

FINDLAY CITY COUNCIL MEETING MINUTES

REGULAR SESSION

AUGUST 17, 2021

COUNCIL CHAMBERS

ROLL CALL of 2020-2021 Councilmembers:

PRESENT: Greeno, Niemeyer, Palmer, Russel, Shindledecker, Slough, Warnecke, Wobser

ABSENT: Haas, Hellmann

President of Council Harrington pointed out that Councilman Haas and Councilman Hellmann informed him that they would not be in attendance tonight. Councilman Russel moved to excuse Councilman Haas and Councilman Hellmann seconded by Councilman Slough. All were in favor. Filed.

President of Council Harrington opened the meeting with the Pledge of Allegiance followed by a moment of silence.

ACCEPTANCE/CHANGES TO PREVIOUS CITY COUNCIL MEETING MINUTES:

Councilman Slough moved to accept the July 20, 2021 Regular Session City Council meeting minutes, seconded by Councilman Palmer. All were in favor. Motion carried. Filed.

ADD-ON/REPLACEMENT/REMOVAL FROM THE AGENDA:

REPLACEMENTS:

Councilman Russel moved to add the following on tonight's agenda, seconded by Councilman Slough. All were in favor. Motion carried. Filed.

- Ordinance No. 2021-086 – property acquisition (**LEGISLATION** section)

PROCLAMATIONS: none

RECOGNITION/RETIREMENT RESOLUTIONS: none

ORAL COMMUNICATIONS: none

PETITIONS: none

WRITTEN COMMUNICATIONS: none

REPORTS OF MUNICIPAL OFFICERS AND MUNICIPAL DEPARTMENTS:

City Income Tax Monthly Collection Report – July 2021. Filed.

City Planning Commission agenda – August 12, 2021; minutes – July 8, 2021. Filed.

Findlay Fire Department Activities Report – July 2021. Filed.

Findlay Police Department Activities Report – July 2021. Filed.

Mayor Muryn – KPIs

The second quarter 2021 Key Performance Indicators or "KPIs" have been compiled and the summary report has been prepared. These are the performance measurements the City monitors for each department on a continuous basis. The full KPI document "Findlay Performs" can be found on the City's website: <https://www.findlayohio.com/performance>. These KPIs are a critical tool the City uses to measure service delivery and operational effectiveness. They indicate the progress towards goals set for continuous improvement. Any ideas on other valuable KPIs that Council would like to have considered should be emailed to Mayor Muryn or can set up a time to discuss. Filed.

Findlay Municipal Court Activities Report – July 2021. Filed.

A set of summary financial reports for July 31, 2021:

- Summary of Year-To-Date Information as of July 31, 2021
- Financial Snapshot for General Fund as of July 31, 2021
- Open Projects Report as of July 31, 2021
- Cash & Investments as of July 31, 2021

Filed.

Treasurer's Reconciliation Report – July 31, 2021. Filed.

Council President Harrington – Local Board of Tax Review appointment

Pursuant to Ohio Revised Code Section 718.11 (A)(2)(HB5), the legislative authority of any municipal corporation that imposes tax on income shall maintain a Local Board of Tax Review of which members shall be appointed by the legislative authority of that municipal corporation. Council President Harrington's appointment is Patrick Sadowski to serve on this committee retroactive to August 1, 2021. He is a practicing attorney in Findlay and has indicated a willingness to serve in this capacity. This appointment requires confirmation by Council.

Discussion:

Councilman Russel moved to confirm this appointment, seconded by Councilman Greeno.

President of Council Harrington noted that Mr. Sadowski will complete Roger Miller's term that expires the same time as the other two (2) current members of the board in which all three (3) members will be reconfirmed or other individuals will be appointed.

All were in favor. Filed.

Mayor Muryn – FEMA grants – benching area

Over the last several years, the Hancock County commissioners have worked to acquired properties that are consistently and substantially impacted by flood events. Over the next few months, the Hancock County Commissioners will be reviewing and coordinating with the City of Findlay to transfer a number of properties to the City’s possession. The first three (3) properties are listed below, as well as an attached map:

- 130 N Main St, Findlay, OH: Parcel No. 570000200100 FMA 16
- 139 N Main St, Findlay, OH: Parcel No. 560000190510 FMA 14
- 321 Clinton Ct, Findlay, OH: Parcel No. 560000171290 FMA 16
- 321 Clinton Ct, Findlay, OH: Parcel No. 560000171300 FMA 16
- 321 Clinton Ct, Findlay, OH: Parcel No. 560000191170 FMA 16
- 321 Clinton Ct, Findlay, OH: Parcel No. 560001018760 FMA 16
- 321 Clinton Ct, Findlay, OH: Parcel No. 210001028375 FMA 16

These properties are being requested first as the transfer process is more extensive given they were acquired utilizing Federal Emergency Management Agency funds. By accepting these properties, the City is agreeing to follow all of the applicable City, County, State and Federal regulations including compliance with 44 CFR Part 80 regarding deed restriction, floodplain management, and the monitoring and reporting of property. The City of Findlay currently has properties within its possession which have similar, if not the same, restrictions in which Mayor Muryn is fully confident the City can continue to maintain compliance. Ordinance No. 2021-077 was created. Filed.

City Auditor Staschiak – timekeeping system, advanced scheduling system, and related equipment

The City Auditor’s Office is preparing to move the City forward with technology with various payroll aspects. Comparable cities and private companies similar to the City of Findlay’s size have moved away from paper based timekeeping processes. They have taken several years to evaluate different options available, talked to other entities, and have determined the most logical path to move forward. As part of their evaluation, they looked for gains in efficiencies in payroll processing time, ability of all employees to access real time data to see available balances of time and requests of time off, eliminated many of the paper processes dealing with time off requests thoroughly the various departments, given supervisors an easier way to determine staffing levels for time off approvals at a glance, ease of overall implementation, and capabilities into the future. Their research concluded that the parent company that owns the City of Findlay’s financial/payroll system and the public safety program, Tyler Technology is the best match for the City of Findlay’s criteria. Tyler Executime is a complementary component to the Tyler MUNIS payroll system and the City’s Employee Self Service system (ESS) in that the system programming already works together with no need to create import files and crosswalk from an outside system. Tyler Public Safety has intentions of making those links to the Executime program. A brief demonstration of the system was given to top administrative staffs of the safety departments to see if there was interest in additionally picking up the advanced scheduling portion of the software as it would be much easier to implement this feature as part of the overall timekeeping implementation process. The Police Department sees much benefit to using this particular feature as their current scheduling software is antiquated, has issues, and needs replaced in the near future. The pricing for the two (2) programs: basic timekeeping and advanced scheduling, for the equipment to run the system will include a one-time software purchase that includes implementation costs of each program. Some of the related equipment can be covered by remaining money in two (2) other Tyler projects. The balance needed for the equipment would need to be appropriated from the CIT Fund – Capital Improvements restricted account. They have ensured with the City Engineer that the draw on the restricted account will not impeded or disrupt any Engineering projects funded by this restricted account. Legislation to appropriate and transfer funds to purchase needed equipment and enter into the agreement(s) with Tyler is requested. Ordinance No. 2021-079 was created.

FROM:	Public Safety Software System (31977900)	\$ 69,000.00
FROM:	Tyler Cashiering Implementation (31966700)	\$ 20,425.00
FROM:	CIT Fund – Capital Improvements Restricted Account	\$ 60,575.00
TO:	Tyler Executime Implementation (31912800)	\$ 150,000.00

Discussion:

Councilman Wobser asked how much this will save the City. City Auditor Staschiak replied that there are funds leftover from the majority of the projects and that the Police Department will get some phenomenal use out of the additional component of this. The base savings from switching to the system that coincides with the system the City already has in place is calculated to be approximately sixty-eight thousand dollars (\$68,000.00). After deducting approximately thirty thousand dollars (\$30,000.00) in licensing fees, it will be almost a forty thousand dollar (\$40,000.00) a year savings by upgrading and updating through this process. No employee badges should have to be changed and everything should be able to be kept as it currently is.

Councilman Slough asked if any other companies were considered. City Auditor Staschiak replied that multiple companies have been considered over the years. The main challenge has been that technology just wasn’t there that wouldn’t put the City in a situation where two (2) different vendors and a third (3rd) piece of software would have to be created or a consultant would have to be hired to create it. The Computer Services world has changed so much over the years. Twenty (20) years ago, they would have developed everything in-house and would have wrote the programs or if it was bought outside, they would have made sure it worked and did the enhancements and reports themselves, but are not really in that business anymore. It is convenient to use the existing vendor (Tyler Technologies) who have the enhancements the City is looking for to do this properly and save money. It will continue to evolve as the City’s financial system evolves. It will end up marrying with the City’s employee self-service (ESS) module.

Councilman Wobser noted that this would normally be referred to the APPROPRIATIONS COMMITTEE, but given the scope of the project and the information given tonight, he will leave it up to the rest of the APPOPRIATIONS COMMITTEE to decide if they want to discuss it or not, but feels enough information has been given to make a decision tonight. The rest of Council nodded in agreement to have Council make a decision tonight. Filed.

Income Tax Board minutes – August 10, 2021.

Discussion:

City Auditor Staschiak noted that these minutes have not been approved by the Board. Filed.

Traffic Commission minutes – July 19, 2021. Filed.

City Engineer Kalb – 2021 annual street resurfacing/curb repairs project no. 32810900

After the annual resurfacing project was sent out to bid, a couple of city streets experienced curb failure earlier than expected. This past year's winter has deteriorated the curb on Lonetree Drive and Liberty Street to the point that chunks of curb are laying on the edge of the roadway. The curb on these streets will not make it through another winter where asphalt failure will begin as surface water will not have a clear path to the catch basins. It has been brought to City Engineer Kalb's attention from other utility companies that a couple of streets scheduled to be resurfaced this year cannot be completed. As a result of two (2) streets being removed from the resurfacing list, there are funds within the project that can be used towards the additional streets; however, due to the amount of work on the added streets, additional funds need to be appropriated. The 2020 Annual Resurfacing Project was recently closed retuning seventy-three thousand four hundred seventy-two dollars and seventy-two cents (\$73,472.72) to the CIT Fund. Legislation to appropriate and transfer the refunded money to the 2021 Annual Street Resurfacing Project is requested to help cover the additional cost of the added streets is requested. Ordinance No. 2021-080 was created.

FROM:	CIT Fund – Capital Improvements Restricted Account	\$ 73,472.72
TO:	2021 Annual Street Resurfacing/Curb Repairs Project No. 32810900	\$ 73,472.72

Filed.

City Engineer Kalb – 2021 annual street resurfacing/curb repairs Contract A (concrete) project no. 32810900; 2021 street preventative maintenance project no. 32810400

In conjunction with Ordinance No. 2021-080, two (2) streets have been removed from the resurfacing program and three (3) streets are desired to be added to the resurfacing list. The three (3) streets that will be added are: Lonetree Drive (Longmeadow Lane to Abbey Lane), Liberty Street (W. Main Cross Street to Sandusky Street) and Crawford Street (Liberty Street to S West Street). Additional funds are being appropriated as part of Ordinance No. 2021-080 and the Engineering Department will be working with the Street Department to ensure the added streets are completed in a timely and cost-efficient manner. Smith Paving & Excavating, Inc. was the low bidder and was awarded the 2021 Resurfacing Concrete contract. The additional work will exceed the original bid specs and is greater than the fifty thousand-dollar (\$50,000.00) threshold. Smith Paving & Excavating Inc. is currently working on the 2021 Resurfacing project and it is desired to use their services for the additional work on the 2021 Annual Street Resurfacing Project, as well as for the 2021 Street Preventative Maintenance project. Legislation authorizing the Mayor, Service-Safety Director and/or City Engineer to waive all formal advertising and bidding requirements and enter into an agreement with Smith Paving & Excavating, Inc. for the aforementioned roadway substitutions and declaring an emergency. Ordinance No. 2021-080 was created. Filed.

City Engineer Kalb – 2021 annual street resurfacing/curb repairs Contract B (asphalt) project no. 32810900; 2021 street preventative maintenance project no. 32810400

In conjunction with Ordinance No. 2021-080, two (2) streets have been removed from the resurfacing program and three (3) streets are desired to be added to the resurfacing list. The three (3) streets that will be added are: Lonetree Drive (Longmeadow Lane to Abbey Lane), Liberty Street (W. Main Cross Street to Sandusky Street) and Crawford Street (Liberty Street to S West Street). Additional funds are being appropriated as part of Ordinance No. 2021-080 and the Engineering Department will be working with the Street Department to ensure the added streets are completed in a timely and cost-efficient manner. Helms & Sons Excavating, Inc. was the low bidder and was awarded the 2021 Resurfacing Asphalt contract. The additional work will exceed the original bid specs and is greater than the fifty thousand-dollar (\$50,000.00) threshold. Helms & Sons Excavating Inc. is currently working on the 2021 Resurfacing project and it is desired to use their services for the additional work on the 2021 Annual Street Resurfacing Project, as well as for the 2021 Street Preventative Maintenance project. Legislation authorizing the Mayor, Service-Safety Director and/or City Engineer to waive all formal advertising and bidding requirements and enter into an agreement with Helms & Sons Excavating, Inc. for the aforementioned roadway substitutions and declaring an emergency. Ordinance No. 2021-080 was created. Filed.

City Engineer Kalb – Ohio Water & Wastewater Infrastructure grant

The City of Findlay is eligible to apply for funds through the Ohio Department of Development for the Water & Wastewater Infrastructure grant. The Water & Wastewater grant program will be awarding approximately two hundred fifty million dollars (\$250,000,000.00) to help communities make necessary investments in water and wastewater infrastructure. Projects will be reviewed based on a scoring matrix with the scoring to be used as a tool to assist in the final award decisions by the Department of Development. There is no set amount on matching funds, but it is strongly encouraged by the Department with matching funds receiving additional points towards the project score. Three (3) eligible projects will be submitted to the grant; two (2) water infrastructure projects and one (1) sanitary sewer extension that will aid in economic development. An application for the Reservoir Transfer Valve and an application for CO₂ Tanks & Generator Replacement will be submitted for the water infrastructure projects. Both of these projects are part of the 5-year Capital Improvement Plan with each project being roughly two million dollars (\$2,000,000.00) for construction. As part of the application, the City will use a maximum of five hundred thousand dollars (\$500,000.00) of water funds as match money between the two (2) water projects. The third project is for the sanitary sewer extension on County Road 99 that will extend from the existing stub at Howard Run to the east out to County Road 18. There has been a lot of recent interest in the area for future development, so extending the sanitary sewer will make the lots within the area more of a shovel ready site. Budget numbers for the extension is currently being worked on, but will be using the maximum of five hundred thousand dollars (\$500,000.00) of Sewer Funds as match money as part of the application process. Legislation authorizing the Mayor and/or Service-Safety Director to apply for the grant and sign any applicable grant agreement(s) or related documents. Ordinance No. 2021-081 was created. Filed.

City Engineer Kalb – East & E Main Cross Waterline project no. 35711300

Additional funds had previously been requested to be appropriated to the East and E. Main Cross Waterline project to replace all of the waterlines within the footprint of the MLK Parkway project. Ordinance No. 2021-054 was passed on July 6, 2021 appropriating the additional funds to the project to cover the additional cost as quoted by the on-site contractor. At the time those additional funds were requested, it should have been requested to waive all formal advertising and bidding requirements and authorization to enter into a separate contract with Helms & Sons Excavating, Inc. to complete the work. Helms & Sons Excavating, Inc. was the winning bidder and was awarded the MLK Parkway project. The additional waterline work will exceed the fifty thousand-dollar (\$50,000.00) threshold for the same type of work by the same vendor. Helms & Sons Excavating, Inc. is currently working on-site, therefore, it would be in the best interest of the project to have them complete the waterline work at the same time. No additional funds are being requested at this time, but are requesting that all formal advertising and bidding requirements be waived to allow Helms & Sons Excavating, Inc. to complete the waterline work in conjunction with the MLK Parkway project. Legislation authorizing the Mayor, Service-Safety Director and/or City Engineer to waive all formal advertising and bidding requirements and enter into an agreement with Helms & Sons Excavating, Inc. for the aforementioned waterline project and declaring an emergency is requested. Ordinance No. 2021-082 was created. Filed.

Board of Zoning Appeals minutes – May 13, 2021 and July 15, 2021. Filed.

COMMITTEE REPORTS:

The **STRATEGIC PLANNING COMMITTEE** met on August 3, 2021 to continue Request for Proposals (RFP) discussions.

We recommend to continue to review the draft RFP and meet again on August 10, 2021 at 4:00pm.

Councilman Wobser moved to adopt the committee report, seconded by Councilman Shindledecker. All were in favor. Filed.

The **STRATEGIC PLANNING COMMITTEE** met on August 10, 2021 to continue Request for Proposals (RFP) discussions.

We recommend legislation be developed and on the August 17, 2021 Council agenda authorizing the publication of the RFP. The Committee will meet again to finalize the RFP on August 17, 2021 at 6:00pm. Ordinance No.2021-078 was created.

Councilman Wobser moved to adopt the committee report, seconded by Councilman Greeno. All were in favor. Filed.

The **WATER AND SEWER COMMITTEE** met on August 11, 2021 to discuss the Bluebonnet/Bittersweet tap and permit fees.

We recommend to table this issue for further discussion with the Law Director.

Councilman Greeno moved to adopt the committee report, seconded by Councilman Palmer. All were in favor. Filed.

The **WATER AND SEWER COMMITTEE** met on August 11, 2021 to discuss a water/wastewater grant opportunity.

We recommend to support this application for this grant money. Ordinance No. 2021-081 was created.

Councilman Greeno moved to adopt the committee report, seconded by Councilman Slough. All were in favor. Filed.

The **PLANNING & ZONING COMMITTEE** to whom was referred a request from Brian Buck on behalf of his father William Buck to rezone Madison Avenue Lot 6192, 6193, 6194 from R3 Single Family High Density to C1 Local Commercial District. This request was previously discussed during the May 13, 2021 PLANNING & ZONING COMMITTEE meeting where it was tabled.

We recommend this remain tabled.

Councilman Russel moved to adopt the committee report, seconded by Councilman Palmer. All were in favor. Filed.

The **PLANNING & ZONING COMMITTEE** to whom was referred a request from Van Horn, Hoover & Associates, Inc. on behalf of property owner Hugo Noort to rezone the remaining land in the Deer Ridge Mobile Home Park from Mobile Home (MH) District to M-2 Multi-Family High Density with the northeast corner of 9.66 acres being zoned I-1 Light Industrial.

We recommend to approve as requested. Ordinance No. 2021-083 was created.

Councilman Russel moved to adopt the committee report, seconded by Councilman Wobser. All were in favor. Filed.

The **PLANNING & ZONING COMMITTEE** to whom was referred a request from James Holtgreven, Holt-Hammer Ventures LLC to rezone 812 Tiffin Avenue from R3 Small Lot Residential to C1 Local Commercial.

We recommend to approve as requested. Ordinance No. 2021-084 was created.

Councilman Slough moved to adopt the committee report, seconded by Councilwoman Warnecke. All were in favor. Filed.

The **PLANNING & ZONING COMMITTEE** to whom was referred a request from Carl Hayslett to vacate the east-west alley from Lilac Lane to the west lot line of Lot 24 in the Old Orchard 4th Addition bounded between Lots 19-24 in the Old Orchard 4th Addition, and Lots 4023-4033 in the Chamberlin Hill Addition.

We recommend to approve as requested. Ordinance No. 2021-085 was created.

Councilman Slough moved to adopt the committee report, seconded by Councilman Greeno. All were in favor. Filed.

LEGISLATION:

RESOLUTIONS:

RESOLUTION NO. 015-2021 (ARPA funds) requires three (3) readings

third reading - adopted

A RESOLUTION AUTHORIZING THE CITY AUDITOR OF THE CITY OF FINDLAY, OHIO TO APPLY FOR THE AMERICAN RESCUE PLAN ACT (ARPA) DOLLARS ON ELIGIBLE EXPENDITURES AS SPECIFIED IN THE UNITED STATES TREASURY'S CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS INTERIM FINAL RULE (EVENTUALLY THE FINAL RULE), AND DECLARING AN EMERGENCY.

Councilman Slough moved to adopt the Resolution, seconded by Councilman Wobser. Ayes: Greeno, Niemeyer, Palmer, Russel, Shindledecker, Slough, Warnecke, Wobser. The Resolution was declared adopted and is recorded in Resolution Volume XXXIV, and is hereby made a part of the record.

RESOLUTION NO. 016-2021 (over PO amount) requires one reading

first reading - adopted

A RESOLUTION APPROVING THE EXPENDITURES MADE BY THE AUDITORS OFFICE ON THE ATTACHED LIST OF VOUCHERS WHICH EITHER EXCEED THE PURCHASE ORDER OR WERE INCURRED WITHOUT A PURCHASE ORDER EXCEEDING THE STATUTORY LIMIT OF THREE THOUSAND DOLLARS (\$3000.00) ALL IN ACCORDANCE WITH OHIO REVISED CODE 5705.41(D).

Councilman Wobser moved to adopt the Resolution, seconded by Councilman Palmer. Ayes: Niemeyer, Palmer, Russel, Shindledecker, Slough, Warnecke, Wobser, Greeno. The Resolution was declared adopted and is recorded in Resolution Volume XXXIV, and is hereby made a part of the record.

ORDINANCES:

ORDINANCE NO. 2021-071 (collect taxes for Jenera) requires three (3) readings

second reading

AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF FINDLAY, OHIO, TO ENTER INTO AN AGREEMENT WITH VILLAGE OF JENERA FOR SERVICES TO ADMINISTER, ENFORCE, AND COLLECT TAXES LEVIED BY JENERA UNDER THEIR VILLAGE INCOME TAX ON CERTAIN INCOMES OF RESIDENTS, NON-RESIDENTS, NET PROFIT OF RESIDENTS, AND NET PROFITS OF NON-RESIDENT BUSINESS ENTITIES IN ACCORDANCE WITH SAID VILLAGE INCOME TAX ORDINANCE, AND DECLARING AN EMERGENCY.

Second reading of the Ordinance.

ORDINANCE NO. 2021-074 (2021 Street Preventative Maintenance, Project No. 32810400) requires three (3) readings

second reading - adopted

AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS, AND DECLARING AN EMERGENCY.

Councilman Russel moved to suspend the statutory rules and give the Ordinance its third reading, seconded by Councilman Greeno. Ayes: Palmer, Russel, Shindledecker, Slough, Warnecke, Wobser, Greeno, Niemeyer. The Ordinance received its third reading. Councilman Greeno moved to adopt the Ordinance, seconded by Councilwoman Warnecke. Ayes: Russel, Shindledecker, Slough, Warnecke, Wobser, Greeno, Niemeyer, Palmer. The Ordinance was declared adopted and is recorded in Ordinance Volume XXI, Page 2021-074 and is hereby made a part of the record.

ORDINANCE NO. 2021-075 (sewer truck/administration roof) requires three (3) readings

second reading

AN ORDINANCE AUTHORIZING THE MAYOR, SERVICE-SAFETY DIRECTOR AND/OR CITY ENGINEER OF THE CITY OF FINDLAY, OHIO TO WAIVE FORMAL ADVERTISING AND BIDDING, AND ENTER INTO AN AGREEMENT WITH HAROLD E. SHUCK, INC., FOR REPAIRS ON THE CITY OF FINDLAY WATER POLLUTION CONTROL CENTER ROOFS, AND DECLARING AN EMERGENCY.

Second reading of the Ordinance.

ORDINANCE NO. 2021-077 (FEMA grants – benching area) requires three (3) readings

first reading

AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF FINDLAY, OHIO TO ACCEPT PERMANENT OWNERSHIP OF THREE (3) PROPERTIES, TOTALING SEVENT (7) PARCELS, FROM THE HANCOCK COUNTY BOARD OF COUNTY COMMISSIONERS AS ACQUIRED UNDER FEMA FMA FY14 AND FMA FY16 TO THE CITY OF FINDLAY, OHIO, AND DECLARING AN EMERGENCY.

First reading of the Ordinance.

ORDINANCE NO. 2021-078 (publication of Strategic Planning RFP) requires three (3) readings

first reading

AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF FINDLAY, OHIO TO SUBMIT A REQUEST FOR PROPOSAL (RFP) TO THE FOUR (4) QUALIFYING FIRMS PREVIOUSLY CHOSEN THROUGH THE REQUEST FOR QUALIFICATIONS (RFQ) PROCESS WHO CAN PERFORM THE SERVICES FOR THE CITY OF FINDLAY'S STRATEGIC PLAN PROCESS, AND DECLARING AN EMERGENCY.

Discussion:

Councilman Wobser updated Council on this. The Strategic Planning Committee met on this item this afternoon. The final draft of the RFP that Council received a copy of tonight took a lot of work to get it done. It is a very good document that follows all of the Ohio Revised Code issues that the City wants to make sure they follow in an RFP process. He thanked the committee members for their hard work on this. It is a wonderful document that will lead the City to a good conclusion. The committee is asking that Council give this two (2) readings and pass it after the September 7, 2021 City Council meeting in order to stay with the timeline that is listed on page 3 of the RFP. There is plenty of time to read through it between now and the next City Council meeting. If anyone has any questions, they can contact the Mayor of Councilman Wobser. Mayor Muryn added that the proposed version that is in front of Council tonight will be on the City's website and will be easily accessible for public view. Anyone that has questions can also email: strategic-planning@findlayohio.com or contact Councilman Wobser or Mayor Muryn.

First reading of the Ordinance.

ORDINANCE NO. 2021-079 (*timekeeping system, advanced scheduling system, and related equipment*) **requires three (3) readings** **first reading**

AN ORDINANCE AUTHORIZING THE AUDITOR OF THE CITY OF FINDLAY, OHIO TO WAIVE FORMAL ADVERTISING AND BIDDING, AND ENTER INTO AN AGREEMENT(S) WITH TYLER TECHNOLOGY TO ACQUIRE ADDITIONAL SOFTWARE AND EQUIPMENT RELATED TO PAYROLL PROCESSING OF THE CITY OF FINDLAY'S CURRENT TYLER PAYROLL SYSTEM, APPROPRIATING AND TRANSFERRING FUNDS, AND DECLARING AN EMERGENCY.

First reading of the Ordinance.

ORDINANCE NO. 2021-080 **requires three (3) readings** **first reading - adopted**

(*2021 annual street resurfacing/curb repairs Contract A (concrete) project no. 32810900; 2021 street preventative maintenance project no. 32810400; 2021 annual street resurfacing/curb repairs Contract B (asphalt) project no. 32810900; 2021 street preventative maintenance project no. 32810400*)

AN ORDINANCE AUTHORIZING THE MAYOR, SERVICE-SAFETY DIRECTOR AND/OR CITY ENGINEER OF THE CITY OF FINDLAY, OHIO TO WAIVE FORMAL ADVERTISING AND BIDDING REQUIREMENTS AND ENTER INTO CONTRACTS FOR THE CITY'S 2021 ANNUAL STREET RESURFACING/CURB REPAIRS CONTRACT A (CONCRETE) & CONTRACT B (ASPHALT) PROJECT NO. 32810900, AND THE CITY'S 2021 STREET PREVENTATIVE MAINTENANCE PROJECT NO. 32810400, APPROPRIATING AND TRANSFERRING FUNDS THERETO, AND DECLARING AN EMERGENCY.

Discussion:

Councilman Russel asked if there is any benefit to passing this tonight. City Engineer Kalb replied that the benefit would be that the crews that are working on the base contract work right now and are in town it would be able to do this work at the same time and could get streets paved as soon as possible.

Councilman Russel moved to suspend the statutory rules and give the Ordinance its second and third readings, seconded by Councilman Niemeyer. Ayes: Shindledecker, Slough, Warnecke, Wobser, Greeno, Niemeyer, Palmer, Russel. The Ordinance received its second and third readings. Councilman Russel moved to adopt the Ordinance, seconded by Councilman Shindledecker. Ayes: Slough, Warnecke, Wobser, Greeno, Niemeyer, Palmer, Russel, Shindledecker. The Ordinance was declared adopted and is recorded in Ordinance Volume XXI, Page 2021-080 and is hereby made a part of the record.

ORDINANCE NO. 2021-081 (*Ohio Water & Wastewater Infrastructure grant*) **requires three (3) readings** **first reading - adopted**

AN ORDINANCE AUTHORIZING THE MAYOR AND/OR SERVICE-SAFETY DIRECTOR OF THE CITY OF FINDLAY, OHIO, TO APPLY FOR THE WATER AND WASTEWATER INFRASTRUCTURE GRANT PROGRAM, AND SIGN ANY AND ALL APPLICABLE GRANT AGREEMENT(S) OR RELATED DOCUMENTS, AND DECLARING AN EMERGENCY.

Discussion:

Councilman Russel asked City Engineer Kalb if he could explain to the rest of Council what this is about, what is being pursued, and why it needs to be passed tonight. City Engineer Kalb replied that the City is looking at three (3) main projects: two (2) being water projects and the other is the Reservoir valve replacement for the transfer pipe at the Reservoir that is deteriorating, leaking and has ran its useful life and needs replaced. As part of that project, an emergency overflow at the Reservoir will be installed so that no overflow structure has to be done on the Reservoir and instead have actuated valves that can be ran from the plant instead of having to be manual. That project needs to be done due to the condition of the valve. He will be submitting a CO₂ tank replacement and general replacement at the Water Treatment Plant that are needed for normal operations of providing clean water to Findlay's citizens which is within the two million dollar (\$2,000,000.00) range. His request is to use up to five hundred thousand dollars (\$500,000.00) as the City's match money for the grant from the Water Fund. It will not be split (\$250,000.00 per tank) and will look into what past money was used for this project and what the operating costs were to figure out what the City's matching funds will be, determine how the five hundred thousand dollars (\$500,000.00) will be used, and determine if the max amount will be used. He will try to utilize as much of the maximum amount as possible. The third project is to extend the sewer on CR 99 north of Lowe's Distribution. There has been a lot of interest in that area working with economic development, so this may be a good opportunity to extend that line and make it more shovel-ready for future industries in that area. He was in on a webinar about meter projects last Friday with eight (8) of them being possible eligible projects to submit. He and Service-Safety Director Martin are looking into submitting that as a fourth (4th) project and will not commit any additional water funds to it, but will apply the two (2) years of work to it as the City's matching funds in an attempt to get the next four (4) years on a grant using the City's past work as the matching fund and not committing any more water funds for it. There is no limit on how many projects the City can submit.

Mayor Murnyn added that City Engineer Kalb, Service-Safety Director Martin, and Water Treatment Superintendent Phillips have been doing a lot of planning in an attempt to take advantage of grant opportunities like this. Overflow valves and CO₂ tanks are not items that need to be immediately completed, but by planning and identifying them, the City can then watch for opportunities like this to help cover the cost of them. By having a list of projects and by planning and understanding these systems, the City is able to take advantage of these grant opportunities. At the last City Council meeting, it was mentioned that the Administration would be bringing this to Council because it was received the day before that Council meeting and wanted to get the team together to identify what projects were best prepared to be able to submit in which these projects that City Engineer Kalb has presented to Council need to be passed tonight because the grant has to be submitted to the County Engineer for review and grading where he ranks them and then submits them to the State for consideration. While the Administration and Council like to have more time to evaluate and discuss items like this, the timeline in this case does not allow for that, so she would appreciate Council's attention to this matter and approve it tonight so that it can move forward and allow the Administration to apply for this grant opportunity.

Councilman Russel asked if this grant funding is coming through the Ohio Department of Development and asked what the source of funds are. City Engineer Kalb replied it is Federal funds ran through the State.

Councilman Russel moved to suspend the statutory rules and give the Ordinance its second and third readings, seconded by Councilman Greeno. Ayes: Warnecke, Wobser, Greeno, Niemeyer, Palmer, Russel, Shindledecker, Slough. The Ordinance received its second and third readings. Councilman Greeno moved to adopt the Ordinance, seconded by Councilwoman Warnecke. Ayes: Wobser, Greeno, Niemeyer, Palmer, Russel, Shindledecker, Slough, Warnecke. The Ordinance was declared adopted and is recorded in Ordinance Volume XXI, Page 2021-081 and is hereby made a part of the record.

ORDINANCE NO. 2021-082 (*East & E Main Cross Waterline project*) **requires three (3) readings** **first reading - adopted**

AN ORDINANCE AUTHORIZING THE MAYOR, SERVICE-SAFETY DIRECTOR AND/OR CITY ENGINEER OF THE CITY OF FINDLAY, OHIO TO WAIVE FORMAL ADVERTISING AND BIDDING REQUIREMENTS AND ENTER INTO A CONTRACT OR CONTRACTS WITH HELMS & SONS EXCAVATING, INC. FOR THE EAST AND EAST MAIN CROSS STREET WATERLINE PROJECT NO. 35711300, AND DECLARING AN EMERGENCY.

Councilman Russel moved to suspend the statutory rules and give the Ordinance its second and third readings, seconded by Councilman Palmer. Ayes: Greeno, Niemeyer, Palmer, Russel, Shindledecker, Slough, Warnecke, Wobser. The Ordinance received its second and third readings. Councilman Wobser moved to adopt the Ordinance, seconded by Councilman Greeno.

Discussion:

Councilman Wobser asked when the project will be finished and the street will be back open. City Engineer Kalb replied that it is anticipated to be the end of September. A couple of rain days set the project back as it got too soft in that area and could not even install the waterline or any other kind of piping. The contractor is aware that Main Cross and East Street are high traffic areas and are trying to get something open as soon as possible.

Ayes: Niemeyer, Palmer, Russel, Shindledecker, Slough, Warnecke, Wobser, Greeno. The Ordinance was declared adopted and is recorded in Ordinance Volume XXI, Page 2021-082 and is hereby made a part of the record.

ORDINANCE NO. 2021-083 (*Deer Ridge Mobile Home Park rezone*) **requires three (3) readings** **first reading**

AN ORDINANCE AMENDING CHAPTER 1100 ET SEQ OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO, KNOWN AS THE ZONING CODE BY REZONING THE FOLLOWING DESCRIBED PROPERTY (REFERRED TO AS THE DEER RIDGE MOBILE HOME PARK) WHICH PREVIOUSLY WAS ZONED "MH MOBILE HOME" TO "M-2 MULTI-FAMILY HIGH DENSITY, WITH THE NORTHEAST CORNER OF 9.66 ACRES BEING ZONED I-1 LIGHT INDUSTRIAL.

First reading of the Ordinance.

ORDINANCE NO. 2021-084 (*812 Tiffin Ave rezone*) **requires three (3) readings** **first reading**

AN ORDINANCE AMENDING CHAPTER 1100 ET SEQ OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO, KNOWN AS THE ZONING CODE BY REZONING THE FOLLOWING DESCRIBED PROPERTY (REFERRED TO AS 812 TIFFIN AVENUE REZONE) WHICH PREVIOUSLY WAS ZONED "R3 SMALL LOT RESIDENTIAL TO "C1 LOCAL COMMERCIAL DISTRICT".

First reading of the Ordinance.

ORDINANCE NO. 2021-085 (*Coventry Dr vacation*) **requires three (3) readings** **first reading**

AN ORDINANCE VACATING A CERTAIN PORTION OF A CERTAIN ALLEY (HEREINAFTER REFERED TO AS THE COVENTRY DRIVE VACATION) IN THE CITY OF FINDLAY, OHIO.

First reading of the Ordinance.

ORDINANCE NO. 2021-086 (*property acquisition*) **requires three (3) readings** **first reading**

AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF FINDLAY, OHIO TO ENTER INTO A PURCHASE AGREEMENT FOR THE ACQUISITION OF PROPERTY LOCATED WITHIN THE CITY OF FINDLAY, OHIO LIMITS, AND DECLARING AN EMERGENCY.

First reading of the Ordinance.

UNFINISHED BUSINESS:

OLD BUSINESS:

Councilman Greeno: **WATER & SEWER COMMITTEE** meeting on Wednesday, September 1, 2021 at 5:00pm in the 3rd floor conference room of the Municipal Building (CR1).

agenda: tabled fee waiver for Bluebonnet/Bittersweet

Councilman Niemeyer: **STREETS, SIDEWALKS & PARKING COMMITTEE** meeting on Tuesday, September 7, 2021 at 6:30pm in the first floor Council Chambers of the Municipal Building (CC).

agenda: 1. carriage/services walks

2. blvd/ROW use

Service-Safety Director Martin recalled that Councilman Wobser had asked about KPI data for the Police Department. Per Chief Ring, the data seems to be elevated or skewed higher than normal because of the data points that are in the new system compared to InterBadge. It is a lot more detailed, more specific, and more thorough. It created an influx compared to the older system. The numbers are back to pre-COVID, so there is no stress right now on the team. It'll take it to 2023 which will be three (3) years of true data because of the variance of the old system and the new system with the new data points. Councilman Wobser asked if Council will eventually see the new reports and asked if the reports will indicate the old information from the new information and be able to visualize trends much easier. Service-Safety Director Martin replied that is correct.

Mayor Muryn noted that the RFP will be on the Strategic Planning website for review.

Mayor Muryn thanked the City's Computer Services team for their work on the microphone system in the Council Chambers. The sound is already improving, and it is hopefully that the audio/visual quality will also improve as they work to update and implement the new system both in the Council Chambers and for the streaming services.

Mayor Muryn pointed out that there is an article in the newspaper about census data. As she receives more detail on it, she will distribute it to Council. It will be interesting to dig into it as it is unrepresented as the community as a whole has grown, but that there is a good size transient population in some areas of the community which makes it difficult in capturing individuals in that category. The City will continue to provide a great community and hope to see some growth in the next couple of years.

Mayor Muryn noted that Service-Safety Director Martin informed Council that the reports do not indicate an elevation in crime which is an important indicator, but there is a change how it is reported. The Administration will look at ways to clear it up so that Council has a clear understanding of it. It is because they are capturing more data in the new system which will be beneficial and will look for opportunities to provide cleaner, more digestible reports for the community and for Council. Water reduction is another area that is being worked on. A couple of flushing stations were replaced because they were purging more water than what was being captured as there are some areas in Findlay that do not have loops and has to have a certain amount of water flushed each day in order to maintain water pressure and keep lines cleared. They were not metered to capture the amount of water that was accurately being flushed.

Mayor Muryn reminded Council that legislation was passed to do large meter testing and work with businesses to address where they may have outdated, inaccurate, or in appropriate systems for their water usage. A couple of customers were identified to be using fire lines and pulling water from a fire system that was unmetered. The City is working with them to clean them up. City teams are doing great work and are seeing the numbers decrease and appropriately capturing revenue which in turn supports a City operation.

Mayor Muryn informed Council that there is an increase in COVID cases locally. The Administration has been talking with the hospital regularly who are not seeing huge influxes, but are seeing an increase. City employees will begin wearing masks tomorrow when in close proximity to others in confined spaces in an effort to keep employees safe, the public safe, and be able to maintain operations. Many City employees work in close proximity with other employees and cannot afford to have departments sick at one time and not be operational to continue to provide services. City employees will continue to serve the community and continue to adjust appropriately and continue to watch the numbers. This is largely due to a couple of cases within City employees and do not want to spread it among employees.

Councilman Russel asked what the recourse is for those that are tapping into the City's fire lines for water services and asked how it happens. Mayor Muryn replied that it is situational. City teams do a great job of monitoring it and finding the abnormalities. It was known that something was off and began narrowing it down. There have been situations where they are back-billed to recapture as much of the revenue as possible. In some instances, the customer wasn't aware of it and could have been due to a plumbing job that was done inappropriately either intentionally or accidentally. In either case, the City works with them to identify what is the best recourse of action to rectify it, sometimes replumbing is needed or a meter is added to their water line.

Councilman Russel moved to adjourn into Executive Session to discuss a property acquisition via Ordinance No. 2021-086, seconded by Councilman Wobser.

Discussion:

President of Council Harrington noted that there will not be any additional action by Council after the executive session.

All were in favor. Council adjourned into executive session at 7:49pm. Council reconvened into regular session at 8:04pm. Councilman Russel moved to adjourn out of executive session, seconded by Councilman Palmer. All were in favor.

NEW BUSINESS: none

Councilman _____ moved to adjourn, seconded by Councilman _____. All were in favor. Meeting adjourned at _____pm.

CLERK OF COUNCIL

COUNCIL PRESIDENT