Meeting Minutes

Monday, November 7, 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, November 7, 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

Member(s) 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 Finance Molly Roberts, Director of Public Service and Engineering Dan Whited, Director of Planning and Building Lee Brown, Director of Parks and Recreation Darren Hurley, and Chief of Police Jerry Strait

There were nine visitors present.

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

SPECIAL PRESENTATION

Solid Waste Authority of Central Ohio (SWACO)

Mr. Greeson introduced Ty Marsh, Executive Director of SWACO and invited him forward to talk with City Council.

Proposal

Reduce the Franklin County Sanitary Landfill Tipping Fee by $3.00 per ton.

Mr. Marsh shared that the reason for his visit is because SWACO would like Council’s support to reduce tipping fees. He explained that the current rate is $42.75 per ton. A rate reduction of $3.00 or $39.75 per ton would be the new rate. The reduction is the result of the elimination of a restricted portion of the current fee for debt service associated with the trash burning power plant. Currently $7.00 of the tipping fee goes to debt services. Because that debt will soon be paid off, a smaller fee ($4.00 per ton) would be used for increased general operations expenses and capital needs, increase cash reserves from $10M to $15M in an effort to maintain their AAA bond rating, to assist with annual maintenance costs of the Model Landfill, and expanded and new services and opportunities for public/private partnerships.
Mr. Marsh is sharing this information because any change to the tipping fee rate, even a reduction, requires a public process to ensure public input before the SWACO Board of Trustees can make its final decision.

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**Our Mission**

*Improve the community’s solid waste stream through effective reduction, recycling, and disposal.*

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Mr. Marsh shared that there are three points of entry.

1) Before waste reaches the landfill (education and outreach)
2) Once it reaches landfill – up to 70% can be recycled/repurposed
3) Enhanced efficiencies

Mr. Marsh added that 60% of solid waste is from commercial users. They want to reach out to apartment owners and businesses and encourage recycling and composting before waste ever reaches the landfill.

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### Reduced Rate Proposed

<table>
<thead>
<tr>
<th>Current Tipping Fee Structure</th>
<th>Proposed Tipping Fee Structure</th>
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<tbody>
<tr>
<td>$7.00 WTEF Retired Facility Fee (Restricted)</td>
<td>$23.75 Improvement component to improve the community’s solid waste stream through effective reduction, recycling, and disposal. Supports SWACO’s operating expenses and capital improvements.</td>
</tr>
<tr>
<td>$23.75 Operational Costs</td>
<td>$29.75 SWACO component to improve the community’s solid waste stream through effective reduction, recycling, and disposal. Component supports SWACO’s operating expenses and capital improvements.</td>
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<tr>
<td>$2.00 Administrative Fee</td>
<td>$5.00 Generation fee to achieve Ohio EPA waste reduction and recycling goals, applied to waste generated in the district.</td>
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<tr>
<td>$5.00 Generation [Gen] Fee</td>
<td>$4.75 Regulatory component paid to Ohio EPA.</td>
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<tr>
<td>$4.75 Ohio EPA Fee</td>
<td>$0.25 Host Community component paid to Jackson Township.</td>
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<tr>
<td>$0.25 Host Community fee [Jackson Township]</td>
<td>$39.75 Proposed New Tipping Fee</td>
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<tr>
<td>$42.75 Current Tipping Fee</td>
<td>$39.75 Proposed New Tipping Fee</td>
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**Tipping fees account for 95% of their revenues.** Whatever the proposed fee, it needs to be sustainable.
When asked by Mr. Norstrom about the sustainability of the new tipping fees, Mr. Marsh shared that he hopes the fee will last several years.

Mr. Norstrom then asked how long it will take them to reach $15M in their reserve account. Mr. Marsh replied that it will take four years.

When asked by Mr. Smith how the City will know that the fee has been lowered by the haulers, Mr. Whited replied that the contract allows the City to lower the fees.

Ms. Dorothy asked what happens with the recycled materials currently. Mr. Marsh replied that they are picked up by Rumpke to recycle. They have an opportunity to use
them in economic development. They are working with Columbus 2020 and JobsOhio to bring businesses to the area that can use the recyclables. Their location, adjacent to I-71 is a great asset for economic development opportunities. He expressed that SWACO should not only be viewed as the home of Franklin County’s landfill but should be appreciated as a community resource and authority on waste reduction, sustainability and innovation. They want to serve as a resource to communities, businesses, non-profits and civic organizations in the future by listening and understanding their needs, developing programs and outreach to help them reach their goals, create public/private partnerships for results, and work collectively to advance waste and recycling issues in Franklin County. The retirement of the trash burning power plant facility debt offers a rare opportunity to fulfill that mission and still provide an overall reduction in rate fees to area communities.

Ms. Dorothy shared that she is excited about their outreach efforts.

Mr. Foust asked what the rationale is for having six months of reserve funds. Mr. Marsh replied that is the minimum level recommended by Standard & Poor’s and Fitch Ratings service guidelines for solid waste operations. He provided examples of catastrophic situations when they could be used.

Mr. Greeson shared that he received a simple ballot of “Yes” or “No” as to whether Worthington agrees with the fee change.

MOTION

Mr. Norstrom made a motion to direct Mr. Greeson to vote “Yes” on behalf of Council and the City. The motion was seconded by Mr. Smith.

The motion carried unanimously by a voice vote.

Mr. Marsh thanked City Council for the opportunity to share.

Central Ohio Greenways

Mr. Greeson introduced Dr. Kerstin Carr who is with MORPC and Worthington resident Kacey Brankamp who will share about Central Ohio Greenways.

Dr. Carr shared that the Central Ohio Greenways (COG) board was created last year and it is made out of representatives from the public, private and non-profit sectors. Its main goals are to build more trails and get more people out on them.
Dr. Carr shared that according to Insight 2050, the central Ohio area is expected to grow significantly, by more than one million people, by 2050. Insight 2050 not only talks about the population growth, but also the type of growth, with the baby boomer generation doubling and millennials becoming the largest generation yet. Both the older adults and the younger generation are looking for smaller homes and options other than cars to get to and from their destinations.

Dr. Carr commented that there is a great demand for an active transportation infrastructure for walking and biking. People want to feel connected and be active, but they also want to feel safe while doing so. Trails are a great amenity and can serve as the backbone for our pedestrian and bicycle network.
Dr. Carr shared that the Impact of Trails Study that MORPC conducted showed that our trails are valued and heavily used. More than 12 million miles were traveled on our Greenways Network annually.

Ms. Brankamp shared the Vision and Mission of the COG Board.

Ms. Brankamp shared that MORPC hired planning NEXT to facilitate a strategic planning process and to develop an action plan for the Board.
- Best practices research: One of the first things they did was to research other trail-focused organizations around the country to identify best practices in trail development, programming, marketing, and fundraising.
- Flesh out the Vision and Mission statement.
- Create a Strategic Plan with clear tasks and measurable objectives around each of the four working teams (trail development, marketing, programming, and partnerships).

**COG BOARD PRIORITIES**

- Develop COG corridor plan
- Assess value of trail system
- Update brand guidelines & marketing materials

Ms. Brankamp shared that the COG Board set three priorities all of which are critical to fundraising.

**INITIAL FOCUS AREA**

Ms. Brankamp shared that as part of the strategic plan, 53 action items were developed and were broken down into short and long term. Of the 53 actions, a few priorities tasks have been laid out for the first 12 – 18 months as follows:
- Create a trail plan – Where are our trails? Where do we need more trails and where are the connections to the trails. Develop true connectivity between trail systems and to/from neighborhoods so trails can serve both as a recreation and as a transportation amenity.
- Develop a Value Assessment – Looking to create a study that helps build upon the impact of trails study and clearly shows the value of our trail system (existing and proposed) to potential funders (e.g. health benefits, business recruiting benefits, sales revenues, etc.)
- Branding – Clear branding strategies to enhance usability and marketability of the system. Include regional signage, wayfinding.

Ms. Brankamp commented that all of these are critical pieces to fundraising. Their big goal is to get large companies and foundations to fund building these trails, so the money can come back to the communities.

Ms. Brankamp shared that the COG Board also adopted its initial focus area to include all counties with the state’s largest trail (the Ohio-to-Erie Trail) as well as counties who have active trail plans and trail development going on. This area can expand over time.
Dr. Carr shared that it is great that Worthington has bike and pedestrian access at the US-23 / I-270 interchange. It is not often that cyclist and pedestrians have that kind of accessibility. Ms. Michael thanked MORPC and ODOT for their help in making that happen.

Dr. Carr noted that the trail along the Olentangy is the most traveled area in central Ohio. Columbus and Worthington are looking to expand those connections.

Ms. Dorothy commented that it is very important to have various modes of transportation throughout the region.

VISITOR COMMENTS

There were no visitor comments.

APPROVAL OF MINUTES

- Committee of the Whole Meeting – October 10, 2016
- Regular Meeting October 3, 2016

MOTION

Mr. Troper made a motion to approve the aforementioned minutes as presented. The motion was seconded by Ms. Dorothy.

The motion to approve the minutes as presented carried unanimously.

PUBLIC HEARINGS ON LEGISLATION

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

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.

The foregoing Ordinance Title was read.

Mr. Greeson invited Economic Development Manager David McCorkle to comment on this topic.

Mr. McCorkle shared that 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. It will be located in the 752 High Street building, known as the “Kilbourne Memorial Building”. The owner
of the building is the City of Worthington and the landlord is the Community Improvement Corporation of Worthington.

COhatch will occupy the southern portion of the first floor (2,422 sq. ft.) and 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. They have hired several interns that businesses can rent by the ½ hour for some administrative support. The north side of the lower level space (2,042 sq. ft.) will be used for a “makerspace”. The activities involved with the “makerspace” use shall be considered to be so-called “clean activities” in that do not create noise, dust, odors or other conditions. There will also be approximately 1,000 sq. ft. of outdoor patio space.

Mr. McCorkle shared that the lease will commence on the earlier of when they open or January 1, 2018. They hope and anticipate about a six month construction period, which would put us closer to August 1, 2017. He added that we have negotiated to have a security deposit of one month’s worth of rent or approximately $3,800. If COhatch has not sufficiently constructed the space by August 1, 2017 we have the ability to take that security deposit and keep it. We did hear some feedback with respect to the Sweet Carrot deal and this hopefully is a mechanism that we have put in place that provides a little bit of additional support.

Mr. McCorkle reported that the base rent is $15.00 per sq. ft. for the upstairs space while the basement space will be $5.00 per sq. ft. Both of these will increase at 2% per year for the 10 year period. The cost estimates by COhatch for the renovations are proposed at approximately $510,000 (at $15.00 per sq. ft. upstairs and $5.00 per sq. ft. downstairs with a 2% increase annually is almost exactly $510,000 over a ten year period). We are proposing that the rent concessions are for the full duration, 120 months.

As landlord, we will be conducting monthly walk-throughs with COhatch. This goes hand in hand with the security deposit. Hopefully we have a good idea from meeting with Mr. Davis and COhatch on a monthly basis and have a good feel for construction as it progresses. This is a triple net lease so the tenant is responsible for payment of all real estate taxes, insurance, utilities. Utilities will be separately metered. He invited Mr. Davis, founder of COhatch to provide a brief overview of the concept.

Mr. Davis shared that he met several Council members at a COhatch grand opening. They are thrilled to be part of the City and thrilled to be growing inside the City. Their goal was to build spaces in the heart of communities like Worthington, restore old buildings, restore their character but make them A++ cosmetically inside. They look forward to doing that again with the Kilbourne Building. He fell in love with the 659 High St. building because of the ceilings and some of the things in it and he fell in love with the Kilbourne Building because of the history, the rare ceiling heights as well as the entire venue which could be beautiful when completed.

Mr. Davis commented that he and his partners’ visions are to create use of the 2400 square feet upstairs with 10 to 15 private offices. As of today they rented their last space
at 659 High St. to a startup company. A medical device startup company is coming in next week to view it but he will have to turn them away because he has no vacancies. They are going to come see it and then hopefully they will be the fifth group on the waiting list for this new building. They will be building a second launch pad in the tall part of the Kilbourne building with the really high ceilings that would host corporate events/meetings during the day. They have also been asked to build a patio on the outside. He would love to be able to offer outdoor meeting space. In the basement they are looking at building a clean makerspace and putting COhatch Creative (clay, digital art, 3-D printing, etc.) all in one space and allow the artistic community to thrive inside of our building. The public would be able to purchase their art projects. They are already working with the library to set up different training venues for young kids in an effort to promote the arts.

Mr. Davis shared that one of the things he is most proud of at COhatch is that any of their members can use their space for free on nights and weekends as long as they donate to one of their charities. They have already partnered with the Worthington Resource Pantry. They raised over $2,400 for Make a Wish Foundation last weekend and they plan on doing that over and over again. They are thrilled that their members will be able to use that space for events like art galleries on Friday and Saturday nights and open the Green up for events like that. He is looking forward to getting this lease approved and dirt being moved around outside and construction on the inside.

Ms. Dorothy asked if he knows whether his current renters live close to Worthington. Mr. Davis replied that the majority live in Worthington. They have many small Worthington businesses. The startup company is from Powell. The company coming in Friday is currently located in the Short North but would like to move to Worthington. He thinks 60/70% are from Worthington. We see co-workers come in from a four mile radius because it is more convenient to get to Worthington than it is to downtown. Ms. Dorothy stated that she was trying to determine if anyone is walking to their location. Mr. Davis replied that there are people who walk and others who ride their bikes. They actually need good bike systems at the back of the building. He would love to put a rent-a-bike concept here if members would be interested in such a sponsoring. It is something that he believes is long overdue in a town like Worthington. Ms. Dorothy agreed.

She added that it is very exciting to hear that their existing space is filled up and that they already have a wait-list for this new space. Members want to do make sure that it is still open to the public and you have already mentioned that it will be on nights and weekends for a donation. Mr. Davis added that half of the patio is open to the public. On the inside we have member pricing and non-member pricing. In the development agreement, which will be discussed next, the City has actually asked for access to the space for a certain time period throughout the month. They are thrilled to do that as it is part of the whole social promotion.

Ms. Michael shared that she has been asked if the patio can be used by people who want to sit and drink a beverage but don’t want rent a space. Mr. Davis replied yes because eventually it will get cold and they will want to come inside and work at his place.
When asked for confirmation by Ms. Dorothy that this lease agreement for the first floor rates is the same as Sew To Sew, Mr. McCorkle confirmed that it was.

Mr. Troper asked what happens if the cost is less than the estimate for the $510,000. Mr. McCorkle replied that in that instance, the lease agreement permits us the ability to have that discussion and lower the abatement period.

There being no additional comments, the Clerk called the roll on the passage of Ordinance No. 37-2016. The motion carried by the following vote:

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

No 0

Ordinance No. 37-2016 was thereupon declared duly passed and is recorded in full in the appropriate record book.

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.

The foregoing Ordinance Title was read.

Mr. McCorkle shared that the City of Worthington desires to engage COhatch Worthington LLC for a period of ten years, to coincide with the lease term, at an annualized average cost of $10,000 per year, to execute a multitude of services. There are five key services that COhatch would be performing in exchange for this development agreement. Those services include:

1) Patio

Mr. McCorkle stated that it was very clear that the City of Worthington and the citizens of Worthington still want this to have a very public aspect to it. COhatch has agreed to construct a patio (between 1,000 and 1,500 sq. ft) that will likely still wrap around the southwest corner of the Kilbourne Building. A portion of the patio will be accessible to the public when not in use by COhatch. The project will need ARB approval.

2) Annual Meeting Passes

Mr. McCorkle reported that the City will have at least two meeting passes per month for the ten year period. This allows us to hold various City meetings at COhatch’s facility.

3) COhatch will be required to provide the City at least once a year, possibly quarterly, with relevant roster information.
Mr. McCorkle shared that the purpose will help us, as a City, track income tax generation. COhatch has estimated that between the two facilities they will probably have 75 to 100 entrepreneurs/business professions. We want to make sure that Worthington is capturing income tax revenue. These will not all be net new to Worthington but there is a good chance that many of them will be. Since COhatch offers a month to month flexible lease, they have agreed to provide quarterly reports so that we can track who is in there, and what type of membership they have. By identifying membership type can determine whether or not they should pay income tax.

Ms. Dorothy shared that the information might also help staff realize when a business might need to expand and we could then help relocate them to another space in the City. Mr. McCorkle agreed.

4) Public access to the makerspace and/or event space at least once a month

Mr. McCorkle noted this being different from meeting passes as it pertains to programming such as business talks, workshops, etc.

5) Quarterly progress report for both COhatch Worthington location.

This is a separate report that is supposed to be a narrative so if there is an opportunity for someone to grow out of the space, this helps us identify those opportunities. If companies start facing challenges, COhatch will provide us with this update and the City staff can assist.

Mr. McCorkle added that the ten year agreement, while it is annualized at $10,000 per year, the proposal is to frontload with $40,000 once they are in the space and the lease commences. They at the end of years one, two, and three they would receive $20,000 each year. Years four through ten should have no cost.

Mr. Norstrom commented that we are looking at this as an economic development tool. He asked for some information about what other communities have done. Mr. McCorkle shared that he was tasked by the Worthington CIC to look at some of the precedence that has been set with respect to co-working, incubators, and accelerators. We have quickly identified that it is not cheap to generate incubators or co-working spaces. The primary players around central Ohio for this are Grove City, New Albany, Dublin, and Marysville. The range in annual cost is Grove City on the lower end at about $75,000 per year to Dublin at the high end of $200,000 to $210,000 per year. Their product was drastically different, specifically Dublin’s. They have a large entrepreneurial center that they run. They do not own the building but they have somebody on staff to manage sixty tenants and all those subleases. They also have entrepreneurial focus. They actually meet with companies once every three years to ensure they have a development plan identified for each company identified within the organization. We want to get there and he thinks this is the first step. Most of these municipalities also have contractual relationships with Rev1 Ventures. Within the cost that he just identified, they have contracts with Rev1 Ventures ranging from $25,000 to $100,000 per year. So there are
inherent relationships where they’re contracting with Rev1 Ventures to receive consultation work. It is almost like having Rev1 on retainer as they can access some of the resources that Rev1 has.

Mr. Norstrom asked for information regarding Rev1. Mr. McCorkle shared that Rev1 Ventures was formerly known as Tech Columbus. It is an entrepreneurial signature group that receives some state funding as well as some investor funding. He understands that they have recently come into some new funds. They are a team of entrepreneurs, investors, and community relations that provides support to the entrepreneurial arena in central Ohio. It is a venture capitalist organization that invests some of its dollars into startup businesses.

Mike Bates, 6560 Evening St.
Mr. Bates asked for an explanation on the frontloading and how that pays out over the first few years and what if any is their callback if COhatch is not successful. Mr. McCorkle explained that they will receive $40,000 when the lease commences and $20,000 on the anniversary of years one, two, and three for a total of $100,000. There are several items that trigger default in the development agreement. If COhatch fails to perform the services of the agreement and breaches any provision of the agreement and fails to reconcile within 30 days, they would be forced to repay. If they assign the interest of the agreement to another party without the City’s written permission, they would be forced to repay. Also if they abandon or vacate the facility under the lease or terminate without cause or they file bankruptcy, they would be forced to repay.

Mr. Bates stated that in the conditions mentioned there was some favorable treatment for the City such as getting meeting space and passes. He asked if the City has priority on use of the space or does it go into a scheduling process. If it is a scheduling process then it is possible that those tickets will be worth nothing because if you can’t get on the schedule to use them, they have no value. Mr. McCorkle explained that there are two separate pieces that the City has access to. The City has two meeting passes per month for the ten year duration. You are correct in that COhatch has an app and the space is scheduled using the app. You would just need to get on the app and reserve the space. It is possible some of the space is reserved at certain times so we would need to do our due diligence to schedule that well in advance. The second piece, separate from just the City having access, we are requiring COhatch to provide City access to the event space and makerspace for programming efforts at least once a month. So this is separate from just the meeting space. There are currently conversations with the library to actually develop programming for the makerspace itself. That would be scheduled well in advance. Since the City is going to help determine what that programming looks like, we will be advertising and marketing to the public. We want as many people attending those events as possible as we are subsidizing the space during that time.

There being no additional comments, the Clerk called the roll on the passage of Ordinance No. 38-2016. The motion carried by the following vote:

Yes 7 Troper, Norstrom, Dorothy, Smith, Myers, Foust, and Michael
Ordinance No. 38-2016 was thereupon declared duly passed and is recorded in full in the appropriate record book.

NEW LEGISLATION TO BE INTRODUCED

Resolution No. 46-2016 Authorizing an Amendment to the Final Development Plan for 890 & 910 High Street and 33 E. North Street and Authorizing a Variance (Plank Law Firm, LPA).

Introduced by Mr. Myers.

MOTION Mr. Smith made a motion to adopt Resolution No. 46-2016. The motion was seconded by Mr. Norstrom.

Mr. Brown shared that this amendment includes the southeast corner of North St. and High St. It is pretty much the last vacant property we have in Old Worthington. He provided a brief history of this site beginning in 2007 with the first approval along with the CVS site.

The proposal is for two buildings with very similar floor plans to the ones proposed in 2012 that were not approved. This time however one of the buildings will have a fully functional second floor and the other a faux second story. The existing drive along High St. and south of the CVS building will be used for the entrance to these facilities. The
building at 33 E. North St. is proposed for demolition as part of this application and will serve as parking for the businesses.

Building A is a one story building (faux second story) measuring a little over 4200 sq. ft. in size. It will be occupied by Pet People.

Building B will be built on the southernmost part of the property. It will be a little over 12,800 sq. ft. in size with the first floor being 6,400 sq. ft. and 6,400 sq. ft. of office space on the second floor. This will be fully accessible by an elevator and two accesses into the building. To his knowledge that will be the only second story fully serviceable office space in Old Worthington.

The building on North St. will be demolished to allow for thirteen parking spaces. Much of the parking lot and the existing landscape will remain. The landscaping along High St. will remain. As part of the original approval there were variances built in for the setbacks and much of the patio work will be improved along the High St. frontage.
Mr. Brown pointed out that there was a variance request mentioned as part of this application. Members may recall that earlier in the year we did a lot split to split off the portion that is actually leased by CVS. That allowed the southern portion and the rear parking lot to be on a separate lot. When we did that subdivision we also granted a variance to the CVS building to go up right to the property line. As part of this proposal there is a variance request to go from the required twenty feet to eight feet. One of the things that was actually great forethought when the CVS building was constructed is that it actually meets building code standards for fire proofing so it was able to build up to the property line.

Ms. Michael asked what the total distance will be between the CVS building and the new building. Mr. Brown replied eight feet, which is what matches up with what was originally approved in 2007. He added that there was originally an arch that would connect the two new buildings. The existing access drive from High St. will stay and be located between building A and building B.

When asked by Ms. Dorothy if it will still provide access to CVS for loading and unloading Mr. Brown replied yes. They also have a cross access agreement to be able to get access in and out.

Mr. Brown added that the three dumpsters will stay on the site as originally approved.

Mr. Brown shared that the application before members this evening was approved by the Architectural Review Board (ARB) after two meetings and several modifications to the buildings at the request of the ARB. The faux second story of building A will have lighting and plantation shutters that will match what was done at CVS. Building A that will house Pet People will have a fully function front and rear door.

Ms. Dorothy asked if we know what will be going in the second building. Mr. Brown replied no unless the applicant has any updates.
Ms. Dorothy thinks it is wonderful to have access for the pedestrians and bicyclist up front and then people who choose to drive can access the building from the parking lot. Mr. Brown agreed. Currently, the site has some bike racks and benches in Kelly green. We have asked the applicant to paint those and any additional ones black to match the rest of the project.

Mr. Brown showed a slide of the floor plan of Pet People that would allow access to the front.

Building B will have a full second story usable floor. He is not aware of any tenants yet but our hope is that some type of restaurant go in on the first floor with offices above. As the application went through the ARB process, some modifications and changes were made to the rear of the building. One of the changes the Board requested was to make the entrances a little more pronounced. So they popped out the rear elevation on the east side and did the double glass doors to access the stairwell and the elevator. They also added an element for signage with the gooseneck lights above it. The rear double doors are for three tenant spaces or one. The second floor can be accessed through the front or the elevator at the rear.

Mr. Brown added that additional landscaping will be done along E. North St. once the building is demolished to help with screening. The applicant has agreed to remove a dumpster from the southeast corner and some asphalt and plant additional landscaping.

Mr. Brown commented that the application went before Municipal Planning Commission (MPC) and ARB on October 13th. The Board tabled the application at the meeting to provide the applicant with time to make some modifications that were brought up at that meeting. The application was approved by the ARB and MPC at the October 27th meeting. There were three comments made as conditions of approval.

1) The tenant doors on the east elevation of Building B can be detailed as either glass or solid paneled depending on the tenant needs.
2) The wall pack lights on the east elevation of Building B need to be repositioned so they will not cast shadows.
3) The roof line for Building A was modified as presented.

Mr. Brown noted that the applicant is in attendance and either of them will address questions.

Ms. Dorothy commented that in the original 2007 Development Plan the City asked for a new 13,000 sq. ft. building. She asked how many square feet the two buildings combined equate to. Mr. Brown replied 4,300 plus 19,000 sq. ft. for the second building. Ms. Dorothy concluded that the total was greater than the 2007 request. Mr. Brown agreed. He added that the main difference is the residential component of about 5,000 sq. ft. for four units on the second floor.
Mr. Smith commented that he is aware that this was a hot topic a few years ago. He is wondering what kind of community outreach was provided prior to this meeting. Mr. Brown shared that one of the things that they have tried to do for outreach since the Council retreat is to create a project page on the City’s website and distribution lists. At least with this project staff worked with the applicant to reach out to key members in the community and to the key interest groups to at least give them a heads up of what is going on in the project and the timeline associated with this. When the application went before MPC, this had its own project page. He believes a hundred people or so receive an e-mail blast regarding projects proposed for Old Worthington. It was interesting when the meeting on the 13th only had two people in the audience. They stayed for half of the presentation and then left. There was no one in the audience the night this application was approved. Hopefully with the outreach the applicant did and working with staff ahead of time made this process a little bit smoother.

Mr. Myers shared that everyone was surprised that there was no public comment on this building at all.

Ms. Michael thinks it helped that one of the buildings will have two stories. Mr. Myers thinks there was more to it than there. There were two, two story buildings and residents. Members may recall that the modifications that came about were actually approved by MPC/ARB but it was City Council that over-ruled the Board and Commission.

Mr. Greenson believes Mr. Plank made outreach to the Old Worthington Association and some of the parties that were concerned about the previous proposal. He thinks that assisted in this success.

Mr. Donald Plank, attorney for the applicant and the property owner shared that it is his philosophy in doing zonings that if people are going to oppose you that is fine but just make sure they understand what they are opposing. Not that he expected opposition but it did have a history. They did reach out to the Old Worthington community and met with three members and he kept them informed throughout the process. He also reached out to the neighbors to the south and to the east. He believes the dentist office spoke in support of their request.

Mr. Plank added that the major changes from the 2007 and 2012 proposals were already stated. He added that the second story of Building B will have 6,400 sq. ft. of office which exceeds the square footage of the residential and in their view is economically viable. To accommodate that second story square footage, they are taking down a building and it gets them thirteen additional parking spaces but it also frees up twenty four spaces that were reserved for the building that will be demolished. So it is really a net gain of about thirty seven parking spaces.

Mr. Plank shared that they moved the buildings back, especially Building B, to accommodate a restaurant use. They have had some discussions with restaurant users but as of yet have nothing in writing. They find the discussions encouraging.
They have also added a number of architectural features. Their architect is here tonight if members have any questions about the details of the buildings but the buildings have been well received and he thinks their communications to those who once had some concerns about it have been well received as well.

Ms. Dorothy asked when they will be able to move forward with construction. Mr. Plank replied that they would like to start construction this spring. The plan is to do the demolition and construct both buildings at the same time.

Mr. Norstrom shared that he was on Council when CVS came before them with the original proposal for these buildings to have residential. It was something that Council members at that time pushed hard for because we didn’t have that urban mix of retail in the front and residential on the second floor. He thinks things have changed since then with more residential either under construction or being talked about so he doesn’t have any concerns with this proposal.

Mr. Plank pointed out that if members take a look of where residential has occurred on High St., it is in the Short North. When you get out to where we are, and no offense to the engineers because they have to move traffic and not necessarily see traffic bottleneck but traffic is good for residential development because it slows down the traffic and it gets people to walk across streets. As streets start to clamp down, you will see residential developments on High St. But even south of the downtown in the German Village area there is no residential on High St. because those streets open up again. Traffic speeds up and it is just not conducive for residential.

There being no additional comments, the motion to adopt Resolution No. 46-2016 carried unanimously by a voice vote.

Mr. Plank thanked Council.

Resolution No. 47-2016

Adjusting the Annual Budget by Providing for a Transfer of Previously Appropriated Funds.

Introduced by Mr. Foust.

MOTION

Mr. Troper made a motion to adopt Resolution No. 47-2016. The motion was seconded by Ms. Dorothy.

At Ms. Michael request to keep comments brief, Mr. Greeson stated that if members have any questions, staff would be happy to answer them.

There being no additional comments, the motion to adopt Resolution No. 47-2016 carried unanimously by a voice vote.
Resolution No. 48-2016  
Amending the Position Description for Police Lieutenant.

Introduced by Mr. Myers.

MOTION  
Mr. Smith made a motion to adopt Resolution No. 48-2016. The motion was seconded by Mr. Norstrom.

Mr. Greeson reported this amendment as a standard update of a job description, in particular the education requirements for the Police Lieutenants.

There being no additional comments, the motion to adopt Resolution No. 48-2016 carried unanimously by a voice vote.

Ordinance No. 39-2016  
Amending Ordinance No. 44-2015 (As Amended) to Adjust the Annual Budget by Providing for Appropriations from the General Fund.

Introduced by Mr. Troper.

Ordinance No. 40-2016  
Authorizing the City Manager to Execute a Contract for the Collection, Transportation, and Delivery for Disposal or Processing of Residential Solid Waste, Recycling Materials and Yard Waste.

Introduced by Ms. Dorothy.

Ordinance No. 41-2016  
Amending Ordinance No. 44-2015 (As Amended) to Adjust the Annual Budget by Providing for an Appropriation from the Capital Improvements Fund Unappropriated Balance to Pay for the Central District Sanitary Sewer Lining and Determining to Proceed with said Project. (Project No. 618-15)

Introduced by Mr. Myers.

The Clerk was instructed to give notice of a public hearing on said ordinance(s) in accordance with the provisions of the City Charter unless otherwise directed.

REPORTS OF CITY OFFICIALS

Policy Item(s)  
- Budget Workshop #1
Mr. Greeson shared that there is a great deal of information and staff will try to be succinct. He first congratulated Council on accomplishing several difficult tasks on longstanding issues in Old Worthington. Hopefully both the renovation of the Kilbourne Building and the construction of the projects adjacent to CVS will go well and will be additive to the community.

Council had previously asked that staff touch on the Retreat priorities and provide an update as part of the budget process. As we were going through our work plan, in particular looking at the retreat comments, it reflected that many of them do not have specific line items or budgetary impacts but they certainly affect the work priorities and the time allotment of staff and they are priorities of the Council. As we reflect on the budget, which also has many of Council’s objectives and goals in it, he thinks it is certainly a good idea to touch on where we are on some of the things that members discussed in its retreat. Hopefully this conversation will be helpful as we move into the budget process.

Mr. Greeson asked Mrs. Stewart and Ms. Brown to present the first information because much of it is about communications aspect of the retreat and they are both helping to lead that in our organization.

**City Council Priorities Update**

Mrs. Stewart commented that the intention with all of the narrative in the following PowerPoint slides was to really just project a report of where staff stands on all of these things. She plans to just provide the highlights.

**Community Engagement**

1. Communicate steps involved in the process for consideration of development proposals, status of any such proposals & how citizens can access the process
2. Provide opportunities for community engagement ahead of issues reaching a controversial point
3. Advise those seeking planning approval of the City’s expectations that they have an obligation to provide opportunities for community engagement in the earliest possible stages of any development
4. Pursue a proactive information strategy on City and development projects
5. Deal with rumors, when appropriate, by providing any facts that are known
6. Direct information to key stakeholders and interested parties in any project or proposal to illustrate the current stage in the process and ways to access the process
7. When meeting with a developer in the early stages of a potential development application, the City will disseminate information about the potential application, describe successive steps to occur, and encourage the developer to meet our community engagement expectations.

Source: 2016 City Council Retreat
Community Engagement

Actions:

• High profile projects have their own page on the City’s website
• People can sign up to receive email or text updates on specific projects through the City’s website
• Communications and Planning & Building work together to communicate timely information to residents and other interested parties; frequency of development communication has increased
• When meeting with applicants and potential applicants, staff regularly and repeatedly encourages the applicant to reach out to neighbors and other potentially interested parties to discuss their proposed project and incorporate responses to concerns

Ms. Brown shared that staff has been working hard to make sure that we get information out in advance. As different proposals and projects are moving through the process, she has been working with Mr. Brown to develop specific project pages on line like he mentioned earlier. Currently there are a total of fifteen dedicated pages to projects that are ongoing in the City. Those pages include where we are in the process (MPC, Council, etc.), the meeting dates and meeting materials as well as a way that people can sign up to receive more information on that specific project.

We have twelve categories that people can select from to sign up for information through the website. Since February we have increased the numbers by over 1,300. We now have over 4,000 subscribers that sign up for information. Some of those might be one person who signed up for six or twelve things so she doesn't have a way to check on just e-mail address but we do have a total of over 4,000 people who are requesting information.

Ms. Dorothy asked how many different projects are included.

Ms. Brown replied fifteen with twelve categories. She thinks that has been doing pretty well. It seems like people are finding out more in advance. Mr. Brown agreed. He added that one of the nice things with the project page is that you can direct people to it to find all of the information. It includes the history, where it has gone, etc. Mr. Plank's example of the outreach that they did was a great thing but having it on the website has also helped. He thinks they have seen that with the Holiday Inn redevelopment. They were proactive with their own in-house meeting. National Church Residences have also reached out to the community with their future plans and hopes. He thinks by having the ability to have the information on the website, directing people to it and getting them involved in the “notify me” option, have probably been the easiest way to get the most accurate information out there. At least with what we have seen so far in working with Ms. Brown and trying to get the materials posted, many of the residents he has talked to did not even realize that MPC/ARB meet every two weeks. He thinks that by going through the materials, residents realize that the projects are not rushed but rather reveals the method by which an item moves through the approval process.
Ms. Brown added that another way that residents have been informed of this opportunity is through our e-newsletter. There is a section in there that encourages people to sign up for updates. Our recent printed newsletter also provided information about that option. Staff is working to get the word out to as many people as possible in an effort to keep them informed and engaged.

Communications

1. Develop more issue-specific content to be shared with the public on various communication platforms
2. Use diverse approaches to reach a variety of audiences from the most technologically savvy to the most traditional
3. Update the City’s website and develop an e-newsletter
4. Consider options to expand accessibility, perhaps including face-to-face conversations, and the use to technology to participate
5. Potential use of statistically valid survey research to measure public opinion and assess the status of our information/education efforts
6. Advocate for understanding of and participation in our processes, assure recipients of our commitment to our community values and provide quality information on a timely basis
7. Use multi-media strategies, including specially developed primers on basic issues (steps in the development process, city revenue streams, etc.)
8. Consider the creation of a citizen’s academy modeled on the program created in the police department

Source: 2016 City Council Retreat

Communications

Actions:

• Established an internal communications group to enhance the City’s communications efforts and activities, internally and externally
• An OSU Sustainability Capstone class is evaluating the City’s communication methods related to sustainability initiatives, which has the potential to benefit other communication areas
• Begun process to identify a communications consultant to conduct a survey regarding communications methods and make recommendations regarding enhancements to the City’s efforts
• Migrated the Neighborhood Network emails to a formatted and branded e-newsletter
• In midst of a website re-design scheduled for completion in first quarter 2017
• Developing a Citizen’s Academy, which has included research into programs in other communities and the creation of an initial outline of the topics and sessions to be included. Possible roll out next year
- Communications & Economic Development are working together to identify advertising opportunities for business development

Ms. Brown added that the City has a very active presence on Facebook. Currently we have some 5,400 followers with around 3,800 on Twitter. We have been somewhat limited on topics. We have a great deal of Parks and Recreation items and she does items related to development or special events. We really want to pull in more information and share about what is going on in all of the different departments so this committee will represent all of the departments throughout the City. We have identified a number of people who will help tell the story of their department. We will actually be meeting in a couple of weeks to get organized and come up with a schedule of some topics that we want to be sure to capture and share for the coming year. They may be success stories within the City, a development project or a special relationship with staff and the community, recognition, or news about project initiatives. Basically behind the scene stories about what we have going on here and the good news to share with the community that may help us establish relationships and establish a good feeling about what we have going on. So when we may go through a more difficult time with a developer or something that is a little more challenging, people will have a good feeling about what we are doing on a day to day basis. We want to try to get out those good stories regularly throughout the year.

We are also in the process of setting up an Instagram account. That is a very visual method of social media that is out there. Staff will be empowered to gather pictures and videos. She sees this as a really good opportunity to get more video out there to help tell the stories. She is excited about getting that going soon.

Ms. Brown added that as far as identifying communications consultant, we use many different methods at this time. Hopefully the surveying that the OSU students are doing will help inform some of that about how people are getting their news. She thinks a consultant could really help us become strategic about our communication methods and help us identify additional tools that we might not either have available to us or that we are not recognizing that are up and coming to make us even better at communicating with the community and engaging the public. We think that could really help us most effectively communicate and identify some strategies for that.

Mr. Norstrom shared that at the sustainability conference a couple of weeks ago, one of the sessions was on communications. Several of our peer cities have used communication consultants very effectively. He thinks this is an extremely important element for us.

Mr. Greeson thinks it interesting as you look at, particularly the last ten years is local governments and all organizations start to layer on all of these different forms of communication. We probably have twice the forms of communication that we did maybe eight or nine years ago. It is also a good opportunity to take a step back and determine if people are getting what they need.
Mr. Myers commented that just because we have more doesn’t necessarily mean we have effective. Mr. Greeson agreed. He thinks there is a, have we messaged ourselves right? Are we using the right things? What do people want information on? What is important to these folks? Some of our peers have assessed that effectively.

Mr. Myers commented that Ms. Brown was saying some of the things that you want to tell and success stories and things. He asked if we need to talk about communicating a primer of what we do like the Citizens Academy. Somebody who doesn’t know that ARB is a public meeting that meets every two weeks. Mr. Greeson thinks members will see a lot more video. Ms. Brown added that those are good examples of little items that we can get out through a Facebook post or a tweet on Twitter or with the new website we are developing now there is going to be a place on the homepage for spotlights. That will be something we want to profile and feature. She sees introducing those types of things more and getting out there. They are things we consider day to day things but the community might not be aware of so as much as we can tell that story.

Mr. Myers commented that he keeps seeing that over and over again in a current flyer that is going around his neighborhood. Just sort of a fundamental misunderstanding of some core concepts of what we do and what certain documents we work with say and mean. He doesn’t know how you address all of that but it would be nice if we could start somewhere.

Ms. Michael complimented staff because she knows there has been miscommunications in some ways. We could have staff work on a flyer and post on our Facebook page that identify the facts regarding a specific issue/item. We have tried to keep things factual. Mr. Myers knows that people are always going to reach their own opinions and all we can do is try to get just the facts of how we do things here and what they mean. That is all he is saying. You can certainly tell that Council’s last retreat was greatly focused and very contextual. He kind of knows what issues were on the plate last time and members were certainly feeling like we weren’t doing a very good job about certain things and he appreciates it. He thinks we have come a long way in the last few months but we still have a long way to go. He appreciates all of the effort and all of the work. He thinks communications and transparency was what came out of that retreat. Mr. Greeson agreed. He thinks we could always do more and do it better but he wants to compliment Mrs. Stewart, Ms. Brown, and Mr. Brown specifically who have worked on this. We didn’t add staff or add to the budget after the retreat but kind of re-oriented some efforts. He is hopeful that the updated website, the growth and the training and focus that has been brought by the internal work group as well as some strategic reviews of our activities by a third party will have us at a higher level next year. He compliments these folks who are doing all of this in addition to their normal jobs. He appreciates their hard work. This is really a touch point to say, are we heading in the right direction? Are members feeling comfortable with our strategic actions.

Mr. Myers thinks we are light years ahead of where we were just in the number of people who have requested the e-mail blast. Those are some of the ideas that came out of some
turmoil in town. He agrees with the proposal and Mr. Norstrom that maybe we have reached a point where we need an outside person to come in and say they see what we have done but here is how you take it to the next level. He thinks it makes a lot of sense.

Mrs. Stewart commented that from there in the retreat we moved into these Other Work Items, which tend to be more one off items. She thinks Mr. Greeson wants to address these.

Other Work Items

1. Create a forum for Council’s discussion of the impact of demographic and economic trends on the City
2. Develop strategies and programs for addressing drug use and abuse in Worthington
3. Confront the overtime challenge in the Division of Fire
4. Pursue parks planning and consider the role of SwimInc in the future of recreation programming
5. Assess the City’s fees and charges given our increased dependence on income tax revenue
6. Research and review alternatives for preserving trees
7. Solicit ideas for consideration by the Charter Review Commission
8. Create a forum for dialogue with members of the Municipal Planning Commission and Architectural Review Board relative to shared aspirations
9. Develop information on the parameters of our legal authority to regulate development, including legal restraints in regulating forms of ownership of residential properties and ability to control interior quality of construction
10. Return to a regular process of conducting an appraisal of the City Manager

Actions:

• Staff is working with the Chamber to develop an Eggs & Issues event focused on Worthington economic and demographic trends, first quarter 2017
• The City Manager and Police Chief serve on the Drug Safe Worthington Coordinating Council, which has developed a community action plan for 2017
• Completing the process to fill three vacancies in the Fire & EMS Division. Chief Highley and Assistant City Manager Stewart have evaluated and discussed the overtime challenges in the Fire & EMS Division and identified strategies to reduce the requirement for overtime.
• The Parks & Recreation Commission is working with staff to draft the report text for the Parks Master Plan; anticipate presentation of the Plan to City Council in the first quarter of 2017
• Planning & Building fees are being compared with other cities; Parks & Recreation fees are scheduled for review in 2017; Finance will lead the review of other fees in 2017
• Staff has researched tree regulations in other communities, which typically focus on trees impacted by development; typically include fees or replacement requirements for removal of trees
• The Charter Review Commission has completed its work
• Staff is working to schedule a meeting between the City Council leadership and the Municipal Planning Commission/Architectural Review Board leadership to enhance dialogue between the two bodies
• Staff will incorporate a discussion about the legal authority to regulate development into a new board and commission orientation program

Mr. Greeson shared that as part of the board orientation related to BZA, ARB, and MPC, we have a robust educational requirement kind of centered on where does our legal authority start and stop as it relates to regulating development and private property and all of those aspects.

Mr. Myers commented that once that is together, he asked that it be included in one of the spotlights on the new webpage so that people will know we can’t regulate how many pizza places or banks there are in Worthington.

• City Council has identified a member to work with the City Manager on a return to a regular process of performance appraisals

Mr. Greeson shared that there are a few items that are hanging out there as follows:

Other City Council Items

1. Establish an ongoing strategy for responding to the Emerald Ash Borer (2016 Operating Budget discussions)
2. Decide if the City will make available education materials that demonstrate the possibilities created by retrofitting existing homes to meet modern design preferences such as high ceilings and the open space concept (2014 City Council Retreat)
3. Define a “diverse housing goal” and determine how aggressively the City wants to pursue that goal (2014 City Council Retreat)

Other City Council Items

Actions:
• Arborists on City staff and the Arbor Advisory Committee have reviewed the EAB situation and current status and have a recommendation for 2017 and beyond

Mr. Greeson shared that our budget is set for the continued treatment of our infected ash trees. The Arbor Advisory Committee and our internal arborist are recommending that we eventually halt treatment and begin the process of removal of the remaining ash trees
and hopefully one for one replacement. This could have some budget implications. He invited Mr. Hurley to comment.

Mr. Hurley reported that our staff arborist along with the Arbor Advisory Committee have been reviewing the process. In 2007 we adopted an Emerald Ash Borer plan. Then there was the process of treating over 200 trees through the program with the Davy Tree Company. Those free treatments have now expired. In 2016, the Service Dept. treated a number of trees again as we tried to evaluate the effectiveness of those treatment. Much of the research and information available to us says that trees that were infected prior to the treatment, which we believe all or most of ours were, then the treatments only have a limited impact and at most are buying your time. So the shift now as we start to spend our dollars, the recommendation is to invest those dollars in the removal and replacement of those trees. Staff will bring Council more detail on that effort in the near future.

Ms. Michael commented that when you get to the point of removing a great number of trees, like they did on Lambourne, maybe you could work with the neighbors to see if they would be willing to participate in the Street Tree Program and re-tree the area with other trees. It is amazing how fast the trees have come together on Lambourne. It is a really nice example of how fast the new trees can come in.

Mr. Hurley thinks the good news is that these trees die internally. They hollow out from the inside so most of the time we haven’t had to take out an entire row at once. We know there is a passion for trees and we want to be strategic about how we do that.

When asked by Mr. Norstrom if any ash trees that are resistant to the ash borer have been developed yet, Mr. Hurley replied that he doesn’t know if there is enough history yet to know that. There are efforts to do that but staff is not aware of one.

- Staff seeks guidance from City Council as to the current importance of the potential development of education materials for retrofitting existing homes to meet modern design preferences
- Staff seeks guidance as to the current importance of a “diverse housing goal”

Mr. Greeson commenting on the last two items requested that Council review the items and at some point staff will ask for your feedback on where are you with these items. We probably need some direction and refinement of these to make sure we are spending our time in the right area. We certainly see a lot of permit activity in terms of existing home renovations. This may be a topic we could get some refinement on in our next retreat.

Mr. Myers shared that from his perspective, this is really helpful. Now that he has heard the information in the context of the budget presentation, he will be able to meld those two together much better at the next retreat. So he thinks as we continue this way of looking at the budget, it will be much easier for him to direct his comments at the retreat towards how we can implement that policy we talk about at the retreat to a budget initiative. This was such a single focused retreat it didn’t really work out that way but he thinks for the next one, we can refine a goal and then say how the goal can be expressed
in our budget. Then at budget time, come back with this same type of presentation and marry the two together. It just seems to make a great deal of sense to him. Mr. Greeson agreed. The retreat goals of communication and outreach oriented as opposed to internal or capital oriented. Mr. Myers stated that is where we were a year ago and this process has been very helpful for him.

Ms. Michael suggested that members begin looking at their schedules in an effort to get a retreat scheduled in early 2017 before everyone’s calendars get too full. She believes the retreat was really helpful for everyone.

Mr. Myers shared that he really liked the venue for the retreat last year.

REPORTS OF COUNCIL MEMBERS

OTHER

EXECUTIVE SESSION

MOTION Mr. Norstrom made a motion to meet in Executive Session for the purpose of Appointments to Boards and Commissions and Land Acquisition. The motion was seconded by Mr. Smith.

The motion carried by the following voice vote:

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

No  0

Council recessed at 9:40 p.m. from the Regular meeting session.

MOTION Mr. Myers made a motion to return to open session at 10:18 p.m. The motion was seconded by Mr. Norstrom.

The motion carried unanimously by a voice vote.
ADJOURNMENT

MOTION       Mr. Troper made a motion to adjourn. The motion was seconded by Ms. Dorothy.

The motion carried unanimously by a voice vote.

President Michael declared the meeting adjourned at 10:18 p.m.

/s/ D. Kay Thress  
Clerk of Council

APPROVED by the City Council, this 5th day of December, 2016.

/s/ Bonnie D. Michael  
Council President