

FINDLAY CITY COUNCIL AGENDA

REGULAR SESSION

MARCH 19, 2019

COUNCIL CHAMBERS

ROLL CALL of 2018-2019 Councilmembers

ACCEPTANCE/CHANGES TO PREVIOUS CITY COUNCIL MEETING MINUTES:

- Acceptance or changes to the March 5, 2019 Public Hearing to amend various sections and add new sections of the City of Findlay Zoning Code via Ordinance No. 2019-010.
- Acceptance or changes to the March 5, 2019 Regular Session City Council meeting minutes.

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

PROCLAMATIONS: - none.

RECOGNITION/RETIREMENT RESOLUTIONS:

RESOLUTION NO. 009-2019 (*Tim Hassan retirement*) **requires one (1) reading** **first reading**
A RESOLUTION COMMENDING CAPTAIN TIMOTHY HASSAN FOR THE EXCELLENCE OF HIS SERVICES TO THE CITY OF FINDLAY, OHIO.

PETITIONS:

Zoning amendment request – 305 and 307 West Lincoln Street

Deric Luginbill would like to change the zoning of 305 and 307 West Lincoln Street to R4 Duplex/Triplex. It currently is zoned as C2 General Commercial. Needs to be referred to City Planning Commission and Planning & Zoning Committee.

Zoning amendment request – 731 West Sandusky Street

Dennis Walters would like to change the zoning of 731 West Sandusky Street to R4 Duplex/Triplex. It currently is zoned as R3 Single Family, High Density. Needs to be referred to City Planning Commission and Planning & Zoning Committee.

Alley vacation request – Gardner alley vacation

Robin Gardner is requesting to vacate the alley between Lots 88 and 89 in the Findlay Addition from Main Street to the first alley east. Needs to be referred to City Planning Commission and Planning & Zoning Committee.

ORAL COMMUNICATIONS: - none.

WRITTEN COMMUNICATIONS: - none.

REPORTS OF MUNICIPAL OFFICERS AND MUNICIPAL DEPARTMENTS:

City Income Tax Monthly Collection Report – February 2019.

City Planning Commission minutes – February 14, 2019.

Findlay Police Department Activities Report – February 2019.

Findlay Municipal Court Activities Report – February 2019.

City Auditor Staschiak – summary financial reports

A set of summary financial reports for the prior month follows including:

- Summary of Year-To-Date Information as of February 28, 2019
- Financial Snapshot for General Fund as of February 28, 2019
- Open Projects Report as of February 28, 2019
- Cash & Investments as of February 28, 2019

Findlay Fire Department Activities Report – February 2019.

City Auditor Staschiak – Ohio Auditor of State's 20th annual local government officials conference

Auditor Staschiak attended the Ohio Auditor of State's 20th Annual Local Government Officials Conference on March 7-8, 2019. The conference was a great source of information pertaining to many different topics. This year, the Recording and Maintaining Minutes session highlighted several areas of interest that Council should be informed of, especially the part about committee reports and what they should contain. Attached is the presentation given. According to the Ohio Revised Code, all elected officials must attend at least three (3) hours of training on Ohio's Public Records Laws and Open Government (Sunshine Laws) during each term in office. Certificates obtained after completing said training will need to be forwarded to the City Auditor's Office for their audit file.

City Auditor Staschiak – City credit card bill

Attached is a copy of the City's credit card account transaction detail for the current bill, as well as supporting documentation. It is necessary for the City Auditor's Office to submit this bill to Council until all cards under this particular City account are returned and in compliance with the policy adopted by Council on January 31, 2019. Legislation stating that Council has reviewed this credit card account detail, as well as the Council President (or presiding officer) has attested that the transaction detail has been reviewed by the legislative authority, per the email from the Auditor of the State's Office dated January 28, 2019. He is requesting the legislation be passed on an emergency basis at the March 19, 2019 City Council meeting since this bill is due March 29, 2019. A signed letter to City Auditor Staschiak stating that Council has reviewed the credit card account detail included with the City Auditor's letter to Council dated March 12, 2019, as well as that the presiding officer (Council President) has attested that the credit card transaction detail has been reviewed by the legislative authority is requested.

Service Director/Acting City Engineer Thomas – 2019 Airport event grants

The Findlay Airport has been awarded two (2) grants from the Hancock County Convention & Visitors Bureau Operating Board. These grants will be used to help support the Findlay Air Expo and Car Show that is scheduled for Saturday, June 8, 2019. Legislation to appropriate and transfer funds so that the grant funds can be placed into the Airport Fund is requested. Ordinance No. 2019-021 was created.

FROM: Airport Visit Findlay (CVB) – Co Op Advertising Grant	\$ 1,500.00	
FROM: Airport Visit Findlay (CVB) – Tourism Development Grant	\$ 6,000.00	
TO: Airport Fund #25010000-other		\$ 7,500.00

Service Director/Acting City Engineer Thomas – annual street resurfacing/curb repairs 2019 project no. 32890300

By authorization of Ordinance No. 2019-003, a bid opening was held for this project on February 21, 2019. Bids were received from three (3) potential contractors with bid amounts ranging from \$644,490.85 to \$705,989.45. The lowest and best bid was received from M&B Asphalt Company from Tiffin, Ohio. This project is included in the 2019 Capital Improvements Plan. The total for the total project (concrete and asphalt) is \$1,372,230.10 which is a little higher than the \$1,250,000 that was included in the Capital Improvement Plan. There were two (2) streets that due to weather conditions did not end up being paved last year and were rebid this year in an effort to obtain better pricing due to the increased volume of work. Since the money has already been appropriated into last year's project, it is requested that the funds be transferred to this year's project to offset part of the amount that is currently needed. \$755,000 was previously appropriated to the project for design/startup and for the concrete portion of the project. An appropriation for construction, inspection and contingency is needed at this time to complete the project. This is the last portion that General Funds will be used instead of Capital Fund money, bringing the total request from the General Fund to \$1,750,000 which is approximately the amount that was previously requested to be transferred from the General Fund to the Capital Fund. Legislation to appropriate and transfer funds is requested. Ordinance No. 2019-022 was created.

FROM: General Fund	\$ 450,000.00	
FROM: Annual Street Resurfacing/Curb Repairs 2018, Project No. 32880100	\$ 200,000.00	
TO: Annual Street Resurfacing/Curb Repairs 2019, Project No. 32890300		\$ 650,000.00

Service Director/Acting City Engineer Thomas – ODOT Aviation Grant Airport Beacon and Windcone, project no. 35284600

By authorization of Ordinance No. 2018-043, a bid opening was held for this project on February 21, 2019. Bids were received from one (1) potential contractor with a bid amount of \$101,182.50. There were also three (3) alternate bids for the project. The pricing for Alternate 1 was \$20,242.50, Alternate 2 was \$36,142.50, and Alternate 3 was \$11,550. The lowest and best bid was received from J. Ranck Electric, Inc. of Mt. Pleasant, Michigan. This project is included in the 2019 Capital Improvements Plan. The Airport would like to accept the base bid, Alternate 2 and Alternate 3 which would bring the total project cost to \$148,875 which is less than the amount estimated in the Capital Improvement Plan. Legislation to appropriate and transfer funds is requested. Ordinance No. 2019-023 was created.

FROM: Airport ODOT FY19 Aviation Grant	\$ 84,000.00	
FROM: CIT Fund – Capital Improvements Restricted Account	\$ 65,000.00	
TO: ODOT Aviation Grant Airport Beacon and Windcone Project No. 35284600		\$ 149,000.00

Traffic Commission minutes – February 19, 2019.

COMMITTEE REPORTS:

The **WATER AND SEWER COMMITTEE** to whom was referred a request to discuss waterline oversizing on CR 140. *We recommend that Council approves the cost of oversizing and use of zinc coated pipe. The cost not to exceed \$42,935.00.* Ordinance No. 2019-020 was created.

The **WATER AND SEWER COMMITTEE** to whom was referred a request to discuss sewer issues on Bittersweet. *We recommend that the Health Department go out and inspect all the sewers on Bittersweet and the septic on additional roads, and to continue discussions.*

The **WATER AND SEWER COMMITTEE** to whom was referred a request to discuss water and sewer billing software upgrades. *We recommend to continue discussions either on April 2nd/3rd at 4:30pm..*

The **PLANNING & ZONING COMMITTEE** to whom was referred a request from James C. Koehler, II on behalf of KGD Properties, Ltd. to rezone the a vacant field on Technology Drive from C2 General Commercial to M2 Multiple Family, High Density. *We recommend approval as requested.* Ordinance No. 2019-019 was created.

**LEGISLATION:
RESOLUTIONS**

RESOLUTION NO. 009-2019 (*Tim Hassan retirement*) requires one (1) reading
See page 1 (**RECOGNITION/RETIREMENT RESOLUTIONS** section).

first reading

RESOLUTION NO. 010-2019 (No PO) requires three (3) readings

first reading

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

ORDINANCES

ORDINANCE NO. 2019-014 (*replenish City's Self-Insurance Fund*) requires three (3) readings
AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

third reading

ORDINANCE NO. 2019-015 (*2017 Ordinances & Resolution changes*) requires three (3) readings

second reading

AN ORDINANCE TO APPROVE CURRENT REPLACEMENT PAGES TO THE FINDLAY CODIFIED ORDINANCES, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2019-017 (*Capital Improvement appropriation*) requires three (3) readings

second reading

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

ORDINANCE NO. 2019-018 (*FFD complement amendment*) requires three (3) readings

first reading

AN ORDINANCE AMENDING CHAPTER 135.01 OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO.

ORDINANCE NO. 2019-019 (*Technology Dr rezone*) requires three (3) readings

first reading

AN ORDINANCE AMENDING CHAPTER 1100 ET SEQ OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO, KNOWN AS THE ZONING CODE BY REZONING THE FOLLOWING DESCRIBED PROPERTY (REFERRED TO AS TECHNOLOGY DRIVE REZONE) WHICH PREVIOUSLY WAS ZONED "C2 GENERAL COMMERCIAL" TO "M2 MULTIPLE-FAMILY HIGH DENSITY".

ORDINANCE NO. 2019-020 (*CR 140 waterline oversizing*) requires three (3) readings

first reading

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

ORDINANCE NO. 2019-021 (*2019 Airport event grants*) requires three (3) readings

first reading

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

ORDINANCE NO. 2019-022 (*annual street resurfacing/curb repairs 2019 project no. 32890300*) requires three (3) readings

first reading

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

ORDINANCE NO. 2019-023 (*ODOT Aviation Grant Airport Beacon and Windcone*) requires three (3) readings

first reading

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

ORDINANCE NO. 2019-024 (*Bishop Lane (Krystal Ridge) final plat/ROW*) requires three (3) readings

first reading

AN ORDINANCE ACCEPTING THE RIGHT-OF-WAY DEDICATION AS SHOWN ON THE BISHOP LANE, KRystal RIDGE SUBDIVISION RIGHT-OF-WAY DEDICATION PLAT, AND DECLARING AN EMERGENCY.

UNFINISHED BUSINESS:

OLD BUSINESS
NEW BUSINESS



PETITION FOR ZONING AMENDMENT CITY OF FINDLAY

(Revised May 2017)

TO THE COUNCIL OF THE CITY OF FINDLAY, STATE OF OHIO:

We, the undersigned owner(s) of the following legally described property, hereby request consideration of a change in zoning district classification as specified below:

ADDRESS:

SUBDIVISION:

305 and 307 west Lincoln St.

LOT No.(s):

If a rezoning request involves more than one parcel, City Code requires that the petition be signed by the owners of at least fifty percent (50%) of the frontage of the lots under consideration. If applicable, owners must fill in the following section:

SIGNATURE	SUBDIVISION	LOT NO.	STREET FRONTAGE

IF NOT LOCATED IN A RECORDED SUBDIVISION, ATTACH LEGAL DESCRIPTION

EXISTING USE Single Family Dwelling

PRESENT ZONING DISTRICT C-2 General Commercial

PROPOSED ZONING DISTRICT R-4 Duplex/Triplex

ATTACH:

- a. Vicinity map showing property lines, streets, and existing and proposed zoning.
- b. List of all property owners within, contiguous to, and directly across the street from the proposed rezoning.

NOTE: COMPLIANCE WITH ABOVE REQUIREMENT IS EXTREMELY IMPORTANT. FAILURE TO NOTIFY ANY PROPERTY OWNER FALLING WITHIN THIS CRITERIA WILL POSSIBLY INVALIDATE THE REZONING ORDINANCE PASSED AS A RESULT OF THIS PETITION.

- c. A written statement of the reason for the request and justification for the change.
- d. If the area to be rezoned is a portion of a parcel, a survey must be done for the portion to be changed and it must be recorded as a new parcel at the County Recorder's Office.

Name of Owner Deric Luginbill

Name of Contact Person if other than owner _____
(a letter granting person to act on owner's behalf must accompany application if not signed by owner)

Mailing Address 5735 Township Road 89

Phone No. (Home) (419) 306-8452 (Business) ()

Email: deric@drockehomes.com

3 11/21/2019
Date

[Signature]
Signature of contact person

OFFICE USE ONLY

\$250.00 fee paid _____ \$100 fee paid PUD approval _____

Applicable Advertising and Filing Fees Paid _____

Date Petition Submitted to City Council _____

Referral to Planning Commission _____ Referral to Planning & Zoning _____

Planning Commission _____ Disposition _____

Planning & Zoning _____ Disposition _____

Public Hearing Date Set by Council _____

Date of Newspaper Notice _____
(must be mailed at least 30 days prior to hearing)

Date of Notice to Abutting Property Owners _____
(must be mailed at least 20 days prior to hearing)

Referred for Legislation: _____

Date of Readings by Council:
First / / Second / / Third / /

Action by Council: _____ Ordinance No. _____

Proposed re-zoning of 305 and 307 West Lincoln Street

Findlay, OH 45840

To whom it may concern:

I am the new owner of the property at 305 and 307 West Lincoln Street in the City of Findlay. These properties haven't been maintained well over the last several years and as of now are currently vacant. Instead of spending more funds on 2 properties that are in extremely poor shape I would like to Demo both properties. In my opinion these are the worst 2 properties in the 300 block of West Lincoln st. In place of them, I would like to get the 2 lots combined into 1, and build a Townhouse style house with 2 units. So I am requesting these 2 properties to be rezoned to R-4 Duplex/Triplex. This will increase the value of all the surrounding properties. I would plan to build a high end luxury townhouse with my target rental market being business professionals. This is a nice area of town and close to the downtown businesses and attractions. I have established myself and my companies here in Findlay and have great interest in seeing the residential living areas around town taken to a higher level. The quality of these townhouses will be the same as I bring to my custom home clients.

Thank you for your time,

Deric Luginbill

D. Rock Construction, LLC

419-306-8452

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Hancock County GIS



Notes

[Print](#) | [Back](#)

Hancock County GIS



Notes

Parcel	Owner	Property Address	Land Use	
600000319390	HALL MELISSA C	311 W LINCOLN ST FINDLAY OH 45840	510	0

Parcel	Owner	Property Address	Land Use	
600000319430	REICHLEY KAYDRI A, REICHLEY GARY E	301 W LINCOLN ST FINDLAY 45840	401	0

Parcel	Owner	Property Address	Land Use	
600000319270	TRUTT THOMAS L, TRUTT ALLISON R	300 W LINCOLN ST FINDLAY OH 45840	510	0

Parcel	Owner	Property Address
600000319280	COIT JOHN C	306 W LINCOLN ST FINDLAY OH 45840

Parcel	Owner	Property Address	Land Use	
600000319290	MCMILLEN GARY L, MCMILLEN DEBRA L	310 W LINCOLN ST FINDLAY OH 45840	510	0

Parcel	Owner	Property Address	Land Use	
600000319420	FREY RACHEL L, FREY MARK A	714 S WEST ST APT REARFINDLAY OH 45840	599	0

Parcel	Owner	Property Address	Land Use	
600000319440	FREY MARK A, FREY RACHEL L	714 S WEST ST FINDLAY OH 45840	510	0



PETITION FOR ZONING AMENDMENT CITY OF FINDLAY

(Revised May 2017)

TO THE COUNCIL OF THE CITY OF FINDLAY, STATE OF OHIO:

We, the undersigned owner(s) of the following legally described property, hereby request consideration of a change in zoning district classification as specified below:

ADDRESS: 731 W. Sandusky St **SUBDIVISION:** Myers

LOT No.(s): 10824

If a rezoning request involves more than one parcel, City Code requires that the petition be signed by the owners of at least fifty percent (50%) of the frontage of the lots under consideration. If applicable, owners must fill in the following section:

SIGNATURE	SUBDIVISION	LOT NO.	STREET FRONTAGE
<i>[Signature]</i>	Myers	10824	801 W. Sandusky St
<i>[Signature]</i>	Jones + Adams	1359	722 W. Sandusky St
	Jones + Adams	1357	730 W Sandusky
	Jones + Adams	1356	800 W Sandusky
	Jones + Adams	1358	726 W Sandusky
	Jones + Adams	1366	718 W Sandusky

IF NOT LOCATED IN A RECORDED SUBDIVISION, ATTACH LEGAL DESCRIPTION

EXISTING USE Single Family Dwelling

PRESENT ZONING DISTRICT R-3, Single Family, High Density

PROPOSED ZONING DISTRICT R-4, Duplex, Triplex Residential

ATTACH:

- a. Vicinity map showing property lines, streets, and existing and proposed zoning.
- b. List of all property owners within, contiguous to, and directly across the street from the proposed rezoning.

NOTE: COMPLIANCE WITH ABOVE REQUIREMENT IS EXTREMELY IMPORTANT. FAILURE TO NOTIFY ANY PROPERTY OWNER FALLING WITHIN THIS CRITERIA WILL POSSIBLY INVALIDATE THE REZONING ORDINANCE PASSED AS A RESULT OF THIS PETITION.

- c. A written statement of the reason for the request and justification for the change.
- d. If the area to be rezoned is a portion of a parcel, a survey must be done for the portion to be changed and it must be recorded as a new parcel at the County Recorder's Office.

Name of Owner Dennis Walters

Name of Contact Person if other than owner Andy Dyer
(a letter granting person to act on owner's behalf must accompany application if not signed by owner)

Mailing Address 731 W Sandusky St Findlay OH 44801

Phone No. (Home) (419) 422-2934 (Business) (567) 278-2759 *Andy Dyer*

Email: _____

Mar 11 2019 Date *Andrew J Dyer* Signature of contact person

OFFICE USE ONLY

\$250.00 fee paid _____ \$100 fee paid PUD approval _____

Applicable Advertising and Filing Fees Paid _____

Date Petition Submitted to City Council _____

Referral to Planning Commission _____ Referral to Planning & Zoning _____

Planning Commission _____ Disposition _____

Planning & Zoning _____ Disposition _____

Public Hearing Date Set by Council _____

Date of Newspaper Notice _____
(must be mailed at least 30 days prior to hearing)

Date of Notice to Abutting Property Owners _____
(must be mailed at least 20 days prior to hearing)

Referred for Legislation: _____

Date of Readings by Council:
First ____ / ____ / ____ Second ____ / ____ / ____ Third ____ / ____ / ____

Action by Council: _____ Ordinance No. _____

I Dennis Walters am
wanting to build a garage with
an appt in the back of it.

For easier living for myself.

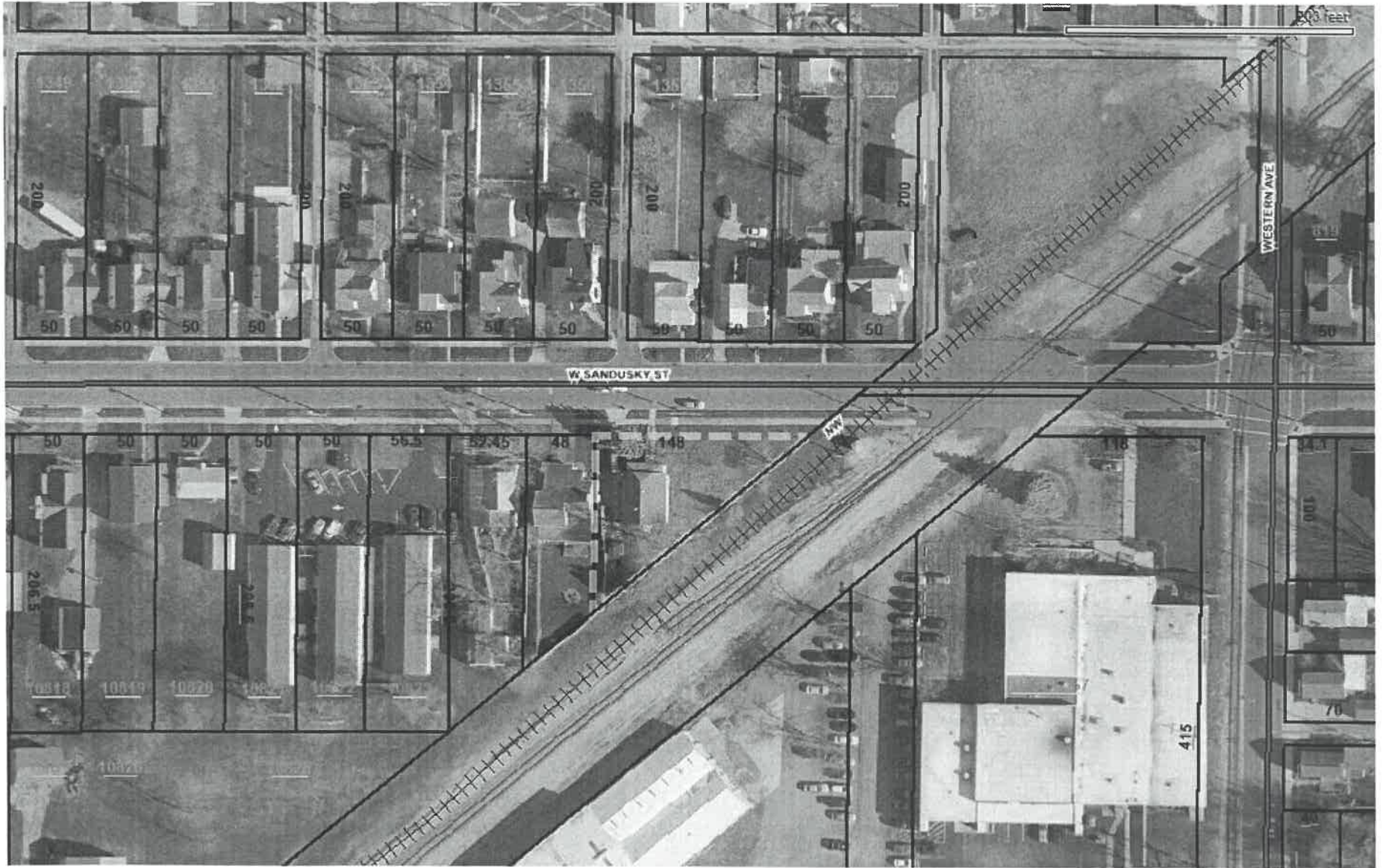
Dennis Walters



NORTH

FINDLAY ZONING DEPT GIS

1" = 100'





**Van Horn, Hoover
& Associates, Inc.**

Charlotte, NC
P.O. Box 621524
Charlotte, NC 28262
Phone: 704.604.4124
Fax: 419.423.5772

Findlay, OH
3200 N. Main St.
Findlay, OH 45840
Phone: 419.423.5630
Fax: 419.423.5772

LETTER OF TRANSMITTAL

TO: Denise DeVore - Clerk
COMPANY: Findlay City Council
ADDRESS:

Date: Mar 6, 2019	Time:
--------------------------	--------------

PROJECT NO: 16704

JOB: Gardner Alley Vacation Petition


COPIES	DATE	NO.	DESCRIPTION
1			Alley Vacation Petition
1			Application Fee
1			Alley Vacation exhibits

THESE ARE TRANSMITTED:

<input checked="" type="checkbox"/> For Approval	<input type="checkbox"/> For your information	<input type="checkbox"/> For construction
<input checked="" type="checkbox"/> For your file	<input type="checkbox"/> For your handling	<input type="checkbox"/> Resubmit at once
<input type="checkbox"/> As requested	<input type="checkbox"/> For Signature	<input type="checkbox"/> Approved as noted
<input type="checkbox"/> For review and comment	<input type="checkbox"/> Preliminary	<input type="checkbox"/> Addendum to bids

REMARKS: On behalf of our client, we are submitting the above alley vacation application for Council Consideration. Please let me know if you need any additional information.

COPY TO:

SIGNED: 
Daniel R. Stone P.E., P.S.

ALLEY/STREET VACATION PETITION

FEE PAID _____

DATE _____

ADVERTISING AND FILING FEES PAID _____

DATE _____

HONORABLE MAYOR AND COUNCIL, CITY OF FINDLAY, OHIO:

We, the undersigned, being owners of property abutting the requested alley vacation shown on the attached plat, respectfully petition (street/alley)

your Honorable Body to vacate the alley described as:

The first alley south of E. Main Cross, on the east side of Main St. running from Main St. east to the first north-south alley.

Being further described as abutting the following described LOTS in the SUBDIVISION of:

Between Lots 88 & 89 of The Findlay Addition

A \$75.00 fee is submitted to pay for the cost of vacating the above-described alley (street or alley)

We agree to pay all cost and/or assessments that are now or have been constructed serving this property. Upon adoption of legislation, applicable advertising and filing fees will be invoiced to the petitioner. A plat of the area showing the portion to be vacated & a list of all property owners on that portion of the alley running from street to street, but not in the request for vacation are attached.

Table with 3 columns: OWNER, ADDRESS, LOT NUMBER. Row 1: Gardner Brothers, LLC, 319 S. Main St., 88. Row 2: Koehler Brothers, Inc., 321 S. Main St., 89.

TO: Applicants for Street or alley Vacation

FROM: Council Clerk

City law requires persons requesting the vacation of a street or alley to file a petition with City Council. Council then refers the request to the City Planning Commission and the Planning & Zoning Committee for their findings. These Committees file their report with Council, who in turn makes the final ruling on the request.

APPLICATION REQUIREMENTS

Petition forms are available in the Council Clerk's Office. It requires the signature of a majority of the property owners that abut the requested vacation. A plat of the area shall accompany the application indicating the street or alley to be vacated. This plat can be obtained from the City Engineer's Office.

In addition to the petition for an alley vacation being signed by the abutting property owners, which is notice, if said proposed alley vacation is less than the full alley running from street to street, either north and south or east and west as the case may be, then the Clerk will also send notices to the abutting property owners on that portion of the alley extended but not in the request for vacation. For example, if an alley runs from north to south from street A to street B, intersected by an east-west alley, and the request is to vacate the alley running from street A to the intersecting east-west alley, then the abutting property owners on the remaining portion of that north-south alley between street A and street B shall also receive notice of the petition to vacate from the Council Clerk. (Rules of Procedure, as amended, of Findlay City Council).

Ideally, the petition must be signed by all abutting property owners. If not, a Public Notice of Consideration to Vacate has to be advertised in the Courier for six consecutive weeks. The cost of the advertising shall be paid by the petitioner. Anyone wishing to address Council concerning the petition may do so as a result of the publication. This can occur at any of the three readings which Council must give an Ordinance that vacates right-of-way.

FEE

At the time of submitting the request to the Council Clerk, a **\$75.00 non-refundable fee** shall accompany the petition. This is to off-set some of the City's expenses. **Upon adoption of legislation, applicable advertising and filing fees will be invoiced to the petitioner.**

ASSESSMENTS

By law, if there were assessments to the abutting properties for improvements to the street or utilities, the petitioners are to pay the assessment fee for the property being vacated. These assessments, if any, are recorded in the City Engineer's Office. They are requested to be researched for the property upon legislation request. The petitioners will be invoiced for the total expense, and it must be paid before Council will vacate the street or alley.

PLANNING COMMISSION ACTION

Planning Commission action on vacation petitions will be in the form of a recommendation to City Council. Council may then either concur with the Commission's recommendation or override it. Concurring action may be accomplished with a simple majority vote, while overriding action requires a two-thirds (2/3) vote of Council. Notice of the Planning Commission Meeting will be sent from the Engineer's Office to the filer of the petition advising him/her when the request shall be heard.

COMMITTEE ACTION

This Committee's action will be in the form of a recommendation to City Council. Council may then either concur with the Committee's recommendation or override it. Action is a simple majority vote to concur or override the Committee report. Notice of the Planning & Zoning Committee Meeting will be sent by the Council Clerk to the petitioners advising them when the request shall be heard.

CITY COUNCIL ACTION

Once the petition is placed on Council's agenda, it will be referred to the City Planning Commission and the Committee with all documentation submitted. Both the City Planning

Commission and the Planning & Zoning Committee shall review the request. Upon their findings, Council will request legislation and give it three (3) separate readings if the vacation is to proceed.

In order to vacate a public right-of-way, City Council must adopt an ordinance doing so. Normally, legislation is prepared when the Planning & Zoning Committee recommends that an action be taken. However, appropriate legislation can be drawn at the request of any Council member, whether or not the vacation is supported by the Committee. Ordinances require three readings prior to adoption, and this normally occurs over the course of three consecutive meetings of Council.

A majority affirmative vote of at least five (5) members is necessary to enact a vacation ordinance. If Council disagrees with the Planning Commission's recommendation, it will take six (6) affirmative votes of members of Council to enact a vacation ordinance. The ordinance is not effective until at least 30 days after signing by the Mayor.

Revised 12-05

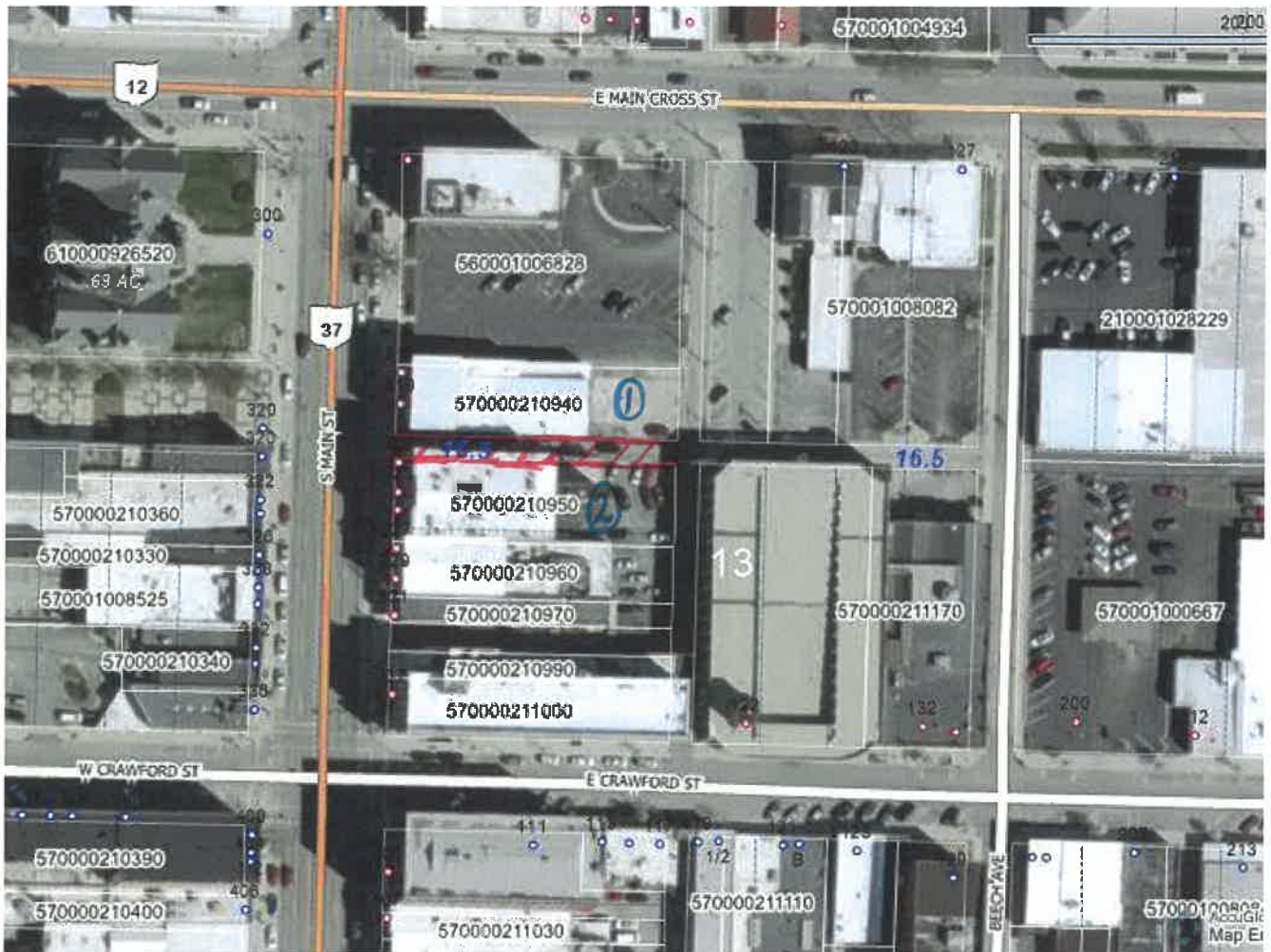
Name of Contact Person Robin L Gardner
Mailing Address 16667 East State Route 12 Findlay Ohio 45840
Phone No. (Home) _____ (Business) _____
01-31-2019 _____
(date) (Signature of Contact Person)

OFFICE USE ONLY

[Print](#) | [Back](#)

#16704
GARDNER

Hancock County GIS



Notes

"SITE"

"MAILING ADDRESS"

① GARDNER BROTHERS LLC
 319 S MAIN ST
 FINDLAY OH 45840

GARDNER BROTHERS LLC
 116067 SR 12
 FINDLAY OH 45840

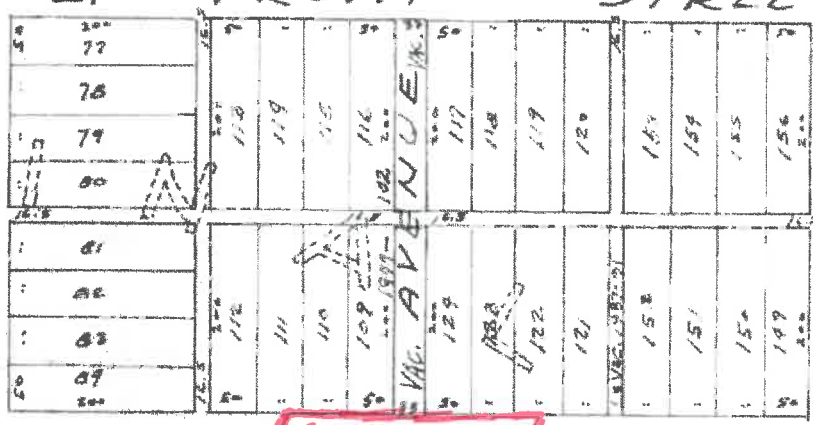
② KOEHLER BROTHERS INC
 321 S MAIN ST
 FINDLAY OH 45840

KOEHLER BROS INC
 655 FOX RUN RD, STE B
 FINDLAY OH 45840

STK

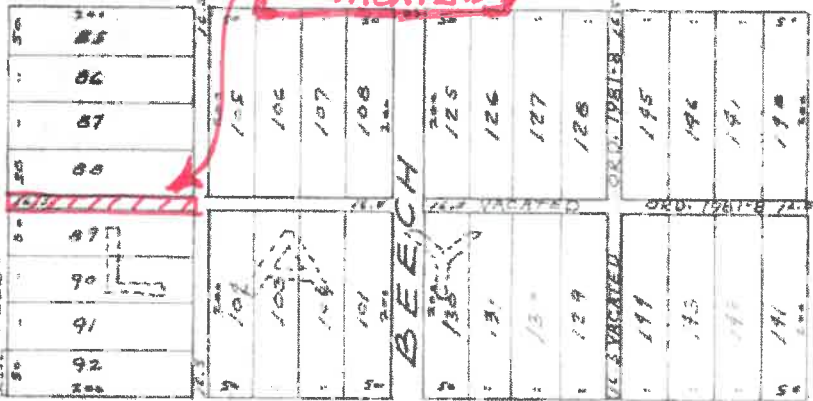
MAIN

SOUTH



EAST MAIN

ALLEY TO BE VACATED



EAST CRAWFORD ST



EAST CRAWFORD ST

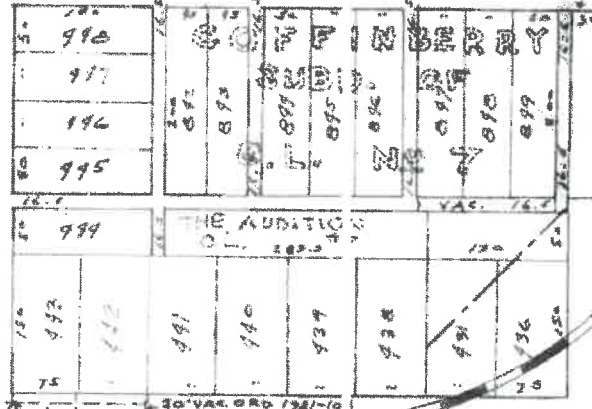
STREET

EAST



CENTRAL

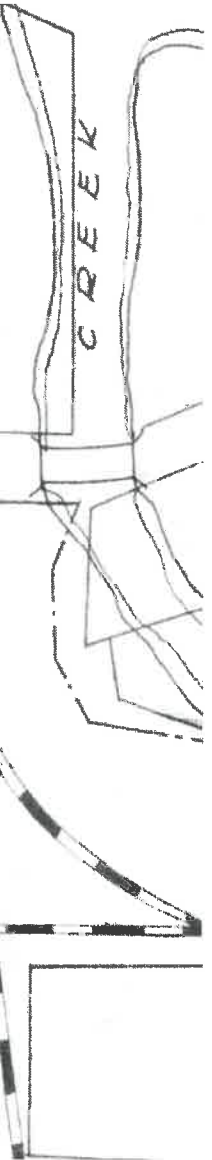
CROSS



EAST CRAWFORD ST

PENN

CREEK



City of Findlay

Income Tax Department

Post Office Box 862 Findlay, Ohio 45839-0862
 318 Dorney Plaza, Municipal Building Room 115
 Telephone: 419-424-7133 • Fax: 419-424-7410
findlayohio.com/incometax

Christina Muryn
Mayor

Andrew Thomas
Tax Administrator

Monthly Collection Report to Findlay Council

February 2019

Total collections for February 2019: \$2,095,776.61

	<u>2019</u> <u>Year-to-date</u>	<u>2018</u> <u>Year-to-date</u>	<u>Variance</u>
Withholders	3,054,228.85	3,181,556.03	-127,327.18
Individuals	359,458.90	265,409.24	94,049.66
Businesses	<u>580,317.77</u>	<u>385,423.30</u>	<u>194,894.47</u>
Totals	3,994,005.52	3,832,388.57	161,616.95 4.22%

Actual & Estimated Past-due Taxes

Withholders	613,527.46
Individuals	2,715,704.95
Businesses	<u>183,609.26</u>
Total	3,512,841.67

Actual and Projected Revenue

	<u>2019</u> <u>Actual</u> <u>Year-to-date</u>	<u>Percentage</u> <u>of Projection</u> <u>Collected</u>	<u>Amount</u> <u>to Meet</u> <u>Projection</u>	<u>Percentage</u> <u>to Meet</u> <u>Projection</u>	<u>2019</u> <u>Projected</u> <u>Year End</u>
Withholders	3,054,228.85	15.81%	16,258,571.15	84.19%	19,312,800.00
Individuals	359,458.90	12.68%	2,475,541.10	87.32%	2,835,000.00
Businesses	<u>580,317.77</u>	16.58%	<u>2,919,682.23</u>	83.42%	<u>3,500,000.00</u>
Totals	3,994,005.52	15.57%	21,653,794.48	84.43%	25,647,800.00

Refunds Paid

	Month-to-date <u>Quantity</u>	Year-to-date <u>Quantity</u>	Month-to-date <u>Amount</u>	Year-to-date <u>Amount</u>
Withholders	4	4	227.18	227.18
Individuals	114	140	42,462.75	52,842.47
Businesses	<u>4</u>	<u>8</u>	<u>1,963.00</u>	<u>4,497.96</u>
Totals	122	152	44,652.93	57,567.61

Transfers of Overpayments

	Month-to-date <u>Quantity</u>	Year-to-date <u>Quantity</u>	Month-to-date <u>Amount</u>	Year-to-date <u>Amount</u>
Withholders	0	0	0.00	0.00
Individuals	39	51	5,445.47	7,197.51
Businesses	<u>23</u>	<u>52</u>	<u>18,865.25</u>	<u>30,455.07</u>
Totals	62	103	24,310.72	37,652.58



Andrew Thomas, Administrator

3-1-19

Date

Findlay Income Tax Department

Monthly Collections Report

Friday, March 1, 2019

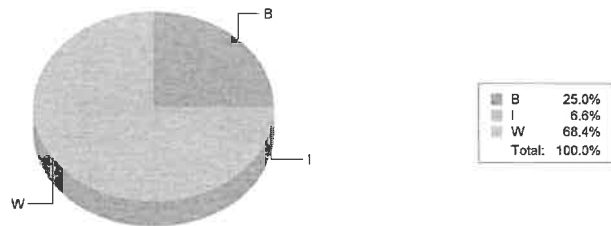
4:23:55PM

For Period February 1, 2019 through February 28, 2019

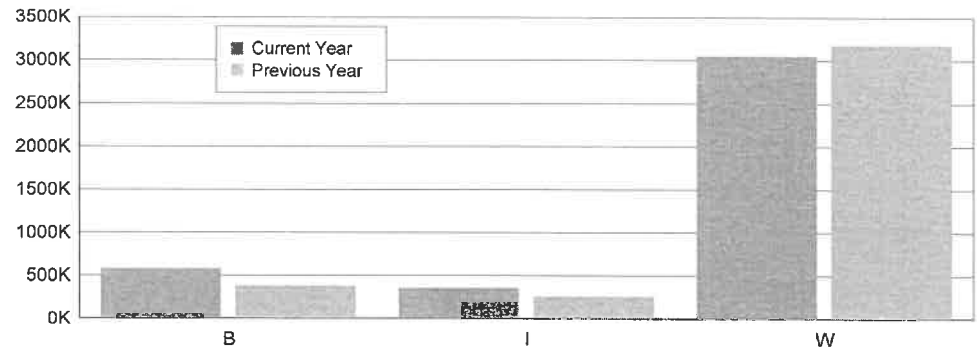
City of Findlay

Account Type	Monthly Total	2019 Year to Date	2018 Year to Date	Increase (Decrease)	% Change	2019 Month to Date	Previous Year(s) Month to Date
W	1,433,980.67	3,054,228.85	3,181,556.03	-127,327.18	-4.00	1,345,034.34	88,946.33
I	137,437.44	359,458.90	265,409.24	94,049.66	35.44	14,025.21	123,412.23
B	524,358.50	580,317.77	385,423.30	194,894.47	50.57	22,193.00	502,165.50
Totals:	2,095,776.61	3,994,005.52	3,832,388.57	161,616.95	4.22	1,381,252.55	714,524.06

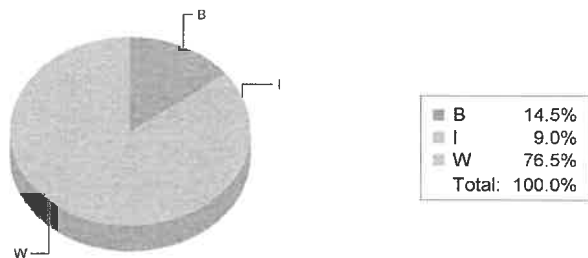
Monthly Collections by Account Type



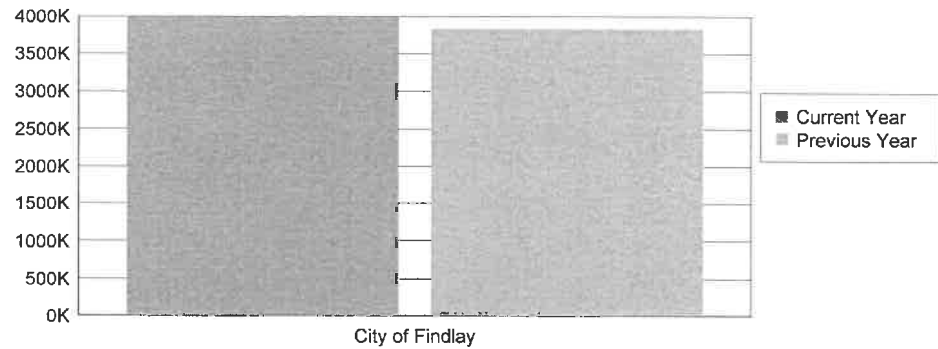
Collections Year to Date



YTD Collections by Account Type



Year to Date Total Collections



City of Findlay Income Tax Department

Post Office Box 862 Findlay, Ohio 45839-0862
Telephone: 419-424-7133 • Fax: 419-424-7410
findlayohio.com/incometax

Christina Muryn
Mayor

Monthly Collection Report to City Council


For the Month of February 2019

Resolution 36-2009 and Chapter 194 Section 7(F)(1) Addendum

	<u>Individuals</u>	<u>Businesses</u>
A. Month-to-date quantity:	<u>0</u>	<u>0</u>
B. Cumulative quantity:	<u>2</u>	<u>81</u>
C. Cumulative quantity with no filing obligations:	<u> </u>	<u>10</u>
D. Cumulative quantity with no tax liabilities:	<u> </u>	<u>19</u>
E. Cumulative quantity HB 49 Opt-in election:	<u> </u>	<u>1</u>
F. Cumulative quantity remaining (B – C – D – E):	<u>2</u>	<u>51</u>

For the remaining 2 individual and 51 business taxpayers (F), the aggregate reported estimate declarations, primarily for tax year 2018, amount to \$ 2,225,287.00

Pursuant to Resolution Number 36-2009 and/or Section 7(F)(1) of Chapter 194 of the Codified Ordinances, the Tax Department has informed the cumulative quantities of individual and business taxpayers that the Tax Department would not be enforcing the estimate payment provisions delineated in Section 7 of Ordinance Number 1976-106, as amended or in Section 7 of Chapter 194 of the Codified Ordinances. The Tax Department has informed these individual and business taxpayers that the annual income taxes on net profits attributable to the City should be paid when the annual income tax returns are filed by the original or by the legitimately-extended due date, when each amount of annual tax liability can be certified as due by each taxpayer, or be paid by prearranged installment due dates of February 15, May 15, July 15, and October 15 after the tax year.


Andrew Thomas, Tax Administrator

3-1-19
Date

City of Findlay City Planning Commission

Thursday, February 14, 2019 – 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:

Acting Mayor Ron Monday
Jackie Schroeder
Brian Thomas
Dan Clinger

STAFF ATTENDING:

Matt Cordonnier, HRPC Director
Eric Atkins, Code Enforcement Office
Jeremy Kalb, Engineering Project Manager
Judy Scrimshaw, Development Services Planner
Matt Pickett, Fire Inspector
Don Rasmussen, Law Director

GUESTS:

Jodi Mathias, Kyle Inbody, Phil Rooney, James Koehler, II
Tim Mayle, Holly Frische, Dan Stone, Tom Shindeldecker,
Dan Shaffer, Lou Wilin, Todd Valentine, Ben Taylor,
Kelley Foltz, Rod Siddons, Tom Kochheiser, Sarah
Corney, Dave Burns, Jamie Cunningham, Russell
Cunningham, John Thomas, Patty Thomas, Darlene
Beuschlein

CALL TO ORDER

ROLL CALL

The following members were present:

Acting Mayor Ron Monday
Dan Clinger
Jackie Schroeder
Brian Thomas

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 January 10, 2019. Jackie Schroeder seconded. Motion carried 4-0-0.

NEW ITEMS

1. SITE PLAN APPLICATION #SP-02-2019 filed by HuntCar, LLC, 1329 White Birch Drive, Findlay for Northern Lofts hair salons and associated parking to be located at 3150 N. Main Street, Findlay.

CPC STAFF**General Information**

This request is located on the west side of N. Main Street just north of Alpine Drive. It is currently zoned C-2 General Commercial. Land to the north is also zoned C-2. To the south is zoned CD Condominium. To the west is zoned CD Condominium and R-1 Single Family Low Density. To the east is zoned R-1 Single Family Low Density. It is not located within the 100-year flood plain. The City of Findlay Land Use Map designates the area as Neighborhood Commercial.

Parcel History

This site is a vacant parcel.

Staff Analysis

The applicant is proposing to construct an approximately 3650 square foot single story commercial building to be used as hair/beauty salon space. The building location meets all required setbacks.

Parking in the C-2 district is based on one space per every 375 square feet. This size of building requires a minimum of 10 spaces. The plans indicate 26 parking spaces. The dead end of the lot on the west side shows the required stub for turnaround however, the last space across from the dumpster needs to be striped out per code to allow for turn around. Parking lots are required to be set back 5' from side lot lines and 10' from the front and rear. The south side of the lot at the front (east side) is only 5' from the right-of-way. The rear of the lot is only slightly under 8' from the rear lot line (west side).

A dumpster enclosure is shown in the northwest corner of the parking lot. The details indicate that the enclosure is constructed with 6' high vinyl fencing. Dumpsters are required to be set back 10' from any property line. It appears to be only 7' from the north line.

Lighting for the site will consist of wall packs. The photometric plan shows foot-candle readings at lot lines abutting residential at 0 - .1. Readings are to be no higher than .5 per the code.

The elevation drawings indicate the height of the building to be 13'-6". This is well below the maximum height permitted of 60' in C-2. A rendering provided shows black and gray coloring with red accented awnings. Architectural siding and split face block will be used on the sides of the building. The split face block is only used on two sides, the east (front) and north sides. The west side will directly face the condominium development and the rear yards of some homes on Woodcliff Drive. The south side faces the entry (Alpine Drive) into the condominium development. The Findlay Code does address four-sided architectural design (Section 1161.02) The building is a very basic design and Staff feels that at least continuing the split face block to the other two sides of the building would be preferable. The west side in particular, without any windows gives a very flat, industrial appearance.

The parking lot entry needs some landscaping on the south side of the entry. Parking lots are to be screened from the street. That side will need to be set back about another five feet as stated earlier leaving more space available for planting. There are no foundation plantings shown on the plan. There are a few existing pine trees along the south side of the property. We believe these may have been planted by the condominium development. The new development will need to fill in that area with more landscaping. A row of arborvitae is indicated along the west property line and along the north side to just below the dumpster location.

A sign location is shown but no details are provided. A monument sign no taller than 8' is permitted.

Staff Recommendation

CPC Staff recommends **approval of SITE PLAN APPLICATION #SP-02-2019 for Northern Lofts hair salons and associated parking at 3150 N. Main Street, Findlay subject to the following conditions:**

- **Correct parking lot and dumpster set backs**
- **Continue decorative split face block to the south and west sides of the building**
- **Submit landscaping plan with items listed above corrected**

ENGINEERING

Access –

A new concrete drive will be installed in the same location as the existing drive.

Sanitary Sewer –

The proposed plans show a new sanitary sewer lateral to be ran on the east side of the building to the existing 8-inch Sanitary Sewer located on the west side of Main Street.

Waterline –

The plans are proposing a new domestic water service to be tied into the existing waterline that is located on the west side of Main Street.

Stormwater Management –

Detention calculations have been submitted with the plans. The plans are proposing a new detention pond to be located on the southwest end of the property. The detention pond will be metered into the existing storm sewer that is located on the west side of Main Street.

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:

- Approval of the Site Plan

Following Permits are Needed Before Construction Can Start:

Waterline Service Connections-	1 total
Sanitary Sewer Taps-	1 total
Storm Sewer Permit-	1 total
Drive/ Curb Cut Permit (46 LF) -	1 total

FIRE PREVENTION

Apply for all necessary permits with Wood County Building Department

RECOMMENDATION

Staff recommends approval of SITE PLAN APPLICATION #SP-02-2019 for Northern Lofts hair salons and associated parking at 3150 N. Main Street, Findlay subject to the following conditions:

- **Correct parking lot and dumpster setbacks (CPC Staff)**
- **Continue decorative split face block to the south and west sides of the building (CPC Staff)**
- **Submit landscaping plan with items listed above corrected (CPC Staff)**
- **Apply for necessary permits with Wood County Building Department (FIRE)**

DISCUSSION

Jackie Schroeder asked if the detention for the site is along the front. Mr. Stone replied yes, there is a swale in the southeast corner. It naturally flows that direction and there is plenty of storm sewer capacity out there.

Dan Clinger asked the owner about the parking. He stated that there are 15 units in the building plus and office. If each has a hairdresser and a client, there could be 32 or 33 people there and there is not enough parking. The code only requires a lower amount. Dan asked if there is an alternative for parking. Tom Kochheiser replied that these will never be full at one time. The tenants will schedule their appointments and won't have walk-ins. They will also not keep the same hours of work. Mr. Stone stated that with the appointments slots, there will be staggered clientele.

Dan Clinger asked if this is a "leased" space arrangement. Mr. Kochheiser replied yes. They will be individual entrepreneurs in each loft space. There will only be one station per room. Mr. Clinger said he didn't see much room for people to wait either. Mr. Kochheiser said they should have room for six seats or so. Dan Stone stated that they have a pretty good neighbor to perhaps help out if overflow parking is needed.

Mr. Clinger noted that he thought it unfortunate that the building does not have a little more style. It does not carry the character of the community there. He stated that he thinks that the additional split block fenestration around the building is a pretty minimal request. Dan Stone commented that one of the reasons they did not put it on the west side is that they hope to allow for expansion of the building at some time. It will be additional cost up front. He noted the heavy screening along the west side. He stated that you will not be able to see much of it. Mr. Stone also noted that on the south side is just a driveway and we have asked for more screening there also. So that will not be seen either. Mr. Clinger stated that the split faced block is a very minimal expense from the standpoint of trying to enhance the fenestration of the building. He stated that he is not in favor of eliminating that. Jackie Schroeder said she agreed. Even with additional plantings, you will be able to see the building.

Dan Clinger asked if they can still maintain the number of parking spaces when they comply with the setbacks as required. Dan Stone said that would be taken care of.

MOTION

Dan Clinger made a motion to approve **SITE PLAN APPLICATION #SP-02-2019 for Northern Lofts hair salons and associated parking to be located at 3150 N. Main Street, Findlay subject to the following conditions:**

- **Correct parking lot and dumpster setbacks (CPC Staff)**
- **Continue decorative split face block to the south and west sides of the building (CPC Staff)**
- **Submit landscaping plan with items listed above corrected (CPC Staff) These include: Landscaping on the south side of driveway, foundations plantings, additional screening along the south side of lot along Alpine Drive,**
- **Apply for necessary permits with Wood County Building Department (FIRE)**

2nd: Jackie Schroeder seconded

VOTE: Yay (4) Nay (0) Abstain (0)

2. APPLICATION FOR SITE PLAN REVIEW #SP-03-2019 filed by Stewart Hengsteler, Shelly Hengsteler, Todd Hengsteler, 6981 Hampton, Castle Road, CO for a wind turbine to be located at 2749 Crystal Avenue, Findlay, OH.

CPC STAFF

General Information

This request is located on the south side of E. Bigelow Avenue between Crystal Avenue and Bright Road. It is zoned I-1 Light Industrial. Land to the north and east is also zoned I-1 in the City of Findlay. To the south is zoned I-1 in the City and B-1 Institutions and Offices in Marion Township. To the west is zoned R-2 Two Family Residential in Marion Township. It is not located within the 100-year flood plain. The City of Findlay Land Use Plan designates the area as PMUD (Planned Mixed Use Development).

Parcel History

This is currently farmland with an existing house. The property was annexed to the City as of January 18, 2019 and given the I-1 Light Industrial zoning classification.

Staff Analysis

The applicant is proposing to construct a wind turbine toward the east side of the parcel.

Section 1161.14 of the City of Findlay Zoning Ordinance addresses wind turbines. The code only allows for Small Wind Turbines as certified by the Small Wind Certification Council (SWCC).

The only turbines eligible for certification by the SWCC or ICC-SWCC, as it is now called, are either Small Wind Turbines having a swept area of no more than 200 square meters or Medium Wind Turbines having a swept area between 200 square meters and 1000 square meters.

A turbine with a swept area of 200 square meters would have a blade no longer than 7.98 meters or 26.18 feet. The wind swept area of the proposed wind turbine is approximately 5,944 square meters. The proposed wind turbine is larger than the Findlay Code permits.

The intent of the code was for small wind turbines as defined by the SWCC guidelines. Staff believes that the SWCC gave clear intent in their language as to the qualifications required for their certification.

The proposed wind turbine does not meet the City's standards.

Staff Recommendation

Staff recommends that FCPC deny APPLICATION FOR SITE PLAN REVIEW #SP-01-2019 for a wind turbine to be located at 2749 Crystal Avenue, Findlay, OH for the following reasons:

- The turbine far exceeds the size for wind turbines as permitted in the City of Findlay Zoning Ordinance under the guidelines of the SWCC.
- Potential negative impact on neighboring properties.

ENGINEERING

No Comment

FIRE PREVENTION

No Comment

RECOMMENDATION

Staff recommends that FCPC deny APPLICATION FOR SITE PLAN REVIEW #SP-012019 for a wind turbine to be located at 2749 Crystal Avenue, Findlay, OH for the following reasons:

- The turbine far exceeds the size for wind turbines as permitted in the City of Findlay Zoning Ordinance under the guidelines of the SWCC.
- Potential negative impact on neighboring properties.

DISCUSSION

Brian Thomas stated that we had received an email yesterday from the applicants. He asked if someone was here to represent them. Attorney Sarah Corney came forward. Ms. Corney stated that they would like to request that this item be tabled. There is a case with the Board of Zoning Appeals tonight at 6 p.m. and whatever action would occur at this meeting would be contingent on that meeting.

Dan Clinger said he was concerned about whether this is an appropriate place for a wind turbine of that size. He said he has some reservations about that location.

Ms. Corney replied that they just wish to table this at this time.

MOTION

Brian Thomas made a motion to table **APPLICATION FOR SITE PLAN REVIEW #SP-03-2019 filed by Stewart Hengsteler, Shelly Hengsteler, Todd Hengsteler, 6981 Hampton, Castle Road, CO for a wind turbine to be located at 2749 Crystal Avenue, Findlay, OH.**

2nd: Jackie Schroeder seconded

VOTE: Yay (4) Nay (0) Abstain (0)

A member of the audience asked when we were notified that this would be requested to be tabled. Ms. Scrimshaw stated that the email came from the attorney's office at 5 p.m. yesterday. This did not allow any time to send out any notifications to the neighborhood. She apologized to those present that they could not tell them ahead of time. She let them know that if they wished to attend the BZA hearing at 6 p.m. tonight that it is a public meeting. The man said that Mayor Mihalik had assured them that they would receive notification and they did not know anything about the BZA meeting. Ms. Scrimshaw explained that Mayor Mihalik was referring to the fact that this would come back to CPC for Site Plan Review and we would definitely notify them again for that. Ms. Scrimshaw stated that the rules of notification for BZA may be different and asked City reps to comment on their procedure. Don Rasmussen stated that there are no set rules of notification. It is normally abutting owners and he did not think that those outside the City limits were included in the past. He stated that whatever happens tonight, this will have to come back to Planning Commission. If they wish to leave their names for notification, we will be happy to notify them.

3. REVIEW OF PROPOSED AMENDMENTS TO CITY OF FINDLAY ZONING ORDINANCE.

- **Parking standards in M-1 & M-2 districts**
- **General standards for Conditional Uses**
- **Planning Commission action to apply conditions to an application**

DISCUSSION

Judy Scrimshaw stated that the first item was the parking standards for the Multiple Family zoning districts. The change is coming about due to discussions with developers doing Multi-family projects. Many have reported over the last few years that our standards far exceed most of those they encounter in other communities. Our code currently requires 2.5 spaces per unit and 1 space for every 2 units on the plan. This translates to 3 spaces per dwelling unit. This proposal makes it 2 spaces per unit and one additional per every 5 units in the development.

At this time, Matt Cordonnier took over the discussion. Mr. Cordonnier stated that he was looking at some case law regarding Conditional Uses. He stated that the Ohio Supreme Court relies on the five statements listed in the proposal. These give the Commission the authority to look at the conditional use and apply these statements when using their discretion. He said these are standard statements in most zoning ordinances. Mr. Cordonnier stated that since they were missing in ours, he felt it was better to add them making our cases more defensible.

There is also a statement added under the Powers and Duties of the Planning Commission regarding Conditional uses.

Ms. Scrimshaw noted that we are making a recommendation to City Council to add these amendments today. Mr. Cordonnier again reiterated that we are adding language that is in most Ohio zoning ordinances. On the parking section, he is reacting to feedback we have had the last few years from other outside developers that say our standards are well above those in most communities. Mr. Cordonnier did research in local communities and found out that we do require an extra amount of spots compared to them.

Dan Clinger asked if there was any difference in a case with four bedroom units versus one or two. Mr. Cordonnier replied that a few communities took into account the number of bedrooms. However, 80% or 90% did it strictly by unit. Mr. Clinger asked that if a project came to us with multi four bedroom units do we have the ability to make adjustments to that. Mr. Cordonnier replied that he thinks so. They can request additional parking if they feel the case would require it. He said that we set a minimum. Most developers know their product and usually exceed our minimum knowing that the bare minimum would not be to their benefit. They don't want to cause a parking issue on their site which may affect their business.

MOTION

Dan Clinger made a motion that **CPC recommend to Findlay City Council to adopt the Amendments as proposed.**

2nd: Jackie Schroeder

VOTE: Yay (4) Nay (0) Abstain (0)

Brian Thomas asked if we had received any additional information on the item that was table last month. Ms. Scrimshaw stated that there is none.

Brian Thomas made a motion to remove **APPLICATION FOR SITE PLAN REVIEW #SP-01-2019** filed by **Blanchard Station Housing Partners, LLC, 12125 Pleasant Valley Rd, Chillicothe, OH** for **Blanchard Station Apartments** to be located on the west side of Bishop Lane on Lot 73 in the **Krystal Ridge 2nd Addition** from the table.

2nd: Jackie Schroeder

VOTE: Yay (4) Nay (0) Abstain (0) Item is removed from the table.

CPC STAFF

General Information

This request is for an 11-acre parcel located to the south of Bishop Lane. It is currently zoned M-2 Multi-Family. Land to the west is zoned R-3 single family. To the east is zoned MH – mobile home district and R-3 single family to the south and north. It is not located within the 100-year flood plain.

Staff Analysis

This request is for a multi-family development consisting of 14 buildings with a total of 50 units. The proposed 50 units falls within the permitted density, the M-2 zoning district would permit up to 116 units be constructed on the 11-acre site. All the proposed buildings meet or exceed the required setbacks. The development exceeds the minimum parking requirements, they provide 157 parking spaces and only 150 spaces are required. Staff has calculated the lot coverage to be at 38 percent which is under the maximum lot coverage of 40 percent. The proposed site plan meets all the landscaping standards expect for the foundation planting requirement. They are required to plant 2 shrubs per 12 lineal feet of building circumference.

Staff does have some concern about the overall traffic circulation for the site. There is less concern about this development as a standalone project. However, there is a significant amount of undeveloped land and the overall traffic flow could be problematic as the surrounding property is developed in the future.

ENGINEERING

Access –

The plans are proposing two new drives to come off of the extension of Bishop Lane. Each drive is roughly 70 LF in size and will serve as the access points to the Blanchard Station Apartments.

Sanitary Sewer –

The plans show a new sanitary sewer to be ran throughout the apartment complex to serve each of the buildings. The proposed sanitary sewer ties into the sanitary sewer that will be running along the new Bishop Lane extension. The new sanitary is proposed to be 8-inch to 6-inch in size. Consultant will need to verify if the sanitary within the complex is private or public.

Waterline –

The plans are proposing a new waterline to be looped throughout the apartment complex. The proposed waterline will tie onto the waterline that is running along Bishop Lane. Each apartment building will have its own 1.5 inch service line. Consultant will need to verify if the waterline within the complex is private or public.

Storm water Management –

Detention calculations have been submitted with the plans. The plans are proposing two detention ponds to accommodate the storm water for the subject area. The first pond (N) is a proposed wet pond that will detain the storm water for the apartments, and the second pond (SW) will received the metered flow from the apartment's pond, along with flow from the 11 acres surrounding the Krystal Ridge subdivision.

MS4 Requirements –

The amount of erodible material that will be disturbed will be more than one acre so the site is will be required to comply with the City of Findlay's Erosion & Sediment Control Ordinance.

Recommendations:

- Approval of the Site Plan

Following Permits are Needed Before Construction Can Start:

Waterline Taps -	2 total
Waterline Service Connections-	14 total
Sanitary Sewer Taps-	4 total
Storm Sewer Permit-	3 total
Drive/ Curb Cut Permit (70 LF & 75LF) -	2 total

FIRE PREVENTION

-Maintain sufficient turn radius for fire apparatus throughout the development.

-The dead end of the proposed Bishop Ln. extension shall accommodate the largest FFD apparatus when backing from the most southern drive entrance of the development.

-The number of proposed fire hydrants are sufficient but will realign as discussed with Dan Stone.

RECOMMENDATION

Staff recommends approval of the **APPLICATION FOR SITE PLAN REVIEW #SP-01-2019** filed by **Blanchard Station Housing Partners, LLC, 12125 Pleasant Valley Rd, Chillicothe, OH for Blanchard Station Apartments to be located on the west side of Bishop Lane on Lot 73 in the Krystal Ridge 2nd Addition.**

- **Meeting the requirements for foundation plantings (CPC Staff)**
- **Maintain sufficient turn radius for fire apparatus throughout the development. (FIRE)**
- **The dead end of the proposed Bishop Ln. extension shall accommodate the largest FFD apparatus when backing from the most southern drive entrance of the development. (FIRE)**
- **Verification that water and sewer lines are public or private (ENG)**

DISCUSSION

Mr. Cordonnier stated for clarification that this item was tabled at last meeting. He stated that we had a few calls from people concerned that in between last month's meeting and today this item had been approved. Just for explanation, no project can be approved unless it is at a public meeting of the Planning Commission. One of the reasons the item was tabled was to allow the applicant to look at all of their options. Some options were presented at the last meeting and they only had a couple minutes to consider those. This gave them some time to try and remedy concerns and see what they can do considering the site constraints.

Dan Clinger asked if the owner has come up with any changes to the layout from what was previously presented. Dan Stone replied that based on the discussion at last meeting, they connected the street down to Concord Court. He stated that the preliminary plat and the site plan have been updated to show that. He stated that some of the concerns were the access, and the amount of traffic on Bishop Lane. That has not changed. They had asked them to try to make a connection over to Breckinridge. After some review on that, they found that there was a final plat that went through CPC that showed a cul-de-sac on the end of Breckenridge. Lots surrounded the cul-de-sac with no connection to any other road. It was approved by CPC with no comments on making any connections to any other street.

Mr. Stone also commented that in reviewing other apartment developments in the City he could not find any other ones they are aware of that show connections to off the end of other public roadways, off the end of a cul-de-sac. The majority of connections are perpendicular access points to public roadways. Trying to put a 24' to 25' drive through to that cul-de-sac would mean the owner loses developable lots. It will restrict what can be built back there.

Mr. Stone said there were safety concerns brought up by the residents. They checked with the Fire Department. They have not had any incidences or issues providing safety back in this area. There were questions regarding parking on the street along the residential area there now and not being able to drive through. The homes along Bishop are single-family residences with 2-car garages and 2-car wide driveways. This is ample parking for the residents to park on their property. There may be spillover parking on road at times, but from historical photos and just driving through there, they did not see that there are a lot of cars normally on the roadway that are impacting traffic going up and down Bishop Lane.

Mr. Stone stated that in planning, they try to soften the roadways with curves. This is supposed to slow the traffic. Having stop signs and turns also slows traffic. Breckenridge is a more straight piece of roadway with potentially more inclination for people to travel faster. At this time, he would like to present the original layout with the connection down to Concord Court added to allow more than one way in and out of the development.

Dan Clinger asked when that area was platted previously that he spoke of. Mr. Stone stated that it was in 2006. It was never recorded, but it was reviewed and approved then. There was never any discussion at that point knowing that the plan for this area was a mix of multi-family and single family. Mr. Stone stated that they are not trying to change any of the development plans that were set up back in 2000. They are now implementing what was planned and designed at that time.

Dan Clinger brought up points from the last meeting. He asked if 50 units was correct. Mr. Stone replied yes. Mr. Clinger asked if the maximum number of units that the code could allow was over 100. Mr. Stone replied yes, he thinks it was around 116. Mr. Stone replied that that is less than half the density that could be approved for the site. These are all single story units. Someone could go vertical on the site and double the number of units. That would mean more traffic. Even if you would develop this as single family, it would have more traffic than this plan will. Mr. Stone said the trips based on ITE numbers for this will amount to 300-350. If it is all residential homes, the estimated trips is 550-600. Mr. Stone said he can understand the concern to some point, but this is the least dense plan that could happen here.

Mr. Clinger clarified on the map that the owner to the west side of the street is the same and there is an option for land to the east for more Multi-family and that the area along the south is zoned R-4. Mr. Stone verified that. Mr. Clinger stated that he understands that the R-4 area will not be developed for that, but could be detention. Mr. Stone replied that it will be open grass/park area. There will be a small detention pond in there. That will be used as an amenity. It is required for storm water management also. They will integrate it with walking paths, etc. Mr. Clinger asked if the rest of the property to the east and north of that area is owned by the Mobile Home park. Mr. Stone replied yes.

Jackie Schroeder asked how long the property we are reviewing today has been zoned Multi-family. Mr. Stone replied since 2000. Judy Scrimshaw stated that this was done as a PUD back then with those areas designated for different dwelling types. Mr. Cordonnier clarified that when the zoning code/map update was done in 2012, there was a poor translation of the PUD into the current standards which was our fault. Later in the year, the zoning was returned to what the PUD had planned. Other than that hiccup for a few months, it has always been zoned for Multi-family.

Judy Scrimshaw stated that she had a letter received by Planning Commission that the writer wished to have read. Ms. Scrimshaw read a letter from Tim Mayle of Findlay-Hancock County Economic Development into the record. The letter endorses the project due to a need for workforce housing.

Ryan Brown, 1835 Bishop Lane, came forward to speak. He said they had expressed concern at the last meeting about pushing more traffic onto Bishop Lane. He said he is glad they are making the connection out to Concord Court, but the majority of traffic will probably be heading north and still use Bishop Lane. He commented on Mr. Stone saying that Breckenridge could pose a safety risk since it is a straight shot. Mr. Brown said you are doing the same to Bishop Lane now. Now they will be adding a safety issue to Bishop which Mr. Stone admitted was a problem. Mr. Brown said he just wanted to reiterate that he is still concerned about this.

Darlene Beuschlein, 1840 Bishop Lane, spoke next. She stated that the letter that was read stated that there were 1000's of employees within the area of the new housing. She said you are adding that many more cars. There is one way in and way out. There are already houses on her street for sale because of this. Ms. Beuschlein stated that it is not fair to the single family homes on a short road to have to absorb this. Soon there will be a phase 2 and still one way in and one way out. She stated that she understands the need for the housing and they are not opposed to that. They are opposed to just one road only being used for construction traffic, and the new constant flow of traffic that will come. If that was what was approved in 2006 and nothing has happened since then, what's saying it ever will. Let's use that, like we talked before, about opening up the cul-de-sac. Why is that not being discussed? Ms. Beuschlein said nothing is being fixed, that is why it was tabled last time. There is still the concern of one way in, one way out.

Brian Thomas asked Ms. Beuschlein to remind him which cul-de-sac she was talking about. Darlene Beuschlein stated that it was on Breckenridge. Mr. Thomas said that as they had stated at the last meeting, they do not own that property and the Commission cannot make them put a road on someone else's property. He stated that Concord is a second way out. He said she is stating that there is only one way out. When they show a second way out, she is saying it isn't good enough and they won't use it. Ms. Beuschlein commented that we talked about some 2000 employees in Tall Timbers that will be coming here. Mr. Thomas replied that anyone can rent these. Ms. Beuschlein again said that the comment was made that Tall Timbers was closest for all those families there looking for a home. Therefore, everyone will be going down her road. Mr. Thomas noted that not everyone living there is going to work in Tall Timbers. Ms. Beuschlein said that they will still go there to get to Melrose, Crystal or Bright Road.

Ben Taylor, 1845 Bishop Lane, came forward to speak. Mr. Taylor said he doesn't think anyone here has a real problem with what they want to build. They understand a need is there. He just thinks they have to come up with a second northern access. People wanting to go to Meijer, people wanting to go to Bright Road, will all come up now through Concord Ct. area to go out. That is now the fastest way to get north. He stated that the larger development to the south will also go through this one point. Logic says that is the way they will go. Mr. Taylor stated that Bernard and Concord are both stub entrances. He asked if these were designed to be stub roads. Jackie Schroeder replied yes. Subdivision Regulations have always required that when a subdivision abuts vacant, unsubdivided land, they provide those access points to potentially be used at some time for connectivity. That is why the original stubs for Concord, Bernard and Bishop were built. Mr. Taylor commented that it is very likely that the Bernard stub will be connected in phase 2 of the development. That will give another access point for those in the south to come this way.

Jackie Schroeder stated that on the original PUD the ultimate plan was for this to completely curl around the existing mobile home park and connect back into Melrose. The City doesn't construct that, it goes along with the development of the property. Mr. Taylor said that that makes sense for the area. You then have multiple ways to get to a main traffic area. Ms. Schroeder stated that we are trying to work towards that with what is presented. We are connecting Concord, we have Bishop continuing around, and ultimately it would be hoped to connect in some form back into Melrose. Ms. Schroeder said we can only review what we have now. Mr. Taylor argued that we could plan and say they need to connect now. Ms. Schroeder said we have the original PUD and that is a guide for future development. Part of the original PUD did connect to Concord Court as this phase does.

Mr. Taylor asked what school district this is in. The reply is Findlay City Schools. He asked which particular school. The commission did not know for sure. Mr. Taylor said that should be part of the plan review. Is there room in those schools? Mr. Cordonnier said the school system has never communicated that they have a population issue. He said he had read somewhere that they were losing population due to kids using open enrollment in other surrounding school districts. Mr. Cordonnier stated that what they have put on paper today is exactly what was put on paper back in 2000. The connection to Concord Court, the future connection to Bernard were there. Who is to say what will happen with the road around the mobile home park. The park has seemed to stop development. The rest of that land could be sold for some commercial or other use and the City could require them to put a road back. When we look at phase 2 we will have to look at how the roadways connect again. But if some of the land got sold and went to a light industrial zoning and use, the City could require them to construct a roadway at that time.

Ms. Beuschlein said these are a lot of "what ifs". She wants to know now what all that traffic is doing now, not if something else happens. This is now affecting her property. Mr. Cordonnier said there are a lot of factors to consider when looking at this property. One is the property owner has a right to develop their property. Ms. Beuschlein said the committee has a right to say no. If the neighbors are concerned, they can vote no. Mr. Cordonnier stated that there are property rights on both sides. The zoning allows the possibility of constructing up to 116 units on this size parcel. If we deny this today, someone else can come in with a larger density plan pushing that limit. This could be someone who doesn't have a track record of success in the community. The reality is whether it is this year or three years from now, this land will be developed and it is zoned for Multi-family. We have to make the best of the situation. There are other situations where there are different problems. There is a 97 unit development west of town that accesses via a dead end residential road. There were concerns there but we have not heard of any issues since it has been under construction and people have been travelling in and out. As parts of this area develop, we can continue to strive to make that connection back out to Melrose. Mr. Cordonnier stated that in his experience, because of cost and such, you don't normally see a developer required to install a large amount of roadway at one time. It gets pieced together like a jigsaw puzzle as each part comes into place. It may not always be the best way, but that is the way development occurs. He wishes there was a better access solution, but he believes that having two ways in and out is the best that we can do within the power of the developer at this time. Mr. Cordonnier said there has to be some recognition that the density they are providing is less than half of what could be built here.

Dan Clinger asked if Traffic Commission looks at these issues before going to Council. Mr. Cordonnier replied no. They generally have to look at changes to one way, parking on one side or the other, etc. Dan Stone stated that the developer will be putting in a request for no parking on the east side of this portion of Bishop Lane.

Dan Clinger asked how many R-3 Single Family lots are on the west side of the street. Dan Stone replied he wasn't sure without the plat in front of him, but about 19 comes to mind.

Judy Scrimshaw commented that one thing that should go to Traffic Commission is the intersection of Bishop and Sheridan. Right now, there is a stop sign on Sheridan only. This should become a 3-way stop with the added roadway to the south. That will make people stop and then it is only a short block before they get to another stop sign at Crystal Lane. This will impede speeding.

Mr. Clinger said he concurs that the optimum layout would have a continuation of the roadway around to Melrose, but we are reviewing this to the fact that the zoning is appropriate, it meets the requirements of the district, and he doesn't know on what basis they can deny the application. It has some issues that he understands the neighbors are concerned with. He is not sure it is any different than other cases where you develop and have to go through other areas for traffic access.

Ms. Scrimshaw commented that the original layout had this as a part of the plan. There was always going to be something done, it just had not happened until now. She said she knows people get used to the fact that there is an open field in their back yard, there is no street there, but it will happen at some time. It was planned for, it was zoned for that. The folks on Vincent and such have been sitting there for as long as their homes have existed with nothing behind them. Unless you own the land, you do not have the control over what happens on it.

A man in the audience commented that Mr. Stone stated that the connection to Breckenridge would be unsafe. We are now doing the same thing to Bishop. Ms. Scrimshaw stated that she thinks he misspoke a little there. He was trying to describe how they had put curves in the Bishop Lane extension. If something is not a straight road it makes it less likely for people to just shoot down the street faster. Curves slow traffic down a bit more. The end of Bishop would just go straight. She said she thinks that is more what he intended to say.

Matt Cordonnier pointed out Vincent Street on the map. He stated that it is a post WWII development with many 800 – 900 square foot homes. What you will not see today is a long straight stretch of road as you see here. Good design and planning state that you use curvilinear streets which make the neighborhood more interesting and calms traffic. He commented that Ms. Scrimshaw's statement that this goes to Traffic Commission to request stop signs at Sheridan and Bishop is also a good idea to prevent speeding.

A gentleman asked what the purpose of asking for no parking on one side of the street was. Mr. Stone replied that that is just something the owner wanted to do. The gentleman replied that a clearer road means faster traffic.

Kelly Foltz, 550 Markle Street, came forward to speak. She stated that she lives between the 2 retention ponds on the west side. She asked how the second phase will affect the retention ponds on either side of her property. She said her home is close to WWII. The other homes were not there. Her grandfather built this house after the war. She does not want the house to be affected by this. She said Mr. Stone has been to her house. She doesn't want her grandfather's home having water because someone wants to make a quick dollar. Mr. Stone said the second phase will also have its own pond. There is a large drainage swale. When it rains, the whole field goes into it and into here. The intent is to have another pond that will intercept the water, bring it in here and slowly meter it out. So it will actually get there slower than what it does during heavy rain events now. Ms. Foltz said she gave Mr. Stone the dates of when the ponds overflowed.

Mr. Stone said the introduction of another pond slows the water down because they are metering it through a small, normally 8" pipe. Right now, the ground gets saturated, it's clay, the water just zips down there much quicker. By running it through another pond, you slow it down, it backs up into another pond and slowly releases into the swale that will go down there. Ms. Foltz went up to the map and pointed to the area where a new pond will go and asked how large it would be. Mr. Stone said that if he had to guess it will be a little larger than this pond now just based on the size of the area. It will be at least the same size or a little larger in order to handle the 100-year storm event detention wise and any water quality issues that EPA requires them to handle.

Ms. Foltz said they discussed water problems they had had. Mr. Stone said that right now it meets or exceeds the current 100-year storm design. It meets all requirements for the City and the County. It also handles what the EPA refers to as water quality. Therefore, it actually has additional capacity above and beyond just the storm water regulations. Mr. Stone stated that they know what happens with that pond during catastrophic events, events higher than the storm, where it comes north across the driveway and down Markle. They are looking at it to see if they can eliminate that, reduce it going forward when they get to that phase. They will be digging in this area and providing additional capacity in the southern pond. Ms. Foltz says she hears a lot about cost. So if this becomes too expensive, will they not do it? Mr. Stone said this is a requirement. They have to have all the drainage approved and if it is not, they cannot go forward with the plans. There is no choice to do it or not. Ms. Foltz asked that he guarantee that she will not have water. Mr. Stone said he could not guarantee she will never have water. You have rain events where nothing in the City of Findlay or State of Ohio is designed to handle it. Last July, for example, there is no system in the State of Ohio that could handle that. He cannot guarantee she won't have water in that type of event. He stated that there are downstream restrictions that he cannot do anything about. All he can do is design this for the requirements. What he can physically let go based on the system that is there. They have proven right now that it meets and exceeds the requirements. If the second phase moves forward, there will be another pond there.

Dan Clinger stated that any development that is created with any hard surfaces – roofs, driveways, sidewalks, etc. - is required to contain that water and release it slowly so you do not have more flood problems. It is a part of the City's requirements. A lady in the audience commented again on the road situation. She said there is still no solution for traffic coming down her street. Mr. Thomas stated that we cannot force them to put a road all the way to Melrose through land they do not own. What we can do, is when a phase II comes in, we set it up that it gets extended. If something happens to this we can set it up to go to the north. It can be set up so we eventually get there and that will be following the plan as proposed back in 2000. But it can't be done now since this developer doesn't own it. Mr. Clinger stated that they did make the connection to Concord which was not on last month's plan. It is not the most ideal probably, but it does give another point of access.

Matt Cordonnier said that there seems to be concern with connecting Concord. Would the residents prefer that it not be connected to Concord at this time? A gentleman in the audience said he doesn't think it helps his neighborhood at all. He doesn't need another way out of his neighborhood. He thinks it will just bring more people out to Bishop. He mentioned closing off their neighborhood somehow to not have the influx. Why would they want everyone from Bernard and Concord coming through their neighborhood. He said this body could make recommendations as a planning group. They can say that if you want to build here, here is what it needs to look like. This is the way we will approve it.

Brian Thomas replied that that is what they are doing now. When they come with a phase II, they will look at that. They can't respond to phase II now because they don't know what that may look like. They can't make it go faster. The man commented on Matt's comments about the area east of the mobile home park possibly turning commercial or industrial. He said there are other factors in this that don't make this the best solution.

Darlene Beuschlein asked where construction traffic will be travelling. Todd Valentine, one of the developers, said it will come down Bishop Lane. It is public access. He said they have spent a lot of money based on a plan that the City approved in 2000. Ms. Beuschlein said she is not concerned about his money, she is concerned about her home. The gentleman asked when she had purchased her home. She replied 13 years ago. Mr. Valentine replied that 13 years ago this zoning was in place. He asked if she had ever thought that since Bishop Lane stopped, that it may go through someday. Multi-family has been a part of the plan from day one. He stated that it is dead end street, not a cul-de-sac. It was planned to be extended. They are following the plan that the City reviewed, approved and moved forward with. Ms. Beuschlein asked if they could take the construction traffic through Breckenridge. Mr. Valentine stated that he cannot cross someone else's private property. The streets are public and he can use any of those whether he comes from Melrose or Crystal. But they will more than likely have to come down Bishop.

Dan Clinger said they has discussed a connection over to Breckenridge and he thought that seemed like a possible win-win situation. However, the layout of the plat did not have the cul-de-sac butting up to this property. That owner would lose real estate to accomplish this and he doesn't know how they can require another adjacent property to accommodate that. A gentleman in the audience asked if there were two roads through on the plan. If there were, would we be looking at something different. Mr. Clinger stated that if this was R-3 Single Family, it might make sense that both roads came through and you had back to back properties with houses.

Ms. Schroeder commented that we are looking at public roads which anyone has the right to travel and use as well as this developer. We are looking at residential development being extended for more residential development. It is not like we are putting commercial or industrial development coming off a residential street. This is what the streets are intended for, the extension of residential development. Ms. Beuschlein asked what we tabled it for last month then. Ms. Schroeder replied that it was for the developers to determine if there was any agreement that could be reached to get an access out through the other street also. The plan last month did not show any second way out. They did not come to any agreement. It is not something Planning Commission can force them to do. Ms. Beuschlein asked why they couldn't buy two lots off Breckenridge to use. Mr. Thomas said they can't require someone to buy additional property either. Ms. Schroeder stated that they are connecting through to a stub street that was put there according to regulations to make a connection some day to other development. She understands it is not the preferable connection the neighborhood would like.

Ms. Beuschlein again commented that the plan was done in 2006 and nothing has been done since then. Mr. Cordonnier stated that the plan for the development as a whole was done in 2000. A plat for the end of Breckenridge was approved in 2006 but has not been recorded. Ms. Schroeder commented that development in residential areas is definitely based on what the market is calling for at the time. Back in the 80's when there was a lot of single family development going on, maybe this would have all been platted as single family with large lots, but that is not what the market calls for now. It is now going toward smaller lots, multi-family development. The market drives these things. That is part of the reason this has sat for so long. The market stalled out 10-13 years ago and nothing much was happening in development.

A gentleman in the audience said he is okay with a higher density development if there is a more sensible way to get out of the area. If they would use the two roads, planning commission stated they would not have a problem with two roads. That is just not what is presented right now. It doesn't mean it's not the best plan just because it isn't presented now. Ms. Schroeder commented that this is the only option within their control right now. She said she can't tell these folks to develop that property. He replied then tell them they cannot development this one. Ms. Beuschlein again stated that they can tell them to buy property at Breckenridge and connect there. Brian Thomas asked Mr. Rasmussen if the City can require a developer to buy additional property. Mr. Rasmussen replied no. They cannot make someone buy someone else's property nor can they make that person sell it to them.

A gentleman asked if they could table this one more meeting and let the property owners discuss purchasing some more land. Dan Stone replied that they had already discussed this and the property is not for sale.

Jackie Schroeder stated that Concord Court definitely needs connected. If there are emergencies on the north end of Bishop, there is a secondary exit. She said she thinks it would exceed the normal allowable dead end without it. She commented that we could stay here and go over this again and again, but it was tabled last month. They asked the developers to go over that option with Breckenridge. It appears that is not an option. We have public roadways, we have the property that has been zoned multi-family for many years, and a site plan before us that meets or exceeds the requirements of our zoning. It is at a lower density and lower building heights than they could construct. There is public access from two points that is agreed to.

MOTION

Jackie Schroeder made a motion to approve **APPLICATION FOR SITE PLAN REVIEW #SP-01-2019 for Blanchard Station Apartments to be located on the west side of Bishop Lane on Lot 73 in the Krystal Ridge 2nd Addition subject to the following conditions:**

- **Maintain sufficient turn radius for fire apparatus throughout the development. (FIRE)**
- **The dead end of the proposed Bishop Ln. extension shall accommodate the largest FFD apparatus when backing from the most southern drive entrance of the development. (FIRE)**
- **Verification that water and sewer lines are public or private (ENG)**
- **Application to Traffic Commission for a 3-way stop sign for the intersection of Sheridan Avenue and Bishop Lane (CPC)**

2nd: Dan Clinger

VOTE: Yay (4) Nay (0) Abstain (0)

ADJOURNMENT

Christina Muryn
Mayor

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

City of Findlay

POLICE DEPARTMENT

John E. Dunbar, Chief of Police
318 Dorney Plaza, Room 116 • Findlay, OH 45840
Phone: 419-424-7194 • Fax: 419-424-7296
www.findlayohio.com

March 5, 2019

Honorable Council:

Attached are the Findlay Police Department activity stats for February 2019.

Sincerely,



John E. Dunbar
Chief of Police

*****CURRENT YEAR*****
 MTD YTD

*****LAST YEAR*****
 MTD YTD

RECEIPTS DEPOSITED:

ALCOHOL MONITORING	\$2,607.00	\$8,104.10	\$2,424.20	\$5,160.00
BOND FEES	\$275.00	\$650.00	\$425.00	\$1,200.00
CIVIL DEPOSIT TENDERS	\$465.00	\$715.00	\$150.00	\$588.86
COURT COST	\$67,266.07	\$146,188.68	\$66,883.25	\$137,108.80
DUI ENFORCEMENT	\$3,027.28	\$6,216.63	\$3,687.50	\$7,476.84
ELECTRONIC IMAGING	\$4,474.85	\$9,946.20	\$4,471.55	\$9,023.20
FINES & FORFEITURES	180,631.05	\$399,081.22	177,614.23	\$422,702.77
FUND REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00
INDIGENT DRIVER ALCOHOL	\$494.63	\$863.20	\$922.85	\$2,102.70
INMATE MEDICAL EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00
INTEREST	\$131.72	\$192.54	\$64.33	\$135.76
JAIL HOUSING	\$17,717.74	\$31,124.37	\$14,105.46	\$24,713.05
JAIL REIMBURSEMENT	\$104.05	\$234.05	\$629.31	\$1,775.09
LEGAL RESEARCH	\$4.00	\$9.50	\$7.50	\$11.50
MEDIATION	\$1,434.00	\$3,188.86	\$1,382.00	\$2,809.70
MISCELLANEOUS	\$35,038.45	\$72,903.27	\$27,521.34	\$61,309.95
MUNI COURT COMPUTERIZATION	\$4,507.15	\$9,971.70	\$4,488.73	\$9,049.73
MUNI COURT IMPROVEMENT	\$14,430.77	\$32,005.29	\$13,965.31	\$28,014.37
RESTITUTION	\$601.00	\$2,182.90	\$152.00	\$249.08
SPECIAL PROJECTS	\$23,426.25	\$51,894.53	\$22,826.11	\$45,970.48
STATE PATROL	\$24,768.89	\$50,499.69	\$24,810.16	\$46,158.28
TRAFFIC/CRIMINAL BONDS	\$7,794.87	\$17,113.35	\$7,446.98	\$2,985.54
	389,199.77	\$843,085.08	373,977.81	\$808,545.70

DISTRIBUTIONS:

ALCOHOL MONITORING	\$2,607.00	\$8,104.10	\$2,424.20	\$5,160.00
BOND FEES	\$275.00	\$650.00	\$425.00	\$1,175.00
CIVIL DEPOSIT TENDERS	\$905.00	\$1,155.00	\$250.00	\$250.00
COURT COST	\$66,476.07	\$145,229.68	\$66,815.13	\$136,785.18
DUI ENFORCEMENT	\$3,027.28	\$6,213.24	\$3,687.50	\$7,473.45
ELECTRONIC IMAGING	\$4,474.85	\$9,943.20	\$4,471.55	\$9,011.20
FINES & FORFEITURES	180,969.48	\$401,294.28	173,813.60	\$420,097.20
FUND REIMBURSEMENT				
INDIGENT DRIVER ALCOHOL	\$494.63	\$863.20	\$922.85	\$2,102.70
INMATE MEDICAL EXPENSE				
INTEREST	\$131.72	\$192.54	\$64.33	\$135.76
JAIL HOUSING	\$17,717.74	\$30,924.37	\$14,105.46	\$24,713.05
JAIL REIMBURSEMENT	\$104.05	\$234.05	\$629.31	\$1,775.09
LEGAL RESEARCH	\$4.00	\$9.50	\$7.50	\$11.50
MEDIATION	\$1,434.00	\$3,187.86	\$1,382.00	\$2,805.70
MISCELLANEOUS	\$44,729.28	\$88,559.91	\$38,331.54	\$85,282.31
MUNI COURT COMPUTERIZATION	\$4,507.15	\$9,968.70	\$4,488.73	\$9,037.73
MUNI COURT IMPROVEMENT	\$14,430.77	\$31,995.29	\$13,965.31	\$27,974.37
RESTITUTION	\$320.00	\$1,901.90	\$152.00	\$249.08
SPECIAL PROJECTS	\$23,426.25	\$51,878.53	\$22,826.11	\$45,906.48
STATE PATROL	\$24,768.89	\$50,303.19	\$24,810.16	\$46,118.28
	390,803.16	\$842,608.54	373,572.28	\$826,064.08

DISTRIBUTED TO:

*****CURRENT YEAR*****
MTD YTD

*****LAST YEAR*****
MTD YTD

CITY OF FINDLAY	177,906.43	\$369,347.04	185,455.15	\$365,587.33
HANCOCK COUNTY	\$21,199.19	\$39,471.69	\$25,628.91	\$51,638.00
OTHERS	141,028.21	\$325,826.95	113,385.17	\$309,237.07
STATE OF OHIO	\$64,256.68	\$135,333.75	\$65,620.29	\$126,457.70
	<u>404,390.51</u>	<u>\$869,979.43</u>	<u>390,089.52</u>	<u>\$852,920.10</u>



MARK C. MILLER, JUDGE



ALAN D. HACKENBERG, JUDGE

DISCLAIMER: RECEIPTS COLLECTED ARE NOT TO BE CONFUSED WITH RECEIPTS DEPOSIT

THE SUPREME COURT OF OHIO
Individual Judge
MUNICIPAL COURT AND COUNTY COURT

Court: **FINDLAY MUNICIPAL COURT** Judge: **ALAN D HACKENBERG**

Date of completion of most recent physical inventory

07/19/2018

Report for the month of: **February 2019**

	B	C	D	E	F	G	H	T	V	
	Misdemeanors	O.V.I.	Other Traffic	Personal Injury & Property Damage	Contracts	F.E.D.	Other Civil	TOTAL	Visiting Judge	
Pending beginning of period	1	206	74	108	0	23	2	1	414	0
New cases filed	2	50	10	25	0	13	0	0	98	0
Cases transferred in, reactivated or redesignated	3	1	1	4	0	0	0	0	6	0
TOTAL (Add lines 1-3)	4	257	85	137	0	36	2	1	518	0
Jury trial	5	0	0	0	0	0	0	0	0	0
Court trial	6	0	0	0	0	0	0	0	0	0
Default	7				0	1	0	0	1	0
Guilty or no contest plea to original charge	8	34	10	22					66	16
Guilty or no contest plea to reduced charge	9	4	0	0					4	1
Dismissal for lack of speedy trial(criminal) or want of prosecution (civil)	10	0	0	0	0	0	0	0	0	0
Other Dismissals	11	27	0	12	0	8	0	0	47	7
Transfer to another judge or court	12	1	0	0	0	0	0	0	1	0
Referral to private judge	13				0	0	0	0	0	0
Unavailability of party for trial or sentencing	14	5	1	4	0	0	0	0	10	0
Bankruptcy stay or interlocutory appeal	15	0	0	0	0	0	0	0	0	0
Other terminations	16	0	0	1	0	0	0	0	1	0
TOTAL (Add lines 5-16)	17	71	11	39	0	9	0	0	130	0
Pending end of period (Subtract line 17 from line 4)	18	186	74	98	0	27	2	1	388	0
Cases pending beyond time guideline	19	0	0	0	0	0	0	0	0	0
Number of months oldest case is beyond time guideline	20	0	0	0	0	0	0	0	0	0
Cases submitted awaiting sentencing or judgment beyond time guideline	21	0	0	0	0	0	0	0	0	0

FTP
3/6/2019

Fax to:
(614) 387-9419
-or-
Mail to:
Court Statistical Reporting Section
Supreme Court of Ohio
65 South Front Street, 6th Floor
Columbus, Ohio 43215-3431

ALAN D HACKENBERG

Date

Preparer's name and telephone number if other than judge (print or type)

Date

ALAN D HACKENBERG

Date

THE SUPREME COURT OF OHIO
Administrative Judge
MUNICIPAL COURT AND COUNTY COURT

Court: **FINDLAY MUNICIPAL COURT** Judge: **ALAN D HACKENBERG**

Report for the month of: **February 2019**

	A	B	C	D	E	F	G	H	I	T
	Felonies	Misdemeanors	O.M.V.I.	Other Traffic	Personal Injury & Property	Contracts	F.E.D.	Other Civil	Small Claims	TOTAL
Pending beginning of period	12	126	8	304	8	655	39	0	196	1348
New cases filed	14	152	21	850	3	174	23	0	80	1317
Cases transferred in, reactivated or redesignated	1	24	1	39	0	4	0	0	2	71
TOTAL (Add lines 1-3)	27	302	30	1193	11	833	62	0	278	2736
Trial/Hearing by judge (include bindover by preliminary hearing, guilty or no contest pleas and defaults)	0	22	6	21	2	137	14	0	0	202
Hearing by Magistrate (Include guilty or no contest pleas and defaults)		4	0	46	0	0	0	0	54	104
Transfer (Include waivers of preliminary hearing and individual judge assignments)	22	96	22	65	0	20	0	0	1	226
Dismissal for lack of speedy trial (criminal) or want of prosecution (civil)	0	0	0	0	0	10	0	0	0	10
Other dismissals (Include dismissals at preliminary hearing)	3	12	0	6	0	18	6	0	33	78
Violations Bureau		0		664						664
Unavailability of party for trial or sentencing	0	40	0	53	0	0	0	0	0	93
Bankruptcy stay or interlocutory appeal	0	0	0	0	0	0	0	0	0	0
Other terminations	0	12	0	17	0	0	0	0	0	29
TOTAL (Add lines 5-13)	25	186	28	872	2	185	20	0	88	1406
Pending end of period (Subtract line 14 from line 4)	2	116	2	321	9	648	42	0	190	1330
Cases pending beyond time guideline	0	0	0	0	0	0	0	0	0	0
Number of months oldest case is beyond time guideline	0	0	0	0	0	0	0	0	0	0

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ALAN D HACKENBERG

Date

*FTP
3/6/2019*

Preparer's name and telephone number if other than judge (print or type)

Date

THE SUPREME COURT OF OHIO
Individual Judge
MUNICIPAL COURT AND COUNTY COURT

Court: **FINDLAY MUNICIPAL COURT** Judge: **MARK C MILLER**

Report for the month of: **February 2019**

Date of completion of most recent physical inventory

03/08/2018

	B	C	D	E	F	G	H	T	V	
	Misdemeanors	O.V.I.	Other Traffic	Personal Injury & Property Damage	Contracts	F.E.D.	Other Civil	TOTAL	Visiting Judge	
Pending beginning of period	1	161	62	114	2	19	2	0	360	0
New cases filed	2	46	12	40	0	7	0	0	105	0
Cases transferred in, reactivated or redesignated	3	10	0	2	0	1	0	0	13	0
TOTAL (Add lines 1-3)	4	217	74	156	2	27	2	0	478	0
Jury trial	5	0	0	0	0	0	0	0	0	0
Court trial	6	0	0	0	0	0	0	0	0	0
Default	7				0	1	0	0	1	0
Guilty or no contest plea to original charge	8	24	13	39					76	1
Guilty or no contest plea to reduced charge	9	7	0	1					8	0
Dismissal for lack of speedy trial(criminal) or want of prosecution (civil)	10	0	0	0	0	0	0	0	0	0
Other Dismissals	11	18	0	7	1	5	0	0	31	0
Transfer to another judge or court	12	1	0	0	0	0	0	0	1	0
Referral to private judge	13				0	0	0	0	0	0
Unavailability of party for trial or sentencing	14	4	0	4	0	0	0	0	8	0
Bankruptcy stay or interlocutory appeal	15	0	0	0	0	0	0	0	0	0
Other terminations	16	1	0	0	0	1	0	0	2	0
TOTAL (Add lines 5-16)	17	55	13	51	1	7	0	0	127	0
Pending end of period (Subtract line 17 from line 4)	18	162	61	105	1	20	2	0	351	0
Cases pending beyond time guideline	19	0	0	0	0	0	0	0	0	0
Number of months oldest case is beyond time guideline	20	0	0	0	0	0	0	0	0	0
Cases submitted awaiting sentencing or judgment beyond time guideline	21	0	0	0	0	0	0	0	0	0

FTP 3/6/2019

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MARK C MILLER

Date

Preparer's name and telephone number if other than judge (print or type)

Date

ALAN D HACKENBERG

Date



AUDITOR'S OFFICE

318 Dorney Plaza, Room 313
Findlay, OH 45840-3346
Telephone: 419-424-7101 • Fax: 419-424-7866
www.findlayohio.com

JIM STASCHIAK II
CITY AUDITOR

Monday, March 11, 2019

The Honorable Council
Findlay, Ohio

Council Members,

A set of summary financial reports for the prior month include:

Summary of Year-To-Date Information as of February 28th, 2019
Financial Snapshot for General Fund as of February 28th, 2019
Open Projects Report as of February 28th, 2019
Cash & Investments as of February 28th, 2019

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Jim Staschiak II", with a long horizontal flourish extending to the right.

Jim Staschiak II
City Auditor

CITY OF FINDLAY
SUMMARY OF YEAR-TO-DATE INFORMATION AS OF FEBRUARY 28, 2019

	EXPENDITURE BUDGET	Y-T-D EXPENSED	Y-T-D %	ANNUAL REVENUE BUDGET	Y-T-D RECEIVED	Y-T-D %
COUNCIL	178,373	27,662	15.5%	3,300	250	7.6%
MAYOR'S OFFICE	339,525	38,655	11.4%	4,350	435	10.0%
AUDITOR'S OFFICE	660,381	77,780	11.8%	387,526	67	0.0%
TREASURER'S OFFICE	21,092	1,640	7.8%	-	-	0.0%
LAW DIRECTOR	636,460	91,103	14.3%	115,000	48,226	41.9%
MUNICIPAL COURT	2,594,758	252,049	9.7%	1,730,025	217,009	12.5%
CIVIL SERVICE OFFICE	153,747	12,686	8.3%	52,000	3,954	7.6%
PLANNING & ZONING	159,947	73,250	45.8%	-	-	0.0%
COMPUTER SERVICES	484,908	90,668	18.7%	480,502	-	0.0%
GENERAL EXPENSE	3,657,291	566,581	15.5%	-	-	0.0%
GENERAL REVENUE	-	-	0.0%	24,034,872	1,808,343	7.5%
POLICE DEPARTMENT	7,979,655	897,396	11.2%	507,800	154,466	30.4%
DISASTER SERVICES	63,841	19,134	30.0%	-	-	0.0%
FIRE DEPARTMENT	7,667,408	958,355	12.5%	282,830	30	0.0%
DISPATCH CENTER	1,231,754	133,603	10.8%	-	-	0.0%
N.E.A.T.	9,350	-	0.0%	-	-	0.0%
SAFETY DIRECTOR	135,980	13,967	10.3%	-	-	0.0%
HUMAN RESOURCES	150,985	16,337	10.8%	-	-	0.0%
SERVICE DIRECTOR	129,480	9,443	7.3%	-	-	0.0%
ENGINEERING OFFICE	823,234	90,042	10.9%	130,920	6,926	5.3%
PUBLIC BUILDING	461,960	39,247	8.5%	1,000	-	0.0%
ZONING	410,752	37,256	9.1%	64,900	7,111	11.0%
PARK MAINTENANCE	1,010,896	126,589	12.5%	17,900	9,556	53.4%
RESERVOIR RECREATION	5,471	187	3.4%	-	-	0.0%
RECREATION MAINTENANCE	163,094	10,585	6.5%	-	-	0.0%
RECREATION FUNCTIONS	906,227	98,354	10.9%	609,735	157,006	25.7%
CEMETERY DEPARTMENT	455,524	52,464	11.5%	128,000	15,935	12.4%
TOTAL GENERAL FUND	30,492,093	3,735,033	12.2%	28,550,660	2,429,314	8.5%

CONTINUED ON REVERSE

	EXPENDITURE BUDGET	Y-T-D EXPENSED	Y-T-D %	ANNUAL REVENUE BUDGET	Y-T-D RECEIVED	Y-T-D %
SCM&R STREETS	2,701,324	307,672	11.4%	2,904,990	599,876	20.6%
TRAFFIC-SIGNALS	482,252	41,529	8.6%	85,000	85,216	0.0%
TOTAL SCM&R FUND	3,183,576	349,201	11.0%	2,989,990	685,092	22.9%
SCM&R HIWAYS	213,685	70,281	32.9%	144,650	27,504	19.0%
TOTAL SCM&R HIWAYS FUND	213,685	70,281	32.9%	144,650	27,504	19.0%
AIRPORT OPERATIONS	1,411,344	136,494	9.7%	1,081,425	123,368	11.4%
TOTAL AIRPORT FUND	1,411,344	136,494	9.7%	1,081,425	123,368	11.4%
WATER TREATMENT	3,985,917	400,778	10.1%	14,800	1,463	9.9%
WATER DISTRIBUTION	2,464,840	189,458	7.7%	132,100	24,101	18.2%
UTILITY BILLING	1,154,652	142,467	12.3%	8,449,926	1,267,225	15.0%
SUPPLY RESERVOIR	851,793	63,978	7.5%	21,503	1,300	6.0%
TOTAL WATER FUND	8,457,202	796,682	9.4%	8,618,329	1,294,089	15.0%
SANITARY SEWER MAINT	1,200,077	127,574	10.6%	1,000	630	63.0%
STORMWATER MAINT	265,583	19,295	7.3%	776,500	128,715	16.6%
WATER POLLUTION CONTROL	3,203,311	256,382	8.0%	9,078,075	1,533,515	16.9%
TOTAL SEWER FUND	4,668,971	403,251	8.6%	9,855,575	1,662,859	16.9%
PARKING	110,495	12,095	10.9%	74,700	8,667	11.6%
TOTAL PARKING FUND	110,495	12,095	10.9%	74,700	8,667	11.6%
SWIMMING POOL	105,210	231	0.2%	102,000	-	0.0%
TOTAL SWIMMING POOL FUND	105,210	231	0.2%	102,000	-	0.0%
CIT ADMINISTRATION	20,732,203	1,605,965	7.7%	25,671,800	3,994,108	15.6%
TOTAL CIT FUND	20,732,203	1,605,965	7.7%	25,671,800	3,994,108	15.6%

SNAPSHOT \$ FINANCIAL: GENERAL FUND

2019

Revenues/Expenditures & Key Balances Snapshot as of :

Projected

2/28/2019

GENERAL FUND REVENUES & EXPENSES

Prior Year Ending Cash Balance – Unappropriated \$ 13,280,054

Revenue and Receipts Projection General Fund \$ 28,992,660

Expenses Appropriated General Fund *(assumes \$0.00 returned by departments)* \$ (30,527,415)

OPERATIONAL SURPLUS/(DEFICIT) (\$1,534,755)

PROJECTED UNENCUMBERED YEAR END GF CASH BALANCE

\$ 11,745,299

FINANCIAL POLICY AMOUNTS

	Minimum	Proj. Balance	Over/(Short)
Minimum Reserve Balance GF (Resolution 002-2014 16.7% of Budget Expenses)	\$ 4,991,736	\$ 11,745,299	\$6,753,563
GF Rainy Day Reserve Account #10000000-818002 (up to 5% prior year revenues)	\$ 1,000,000	\$ 1,000,000	\$0
Self Insurance Fund #6060	\$ 1,000,000	\$ 666,154	(\$333,846)

MONITORING INTANGIBLE / ANTICIPATED ITEMS

LIKELY

POSSIBLE

GENERAL FUND

Revenue Differential + / (-)

Expense Differential + / (-)

Self Insurance Fund replenish (per budget discussions) \$ 434,000

Fund Subsidies + / (-)

Unbudgeted Projects

2019

\$ 11,311,299

BUDGETED YEAR END GF CASH BALANCE (excludes rainy day reserve)

CITY OF FINDLAY
OPEN PROJECTS AS OF FEBRUARY 28, 2019

PROJECT NUMBER	PROJECT NAME	TOTAL APPROPRIATED INCEPTION TO DATE	TOTAL EXPENSED INCEPTION TO DATE	TOTAL PENDING PURCHASE ORDERS	CURRENTLY AVAILABLE TO SPEND
31942400	DOWNTOWN REVITALIZATION	4,724,564	4,723,678	-	886
31948200	OHIO 629 - MARATHON	250,000	-	-	250,000
31950900	MUNI BLDG VIDEO RECORDING	130,000	280	-	129,720
31955300	ROWMARK 629 ROADWORK	100,000	1,516	2,234	96,250
31960100	CITY FIBER LOOP INSTALLATION	1,120,000	1,106,529	500	12,971
31961900	16/17 EMORY ADAMS IMPROVEMENTS	30,000	24,366	2,677	2,957
31966700	TYLER CASHIERING IMPLEMENTATION	38,500	18,075	20,310	115
31966800	2017 ORC PD REQUIRED TRAINING	39,556	-	-	39,556
31970300	FFD #3 FACILITY UPGRADE	25,000	23,820	-	1,180
31971800	2017 EDE PARK IMPROVEMENTS	10,000	373	-	9,627
31972000	2017 SWALE LOT & WALK PATH	70,000	40,245	9,755	20,000
31972500	FOOTBALL BLDG POWER	38,000	4,842	-	33,158
31972900	SALT BARN STRUCTURE	30,000	160	23,800	6,040
31976600	RESERVOIR PARKING LOT	15,000	-	-	15,000
31976900	2017 CRISIS INTERVENTION TRAINING	6,103	3,442	-	2,661
31977100	CAMPBELLS SOUP OHIO 629	280,694	-	280,694	-
31977900	PUBLIC SAFETY SOFTWARE SYSTEM	725,000	427,555	214,371	83,074
31978000	PD QUICK RESPONSE TEAM	87,500	52,674	34,826	-
31980300	BLANCH RVR GREENWAY TRAIL	80,000	75,900	4,000	100
31980800	ORC PD REQUIRED TRAINING	29,320	28,353	460	507
31982700	RIVERSIDE PARK COURT CONVERSION	73,525	68,457	-	5,068
31983000	VHF RADIO SYSTEM	354,077	-	-	354,077
31983400	2018 SKATE PARK REPAIRS	7,000	-	-	7,000
31983700	RECREATION STORAGE STRUCTURES	25,000	19,956	-	5,044
31984000	PARKS MANLEY BLDG LIGHTING	26,000	13,357	12,643	-
31984100	2018 CUBE CODE UPDATES	600,000	105,374	484,356	10,270
31984200	GIS SOFTWARE REPLACEMENT	40,000	37,166	2,400	434
31984700	MIRACLE FIELD EXPANSION 2018	100,000	98,000	-	2,000
31985000	FFD 1 & 4 EXHAUST SYSTEM AFG	135,091	-	135,090	1
31985300	AUTOLIV OHIO 626	363,000	-	-	363,000
31985900	HPD GRANT 2018	11,000	-	-	11,000
31990400	DISASTER RECOVERY SITE @ CUBE	55,000	-	-	55,000
31990500	MUNI BLDG ROOF REPLACEMENT	300,000	-	-	300,000
31990700	DIAMONDS SAFETY NET & POLES	75,000	-	-	75,000
GENERAL FUND PROJECTS		9,993,930	6,874,119	1,228,116	1,891,694

PROJECT NUMBER	PROJECT NAME	TOTAL	TOTAL	TOTAL	CURRENTLY
		APPROPRIATED INCEPTION TO DATE	EXPENSED INCEPTION TO DATE	PENDING PURCHASE ORDERS	AVAILABLE TO SPEND
32542300	OIL DITCH CLEANING	20,000	-	-	20,000
32549500	HOWARD RUN DITCH CLEANING	2,000	-	750	1,250
32556000	B4 & B6 SEWER SEPARATION PH 1	361,500	287,428	68,602	5,470
32556100	B4 & B6 SEWER SEPARATION PH 2	737,383	706,815	17,926	12,642
32842500	BLANCHARD/6TH TRAN ALT PLAN	31,000	13,211	17,289	500
32852700	W SANDUSKY/WESTERN AVENUE	190,000	15,299	1,265	173,436
32852800	E SANDUSKY/BLANCHARD INTERSECTION	20,000	-	-	20,000
32852900	LIMA/WESTERN INTERSECCION	339,934	50,561	278,434	10,939
32863400	W BIGELOW/NORTHGATE INTERSECTION	125,000	80,002	4,815	40,183
32864600	CR212/CR236 WIDENING	140,000	70,727	64,716	4,558
32871700	N MAIN/FFD 2 SIGNAL	75,000	26,325	-	48,675
32872100	S MAIN/LINCOLN INTERSECTION	125,000	-	43,783	81,217
32872800	S MAIN/MAIN CROSS INTERSECTION	125,000	-	44,684	80,316
32873100	S MAIN/ SANDUSKY INTERSECTION	125,000	-	44,089	80,911
32876000	BLANCHARD/LINCOLN LIKE LANE	421,500	151,514	268,620	1,367
32876300	ODOT FY 18 RESURFACING	800,000	716,204	-	83,796
32880100	2018 STREET RESURFACING	1,250,000	706,647	304,204	239,149
32884400	ODOT FY 19 RESURFACING	565,896	390	520,821	44,684
32885200	2019 STREET PREV MAINT	250,000	5,343	18,400	226,257
32890300	2019 STREET RESURFACING	5,000	255	200	4,545
32890600	TRAFFIC SIGNAL UPGRADES 2019	50,000	-	-	50,000
SCM&R FUND PROJECTS		5,759,213	2,830,721	1,698,596	1,229,895
35250600	AIRPORT DRAINAGE IMPROVEMENTS	145,750	106,437	32,588	6,724
35284600	ODOT AVIAT BEACON & WINDSOCK	23,000	20,700	2,300	-
AIRPORT FUND PROJECTS		168,750	127,137	34,888	6,724

PROJECT NUMBER	PROJECT NAME	TOTAL	TOTAL	TOTAL	CURRENTLY
		APPROPRIATED	EXPENSED	PENDING	AVAILABLE
		INCEPTION TO DATE	INCEPTION TO DATE	PURCHASE ORDERS	TO SPEND
35577600	HOWARD ST SEWER SEP PH 1	50,000	15,989	13,511	20,500
35592000	19 STORMWATER MGT MS4	25,000	-	-	25,000
35592100	2019 DITCH MAINTENANCE	25,000	-	-	25,000
35592200	BLANCH ST STORM SEW REPLACE	20,000	-	-	20,000
35592300	CIMARRON COURT DRAINAGE	20,000	-	-	20,000
35674500	LTCP EVALUATION STUDY	340,000	209,087	88,882	42,031
35674900	SEWER PARKING LOTS	38,000	28,236	7,629	2,136
35675000	SANITARY SEWER CR 212	45,000	7,269	731	37,000
35675200	HIGH ST SEWER REPLACEMENT	706,100	638,362	-	67,738
35675300	EAST & FRONT CSO ELIMINATION	82,738	43,020	-	39,718
35675400	SEWER FLAP GATE PROJECT	128,485	102,643	24,288	1,554
35675500	DISTRIBUTION DR SAN SEWER	94,530	834	74,530	19,166
35677700	WASHINGTON PARK SANITARY	45,000	12,885	1,015	31,100
35680200	2018 SEWER LINING & MANHOLE	385,900	1,033	369,619	15,248
35681100	2018 ANNUAL SEWER TELEVISIONING	150,000	456	115,543	34,001
35681200	WPC UV SYSTEM REPLACEMENT	288,500	83,207	184,920	20,373
35681500	WPC CLARIFIER 1 & 2 REHAB	292,400	3,846	278,500	10,054
35691300	19 SEWER LINING & MANHOLE	20,000	-	-	20,000
35691400	19 SEWER TELEVISIONING	20,000	-	-	20,000
35691500	19 ANNUAL CSO LTCP	25,000	-	-	25,000
35691600	19 MANHOLE ADJUSTMENT	25,000	-	-	25,000
35691700	MADISON & MONROE	45,000	-	-	45,000
35691800	SR12 & DAVIS SAN SEWER	25,000	-	-	25,000
35691900	WEST MAIN CROSS SAN SEWER	20,000	-	-	20,000
SEWER FUND PROJECTS		2,916,653	1,146,866	1,159,167	610,620
35741400	BLANCHARD RVR/STANFORD W/L	250,000	14,083	173,488	62,429
35754100	RAW WATERLINE/TRANSFER STATION	230,000	202,890	-	27,110
35773400	RESERVOIR OVERFLOW DESIGN	15,000	-	-	15,000
35774300	TR215 WATERLINE EXTENSION	411,575	321	381,575	29,679
35775800	RESERVOIR 1 RAMP REPAVING	20,000	-	-	20,000
35776100	WTP UNDER UTILITY CAPACITY	100,000	63,995	20,953	15,052
35780400	SANDUSKY W/L TO DOLD	200,000	132,822	46,165	21,013
35781000	MILTON ST WATERLINE REPLACEMENT	125,000	108,695	-	16,305
35781300	SUMMIT ST WATERLINE REPLACEMENT	175,000	424	119,855	54,721
35781600	MERRIWEATHER WL REPLACEMENT	65,000	231	56,032	8,736
35781800	WTP SCADA SYSTEM UPGRADES	25,000	616	7,000	17,384
35781900	WATER ASSET MGT OEPA MSTR	350,000	-	45,000	305,000
35782200	UB OFFICE RENOVATIONS	10,000	-	-	10,000
35782300	WTP ROOF REPLACEMENT	285,000	-	149,405	135,595
35782400	WTP FIRE ALARM SYSTEM	20,000	3,555	-	16,445
35782500	RESERVOIR #2 RAMP REPAVING	25,000	-	-	25,000

PROJECT NUMBER	PROJECT NAME	TOTAL APPROPRIATED INCEPTION TO DATE	TOTAL EXPENSED INCEPTION TO DATE	TOTAL PENDING PURCHASE ORDERS	CURRENTLY AVAILABLE TO SPEND
35782600	WTP & RES SECURITY CAMERAS	150,000	-	-	150,000
35782800	RESERVOIR TRANSFER LINE REHAB	20,000	-	-	20,000
35783300	WATER METER SYSTEM REPLACE	250,000	154	-	249,846
35783500	2018 UTILITY RATE STUDY	25,000	-	-	25,000
35783600	2018 SMALL WATERLINES	75,000	31,700	34,070	9,230
35783900	WTP BULK WATER STATION	50,000	-	-	50,000
35790100	S BLANCHARD ST WL REPLACE	5,000	-	400	4,600
35790200	E BIGELOW WL REPLACE	50,000	-	-	50,000
35790800	WTP CO2 TANKS REPLACEMENT	50,000	-	-	50,000
35790900	WTP CHEM BLDG FLOORS 2019	30,000	-	-	30,000
35791000	E MAIN CROSS & FISHLOCK WL BORING	20,000	-	-	20,000
35791100	HOWARD ST WL REPLACEMENT	20,000	-	-	20,000
35791200	2019 WATER VALVE ADJUSTMENT	20,000	-	-	20,000
WATER FUND PROJECTS		3,071,575	559,487	1,033,943	1,478,146

CITY OF FINDLAY
CASH & INVESTMENTS AS OF FEBRUARY 28, 2019

<u>AMOUNT</u>	<u>DESCRIPTION AND RATE</u>	<u>BANK/FIRM</u>
\$ 810,000.00	STAR OHIO @ 2.550%	
123,104.26	STAR OHIO @ 2.550%	
23,003,500.00	STAR OHIO @ 2.550%	
1,442,401.75	STAR OHIO @ 2.550%	
1,000,000.00	STAR PLUS @ 2.55%	
8,505,000.00	SAVINGS ACCOUNT	FIFTH THIRD BANK
995,429.69	US TREASURY @ 1.237%	HUNTINGTON BANK
245,000.00	CERTIFICATE OF DEPOSIT @ 1.100%	WATERFORD BANK
1,999,040.00	US TREASURY @ 1.250%	D A DAVIDSON
999,120.00	FFCB @ 1.375%	HUNTINGTON BANK
986,640.00	US TREASURY @ 1.000%	D A DAVIDSON
996,895.93	FHLB @ 1.550%	HUNTINGTON BANK
1,970,880.00	US TREASURY @ 0.875%	KEY BANK
1,996,875.00	US TREASURY @ 2.000%	PNC BANK
986,484.38	US TREASURY @ 1.625%	HUNTINGTON BANK
245,000.00	CERTIFICATE OF DEPOSIT @ 1.834%	FIRST FEDERAL BANK
979,531.25	US TREASURY @ 1.500%	PNC BANK
1,998,649.10	US TREASURY @ 2.500%	D A DAVIDSON
981,110.00	US TREASURY @ 1.625%	KEY BANK
973,610.00	US TREASURY @ 1.375%	KEY BANK
1,995,820.00	FFCB @ 2.900%	KEY BANK
245,000.00	CERTIFICATE OF DEPOSIT @ 2.600%	FIRST NATIONAL BANK
<hr/>		
\$ 53,479,091.36	INVESTMENT TOTAL	
3,829,954.37	5/3 BANK ACCOUNT BALANCE	
2,577.78	ACCRUED INVESTMENT INTEREST	
<hr/>		
<u>\$57,311,623.51</u>	TOTAL CASH & INVESTMENTS	

UNAPPROPRIATED FUND BALANCES (CURRENT CASH BALANCES ON REVERSE)

GENERAL	\$ 11,745,299
SCM&R	337,337
SCM&R HIWAY	277,076
SEVERANCE PAYOUT RESERVE	1,319,610
AIRPORT	476,472
WATER	6,777,624
SEWER	8,749,367
STORMWATER	2,818,947
PARKING	25,979
CIT ADMINISTRATION	137,860
CIT CAPITAL IMPROVEMENT	5,171,826

CITY OF FINDLAY
BREAKDOWN OF TOTAL CASH & INVESTMENTS BY FUND AS OF FEBRUARY 28, 2019

\$14,038,617.95	General Fund
1,000,000.00	General Fund Restricted Rainy Day
2,482,596.77	General Fund Projects
1,035,482.68	SCM&R Fund
1,833,051.89	SCM&R Fund Projects
-	County Permissive License Fund
314,977.04	State Highway Fund
589.57	Law Enforcement Trust Fund
1,537.00	Drug Law Enforcement Trust Fund
283,456.75	ID Alcohol Treatment Fund
61,231.62	Enforcement & Education Fund
437,006.05	Court Special Projects Fund
114,098.10	Court Computerization Fund
2,109.56	METRICH Drug Law Enforcement Trust Fund
128,967.81	Alcohol Monitoring Fund
120,750.39	Mediation Fund
155,488.68	Electronic Imaging Fund
20,514.35	Legal Research Fund
1,250,959.95	Severance Payout Fund
544,078.32	Debt Service Fund
-	CR 236 TIF Fund
524,897.90	Municipal Court Improvement Fund
644,068.87	Airport Fund
41,612.66	Airport Fund Projects
8,788,008.79	Water Fund
869,851.05	Water Fund Restricted
2,488,001.92	Water Fund Projects
6,878,177.09	Sewer Fund
5,542,624.60	Sewer Fund Restricted
1,786,330.85	Sewer Fund Projects
60,944.98	Parking Fund
-	Parking Fund Projects
27,656.48	Swimming Pool Fund
-	Swimming Pool Fund Projects
26,677.92	Internal Service Central Stores Fund
784,904.60	Internal Service Workers Comp Fund
835,714.64	Internal Service Self Insurance Fund
2,164,157.93	CIT Fund
13,553.90	CIT Fund- Restricted Capital Improvements
-	CIT Fund-Restricted Flood Mitigation
-	Police Pension Fund
-	Fire Pension Fund
13,089.46	Unclaimed Monies Fund
200,928.11	Tax Collection Agency Fund
1,450,051.75	Cemetery Trust Fund
159,031.32	Private Trust Fund
184,903.07	Guaranteed Deposits
-	Special Assessments Pavements Fund
-	Special Assessments Sidewalks Fund
-	Special Assessments Sidewalks Fund Projects
921.14	Special Assessments Storm Fund
<u>\$57,311,623.51</u>	TOTAL CASH & INVESTMENTS



AUDITOR'S OFFICE

318 Dorney Plaza, Room 313
Findlay, OH 45840-3346
Telephone: 419-424-7101 • Fax: 419-424-7866
www.findlayohio.com

JIM STASCHIAK II
CITY AUDITOR

Tuesday, March 12, 2019

The Honorable Council
Findlay, Ohio

It is respectfully requested this letter be read into the record of the Council Meeting.

Dear Council Members,

On the 7th and 8th of this month I had an opportunity to attend the Ohio Auditor of State's 20th Annual Local Government Officials Conference. This conference is a great source of information pertaining to many different topics. This year a session titled Recording and Maintaining Minutes highlighted several areas of interest that I believe your body should be informed of, particularly with regard to your various committee reports and what they should contain.

I have attached the presentation to this letter for your benefit and wanted to remind you all that according to ORC, all elected officials must attend at least 3 hours of training on Ohio's Public Records Laws & Open Government (Sunshine Laws) during each term in office. If you have completed the training and have not done so, please forward your certificate to my office for our audit file.


It is my hope you find this information beneficial.

Respectfully submitted,

Jim Staschiak II
City Auditor

Attachment

OHIO AUDITOR OF STATE
KEITH FABER




Recording and Maintaining Minutes

Presented by:
Chris Nolfi


Why?

► Why are minutes necessary?

- The public has a right to know and understand the actions of their elected representatives.
 - Includes not just the right to know a final decision on a matter, but the ways by which those decisions were reached
- Accurate minutes can reflect the difficult decision-making process a public body goes through
- Can bring the public to a better understanding of why unpopular decisions are sometimes necessary.



Why?



- Allows for greater integrity and prevents important decisions from being made behind closed doors.
- Keeping full minutes allows members of the public who are unable to attend the meetings in person to obtain complete and accurate information about the decision-making process of their government.

How?

- ▶ Public bodies are trusted with a degree of latitude in the preparation of minutes
- ▶ There is not one specific required method of preparing minutes
- ▶ May use:
 - ▶ Audio recording
 - ▶ Video recording
 - ▶ Word for word transcripts
 - ▶ Summaries of discussions indicating the identity of the speakers and the timing and substance of their statements



How?

- ▶ Whatever method is used, the minutes must:
 - ▶ State sufficient facts and information to permit the public to understand and appreciate the rationale behind the decision



Where?

Where does the requirement that a public office "take and file meeting minutes" come from?

- ▶ Villages - Rev. Code 733.27
 - ▶ The village clerk shall attend all meetings . . . and keep a record of its proceedings and of all rules, bylaws, resolutions, and ordinances passed or adopted
- ▶ Townships - Rev. Code 507.04
 - ▶ The township fiscal officer shall keep an accurate record of the proceedings of the board of township trustees at all of its meetings



Where?

Where does the requirement that a public office "take and file meeting minutes" come from?

Counties - Rev. Code 305.10

- ▶ The clerk of the board of county commissioners shall keep a full written record of the proceedings of the board, and a written general index of those proceedings, entering each motion with the name of the person making it on the record.

School Boards - Rev. Code 3313.26

- ▶ The treasurer of the board of education shall record the proceedings of each meeting in a book to be provided by the board for that purpose, which shall be a public record.



Where?

Where does the requirement that a public office "take and file meeting minutes" come from?

The Open Meetings Act - Rev. Code 121.22



Open Meetings Act Overview


Meeting

A prearranged gathering of a majority of members of a public body conducting or discussing public business




Open Meetings Act Obligations

1. Give appropriate notice
2. Deliberate on public business in open session
3. Take and file minutes



1. Notice


- ▶ Public bodies establish their own notice rules
- ▶ Notice requirements depend on the type of meeting
 - ▶ **Regular Meetings**
 - ▶ Time and place
 - ▶ **Special Meetings**
 - ▶ Time, place, and purpose
 - ▶ 24 hours notice to all media outlets that have requested it
 - ▶ **Emergency Meetings**
 - ▶ Immediate notice required



2. Openness

“All meetings of any public body are declared to be public meetings open to the public at all times.”
Rev. Code 121.22(C)

Meeting on open meetings is closed



3. Minutes



“The minutes of a regular or special meeting of any public body shall be promptly prepared, filed, and maintained and shall be open to the public.”

Rev. Code 121.22(C)

Minutes

► Must be full and accurate

- Do not have to be verbatim transcript
- Should enable the public to understand the rationale behind decisions



Minutes

White v. Clinton Cty. Bd. of Commrs.,
76 Ohio St.3d 416 (1996)

- Clinton County Commissioners adopted new building inspection policies
- The County health department, concerned with how policies would impact health department procedures, requested minutes of meeting at which Commissioners discussed and adopted new policies
- The minutes provided included only roll call votes

Minutes

White v. Clinton Cty. Bd. of Comms., 76 Ohio St.3d 416 (1996)

Court held:

- Minutes should not be limited to a mere recounting of the body's roll call votes
 - Must be a "full and accurate record"
- Minutes did not enable public to understand rationale behind new policy
 - Should have provided a better understanding of the Commissioners orders

IT'S NOT ENOUGH

Minutes

Insufficient and Inaccurate

State ex rel. Long v. Cardington Village Council, 92 Ohio St.3d 54 (2001)

The Village's minutes:


- Contained inaccuracies
 - Erroneously included former council member in roll call
- Did not contain enough facts to understand rationale behind decisions
 - Did not include motions or votes
 - In one case, minutes merely state that "a meeting was held to sign off on all accounts"
- Failed to state the reasons for executive session
 - Listed "personnel" instead of one of the specific matters in Rev. Code 121.22(G)(1)

Open Meetings Act

Executive Sessions


Procedure

- Motion
 - Must identify the particular purpose and matter
- Second
- Roll call vote




Executive Session Acceptable Topics

1. Certain personnel matters (must be specific)
2. Purchase or sale of property
3. Pending or imminent court action
4. Collective bargaining matters
5. Matters required to be kept confidential
6. Security matters
7. Hospital trade secrets
8. Confidential business information of an applicant for economic development assistance
9. Veterans Service Commission applications




Executive Sessions What NOT to Do

1. Vote
2. Make any decisions
 - Even a decision to take no action
3. Discuss any other matters




Executive Sessions Confidentiality

- ▶ The Open Meetings Act does not create a provision for confidentiality
- ▶ Ethics laws and other privileges may require confidentiality
 - ▶ BUT - those may not apply if members of the public are invited
- ▶ NOTE: Just because a record is created in executive session does not make it confidential



Executive Sessions and Minutes

There is no requirement to keep minutes of executive sessions.




But—
The minutes should reflect the statutory reason for entering executive session.

Minutes and the Public Records Act

Public Records Act

Quick Overview

- ▶ Public Records Act = Rev. Code 149.43
- ▶ General Obligations
 - ▶ Adopt public records policy
 - ▶ Promptly prepare records and make available for inspection
 - ▶ Make copies within a reasonable time
 - ▶ Follow an approved records retention schedule



Public Records Act Quick Overview

A "record" is:

1. Any document, device, or item, regardless of physical form or characteristic, including electronic records,
2. Created or received by or coming under the jurisdiction of any public office
3. Which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.



Notes From the Meeting

▶ Not public records if:

- ▶ Personal papers
- ▶ Kept for convenience; and
- ▶ Others did not use or have access

▶ *State ex rel. Cranford v. Cleveland*, 2004 Ohio 4884



Fiscal Officer's Notes

State ex rel. Santeford v. Wayne Twp. Bd. of Trustees, 2015-Ohio-2009

▶ Fiscal officer used combination of notes and memory to draft minutes

- ▶ Notes were taken for her convenience
 - ▶ To remember names and proposed amendments
- ▶ Notes were not used by the twp.
 - ▶ Took notes home with her
 - ▶ No one at twp. had access



▶ Notes did not contain enough information to reflect an accurate record

Fiscal Officer's Notes

Conclusion?

Court found that the fiscal officer's notes, used in drafting meeting minutes, were personal in nature and not a public record of the township.



Are draft minutes a public record?

- ▶ Address in retention schedule
- ▶ Superseded Drafts
 - ▶ Subject to disclosure while they are "kept"



Legal Division
88 East Broad Street
Columbus, Ohio 43215

Chris Nolfi
Presenter Phone: (614) 752-8683
Presenter Fax: (614) 466-4333
E-mail: contactus@ohioauditor.gov



AUDITOR'S OFFICE

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JIM STASCHIAK II
CITY AUDITOR

Tuesday, March 12, 2019

The Honorable Council
Findlay, Ohio

It is respectfully requested this letter be read into the record of the Council Meeting.

Dear Council Members,

I am providing the attached copy of City of Findlay Credit Card Account transaction detail for the current bill and the supporting documentation. It will be necessary for this office to submit the bill to Council until all cards (under this particular City account) are returned and in compliance with your policy adopted January 31st, 2019.

By copy of this letter I am requesting the Director of Law draft legislation stating Council has reviewed this credit card account detail as well as for the Council President (or presiding officer) to attest that the transaction detail has been reviewed by the legislative authority. (Per the email from the Auditor of State's office dated January 28, 2019)

Since the bill is due the 29th of March it is respectfully requested that the legislation be passed on an emergency basis at your meeting on March 19th.

Respectfully submitted,

Jim Staschiak II
City Auditor

pc: Don Rasmussen

Attachments

 CITY OF FINDLAY - LIVE DATABASE

Voucher No: 196943 Batch No: 5173

Vendor No: 9505

Vendor Name FIFTH THIRD BANK
 Address PO BOX 740523

CINCINNATI OH 45274-0523

Account No.	PO No.	Invoice No.	Inv. Date	Due Date	Amount
21006000-448102-		FEB 2019-A	03/04/2019	03/05/2019	7.95
21006000-448102-		FEB 2019-B	03/04/2019	03/05/2019	27.88
21006000-448102-		FEB 2019-C	03/04/2019	03/05/2019	4.07
21006000-448102-		FEB 2019-D	03/04/2019	03/05/2019	26.81
21009000-448101-	660	FEB 2019-E	03/04/2019	03/05/2019	468.45
21006000-448102-		FEB 2019-F	03/04/2019	03/05/2019	299.00
21006000-448102-		FEB 2019-G	03/04/2019	03/05/2019	7.95
21006000-448102-		FEB 2019-H	03/04/2019	03/05/2019	25.72
21006000-448102-		FEB 2019-I	03/04/2019	03/05/2019	6.47
21006000-448102-	659	FEB 2019-J	03/04/2019	03/05/2019	23.21
25050000-448102-	1103	FEB 2019-K	03/04/2019	03/05/2019	393.45
21012000-448102-		FEB 2019-L	03/04/2019	03/05/2019	226.00
		FEB 2019-M	03/04/2019	03/05/2019	-17.61
TOTAL					1499.35

Invoice Comments

FEB 2019 A-D NO PO IN PLACE FOR MEALS.
 FEB 2019-E OVER PO BY \$68.45

FEB 2019-F COMPANY CHARGED BRENT'S CREDIT CARD SINCE IT WAS ON FILE FOR A 1 YEAR SUBSCRIPTION FOR TRAINING PURPOSES. BRENT WAS PLANNING ON PURCHASING THE SUBSCRIPTION BUT DID NOT GET A PO IN PLACE. PLEASE PAY \$299.00 WITHOUT PO.

FEB 2019 G-J NO PO IN PLACE FOR MEALS

FEB 2019-L OVER PO BY \$76.00

CREDIT FOR STATE TAXES CHARGED WHILE IAN EDINGER WAS ATTENDING STREET CRIMES TRAINING FROM DECEMBER 9, 2018 - DECEMBER 12, 2018 IN LORAIN OHIO.

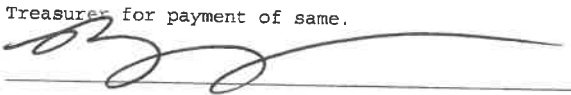
CITY OF FINDLAY - LIVE DATABASE

Voucher No: 196943 Batch No: 5173

Vendor No: 9505

It is hereby certified that the amount (\$ 573.⁵¹) required to meet this expenditure for the above has been lawfully appropriated for such purpose and is in the City Treasury or in the process of collection to the credit of the Various Fund free from any obligation or certification now outstanding. Date 3/11/19 Jim Staschiak # City Auditor
BS

Approved this _____
and the City Auditor authorized to issue a warrant on the City Treasurer for payment of same.



Service or Safety Director

Printed by: Brock Weber



FIFTH THIRD BANK

FIFTH THIRD BANK
PO BOX 740523
CINCINNATI OH 45274-0523



FIFTH THIRD BANK
PO BOX 740523
CINCINNATI OH 45274-0523



CITY OF FINDLAY
CORPORATE BILLING ACCT
C/O GINGER-MARIE SAMPSON
318 DORNEY PLZ STE 313
FINDLAY OH 45840-3346

**T0000299

ACCOUNT NUMBER [REDACTED]
PAYMENT DUE DATE 03-29-19
AMOUNT DUE \$1,499.35
CURRENT BALANCE \$1,499.35

AMOUNT
ENCLOSED \$

RECEIVED
MAR 11 2019
AUDITOR

Please tear payment coupon at perforation.

STATEMENT MESSAGES

Note the following changes for benefits of your commercial card account. Baggage Delay Insurance has been added for any transaction made 3/16/2019 or later. As of 4/8/2019, the provide for Travel

Accident Insurance will change to Mastercard and the maximum benefit claim will change from \$400,000 to \$250,000. Please contact Fifth Third Bank at 800-375-1747 if you have any questions.

RECEIVED
MAR 11 2019
AUDITOR

CORPORATE ACCOUNT SUMMARY

CORPORATE ACCOUNT NUMBER
[REDACTED]

CLOSING DATE 03-04-19
PAYMENT DUE DATE 03-29-19
[REDACTED]

PREVIOUS BALANCE	865.30
PURCHASES AND OTHER CHARGES	1,516.96
CASH ADVANCES	.00
CREDITS	17.61
PAYMENTS	865.30-
LATE PAYMENT CHARGES	.00
CASH ADVANCE FEE	.00
FINANCE CHARGES	.00
NEW BALANCE	1,499.35
TOTAL PAYMENT DUE	1,499.35
DISPUTED AMOUNT	.00

FOR CUSTOMER SERVICE CALL:
1-800-375-1747

SEND BILLING INQUIRIES TO:
FIFTH THIRD BANK
PO BOX 740523
CINCINNATI OH 45274-0523



ACCT. NUMBER:	[REDACTED]	CASH ADVANCE BALANCE	.00
CREDIT LIMIT	[REDACTED]	MINIMUM PAYMENT DUE	1,499.35
CURRENT BALANCE	1,499.35	PAYMENT DUE DATE	03-29-19
AVAILABLE CREDIT	[REDACTED]		

CORPORATE ACCOUNT ACTIVITY

CITY OF FINDLAY				TOTAL CORPORATE ACTIVITY	\$885.30 CR
Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
02-19	02-19	75569269050190219000076	PAYMENT RECEIVED - THANK YOU		865.30 PY

INDIVIDUAL CARDHOLDER ACTIVITY

DAVID CLAFLIN		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$535.16	\$0.00	\$535.16
Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
02-08	02-08	55310209039400603000459	CHEESECAKE COLUMBUS COLUMBUS OH		A 7.95 No PO
02-08	02-06	55500809038010000080648	TAI'S ASIAN BISTRO COLUMBUS OH		B 27.88
02-11	02-08	05140489039720051395581	MCDONALD'S F5308 MARYSVILLE OH		C 4.07
02-11	02-07	55463159039200599201133	BD'S MONGOLIAN BARBEQU COLUMBUS OH		D 28.81
02-11	02-08	55436679040160402018884	DOUBLETREE HOTELS COLUMBUS OH		E 468.45
			9610209043		F 468.45
			ARRIVAL: 02-08-19		G 600
					TOTAL OVER PO or NO PO = 135.16

BRENT SCHROEDER		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$299.00	\$0.00	\$299.00
Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
03-04	03-02	55207389062810281825024	PLURALSIGHT FARMINGTON UT		F 299.00 No PO

CANDACE GRIFFITH		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$458.80	\$0.00	\$458.80
Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
02-08	02-08	55310209039400603000467	CHEESECAKE COLUMBUS COLUMBUS OH		G 7.95 No PO
02-08	02-06	55500809038010000080630	TAI'S ASIAN BISTRO COLUMBUS OH		H 25.72
02-11	02-08	05140489039720051395583	MCDONALD'S F5308 MARYSVILLE OH		I 6.47
02-11	02-07	55463159039200599201109	BD'S MONGOLIAN BARBEQU COLUMBUS OH		J 23.21
02-11	02-08	55436679040160402018318	DOUBLETREE HOTELS COLUMBUS OH		K 393.45
			9610209043		L 657
			ARRIVAL: 02-08-19		
					TOTAL WITH NO PO 63.35

JASON PHILLIPS		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$226.00	\$0.00	\$226.00
Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
03-04	03-01	55506299061036001715003	HAMPTON INN AND SUITES COLUMBUS OH		L 226.00
			171500		
			ARRIVAL: 03-01-19		OVER PO = 76.00

AN EDINGER		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$17.61	\$0.00	\$0.00	\$17.61 CR
Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
02-11	02-07	75547549039210200485934	CAMBRIA SUITES AVON AVON OH		M 17.61 CR

**CITY OF FINDLAY
EXPENSE STATEMENT AND REQUEST FOR REIMBURSEMENT**

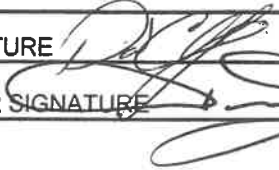

(This is to be completed after travel and submitted with original receipts)

NAME: David Clafin
DEPT: Municipal Court
PURPOSE OF TRAVEL: CMP training

RECEIVED
FEB 13 2019
AUDITOR

LODGING				MEALS			
Date	Vendor	MC	CASH	Date	Vendor	MC	CASH
2/5/19	Doubletree Suites	\$468.45		2/6/19	Tai's Asian Bistro	\$27.88	
thru 02/07/19				2/7/19	BD's Mongolian Grill	\$26.81	
				2/7/19	Cheesecake factory	\$7.95	
				2/8/19	McDonald's	\$4.07	
TOTAL LODGING		468.45	0.00	TOTAL MEALS		\$66.71	\$0.00

OTHER EXPENSES				Date	MILEAGE		
tolls, parking etc.					Ending Odometer Reading		
Date	Vendor	MC	CASH		Beginning Odometer Reading		
2/5/19	Doubletree Suites	\$75.00			Total Miles		
thru 02/07/19					Multiply by Reimbursement Rate		
					TOTAL MILEAGE COST		
					AIRFARE		
					Origin/Destination	MC	CASH
TOTAL			\$0.00	TOTAL AIRFARE		\$0.00	\$0.00

EMPLOYEE SIGNATURE 	TOTAL EXPENSES	\$535.16
DEPT SUPERVISOR SIGNATURE 	LESS CHARGES BILLED	
	DIRECT TO CITY	\$535.16
	TOTAL REIMBURSEMENT TO EMPLOYEE	\$0.00



The City of Findlay

Purchase Order

Fiscal Year 2019

Page: 1 of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order # **660**

TIN: 34-6400448

Vendor

FIFTH THIRD BANK
PO BOX 740523
CINCINNATI, OH 45274-0523

Bill To

FINDLAY MUNICIPAL COURT
318 DORNEY PLAZA
MUNICIPAL BUILDING ROOM 206
FINDLAY, OH 45840
Phone: 419-424-7143

Ship To

FINDLAY MUNICIPAL COURT
318 DORNEY PLAZA
MUNICIPAL BUILDING ROOM 206
FINDLAY, OH 45840
Phone: 419-424-7143

VENDOR PHONE NUMBER	VENDOR FAX NUMBER	REQUISITION NUMBER	DELIVERY REFERENCE
800-972-3030	513-534-0930	747	

P.O. DATE	VENDOR NUMBER	DATE REQUIRED	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION
01/15/2019	9505			MUNICIPAL COURT

NOTES

ITEM#	DESCRIPTION / PART #	QTY	UOM	UNIT PRICE	EXTENDED PRICE
1	HOTEL ACCOMMODATIONS FOR DAVID CLAFLIN ATTENDING CMP CLASSES: \$122/ NIGHT, FEBRUARY 5,6,7, 2019. DOUBLETREE SUITES BY HILTON COLUMBUS DOWNTOWN. GL Account: 21006000 - 448102	1.0	EACH	\$400.00	\$400.00
				\$400.00	

GL SUMMARY	
21006000 - 448102	\$400.00

I hereby certified that the amount \$400.00 required to meet the contract, agreement, obligation, payment of expenditure, for the above has been lawfully appropriated or authorized or directed for such purpose and is in the City Treasury or in process of collection to the credit of the above listed Fund(s) free from any obligation or certification now outstanding.

By: Jim Atarabiat II
City Auditor

AUDITORS COPY

PO Total \$400.00



TRAVEL REQUEST FORM

Please attach materials describing the event (agenda, brochure, hotel accomodations, etc.) to this travel form.

Employee Name: David Claflin Employee Dept: Municipal Court
 Date Leaving: 02/05/19 Today's Date: 12/26/18
 Date Returning: 02/08/19 Dates of Event: 02/06/19-02/08/19
 Event City: Columbus Event County: Franklin

Conference Name or Reason for Travel: CCM Class of 2021 Purposes & Responsibilities of Courts

Please describe any recreational or social events. If there is an extra charge for these events in addition to the seminar fees, the employee must pay for these.

Does travel require overnight stay? Yes/No If yes, name of hotel: Doubletree Suites by Hilton Columbus DT

Means of travel: City Vehicle Personal Vehicle Airplane Rental Car Other: _____

Projected Expenses:
(meal calculations on next sheet)

\$ 150.00 Registration Fee Tuition

Circle payment type and list vendor name

City Credit Card/Check: 21006000/ 448101

\$ 400.00 Expense Description: Overnight accomodations, 3 nights at \$122/night + taxes

Circle payment type and list vendor name

Reimbursement/ City Credit Card/Check: 21006000/448102

\$ 167.75 Expense Description: Meal per diem 2.75 days @ \$61/day.

Circle payment type and list vendor name

Reimbursement/ City Credit Card/Check: 21006000/448102

\$ 75.00 Expense Description: Parking fees \$25/day, 3 days

Circle payment type and list vendor name

Reimbursement/ City Credit Card/Check: 21006000/448102

\$ _____ Expense Description: _____

Circle payment type and list vendor name

Reimbursement/ City Credit Card/Check: _____

I have read the travel policy and this form and agree to its terms.

employee signature

employee's department supervisor signature

applicable signature of SSD, Mayor, or Other

TRAVEL REQUEST FORM CONTINUATION SHEET

MEALS CALCULATION WORKSHEET

Federal per diem basis, if applicable \$ 61

rates can be found at: <https://www.gsa.gov/portal/category/100120>

If the event sponsor or hotel provides meals at any time during the event, enter N/A in the appropriate box for that date.

Projected Meal Expenses:
(**NOT** to be purchased with City issued Credit Card)

	Breakfast (20%) (midnight-10am)	Lunch (30%) (10am-4pm)	Dinner (50%) (4pm-midnight)
Date: 02/06/19	\$61-----		
Date: 02/07/19	\$61-----		
Date: 02/08/19	\$45.75-----		
Date:			
Date:			
Date:			
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Date:			
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Date:			
Date:			
Date:			

\$ 61 Total Projected Meal Expense for Trip

REIMBURSEMENT TO EMPLOYEE WITH ITEMIZED RECEIPTS ONLY

THE SUPREME COURT of OHIO JUDICIAL COLLEGE

Course Information Sheet

Ohio Court Management Program, Module 1: Purposes and Responsibilities of Courts

Course: Purposes and Responsibilities of Courts, CCM Class of 2021

Schedule: February 6-8, 2019 (2.5 days)

Location: Thomas J. Moyer Ohio Judicial Center, 65 S. Front St., Columbus, OH 43215, room 101

Registration: We have automatically registered all Class of 2021 students for the *Purposes and Responsibilities of Courts* course; a confirmation email/invoice will be sent to you. If you do NOT plan to attend, please email Dot Keil at dot.keil@sc.ohio.gov to cancel. Tuition is \$150.00 which includes all course materials and certification fees to the National Center for State Courts.

Accommodations/Parking: DoubleTree Suites by Hilton Hotel Columbus Downtown, 50 S. Front St., Columbus, OH 43215, 614-228-4600 (telephone). **Make your reservation by January 7** to receive the Ohio Judicial College room rate of \$122 per night. Parking is \$25/day. Reservations must be made by phone. Request the "Court Mgmt Pro 21CCM" to receive the discounted rate.

Meals: Lunch is provided on Wednesday and Thursday of the course; breakfast and dinners are on your own. Hot and cold beverages will be provided throughout the course.

CLE: Approval has been requested from The Supreme Court of Ohio Commission on Continuing Legal Education for 15.50 general Continuing Legal Education credit hours.

Attendance Policy: Per the Institute for Court Management policy, course participants must be in attendance for the entire duration of the program each day in order to receive a certificate of completion. Absences in excess of 2 hours will make participants ineligible to receive certification. Participants with an excused absence of less than 2 hours will be allowed the opportunity to submit a makeup assignment for faculty approval.

For additional details about the course, see the following attachments:

- Driving Directions to the Supreme Court of Ohio
- Course Description and Faculty Biographies
- Course Agenda

THE SUPREME COURT *of* OHIO
JUDICIAL COLLEGE

Ohio Court Management Program
Purposes & Responsibilities of Courts
February 6-8, 2019 - Columbus

Course Agenda

Day 1 **Wednesday, February 6, 2019**

- | | |
|-------------|--|
| 8:30-9:00 | Welcome, Overview & Introductions |
| 9:00-10:15 | Module 1: Rule of Law |
| 10:15-10:30 | Break |
| 10:30-12:00 | Module 1: Fundamental Principles & Doctrines |
| 12:00-12:45 | Lunch |
| 12:45-1:30 | Module 1: Federalism |
| 1:30-2:15 | Module 2: Individual Rights & Due Process of Law |
| 2:15-2:30 | Break |
| 2:30-3:30 | Module 2: Due Process of Law |
| 3:30-4:15 | Module 3: Roles & Responsibilities of Courts |
-

Day 2 **Thursday, February 7, 2019**

- | | |
|-------------|--|
| 8:30-9:30 | Module 3: Roles & Responsibilities of Courts (cont.) |
| 9:30-10:30 | Module 4: Role of Court Management |
| 10:30-10:45 | Break |
| 10:45-12:00 | Module 4: Managing the Business of Courts |
| 12:00-12:45 | Lunch |
| 12:45-2:15 | Module 5: Addressing Challenges of the US Court System |
| 2:15-2:30 | Break |
| 2:30-4:15 | Module 5: The Great Debate |

Day 3 Friday, February 8, 2019

- 8:30-9:30 Module 6: Public Perceptions
- 9:30-10:30 Module 6: Procedural Fairness & Access
- 10:30-10:45 Break
- 10:45-11:45 Module 6: Ethics
- 11:45-12:00 Conclusion, Evaluation, Certificates

[Handwritten Signature]
2-11-19

THE CHEESECAKE FACTORY
COLUMBUS

0387 TABLE 995 #Party 1
MAURICE S SvrCk: 39 18:53 02/07/19
TO GO SALES

1 Caramel Pecan TurtleCC 7.95

Sub Total: 7.95

02/07 18:53 TOTAL: 7.95

Gratuity Not Included
Suggested Gratuity:

22%	1.75
20%	1.59
18%	1.43
15%	1.19

We'd love to hear about your visit!
www.ccfurvey.com
Enter this code within 5 days:
0098-70071-03023

Join us for Brunch, Sat/Sun 10-2

[Handwritten Signature]
For to-go orders, please visit
order.thecheesecakefactory.com

[Handwritten Signature] 2-11-19

Tai's Asian Bistro

1285 W. Lane Ave
Columbus, OH 43221
(614)485-0016

Dine_In

Reprint 1

2/6/2019 05:30 PM

245

Server: Angeline Chung

- | | |
|---------------------------|-------|
| 1 Volcano Roll | 9.00 |
| 1 Hot & Spicy 2 in 1 Roll | 11.00 |
| 1 Soft Drink | 1.75 |

Subtotal: 21.75

Tax: 1.63

Tips: 4.50

Total: 27.88

PAID Master

Thank You

Sushi - 614-947-0187

[Handwritten Signature]

Handwritten signature and date 2-11-19

**BUY ONE GET ONE FREE QUARTER POUNDER
W/CHEESE OR EGG MCMUFFIN**

Go to www.mcdvoice.com within 7 days
and tell us about your visit.

Validation Code: _____

Expires 30 days after receipt date.

Valid at participating US McDonald's.

Survey Code:

05308-13960-20819-12510-00040-7

McDonald's Restaurant #5308

1080 CHARLES LN

MARYSVILLE, OH 43040-9797


TEL# 937 644 9696

KS# 13 02/08/2019 12:51 PM
Side1 Order 96/1

1 L Diet Coke 1.00
1 Sausage McMuffin 1.00
1 Bacon McDouble 2.00
NO Mustard

Subtotal 4.00
Tax 0.07
Take-Out Total 4.07

Cashless 4.07
Change 0.00

MER# 465410
CARD ISSUER ACCOUNT#
MASTERCARD SALE 
TRANSACTION AMOUNT 4.07
CHIP READ
AUTHORIZATION CODE - 064474
SEQ# 094605
AID: A0000000041010

JOIN OUR TEAM!
TEXT 'APPLY05308' to 36453
or
Apply ONLINE at mcdonalds.com/careers

Handwritten signature and date: 2-1-19

bd's Mongolian Grill - #517
3977 Worth Ave.
Columbus, OH 43219
614-471-1000

124 JASON B

Tbl 81/1 Chk 5415 Gst 1
5415--2
Station 8 Feb07'19 05:40PM
*** Reprint Memo Check ***

Seat:2
1 Diet Pepsi 2.79
1 One Bowl 14.99
1 Add Unlimited 3.00
Charge Tip 4.47

Closed To Chk 5425
Mastercard 26.81
Food 17.99
Non Alch 2.79
Tax 1.56
Service Chrg 4.47
Payment 26.81

-----124 Check Closed 06:25PM-----

Tell us about your experience
and receive 20% OFF
your next bowl! Please visit
bdssurvey.smg.com in the next
3 days. You will be asked to
provide information from this
receipt. (Valid 30 days)

Handwritten signature



For your convenience we are
providing the following
gratuity calculations:

10% is \$0.00
15% is \$0.00
20% is \$0.00



DOUBLETREE SUITES
BY HILTON™
COLUMBUS DOWNTOWN

50 South Front Street • Columbus, OH 43215
Phone (614) 228-4600 • Fax (614) 228-0297
For reservations across the nation
www.doubletree.com

Name & Address

Clafin, David
318 DORNEY PLAZA #1206
FINDLAY OH 45840
UNITED STATES OF AMERICA

Room 314/ND2S
Arrival Date 2/5/2019 10:19:00 PM
Departure Date 2/8/2019
Adult/Child 1/0
Room Rate 122.00
Rate Plan: CMC
HH #
AL:
Car:

Confirmation Number: 96026492

2/8/2019

Hilton

DATE	REFERENCE	DESCRIPTION	AMOUNT
2/5/2019	4867776	PARKING	\$25.00
2/5/2019	4867777	GUEST ROOM EXEMPT	\$122.00
2/5/2019	4867777	STATE TAX	\$9.15
2/6/2019	4868338	PARKING	\$25.00
2/6/2019	4868339	GUEST ROOM EXEMPT	\$122.00
2/6/2019	4868339	STATE TAX	\$9.15
2/7/2019	4869089	PARKING	\$25.00
2/7/2019	4869090	GUEST ROOM EXEMPT	\$122.00
2/7/2019	4869090	STATE TAX	\$9.15
2/8/2019	4869334	██████████	(\$468.45)
		BALANCE	\$0.00

David Clafin 2-11-19

David Clafin



ACCOUNT NO. ██████████

CARD MEMBER NAME
Clafin, David

ESTABLISHMENT NO. & LOCATION ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR PAYMENT

CARD MEMBER'S SIGNATURE
X

DATE OF CHARGE	FOLIO NO./CHECK NO.
2/8/2019	753983-A
AUTHORIZATION	INITIAL
051542	
PURCHASES & SERVICES	
TAXES	
TIPS & MISC.	
TOTAL AMOUNT	-468.45



PAYMENT DUE UPON RECEIPT

RETAILER AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND.

**CITY OF FINDLAY
CREDIT CARD USE TRANSACTION LOG
(FOR NON-TRAVEL USE)**

Transaction Date	Merchant Name	Item Description	Transaction Amount	Sales Tax Exempt?	PO number
3/2/2019	Pluralsight	1 yr subscription to online training site	299.00	Y	N/A
				Y/N	
				Y/N	
				Y/N	
				Y/N	

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenditures incurred by me on behalf the City of Findlay and that no payment has been received by me on account thereof.

CARDHOLDER PRINTED NAME:	Brent Schroeder	EMP #:	1995
CARDHOLDER SIGNATURE:		DATE:	3/8/2019
SUPERVISOR SIGNATURE:		DATE:	3/8/19

STAPLE ORIGINAL ITEMIZED RECEIPTS, PACKING SLIPS, OR OTHER DOCUMENTATION AND FORWARD TO AUDITOR'S OFFICE FOR PROCESSING. SUPERVISORS MUST ALSO SIGN INVOICES.

Receipt



PLURALSIGHT

Invoice Date: 03/02/2019
Invoice #: INV03877710
Payment Terms: Due Upon Receipt
Due Date: 03/02/2019

Account Number: A00298501
Account Name: Brent Schroeder
Account Currency: USD
Company:
VAT ID / TAX ID:

Paid To:
Pluralsight, LLC
182 N Union Ave #200
Farmington, UT 84025
United States

US Tax id: 20-1279619
VAT id: EU826020045
Australia GST: 3000 0927 2938
India GST: 9918USA29021OSD
SAC Code: 998433

Bill To:
Brent Schroeder
bschroeder@findlayohio.com
318 Dorney Plz Suite 312
Findlay
Ohio
45840
United States

Sold To:
Brent Schroeder
bschroeder@findlayohio.com
318 Dorney Plz Suite 312
Findlay
Ohio
45840
United States

Service Period	Subscription Details	Subtotal	Tax	TOTAL
03/02/2019-03/01/2020	Annual	\$299.00	\$0.00	\$299.00

Code:

Gross Amount: \$299.00
Discount: \$0.00
Subtotal: \$299.00
Tax*: \$0.00
Total: \$299.00
Invoice Balance: \$0.00

Transactions			
Transaction Date	Transaction Number	Transaction Type	Amount
03/02/2019	P-02794275	Payment	(\$299.00)

Terms & Conditions

Pluralsight Terms and Conditions are available to view at <https://www.pluralsight.com/terms>. Please direct all questions to AR@pluralsight.com.

* If sales tax was not collected on this invoice, you may owe use tax to your resident taxing authority based on total sales price shown above. Please consult your tax adviser.



The City of Findlay

Purchase Order

Fiscal Year 2019

Page: 1 of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order # **659**

TIN: 34-6400448

Vendor

FIFTH THIRD BANK
PO BOX 740523
CINCINNATI, OH 45274-0523

Bill To

FINDLAY MUNICIPAL COURT
318 DORNEY PLAZA
MUNICIPAL BUILDING ROOM 206
FINDLAY, OH 45840
Phone: 419-424-7143

Ship To

FINDLAY MUNICIPAL COURT
318 DORNEY PLAZA
MUNICIPAL BUILDING ROOM 206
FINDLAY, OH 45840
Phone: 419-424-7143

VENDOR PHONE NUMBER	VENDOR FAX NUMBER	REQUISITION NUMBER	DELIVERY REFERENCE
800-972-3030	513-534-0930	744	

P.O. DATE	VENDOR NUMBER	DATE REQUIRED	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION
01/15/2019	9505			MUNICIPAL COURT

NOTES

ITEM#	DESCRIPTION / PART #	QTY	UOM	UNIT PRICE	EXTENDED PRICE
1	MODIFIED: HOTEL ACCOMMODATIONS FOR CANDACE GRIFFITH ATTENDING CMP CLASSES. \$122/NIGHT, FEBRUARY 5, 6, 7, 2019. DOUBLETREE SUITES BY HILTON COLUMBUS DOWNTOWN. GL Account: 21006000 - 448102	1.0	EACH	\$400.00	\$400.00
				\$400.00	

GL SUMMARY	
21006000 - 448102	\$400.00

I hereby certified that the amount \$400.00 required to meet the contract, agreement, obligation, payment of expenditure, for the above has been lawfully appropriated or authorized or directed for such purpose and is in the City Treasury or in process of collection to the credit of the above listed Fund(s) free from any obligation or certification now outstanding.

By: Jim Horchowitz
City Auditor

AUDITORS COPY

PO Total \$400.00



TRAVEL REQUEST FORM

Please attach materials describing the event (agenda, brochure, hotel accomodations, etc.) to this travel form.

Employee Name: Candace Griffith Employee Dept: Municipal Court
 Date Leaving: 02/05/19 Today's Date: 12/26/18
 Date Returning: 02/08/19 Dates of Event: 02/06/19-02/08/19
 Event City: Columbus Event County: Franklin

Conference Name or Reason for Travel: CCM Class of 2021 Purposes & Responsibilities of Courts

Please describe any recreational or social events. If there is an extra charge for these events in addition to the seminar fees, the employee must pay for these.

Does travel require overnight stay? Yes/No If yes, name of hotel: Doubletree Suites by Hilton Columbus DT

Means of travel: City Vehicle Personal Vehicle Airplane Rental Car Other: _____

Projected Expenses:

(meal calculations on next sheet)

\$ 150.00 Registration Fee Tuition

Circle payment type and list vendor name

City Credit Card/Check: 21006000/ 448101

\$ 400.00 Expense Description: Overnight accomodations, 3 nights at \$122/night + taxes

Circle payment type and list vendor name

Reimbursement/ City Credit Card/Check: 21006000/448102

\$ 167.75 Expense Description: Meal per diem 2.75 days @ \$61/day.

Circle payment type and list vendor name

Reimbursement/ City Credit Card/Check: 21006000/448102

\$ 75.00 Expense Description: Parking fees \$25/day, 3 days

Circle payment type and list vendor name

Reimbursement/ City Credit Card/Check: 21006000/448102

\$ _____ Expense Description: _____

Circle payment type and list vendor name

Reimbursement/ City Credit Card/Check: _____

I have read the travel policy and this form and agree to its terms.

Candace Griffith

employee signature

[Signature]

employee's department supervisor signature

applicable signature of SSD, Mayor, or Other

TRAVEL REQUEST FORM CONTINUATION SHEET

MEALS CALCULATION WORKSHEET

Federal per diem basis, if applicable \$ 61

rates can be found at: <https://www.gsa.gov/portal/category/100120>

If the event sponsor or hotel provides meals at any time during the event, enter N/A in the appropriate box for that date.

Projected Meal Expenses:
(NOT to be purchased with City issued Credit Card)

	Breakfast (20%) (midnight-10am)	Lunch (30%) (10am-4pm)	Dinner (50%) (4pm-midnight)
Date: 02/06/19	\$61		
Date: 02/07/19	\$61		
Date: 02/08/19	\$45.75		
Date:			
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Date:			

\$ 61 Total Projected Meal Expense for Trip

REIMBURSEMENT TO EMPLOYEE WITH ITEMIZED RECEIPTS ONLY

THE SUPREME COURT *of* OHIO JUDICIAL COLLEGE

Course Information Sheet

Ohio Court Management Program, Module 1: Purposes and Responsibilities of Courts

Course: Purposes and Responsibilities of Courts, CCM Class of 2021

Schedule: February 6-8, 2019 (2.5 days)

Location: Thomas J. Moyer Ohio Judicial Center, 65 S. Front St., Columbus, OH 43215, room 101

Registration: We have automatically registered all Class of 2021 students for the *Purposes and Responsibilities of Courts* course; a confirmation email/invoice will be sent to you. If you do NOT plan to attend, please email Dot Keil at dot.keil@sc.ohio.gov to cancel. Tuition is \$150.00 which includes all course materials and certification fees to the National Center for State Courts.

Accommodations/Parking: DoubleTree Suites by Hilton Hotel Columbus Downtown, 50 S. Front St., Columbus, OH 43215, 614-228-4600 (telephone). **Make your reservation by January 7** to receive the Ohio Judicial College room rate of \$122 per night. Parking is \$25/day. Reservations must be made by phone. Request the "Court Mgmt Pro 21CCM" to receive the discounted rate.

Meals: Lunch is provided on Wednesday and Thursday of the course; breakfast and dinners are on your own. Hot and cold beverages will be provided throughout the course.

CLE: Approval has been requested from The Supreme Court of Ohio Commission on Continuing Legal Education for 15.50 general Continuing Legal Education credit hours.

Attendance Policy: Per the Institute for Court Management policy, course participants must be in attendance for the entire duration of the program each day in order to receive a certificate of completion. Absences in excess of 2 hours will make participants ineligible to receive certification. Participants with an excused absence of less than 2 hours will be allowed the opportunity to submit a makeup assignment for faculty approval.

For additional details about the course, see the following attachments:

- Driving Directions to the Supreme Court of Ohio
- Course Description and Faculty Biographies
- Course Agenda

THE SUPREME COURT *of* OHIO
JUDICIAL COLLEGE

Ohio Court Management Program
Purposes & Responsibilities of Courts
February 6-8, 2019 - Columbus

Course Agenda

Day 1 Wednesday, February 6, 2019

- 8:30-9:00 Welcome, Overview & Introductions
 - 9:00-10:15 Module 1: Rule of Law
 - 10:15-10:30 Break
 - 10:30-12:00 Module 1: Fundamental Principles & Doctrines
 - 12:00-12:45 Lunch
 - 12:45-1:30 Module 1: Federalism
 - 1:30-2:15 Module 2: Individual Rights & Due Process of Law
 - 2:15-2:30 Break
 - 2:30-3:30 Module 2: Due Process of Law
 - 3:30-4:15 Module 3: Roles & Responsibilities of Courts
-

Day 2 Thursday, February 7, 2019

- 8:30-9:30 Module 3: Roles & Responsibilities of Courts (cont.)
- 9:30-10:30 Module 4: Role of Court Management
- 10:30-10:45 Break
- 10:45-12:00 Module 4: Managing the Business of Courts
- 12:00-12:45 Lunch
- 12:45-2:15 Module 5: Addressing Challenges of the US Court System
- 2:15-2:30 Break
- 2:30-4:15 Module 5: The Great Debate

Day 3 Friday, February 8, 2019

- 8:30-9:30 Module 6: Public Perceptions
- 9:30-10:30 Module 6: Procedural Fairness & Access
- 10:30-10:45 Break
- 10:45-11:45 Module 6: Ethics
- 11:45-12:00 Conclusion, Evaluation, Certificates

[Handwritten Signature]

THE CHEESECAKE FACTORY
COLUMBUS

0395 TABLE 995 #Party 1
MAURICE S SvrCk: 41 18:54 02/07/19
TO GO SALES

1 Caramel Pecan TurtleCC 7.95

Sub Total: 7.95

02/07 18:54 **TOTAL:** 7.95

Gratuity Not Included

Suggested Gratuity:

22% 1.75

20% 1.59

18% 1.43

15% 1.19

[Handwritten Signature]

We'd love to hear about your visit!

www.ccfsurvey.com

Enter this code within 5 days:

0099-70051-03023

Join us for Brunch, Sat/Sun 10-2

For to-go orders, please visit
order.thecheesecakefactory.com

Tai's Asian Bistro

1285 W. Lane Ave
Columbus, OH 43221
(614)485-0016

Dine_In
Reprint 2

2/6/2019 05:26 PM

242

Server: Angeline Chung

1 One roll	4.50
California Roll	
Add Rolls	
 Spicy Salmon Roll	4.00
Add Rolls	
Alaska Roll	4.00
1 Kani Kama Salad	5.95
1 Soft Drink	1.75

Subtotal: 20.20
Tax: 1.52
Tips: 4.00
Total: 25.72

PAID Master

Thank You
Sushi - 614-947-0187

Angeline Chung
2-6-19

[Handwritten Signature]
7/11/19

BUY ONE GET ONE FREE QUARTER POUNDER
W/CHEESE OR EGG MCMUFFIN

Go to www.mcdvoice.com within 7 days
and tell us about your visit.

Validation Code: _____

Expires 30 days after receipt date.
Valid at participating US McDonald's.

Survey Code:

05308-13960-20819-12502-00064-7

McDonald's Restaurant #5308
1080 CHARLES LN
MARYSVILLE, OH 43040-9797
TEL# 937 644 9696

KS# 13 02/08/2019 12:50 PM
Side1 Order 96

1 M Coffee	1.29
1 Bottled Water	1.19
1 Sau Egg Ch McGriddle	3.99

Subtotal	6.47
Tax	0.00
Take-Out Total	6.47

Cashless	6.47
Change	0.00

MER# 465410
CARD ISSUER ACCOUNT#
MASTERCARD SALE [REDACTED]
TRANSACTION AMOUNT 6.47

CHIP READ
AUTHORIZATION CODE - 014699
SEQ# 094604
AID: A0000000041010

[Handwritten Signature]

JOIN OUR TEAM!
TEXT 'APPLY05308' to 36453
or
Apply ONLINE at mcdonalds.com/careers

bd's Mongolian Grill - #517
3977 Worth Ave.
Columbus, OH 43219
614-471-1000

124 JASON B

Tbl 81/1 Chk 5415 Gst 1
 5415--2
Station 8 Feb07'19 05:40PM

Closed Seat:2

1 One Bowl 14.99
1 Add Unlimited 3.00
Charge Tip 3.87

Mastercard 23.21

Food 17.99

Tax 1.35

Service Chrg 3.87

Payment 23.21

-----124 Check Closed 06:25PM-----

Tell us about your experience
and receive 20% OFF
your next bowl! Please visit
bdssurvey.smg.com in the next
3 days. You will be asked to
provide information from this
receipt. (Valid 30 days)

7-11-19
[Handwritten signature]



9999999999999999

Calhoun

For your convenience we are
providing the following
gratuity calculations:

10% is \$0.00
15% is \$0.00
20% is \$0.00



DOUBLETREE SUITES
BY HILTON™
COLUMBUS DOWNTOWN

50 South Front Street • Columbus, OH 43215
Phone (614) 228-4600 • Fax (614) 228-0297
For reservations across the nation
www.doubletree.com

Name & Address

Griffith, Candace
318 DORNEY PLAZA #1206
FINDLAY OH 45840
UNITED STATES OF AMERICA

Room 317/ND2S
Arrival Date 2/5/2019 10:21:00 PM
Departure Date 2/8/2019

Adult/Child 1/0
Room Rate 122.00

Rate Plan: CMC
HH #
AL:
Car:

Confirmation Number: 92356508

2/8/2019

Hilton

DATE	REFERENCE	DESCRIPTION	AMOUNT
2/5/2019	4867781	GUEST ROOM EXEMPT	\$122.00
2/5/2019	4867781	STATE TAX	\$9.15
2/6/2019	4868343	GUEST ROOM EXEMPT	\$122.00
2/6/2019	4868343	STATE TAX	\$9.15
2/7/2019	4869094	GUEST ROOM EXEMPT	\$122.00
2/7/2019	4869094	STATE TAX	\$9.15
2/8/2019	4869333	REF=0000753984-01138165 CHIP 05 Application Label: MASTERCARD TC: A22D3B28026725C4 TVR: 0000248000 **BALANCE**	(\$393.45)
			\$0.00

[Handwritten Signature]
2-11-19

- WALDORF ASTORIA HOTELS & RESORTS
- CONRAD HOTELS & RESORTS
- canopy BY HILTON
- Hilton HOTELS & RESORTS
- CURIO A COLLECTION BY HILTON
- DOUBLETREE BY HILTON
- TAPESTRY COLLECTION BY HILTON
- EMBASSY SUITES BY HILTON
- Hilton Garden Inn

ACCOUNT NO. [REDACTED]

CARD MEMBER NAME Griffith, Candace *[Handwritten Signature]*

ESTABLISHMENT NO. & LOCATION ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR PAYMENT

CARD MEMBER'S SIGNATURE **X**

DATE OF CHARGE	FOLIO NO./CHECK NO.
2/8/2019	753984 A
AUTHORIZATION 050663	INITIAL
PURCHASES & SERVICES	
TAXES	
TIPS & MISC.	
TOTAL AMOUNT	393.45

- Hampton BY HILTON
- tru BY HILTON
- HOMEWOOD SUITES BY HILTON
- HOME2 SUITES BY HILTON
- Hilton Grand Vacations

Hilton HONORS

PAYMENT DUE UPON RECEIPT

ERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND.



HAMPTON INN & SUITES COLUMBUS/UNIVERSITY
 AREA
 3160 OLENTANGY RIVER ROAD
 COLUMBUS, OH 43202
 United States of America
 TELEPHONE 614-268-8700 • FAX 614-268-8701
 Reservations
 www.hilton.com or 1 800 HILTONS

Phillips, Jason
 110 NORTH BLANCHARD STREET
 FINDLAY OH 45840
 UNITED STATES OF AMERICA

Room No: 321/NKJZ
 Arrival Date: 2/28/2019 2:50:00 PM
 Departure Date: 3/1/2019 12:16:00 PM
 Adult/Child: 1/0
 Cashier ID: ACOOK30
 Room Rate: 226.00
 AL:
 HH #
 VAT #
 Folio No/Che 171500 A

Confirmation Number: 96189413

HAMPTON INN & SUITES COLUMBUS/UNIVERSITY AREA 3/1/2019 12:16:00 PM

DATE	REF NO	DESCRIPTION	CHARGES
2/28/2019	498108	GUEST ROOM EXEMPT	\$226.00
3/1/2019	498305		(\$226.00)
BALANCE			\$0.00

EXPENSE REPORT SUMMARY

	2/28/2019	STAY TOTAL
ROOM AND TAX	\$226.00	\$226.00
DAILY TOTAL	\$226.00	\$226.00

CREDIT CARD DETAIL

APPR CODE	036640	MERCHANT ID	497214710889
CARD NUMBER		EXP DATE	03/21
TRANSACTION ID	498305	TRANS TYPE	Sale



The City of Findlay

Purchase Order

Fiscal Year 2019

Page: 1 of: 1

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order # **1103**

TIN: 34-6400448

Vendor

FIFTH THIRD BANK
PO BOX 740523
CINCINNATI, OH 45274-0523

Bill To

FINDLAY WATER TREATMENT
110 NORTH BLANCHARD STREET
FINDLAY, OH 45840
Phone: 419-424-7193

Ship To

FINDLAY WATER TREATMENT
110 NORTH BLANCHARD STREET
FINDLAY, OH 45840
Phone: 419-424-7193

VENDOR PHONE NUMBER	VENDOR FAX NUMBER	REQUISITION NUMBER	DELIVERY REFERENCE
800-972-3030	513-534-0930	1272	

P.O. DATE	VENDOR NUMBER	DATE REQUIRED	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION
02/26/2019	9505			WATER TREATMENT

NOTES

ITEM#	DESCRIPTION / PART #	QTY	UOM	UNIT PRICE	EXTENDED PRICE
1	LODGING FOR JASON PHILLIPS ON 2/28/19 WHILE ATTENDING TRAINING AND BOARD MEETINGS FOR OAWWA IN COLUMBUS, OHIO par par HAMPTON INN AND SUITES COLUMBUS/UNIVERSITY AREA par 3160 OLENTANGY RIVER ROAD par COLUMBUS, OH 43202	1.0	EACH	\$150.00	\$150.00
	GL Account: 25050000 - 448102			\$150.00	

GL SUMMARY	
25050000 - 448102	\$150.00

I hereby certified that the amount \$150.00 required to meet the contract, agreement, obligation, payment of expenditure, for above has been lawfully appropriated or authorized or directed for such purpose and is in the City Treasury or in process of collection to the credit of the above listed Fund(s) free from any obligation or certification now outstanding.

By: Jim Staschinski
City Auditor

AUDITORS COPY

PO Total \$150.00



TRAVEL REQUEST FORM

Please attach materials describing the event (agenda, brochure, hotel accomodations, etc.) to this travel form.

Employee Name: JASON PHILLIPS Employee Dept: WTP
 Date Leaving: 2/28/19 Today's Date: 2/25/19
 Date Returning: 3/1/19 Dates of Event: 2/28/19 & 3/1/19
 Event City: COLUMBUS OH Event County: FRANKLIN
 Conference Name or Reason for Travel: OHIO SECTION AWWA BOARD MEETINGS + TRAINING

Please describe any recreational or social events. If there is an extra charge for these events in addition to the seminar fees, the employee must pay for these.

N/A

Does travel require overnight stay? Yes No If yes, name of hotel: HAMPTON INN COLUMBUS/UNIV. AREA

Means of travel: City Vehicle Personal Vehicle Airplane Rental Car Other: _____

Projected Expenses:

(meal calculations on next sheet)

\$ _____ Registration Fee N/A
 Circle payment type and list vendor name
 City Credit Card/Check: _____

\$ 150.00 Expense Description: LODGING
 Circle payment type and list vendor name
 Reimbursement/City Credit Card/Check: _____

\$ _____ Expense Description: _____
 Circle payment type and list vendor name
 Reimbursement/City Credit Card/Check: _____

\$ _____ Expense Description: _____
 Circle payment type and list vendor name
 Reimbursement/City Credit Card/Check: _____

\$ _____ Expense Description: _____
 Circle payment type and list vendor name
 Reimbursement/City Credit Card/Check: _____

I have read the travel policy and this form and agree to its terms. Jason Phillips
employee signature

Jason Phillips employee's department supervisor signature [Signature] applicable signature of SSD, Mayor, or Other

TRAVEL REQUEST FORM CONTINUATION SHEET

MEALS CALCULATION WORKSHEET

Federal per diem basis, if applicable \$ 61.00

rates can be found at: <https://www.gsa.gov/portal/category/100120>

If the event sponsor or hotel provides meals at any time during the event, enter N/A in the appropriate box for that date.

Projected Meal Expenses:

(NOT to be purchased with City issued Credit Card)

	^{25%} Breakfast (20%) (midnight-10am)	^{25%} Lunch (30%) (10am-4pm)	Dinner (50%) (4pm-midnight)
Date: <u>3/1/19</u>	<u>15.25</u>		
Date:			
Date:			
Date:			
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Date:			
Date:			
Date:			

\$ 15.25 Total Projected Meal Expense for Trip
REIMBURSEMENT TO EMPLOYEE WITH ITEMIZED RECEIPTS ONLY



Cambria Suites (OH598)

35600 Detroit Road
Avon, OH 44011
(440) 695-1270
GM.OH598@choicehotels.com

Account: 620998765

Date: 2/7/19

Room: 328 SGM

Arrival Date: 12/9/18

Departure Date: 12/12/18

Check In Time: 12/9/18 8:01 PM

Check Out Time: 12/12/18 7:41 AM

Rewards Program ID: GP-IXE7120

You were checked out by: ddaile

You were checked in by: ahite

Total Balance Due: 0.00

Government
EDINGER, IAN

Post Date	Description	Comment	Amount
12/8/18	Master Card		(302.04)
12/9/18	Room Charge	#328 EDINGER, IAN	84.15
12/9/18	State Tax		5.68
12/9/18	City / County Tax		2.52
12/9/18	Occupancy Tax		5.05
12/10/18	Room Charge	#328 EDINGER, IAN	84.15
12/10/18	State Tax		5.68
12/10/18	City / County Tax		2.52
12/10/18	Occupancy Tax		5.05
12/11/18	Room Charge	#328 EDINGER, IAN	92.65
12/11/18	State Tax		6.25
12/11/18	City / County Tax		2.78
12/11/18	Occupancy Tax		5.56
2/7/19	State Tax	tax exmpt 34-6400448	(5.68)
2/7/19	State Tax	tax exmpt 34-6400448	(5.68)
2/7/19	State Tax	tax exmpt 34-6400448	(6.25)
2/7/19	Master Card		17.61
		XXXXXXXXXXXX3849	

Folio Summary 12/8/18 - 2/7/19

Room Charge	260.95
State Tax	0.00
City / County Tax	7.82
Occupancy Tax	15.66
Master Card	(284.43)

Balance Due: 0.00

RECEIVED

FEB 07 2019

AUDITOR

CAMBRIA hotels

Cambria Suites (OH598)

35600 Detroit Road
Avon, OH 44011
(440) 695-1270
GM.OH598@choicehotels.com

Account: 620998765

Date: 12/12/18

Room: 328 SGM

Arrival Date: 12/9/18

Departure Date: 12/12/18

Check In Time: 12/9/18 8:01 PM

Check Out Time: 12/12/18 7:41 AM

Rewards Program ID: GP-IXE7120

You were checked out by: ddaile

You were checked in by: awhite

Total Balance Due: 0.00

Government
EDINGER, IAN

Post Date	Description	Comment	Amount
12/8/18	Master Card		(302.04)
12/9/18	Room Charge	#328 EDINGER, IAN	84.15
12/9/18	State Tax		5.68
12/9/18	City / County Tax		2.52
12/9/18	Occupancy Tax		5.05
12/10/18	Room Charge	#328 EDINGER, IAN	84.15
12/10/18	State Tax		5.68
12/10/18	City / County Tax		2.52
12/10/18	Occupancy Tax		5.05
12/11/18	Room Charge	#328 EDINGER, IAN	92.65
12/11/18	State Tax		6.25
12/11/18	City / County Tax		2.78
12/11/18	Occupancy Tax		5.56

Folio Summary 12/8/18 - 12/12/18

Room Charge	260.95
State Tax	17.61
City / County Tax	7.82
Occupancy Tax	15.66
Master Card	(302.04)

Balance Due: 0.00

This rate is eligible for partner rewards. If this rate is changed, you may no longer be entitled to Choice Privileges points.

x 
CHOICE
privileges.
REWARDS

Congratulations. You are earning Choice Privileges Points for this stay.

PAID

RECEIVED
DEC 17 2018
AUDITOR

12/17/2018
4159@

**CITY OF FINDLAY
EXPENSE STATEMENT AND REQUEST FOR REIMBURSEMENT**

(This is to be completed after travel and submitted with original receipts)

NAME: Ian Edinger

DEPT: Police

PURPOSE OF TRAVEL: Training

LODGING				MEALS			
Date	Vendor	CITY MC	CASH	Date	Vendor	CITY MC	CASH
12/9-12/12/18	Cambria Suites	\$302.04					
TOTAL LODGING		302.04	0.00	TOTAL MEALS		\$0.00	\$0.00

OTHER EXPENSES				Date	MILEAGE		
tolls, parking etc.							
Date	Vendor	CITY MC	CASH		Ending Odometer Reading		
					Beginning Odometer Reading		
					Total Miles		0
					Multiply by Reimbursement Rate		0.545
TOTAL		\$0.00	\$0.00		TOTAL MILEAGE COST		\$0.00
AIRFARE							
				Origin/Destination	CITY MC	CASH	
TOTAL		\$0.00	\$0.00	TOTAL AIRFARE		\$0.00	\$0.00

EMPLOYEE SIGNATURE <i>Ian Edinger #530</i>	TOTAL EXPENSES	\$302.04
DEPT SUPERVISOR SIGNATURE <i>[Signature]</i>	LESS CHARGES BILLED DIRECT TO CITY	\$302.04
<i>12/17/18</i>	TOTAL REIMBURSEMENT TO EMPLOYEE	\$0.00

ONE SIGNED ORIGINAL TO BE SUBMITTED WITH EMPLOYEE REIMBURSEMENT.

ONE SIGNED COPY TO BE SUBMITTED TO AUDITOR'S OFFICE WITH CREDIT CARD RECEIPTS.

**RECEIVED
DEC 17 2018
AUDITOR**

12/17/2018

The City of Findlay MasterCard was charged on 12/8/2018 for an amount of \$302.04 for my stay at the Cambria Suites (Avon, OH) from 12/9/2018-12/12/2018. The credit card was charged the day before I arrived because I forgot to check out the credit card from the Auditor's office and was unable to get it checked out before I went to Avon for training. The hotel was able to charge the card for my stay without having the physical card presented when I checked in.

Ofcr. Ian Edinger #530

Ofcr. I Edinger #530

PAID

RECEIVED

DEC 17 2018

AUDITOR



The City of Findlay

Purchase Order

Fiscal Year 2018

Page: 1 of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order # **4159**

TIN: 34-6400448

Vendor

FIFTH THIRD BANK
PO BOX 740523
CINCINNATI, OH 45274-0523

Bill To

FINDLAY POLICE
ADMINISTRATION
318 DORNEY PLAZA
MUNICIPAL BUILDING ROOM 116
FINDLAY, OH 45840
Phone: 419-424-7194

Ship To

FINDLAY POLICE
ADMINISTRATION
318 DORNEY PLAZA
MUNICIPAL BUILDING ROOM 116
FINDLAY, OH 45840
Phone: 419-424-7194

VENDOR PHONE NUMBER	VENDOR FAX NUMBER	REQUISITION NUMBER	DELIVERY REFERENCE
800-972-3030	513-534-0930	4665	

P.O. DATE	VENDOR NUMBER	DATE REQUIRED	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION
10/31/2018	9505			POLICE DEPARTMENT

NOTES

ITEM#	DESCRIPTION / PART #	QTY	UOM	UNIT PRICE	EXTENDED PRICE
1	LODGING FOR OFFICER IAN EDINGER WHILE ATTENDING STREET CRIMES TRAINING IN LORAIN OH 12/10/18 THRU 12/12/18 GL Account: 21012000 - 448102	1.0	EACH	\$353.10	\$353.10

GL SUMMARY	
21012000 - 448102	\$353.10

PAID

I hereby certified that the amount \$353.10 required to meet the contract, agreement, obligation, payment of expenditure, for above has been lawfully appropriated or authorized or directed for such purpose and is in the City Treasury or in process of collection to the credit of the above listed Fund(s) free from any obligation or certification now outstanding.

By: *Jim Alaschinski*
City Auditor

AUDITORS COPY

PO Total \$353.10



TRAVEL REQUEST FORM

Please attach materials describing the event (agenda, brochure, hotel accomodations, etc.) to this travel form.

Employee Name: IAN P. EDINGER 530 Employee Dept: POLICE
 Date Leaving: DECEMBER 9, 2018 Today's Date: OCTOBER 23, 2018
 Date Returning: DECEMBER 12, 2018 Dates of Event: DECEMBER 10-12, 2018
 Event City: LORAIN, OH Event County: _____

Conference Name or Reason for Travel: ATTEND STREET CRIMES TRAINING

Please describe any recreational or social events. If there is an extra charge for these events in addition to the seminar fees, the employee must pay for these.

N/A

Does travel require overnight stay? No If yes, name of hotel: CAMBRIA HOTEL, Avon, OH

Means of travel: City Vehicle Personal Vehicle Airplane Rental Car Other: _____

Projected Expenses:
(meal calculations on next sheet)

\$ 399.00 Registration Fee STREET CRIMES - PAT McCARTHY PRODUCTIONS, Inc
 Circle payment type and list vendor name
 City Credit Card/Check:

\$ 353.10 Expense Description: FIFTH THIRD BANK HOTEL FOR THREE NIGHT
 Circle payment type and list vendor name
 Reimbursement/City Credit Card/Check: DEL. 9-11, AT \$110.00 A NIGHT PLUS 7% (\$7.70) BED TAX AND

\$ _____ Expense Description: _____
 Circle payment type and list vendor name
 Reimbursement/City Credit Card/Check: _____

\$ _____ Expense Description: _____
 Circle payment type and list vendor name
 Reimbursement/City Credit Card/Check: _____

\$ _____ Expense Description: _____
 Circle payment type and list vendor name
 Reimbursement/City Credit Card/Check: _____

I have read the travel policy and this form and agree to its terms. IAN P. EDINGER #530
employee signature

[Signature]
employee's department supervisor signature

[Signature]
applicable signature of SSD, Mayor, or Other

TRAVEL REQUEST FORM CONTINUATION SHEET

MEALS CALCULATION WORKSHEET

Federal per diem basis, if applicable \$ 55.⁰⁰

rates can be found at: <https://www.gsa.gov/portal/category/100120>

If the event sponsor or hotel provides meals at any time during the event, enter N/A in the appropriate box for that date.

Projected Meal Expenses:
(NOT to be purchased with City issued Credit Card)

	Breakfast (25%) (midnight-10am)	Lunch (25%) (10am-4pm)	Dinner (50%) (4pm-midnight)
Date: <u>December 9, 2018</u>	<u>—</u>	<u>—</u>	<u>—</u>
Date: <u>December 10, 2018</u>	<u>PROVIDED</u>	<u>\$ 13.75</u>	<u>\$ 27.50</u>
Date: <u>December 11, 2018</u>	<u>PROVIDED</u>	<u>\$ 13.75</u>	<u>\$ 27.50</u>
Date: <u>December 12, 2018</u>	<u>PROVIDED</u>	<u>\$ 13.75</u>	<u>—</u>
Date:			
Date:			
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Date:			

\$ 96.²⁵ Total Projected Meal Expense for Trip
REIMBURSEMENT TO EMPLOYEE WITH ITEMIZED RECEIPTS ONLY

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

March 14, 2019

City of Findlay
City Auditor Staschiak
318 Dorney Plaza
Findlay, OH 45840

Re: credit card detail

Dear Auditor Staschiak,

We, the Council of the City of Findlay, Ohio do hereby state that we have reviewed the credit card account detail included with your letter to City Council dated March 12, 2019.

The Presiding Officer of the legislative authority of the City of Findlay, Ohio does hereby attest that said credit card transaction detail was reviewed by the legislative authority.

Presiding Officer

Office of the Mayor

Christina M. Muryn

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

March 14, 2019

RE: Grants for 2019 Airport Event

Dear Council Members:

The Findlay Airport has been awarded two (2) grants from the Hancock County Convention & Visitors Bureau Operating Board. These grants will be used to help support the Findlay Air Expo & Car Show that is scheduled to occur on Saturday, June 8th. At this time, an appropriation is needed so that the grant funds can be placed into the Airport Fund.

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

FROM:	Airport	
	Visit Findlay (CVB) – Co Op Advertising Grant	\$1,500
	Visit Findlay (CVB) – Tourism Development Grant	\$6,000
TO:	Airport Fund 25010000 – Other	\$7,500

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

Sincerely,

Brian A Thomas

Brian Thomas
Service Director/Acting City Engineer

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

Office of the Mayor

Christina M. Muryn

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

March 14, 2019

RE: Annual Street Resurfacing/Curb Repairs 2019
Project No. 32890300

Dear Council Members:

By authorization of Ordinance No. 2019-003, a bid opening was held for the above-referenced project on February 21, 2019. Bids were received from three (3) potential contractors with bid amounts ranging from \$644,490.85 to \$705,989.45. The lowest and best bid was received from M&B Asphalt Company from Tiffin, Ohio.

This project is included in the 2019 Capital Improvements Plan. The total for the total project (concrete and asphalt) is \$1,372,230.10 which is a little higher than the \$1,250,000 that was included in the Capital Improvement Plan. There were two (2) streets that due to weather conditions did not end up being paved last year. We rebid those streets this year so that we could get better pricing due to the increased volume of work. Since the money has already been appropriated into last year's project, I am asking that those funds be transferred to this years project of offset part of the amount that is currently needed. Previously, an amount of \$755,000 was appropriated to the project for design/startup and for the concrete portion of the project. At this time, an appropriation for construction, inspection and a contingency is needed to complete the project.

This is the last project that I am asking to use funds from the General Fund instead of the Capital Fund. This will bring the total request from the General Fund to \$1,750,000 which is approximately the amount that I had previously requested be transferred from the General Fund to the Capital Fund.

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

FROM:	General Fund	\$450,000
FROM:	Annual Street Resurfacing/Curb Repairs 2018, Project No. 32880100	\$200,000
TO:	Annual Street Resurfacing/Curb Repairs 2019, Project No. 32890300	\$650,000

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

Sincerely,

Brian A Thomas

Brian Thomas
Service Director/Acting City Engineer

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



Office of the Mayor

Christina M. Muryn

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

March 14, 2019

RE: ODOT Aviation Grant Airport Beacon and Windcone
Project No. 35284600

Dear Council Members:

By authorization of Ordinance No. 2018-043, a bid opening was held for the above-referenced project on February 21, 2019. Bids were received from one (1) potential contractor with bid amount of \$101,182.50. There were also three (3) alternates bid for the project. The pricing for the Alternate 1 was \$20,242.50, Alternate 2 was \$36,142.50 and Alternate 3 was \$11,550. The lowest and best bid was received from J. Ranck Electric, Inc of Mt. Pleasant, Michigan.

This project is included in the 2019 Capital Improvements Plan. The Airport would like to accept the base bid, Alternate 2 and Alternate 3 which would bring the total project cost to \$148,875 which is less than the amount estimated in the Capital Improvement Plan.

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

FROM:	Airport ODOT FY19 Aviation Grant	\$84,000
FROM:	CIT Fund – Capital Improvements Restricted Account	\$65,000
TO:	ODOT Aviation Grant Airport Beacon and Windcone Project No. 35284600	\$149,000

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

Sincerely,

Brian A Thomas

Brian Thomas
Service Director/Acting City Engineer

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

TRAFFIC COMMISSION

City of Findlay
February 19, 2019

MINUTES

ATTENDANCE:

MEMBERS PRESENT: Service Director/Acting City Engineer Brian Thomas, Fire Chief Josh Eberle, Police Chief John Dunbar, Councilman Jim Slough.

STAFF PRESENT: Matt Stoffel, Public Works Superintendent; Tom DeMuth Traffic Signal Supervisor; Kathy Launder, City Clerk.

GUESTS PRESENT: Treece
Councilman Grant Russel, Councilwoman Holly Frische.

OLD BUSINESS

1. Request of Michael Chiarelli, Kan Du Group located at 17728 County Road 99, Findlay, for a traffic signal facing north at Speedway Drive to allow motorists to safely be able to turn left (east) from their facility as well as Flashover Sports.

4/16/2018

Chiarelli stated that the Kan Du Group is the former Blanchard Valley Industries and moved to a County Road 99 location. It serves adults with disabilities. There will be 45-50 adults on location at a time. There is a concern of the safety of turning left out of the drive onto CR 99. A traffic signal would allow a safer turn. The entrance to the facility will be moved to line up with the existing traffic signal.

Schmelzer stated that usually the organization requesting an additional traffic signal would be responsible for the cost to purchase and install the signal. There may be grants or government funds available to cover the cost. Having a traffic signal there may spark additional development. Cost to install a new signal would be approximately \$15,000 if have to purchase all equipment. Schmelzer stated that if the owner moves the drive the City would pay for the signal. Chiarelli stated that the owner is aware that they would have to move the entrance.

Motion to table request pending further discussion regarding combining the driveways, by Director Schmelzer, second by Councilman Slough. Motion passed 5-0.

8/20/2018

Schmelzer met with property owner. Doubt we will do anything there very soon. Keep on the agenda.

11/19/2018

No new information

2/19/2019

Motion to lift item from table, by Director Thomas, second by Councilman Slough. Motion passed 4-0.

Flashover Sports has closed so the traffic flow is considerably less. The back building is being used by Kan Du Group. Director Thomas recommends that in the interest of cleaning up the agenda that we deny the request, and Kan Du Group can bring the request back to the Traffic Commission in the future if needed.

Motion to deny request for a traffic signal facing north at Speedway Drive, by Director Thomas, second by Councilman Slough. Motion passed 4-0.

2. Request to consider removing traffic signal at Lake Cascades and Western Avenue.

9/17/2018

This item has been briefly discussed before. The traffic signal at the intersection of Western Avenue and Lake Cascades Parkway is failing. The cabinet and controller is also failing. Thomas stated that traffic counts did not meet warrant for traffic signal to remain. Engineering Department recommends to remove traffic signal and install stop signs on Lake Cascades Parkway. Western Avenue traffic will not stop. There are currently no sight issues. This may change if the southwest corner is developed. Chief Dunbar stated some concerns with the curve from Lake Cascades Parkway onto Western Avenue remaining a Yield. He proposes to eliminate the curve. Another suggestion was to replace the Yield with a Stop Sign. It is proposed to have Western Avenue as a thru street, have traffic on Lake Cascades Parkway stop at Western Avenue, keep yield sign at curve. Flash for two weeks on yellow for Western Avenue, red for Lake Cascades Parkway, then bag the traffic signals. If there are no concerns after this period, then come back for official determination of removing traffic signals. Motion to table and bring back to the Traffic Commission after review of the traffic pattern of the yield sign at the curve, by Chief Eberle, second by Councilman Slough. Motion passed 4-0.

10/15/2018

The traffic count in this area showed that there is not much traffic. Need to look at traffic that uses the right turn curve with the yield sign.

11/19/2018

No new information

2/19/2019

Motion to lift from table by Director Thomas, second by Chief Eberle. Motion passed 4-0.

Make more sense to leave the continuous turn with a yield. Chief Eberle looked same as merging on highway. Traffic count does not warrant a traffic signal.

Motion to remove traffic signal at Western Avenue and Lake Cascades Parkway, install stop sign on Lake Cascades Parkway at Western Avenue; Western Avenue would be a through street, keep yield sign at the continuous curve from Lake Cascades onto Western Avenue, by Chief Eberle, second by Councilman Slough. Motion passed 4-0.

3. Request of Councilwoman Holly Frische to look at the need for a traffic signal at the intersection of Deer Ridge Drive and East Melrose Avenue.

9/17/2018

Thomas stated that the last traffic count done was in 2015. The average daily total did not meet the warrant for a traffic signal. With the new apartments going in on the north side of Melrose Avenue, there will be an increase in traffic. Deer Ridge is a private drive. A new signal will cost approximately \$150,000. Recommend get current traffic counts after the apartments are built and occupied. Motion to table until traffic counts are obtained, by Chief Eberle, second by Councilman Slough. Motion passed 4-0.

11/19/2018

Traffic counters have not been placed yet.

2/19/2019

Motion to lift from table, by Director Thomas, second by Councilman Slough. Motion passed 4-0.

Director Thomas stated that we can't put stakes down for the traffic counters in the winter season and he wasn't able to get the traffic count done before winter. The drive into Deer Ridge and into the new housing development across Melrose will not line up.

Motion to have Engineering Department look at traffic counts when available and bring back to Traffic Commission for consideration, by Director Thomas, second by Councilman Slough. Motion passed 4-0.

NEW BUSINESS

1. Request of Holly Rucker, 1610 Autumn Drive, for a "No Outlet" sign on Autumn Drive at Cranberry East.

Autumn Drive is a dead end street. There should have been a temporary turn around built when the area was developed, which would have eliminated people turning around in Ms. Rucker's driveway.

Motion to approve request for a "No Outlet" sign on Autumn Drive at Cranberry East, by Chief Eberle, second by Councilman Slough. Motion passed 4-0.

2. Request of David Adams, AME Mason Church, to change the parking on the west side of Liberty Street from Lima Avenue to W. Lima Street to allow for parking on Saturday mornings.

AME Mason Church have made a request for several years through the event permit process to request parking be allowed on the west side of Liberty Street on Saturday mornings for their Saturday morning activities.

There is currently parking permitted on Sundays and holidays on the west side of Liberty Street.

Motion to change parking restriction on the west side of Liberty Street from Lima Avenue to W. Lima Street to allow parking on Saturdays as well as the current allowance of Sundays and holidays, by Councilman Slough, second by Director Thomas. Motion passed 4-0.

3. Request to revert East Crawford Street back to two-way traffic from Main Street to East Street.

Mast arms for traffic signals have been removed. It would cost approximately \$125,000 for whole intersection. Received letters from business owners on East Crawford Street opposed to reverting East Crawford Street back to two-way traffic. Councilman Russel stated that Downtown Findlay Improvement District (DFID) is very much opposed to reverting it back as well.

Motion to deny request to revert East Crawford Street back to two-way traffic from Main Street to East Street, by Chief Eberle, second by Councilman Slough. Motion passed 4-0.


4. Referral from City Council: Letter from Jack Winans, We Serve. Coffee, regarding a the 15 minute parking spaces on East Sandusky Street asking that they be evaluated in the future to determine their effectiveness.

Councilman Russel posted to Facebook about the new 15 minute parking spaces and mentioned We Serve. Coffee, not knowing that We Serve. Coffee was not in favor of the 15 minute spaces. There were some disparaging comments resulting from the post and Mr. Winans did not want to be associated with these disparaging comments which prompted his letter to City Council. Councilman Russel has since had conversations with Mr. Winans. He does not wish to revert the 15 minute parking spaces back to 2 hour parking spaces. He sees the benefit to some of the businesses, not necessarily his business. He is willing to give the spaces a try if it will assist in downtown parking. The point of his letter was not to request a change back. Councilman Russel requests that the Traffic Commission take no action on the letter, except to say that it was sent, received, and discussed. The business owners of Jack B's and Buggy Whip Bakery have been very positive and favorable. The residential tenants of the area are less satisfied. Everyone Councilman Russel speaks with requests enforcement of parking whether it is the 15 minute parking spaces or the 2 hour parking spaces.

Motion to take no action, by Director Thomas, second by Councilman Slough. Motion passed 4-0.

With no further business to discuss, the meeting adjourned. The next meeting of the City of Findlay Traffic Commission will be held on March 18, 2019, at 2:30 p.m. in the third floor conference room of the Municipal Building.

Respectfully submitted,



Kathy K. Launder
City Clerk

COMMITTEE REPORT

THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO

The **WATER AND SEWER COMMITTEE** to whom was referred a request to discuss waterline oversizing on CR 140.

We recommend *that council approves the cost of oversizing and use of zinc coated pipe. The cost not to exceed \$42935.00*

Aye Nay



Holly Frische, Chairman

LEGISLATION: _____


2nd
 Aye Nay



Dina Ostrander

DATED: March 13, 2019

1st
 Aye Nay



Tim Watson

COMMITTEE:
WATER & SEWER

COMMITTEE REPORT

THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO

The **WATER AND SEWER COMMITTEE** to whom was referred a request to discuss sewer issues on ~~Blue Bonnet~~
Bittersweet

We recommend

- Health Dept go out inspect all on Bittersweet - & additional Road on Septic
- continue DISCUSSION

Aye Nay ^{1st}

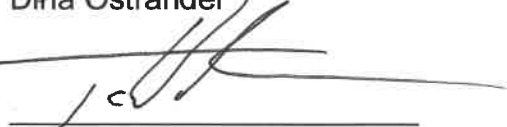
Holly Frische, Chairman

LEGISLATION: _____

Aye Nay

Dina Ostrander

DATED: March 13, 2019

Aye Nay ^{2nd}

Tim Watson

COMMITTEE:
WATER & SEWER

COMMITTEE REPORT

THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO

The **WATER AND SEWER COMMITTEE** to whom was referred a request to discuss water and sewer billing software upgrades.

We recommend

continue on April 2nd / 3rd @ 4:30
TBD

Aye Nay



Holly Frische, Chairman

LEGISLATION: _____

Aye Nay



Dina Ostrander

DATED: March 13, 2019

Aye Nay



Tim Watson

COMMITTEE:
WATER & SEWER

COMMITTEE REPORT

THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO

The **PLANNING & ZONING COMMITTEE** to whom was referred a request from James C. Koehler, II on behalf of KGD Properties, Ltd. to rezone the a vacant field on Technology Drive from C2 General Commercial to M2 Multiple Family, High Density.

We recommend *to approve as requested.*

PUBLIC HEARING:

Aye Nay *[Signature]* ~~John Harrington, Chairman~~
John Harrington, Chairman

Aye Nay ABSENT
Dennis Hellmann

Aye Nay *[Signature]* MOTION
Grant Russel

Aye Nay *[Signature]* SECOND
Tom Shindlecker

Aye Nay *[Signature]*
James Slough

PLANNING & ZONING COMMITTEE

LEGISLATION: _____

DATED: March 14, 2019

**FINDLAY CITY COUNCIL
CARRY-OVER LEGISLATION
MARCH 19, 2019**

ORDINANCE NO. 2019-014 (*replenish City's self-insurance fund*) requires three (3) readings
AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

third reading

ORDINANCE NO. 2019-015 (*2017 Ordinances & Resolution changes*) requires three (3) readings
AN ORDINANCE TO APPROVE CURRENT REPLACEMENT PAGES TO THE FINDLAY CODIFIED ORDINANCES, AND DECLARING AN EMERGENCY.

second reading

ORDINANCE NO. 2019-017 (*Capital Improvement appropriation*) requires three (3) readings
AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS, AND DECLARING AN EMERGENCY.

second reading

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

MARCH 19, 2019

THE FOLLOWING IS THE NEW LEGISLATION TO BE PRESENTED TO THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO, AT THE TUESDAY, MARCH 19, 2019 MEETING.

RESOLUTIONS

- 009-2019 A RESOLUTION COMMENDING CAPTAIN TIMOTHY HASSAN FOR THE EXCELLENCE OF HIS SERVICES TO THE CITY OF FINDLAY, OHIO.
- 010-2019 A RESOLUTION APPROVING THE EXPENDITURES MADE BY THE AUDITORS OFFICE ON THE ATTACHED LIST OF VOUCHERS WHICH EITHER EXCEED THE PURCHASE ORDER OR WERE INCURRED WITHOUT A PURCHASE ORDER EXCEEDING THE STATUTORY LIMIT OF THREE THOUSAND DOLLARS (\$3000.00) ALL IN ACCORDANCE WITH OHIO REVISED CODE 5705.41(D).

ORDINANCES

- 2019-018 AN ORDINANCE AMENDING CHAPTER 135.01 OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO.
- 2019-019 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 TECHNOLOGY DRIVE REZONE) WHICH PREVIOUSLY WAS ZONED "C2 GENERAL COMMERCIAL" TO "M2 MULTIPLE-FAMILY HIGH DENSITY".
- 2019-020 AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS, AND DECLARING AN EMERGENCY.
- 2019-021 AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS, AND DECLARING AN EMERGENCY.
- 2019-022 AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS, AND DECLARING AN EMERGENCY.
- 2019-023 AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS, AND DECLARING AN EMERGENCY.
- 2019-024 AN ORDINANCE ACCEPTING THE RIGHT-OF-WAY DEDICATION AS SHOWN ON THE BISHOP LANE, KRYSTAL RIDGE SUBDIVISION RIGHT-OF-WAY DEDICATION PLAT, AND DECLARING AN EMERGENCY.

RESOLUTION NO. 009-2019

A RESOLUTION COMMENDING CAPTAIN TIMOTHY HASSAN FOR THE EXCELLENCE OF HIS SERVICES TO THE CITY OF FINDLAY, OHIO.

WHEREAS, Tim Hassan, who served the City of Findlay, Ohio for thirty-four (34) years as a dedicated loyal employee, retired effective February 1, 2019. Tim began his career with the Findlay Fire Department as a Firefighter on August 19, 1984. He was promoted to Captain on February 29, 2004, a position he held until his retirement, and;

WHEREAS, Tim received a letter of commendation from former Mayor Iriti on June 8, 2005 for his participation in the City-wide Insurance Committee, and;

WHEREAS, Tim received a completion of certificate for Fire Fighter Journeyman from the State of Ohio on October 25, 1987, completed a forty (40) hour Safety Program provided by OSHA on February 03, 1989, completed a forty (40) hour course for Rope Rescue techniques at Bowling Green State University on September 20, 1991, completed a thirty-six (36) hour class on Arson Level II/Fire Arson Detection at the State Fire School on May 14, 1993, and renewed his EMT certification in 2000, and;

WHEREAS, Tim completed a forty (40) hour course for Company Officer Development II at the Ohio Fire Academy on December 17, 2004, completed an eighty (80) hour course for Company Officer Development at the Ohio Fire Academy on February 4, 2005, and completed thirty-six (36) hour course for Operations by the Letters MCTO:P,D,T at the Ohio Fire Academy on March 23, 2009, his Hazardous Materials/WMD Awareness and Operations certification on July 23, 2010, and his Certified Fire Inspection I certification also on July 23, 2010, all through the Ohio Fire Academy, and;

WHEREAS, Tim completed thirty-two (32) hours of study in Grain Facility Work and Rescue on August 20, 2015 and completed the CPR Instructor Program on January 25, 2016, as well as various other training, too numerous to mention, and;

WHEREAS, Tim was recognized through Resolution No. 034-2007 for his selfless dedication, devotion, and valiant efforts during the August 21, 2007 flash flood, and;

WHEREAS, Tim was a member of the Hancock County Sheriff's Office Dive team, and;

WHEREAS, during his thirty-four (34) years of service to the City of Findlay, Ohio, Tim has performed as an outstanding public servant in a loyal and dedicated manner to the citizens of the City of Findlay, Ohio through his responsibilities within the City of Findlay Fire Department.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Findlay, State of Ohio:

SECTION 1: That the said Timothy Hassan be and he is hereby commended for his long and loyal services to his City, and that this Council extends its best wishes to him upon his retirement from the City of Findlay, Ohio.

SECTION 2: This Resolution 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 _____

RESOLUTION NO. 010-2019

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

WHEREAS, Ohio Revised Code 5705.41(D) provides that if expenditures are incurred by a municipality without a purchase order, within thirty (30) days, the municipality must approve said expenditures.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Findlay, State of Ohio:

SECTION 1: That the expenditures set forth on the attached list identified as "Exhibit A" which are identified by the appropriate voucher on previously appropriated funds be and the same are hereby approved, all in accordance with Ohio Revised Code 5705.41(D)

SECTION 2: This Resolution 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 _____

VENDOR	VOUCHER	ACCOUNT	DEPARTMENT NAME	AMOUNT	REASON FOR EXPENSE	WHY
FCX PERFORMANCE INC	197068	25050000-441100	WATER TREATMENT	3,170.00	PCS ENGINEERING SERVICE FOR SCADA SERVICES	NO PURCHASE ORDER IN PLACE. 2018 PO# 1738 WAS CLOSED PRIOR TO RECEIVING BILL

ORDINANCE NO. 2019-018

AN ORDINANCE AMENDING CHAPTER 135.01 OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO.

WHEREAS, Council desires to amend Chapter 135.01 of the Codified Ordinances of the City of Findlay, Ohio so as to grant the Director of Public Safety (appointing authority) the ability to hire part-time certified firefighters from time to time to cover shortages in staffing, and helping the department to cut back on the need for overtime staffing.

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 Chapter 135.01 Classifications and Complements of the Codified Ordinances of the City of Findlay, Ohio which reads as follows:

135.01 CLASSIFICATIONS AND COMPLEMENTS.

The total complement of the Fire Department shall be up to a maximum of eighty (80) sworn firefighters and shall be classified as follows: one (1) Chief of Fire; one (1) Assistant Fire Chief, up to three (3) Captains; up to twelve (12) Lieutenants; and up to fifty-seven (57) firefighters; up to three (3) permanent firefighters shall be appointed by the Fire Chief as inspectors in the Fire Prevention Bureau. In addition to the authorized complement of up to fifty-seven (57) firefighters up to an additional six (6) firefighters can be hired to fill vacancies created by: upcoming retirements, military leave, and/or extended injury leave. Up to twenty (20) part-time certified firefighters may be employed from time to time subject to staffing needs as determined by the Director of Public Safety and/or the Chief of Fire.

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

135.01 CLASSIFICATIONS AND COMPLEMENTS.

The total complement of the Fire Department shall be up to a maximum of eighty (80) sworn firefighters and shall be classified as follows: one (1) Fire Chief; one (1) Assistant Fire Chief, up to three (3) Battalion Chiefs; up to twelve (12) Captains, and up to sixty-three (63) firefighters; up to three (3) permanent firefighters shall be appointed by the Fire Chief as inspectors in the Fire Prevention Bureau. In addition to the authorized complement up to an additional six (6) firefighters can be hired to fill vacancies created by: upcoming retirements, military leave, and/or extended sick leave. In addition to the authorized complement of promoted ranks of Assistant Chief, Battalion Chief, or Captain, additional promotions above the authorized complement may be conducted to fill vacancies created by: upcoming retirements, military leave, and/or extended sick leave.

SECTION 2: That this Ordinance shall be in full force and effect from and after the earliest period provided by law.

PRESIDENT OF COUNCIL

MAYOR

PASSED _____

ATTEST _____
CLERK OF COUNCIL

APPROVED _____

ORDINANCE NO. 2019-019

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 TECHNOLOGY DRIVE REZONE) WHICH PREVIOUSLY WAS ZONED "C2 GENERAL COMMERCIAL" TO "M2 MULTIPLE-FAMILY HIGH DENSITY".

BE IT ORDAINED by the Council of the City of Findlay, State of Ohio:

SECTION 1: That the following described property:

Situated in the City of Findlay, County of Hancock, State of Ohio, and being the Lot 1 in the Findlay Commerce Park North Subdivision of the City of Findlay, Ohio.

SECTION 2: That said property above described herein be and the same is hereby rezoned from C2 General Commercial to M2 Multiple-Family High Density.

SECTION 3: That from and after the effective date of this ordinance, said property above described herein shall be subject to M2 Multiple-Family High Density regulations.

SECTION 4: This Ordinance shall be in full force and effect from and after the earliest period provided by law.

PRESIDENT OF COUNCIL

MAYOR

PASSED _____

ATTEST _____
CLERK OF COUNCIL

APPROVED _____

ORDINANCE NO. 2019-020

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:	Water Fund	\$ 42,935.00
TO:	CR 140 Waterline Oversizing	\$ 42,935.00

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 waterline oversizing 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. 2019-021

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:	Airport Visit Findlay (CVB)	\$ 1,500.00
	– Co Op Advertising Grant	
FROM:	Airport Vist Findlay (CVB)	\$ 6,000.00
	- Tourism Development Grant	
TO:	Airport Fund #25010000-other	\$ 7,500.00

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 grant funds may be utilized.

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. 2019-022

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:	General Fund	\$ 450,000.00
FROM:	Annual Street Resurfacing/Curb Repairs 2018 <i>Project No. 32880100</i>	\$ 200,000.00
TO:	Annual Street Resurfacing/Curb Repairs 2019 <i>Project No. 32890300</i>	\$ 650,000.00

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. 2019-023

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:	Airport ODOT FY19 Aviation Grant	\$ 84,000.00
FROM:	CIT Fund	\$ 65,000.00
	– Capital Improvements Restricted Account	
TO:	ODOT Aviation Grant Airport Beacon and Windcone <i>Project No. 35284600</i>	\$ 149,000.00

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 grant funds may be utilized.

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. 2019-024

AN ORDINANCE ACCEPTING THE RIGHT-OF-WAY DEDICATION AS SHOWN ON THE BISHOP LANE, KRYSTAL RIDGE SUBDIVISION RIGHT-OF-WAY DEDICATION PLAT, AND DECLARING AN EMERGENCY.

WHEREAS, in accordance with the Ohio Revised Code of Ohio, right-of-way dedications plats as shown thereon are to be accepted and dedicated by City Council for public use.

NOW, THEREFORE BE IT ORDAINED by the Council of the City of Findlay, State of Ohio as follows:

SECTION 1: That the right-of-way dedication as shown on the "attached unexecuted" Bishop Lane right-of-way dedication plat be and is hereby accepted by this Council and is hereby dedicated to public use.

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 accept said right-of-way dedication plat for public use.

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

PRESIDENT OF COUNCIL

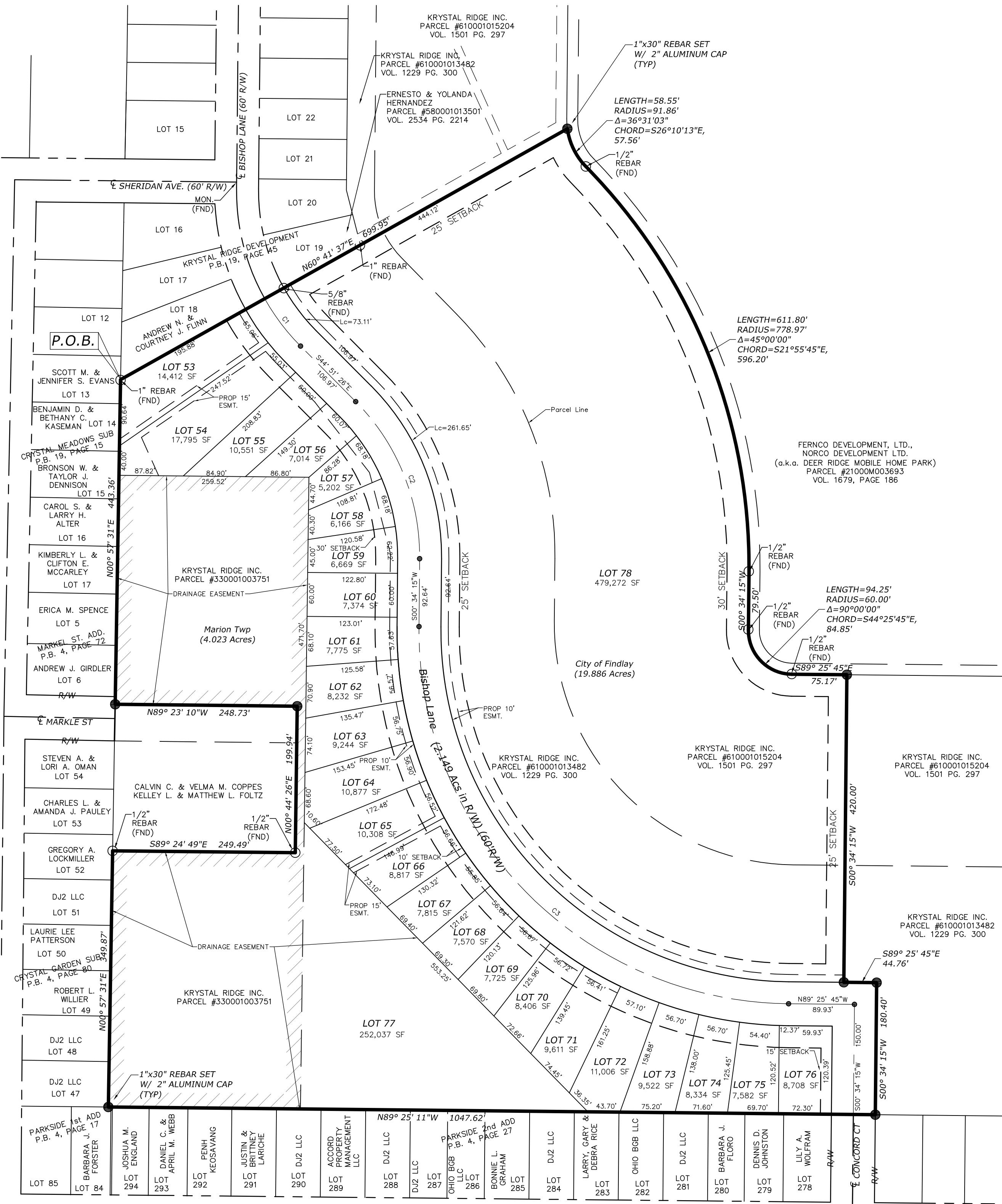
MAYOR

PASSED _____

ATTEST _____
CLERK OF COUNCIL

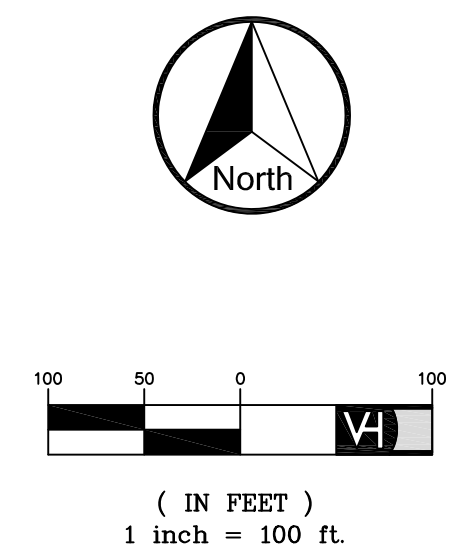
APPROVED _____

Final Subdivision Plat of
KRYSTAL RIDGE 2ND ADDITION
 BEING A PART OF THE NW 1/4 SECTION 8, T1N, R11E, CITY OF FINDLAY AND
 MARION TOWNSHIP, COUNTY OF HANCOCK, STATE OF OHIO.
 23.909 ACRES



PREPARED BY
**VAN HORN, HOOVER
 & ASSOCIATES, INC.**
 SURVEYING & ENGINEERING
 3200 N. MAIN ST.
 FINDLAY, OHIO 45840
 (419)423-5630
 EMAIL: info@VanHornHoover.com

DATE: FEBRUARY 14, 2019
 PREPARED FOR:
KRYSTAL RIDGE, INC.
 655 FOX RUN ROAD
 FINDLAY, OHIO 45840
 (419)423-6060



CURVE TABLE					
CURVE #	LENGTHS	RADIUS	BEARINGS	CHORD	DELTA
C1	81.25'	300.00'	S37°05'54"E	81.00'	15°31'04"
C2	237.86'	300.00'	S22°08'36"E	231.68'	45°25'42"
C3	801.11'	510.00'	S44°25'45"E	721.25'	90°00'00"

- = 1"x30" Rebar Set with 2" Aluminum Cap
- = Found PK Nail
- ▲ = Found RR Spike
- = Found Iron Pin

NOTE: All bearings are based on published Ohio North 3401 Zone State Plane Coordinate System using NGS Monument Designation WILSON (PID#AA7366) as the control point, and observed in June of 2003 using Trimble 4800 GPS Receivers with TSC1 Controller, Real Time Kinematic Method.