



**CITY COUNCIL
MEETING MINUTES
APRIL 16, 2024**

I. CALL TO ORDER/ROLL CALL

Mayor Tom Counts called the April 16, 2024, City Council meeting to order at 7:30 p.m. Councilmembers present included Councilmember Leif Carlson, Councilmember Tyler Herrmann, Councilmember David Lester, Councilmember Ferzan Ahmed, Councilmember Christina Drummond (arrived at 7:49 p.m.), Vice-Mayor Heather Karr, and Mayor Tom Counts. Staff present included Ron Sallows, Police Chief; Claudia Husak, Planning Manager/Zoning Administrator; D. Grant Crawford, Public Service Director; Sean Hughes, Economic Development Administrator; Rosa Ocheltree, Finance Director; Yazan Ashrawi, Law Director; and Andrew D. White, City Manager.

II. PLEDGE OF ALLEGIANCE

III. CITIZEN PARTICIPATION

Mayor Tom Counts opened Citizen Participation for public comment. Hearing none, he closed Citizen Participation.

IV. APPROVAL OF MINUTES

- a. Approval of the Minutes for the City Council meeting held on April 2, 2024.

MOTION: Councilmember Ferzan Ahmed moved to approve the Minutes for the City Council meeting held on April 2, 2024. Councilmember David Lester seconded. Motion passed.

VOTE: Y-6 N-0 AB-0

V. CONSENT AGENDA

- a. Monthly Reports

MOTION: Councilmember David Lester moved to approve the Consent Agenda as presented. Councilmember Leif Carlson seconded. Motion passed.

VOTE: Y-6 N-0 AB-0

VI. PRESENTATION

- a. Capital Improvement Program Update, presented by Rosa Ocheltree, Finance Director

Finance Director Rosa Ocheltree provided an update on the status of the CIP plan. She provided a quick overview of the CIP and that it is a long-term financial planning tool used for project placement and other expenditures. The CIP is for project management and to help with the timeline of the project, it does not include the appropriation of funds. The CIP process starts with a look at the projected revenue from income tax collections. The main fund for CIP project is through Capital Project Fund, but there are other funding options such as TIF, Street Program Funds, and Parks Fund. A summary was provided of investments and funding sources. For the CIP plan for 2024, all the projects, except for one, are in progress at the end of the first quarter. Staff are waiting for additional information relating to the grant that will fund the project that has not currently started. There was a review of the recently adopted Council Goals and the CIP plan will connect to these goals. Staff are currently reviewing the goals and objectives and are working on the action plan to get these goals in motion. Staff plan to present the action plan to Council in May and will also be providing quarterly updates in terms of how the projects and tasks are moving forward. CIP priorities other than connecting the CIP plan to Council Goals include minimizing traffic impact on the community. Many of the projects right now are concentrated in the downtown area and staff will take this into account as projects move forward. Other priorities include the maintenance of existing infrastructure, which was discussed in Operations Committee relating to sidewalks, the coordination with relevant agencies, funding options, and pending analysis.

The projected timeline for the CIP is currently in progress with staff working on Council goals. The CIP submission window for when staff can start entering in their request will begin in May. There will be work session with Council to be scheduled in the next couple months and the CIP will be presented to the Finance Committee in July and presented with legislation to City Council in August/September. City Manager Andrew White discussed that there will be a review of an organizational structural assessment with a third party, to look at the actual structural unit of the city work chart. This will be followed by a staffing analysis. He discussed feeling that the Police Department is solid and stabilized with the additional positions. He sees additional work needed withing the administrative function relating to Engineering. Public Service Director Grant Crawford has been working with Human Resources to create an engineering plan to look at potential positions. He also discussed looking at the needs for staffing in the Public Service Department for additional manpower. Other priorities will include looking at the Communication Department and Planning and Development.

VII. ORDINANCES: FIRST READING(S)

a. ORDINANCE 2024-13

AN ORDINANCE MODIFYING APPROPRIATIONS FOR THE CALENDAR YEAR 2024 AND DECLARING AN EMERGENCY.

Mayor Tom Counts read Ordinance 2024-13 into the record for the first time. Finance Director Rosa Ocheltree reviewed that there were eight requests for the supplemental appropriation totaling \$607,633. This was presented to the Finance Committee on April 9. Five of the requests were for the General Fund and three were from Capital Projects. From the General Fund there was a request for a vehicle purchase for the Building and Engineering Department. The vehicles previously planned to be used by the Police Department are not in good condition and would have high maintenance costs. There is a request for pest control at the Village Green Building of \$3,000. There is a request for \$10,000 for electrical and roof work due to issues present in the server room relating to HVAC, and additional \$35,000 for a new HVAC unit to the server room. Also requested is a transfer to the Capital Projects Fund of \$10,740 to comply with the 25% CIP Fund Policy.

Relating to the Capital Projects Fund is for the pickleball court constructions, Signage and Wayfinding Master Plan and Sawmill/Presidential Improvements Projects.

Councilmember Christina Drummond arrived at 7:49 p.m. There were no additional questions or citizen participation.

MOTION: Councilmember Ferzan Ahmed moved to suspend the rules for Ordinance 2024-13. Vice-Mayor Heather Karr seconded. Motion passed.

VOTE: Y-7 N-0 AB-0

MOTION: Vice-Mayor Heather Karr moved to approve Ordinance 2024-13. Councilmember Ferzan Ahmed seconded. Motion passed.

VOTE: Y-7 N-0 AB-0

VIII. COMMITTEE REPORTS

Development Committee: Next Meeting: May 7, 2024 @ 6:30 p.m.

Finance Committee: Next Meeting: May 14, 2024 @ 7:00 p.m.

Vice-Mayor Heather Karr discussed that the Finance Committee met on April 9 to review the appropriation request and monthly finance report.

Operations Committee: Next Meeting: May 21, 2024 @ 5:30 p.m.

Councilmember Christina Drummond discussed that the Operations Committee met prior to the City Council meeting. There was a presentation on dog parks with respect to liability and public-private partnerships. Staff presented information relating to tornado sirens within the City limits and to have four sirens there is an estimated cost of \$36,200 each, requiring approximately \$150,000 in appropriations and approximately \$2,000 in annual maintenance cost. She discussed that at the County level there is a belief that the sirens are not needed, and it was decided to have more information provided by experts and invite them to come present at a future meeting to continue the discussion. The Sidewalk Maintenance Program was discussed, and she recognized that the former program where notices were sent to residents was put on hold in 2018/2019. In the interim, sidewalks were included in the planning process alongside the Street Maintenance Program. Additional conversations will be necessary on assessing those sidewalks across the City to understand was the deferred maintenance burden is since that program was on hold for so long. A task force will be created with Chairperson Christina Drummond, Vice-Mayor Heather Karr and Citizen Representative Dee Miller to have a work session regarding the creation of by-laws for committees to assist future citizen representatives and councilmembers with onboarding. The final discussion was related to Office 365 and that staff reported getting the license on city issued devices for City Council.

Planning & Zoning Commission: Next Meeting: May 8, 2024 @ 6:30 p.m.

Councilmember David Lester reviewed the four items that were reviewed at the April meeting including the Final Development Plan approval for Padrino, which is an Italian restaurant concept with a new commercial space on 150 West Case Avenue and the approval for the Final Development Plan for the new CoHatch project.

Powell Development Corporation: Next Meeting: April 23, 2024 @ 6:30 p.m.

Economic Development Administrator discussed that there will be a couple façade grants on the upcoming agenda.

IX. CITY MANAGER'S REPORT/CITY CALENDAR

a. State of the City Summary and Communication Update

City Manager Andrew White thanked Council for its support for the event and said that he was pleased with the turnout of the presentation. Staff is already starting to talk about how the City can improve the event for next year. He recognized staff for their efforts. He discussed having ownership of the information/video from the event that staff will use to inform the community of the outcome of the event and other communication efforts that will be put forth. The summary video from the State of the City was presented to City Council. Finance Director Rosa Ocheltree discussed the communication plan for the video and the Strategic Plan of Council Goals for City Council. She discussed having the video and link to the full presentation available on social media. Staff is working with the videographer to create a video relating to the Strategic Plan and release that in May.

b. Calendar

City Manager White also provided a video from the coHatch presentation that was provided at the April Planning and Development Meeting. Next steps will be to present before City Council for two readings and public comments. The technology that was worked on with the approval of Powell Development Corporation by Brightstone and their work with coHatch shows a three-dimensional rendering of the downtown and included the initial building of the coHatch project. He discussed how the technology is helpful to the planning level and for citizens to have a better understanding of how the project will look from different areas of the City. He discussed that there is a rendering that shows the proposed shared parking to the rear of the new building, but it does not show the location of the road extension as they are not further enough along with the designs. Once this design is completed it can be included into the feature for presentation.

City Manager White discussed the role of the Historic Downtown Advisory Commission, which has oversight for the implementation of guidelines at the direction of Planning and Zoning Commission. In consideration of this project and that the building which was demolished was not historical, the Planning and Zoning Commission decided to utilize its authority to issue the Certificate of Appropriateness for the building itself. He clarified that the Planning and Zoning Commission has the discretion within the code to allocate the responsibility to the Historic Downtown Advisory Commission if they deem it necessary. Based on the conditions of the site they made the determination, and spoke on the record, in the face of some opposition within the community as to why they did that. Planning Manager Claudia Husak spoke on the Zoning Code for the Downtown District Overlay in which the site is located in, and that it requires that the Planning and Zoning Commission approve a Certificate of Appropriateness if any change in the outboard appearance of a property is requested and particularly if one or more of the following are met: plan for a new non-residential structure and also the demolition of a structure larger than 75 square feet. Both are required to be reviewed and approved by the Planning and Zoning Commission. As part of the hearing procedures for the Certificate of Appropriateness the code also states that the Planning and Zoning Commission may ask the Historic District Advisory Commission to review the certificate and provide input. In this instance the Historic District Advisory Commission does not have any approval authority based on the

code. She also presented similar cases in which requests did not go before the Historic District Advisory Commission.

Councilmember Ferzan Ahmed discussed that at the recent State of the City event he was approached regarding this property and questioned why there is a Historic District Advisory Commission if not going to use it. He feels that the explanation needs to be public regarding the rules that allow some things to go before the Commission and some things not.

Vice-Mayor Heather Karr discussed meeting with staff on the topic and questions that she received and got a better understanding of the level of discretion and that the code is clear.

Councilmember Christina Drummond clarified that for the record she has not reviewed the Code Section 1143.18 which describes the role of Historic District Advisory Commission. She discussed that community input is important and based on the community survey results on the small-town nature and expectations of the downtown feel. She voiced concerns on not including the Historic Downtown Advisory Commission, but also recognized that there was no legal requirement to invite that advisory capacity. She had additional questions relating to the topography mapping and streetscape. She questioned if the topography mapping tool can assist staff with the tree survey. Economic Development Administrator Sean Hughes discussed that the purpose of the mapping was not for trees and was unsure if the drones are taking accurate counts. She also questioned if there can be easy façade changes to include more architectural features that are seen in other buildings. Mayor Tom Counts discussed that based on what staff is hearing tonight it will be appropriate to respond to questions at the future meetings where the item will be discussed.

Councilmember David Lester discussed that staff did a great job preparing the Planning and Zoning Commission on the rules as they are a young group with not a lot of experience. He discussed that it was decided for this project to not go to the Historic District Advisory Commission because the building was not historic.

Councilmember Leif Carlson discussed his tolerance for not involving the Historic Downtown Advisory Commission in a section that is predominantly business is higher and can see why the decision was reached. He questioned if when this is brought before Council will it coordinate with the Master Plan that will bring the additional parking and voiced his hope that they will come together. Economic Development Administrator Sean Hughes discussed that the preliminary design and engineering will not be ready at the time for the second reading as there was a slight delay in the process and he expects it to be several weeks before the engineering design is completed. City Manager Andrew White discussed that staff looked at the process on how to include the two property owners that are necessary to build out the road and create the additional parking. Their proprietary interest is, once the road is developed, what development footprint will be available.

Mayor Tom Counts discussed as a policy matter, regardless of if the property is public or private, what do we want it to look like and if what is written in code now is appropriate for what may happen on a large scale throughout the downtown area. He questioned the code sections for the Historic Downtown Advisory Committee. Law Director Yazan Ashrawi reviewed sections 1143.18Kis relating to the Certificate of Appropriateness Hearing Procedures and 1143.18 relating to the Downtown District Overlay District. Planning Manager Claudia Husak answered Councilmember Christina Drummonds' question relating to the boundaries of the Downtown District Overlay District.

City Manager Andrew White also discussed that Councilmember Christina Drummond recently attended a MORPC luncheon that was held at the Dublin Recreation Center in which a presentation was given and following there were conversations with the Mayor of Dublin on the possibility of coordinating a visit for City Council members. He reported that he has reached out to their office to discuss a potential visit and is determining if there is any interest from other members of Council. Councilmember Christina Drummond discussed that the City of Dublin is currently working on the capital planning regarding the rec center improvements and that they are willing to discuss what they are currently doing now and what they learned through the planning process for next generation features in the rec center.

X. OTHER COUNCIL MATTERS

XI. EXECUTIVE SESSION

- * Ohio Revised Code Section 121.22 (G) (8) To consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, and to discuss negotiations with other political subdivisions respecting requests for economic development assistance.
- * Ohio Revised Code Section 121.22 (G) (2) To consider the purchase of property for public purposes.

MOTION: Vice-Mayor Heather Karr moved to enter executive session pursuant to Ohio Revised Code Section 121.22 (G)(8) and Ohio Revised Code Section 121.22 (G)(2). Councilmember Ferzan Ahmed seconded. Motion passed.

VOTE: Y-7 N-0 AB-0

City Council entered executive session at 8:36 p.m. pursuant to Ohio Revised Code Section 121.22 (G)(8) To consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, and to discuss negotiations with other political subdivisions respecting requests for economic development assistance and Ohio Revised Code Section 121.22 (G) (2) To consider the purchase of property for public purposes. Councilmembers present included Councilmember Leif Carlson, Councilmember Tyler Herrmann, Councilmember David Lester, Councilmember Ferzan Ahmed, Councilmember Christina Drummond, Vice-Mayor Heather Karr, and Mayor Tom Counts. Staff present included Sean Hughes, Economic Development Administrator; Rosa Ocheltree, Finance Director; Yazan Ashrawi, Law Director; and Andrew D. White, City Manager.

MOTION: Councilmember David Lester moved to exit executive session and return to open session. Vice-Mayor Heather Karr seconded. Motion passed.

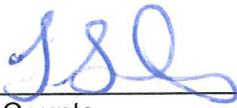
VOTE: Y-7 N-0 AB-0

City Council entered back into open session at 10:01 p.m.

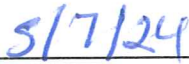
XII. ADJOURNMENT

MOTION: Councilmember David Lester moved to adjourn. Councilmember Tyler Herrmann seconded. Motion passed. The City Council meeting for April 16, 2024 adjourned at 10:01 p.m.

VOTE: Y - 7 N - 0 AB-0



Tom Counts,
Mayor



Date



Elaine McCloskey,
Clerk



Date

