be more along the lines of administration and the city attorney, right? I guess I am confused on why you want to ask them that. Amos: It's not so much their call to action; it's finding out, out of the 17 things they listed for their call to action, how are they implementing them; and how are they following up to insure they are done; if we right something down, I want to know how we can stand behind it.

Peoples: They have been very accommodating; and the discussion I had with her was very helpful; we had a great discussion; we said before; any resource she can provide. Amos: And I can make myself available during the day to speak with her. Peoples: I can forward you her information; will send it to all of Council.

Walker: We have a list of rules in every City building; you know, what word to abide by; all of the rules from A-Z; I know they are posted in most corporations that they are abiding by the Governments laws that are set forth on the City or any company, we can bring a list of those if you need to see them as well. Amos: You are talking about the anti-discrimination laws? Walker: Yes, all the laws. Amos: I am well versed in those laws, but thank you.

Peoples: I will contact her and let her know what you guys decided, and see if it is OK to share her contact information.

Bennett: Mr. Milliken & Ms. Amos; if you could send the draft that you have been working on; I would like to read through before having communication with the Franklin Co. Department of Health. Coolman: Thank you Mr. Bennett, I think that is a great idea; this is a resolution we want to get right; we don't want to jump in here and put something together to say "there you go, we got something"; we want it to serve the unique needs of our unique community; we want it enforceable, that was their mission from day one; so yeah I agree; if that could be shared, that would be awesome. Bennett: Since we have some time; do we want to push the discussion about Mr. Sabransky and the Police Chiefs Association and just have one large meeting next year. Walker: I think it would be nice to have the two new deputies on; maybe just a few months down the road; the stats will change; I think it's a good idea. Jackson: I did want to say that, the Ohio Association of Chiefs of Police, they had no timeline as to when they thought they would be ready to do any kind of study; they are apparently developing program and they do not feel it is ready to roll out yet; and she didn't know when that would be. Bennett: Thank you, Ms. Jackson; I don't think there is an urgency to this; but I think we want to do

this with purpose; and having a broader conversation over just what do we want this data set to tell us; what do we want it to do in the future; but I think March 2021 would be appropriate; I will reach out and make those arrangements.

Clark: While we have Yaz here; we might want to make sure that Mr. Lynch...; I am completely fine with counting him, but if that is not legal, we should probably get a ruling; if he has not voted on anything would he be considered in attendance; or do we need to excuse him, to give him an excused absence; Peoples: I've been in contact with Mr. Lynch by email; he is on the call; there is just some unknown technical issue so he's not able to voice in; he did ask Mr. Coolman and Mr. Walker for the next meeting removing him from the roll; Ashrawi: With the new legislation, pandemic related legislation, so long as the meeting itself is available virtually, the council members can participate virtually; the caveat is that there are some jurisdictions that are only having in person or only virtually and the legislative body must be in attendance physically; must understanding is that this meeting is available virtually so; Clark: Yeah but he was not able to ever to speak at this meeting to say roll call that he's there; he wasn't able to take any votes; Walker: So should we excuse him now from Work Session because we have not done that; Ashwari: Yes, I think that would be the safest.

A motion was made by Walker to excuse Lynch from Work Session; seconded by Bennett. The motion carried with the following vote:

Yes 6 – Walker, Bennett, Amos, Clark, Coolman, Milliken

F. Adjournment @ 6:59 p.m.

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

Yes 6 – Bennett, Walker, Amos, Clark, Coolman, Milliken