

**FINDLAY CITY COUNCIL MEETING MINUTES**

**REGULAR SESSION**

**JULY 16, 2019**

**COUNCIL CHAMBERS**

**PRESENT:** Frische, Harrington, Hellmann, Niemeyer, Ostrander, Russel, Shindledecker, Wobser

**ABSENT:** Slough, Watson

President of Council Monday opened the meeting with the Pledge of Allegiance and a moment of silence.

**ACCEPTANCE/CHANGES TO PREVIOUS CITY COUNCIL MEETING MINUTES:**

Councilman Harrington moved to accept the July 2, 2019 Regular Session City Council meeting minutes, Councilman Wobser seconded the motion. All were in favor. Motion carried. Filed.

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

Councilman Russel moved to excuse Councilman Slough and Councilman Watson from tonight's meeting. President of Council Monday replied that if there are no objections from Council, then they are excused. No objections given. Motion passed. Filed.

**PROCLAMATIONS:** none

**RECOGNITION/RETIREMENT RESOLUTIONS:** none

**PETITIONS:** none

**ORAL COMMUNICATIONS:** none

**WRITTEN COMMUNICATIONS:** none

**REPORTS OF MUNICIPAL OFFICERS AND MUNICIPAL DEPARTMENTS:**

**City Income Tax Monthly Collection Report – June 2019.** Filed.

**Precipitation and Reservoir levels report – second (2<sup>nd</sup>) quarter April-June 2019.**

Discussion:

Councilman Wobser asked if it is possible to have numbers on this report that show where they are at year-to-date versus last year. He is interested in seeing the usage amounts (how much water is being used). He would like to see if the amount is going up, down, or staying the same as years past.

Mayor Muryn replied that she will ask that department to do so. She asked what exactly he would like to see in this report.

Councilman Wobser replied year-to-date versus 2018 year-to-date, month-to-month (how does this month compare to the same month last year), historic look back, and water usage indicator (how we are doing as a City).

Mayor Muryn replied that can be done. Filed.

**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 June 30, 2019
- Financial Snapshot for General Fund as of June 30, 2019
- Open Projects Report as of June 30, 2019
- Cash & Investments as of June 30, 2019

Filed.

**Findlay Municipal Court Activities Report – June 2019.** Filed.

**Findlay Fire Department Activities Report – June 2019.** Filed.

**Service Director/Acting City Engineer Thomas – E. Bigelow Avenue Waterline Replacement Project #35790200**

By authorization of Ordinance No. 2019-003, a bid opening was held for this project on Jun 6, 2019. Bids were received from five (5) potential contractors with bid amounts ranging from \$225,927 to \$277,750. The lowest and best bid was received from R.A. Bores Excavating, Inc. of Monroeville, Ohio. This project is included in the 2019 Capital Improvements Plan. The total project cost is less than the estimate that was included in the Capital Improvements Plan. Previously, an amount of \$50,000 was appropriated to the project for design and startup. At this time, an appropriation for construction, inspection, and contingency is needed to complete the project. Legislation to appropriate funds is requested. Ordinance No. 2019-052 was created.

FROM: Water Fund	\$ 225,000.00
TO: E. Bigelow Avenue Waterline Replacement <i>Project #35790200</i>	\$ 225,000.00

Filed.

**Findlay Police Department Activities Report – June 2019.** Filed.

**Service Director/Acting City Engineer Thomas – Capital Improvement Appropriation for June Allocation**

This is a request to use the Capital Improvement allocation from June to finish out the traffic signal upgrades that are planned for this year. Legislation to appropriate and transfer funds for this capital expenditure is requested. Ordinance No. 2019-053 was created.

FROM: CIT Fund – Capital Improvements Restricted Account	\$ 150,000.00
TO: 2019 Traffic Signal Upgrades <i>#32890600</i>	\$ 150,000.00

Discussion:

Councilwoman Frische asked if this is requesting additional funds as she thought there was still \$115,000 available for this project. Service Director/Acting City Engineer Thomas replied the total for the entire project in the Capital Plan is around \$225,000. As the project went on, he has put additional funds in so that they could order equipment and other needed items with long lead times. This is the last part of it and will be using one hundred percent (100%) of what was in the Capital Plan. It is an additional amount on top of the \$115,000 or whatever amount was in there.

Councilman Russel asked if this should be passed tonight or if there is time for it to receive all three (3) readings. Service Director/Acting City Engineer Thomas replied it can receive all three (3) readings. Councilman Russel noted that he has an interest in this. After his mishap a few months ago when he was crossing the street, he had a gentleman suggest some improvements for downtown safety. During a former Traffic Commission meeting, this project was talked about and how it will help protect pedestrians when crossing the street from left-hand turns. Getting this project done in a timely manner is important to him and is important to those interested in downtown safety, especially to the citizen that approached him about it which is why he asked if it is passed tonight if the project will be completed sooner. Service Director/Acting City Engineer Thomas replied that is not exactly accurate. There currently are three (3) projects in the Capital Plan from last year that are to redo the signals at Main Street/Front Street, Main Street/Main Cross Street, and Main Street/Sandusky Street. The rest of the intersections are planned for in future years. This project is not for that. It is for other areas that have other needs. One intersection needs a new controller, another intersection needs replacement ped heads, so this project will not necessary get the downtown done any sooner. Filed.

**Service Director/Acting City Engineer Thomas – Howard Street Waterline Replacement Project #35791100**

By authorization of Ordinance No. 2018-103, the Engineering Department submitted a grant application for the Ohio Public Works Commission (OPWC) for this project. The project has been awarded the grant funding. This project is included in the 2019 Capital Improvements Plan. At this time, an appropriation of the grant funds into the project is needed. Legislation to appropriate funds is requested. Ordinance No. 2019-054 was created.

FROM: OPWC Grant	\$ 300,000.00
TO: Howard Street Waterline Replacement <i>Project #35791100</i>	\$ 300,000.00

Filed.

**City Planning Commission minutes – June 13, 2019.** Filed.

**Treasurer’s Reconciliation Report – June 2019.** Filed.

**City Auditor Staschiak – Revenue Estimates for FY2020**

Ohio defines a budgetary process which includes the requirement that municipalities prepare an annual tax budget by July 20, 2019. The County Budget Commission has not required the filing of a complete tax budget for many years and requires the City of Findlay only to provide the attached Estimated Revenues for submission to the Budget Commission for the next fiscal year. In order to meet the statutory requirements for the distribution of the local government money, this document should now be formally accepted by Council so it can then be filed with the County Auditor no later than July 20, 2019. A motion for acceptance of the revenue estimates will be needed. As required by statute, the Council Clerk has scheduled a public hearing before the meeting, notice of which must have been published ten (10) days before the hearing. The document has been available for public inspection in the City Auditor’s office since July 3, 2019.

Discussion:

Councilman Russel moved to have this letter be read into the record, seconded by Councilman Wobser. All were in favor. The Council Clerk read the letter in its entirety.

Councilman Harrington moved to accept these revenue estimates as presented, seconded by Councilman Hellmann. All were in favor. The report is accepted. Filed.

**Mayor Muryn – Board of Zoning Appeals appointment**

This letter will serve as my request for your confirmation of the following individuals to the respective Boards or Commissions:

CRA Housing Council

Wendy McCormick from Habitat

Term will expire on December 31, 2021

Does not require Council's confirmation

Records Commission

Joy Bennett, Hancock Historical Museum

Term is a lifetime appointment

Does not require Council's confirmation

Board of Zoning Appeals

David Russell, alternate – filling the unexpired term of George McAfee

Term will expire on December 31, 2020

Requires Council's confirmation

Councilman Harrington moved to accept David Russell to the Board of Zoning Appeals, seconded by Councilman Russel.

Discussion:

Councilman Russel noted that David Russell had served on the Board of Zoning Appeals for a long time and then was off for a period of time. He is pleased to see him back and able to be on the Board of Zoning Appeals. It is a big personal win for him.

All were in favor. Filed.

**COMMITTEE REPORTS:** none

**LEGISLATION:**

**RESOLUTIONS:** none

**ORDINANCES:**

**ORDINANCE NO. 2019-044** (*606 Howard St rezone*) **requires three (3) readings**

**third reading - adopted**

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 606 HOWARD STREET REZONE) WHICH PREVIOUSLY WAS ZONED "O1 INSTITUIONS AND OFFICES" TO R4 DUPLEX/TRIPLEX RESIDENTIAL.

Councilman Harrington moved to adopt the Ordinance, seconded by Councilman Shindledecker. Ayes: Frische, Harrington, Hellmann, Niemeyer, Ostrander, Russel, Shindledecker, Wobser. The Ordinance was declared adopted and is recorded in Ordinance Volume XXI, Page 2019-044 and is hereby made a part of the record.

**ORDINANCE NO. 2019-048** (*ODOT FY20 Resurfacing/HAN-CR-236-0.00*) **requires three (3) readings**

**second reading**

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

Second reading of the Ordinance.

**ORDINANCE NO. 2019-049** (*annual street resurfacing/curb repairs 2019*) **requires three (3) readings**

**second reading**

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

Second reading of the Ordinance.

**ORDINANCE NO. 2019-050** (*WPC UV replacement*) **requires three (3) reading**

**second reading**

AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

Second reading of the Ordinance.

**ORDINANCE NO. 2019-051** (*Utility Billing software*) **requires three (3) readings**

**second reading**

AN ORDINANCE AUTHORIZING THE DIRECTOR OF PUBLIC SERVICE OF THE CITY OF FINDLAY, OHIO, TO ENTER INTO A CONTRACT OR CONTRACTS WITH MUNI-LINK FOR THE UPDATING OF THE CITY OF FINDLAY'S UTILITY BILLING DEPARTMENT'S SOFTWARE, APPROPRIATING AND TRANSFERRING FUNDS, AND DECLARING AN EMERGENCY.

Second reading of the Ordinance.

**ORDINANCE NO. 2019-052** (*E. Bigelow Avenue Waterline Replacement Project*) **requires three (3) readings**  
**first reading**

AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

First reading of the Ordinance.

**ORDINANCE NO. 2019-053** (*Capital Improvement Appropriation for June Allocation*) **requires three (3) readings**  
**first reading**

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

First reading of the Ordinance.

**ORDINANCE NO. 2019-054** (*Howard St Waterline Replacement*) **requires three (3) readings**  
**first reading - adopted**

AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

Councilman Russel noted that this Ordinance is to move grant funds received from one account to another, so he moved to suspend the statutory rules and give the Ordinance its second and third readings, seconded by Councilman Wobser. Ayes: Harrington, Hellmann, Niemeyer, Ostrander, Russel, Shindledecker, Wobser, Frische. The Ordinance received its second and third readings. Councilman Russel moved to adopt the Ordinance, seconded by Councilman Wobser. Ayes: Hellmann, Niemeyer, Ostrander, Russel, Shindledecker, Wobser, Frische, Harrington. The Ordinance was declared adopted and is recorded in Ordinance Volume XXI, Page 2019-054 and is hereby made a part of the record.

**UNFINISHED BUSINESS:**

**OLD BUSINESS**

Mayor Muryn shared that over the last couple of weeks, she and the City Auditor have worked together to come up with a policy that they will be proposing to the Income Tax Board later this week or early next week on an estimated income tax payment waiver process. She looks forward to having some meaningful discussions on implementing a process if that policy and process continues. City Auditor Staschiak thanked Mayor Muryn for the opportunity to discuss it over the last few weeks. They have put a lot of time and effort into discussing not only audit comments, but have also developed a process that meets the concerns of the community and issues that were brought up over this last election year.

Mayor Muryn has received some questions about the downtown banners and the process that is currently used for them. They banners are up in three (3) month blocks, however, because of the increased demand from various organizations to have, she is looking at putting together new guidelines and policies being specific to a one-month period, with the option to request them for longer periods of time. It would give others more opportunities to utilize the banners downtown which is a good asset to the community. She will present the guidelines and policies to the Downtown Findlay Improvement District (DFID) which is the original organization that presented it for the downtown area.

Councilman Russel asked if anything will be done for banners on Main Street north of the river. Mayor Muryn replied that area is being looked at. There are a couple of areas where the banners are not being updated. It would be great to make sure that they are being switched out frequently to keep it fresh and clean.

Councilman Niemeyer asked for an update on the Health Department move. Safety Director Schmelzer replied that it was talked about at the accreditation meeting. He does not have a specific date for the move, but they have finalized plans and have finalized the purchase of the building. He is unsure if anything has gone out to bid, but expects that things will be moving forward.

#### **NEW BUSINESS**

Councilwoman Frische noted that American Electric Power (AEP) sent notification of a scheduled power outage. She asked what part of Findlay will be affected by it. Mayor Muryn replied she does not recall, but will research their post after tonight's Council meeting. Service Director/Acting City Engineer Thomas added that it is for the substation on Melrose. They did Phase 1 back in June. This is the second Phase. Councilwoman Frische asked what wards or what area of town services that station. Service Director/Acting City Engineer Thomas replied he does not know which wards it includes. He sent a line map over to the Mayor's Office for it to be posted. Some residents have received a pre-recorded message about it. Councilman Shindledecker noted that he lives at the corner of Main Street and Melrose Avenue. He received an automated call two (2) days ago indicating that the outage is expected to last from 3:00am to 3:30am on Wednesday, July 17, 2019.

Councilman Shindledecker informed Council that Joe Opperman passed away last week. He is unaware of any other private citizen who has devoted more time and effort to the City than Mr. Opperman. He was a long-time member of the City Planning Commission and one of the founders of the Hancock Historical Museum. He might have been described as a curmudgeon and probably would have been proud to be described that way. Not everyone agreed with Mr. Opperman all of the time, in fact, many agreed with him very seldom, but respected him. He worked hard. He used his past knowledge, did his homework, and did a wonderful job for the community.

Mayor Muryn noted that she has been receiving some emails on the upcoming back paths. She is putting together some graphics and information on them and will be scheduling a public meeting to obtain feedback on it. She believes everyone would agree that the goal is to make Findlay a rideable and walkabout community while keeping everyone safe and maintaining traffic appropriately. This is a newer project that was discussed last year. She will be discussing it with Council and the community as more information comes along. Any questions can be directed to her. If Councilmembers hear any comments from residents, let her know so she knows what their concerns are. Councilwoman Frische asked if a traffic study was done for this and what dollar amount of grants were received. Service Director/Acting City Engineer Thomas replied there was a study done. They looked at the entire corridor on Blanchard Street from Tiffin Avenue to Sixth Street. He has information in a binder on it in his office if anyone wants to review it. The City received ninety-five percent (95%) of Construction Funds for eligible items with TAP Funds up to one million two hundred thousand dollars (\$1,200,000) and up to ninety percent (90%) Safety Funds for eligible items up to one and a half million dollars (\$1,500,000). Total project funds are two million seven hundred thousand dollars (\$2,700,000).

Councilman Russel informed Council that the mid-year budget review meeting scheduled for Thursday, July 24, 2019 at 5:00 pm is being postponed until some time in August when more Councilmembers can attend. Once that date is scheduled, it will be announced.

President of Council Monday adjourned City Council at 7:20pm.

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CLERK OF COUNCIL

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COUNCIL PRESIDENT



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