City Council Meeting Agenda

Monday, October 17, 2016 ~ 7:30 P.M.

Louis J. R. Goorey Worthington Municipal Building
John P. Coleman Council Chamber
6550 North High Street
Worthington, Ohio 43085

Bonnie D. Michael, President
Scott Myers, President Pro-Tem
Rachael Dorothy
Douglas C. Foust
David M. Norstrom
Douglas Smith
Michael C. Troper

Matthew H. Greeson, City Manager
D. Kay Thress, Clerk of Council

If you have questions regarding this agenda please contact the Clerk of Council at 614-786-7347. This agenda and amendments that may be made to it can be found at www.worthington.org
CALL TO ORDER

Roll Call

Pledge of Allegiance

VISITOR COMMENTS

APPROVAL OF MINUTES

1) October 3, 2016 – Regular Meeting

PUBLIC HEARINGS ON LEGISLATION

2) Ordinance No. 34-2016

Determining to Proceed with the Acquisition, Construction, and Improvement of Certain Public Improvements in the City of Worthington, Ohio in Cooperation with the Columbus Regional Energy Special Improvement District (350 W. Wilson Bridge Road).

Introduced October 10, 2016
P.H. October 17, 2016

3) Ordinance No. 35-2016

Levying Special Assessments for the Purpose of Acquiring, Constructing, and Improving Certain Public Improvements in the City of Worthington, Ohio in Cooperation with the Columbus Regional Energy Special Improvement District (350 W. Wilson Bridge Road)

Introduced October 10, 2016
P.H. October 17, 2016

4) Ordinance No. 36-2016

Authorizing and Approving an Energy Project Cooperative Agreement by and Between the City of Worthington, Ohio, the Columbus Regional Energy Special Improvement District, Trivium Worthington LLC, and the Columbus-Franklin County Finance Authority, a Special Assessment Agreement by and Between the City of Worthington, Ohio, the Treasurer of Franklin County, Ohio, the Columbus Regional Energy Special Improvement District, and Trivium Worthington LLC, and Related Agreements, All of
Which Provide for the Financing of Special Energy Improvements Projects (350 W. Wilson Bridge Road).

Introduced October 10, 2016
P.H. October 17, 2016

NEW LEGISLATION TO BE INTRODUCED

5) **Resolution No. 45-2016**

Authorizing the Award of Re-emergent Corridor Assistance Program Funds to Help Improve Facility Exterior Facade and Streetscape Along Certain of the City’s Commercial Corridors (7057-7069 Huntley Road & 7079-7085 Huntley Road).

6) **Resolution No. 46-2016**

Authorizing an Amendment to the Final Development Plan for 7099 Huntley Road and Authorizing a Variance (Sign Vision Co. /Columbus Fasteners).

7) **Ordinance No. 37-2016**

Authorizing the Worthington Community Improvement Corporation to Execute a Lease Agreement Between the WCIC and COhatch Worthington LLC for a Portion of the Kilbourne Building.

8) **Ordinance No. 38-2016**

Authorizing the City Manager to Enter into a Development Agreement with COhatch Worthington LLC for Development Services Associated with COhatch’s Co-Working and Makerspace Operations in the Kilbourne Building.

REPORTS OF CITY OFFICIALS

Policy Item(s)

9) Economic Development Transfer (TREX) of Liquor Permit

10) Permission to Bid – Sewer Lining Project

11) Permission to Bid – Refuse Contract
12) Permission for Request for Proposals – Community Center South End Roof Design

Discussion Item(s)

13) Five Year Financial Forecast

REPORTS OF COUNCIL MEMBERS

OTHER

EXECUTIVE SESSION

ADJOURNMENT
City Manager Report to City Council for the Meeting of Monday, October 17, 2016

APPROVAL OF MINUTES

1) October 3, 2016 – Regular Meeting

  Recommendation: Approval of Minutes as Presented

PUBLIC HEARINGS ON LEGISLATION

2) Ordinance No. 34-2016 – Determination to Proceed – 350 W. Wilson Bridge Road

   This Ordinance is related to the Property Assessed Clean Energy (PACE) process described in the special presentation by the Columbus Franklin County Finance Authority at the last City Council meeting. PACE is a financing structure for improving the energy efficiency of buildings and alternative energy projects. Trivium Worthington is requesting to utilize this financing for its redevelopment of the property at 350 W. Wilson Bridge Road. The improvements were identified in an energy audit performed on the property. The project includes upgrades to interior and exterior high efficiency LED lighting, HVAC, hot water system and building envelope. Under the proposal, the Columbus-Franklin County Finance Authority will provide financing for the energy improvements to the building and will be paid back via special assessments on the property. The Ordinance declares the intention to proceed with the special assessment project at 350 W. Wilson Bridge Road and adopts the estimated special assessments. Additional information is included in the attached copy of the presentation provided to City Council at the last meeting.

   Recommendation: Approval of Ordinance as Presented

3) Ordinance No. 35-2016 – Levying of Assessments – 350 W. Wilson Bridge Road

   This Ordinance is the also related to the Property Assessed Clean Energy (PACE) process described in the agenda item above. This Ordinance assesses the special assessments against the property at 350 W. Wilson Bridge Road. It identifies the special assessments to be levied,
the amount of the assessments and other details related to them. It also acknowledges that the owner of the property has waived its right to pay the special assessments in cash, thus the assessments shall be certified to the Franklin County Auditor to be placed on the tax list and collected with real property taxes.

**Recommendation:** Approval of Ordinance as Presented

4) **Ordinance No. 36-2016 – Energy Project Cooperative Agreement – 350 W. Wilson Bridge Road**

This Ordinance is the third item on the agenda related to the Property Assessed Clean Energy (PACE) process described above. It approves the Energy Project Cooperative Agreement, the Special Assessment Agreement and any other agreements necessary and consistent with the Resolution of Necessity and this Ordinance.

**Recommendation:** Approval of Ordinance as Presented

**NEW LEGISLATION**

5) **Resolution No. 45-2016 – ReCAP Application – 7057-7085 Huntley Road**

This Resolution approves the award of $23,821 for improvements to the property at 7057-7069 Huntley Road and $22,619 for improvements at 7079-7095 Huntley Road. The proposed assistance is structured as half grant and half loan. The Re-Emergent Corridor Assistance Program (ReCAP) encourages investments in and improvements to commercial real estate in the Huntley and Proprietors Roads area. Worthington Galena LLC applied for assistance under this program for these two separate buildings which are adjacent to each other. The Community Improvement Corporation has reviewed the applications and recommended approval subject to three conditions, (1) both buildings be accomplished, (2) the monument sign be renovated to conform with the overall buildings’ design, and (3) the owner maintain the approach to signage and style on the buildings regardless of tenant changes. Additional information is provided in the attached memorandum from the Economic Development Manager, presentation slides and the draft minutes from the Community Improvement Corporation meeting.

**Recommendation:** Approval of Resolution as Presented

6) **Resolution No. 46-2016 – Amendment to Development Plan – 7099 Huntley Road**

This Resolution approves an amendment to the approved Final Development Plan for the property at 7099 Huntley Road to allow for an additional wall sign and grants a variance to permit more than one wall-mounted sign per business. There is an existing wall sign on the north side of the building for Columbus Fasteners. This Resolution allows for an additional sign on the west side of the building near the entry door. The Municipal Planning
Commission recommended approval with two conditions: (1) only one wall sign is permitted on the west side of the building and (2) the new wall sign shall be located next to the entrance and the final size, scale and location must be reviewed by staff. Additional information is available in the attached memorandum from the Director of Planning & Building.

**Recommendation:** Approval of Resolution as Presented

7) **Ordinance No. 37-2016 – Lease – 752 High Street (COhatch)**

City staff has been in discussions with the founder of COhatch regarding his interest in expanding the COhatch operation into the Kilbourne Memorial Library Building at 752 High Street. COhatch is a membership-based co-working space that allows small business professionals and entrepreneurs access to conference rooms, office and open work space, business-related events and add-on business services. They have opened in downtown Worthington above Sassafras and are looking to expand. They would like to use the main floor space in the Kilbourne Building for co-working space and create a makerspace on the lower level.

The City Council has previously asked the Worthington Community Improvement Corporation (CIC) to manage the Kilbourne Building and advise the City Council on matters related to the building. This Ordinance authorizes the CIC to enter into a lease with COhatch for the space. Additional information is included in the attached memorandum from the Economic Development Manager. The terms of the lease are described in the attached Lease Term Sheet. As with the Sew to Speak lease, COhatch will pay for the remaining building improvements and build out of the space to allow them to occupy the building. The rent is set at a market rate and is abated for a term equal to the value of the building improvements funded by COhatch. The CIC has reviewed these terms and expressed support for moving forward. The discussion is included in the CIC minutes attached for the ReCAP agenda item.

**Recommendation:** Introduction for Public Hearing on November 7

8) **Ordinance No. 38-2016 – Development Agreement - COhatch**

The City has explored the benefits of coworking and makerspaces to economic and business development for several years. City staff has visited this type of operation in other communities and believes it is beneficial to our economic development program. COhatch’s interest in the Kilbourne Memorial Library Building at 752 High Street provides the opportunity to partner with them in the provision of these services. This Ordinance approves a development agreement between the City and COhatch related to these services. Additional information regarding the structure of the agreement and the services to be provided is included in the attached memorandum referenced in the previous agenda item, in Exhibit A, and in the CIC minutes.

**Recommendation:** Introduction for Public Hearing on November 7
REPORTS OF CITY OFFICIALS

Policy Item(s)

9) Economic Development Transfer (TREX) of Liquor Permit

The City has been contacted by the Borgata Pizza owner Ed Bisconti to request the transfer or TREX of a liquor permit into Worthington for use at his new location at 2233-2299 W. Dublin Granville Road. City Council approved a motion on September 19th to forego a hearing for the transfer of D1 and D3 permits for beer and spirituous liquor. Since Worthington is at quota for population-based permits for wine, the owner is proposing to transfer a D2 liquor permit currently located in the City of Columbus. This permit would allow for the sale of wine and mixed beverages for on premises consumption or in original sealed containers for carryout only until 1:00 a.m. The TREX application requires the City’s support and acknowledgement of the transfer for economic development purposes. Additional information on this item is provided in the attached memorandum from the Economic Development Manager.

Recommendation: Approval of a Motion to Endorse and Acknowledge this Transfer as an Economic Development Project

10) Permission to Bid – Sewer Lining Project

This project involves the repair and lining of sanitary sewers as identified in the Central District Sanitary Sewer Study. Staff is seeking permission to request bids for the project. Additional information is included in the attached memorandum from the Director of Service & Engineering.

Recommendation: Approval of a Motion Authorizing Staff to Bid the Project

11) Permission to Bid – Refuse Contract

The City’s refuse contract expires this year and will be re-bid. On October 3rd, the City Council discussed several items related to the approach to bidding. The feedback provided by the City Council has been incorporated into the bid documents and staff is seeking permission to request bids. Additional information is included in the attached memorandum from the Assistant to the Director of Service & Engineering and the Overview of the Invitations to Bid and Instructions to Bidders.

Recommendation: Approval of a Motion Authorizing Staff to Bid for Refuse Services
12) Permission for Request for Proposals – Community Center South End Roof Design

The 2016-2020 Capital Improvement Program contains allocations for roof projects at the Fire Station, Municipal Building and Community Center. Each of these buildings is experiencing roof deterioration and leaking. In anticipation of the projects, the City engaged Mays Consulting & Engineering to conduct an assessment of the roofs at the Community Center (south end), Municipal Building and Fire Station. Of these three projects, the south end roof at the Community Center was identified to be the most important one to address first. Staff is seeking permission to move forward with the selection of a firm to design the roof replacement. Additional information is included in the attached memorandum from the Director of Service & Engineering.

**Recommendation:** Approval of a Motion Authorizing Staff to Proceed with the Selection Process for Design Services for the Community Center South End Roof Replacement Project

Discussion Item(s)

13) Five Year Financial Forecast

The proposed 2017 Operating Budget was distributed on October 10, 2016. Staff will present and discuss the five-year financial forecast for the General Fund associated with the proposed 2017 Operating Budget.

**EXECUTIVE SESSION**

I respectfully request an executive session to discuss appointments to boards and commissions and compensation of employees.
Meeting Minutes

Monday, October 3, 2016 ~ 7:30 P.M.

Louis J. R. Goorey Worthington Municipal Building
John P. Coleman Council Chamber
6550 North High Street
Worthington, Ohio 43085

City Council

Bonnie D. Michael, President
Scott Myers, President Pro-Tempore
Rachael Dorothy
Douglas C. Foust
David M. Norstrom
Douglas Smith
Michael C. Troper

D. Kay Thress, Clerk of Council
CALL TO ORDER – Roll Call, Pledge of Allegiance

Worthington City Council met in Regular Session on Monday, October 3, 2016, in the John P. Coleman Council Chambers of the Louis J. R. Goorey Worthington Municipal Building, 6550 North High Street, Worthington, Ohio. President Michael called the meeting to order at or about 7:30 p.m.

Members Present: Rachael R. Dorothy, Douglas Foust, Scott Myers, David Norstrom, Douglas K. Smith, Michael C. Troper and Bonnie D. Michael

Members Absent:

Also present: Clerk of Council D. Kay Thress, City Manager Matthew Greeson, Director of Law Pamela Fox, Assistant City Manager Robyn Stewart, Director of Public Service and Engineering Dan Whited, Director of Planning and Building Lee Brown, Director of Parks and Recreation Darren Hurley, Chief of Police Jerry Strait and Chief of Fire Scott Highley

There were approximately thirty seven visitors present.

President Michael invited all those in attendance to stand and join in the recitation of the Pledge of Allegiance.

SPECIAL PRESENTATION

• Swearing In – Police Chief

President Michael shared that the first item on the agenda is the swearing in of our new police chief. She reported that Jerry Strait has been appointed to the position of Police Chief for the City of Worthington. He has 34 years of service as a law enforcement officer, serving the Worthington Division of Police since 1987. He began his career in Worthington as a patrol officer, and has subsequently served as detective, Sergeant and most recently as Lieutenant and Acting Chief. Chief Strait studied Criminology at The Ohio State University and holds a Bachelor’s Degree in Public Administration from Franklin University. He also holds a Master’s Degree in Human Service Management from Franklin University. Chief Strait completed the Northwestern University Center for Public Safety School of Staff and Command and is a 2008 Leadership Worthington Graduate.

President Michael invited Chief Strait to join her at the podium where she administered the oath of office. Chief Strait’s wife, Lee Ann fastened his Chief of Police eagle insignia on his uniform.

Chief Strait introduced many family members, friends, and staff who were in attendance to celebrate his promotion. He thanked all for their support.
- **Drug Safe Worthington**

Mr. Greeson introduced Dr. Sandy Byers and Nancy Zajano who are present to provide City Council with an update on Drug Safe Worthington. We appreciate their dedication and hard work for the benefit of our community.

Dr. Byers shared that Chief Strait has been very involved with Drug Safe Worthington as had the previous Police Chief and Fire Chief Scott Highley. They appreciate that association greatly.

Dr. Sandy Byers, chair of Drug Safe Worthington and Dr. Nancy Zajano, secretary and an expert in evaluation will present tonight on behalf of Drug Safe Worthington. They are a volunteer, non-profit organization that began about four years ago at the request and invitation of City Mayor, Harvey Minton and Police Sgt. Shaun Dysert. The purpose of Drug Safe Worthington is prevention. Prevention is most effectively accomplished by changing the culture of the environment surrounding youth and adults. They want to support citizens in making the right choices about alcohol and other drugs so that our community is drug-safe.

Dr. Byers presented the following PowerPoint:

**The Funnel of Prevention**

- The brain is plastic; it is affected by culture and the environment and can be changed. (Dr. Theodore Parren, Cleveland)

- As much as 80% percent of the general population is in the part of the funnel where we can make changes and prevent problems.

![Diagram](image)

This is the focus of the Drug Safe Worthington coalition – prevention.

Prevention recognizes that the brain is plastic or malleable. It can be changed by the environment and the culture that surrounds it. Attitudes and actions are influenced by the messages and role models that are all around us, both youth and adults. Up to 80% of the population is not at high risk for substance abuse and addiction but as a coalition, we want to prevent people from moving toward those high risk behaviors, especially our youth. Our primary reason for meeting with Council this evening is to share the findings from a survey of Worthington youth. This survey was a required part of a federal grant that Drug Safe Worthington applied for in March this past year. Dr. Zajano will provide highlights of the results. If time allows we would be happy to any questions members may have either tonight or at a later date.
Tonight’s focus: Results from survey of Worthington youth

Dr. Zajano shared in order to design our prevention efforts they first had to determine what drugs our youth were using and what influences in the environment either prevented them from using or encouraged them to use. They had Worthington 8th and 10th graders complete a survey to ascertain the answers to the following questions (which are just an excerpt from the survey.)

- How many are using alcohol and other drugs?
- When do they start?
- Where do they get it?
- When do they use it?
- What messages are they getting about it from the adults in their lives?
- From their friends? From social and other media?
- What factors contribute to using and not using?

Dr. Zajano asked members to consider the following facts from national research on drug use while reviewing the findings from the Worthington students:

1) A word about terminology, the term “alcohol and other drugs” is used to emphasize that alcohol is a mind-altering drug similar to cocaine, marijuana, or heroin. Often when we say “Drug Safe Worthington,” people don’t think we are talking about alcohol as well as marijuana or heroin. They dismiss alcohol as a drug.

2) Alcohol is the primary gateway drug for youth, leading to them using other drugs later on.

3) The earlier a child starts experimenting with drugs, the greater the risk for brain damage and addiction. That is because their brains are unformed and being formed when the influences of these drugs hit them.

4) Because alcohol is seen as socially acceptable, parents are less likely to educate their kids about its dangers.

Facts from National Research

Consider this context:

- The term "alcohol and other drugs" emphasizes that alcohol is a mind-altering drug just like cocaine, marijuana, or heroin.
- Alcohol is the primary gateway drug for youth, leading to using other drugs as they get older.
- The earlier a child starts experimenting with drugs, the greater the odds of brain damage and addiction.
Because alcohol is seen as socially acceptable, parents are less likely to educate their kids about its dangers.

The survey was a joint effort of Drug Safe Worthington and our public schools. It was conducted almost a year ago in November 2015 to all the students in grades 8 and 10 and administered online through the use of their Chrome books. More than 85% (that is 1,286 of 1,508) of the students completed the survey.

Worthington Student Survey

- Collaboration between Drug Safe Worthington and Worthington Schools
- Conducted in November 2015 online
- Given to all students in grades 8 and 10
- More than 85% completed the survey (1,286 of 1,508 in these grades)

Survey Findings

- For Worthington students, the most-used addictive drugs are alcohol and marijuana.
- At least 15% of 10th graders are drinking alcohol and 9% are using marijuana.

The average age of first use is 12-14 for alcohol and marijuana.

One of the requirements of the federal grant application was to identify the most commonly used drugs among our youth and target them in our action plan. Alcohol and marijuana are the most-used addictive drugs by Worthington youth in the 8th and 10th grades. At least 15% of the 10th graders are drinking alcohol and 9% are using marijuana.
Alcohol is the most common “gateway” drug to using other drugs. While heroin has been in the news a great deal lately, our survey revealed that it is not being used by our 8th and 10th graders. They are using alcohol and marijuana. Articles in the recent Dispatch series report that many heroin users often began using with alcohol and marijuana around age 12 or 13 before moving on to heroin in their early 20s. That is what we are trying to prevent. Since our focus is prevention, we want to hit those kids before they start on alcohol. As one member of our coalition stated: “If we give kids the tools to avoid alcohol and marijuana, they will have the tools to avoid heroin later on.” So that is our focus.

Mr. Norstrom asked if our statistics were in line with the national statistics for alcohol and marijuana use. Dr. Zajano believes that we are probably a little better off than many other communities but we still have 15% participating.

Parents’ statements against alcohol decrease as kids get older and older friends don’t discourage use.

As the national research tells us, the younger the child begins experimenting with drugs, the higher the chances for brain damage and addiction. That is what makes this slide so troubling. The AVERAGE age is around 12 for first use of alcohol and marijuana for Worthington 8th graders. That means that many are using younger than that, in the 5th or 6th grade. The 10th graders average age of 13 for alcohol and 14 for marijuana. This tells us that prevention efforts have to start in elementary school.
What message do you get about the use of alcohol from…?

This slide shows that the vast majority of 8th graders reported that their parents and teachers are giving them a strong message against alcohol use. (The first two blue bars – 93% and 95%). However, parents start to drop off in that message in the 10th grade – down to 77% (first red bar). Our understanding of this is that parents are seeing alcohol as more socially acceptable for their 10th graders even though these 15-16 year old kids are far below the legal age of 21, and their brains are still not fully developed.

The last set of bars is about what message do kids get from their friends about alcohol? In the 8th grade, 80% report that their friends discourage drinking; but by the 10th grade only 44% report that their friends discourage drinking. As we know, peers have an enormous influence on the attitudes and environment surrounding adolescents. Getting kids to change their messages to each other is a key part of prevention work.

Social and other media often glamorize drugs:

What message do you get about the use of alcohol and marijuana from…?

It’s NOT OK to use

It’s OK to use
Dr. Zajano shared that another influential part of the culture surrounding our youth is social and other media. This slide reverses the question. It reports the percentage of students who say that they get an “It’s ok to use” message from social media and TV, radio, movies, magazines, movies and the internet. Almost 30% of the 10th graders are getting the go-ahead from social media for using alcohol and marijuana. Think of all the beer ads during football games on TV and the fact that “tailgating” is almost always associated with alcohol. These are powerful forces in youth culture that have to be countered by prevention efforts.

More survey results…..

• Students most frequently obtain alcohol from their family and friends.
• Friends share marijuana, or kids buy it themselves.
• Kids use alcohol and marijuana most frequently on weekends.

Factors affecting drug use

• Students who have been bullied or bully others are more likely to use drugs.
• Having a trusted adult in school lessens the risk of 10th graders using alcohol and marijuana.
• Having a trusted adult at home lessens the risk of 10th graders using marijuana and cigarettes, but not alcohol.

Finally, we asked about the factors that influence whether or not kids use drugs. The survey asked some questions about the various adults and activities in their lives and then compared these answers for students who do and do not use. We found that bullying turned out to be a very important factor for BOTH the victims and the perpetrators as they were more likely to use alcohol and other drugs than those who had no experience with bullying. This gives us more direction for our prevention work. We must make sure that no child is either a victim or a perpetrator of bullying because it puts them at risk for alcohol and other drug use.

Another important factor is the presence of a trusted adult. We found that the trusted adults in schools were linked to less use of alcohol and marijuana. A trusted adult at home helped prevent the use of cigarettes and marijuana, but not alcohol. This may relate to that social acceptance of alcohol once again.

That concluded the summary of the survey results.
Dr. Byers shared the following additional information about Drug Safe Worthington’s efforts.

Dr. Byers shared that this slide identifies the extent to which Drug Safe Worthington will be involved in every segment of this community. As our government leaders and policy makers, they respectfully ask that Council members intentionally consider the following questions in your decision making:

1. What messages are members giving children in the community about alcohol in terms of city actions and city sponsored events; in variances and ordinances?
2. Is the availability and accessibility of alcohol prominent in our public spaces, in our stores and businesses?
3. Would Council influence a prospective company to not offer alcohol within their cafeteria?
4. Are drug-related crimes and emergency runs consuming more of the resources of our police and EMS?
5. Are our citizens less safe because of city policies or decisions regarding alcohol?

Drug Safe Worthington is aiming to mobilize the community to understand and to think about these questions, to be aware of what is going on and what the impact is on our youth.
Members’ packets also contained a revised organizational structure for Drug Safe Worthington and a list of our distinguished and dedicated Coordinating Council members. The support that we have received is amazing and we are very grateful.

Dr. Byers shared that they learned three weeks ago that they did not receive the federal grant and are awaiting some written feedback. The grant would have allowed us to have paid staff and to move more quickly with our action plans. We have action teams that are dealing with issues of excess and availability, education and awareness. She thinks the awareness piece is very important. We don’t realize sometimes how our actions and our behaviors influence our culture. However, they know that Council and many others care deeply about our community’s health and wellbeing. So even though they didn’t get the grant, she knows they can move forward. She thinks with Council’s help and support they can really promote a drug-safe environment. She noted that many of the community grants, like the one they applied for, say “Drug Free”. Coming from a health background, she knows that there are some medications and drugs that we all need. They debated that title a long time but they want this community to be “Drug Safe” especially for our youth and they want to promote that. She thanked Council for their time.

Mr. Norstrom commented that the MAC recently held a meeting on drugs. It became pretty clear to him in that meeting that the place to focus is in the schools. He asked if that is true and are they working with the school district on this issue. Dr. Byers replied that they are and have been working very closely with the schools. Their cooperation with doing the survey was wonderful. They changed their mission statement this year to include Drug Safe Worthington. They are also working with the Columbus Health Department who may have also increased some of their support staff.

Dr. Zajano added that the schools have been very helpful but they are only one part of a child’s life. What we’ve learned from the workshops and training sessions we’ve attended is that a coalition like Drug Safe Worthington really has to work on changing the environment that surrounds the child. Schools are a huge part of that but it is not the only part. That is why they are here tonight and why their circle has so many different organizations. They have to work with every part of the community to send a message to children that it is not okay for them to use.

The schools also know that they can’t change the community or even have that much effect on the parents. That is where we will jump in and help.

Dr. Zajano shared that they asked the students about the coaches in their lives (the schools and the community coaches) and it was amazing that almost a quarter of the students responded that they received no message about alcohol or drug use from their coaches. So one of our action plans for the coming year is to get with the coaches.

The principals noted, after they saw some of these results, that teams often go to places for banquets and award ceremonies where alcohol is served and the adults drink. She asked if that is really the message we want to be sending. That kind of “ah ha” moment is exactly what we are hoping to do throughout the community.
Ms. Michael assumed that the majority of alcohol / marijuana use would be outside of the school building. Dr. Zajano agreed that the use if not during school hours or in the school buildings or even very much on school grounds. They gave students a floor plan of the school and a map of the school grounds and asked if they had observed a drug transaction, where on the map was it. The results came up as hot spots and that is where cameras were placed around the high schools. The majority of use is on the weekends, in students’ homes or at a friend’s home.

Mr. Troper was curious as to whether the 4% of 8th grade students who used marijuana (chart on slide 6) also made up part of the 5% who used alcohol. Do they have a percentage that incorporates both alcohol and marijuana? Dr. Zajano replied that they didn’t do that analyst although they could. Mr. Troper said he was just curious as to whether it was the same people or different people.

Mr. Smith asked if they were willing to share some of the application that they submitted for the federal grant. Both Dr. Byers and Dr. Zajano replied yes.

Dr. Zajano added that tonight they just summarized the results of the use survey but the grant required a community assessment so they gathered information about the entire community and it is all in there. They would be glad to share it with Mr. Smith.

Ms. Dorothy commented that she is glad they are working with everyone throughout the community. The drill down shows that much of it has to do with bullying. That comes from a lot of stress that could also come from poverty and other stressors. We do have to model behaviors of drug safe Worthington. There are appropriate times where you can have a celebration and you are not drinking and driving and you are walking home after a couple of drinks. That is something that is nice here in the community, a very walkable community to make sure we are safe when we do have alcohol around. It can be a much bigger issue, the drugs that drill down into social problems. She is glad that they are reaching out to as many people in the community as possible.

Dr. Byers added that Drug Safe Worthington encompasses more than just the 43085 zip code. They encompass the entire school district so it means that they have a broader perspective. They have the influences and the kids with their smart phones, it is very easy for them to access and have that availability.

Dr. Zajano shared that they have been going to school often on this prevention field. In addition to children of poverty that have many stressors, sometime very wealthy children are considered very high risk too. They have the money to get the marijuana and as they get older the heroin. Many of them also feel the stressors related to performance pressures. Sometimes that gets to be too much for them and they look to alcohol and other drugs as a way to say, “I want to feel good for a little while. I’m not going to listen, pay attention or feel all of that.” That leads to the sense that they feel better, they feel prettier, they feel smarter and more clever when they are drinking so they will do it again. They have learned that children in poverty have one set of stressors but children
of affluence have another set and they both can lead to drug abuse if they don’t have the tools to resist.

Ms. Michael thanked the two for this excellent program and for all of their efforts in reaching out to so many.

APPROVAL OF MINUTES

- Committee of the Whole - September 12, 2016
- Regular Meeting – September 19, 2016

MOTION

Mr. Foust made a motion to approve the aforementioned minutes as presented. The motion was seconded by Mr. Norstrom.

The motion to approve the minutes as presented carried unanimously.

VISITOR COMMENTS

There were no Visitor Comments

PUBLIC HEARINGS ON LEGISLATION

President Michael declared public hearings and voting on legislation previously introduced to be in order.

Ordinance No. 33-2016

Amending Ordinance No. 44-2015 (As Amended) to Adjust the Annual Budget by Providing for Appropriations from the Capital Improvement Fund Unappropriated Balance.

The foregoing Ordinance Title was read.

Mr. Greeson shared that this legislation is for the purchase of a Fire Division medical vehicle cot. We will be receiving a Bureau of Worker’s Compensation (BWC) grant that will cover all but roughly $14,000 of the expense of this piece of equipment.

Chief Highley commented that in 2015 there was a change in the federal standards for EMS vehicles for cot mounts. One of the weakest links in EMS vehicles was how the cots get secured in the vehicle. EMS vehicle cots historically have an issue with coming loose from its clamp during an impact. The new standards include a more positive securing track mount that actually locks the cot in place. The cot is also powered so personnel doesn’t have to lift anymore. It works great doing hospital to hospital but presents a little more of a challenge maneuvering in a patient’s house. Even with that it is still a better cot. The BWC made a grant available to purchase this equipment. Unfortunately it didn’t mesh with the timeline for the Capital Improvements budget. We do have a new vehicle ordered. Initially we were going to wait until after the first of the year and
propose it in the 2017 budget and add it into the vehicle but if somebody else will pay for most of it, he thought it was worth discussing the topic with council at this time.

There being no additional comments, the Clerk called the roll on the passage of Ordinance No. 33-2016. The motion carried by the following vote:

Yes  7    Foust, Troper, Norstrom, Dorothy, Myers and Michael
No    0
Abstain  1    Smith

Ordinance No. 33-2016 was thereupon declared duly passed and is recorded in full in the appropriate record book.

REPORTS OF CITY OFFICIALS

Policy Item(s)

• Liquor Permit Request – Transfer – Taste of Vietnam LLC

Mr. Greeson reported this being is a liquor permit request transfer from the previous owner of the restaurant located at 652 High St. that is now the Taste of Vietnam. Anytime there is a request for a transfer of ownership of a permit the City of Worthington has an opportunity to object to it. There is obviously standards by which we could object if we had some negative previous experience with the proprietor. In this case, they are transferring a D-5 and D-6 license. Members may recall that if there is no objection to the request, they need to not request a hearing before the Division of Liquor Control. Staff is not aware of any reason to request a hearing on the issuance of this liquor permit.

MOTION

Mr. Smith made a motion to not request a hearing on the transfer liquor permit request by Taste of Vietnam LLC. The motion was seconded by Mr. Myers.

The motion carried unanimously by a voice vote.

• Liquor Permit Request – Stock Change – Fresh Thyme Farmers Market

Mr. Greeson shared that this request is for a stock change, which means a portion of the ownership has shifted and as a result we have an opportunity to request a hearing. In this case it is the Fresh Thyme Market. The information we were provided gives no detail of the nature of the stock change. We are just informed that it has occurred and as a result part or all of the ownership of that permit has changed. They have C1, C2, D6, and D8 permits. Staff is not aware of any reasons under the laws that we would have to request a hearing before liquor control. Like the previous item, staff would recommend to not request a hearing on this request.
Mr. Norstrom finds it interesting based on the previous presentation that members have two liquor licenses for consideration this evening.

**MOTION**

Ms. Dorothy made a motion to not request a hearing on a stock change liquor permit request by Fresh Thyme Farmers Market. The motion was seconded by Mr. Troper.

The motion carried unanimously by a voice vote.

- **Consideration of Volunteer Recognition Program, presented by City Intern Mary Turner**

Ms. Michael shared that she is looking forward to this presentation as this is a topic that members have been talking about for a long time.

Mr. Greeson commented that the Council identified recognizing Board and Commission members and Volunteers as something that we should do a better job at. In the past couple of years this topic has come up a couple of times. We had the opportunity to have Mary Turner intern for us this summer. She is an Ohio State University student and has done an exceptional job helping to support City Hall as well as the Planning and Building Department. We wanted to give her an opportunity to present her research and her recommendations to Council on how we can do a better job at recognizing the people that serve our community.

Ms. Turner shared that she is a senior at Ohio State in their City and Regional Planning Program. One of the items she has worked on while interning with the City is a more formal recognition program for Board and Commission members and those who serve our City. She reviewed our current practice and looked to see how other communities recognize their volunteers to come up with ways for us to improve.

**Background**

- Prepared in response to an initiative identified during the 2014 City Council Retreat
- Question- How is service to the City recognized and how can recognition be expanded or strengthened?
- Outcome-Program ideas meant to increase opportunities for recognition of service to the City

**Why Recognize Service?**

- Example is created for the rest of the community
- Highlight and explain community issues
- Show that service is valued and appreciated
- Demonstrate how community members can be involved and make a difference
Program 1: Boards and Commissions

- Purpose of this program is to create a scheduled and uniform process for recognition of service to Boards and Commissions

The Need for a Program

- There’s a GAP in recognition for Board and Commission members
- Few formal recognition processes – most Boards and Commissions only acknowledge thanks at retirement from serving
- Creating a program would ensure that no service goes unrecognized

Ms. Turner reported that she took an inventory of how all of the Boards and Commissions recognize members. She found that:

- ARB, MPC, BZA – Usually present a resolution to recognize them when they leave and they have a cake. Those who serve for a longer period of time (around ten years) may also receive a Council resolution.
- The Arbor Advisory, Bike & Ped, and Parks and Recreation Commissions – There is no acknowledgement other than a verbal acknowledgement of their time and effort generally at reappointment and retirement.
- WIFA – Board members are named Emeritus members when they are no longer able to serve on the board.
- Community Relations Commission – Receive a resolution of appreciation by Council and an informal cake and punch at their last meeting.

As you can see there is a gap in any formal recognition of service.

Suggested Program Layout

- Annual Event- all Boards and Commission members invited to an event to acknowledge their time spent serving
- Recognition at the event- recognize each outgoing member, each member serving a milestone number of years (5, 10, 15, etc.), and members who have demonstrated outstanding service

Providing Awards

- Almost 80 Board and Commission members including Charter Review Commission- so recognition awards should be small such as a plaque or certificate
- Event should have light refreshments
Overview of Requirements

This program would require the City and Council to:
- Select a date for annual recognition event
- Track the services of each Board and Commission member to determine which members are eligible for recognition each year
- Solicit recommendations for special recognition of outstanding service
- Invite all Board and Commission members to the event and notify those who are scheduled to be recognized at the event
- Thank and provide awards to honorees at the event
- Provide refreshment at the event

Program 2: Citizen and Volunteer Recognition

- An annual celebration of volunteerism and “community champions” should be considered
- Community-wide recognition of volunteers will increase the power of volunteerism

Existing Recognition

- Many community organizations recognize service to their organization or the community
- Examples: Leadership Worthington, Chamber of Commerce, Worthington Noon Lions Club, Old Worthington Association, Worthington A.M. Rotary Club
- A City event would provide an opportunity for unity and/ or filling recognition gaps

Suggested Program Layout

- **Annual Event**- allows for regular, continuous recognition process for volunteers
- **Selecting Volunteers for Recognition**- requires time by staff or a review body
- Two options suggested for selection process

Option 1: Nomination Form

- Community members could be chosen for recognition based on a nomination form
- Allows friends and neighbors to nominate community members whose contributions they believe to be worthy of recognition
- Would require time from a review body to review applications and determine which nominees are worthy
Ms. Turner shared that the nomination forms could be made available on the City’s website or through other channels like hard copies available at City Hall.

Option 2: Partnership with other Community and Volunteer Organizations

1. Partnership established with community and volunteer organizations established

2. Each organization is asked to submit a member for recognition at the annual event
   • Reduces staff time/ eliminates the need for a review body

3. Incorporate Good Neighbor Award with event to ensure community members outside organizations receive recognition

Ms. Turner acknowledged this option would make it difficult however to recognize those who contribute to the community outside of the volunteer organizations that they are partnered with. She suggested that the Community Relations Commission present their Good Neighbor Award at the same annual event in order to ensure that individuals outside of these recognized organizations who make their neighborhoods and community a special place to life would be recognized as well.

Providing Awards

• Awards for community members being recognized should be provided at the annual event
  • Certificate, plaque, light refreshments

Overview of Requirements

This program would require the City and Council to:

• Select a date for annual recognition event
• Either create a process for a review body to review nomination forms and select volunteers for recognition, or create a process for partnership with other organizations who would then identify members to be recognized at the annual event
• Invite community members who are to be recognized to the event
• The Good Neighbor Award winners should be included in this event
• Recognize honorees at the event and provide awards
• Provide refreshments at the event
• Make sure to promote the event and honorees throughout City communication vehicles to ensure an increase in the power of volunteerism

Ms. Michael asked if she had the opportunity to check with some of the other communities to see what they are doing. Ms. Turner shared that a number of different recognitions do occur. Some have different senior citizen’s hall of fame events. There were a couple scholarship events for high school students. She shared that it is hard to exactly pinpoint specific recognition events for volunteers. Some of them receive awards during the annual city address and different Rotary Clubs would present and that sort of thing.

Ms. Michael understands that Dublin holds an annual event for their Board and Commission members. Ms. Turner commented that she didn’t do too much on the Board and Commission member recognition.

Ms. Michael shared that Westerville does a Hometown Hero event for volunteers. Ms. Turner acknowledged there being a number of those types of events that are similar to our Good Neighbor Award. She thinks that event could be expanded a little bit.

Mr. Smith shared that where he grew up they had something like this where all of the different community organizations would be together and the city would host the event but each organization would give their own awards.

Ms. Dorothy really sees the need for Council to recognize our Board and Commission members. She appreciates all of the time Ms. Turner put into the research and suggestions of ways to recognize our members who keep our City going. Overall the City does have a lot of volunteers. She is a little concerned about taking on too much if we recognize everyone that volunteers for everything throughout the City but she appreciates all of the research and the suggestions.

Mr. Troper agreed with Ms. Dorothy in that we need to recognize our Board and Commission members but there are organizations that already recognize their volunteers.

Ms. Michael shared that many of the organizations identified in the presentation are scholarships. When you go beyond student scholarships, there really aren’t that many additional.

Mr. Norstrom shared that several years ago while attending the National League of Cities one of the things that they emphasized was the use of volunteers to extend City services, especially back then when we weren’t fully recovered from the recession years.
He thinks we should look at this program in the context of how we can make better use of volunteers to achieve certain goals.

Mr. Smith agreed knowing that several times a year he will get a call from an organization asking for a project to do and he will inevitably send them to Mr. Hurley. He thinks some of those come to fruition so it might be a good idea to better recognize our volunteers.

Ms. Michael shared that at one point in time she was invited by someone who served on a Commission in Dublin to attend an event as her guest. It was just really nice to see all of the Board and Commission members there sharing nice thoughts about everybody. She came back saying that we really don’t celebrate the people who are putting in all of those hours and time. It kind of fits into what Ms. Turner shared. She asked members for direction.

Mr. Norstrom stated that he would refer the project to staff as part of the budget process. Mr. Greeson commented that staff intends to follow up on Ms. Turner’s research and try to cost it to include the ability to carry her recommendation forward in the coming year and actually begin a process to do this.

Members thanked Ms. Turner for her presentation.

Discussion Item(s)

• Refuge Contract

Mr. Greeson reported that our refuge contract is set to expire at the end of this year so now is the time to start the process of talking with Council members about bidding the contract. He believes this is one of the City’s most important services not only because it helps to keep our community safe and clean but also because it is one of the services that every household receives every week. Tonight staff wants to talk with members about the policy options that are part of considering any RFP for solid waste service. Mr. Rob Chandler will walk members through a presentation and some questions we have.

Mr. Chandler shared that there are three different policy items that staff needs direction from Council on. Throughout this presentation, as questions come up he may defer to Ms. Fox as she has been doing much of the heavy lifting in drafting the documents and getting them ready for bid. He wants to go over how things are currently structured, where we are in the state of solid waste here in Worthington and where we hope to head.

Solid Waste Collection and Recyclables Processing 2016

Recyclables Agreement

• Currently all recyclables go to Rumpke’s MRF
  – Currently the only EPA licensed processor in Central Ohio
- Markets are down resulting in a cost for disposal and processing, currently $20 per ton
- A market based formula is proposed capping cost at $20 per ton. If markets become favorable, there could be the opportunity for profit sharing

Mr. Chandler shared that annually we have between 1,400 to 1,500 tons that go to the recycling center. Currently there is a cost associated with recycling because it costs Rumpke $85.00 per ton to process our recyclables and they only receive $65.00 for selling them on the open market. That is the standard across central Ohio.

- A signed agreement ensures our recyclables can always be processed and marketed

Mr. Chandler commented that normally we would go out to bid for the acceptance and processing of recyclables. However, since Rumpke Recycling is the only recycling processor in central Ohio we don’t see the need to do a full bid. We would like Council to allow us to negotiate an agreement with Rumpke Recycling.

Mr. Myers commented that it doesn’t seem like there is much to discuss since there is only one company that offers the service. Mr. Greeson agreed. He added that last time we sent it out for bid even though we knew we would only receive one response. Mr. Myers suggested that they go ahead and negotiate with Rumpke.

Mr. Norstrom assumes we have prices that other communities in central Ohio are currently paying. Ms. Fox shared that many of the communities are paying the gate price, which is $20.00 a ton. We would like to sit down with Rumpke to at least explore the option of having that cost go down should the market improve for them but not pay any more than $20.00. We talked about it and decided there really was no point in spending time or expense to do an RFP or bid document when Rumpke is the only option.

Mr. Norstrom asked if a formal action was needed. Ms. Fox replied that we are seeking Council’s blessing to just seek this as a sole source supplier so that we can go ahead.

Ms. Dorothy wants to make sure that everyone is happy that we offer recycling as part of our trash pick-up. She wants to make certain that it is a service that we continue to provide. She thinks it is a good service and would be something she would like to see if we could expand. Unfortunately we have to pay for the service. It would be good if we could negotiate something if the markets change to get some money back. She thinks it is a service that we want to continue to provide to our residents. Mr. Chandler agreed.

Mr. Greeson shared that he doesn’t think it would hurt to have a motion to direct staff to negotiate with Rumpke.
MOTION

Mr. Foust made a motion to authorize staff to negotiate a recycling agreement with Rumpke Recycling. The motion was seconded by Mr. Norstrom.

The motion carried unanimously by a voice vote.

Mr. Chandler commented that now we move on to the collection agreement. Typically every five years we go out to bid for our collection agreement for all three services, which is trash, recyclables and yard waste. He provided a brief overview and history lesson so that members will better understand where we are and where we hope to go.

Where We’ve Been

Curbside recycling began in 1991 by subscription with Johnson Disposal
- Residents would sign up and receive a green bin.
- Recyclables were collected by Johnson Disposal as a new contract specification
- Only 4 items were collected – Newspaper, Glass, Plastic, Metal Drink Cans
- 69% of all eligible households participated

Where We Are

- Single Stream Collection
  - All recyclables can go into the same container
  - The acceptable recyclables list has expanded to include most plastic bottles and jugs (#1-#7)
  - Residents automatically receive 2 – 18 gallons recycling bins
  - Many households now use multiple bins, marked trash cans, and some lease 65 gallon carts
  - 97% of Worthington Households actively participate

Mr. Chandler shared that our diversion rate, which includes our recyclables and our yard waste is over 51%. At last count, SWACO reported that being the highest diversion rate in the County. Our residents should be commended for their efforts.

Where Central Ohio is going

- 65 gallon curbside carts
  - Increased capacity in the same footprint facilitates increased recycling rates (up to 20% more)

When asked by Mr. Troper if residents are charged for an extra bin Mr. Chandler replied no.
Ms. Michael wondered why the haulers refused to pick up three brown paper bags that were full of paper and placed out with her other recyclable in front of her house. Mr. Chandler thought they may not have known it was paper. They might have mistaken it for yard waste. If you give him a call he will make sure it goes in the appropriate truck.

- A single container means efficiencies for the both the resident and the hauler (one trip to the curb)
- Integrated lids cut down on blowing recyclables on collection day
- It helps keep collection rates competitive by keeping more out of the landfill
- Bins would be replaced by the carts prior to the first collection of 2017
- A resident may request a smaller cart
- A resident may request a larger cart or a second cart
- Comparative bids show roughly $1.00 - $2.00 per household per month over the standard collection price per household per month (depends on how the cost is collected)

Mr. Chandler shared that the rolling recycling bins are beginning to become the norm in central Ohio. Currently Dublin, Reynoldsburg, Bexley, Grove City, and New Albany are actively participating in using these carts.

Mr. Norstrom asked if there are additional cost associated with the new bins. Mr. Chandler replied yes.

Mr. Troper commented that was his question. If they are efficient why don’t they give them to us for free so they can make fewer runs? Who cares if it is efficient for them? If we are paying for it and he can get a free one and they are going to charge us for it. He asked what matters if it’s efficient for them if there is no savings to the residents. Mr. Chandler replied that often times it is reflected in the per household per month rate. So we do see that efficiency. Obviously we don’t have the bids yet but it is very likely that we will see that efficiency reflected in some of those bid numbers.

Mr. Troper commented that it is cheaper to rent the bins. Mr. Chandler agreed. Most of our communities have a cart rental rate around $1.00 per household per month. Currently we have a few residents who are leasing these on their own and it is closer to $2.00 per household because of the cost of the internal billing and the administration from the waste hauler.

Mr. Chandler commented that staff is asking Council to consider and what we are looking at doing with our bid is going with a status quo collection.

Collection Contract

- Status Quo Collection
  - All three services occurring on Friday
  - No limit to how much is collected
- Keeping current recycling bins
- Bidding options for Council Consideration
  - Hauler chooses day of collection vs City designating Friday collection
  - Alternate for recycling carts vs bins

Mr. Troper asked if we’ve ever considered choosing a day other than Friday for collection. Mr. Chandler replied no. Ms. Fox added that the last set of bid documents indicated that Friday was preferred but gave the haulers an opportunity to bid a different day. She is not aware that different days were bid although they had that opportunity.

When Ms. Michael asked if a different day will equate to a lower price, Ms. Fox replied we don’t know. Much will depend on the capacity of the haulers around central Ohio.

Mr. Myers commented that staff has talked about recycling tonight. He asked if the bid would be for all waste hauling. Mr. Chandler acknowledged that it was. Mr. Myers stated that the options being presented, other than the day of collection all center around recycling. Mr. Chandler agreed.

When asked by Mr. Norstrom if mechanization is being considered, Mr. Chandler replied that staff has looked at that. Currently we are not at the time in the cycle to go to the public and see how open/receptive they would be to it. There are some challenges associated with that in that it would limit the amount that could go to the curb. It would have to be in a 96 gallon wheeler to be picked up. Additionally, most bulk items would require a special scheduled pick up. It would also mean that everything would need to be placed on the street with the wheels against the curb which would require some on-street parking restrictions in many of our neighborhoods.

Mr. Norstrom asked if mechanization is used anywhere in central Ohio. Mr. Chandler replied not full mechanization at this point aside from the city of Columbus. Mr. Norstrom asked if we know what their costs are compared to ours. Mr. Chandler replied that he is not certain. We are a little cheaper than many suburbs similar to us.

Mr. Greeson thinks we will have the option of absorbing the cost of leasing the bins or passing that on to the residents.

Mr. Myers said historically when we talked about whether we should pass refuge collection along as a fee like Upper Arlington has done, we made the decision then that is not the way we operate in Worthington. He feels the same way with this. To him, having to lease a recycle bin is essentially a fee that we are imposing on the residents. He asked Mr. Chandler if he envisions it being mandatory for residents to use the bins if the city absorbs the cost or could residents select either type. Mr. Chandler replied that it would in large part become mandatory. Each resident would receive the tote prior to start up on January 2017. These would show up in the yard and the current green bins would go away. That being said, depending upon the hauler, if somebody would call and insist on getting their green bin back or if they needed something big, a change could be made without any increase being charged.
Mr. Foust commented that there have been points in his life that the rolling tote could be filled within a short period of time. With two grown adults he thinks it would take them months to fill the larger tote. Ms. Michael stated that it doesn’t have to be full to be emptied. Mr. Chandler agreed. That is a case where a smaller cart could be provided.

Mr. Greeson stated that staff wants Council to authorize staff to draft the RFP, which Council will then see and authorize us to issue with these options that are a little different from options that we have bid before. To speak to Mr. Myers comment, at 5,000ish households at a $1.00 per household per month cost, it is potentially a $60,000 budgetary impact unless there is an efficiency gained by the hauler and that we see in the price. So it is not an insignificant budget consideration. That is why we want to see it as an alternate. Obviously there is the choice of whether members want to pass that cost on to our customers or pay it directly. We would have those options once we receive the bid documents.

Ms. Michael commented that we are talking about leasing these bins. She asked if purchasing them is an option. Mr. Chandler reported that they can’t be purchased directly from a hauler but we can get with some of the suppliers to make that happen. With the numbers he’s run, he believes it would be very expensive. The cost per bin is roughly $60.00 and we would need to order 5,300 at the start. Then staff would have to assemble them and deliver them to residents. The life cycle is somewhere between six and nine years and then they would need replaced. With the hauler providing them for $1.00 to $2.00 per household per month, when they get spent or broken they get replaced by the hauler because they own them.

Mr. Norstrom shared that if he understands the numbers right, if we were to pay $1.00 for five years, it is the same as buying them but we don’t have to deal with the replacement and all of that. Mr. Chandler agreed.

Mr. Myers said he is in favor of bidding this service with the options that were expressed tonight with the understanding that there will be a recommendation at the RFP and then when the bids are open where members can then discuss some of the policy implications of what some of this may do. Mr. Greeson replied that is exactly what staff wants Council to do.

MOTION

Mr. Myers made the motion as stated. The motion was seconded by Mr. Foust.

Mr. Norstrom offered an amendment. He stated that the motion limited the options to those only discussed tonight. He would like to give staff the opportunity to expand the options if possible. Mr. Myers and Mr. Foust approved the suggestion.

The motion carried unanimously by a voice vote.

Mr. Norstrom commented about the zero waste displayed all over Ohio Stadium. He asked if there are municipalities that are working towards zero waste. Mr. Chandler
replied not in central Ohio. Because we are inland we have fewer opportunities for recyclable materials to actually go to market. There is no market in central Ohio for things like cups and plates and some of the clam shell food containers. Transportation cost to get them where they are marketed and sent overseas is just too prohibitive, which is why you don’t see those opportunities here in central Ohio. Where you do see the zero waste opportunities is places like Ohio Stadium where everything that is bought and used is bought with the intention of recycling or composting.

Mr. Greeson asked Mr. Chandler to address food waste. Mr. Chandler shared that we currently do not have an opportunity with any of our haulers or with any of the processors in town to do a large scale curb side food waste recycling and composting program. That is something we continue to talk with EPA and the Solid Waste Authority about. We hope to see that instituted down the road but the opportunities that we have now are places like the drop off at the Farmer’s Market, the drop off at Evening St. School and there are some subscription services available on-line. We work with Franklin Soil and Water to encourage backyard composting and help with the rain barrel program. Those things are available on the smaller scale.

Staff thanked Mr. Chandler for the information.

Mr. Greeson shared that members received several e-mail invitations that he would like to share. There are two businesses in the community that are hosting open houses at the same time on Friday. COhatch in Old Worthington is having a community unveiling Friday, October 7th with a 4:30 p.m. ribbon cutting ceremony and 5:00 to 8:00 p.m. open house. Trivium Development and Tim Spencer extended an opportunity for members to attend an open house at 350 W. Wilson Bridge Rd. A hard hat tour of that project will occur on Friday, October 7th from 4:30 p.m. to 6:30 p.m. Some of the folks from Central Ohio Urology Group, Wheels Up and Dr. McClatchey’s office will all be tenants in the building. Staff will try to cover both of those bases on behalf of the city but great new businesses.

Mr. Greeson added that staff has distributed at member’s places the 2017 – 2021 Proposed Capital Improvements Program. We will schedule our first presentation regarding that program next week. We also hope to distribute the Operating Budget at that time as well.

REPORTS OF COUNCIL MEMBERS

Mr. Norstrom noted there being a two-sided pamphlet at member’s places regarding COTA. He plans to introduce a motion to support the COTA levy this year. Mr. Greeson shared that in the past Council has supported levies by a Resolution. He asked if members wanted staff to prepare one. Members agreed to the suggestion.

Ms. Dorothy thanked Mr. Whited and staff for acting quickly to repair the waterline break along Foster and Loveman Avenues. She noted that she did not see any CIP budget items for waterline repairs but it looks like we are getting our road repaired for
the waterline that created a big sink hole right there. It is very disconcerting with it not even winter yet to have all the waterline breaks that we’ve had recently. She again thanked Mr. Whited and his service team for getting that fixed.

OTHER

EXECUTIVE SESSION

MOTION

Mr. Foust made a motion to meet in Executive Session for the purpose of Economic Development assistance. The motion was seconded by Mr. Smith.

The motion carried by the following voice vote:

Yes  7  Troper, Norstrom, Dorothy, Myers, Smith, Foust, and Michael

No  0

Council recessed at 9:06 p.m. from the Regular meeting session.

MOTION

Mr. Norstrom made a motion to return to open session and adjourn. The motion was seconded by Mr. Foust.

The motion carried unanimously by a voice vote.

ADJOURNMENT

President Michael declared the meeting adjourned at 9:27 p.m.
ORDINANCE NO. 34-2016

Determining to Proceed with the Acquisition, Construction, and Improvement of Certain Public Improvements in the City of Worthington, Ohio in Cooperation with the Columbus Regional Energy Special Improvement District (350 W. Wilson Bridge Road).

WHEREAS, the Council (“Council”) of the City of Worthington, Ohio (the “City”) duly adopted Resolution No. 42-2016 on October 10, 2016 (the “Resolution of Necessity”), (i) declaring the necessity of acquiring, constructing, and improving energy efficiency improvements, including, without limitation, interior and exterior high-efficiency LED lighting, HVAC upgrades, DHW upgrades, building envelope upgrades, and related improvements (the “Project”, as more fully described in the Petition referenced in this Ordinance) located on real property owned by Trivium Worthington LLC (the “Owner”) at 350 W. Wilson Bridge Road within the City (the “Property”, as more fully described in Exhibit A to the Petition); (ii) providing for the acquisition, construction, and improvement of the Project by the Owner, as set forth in the Owner’s Petition for Special Assessments for Special Energy Improvement Projects (the “Petition”), including by levying and collecting special assessments to be assessed upon the Property (the “Special Assessments”) in an amount sufficient to pay the costs of the Project, which is estimated to be $461,674.42, including other related costs of financing the Project, which may include, without limitation, the payment of principal of and interest on nonprofit corporate obligations issued to pay the costs of the Project and other interest, financing, credit enhancement, and issuance expenses and ongoing trustee fees and Columbus Regional Energy Special Improvement District (“District”) administrative fees and expenses; and (iii) determining that the Project will be treated as a special energy improvement project to be undertaken cooperatively by the City and the District; and,

WHEREAS, the claims for damages alleged to result from, and objections to, the Project have been waived by one hundred percent (100%) of the Owners, and no claims for damages alleged to result from, or objections to, the Project have been filed within the times prescribed by Sections 727.15 and 727.18 of the Ohio Revised Code.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. Definitions. That each capitalized term not otherwise defined in this Ordinance or by reference to another document shall have the meaning assigned to it in the Petition.

SECTION 2. Determination to Proceed. That this Council declares that its intention is to proceed or to cooperate with the District to proceed with the acquisition, construction, and improvement of the Project described in the Petition and the Resolution of Necessity. The Project shall be made in accordance with the provisions of the Resolution of Necessity and with the plans, specifications, profiles, and estimates of cost previously approved and now on file with the Finance Director and the Clerk of the Council.
ORDINANCE NO. 34-2016

SECTION 3. Special Assessments. That the Special Assessments to pay costs of the Project, which are estimated to be $461,674.42, including other related financing costs incurred in connection with the issuance, sale, and servicing of securities, nonprofit corporate obligations, or other obligations issued to pay costs of the Project in anticipation of the receipt of the Special Assessments, capitalized interest on, and financing reserve funds for, such securities, nonprofit corporate obligations, or other obligations so issued, including any credit enhancement fees, trustee fees, and District administrative fees and expenses, shall be assessed against the Property in the manner and in the number of semi-annual installments provided in the Petition and the Resolution of Necessity. Each semi-annual Special Assessment payment represents the payment of a portion of any principal repayment and interest and administrative fees payable with respect to the Project. The Special Assessments shall be assessed against the Property commencing in tax year 2017 for collection in 2018 and shall continue through tax year 2030 for collection in 2031. In addition to the Special Assessments, the County Auditor of Franklin County, Ohio may impose a special assessment collection fee with respect to each semi-annual payment, which amount, if imposed, will be added to the Special Assessments by the County Auditor of Franklin County, Ohio.

SECTION 4. Amount of Assessments. That the estimated Special Assessments for costs of the Project prepared and filed in the office of the Clerk of the Council and in the office of the Finance Director, in accordance with the Resolution of Necessity, are adopted.

SECTION 5. Certification to County Auditor. That in compliance with Ohio Revised Code Section 319.61, the Clerk of the Council is directed to deliver a certified copy of this Ordinance to the County Auditor of Franklin County, Ohio within 15 days after the date of its passage.

SECTION 6. Contracts. That all contracts for the construction of the Project will be let in the manner provided by law, subject to the provisions of the Ohio Revised Code and the Petition, and the costs of the Project shall be financed as provided in the Resolution of Necessity.

SECTION 7. Compliance with Open Meetings Requirements. That this Council finds and determines that all formal actions of this Council concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Ohio Revised Code Section 121.22.
ORDINANCE NO. 34-2016

SECTION 8. That notice of passage of the Ordinance shall be posted in the Municipal Administration Building, the Worthington Library, the Griswold Center, and the Worthington Community Center and shall set forth the title and effective date of the Ordinance and a statement that the Ordinance is on file in the office of the Clerk of Council. This Ordinance shall take effect and be in force from and after the earliest period allowed by law and by the Charter of the City of Worthington, Ohio.

Passed _____________________

____________________________________
President of Council

Attest:

____________________________________
Clerk of Council

Introduced October 10, 2016
P.H. October 17, 2016
Columbus Region Energy Fund
and PACE
Columbus-Franklin County
Finance Authority

Jean Carter Ryan
President

Financing Features:
- Transaction size $200,000 to $5,000,000
- Up to 100% financing of project costs
- Fixed rates up to 15 years
- Energy usage reduction should range from 15%-20% (need energy audit)
- Energy savings pay for the investment
Eligible Projects:

- Office Buildings
- Retail
- Manufacturing
- Healthcare
- K-12, University
- Government
- Non-profits

Eligible Improvements:

- Energy efficiency retrofits to existing buildings including:
  - Lighting
  - Energy management systems and controls
  - High efficiency HVAC
Property Assessed Clean Energy (PACE) is an:

- Innovative financing structure for improving buildings through energy efficiency and alternative energy projects.
- Established in Ohio in 2009 as a form of energy special improvement districts (ESID) for energy projects under Ohio Revised Code (ORC)1710.

What is PACE Financing?

- ESIDs can be formed by a municipality, township or a collection of adjoining communities.
- Governed by a non-profit corporation.
- Commercial property owners can voluntarily make energy efficiency & alternative energy improvements & pay for them through a special assessment on the property.
What are the benefits of PACE?

- Improvements can be made quickly when needed.
- Reduction of operating budget expense.
- Energy & maintenance savings pay for improvements.
- No upfront cash required; 100% of the cost of improvement is provided including evaluation & design, equipment and labor, professional fees.

What are the benefits of PACE?

- Preserves business cash & capital budgets.
- Off-balance sheet financing.
- Building life is extended.
- Building becomes energy efficient, providing good stewardship of resources.
Energy Loan Process

- Submit application with 3 years of business financials, current year budget, 2 years electrical & natural gas data.
- Arrange site visit & facility walkthrough with qualified architect, engineer or contractor.
- Determine needed improvements, cost estimates & energy savings.

- Execute term sheet
- CFFA approval
- City action
- Closing of financing
Proposed Trivium Project: The Site

- 350 W. Wilson Bridge Road
- Vacant 53,000 square foot office building
- Being converted to Class A office building

Proposed Trivium Project: The Project

- Interior and exterior high-efficiency LED lighting
- HVAC upgrades
- Building envelope upgrades
- Estimated annual energy savings: $37,000 or 49.8%
Proposed Trivium Project: Financing

- Total Office Rehab Project Costs: $9m
- Total PACE Project Costs: $325,000
- PACE Repayment: Semi-annual special assessments of $16,500 for 14 years; special assessments include principal repayment and implied 4.5% interest rate

Proposed Trivium Project: City Role

- Existing Columbus Regional Energy Special Improvement District can be expanded to administer this project
- City must by resolution approve a petition, supplemental plan, and amendment to articles of incorporation to do so
Proposed Trivium Project: City Role

- City also levies the special assessments by passing three pieces of legislation
  - Resolution of Necessity
  - Ordinance to Proceed
  - Ordinance Levying Assessments

  Note: these are the same as for any special assessment

Proposed Trivium Project: City Role

- The City will also be a party to two agreements:
  - Energy Project Cooperative Agreement
  - Special Assessment Agreement

  These allow for the transfer of the special assessments from the City to the Finance Authority
Jean Carter Ryan
President
(614) 429-0177
(614) 551-9268 (cell)
Jryan@columbusfinance.org
http://www.columbusfinance.org
ORDINANCE NO. 35-2016

Levying Special Assessments for the Purpose of Acquiring, Constructing, and Improving Certain Public Improvements in the City of Worthington, Ohio in Cooperation with the Columbus Regional Energy Special Improvement District (350 W. Wilson Bridge Road).

WHEREAS, this Council (the “Council”) of the City of Worthington, Ohio (the “City”) duly adopted Resolution No. 42-2016 on October 10, 2016 (the “Resolution of Necessity”) and declared the necessity of acquiring, constructing, improving and installing energy efficiency improvements on its real property, including, without limitation, interior and exterior high-efficiency LED lighting, HVAC upgrades, DHW upgrades, building envelope upgrades, and related improvements (the “Project”), as described in the Resolution of Necessity and as set forth in the Project Petition requesting those improvements; and,

WHEREAS, this Council duly passed Ordinance No. 34-2016 on October 17, 2016 and determined to proceed with the Project and adopted the estimated Special Assessments (as defined in the Resolution of Necessity) filed with the Clerk of the Council and the Finance Director pursuant to the Resolution of Necessity.

NOW THEREFORE, BE IT ORDAINED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. Definitions. That each capitalized term not otherwise defined in this Ordinance or by reference to another document shall have the meaning assigned to it in the Resolution of Necessity.

SECTION 2. Special Assessments. That the list of Special Assessments to be levied and assessed on the Property in an amount sufficient to pay the costs of the Project, which is $461,674.42, including other related financing costs incurred in connection with the issuance, sale, and servicing of securities, nonprofit corporate obligations, or other obligations issued to pay costs of the Project in anticipation of the receipt of the Special Assessments, capitalized interest on, and financing reserve funds for, such securities, nonprofit corporate obligations, or other obligations so issued, including any credit enhancement fees, trustee fees, and District administrative fees and expenses, which costs were set forth in the Petition and previously reported to this Council and are now on file in the offices of the Clerk of the Council and the Finance Director, is adopted and confirmed, and that the Special Assessments are levied and assessed on the Property. The interest portion of the Special Assessments, together with amounts used to pay administrative expenses, are determined to be substantially equivalent to the fair market rate or rates of interest that would have been borne by securities issued in anticipation of the collection of the Special Assessments if such securities had been issued by the City.
ORDINANCE NO. 35-2016

The Special Assessments are assessed against the Property commencing in tax year 2017 for collection in 2018 and shall continue through tax year 2030 for collection in 2031. The annual installment of the Special Assessments shall be collected in each calendar year equal to a maximum annual amount of Special Assessments as shown in Exhibit A, attached to and incorporated into this Ordinance.

All Special Assessments shall be certified by the Finance Director to the County Auditor of Franklin County, Ohio pursuant to the Petition and Ohio Revised Code Chapter 727.33 to be placed on the tax list and duplicate and collected with and in the same manner as real property taxes are collected and as set forth in the Petition.

The Special Assessments shall be allocated among the parcels constituting the Property as set forth in the Petition and the List of Special Assessments attached to and incorporated into this Ordinance as Exhibit A.

SECTION 3. Amount of Special Assessments. That this Council finds and determines that the Special Assessments are in proportion to the special benefits received by the Property as set forth in the Petition and are not in excess of any applicable statutory limitation.

SECTION 4. Waiver of Cash Settlement. That the Owner has waived its right to pay the Special Assessments in cash, and all Special Assessments and installments of the Special Assessments shall be certified by the Finance Director to the County Auditor of Franklin County, Ohio as provided by the Petition and Ohio Revised Code Section 727.33 to be placed by him or her on the tax list and duplicate and collected with and in the same manner as real property taxes are collected and as set forth in the Petition.

SECTION 5. Appropriation of Special Assessments. That the Special Assessments will be used to pay the costs of the Project in cooperation with the District in any manner, including assigning the Special Assessments to the District or to another party the City deems appropriate, and the Special Assessments shall be appropriated for such purposes.

SECTION 6. Special Assessments File. That the Finance Director shall keep the Special Assessments on file in the Office of the Finance Director.

SECTION 7. Certification to County Auditor. That in compliance with Ohio Revised Code Section 319.61, the Clerk of the Council is directed to deliver a certified copy of this Ordinance to the County Auditor of Franklin County, Ohio within 20 days after its passage.
ORDINANCE NO. 35-2016

SECTION 8. Compliance with Open Meetings Requirements. This Council finds and determines that all formal actions of this Council concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Ohio Revised Code Section 121.22.

SECTION 9. That notice of passage of the Ordinance shall be posted in the Municipal Administration Building, the Worthington Library, the Griswold Center, and the Worthington Community Center and shall set forth the title and effective date of the Ordinance and a statement that the Ordinance is on file in the office of the Clerk of Council. This Ordinance shall take effect and be in force from and after the earliest period allowed by law and by the Charter of the City of Worthington, Ohio.

Passed ______________________

President of Council

Attest:

Introduced October 10, 2016

P.H. October 17, 2016

Clerk of Council
## EXHIBIT A

**LIST OF SPECIAL ASSESSMENTS AND SCHEDULE OF SPECIAL ASSESSMENTS**

### LIST OF SPECIAL ASSESSMENTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Portion of Benefit and Special Assessment</th>
<th>Amount of Special Assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trivium Worthington LLC</td>
<td>100-005397-00</td>
<td>100%</td>
<td>$461,674.42</td>
</tr>
</tbody>
</table>
SCHEDULE OF SPECIAL ASSESSMENTS  
FOR FRANKLIN COUNTY PARCEL NOS.:  

100-005397-00*  

The following schedule of Special Assessment charges shall be certified for collection in 28 semi-annual installments to be collected with first-half and second-half real property taxes in calendar years 2018 through 2031:

<table>
<thead>
<tr>
<th>Special Assessment Payment Date**</th>
<th>Special Assessment Installment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 31, 2018</td>
<td>$16,488.37</td>
</tr>
<tr>
<td>July 31, 2018</td>
<td>16,488.37</td>
</tr>
<tr>
<td>January 31, 2019</td>
<td>16,488.37</td>
</tr>
<tr>
<td>July 31, 2019</td>
<td>16,488.37</td>
</tr>
<tr>
<td>January 31, 2020</td>
<td>16,488.37</td>
</tr>
<tr>
<td>July 31, 2020</td>
<td>16,488.37</td>
</tr>
<tr>
<td>January 31, 2021</td>
<td>16,488.37</td>
</tr>
<tr>
<td>July 31, 2021</td>
<td>16,488.37</td>
</tr>
<tr>
<td>January 31, 2022</td>
<td>16,488.37</td>
</tr>
<tr>
<td>July 31, 2022</td>
<td>16,488.37</td>
</tr>
<tr>
<td>January 31, 2023</td>
<td>16,488.37</td>
</tr>
<tr>
<td>July 31, 2023</td>
<td>16,488.37</td>
</tr>
<tr>
<td>January 31, 2024</td>
<td>16,488.37</td>
</tr>
<tr>
<td>July 31, 2024</td>
<td>16,488.37</td>
</tr>
<tr>
<td>January 31, 2025</td>
<td>16,488.37</td>
</tr>
<tr>
<td>July 31, 2025</td>
<td>16,488.37</td>
</tr>
<tr>
<td>January 31, 2026</td>
<td>16,488.37</td>
</tr>
<tr>
<td>July 31, 2026</td>
<td>16,488.37</td>
</tr>
<tr>
<td>January 31, 2027</td>
<td>16,488.37</td>
</tr>
<tr>
<td>July 31, 2027</td>
<td>16,488.37</td>
</tr>
<tr>
<td>January 31, 2028</td>
<td>16,488.37</td>
</tr>
<tr>
<td>July 31, 2028</td>
<td>16,488.37</td>
</tr>
<tr>
<td>January 31, 2029</td>
<td>16,488.37</td>
</tr>
<tr>
<td>July 31, 2029</td>
<td>16,488.37</td>
</tr>
<tr>
<td>January 31, 2030</td>
<td>16,488.37</td>
</tr>
<tr>
<td>July 31, 2030</td>
<td>16,488.37</td>
</tr>
<tr>
<td>January 31, 2031</td>
<td>16,488.37</td>
</tr>
<tr>
<td>July 31, 2031</td>
<td>16,488.37</td>
</tr>
</tbody>
</table>

* As identified in the records of the County Auditor of Franklin County, Ohio as of September 20, 2016.
**Pursuant to Ohio Revised Code Chapter 323, the Special Assessment Payment Dates identified in this Schedule of Special Assessments are subject to adjustment by the County Auditor of Franklin County, Ohio under certain conditions.**

The County Auditor of Franklin County, Ohio may impose a special assessment collection fee with respect to each semi-annual Special Assessment payment. If imposed, this special assessment collection fee will be added by the County Auditor of Franklin County, Ohio to each semi-annual Special Assessment payment.
ORDINANCE NO. 36-2016

Authorizing and Approving an Energy Project Cooperative Agreement by and Between the City of Worthington, Ohio, the Columbus Regional Energy Special Improvement District, Trivium Worthington LLC, and the Columbus-Franklin County Finance Authority, a Special Assessment Agreement by and Between the City of Worthington, Ohio, the Treasurer of Franklin County, Ohio, the Columbus Regional Energy Special Improvement District, and Trivium Worthington LLC, and Related Agreements, All of Which Provide for the Financing of Special Energy Improvements Projects (350 W. Wilson Bridge Road).

WHEREAS, Trivium Worthington LLC (together its affiliates or controlled entities, the “Owner”) has submitted its Petition for Special Assessments for Special Energy Improvement Projects (the “Petition”) in order to provide for the completion of a special energy improvement project on real property owned by the Owner in the City of Worthington, Ohio (the “City”); and,

WHEREAS, on October 10, 2016 this Council approved the Petition and added the Owner’s property subject to the Petition to the Columbus Regional Energy Special Improvement (the “District”); and,

WHEREAS, on October 10, 2016, this Council duly adopted a resolution declaring the necessity of acquiring, constructing, and improving certain public improvements in the City in cooperation with the District (the “Resolution of Necessity”); and,

WHEREAS, on October 17, 2016, this Council passed Ordinance No. 34-2016 determining to proceed with the Project (as defined in the Resolution of Necessity) and adopted the estimated Special Assessments filed with the Clerk of the Council pursuant to the Resolution of Necessity; and,

WHEREAS, pursuant to Ordinance No. 35-2016 passed on October 17, 2016, the City has levied special assessments against the Property (as defined in the Resolution of Necessity) to pay costs of the special energy improvement project (the “Special Assessments”); and,

WHEREAS, the City intends to enter into an Energy Project Cooperative Agreement (the “Energy Project Cooperative Agreement”) with the District, the Owner, and the Columbus-Franklin County Finance Authority (the “Finance Authority”) to provide for, among other things, (i) the making of the Project Advance (as defined in the Energy Project Cooperative Agreement) to pay costs of the Project, (ii) the disbursement of the Project Advance for the acquisition and construction of the Project and the transfer of the Special Assessments to the Finance Authority to pay principal and interest and other costs relating to the Project Advance; and,
ORDINANCE NO. 36-2016

WHEREAS, to provide for the security for the Project Advance and for administration of payments on the Project Advance and related matters, the City intends to enter into the Special Assessment Agreement with the Franklin County Treasurer, the District, and the Owner.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That each capitalized term or definition not otherwise defined in this Ordinance or by reference to another document shall have the meaning assigned to it in the Resolution of Necessity.

SECTION 2. That this Council hereby approves the Energy Project Cooperative Agreement, a copy of which is on file in the office of the Clerk of Council. The City Manager, the Finance Director, the Economic Development Manager, or any one of them shall sign and deliver, in the name and on behalf of the City, the Energy Project Cooperative Agreement, in substantially the form as is now on file with the Clerk of Council. The Energy Project Cooperative Agreement is approved, together with any changes or amendments that are not inconsistent with this Ordinance and not substantially adverse to the City and that are approved by the City Manager, the Finance Director, or the Economic Development Manager on behalf of the City, all of which shall be conclusively evidenced by the signing of the Energy Project Cooperative Agreement or amendments to the Energy Project Cooperative Agreement.

SECTION 3. That this Council hereby approves the Special Assessment Agreement a copy of which is on file in the office of the Clerk of Council. The City Manager, the Finance Director, the Economic Development Manager, or any one of them shall sign and deliver, in the name and on behalf of the City, the Special Assessment Agreement, in substantially the form as is now on file with the Clerk of Council. The Special Assessment Agreement is approved, together with any changes or amendments that are not inconsistent with this Ordinance and not substantially adverse to the City and that are approved by the City Manager, the Finance Director, or the Economic Development Manager on behalf of the City, all of which shall be conclusively evidenced by the signing of the Special Assessment Agreement or amendments to the Special Assessment Agreement.

SECTION 4. That the City is hereby authorized to enter into such other agreements that are not inconsistent with the Resolution of Necessity and this Ordinance and that are approved by the City Manager, the Finance Director, or the Economic Development Manager on behalf of the City, all of which shall be conclusively evidenced by the signing of such agreements or any amendments to such agreements.
ORDINANCE NO. 36-2016

SECTION 5. That this Council finds and determines that all formal actions of this Council concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Ohio Revised Code Section 121.22.

SECTION 6. That notice of passage of the Ordinance shall be posted in the Municipal Administration Building, the Worthington Library, the Griswold Center, and the Worthington Community Center and shall set forth the title and effective date of the Ordinance and a statement that the Ordinance is on file in the office of the Clerk of Council. This Ordinance shall take effect and be in force from and after the earliest period allowed by law and by the Charter of the City of Worthington, Ohio.

Passed ___________________________

____________________________________
President of Council

Attest:

_____________________________   P.H. October 17, 2016
Clerk of Council

Introduced October 10, 2016
RESOLUTION NO. 45-2016

Authorizing the Award of Re-emergent Corridor Assistance Program Funds to Help Improve Facility Exterior Facade and Streetscape Along Certain of the City’s Commercial Corridors (7057-7069 Huntley Road & 7079-7085 Huntley Road).

WHEREAS, in May 2014 the City launched its Re-emergent Corridor Assistance Program, or ReCAP, as an exterior façade and streetscape enhancement initiative to induce property owners and tenants to re-invest in their commercial properties in Worthington; and,

WHEREAS, those commercial properties eligible for ReCAP assistance during program year 2016 are located in the commercial corridor comprised by Huntley Road, Proprietors Road, and the connecting portions of Schrock Road and Worthington-Galena Road, respectively; and,

WHEREAS, the City received two applications for program assistance from Worthington Galena LLC to make exterior improvements to commercial real properties the applicant owns at 7057-7069 Huntley Road and 7079-7085 Huntley Road, City of Worthington, Franklin County (the “Properties”); and,

WHEREAS, as specified in the ReCAP Policy & Procedures, City staff prepared the application materials for review by the Worthington Community Improvement Corporation (“CIC”) at its regular meeting on September 9, 2016; and,

WHEREAS, the CIC Board reviewed the applications and recommended approval; and,

WHEREAS, City Council is desirous of encouraging the exterior renovation and streetscape improvements to be made by Worthington Galena LLC as set forth in its applications for ReCAP assistance, which are attached hereto and incorporated herein as EXHIBIT A.

NOW THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the Council of the City of Worthington does hereby approve an award up to a maximum of $23,821 in assistance under the Re-emergent Corridor Assistance Program for 7057-7069 Huntley Road, and a separate award up to a maximum of $22,619 in assistance for 7079-7085 Huntley Road, to Worthington Galena LLC, for the work described in EXHIBIT A. Said assistance is structured in the form of one-half the amount in grant funds and one-half the amount in loaned funds to encourage investments in, and improvements to, the Properties.
RESOLUTION NO. 45-2016

SECTION 2. These awards of ReCAP assistance are contingent upon Worthington Galena LLC’s agreement to renovate existing monument signs to conform with the overall buildings’ design, and to maintain the approach to signage and style on the buildings regardless of tenant changes.

SECTION 3. These awards of ReCAP assistance shall be in accordance with and subject to the requirements set forth in the ReCAP Policy & Procedures, including the use of City funds for only those Eligible Improvement Costs as identified therein.

SECTION 4. The City Manager, the Director of Finance and the Director of Law, and any other City official, as appropriate, are each authorized and directed to sign the necessary documents to evidence the ReCAP assistance approved herein, and are authorized and directed to sign any other documents, instruments or certificates and to take such actions as are necessary or appropriate to consummate or implement the transaction described in or contemplated by this Resolution.

SECTION 5. That the Clerk of Council be instructed to record this Resolution in the appropriate record book.

Adopted ____________________

____________________________________
President of Council

Attest:

____________________________________
Clerk of Council
EXHIBIT A

Building #1

Re-emergent Corridor Assistance Program (ReCAP)
Application for Assistance (2016)

Those interested in receiving ReCAP financing for exterior improvements must complete this form and submit to the City of Worthington. The City will review the information to determine whether an award of ReCAP assistance is approved for the described project.

<table>
<thead>
<tr>
<th>Applicant Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Name</td>
</tr>
<tr>
<td>Applicant’s Mailing Address</td>
</tr>
<tr>
<td>Contact Name &amp; Title</td>
</tr>
<tr>
<td>Contact Email</td>
</tr>
<tr>
<td>Contact Phone No.</td>
</tr>
<tr>
<td>Project Site Address</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Applicant’s Federal Identification Number (FEIN)</td>
</tr>
</tbody>
</table>

Describe Applicant’s Commitment to and Involvement in the Worthington Community

Building owner has owned multiple buildings in the Worthington area for over 40 years.

Attach Copy of Applicant’s Recent Letter of Credit or Loan Commitment from a Banking Institution

If the Applicant cannot show recent correspondence from a Banking Institution, Applicant can supply a completed Personal Financial Statement (SBA Form 413).
**Property Owner Information**

<table>
<thead>
<tr>
<th>Property Owner Name*</th>
<th>Sanford Solomon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:scott@oxreality.com">scott@oxreality.com</a></td>
</tr>
<tr>
<td>Phone No.</td>
<td>614-221-6048</td>
</tr>
</tbody>
</table>

* If Applicant is NOT the Property Owner, then Property Owner must supply notarized acknowledgement.

As the owner in fee simple of the real property at the Project Site Address, I hereby acknowledge and approve of the Applicant submitting this request for City of Worthington ReCAP assistance to improve said property.

PROPERTY OWNER

\[Signature\]

STATE OF OHIO

COUNTY OF Franklin

Before me, a Notary Public, in and for said county, personally appeared the above-named Property Owner who acknowledged the signing hereof to be his/her voluntary act for the purposes therein mentioned.

ALEXIS MITCHELL

Notary Public - State of Ohio

My Commission expires: 9/16/20

**Project Site – Current Conditions**

(Attach additional sheets if necessary)

In the space provided, describe the Project Site’s Current Conditions, including Building & Site Improvement Needs:

- Building is in good condition. Exterior paint needed.
- Building facade needs architectural upgrades.
- Exterior lighting needs upgrades.
- Storefront needs upgrade.

**Attach Current As-is Photographs of the Project Site**

**Project Scope of Work & Applicant Experience**

Page 2 of 4
<table>
<thead>
<tr>
<th>Estimated Total Exterior Project Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 55,000.00</td>
</tr>
</tbody>
</table>

(Attach additional sheet if necessary)

1. Architect and Permit: $2,000
2. Stucco Entry (2): $10,000
3. Paint One (1) building/ trim/doors: $12,500
4. Metal Canopies: $9,000
5. Window Trim: $3,000
6. 13 light fixtures and electrical work: $9,000
7. Planters: $500
8. Miscellaneous: $2,000
9. Lettering/Sign: $2,000
10. Replace 7067 Huntley Glass Storefront: $5,000

* If the exterior work is part of a larger renovation project at the Project Site, please describe other planned improvements.

<table>
<thead>
<tr>
<th>In the Space Provided, Describe the Applicant's Experience in Undertaking/ Managing Similar Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building owner has owned over 100 buildings in and around the city of Columbus for over 50 years.</td>
</tr>
</tbody>
</table>

Attach Renderings, Illustrations and/or Drawings for the Exterior Improvement Project
### Project Work-Bids

Applicant must supply at least two (2) written bids for the work to be performed. Applicants must ensure that both bids are based on the same work (example: if Bid 1 is for tuckpointing, window replacement, and flashing, Bid 2 must also be for same scope of services).

**NOTE:** Although ReCAP awards are calculated only per the lowest bid, Applicants are free to accept higher bids.

### Contractor Selected & Construction Schedule

<table>
<thead>
<tr>
<th>Contractor Selected</th>
<th>Name: ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Schedule</td>
<td>Approximate date work to begin: 10 / 1 / 2016</td>
</tr>
<tr>
<td></td>
<td>Approximate date work to be completed: 6 / 30 / 2017</td>
</tr>
</tbody>
</table>

In all cases, ReCAP-assisted construction must be completed within 24 months of making application.

### Compliance with City Laws & Regulations

Please verify the following by providing a check mark next to the ones that are true.

- [ ] Property taxes are up to date on this property.
- [ ] Applicant is in full compliance with City income tax obligations.
- [ ] Property is fully compliant with the City's building & zoning code. There are no known violations.

### Applicant Signature

As an authorized representative of the Applicant, I hereby submit this Application. I understand that this Application, once submitted, in no way constitutes a commitment of funds by the City of Worthington.

I hereby represent and certify that I have reviewed the information contained in this Application, and the foregoing and attached information, to the best of my knowledge and belief, is true, complete and accurately describes the proposed project for which the City's ReCAP assistance is being sought.

I am aware that Ohio law sets forth criminal penalties for falsification on applications for economic development assistance (see Ohio Revised Code §2921.13(A)(4)).

**Signature:** ____________________________  **Date:** 8-25-16

**Printed Name & Title:** ____________________________

---

Applications are to be submitted to the following:

**City of Worthington, Economic Development**

6550 North High Street

Worthington, Ohio 43085
Re-emergent Corridor Assistance Program (ReCAP)  
Application for Assistance (2016)

Those interested in receiving ReCAP financing for exterior improvements must complete this form and submit it to the City of Worthington. The City will review the information to determine whether an award of ReCAP assistance is approved for the described project.

<table>
<thead>
<tr>
<th>Applicant Information</th>
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<tbody>
<tr>
<td><strong>Applicant Name</strong></td>
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<tr>
<td><strong>Applicant's Mailing Address</strong></td>
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<tr>
<td><strong>Contact Name &amp; Title</strong></td>
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<td><strong>Contact Email</strong></td>
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<tr>
<td><strong>Contact Phone No.</strong></td>
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<tr>
<td><strong>Project Site Address</strong></td>
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  Worthington, Ohio 43229  
  ☑ Purchased 1/1/2001  
  ☐ Leased (lease ends: ___ / ___ / ___ ) |
| **Applicant's Federal Identification Number (FEIN)** |  
  - (attach sheet if additional FEINs) |
| **Describe Applicant's Commitment to and Involvement in the Worthington Community** | Building owner has owned multiple buildings in the Worthington area for over 40 years. |
| **Attach Copy of Applicant's Recent Letter of Credit or Loan Commitment from a Banking Institution** | If the Applicant cannot show recent correspondence from a Banking Institution, Applicant can supply a completed Personal Financial Statement (SBA Form 413). |
Property Owner Information

Property Owner Name: Sanford Solomon
Email: scott@oxreality.com
Phone No.: 614-221-6048

* If Applicant is NOT the Property Owner, then Property Owner must supply notarized acknowledgement.

As the owner in fee simple of the real property at the Project Site Address, I hereby acknowledge and approve of the Applicant submitting this request for City of Worthington ReCAP assistance to improve said property.

PROPERTY OWNER

STATE OF OHIO
COUNTY OF COLUMBUS

Before me, a Notary Public, in and for said county, personally appeared the above-named Property Owner who acknowledged the signing hereof to be his/her voluntary act for the purposes therein mentioned.

ALEXIS MITCHELL
Notary Public - State of Ohio
My Commission Expires April 10, 2020

My Commission expires: 4/10/20

Project Site - Current Conditions

In the Space Provided, Describe the Project Site's Current Conditions, Including Building & Site Improvement Needs


Attach Current, Aerial Photographs of the Project Site
<table>
<thead>
<tr>
<th>Estimated Total Exterior Project Costs</th>
<th>$ 50,000.00</th>
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<tr>
<td></td>
<td>(Attach additional sheets if necessary)</td>
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<tr>
<td></td>
<td>1. Architect and Permit: $2,000</td>
</tr>
<tr>
<td></td>
<td>2. Stucco Entry (2): $10,000</td>
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<tr>
<td></td>
<td>3. Paint One (1) building/ trim/doors: $12,500</td>
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<tr>
<td></td>
<td>4. Metal Canopies: $9,000</td>
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<td></td>
<td>5. Window Trim: $3,000</td>
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<td></td>
<td>6. 13 light fixtures and electrical work: $9,000</td>
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<tr>
<td></td>
<td>7. Planters: $500</td>
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<tr>
<td></td>
<td>8. Miscellaneous: $2,000</td>
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<td>9. Lettering/Sign: $2,000</td>
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* If the exterior work is part of a larger renovation project at the Project Site, please describe other planned improvements. |

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| Building owner has owned over 100 buildings in and around the city of Columbus for over 50 years. |

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| Attach Renderings, Illustrations and/or Drawings for the Exterior Improvement Project |
Project Work Bids

Attach Two (2) Written Bids for All Exterior Improvement Work to be Performed under the Project

Applicant must supply at least two (2) written bids for the work to be performed. Applicants must ensure that both bids are based on the same work (example: if Bid 1 is for tuckpointing, window replacement, and flashing, Bid 2 must also be for same scope of services)

NOTE: Although ReCAP awards are calculated only per the lowest bid, Applicants are free to accept higher bids.

Contractor Selected & Construction Schedule

Contractor Selected
Name: ____________________________

Approximate date work to begin: 10 / 1 / 2016
Approximate date work to be completed: 6 / 30 / 2017

Construction Schedule

In all cases, ReCAP-assisted construction must be completed within 24 months of making application

Compliance with City Laws & Regulations

Please verify the following by providing a check mark next to the ones that are true.

___ Property taxes are up to date on this property.
___ Applicant is in full compliance with City income tax obligations.
___ Property is fully compliant with the City's building & zoning code. There are no known violations.

Applicant Signature

As an authorized representative of the Applicant, I hereby submit this Application. I understand that this Application, once submitted, in no way constitutes a commitment of funds by the City of Worthington.

I hereby represent and certify that I have reviewed the information contained in this Application, and the foregoing and attached information, to the best of my knowledge and belief, is true, complete and accurately describes the proposed project for which the City's ReCAP assistance is being sought.

I am aware that Ohio law sets forth criminal penalties for falsification on applications for economic development assistance (see Ohio Revised Code 129513(A)(4)).

[Signature]

Applicant Signature

Printed Name & Title

Date

Applications are to be submitted to the following:
City of Worthington, Economic Development
6550 North High Street
Worthington, Ohio 43085
MEMORANDUM

TO: Matt Greeson, City Manager

FROM: David McCorkle, Economic Development Manager

DATE: October 17, 2016

SUBJECT: (2) Awards of “ReCAP” Assistance – Worthington Galena LLC (7057-7085 Huntley Road)

This is intended to provide background information concerning the recommendation that City Council approve $23,821 in exterior enhancement assistance under the ReCAP initiative to Worthington Galena LLC at 7057-7059 Huntley Road, and $22,619 at 7079-7095 Huntley Road.

**Recommended Action:**

The CIC met on September 9, 2016 and reviewed the proposed exterior improvements to two separate buildings, located at 7057-7059 Huntley Road and 7079-7085 Huntley Road, respectively. The CIC Board recommended approval of funding for both projects. The applications submitted by Worthington Galena LLC were scored together by both City staff and the CIC Board members present, receiving a final score of 70 points (out of 100 possible; a minimum score of 65 points is required).

Staff recommends that City Council approve $23,821 in ReCAP assistance to Worthington Galena LLC for the property located at 7057-7059 Huntley Road, and a separate $22,619 to Worthington Galena LLC for the property located at 7079-7085 Huntley Road. Funds will be used to make improvements pursuant to the program’s guidelines and procedures.

**ReCAP Initiative:**

The City of Worthington launched a façade improvement grant / revolving loan fund (RLF) in May 2014 to induce private, commercial property owners and tenants to make exterior-focused improvements. Worthington calls this initiative the Re-emergent Corridor Assistance Program (“ReCAP”). In its third year, the program is focused on improving properties located along Huntley Road, Proprietors Road, and connecting portions of Schrock Road and Worthington-Galena Road (collectively, the “Corridor”).
The Corridor is comprised of older properties which lag behind comparable properties elsewhere in the Central Ohio region, and many of the Corridor’s properties are marked by declining investment and depressed leasing rates.

Grants and no-cost financing are available under ReCAP to fund commercial building exterior enhancements. ReCAP assistance is provided as one-time, up-front cash payments to awardees, each in the form of a half-grant, half-loan amount. This assistance is to partially fund well-designed exteriors that enhance the design integrity of the Corridor and secure participating buildings against further devaluation and disinvestment.

**Proposed Project:**

Application was made by Worthington Galena LLC to make improvements to the properties at 7057-7085 Huntley Road. Scott Solomon, owner of Oxford Realty, is the contact for Worthington Galena LLC. The work proposed by the applicant consists of constructing new stucco entryways with metal canopies, painting window and door trim/frames, new LED light fixtures on building wall and entryways, new channel letter signage, planters at entryways, and replacing the glass storefront on unit 7067.

The proposed timeline is nine months. The lowest bids submitted for the work at 7057-7059 Huntley Road and 7079-7085 Huntley Road were $47,642 and $45,238, respectively.

The Neighborhood Design Center (“NDC”) provided design and application assistance for this project. For 2016, NDC is on engagement with the City to provide no-cost (to the applicant) design and planning services to ReCAP projects.
ReCAP Applications

City Council
October 17, 2016

A Recap of ReCAP

Re-Emergent Corridor Assistance Program (ReCAP)
• Funding to building owners or commercial tenants to improve their facades & surrounding streetscapes
• Focus on commercial corridor: Huntley, Proprietors & Schrock Roads
  – Commercial properties must be located within ReCAP Program Area
• Commercial building exterior enhancements, prospective in nature
  – Exterior front façade
  – Side building elevations if on corner lot
• Paid on a match basis, $1:$1 with private funds
Eligibility

- Building owners and tenants (w/property owner’s approval)
- Building in ReCAP Program Area
- Applicant in full compliance with all income and real estate tax obligations
- All project work must abide by MPC approvals & building permit processes
- *No Interior Improvements*

50 – 50 Grant-Loan Financing

- Partially fund well-designed exteriors
- Maximum award = lesser of 50% of the lowest contractor’s bid for work under the project or $25,000
- Cash paid up-front, 50-50 loan-grant
  - Up to $12,500 one-time grant
  - Up to $12,500 loaned at 0%, 3-year term

Applications reviewed by City staff and recommended by CIC

Approved by City Council
7057-7085 Huntley Road – Worthington Galena LLC
Applicant Information

- Applicant: Worthington Galena LLC (Oxford Realty)
- Site Address #1: 7057-7059 Huntley Road
  - Total Project Cost: $47,642
  - Award Amount: $23,821
- Site Address #2: 7079-7085 Huntley Road
  - Total Project Cost: $45,238
  - Award Amount: $22,619
- Applicant owns both buildings and has owned multiple buildings in the Worthington area over the last 40 years.

7057-7085 Huntley Road

Current Condition
Scope of Work

- Stucco entryways
- Paint trim/doors
- Metal canopy over entryways
- Window framing/trim
- New LED light fixtures
- Letter signage
- Planters
- Replace glass storefront on unit 7067

7057-7085 Huntley Road

Current Condition
7057-7085 Huntley Road

Conceptual Sketch (7057-7059)

Proposed Changes: 7057-59 Huntley Road:
- Built-up entranceways (stucco)
- Metal canopies over entry
- Metal canopies over windows (12’-8” projection)
- New window framing
- New LED lighting fixtures on building & around entry
- New non-illuminated channel letter signage (off the shelf)
- Optional planters at entryway

(Building may require minor work to be included in scope by client)

7057-7085 Huntley Road

Conceptual Sketch (7079-7085)

Proposed Changes: 7079-85 Huntley Road:
- Built-up entranceways (stucco)
- Metal canopies over entry
- Metal canopies over windows (12’-8” projection)
- New window framing
- New LED lighting fixtures on building & around entry
- New non-illuminated channel letter signage (off the shelf)
- Optional planters at entryway

(Building may require minor work to be included in scope by client)
The meeting was called to order at 8:02 a.m.

Mr. Smith asked for approval of the minutes from the July 8, 2016 meeting. Mr. Norstrom moved for approval, seconded by Ms. Holcombe. The motion passed.

Mr. Smith asked for approval of the minutes from the August 19, 2016 meeting. Mr. Carter moved for approval, seconded by Mr. Peffly. The motion passed.

Mr. Smith asked for the financial report. Ms. Stewart noted the financials for July. The August report will be prepared once the bank statement is received. Ms. Stewart noted that the financials reflected the transfer of the grant funds back to the City. Mr. Smith asked about the timing for the payment of ReCAP funds and proposed funding amount for 2017. Ms. Stewart replied the payments are made once City Council approval of the application is effective. The 2017 budget is under development and it is too early to know the amount that will be included in the City Manager’s budget. At this early point in the budgeting process, the proposed funding level is the same as in 2016. Mr. Norstrom moved for acceptance of the financial reports, seconded by Mr. Strewing. The motion passed.

Mr. Smith introduced the next agenda item, ReCAP applications. Mr. McCorkle noted three applications this round. Once is from Central Ohio CPR and the other two are from Worthington Galena LLC. Those two are essentially the same renovation to two buildings next door to each other except one has replacement of a glass door.

The first application is for 6260 Huntley Road. The total project cost, based on the lowest bid, is $4,500. The City’s share under the ReCAP program would be about $2,200. The applicant owns the building, having just purchased it in December 2015, however they have operated their business in Worthington since 2007. They are retired firefighters. The scope of the project involves sealing open cracks, power washing and sanding down the building, repainting the entire building, and replacement of an entry door. They may replace the awnings if they fit within the budget.
Mr. Greeson asked if they plan to do anything in the front of the building. Mr. McCorkle said they did not. He further stated he discussed this application with Ms. Stewart and it may be more deferred maintenance than we are seeking with this program. They did not submit renderings. The Neighborhood Design Center was contacted but did not work with them until they heard they were ready to submit. The proposed color scheme is taupe and black. They may replace the awnings but they are not in the scope of this application. It is a small request and does not create a very dynamic project. It scored just above the minimum threshold and he would like feedback from the Board as to whether this is the type of project that should be funded through the ReCAP program.

Mr. Struwing noted the side of the building where the work is being done is very visible from the street, although it would be good to have work done on the front. Mr. Carter and Ms. Holcombe commented that the blue awnings will look really bad with the new color scheme. Mr. Carter stated they need to do the awnings. He further commented that the cost seems low for the work. Mr. McCorkle replied that they submitted bids. Mr. Norstrom stated it seems like deferred maintenance and doesn’t meet the program requirements.

Mr. Struwing commented the current owners bought it for $500,000. They made investments in the interior which are very specialized. They are currently listing it for sale with an asking price of $1,200,000. At one point it was worth that asking price, but they bought it for $500,000 because of the way it looks. He agrees the proposed project is deferred maintenance. This is a question regarding the purpose of the program. He doesn’t believe the $1,200,000 will hold for a number of years but if they can sell it, it may stay valued at that price for the short term. He stated he doesn’t think this is a good investment for the program. If they can really sell it for that asking price, they should be willing to address this deferred maintenance anyway. Mr. Smith commented that he doesn’t like the fact it’s for sale at the same time it is being considered for this program.

Mr. Greeson referred to the ReCAP program policy. It states that eligible improvements include painting, masonry cleaning and awnings if they’re part of an updated design or visual change. They are ineligible if part of routine maintenance. It is up to the Board to determine which category fits this project. They didn’t work with the Neighborhood Design Center (NDC), so the Board could say it prefers a greater visual impact and they need to work with the NDC. The Board could also suggest the program can’t be used to facilitate the sale of the building.

Mr. Struewing suggested the program should focus most on vacant buildings and this one is leased.

Ms. Holcombe stated the proposed project won’t be an improvement, so she is not supportive of the funding.

Mr. Peffly suggested sending them back to the NDC to see if they’ll bring back something stronger.

Mr. Norstrom suggested the Board discuss what the program should be. Ms. Stewart responded that would be a good agenda item for the next meeting since we’ll be preparing for the 2017 program.

Mr. McCorkle overviewed the other two applications. The owner of the buildings is Oxford Realty and the buildings are next door to each other. The award amount for each building would be $23,800. They have owned buildings in Worthington for a long time, but there is no other tie to the community. The scope of work includes stucco entryways, painting of trim and doors, a metal canopy over the entryway, window framing and trim, LED light fixtures, letter signage, planters and the replacement...
of a glass storefront on 7067 Huntley Road. He showed the renderings of the two buildings which were the same except for a change in color scheme.

Mr. Greeson asked if they are painting all the brick. Mr. McCorkle responded in the affirmative. Ms. Fox asked if the monument signage would go away and be replaced with building signage. Mr. McCorkle replied he did not believe that would be the case.

Mr. Norstrom asked if the planters were permanent. Mr. McCorkle states it does not appear they so.

Mr. McCorkle stated that there are currently insufficient funds in the program to fully fund both buildings, so it would be a partial funding approval. Scorecards Unlimited, who was previously approved for funding under the program, recently found out about a significant outstanding tax liability and may not be able to move forward with their project. If this is the case, then more funding is available for the current applications.

Mr. Norstrom asked if the Board can recommend approval of the applications for these two buildings without knowing whether the additional funds will be available. Ms. Stewart responded that yes, the Board can make its recommendations contingent on the amount of funds available. Staff should have clarification on Scorecards Unlimited’s plans prior to taking these applications to City Council for approval of funding.

Mr. Carter commented their proposals for the buildings vary quite a bit among the options presented with varying cost estimates. He wants to make sure we get everything we’re paying for. Ms. Stewart responded that we can make sure we have updated bids to clarify the options to be implemented and cost.

Mr. Carter asked if the program pays for tenant specific signage. Ms. Stewart responded it has in the past. Mr. Strewing commented that signage can make a real difference and this would standardize it. When tenants move out, they should have to replace it at their cost. Mr. Carter suggested having criteria about what signage must look like in the future without our financial participation. Mr. Norstrom suggested a contingency in the grant that future signage must conform to existing signage.

Mr. Smith commented he wanted the project contingent on available funds and future signage on the building must match this proposal.

Mr. Greeson moved to fund these two applications. Both buildings must be accomplished and the full amount be approved contingent upon receiving money from a non-performed project or up to the amount of program funding available with two contingencies, (a) the monument sign be renovated to conform with the overall buildings’ design and (b) this owner maintain the approach to signage and style on the buildings regardless of tenant changes. Mr. Carter seconded the motion. Ms. Fox asked for clarification as to what happens if there is not enough money to fully fund the project. Mr. Greeson replied there would be partial funding for both buildings. The motion passed.

Mr. Smith left the meeting.

Mr. McCorkle started the next agenda item, a discussion of the Kilbourne Building. He has been in discussions with COHatch regarding the lease. The lease terms would be similar to the lease with Sweet Carrot. Rent would be set at $15 per square foot on the main floor with rent of the northern
half of the basement at $5 per square foot. The lease would be essentially the same except with stronger language if they are not moving forward with the completion of the renovations. The rent would be abated for a set period of time in recognition of the building improvements they will make. The length of the abatement would be calculated from the rent amounts and the value of the building improvements. Ms. Fox stated the lease will have a timeline for submitting plans or they start paying rent.

Mr. Stuewing inquired about their financing. Mr. McCorkle replied they reported obtaining financing through a local bank for $500,000 at 4.5% interest.

Staff has been working on a parallel development agreement. The agreement would be for 10 years and is essentially a contract for services. The City has been very interested in a co-working and maker space in Worthington and would like to have this operation as a resource. As part of this agreement, the City will receive the following items: two monthly meeting passes, assistance with collection of information about businesses using the space, construction of an open patio for activities and events, public access to event space at least once per month, and quarterly tracking of metrics such as number and nature of members. They will construct a second patio on the south side of the building which will be for the exclusive use of members. Worthington Libraries is very interested in the maker space to the point to offering to provide programming.

Mr. McCorkle provided an overview of comparisons from other communities of investment in business development and/or incubation. The other communities invest significant funds into the operations. Grove City has the lowest annual investment of approximately $75,000. Dublin invests about $200,000 per year. These tend to involve a different product with large facilities, onsite staff and greater focus on incubation. The COHatch agreement is most similar to the “Cultivate” operation in Grove City. The City pays $75,000 to Rev One Ventures to provide consultation in Cultivate.

The proposal with COHatch is a ten year agreement for services of $100,000, which would be front loaded. The payments would likely occur over the first few years but the services provided would extend over ten years.

Mr. Carter asked what happens if they leave before the end of the ten years. Ms. Fox replied there will be a clawback provision in the contract. Ms. Stewart added that the City will have the renovated space since COHatch will need to make the building investment up front in exchange for the rent abatement over time.

Mr. McCorkle stated the agreements will need to be approved by the City Council. Ms. Fox added the need for approval by Municipal Planning Commission since this involves a Conditional Use.

Ms. Holcombe moved to pursue the lease at $15 and $5 per square foot as presented with a rent abatement set after the construction estimates are confirmed and an economic development agreement of $100,000 for ten years as outlined in the meeting. Mr. Peffly seconded the motion, which passed.

Mr. Carter asked about the timing of the funding for the development agreement. Mr. McCorkle stated it will likely be $50,000 up front and two subsequent annual payments of $25,000.

Mr. Carter and Mr. Peffly left the meeting at 8:56 a.m.
Mr. Struewing asked how the money to COHatch would be spent. Ms. Stewart replied this is essentially a contract for services, so there is not specific direction on how the money must be spent as long as the services are provided. Ms. Holcombe suggested we probably want to know where the money is going. Ms. Stewart concurred with that statement as it relates to the lease components, building investment and rent abatement. Ms. Fox commented the lease will reference the development agreement so there could be recourse there if terms aren’t met. Mr. Struewing suggested the lease and the development agreement be tied together so if one is defaulted, so is the other. If COHatch pulls out, the City, CIC or someone else could run the co-working and maker space.

Mr. Struewing encouraged understanding of where the money is going for the building improvements tied to the rent abatement. Furniture can walk out the door. Mr. McCorkle replied they have been clear that furniture and fixtures are not eligible. He further stated that Sullivan Construction previously toured the building and estimated investment at $350,000 - $400,000 without the basement, so the number are consistent since COHatch is projecting $100,000 for basement work.

Mr. Norstrom asked about next steps. Mr. Greeson replied City Council will need to introduce an ordinance authorizing the City Manager to sign the lease and agreement. They will also need to go in front of the Municipal Planning Commission for the Conditional Use approval.

Ms. Stewart asked if the Board was comfortable with allowing these items to proceed without returning to the Board as long as we stay within the concept presented here. The Board concurred.

Ms. Fox stated the patio will require ARB approval, which may take longer so we’ll deal with it in an addendum to the lease.

Mr. Struewing commented that with two tenants in the building, we’ll need to have clearly defined leased premises and the City’s common area. Mr. McCorkle stated we have to do that for tax purposes. Ms. Fox said taxes will be tricky once it becomes taxable. COHatch is putting in more investment than Sew to Speak. Mr. Stuewing replied market is proportionate share.

Mr. Greeson stated the common area is sparse. It is in our interest to negotiate in a way where the COHatch contractor finishes it off. We can tie that to the development agreement and abatement.

Ms. Holcombe left the meeting at 9:07 a.m.

Ms. Fox stated we are trying to open up the area in front of Sew to Speak’s space for better visibility. We may be able to incorporate historical images into the entry way. Mr. McCorkle commented that COHatch wants to round off the wall and brand it for the maker space.

There being no further business before the Board, the meeting adjourned at 9:15 a.m.
RESOLUTION NO. 46-2016

Authorizing an Amendment to the Final Development Plan for 7099 Huntley Road and Authorizing a Variance (Sign Vision Co. /Columbus Fasteners).

WHEREAS, Sign Vision Co. /Columbus Fasteners has submitted a request for an amendment to the Final Development Plan for 7099 Huntley Road; and,

WHEREAS, Sections 1175.02 (f) and 1107.01 of the Codified Ordinances of the City of Worthington provide that when an applicant wishes to change, adjust or rearrange buildings, parking areas, entrances, heights or yards, following approval of a Final Development Plan, and variances are included, the modification must be approved by the City Council; and,

WHEREAS, the proposal has received a complete and thorough review by the Municipal Planning Commission on June 23, 2016 and conditional approval has been recommended by the Commission with the following conditions: Only one wall sign is permitted to be on the west side of the building; and the new wall sign shall be located next to the entrance and the final size, scale and location must be reviewed by staff.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the amendment to the approved Final Development Plan to add an additional wall sign at 7099 Huntley Road as per Case No. ADP 04-16, Drawings No. ADP 04-16 dated October 6, 2016 attached hereto as Exhibit “A” be approved.

SECTION 2. That there be and hereby is granted a variance from Code Section 1170.05(b), to permit more than one wall-mounted sign per business.

SECTION 3. That the Clerk of Council be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted ______________

President of Council

Attest:

Clerk of Council
EXHIBIT "A"

COLUMBUS FASTENERS CORP.
A Bostwick-Braun Company

QTY. X 1 - 30" X 5" WALL SIGN
3MM WHITE ACM BOARD
DIGITALLY PRINTED CFC LOGO
BLACK & RED VINYL COPY
1.5" ALUMINUM BORDER, PAINTED FINE SILVER
SIGN ATTACHED TO BRICK FACADE W/ 3" SELF TAPPERS
(SIX PER SIGN, TAPPERS TO BE COVERED BY 1.5" ALUMINUM BORDER)
MEMORANDUM

TO: Matthew H. Greeson, City Manager
FROM: R. Lee Brown, Director
DATE: October 11, 2016
SUBJECT: Resolution for Amendment to Development Plan and Variance – 7099 Huntley Road
(Sign Vision Co. /Columbus Fasteners) (ADP 04-16)

Findings of Fact & Conclusions

Background & Request:
This property is located at the southwest corner of Huntley and Worthington-Galena Roads, and houses a 38,000 square foot multi-tenanted building that was constructed in 1974. Columbus Fasteners is located in the northwest part of the building, with the entrance being on the west side. The applicant would like to install additional wall signs for Columbus Fasteners.

In 2014 this property participated in the Re-emergent Corridor Assistance Program (ReCAP). The ReCaP provides financial assistance to encourage exterior investment and enhancement to commercial properties within certain areas of the City of Worthington. The program provides a mixture of grant funds and no-cost financing to building owners or commercial tenants to improve their building facades and surrounding streetscapes. ReCAP is part of the City’s efforts to drive new job growth along the Huntley Road and Proprietors Road corridor, including the connecting portions of Worthington Galena Road and Schrock Road. This program is intended to spur investment in the older properties in this corridor to enhance the attraction of employers to this important commercial area of Worthington.

Project Details:
1. There is an existing wall sign on the north side of the building identifying Columbus Fasteners. The sign is at the top of the warehouse wall, which is at second story level, and appears to be internally illuminated.
2. A 33” x 5’ non-illuminated sign is proposed at the lower level office portion of the building on the west side near the entry door above an existing window. A variance is needed for having more than 1 wall sign.
a. The original application requested two non-illuminated signs (3’ x 6’) proposed at the lower level office portion of the building on the west side. One would be on the north side and the other on the west side near the entry door. The sign on the west side would just barely fit between the window and eave.
   • The Municipal Planning Commission did not recommend approval of the sign on the north side of the building, and requested the sign on the western side of the building be moved next to the entrance and sized appropriately.

3. The signs would be made of 3 mm aluminum composite material. The signs are proposed with white backgrounds and silver borders, red and black lettering and a screw logo in silver.

4. There is an existing internal sign on the glass entry door.

**Land Use Plans:**

**Worthington Sign Code:**
Each business is permitted a maximum of 100 square feet of signage, but is only allowed to have 1 wall mounted sign.

**Worthington Comprehensive Plan Update & 2005 Strategic Plan**
An area plan focusing on the Proprietors/Huntley Road corridor should be developed that makes recommendations for repositioning it in the market place to make it attractive and competitive in the region. Because of the age and types of uses located here, this compact area is experiencing significant change and has the opportunity to reinvent itself. Issues such as building renovation, aesthetics, and possible road and infrastructure improvements should be addressed.

**Recommendations:**
Staff is recommending *approval* of the current proposal for a sign centered on the window next to the entrance to the building.

On June 23, 2016 the Municipal Planning Commission reviewed and recommended *conditional approval* to City Council on an Amendment to Development Plan with a Variance with the following conditions:
1. Only one wall sign is permitted to be on the west side of the building.
2. The new wall sign shall be located next to the entrance and the final size, scale and location must be reviewed by staff.
Amendment to Development Plan Application

1. Property Location 7099 Huntley Rd. - Columbus Fasteners

2. Present Use & Proposed Use Warehouse / Warehouse

3. Present & Proposed Zoning Industrial / Industrial

4. Applicant Sign Vision Co. Inc. - Bri Bailey
   Address 987 Claycraft Rd, Columbus OH 43220
   Phone 614-475-5161

5. Property Owner Gelbeirch Family LP
   Address 8 Wildlade Dr., Covington KY 41015
   Phone 814

6. Project Description Install (1) 3' x 6' aluminum sign panel onto storefront;
   and install (1) 3' x 6' aluminum sign panel onto side
elevation.

7. Variances Requested Install (2) additional signs at property

PLEASE READ THE FOLLOWING STATEMENT AND SIGN YOUR NAME:

The information contained in this application and in all attachments is true and correct to the best
of my knowledge. I further acknowledge that I have familiarized myself with all applicable
sections of the Worthington Codified Ordinances and will comply with all applicable
regulations.

Bri Bailey
Applicant (Signature)

6/14/16
Date

6/7/16
Date

APPROVED
WORTHINGTON MUNICIPAL
PLANNING COMMISSION
DATE 6/23/16

CLERK OF COMMISSION

MPC Approval Date: 6/23/16
City Council Approval Date:
| Rush Creek Investors LLC          | 540 Office Center Pl., Suite 260 | Gahanna, OH 43230 |
| 7200 Huntley Rd LLC             | 4110 Greensview Dr.               | Columbus, OH 43220 |
| Mayfam Realty                   | 535 Greenglade Ave.               | Worthington, OH 43085 |
| Westler Holdings LLC            | 2101 9th St. SW                   | Massillon, OH 44647 |
| Worthington Galena LLC          | 68 S. Fourth St.                  | Columbus, OH 43215 |
| Under PSI Properties            | 7046 Worthington Galena Rd.       | Worthington, OH 43085 |
| Top World Legacy LLC            | PO Box 252                        | Worthington, OH 43085 |
| Colombo Cautela                 | Pia Rmdr Truman                   | Worthington, OH 43085 |
| Carlo Cautela                   | 7059 Worthington Galena Rd.       | Worthington, OH 43085 |
| Capital Enterprises             | 7069 Worthington Galena Rd.       | Worthington, OH 43085 |
|                                | Commercial One Prop 1515 Bethel Rd., Suite 200 | Columbus, OH 43220 |
June 8, 2016

To Whom It May Concern:
The proposed signage for Columbus Fasteners, located at 7099 Huntley Rd will serve as a business endeavor and help to bring location awareness to fellow patrons. From my own personal experience, when I met at site to discuss potential signage, I ended up in the back of the building trying to enter through a locked door, due to lack of signage. The property is proposing one sign on the building front that faces Worthington Galena Rd. to serve as a known business to those possible patrons coming this direction. Columbus Fasteners also believes it will be beneficial to have an additional sign on the West front elevation that faces the intersection of Huntley Rd and Worthington Galena Rd. From this intersection, as you continue onto Huntley Rd, there is no beneficial signage to guide you in the correct direction. Columbus Fasteners is trying to draw in business and offer financial gain to the area but they are not able to do this without proper knowledge of them being there, lacking guidance from signage. Your consideration for additional signage would be greatly appreciated.

Sincerely,

Bri Bailey

Sign Vision Co., Inc.
COLUMBUS FASTENERS CORP.
A Bostwick-Braun Company

QTY X 2 - 3' X 6' WALL SIGN
3MM WHITE ACM BOARD
DIGITALLY PRINTED CFC LOGO
BLACK & RED VINYL COPY
1.5' ALUMINUM BORDER, PAINTED FINE SILVER

SIGN ATTACHED TO BRICK FAÇADE W/ 3" SELF TAPPERS
(SIX PER SIGN, TAPPERS TO BE COVERED BY 1.5' ALUMINUM BORDER)

- Make smaller & place beside door.

APPROVED
CITY OF WORTHINGTON
MUNICIPAL PLANNING COMMISSION
DATE 6-9-16
CLERK OF COMMISSION

Not Approved
October 7, 2016

City of Worthington
ADP 04-16
Signage- 7099 Huntley Rd, Unit 101

To Whom It May Concern:

We are seeking to amend the “Columbus Fasteners” signage that was approved at the entrance between the door and the window. The client would like the signage to be placed above the window, centered and scaled so it will be aesthetically pleasing. The front of this property has a tree line, making the entrance area hard to see. If the sign was placed above the window, it would help to eliminate confusion but the investment only makes sense if the sign is in a location where it can be easily seen and help drive customers into their door.

Sincerely,

Bri Bailey
Sign Vision Co., Inc.
COLUMBUS FASTENERS CORP.
A Bostwick-Braun Company

QTY. X 1 - 30" X 5" WALL SIGN
3MM WHITE ACM BOARD
DIGITALLY PRINTED CFC LOGO
BLACK & RED VINYL COPY
1.5" ALUMINUM BORDER, PAINTED FINE SILVER
SIGN ATTACHED TO BRICK FACADE W/ 3" SELF TAPPERS
(SIX PER SIGN, "TAPPERS TO BE COVERED BY 1.5" ALUMINUM BORDER)
The regular meeting of the Worthington Architectural Review Board and the Worthington Municipal Planning Commission was called to order at 7:00 p.m. with the following members present: Michael Coulter, Chair; James Sauer, Vice-Chair; Kathy Holcombe, Secretary; Thomas Reis; Edwin Hofmann; Amy Lloyd; and David Foust. Also present were: Scott Myers, Worthington City Council Representative to the Municipal Planning Commission; Lee Brown, Director of Planning & Building; Lynda Bitar, Planning Coordinator and Clerk of the Municipal Planning Commission; and Melissa Cohan, Paralegal.

A. Call to Order – 7:00 p.m.

1. Roll Call

2. Pledge of Allegiance

3. Approval of minutes of the June 9, 2016 meeting.

Mr. Reis moved to approve the minutes and Mr. Hofmann seconded the motion. All Board members voted, “Aye.” The minutes were approved.

4. Affirmation/swearing in of witnesses – Members of the audience were sworn in by Mrs. Bitar.

B. Architectural Review Board

Mr. Coulter asked Mr. Foust to describe items shown on the projection screens. Mr. Foust said the bottom piece is a party invitation to a 4th of July ball held at Ezra Griswold’s Inn in 1815, signed by Arora Buttles, George Harland Griswold, and Orange Johnson. The photograph was of the Griswold Inn as seen from the Village Green looking north, where the Huntington Bank now sits. The picture shows the last addition of the inn which extended along High Street. The addition was built in 1810 or 1811 and included a ball room on the second floor. Mr. Foust said the building was typical federal style architecture. The windows had been replaced by the time the photograph was taken in 1900. There was no air conditioning.
C. Municipal Planning Commission

1. Amendment to Development Plan

a. Signage – 7099 Huntley Rd., Unit 101 (Sign Vision Co./Columbus Fasteners) ADP 04-16

Findings of Fact & Conclusions

Mrs. Bitar reviewed the following from the staff memo:

Background & Request:
This property is located at the southwest corner of Huntley and Worthington-Galena Roads, and houses a 38,000 square foot multi-tenant building that was constructed in 1974. Columbus Fasteners is located in the northwest part of the building, with the entrance being on the west side. The applicant would like to install additional wall signs for Columbus Fasteners.

Project Details:
1. There is an existing wall sign on the north side of the building identifying Columbus Fasteners. The sign is at the top of the warehouse wall, which is at second story level, and appears to be internally illuminated.
2. Two 3’ x 6’ non-illuminated signs are proposed at the lower level office portion of the building on the west side. One would be on the north side and the other on the west side near the entry door. The sign on the west side would just barely fit between the window and eave. Variances are needed for having more than 1 wall sign.
3. The signs would be made of 3 mm aluminum composite material. The signs are proposed with white backgrounds and silver borders, red and black lettering and a screw logo in silver.
4. There is an internal sign on the glass entry door.

Land Use Plans:

Worthington Sign Code:
Each business is permitted a maximum of 100 square feet of signage, but is only allowed to have 1 wall mounted sign.

Worthington Comprehensive Plan Update & 2005 Strategic Plan
An area plan focusing on the Proprietors/Huntley Road corridor should be developed that makes recommendations for repositioning it in the market place to make it attractive and competitive in the region. Because of the age and types of uses located here, this compact area is experiencing significant change and has the opportunity to reinvent itself. Issues such as building renovation, aesthetics, and possible road and infrastructure improvements should be addressed.

Recommendation:
Staff is recommending approval of only one of the signs. The proposed sign on the north side seems redundant with retention of the existing wall sign. If the sign by the entrance is desired, the
size should be reduced to fit better on the wall allowing space between architectural elements, and should possibly be moved to be centered on the window.

**Discussion:**
Mr. Coulter asked if the applicant was present. Ms. Bri Bailey stated her address is 987 Claycraft Rd., Columbus, Ohio. Ms. Bailey said the business is concerned with bringing in more traffic from the public. The business believes that people are not aware that they are there. Mr. Coulter said he is fine with the idea that the sign at the entrance door should help people know where to go. He also said he agrees with Mrs. Bitar that the sign above the window is too large and needs to be scaled down and needs to be centered above the window.

Mr. Sauer asked if there is another tenant in the building. Mrs. Bitar said there are a number of other tenants in the building. Mr. Coulter asked what was on the inside of the windows. Ms. Bailey said she was just there at the business last week and those signs were not in the window. Mrs. Bitar said she just took the photograph yesterday so she believes the signs are still there. Mrs. Bitar said only 25% of the window area could be covered with signs, so once a permanent sign is placed the internal sign area should be reduced.

Mrs. Holcombe thought placement of the sign above the window did not look right and felt it should be next to the door. Mr. Reis felt the size of the sign needed to be adjusted. Mr. Coulter asked if there was anyone present that wanted to speak either for or against this application and no one came forward.

**Motion:**
Mr. Reis moved:

THAT THE REQUEST BY SIGN VISION CO. INC. ON BEHALF OF COLUMBUS FASTENERS FOR APPROVAL OF AN AMENDMENT TO DEVELOPMENT PLAN TO ADD A WALL SIGN AT 7099 HUNTLEY RD. AS PER CASE NO. ADP 04-16, DRAWINGS NO. ADP 04-16, DATED JUNE 9, 2016, BE RECOMMENDED TO CITY COUNCIL FOR APPROVAL BASED ON THE FINDINGS OF FACT AND CONCLUSIONS IN THE STAFF MEMO AND PRESENTED AT THE MEETING WITH THE AMENDMENT THAT ONLY ONE NEW SURFACE SIGN BE LOCATED AT THE ENTRANCE AND THE FINAL SIZE, SCALE AND LOCATION MUST BE REVIEWED BY STAFF BEFORE GOING TO COUNCIL.

Mrs. Holcombe seconded the motion and Mrs. Bitar called the role: Mr. Coulter, aye; Mr. Sauer, aye; Mrs. Holcombe, aye; Mr. Reis, aye; and Mr. Hofmann, aye. The motion was approved.
ORDINANCE NO. 37-2016

Authorizing the Worthington Community Improvement Corporation to Execute a Lease Agreement Between the WCIC and COhatch Worthington LLC for a Portion of the Kilbourne Building.

WHEREAS, in 2006 the City authorized the purchase of the James Kilbourne Memorial Library Building (the “Building”) located at 752 High Street on the northeast corner of the Village Green; and,

WHEREAS, certain repairs and improvements have been made to the Building over the years since the City’s acquisition, but it has remained mostly vacant during that time; and,

WHEREAS, as part of the State Capital Budget the City was granted $300,000 for improvements to the Building, which, together with additional funds appropriated by City Council, has been expended to make the Building accessible to the public for future commercial or public uses; and,

WHEREAS, COhatch Worthington LLC (“COhatch”), an Ohio limited liability company, has expressed interest in the Building to operate a co-working business concept, including open desk space and office memberships, administrative support services, conference space, member events and the creation of a “makerspace” area, with plans to construct an outdoor patio; and,

WHEREAS, the CIC, as agent of the City, has approved of the lease to COhatch and will administer the lease which sets forth the parties’ respective rights and obligations for the use of the Building.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the Worthington Community Improvement Corporation, as agent for the City, is hereby authorized and directed to execute and deliver on behalf of the City the Lease Agreement for the Kilbourne Building with COhatch Worthington LLC, substantially in the form of the Lease Agreement attached hereto as Exhibit “A” and made a part hereof, with such changes as approved by the Director of Law that are not inconsistent with this Ordinance and adverse to the City and the WCIC.
ORDINANCE NO. 37-2016

SECTION 2. That the City Manager is authorized to execute and deliver all necessary documents to evidence the City’s consent to the lease of the space in the Building to COhatch.

SECTION 3. That notice of passage of this Ordinance shall be posted in the Municipal Administration Building, the Worthington Library, the Griswold Center and the Worthington Community Center and shall set forth the title and effective date of the Ordinance and a statement that the Ordinance is on file in the office of the Clerk of Council. This Ordinance shall take effect and be in force from and after the earliest period allowed by law and by the Charter of the City of Worthington, Ohio.

Passed __________

_________________________________
President of Council

Attest:

_________________________________
Clerk of Council
MEMORANDUM

TO: Matt Greeson
FROM: David McCorkle
DATE: October 14, 2016
SUBJECT: Kilbourne Building Lease & Development Agreement

In July 2016, the City began discussions with Matt Davis, the founder of COhatch Worthington LLC, who expressed interest in the southern space on the 1st Floor, as well as the entire basement space of the Kilbourne Building. COhatch is a membership-based model that provides co-working space to small business professionals and entrepreneurs in suburban settings. They also provide access to conference rooms, various business-related events, and add-on services such as printing and fractional administrative support. COhatch recently opened their first co-working location in downtown Worthington.

Mr. Davis has obtained a preliminary estimate for the proposed project buildout. The southern portion of the first floor will be used as a co-working business concept, including open desk space and office memberships, administrative support services, conference space, member events and other uses incidental thereto. The north side of the lower level space will be used for a “makerspace”. The activities involved with the “makerspace” use shall be considered to be so-called “clean activities” only that do not create noise, dust, odors or other conditions that may be reasonably objectionable to other users of the Kilbourne Building. City staff been exploring the possibility of co-working and makerspaces for several years and are excited to see the concept come to Worthington.

Last year, the City received a $300,000 grant from the State of Ohio and coupled that with additional City funding to make certain changes to the building. The mezzanine was removed, an elevator was added and utility lines and connections were included. The spaces were divided into the current northern and southern portions. As part of the City’s 2015 street improvement program the sidewalk in front of the building and a portion of the parking lot were repaired. These improvements were made as an incentive to attract potential users of the building that the City envisioned would activate that segment of the Village Green, starting in the northern portion of the 1st floor with Sew to Speak.
The proposed lease with COhatch Worthington LLC is structured much like the Sew to Speak lease, with the tenant paying for approximately $510,000 of improvements in exchange for rent concessions. This arrangement achieves the objective of having that space built out with the tenant’s dollars, leaving the City’s capital dollars available for other City projects. The use complements the sewing/retail use, and is a business with a strong sense of community. The Lease is drafted such that the Worthington CIC is the Landlord, based upon the direction of Council several years ago that the CIC be responsible for leasing activities at the site. A copy of the term sheet that has been used as a basis for the lease draft is attached.

The proposed Development Agreement with COhatch Worthington LLC is structured to provide City staff and community members with access to a public patio on the Village Green, as well as monthly use of the event and makerspaces for classes/workshops/events. The proposed Development Agreement will also require COhatch to provide the City with relevant member (business) information that may be used by the City to track income tax revenue generation for both COhatch Worthington locations. On a quarterly basis, COhatch will provide the City with progress reports for both COhatch Worthington locations that may be used by the City to track programming success, economic impacts, incubation/acceleration potential, and co-working trends. Funds shall be distributed to COhatch in four (4) installments. The first installment of $40,000 is payable upon the Commencement Date of the first sublease agreement between COhatch and its membership. Three (3) subsequent installment shall be in the amount of $20,000 each and shall be distributed on or around January 1, 2018, January 1, 2019, and January 1, 2020, respectively. Distribution of all four (4) installments are contingent upon COhatch meeting the terms and conditions set forth in the Development Agreement, as well as the availability of funding. No additional distributions shall be made for years 4 – 10 of this Agreement.

The CIC recommended approval of this lease and the terms of the Development Agreement at its meeting on September 9, 2016 based on the terms that were presented.

Based on an initial 10-year term and the amount of money invested in the improvements, the $15.00 per square foot rent for the 1st floor, and the $5.00 per square foot rent for northern portion of the basement, with increases of 2% every year, would be abated for the full 120 month initial lease term. The 1st floor rent rates are the same as Sew to Speaks.

Assuming all approvals and contingencies are satisfied, the Lease and Development Agreement are structured to commence Spring/Summer 2017, with an anticipated opening date around the first of July 1, 2017.
LEASE TERM SHEET

Building: 752 High Street, downtown Worthington, known as the “Kilbourne Memorial Building”

Owner: City of Worthington

Landlord: Community Improvement Corporation of Worthington

Tenant: COhatch Worthington LLC

Term(s): Base Term: one hundred-twenty (120) months
First Renewal Option Term: sixty (60) months
Second Renewal Option Term: sixty (60) months

First and Second Renewal Option Terms shall be subject to review and approval by the Worthington City Council before the Owner and Tenant execute the respective Renewal Option.

Use: The southern portion of the first floor will be used as a co-working business concept, including open desk space and office memberships, administrative support services, conference space, member events and other uses incidental thereto. The north side of the lower level space will be used for a “makerspace”. The activities involved with the “makerspace” use shall be considered to be so-called “clean activities” only that do not create noise, dust, odors or other conditions that may be reasonably objectionable to other users of the Kilbourne Building. The “makerspace” portion of the Premises may not be used for the separate co-working activities authorized for the first level portion of the Premises.

Tenant Background: COhatch is a membership-based model that provides co-working space to small business professionals and entrepreneurs in suburban settings. They also provide access to conference rooms, various business-related events, and add-on services such as printing and fractional administrative support.

Lease Commencement: On or about July 1, 2017

Base Rent:

1st Floor
Base Term: $15/psf (triple net). Rent will increase by 2% each year of the lease.

First Renewal Option Term: $18.28/psf, with 2% annual increases

Second Renewal Option Term: $20.19/psf, with 2% annual increases

Basement
Base Term: $5/psf (triple net). Rent will increase by 2% each year of the lease.

First Renewal Option Term: $6.09/psf, with 2% annual increases
Second Renewal Option Term: $6.73/psf, with 2% annual increases

Rent abatement is based on a value of improvements that COhatch is making to the building in the amount of approximately $510,000, which calculates to 120 months of abated rent. Landlord shall have the right to verify Tenant’s construction costs and if Landlord’s verification determines the total improvement costs paid by Tenant to be less than $510,000, the rent abatement may be adjusted.

**Owner Improvements:** Owner shall be responsible

**Additional Expenses:** Tenant responsible for the payment of real estate taxes, insurance, and utilities, which may be separately metered.
EXHIBIT A

SCOPE OF WORK

The City of Worthington desires to engage COhatch Worthington LLC for a period of no less than ten (10) years to facilitate and execute a multitude of services associated with the construction, implementation, and sustainability of co-working and makerspace activities at The James Kilbourne Memorial Library at 752 High Street.

The Kilbourne Building, completed in 1927 and later expanded in 1956, was constructed with a donation by family members of one of the City’s founders. The facility has been used variously as a city library and school board offices. The City owns the building in fee simple, having acquired the facility in 2006 from the Worthington City Schools; the Worthington Community Improvement Corporation presently has primary responsibility for the facility. Located in downtown Worthington’s historic district, which is on the National Register of Historic Places, the Kilbourne Building represents a critical commercial redevelopment site in the City’s inventory. The City and COhatch intend to enter into a separate Lease Agreement to occupy the Kilbourne Building for a period of no less than ten (10) years.

SERVICES TO BE PROVIDED BY COHATCH

1) Construction of a public patio on the south and west side of the Kilbourne Building. Patio will be approximately 1,000 square feet in size. At least 50% of the total square footage must be designated for public use and must be on the west side of the building. Patio construction and design will be subject to the City’s Architectural Review Board and City Council.

   Deliverable:       Public patio
   Delivery Date:     July 1, 2017

2) Two (2) annual “Meeting Pass” memberships for each year of the Development Agreement. Memberships may be assigned by the City. These memberships may be used at both COhatch Worthington locations (659 High Street, Worthington, OH 43085 or 752 High Street, Worthington, OH 43085).

   Deliverable:       (2) “Meeting Pass” memberships each year
   Delivery Date:     July 1, 2017 – June 30, 2027

3) Provide the City with relevant member (business) information that may be used by the City to track income tax revenue generation for both COhatch Worthington locations (659 High Street, Worthington, OH 43085 or 752 High Street, Worthington, OH 43085). This information may include, but is not limited to, membership roster, membership contact information, membership type, number of employees on site, and frequency of visits.
COhatch shall provide this information upon the City’s request, but will likely be once per year.

**Deliverable:** Assistance with tracking income tax revenue generation

**Delivery Date:** July 1, 2017 – June 30, 2027, but no more than once per quarter

4) Provide public access to makerspace and/or event space no less than one (1) time per month. Public events may include, but are not limited to, workshops, seminars, demo days, trainings, classes, book talks, networking events, speaking engagements, or other entrepreneurial, community, or philanthropic uses. Programming for the events can be established by the City or COhatch.

**Deliverable:** Public access to makerspace and/or event space

**Delivery Date:** July 1, 2017 – June 30, 2027, but no more than once per month

5) Provide the City with quarterly progress reports for both COhatch Worthington locations (659 High Street, Worthington, OH 43085 or 752 High Street, Worthington, OH 43085) that may be used by the City to track programming success, economic impacts, incubation/acceleration potential, and co-working trends. This information may include total number of memberships, number of new members, members lost, size, narrative of monthly events and activities, and obstacles or opportunities that members are facing that could use City staff assistance. The City will work with COhatch to establish a replicable format for the report. COhatch shall provide this information one (1) time per quarter.

**Deliverable:** Quarterly Progress Report

**Delivery Date:** July 1, 2017 – June 30, 2027, once per quarter

**AGREEMENT START DATE:** July 1, 2017

**AGREEMENT END DATE:** June 30, 2027

**ANNUAL COST:** $10,000*

*Funds shall be distributed to COhatch in four (4) installments. The first installment of $40,000 is payable upon the Commencement Date of the first sublease agreement between COhatch and its membership. Three (3) subsequent installation shall be in the amount of $20,000 each and shall be distributed on or around January 1, 2018, January 1, 2019, and January 1, 2020, respectively. Distribution of all four (4) installments are contingent upon COhatch meeting the terms and conditions set forth in this Development Agreement. No additional distributions shall be made for years 4 – 10 of this Agreement.*
ORDINANCE NO. 38-2016

Authorizing the City Manager to Enter into a Development Agreement with COhatch Worthington LLC for Development Services Associated with COhatch’s Co-Working and Makerspace Operations in the Kilbourne Building.

WHEREAS, COhatch Worthington LLC (“COhatch”) is interested in leasing approximately 6100 square feet of space in the James Kilbourne Memorial Library Building to operate a co-working business concept, including open desk space and office memberships, administrative support services, conference space, member events and the creation of a “makerspace” area; and,

WHEREAS, within the past several years the City has explored options to create and develop co-working and “makerspace” concepts as a means of encouraging and enhancing economic development opportunities within the City; and,

WHEREAS, COhatch operates and manages co-working space in Downtown Worthington and is looking for expansion opportunities for its members; and,

WHEREAS, in furtherance of the City’s goal of offering co-working opportunities within the City, COhatch has agreed to provide related services to the City pursuant to the terms and conditions of a Development Agreement which will result in certain annual memberships to the City, public access to makerspace and/or event space, assistance with tracking income tax revenue generated from the business and progress reports.

NOW THEREFORE; BE IT ORDAINED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the City Manager is hereby authorized and directed to enter into a Development Agreement with COhatch Worthington LLC in substantially the form of the agreement attached hereto as Exhibit “A” and incorporated herein, together with any changes or amendments that are not inconsistent with this Ordinance and not substantially adverse to the City and that are approved by the City Manager, establishing the conditions of the payments to be made under such agreement and the services to be provided.

SECTION 2. That notice of passage of this Ordinance shall be posted in the Municipal Administration Building, the Worthington Library, the Griswold Center and the Worthington Community Center and shall set forth the title and effective date of the Ordinance and a statement that the Ordinance is on file in the office of the Clerk of Council. This Ordinance shall take effect and be in force from and after the earliest period allowed by law and by the Charter of the City of Worthington Ohio.

Passed ______________
____________________________________
President of Council

Attest:

_____________________________
Clerk of Council
MEMORANDUM

TO: Matt Greeson
FROM: David McCorkle
DATE: October 11, 2016
SUBJECT: Economic development-related transfer of liquor permits into Worthington

This is intended to provide you with information and my recommendation to acknowledge the requested transfer of one liquor permit for Borgata Pizza Café LLC (“Borgata Pizza”) as an economic development project (“TREX”) into Worthington.

Liquor Permit TREX:

State law allows for the transfer of the ownership and location of liquor permits from one municipality to an economic development project located in another municipality in Ohio.¹ Such a transfer may occur when no quota-based permits, of the same class as is sought, remain available within the new municipality. Transferring a permit to an economic development project in a new municipality is known as TREX.

To TREX a liquor permit, an applicant must notify the new municipality of the proposed transfer, and in turn, the new municipality must acknowledge, in writing, that the liquor permit will be transferred to an economic development project.²

The Superintendent of Liquor Control ultimately determines whether the transfer qualifies as an economic development project. Factors used in his or her decision-making include, but are not limited to: the architectural certification of the plans and the cost of the project; the number of jobs to be created; the projected earnings of the project; the projected tax revenues from the project; and the amount of project investment.³

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¹ Ohio Revised Code (ORC) §4303.29(B)(2)(b).
² ORC §4303.29(B)(2)(b)(i).
³ ORC §4303.29(B)(2)(b)(ii).
For the “new” municipality’s written acknowledgement of the economic development nature of the pending transfer, the Ohio Division of Liquor Control allows for either (1) signature by an authorized Worthington representative on the applicant’s TREX application form (filed with the State) or (2) by separate writing from the City addressed to the State.

Staff has taken the following steps to review the TREX application:

1. Applicant provided to the City its TREX application, to be submitted to the Ohio Division of Liquor Control, with all relevant portions completed and the document was signed and dated;
2. City economic development staff telephoned the owner to discuss the TREX application, the business concept, location, hiring plans, the proposed level of fixed asset investment, and other relevant items of information; and
3. City economic development staff coordinated with Worthington Police Department, the Department of Law and the Department of Engineering concerning the appropriateness of the pending TREX application.

Proposed Project:

In April 2015, Borgata Pizza announced that they intended to be among the first tenants of the Linworth Crossing development, located at 2233-2299 W. Dublin-Granville Road, the site of the former Segna Motors Volvo dealership. The space, directly adjacent to the development’s courtyard, will be approximately 3,223 square feet in size and will include patio seating.

Borgata Pizza is an independently owned business, based in Columbus, and operates one other restaurant, located at 5701 Parkville Street in Minerva Park. Borgata Pizza will serve New York-style pizza, homemade Italian specialty dishes, salads, starters, and desserts.

The restaurant owner seeks to TREX a D-2 liquor permit, which is already owned by Borgata Pizza, to the Worthington location from City of Columbus, Franklin County. This permit will allow for the sale and on-premises consumption of wine until 1:00 a.m. At their September 19, 2016 meeting, Worthington City Council approved a motion to forego the hearing for the transfer of D1 and D3 permits for beer and spirituous liquor, respectively.

City staff spoke with Borgata Pizza owner Ed Bisconti about the plans for on-site alcohol service. Plans include opening hours (Monday through Thursday: 11:00 am to 11:00 pm; Friday and Saturday: 11:00 am to Midnight; Sunday: Closed) and offering a menu of beer, wine and spirituous liquor to accompany food items.

In his TREX application, the owner describes the following economic development impacts to the City of Worthington from the Borgata Pizza project:

- Total investment: $430,000
- Total number of jobs to be created: 40
- Payroll (annual): $499,200 ($12,480 collected in income taxes at 2.5%)
- Estimated sales tax collections (annual): $135,000
The Worthington Police Department expressed no opposition to the proposed liquor permit transfer. The Department of Law provided City economic development staff with relevant, publicly available information concerning the business and the owners.

**Recommended Action:**

On the bases of (1) notice to the City of the proposed TREX location and (2) the projected investment and new jobs to be created, I recommend the City Manager acknowledge, by signature on Borgata Pizza Café LLC’s TREX application, that Borgata Pizza represents an economic development project within the City of Worthington.
Ohio Revised Code 4303.29 allows for the transfer of location or the transfer of ownership and location of a C-1, C-2, D-1, D-2, D-3, or D-5 permit from municipal corporation or the unincorporated area of a township to an economic development project located in another municipal corporation or the unincorporated area of another township in which no additional permits of that class may be issued to the applicant under the permit quota. However the transfer may occur only if the applicant notifies the municipal corporation or township to which the location of the permit will be transferred regarding the transfer and the municipal corporation or township acknowledges in Section B of this form OR in writing to the Division of Liquor Control, that the transfer will be to an economic development project. A permit may be transferred to a different owner at the same location, or to the same owner or a different owner at a different location in the same municipal corporation or in the unincorporated area of the same township. NOTE: The statute requires the applicant to provide the endorsement by the municipal corporation or township at the time the application for the transfer is filed with the division, therefore once Section B is completed return this form to the applicant so they may attach this information to their transfer application.

**Seller(s) - Current Permit Holder - (Individual, Corp., LLC or Partnership)**
Borgata Pizza Cafe LLC

**Buyer(s) - Prospective Permit Holder - Name & address**
Individual, Corporation, LLC or Partnership
Borgata Pizza Cafe LLC
2233 Dublin-Granville Road, Worthington, 43085

**Permit Number:** 08375265

**CHECK Class(es) of Permit(s) Being TREX Transferred:**
- [ ] C-1
- [ ] C-2
- [ ] C-2X
- [ ] D-1
- [x] D-2
- [ ] D-2X
- [ ] D-3
- [ ] D-3A
- [ ] D-5
- [ ] D-6

**SECTION A: (To be completed by the Applicant)**

NOTE: Section A is for you to provide information to the local legislative authority (City, Village or Township Office) in which this Economic Development Project (TREX) will be located. In addition to the below information, you may be required to provide a projected earnings statement (brand new business), or a profit and loss statement (existing business), and a copy of building plans/drawings outlining any construction plans. The Division will also use this information to determine if you qualify and meet the criteria outlined under Section 4303.29(B)(2)(b).

1. The total amount invested in this project is $430,000

2. The total number of jobs that will be created by this economic development project is 40

3. Existing or Estimated Tax Revenue generated by this project is:
   (Type or print on the lines provided the type of tax & amount, i.e., Sales Tax, Property Tax, Unemployment Tax, etc.)
   
   **Sales Tax**
   $135,000

   **State Withholding Tax**
   $12,480

   

On behalf of the applicant as indicated above I am signing below and certifying that all the information provided with this application is complete and accurate to the best of my knowledge.

**Print or Type Name**
Edward V. Bisconti

**Signature**

**Date**
9-23-16

**Phone Number**
614-214-6274

**Title**
CO-OWNER

**SECTION B: (The applicant MUST have this Section completed by the City, Village or Township Office in which this Economic Development Project (TREX) will be located. This form MUST be returned to the applicant to accompany the transfer application).**

Based upon the factors outlined above, the City/Village/Township of hereby endorses (City, Village or Township Name)

and acknowledges that this transfer will be to an economic development project.

**Print or Type Name**

**Signature of Mayor, Legislative Office Holder or Law Director**

**Date**

**Phone Number**

**Title (e.g., Mayor, Clerk of City Council, Fiscal Officer or Law Director)**

DLC 4244 EOE/ADA SERVICE PROVIDER FOR TTY USERS DIAL ORS 1-800-750-0750 Rev. 05/2016
The Central District Sanitary Sewer Study identifies several sewer deficiencies needing repair. The 2016/2017 Sanitary Sewer Repair and Lining project involves lining and repairs of approximately 1030 feet of 12” sewer, 503 feet of 10” sewer, and 3577 feet of 8” sewer at various locations throughout the City’s Central Sewer District (Oxford St., South St W, New England Ave W, Short St, Farrington Dr, Clearview Ave E, Seabury Dr, etc.). A sample of identified sewer deficiencies are shown in the pictures below.

The Engineers estimate for the work as proposed is $247,000.

Staff recommends that we request approval from City Council to advertise for public bids to construct the project. With approval, we plan to proceed per the schedule below.
December 31, 2016 marks the end of our current contract agreement with Local Waste Services for solid waste collection within the City of Worthington. We will need to have a contract in place to commence January 1, 2017 to ensure no interruption in this critical city service.

Bid documents have been drafted and are ready for public advertisement and consideration by prospective bidders. We are seeking permission to advertise for bid of the Solid Waste Collection Contract. As has been the norm in Worthington, the bid specifications indicate that trash, recycling and yard waste will all be collected by a single hauler on a single day. Traditionally this has been Friday, and as such we are asking the prospective bidders to submit a bid for Friday collection. We have also added an alternate bid line allowing the hauler to designate a different day for collection should the choice of that day result in a lower price per household per month for collection.

As directed by Council, we have included an alternate bid option for the provision of 65 gallon recycling containers in lieu of the current 18 gallon bins now supplied to the residents. If authorized by Council, advertisements for bid will run on October 20 and 27 in the Columbus Dispatch. Bids will then be opened at noon on Friday, November 4, 2016.
OVERVIEW OF THE INVITATIONS TO BID AND INSTRUCTIONS TO BIDDERS

The City of Worthington, Ohio issues this Invitation to Bid for the purpose of obtaining Bids for Solid Waste Collection Services. Capitalized terms use throughout this Overview of the Invitations to Bid and Instructions to Bidders and attached Bid Documents are defined in Exhibit B to the Collection Agreement (attached hereto as Attachment 1).

**Introduction.** The City of Worthington (the “City”) is seeking competitive bids for the collection, transportation and delivery for disposal or processing of Solid Waste, Recyclable Materials and Yard Waste (known collectively as the “Collection Services”) in accordance with the following bid specifications. It is the intent of these specifications to set forth all conditions under which this service provision shall be conducted.

The City has determined that it is in the best interests of the City and its Residents that collection, transportation and delivery for disposal or processing of Solid Waste, Recyclable Materials and Yard Waste generated by Residential Units and Municipal Facilities and during Special Events located within the City be provided by a single Contractor on an exclusive basis.

The City is a northern suburb of the City of Columbus, Ohio located primarily inside Interstate 270. The area of the City is approximately 5.5 square miles, with (approximately) 5288 households, and a population of approximately 14,000. Worthington is a City Manager form of government with a Solid Waste Collection and Disposal Program under the supervision of the Director of Service & Engineering. The City generates approximately 4200 tons of garbage, 1600 tons of recyclable materials, and 1500 tons of Yard Waste annually. The number of households indicated above and the tonnage listed shall be used for bidding and estimating purposes. The City makes no representation or warranty that any specific amount of Solid Waste, Recyclable Materials or Yard Waste will be available for collection by the Bidder or that any specific number of Residential Units will be available for collection.

Bidders for the Collection Services must submit the cost of the Collection Services for a not-to-exceed price per Residential Unit per month based upon the number of Residential Units to be served. The price shall include the cost of collection and provision of containers at Municipal Facilities and during the identified Special Events as listed on Exhibit E to the Collection Agreement. Bids for Collection Services shall be inclusive of all costs for collection, transportation and delivery for disposal or processing of Solid Waste, Recyclable Materials and Yard Waste including the tipping fee, if any, at the City Designated Facilities or at a rate and charge for disposal at the Franklin County Sanitary Landfill. The rate and charge for disposal at the Franklin County Sanitary Landfill shall include all governmental fees, and is scheduled to be $42.75 per ton as of January 1, 2017, per SWACO Resolution No. 130-10, as adopted by the SWACO Board of Trustees on September 29, 2010.

The City has, or shall have, contracted directly with Rumpke of Ohio, Inc. for Recyclable Materials disposal and processing, so Recyclable Materials shall be delivered to 1191 Fields Avenue, Columbus, Ohio 43201. Pursuant to such agreement, the fee charged by Rumpke of
Ohio for the City’s Recycling Services shall be billed directly to the City. Bids shall not include a cost for disposal and processing of Recyclable Materials.

Bidders are required to submit a Bid Bond, and the Successful Bidder will be required to submit a Performance Bond in the amount of $100,000, replaced during each new term of this agreement, if any. The City reserves the right to reject any and all Bids and to waive any and all nonconformities or irregularities contained in a Bid that do not affect price. Such right shall be at the sole discretion of the City.

**Bid Submission Process.** Copies of the Bid Documents are on file at the Louis J.R. Goorey Worthington Municipal Building at 6550 North High Street, Worthington, Ohio 43085, where they are available for inspection. Copies of the Bid Documents may be obtained at Franklin Imaging, 500 W. Schrock Road, Columbus, Ohio 43229. All Bids shall be: (a) submitted on the appropriate Bid Forms contained in the Bid Documents; (b) contain all information and documentation as required by the Bid Documents; and (c) returned in a sealed opaque envelope or package, hand-delivered or mailed to:

Office of the City Clerk
Louis J.R. Goorey Worthington Municipal Building
6550 North High Street
Worthington, Ohio 43085

The City will receive sealed Bids for Collection Services until 12:00 p.m. on November 4, 2016, which will be publicly opened and read aloud at that place and time. By the submission date, Bidders must submit one (1) original and three (3) duplicate copies of the Bid in a sealed, opaque envelope or package clearly marked “COLLECTION SERVICES BID”. Bids will be considered valid until one hundred eighty (180) days after the Bid Opening Date, whether accepted or rejected.

Interested Bidders may obtain information regarding the City’s Collection Services Bid Process by contacting the City and registering as an interested Bidder. Interested Bidders are advised to contact Rob Chandler at rchandler@ci.worthington.oh.us or (614) 431-2425 and requested to provide the following information: (1) name of potential Bidder requesting the Bid Documents; (2) name of the individual to whom the Bid Documents are to be addressed, and the name of the individual to contact by telephone, if different; (3) mailing address of the potential Bidder; (4) telephone number of the potential Bidder; and (5) e-mail address to which any addendum to the Bid Documents is to be addressed. **Providing complete information is the only way to ensure that interested Bidders receive a subsequent Bid addendum.**

**Bid Specifications.** Bidders are required to submit proof of qualifications, references, experience and financial good standing to be considered for a Bid award. Inexperienced or unqualified Bidders will not be considered.

The term of the Collection Agreement shall be either for a 3-year term plus two extensions of 1 year each or for one 5-year term. The collection of all Solid Waste, Recyclable Materials and Yard Waste must occur on a single day. The current collection day is Friday, which is preferred.
Bidders shall provide a bid for Friday collection; however, notwithstanding the preferred day, any day other than Friday that Bidders also wish to bid shall be considered and may be bid as an alternate, as shown as Alternate #1 on page A-1 of Exhibit A to the Collection Agreement.

All Bids shall be accompanied by a separate Bid Bond. Such Bid Bond serves as security that if the Bid is accepted, an agreement will be entered into within ten (10) days of the Notice of Award with the City in accordance with the terms and conditions of the Collection Agreement.

Bid Bonds will be returned when the required agreement(s) have been executed by the Successful Bidder(s) and the City of Worthington has accepted the required Performance Bond from the Successful Bidder; or when any Bid is, or all Bids are, rejected.

The City will award a contract to the Bidder who is determined to be the lowest and best responsible. The City reserves the right to waive irregularities or nonconformities that do not affect the price, and to accept or reject any or all bids.

**SCHEDULE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 20, 2016</td>
<td>Public Notice Advertisement for Collection Services</td>
</tr>
<tr>
<td>October 27, 2016</td>
<td>Second Public Notice Advertisement for Collection Services</td>
</tr>
<tr>
<td>October 31, 2016</td>
<td>Deadline for Receipt of Written Requests for Interpretations of Bid Documents for Collection Services</td>
</tr>
<tr>
<td>November 4, 2016</td>
<td>Bid Submission Deadline for Collection Services at 12:00 p.m.</td>
</tr>
<tr>
<td>November 11, 2016</td>
<td>Announcement of Successful Bidder to provide Collection Services *</td>
</tr>
<tr>
<td>November 21, 2016</td>
<td>Return of Implementation Plan</td>
</tr>
<tr>
<td>January 1, 2017</td>
<td>Commencement of Collection Services for the City</td>
</tr>
</tbody>
</table>

* The City shall have the right to extend this announcement date.

Qualified Bidders are invited to respond to the Invitation to Bid if they desire to provide the Collection Services for Residential Units, Municipal Buildings and for Special Events located within the City. Bidders must possess the necessary experience, knowledge, equipment, facilities, permits, licenses, and insurance needed to provide the Collection Services upon which they are bidding, and be able to fulfill all of the terms and conditions contained in the attached Collection Agreement.
After receiving the Bids, the City will review all Bids and recommend a Successful Bidder for Collection Services to the Worthington City Council. The City shall execute a Collection Agreement with the Successful Bidder, substantially in the form of the agreement contained in the Bid Documents and identified as Attachment 1. Bidders are advised that the City reserves the right to reject any and all Bids and waive any non-conformities or irregularities that do not affect the price. In the event that all Bids are rejected, the City may proceed with another Bid Process to obtain any or all of the Collection Services.

**Representations and Warranties.** By submitting a Bid, each Bidder represents and warrants to the City that:

1. The Bidder has read and understands the Bid Documents;

2. The Bidder will provide the Collection Services in compliance with all federal, state and local laws, ordinances, rules and regulations that may in any manner affect costs, progress or performance of the Collection Services;

3. The Bidder and the Bidder’s agents and subcontractors shall not discriminate, by reason of race, color, religion, sex, military status, age, disability, national origin, or ancestry, against any person or employee of the Bidder; and

4. The Bidder has prepared an implementation plan consistent with the outlined requirement, and the deadlines and schedule will be achievable.

**Bid Documents.** The Bid Documents are comprised of the following:

1. LEGAL NOTICE TO BIDDERS
2. OVERVIEW OF THE INVITATION TO BID AND INSTRUCTIONS TO BIDDERS
3. GENERAL BID DOCUMENTS
   -- QUALIFICATIONS
   -- W-9 FORM
   -- CORPORATE AFFIDAVIT
   -- NON-COLLUSION AFFIDAVIT FOR COLLECTION SERVICES
   -- BID BONDS FOR COLLECTION AGREEMENT
   -- PERSONAL PROPERTY TAX AFFIDAVITS FOR COLLECTION SERVICES
   -- NOTICES OF AWARD FOR COLLECTION SERVICES
   -- EXHIBIT B, DEFINED TERMS
4. COLLECTION AGREEMENT (ATTACHMENT 1)
   -- BID FORM
   -- PERFORMANCE BOND
   -- OTHER ATTACHMENTS [INSURANCE CERTIFICATES]

Copies of the Bid Documents may be obtained as published in the Legal Notice to Bidders and stated herein. The City and any consultants employed by the City in making copies of Bid Documents available on the above terms, do so only for the purpose of obtaining Bids for the Collection Services, and do not confer a license or grant for any other use.
Neither the City, nor any consultants employed by the City in preparing the Bid Documents, shall assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bid Documents.

Bids by corporations must be executed in the corporate name by the president or vice-president (or other corporate officer accompanied by evidence of authority to sign such Bid) and attested by the secretary or assistant secretary of the corporation. The corporate address and state of incorporation must be shown below the signature. Each Bid by a corporation must include the Corporate Affidavit. Each corporate Bidder must also submit evidence of good standing in the Bidder’s state of incorporation and that the Bidder is qualified to conduct business in the State of Ohio. Bids by partnerships must be executed in the partnership name and signed by a partner, whose title, if any, must appear under the signature. Proper evidence of the authority of the partner who signs the Bid must accompany the Bid. The official address of the partnership must be shown below the signature.

Every Bid shall be signed and, if necessary, shall be accompanied by an appropriate power of attorney. Attorneys-in-fact who sign any Bid Documents, including the bonds, must include with the submitted Bid a copy of the valid power of attorney.

Each Bidder shall execute and submit the Non-Collusion Affidavit and the Personal Property Taxes Affidavit at the time of submitting its Bid. Each Bidder shall complete and attach a Qualifications and Financial Capability Statement, explaining in detail the experience of the Bidder in performing work similar to the Collection Services. The Qualifications and Financial Capability Statement shall include a list of management employees who will supervise performance of the Collection Services. The Qualifications and Financial Capability Statement shall also include appropriate business and bank credit references with contact information who can be contacted to verify the financial condition of the Bidder. The City reserves the right to request additional information with respect to the qualifications and financial condition of any and all Bidders, their subcontractors or personnel, which must be provided to the requesting party in writing within five (5) days of any such request.

Each Bid shall be accompanied by a separate Bid Bond or other Bid security acceptable to the City in the amount of $15,000 as a guarantee that if the Bid is accepted, the applicable Agreement will be executed by the Bidder with the City. The Bid Bonds of all Bidders shall be returned when the City has executed an Agreement for the Collection Services with a Successful Bidder and has been furnished the necessary Performance Bond, or when all bids have been rejected.

Each Bidder must submit one (1) original and three (3) complete copies of the Bidder’s entire Bid, containing original signatures, Bid Forms, and other required information, and with all attachments and certificates required by the Bid Documents. Bids may be modified or withdrawn by an appropriate document duly executed and delivered to the place where Bids are to be submitted at any time prior to the opening of the Bids.
Consideration of Bids. All Bids received in conformity with the Legal Notice to Bidders and the specifications shall become a public record. An abstract of the Bids will be made available after the opening of Bids. Upon the award of the Collection Services bid, the City shall provide information regarding such award to all Bidders.

Conditional Bids will not be accepted. Bidders must disclose any and all exceptions to the Agreement and provide proposed substitute or revised language for any such exception to avoid a determination by the City that any such exception is a conditional Bid. The City will not accept any alternative contract language that affects price.

All Bids shall remain open for one hundred eighty (180) days after the opening, but the City may, in its discretion, release any Bid prior to that time and return the Bid Bond.

The City may conduct any investigation deemed necessary to assist in the evaluation of any Bid and to establish the responsibility, qualifications and financial ability of any Bidder, proposed subcontractors and other persons and organizations who will provide the materials or equipment or assist the Bidder in the delivery of the Collection Services.

The City will evaluate and select the lowest and best responsible Bidder for the Collection Services. The City will deliver the Notice of Award following approval by City Council. When the City sends such Notice of Award to the Successful Bidder, the City will forward at least two (2) unsigned counterparts of the Collection Agreement, which shall be executed and returned to the City within ten (10) days thereafter. Within twenty (20) days following its receipt of the signed Collection Agreement counterparts, the City will deliver one (1) fully signed counterpart back to the Successful Bidder. If the Successful Bidder fails to execute and return the agreement within ten (10) days of receiving a Notice of Award, then the City, at its option, may determine that the Bidder has abandoned the agreement. The City may then determine that the Bid is null and void, and the Bid Bond or other acceptable Bid security accompanying the Bid shall be forfeited to and become the property of the City. The Bidder shall accept all terms and conditions of the agreement in substantially the form of Attachment 1.

In addition to the required Bid Bond, a Successful Bidder, within ten (10) days after receiving the Notice of Award, shall furnish and maintain for the term and each renewal term of the Agreement, a Performance Bond executed by a duly authorized surety, acceptable to the City in all respects, or such other contract security acceptable to the City, in the amount of one hundred thousand dollars ($100,000).

This Performance Bond shall serve as a guarantee that if a Collection Agreement is entered into, the Collection Services will be fully performed. A Performance Bond for the Collection Agreement shall be maintained in the amount of $100,000 for the entire term, and any renewal term, if applicable. No surety shall be released from any annual Performance Bond until a replacement bond is secured and executed.

Scope of Services. Bidders for the Collection Services shall submit a per Residential Unit per month bid for collection and delivery of Solid Waste, Yard Waste, and Recyclable Materials to the Franklin County Landfill and to the City-Designated Recycling Services and Yard Waste
Services providers. All bids shall be submitted in dollar amounts, and shall include any and all costs of disposal and/or processing. The Bid price for Collection Services shall be the same for each month in the respective terms, but may be increased for the optional extension periods. For example, for a three-year agreement, the Bid price for Collection Services must be the same for each of the 36 months in the term. However, Bidders may suggest a price increase for the optional extension terms, which would be months 37-48 and 49-60, respectively.

Bidders for the Collection Services must also submit bid prices to perform direct billing services, provided that become applicable; Chlorofluorocarbon (CFC) removal; and provide a per pull charge for each additional pull of open top roll-off containers of up to thirty (30) yards capacity and up to forty (40) yards capacity (over and above the specified number of pulls provided per the agreement). Bidders for the Collection Services may provide optional bid prices for Carry-out Collection Services; and a per Residential Unit per month surcharge for the rental by a Resident or purchase by a Resident of 96 gallon, 64 gallon\(^1\), and 32 gallon Solid Waste and Recyclable Materials collection containers.

As an alternate (Alternate #2), Bidders may also provide bid prices for the City’s rental (or purchase) of 64-gallon Recyclable Materials collection containers to provide to its residents in lieu of the currently-used 18 gallon bin containers. More detailed information about the provision of collection containers is set forth below.

Prices for the rental and/or purchase of the Recyclable Materials containers shall be the same for every month of the Collection Agreement, including months during any renewal term.

Bidders shall include any governmental fees that are applicable at the time of the bid opening date as part of the Bid amount. The rate and charge for disposal at the Franklin County Sanitary Landfill shall include all governmental fees and is scheduled to be $42.75 per ton as of January 1, 2017, per SWACO Resolution No. 130-10, as adopted by the SWACO Board of Trustees on September 29, 2010. Any and all governmental fee increases or decreases, or rates or charges for disposal or processing of Solid Waste at the Franklin County Sanitary Landfill or at the City-Designated Yard Waste Services Facility occurring after the bid opening and during any term of the agreement shall be passed on by the Collection Contractor. A governmental fee is a fee applied to the disposal or processing of Solid Waste levied by the United States Federal Government, State of Ohio, Franklin County, or SWACO. The Collection Contractor shall give the City and Residents as much notice as is practicable before adjusting for governmental fee, rate or charge modifications. In the event an adjustment is necessary, the Collection Contractor charge per Residential Unit shall be adjusted by an amount to be determined as follows:

For Solid Waste Disposal: \[ \text{per ton price difference} \div 12 \]
For Yard Waste Composting: \[ \frac{1}{5} \text{(per ton price difference)} \div 12 \]

The baseline for determining whether an adjustment is permitted or required due to an increase or decrease in governmental fees and/or an increase or decrease in a rate or charge for disposal of

\(^1\) In each place where the Bid Documents refer to collection containers of 64 gallons in size, the reference shall mean approximately 64 gallons.
Solid Waste at the Franklin County Sanitary Landfill shall be the price of the governmental fees and rate or charge as of January 1, 2017. That is, Bidders should not include any proposed, anticipated or pending but not-yet-enacted change in governmental fees or rates or charges in the submittal of Bids.

**Fuel Price Adjustment Term.** The City understands and appreciates that the cost of fuel will likely be variable throughout the length of the contract term. However, in order to best evaluate Collection Services Bids, the City has proposed a single Fuel Price Adjustment provision contained in the attached Agreement, which Bidders must accept. Alternative proposed fuel price adjustment formulas submitted by Bidders will be considered to be alternative bids, and not conditional Bids, and are permissible.

For purposes of this provision, a request for a fuel price adjustment will result in an adjustment to the Contractor’s invoiced per Residential Unit Bid received by the City, or an adjustment to any invoice directly billed to Residential Units, if applicable. The invoice shall include the base per Residential Unit Bid, and a separate fuel price adjustment amount to be added or subtracted for each Residential Unit, based upon the accepted Bid and a fuel price adjustment as an increase or decrease in the per Residential Unit Bid. The price shall be adjusted when the price of diesel fuel has changed during the preceding period in increments of at least twenty-five cents ($0.25) per gallon. (For example: an increase or decrease in the price per gallon of diesel fuel between $0.25 and $0.49 shall be equal to $0.25 per gallon for purposes of the fuel price adjustment formula provided herein; an increase or decrease in the price per gallon of diesel fuel between $0.50 and $0.74 shall be equal to $0.50 per gallon for purposes of the fuel price adjustment formula, and so on).

The base price for determining whether a fuel price adjustment is required shall be the price per gallon amount for the Monday preceding the Bid opening, as determined by the Weekly On-Highway Retail Diesel Fuel Price, All Types, for the Midwest Region, as maintained by the Energy Information Administration of the United States Department of Energy (“EIA”). (This information can be obtained through EIA’s Motor Fuels Price Hotline (202-586-6966) or from EIA’s web page, at [http://tonto.eia.doe.gov/oog/info/gdu/gasdiesel.asp](http://tonto.eia.doe.gov/oog/info/gdu/gasdiesel.asp).)

Certain Bidders may be using vehicles powered with Compressed Natural Gas (“CNG”). To the extent that CNG vehicles are used for the Collection Services in the City, Bidders shall indicate the method of determining the base price for CNG fuel adjustment in their Bids, and apply the formula below for purposes of the fuel price adjustment, substituting the price of diesel fuel for the price of CNG therein. In addition, the Implementation Plan shall identify those vehicles operating on CNG.

The per Residential Unit fuel price adjustment may first be adjusted, if necessary, on the commencement date contained in the Notice to Proceed. Thereafter, the per Residential Unit fuel price adjustment may be made at the end of each quarter (quarters being January through March, April through June, July through September, and October through December) of the contract period, when the price per gallon of diesel fuel, as published by the EIA each Monday, or Tuesday when Monday is a federal holiday, has changed by an average amount during the preceding quarter of at least twenty-five cents ($0.25) more or less per gallon from the base price,
averaging each week in the quarter. Each twenty-five cent ($0.25) incremental change in the average price per gallon of diesel fuel, when compared with the base price per gallon for diesel fuel, shall adjust the per Residential Unit fee as follows:

\[ M = \text{total number of miles traveled by the Collection Contractor in one month for the City (including miles traveled on the collection route and trips to the Franklin County Sanitary Landfill, City Designated Recyclable Materials Facility, and City Designated Yard Waste Facility), divided by three (3) (the average number of miles per gallon for collection vehicles) multiplied by } P, \text{ where } P = \text{Fuel Price Adjustment in } $0.25 \text{ per gallon increments) divided by } RU, \text{ where } RU = \text{the number of Residential Units.} \]

\[
\text{Per Residential Unit base-line charge} + \frac{M/3 \times P}{RU}
\]

**Implementation Plan Requirements.** The Successful Bidder for the Collection Services is required to submit an Implementation Plan on or before November 18, 2016, demonstrating that the successful Bidder is capable of performing all of the obligations of the Collection Agreement for the City of Worthington. If required, successful Bidders agree to provide the City a release to contact and obtain information from any Bidder-identified manufacturer or seller of vehicles or equipment needed to perform the Collection Services, and/or from any bank or lending institution identified by the Bidder financing the cost of new vehicles or other equipment. The Implementation Plan must provide the following information:

1) If the Successful Bidder does not already possess sufficient capital equipment to perform the Collection Services, including but not limited to collection vehicles and required collection containers, a proposed order date, if any, for purchase of capital equipment, including the name of the specific manufacturer or seller (if not directly from the manufacturer), contact information for the seller, including a telephone number, and estimated delivery date. The successful Bidder is advised that the City will contact the seller/manufacturer to verify that all conditions precedent to the delivery of the capital equipment have been satisfied by the successful Bidder, if necessary. The Successful Bidder also shall list any vehicles that are used for Collection Services in the City that are powered by CNG.

2) The successful Bidder shall furnish to the City for approval: (a) planned collection routes including a route map, showing the individual routes for the collection of Solid Waste, Recyclable Materials and Yard Waste, and their beginning and ending points; (b) confirmation of the weekday on which all Residential Solid Waste, Recyclable Materials and Yard Waste will be collected with the City; and (c) a proposed copy of the written notice that shall be provided to each Residential Unit by U.S. mail explaining the procedures and obligations of each Residential Unit receiving Collection Services, and detailing the requirements for the collection of Recyclable Materials and Yard Waste for processing.

3) A schedule and plan for training employee drivers regarding approved routes, leaving notice for Residents regarding improper placement of materials in the collection containers, and
the successful Bidder’s requirements for the placement of collection containers in order to receive the Collection Services.

4) A description of the plan to handle Resident calls in the event that problems arise during any transition to a successful Bidder other than the current vendor for the Collection Services in the City. The plan must outline, with specificity, how the successful Bidder will respond to problems, including but not limited to: missed collections, damage to a Resident’s collection containers, spills and required cleanups, mailing of initial and replacement notices to Residents detailing the requirement for the placement of collection containers (including curbside and Carry-out locations) and the acceptable materials that may be placed in collection containers. The successful Bidder is to assume that there will be a significant volume of Resident calls during the first month of the Collection Services. Thereafter, the successful Bidder may implement a plan to handle Resident calls on a routine basis.

Collection Containers. The City’s current contractor supplies each Residential Unit with one 18-gallon Recyclable Materials container at no additional charge to the City. At the request of the City or a Resident, the contractor also provides a second 18-gallon container free of charge. The City wishes to consider the City’s rental (or purchase) of wheeled Recycling Materials containers of approximately 64 gallons in size to provide to every household in lieu of offering the 18-gallon bins. The per Residential Unit per month base bid shall include the cost of maintaining the current practice of providing one 18-gallon bin to each Residential Unit at no additional cost and a second one at the request of the City or a Resident, also at no additional cost. An alternate bid (Alternate #2) for the City’s rental of the 64-gallon wheeled containers (or the City’s purchase of those containers) may be submitted, which cost shall be stated in a per Residential Unit per month amount. The rental price shall be the same price per month for all months in every term of the Collection Agreement, such that no difference in the monthly price shall be stated whether it be an initial term or a renewal term. While the City is primarily interested in the rental of the 64-gallon container, Alternate #2 includes pricing for rental of 96-gallon and 32-gallon containers, as well as the purchase of all three sized containers.

As part of the base bid, the City also invites bids for optional Solid Waste and Recyclable Materials container rental or purchase by individual Residents and billed directly by the Collection Contractor. Optional bids or proposals may be submitted for both the rental and purchase by Residents of wheeled waste containers or carts for Solid Waste, and wheeled waste containers or carts for Recyclable Materials. The rental price shall be the same price per month for all months in every term of the Collection Agreement. The purchase price shall be amortized equally for all months in each term of the Collection Agreement. Purchased containers will not be returned to the Bidder at the conclusion of the Collection Agreement. Residential collection containers purchased by Residents must be warranted for merchantability and fitness for use for collection of residential Solid Waste and Recyclable Materials for not less than ten (10) years.

All rented collection containers will be collected by the Bidder at the conclusion of the Collection Agreement. The Collection Contractor shall replace lost or damaged recycling containers at the request of a Resident or the City. The City shall not be financially responsible to the Collection Contractor for a Resident’s failure to pay for a leased or purchased collection container.
Prices for residential collection containers should be offered for 96 gallon, 64 gallon and 32 gallon collection containers equipped with lids.

**Volume/Estimated Household and Tonnage.** The estimated number of households in the community is 5288, with annual Solid Waste tonnage averaging 4200, Yard Waste tonnage averaging 1500, and Recyclables tonnage averaging 1600 (three year average). This information is provided for the Bidder’s convenience only. The actual number of Residential Units and actual tonnage will vary over the course of the contract period. The City of Worthington does not guarantee the accuracy of this data. The Successful Collection Services Bidder acknowledges that the City makes no commitment of any specific amount of Solid Waste, Yard Waste or Recyclable Materials to be collected.

**Terms.** The Collection Agreement will be accepted for terms of either three (3) years with an option to extend the term for two consecutive one-year terms, or five (5) years with no option for extension, at the full discretion of the City. The Bid price must be the same price for each month during a respective term of the Collection Services. The Bid price may be adjusted later (upward or downward) as authorized for changes in governmental fees, SWACO-approved changes in the rates and charges at the Franklin County Sanitary Landfill, changes to the charge for Recycling Services, and fuel adjustments. The commencement date of the Agreement for Collection Services will be no earlier than January 1, 2017.

**Questions.** No interpretation of the meaning of the Instructions to Bidders or Bid Documents will be made to any Bidder orally. A written request for an interpretation of the Bid Documents may be addressed to: Rob Chandler at 380 Highland Avenue, Worthington, Ohio 43085 or e-mailed to rchandler@ci.worthington.oh.us. Any such written request for interpretation must be received by October 31, 2016 to be given consideration and to ensure sufficient time for the City to issue a response. A Bidder may bid on both, none or one of the alternates. Any interpretation or supplemental instructions will be in the form of a written addendum to the Instruction to Bidders and Bid Documents which, if issued, will be faxed or e-mailed to all prospective Bidders (at the respective fax numbers or e-mail addresses required to be furnished for such purposes), at least two (2) days prior to the Bid submission deadline. Failure of any Bidder to receive any such interpretation or addendum shall not relieve such Bidder from any obligation under their Bid as submitted. Any addendum issued shall become part of the Bid Documents and will be available for inspection in the same manner as the original Bid Documents.
EXHIBIT A

BASE BID FORM FOR COLLECTION SERVICES
(Solid Waste, Recyclable Materials, Yard Waste)

FRIDAY COLLECTION BID (STATUS QUO):

<table>
<thead>
<tr>
<th>Three Years, with 2 one-year options to extend (2017-2019, 2020, 2021)</th>
<th>Five Years (no extensions) (2017-2021)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Residential Unit per month</td>
<td>Per Residential Unit per month</td>
</tr>
<tr>
<td>2017-2019 $_________________</td>
<td>2017-2021 $_________________</td>
</tr>
<tr>
<td>2020 $_________________</td>
<td></td>
</tr>
<tr>
<td>2021 $_________________</td>
<td></td>
</tr>
</tbody>
</table>

ALTERNATE #1 (COLLECTION ON A DIFFERENT WEEKDAY OTHER THAN FRIDAY):

Day of Week Designated by Bidder for Collection Services: ____________________________

<table>
<thead>
<tr>
<th>Three Years, with 2 one-year options to extend (2017-2019, 2020, 2021)</th>
<th>Five Years (no extensions) (2017-2021)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Residential Unit per month</td>
<td>Per Residential Unit per month</td>
</tr>
<tr>
<td>2017-2019 $_________________</td>
<td>2017-2021 $_________________</td>
</tr>
<tr>
<td>2020 $_________________</td>
<td></td>
</tr>
<tr>
<td>2021 $_________________</td>
<td></td>
</tr>
</tbody>
</table>
## BASE BID FORM FOR ADDITIONAL COLLECTION SERVICES

<table>
<thead>
<tr>
<th>Three Years, with 2 one-year options to extend (2017-2019, 2020, 2021)</th>
<th>Five Years (no extensions) (2017-2021)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Residential Unit per month surcharge for direct billing services *</td>
<td>Per Residential Unit per month surcharge for direct billing services *</td>
</tr>
<tr>
<td>2017-2019 $___________</td>
<td></td>
</tr>
<tr>
<td>2020 $___________</td>
<td></td>
</tr>
<tr>
<td>2021 $___________</td>
<td></td>
</tr>
<tr>
<td>2017-2021 $___________</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Per appliance surcharge for Chlorofluorocarbon (CFC) removal</th>
<th>Per appliance surcharge for Chlorofluorocarbon (CFC) removal</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-2019 $___________</td>
<td></td>
</tr>
<tr>
<td>2020 $___________</td>
<td></td>
</tr>
<tr>
<td>2021 $___________</td>
<td></td>
</tr>
<tr>
<td>2017-2021 $___________</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Per pull charge for each additional pull of an open top roll-off container of up to thirty (30) yards capacity (over and above the specified number of pulls provided per the Agreement)</th>
<th>Per pull charge for each additional pull of an open top roll-off container of up to thirty (30) yards capacity (over and above the specified number of pulls provided per the Agreement)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-2019 $___________</td>
<td></td>
</tr>
<tr>
<td>2020 $___________</td>
<td></td>
</tr>
<tr>
<td>2021 $___________</td>
<td></td>
</tr>
<tr>
<td>2017-2021 $___________</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Per pull charge for each additional pull of an open top roll-off container of up to forty (40) yards capacity (over and above the specified number of pulls provided per the Agreement)</th>
<th>Per pull charge for each additional pull of an open top roll-off container of up to forty (40) yards capacity (over and above the specified number of pulls provided per the Agreement)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-2019 $___________</td>
<td></td>
</tr>
<tr>
<td>2020 $___________</td>
<td></td>
</tr>
<tr>
<td>2021 $___________</td>
<td></td>
</tr>
<tr>
<td>2017-2021 $___________</td>
<td></td>
</tr>
</tbody>
</table>

* The City does not bill its residents at this time but the Bidder shall indicate what the amount for billing services would be, should it become applicable.
**BASE BID FORM FOR OPTIONAL COLLECTION SERVICES**

<table>
<thead>
<tr>
<th>Three Years, with 2 one-year options to extend (2017-2019, 2020, 2021)</th>
<th>Five Years (no extensions) (2017-2021)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Per Residential Unit per month surcharge for the Resident’s Rental of 96 gal., 64 gal., and 32 gal. Solid Waste and Recyclable Materials Collection Containers</strong></td>
<td><strong>Per Residential Unit per month surcharge for the Resident’s Rental of 96 gal., 64 gal., and 32 gal. Solid Waste and Recyclable Materials Collection Containers</strong></td>
</tr>
<tr>
<td>Solid Waste</td>
<td>Recyclables</td>
</tr>
<tr>
<td>96: $</td>
<td>$</td>
</tr>
<tr>
<td>64: $</td>
<td>$</td>
</tr>
<tr>
<td>32: $</td>
<td>$</td>
</tr>
<tr>
<td><strong>Per Residential Unit per month surcharge for the Resident’s Purchase of 96 gal., 64 gal., and 32 gal. Solid Waste and Recyclable Materials Collection Containers (amortized monthly over the length of the Agreement)</strong></td>
<td><strong>Per Residential Unit per month surcharge for the Resident’s Purchase of 96 gal., 64 gal., and 32 gal. Solid Waste and Recyclable Materials Collection Containers (amortized monthly over the length of the Agreement)</strong></td>
</tr>
<tr>
<td>Solid Waste</td>
<td>Recyclables</td>
</tr>
<tr>
<td>96: $</td>
<td>$</td>
</tr>
<tr>
<td>64: $</td>
<td>$</td>
</tr>
<tr>
<td>32: $</td>
<td>$</td>
</tr>
<tr>
<td><strong>Per Residential Unit per month surcharge for performing Carry-Out Collection Services</strong></td>
<td><strong>Per Residential Unit per month surcharge for performing Carry-Out Collection Services</strong></td>
</tr>
<tr>
<td>2017-2019</td>
<td>$</td>
</tr>
<tr>
<td>2020</td>
<td>$</td>
</tr>
<tr>
<td>2021</td>
<td>$</td>
</tr>
</tbody>
</table>

** The Contractor may provide an optional add-on price to provide Carry-out Collection Service to any Residential Unit that requests such service. However, the Contractor shall provide Carry-out Collection Service at the same rate as Curbside Collection Service to any Resident with a physical disability which limits or impairs the ability to walk, as set forth in Ohio Revised Code §4503.44(A)(1).
## ALTERNATE #2

City Rental (or Purchase) of Recyclable Materials Collection Containers

<table>
<thead>
<tr>
<th>Three Years, with 2 one-year options to extend (2017-2019, 2020, 2021)</th>
<th>Five Years (no extensions) (2017-2021)</th>
</tr>
</thead>
<tbody>
<tr>
<td>**Per Residential Unit per month surcharge for the City’s ** <strong>Rental</strong> <strong>of 96 gal., 64 gal., and 32 gal. Recyclable Materials Collection Containers</strong></td>
<td>**Per Residential Unit per month surcharge for the City’s ** <strong>Rental</strong> <strong>of 96 gal., 64 gal., and 32 gal. Recyclable Materials Collection Containers</strong></td>
</tr>
<tr>
<td>96: $______________</td>
<td>96: $______________</td>
</tr>
<tr>
<td>64: $______________</td>
<td>64: $______________</td>
</tr>
<tr>
<td>32: $______________</td>
<td>32: $______________</td>
</tr>
<tr>
<td>**Per Residential Unit per month surcharge for the City’s ** <strong>Purchase</strong> <strong>of 96 gal., 64 gal., and 32 gal. Solid Waste and Recyclable Materials Collection Containers (amortized monthly over the length of the Agreement)</strong></td>
<td>**Per Residential Unit per month surcharge for the City’s ** <strong>Purchase</strong> <strong>of 96 gal., 64 gal., and 32 gal. Solid Waste and Recyclable Materials Collection Containers (amortized monthly over the length of the Agreement)</strong></td>
</tr>
<tr>
<td>96: $______________</td>
<td>96: $______________</td>
</tr>
<tr>
<td>64: $______________</td>
<td>64: $______________</td>
</tr>
<tr>
<td>32: $______________</td>
<td>32: $______________</td>
</tr>
</tbody>
</table>
EXHIBIT B

Defined Terms

Bidder: a person, partnership, joint venture, corporation or limited liability company submitting a Bid in response to the Invitation to Bid by the City.

Bid Bond: a bond insuring the City that the Successful Bidder will execute the agreements for the Collection Services substantially in the form provided in the Bid Documents.

Bid Documents: the documents prepared and furnished by the City inviting bids to obtain the Collection Services, including the Legal Notice to Bidders, Instructions to Bidders, Bid Forms, forms of agreement and any and all attachments and exhibits.

Bid Form: the exhibit to the agreement included in the Bid Documents upon which a Bidder shall submit its per Residential Unit per month bid price for Collection Services; its per Residential Unit per month bid price for direct billing services (as that may become applicable); the per Residential Unit per month bid price for optional Carry-Out Collection Services; the bid price for Chlorofluorocarbon (CFC) removal; the per pull charge for additional pulls of thirty (30) or forty (40) yard capacity open top roll-off containers; the per Residential Unit per month bid price for the purchase or rental of 96, 64, or 32 gallon collection containers by a Resident; and the alternate bid for the City’s rental of 64 gallon (and other size) Recyclable Materials containers.

Bid Process: the bidding process for the Collection Services and other optional services of the City.

Bulky Items: any solid Waste that is too large to be contained in a single collection container utilized by a Resident, either by weight or by volume (up to and including a 96 gallon sized collection container). Examples include, but are not limited to, stoves, water tanks, washing machines, furniture, mattresses, other household items and non-Freon containing appliances.

Carry-out Collection Services: the collection of Solid Waste, Recyclable Materials and Yard Waste from any location other than defined as Curbside.

City or the City of Worthington: a political subdivision, located within the jurisdiction of the Solid Waste Authority of Central Ohio and engaging in a Bid Process to obtain Collection Services.

City-approved Collection Route(s): the route showing the starting and ending points of collection within the City as approved by the City and the collection routes that the Collection Contractor shall use to provide the Collection Services.

City-Designated Facilities: the facilities where all City-generated Solid Waste, Recyclable Materials and Yard Waste must be delivered.
Collection Agreement: the agreement for collection of Solid Waste, Recyclable Materials and Yard Waste by and between the Collection Contractor and the City.

Collection Contractor: the individual or entity selected by the City for the collection of Solid Waste, Recyclable Materials and Yard Waste at Residential Units, Municipal Facilities and during Special Events within the City.

Collection Services: the collection, transportation and delivery for disposal or processing of Solid Waste, Recyclable Materials and Yard Waste at Residential Units, Municipal Facilities and during Special Events within the City.

Curbside Collection Service: the collection of Solid Waste, Recyclable Materials and Yard Waste placed by the Resident at a single point of pick-up at the curbside; or if there is not curb, at any other single location appropriate for each Residential Unit contiguous to a municipal street.

Disposal Service: the disposal of Solid Waste at the Franklin County Sanitary Landfill.

Effective Date: the date of the agreement for the Collection Services.

Invitation to Bid: the request of the City to secure the Collection Services.

Municipal Facilities: City-owned building, parks, and other locations.

Notice of Award: written notification that a Bid has been accepted for the Collection Services.

Performance Bond: the bond insuring performance of the Collection Services, to be submitted in substantially the same form as that included in the Bid Documents.

Recyclable materials or Recyclables: Solid Waste that is, or may be, collected, sorted, cleansed, treated, or reconstituted for return to commerce. Recyclable Materials are identified in SWACO’s Solid Waste Management Plan and include, but are not limited to: corrugated cardboard, office paper, newspaper, fiber materials, glass containers, steel containers, aluminum containers (food and beverage containers only), plastic containers (including plastics 1-7), wood packaging and pallets, lead-acid batteries, major appliances, electronic devices and Yard Waste.

Recycling Services: the acceptance and processing of Source-Separated Recyclable Materials at the location where Source-Separated Recyclable Materials are to be delivered pursuant to the Recycling Agreement.

Resident: an adult occupant, owner or tenant of a Residential Unit.

Residential Unit or Units: all residential dwellings within the corporate limits of the City occupied by a family unit, including residences of three (3) units or less and single-family
condominiums. A Residential Unit shall be deemed “occupied” when either water or power services have been established.

Solid Waste: unwanted residual solid or semisolid material as results from industrial, commercial, agricultural, and community operations, excluding earth or material from construction, mining or demolition operations, or other waste materials of the type that would normally be included in demolition debris, nontoxic fly ash, spent nontoxic foundry sand, and slag and other substances that are not harmful or inimical to public health, and includes, but is not limited to, garbage, tires, combustible and non-combustible material, street dirt, and debris. Solid Waste does not include any material that is an infectious waste or a hazardous waste.

Solid Waste Authority of Central Ohio, or SWACO: the Board of Trustees of the Solid Waste Authority of Central Ohio with its principal offices located at 4239 London-Groveport Road, Grove City, Ohio 43123.

Source-Separated Recyclable Materials: Solid Waste Recyclable Materials that are separated from other Solid Waste at the location where such materials are generated for the purpose of recycling.

Special Events: Services provided to Municipal Facilities and during City-identified events.

Successful Bidder: The Bidder the City concludes has submitted the lowest price and best responsible bid for the Collection Services, receiving a final Notice of Award.

Yard Waste or Source-Separated Yard Waste: Solid Waste consisting of all garden residues, leaves, grass clippings, shrubbery and tree prunings less than one-quarter inch in diameter, and similar material.

Yard Waste Services: the acceptance and processing of Yard Waste by composting at a City-Designated Facility.
Approximate Number of Residential Units: 5288

Approximate annual volume (by ton):
  Solid Waste = 4200
  Recyclable Materials = 1600
  Yard Waste = 1500

Collection Day: [To be inserted]

Government Facilities and Community Events requiring service:

The Contractor shall provide permanent collection containers to the City at the following locations at no additional charge to the City:

- Service Complex, Parks & Recreation, Griswold Senior Center, Selby Park, Police Station Complex, Senior Housing Facility, a total of ten (10) 8-cubic yard containers, emptied twice weekly
- Fire Station, Parks & Recreation, Griswold Senior Center, Senior Housing Facility, a total of twenty-four (24) 90-gallon wheeled containers for recyclable materials collection
- Service Complex, Parks & Recreation, Police Station Complex, a total of three (3) 8-cubic yard solid waste dumpsters, for recyclable materials collections
- Government Park, one (1) 8-cubic yard dumpster

The Contractor shall collect all Solid Waste and Recyclable Materials deposited in the collection containers provided by the Contractor once per week unless additional collections are necessary at the discretion of the City, at no additional charge to the City. The exact number, size and location of the containers listed above may be modified within reason at the request of the City, with agreement by the Contractor.

In addition, the Contractor shall provide open top roll-off containers of up to thirty (30) yards capacity at no additional charge upon the request of the City for certain special events, including (1) Green on the Green Festival; (2) Arts Fest; (3) Fourth of July Celebration; (4) Market Days; (5) Summer in the 614; (6) 3 annually scheduled jurisdiction-wide cleanup weeks; and (7) Household Hazardous Waste Drop Off. The Contractor will also provide open top roll-off containers of up to thirty (30) yards capacity and collection services for three (3) additional special events per year at the request of the City upon two (2) weeks prior notice.

The Contractor shall also provide open top roll-off containers and collection services for the minor remodeling of any Facility upon request, up to five (5) pulls per year. Additional collection containers and pulls may be requested at the price, if any, indicated on the Bid Form.
MEMORANDUM

To: Matthew H. Greeson, City Manager
From: Daniel W. Whited, Director of Service & Engineering
Cc: Darren Hurley, Director of Parks & Recreation
    Chuck Sgandurra, Building Maintenance Supervisor
Subject: City of Worthington Critical Worthington Roof Repair
Date: October 13, 2016

As you are aware, the City has numerous buildings that are in significant need of repair. The Service & Engineering Department has been working closely with Mays Consulting & Engineering (Mays) to evaluate and prioritize the needed improvements related to roofs, windows and doors. The expected cost of improvements is estimated to exceed $1.6M. This memo is in reference to the Community Center South End Roof.

The low-slope EPDM membrane roof system and the steep slope shingle roof system on the Community Center building are at the end of their useful life.

In addition to the roof system, the existing skylight needs replaced, and two windows and related tongue & groove siding will be replaced at the same time (the windows have been problematic with leaks and could allow water infiltration into the new roof system. The skylight lens is cracking, which is an indication that it is at the end of its useful life).

We intend to also include an evaluation of appropriateness of a solar panel system as part of the design approach and have included this as a part of the SOQ.

The intention is to engage a consultant for design in late 2016, and construction documents in early 2017, and construct mid to late 2017. Estimated Engineering Services Fees are approximately $80,000, and the preliminary estimate construction cost is about $903,000.

Staff has prepared a draft Request for Statement of Qualifications (SOQ) to be used to select firms with the appropriate qualifications and experience to provide design services. The SOQs will be evaluated and a shortlist of firms will be identified for receipt of a request for Proposal (RFP). The final design consultant selection will be made after evaluation of the RFPS.

Staff is requesting permission from City Council to proceed with the SOQ and RFP process at this time per Administrative Regulation 4.0.
The City of Worthington, Ohio announces its intent to contract for professional design services for the Worthington Community Center – South End Roof Replacement Project.

The low-slope EPDM membrane roof system and the steep slope shingle roof system on this building are at the end of their useful life and are in need of replacement. In addition to the roof system, the existing skylight needs replaced, and two windows and related tongue & groove siding should also be replaced at the same time (the windows have been problematic with leaks and could allow water infiltration into the new roof system. The skylight lens is cracking, which is an indication that it is at the end of its useful life).

The City is also interested in evaluating the installation of solar panels on the roof as part of the replacement project.

Design firms interested in providing professional design services for this Project are invited to submit their qualifications. Qualifications will be reviewed, evaluated, and ranked to determine the firm that is best qualified to provide the needed services.

Qualifications

Qualifications should include the following:

1. Company name, year established and former names, if any;
2. Information about the firm’s history, and types of services or which qualified;
3. Names, education, technical training, and experience of owners and key personnel, and length of service with firm;
4. Number and composition of staff, including geographic location of primary workplace;
5. The firm’s experience with local government facilities, including design and construction of roof replacement projects.
6. List of consultants used to provide any services not performed by the design firm;
7. Past performance as reflected in previous and current clients for which the firm has provided or is providing services; please include a list of five (5) relevant projects involving similar services performed by the firm during the past five years. Include the following information for each project:
   a. Project owner, name of project and location;
b. Brief description of the project and type of services provided;

c. Year services were completed or anticipated completion date;

d. Estimated project construction cost;

e. Accuracy of estimates of professional fees and construction costs

e. Other relevant information about the project and the firm’s services;

f. Reference contact person and phone number;

8. The firm's past experience with the City of Worthington, if any;

9. Identification of the partner in charge of the Project and the other individuals assigned to the Project, together with the education, technical training, and experience of these individuals, to the extent it has not been provided in the firm’s qualifications.

Firms submitting SOQs will be evaluated and ranked in order of their qualifications. Following this evaluation, the firms determined to be most qualified will be asked to submit formal proposals through a Request for Proposal (RFP) process based on a defined scope of services. Responses to the RFP will require a detailed outline of the firm’s technical approach, proposed schedule, estimated hours, rates and overhead costs. These proposals will be reviewed, and the responding firms will be interviewed by a screening committee. After completing the interview process, the screening committee will recommend a firm to City Council for approval.

The City of Worthington wishes to select a design firm for as soon as possible and to then begin working immediately with the firm selected. Design professionals wishing to submit a statement of qualifications for the Project must do so in writing before 4 p.m. on T.B.D.. One copy of the firm’s qualifications may be submitted electronically to:

Dan Whited, P.E.
Director of Service & Engineering
City of Worthington
380 Highland Avenue
Worthington, OH 43085
Email: dwhited@ci.worthington.oh.us  Office Phone: (614) 431-2425

Submit any questions concerning the Project and requested services to Dan Whited via email.