



# City Council Agenda

## Minutes

Monday, November 16, 2020 at 7:30 pm

6550 N. High Street, Worthington, Ohio 43085

### Virtual Meeting Information

Link through: [worthington.org](http://worthington.org)

Our Government - Live Stream

#### 1. Call to Order

**Minutes:**

Worthington City Council met remotely in Regular Session on Monday, November 16, 2020, via Microsoft Teams videoconference. President Michael called the meeting to order at or about 7:30 p.m.

#### 2. Roll Call

**Minutes:**

**Members Present:** Peter Bucher, Rachael Dorothy, Beth Kowalczyk, Scott Myers, Doug Smith, David Robinson, and Bonnie Michael

**Member(s) Absent:** None

**Also Present:** City Manager Matt Greeson, Assistant City Manager Robyn Stewart, Law Director Tom Lindsey, Director of Finance Scott Bartter, Director of Service & Engineering Dan Whited, Director of Planning & Building Lee Brown, Director of Parks & Recreation Darren Hurley, IT Director Gene Oliver, Chief of Police Robert Ware, Chief of Fire & EMS Mark Zambito, Clerk of Council D. Kay Thress

#### 3. Pledge of Allegiance

**Minutes:**

President Michael invited all to stand and join in reciting the Pledge of Allegiance to the flag.

#### 4. Visitor Comments

### Approval of the Minutes

#### 5. Approval of Minutes

a. Meeting Minutes - October 19, 2020

**Minutes:**

**MOTION** Mr. Bucher moved, seconded by Ms. Kowalczyk to approve the meeting minutes as presented.

**The Motion passed unanimously by a voice vote.**

## **Public Hearings on Legislation**

### **6. Ordinance No. 43-2020 Supplemental Appropriation - Waterline Repairs (Columbus Water)**

Amending Ordinance No. 45-2019 (As Amended) to Adjust the Annual Budget by Providing for Appropriations from the General Fund and Water Fund Unappropriated Balances.

**Minutes:**

Mr. Greeson detailed how this ordinance appropriates \$70,000 from the General Fund into the Water Fund to pay for the past year's watermain break repairs performed by the City of Columbus. We reimburse Columbus each year based on a formula in the contract for the breaks that occur in Worthington. Sometimes the amount of breaks and resulting bills exceed what we estimated in our budget for the year, which is the case this year. We had budgeted \$50,000, but had a bill for about \$115,000.

Ms. Dorothy asked if there is an additional fee that everyone pays based upon usage for the water and how is that calculated when Columbus charges us for the approximate number of breaks. Mr. Greeson replied that there is a water surcharge that Worthington enacts that helps, where we do get some funds that go into our Water Fund. Those funds are insufficient to cover both the staffing or the ongoing repair and replacement of waterlines. That is one of those things that have previously been talked about increasing. This particular bill when we receive it, we typically have \$50,000 for it, and then move dollars from the General Fund to help subsidize when the bill is over. Our Capital Improvement Program does include a number of waterline projects which over time should decrease the number of breaks we see, such as in Colonial Hills. Those projects are largely funded from the CIP, which is funded by a 20% transfer of income taxes into the CIP for capital costs. The water surcharge of residents and businesses bills aren't sufficient to cover all of those repair and replacement projects, so our income tax dollars are helping to support that over the next five years. Ms. Stewart described how the proposed CIP does have three waterline projects over the five-year window starting in 2021 with Colonial and Foster Avenue. In 2022, there will be design for the construction of Meadoway Park and Park Boulevard with construction in 2023. In 2024 there will be design for Park Overlook Drive, and construction in 2025. Ms. Dorothy expressed she wanted to make sure people were aware of things that were going on, especially if they were trying to use our budget tool that is online now.

Mr. Robinson asked for an approximation of what the water surcharge would be for the average household in Worthington. Mr. Bartter replied that the average residential user is looking at about \$20-25 per year.

**There being no additional comments, the clerk called the roll of Ordinance No. 43-2020. The motion carried by the following vote:**

**Vote Results: Ayes: 7 / Nays: 0**

## **New Legislation to Be Introduced**

### **7. Resolution No. 51-2020 2021 Various Purpose Bonds Notes (Reimbursement)**

Authorizing the Use of a Portion of the Proceeds of Bonds or Bond Anticipation Notes of the City of Worthington, in the Estimated Principal Amount of Not to Exceed \$3,000,000, to be Issued for the Purpose of (I) Acquisition of the Northeast Gateway Right-of-Way, with Related Design and Construction; (II) Designing, Engineering, and Constructing Improvements for the Reconstruction of McCord Park, and (III) Designing, Engineering, and Constructing Sanitary Sewer System Improvements, to Reimburse the City's General, or Capital Improvements Fund for Moneys Previously Advanced for Such Purpose.

#### **Minutes:**

#### **Introduced by Mr. Smith**

**MOTION** Mr. Myers moved, seconded by Ms. Dorothy to adopt Resolution No. 51-2020 Mr. Bartter detailed how this legislation has been done the past few years and allows us to issue debt and reimburse ourselves for expenses and incurred in 2020 for the projects that are listed.

**The motion to pass Resolution No. 51-2020 passed unanimously by a voice vote.**

### **8. Resolution No. 52-2020 Amend Title and Job Description (Admin Asst Public Information and Community Relations Officer)**

Amending the Position Title and the Position Description for Administrative Assistant / Public Information and Community Relations Officer

#### **Minutes:**

#### **Introduced by Mr. Robinson**

**MOTION** Mr. Bucher moved, seconded by Ms. Kowalczyk to adopt Resolution No. 52-2020

Mr. Greeson described how we have been undertaking some review of various organizational things in the City, one thing we have been looking at for a while is this job description and whether it reflects the evolving and growing duties for our public information officer. This resolution amends the title as well as updates and modernizes the job description, reflecting the reality and importance of Ms. Brown's importance in our organization.

Ms. Dorothy expressed how every time there is a new medium, Ms. Brown steps up to the plate and has done a phenomenal job making sure we get as much information out on as many platforms as possible.

Ms. Kowalczyk reiterated an earlier portion of the budget discussion, this position is evolving along with the world in terms of communications. There has been an expressed need for additional staff if the opportunity presents itself. She fully supports this and wanted to emphasize how communications needs will continue to grow.

**The motion to pass Resolution No. 52-2020 passed unanimously by a voice vote**

### **9. Resolution No. 53-2020 Re-appointments to Various Boards and Commissions**

Re-appointing Members to Various City Boards and Commissions.

#### **Minutes:**

President Michael read the list of re-appointments to the various boards and commissions.

Mr. Bucher brought up that he would abstain from the vote for the Parks and Recreation Commission due to Rachel DeNower being his spouse. Mr. Lindsey recommend that Mr. Bucher abstain on the vote for the resolution since the appointments are grouped together.

**Introduced by Mr. Smith**

**MOTION** Mr. Myers moved, seconded by Ms. Dorothy to adopt Resolution No. 53-2020  
**The motion to adopt Resolution 53-2020 passed by a voice vote**

#### **10. Resolution No. 54-2020 Urging Legislation Extending Virtual Meetings**

A Resolution Urging the General Assembly and Governor DeWine to Pass and Approve Legislation Extending the Ability of Public Entities to Hold Virtual Meetings and Hearings.

**Minutes:**

**Introduced by Mr. Robinson**

**MOTION:** Mr. Bucher moved to adopt Resolution 54-2020, seconded by Ms. Kowalczyk

President Michael expressed that she hopes if this does pass that staff will take a very aggressive effort to get this out to our elected officials for our district, urging them to get this in place before December 1.

Ms. Kowalczyk asked where we stand if this bill is not passed. Mr. Lindsey responded that last spring the question came up whether we could have virtual meetings without such legislation, the Attorney General did provide a guidance letter but did not specifically opine in a formal way, but did say every City should consult with their legal counsel. In his judgement, we do not have the authority to meet virtually based on the language of the open meetings law as written. If the legislature does not act, it is his opinion Council will need to either meet in-person, or suspend meetings. He has heard that it may be included in a lame-duck bill moving forward. We will continue to monitor the situation.

**The motion passed unanimously by a voice vote**

#### **11. Ordinance No. 44-2020 2021 Budget Ordinance (Blank)**

Providing for the Adoption of the Annual Budget for the Fiscal Year 2021 and Appropriating Sums for Current Operating Expenses.

**Minutes:**

**Introduced by Mr. Myers.**

#### **12. Ordinance No. 45-2020 Unclassified Pay Plan (Blank)**

Establishing Compensation for Certain Unclassified Positions of the Municipal Service For the Period of January 1, 2021 through December 31, 2021, and Adopting Class Specifications for Said Unclassified Positions.

**Minutes:**

**Introduced by Ms. Dorothy**

#### **13. Ordinance No. 46-2020 Columbus Public Health Contract**

Authorizing the City Manager to Execute A Contract Between the City of Columbus Board of Health and the City of Worthington for Health Services.

**Minutes:**

**Introduced by Mr. Robinson**

**14. Ordinance No. 47-2020 Riverlea Police Contract 2021**

Authorizing the City Manager to Enter into a Contract with the Village of Riverlea for the Provision of Police Protection.

**Minutes:**

**Introduced by Mr. Bucher**

**15. Ordinance No. 48-2020 CIP - Fire Station Bathroom (Project 712-20)**

Amending Ordinance No. 45-2019 (As Amended) to Adjust the Annual Budget by Providing for an Appropriation from the Capital Improvements Fund Unappropriated Balance to Pay the Cost of the Fire Station Bathroom Renovation Project and all Related Expenses and Determining to Proceed with said Project. (Project No. 712-20)

**Minutes:**

**Introduced by Ms. Kowalczyk**

**16. Ordinance No. 49-2020 Convention and Visitors Bureau Allocation of Hotel-Motel Tax**

The Allocation of the Six Percent (6%) Hotel/Motel Tax as it Relates to the Operation of Convention and Visitors' Bureau Services provided by the Worthington Partnership.

**Minutes:**

**Introduced by Mr. Smith**

**17. Ordinance No. 50-2020 Plumbing Inspections 2021 (Franklin County) District Board of Health**

Approving the City Manager's Appointment of the Franklin County District Board of Health as the Provider of Plumbing Inspection Services in the City of Worthington.

**Minutes:**

**Introduced by Mr. Myers**

## **Reports of City Officials**

**18. Policy Item(s)**

**a. Follow Up - Proposed 2021 Operating Budget & Proposed 2021-2025 Capital Improvements Program**

**Minutes:**

Mr. Greeson described how this is a follow-up agenda item, going over the process to date, and answering any final questions Council may have. We have discussed the proposed CIP and Operating Budget, and are scheduled to adopt the budget at the first budget in December. When we submit the budget in early October, we do our best to anticipate every single thing, but additional requests do come later and small changes are identified that are not initially submitted. We received a fairly significant request from SwimInc that we will spend some time evaluating. He thanked Mr. Bartter and his team, Mr. Barnhardt, Ms. Stewart, Ms. Brown, and Mr. McCorkle for all of their work on creating videos and putting together the Balancing Act simulation software. Information from Balancing Act will be distributed to Council.

Mr. Bartter overviewed how there was one minor change on the CIP for \$53,000 in 2021 for the Community Center south-end door replacement. That is not the project being eliminated, we will just be using funds that were appropriated in 2020 to move that project forward. In the Operating Budget, we need to increase the appropriation for Columbus Public Health for health services by \$1,500. We need to create an appropriation transfer from the 27th Pay Fund, which was created a few years ago with a \$50,000 annual transfer. We need to appropriate that transfer into the General Fund. There is a minor change for some cable service of \$1,200 from the Fire Department. The CVB and CVB Fund need to have an adjustment from \$51,000 to \$60,000 to make sure we incorporate the 66% for the Econolodge through 2021. There are also some minor adjustments in personnel funding. We will add \$4,750 in funding for the CRC per their request to enhance some of their programming.

Mr. Robinson asked what is the approximate dollar amount for a pay cycle. Mr. Bartter responded the 27th pay costs about \$680,000 and we have about \$300,000 set aside right now. Mr. Robinson asked if our contract with Columbus Public Health is in the CIP Budget. Mr. Bartter said it is in the Operating Budget, paid out of the General Fund.

Mr. Smith commented on the Balancing Act software and he likes hearing how many people have looked at it. This is a first step. He appreciates the effort put into that.

Ms. Dorothy expressed she is also excited about Balancing Act, and wondered how long the tool will be available for people to use. Mr. Bartter replied that he anticipates we will reload the final budget numbers in January and leave that up until October of next year, before reloading with the proposed numbers. It will always be available as an informational tool.

Ms. Kowalczyk thanked staff for their work on the budget and the presentations, everyone did a fantastic job putting things together.

Mr. Myers asked about Balancing Act and whether we are recording the visits to the website and what the comments are, and will that be reported back to Council. Mr. Greeson responded that we are compiling that information now in order to report back to Council. There have been about 300 people who have visited the website, and 25 have submitted. Next year the tool will be up a lot earlier. There was a lot of effort put in initially to describe all the parts of the budget.

## **b. Other**

### **Minutes:**

Mr. Greeson described how we have fallen out of the habit of providing a look-ahead agenda. We have started doing that again, which was included as a packet drop-in. There is also one thing that was missed, which was the resolution that is anticipated on the duty to notify the City Council when there is a police response to demonstrations or protests. The goal is to have the look-

forward agenda provided to Council for the Committee of the Whole Meeting each month. Secondly, he will be reaching out to Councilmembers regarding the annual retreat process. Staff is going to begin thinking through the logistics of that retreat to ensure it is a successful endeavor.

## **Reports of Council Members**

### **19. Reports of Council Members**

#### **Minutes:**

Mr. Smith mentioned that the City's grant subcommittee got together with a robust group of folks, mostly representing non-profits, to see if we can help people with CARES dollars. It was a good conversation.

Ms. Kowalczyk echoed what Mr. Smith said. She asked whether there is an update on the status of COVID. She is concerned, and does not know if there is anything else we need to be thinking about. President Michael explained that the Governor is going to be speaking on that topic tomorrow afternoon, but she is unsure what he will be saying. Mr. Greeson responded that we are maintaining a weekly incident command meeting and will be reviewing the epidemiological data. We are monitoring things closely. Mr. Hurley and his team are monitoring things related to fitness and senior centers. We will be reinforcing all of the protocols that have been in place around wearing masks, social distancing, and ensuring we keep the public and our employees safe. That will be accomplished through our various communications channels. We can do a more comprehensive report in December if desired. Ms. Kowalczyk said that would be helpful to stay connected on that front, and to know we are prepared for whatever may come.

Mr. Myers asked about a contingency agenda if for some reason we find it necessary to cancel or postpone the December 7th meeting due to pending legislation to allow us to meet virtually. Is there a plan to push off the meeting or to do all the necessary work in two weeks. Mr. Greeson explained that we have three meetings planned in December, but have canceled the third meeting if there is no business. We have some flexibility there. Mr. Myers expressed he wants to make sure we are in a position to do this if necessary, it may require Council to cancel a meeting. Ms. Stewart brought up that we just brought up a series of ordinances for public hearing on that first Monday in December. She wondered if there was anything needed from Council to be able to change the dates of those public hearings if we do not have a meeting. Mr. Lindsey described how one option would be by motion tonight to clarify those points, including the possibility the legislature does not pass an extension of the ability to meet virtually, and to move any of the public hearings. Mr. Greeson proposed having a special virtual meeting before the first if necessary. Mr. Lindsey described how the current ordinance reads that Council can vote by a majority of a quorum at a regular meeting to change the day and hour of holding the next subsequent regular meeting. In his opinion, you would need to do this at a regular meeting. Council has the authority as to any of the ordinances, resolutions, Council rules, to waive those and

could do so after the fact. It is not a best practice, and can create some questioning. Regardless there are ways to address the question that was raised in line with our code and best COVID practices.

## Other

### Executive Session

#### 20. Executive Session

**Minutes:**

**MOTION:** Mr. Bucher moved, seconded by Mr. Robinson to go into executive session for the purpose of personnel, boards and commissions.

**Vote results:** Ayes: 7 / Nays: 0

Council adjourned to executive session at 8:27 p.m. from the Regular meeting session.

**MOTION:** Ms. Dorothy moved, seconded by Mr. Myers to return to open session at 8:52 p.m.

**Vote results:** Ayes: 7 / Nays: 0

**MOTION:** Mr. Myers moved, seconded by Ms. Kowalczyk to recommend to the Community Improvement Corporation the reappointment of Kathy Holcombe.

**The motion passed unanimously by a voice vote.**

## Adjournment

#### 21. Motion to Adjourn

**Minutes:**

**MOTION:** Mr. Smith moved, seconded by Ms. Kowalczyk to adjourn. President Michael declared the meeting adjourned at 8:52 p.m.

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Contact: D. Kay Thress, Clerk of Council (Kay.Thress@worthington.org 614-436-3100) | Minutes published on 12/02/2020, adopted on 12/07/2020

\_\_\_\_\_  
/s/ Ethan C. Barnhardt  
Management Assistant

Attest:

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/s/ Bonnie D. Michael  
President of Council