

## FINDLAY CITY COUNCIL MEETING AGENDA

REGULAR SESSION

DECEMBER 17, 2019

COUNCIL CHAMBERS

### ROLL CALL of 2018-2019 Councilmembers

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

Acceptance or changes to the December 3, 2019 Regular Session City Council meeting minutes.

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

**PROCLAMATIONS:** none

**RECOGNITION/RETIREMENT RESOLUTIONS:** none

### PETITIONS:

#### **Alley vacation request – 1101 North Blanchard Street vacation**

Daniel Stone, Van Horn, Hoover & Associates, Inc. on behalf of Wendy McCormick, Executive Director of Habitat for Humanity is requesting to vacate a portion of North Blanchard Street right-of-way along the curve in the vicinity of Vincent Street and Central Avenue along lots 2509-2511 of the Strothers Addition. 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:

**Treasurer's Reconciliation Report** – November 30, 2019.

**Findlay Municipal Court Activities Report** – November 2019.

**City Income Tax Monthly Collection Report** – November 2019.

**Officer/Shareholders Disclosure Form from the Ohio Department of Commerce Division of Liquor Control** for Fort Findlay Enterprises Incorporated, dba Bistro On Main, located at 407 South Main Street, 1<sup>st</sup> Floor, Findlay, Ohio for a D2, D2X, D3 and D6 liquor permit. This requires a vote of Council.

John E. Dunbar, Chief of Police – Fort Findlay Enterprises Incorporated, dba Bistro On Main, located at 407 South Main Street, 1<sup>st</sup> Floor, Findlay, Ohio. A check of the records shows no criminal record on the following:

Benjamin C. Huston

Jordan M. Arnold

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

**Traffic Commission minutes** – November 18, 2019.

**Findlay Fire Department Activities Report – November 2019.**

**City Auditor Jim Staschiak – year-end items to transfer/appropriate**

The following accounts require an appropriation or a transfer for this budget year so that the City may remain in compliance with ORC and audit. It is important that the rules be suspended and the legislation for these transfer be passed at the December 17, 2019 City Council meeting in order to remain in compliance.

*Transfer Resolution:*

FROM:	Treasurer’s Office #21004000-other	\$	20.00
TO:	Treasurer’s Office #21004000-personal services	\$	20.00
FROM:	Human Resources #21018000-other	\$	50.00
TO:	Human Resources #21018000-personal services	\$	50.00
FROM:	General Expense #21010000-other	\$	50,000.00
TO:	Parks Department #21034000-personal services	\$	50,000.00
FROM:	General Expense #21010000-other	\$	14,000.00
TO:	Cemetery #21046000-personal services	\$	14,000.00
FROM:	WPC #25061000-other	\$	25,000.00
TO:	WPC #25061000-personal services	\$	25,000.00
FROM:	City Income Tax #27047000-personal services	\$	21,000.00
TO:	City Income Tax #27047000-other	\$	21,000.00

REASON: the transfers deal with moving already appropriated funds between the department’s personal services (wages and related benefits) and other (operational expenses) accounts to be able to finish the rest of the year. Legislation to transfer funds is requested. Resolution No. 026-2019 was created.

*Appropriation Ordinance*

FROM:	CR 236 TIF Fund	\$	38,828.01
TO:	CR 236 Widening Debt Service #23060310-other	\$	38,828.01
FROM:	CR 236 Widening Debt Service #23060310-other	\$	38,828.01
TO:	CIT – Capital Improvement Restricted Account	\$	38,828.01

REASON: the CR 236 debt payments were appropriated and paid initially by CIT Fund-Capital Improvements money for 2019. \$38,828.01 has been received in 2019 of TIF revenue to offset a portion of the 2019 debt payment. These appropriations allow the TIF Fund money to be used for the deb and reimburse Capital Improvements.

FROM:	County Permissive Fund	\$	365,619.99
TO:	CR 236 Widening Deb Service #23060310-other	\$	329,930.99
TO:	CR 236 Land Deb Service #23060210-other	\$	35,689.00
FROM:	CR 236 Widening Debt Service #23060310-other	\$	329,930.99
FROM:	CR 236 Land Debt Service #23060210-other	\$	35,689.00
TO:	CIT – Capital Improvements Restricted Account	\$	365,619.99

REASON: The CR 236 Debt payments were appropriated and paid initially by Capital Improvements money for 2019. \$365,619.99 of County Permissive Fund money to pay the 2019 debt payments as an allowable use of the money. These appropriations allow the County Permissive money to be used for the debt and reimburse Capital Improvements.

FROM:	Energy Bonds Series B #23056100	\$ 17,339.89	
TO:	CIT Fund – Capital Improvements Restricted Account		\$ 17,339.89
FROM:	Energy Bonds Series A #23056000	\$ 5.72	
TO:	CIT Fund – Capital Improvements Restricted Account		\$ 5.72

REASON: The City had to appropriate the entire amount of the interest payment for the Energy Bonds for the 2019 debt payments. However, the Series B bonds are federally subsidized and the City received a portion of the subsidy payment. Due to the federal mandated sequester, the City did not receive the entire subsidy. Also, the amount that was due on the Series A bonds ended up being less than was shown on the amortization schedule and was originally budgeted. These transactions return the fronted appropriation to CIT Fund – Capital Improvements Restricted Account.

FROM:	Special Assessments Sidewalks #28020000	\$ 317.61	
TO:	General Fund		\$ 317.61

REASON: In 2004, the City made the final debt payment on the 2003 Sidewalk Construction Program, however, there were several assessment deferments granted at that time in addition to several property owners that had chosen not to pay the assessment. Also, the City made the final debt payment on the 2010 Sidewalk Repair and New Construction projects in 2014. About half (1/2) of the assessed property owners chose not to pay this assessments. The City had to cover the costs of the debt payments with General Fund money and was to be reimbursed when the property owners finally made payment. The \$317.61 represents the amount of money that was received in 2019 for some of these properties. This money should now be returned to the General Fund. There are still a few outstanding assessments to be collected from these projects.

FROM:	Police Pension Fund	\$ 16,791.85	
TO:	Police Pension #27078000		\$ 16,791.85
FROM:	Fire Pension Fund	\$ 16,791.85	
TO:	Fire Pension #27079000		\$ 16,791.85

REASON: A portion of the amount received from the assorted property taxes from the County tax settlements is deposited into Police and Fire Pension Funds by law. The cash balance is then transferred to the General Fund at the end of the year. Although the revenue budgets for 2019 were estimated very closely, the transfers out of these funds were budgeted low. The County revises their revenue estimates after adoption of our annual appropriation ordinance, and in order to avoid potentially over-budgeting the fund on the certificate filing, the transfer out is budgeted lower than expected.

FROM:	City Income Tax Fund	\$ 250,000.00	
TO:	City Income Tax #27047000-other		\$ 250,000.00

REASON: Based on current projections, the actual income tax collections will be more than the original estimate. The tax is allocated to CIT Fund – Capital Improvements Restricted Account and General Fund based on actual collections. I will be able to transfer more money than originally budgeted and need to appropriation increased by this amount in order to complete the transfer to the General Fund.

FROM: Cemetery Trust Fund \$ 4,490.62  
TO: Cemetery Trust #27086000-other \$ 4,490.62

REASON: The amount of interest earned on the Cemetery Trust investment has come in higher than the original budgeted estimate. This appropriation allows for the total amount of interest earned to be transferred to the General Fund. Legislation to appropriate funds and to adopt on an emergency for the above listed items is requested. Ordinance No. 2019-110 was created.

**Mayor Muryn – Design Review Board appointments**

This letter is to serve as my request for your confirmation of the following individuals to the Design Review Board. The terms will expire on December 31, 2022. Requires Council confirmation.

Jeff Fort

Brian Hurt

**Findlay Police Department Activities Report – November 2019.**

**Hancock Regional Planning Director Matt Cordonnier – Hancock County All Natural Hazard Mitigation Plan**

Per the Disaster Mitigation Act of 2000, a mitigation plan must be approved by FEMA and the State of Ohio for any community wishing to obtain funding from the Hazard Mitigation Grant Program. All communities must be assessed and be included in the plan and finally adopt the plan. All eighty-eight (88) Counties in Ohio currently have Hazard Mitigation Plans. In 2007, Hancock Regional Planning created the County's first Hazard Mitigation Plan that was approved by FEMA and the State of Ohio EMA and subsequently adopted by the County, City of Findlay, and all of Hancock County's Villages. In 2013, Hancock Regional Planning Commission (HRPC) conducted the first required five-year update of the plan. In 2019, HRPC conducted the County's second five-year Hazard Mitigation Plan update. In order to update the plan, HRPC conducted two (2) public hearings on the following dates: 11/5/2018 and 11/19/2018. In addition to the public meetings, letters and surveys were sent to the City of Findlay, Hancock County, and all the Townships and Villages. Waiving the required three (3) readings and adopting the 2019 Hazard Mitigation Plan update on an emergency is requested. Resolution No. 027-2019 was created.

**Service Director/Acting City Engineer Thomas – ODOT guardrail project**

Notification from the Ohio Department of Transportation (ODOT) has been received that they are planning on upgrading and/or replacing the guardrail at the Trenton Avenue (US 224) intersection with Broad Street as it wraps around Broad Street to where it ends on Broad Street. ODOT will bear financial responsibility for all of the costs with the construction of the project. The City will not owe ODOT money for completion of these improvements. The project is scheduled to bid in late 2020, but ODOT will need the City's consent to proceed with the project. ODOT is requesting that Council enact a preliminary consent ordinance and return a copy to them by January 17, 2020 so that they can begin the design of the project. Legislation to provide preliminary consent for the project is requested. ODOT-provided Ordinance No. 2019-111 was created.

**Service Director/Acting City Engineer Thomas – Runway 7/25 Rehab – Crack Seal Design/Construction (35293200) Rehabilitate Taxiway A (A4 to A6) – Design (35284800)**

In August, it was requested that the Federal Aviation Administration (FAA) grant funds for these projects be appropriated into the projects. These projects were also awarded a grant from ODOT Aviation. The total amount that was requested was the FAA Grant amount and the ODOT Aviation amount, but should have been separated out. In order to remedy the situation, \$9,709.50 needs to be de-appropriated from the projects and then the same amount needs to be appropriated from the ODOT Aviation Grant to the projects. This needs to be completed by the end of the year so that the financial books are corrected. Legislation to de-appropriate and appropriate funds is requested. Ordinance No. 2019-112 was created.

*De-appropriation:*

FROM: Runway 7/25 Rehab – Crack Seal Design/Construction (32593200)	\$ 6,909.50	
FROM: Rehabilitate Taxiway A (A4 to A6) – Design (35284800)	\$ 2,800.00	
TO: FAA Grant		\$ 9,709.50

*Appropriation:*

FROM: ODOT Aviation Grant	\$ 6,909.50	
TO: Runway 7/25 Rehab – Crack Seal Design/Construction (35293200)		\$ 6,909.50
FROM: ODOT Aviation Grant	\$ 2,800.00	
TO: Rehabilitate Taxiway A (A4 to A6) – Design (35284800)		\$ 2,800.00

**Parks and Recreation Board minutes – October 21, 2019.**

**Service Director Thomas – annual Community Park Improvement Program Grant**

In September, the County provided permission for the City of Findlay Public Works Department to apply to the Hancock County Park District for their annual grant program in which the City has received the grant from the Park District. Legislation to move the grant monies into the project is requested. Ordinance No. 2019-113 was created.

FROM: HPD Grant	\$ 14,961.45	
TO: HPD Grant 2020 #31995000-other		\$ 14,961.45

**COMMITTEE REPORTS:**

An **AD HOC COMMITTEE** met on December 9, 2019 to review Council’s Rules of Procedures for the 2020-2021 Council term, as well as Council sub-committee assignments.

*We recommend continued discussion on December 18<sup>th</sup> at 1:00pm in the Council Office to present preliminary assignments to 2020-2021 Council Representatives for feedback.*

The **APPROPRIATIONS COMMITTEE** to whom was referred a request to discuss the VHF radio system via Ordinance No. 2019-108.

*We recommend Council pass Ordinance NO. 2019-108 with suspended third reading at the December 17, 2019 meeting. Ordinance No. 2019-108 received its first reading during the November 19, 2019 City Council meeting.*

The **PLANNING & ZONING COMMITTEE** to whom was referred a request from Bridgett Mundy, on behalf of Blanchard Valley Health Association, to rezone 0 Birchaven Lane from C1 Local Commercial to M2 Multiple Family, High Density.

*We recommend approval as requested. Legislation for this will be on the January 2020 City Council agenda.*

**LEGISLATION:**

**RESOLUTIONS:**

**RESOLUTION NO. 024-2019** (*walkable community*) **requires three (3) readings**

***third reading – tabled after third reading on 11/19/19***

A RESOLUTION SUPPORTING THE UNITED STATES SURGEON GENERAL’S CALL TO ACTION TO PROMOTE WALKING AND WALKABLE COMMUNITIES.

**RESOLUTION NO. 025-2019** (*Lorraine Hutson retirement*) **requires one (1) reading**

***first reading***

A RESOLUTION COMMENDING LORRAINE HUTSON FOR THE EXCELLENCE OF HER SERVICES TO THE CITY OF FINDLAY, OHIO.

**RESOLUTION NO. 026-2019** (*year-end transfer of funds*) **requires three (3) readings**

***first reading***

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

**RESOLUTION NO. 027-2019** (*Hazard Mitigation Plan*) **requires three (3) readings**

***first reading***

A RESOLUTION AUTHORIZING THE MAYOR OF THE CITY OF FINDLAY, OHIO TO ADOPT A HAZARD MITIGATION PLAN AS THE OFFICIAL PLAN FOR THE CITY OF FINDLAY, OHIO AS A GUIDE TO REDUCE RISKS TO CITIZENS AND PROPERTY, AND DECLARING AN EMERGENCY.

**ORDINANCES:**

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

***third reading – tabled after third reading on 8/6/19***

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.

**ORDINANCE NO. 2019-100** (*County software licenses*) **requires three (3) readings**

***third reading***

AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2019-101** (*digital sign bids*) requires three (3) readings

***third reading***

AN ORDINANCE AUTHORIZING THE PLACEMENT OF AN ADVERTISEMENT IN A NEWSPAPER OF GENERAL CIRCULATION WITHIN THE MUNICIPAL CORPORATION TO SOLICIT BIDS FOR AN ELECTRONIC ADVERTISING SIGN ALONG THE INTERSTATE IN FINDLAY, OHIO, AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2019-102** (*STRICT FFD training facility*) requires three (3) readings

***third reading***

AN ORDINANCE AUTHORIZING THE SAFETY DIRECTOR OF THE CITY OF FINDLAY, OHIO TO MANAGE PROCUREMENT OF MATCHING FUNDS THROUGH PUBLIC, PRIVATE, AND JOINT SOURCES, AND AUTHORIZE PROFESSIONAL SERVICES AS REQUIRED FOR A REGIONAL TRAINING FACILITY TO BE UTILIZED BY PROFESSIONAL AND VOLUNTEER FIREFIGHTERS OF HANCOCK COUNTY, OHIO, APPROPRIATING FUNDS THERETO, AND DECLARING AN EMERGENCY.

**ORDINANCE NO 2019-103** (*2321 North Main Street rezone*) requires three (3) readings

***third 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 2321 NORTH MAIN STREET REZONE) WHICH PREVIOUSLY WAS ZONED "C2 GENERAL COMMERCIAL" TO R3 SINGLE FAMILY, HIGH DENSITY.

**ORDINANCE NO. 2019-105** (*Blanchard St/Lincoln St project*) requires three (3) readings

***third reading***

AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2019-108** (*VHF Radio System*) requires three (3) readings

***second reading***

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

**ORDINANCE NO. 2019-110** (*year-end appropriations*) requires three (3) readings

***first reading***

AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2019-111** (*ODOT guardrail project*) requires three (3) readings

***first reading***

AN ORDINANCE COOPERATING WITH THE OHIO DEPARTMENT OF TRANSPORTATION (ODOT) FOR UPGRADES AND/OR REPLACEMENT GUARDRAILS AT VARIOUS LOCATIONS IN THE ODOT DISTRICT 1 AREA INCLUDING TRENTON AVENUE (US 224) INTERSECTION WITH BROAD STREET AS IT WRAPS AROUND BROAD STREET TO WHERE IT ENDS ON BROAD STREET, AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2019-112** requires three (3) readings

*(Runway 7/25 Rehab – Crack Seal Design/Construction project No. 35293200 Rehabilitate Taxiway A (A4 to A6) – Design project No. 35284800)*

***first reading***

AN ORDINANCE DE-APPROPRIATING FUND AND APPROPRIATING FUNDS, AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2019-113** requires three (3) readings

*(HPD Annual Community Park Improvement Program grant)*

***first reading***

AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

**UNFINISHED BUSINESS:**

**OLD BUSINESS**

**NEW BUSINESS**



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 Street \_\_\_\_\_ vacation shown on the attached plat, respectfully petition (street/alley)

your Honorable Body to vacate the a portion of street described as:

A portion of North Blanchard Street Right of Way along the curve in the vicinity of Vincent Street and Central Avenue.

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

Former Lots 2509 - 2511 of the Strothers Addition

A \$75.00 fee is submitted to pay for the cost of vacating the above-described street \_\_\_\_\_ (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.

OWNER	ADDRESS	LOT NUMBER
Habitat for Humanity	1200 Commerce Pkwy	Adjacent owners
Wendy McCormick		
Wendy McCormick	Executive Director	

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 a 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 Wendy McCormick, Executive Director  
Mailing Address 1200 Commerce Parkway, Findlay OH 45840  
Phone No. (Home) \_\_\_\_\_ (Business) 4194291400  
11/22/2019 \_\_\_\_\_ Wendy McCormick  
(date) (Signature of Contact Person)

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December 2, 2019

City of Findlay Council  
Municipal Building  
Findlay, Ohio 45840

RE: 1011 N. Blanchard Street

Dear Members of Council:

On behalf of our client, we are formally submitting a request to vacate a portion of North Blanchard Street, formally known as Lots 2509-2511 of the Strothers Addition to the City of Findlay. These lots were vacated and turned into public Right of Way during the construction of Blanchard Street. Based on the irregular Right of Way shape, the owners of the land directly west of this area are requesting to vacate the Right of Way and turn this area back into lots so the area can be developed.

Please advise of what we need to provide in order to complete this request.

If you have questions or require any additional information please give me a call.

Sincerely,

Daniel R. Stone, P.E., P.S. - President  
Van Horn, Hoover & Associates, Inc.

**Purpose Statement**

To Vacate a portion of existing R/W along N. Blanchard Street, being a part of vacated lots 2509, 2510 and 2511,

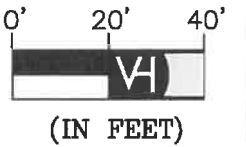


**Van Horn Hoover & Associates, Inc.**

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3200 N. MAIN ST.  
FINDLAY, OH 45840  
(419) 423-5630

www.VanHornHoover.com  
E-Mail: Info@VanHornHoover.com



PREPARED FOR:  
**HABITAT for HUMANITY**

VACATION PETITION DRAWING

1011 N Blanchard Street,  
Findlay, Ohio

REVISIONS		
MARK	DATE	DESCRIPTION

PLOTS SCALE: 1:1

DRAWN: JGK CHECKED: DRS

DRAWING SCALE: 1"=40'

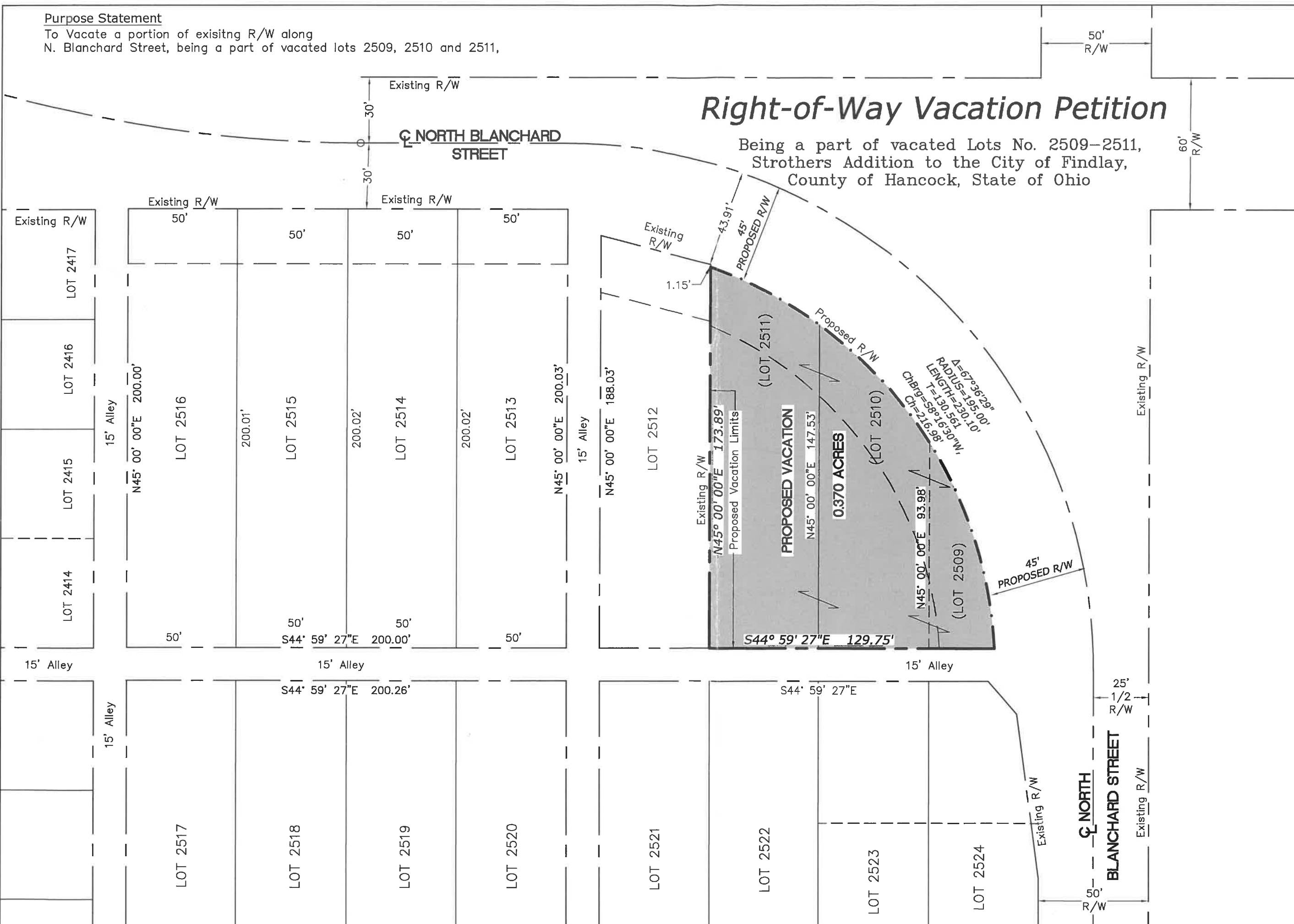
DATE: 3/20/2019

JOB NUMBER: \14825\14825 Bndy.dwg

SHEET NUMBER: Sheet 1 of 1

# Right-of-Way Vacation Petition

Being a part of vacated Lots No. 2509–2511,  
Strothers Addition to the City of Findlay,  
County of Hancock, State of Ohio



Z:\PROJECTS\14825 Bndy\_rev25Mar2019.dwg-r.gerschultz-Mar 25, 2019-4:22pm



# TREASURER'S OFFICE

318 Dorney Plaza, Room 313  
Findlay, OH 45840-3346  
Telephone: 419-424-7107 • Fax: 419-424-7866

## Treasurer's Reconciliation for November 30, 2019

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### TREASURER

Fifth Third Initial Balance	4,464,234.63
- Withdrawals ()	(4,095,324.77)
+ Deposits	4,944,302.68
<b>Ending Balance</b>	<b>5,313,212.54</b>
- Outstanding checks ()	(665,371.25)
Deposit in transit	2,789.00
Pending transit	(12,438.13)
Pending transit	(7,011.08)
<b>Treasurer's Checking Bal</b>	<b>4,631,181.08</b>
Investment Principal	53,895,910.74
<b>Treasurer's Total Cash and Investments</b>	<b>58,527,091.82</b>

### AUDITOR

Auditor's Checking Bal	4,631,181.08
<b>Auditor's Total Cash and Investments</b>	<b>58,527,091.82</b>

Respectfully submitted,

  
Susan Jo Hite  
Treasurer

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

Court: **FINDLAY MUNICIPAL COURT** Judge: **ALAN D HACKENBERG**  
Report for the month of: **November 2019**

Date of completion of most recent physical inventory  
**07/16/2019**

	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	239	69	113	0	13	2	1	437	0
New cases filed 2	48	10	29	0	12	0	0	99	0
Cases transferred in, reactivated or redesignated 3	4	1	2	0	0	0	0	7	0
<b>TOTAL (Add lines 1-3) 4</b>	<b>291</b>	<b>80</b>	<b>144</b>	<b>0</b>	<b>25</b>	<b>2</b>	<b>1</b>	<b>543</b>	<b>0</b>
Jury trial 5	0	0	0	0	0	0	0	0	0
Court trial 6	0	0	1	0	0	0	0	1	0
Default 7				0	1	0	0	1	0
Guilty or no contest plea to original charge 8	27	4	16					47	0
Guilty or no contest plea to reduced charge 9	3	3	2					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	26	0	8	0	10	1	0	45	0
Transfer to another judge or court 12	7	0	0	0	0	0	0	7	0
Referral to private judge 13				0	0	0	0	0	0
Unavailability of party for trial or sentencing 14	7	0	5	0	0	0	0	12	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
<b>TOTAL (Add lines 5-16) 17</b>	<b>70</b>	<b>7</b>	<b>33</b>	<b>0</b>	<b>11</b>	<b>1</b>	<b>0</b>	<b>122</b>	<b>0</b>
Pending end of period (Subtract line 17 from line 4) 18	221	73	111	0	14	1	1	421	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 12/3/19

**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: **November 2019**

	A	B	C	D	E	F	G	H	I	T
	Felonyes	Misdemeanors	O.M.V.I.	Other Traffic	Personal Injury & Property	Contracts	F.E.D.	Other Civil	Small Claims	TOTAL
Pending beginning of period	12	119	8	320	4	531	41	0	197	1232
New cases filed	14	105	27	692	2	189	19	0	51	1099
Cases transferred in, reactivated or redesignated	0	16	0	63	0	1	0	0	0	80
<b>TOTAL (Add lines 1-3)</b>	<b>26</b>	<b>240</b>	<b>35</b>	<b>1075</b>	<b>6</b>	<b>721</b>	<b>60</b>	<b>0</b>	<b>248</b>	<b>2411</b>
Trial/Hearing by judge (include bindover by preliminary hearing, guilty or no contest pleas and defaults)	0	8	0	2	1	81	11	0	2	105
Hearing by Magistrate (Include guilty or no contest pleas and defaults)		7	0	56	0	0	0	0	61	124
Transfer (Include waivers of preliminary hearing and individual judge assignments)	20	92	28	47	0	17	0	0	1	205
Dismissal for lack of speedy trial (criminal) or want of prosecution (civil)	0	0	0	0	0	0	0	0	0	0
Other dismissals (Include dismissals at preliminary hearing)	0	4	0	15	0	18	8	0	33	78
Violations Bureau		0		613						613
Unavailability of party for trial or sentencing	0	10	0	36	0	0	0	0	0	46
Bankruptcy stay or interlocutory appeal	0	0	0	0	0	1	0	0	0	1
Other terminations	0	12	0	17	0	0	0	0	0	29
<b>TOTAL (Add lines 5-13)</b>	<b>20</b>	<b>133</b>	<b>28</b>	<b>786</b>	<b>1</b>	<b>117</b>	<b>19</b>	<b>0</b>	<b>97</b>	<b>1201</b>
Pending end of period (Subtract line 14 from line 4)	6	107	7	289	5	604	41	0	151	1210
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

FTP 12/3/19

**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



**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: **November 2019**

Date of completion of most recent physical inventory  
**04/11/2019**

	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	201	61	102	1	11	2	0	378	0
New cases filed 2	43	18	18	0	5	0	0	84	0
Cases transferred in, reactivated or redesignated 3	3	0	2	0	0	0	0	5	0
<b>TOTAL (Add lines 1-3) 4</b>	<b>247</b>	<b>79</b>	<b>122</b>	<b>1</b>	<b>16</b>	<b>2</b>	<b>0</b>	<b>467</b>	<b>0</b>
Jury trial 5	0	0	0	0	0	0	0	0	0
Court trial 6	0	0	1	0	1	0	0	2	0
Default 7				0	2	0	0	2	0
Guilty or no contest plea to original charge 8	31	6	22					59	0
Guilty or no contest plea to reduced charge 9	7	0	2					9	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	31	0	10	0	5	0	0	46	0
Transfer to another judge or court 12	3	0	0	0	0	0	0	3	0
Referral to private judge 13				0	0	0	0	0	0
Unavailability of party for trial or sentencing 14	4	0	1	0	0	0	0	5	0
Bankruptcy stay or interlocutory appeal 15	0	0	0	0	0	0	0	0	0
Other terminations 16	0	0	2	0	0	1	0	3	0
<b>TOTAL (Add lines 5-16) 17</b>	<b>76</b>	<b>6</b>	<b>38</b>	<b>0</b>	<b>8</b>	<b>1</b>	<b>0</b>	<b>129</b>	<b>0</b>
Pending end of period (Subtract line 17 from line 4) 18	171	73	84	1	8	1	0	338	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 12/3/19

MARK C MILLER

Date

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

Date

ALAN D HACKENBERG

Date

**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

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

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

RECEIPTS DEPOSITED:

ALCOHOL MONITORING	\$2,251.00	\$38,333.83	\$3,011.77	\$40,066.38
BOND FEES	\$248.00	\$5,624.67	\$775.00	\$6,100.00
CIVIL DEPOSIT TENDERS	\$415.00	\$9,881.65	\$496.90	\$10,726.29
COURT COST	\$62,756.61	\$828,784.94	\$69,472.09	\$811,390.83
DUI ENFORCEMENT	\$2,729.02	\$38,165.40	\$3,119.60	\$42,336.87
ELECTRONIC IMAGING	\$4,224.01	\$56,633.18	\$4,952.99	\$57,627.84
FINES & FORFEITURES	191,362.19	\$2,223,015.78	162,105.06	\$2,002,172.37
FUND REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00
INDIGENT DRIVER ALCOHOL	\$307.00	\$5,558.70	\$401.00	\$7,819.99
INMATE MEDICAL EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00
INTEREST	\$0.00	\$946.79	\$75.62	\$674.39
JAIL HOUSING	\$14,890.11	\$183,632.87	\$13,835.09	\$167,135.43
JAIL REIMBURSEMENT	\$130.00	\$2,710.33	\$180.00	\$6,265.16
LEGAL RESEARCH	\$6.00	\$64.90	\$6.50	\$62.10
MEDIATION	\$1,354.00	\$18,124.36	\$1,549.00	\$18,258.50
MISCELLANEOUS	\$28,419.81	\$382,356.59	\$26,243.71	\$369,362.28
MUNI COURT COMPUTERIZATION	\$4,240.50	\$56,769.41	\$4,940.00	\$57,695.39
MUNI COURT IMPROVEMENT	\$13,549.80	\$181,432.36	\$15,918.10	\$183,555.48
RESTITUTION	\$677.01	\$8,580.80	\$390.00	\$2,855.23
SPECIAL PROJECTS	\$23,069.23	\$299,196.61	\$25,855.72	\$298,782.06
STATE PATROL	\$21,163.90	\$303,436.81	\$23,809.02	\$326,299.15
TRAFFIC/CRIMINAL BONDS	\$5,751.22	\$102,768.74	\$4,120.06	\$102,455.87
	<b>377,544.41</b>	<b>\$4,746,018.72</b>	<b>361,257.23</b>	<b>\$4,511,641.61</b>

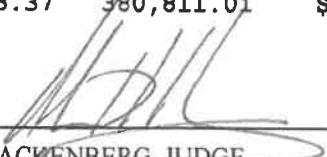
DISTRIBUTIONS:

ALCOHOL MONITORING	\$2,251.00	\$38,033.83	\$3,011.77	\$39,966.38
BOND FEES	\$248.00	\$5,599.67	\$775.00	\$6,000.00
CIVIL DEPOSIT TENDERS	\$250.00	\$9,479.36	\$250.00	\$3,400.00
COURT COST	\$62,349.61	\$823,692.89	\$69,472.09	\$809,453.09
DUI ENFORCEMENT	\$2,718.85	\$38,096.33	\$3,119.60	\$42,302.97
ELECTRONIC IMAGING	\$4,212.01	\$56,576.18	\$4,952.99	\$57,561.84
FINES & FORFEITURES	190,736.80	\$2,219,535.25	161,516.38	\$2,001,659.51
FUND REIMBURSEMENT				
INDIGENT DRIVER ALCOHOL	\$307.00	\$5,533.70	\$401.00	\$7,819.99
INMATE MEDICAL EXPENSE				
INTEREST		\$946.79	\$75.62	\$674.39
JAIL HOUSING	\$14,890.11	\$182,479.32	\$13,835.09	\$166,635.43
JAIL REIMBURSEMENT	\$130.00	\$2,710.33	\$180.00	\$6,265.16
LEGAL RESEARCH	\$6.00	\$64.90	\$6.50	\$62.10
MEDIATION	\$1,350.00	\$18,108.36	\$1,549.00	\$18,239.50
MISCELLANEOUS	\$42,938.54	\$510,128.69	\$39,050.30	\$528,447.67
MUNI COURT COMPUTERIZATION	\$4,228.50	\$56,709.41	\$4,940.00	\$57,629.39
MUNI COURT IMPROVEMENT	\$13,509.80	\$181,260.36	\$15,918.10	\$183,363.48
RESTITUTION	\$652.01	\$8,330.87	\$490.00	\$2,692.23
SPECIAL PROJECTS	\$23,005.23	\$298,916.61	\$25,855.72	\$298,446.06
STATE PATROL	\$21,103.90	\$302,766.31	\$23,809.02	\$325,914.15
	<b>384,887.36</b>	<b>\$4,758,969.16</b>	<b>369,208.18</b>	<b>\$4,556,533.34</b>

DISTRIBUTED TO:

	*****CURRENT YEAR*****		*****LAST YEAR*****	
	MTD	YTD	MTD	YTD
CITY OF FINDLAY	151,224.91	\$2,057,723.63	173,676.05	\$2,160,174.01
HANCOCK COUNTY	\$18,575.89	\$233,403.54	\$15,318.20	\$246,022.81
OTHERS	165,044.71	\$1,801,147.66	123,906.15	\$1,432,550.50
STATE OF OHIO	\$58,642.45	\$799,418.54	\$67,910.61	\$850,150.19
	<u>393,487.96</u>	<u>\$4,891,693.37</u>	<u>380,811.01</u>	<u>\$4,688,897.51</u>

  
 \_\_\_\_\_  
 MARK C. MILLER, JUDGE

  
 \_\_\_\_\_  
 ALAN D. HACKENBERG, JUDGE

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

# MONTHLY REPORT

ALAN D. HACKENBERG, JUDGE  
 MARK C. MILLER, JUDGE  
 HEATHER M EIGEL, CLERK  
 DAVID D. BEACH  
 Director of Court Services

FINDLAY MUNICIPAL COURT  
 318 DORNEY PLAZA RM 206  
 FINDLAY, OHIO 45839  
 TELEPHONE 419-424-7141  
 FAX 419-424-7803

FINDLAY MUNICIPAL COURT Monthly Report for November, 2019

PAGE 1

	*****CURRENT YEAR*****		*****LAST YEAR*****	
	MTD	YTD	MTD	YTD
<b>CASES FILED:</b>				
TRAFFIC	719	10,665	901	11,238
TRAFFIC COMPANION	76	1,037	67	1,033
TRAFFIC OVERTIME PARKING	-	3	1	4
CRIMINAL	119	1,981	173	1,991
CRIMINAL COMPANION	16	201	9	233
SEARCH WARRANT	5	95	3	73
CIVIL	210	2,355	210	2,364
SMALL CLAIMS	51	980	64	960
EXTRADITION	-	16	1	20
HABITUAL TRAFFIC VIOLATOR	-	6	-	1
OTHER	11	171	10	180
<b>TOTALS</b>	1,207	17,510	1,439	18,097
<b>COURT PROCEEDINGS:</b>				
Admin License Suspension	1	9	3	23
APPEAL DOG DESIGNATION	-	-	1	3
Arraignment	905	13,120	1,085	13,547
Attachment	9	116	7	124
Bond	3	42	3	47
Civil Status Conference	3	79	4	41
COMMUNITY SERVICE REVIEW	18	219	23	270
Contempt of Court	42	521	57	558
Contested Small Claims	-	19	1	22
Continued	561	7,290	621	7,325
Damages	-	19	-	22
Debtors Examination	15	370	39	309
Default	-	1	-	4
Desk Review	229	1,984	228	1,647
DIVERSION PLEA	4	49	6	42
DUS DIVERSION REVIEW	20	151	-	-
Expungement	6	68	5	80
Extradition	-	12	-	4
Forcible Detention	13	218	21	265
Garnishment	5	21	2	11
Habitual Traffic Violator	-	2	-	-
Hearing on Motion	7	93	1	89
Immobilization of Vehicle	-	-	-	1
Jury Trial	2	9	-	4
Limited Privileges	1	22	4	21
Marriage	-	19	-	7
Mediation	-	3	-	8
Miscellaneous	1	30	2	37
Motion to Compel	-	-	-	2
Motion to Dismiss	-	1	-	-
Motion to Vacate Judgment	-	3	1	4
Motion to Withdraw as Counsel	3	24	-	22
No Hearing	-	-	-	1
Non-Compliance	-	1	-	-
Plea	135	1,389	133	1,710

	*****CURRENT YEAR*****		*****LAST YEAR*****	
	MTD	YTD	MTD	YTD
Preliminary	19	158	23	143
Pre-Trial	150	2,375	199	2,609
Pre-Trial with Judge	31	650	61	621
Registration Review	-	-	-	4
Replevin	-	1	-	1
Restitution	-	5	-	6
Revivor	6	70	10	54
Revocation	9	185	21	330
RULE 4	1	1	-	-
SECOND PRETRIAL	95	1,085	93	1,069
Sentencing	15	96	3	54
Small Claims	77	824	55	762
STATUS CONFERENCE	1,284	17,192	1,444	21,696
Summary Judgment	-	3	-	2
Suppression	3	70	7	83
TELEPHONE PRETRIAL	6	28	-	-
Trial	6	92	11	72
WRIT OF RESTITUTION	12	172	12	177
WRITTEN PLEA	5	69	8	91
TOTALS	3,702	48,980	4,194	54,024

	*****CURRENT YEAR*****		*****LAST YEAR*****	
	MTD	YTD	MTD	YTD
<b>CRIMINAL VIOLATIONS:</b>				
ASSAULT	2	49	6	62
BREAKING & ENTERING	-	1	-	-
BURGLARY	-	2	1	5
CONTEMPT	-	8	-	3
CRIMINAL DAMAGING	2	30	3	32
CRIMINAL TRESPASS	4	38	2	49
DISORDERLY CONDUCT	7	148	14	143
DOMESTIC VIOLENCE	11	210	11	129
DRUG ABUSE	32	505	44	537
LEAVING SCENE OF AN ACCIDENT	-	1	-	-
OPEN CONTAINER PROHIBITED	2	45	6	61
OVI	-	2	-	4
RESISTING ARREST	-	36	1	19
ROBBERY	-	-	-	4
TELEPHONE HARASSMENT	1	5	-	9
THEFT	15	225	29	296
UNDERAGE CONSUMPTION	3	64	1	40
OTHER CRIMINAL	56	821	64	834
<b>TOTALS</b>	<b>135</b>	<b>2,190</b>	<b>182</b>	<b>2,227</b>
<b>TRAFFIC VIOLATIONS:</b>				
ACD/SPEED	37	392	41	363
DISOBEYING TRAFFIC CONTROL DEV	22	250	29	249
DRAG RACING	-	3	-	7
DRIVING UNDER SUSPENSION	52	773	56	834
EXPIRED REGISTRATION	29	324	41	402
FAIL TO MAINTAIN CONTROL	30	344	43	353
FAILURE TO YIELD RIGHT OF WAY	16	181	29	286
LEAVING SCENE OF AN ACCIDENT	6	52	4	48
LEFT OF CENTER	1	16	1	8
OVERLOAD	71	1,163	96	1,129
OVI	31	433	30	440
PASSING A STOPPED SCHOOL BUS	3	20	5	45
RECKLESS OPERATION	-	21	4	16
SEAT BELT	84	1,170	148	1,296
SPEEDING	254	3,629	230	3,321
OVERTIME PARKING	-	3	1	4
OTHER TRAFFIC	159	2,931	211	3,474
<b>TOTALS</b>	<b>795</b>	<b>11,705</b>	<b>969</b>	<b>12,275</b>

NOTE: SEARCH WARRANTS NOT INCLUDED IN VIOLATION TOTALS

	*****CURRENT YEAR*****		*****LAST YEAR*****	
	MTD	YTD	MTD	YTD
ARRESTING AGENCY:				
PATROL				
OVERTIME PARKING	-	1	1	4
TRAFFIC OTHER	489	7,290	613	7,744
OMVI	8	192	16	245
CRIMINAL FELONIES	2	13	-	13
CRIMINAL MISDEMEANORS	15	216	16	185
SEARCH WARRANTS	1	12	1	16
FINDLAY P.D. (BY ORDINANCE)				
OVERTIME PARKING	-	-	-	-
TRAFFIC OTHER	185	2,553	259	3,072
OMVI	11	130	11	123
CRIMINAL FELONIES	-	-	-	-
CRIMINAL MISDEMEANORS	24	534	51	660
SEARCH WARRANTS	-	-	-	-
FINDLAY P.D. (BY ORC)				
OVERTIME PARKING	-	-	-	-
TRAFFIC OTHER	1	10	1	8
OMVI	-	2	-	2
CRIMINAL FELONIES	12	141	9	119
CRIMINAL MISDEMEANORS	67	945	82	866
SEARCH WARRANTS	4	58	2	42
SHERIFF				
OVERTIME PARKING	-	2	-	-
TRAFFIC OTHER	84	1,294	61	874
OMVI	12	106	2	70
CRIMINAL FELONIES	-	19	-	6
CRIMINAL MISDEMEANORS	10	179	12	217
SEARCH WARRANTS	-	23	-	12
OTHERS				
OVERTIME PARKING	-	-	-	-
TRAFFIC OTHER	5	122	4	133
OMVI	-	5	1	4
CRIMINAL FELONIES	-	1	-	2
CRIMINAL MISDEMEANORS	5	132	12	152
SEARCH WARRANTS	-	2	-	3
TOTALS	935	13,982	1,154	14,572
PROBATION:				
ESTABLISHED	16	151	5	142
TERMINATED	16	159	6	149
CURRENT	83	83	106	106
TOTALS	115	393	117	397

ACTIVITIES ORDERED:	*****CURRENT YEAR*****		*****LAST YEAR*****	
	MTD	YTD	MTD	YTD
ALCOHOL/SUBSTANCE EVAL	13	168	10	214
ANGER MANAGEMENT	2	9	1	8
BENCH WARRANT TO AGENCY	209	2,702	292	3,407
COMMUNITY SERVICE	1	4	-	7
COMMUNITY SERVICE COUNTY	11	233	23	294
COMMUNITY SERVICE INDIVIDUAL	22	268	23	347
COMMUNITY SERVICE NO JAIL	1	10	-	7
DIP	10	189	14	235
DOMESTIC VIOLENCE PROGRAM	-	9	-	6
ELECTRONIC HOME MONITORING	3	16	-	10
HOUSE ARREST	-	6	-	-
JAIL	8	150	11	162
Jail Term Suspended Condition	-	-	-	1
MENTAL EVAL	2	20	-	25
OBTAIN VALID OL	-	-	-	1
Pay Restitution	5	30	-	12
Probation	6	86	5	122
SCRAM	4	53	2	64
STAR Program	6	121	16	71
TREATMENT CLEARVIEW SERV	1	17	-	38
TREATMENT FRC	4	68	6	109
TREATMENT MISCELLANEOUS	-	49	3	63
UCP	-	6	2	13
VIP	10	174	13	227
TOTALS	318	4,388	421	5,443



# 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

November 2019

Total collections for November 2019: \$1,570,316.24

	<b>2019</b>	<b>2018</b>	
	<u>Year-to-date</u>	<u>Year-to-date</u>	<u>Variance</u>
Withholders	17,541,763.55	17,143,998.34	397,765.21
Individuals	2,632,303.91	2,499,744.53	132,559.38
Businesses	<u>4,208,632.43</u>	<u>3,259,765.31</u>	<u>948,867.12</u>
<b>Totals</b>	<b>24,382,699.89</b>	<b>22,903,508.18</b>	<b>1,479,191.71</b>
			6.46%

### Actual & Estimated Past-due Taxes

Withholders	537,829.52
Individuals	2,682,892.17
Businesses	<u>157,304.53</u>
<b>Total</b>	<b>3,378,026.22</b>

### Actual and Projected Revenue

	<b>2019</b>	<b>Percentage</b>	<b>Amount</b>	<b>Percentage</b>	<b>2019</b>
	<u>Actual</u>	<u>of Projection</u>	<u>to Meet</u>	<u>to Meet</u>	<u>Projected</u>
	<u>Year-to-date</u>	<u>Collected</u>	<u>Projection</u>	<u>Projection</u>	<u>Year End</u>
Withholders	17,541,763.55	90.83%	1,771,036.45	9.17%	19,312,800.00
Individuals	2,632,303.91	92.85%	202,696.09	7.15%	2,835,000.00
Businesses	<u>4,208,632.43</u>	120.25%	<u>-708,632.43</u>	-20.25%	<u>3,500,000.00</u>
<b>Totals</b>	<b>24,382,699.89</b>	<b>95.07%</b>	<b>1,265,100.11</b>	<b>4.93%</b>	<b>25,647,800.00</b>

**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	37	326.70	15,819.14
Individuals	4	784	2,299.78	296,828.19
Businesses	<u>3</u>	<u>127</u>	<u>594.58</u>	<u>95,784.51</u>
<b>Totals</b>	11	948	3,221.06	408,431.84

**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	6	0.00	735.10
Individuals	18	983	6,100.96	269,280.83
Businesses	<u>57</u>	<u>722</u>	<u>54,484.43</u>	<u>527,278.92</u>
<b>Totals</b>	75	1,711	60,585.39	797,294.85

  
Andrew Thomas, Administrator

12-2-19  
Date

# Findlay Income Tax Department

## Monthly Collections Report

Monday, December 2, 2019

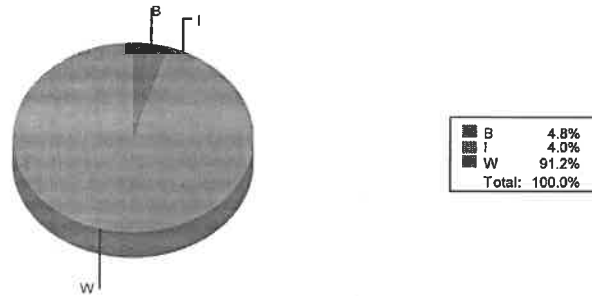
3:38:30PM

For Period November 1, 2019 through November 30, 2019

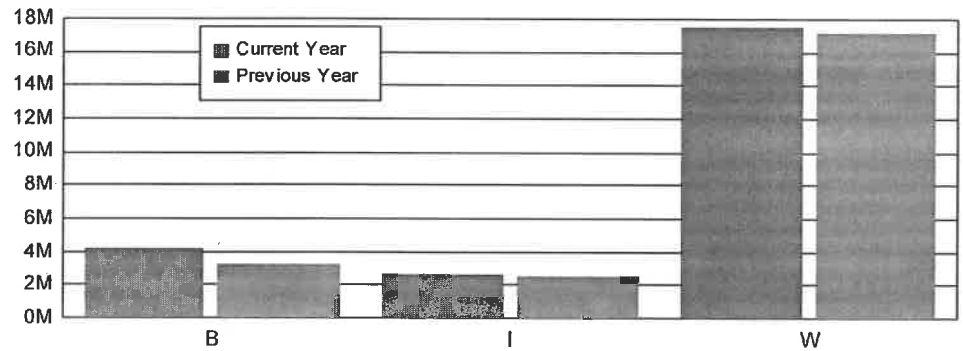
### City of Findlay

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	1,432,274.89	17,541,763.55	17,143,998.34	397,765.21	2.32	1,424,972.61	7,302.28
I	63,304.55	2,632,303.91	2,499,744.53	132,559.38	5.30	13,155.11	50,149.44
B	74,736.80	4,208,632.43	3,259,765.31	948,867.12	29.11	25,696.56	49,040.24
<b>Totals:</b>	<b>1,570,316.24</b>	<b>24,382,699.89</b>	<b>22,903,508.18</b>	<b>1,479,191.71</b>	<b>6.46</b>	<b>1,463,824.28</b>	<b>106,491.96</b>

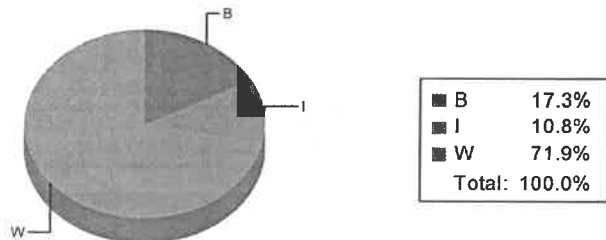
Monthly Collections by Account Type



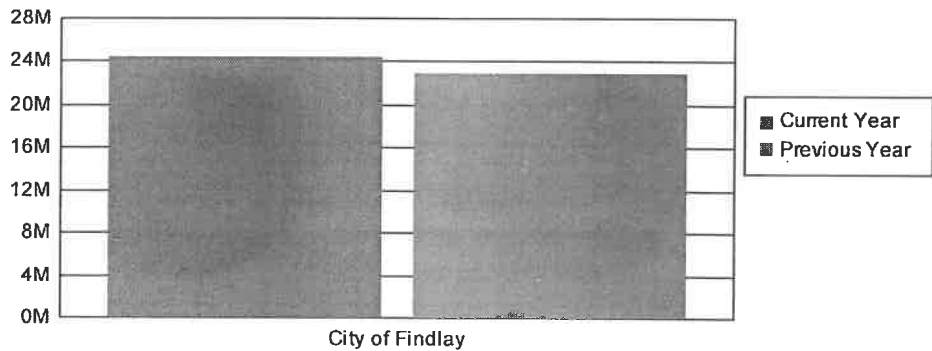
Collections Year to Date



YTD Collections by Account Type



Year to Date Total Collections



2019	January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date
<b>Withholding</b>													
2019 Total	60,242.52	1,345,034.34	1,517,417.84	2,005,456.04	2,120,879.87	1,515,774.23	1,467,877.85	1,325,593.50	1,557,910.26	1,480,854.29	1,424,972.61		15,822,013.35
2018 Total	1,557,724.20	78,607.11	12,986.44	20,317.66	745.95	1,454.58	329.51	866.85	339.13	3,612.05	7,027.28		1,684,010.76
2017 Total	921.09	3,972.99	(3,666.73)	129.68	46.87	972.66	361.03	1,474.87	5,225.30	455.00	-		9,892.76
2016 Total	875.37	2,494.21	-	1,153.36	54.36	-	565.72	1,974.10	512.07	-	-		7,629.19
2015 Total	-	3,236.75	-	1,590.34	-	-	146.60	227.20	(5.23)	617.46	-		5,813.12
2014 Total	-	-	1,425.90	2,644.42	-	-	-	825.37	5.23	803.25	75.52		5,779.69
2013 Total	-	-	1,397.02	-	1,064.91	-	-	256.53	-	-	(16.52)		2,701.94
2010-2012 Total	85.00	585.27	-	112.50	1,064.90	-	-	(178.43)	37.50	-	16.00		1,722.74
2010-2012 at 1 percent	68.00	468.22	-	90.00	851.92	-	-	(142.74)	30.00	-	12.80		1,378.19
2010-2012 at .25 percent	17.00	117.05	-	22.50	212.98	-	-	(35.69)	7.50	-	3.20		344.55
2009 & Prior at 1 percent	400.00	50.00	200.00	250.00	150.00	100.00	250.00	200.00	200.00	200.00	200.00		2,200.00
2012 & Prior at 1 percent	468.00	518.22	200.00	340.00	1,001.92	100.00	250.00	57.26	230.00	200.00	212.80		3,578.19
Prev Yr MTD Check	1,560,005.66	88,946.33	12,342.63	26,197.96	3,126.99	2,527.24	1,652.86	5,646.49	6,314.00	5,687.76	7,302.28		1,719,750.20
Total Category Check	1,620,248.18	1,433,980.67	1,529,760.47	2,031,654.00	2,124,006.86	1,518,301.47	1,469,530.71	1,331,239.99	1,564,224.26	1,486,542.05	1,432,274.89		17,541,763.55
All Years at 1% Check	1,620,231.18	1,433,863.62	1,529,760.47	2,031,631.50	2,123,793.88	1,518,301.47	1,469,530.71	1,331,275.68	1,564,216.76	1,486,542.05	1,432,271.69		17,541,419.00
Past-due Collections	2,281.46	10,339.22	12,342.63	26,197.96	3,126.99	2,527.24	1,652.86	5,646.49	6,314.00	5,687.76	7,302.28		83,418.89
% of Total that are Past Due	0.14%	0.72%	0.81%	1.29%	0.15%	0.17%	0.11%	0.42%	0.40%	0.38%	0.51%	#DIV/0!	0.48%
<b>Individual</b>													
2019 Total	397.57	14,025.21	34,940.16	193,367.64	17,976.50	134,550.88	22,606.34	24,185.59	134,358.38	33,931.94	13,155.11		623,495.32
2018 Total	150,855.48	54,394.62	170,096.06	809,094.46	43,097.65	18,614.00	16,459.53	19,948.84	13,441.36	143,144.24	7,661.77		1,446,808.01
2017 Total	11,366.37	15,552.62	15,717.84	20,564.20	8,206.74	8,575.61	10,965.09	12,827.96	11,554.86	12,113.68	16,419.74		143,864.71
2016 Total	12,036.17	16,083.58	11,886.69	17,088.63	11,479.13	10,966.89	6,512.39	13,237.92	9,946.43	12,537.61	8,082.39		129,857.83
2015 Total	11,557.73	12,752.18	8,847.56	12,299.30	10,381.50	6,305.24	4,592.40	3,561.54	6,623.74	8,512.28	5,266.38		90,699.85
2014 Total	12,385.09	8,420.87	9,507.76	9,846.59	5,602.24	3,862.20	3,876.77	3,303.65	4,827.40	3,153.52	3,367.72		68,153.81
2013 Total	8,083.72	7,982.45	4,206.82	2,724.63	3,429.44	3,907.18	4,204.59	2,617.43	1,938.93	2,572.92	3,960.53		45,628.64
2010-2012 Total	14,403.97	8,081.88	12,484.76	3,772.56	4,097.76	9,024.34	5,809.88	9,549.79	4,904.67	3,385.36	4,559.01		80,073.98
2010-2012 at 1 percent	11,523.18	6,465.50	9,987.81	3,018.05	3,278.21	7,219.47	4,647.90	7,639.83	3,923.74	2,708.29	3,647.21		64,059.18
2010-2012 at .25 percent	2,880.79	1,616.38	2,496.95	754.51	819.55	1,804.87	1,161.98	1,909.96	980.93	677.07	911.80		16,014.80
2009 & Prior at 1 percent	935.36	144.03	142.70	60.00	173.22	300.32	53.75	228.68	150.18	701.62	831.90		3,721.76
2012 & Prior at 1 percent	12,458.54	6,609.53	10,130.51	3,078.05	3,451.43	7,519.79	4,701.65	7,868.51	4,073.92	3,409.91	4,479.11		67,780.94
Prev Yr MTD Check	221,623.89	123,412.23	232,890.19	875,450.37	86,467.68	61,555.78	52,474.40	65,275.81	53,387.57	186,121.23	50,149.44		2,008,808.59
Total Category Check	222,021.46	137,437.44	267,830.35	1,068,818.01	104,444.18	196,106.66	75,080.74	89,461.40	187,745.95	220,053.17	63,304.55		2,632,303.91
All Years at 1% Check	219,140.67	135,821.06	265,333.40	1,068,063.50	103,624.63	194,301.79	73,918.76	87,551.44	186,765.02	219,376.10	62,392.75		2,616,289.11
Past-due Collections	70,768.41	69,017.61	62,794.13	66,355.91	43,370.03	42,941.78	36,014.87	45,326.97	39,946.21	42,976.99	50,149.44		569,662.35
% of Total that are Past Due	31.87%	50.22%	23.45%	6.21%	41.52%	21.90%	47.97%	50.67%	21.28%	19.53%	79.22%	#DIV/0!	21.64%

2019 Business	January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date
2019 Total	3,074.00	22,193.00	55,888.12	177,080.37	14,138.18	137,367.97	15,179.26	25,565.16	175,929.24	27,299.30	25,696.56	-	679,411.16
2018 Total	26,551.00	497,016.21	58,965.88	281,477.86	507,099.37	84,461.27	487,578.36	54,994.64	31,010.50	1,331,540.78	44,817.06	-	3,405,512.93
2017 Total	28,353.89	911.00	1,236.62	5,651.00	-	8,094.91	586.88	41,098.79	1,926.73	6,829.04	1,770.00	-	96,458.86
2016 Total	(2,236.96)	871.95	906.50	6,260.00	-	20.00	899.53	2,049.32	821.66	(55.69)	2,095.61	-	11,631.92
2015 Total	622.09	3,291.34	1,831.00	4,831.00	-	-	10.00	1,176.00	115.56	(53.80)	357.57	-	12,180.76
2014 Total	10.00	-	1,438.00	-	-	-	187.50	470.71	-	236.58	-	-	2,342.79
2013 Total	(424.75)	75.00	75.00	-	75.00	-	-	-	-	-	-	-	(199.75)
2010-2012 Total	10.00	-	-	50.00	-	176.00	40.00	37.50	(38.50)	37.50	-	-	312.50
2010-2012 at 1 percent	8.00	-	-	40.00	-	140.80	32.00	30.00	(30.80)	30.00	-	-	250.00
2010-2012 at .25 percent	2.00	-	-	10.00	-	35.20	8.00	7.50	(7.70)	7.50	-	-	62.50
2009 & Prior at 1 percent	-	-	108.55	-	-	-	-	-	872.71	-	-	-	981.26
2012 & Prior at 1 percent	8.00	-	108.55	40.00	-	140.80	32.00	30.00	841.91	30.00	-	-	1,231.26
Prev Yr MTD Check	52,885.27	502,165.50	64,561.55	298,269.86	507,174.37	92,752.18	489,302.27	99,826.96	34,708.66	1,338,534.41	49,040.24	-	3,529,221.27
Total Category Check	55,959.27	524,358.50	120,449.67	475,350.23	521,312.55	230,120.15	504,481.53	125,392.12	210,637.90	1,365,833.71	74,736.80	-	4,208,632.43
All Years at 1% Check	55,957.27	524,358.50	120,449.67	475,340.23	521,312.55	230,084.95	504,473.53	125,384.62	210,645.60	1,365,826.21	74,736.80	-	4,208,569.93
Past-due Collections	(2,019.62)	4,238.29	4,359.05	11,141.00	75.00	196.00	1,137.03	3,733.53	1,771.43	164.59	2,453.18	-	27,249.48
% of Total that are Past Due	-3.61%	0.81%	3.62%	2.34%	0.01%	0.09%	0.23%	2.98%	0.84%	0.01%	3.28%	#DIV/0!	0.65%
<b>Totals</b>													
2019 Total	63,714.09	1,381,252.55	1,808,246.12	2,375,904.05	2,152,994.55	1,787,693.08	1,505,663.45	1,375,344.25	1,868,197.88	1,542,085.53	1,463,824.28	-	17,124,919.83
2018 Total	1,735,130.68	630,017.94	242,048.38	1,110,889.98	550,942.97	104,529.85	504,367.40	75,810.33	44,790.99	1,478,297.07	59,506.11	-	6,536,331.70
2017 Total	40,641.35	20,436.61	13,287.73	26,344.88	8,253.61	17,643.18	11,913.00	55,401.62	18,706.89	19,397.72	18,189.74	-	250,216.33
2016 Total	10,674.58	19,449.74	12,793.19	24,501.99	11,533.49	10,986.89	7,977.64	17,261.34	11,280.16	12,481.92	10,178.00	-	149,118.94
2015 Total	12,179.82	19,280.27	10,678.56	18,720.64	10,381.50	6,305.24	4,749.00	4,964.74	6,734.07	9,075.94	5,623.95	-	108,693.73
2014 Total	12,395.09	8,420.87	12,371.66	12,491.01	5,602.24	3,862.20	4,064.27	4,599.73	4,832.63	4,193.35	3,443.24	-	76,276.29
2013 Total	7,658.97	8,057.45	5,678.84	2,724.63	4,569.35	3,907.18	4,204.59	2,873.96	1,938.93	2,572.92	3,944.01	-	48,130.83
2010-2012 Total	14,498.97	8,667.15	12,484.76	3,935.06	5,162.66	9,200.34	5,849.88	9,408.86	4,903.67	3,422.86	4,575.01	-	82,109.22
2010-2012 at 1 percent	11,599.18	6,933.72	9,987.81	3,148.05	4,130.13	7,360.27	4,679.90	7,527.09	3,922.94	2,738.29	3,660.01	-	65,687.38
2010-2012 at .25 percent	2,899.79	1,733.43	2,496.95	787.01	1,032.53	1,840.07	1,169.98	1,881.77	980.73	684.57	915.00	-	16,421.84
2009 & Prior at 1 percent	1,335.36	194.03	451.25	310.00	323.22	400.32	303.75	428.68	1,222.89	901.62	1,031.90	-	6,903.02
2012 & Prior at 1 percent	12,934.54	7,127.75	10,439.06	3,458.05	4,453.35	7,760.59	4,983.65	7,955.77	5,145.83	3,639.91	4,691.91	-	72,590.40
Prev Yr MTD Check	1,834,514.82	714,524.06	309,794.37	1,199,918.19	596,769.04	156,835.20	543,429.53	170,749.26	94,410.23	1,530,343.40	106,491.96	-	7,257,790.06
Total All Categories Check	1,898,228.91	2,095,776.61	1,918,040.49	3,575,822.24	2,749,763.59	1,944,528.28	2,049,092.98	1,546,093.51	1,962,608.11	3,072,428.93	1,570,316.24	-	24,382,639.89
All Years at 1% Check	1,895,329.12	2,094,043.18	1,915,543.54	3,575,035.23	2,748,731.06	1,942,688.21	2,047,923.00	1,544,211.74	1,961,627.38	3,071,744.36	1,569,401.24	-	24,366,278.05
Past-due Collections	71,030.25	83,595.12	79,495.81	103,694.87	46,572.02	45,665.02	38,804.76	54,706.99	48,031.64	48,829.34	59,904.90	-	680,330.72
% of Total that are Past Due	3.74%	3.99%	4.14%	2.90%	1.69%	2.35%	1.89%	3.54%	2.45%	1.59%	3.81%	#DIV/0!	2.79%

# City of Findlay Income Tax Department

Christina Muryn  
Mayor

## Monthly Collection Report to City Council For the Month of November 2019

	<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>28</u>
D. Cumulative quantity with no tax liabilities:	<u>          </u>	<u>19</u>
E. Quantity not required to make estimate payments:	<u>          </u>	<u>4</u>
F. Quantity already making estimate payments:	<u>          </u>	<u>13</u>
G. Cumulative quantity HB 49 Opt-in election:	<u>          </u>	<u>1</u>
H. Quantity remaining (B – C – D – E – F – G):	<u>          </u>	<u>16</u>

For the remaining \_\_\_\_\_ individual and 16 business taxpayers (H), the aggregate reported estimate declarations, primarily for tax year 2019 expected to be paid on the extension due date amount is \$ 2,800,000

### House Bill 49 Municipal Net Profit Opt-in Information

Number of Businesses:	Month-to-date <u>3</u>	Year-to-date <u>323</u>
HB 49 .5 Percent Fees:	Month-to-date <u>55.22</u>	Year-to-date <u>1,173.76</u>



Andrew Thomas, Tax Administrator

12-2-19

Date

# City of Findlay

Christina M. Murn, Mayor

## 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](http://www.findlayohio.com)

December 9, 2019

The Honorable Council:

A check of the records of this office shows no criminal record on the following:

Benjamin C. Huston

Jordan M. Arnold

Fort Findlay Enterprises Incorporated, DBA Bistro On Main, 407 S. Main Street 1<sup>st</sup> Floor, Findlay, Ohio 45840.

Sincerely,



John E. Dunbar

Chief of Police

**NOTICE TO LEGISLATIVE  
AUTHORITY**

**OHIO DIVISION OF LIQUOR CONTROL**  
6606 TUSSING ROAD, P.O. BOX 4005  
REYNOLDSBURG, OHIO 43068-9005  
(614)644-2360 FAX(614)644-3166

TO

2827166 <small>PERMIT NUMBER</small>		STCK <small>TYPE</small>	FORT FINDLAY ENTERPRISES INC DUANE E JEBBETT EXECUTOR DBA BISTRO ON MAIN 407 S MAIN ST 1ST FL FINDLAY OHIO 45840	
05 17 2019 <small>ISSUE DATE</small>				
D2 D2X D3 D6 <small>FILING DATE</small>				
32 044 A <small>TAX DISTRICT</small>		F23401 <small>RECEIPT NO.</small>		

FROM 12/09/2019

**RECEIVED**  
**DEC 09 2019**  
**MAYOR'S OFFICE**

PERMIT NUMBER		TYPE		
ISSUE DATE				
FILING DATE				
PERMIT CLASSES				
TAX DISTRICT		RECEIPT NO.		



MAILED 12/09/2019

RESPONSES MUST BE POSTMARKED NO LATER THAN. 01/09/2020

**IMPORTANT NOTICE**

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL  
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.  
REFER TO THIS NUMBER IN ALL INQUIRIES **A STCK 2827166**

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT  
THE HEARING BE HELD  IN OUR COUNTY SEAT.  IN COLUMBUS.

WE DO NOT REQUEST A HEARING.

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

- (Title)-  Clerk of County Commissioner  
 Clerk of City Council  
 Township Fiscal Officer

(Date)

**CLERK OF FINDLAY CITY COUNCIL**  
**MUNICIPAL BLDG RM 114**  
**318 DORNEY PLAZA**  
**FINDLAY OHIO 45840-3346**



#T 02701

11911 \$100

For Questions call (614) 644-3162  
Office Hours - 8:00 a.m. - 5:00 p.m.

OHIO DIV. LIQUOR CONTROL LICENSING SCAN RM. 10A  
2019 DEC -4 AM

Ohio Department of Commerce - Division of Liquor Control  
1006 Tussing Road, Reynoldsburg, Ohio 43068-9005  
http://www.com.ohio.gov/liqr



**APPLICATION FOR CHANGE OF CORPORATE STOCK OWNERSHIP**  
PROCESSING FEE \$100.00 CAUTION: ALLOW 10 TO 12 WEEKS FOR PROCESSING

PERMIT HOLDER REQUESTS APPROVAL OF THE DIVISION OF LIQUOR CONTROL OF THE FOLLOWING TRANSFER(S) OF STOCK

Permit Holder Name: **Fort Findlay Enterprises Inc.**  
Liquor Permit Number(s): **2827166**

Permit Premises Address: **407 S. Main St. Findlay, OH 45840**

Email Address: **bistr0407@aol.com**

Attorney's Name, Address and Telephone Number (If represented):  
**Patrick A. Sadowski, 510 S. Main St. Findlay OH 45840, 419-424-5847**

Is Stock Traded on a National Exchange?  YES  NO  
If YES, give Name of Exchange and Symbol

Please be advised that any social security numbers provided to the Division of Liquor Control in this application may be released to the Ohio Department of Public Safety, the Ohio Department of Taxation, the Ohio Attorney General, or to any other state or local law enforcement agency if the agency requests the social security number to conduct an investigation, implement an enforcement action, or collect taxes.

SECTION A: PREVIOUS 5% OR MORE STOCKHOLDERS			
Name	BIRTHDATE	Social Security Number/FTI#	Number of Shares Issued For Stock Transfer Only (NOT Percentages)
1) Samuel L. Fittante			100
2)			
3)			
4)			
5)			
SECTION B: REVISED 5% OR MORE STOCKHOLDERS			
Name	BIRTHDATE	Social Security Number/FTI#	Number of Shares Issued For Stock Transfer Only (NOT Percentages)
1) Jordan M. Arnold			75
2) Benjamin C. Huston			25
3)			
4)			
5)			
NOTE: If any Stockholder is a business entity, that entity must list it's federal tax identification number (FTI #) above.			TOTAL NUMBER OF SHARES ISSUED: 100

LIST THE TOP FOUR OFFICERS OF THE CAPTIONED CORPORATION. IF AN OFFICE IS NOT HELD, PLEASE INDICATE BY WRITING "NONE"	Social Security Number	Birthdate
1) CEO/President Benjamin Huston		
2) Vice-President Jordan Arnold		
3) Secretary None		
4) Treasurer None		



# AUDITOR'S OFFICE

318 Dorney Plaza, Room 313  
Findlay, OH 45840-3346  
Telephone: 419-424-7101 • Fax: 419-424-7866  
[www.findlayohio.com](http://www.findlayohio.com)

**JIM STASCHIAK II**  
CITY AUDITOR

Friday, December 06, 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 November 30, 2019  
Financial Snapshot for General Fund as of November 30, 2019  
Open Projects Report as of November 30, 2019  
Cash & Investments as of November 30, 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 NOVEMBER 30, 2019**

	<b>EXPENDITURE BUDGET</b>	<b>Y-T-D EXPENSED</b>	<b>Y-T-D %</b>	<b>ANNUAL REVENUE BUDGET</b>	<b>Y-T-D RECEIVED</b>	<b>Y-T-D %</b>
COUNCIL	186,073	162,804	87.5%	3,300	2,625	79.5%
MAYOR'S OFFICE	339,525	250,411	73.8%	4,350	2,857	65.7%
AUDITOR'S OFFICE	660,381	546,370	82.7%	387,526	386,849	99.8%
TREASURER'S OFFICE	21,092	18,235	86.5%	-	-	0.0%
LAW DIRECTOR	637,060	565,717	88.8%	115,000	106,250	92.4%
MUNICIPAL COURT	2,594,758	1,686,664	65.0%	1,730,025	1,622,962	93.8%
CIVIL SERVICE OFFICE	153,747	112,138	72.9%	52,000	55,636	107.0%
PLANNING & ZONING	159,947	159,840	99.9%	-	-	0.0%
COMPUTER SERVICES	497,908	401,540	80.6%	493,502	493,417	100.0%
GENERAL EXPENSE	5,853,559	4,950,839	84.6%	-	-	0.0%
GENERAL REVENUE	-	-	0.0%	24,042,235	22,202,397	92.3%
POLICE DEPARTMENT	8,246,871	6,891,188	83.6%	749,055	540,017	72.1%
DISASTER SERVICES	63,841	48,924	76.6%	-	-	0.0%
FIRE DEPARTMENT	7,717,040	6,639,737	86.0%	332,462	97,098	29.2%
DISPATCH CENTER	1,234,157	993,113	80.5%	2,403	2,403	100.0%
N.E.A.T.	9,350	-	0.0%	-	-	0.0%
SAFETY DIRECTOR	135,980	97,028	71.4%	-	-	0.0%
HUMAN RESOURCES	150,985	116,942	77.5%	-	-	0.0%
SERVICE DIRECTOR	129,480	88,602	68.4%	-	-	0.0%
ENGINEERING OFFICE	858,934	621,702	72.4%	166,620	127,710	76.6%
PUBLIC BUILDING	463,960	320,021	69.0%	1,000	-	0.0%
ZONING	410,752	266,757	64.9%	64,900	77,691	119.7%
PARK MAINTENANCE	1,182,896	1,055,108	89.2%	189,900	233,435	122.9%
RESERVOIR RECREATION	5,471	2,352	43.0%	-	-	0.0%
RECREATION MAINTENANCE	163,094	77,327	47.4%	-	-	0.0%
RECREATION FUNCTIONS	1,176,327	797,321	67.8%	879,835	808,196	91.9%
CEMETERY DEPARTMENT	582,524	509,091	87.4%	255,000	219,208	86.0%
<b>TOTAL GENERAL FUND</b>	<b>33,635,712</b>	<b>27,379,771</b>	<b>81.4%</b>	<b>29,469,113</b>	<b>26,978,750</b>	<b>91.5%</b>

CONTINUED ON REVERSE

	<b>EXPENDITURE BUDGET</b>	<b>Y-T-D EXPENSED</b>	<b>Y-T-D %</b>	<b>ANNUAL REVENUE BUDGET</b>	<b>Y-T-D RECEIVED</b>	<b>Y-T-D %</b>
SCM&R STREETS	2,871,324	2,365,641	82.4%	3,074,990	3,250,573	105.7%
TRAFFIC-SIGNALS	708,252	407,163	57.5%	311,000	322,839	0.0%
<b>TOTAL SCM&amp;R FUND</b>	<b>3,579,576</b>	<b>2,772,804</b>	<b>77.5%</b>	<b>3,385,990</b>	<b>3,573,411</b>	<b>105.5%</b>
SCM&R HIWAYS	213,685	208,428	97.5%	144,650	156,245	108.0%
<b>TOTAL SCM&amp;R HIWAYS FUND</b>	<b>213,685</b>	<b>208,428</b>	<b>97.5%</b>	<b>144,650</b>	<b>156,245</b>	<b>108.0%</b>
AIRPORT OPERATIONS	1,428,844	1,181,334	82.7%	1,098,925	1,141,697	103.9%
<b>TOTAL AIRPORT FUND</b>	<b>1,428,844</b>	<b>1,181,334</b>	<b>82.7%</b>	<b>1,098,925</b>	<b>1,141,697</b>	<b>103.9%</b>
WATER TREATMENT	4,235,917	3,108,844	73.4%	14,800	61,817	417.7%
WATER DISTRIBUTION	2,464,840	2,017,088	81.8%	132,100	120,298	91.1%
UTILITY BILLING	1,154,652	980,139	84.9%	8,449,926	7,632,315	90.3%
SUPPLY RESERVOIR	851,793	510,988	60.0%	21,503	7,539	35.1%
<b>TOTAL WATER FUND</b>	<b>8,707,202</b>	<b>6,617,058</b>	<b>76.0%</b>	<b>8,618,329</b>	<b>7,821,969</b>	<b>90.8%</b>
SANITARY SEWER MAINT	1,200,077	798,651	66.5%	1,000	5,672	567.2%
STORMWATER MAINT	265,583	179,483	67.6%	776,500	716,969	92.3%
WATER POLLUTION CONTROL	3,203,311	2,721,770	85.0%	9,078,075	8,345,096	91.9%
<b>TOTAL SEWER FUND</b>	<b>4,668,971</b>	<b>3,699,904</b>	<b>79.2%</b>	<b>9,855,575</b>	<b>9,067,737</b>	<b>92.0%</b>
PARKING	110,495	73,029	66.1%	74,700	73,838	98.8%
<b>TOTAL PARKING FUND</b>	<b>110,495</b>	<b>73,029</b>	<b>66.1%</b>	<b>74,700</b>	<b>73,838</b>	<b>98.8%</b>
SWIMMING POOL	105,210	87,152	82.8%	102,000	102,000	100.0%
<b>TOTAL SWIMMING POOL FUND</b>	<b>105,210</b>	<b>87,152</b>	<b>82.8%</b>	<b>102,000</b>	<b>102,000</b>	<b>100.0%</b>
CIT ADMINISTRATION	20,732,203	18,483,652	89.2%	25,671,800	24,413,954	95.1%
<b>TOTAL CIT FUND</b>	<b>20,732,203</b>	<b>18,483,652</b>	<b>89.2%</b>	<b>25,671,800</b>	<b>24,413,954</b>	<b>95.1%</b>

**SNAPSHOT \$ FINANCIAL: GENERAL FUND**

Revenues/Expenditures & Key Balances Snapshot as of :

2019  
Projected 11/30/2019

**GENERAL FUND REVENUES & EXPENSES**

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

Revenue and Receipts Projection General Fund \$ 30,791,362

Expenses Appropriated General Fund *(assumes \$0.00 returned by departments)* \$ (34,523,322)

**OPERATIONAL SURPLUS/(DEFICIT)** (\$3,731,960)

**PROJECTED UNENCUMBERED YEAR END GF CASH BALANCE** \$ 9,548,094

**FINANCIAL POLICY AMOUNTS**

	Minimum	Proj. Balance	Over/(Short)
Minimum Reserve Balance GF (Resolution 002-2014 16.7% of Budget Expenses)	\$ 4,991,736	\$ 9,548,094	\$4,556,358
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	\$ 1,100,154	\$100,154

**MONITORING INTANGIBLE / ANTICIPATED ITEMS**

**LIKELY POSSIBLE**

**GENERAL FUND**

Revenue Differential + / (-)

Expense Differential + / (-)

*Self Insurance Fund replenish (per budget discussions)*

Fund Subsidies + / (-)

Unbudgeted Projects

**BUDGETED YEAR END GF CASH BALANCE** (excludes rainy day reserve) 2019 \$ 9,548,094

**CITY OF FINDLAY  
OPEN PROJECTS AS OF NOVEMBER 30, 2019**

<b>PROJECT NUMBER</b>	<b>PROJECT NAME</b>	<b>TOTAL APPROPRIATED INCEPTION TO DATE</b>	<b>TOTAL EXPENSED INCEPTION TO DATE</b>	<b>TOTAL PENDING PURCHASE ORDERS</b>	<b>CURRENTLY AVAILABLE TO SPEND</b>
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	106,055	21,215	2,730
31955300	ROWMARK 629 ROADWORK	100,000	1,516	2,234	96,250
31966700	TYLER CASHIERING IMPLEMENTATION	38,500	18,075	20,310	115
31966800	2017 ORC PD REQUIRED TRAINING	39,556	-	-	39,556
31971800	2017 EDE PARK IMPROVEMENTS	10,000	9,836	-	164
31972000	2017 SWALE LOT & WALK PATH	70,000	40,245	9,755	20,000
31972500	FOOTBALL BLDG POWER	38,000	4,842	29,176	3,982
31972900	SALT BARN STRUCTURE	580,000	11,499	558,531	9,971
31976600	RESERVOIR PARKING LOT	15,000	-	-	15,000
31976900	2017 CRISIS INTERVENTION TRAINING	6,103	3,442	-	2,661
31977900	PUBLIC SAFETY SOFTWARE SYSTEM	725,000	571,880	76,816	76,304
31980300	BLANCH RVR GREENWAY TRAIL	80,000	79,900	28	72
31980800	ORC PD REQUIRED TRAINING	29,320	28,583	-	737
31983000	VHF RADIO SYSTEM	354,077	-	-	354,077
31983400	2018 SKATE PARK REPAIRS	7,000	-	-	7,000
31984200	GIS SOFTWARE REPLACEMENT	40,000	38,437	1,129	434
31985300	AUTOLIV OHIO 626	363,000	281,257	-	81,743
31985900	HPD GRANT 2018	11,000	6,782	-	4,218
31990400	DISASTER RECOVERY SITE @ CUBE	55,000	-	3,895	51,105
31992500	FIBER OPTIC UPGRADE TO COUNTY	19,000	-	-	19,000
31992600	MUNI BLDG 1ST FLOOR WINDOWS	40,000	34,300	5,000	700
31992800	COOPER&RAWSON SCOREBOARDS	12,000	-	-	12,000
31992900	PARK LIGHTS TO LED	10,000	-	-	10,000
31993000	CUBE COOLING SYS CONDENSERS	20,000	-	11,800	8,200
31993500	HVAC HEAT/AIR CEMETERY	15,000	-	15,000	-
31993600	KEEP ACTIVE KEEP HEALTHY PROG	100,000	17,943	2,138	79,919
31993700	CUBE PARKING LOT REPAIRS	144,157	167	133,957	10,033
31993800	RVR GREENTRAIL TO RIVERBEND	200,000	11,310	169,449	19,241
31994000	2019 EMORY ADAMS PARKING LOTS	10,000	-	-	10,000
31994200	2019 GIS FUNCTIONALITY	10,000	-	-	10,000
31994600	PD QUICK RESPONSE GRANT FY2020	50,000	-	50,000	-
31994700	MUNI BUILDING HVAC CONTROLLER	75,000	27,461	30,326	17,213
31995000	HPD GRANT 2020	-	-	-	-
<b>GENERAL FUND PROJECTS</b>		<b>8,371,277</b>	<b>6,017,209</b>	<b>1,140,759</b>	<b>1,213,310</b>

PROJECT NUMBER	PROJECT NAME	TOTAL	TOTAL	TOTAL	CURRENTLY
		APPROPRIATED	EXPENSED	PENDING	AVAILABLE
		INCEPTION TO DATE	INCEPTION TO DATE	PURCHASE ORDERS	TO SPEND
32542300	OIL DITCH CLEANING	20,000	-	-	20,000
32549500	HOWARD RUN DITCH CLEANING	6,000	5,200		800
32556100	B4 & B6 SEWER SEPARATION PH 2	819,925	719,946	-	99,979
32593900	COUNTRY CLUB DR SLOPE REHAB	98,731	34,450	64,281	-
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	134,153	195,707	10,074
32863400	W BIGELOW/NORTHGATE INTERSECTION	125,000	80,002	4,815	40,183
32864600	CR212/CR236 WIDENING	140,000	74,530	63,087	2,383
32872100	S MAIN/LINCOLN INTERSECTION	125,000	46,180	27,520	51,300
32872800	S MAIN/MAIN CROSS INTERSECTION	125,000	47,081	23,445	54,474
32873100	S MAIN/ SANDUSKY INTERSECTION	125,000	46,766	22,935	55,299
32876000	BLANCHARD/LINCOLN LIKE LANE	421,500	346,604	74,077	819
32884400	ODOT FY 19 RESURFACING	565,896	504,553	2,519	58,824
32884500	ODOT FY20 RESURF PID100184	75,000	25,991	20,000	29,009
32890300	2019 STREET RESURFACING	1,481,500	1,467,163	7,986	6,351
32890600	TRAFFIC SIGNAL UPGRADES 2019	265,000	185,743	79,248	9
32893100	19 TRAFFIC POLE REPLACEMENT	50,000	2,180	35,750	12,070
<b>SCM&amp;R FUND PROJECTS</b>		<b>5,024,486</b>	<b>3,749,053</b>	<b>639,924</b>	<b>635,509</b>
35284600	ODOT AVIAT BEACON & WINDSOCK	178,681	23,000	155,559	122
35293200	RUNWAY 7/25 REHAD CRACK SEAL	139,183	187	-	138,996
35293400	REHAB TAXIWAY A - DESIGN	59,000	-	-	59,000
<b>AIRPORT FUND PROJECTS</b>		<b>376,864</b>	<b>23,187</b>	<b>155,559</b>	<b>139,118</b>

PROJECT NUMBER	PROJECT NAME	TOTAL	TOTAL	TOTAL	CURRENTLY
		APPROPRIATED INCEPTION TO DATE	EXPENSED INCEPTION TO DATE	PENDING PURCHASE ORDERS	AVAILABLE TO SPEND
35577600	HOWARD ST SEWER SEP PH 1	50,000	37,895	11,100	1,005
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	95,000	-	59,541	35,459
35594100	CR 180 DRAINAGE PLAN	1,000	167	-	833
35674500	LTCP EVALUATION STUDY	340,000	307,105	9,152	23,742
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	648,087	30,245	27,769
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	13,047	853	31,100
35680200	2018 SEWER LINING & MANHOLE	385,900	67,399	304,438	14,063
35681100	2018 ANNUAL SEWER TELEVISIONING	150,000	123,580	21,211	5,209
35681200	WPC UV SYSTEM REPLACEMENT	2,878,500	800,055	1,893,884	184,561
35681500	WPC CLARIFIER 1 & 2 REHAB	292,400	290,935	500	965
35691300	19 SEWER LINING & MANHOLE	400,000	5,167	388,073	6,760
35691400	19 SEWER TELEVISIONING	300,000	945	235,581	63,474
35691500	19 ANNUAL CSO LTCP	25,000	-	-	25,000
35691600	19 MANHOLE ADJUSTMENT	50,000	39,750	-	10,250
35691700	MADISON & MONROE	45,000	39,350	3,100	2,550
35691800	SR12 & DAVIS SAN SEWER	60,000	8,905	-	51,095
35691900	WEST MAIN CROSS SAN SEWER	20,000	18,891	1,109	-
<b>SEWER FUND PROJECTS</b>		<b>6,302,653</b>	<b>2,583,279</b>	<b>3,065,965</b>	<b>653,409</b>
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
35780400	SANDUSKY W/L TO DOLD	200,000	165,088	-	34,912
35781600	MERRIWEATHER WL REPLACEMENT	65,000	231	-	64,769
35781800	WTP SCADA SYSTEM UPGRADES	25,000	616	7,000	17,384
35781900	WATER ASSET MGT OEPA MSTR	350,000	11,495	33,505	305,000
35782200	UB OFFICE RENOVATIONS	10,000	-	6,500	3,500
35782300	WTP ROOF REPLACEMENT	285,000	254,614	7,127	23,259
35782400	WTP FIRE ALARM SYSTEM	20,000	3,555	-	16,445
35782500	RESERVOIR #2 RAMP REPAVING	25,000	-	-	25,000
35782600	WTP & RES SECURITY CAMERAS	150,000	-	-	150,000
35782800	RESERVOIR TRANSFER LINE REHAB	20,000	167	-	19,833
35783300	WATER METER SYSTEM REPLACE	250,000	154	-	249,846



PROJECT NUMBER	PROJECT NAME	TOTAL	TOTAL	TOTAL	CURRENTLY
		APPROPRIATED INCEPTION TO DATE	EXPENSED INCEPTION TO DATE	PENDING PURCHASE ORDERS	AVAILABLE TO SPEND
35783500	2018 UTILITY RATE STUDY	25,000	-	-	25,000
35783900	WTP BULK WATER STATION	50,000	-	-	50,000
35790100	S BLANCHARD ST WL REPLACE	1,500,000	1,316,177	121,910	61,913
35790200	E BIGELOW WL REPLACE	275,000	225,366	29,791	19,843
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	75,000	54,890	-	20,110
35791100	HOWARD ST WL REPLACEMENT	320,000	-	-	320,000
35791200	2019 WATER VALVE ADJUSTMENT	20,000	5,313	-	14,687
35792400	CR140 WATERLINE OVERSIZING	42,935	-	-	42,935
35793300	OLIVE ST WL REPLACEMENT	140,000	29,722	32,561	77,718
35794400	LARGE METER TESTING CALIBRAT	95,625	-	-	95,625
<b>WATER FUND PROJECTS</b>		<b>4,700,135</b>	<b>2,270,597</b>	<b>619,970</b>	<b>1,809,568</b>

CITY OF FINDLAY  
CASH & INVESTMENTS AS OF NOVEMBER 30, 2019

<u>AMOUNT</u>	<u>DESCRIPTION AND RATE</u>	<u>BANK/FIRM</u>
\$ 1,144,000.00	STAR OHIO @ 1.900%	
123,104.26	STAR OHIO @ 1.900%	
23,003,500.00	STAR OHIO @ 1.900%	
1,473,226.75	STAR OHIO @ 1.900%	
1,000,000.00	STAR PLUS @ 1.730%	
16,505,000.00	SAVINGS ACCOUNT	FIFTH THIRD BANK
1,996,875.00	US TREASURY @ 2.000%	PNC BANK
986,484.38	US TREASURY @ 1.625%	HUNTINGTON 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
245,000.00	CERTIFICATE OF DEPOSIT @ 2.560%	FIRST FEDERAL BANK
245,000.00	CERTIFICATE OF DEPOSIT @ 2.650%	WATERFORD BANK
<u>\$ 53,895,910.74</u>	INVESTMENT TOTAL	
4,631,181.08	5/3 BANK ACCOUNT BALANCE	
-	ACCRUED INVESTMENT INTEREST	
<u><u>\$ 58,527,091.82</u></u>	TOTAL CASH & INVESTMENTS	

**UNAPPROPRIATED FUND BALANCES (CURRENT CASH BALANCES ON REVERSE)**

GENERAL	\$ 9,548,094
SCM&R	354,048
SCM&R HIWAY	277,076
SEVERANCE PAYOUT RESERVE	969,610
AIRPORT	479,199
WATER	4,463,064
SEWER	5,384,949
STORMWATER	2,633,470
PARKING	26,521
CIT ADMINISTRATION	137,860
CIT CAPITAL IMPROVEMENT	2,362,816

CITY OF FINDLAY  
**BREAKDOWN OF TOTAL CASH & INVESTMENTS BY FUND AS OF NOVEMBER 30, 2019**

\$15,346,995.89	General Fund
1,000,000.00	General Fund Restricted Rainy Day
2,202,843.51	General Fund Projects
1,557,487.42	SCM&R Fund
792,038.89	SCM&R Fund Projects
365,619.99	County Permissive License Fund
293,649.07	State Highway Fund
212.57	Law Enforcement Trust Fund
4,236.87	Drug Law Enforcement Trust Fund
293,961.20	ID Alcohol Treatment Fund
63,264.09	Enforcement & Education Fund
509,453.32	Court Special Projects Fund
148,203.35	Court Computerization Fund
2,109.56	METRICH Drug Law Enforcement Trust Fund
140,840.77	Alcohol Monitoring Fund
134,654.89	Mediation Fund
168,394.92	Electronic Imaging Fund
20,567.75	Legal Research Fund
996,708.41	Severance Payout Fund
31,331.76	Debt Service Fund
38,828.01	CR 236 TIF Fund
616,552.69	Municipal Court Improvement Fund
619,464.36	Airport Fund
85,203.60	Airport Fund Projects
6,917,784.41	Water Fund
885,129.05	Water Fund Restricted
2,040,339.03	Water Fund Projects
5,431,237.90	Sewer Fund
6,017,313.94	Sewer Fund Restricted
3,720,795.04	Sewer Fund Projects
66,560.59	Parking Fund
-	Parking Fund Projects
60,880.51	Swimming Pool Fund
-	Swimming Pool Fund Projects
28,262.18	Internal Service Central Stores Fund
764,235.53	Internal Service Workers Comp Fund
1,160,785.50	Internal Service Self Insurance Fund
1,680,222.90	CIT Fund
1,768,750.04	CIT Fund- Restricted Capital Improvements
-	CIT Fund-Restricted Flood Mitigation
247,967.30	Police Pension Fund
247,967.30	Fire Pension Fund
50,547.22	Unclaimed Monies Fund
178,838.36	Tax Collection Agency Fund
1,506,968.20	Cemetery Trust Fund
159,031.32	Private Trust Fund
138,679.89	Guaranteed Deposits
-	Special Assessments Pavements Fund
317.61	Special Assessments Sidewalks Fund
-	Special Assessments Sidewalks Fund Projects
21,855.11	Special Assessments Storm Fund
<b><u>\$58,527,091.82</u></b>	<b>TOTAL CASH &amp; INVESTMENTS</b>

# TRAFFIC COMMISSION

City of Findlay  
November 18, 2019

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## MINUTES

### **ATTENDANCE:**

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

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

**GUESTS PRESENT:** Ann Laiho, Lakeview Park Property Owners Association; Jim Cline and Colton Schulte, Cooper Tire & Rubber Company.

### **OLD BUSINESS**

1. Request to review pedestrian safety downtown Findlay.

6/17/2019

Councilman Grant Russel stated that a resident that was struck in a crosswalk recently downtown approached him with ideas to make downtown streets safer for pedestrians. A suggestion is to make all intersections in Downtown Findlay "No Turn on Red." Also, installing left turn lights on all traffic lights Downtown. DeMuth stated that plans are already in place for traffic light upgrades which will include left turn lights on all intersections that have left turn lanes in Downtown. Director Schmelzer stated that we can look at the Capital Plan, and in the interest of pedestrian safety downtown, we can move the request for signal upgrades up on the list to have them completed sooner.

Discussion regarding "No Turn on Red" during certain hours. Have not done research on other downtowns or how this affect the Uniform Traffic code. Used to be No Turn on Red prior to 2003. Director Schmelzer stated that it makes sense for special hours. May back up traffic. What do we want to do in the interest of pedestrian safety. See what introduction to no turn on red would make on stacking. Maybe not on Main Cross and Sandusky intersections, but all other intersections in downtown have the "No Turn On Red" designation. Have DGL take a look at. Demuth stated that if you can't see to turn right on red without entering into the crosswalk to see to turn, then it should be "No Turn On Red." Director Schmelzer stated this should be part of the criteria along with stacking. Director Schmelzer requested the Engineering Department to do a study on the intersections with the criteria and come back with a list of intersections and a map to determine where we want to introduce the No Turn On Red. If we don't have anything conclusive, then look at engaging DGL. Director Thomas will contact DGL for a cost to do the study, if needed.

Motion to review the Capital Plan as it relates to the traffic signal upgrades in Downtown to determine if those projects can be moved up in the schedule; have Engineering Department study each Main Street intersection in the Downtown using the two criteria for right turn on red: 1. Do you have to encroach into the crosswalk to make a decision as to whether or not it safe to move forward in your vehicle, and 2. Stacking, then bring it back for further discussion, by Director Schmelzer, second by Chief Dunbar. Motion passed 4-0.

7/15/2019

Remains tabled.

8/19/2019

Motion to lift from table by Director Thomas, second by Director Schmelzer. Motion passed 5-0.

Director Thomas stated that they looked at the intersections downtown, looked at which intersections if you stop at the stop bar you can see and which ones you can't when you turn right. Director Thomas will be checking on pricing with DGL to do a model regarding stacking with data relative to traffic counts that we collected for the Downtown project, provide level of service projections for those intersections if those movements are restricted.

Motion to table request, by Director Schmelzer, second by Chief Dunbar. Motion passed 5-0.

11/18/2019

Remains tabled.

2. Request of John DePuy, 3430 Crosshill Drive, to make the west side of Crosshill Drive from Hillshafer Drive north to dead end of Crosshill Drive.

7/15/2019

Concerns about vehicles parking in front of his mailbox as well as concerns about emergency vehicles being able to access his home.

Motion to table request until signatures of property owners approving the change can be obtained, by Director Thomas, second by Chief Dunbar, Motion passed 3-0.

11/18/2019

Remains tabled.

3. Request of Cathy Weygandt, 204 Greenlawn Avenue, for a traffic signal at Sixth Street and Washington Avenue due to concerns of pedestrian and cyclist trying to cross over Sixth Street.

8/19/2019

Lee Weygandt stated that it is difficult and dangerous to cross Sixth Street at Washington Avenue. Suggests installing a signal similar to the one at South Main Street and Baldwin Street, a traffic tripped light and a button to push for pedestrians. Some children cross there to get to Jefferson School. Would like a study done. Director Thomas stated that there are crosswalks there but no signal. Schmelzer wants to differentiate between how long you have to wait to cross a busy road and something we would put in place to actuate to stop traffic. Would take a look at adding a midblock crossing with signalization if a significant number of students cross there to get to Jefferson School. Would like to see what the changes look like around Jefferson School before making a decision. Will be doing additional monitoring in the area due to changes we are making around Jefferson School and will monitor this area as well.

Motion to table request pending additional investigation and analysis of the proposed changes of traffic patterns around Jefferson School, by Director Schmelzer, second by Councilman Slough. Motion passed 5-0.

9/16/2019

Remains tabled.

10/21/2019

Director Schmelzer requested Chief Dunbar to place the camera trailer near the intersection of Washington Avenue and Sixth Street to monitor the number of cars and pedestrians at this intersection, and bring back results.

11/18/2019

Remains tabled.

4. Request of Sonja Huffman, Center Street Block Watch, to make the intersection of Center Street and Carnahan Street a four-way stop.

9/16/2019

Ms. Huffman stated that Findlay is growing and more people are going to Riverside Park. There are also more activities going on at Riverside Park than there used to be. Ms. Huffman stated that members of the block watch approve the intersection Center Street and Carnahan Street becoming a four-way stop. Director Thomas stated that the City does not install stop signs for speed control. Traffic warrants need to meet requirements for an intersection to become a four-way stop. Motion to obtain traffic counts for Center Street and bring back to Traffic Commission for consideration of a four-way stop at Center Street and Carnahan Street, by Chief Eberle, second by Chief Dunbar. Motion passed 3-0.

10/21/2019

Director Thomas stated that there is some merit to activity of summer vs. non summer traffic. Traffic counts will be taken as soon as able to do so.

11/18/2019

Remains tabled.

5. Request of Chad Richards, to add a turn lane at Flowers Avenue at 18<sup>th</sup> Street.

9/16/2019

Adding a left turn lane on Flowers Avenue at 18<sup>th</sup> Street would not make it safer. Adding a stop sign at that intersection would make it safer than adding a turn lane. Chief Dunbar stated that he can place an unmarked vehicle in the area to monitor traffic patterns during drop off and pick up of students.

Motion to table request to look at the traffic patterns in the area to determine a solution, by Director Thomas, second by Chief Eberle. Motion passed 3-0.

10/21/2019

Chief Dunbar stated that he has a report from three days of surveillance. The recommendation is for a stop sign on Flowers at 18<sup>th</sup> Street. A "yield" sign or "cross traffic does not stop" sign are other suggestions. Since the construction of Glenwood School this area has been cause for concern.

11/18/2019

Motion to lift item from table by Chief Dunbar, second by Director Thomas. Motion passed 3-0.

Chief Dunbar reiterated his report from October's meeting.

Motion to add a stop sign on Flowers Avenue at 18<sup>th</sup> Street by Chief Eberle, second by Director Thomas. Motion passed 3-0.

## **NEW BUSINESS**

1. Request of Lakeview Park Property Owners Association for stop signs at the intersection of Reimund Ct. and Lakebrook Drive.

Motion to approve request for a stop sign on Reimund Court at Lakebrook Drive, by Chief Eberle, second by Director Thomas. Motion passed 3-0.

2. Request of Lakeview Park Property Owners Association for stop signs at the intersection of East Woodland Trail and South Woodland Trail.

Motion to approve request for a stop sign on East Woodland Trail at South Woodland Trail by Director Thomas, second by Chief Dunbar. Motion passed 3-0.

3. Request of Lakeview Park Property Owners Association to move the current no outlet sign from Brookview Trail, east of Clearbrook Circle, and place the no outlet sign on Brookview Trail just east of the intersection of Brookfield Drive.

Motion to approve request to move "No Outlet" sign from Brookview Trail, east of Clearbrook Circle, and place the no outlet sign on Brookview Trail just east of the intersection of Brookfield Drive by Chief Eberle, second by Chief Dunbar. Motion passed 3-0.

4. Request of City Engineering Department to make Concord Court and Vincent Street a four way stop due to Bishop Lane extending into Concord Court.

Motion to approve request to make Concord Court and Vincent Street a four way stop by Chief Eberle, second by Chief Dunbar. Motion passed 3-0.

5. General discussion on the condition of the traffic signals on Lima Avenue at Cooper Tire & Rubber Company for plans to repair or alternate replacement.

DeMuth stated that Cooper Tire is looking for answers about the crosswalks as far as safety is concerned. Jim Cline stated that there have been multiple near misses in the headquarters' crosswalk due to motorists running the red light. He also stated that there are speed issues along this area as well. Issue may be that the signals have the appearance of being too high. DeMuth stated that we could put signals on the upright section of the pole and see if that helps. This would be in addition to the signals in the current location. DeMuth has spare signals if would like to try temporarily placing a signal on the upright section of the pole. Originally Cooper Tire requested and paid to have signals put in. If we need to upgrade Cooper Tire will be responsible to pay for them. Director Thomas stated that we should try installing spare signal on the pole. Also get an estimate for replacement of both of the signals at Cooper Tire (at headquarters entrance and factory entrance).

Motion for Tom DeMuth to install a temporary traffic signal on the upright section of the pole of the traffic signal at the Cooper Tire headquarters entrance for both directions and obtain estimates for replacement of both of the signals at Cooper Tire (at headquarters entrance and factory entrance) by Director Thomas, second by Eberle. Motion passed 3-0.

With no further business to discuss, the meeting adjourned. The next meeting of the City of Findlay Traffic Commission will be held on December 16, 2019, at 2:30 p.m. in the third floor conference room of the Municipal Building.

Respectfully submitted,



Kathy K. Launder  
City Clerk

**Findlay Fire Department**  
**Monthly Activities Report - 2019**  
 Submitted By: Joshua S. Eberle, Fire Chief

Fire Statistics	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Fires	8	5	7	7	8	11	6	6	5	8	4	
Assist Other Agency	4	3	6	6	2	4	7	0	1	4	11	
Emergency Medical Service (EMS)	119	88	109	89	118	108	103	135	123	137	119	
Car Accidents	10	8	15	16	17	13	16	21	20	24	18	
Rescues (Extrication, Water, Elevator)	2	1	3	1	1	6	2	1	2	1	1	
Hazmat	7	13	6	12	12	12	12	10	11	9	18	
Good Intent	19	7	9	4	14	5	8	4	9	3	2	
Burning Complaints	0	2	4	6	5	9	4	9	7	6	4	
False Alarms	31	38	36	34	12	21	33	28	14	20	24	
<b>Totals</b>	<b>200</b>	<b>165</b>	<b>195</b>	<b>175</b>	<b>189</b>	<b>189</b>	<b>191</b>	<b>214</b>	<b>192</b>	<b>212</b>	<b>201</b>	<b>0</b>

Runs by District	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Station 1 - (South Main St)	67	55	76	66	58	58	73	66	66	89	65	
Station 2 - (North Main St)	52	36	41	51	48	48	54	56	63	53	59	
Station 3 - (Tiffin Ave)	40	41	36	22	40	45	23	46	37	39	33	
Station 4 - (CR 236)	41	33	42	36	43	38	41	46	26	31	44	
<b>Totals</b>	<b>200</b>	<b>165</b>	<b>195</b>	<b>175</b>	<b>189</b>	<b>189</b>	<b>191</b>	<b>214</b>	<b>192</b>	<b>212</b>	<b>201</b>	<b>0</b>

Firefighter Training (by hours)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
EMS Formal	108.5	183	204	97	158	92	160	107	148	140		
Fire Formal	55	175	166.5	139	167	153	123	186	221	155		
Fire Informal	1870	1806	1478	1601	1536	1665	1512	2061	1544	1664		
<b>Totals</b>	<b>2034</b>	<b>2164</b>	<b>1849</b>	<b>1837</b>	<b>1861</b>	<b>1910</b>	<b>1795</b>	<b>2354</b>	<b>1913</b>	<b>1959</b>	<b>0</b>	<b>0</b>

**Fire Prevention Bureau**

Construction	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Code Interpretations	1	1	2	1			2				2	
Inspections	2			1		1	4	1	3	4	2	
Plan Reviews	1	6	12	11	5	7	15	4	4	8	7	
System Acceptance Tests	3	1	2	4	2			3	5	8	1	
<b>Totals</b>	<b>7</b>	<b>8</b>	<b>16</b>	<b>17</b>	<b>7</b>	<b>8</b>	<b>21</b>	<b>8</b>	<b>12</b>	<b>20</b>	<b>12</b>	<b>0</b>

Existing Structure - Additions	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Code Interpretations	4	3		1	2		2	1		1		
Inspections		6	3	2	5	2	4	4	2	1	7	
Plan Reviews	5	10	2	2	5	8	7	9	8	8	8	
System Acceptance Tests	12	3	5	3	6	4	6	12	9	12	7	
<b>Totals</b>	<b>21</b>	<b>22</b>	<b>10</b>	<b>8</b>	<b>18</b>	<b>14</b>	<b>19</b>	<b>26</b>	<b>19</b>	<b>22</b>	<b>22</b>	<b>0</b>

Fire Investigations	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>Cause and Determination</b>												
Accidental	2	1			1	2	2		2	2	1	
Undetermined	1	2		1	2	1	1	2				
Incendiary						1	1	1				
<b>Fire Investigation Activities</b>												
Follow-up	1	1	9	15	4	14	11	5				
Interviews	15	17		7	4	27	14	18	7	6	3	
Assists	1					1			1			
<b>Totals</b>	<b>20</b>	<b>21</b>	<b>9</b>	<b>23</b>	<b>11</b>	<b>46</b>	<b>29</b>	<b>26</b>	<b>10</b>	<b>8</b>	<b>4</b>	<b>0</b>

Inspections	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Assembly	21	11	6	1	10	17	23	2	18	1	10	
Business	4	19	10	2	8	6	12	7	10	3	34	
Education K-12					7	2	2	2	5	14	2	
Education Pre-School	2	2		1			2				1	
Factory							1					
Mercantile	7			3		9	22				7	
Hazardous / Fireworks								2	1			
Institutional	7	7	5		1				3			
Mercantile		14	7		1							
Residential	14	3			1		2	5	9	23		
Adoption / Foster Care	1	1	1	1	1	2	3	2		1	7	
Pre-Fire Plan	1			4	1		5					
Utility Mobile Food Vendors								41				
Utility Outbuildings		1			1			25				
Vacant Structures	1											
<b>Totals</b>	<b>58</b>	<b>58</b>	<b>29</b>	<b>12</b>	<b>31</b>	<b>36</b>	<b>72</b>	<b>86</b>	<b>46</b>	<b>42</b>	<b>61</b>	<b>0</b>

Prevention	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Code Interpretations	4	5	7	10	5	3	7	4	7	5	4	
Complaints	4	2	3	4	2		2	1	2	2		
Fireworks Exhibitions / Events	6	2	3	7	10	3	4		4	1		
Knox Box Consults/Maint.	2		5	1	2		4	5	24	11	2	
Other	2			4	2	1	1			1		
Fire Plan Updates							1					
Pre-Fire Plan	1		1	1		1			1	1		
Property Research			3	4	2		2	1	10	4	2	
Safety Presentations	2	3	11	7	4	7		1	3	11	2	
Re-inspections	66	83	79	54	46	32	25	53	28	34	35	
Background Checks						8	17				1	
<b>Totals</b>	<b>87</b>	<b>95</b>	<b>112</b>	<b>92</b>	<b>73</b>	<b>55</b>	<b>63</b>	<b>65</b>	<b>79</b>	<b>70</b>	<b>46</b>	<b>0</b>

Public Presentations	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Station Tours			1		1	3			2			
Truck Visits					4	1		4	4			
Meetings Attended	4	5		5	2	3	4	3	4	9	10	
School / Seminars Attended	8	9		13		7	6	1		4	5	
<b>Totals</b>	<b>12</b>	<b>14</b>	<b>1</b>	<b>18</b>	<b>7</b>	<b>14</b>	<b>10</b>	<b>8</b>	<b>10</b>	<b>13</b>	<b>15</b>	<b>0</b>





# 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

December 9, 2019

The Honorable Council  
Findlay, Ohio 45840

SUBJECT: YEAR-END ITEMS TO TRANSFER /APPROPRIATE

Dear Council Members:

**It is respectfully requested that the first paragraph of this letter be read into the Council record.**

The following accounts require an appropriation or a transfer for this budget year so that the City may remain in compliance with ORC and audit. It is important that the rules be suspended and the legislation for these transfers be passed at your December 17<sup>th</sup> meeting in order to remain in compliance. I have listed below the amount of each request and the corresponding reason for the appropriation or transfer.

A **TRANSFER RESOLUTION** is needed for the following:

FROM:	Treasurer's Office (21004000-other)	20.00	
TO:	Treasurer's Office (21004000-personal services)		20.00
FROM:	Human Resources (21018000-other)	50.00	
TO:	Human Resources (21018000-personal services)		50.00
FROM:	General Expense (21010000-other)	50,000.00	
TO:	Parks Department (21034000-personal services)		50,000.00
FROM:	General Expense (21010000-other)	14,000.00	
TO:	Cemetery (21046000-personal services)		14,000.00
FROM:	WPC (25061000-other)	25,000.00	
TO:	WPC (25061000-personal services)		25,000.00

FROM:	City Income Tax (27047000-personal services)	21,000.00	
TO:	City Income Tax (27047000-other)		21,000.00

**REASON:** The transfers deal with moving already appropriated funds between the department's personal services (wages and related benefits) and other (operational expenses) accounts to be able to finish the rest of the year.

An **APPROPRIATION ORDINANCE** is needed for the following:

<b>FROM:</b>	CR 236 TIF Fund	\$38,828.01
<b>TO:</b>	CR 236 Widening Debt Service #23060310-other	\$38,828.01
<b>FROM:</b>	CR 236 Widening Debt Service #23060310-other	\$38,828.01
<b>TO:</b>	CIT - Capital Improvements restricted account	\$38,828.01

**REASON:** The CR 236 Debt payments were appropriated and paid initially by CIT Fund-Capital Improvements money for 2019. We have received a total of \$38,828.01 in 2019 of TIF revenue to offset a portion of the 2019 debt payment. These appropriations allow the TIF Fund money to be used to for the debt and reimburse Capital Improvements.

<b>FROM:</b>	County Permissive Fund	\$365,619.99
<b>TO:</b>	CR 236 Widening Debt Service #23060310-other	\$329,930.99
	CR 236 Land Debt Service #23060210-other	\$35,689.00
<b>FROM:</b>	CR 236 Widening Debt Service #23060310-other	\$329,930.99
	CR 236 Land Debt Service #23060210-other	\$35,689.00
<b>TO:</b>	CIT - Capital Improvements restricted account	\$365,619.99

**REASON:** The CR 236 Debt payments were appropriated and paid initially by Capital Improvements money for 2019. We were able to draw \$365,619.99 of County Permissive Fund money to pay the 2019 debt payments as an allowable use of the money. These appropriations allow the County Permissive money to be used for the debt and reimburse Capital Improvements.

<b>FROM:</b>	Energy Bonds Series B (23056100)	\$17,339.89
<b>TO:</b>	CIT Fund - Capital Improvements restricted account	\$17,339.89
<b>FROM:</b>	Energy Bonds Series A (23056000)	\$5.72
<b>TO:</b>	CIT Fund - Capital Improvements restricted account	\$5.72

**REASON:** The City had to appropriate the entire amount of the interest payment for the Energy Bonds for the 2019 debt payments. However, the Series B bonds are federally subsidized and we did receive a portion of our subsidy payment. Due to the federal mandated sequester, we did not receive the entire subsidy. Also, the amount that was due on the Series A bonds ended up being less than was shown on the amortization schedule and was originally budgeted. These transactions return the

fronted appropriation to CIT Fund - Capital Improvements restricted account.

<b>FROM:</b>	Special Assessments Sidewalks (28020000)	\$317.61
<b>TO:</b>	General Fund	\$317.61

**REASON:** In 2004 the City made the final debt payment on the 2003 Sidewalk Construction Program. However, there was several assessment deferrals granted at that time in addition to several property owners that had chosen not to pay the assessment. Also the City made the final debt payment on the 2010 Sidewalk Repair and New Construction projects in 2014. About ½ of the assessed property owners chose not to pay this assessment. The City had to cover the costs of the debt payments with General Fund money and was to be reimbursed when the property owners finally made payment. The \$317.61 represents the amount of money that was received in 2019 for some of these properties. This money should now be returned to the General Fund. There are still a few outstanding assessments to be collected from these projects.

<b>FROM:</b>	Police Pension Fund	\$16,791.85
<b>TO:</b>	Police Pension (27078000)	\$16,791.85

<b>FROM:</b>	Fire Pension Fund	\$16,791.85
<b>TO:</b>	Fire Pension (27079000)	\$16,791.85

**REASON:** A portion of the amount received from the assorted property taxes from the county tax settlements is deposited into Police and Fire Pension Funds by law. The cash balance is then transferred to the General Fund at the end of the year. Although the revenue budgets for 2019 were estimated very closely, the transfers out of these funds were budgeted low. The County revises their revenue estimates after adoption of our annual appropriation ordinance, and in order to avoid potentially over-budgeting the fund on the certificate filing, the transfer out is budgeted lower than expected.

<b>FROM:</b>	City Income Tax Fund	\$250,000.00
<b>TO:</b>	City Income Tax (27047000-other)	\$250,000.00

**REASON:** Based on current projections the actual income tax collections will be more than the original estimate. The tax is allocated to CIT Fund - Capital Improvements Restricted Account and General Fund based on actual collections. I will be able to transfer more money than originally budgeted and need the appropriation increased by this amount in order to complete the transfer to General Fund.

<b>FROM:</b>	Cemetery Trust Fund	\$4,490.62
<b>TO:</b>	Cemetery Trust (27086000-other)	\$4,490.62

**REASON:** The amount of interest earned on the Cemetery Trust investment has come in higher than the original budgeted estimate. This appropriation allows for the total amount of interest earned to

be transferred to the General Fund.

Council will need to adopt emergency legislation for the above listed items at your meeting on December 17, 2019. By copy of this letter I have asked the Law Director to prepare the necessary legislation.

Respectfully submitted,



Jim Staschiak, II  
City Auditor

cc: Don Rasmussen

# Office of the Mayor

Christina M. Muryń

318 Dorney Plaza, Room 310

Findlay, OH 45840

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www.findlayohio.com

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

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

December 11, 2019

Honorable City Council  
City of Findlay, Ohio

Dear Council Members:

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

Design Review Board

*Requires Council confirmation*

*Term will expire December 31, 2022*

Jeff Fort

Brian Hurt

I trust that you will concur with my choices and confirm my appointments. Thank you for your consideration.

Sincerely,

  
Christina M. Muryń  
Mayor

# City of Findlay

Christina M. Muryn, Mayor

## 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](http://www.findlayohio.com)

December 4, 2019

Honorable Council:

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

Sincerely,

A handwritten signature in cursive script, appearing to read "John E. Dunbar".

John E. Dunbar  
Chief of Police

## FINDLAY POLICE DEPARTMENT

### Monthly Activities Report - 2019

Category	2019		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	Total	Avg	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total
<b>Detective Division</b>														
City (Law Director)	1,242	112.91	85	107	108	128	101	112	133	129	138	125	76	
County	547	49.73	61	37	62	37	54	37	72	29	48	58	52	
Juvenile	171	15.55	13	17	26	24	23	12	12	16	8	12	8	

<b>Vice Narcotics/Metric</b>														
Narcotics Investigation	261	23.73	22	20	22	44	17	18	23	24	20	27	24	
Felony														
Arrests	124	11.27	15	4	24	8	11	10	9	13	7	11	12	
Charges	218	19.82	22	10	46	15	16	24	14	22	12	15	22	
Misdemeanor														
Arrests	9	0.90909	0	0	0	1	1	0	4	1	2	0	1	
Charges	0	0	0	0	0	0	0	0	0	0	0	0	0	
Drug Talks	7	0.60	0	2	0	0	2	1	0	0	0	2	0	

<b>Patrol Division</b>														
Traffic Stops	6,110	555.45	543	628	630	520	516	536	720	589	516	455	457	
Citations	2,509	228.09	207	225	215	195	178	173	249	188	289	301	289	
OVI	128	11.64	12	4	11	3	15	10	5	22	15	17	14	
Accidents														
Non-Injury	910	82.73	111	84	89	73	81	63	75	70	69	84	111	
Injury	141	12.82	10	6	11	17	11	10	12	22	13	16	13	
Complaints														
Homicide	0	0.00	0	0	0	0	0	0	0	0	0	0	0	
Robbery	18	1.64	0	0	2	3	2	3	2	0	1	1	4	
Assault	199	18.09	12	11	24	19	19	7	16	15	31	15	30	
Sex Offenses	123	11.18	11	9	13	7	13	8	9	9	19	14	11	
Unlawful Entry	117	10.64	10	11	12	11	14	10	13	6	8	14	8	
Theft/Fraud/Shoplifting	798	72.55	83	59	70	71	81	71	83	77	71	75	57	
Motor Vehicle Theft	60	5.70	9	3	4	6	12	6	3	4	3	6	4	
Arson	2	0.20	0	2	0	0	0	0	0	0	0	0	0	
Criminal Damage/Vandalism	171	15.55	13	5	20	14	25	11	17	19	18	11	18	
Domestic Dispute	613	55.73	48	48	59	50	50	58	69	64	59	55	53	
Alcohol/Drug	720	65.45	56	67	76	65	69	43	75	82	70	62	55	
Warrants Served	1,141	103.73	114	124	116	120	94	112	102	97	109	89	64	
Arrests	2,364	214.91	214	223	242	214	202	224	207	260	214	205	159	
Reports Generated	10,183	1018.30	1,019	1,048	1,106	960	1,036	983	1,138	1,011	947	935		
School Walk Thru/Public Relation	862	78.36	112	138	118	82	94	7	4	19	83	143	62	

<b>Special Assignment Unit</b>														
Events	0	0.00	0	0	0	0	0	0	0	0	0	0	0	
Arrests	0	0.00	0	0	0	0	0	0	0	0	0	0	0	
Traffic Citations	0	0.00	0	0	0	0	0	0	0	0	0	0	0	
Traffic Warning	0	0.00	0	0	0	0	0	0	0	0	0	0	0	
OVI	0	0	0	0	0	0	0	0	0	0	0	0	0	
Minor Misdemeanor Citations	0	0.00	0	0	0	0	0	0	0	0	0	0	0	
Warrants Served	0	0.00	0	0	0	0	0	0	0	0	0	0	0	
Alcohol/Drug Offenses	0	0.00	0	0	0	0	0	0	0	0	0	0	0	
Weapons Offenses	0	0.00	0	0	0	0	0	0	0	0	0	0	0	
Cases Referred for Charges	0	0.00	0	0	0	0	0	0	0	0	0	0	0	
Surveillance Details	0	0.00	0	0	0	0	0	0	0	0	0	0	0	
Assists to other PD Divisions	0	0.00	0	0	0	0	0	0	0	0	0	0	0	

<b>Municipal Court</b>														
Papers Processed	3358	305.27	297	326	297	256	269	289	298	339	317	341	329	
Paper Service Hours	1326	120.55	107	119	129	126	133	120	124	133	113	122	100	
Security Hours	519	47.18	62	32	35	50	52	40	45	40	56	65	42	
Prisoners To/From Court	42	3.82	4	3	2	1	3	2	20	2	1	1	3	
Miles Driven	11,690	1062.73	1,029	1,027	937	1,126	1,091	1,147	916	1,361	1,067	1,169	820	
Summons	782	71.09	87	56	69	52	67	79	62	91	81	78	60	
Overtime Hours	12.75	1.16	1	0.5	0	1.5	1	1.5	1.5	1.75	2.5	1	0.5	



December 11, 2019

Findlay City Council  
318 Dorney Plaza  
Findlay, OH 45840

RE: Resolution Adopting the Hancock County All Natural Hazard Mitigation Plan

Dear Honorable Members of Council:

Per the Disaster Mitigation Act of 2000, a mitigation plan must be approved by FEMA and the State of Ohio for any community wishing to obtain funding from the Hazard Mitigation Grant Program. All communities must be assessed and be included in the plan and finally adopt the plan. All 88 Counties in Ohio currently have Hazard Mitigation Plans.

In 2007, Hancock Regional Planning created the County's first Hazard Mitigation Plan. That plan was approved by FEMA and the State of Ohio EMA and subsequently adopted by the County, City of Findlay, and all of Hancock County's Villages. In 2013, HRPC conducted the first required five-year update of the plan.

In 2019, HRPC conducted the County's second five-year Hazard Mitigation Plan update. In order to update the plan HRPC conducted two public hearings on the following dates 11/5/2018, and 11/19/2018. In addition to the public meetings, letters and surveys were sent to the City of Findlay, Hancock County, and all the Townships and Villages.

We respectfully request the Findlay City Council adopt the 2019 Hazard Mitigation Plan update. If you have any questions, please feel free to contact HRPC at 419-424-7094.

We request that the Findlay City Council wave the required three readings and pass as an emergency.

Sincerely,

Matt Cordonnier, Director  
Hancock Regional Planning Commission



**RESOLUTION**

July 30, 2019

Resolution No. \_\_\_\_\_-19

**RE: AUTHORIZING THE CITY OF FINDLAY TO ADOPT A HAZARD MITIGATION PLAN AS THE OFFICIAL PLAN FOR THE CITY OF FINDLAY, OHIO AS A GUIDE TO REDUCE RISKS TO CITIZENS AND PROPERTY**

The Board of County Commissioners, Hancock County, Ohio met in regular session on the 30<sup>th</sup> day of July 2019, with the following Commissioners present:

\_\_\_\_\_

**WHEREAS**, the City of Findlay has experienced severe damage from hurricanes, flooding, earthquake, wildfires, and tornados on many occasions in the past century resulting in property loss, loss of life, economic hardship, and threats to public health and safety; and

**WHEREAS**, the 2007/2013 Hazard Mitigation Plan has been updated and improved (hereinafter referred to as the PLAN UPDATE) through research work by HRPC and other local government subdivisions for risk reduction and the welfare of the people of the community; and

**WHEREAS**, the PLAN UPDATE (attached hereto and incorporated herein as if fully rewritten) recommends many hazard mitigation actions that will protect the people and property affected by the natural hazards that face the City of Findlay; and

**WHEREAS**, a public meeting was held on November 5<sup>th</sup> and November 19<sup>th</sup>, 2018 where the PLAN UPDATE was reviewed, as required by law.

**NOW BE IT THEREFORE RESOLVED** by the City of Findlay, Ohio adopt the PLAN UPDATE as the official plan of Hancock County.

**BE IT FURTHER RESOLVED**, that this resolution shall take effect and be in force from and after the passage and approval by the Board.

\_\_\_\_\_ seconded the Resolution, and the roll being called upon its adoption, the vote resulted as follows:

**Hancock County Board of Commissioners**

\_\_\_\_\_

Timothy K. Bechtol, President

\_\_\_\_\_

Mark Gazarek, Commissioner

\_\_\_\_\_

Brian J. Robertson, Commissioner

# Office of the Mayor

Christina M. Muryn

318 Dorney Plaza, Room 310  
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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

December 11, 2019

RE: ODOT Guardrail Project

I received notification from the Ohio Department of Transportation (ODOT) that they are planning on upgrading and/or replacing the guardrail at the Trenton Avenue (US 224) intersection with Broad Street as it wraps around Broad Street to where it ends on Broad Street.

ODOT will bear financial responsibility for all of the costs with the construction of the project. The City will not owe ODOT money for completion of these improvements. The project is scheduled to bid in late 2020 but ODOT needs the city's consent to proceed with the project.

ODOT is requesting that council enacts a preliminary consent ordinance and return a copy to them by January 17, 2020 so that they can begin the design of the project.

By copy of this letter, the Law Director is requested to prepare the preliminary consent ordinance for the project for council's review and approval.

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

Sincerely,



Brian Thomas  
Service Director/Acting City Engineer

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

**Preliminary Consent Legislation**

**Ordinance #** 2019-111

**County/Route/Section:** D01 GR FY2020

The following is an ordinance enacted by the City of Findlay, Hancock County, Ohio, hereinafter referred to as the Local Public Agency (LPA), in the matter of the stated described project.

**SECTION I - Project Description**

WHEREAS, the LPA has identified the need for the described project:

This project proposes to upgrade and/or replace guardrail at various locations in the ODOT District 1 area including the following location which is located in the City of Findlay.

- Guardrail at the Trenton Avenue (US 224) intersection with Broad Street as it wraps around Broad Street to where it ends on Broad Street.

WHEREAS, a portion of the described project is within the City corporation limits.

NOW THEREFORE, be it ordained by the City of Findlay of Hancock County, Ohio.

**SECTION II - Consent Statement**

Being in the public interest, the LPA gives consent to the Director of Transportation to complete the above described project.

**SECTION III - Cooperation Statement**

The LPA shall cooperate with the Director of Transportation in the above described project as follows:

ODOT and FHWA shall assume and bear 100% of the necessary costs of the State's highway improvement project. In the event that the City requests certain features or appurtenances to be included within the State's highway improvement project's design and construction, and which features and appurtenances are determined by the State to be not necessary for the State's project, the City shall contribute 100% of the cost of those items.

**SECTION IV - Utilities and Right-of-Way Statement**

The LPA agrees that all right-of-way required (if applicable) for the described project will be acquired and/or made available in accordance with current State and Federal regulations. The LPA also understands that right-of-way costs include eligible utility costs.

The LPA agrees that all utility accommodations, relocations and reimbursements will comply with the current provisions of 23 CFR 65 and the ODOT Utilities Manual.

**SECTION V - Maintenance**

Maintain the right-of-way and keep it free of obstructions, and hold said right-of-way inviolate for public highway purposes.

**SECTION VI - Authority to Sign**

The City Administrator of said City of Findlay is hereby empowered on behalf of the City of Findlay to enter into agreements with the Director of Transportation necessary to complete the above described project.

Passed: \_\_\_\_\_, 20\_\_\_\_.  
(Date)

Attested: \_\_\_\_\_  
(Clerk) \_\_\_\_\_  
(City Administrator)

Attested: \_\_\_\_\_  
\_\_\_\_\_  
(President of Council)

This ordinance is hereby declared to be an emergency measure to expedite the highway project(s) and to promote highway safety. Following appropriate legislative action, it shall take effect and be in force immediately upon its passage and approval, otherwise it shall take effect and be in force from and after the earliest period allowed by law.

CERTIFICATE OF COPY  
STATE OF OHIO

City of Findlay of Hancock County, Ohio

I, \_\_\_\_\_, as Clerk of the City of Findlay of Hancock County, Ohio, do hereby certify that the foregoing is a true and correct copy of ordinance adopted by the legislative Authority of the said City of Findlay on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, that the publication of such ordinance has been made and certified of record according to law: that no proceedings looking to a referendum upon such ordinance have been taken; and that such ordinance certified of publication thereof are of record in \_\_\_\_\_, Page \_\_\_\_\_.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal, if applicable, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Clerk

(SEAL)  
(If Applicable)

City of Findlay of Hancock County, Oh.

The foregoing is accepted as a basis for proceeding with the project herein described.  
For the City of Findlay of Hancock County, Ohio

\_\_\_\_\_, Date \_\_\_\_\_  
Contractual Officer (Mayor)

Attest: \_\_\_\_\_

\*\*\*\*\*

**For the State of Ohio**

\_\_\_\_\_, Date \_\_\_\_\_  
Director, Ohio Department of Transportation

Attest: \_\_\_\_\_

# Office of the Mayor

Christina M. Muryn

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Safety Director

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

Honorable City Council  
Findlay, OH 45840

December 11, 2019

RE: Runway 7/25 Rehab – Crack Seal Design/Construction (35293200)  
Rehabilitate Taxiway A (A4 to A6) – Design (35284800)

Dear Council Members:

In August, I requested that the Federal Aviation Administration (FAA) grant funds for the above mentioned projects be appropriated into the projects. The projects were also awarded a grant from ODOT Aviation. The total amount that was requested was the FAA Grant amount and the ODOT Aviation amount. This was an error on my part for not separating out the separate grant amounts.

In order to remedy the situation, the amount of \$9,709.50 needs to be deappropriated from the projects and then the same amount need to be appropriated from the ODOT Aviation Grant to the projects. This needs to be completed by the end of the year so that the financial books are corrected. I am sorry for any confusion that this might have caused.

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

From: Runway 7/25 Rehab – Crack Seal Design/Construction (32593200)	\$ 6,909.50
Rehabilitate Taxiway A (A4 to A6) – Design (35284800)	\$ 2,800.00
To: FAA Grant	\$ 9,709.50

And to appropriate funds as follows:

From: ODOT Aviation Grant	\$ 6,909.50
To: Runway 7/25 Rehab – Crack Seal Design/Construction (35293200)	\$ 6,909.50
From: ODOT Aviation Grant	\$ 2,800.00
To: Rehabilitate Taxiway A (A4 to A6) – Design (35284800)	\$ 2,800.00

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

Sincerely,



Brian Thomas  
Service Director/Acting City Engineer

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





# PARKS AND RECREATION BOARD

City of Findlay

October 21, 2019

---

## MINUTES

### ATTENDANCE

Members Present: Brian Thomas, Chair, Matt Cordonnier, Colin Earl, Dennis McPheron, Greg Meyers, Gary Pruitt, Grant Russel, Ben Taylor.

Staff Present: Matt Stoffel, Lisa Mansfield, and Kathy Launder.

Guests: Todd Eilerman, Pacesetter South; and Nikki Wortman, Pacesetter South and Findlay YMCA

### APPROVAL OF MINUTES

Motion to accept minutes of the August 19, 2019, meeting, by Meyers, second by Cordonnier. Motion passed 8-0.

### OLD BUSINESS

Skate Park Update: Director Thomas stated that the staff at Hancock Regional Planning Commission put together an overlay of potential skate parks on existing facilities. They took four existing facilities of different sizes in the region and compared them with available locations in current City of Findlay parks for possible location.

Director Thomas stated that he spoke with the a representative of Hunger Skateparks and she stated that the rule of thumb for a community our size a 10,000 square foot skate park is what we should be looking at. They put together a proposal for consultation, layout and conceptual renderings for a total of \$6000, and an additional \$4000 for Construction documents. McPheron and Meyers stated that they are not sure that the demand is there to invest in a new skate park. Russel stated that if you build it, they will use it based on his conversations. Pruitt stated that we need to do an overall comprehensive plan and needs assessment for parks and recreation facilities and programs for Findlay rather than just a study on skate parks. Russel asked if we need to do a plan or stay in maintenance mode and not building anything new. Taylor stated that we should decide on size and give that option only. Thomas stated that he is in favor of pursuing Phase 1 of design proposal. Meyers stated that we have not received much response from the skate park. Pruitt stated that an estimate of the cost of a comprehensive plan is \$25,000. This will give the City direction on all parks, not just a skate park. McPheron is more in favor of doing a comprehensive plan than moving forward with just a skate park plan. Cordonnier stated that recreation is a big part of quality of life. Meyers stated that he is in favor of the comprehensive plan. Russel stated that we will need to determine a definition of scope. Earl stated that it will be good data to back up what should be done. Russel stated that if we are going to move forward with a comprehensive plan project, we need to first talk with the Mayor and Council as it relates to their strategic planning process. Director Thomas stated that it appears the consensus of the board to move forward with a comprehensive plan for parks and recreation rather than just focusing on a study for a skate park.

Motion to pursue comprehensive master plan for parks and recreation to be funded in the 2020 City budget, by Russel, second by McPheron. Motion passed 7-1. Ben Taylor cast the dissenting vote.

### NEW BUSINESS

Riverside Pool Update: Thomas stated that the YMCA reimbursement for 2019 was \$21,337.40. The YMCA would like to change the reimbursement to a flat fee of \$25,000 rather than having it based on loss. The YMCA is looking to add programming next year. The YMCA offers swim lessons for a \$5.00 fee the first day and the remaining lessons are no charge. Thomas stated that we need board consensus to move to a flat fee.

Motion to recommend that the operating contract for Riverside Pool with Findlay YMCA include a flat reimbursement fee of \$25,000 starting in 2020 by Cordonnier, second by Meyers. Motion passed 7-0. Colin Earl left the meeting.

Review of Recreation Fee Schedule: Mansfield stated that there are no changes to the fee schedule for 2020. Motion to approve Fee Schedule by Russel, second by Cordonnier. Motion passed 7-0.

## **DEPARTMENT REPORTS**

Recreation Department Report: Mansfield reported that the ball season is finished and only had two lost day during the tournament schedule all year; repairing leaks in the irrigation system then winterizing; ice is in full swing; Keep Active program has expanded into winter months working with the YMCA and waiting on response for gym space at Findlay City Schools; coordinated Move with the Mayor program which included Wags and Walks with resulted in two dog adoptions.

Parks Maintenance Department Report: Stoffel stated that they are moving into Fall/Winter mode; restrooms at the parks will be shut down in November; still doing a lot of mowing; closed pool and baby pool has been painted; bandshell work is needed, possibly doing a full restoration in 2021 with a possible grant to assist with cost, two corners will be repaired this year.

## **OTHER REPORTS**

Hancock Park District Report: Pruitt reported the Blanchard River Water Trail map and guide is complete with 25,000 copies made and it has been placed on the Hancock Park District and Ohio Department of Natural Resources website


Pacesetter Report: Todd Eilerman wanted to thank the City for assisting with weed and feed, aeration, and overseed for the entire park, west side only. Pacesetter provided the material and City provided the labor. Wortman stated that there are two extra goals that the City could use at West Park if it turns into soccer and not baseball.

## **OTHER BUSINESS**

Next Meeting: The next meeting of the Parks and Recreation Board is scheduled for November 18, 2019, at 4:00pm in the third floor conference room of the Municipal Building.

Being no further business, the meeting adjourned.

Respectfully submitted,

  
Kathy Launder  
City Clerk

# 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

December 11, 2019

RE: Hancock County Park District Grant 2020 (31995000)

Dear Council Members:

In September, County provided permission for the Public Works Department to apply to the Hancock County Park District for their annual grant program. I am happy to say that the City has received the grant from the Park District. At this time, an appropriation is needed to move the grant monies into the project.

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

From: HPD Grant

\$ 14,961.45

To: HPD Grant 2020 (31995000)

\$ 14,961.45

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

Sincerely,



Brian Thomas  
Service Director/Acting City Engineer

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

**COMMITTEE REPORT**

**THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO**

An **AD HOC COMMITTEE** met on December 9, 2019 to review Council's Rules of Procedures for the 2020-2021 Council term, as well as Council sub-committee assignments.

We recommend:

- continued discussions on December 15 @ 1 pm in Council Office
- present ~~present~~ preliminary assignments to 2020-21 Council representatives for feedback

Aye  Nay Grant C Russel *SECOND*  
Grant Russel, Chair

LEGISLATION: \_\_\_\_\_

Aye  Nay John Harrington *MOTION*  
John Harrington

DATE: December 9, 2019

Aye  Nay Dennis Hellmann  
Dennis Hellmann

COMMITTEE: AD HOC

2020-21 Committee Assignments

**PROPOSED**

		Appropriations	P&Z	Intergov Relations	Water & Sewer	Streets, Sidewalks & Park	Strategic Planning	The Alliance	Airport	Blanchard River Watership Partnership	DFID	ESID Board of Dir	HRPC	Income Tax Board	Parking Authority	Parks & Rec	Raise the Bar	Revolving Loan Fund	Shade Tree	Street Designation	Traffic Commission	Tax Incentive	Utility Termination Board of Appeals	
22																								
1	Haas					Ch														X			X	Bud
4	Hellmann	X					X	X											X					Dennis
3	Warneke	X									X						X							Beth
4	Slough		X	X										X							X			Jim S.
5	Greeno	X			Ch	X			X	X														Randy
6	Niemeyer			X		X								X				X						Jim N.
7	Palmer	X			X		X								X						X			Josh
at-large	Russel		Ch		X		X			X		X			X									Grant
at-large	Shindledecker	X	X	Ch			X																	Tom
at-large	Wobser	Ch					Ch					X				X								Jeff
	need	5	5	3	3	3	5	1	1	1	1	1	1	2	2	1	1	1	2	1	1	1	1	
	current	5	5	3	3	3	5	1	1	1	1	1	1	2	2	1	1	1	2	1	1	1	1	

\*5th Ward Rep

\*P&Z Chariman

\*Chair of Streets, Sidewalks & Park plus one more

\*Chair of Appropriations

\*Appointed by President of Council

\*should be Wards 4 & 6

- Street Designation
- Parking Authority
- Traffic Commission
- Utility Termination Board of Appeals
- Airport Advisory Board
- Parks & Rec Board
- Shade Tree Commission
- Income Tax Board

- 905.01(d); one member is Chair of the Street, Sidewalks Committee
- 149
- Part 3 - Title 1 - 305.01
- 521
- 149
- 145
- Part 9 - Title 1 - 913
- Part 1 - Title 9 - 193.08(d)

**COMMITTEE REPORT**

**THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO**

The **APPROPRIATIONS COMMITTEE** to whom was referred a request to discuss the VHF radio system via Ordinance No. 2019-108.

*We recommend*

*COUNCIL PASS ORDINANCE 2019-108  
with suspended third reading  
at the December 17, 2019 meeting*

Aye  Nay *G. + C. Russel*  
Grant Russel, Chairman

Aye  Nay *[Signature]*  
John Harrington

Aye  Nay *ABSENT*  
Dina Ostrander

**APPROPRIATIONS COMMITTEE**

Aye  Nay *D. Shindedecker* *SECOND*  
Tom Shindedecker

**DATE: December 10, 2019**

Aye  Nay *J. Wobser* *MOTION* **LEGISLATION** \_\_\_\_\_  
Jeff Wobser

# COMMITTEE REPORT

## THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO

The **PLANNING & ZONING COMMITTEE** to whom was referred a request from Bridgett Mundy, on behalf of Blanchard Valley Health Association, to rezone 0 Birchaven Lane from C1 Local Commercial to M2 Multiple Family, High Density.

We recommend

APPROVE AS REQUESTED

### PUBLIC HEARING:

Aye  Nay

  
John Harrington, Chairman

Aye  Nay

 SECOND  
Dennis Hellmann

Aye  Nay

 Absent.  
Grant Russel

Aye  Nay

  
Tom Shindledecker

Aye  Nay

 MOTION  
James Slough

**PLANNING & ZONING COMMITTEE**

**LEGISLATION:** \_\_\_\_\_

**DATED: December 12, 2019**

**FINDLAY CITY COUNCIL  
CARRY-OVER LEGISLATION  
December 17, 2019**

**RESOLUTION NO. 024-2019** (*walkable community*) **requires three (3) readings** **third reading – tabled after third reading on 11/19/19**  
A RESOLUTION SUPPORTING THE UNITED STATES SURGEON GENERAL'S CALL TO ACTION TO PROMOTE WALKING AND WALKABLE COMMUNITIES.

**ORDINANCE NO. 2019-051** (*Utility Billing software*) **requires three (3) readings** **third reading – tabled after third reading on 8/6/19**  
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.

**ORDINANCE NO. 2019-100** (*County software licenses*) **requires three (3) readings** **third reading**  
AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2019-101** (*digital sign bids*) **requires three (3) readings** **third reading**  
AN ORDINANCE AUTHORIZING THE PLACEMENT OF AN ADVERTISEMENT IN A NEWSPAPER OF GENERAL CIRCULATION WITHIN THE MUNICIPAL CORPORATION TO SOLICIT BIDS FOR AN ELECTRONIC ADVERTISING SIGN ALONG THE INTERSTATE IN FINDLAY, OHIO, AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2019-102** (*STRICT FFD training facility*) **requires three (3) readings** **third reading**  
AN ORDINANCE AUTHORIZING THE SAFETY DIRECTOR OF THE CITY OF FINDLAY, OHIO TO MANAGE PROCUREMENT OF MATCHING FUNDS THROUGH PUBLIC, PRIVATE, AND JOINT SOURCES, AND AUTHORIZE PROFESSIONAL SERVICES AS REQUIRED FOR A REGIONAL TRAINING FACILITY TO BE UTILIZED BY PROFESSIONAL AND VOLUNTEER FIREFIGHTERS OF HANCOCK COUNTY, OHIO, APPROPRIATING FUNDS THERETO, AND DECLARING AN EMERGENCY.

**ORDINANCE NO 2019-103** (*2321 North Main Street rezone*) **requires three (3) readings** **third 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 2321 NORTH MAIN STREET REZONE) WHICH PREVIOUSLY WAS ZONED "C2 GENERAL COMMERCIAL" TO R3 SINGLE FAMILY, HIGH DENSITY.

**ORDINANCE NO. 2019-105** (*Blanchard St/Lincoln St project*) **requires three (3) readings** **third reading**  
AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2019-108** (*VHF Radio System*) **requires three (3) readings** **second reading**  
AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS, AND DECLARING AN EMERGENCY.



# City of Findlay

## Office of the Director of Law

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**Donald J. Rasmussen**  
Director of Law

DECEMBER 17, 2019

THE FOLLOWING IS THE NEW LEGISLATION TO BE PRESENTED TO THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO, AT THE TUESDAY, DECEMBER 17, 2019 MEETING.

### **RESOLUTIONS**

- 025-2019 A RESOLUTION COMMENDING LORRAINE HUTSON FOR THE EXCELLENCE OF HER SERVICES TO THE CITY OF FINDLAY, OHIO.
- 026-2019 A RESOLUTION TRANSFERRING FUNDS WITHIN APPROPRIATED FUNDS, AND DECLARING AN EMERGENCY.
- 027-2019 A RESOLUTION AUTHORIZING THE MAYOR OF THE CITY OF FINDLAY, OHIO TO ADOPT A HAZARD MITIGATION PLAN AS THE OFFICIAL PLAN FOR THE CITY OF FINDLAY, OHIO AS A GUIDE TO REDUCE RISKS TO CITIZENS AND PROPERTY, AND DECLARING AN EMERGENCY.

### **ORDINANCES**

- 2019-110 AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS AND DECLARING AN EMERGENCY.
- 2019-111 AN ORDINANCE COOPERATING WITH THE OHIO DEPARTMENT OF TRANSPORTATION (ODOT) FOR UPGRADES AND/OR REPLACEMENT GUARDRAILS AT VARIOUS LOCATIONS IN THE ODOT DISTRICT 1 AREA INCLUDING TRENTON AVENUE (US 224) INTERSECTION WITH BROAD STREET AS IT WRAPS AROUND BROAD STREET TO WHERE IT ENDS ON BROAD STREET, AND DECLARING AN EMERGENCY.
- 2019-112 AN ORDINANCE DE-APPROPRIATING FUND AND APPROPRIATING FUNDS, AND DECLARING AN EMERGENCY.
- 2019-113 AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

**RESOLUTION NO. 025-2019**

**A RESOLUTION COMMENDING LORRAINE HUTSON FOR THE EXCELLENCE OF HER SERVICES TO THE CITY OF FINDLAY, OHIO.**

WHEREAS, Lorraine Hutson who served the City of Findlay, Ohio for sixteen (16) years as a dedicated loyal employee, retired effective December 16, 2019. Lorraine began her career with the Findlay Utility Billing Department as a Water Meter Reader I on October 6, 2003. She was then promoted to Water Meter Reader II on January 1, 2017, and then to a Meter Technician, a position she held until her retirement, and;

WHEREAS, Lorraine received a certificate of appreciation for excellent public services on November 6, 2015, and;

WHEREAS, during her sixteen (16) years of service to the City of Findlay, Ohio, Lorraine has performed as an outstanding public servant in a loyal and dedicated manner to the citizens of the City of Findlay, Ohio through her responsibilities within the City of Findlay Utility Billing Department.

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

SECTION 1: That the said Lorraine Hutson be and she is hereby commended for her long and loyal services to her City, and that this Council extends its best wishes to her upon her 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. 026-2019**

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

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

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

FROM:	Treasurer's Office #21004000-other	\$	20.00
TO:	Treasurer's Office #210040000-personal services	\$	20.00
FROM:	Human Resources #21018000-other	\$	50.00
TO:	Human Resources #21018000-personal services	\$	50.00
FROM:	General Expense #21010000-other	\$	50,000.00
TO:	Parks Department #21034000-personal services	\$	50,000.00
FROM:	General Expense #21010000-other	\$	14,000.00
TO:	Cemetery #21046000-personal services	\$	14,000.00
FROM:	WPC #25061000-other	\$	25,000.00
TO:	WPC #25061000-personal services	\$	25,000.00
FROM:	City Income Tax #27047000-personal services	\$	21,000.00
TO:	City Income Tax #27047000-other	\$	21,000.00

SECTION 2: This Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the inhabitants of the City of Findlay, Ohio, and for the further reason it is immediately necessary to make said transfers to these accounts so that funds already appropriated between department's personal services (wages and related benefits) and other (operational expenses) accounts may be available to finish the rest of the year,

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

\_\_\_\_\_  
PRESIDENT OF COUNCIL

\_\_\_\_\_  
MAYOR

PASSED \_\_\_\_\_

ATTEST \_\_\_\_\_  
CLERK OF COUNCIL

APPROVED \_\_\_\_\_

**RESOLUTION NO. 027-2019**

**A RESOLUTION AUTHORIZING THE MAYOR OF THE CITY OF FINDLAY, OHIO TO ADOPT A HAZARD MITIGATION PLAN AS THE OFFICIAL PLAN FOR THE CITY OF FINDLAY, OHIO AS A GUIDE TO REDUCE RISKS TO CITIZENS AND PROPERTY, AND DECLARING AN EMERGENCY.**

WHEREAS, the City of Findlay has experienced severe damage from hurricanes, flooding, earthquakes, wildfires, and tornadoes on many occasions in the past century, resulting in property loss, loss of life, economic hardship, and threats to public health and safety, and;

WHEREAS, the 2007/2013 Hazard Mitigation Plan (hereinafter referred to as the PLAN UPDATE) has been updated and improved through research work by the Hancock Regional Planning Commission and other local government subdivisions for risk reduction and the welfare of the people of the community, and;

WHEREAS, the PLAN UPDATE (attached hereto and incorporated herein as if fully rewritten) recommends many hazard mitigation actions that will protect the people and property affected by the natural hazards that face the City of Findlay, and;

WHEREAS, a public meeting was held on November 5 and November 19, 2018 where the PLAN UPDATE was reviewed, as required by law.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Findlay, State of Ohio, two-thirds (2/3) of all members elected or appointed thereto concurring that the PLAN UPDATE is hereby adopted as an official plan of the City of Findlay.

SECTION 1: This Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the inhabitants of the City of Findlay, Ohio, and for the further reason it is immediately necessary to adopt this Resolution so that said PLAN UPDATE may be utilized as a guide to reduce risks to citizens and property.

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

\_\_\_\_\_  
PRESIDENT OF COUNCIL

\_\_\_\_\_  
MAYOR

PASSED \_\_\_\_\_

ATTEST \_\_\_\_\_  
CLERK OF COUNCIL

APPROVED \_\_\_\_\_

**RESOLUTION**

July 30, 2019

Resolution No. \_\_\_\_\_-19

**RE: AUTHORIZING THE CITY OF FINDLAY TO ADOPT A HAZARD MITIGATION PLAN AS THE OFFICIAL PLAN FOR THE CITY OF FINDLAY, OHIO AS A GUIDE TO REDUCE RISKS TO CITIZENS AND PROPERTY**

The Board of County Commissioners, Hancock County, Ohio met in regular session on the 30<sup>th</sup> day of July 2019, with the following Commissioners present:

\_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_ .

**WHEREAS**, the City of Findlay has experienced severe damage from hurricanes, flooding, earthquake, wildfires, and tornados on many occasions in the past century resulting in property loss, loss of life, economic hardship, and threats to public health and safety; and

**WHEREAS**, the 2007/2013 Hazard Mitigation Plan has been updated and improved (hereinafter referred to as the PLAN UPDATE) through research work by HRPC and other local government subdivisions for risk reduction and the welfare of the people of the community; and

**WHEREAS**, the PLAN UPDATE (attached hereto and incorporated herein as if fully rewritten) recommends many hazard mitigation actions that will protect the people and property affected by the natural hazards that face the City of Findlay; and

**WHEREAS**, a public meeting was held on November 5<sup>th</sup> and November 19<sup>th</sup>, 2018 where the PLAN UPDATE was reviewed, as required by law.

**NOW BE IT THEREFORE RESOLVED** by the City of Findlay, Ohio adopt the PLAN UPDATE as the official plan of Hancock County.

**BE IT FURTHER RESOLVED**, that this resolution shall take effect and be in force from and after the passage and approval by the Board.

\_\_\_\_\_ seconded the Resolution, and the roll being called upon its adoption, the vote resulted as follows:

**Hancock County Board of Commissioners**

\_\_\_\_\_,  
Timothy K. Bechtol, President

\_\_\_\_\_  
Mark Gazarek, Commissioner

\_\_\_\_\_  
Brian J. Robertson, Commissioner

## ORDINANCE NO. 2019-110

### 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:	CR 236 TIF Fund	\$	38,828.01	
TO:	CR 236 Widening Debt Service #23060310-other	\$		38,828.01
FROM:	CR 236 Widening Debt Service #23060310-other	\$	38,828.01	
TO:	CIT – Capital Improvements Restricted Account	\$		38,828.01
FROM:	County Permissive Fund	\$	365,619.99	
TO:	CR 236 Widening Debt Service #23060310-other	\$		329,930.99
TO:	CR 236 Land Debt Service #23060210-other	\$		35,689.00
FROM:	CR 236 Widening Debt Service #23060310-other	\$	329,930.99	
FROM:	CR 236 Land Debt Service #23060210-other	\$	35,689.00	
TO:	CIT – Capital Improvements Restricted Account	\$		365,619.99
FROM:	Energy Bonds Series B #23056100	\$	17,339.89	
TO:	CIT Fund – Capital Improvements Restricted Account	\$		17,339.89
FROM:	Energy Bonds Series A #23056000	\$	5.72	
TO:	CIT Fund – Capital Improvements Restricted Account	\$		5.72
FROM:	Special Assessments Sidewalks #28020000	\$	317.61	
TO:	General Fund	\$		317.61
FROM:	Police Pension Fund	\$	16,791.85	
TO:	Police Pension #27078000	\$		6,791.85
FROM:	Fire Pension Fund	\$	16,791.85	
TO:	Fire Pension #27079000	\$		16,791.85
FROM:	City Income Tax Fund	\$	250,000.00	
TO:	City Income Tax #27047000-other	\$		50,000.00
FROM:	Cemetery Trust Fund	\$	4,490.62	
TO:	Cemetery Trust #27086000-other	\$		4,490.62

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 funds may be available to pay expenditures as they become due,

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 \_\_\_\_\_



**Preliminary Consent Legislation**

**Ordinance #** 2019-111

**County/Route/Section:** D01 GR FY2020

The following is an ordinance enacted by the City of Findlay, Hancock County, Ohio, hereinafter referred to as the Local Public Agency (LPA), in the matter of the stated described project.

**SECTION I - Project Description**

WHEREAS, the LPA has identified the need for the described project:

This project proposes to upgrade and/or replace guardrail at various locations in the ODOT District 1 area including the following location which is located in the City of Findlay.

- Guardrail at the Trenton Avenue (US 224) intersection with Broad Street as it wraps around Broad Street to where it ends on Broad Street.

WHEREAS, a portion of the described project is within the City corporation limits.

NOW THEREFORE, be it ordained by the City of Findlay of Hancock County, Ohio.

**SECTION II - Consent Statement**

Being in the public interest, the LPA gives consent to the Director of Transportation to complete the above described project.

**SECTION III - Cooperation Statement**

The LPA shall cooperate with the Director of Transportation in the above described project as follows:

ODOT and FHWA shall assume and bear 100% of the necessary costs of the State's highway improvement project. In the event that the City requests certain features or appurtenances to be included within the State's highway improvement project's design and construction, and which features and appurtenances are determined by the State to be not necessary for the State's project, the City shall contribute 100% of the cost of those items.

**SECTION IV - Utilities and Right-of-Way Statement**

The LPA agrees that all right-of-way required (if applicable) for the described project will be acquired and/or made available in accordance with current State and Federal regulations. The LPA also understands that right-of-way costs include eligible utility costs.

The LPA agrees that all utility accommodations, relocations and reimbursements will comply with the current provisions of 23 CFR 65 and the ODOT Utilities Manual.

**SECTION V - Maintenance**

Maintain the right-of-way and keep it free of obstructions, and hold said right-of-way inviolate for public highway purposes.

**SECTION VI - Authority to Sign**

The City Administrator of said City of Findlay is hereby empowered on behalf of the City of Findlay to enter into agreements with the Director of Transportation necessary to complete the above described project.

Passed: \_\_\_\_\_, 20\_\_\_\_.  
(Date)

Attested: \_\_\_\_\_  
(Clerk)

\_\_\_\_\_  
(City Administrator)

Attested: \_\_\_\_\_

\_\_\_\_\_  
(President of Council)

This ordinance is hereby declared to be an emergency measure to expedite the highway project(s) and to promote highway safety. Following appropriate legislative action, it shall take effect and be in force immediately upon its passage and approval, otherwise it shall take effect and be in force from and after the earliest period allowed by law.

CERTIFICATE OF COPY  
STATE OF OHIO

City of Findlay of Hancock County, Ohio

I, \_\_\_\_\_, as Clerk of the City of Findlay of Hancock County, Ohio, do hereby certify that the foregoing is a true and correct copy of ordinance adopted by the legislative Authority of the said City of Findlay on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, that the publication of such ordinance has been made and certified of record according to law: that no proceedings looking to a referendum upon such ordinance have been taken; and that such ordinance certified of publication thereof are of record in \_\_\_\_\_, Page \_\_\_\_\_.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal, if applicable, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Clerk

**(SEAL)**  
(If Applicable)

City of Findlay of Hancock County, Oh.

The foregoing is accepted as a basis for proceeding with the project herein described.  
For the City of Findlay of Hancock County, Ohio

\_\_\_\_\_, Date \_\_\_\_\_  
Contractual Officer (Mayor)

Attest: \_\_\_\_\_

\*\*\*\*\*

**For the State of Ohio**

\_\_\_\_\_, Date \_\_\_\_\_  
Director, Ohio Department of Transportation

Attest: \_\_\_\_\_

**ORDINANCE NO. 2019-112**

**AN ORDINANCE DE-APPROPRIATING FUND AND APPROPRIATING FUNDS, AND DECLARING AN EMERGENCY.**

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

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

FROM:	Runway 7/25 Rehab – Crack Seal Design/Construction #32593200	\$ 6,909.50
FROM:	Rehabilitate Taxiway A (A4 to A6) – Design #35284800	\$ 2,800.00
TO:	FAA Grant	\$ 9,709.50

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

FROM:	ODOT Aviation Grant	\$ 6,909.50
TO:	Runway 7/25 Rehab – Crack Seal Design/Construction #35293200	\$ 6,909.50
FROM:	ODOT Aviation Grant	\$ 2,800.00
TO:	Rehabilitate Taxiway A (A4 to A6) – Design #35284800	\$ 2,800.00

SECTION 3: This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the inhabitants of the City of Findlay, Ohio, and for the further reason it is immediately necessary to de-appropriate and appropriate said funds so that grant funds received from the Federal Aviation Administration and the Ohio Department of Transportation Aviation may be kept separate for these projects.

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. 2019-113**

**AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.**

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

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

FROM:	HPD Grant	\$ 14,961.45
TO:	HPD Grant 2020 <i>project no. 31995000-other</i>	\$ 14,961.45

SECTION 2: That all labor for the aforementioned project will be performed by the Public Works Department, and;

SECTION 3: That 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 apply for said grant funds so that they may be utilized within the City park system.

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

\_\_\_\_\_  
PRESIDENT OF COUNCIL

\_\_\_\_\_  
MAYOR

PASSED \_\_\_\_\_

ATTEST \_\_\_\_\_  
CLERK OF COUNCIL

APPROVED \_\_\_\_\_