

FINDLAY CITY COUNCIL AGENDA

REGULAR SESSION

September 4, 2018

COUNCIL CHAMBERS

ROLL CALL of 2018-2019 Councilmembers

ACCEPTANCE/CHANGES TO PREVIOUS CITY COUNCIL MEETING MINUTES:

- Acceptance or changes to the August 21, 2018 Public Hearing minutes to rezone 311 and 311 ½ East Lincoln Street via Ordinance No. 2018-073.
- Acceptance or changes to the August 21, 2018 Public Hearing minutes to rezone 804 Franklin Avenue via Ordinance No. 2018-072.
- Acceptance or changes to the August 21, 2018 Regular Session City Council meeting minutes.

ADD-ON/REPLACEMENT/REMOVAL FROM THE AGENDA: – none.

PROCLAMATIONS: - none.

RECOGNITION/RETIREMENT RESOLUTIONS: - none.

PETITIONS: - none.

WRITTEN COMMUNICATIONS: - none.

ORAL COMMUNICATIONS: - none.

REPORTS OF MUNICIPAL OFFICERS AND MUNICIPAL DEPARTMENTS:

City Auditor Jim Staschiak – Resolution accepting millage rates and amounts

The County Budget Commission has completed their work and returned our Certificate of Estimated Resources for our 2018 budget. Our tax millage has been certified exactly as submitted; 2.6 mills for the General Fund and 0.3 mills each for Police and Fire Pension Funds to a total of 3.2 mills. Local government money is estimated to be \$427,832.02 for 2018 subject to likely adjustments by the State. Council should now accept the amounts and levy the tax rates as certified by the Budget Commission. The proper Resolution must be adopted and returned to the County Auditor no later than September 30, 2017. Legislation for this is requested and only requires one reading. Resolution No. 023-2017 was created

City Planning Commission agenda – September 13, 2018; **minutes** – August 9, 2018.

Hancock Regional Planning Commission Director Matt Cordonnier – City of Findlay Revolving Loan Fund Request for Application (Goodrich Myotherapy)

On August 14, 2018, the City of Findlay Revolving Loan Fund Committee awarded a loan to Goodrich Myotherapy in the amount of \$35,000. The funding will provide funds for working capital, including business startup expenses and supplies. The closing date for the loan has been set for September 12, 2018. Legislation to appropriate funds and pass on an emergency basis in order to accommodate the timeline of the business and the bank that are involved in the financing of the project. The appropriation of City RLF funds have historically been passed on an emergency basis in order to accommodate the time sensitive needs of businesses. Ordinance No. 2018-088 was created.

FROM:	City of Findlay Revolving Loan Fund	\$ 35,000.00
TO:	Goodrich Myotherapy	\$ 35,000.00

Hancock Regional Planning Commission Director Matt Cordonnier – City of Findlay Revolving Loan Fund Request to Amend the City Revolving Loan Guidelines

On August 14, 2018, the City of Findlay Revolving Loan Fund Committee reviewed and voted to approve the following changes to the City of Findlay Revolving Loan Fund guidelines. The proposed changes would see “Microenterprise Loans” become available through the Revolving Loan Fund. The Microenterprise Loans were previously administered by the State of Ohio separately, but have recently moved the program under the Revolving Loan Fund umbrella. The Microenterprise Loan projects work similarly to traditional RLF projects. Microenterprise projects have the following exceptions to the RLF guidelines (or rules) through:

- Owner(s) can be included as jobs created
- RLF can fund 100% of the project cost
- No equity is required
- 5-year term with maximum project cost of \$35,000

The exact changes to the guidelines are listed below:

Part II Section E (12)

Microenterprise Loan Program Exemptions

In addition to traditional RLF loans, the board has the ability to approve Microenterprise Loans. These loans have the same requirements as traditional RLF loans but with exemptions regarding: bank involvement, private equity match in the project, and job creation requirement. For more information see Section III – Microenterprise Loans on page 13.

Part III Microenterprise Loan Program Elements

A. Statement of Program Goals

The Microenterprise Loan program for The City of Findlay has been established to meet the same goals as the RLF Loan program. The microenterprise loan program targets small loan amounts under \$35,000 typically used for working capital or business startup expenses. The Microenterprise Loan program has extra flexibility in working with applicants that the RLF does not.

B. Standards for a Microenterprise Loan Project

1. Eligible Loan Activities

Eligible loan activities include provision of "necessary or appropriate" RLF microenterprise financial assistance or purposes which result in private sector job creation/retention, stimulate private investment, and contribute to the economic development or stabilization of the area. The following are eligible types of loan activity:

- a. *Fixed asset loans for the start-up of new businesses, the expansion of existing businesses or the conduct of current businesses. Fixed asset loans may include the acquisition and/or improvement of land, buildings, machinery and equipment, including new construction or renovation of existing facilities, demolition and site preparation. (Loan terms shall not exceed the life of the asset).*
- b. *Working capital loans for start-up of new businesses or existing businesses will be limited to 30% of the RLF program income the grantee receives in one year. (Exceptions to this limit will be looked at on a case-by-case basis and can only be overridden with written consent of OHCP.)*
- c. *Planning activities shall not exceed ten percent (10%) of the total amount of program income received in one year, up to a maximum of \$10,000. This amount will not be charged against the administrative cap.*

2. Ineligible loan activities or uses of RLF funds include the following:

- a. *Financing of existing debts and training costs;*
- b. *Financing of a project that involves the relocation of an industry or business from one area of the State of Ohio to another. Upon approval by the State (OHCP), exceptions may be made only if:
 - i. *The relocation of the industry or business will demonstrate additional long-term job creation, and/or;*
 - ii. *The industry or business will demonstrate, to the satisfaction of the State (OHCP), that the operation of such industry or business cannot be continued in the existing location.**
- c. *Financing of speculative projects or buildings, and;*
- d. *Financing of speculative activities such as land banking*

3. Job/Loan Ratio

Each loan should produce at least one (1) new or retained permanent, full-time equivalent job for each \$25,000 of RLF program investment for loans, and \$10,000 of RLF program investment for grants. The number of jobs created or retained may be fewer than five (5), differing from regular CDBG requirements. The owner of a newly created business may be counted as one of the jobs created.

4. LMI Employment Opportunities

At a minimum, at least 51% of the permanent full-time equivalent employment opportunities created or retained must be made available to persons from LMI households.

5. Match

For microenterprise loans, there is not match requirement and the RLF can fund up to 100% of the project.

6. Project Timeline

Projects must be completed in twelve (12) months. Job creation attributable to RLF funds must take place within twenty-four (24) months of project completion.

7. Eligible Applicants

In general, eligible applicants for financial assistance include private for-profit business and industrial developments. A non-profit agency may apply if the request will carry out a fundable activity, but the agency must first submit a written request explaining the project prior to submitting a Loan Review Report form. Such concerns may be:

- a. *New companies/expansion/retention;*
- b. *Owned locally or outside the RLF area, but with facilities located within the RLF area;*
- c. *Businesses locating a facility near, but outside the boundaries of the City of Findlay; where the overwhelming preponderance of evidence is that by providing assistance to a firm located outside of the City of Findlay, a substantial number of City of Findlay residents will benefit from the project;*
- d. *For a business with an open RLF loan to obtain additional RLF loans, the business must have successfully completed the original project, reached its job creation commitment and demonstrated compliance with all other terms of the agreement.*

8. Equal Lending

No applicant will be denied a loan on the basis of race, color, national origin, religion, age, handicap or sex.

9. Certification of Financial Need

The program must be assured that required financing is not available through other sources, and that without RLF program involvement, the project will not proceed and employment opportunities will not be created/retained as planned. This assurance will be obtained through credit analysis of the applicant's financial capacity and by obtaining one or both of the following items:

- a. *Written applicant certification of financial need; and/or*
- b. *Written lender certification of the applicant's financial need.*

Each of these standards is directly related to a specific goal and/or objective as stated in Part II A of this Plan. These standards may, however, be changed with approval from OHCP as area needs are met and/or developed.

Legislation to and passed on an emergency basis in order to accommodate the timeline of the business and the bank that are involved in the financing of the project is requested. The appropriation of City RLF funds have historically been passed on an emergency basis in order to accommodate the time sensitive needs of businesses. Ordinance No. 2018-089 was created.

Service Director/Acting City Engineer Thomas – Airport jet refueling truck

Included in the 2018 Capital Improvement Plan (CIP) was the replacement of the 1996 Ford Jet Refueling Truck at the Airport. He is requesting that the bidding requirements be waived for this vehicle for the following reasons:

- There are no state bids for aviation fuel trucks
- The jet aircraft refueler is the only delivery method to get the product into the aircraft
- Having an operating jet aircraft refueler is critical to the operations of the Airport, as the sale of Jet A fuel is the biggest revenue source for the Airport
- There are only a handful of companies that specialize in aircraft refueling trucks and SkyMark happens to be located less than one (1) mile from the Airport
- Having a support and maintenance facility nearby is incredibly valuable as it decreases the potential time out of service for the unit

The replacement jet refueling truck is quoted as \$186,000 which is less than the estimated \$215,000 that was in the CIP. An amount of \$107,500 was previously appropriated for this vehicle. An appropriation of the remaining \$78,000 is now needed. Legislation to appropriate and transfer funds and waive formal bidding requirements is requested. Ordinance No. 2018-090 was created.

FROM: CIT Fund – Capital Improvements Restricted Account	\$ 78,500.00
TO: Airport #25010000-other	\$ 78,500.00

Service Director/Acting City Engineer Thomas – 2018 Cube Code Updates, project no. 31984100

By authorization of Ordinance No. 2018-039, a bid opening was held on August 22, 2018 for this project. This project is included in the 2018 Capital Improvements Plan and the Engineer’s estimated cost of construction was \$600,000. The lowest and best bid was \$581,550 from Helms Construction Inc. of Findlay, Ohio. \$5,000 was previously appropriated for this project for startup and bidding. Legislation to appropriate and transfer \$595,000 for construction, inspection, and contingency to complete the project is requested.

FROM: CIT Fund – Capital Improvement Restricted Account	\$ 595,000
TO: 2018 CUBE Code Updates, project no. 31984100	\$ 595,000

Based upon the existing balance in the CIT Fund, he is requesting this be referred to the Appropriations Committee. Needs to be referred to the Appropriations Committee. Ordinance No. 2018-091 was created.

Service Director/Acting City Engineer Thomas – CIT Fund for 2019

At the beginning of the year, there was discussion at an Appropriations Committee meeting to discuss a transfer from the General Fund to the CIT Fund. At that time, Council stated they would look at the issue again around the middle of the year. Knowing that it was Council’s desire, he worked with the funds that were available and held off on asking for appropriations to make sure that the fund would be able to last until the middle of the year. He is asking Council to re-examine this at the next Appropriation Committee meeting. Based on his calculations, the funds will not be available to bid any more projects through the CIT Fund, cover the debt at the beginning of next year, and still have sufficient carry forward for 2019. Needs to be referred to the Appropriations Committee.

Law Director Rasmussen – parking in right-of-ways Ordinance No. 2018-092

Ordinance No. 2018-092 is on the September 4, 2018 City Council agenda to amend Section 351.03(A)(21) to add new item (C) which states that no “junk vehicle” or “inoperable vehicle”, as defined by 521.04(c)(1)(1-6), shall be permitted in a public right-of-way. This amendment will close a loop hole whereby persons were able to store junk vehicles and/or inoperable vehicles between the roadway and the property line. This amendment will allow the Police Department to enforce violations within the public right-of-way. Ordinance No. 2018-092 was created.

Revolving Loan Fund – August 14, 2018 minutes.

COMMITTEE REPORTS:

The **STREETS, SIDEWALKS, & PARKING COMMITTEE** met on August 22, 2018 to continue July 17, 2018 and August 9, 2018 discussions on a bicycle ordinance.

We recommend that the Law Director create legislation to create a dismount zone per attached map. Also, table discussions on potential sharrow lane route. Additionally, language on bicycle licensing be removed (Section 373.13).

A **COMMITTEE OF THE WHOLE** meeting was held on Thursday, August 30, 2018 to tour City-owned property located at 428 West Main Cross Street.

LEGISLATION:

RESOLUTIONS

RESOLUTION NO. 019-2018 (Water Distribution vector truck) requires three (3) readings **second reading**
A RESOLUTION TRANSFERRING FUNDS WITHIN APPROPRIATED FUNDS, AND DECLARING AN EMERGENCY.

RESOLUTION NO. 020-2018 (millage rates and amounts) requires one (1) reading **first reading**
A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR.

RESOLUTION NO. 021-2018 (mid-year budget transfer) requires three (3) readings **first reading**
A RESOLUTION TRANSFERRING FUNDS WITHIN APPROPRIATED FUNDS, AND DECLARING AN EMERGENCY.

ORDINANCES

ORDINANCE NO. 2018-068 (*Zoning personnel enforcement rights in right-of-way*) **requires three (3) readings** **tabled after third reading on 8/7/18**
AN ORDINANCE ENABLING THE CITY OF FINDLAY ZONING DEPARTMENT PERSONNEL ENFORCEMENT RIGHTS WITHIN RIGHT-OF-WAY AREAS WITHIN CITY LIMITS, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2018-079 (*flood reduction*) **requires three (3) readings** **third reading**
AN ORDINANCE AUTHORIZING THE SAFETY DIRECTOR OF THE CITY OF FINDLAY, OHIO, TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE MAUMEE WATERSHED CONSERVANCY DISTRICT FOR A FLOOD MITIGATION BENCHING PROJECT, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2018-082 (*716 Franklin St rezone*) **requires three (3) readings** **second 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 716 FRANKLIN STREET REZONE) WHICH PREVIOUSLY WAS ZONED "R2 SINGLE FAMILY, MEDIUM DENSITY" TO "R4 DUPLEX/TRIPLEX".

ORDINANCE NO. 2018-083 (*310 Frazer St rezone*) **requires three (3) readings** **second 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 310 FRAZER STREET REZONE) WHICH PREVIOUSLY WAS ZONED "R2 SINGLE FAMILY, MEDIUM DENSITY" TO "R4 DUPLEX/TRIPLEX".

ORDINANCE NO. 2018-085 (*WPC UV replacement*) **requires three (3) readings** **second reading**
AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2018-086 (*Areas B4-B6 sewer separation*) **requires three (3) readings** **second reading**
AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2018-088 (*City of Findlay Revolving Loan Fund Request for Appropriation (Goodrich Myotherapy)*) **first reading**
AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2018-089 (*amend Revolving Loan guidelines*) **requires three (3) readings** **first reading**
AN ORDINANCE AMENDING THE CITY OF FINDLAY REVOLVING LOAN FUND GUIDELINES, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2018-090 (*Airport jet refueling truck*) **requires three (3) readings** **first reading**
AN ORDINANCE AUTHORIZING THE SERVICE DIRECTOR OF THE CITY OF FINDLAY, OHIO TO WAIVE FORMAL ADVERTISING AND BIDDING REQUIREMENTS AND ENTER INTO A CONTRACT WITH SKYMARK FOR THE PURCHASE OF A REPLACEMENT JET REFUELING TRUCK FOR THE CITY OF FINDLAY AIRPORT, APPROPRIATING AND TRANSFERRING FUNDS THERETO, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2018-091 (*2018 Cube Code Updates, project no. 31984100*) **requires three (3) readings** **first reading**
AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2018-092 (*parking in right-of-way*) **requires three (3) readings** **first reading**
AN ORDINANCE AMENDING SECTION 351.03(a)(21) OF CHAPTER 351 OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO.

ORDINANCE NO. 2018-093 (*mid-year budget appropriations*) **requires three (3) readings** **first reading**
AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

UNFINISHED BUSINESS:

OLD BUSINESS
NEW BUSINESS



AUDITOR'S OFFICE

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JIM STASCHIAK II
CITY AUDITOR

Wednesday, August 22, 2018

The Honorable Council
Findlay, Ohio 45840

It is respectfully requested this letter be read into the City Council meeting record.

SUBJECT: Resolution Accepting Millage Rates and Amounts

Dear Council Members:

The County Budget Commission has completed their work and returned our Certificate of Estimated Resources for our 2019 Budget. Our tax millage has been certified exactly as submitted; 2.6 mills for the General Fund and 0.3 mills each for Police and Fire Pension Funds to a total of 3.2 mills. Local government money is estimated to be \$451,673.27 for 2019 subject to likely adjustments by the State.

Council should now accept the amounts and levy the tax rates as certified by the Budget Commission. The proper Resolution must be adopted and returned to the County Auditor no later than September 30th, 2018. I have therefore, asked the Director of Law to place the required legislation on your agenda for your September 4th meeting. This Resolution requires one reading.

Respectfully submitted,

Jim Staschiak II
City Auditor

**RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE
BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES
AND CERTIFYING THEM TO THE COUNTY AUDITOR**

(CITY COUNCIL)

Revised Code, Secs. 5705.34-5705.35

*The Council of the Findlay, Hancock County, Ohio, met in _____ session
on the _____ day of _____, _____, at the office of _____
with the following members present:*

Mr. _____ moved the adoption of the following Resolution:

*WHEREAS, This Council in accordance with the provisions of law has previously adopted a Tax
Budget for the next succeeding fiscal year commencing January 1st, _____; and*

*WHEREAS, The Budget Commission of Hancock County, Ohio, has certified its action thereon to this
Council together with an estimate by the County Auditor of the rate of each tax necessary to be levied by
this Council, and what part thereof is without, and what part within the ten mill tax limitation; therefore
be it*

*RESOLVED, By the Council of the City of Findlay, Hancock County, Ohio, that the amounts and
rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted;
and be it further*

*RESOLVED, That there be and is hereby levied on the tax duplicate of said City the rate of each tax
necessary to be levied within and without the ten mill limitation as follows:*

2018 Tax Year
City of Findlay
 2019 Calendar Year

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION
 AND COUNTY AUDITOR'S ESTIMATED TAX RATES

Fund	Amount to Be Derived from Levies Outside 10 Mill Limitation	Amount Approved by Budget Commission Inside 10 Mill Limitation	County Auditor's Estimate of Tax Rate to be Levied	
			Inside 10 M. Limit	Outside 10 M. Limit
	Column II	Column IV	V	VI
General Fund		2,162,687.31	2.60	
Police Pension		250,664.13	0.30	
Fire Pension		250,664.13	0.30	
Total:		2,664,015.57	3.20	

SCHEDULE B

LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

Fund	Maximum Rate Authorized to be Levied	County Auditor's Estimate of Yield of Levy <small>(Carry to Sch A, Col E)</small>

and be it further

RESOLVED, That the Clerk of this Council be and he is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

Mr. _____ seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

- Mr. _____*

Adopted the _____ day of _____

Attest: _____ President of Council

_____ Clerk of Council

CERTIFICATE OF COPY

ORIGINAL ON FILE

The State of Ohio, Hancock County, ss.

I, _____, *Clerk of the Council of the City of Findlay*, within and for said County, and in whose custody the Files and Records of said Council are required by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the original _____

now on file, that the foregoing has been compared by me with said original document, and that the same is a true and correct copy thereof.

WITNESS my signature, this _____ day of _____

Clerk of Council

No. _____

COUNCIL OF THE CITY OF

Hancock County, Ohio.

**RESOLUTION
ACCEPTING THE AMOUNTS AND RATES AS
DETERMINED BY THE BUDGET COMMISSION
AND AUTHORIZING THE NECESSARY TAX
LEVIES AND CERTIFYING THEM TO THE
COUNTY AUDITOR.**

(City Council)

Adopted _____, 20__

Clerk of Council.

Filed _____, 20__

County Auditor.

By _____
Deputy.

1. A copy of this Resolution must be certified to the County Auditor before the first day of October in each year, or at such later date as may be approved by the Tax Commissioner.

City of Findlay
City Planning Commission
City Council Chambers, 1st floor of Municipal Building
Thursday, September 13, 2018 - 9:00 AM

AGENDA

CALL TO ORDER

ROLL CALL

SWEARING IN

APPROVAL OF MINUTES

NEW ITEMS

1. **APPLICATION FOR FINAL PLAT #FP-06-2018 filed for Glenmar Subdivision Second Addition Plat 2.**
2. **APPLICATION FOR FINAL PLAT #FP-07-2018 filed for Woods at Hillcrest 9th Addition.**
3. **APPLICATION FOR CONDITIONAL USE filed by Kathie Hamilton, 2140 Blanchard Avenue to establish a retail operation run by the owner and family for crafts, second hand items and bait & tackle in a detached garage on the premises.**
4. **APPLICATION FOR SITE PLAN REVIEW #SP-15-2018 filed by Judson Palmer House, 2911 N. Main Street, Findlay for a 17,511 square foot building addition.**
5. **APPLICATION FOR SITE PLAN REVIEW #SP-16-2018 filed by Terrapin Acquisitions, 320 S. Main Street, for a proposed 6,000 square foot retail building to be located at 233 Stanford Pkwy.**
6. **REVIEW OF AMENDMENT TO THE FINDLAY ZONING ORDINANCE REGARDING WIND TURBINES.**

ADJOURNMENT

City of Findlay City Planning Commission

Thursday, August 9, 2018 – 9:00 AM

Minutes

(Staff Report Comments from the meeting are incorporated into the minutes in lighter text. Actual minutes begin with the DISCUSSION Section for each item)

MEMBERS PRESENT: Mayor Lydia Mihalik
Dan Clinger
Jackie Schroeder
Brian Thomas
Dan DeArment

STAFF ATTENDING: Judy Scrimshaw, Development Planner
Erik Adkins, Zoning Inspector
Jeremy Kalb, Engineering Project Manager
Matt Cordonnier, HRPC Director
Don Rasmussen, Law Director

GUESTS: Tom Shindledecker, Doug Jenkins, Mark Mox, Lou Wilin,
Paul Rubenstein, Christie Ranzau, Phil Rooney, Leah Fox,
Jodi Mathias

CALL TO ORDER

ROLL CALL

The following members were present:

Mayor Lydia Mihalik
Dan Clinger
Jackie Schroeder
Brian Thomas
Dan DeArment

SWEARING IN

All those planning to give testimony were sworn in by Judy Scrimshaw.

APPROVAL OF MINUTES

Dan Clinger made a motion to approve the minutes of July 12, 2018. Lydia Mihalik seconded. Motion carried 5-0-0.

NEW ITEMS

1. APPLICATION FOR CONDITIONAL USE #CU-05-2018 filed by Terrapin Acquisitions, Ltd., 430 First Street, Findlay to construct a retail business on Stanford Parkway.

General Information

This request is located on the east side of a private loop that runs off the east side of Stanford Parkway. It is zoned I-1 Light Industrial. All parcels to the north, south and west are also zoned I-1. The lot abuts Interstate 75 on the east side. It is not located within the 100-year flood plain. The City of Findlay Land Use Map designates the area as Industrial.

Parcel History

This is a vacant parcel

Staff Analysis

The applicant is proposing to construct a 6000 square foot retail building on a 1.448-acre parcel. They have indicated that the majority of their business is conducted through online ordering.

I-1 Light Industrial does not allow retail as a permitted use, but industrial uses in I-1 can have a percentage of their business as retail. The I-1 district has a clause in the Conditional Use section allowing Planning Commission to permit any less intensive, non-objectionable uses. This was used last year to permit a proposed gym to be able to locate in an industrially zoned area.

The applicants would like to have confirmation that they can conduct the business before investing in the preparation of a formal site plan. The sketch submitted shows the showroom area, office space and storage areas.

Staff is in favor of the proposal and the applicant is aware that a full site plan will be required for Planning Commission review prior to any construction.

Staff Recommendation

HRPC Staff recommends approval of **APPLICATION FOR CONDITIONAL USE #CU-05-2018 filed by Terrapin Acquisitions, Ltd to construct a retail business on Stanford Parkway.**

ENGINEERING

No Comment

FIRE PREVENTION

No Comment

STAFF RECOMMENDATION

Staff recommends approval of **APPLICATION FOR CONDITIONAL USE #CU-05-2018 filed by Terrapin Acquisitions, Ltd to construct a retail business on Stanford Parkway.**

DISCUSSION

Judy Scrimshaw said she had one person with Majuni come to the office and say she didn't have a problem with this but didn't want them to move in and then complain that they make noise. Ms. Scrimshaw assured her that they can't do that as they are moving into an industrial area.

MOTION

Dan DeArment made a motion to **approve APPLICATION FOR CONDITIONAL USE #CU-05-2018 filed by Terrapin Acquisitions, Ltd., 430 First Street, Findlay to construct a retail business on Stanford Parkway.**

2nd: Dan Clinger

VOTE: Yay (5) Nay (0) Abstain (0)

2. PETITION FOR ZONING AMENDMENT #ZA-10-2018 filed to rezone 310 Frazer Street from R-3 Single Family High Density to R-4 Duplex/Triplex.

HRPC

General Information

This request is located on the north side of Frazer Street east of Morey Avenue. It is zoned R-3 Single Family High Density. Lots to the west and south are also zoned R-3. To the north and east is zoned O-1 Institutions and Offices. All of these lots are also within the University Overlay. It is not located within the 100-year flood plain. The City of Findlay Land Use Map designates the area as Single Family Small Lot with the University Overlay.

Parcel History

This property was a duplex prior to the adoption of a zoning ordinance by the City in 1955.

Staff Analysis

The applicant is requesting to rezone this lot to R-4 Duplex/Triplex in order to restore it to its former use. The property is currently listed as a single family home.

The structure was built as a duplex. There are two front doors and a separate sidewalk from the street to each porch. It is located in the middle of University of Findlay owned properties. The house to the west (314 Frazer Street) is still independently owned, but all the other houses on that side appear to be owned by the University and are converted to offices.

There is a single car garage on the east side of the home and a driveway which could hold two cars. There is an old gravel area at the rear of the property that is accessed by the alley that could be used to park as well.

Due to the nature of the neighborhood with many rentals and the proximity of the University, Staff feels the zoning can be justified.

Staff Recommendation

HRPC Staff recommends that Findlay City Planning Commission recommend approval to Findlay City Council of PETITION FOR ZONING AMENDMENT #ZA-10-2018 filed to rezone 310 Frazer Street from R-3 Single Family High Density to R-4 Duplex/Triplex.

ENGINEERING

No Comment

FIRE PREVENTION

No Comment

STAFF RECOMMENDATION

Staff recommends that Findlay City Planning Commission recommend approval to Findlay City Council of PETITION FOR ZONING AMENDMENT #ZA-10-2018 filed to rezone 310 Frazer Street from R-3 Single Family High Density to R-4 Duplex/Triplex.

DISCUSSION

Dan Clinger asked the applicant what he was planning on doing for parking. The applicant stated that they have a parking plan that will work with the Zoning Office. Mr. Clinger asked if it was for the rear of the property. The applicant said yes and that it would be off the alley. Dan DeArment asked how many cars it would hold. The applicant said it would be for four cars.

MOTION

Dan Clinger made a motion to recommend approval to the Findlay City Council for PETITION FOR ZONING AMENDMENT #ZA-10-2018 filed to rezone 310 Frazer Street from R-3 Single Family High Density to R-4 Duplex/Triplex.

2nd: Jackie Schroeder

VOTE: Yay (5) Nay (0) Abstain (0)

3. PETITION FOR ZONING AMENDMENT #ZA-11-2018 filed to rezone 716 Franklin Avenue from R-2 Single Family Medium Density to R-4 Duplex/Triplex.

HRPC

General Information

This parcel is located on the west side of Franklin Street and is zoned R-2 Single Family Medium Density. Land to the north and south is also zoned R-2. To the east is zoned R-3 Single Family High Density. To the west is zoned O-1 Institutions and Offices. It is not within the 100-year flood plain. The City of Findlay Land Use Plan designates the area as Single Family Small Lot.

Parcel History

The applicant has recently purchased this property and it is listed as a single family home on the County Auditor’s website.

Staff Analysis

The applicant states in his letter that the previous owner had begun renovating the interior of the house to be a rental for college students. The project was never completed and the house has been sitting in an unfinished state.

This property was zoned B-Residential prior to adoption of the new zoning code which could have allowed for conversion to a duplex. Directly west is University owned multi-family housing.

There is no vehicular access from the street. An alley accesses the rear of the property. There is a dilapidated garage that is probably of no use. If this is torn down, a parking area could be created for four vehicles, which would meet the standard to have a duplex. If the zoning is approved by Council, the owner will have to file for a change of use with the zoning department and will need to show that adequate off street parking will be provided.

This property is also in the University Overlay district meaning it is expected to be in that potential transitional area to become university related uses at some point. Franklin Avenue is currently a mix of Single Family owner occupied, single family rentals, and duplexes.

Staff Recommendation

HRPC Staff recommends that Findlay City Planning Commission recommend approval to Findlay City Council of PETITION FOR ZONING AMENDMENT #ZA-11-2018 filed to rezone 716 Franklin Avenue from R-2 Single Family Medium Density to R-4 Duplex/Triplex.

ENGINEERING

No Comment

FIRE PREVENTION

No Comment

STAFF RECOMMENDATION

Staff recommends that Findlay City Planning Commission recommend approval to Findlay City Council of PETITION FOR ZONING AMENDMENT #ZA-11-2018 filed to rezone 716 Franklin Avenue from R-2 Single Family Medium Density to R-4 Duplex/Triplex.

DISCUSSION

Mr. Clinger asked the applicant if they intended to tear down the garage for parking. The applicant said yes, he has already picked up the demolition form. Mr. DeArment asked if there were already four parking spots back there. The applicant said yes and mentioned that the previous owner started to convert it to a triplex but they bought it off the sheriff's sale from him and they would like to continue the plan but aren't 100% certain whether they are going with a duplex or a triplex, but either way, with the help of the Zoning Office, they have a plan for six spaces for parking. He mentioned the street out front is generally very crowded.

MOTION

Dan DeArment made a motion to recommend **approval to the Findlay City Council for PETITION FOR ZONING AMENDMENT #ZA-11-2018 filed to rezone 716 Franklin Avenue from R-2 Single Family Medium Density to R-4 Duplex/Triplex.**

2nd: Jackie Schroeder

VOTE: Yay (5) Nay (0) Abstain (0)

4. APPLICATION FOR SITE PLAN REVIEW #SP-14-2018 filed by Danop, LTD, 3619 SR 113 E, Milan OH for a proposed Dunkin Donuts to be located at 416 Trenton Avenue.

HRPC

General Information

This request is located on the north side of Trenton Avenue west of Morey Avenue. It is zoned C-2 General Commercial. To the south, east and west is also zoned C-2. To the north is zoned MH Mobile Home. It is not located within the 100-year flood plain. The City of Findlay Land Use Plan designates the area as Regional Commercial.

Parcel History

This is a vacant lot.

Staff Analysis

The applicant is proposing to construct an 1828 square foot Dunkin Donuts restaurant with a drive through window.

Access to the site will be via the two existing access points that were created by Advance Auto Parts. One will be on Trenton Avenue and one is onto Madison Avenue.

All required building setbacks are exceeded with the location of the structure.

The parking requirement for this size of retail is only five spaces. The proposal shows 23. At the southeast corner of the lot there are two (2) spaces shown. The southernmost space will have to back straight back into the oncoming traffic entering the site to get out. This is a dead end parking situation and needs to have a 10' deep stub into the grass area to the south to provide an area to back into. A diagram is shown in the City Zoning Ordinance section on parking. If they do not want to do this, then that spot should be eliminated.

The drive through speaker, menu board and windows are located on the west side of the site. The restaurant will use the double order line layout. Traffic will enter from Trenton Avenue and turn right into the site then left to go north past the building and get into one of the two order lanes on the north end of the building. The two order lanes will consolidate into one to stop at the payment and pick up windows on the west side of the building. They will then exit the site either south to Trenton Avenue or north to Madison Avenue.

One potential issue could be from traffic entering from the Madison Avenue side which is only able to turn south. The plans indicate that there is no curbing around the drive thru lanes only painted lines. There is the potential for a car trying to jump into the drive thru line from that end or sitting there and blocking other traffic while waiting for the chance to get in the line.

The dumpster area is located in the northeast corner of the lot. An illustration we received of the enclosure indicates walls with split faced block that is painted to match other finishes. Doors are cedar boards. The height of the walls is 6' 4".

The store will use grey colored concrete-look panels, thin brick and high pressure laminate with accents of the Dunkin Donuts pink and orange. Several wall signs are proposed. There is no limitation on wall signage. The location of a sign is shown in the southeast corner of the lot. There were no details included. This must be a low profile sign similar to what the auto parts store to the west has used.

The landscape plan only shows shrubs in the island areas to the north of the store. Code requires landscaping in the front of the parking lot along Trenton Avenue and on the north along Madison Avenue. There should also be foundation plantings along the building. Staff will require a new landscaping plan before any permits are issued. Staff suggests a similar plan as the Advance Auto Parts store next door. We have sent a copy of their plan from a few years ago to the applicant.

The photometric plan submitted shows measurements below the minimums in the zoning code.

Staff Recommendation

HRPC Staff recommends **approval of APPLICATION FOR SITE PLAN REVIEW #SP-14-2018 for a proposed Dunkin Donuts to be located at 416 Trenton Avenue subject to the following conditions:**

- **Correct parking layout in southeast corner (HRPC)**
- **Approval of landscape plan (HRPC)**

ENGINEERING

Access –

Will be using the existing drives off of Trenton and Madison Ave.

Sanitary Sewer –

The sanitary sewer lateral is proposed to come out of the east side of the building, and connect to the existing lateral on the SE corner of the property.

Waterline –

A new 1-inch waterline is proposed to come out of the east side of the building and connect to the existing waterline service

Stormwater Management –

Consultant is proposing that the amount of impervious surface area will decrease from prior use, so no additional storm or detention is required. The Engineering Office will work with the consultant to verify storm detention needs.

MS4 Requirements –

The amount of erodible material that will be disturbed will be less than one acre so the site is will not be required to comply with the City of Findlay's Erosion & Sediment Control Ordinance.

Recommendations:

- Conditional Approval of the Site Plan
 - Finalize the approve Stormwater Calculations with the City Engineer.

Following Permits are Needed Before Construction Can Start:

Storm Sewer Permit-	1 total
Sanitary Sewer Reconnect-	1 total
Sidewalk Permit-	1 total
Drive/ Curb Cut Permit-	1 total

FIRE PREVENTION

Apply for all necessary permits with Wood County Building Department.

STAFF RECOMMENDATION

Staff recommends approval of APPLICATION FOR SITE PLAN REVIEW #SP-14-2018 for a proposed Dunkin Donuts to be located at 416 Trenton Avenue subject to the following conditions:

- **Correct parking layout in southeast corner (HRPC)**
- **Approval of landscape plan (HRPC)**
- **Finalize the appropriate Storm Water Calculations with the City (ENG)**
- **Apply for all necessary permits with Wood County Building Dept. (FIRE)**

DISCUSSION

Jeremy Kalb asked the applicant about the existing drive to the south that has a drop to it and whether they intended to take that out and put a full height curb there and a sidewalk. Paul Rubenstein, with the company building Dunkin Donuts, said that they were planning to leave it as is but if it would cause confusion for customers driving into the site, he said they would replace it as a full height curb. Mr. Kalb said he could see a problem with people going into that and stated he would like to see it ADA as well because there would be a lot of foot traffic. Mr. Kalb said they would work with them on the situation.

Mr. Clinger asked Mr. Rubenstein about the double lane layout for the drive-thru and mentioned that he felt that getting to the outside lane over to the drive-thru window could be problematic. Mr. Rubenstein mentioned that they have done this layout about 6 times throughout the country and the outside lane is specifically for mobile orders and will be signed accordingly. If a customer does mobile ordering, they get a slightly expedited process through the drive-thru lane.

He said there are 5 or 6 loop detectors that sense where the cars are within the drive-thru lanes so the staff inside will know who is from the mobile line and who is not and be able to manage that. Mr. Rubenstein assured the Commission that while it looks like there might be a conflict and it might take some adjusting to when they first open, it will smooth itself out. He said that was the case with the first one opened in Massachusetts. He mentioned they are doing the same layout with another Dunkin Donuts that will be opening in Avon, Ohio in October and said that their operations group will have several months of learning from how things are run in Avon prior to opening here. Mr. DeArment asked if there were traffic lights to direct traffic. Mr. Rubenstein said that there would not be and it's solely relying on the employees inside to direct the traffic. Mr. Rubenstein stated that Dunkin is calling this their "Next Generation" store. There are only a handful of these open and operating in the country. Findlay is getting the latest and greatest look and technology.

Mr. Clinger mentioned that Engineering brought up issues with a drop curb on Trenton Ave. that was an original approach. Mr. Kalb said there's a drop curb that goes into AutoZone and then there's another just east of that as well. He pointed out which one they were using as their access and pointed out the one he wanted closed up. Mr. Kalb said there is also a high curb through there with an ADA walk. Mr. Clinger said he'd like to make that part of the conditional approval. Brian Thomas agreed.

Mr. Thomas mentioned that he knew Ms. Scrimshaw had concerns about cars cutting through with the northern drive. He pointed out where he didn't think having a curb would be helpful, especially in terms of snow removal. He asked if it made sense to just make the north drive an exit since there's one-way traffic on both sides of the building. Mr. Rubenstein stated that he wouldn't want to put curb there either but said the more free-flowing the lot is, the better it is for the customer. He said there is no advantage for customers to jump the line and if this becomes an operational problem, it can be addressed then but they want to try it out before they start closing off curb cuts, etc. Mr. Thomas suggested that a turn arrow be painted instead of a straight arrow or a right turn only sign to help direct traffic since it is a one-way loop around there. He said there's not going to be a lot of cars pulling off here from Trenton and the people coming in will be coming in for Dunkin Donuts so he's not too concerned. But he would like to see a turn arrow painted at the very least. Mayor Mihalik agreed that the arrow could help with directing traffic.

Mr. Clinger asked if the concept was more focused on drive-thru traffic versus the inside seating. Mr. Rubenstein said it is meant to optimize drive-thru traffic with the mobile ordering, but there will be a mobile pick-up area on the inside in addition to self-ordering kiosks. He said like most other quick serving restaurants, 60-70% of the customers go through the drive-thru so they want to optimize the drive-thru to the best of their ability. He said there would still be seating for people to come inside. He stated that it's not like in the old days where customers would come in and only stay a few minutes and leave. It will have Wi-Fi available and be inviting for people to come in to sit and enjoy their coffee.

Mr. Thomas reiterated Engineering's comments on sanitary and told them they were fine to reuse the sanitary but to work with their contractor to ensure that the condition of the existing sewer and waterline work for the site. The City cannot guarantee the condition of the pipes and it is not their responsibility to confirm that. The applicant said that was added to the drawings and said they were working with the sewer and water departments and they were good about spelling that out for them.

MOTION

Dan Clinger made a motion to **approve APPLICATION FOR SITE PLAN REVIEW #SP-14-2018 filed by Danop, LTD, 3619 SR 113 E, Milan OH for a proposed Dunkin Donuts to be located at 416 Trenton Avenue subject to the following conditions:**

- **Replace the drop curb and sidewalk along Trenton Ave.**
- **Correct parking layout in southeast corner (HRPC)**
- **Approval of landscape plan (HRPC)**
- **Finalize the appropriate Storm Water Calculations with the City (ENG)**
- **Apply for all necessary permits with Wood County Building Dept. (FIRE)**

2nd: Dan DeArment

VOTE: Yay (5) Nay (0) Abstain (0)

ADJOURNMENT

Lydia L. Mihalik
Mayor

Brian Thomas, P.E., P.S.
Service Director



August 28, 2018

Findlay City Council
318 Dorney Plaza
Findlay, OH 45840

RE: City of Findlay Revolving Loan Fund
Request for Appropriation

Dear Honorable Members of Council:

On August 14th, 2018 the City of Findlay Revolving Loan Fund Committee awarded a loan to Goodrich Myotherapy in the amount of \$35,000. The funding will provide funds for working capital, including business startup expenses and supplies. The closing date for the loan has been set for September 12th, 2018.

By copy of this letter, the Law Director is requested to prepare the necessary legislation to appropriate the funds as follows:

FROM:	City of Findlay Revolving Loan Fund	\$35,000
TO:	Goodrich Myotherapy	\$35,000 working capital

I request this ordinance be passed on an emergency basis in order to accommodate the timeline of the business and the bank that are involved in the financing of the project. The appropriation of City RLF funds have historically been passed on an emergency basis in order to accommodate the time sensitive needs of businesses.

If you need any addition information, please do not hesitate to contact me.

Sincerely,


Matthew Cordonnier, Director
Hancock Regional Planning Commission

CC: Don Rasmussen
Ginger Sampson



August 28, 2018

Findlay City Council
318 Dorney Plaza
Findlay, OH 45840

RE: City of Findlay Revolving Loan Fund
Request to Amend the City Revolving Loan Guidelines

Dear Honorable Members of Council:

On August 14th, 2018 the City of Findlay Revolving Loan Fund Committee reviewed and voted to approve the following changes to the City of Findlay Revolving Loan Fund Guidelines.

The proposed changes would see “Microenterprise Loans” become available through the Revolving Loan Fund. The Microenterprise Loans were previously administered by the State of Ohio separately, but have recently moved the program under the Revolving Loan Fund umbrella.

The Microenterprise Loan projects work similarly to traditional RLF projects. Microenterprise projects have the following exceptions to the RLF guidelines (or rules) though:

- Owner(s) can be included as jobs created
- RLF can fund 100% of the project cost
- No equity is required
- 5-year term with a maximum project cost of \$35,000

The exact changes to the Guidelines are listed below:

Part II Section E (12)

Microenterprise Loan Program Exemptions

In addition to traditional RLF loans, the board has the ability to approve Microenterprise Loans. These loans have the same requirements as traditional RLF loans but with exemptions regarding: bank involvement, private equity match in the project, and job creation requirement. For more information see Section III – Microenterprise Loans on page 13.

Part III Microenterprise Loan Program Elements

A. Statement of Program Goals

The Microenterprise Loan program for The City of Findlay has been established to meet the same goals as the RLF Loan program. The microenterprise loan program targets small

loan amounts, under \$35,000, typically used for working capital or business startup expenses. The Microenterprise Loan program has extra flexibility in working with applicants that the RLF does not.

B. Standards for a Microenterprise Loan Project

1. Eligible Loan Activities

Eligible loan activities include provision of “necessary or appropriate” RLF microenterprise financial assistance or purposes which result in private sector job creation/retention, stimulate private investment, and contribute to the economic development or stabilization of the area. The following are eligible types of loan activity:

- a. Fixed asset loans for the start-up of new businesses, the expansion of existing businesses or the conduct of current business. Fixed asset loans may include the acquisition and/or improvement of land, buildings, machinery and equipment, including new construction or renovation of existing facilities, demolition and site preparation. (Loan terms shall not exceed the life of the asset).*

NOTE: The maximum amount for a microenterprise project is \$35,000.

- b. Working capital loans for start-up of new businesses or existing businesses will be limited to 30% of the RLF program income the grantee receives in one year. (Exceptions to this limit will be looked at on a case-by-case basis and can only be overridden with written consent of OHCP.)*

NOTE: The maximum amount for a microenterprise project is \$35,000. The maximum term is five years.

- c. Planning activities shall not exceed ten percent (10%) of the total amount of program income received in one year, up to a maximum of \$10,000. This amount will not be charged against the administrative cap.*

2. Ineligible loan activities, or uses of RLF funds, include the following:

- a. Financing of existing debts and training costs;*
- b. Financing of a project that involves the relocation of an industry or business from one area of the state of Ohio to another. Upon approval by the state (OHCP), exceptions may be made only if:
 - i. the relocation of the industry or business will demonstrate additional long-term job creation, and/or;*
 - ii. the industry or business will demonstrate, to the satisfaction of the state (OHCP), that the operation of such industry or business cannot be continued in the existing location.**

c. *Financing of speculative projects or buildings, and;*

d. *Financing of speculative activities, such as land banking*

3. *Job/Loan Ratio*

Each loan should produce at least one (1) new or retained permanent, full-time equivalent job for each \$25,000 of RLF program investment for loans, and \$10,000 of RLF program investment for grants. The number of jobs created or retained may be fewer than five (5), differing from regular CDBG requirements. The owner of a newly created business may be counted as one of the jobs created.

4. *LMI Employment Opportunities*

At a minimum, at least 51% of the permanent, full-time equivalent employment opportunities created or retained must be made available to persons from LMI households.

5. *Match*

For microenterprise loans, there is no match requirement and the RLF can fund up to 100% of the project.

6. *Project Timeline*

Projects must be completed in twelve (12) months. Job creation attributable to RLF funds must take place within twenty-four (24) months of project completion.

7. *Eligible Applicants*

In general, eligible applicants for financial assistance include private, for-profit business and industrial developments. A non-profit agency may apply if the request will carry out a fundable activity but the agency must first submit a written request explaining the project prior to submitting a Loan Review Report form. Such concerns may be:

a. *New companies/expansion/retention;*

b. *Owned locally or outside the RLF area, but with facilities located within the RLF area;*

c. *Businesses locating a facility near, but outside, the boundaries of The City of Findlay; where the overwhelming preponderance of evidence is that by providing assistance to a firm located outside of The City of Findlay, a substantial number of City of Findlay residents will benefit from the project;*

d. *For a business with an open RLF loan to obtain additional RLF loans, the business must have successfully completed the original project, reached its job creation commitment and demonstrated compliance with all other terms of the agreement.*

8. *Equal Lending*

No applicant will be denied a loan on the basis of race, color, national origin, religion, age, handicap or sex.

9. Certification of Financial Need

The program must be assured that required financing is not available through other sources, and that, without RLF program involvement the project will not proceed and employment opportunities will not be created/retained as planned. This assurance will be obtained through credit analysis of the applicant's financial capacity and by obtaining one or both of the following items:

- a. *Written applicant certification of financial need; and/or*
- b. *Written lender certification of the applicant's financial need.*

Each of these standards is directly related to a specific goal and/or objective as stated in Part II A of this Plan. These standards may, however, be changed with approval from OHCP as area needs are met and/or developed.

I request this ordinance be passed on an emergency basis in order to accommodate the timeline of the business and the bank that are involved in the financing of the project. The appropriation of City RLF funds have historically been passed on an emergency basis in order to accommodate the time sensitive needs of businesses.

If you need any addition information, please do not hesitate to contact me.

Sincerely,



Matthew Cordonnier, Director
Hancock Regional Planning Commission

CC: Don Rasmussen
Ginger Sampson

II. Revolving Loan Fund Program Elements
E. Standards for a RLF Project

Each of these standards is directly related to a specific goal and/or objective as stated in Part II A of this Plan. These standards may, however, be changed with approval from OHCP as area needs are met and/or developed.

12. Microenterprise Loan Program Exemptions

In addition to traditional RLF loans, the board has the ability to approve Microenterprise Loans. These loans have the same requirements as traditional RLF loans but with exemptions regarding: bank involvement, private equity match in the project, and job creation requirement. For more information see Section III – Microenterprise Loans on page 13.

F. Financing Policies and Techniques

1. Range of Loans

The RLF will not make loans for less than \$5,000. The maximum loan, under normal circumstances, will be \$500,000. Considerations above this amount must be specifically approved by OHCP.

2. Ineligible Projects

In addition to those ineligible activities stated in Part II D (4) of these guidelines, projects that will not be considered for financing assistance by the RLF are those that:

- a. attempt to finance historically uncompetitive or unsuccessful ventures;
- b. involve ventures that offer little in the way of development benefits or employment opportunities;
- c. have unresolved environmental problems;
- d. have cash or equity less than 10% of total projected project cost;
- e. do not have proper patent rights, licenses, permits, certification, etc. in advance of commencement of operation;
- f. have a history of Civil Rights violations or unfair labor practices;
- g. cannot demonstrate the ability to repay the loan;
- h. are not willing to offer equal opportunity in the employment of women and minorities;
- i. are not current with local, state and federal taxes;
- j. cannot be justified as a “necessary or appropriate” use of RLF funds; except where grant assistance is provided in accordance with this plan;
- k. are intra-family transactions;
- l. involve illegal activities, and/or;

borrower's financial capacity and a recertification of financial need. The RLF Board and the loan administrator must adhere to the same policies and procedures established for the initial approval of an applicant.

17. Disbursement

Disbursement of loan funds to the RLF program borrower may only be made after final approval by the City of Findlay City Council and after state and federal requirements are met or assured.

G. Time Schedule for Loan Closings (Formula RLF)

Upon final approval of a loan application, the HRPC will make every reasonable effort to close the loan within 45 days of the aforementioned approval. This time frame will be subject to the receipt of funds from OHCP and the final resolution of any environmental requirements.

H. Related Activities

To the greatest extent possible, the HRPC will encourage involvement of the local Ohio Job and Family Services, where appropriate, to ensure that jobs created with RLF program funds are made available to persons from LMI households.

PART III MICROENTERPRISE LOAN PROGRAM ELEMENTS

A. Statement of Program Goals

The Microenterprise Loan program for The City of Findlay has been established to meet the same goals as the RLF Loan program. The microenterprise loan program targets small loan amounts, under \$35,000, typically used for working capital or business startup expenses. The Microenterprise Loan program has extra flexibility in working with applicants that the RLF does not.

B. Standards for a Microenterprise Loan Project

1. Eligible Loan Activities

Eligible loan activities include provision of "necessary or appropriate" RLF microenterprise financial assistance or purposes which result in private sector job creation/retention, stimulate private investment, and contribute to the economic development or stabilization of the area. The following are eligible types of loan activity:

- a. Fixed asset loans for the start-up of new businesses, the expansion of existing businesses or the conduct of current business. Fixed asset loans may include the acquisition and/or improvement of land, buildings, machinery and equipment, including new construction or renovation of existing facilities, demolition and site preparation. (Loan terms shall not exceed the life of the asset).

NOTE: The maximum amount for a microenterprise project is \$35,000.

- b. Working capital loans for start-up of new businesses or existing businesses will be limited to 30% of the RLF program income the grantee receives in

one year. (Exceptions to this limit will be looked at on a case-by-case basis and can only be overridden with written consent of OHCP.)

NOTE: The maximum amount for a microenterprise project is \$35,000. The maximum term is five years.

- c. Planning activities shall not exceed ten percent (10%) of the total amount of program income received in one year, up to a maximum of \$10,000. This amount will not be charged against the administrative cap.

2. Ineligible loan activities, or uses of RLF funds, include the following:

- a. Financing of existing debts and training costs;
- b. Financing of a project that involves the relocation of an industry or business from one area of the state of Ohio to another. Upon approval by the state (OHCP), exceptions may be made only if:
 - iii. the relocation of the industry or business will demonstrate additional long-term job creation, and/or;
 - iv. the industry or business will demonstrate, to the satisfaction of the state (OHCP?), that the operation of such industry or business cannot be continued in the existing location.
- c. Financing of speculative projects or buildings, and;
- d. Financing of speculative activities, such as land banking.

3. Job/Loan Ratio

Each loan should produce at least one (1) new or retained permanent, full-time equivalent job for each \$25,000 of RLF program investment for loans, and \$10,000 of RLF program investment for grants. The number of jobs created or retained may be fewer than five (5), differing from regular CDBG requirements. The owner of a newly created business may be counted as one of the jobs created.

4. LMI Employment Opportunities

At a minimum, at least 51% of the permanent, full-time equivalent employment opportunities created or retained must be made available to persons from LMI households.

5. Match

For microenterprise loans, there is no match requirement and the RLF can fund up to 100% of the project.

6. Project Timeline

Projects must be completed in twelve (12) months. Job creation attributable to RLF funds must take place within twenty-four (24) months of project completion.

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In general, eligible applicants for financial assistance include private, for-profit business and industrial developments. A non-profit agency may apply if the request will carry out a fundable activity but the agency must first submit a written request explaining the project prior to submitting a Loan Review Report form. Such concerns may be:

- a. New companies/expansion/retention;
- b. Owned locally or outside the RLF area, but with facilities located within the RLF area;
- c. Businesses locating a facility near, but outside, the boundaries of The City of Findlay; where the overwhelming preponderance of evidence is that by providing assistance to a firm located outside of The City of Findlay, a substantial number of City of Findlay residents will benefit from the project;
- d. For a business with an open RLF loan to obtain additional RLF loans, the business must have successfully completed the original project, reached its job creation commitment and demonstrated compliance with all other terms of the agreement.

8. Equal Lending

No applicant will be denied a loan on the basis of race, color, national origin, religion, age, handicap or sex.

9. Certification of Financial Need

The program must be assured that required financing is not available through other sources, and that, without RLF program involvement the project will not proceed and employment opportunities will not be created/retained as planned. This assurance will be obtained through credit analysis of the applicant's financial capacity and by obtaining one or both of the following items:

- a. Written applicant certification of financial need; and/or
- b. Written lender certification of the applicant's financial need.

Each of these standards is directly related to a specific goal and/or objective as stated in Part II A of this Plan. These standards may, however, be changed with approval from OHCP as area needs are met and/or developed.

PART IV ADMINISTRATIVE ELEMENTS

A. Administration

1. **RLF Administration**

The City of Findlay City Council shall designate an RLF Administrator. The RLF Administrator will conduct reviews of RLF applications and make funding recommendations to the RLF Board.

Office of the Mayor

Lydia L. Mihalik

318 Dorney Plaza, Room 310
Findlay, OH 45840

Telephone: 419-424-7137 • Fax: 419-424-7245
www.findlayohio.com

Paul E. Schmelzer, P.E., P.S.
Safety Director

Brian A. Thomas, P.E., P.S.
Service Director

Honorable City Council
Findlay, OH 45840

August 29, 2018

RE: Airport Jet Refueling Truck

Dear Council Members:

Included in the 2018 Capital Improvement Plan (CIP) was the replacement of the 1996 Ford Jet Refueling Truck at the Airport.

I would like to request that the bidding requirements be waived for this vehicle for the following reasons:

- There are no state bids for aviation fuel trucks
- The Jet aircraft refueler is the only delivery method to get the product into the aircraft
- Having an operating Jet aircraft refueler is critical to the operations of the airport, as the sale of Jet A fuel is the biggest revenue source for the airport.
- There are only a handful of companies that specialize in aircraft refueling trucks and SkyMark happens to be located less than 1 mile from the airport.
- Having a support and maintenance facility nearby is incredibly valuable as it decreases the potential time out of service for the unit.

The quote that we have received for the Jet refueling truck is \$186,000 which is less than the estimated \$215,000 that was in the CIP. Previously, an amount of \$107,500 was appropriated for this vehicle. At this time, an appropriation for the remaining \$78,500 is needed.

By copy of this letter, the Law Director is requested to prepare the necessary legislation to appropriate and transfer funds as follows:

FROM:	CIT Fund – Capital Improvements Restricted Account	\$78,500
TO:	Airport (#25010000-Other)	\$ 78,500

If you have any questions, please feel free to contact me.

Sincerely,



Brian Thomas
Service Director/Acting City Engineer

pc: Don Rasmussen, Law Director
Jim Staschiak II, Auditor

Office of the Mayor

Lydia L. Mihalik

318 Dorney Plaza, Room 310

Findlay, OH 45840

Telephone: 419-424-7137 • Fax: 419-424-7245

www.findlayohio.com

Paul E. Schmelzer, P.E., P.S.
Safety Director

Brian A. Thomas, P.E., P.S.
Service Director

Honorable City Council
Findlay, OH 45840

August 29, 2018

RE: 2018 Cube Code Updates, Project No. 31984100

Dear Council Members:

By authorization of Ordinance No. 2018-039, a bid opening was held for the above-referenced project on August 22, 2018. This project is included in the 2018 Capital Improvements plan and the Engineer's estimated cost of construction was \$600,000. The lowest and best bid was \$581,550 from Helms Construction Inc. of Findlay, Ohio.

Previously, an amount of \$5,000 was appropriated to the projects for startup and bidding. At this time, an appropriation for construction, inspection and a contingency is needed to complete the project.

By copy of this letter, the Law Director is requested to prepare the necessary legislation to appropriate and transfer funds as follows:

FROM:	CIT Fund – Capital Improvement Restricted Account	\$ 595,000
TO:	2018 CUBE Code Updates, Project No. 31984100	\$ 595,000

If you have any questions, please feel free to contact me.

Sincerely,



Brian Thomas
Service Director/Acting City Engineer

pc: Don Rasmussen, Law Director
Jim Staschiak II, Auditor

Office of the Mayor

Lydia L. Mihalik

318 Dorney Plaza, Room 310

Findlay, OH 45840

Telephone: 419-424-7137 • Fax: 419-424-7245

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Paul E. Schmelzer, P.E., P.S.
Safety Director

Brian A. Thomas, P.E., P.S.
Service Director

Honorable City Council
Findlay, OH 45840

August 29, 2018

RE: Appropriations Meeting

Dear Council Members:

At the beginning of the year, there was discussion at an appropriations meeting to discuss a transfer from the General Fund to the CIT Fund. At the time, council said that they would look at the issue again around the middle of the year. Knowing that this was council's desire, I have worked with the funds that were available and held off on asking for appropriations to make sure that the fund would be able to last until the middle of the year. I am asking that this topic be reexamined at the next appropriations meeting.

If you have any questions, please feel free to contact me.

Sincerely,



Brian Thomas
Service Director/Acting City Engineer

pc: Don Rasmussen, Law Director
Jim Staschiak II, Auditor

Office of the Director of Law
Donald J. Rasmussen

318 Dorney Plaza, Rm 310
Findlay, Ohio 45840
Telephone: 419-429-7338 • Fax: 419-424-7245
drasmussen@findlayohio.com

August 31, 2018

Honorable City Council
Findlay, OH 45840

RE: Ordinance No. 2018-092

Ordinance No. 2018-092 is on the September 4, 2018 City Council agenda to amend Section 351.03(A)(21) to add new item (C) which states that no "junk vehicle" or "inoperable vehicle", as defined by 521.04(c)(1)(1-6), shall be permitted in a public right-of-way.

This amendment will close a loop hole whereby persons were able to store junk vehicles and/or inoperable vehicles between the roadway and the property line. This amendment will allow the Police Department to enforce violations within the public right-of-way.

Sincerely,



Donald J. Rasmussen
Director of Law

City of Findlay Revolving Loan Fund

Hancock Regional Planning Commission Conference Room
Tuesday, August 14, 2018 – 1:00 PM

Minutes

MEMBERS PRESENT: Paul Craun
John Harrington
Matt Klein
Jim Ferguson
Don Bledsoe

MEMBERS ABSENT: Chris Alexander

STAFF ATTENDING: Matt Cordonnier, HRPC Director
Jacob Mercer, HRPC Staff
John Pinski (Coward, Pinski, & Associates)

GUESTS: Adam Goodrich (RLF)

CALL TO ORDER

ROLL CALL

The following members were present:

Paul Craun
John Harrington
Matt Klein
Jim Ferguson
Don Bledsoe

DISCUSSION

Jacob Mercer started the meeting by discussing Adam Goodrich's enquiry into the revolving loan fund. Mr. Goodrich came to the RLF to request working capital funds so that he could open a massage therapy business in Findlay. He did not have sufficient assets, making it difficult for him to secure a traditional loan through a bank. We were looking for ways to help, when the state suggested that he could utilize the Microenterprise Loan program. The State of Ohio used to administer this program separately but it has recently been brought under the umbrella of the RLF program. The Microenterprise Loan functions exactly like the RLF loans but with a few key exemptions including:

- Owner(s) can be included as one of the jobs created
- RLF can fund 100% of the project cost

- No equity is required
- 5-year term with a maximum project cost of \$35,000

Jacob went over the proposed changes to the RLF Guidelines. The changes were for the creation of the Microenterprise Loan Program. We mirrored the language for the Microenterprise Loans off the existing RLF standards in Section II.

Matt Cordonnier reiterated that the fund has been unused for quite a while, and that the Microenterprise Loan allows is for us to be a bit more flexible with who can receive funding. John Pinski asked whether the State could force us to spend some of our balance if it hasn't been used. Matt explained that the City of Findlay receives about \$130,000 in allocation funding from the State, and that they could add part of the RLF balance on top of that allocated amount.

John Harrington asked if the RLF program has been marketed around more since we've not seen any movement in a while. Matt and Jacob reiterated that Dan Shaffer at Economic Development has done a good job sending people to us, but that the banking industry at the moment is willing to take on more risk than they had previously. Some projects have come to us, gotten most of their application done, and then back out because the bank will say they are willing to do the full amount they need. John raised the point that he is worried that the RLF will be forced to move funds because not enough activity is happening. Matt let everyone know that HRPC had sent out a flier to all the commercial lenders in the City of Findlay to remind them of the program and its features.

Don Bledsoe raised the question about the Microenterprise Loan, about whether the applicants needed to have an official bank denial letter to use the Microenterprise Loan. We didn't want to waive the denial letter if we have a big balance vs a small balance. Matt Klein noted section:

- B. *Standards for a Microenterprise Loan Project*
- 9. *Certification of Financial Need*
 - a. *Written applicant certification of financial need; and/or*
 - b. *Written lender certification of the applicant's financial need.*

The "and/or" gives us some flexibility whether a denial letter is required. In the case of Goodrich Myotherapy, the applicant certified financial need. If applicants come to us and it's clear that they could utilize a traditional loan, then we would have them enquire with a bank first.

There was a motion from Paul Craun to adopt the additional language of the Microenterprise Loan program, with the changes suggested by the board. Paul said that in the RLF section (Section II), that there should a sentence added in each section to exempt the Microenterprise Loan standards.

Seconded by Matt Klein.

All in favor: Paul Craun, Jim Ferguson, Matt Klein, John Harrington, Don Bledsoe

All opposed: None

The meeting shifted to review of the Goodrich Myotherapy proposal. Before the applicant entered, we opened the floor to questions. They asked about Adam and his spouses salary because they weren't matching up within the document. Jacob mentioned that Adam did side work for a second business but was unsure about the spouse.

John Pinski reiterated the cash position and profit/loss sheets had been updated on June 5th to reflect that the business was changing its start date. Jacob said that he had turned in an original packet and had to modify some of it after we discussed it. The business plan had to be updated a few times.

Matt Cordonnier brought up our interest rate. He said that we have typically gone 1% under prime rate or 3%. He wanted to ask what the board was comfortable with before making a decision. They were comfortable with 3%.

Adam Goodrich was brought into the meeting at this point. Jacob gave a brief overview of the project. Mr. Goodrich is looking to start a massage therapy business at 1659 Tiffin Avenue, Suite A. He has requested a \$35,000 working capital microenterprise loan to help start the business. Mr. Goodrich then gave a bit more detail about himself and the project. He has been working in massage therapy for 11 years and a physical therapist assistant for 5 years. His goal is that his business would be a step up in service to therapy in Hancock County. He works currently at The Wellness Center, but his background would allow him to work closer with doctors and get people physical therapy treatment on top of the massage therapy.

John Harrington asked if Mr. Goodrich knew that The Wellness Center Dave was looking to sell the business and whether it would be better to purchase that business than to start from scratch. Mr. Goodrich had discussed it with him 3 years ago, but the problem was that the location is not ideal and he was looking for a much higher purchase price.

Don Bledsoe asked how many clients he realistically thought would follow him. Mr. Goodrich anticipated that nearly all of his clients would follow him. He sees about 20 clients a week, which allows him to see about 80 people a month. He could possibly see up to 35 people a week. He termed "regulars" as a monthly client visit. He would be willing to investigate a partnership with the University of Findlay to contract his services for their athletes.

John Harrington asked if he had any sort of non-compete clause in his contract with The Wellness Center but he did not. He followed up with a few questions about the lease agreement. Mr. Goodrich said there wasn't any structural improvements to the space, they would hang a few cabinets but that is it. He believes it's about 900 square feet with 2 client rooms. It would allow him to take on a partner as well as an outcall therapist to do in-home visits. He didn't think that he would have any problem meeting the RLF requirement to hire two full time equivalents in the time span of the loan.

Jim Ferguson asked if Mr. Goodrich's wife was currently working. When he filled out his application, his wife was a student at the University of Findlay, but now she is an intervention specialist for Kenton Middle School. This alleviated some concerns from the board that the Goodrich's wouldn't have any income to fall back upon if the business were to go under.

At this point, Mr. Goodrich left the room for the board to deliberate.

John Harrington made a motion to approve the application with the conditions that Mr. Goodrich enroll in a life insurance policy to cover the loan and that his wife also sign the loan documents. The interest rate would be 3%. Jim Ferguson seconded.

All in favor: Paul Craun, Jim Ferguson, Matt Klein, John Harrington, Don Bledsoe

All opposed: none

The discussion moved to the last item, Vito's RLF balance. Paul Craun had another meeting and left the room. The Vito's loan has not been making payments since they went out of business. The owner's

submitted a letter to ask the board to have payments cut to \$200/month for 18 months (\$3600) instead of the full \$7020.55. Jim Ferguson offered a counter proposal of \$267 for 27 months instead of 18 months. John Harrington offered to make a motion for approval. Matt Klein seconded.

All in favor: John Harrington, Matt Klein, Don Bledsoe, Jim Ferguson
All opposed: None

After the vote, the meeting was adjourned.

COMMITTEE REPORT

THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO

The **STREETS, SIDEWALKS, & PARKING COMMITTEE** met on August 22, 2018 to continue July 17, 2018 and August 9, 2018 discussions on a bicycle ordinance.

We recommend that the law director create legislation to create a dismount zone per attached map. Also table discussions re potential sharrow lane route. Additionally language re bicycle licensing be removed (Section 373.13).

Aye Nay 
Tim Watson, Chairman

Aye Nay absent
Holly Frische

Aye Nay 
Grant Russel

LEGISLATION: _____

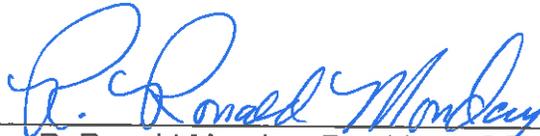
DATE: August 22, 2018

COMMITTEE: STREETS, SIDEWALKS
STREETLIGHTS & PARKING

COMMITTEE REPORT

THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO

A **COMMITTEE OF THE WHOLE** meeting was held on Thursday, August 30, 2018 to tour City-owned property located at 428 West Main Cross Street.



R. Ronald Monday, President of Council

COMMITTEE OF THE WHOLE

DATED: August 30, 2018

**FINDLAY CITY COUNCIL
CARRY-OVER LEGISLATION
September 4, 2018**

RESOLUTION NO. 019-2018 (*Water Distribution vector truck*) requires three (3) readings **second reading**
A RESOLUTION TRANSFERRING FUNDS WITHIN APPROPRIATED FUNDS, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2018-068 (*Zoning personnel enforcement rights in right-of-way*) requires three (3) readings **tabled after third reading on 8/7/18**
AN ORDINANCE ENABLING THE CITY OF FINDLAY ZONING DEPARTMENT PERSONNEL ENFORCEMENT RIGHTS WITHIN RIGHT-OF-WAY AREAS WITHIN CITY LIMITS, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2018-079 (*flood reduction*) requires three (3) readings **third reading**
AN ORDINANCE AUTHORIZING THE SAFETY DIRECTOR OF THE CITY OF FINDLAY, OHIO, TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE MAUMEE WATERSHED CONSERVANCY DISTRICT FOR A FLOOD MITIGATION BENCHING PROJECT, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2018-082 (*716 Franklin St rezone*) requires three (3) readings **second 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 716 FRANKLIN STREET REZONE) WHICH PREVIOUSLY WAS ZONED "R2 SINGLE FAMILY, MEDIUM DENSITY" TO "R4 DUPLEX/TRIPLEX".

ORDINANCE NO. 2018-083 (*310 Frazer St rezone*) requires three (3) readings **second 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 310 FRAZER STREET REZONE) WHICH PREVIOUSLY WAS ZONED "R2 SINGLE FAMILY, MEDIUM DENSITY" TO "R4 DUPLEX/TRIPLEX".

ORDINANCE NO. 2018-085 (*WPC UV replacement*) requires three (3) readings **second reading**
AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2018-086 (*Areas B4-B6 sewer separation*) requires three (3) readings **second reading**
AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS AND DECLARING AN EMERGENCY

City of Findlay

Office of the Director of Law

318 Dorney Plaza, Room 310
Findlay, OH 45840
Telephone: 419-429-7338 • Fax: 419-424-7245

Donald J. Rasmussen
Director of Law

SEPTEMBER 4, 2018

THE FOLLOWING IS THE NEW LEGISLATION TO BE PRESENTED TO THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO, AT THE TUESDAY, SEPTEMBER 4, 2018 MEETING.

RESOLUTIONS:

- 020-2018 A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR.
- 021-2018 A RESOLUTION TRANSFERRING FUNDS WITHIN APPROPRIATED FUNDS, AND DECLARING AN EMERGENCY.

ORDINANCES:

- 2018-088 AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS AND DECLARING AN EMERGENCY.
- 2018-089 AN ORDINANCE AMENDING THE CITY OF FINDLAY REVOLVING LOAN FUND GUIDELINES, AND DECLARING AN EMERGENCY.
- 2018-090 AN ORDINANCE AUTHORIZING THE SERVICE DIRECTOR OF THE CITY OF FINDLAY, OHIO TO WAIVE FORMAL ADVERTISING AND BIDDING REQUIREMENTS AND ENTER INTO A CONTRACT WITH SKYMARK FOR THE PURCHASE OF A REPLACEMENT JET REFUELING TRUCK FOR THE CITY OF FINDLAY AIRPORT, APPROPRIATING AND TRANSFERRING FUNDS THERETO, AND DECLARING AN EMERGENCY.
- 2018-091 AN ORDINANCE APPROPRIATING AND TRANSFERING FUNDS AND DECLARING AN EMERGENCY.
- 2018-092 AN ORDINANCE AMENDING SECTION 351.03(a)(21) OF CHAPTER 351 OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO.
- 2018-093 AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

**RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE
BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES
AND CERTIFYING THEM TO THE COUNTY AUDITOR**

(CITY COUNCIL)

Revised Code, Secs. 5705.34-5705.35

020-2018

*The Council of the Findlay, Hancock County, Ohio, met in _____ session
on the _____ day of _____, _____, at the office of _____
with the following members present:*

Mr. _____ moved the adoption of the following Resolution:

*WHEREAS, This Council in accordance with the provisions of law has previously adopted a Tax
Budget for the next succeeding fiscal year commencing January 1st, _____; and*

*WHEREAS, The Budget Commission of Hancock County, Ohio, has certified its action thereon to this
Council together with an estimate by the County Auditor of the rate of each tax necessary to be levied by
this Council, and what part thereof is without, and what part within the ten mill tax limitation; therefore
be it*

*RESOLVED, By the Council of the City of Findlay, Hancock County, Ohio, that the amounts and
rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted;
and be it further*

*RESOLVED, That there be and is hereby levied on the tax duplicate of said City the rate of each tax
necessary to be levied within and without the ten mill limitation as follows:*

2018 Tax Year
City of Findlay
 2019 Calendar Year

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION
 AND COUNTY AUDITOR'S ESTIMATED TAX RATES

Fund	Amount to Be Derived from Levies Outside 10 Mill Limitation	Amount Approved by Budget Commission Inside 10 Mill Limitation	County Auditor's Estimate of Tax Rate to be Levied	
			Inside 10 M. Limit	Outside 10 M. Limit
	Column II	Column IV	V	VI
General Fund		2,162,687.31	2.60	
Police Pension		250,664.13	0.30	
Fire Pension		250,664.13	0.30	
Total:		2,664,015.57	3.20	

SCHEDULE B

LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

Fund	Maximum Rate Authorized to be Levied	County Auditor's Estimate of Yield of Levy <small>(Carry to Sch A, Col II)</small>

and be it further

RESOLVED, That the Clerk of this Council be and he is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

Mr. _____ seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

- Mr. _____*

Adopted the _____ day of _____,

Attest: _____ President of Council

_____ Clerk of Council

CERTIFICATE OF COPY

ORIGINAL ON FILE

020-2018

The State of Ohio, Hancock County, ss.

I, _____, Clerk of the Council of the City of Findlay, within and for said County, and in whose custody the Files and Records of said Council are required by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the original _____

now on file, that the foregoing has been compared by me with said original document, and that the same is a true and correct copy thereof.

WITNESS my signature, this _____ day of _____, _____

Clerk of Council

No. 020-2018

COUNCIL OF THE CITY OF

Hancock County, Ohio.

**RESOLUTION
ACCEPTING THE AMOUNTS AND RATES AS
DETERMINED BY THE BUDGET COMMISSION
AND AUTHORIZING THE NECESSARY TAX
LEVIES AND CERTIFYING THEM TO THE
COUNTY AUDITOR.**

(City Council)

Adopted _____, 20__

Clerk of Council.

Filed _____, 20__

County Auditor.

By _____
Deputy.

1. A copy of this Resolution must be certified to the County Auditor before the first day of October in each year, or at such later date as may be approved by the Tax Commissioner.

RESOLUTION NO. 021-2018

A RESOLUTION TRANSFERRING FUNDS WITHIN APPROPRIATED FUNDS, AND DECLARING AN EMERGENCY.

BE IT RESOLVED by the Council of the city of Findlay, State of Ohio, two-thirds (2/3) of all members elected or appointed thereto concurring:

SECTION 1: That the Auditor is authorized to transfer the following sums to the following accounts and/or projects:

FROM:	N.E.A.T. #21016000-personal services	\$ 6,000.00
TO:	Zoning #21032000-personal services	\$ 4,000.00
TO:	Zoning #21032000-other	\$ 2,000.00

SECTION 2: This Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the inhabitants of the City of Findlay, Ohio, and for the further reason it is immediately necessary to make said transfer to cover overtime and assessment related costs due to the N.E.A.T. function being absorbed by the Zoning Department,

WHEREFORE, this Resolution shall take effect and be in force from and after its passage and approval by the Mayor.

PRESIDENT OF COUNCIL

MAYOR

PASSED _____

ATTEST _____
CLERK OF COUNCIL

APPROVED _____

ORDINANCE NO. 2018-088

AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS AND DECLARING AN EMERGENCY.

BE IT ORDAINED by the Council of the City of Findlay, State of Ohio, two-thirds (2/3) of all members elected thereto concurring:

SECTION 1: That the following sums be and the same are hereby appropriated and transferred:

FROM:	City of Findlay Revolving Loan Fund	\$ 35,000.00
TO:	Goodrich Myotherapy Project No. 31985100	\$ 35,000.00

SECTION 2: That the Auditor of the City of Findlay, Ohio is hereby authorized to draw thirty-five thousand dollars and no cents (\$35,000.00) from the Revolving Loan Fund Account held at Fifth Third Bank.

SECTION 3: This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the inhabitants of the City of Findlay, Ohio, and for the further reason it is immediately necessary to appropriate and transfer said funds so that Goodrich Myotherapy may expand their business.

WHEREFORE, this Ordinance shall take effect and be in force from and after its passage and approval by the Mayor.

PRESIDENT OF COUNCIL

MAYOR

PASSED _____

ATTEST _____
CLERK OF COUNCIL

APPROVED _____

ORDINANCE NO. 2018-089

AN ORDINANCE AMENDING THE CITY OF FINDLAY REVOLVING LOAN FUND GUIDELINES, AND DECLARING AN EMERGENCY.

WHEREAS, the City of Findlay Revolving Loan Fund Committee is desirous of making the following changes to the City of Findlay Revolving Loan Fund Guidelines.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Findlay, State of Ohio, two-thirds (2/3) of all members elected thereto concurring:

Be and the same is hereby amended to read as follows:

Part II Section E (12)

Microenterprise Loan Program Exemptions

In addition to traditional RLF loans, the board has the ability to approve Microenterprise Loans. These loans have the same requirements as traditional RLF loans but with exemptions regarding: bank involvement, private equity match in the project, and job creation requirement. For more information see Section III – Microenterprise Loans on page 13.

Part III Microenterprise Loan Program Elements

A. Statement of Program Goals

The Microenterprise Loan program for The City of Findlay has been established to meet the same goals as the RLF Loan program. The microenterprise loan program targets small loan amounts, under \$35,000, typically used for working capital or business startup expenses. The Microenterprise Loan program has extra flexibility in working with applicants that the RLF does not.

B. Standards for a Microenterprise Loan Project

1. Eligible Loan Activities

Eligible loan activities include provision of “necessary or appropriate” RLF microenterprise financial assistance or purposes which result in private sector job creation/retention, stimulate private investment, and contribute to the economic development or stabilization of the area. The following are eligible types of loan activity:

- a. Fixed asset loans for the start-up of new businesses, the expansion of existing businesses or the conduct of current business. Fixed asset loans may include the acquisition and/or improvement of land, buildings, machinery and equipment, including new construction or renovation of existing facilities, demolition and site preparation. (Loan terms shall not exceed the life of the asset).

NOTE: The maximum amount for a microenterprise project is \$35,000.

- b. Working capital loans for start-up of new businesses or existing businesses will be limited to 30% of the RLF program income the grantee receives in one year. (Exceptions to this limit will be looked at on a case-by-case basis and can only be overridden with written consent of OHCP.)

NOTE: The maximum amount for a microenterprise project is \$35,000. The maximum term is five years.

- c. Planning activities shall not exceed ten percent (10%) of the total amount of program income received in one year, up to a maximum of \$10,000. This amount will not be charged against the administrative cap.

2. Ineligible loan activities, or uses of RLF funds, include the following:

- a. Financing of existing debts and training costs;
- b. Financing of a project that involves the relocation of an industry or business from one area of the state of Ohio to another. Upon approval by the state (OHCP), exceptions may be made only if:
 - i. the relocation of the industry or business will demonstrate additional long-term job creation, and/or;
 - ii. the industry or business will demonstrate, to the satisfaction of the state (OHCP), that the operation of such industry or business cannot be continued in the existing location.
- c. Financing of speculative projects or buildings, and;
- d. Financing of speculative activities, such as land banking

3. Job/Loan Ratio

Each loan should produce at least one (1) new or retained permanent, full-time equivalent job for each \$25,000 of RLF program investment for loans, and \$10,000 of RLF program investment for grants. The number of jobs created or retained may be fewer than five (5), differing from regular CDBG requirements. The owner of a newly created business may be counted as one of the jobs created.

4. LMI Employment Opportunities

At a minimum, at least 51% of the permanent, full-time equivalent employment opportunities created or retained must be made available to persons from LMI households.

5. Match

For microenterprise loans, there is no match requirement and the RLF can fund up to 100% of the project.

6. Project Timeline

Projects must be completed in twelve (12) months. Job creation attributable to RLF funds must take place within twenty- four (24) months of project completion.

7. Eligible Applicants

In general, eligible applicants for financial assistance include private, for-profit business and industrial developments. A non-profit agency may apply if the request will carry out a fundable activity but the agency must first submit a written request explaining the project prior to submitting a Loan Review Report form. Such concerns may be:

- a. New companies/expansion/retention;
- b. Owned locally or outside the RLF area, but with facilities located within the RLF area;
- c. Businesses locating a facility near, but outside, the boundaries of The City of Findlay; where the overwhelming preponderance of evidence is that by providing assistance to a firm located outside of The City of Findlay, a substantial number of City of Findlay residents will benefit from the project;
- d. For a business with an open RLF loan to obtain additional RLF loans, the business must have successfully completed the original project, reached its job creation commitment and demonstrated compliance with all other terms of the agreement.

8. Equal Lending

No applicant will be denied a loan on the basis of race, color, national origin, religion, age, handicap or sex.

9. Certification of Financial Need

The program must be assured that required financing is not available through other sources, and that, without RLF program involvement the project will not proceed and employment opportunities will not be created/retained as planned. This assurance will be obtained through credit analysis of the applicant's financial capacity and by obtaining one or both of the following items:

- a. Written applicant certification of financial need; and/or
- b. Written lender certification of the applicant's financial need.

Each of these standards is directly related to a specific goal and/or objective as stated in Part II A of this Plan. These standards may, however, be changed with approval from OHCP as area needs are met and/or developed.

SECTION 2: This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the inhabitants of the City of Findlay, Ohio and for the further reason, it is immediately necessary to make said changes to the Revolving Loan Fund Guidelines so that they are in compliance with the State of Ohio standards,

WHEREFORE, this Ordinance shall be in full force and effect from and after its passage and approval by the Mayor.

PRESIDENT OF COUNCIL

MAYOR

PASSED _____

ATTEST _____
CLERK OF COUNCIL

APPROVED _____

ORDINANCE NO. 2018-090

AN ORDINANCE AUTHORIZING THE SERVICE DIRECTOR OF THE CITY OF FINDLAY, OHIO TO WAIVE FORMAL ADVERTISING AND BIDDING REQUIREMENTS AND ENTER INTO A CONTRACT WITH SKYMARK FOR THE PURCHASE OF A REPLACEMENT JET REFUELING TRUCK FOR THE CITY OF FINDLAY AIRPORT, APPROPRIATING AND TRANSFERRING FUNDS THERETO, AND DECLARING AN EMERGENCY.

WHEREAS, Due to there being no state bids for aviation fuel trucks, and that jet aircraft refuelers are the only delivery method to get the product into the aircraft, and that jet aircraft refuelers are critical to the operations of the Airport for sale of Jet A Fuel, and that are a limited amount of companies that specialize in aircraft refueling trucks, and that this company is within one (1) mile of the City of Findlay Airport, thus reducing the time out of service for the unit, Council is desirous of waiving formal advertising and bidding requirements and enter into a contract with SkyMark for the purchase of a replacement jet refueling truck for the City of Findlay Airport, and;

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Findlay, State of Ohio, two-thirds (2/3) of all members elected thereto concurring:

SECTION 1: That the Service Director of the City of Findlay, Ohio be and he is hereby authorized to waive formal advertising and bidding requirements and enter into a contract with SkyMark for the purchase of said replacement refueling truck for the City of Findlay Airport.

SECTION 2: That the following sums be and the same are hereby appropriated and transferred:

FROM:	CIT Fund – Capital Improvements Restricted Account	\$ 78,500.00
TO:	Airport #25010000-other	\$ 78,500.00

SECTION 3: This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the inhabitants of the City of Findlay, Ohio, and for the further reason it is immediately necessary to waive formal bidding and advertising, enter into a contract with SkyMark, and appropriate and transfer said funds for the purchase of a replacement jet refueling truck for the City of Findlay Airport.

WHEREFORE, this Ordinance shall take effect and be in force from and after its passage and approval by the Mayor.

PRESIDENT OF COUNCIL

MAYOR

PASSED _____

ATTEST _____
CLERK OF COUNCIL

APPROVED _____

ORDINANCE NO. 2018-091

AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS AND DECLARING AN EMERGENCY.

BE IT ORDAINED by the Council of the City of Findlay, State of Ohio, two-thirds (2/3) of all members elected thereto concurring:

SECTION 1: That the following sums be and the same are hereby appropriated and transferred:

FROM:	CIT Fund – Capital Improvements Restricted Account	\$ 595,000.00
TO:	2018 CUBE Code Updates, <i>Project No. 31984100</i>	\$ 595,000.00

SECTION 2: This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the inhabitants of the City of Findlay, Ohio, and for the further reason it is immediately necessary to appropriate and transfer said funds so that the aforementioned project may proceed expeditiously.

WHEREFORE, this Ordinance shall take effect and be in force from and after its passage and approval by the Mayor.

PRESIDENT OF COUNCIL

MAYOR

PASSED _____

ATTEST _____
CLERK OF COUNCIL

APPROVED _____

ORDINANCE NO. 2018-092

AN ORDINANCE AMENDING SECTION 351.03(a)(21) OF CHAPTER 351 OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Findlay, State of Ohio, two-thirds (2/3) of all members elected thereto concurring:

SECTION 1: That Section 351.03(a)(21) of the Codified Ordinances of the City of Findlay, Ohio is hereby amended to add new item 351.03(a)(21)(C):

351.03 PROHIBITED STANDING OR PARKING PLACES.

(a) No person shall stand or park a vehicle, except when necessary to avoid conflict with other traffic or to comply with the provisions of this Traffic Code, or while obeying the directions of a police officer or a traffic control device, in any of the following places:

- (21) A. No vehicle of any kind shall be placed, parked or stored on any public street, avenue or alley between the property line and the curb or, if there is a sidewalk, then between the sidewalk and the curb.
- B. Vehicles may be parked between the lot line and the traveled portion of the roadway of an uncurbed street where no sidewalk exists or between the sidewalk and the traveled portion of the roadway on an uncurbed street where sidewalks exist, except where prohibited by present or future ordinances or regulations.
- C. No "junk vehicle" or "inoperable vehicle", as defined by 521.04(c)(1)(1-6), shall be permitted in a public right-of-way.

SECTION 2: This Ordinance shall take effect and be in force from and after the earliest period provided by law.

PRESIDENT OF COUNCIL

MAYOR

PASSED _____

ATTEST _____
CLERK OF COUNCIL

APPROVED _____

ORDINANCE NO. 2018-093

AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

BE IT ORDAINED by the Council of the City of Findlay, State of Ohio, two-thirds (2/3) of all members elected thereto concurring:

SECTION 1: That the following sums be and the same are hereby appropriated:

FROM:	Severance Payout Fund	\$ 150,000.00
TO:	Severance Payout Reserve #22090000-other	\$ 150,000.00
FROM:	General Fund	\$ 1,000.00
TO:	Building Maintenance #21022000-other	\$ 1,000.00

SECTION 2: This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the inhabitants of the City of Findlay, Ohio, and for the further reason it is immediately necessary to appropriate said funds to cover retirement settlements and overtime related costs,

WHEREFORE, this Ordinance shall take effect and be in force from and after its passage and approval by the Mayor.

PRESIDENT OF COUNCIL

MAYOR

PASSED _____

ATTEST _____
CLERK OF COUNCIL

APPROVED _____