

City of Waterville
Minutes of Regular Council Meeting of:
February 23, 2015

The regular meeting of the Waterville Council was called to order by Mayor Lori Brodie at 7:30 p.m. in the Council Chambers of the Waterville Municipal Building.

A prayer was offered by Mrs. Bruno. The Pledge of Allegiance was recited.

Present at roll call were Mr. Rozic, Mr. Valtin, Mrs. Krise, Mayor Brodie, Mrs. Bruno, and Mr. Pedro.

Mr. Pedro moved to excuse the absence of Mr. Larkins. Mr. Valtin seconded the motion, which passed by unanimous voice vote.

Also present were Jim Bagdonas, Administrator; Phil Dombey, Law Director; Steve Schult, Treasurer; and Melissa Cook, Recording Secretary.

Staff Present:

Dale Knepper – Director of Finance and Administration, Clerk of Council

Citizens Present:

Please see Citizens' Sign-In Sheet, Exhibit A, Page 1 for a list of people present.

Approval of Minutes:

Mr. Rozic moved to approve the minutes of the February 9, 2015 Regular Council meeting. Mr. Valtin seconded the motion, which passed by unanimous voice vote.

Citizen's Comments:

Todd Boatfield, property owner of 322 Wilkshire Dr., and Sam Ansara, President of the Waterville Chamber of Commerce, came to this evening's meeting to ask Council for a time change/extension for their annual "All-Class Reunion Party/Summer Block Party" to be held tentatively on Friday, June 19th. The event is usually held from 5:00 p.m. to 11:00 p.m. and this year they would like to change the hours of the event to 6:00 p.m. to Midnight. They also asked Council for permission to move the location of the party from the block of Third St. between Mechanic St. and Farnsworth Rd. to the block of Third St. between South St. and Farnsworth Rd.

After discussion, Mr. Bagdonas stated that time limit in the City's Ordinance is 11:00 p.m. but there also a provision in the Ordinance that allows the Municipal Administrator to grant a Variance from that time. He then stated that he doesn't see a problem in granting a variance for the first year. He added that we can then re-evaluate this next year if there is a problem.

Staff Reports:

Administration: Mr. Bagdonas –

- Stated that he didn't have anything to add to his report that wasn't agenda specific.

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Law Director: Mr. Dombey – No report.

Finance Director: Mr. Knepper –

- Reminded Council again that the Ohio Ethics Commission Financial Disclosure Statement must be completed and submitted to the State of Ohio by Wednesday, April 15th.
- Briefly covered the memo, included in Council's packet, which was provided by RITA regarding the summary report that contains information pertaining to its programs and tax administrative services conducted in 2013 through Nov. 2014.
- Reminded Council and residents that RITA will be at the City of Waterville Municipal Building/Council Chamber this coming Thursday, February 26th from 1:00 p.m. to 7:00 p.m. for their Tax Payer's Assistance Day. Tax Auditors and Preparers will be here to meet with residents and assist them with RITA Municipal Income Tax Return preparation.
- Reviewed a detailed cover memo which included details of the Fourth-Quarter FY2014 Budget & Financial Report. The year-end financials were briefly discussed. Mr. Knepper stated that we finished the year within budget with a strong carryover balance in reserves.

Treasurer: Mr. Schult –

- Reviewed details of the monthly Treasurer's Report for the month of December 2014.

Mr. Bagdonas reviewed the memo that was included in Council's packet concerning the 2014 General Fund Ending Balance Analysis. The memo outlined the details of the increase of the actual fund balance over the budgeted estimated fund balance. Council held a lengthy discussion on the recommended use of the additional reserves. They then directed the Administration to increase the Five-Year Capital Fund Appropriations by a General Fund Transfer for Street Resurfacing by \$150,000 and Tree Maintenance by \$12,500. They then recommended that the balance be held for further review during the year.

Communications from Council Members/Committees:

Mr. Pedro –

- Announced that February 22nd – 28th is Engineer's Week.

Mrs. Bruno – No report.

Mrs. Krise – No report.

Mr. Valtin – No report.

Mr. Rozic – No report.

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OLD BUSINESS:

A. **ORDINANCE 03-15** - AN ORDINANCE AMENDING SECTIONS 1501.15 AND 1519.02(c) OF THE FIRE PREVENTION CODE WITH RESPECT TO PERMIT FEES

Second Reading

The Village/City over time has removed specific dollar amounts from Codified Ordinance Sections that authorize fines, fees and deposits. The specific amounts have been changed to language such as “a permit fee as determined from time to time by Council.” This allows a more streamlined process to adjust the amounts of fines, fees and deposits by allowing changes to be made by a single Resolution rather than multiple Ordinances and also avoiding the cost of adding more pages to the annual Codified Ordinance updates when changes are made. Sections 1501.15 and 1519.02(c) of the Fire Prevention Code currently contain several \$5 fees and a \$25 permit fee. This Ordinance would remove the specific dollar amounts and replace them with the “fee as determined from time to time by Council” language.

B. DISCUSSION – POTENTIAL CITY REVENUE ENHANCEMENTS

1. Street Light Assessment
2. Tree Maintenance Assessment
3. Reducing City Income Tax Credit from 1.50% to 1.25%
4. Property Tax Levy for Construction, Reconstruction, Resurfacing, Maintenance and Repair of City Streets
5. Project Specific Special Assessments to Adjacent Property Owners for Street Repairs
6. Other

The Finance Committee has discussed recent trends in the City’s General Fund income and a number of potential revenue enhancements to offset losses and to provide locally controlled revenue sources. The Committee has recommended that Council discuss and consider instituting one or more of the listed enhancements. Each Council member has previously received detailed information related to this issue. Council has asked that this issue remain on the agenda for ongoing discussion.

A copy of Thomas Yurysta’s April 4, 2014 Street Inventory Review was included in the October 27 Council packet. This review recommends the rehabilitation of 30 streets over a 10-year period excluding Fourth St., which will be done this year, and Fifth St., which will be done in 2015. The total cost of the remaining 28 streets is estimated to be \$2,122,000. The average cost of that total over the remaining eight years of the 10-year program is \$265,250 (2016 through 2023). At the City’s current valuation, a 2.3-mill property tax levy would produce the annual amount needed to fund the program. The annual tax on a property with a market value of \$182,200 (Waterville median house price per 2010 census) would be \$144.56 for a 2.3 mill levy. A levy in this amount would allow up to approximately \$125,000 of income tax revenue per year to remain in

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the General Fund for City operations. Additional information on a page titled “Lost Revenue and What It Takes to Make It Up” prepared by Tom Titus was also provided to Council.

Mr. Bagdonas stated that included in Council’s packed was a memo regarding a possible street improvement levy. He then stated that at the last meeting, Council gave some direction as far as options for a potential levy. According to Mr. Yurysta’s street inventory review, the average annual cost for the rehab of 28 streets over the eight-year period from 2016-2023 is \$265,250. At the City’s current assessed evaluation, a 2.2-mill property tax levy would produce the annual amount needed to fund the program. The annual tax on a property with a market value of \$182,200, which is the Waterville median house price per the 2010 census, would be about \$140.00 per year for a 2.2 mill levy. A levy in this amount would allow up to approximately \$125,000, of income tax revenue per year to remain in the General Fund for operating costs. Mr. Bagdonas then explained that there is always a possibility of a smaller levy and a combination of income tax money and levy money. He then briefly went over the table that was contained in the memo that showed the different millages and the revenue they would produce along with the annual amount that would be retained in the General Fund. He then stated that the duration of the property tax levy is up to Council. It must be determined at the time the levy is placed on the ballot but could vary from one year to a continuing levy. He then stated that the deadline for the November ballot is August 5th.

Mrs. Krise stated that if we went for the 2.2 millage or any of the higher level suggestions has any thought been given as to what we would then do with the monies that were freed up.

Mr. Bagdonas stated that we would definitely look at reducing debt or accelerating street repairs. The funds could also replace revenue that have been lost from the state that we used to get but are no longer getting.

Mr. Valtin stated that we are about \$200,000 down in General Fund revenues over the past four or five years. The \$125,000 that a 2.2 mill levy would allow to remain in the General Fund doesn’t make us whole in the General Fund but would help bridge the gap. He added that if we are going to put a levy on the ballot one year doesn’t make sense because not only do we have to go through the process again but residents won’t really get to see the benefits from the levy. If we go 3-5 years people would at least have the right to continue the levy if they want and enough time would have passed that they would see the results of the levy.

The discussion continued on the amount and duration of the possible street improvement levy.

NEW BUSINESS:

- A. **ORDINANCE 04-15** - AN ORDINANCE AMENDING SECTIONS 521.06(b), 521.06(c), 521.061(b) AND 521.061(c) OF THE GENERAL OFFENSES CODE

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REGARDING THE CLEANING OF SIDEWALKS AND SHARED USE
PATHS

First Reading

Codified Ordinance Sections 521.06 and 521.061 both contain language stating that snow must be cleaned from sidewalks and shared use paths “within the first twelve hours after daylight following or during a fall of snow.” A City resident sent a letter pointing out that the “or during” wording results in uncertainty as to when the twelve hour period begins. This matter was referred to the Public Safety Committee which agreed that the language was confusing and also felt that the twelve hour time period should be longer. Ordinance 04-15 would clarify that the time period begins upon the “cessation of the accumulation” and change the time period to twenty-four hours.

**B. ORDINANCE 05-15 - AN ORDINANCE APPROVING THE FY2014
CARRY-OVER PURCHASE ORDERS AND INCORPORATING THEM
INTO ORDINANCE NO. 06-15, THE FY2015 AMENDED ANNUAL
APPROPRIATIONS ORDINANCE AND DECLARING AN EMERGENCY**

This Ordinance will allow the FY2014 year-end purchase orders needed for ongoing operating expenses, capital projects and capital purchases to be carried forward and incorporated into the FY2015 Budget. Our accounting software does not allow carry-over purchase orders to be charged against the previous budget, therefore, it is necessary to carry forward the balances of these purchase orders and re-appropriate them into the next budget year. There is a detailed attachment with Ordinance 05-15 listing purchase orders and amounts involved with this procedure.

Mayor Brodie made a motion to suspend the rules to allow for the passage of Ordinance 05-15 as an emergency measure. Mrs. Bruno seconded the motion.

Roll Call: Mr. Pedro – yes, Mrs. Krise – yes, Mr. Valtin – yes, Mayor Brodie – yes, Mrs. Bruno – yes, Mr. Rozic - yes. The motion passed unanimously.

Mayor Brodie made a motion to move for the passage of Ordinance 05-15 as an emergency measure. Mr. Pedro seconded the motion.

Roll Call: Mr. Rozic – yes, Mrs. Bruno – yes, Mayor Brodie- yes, Mr. Valtin – yes, Mrs. Krise – yes, Mr. Pedro - yes. The motion passed unanimously.

**C. ORDINANCE 06-15 - AN ORDINANCE AMENDING ORDINANCE NO. 34-
14, THE FY 2015 ANNUAL APPROPRIATIONS ORDINANCE AND
DECLARING AN EMERGENCY**

This Ordinance would authorize the first amendment to the 2015 appropriations. The amendment includes increasing the appropriations by the amounts needed to accommodate the FY2014 year-end purchase orders described in Ordinance 05-15.

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Detailed financial information on this amendment is attached to the Ordinance.

Mayor Brodie made a motion to suspend the rules to allow for the passage of Ordinance 06-15 as an emergency measure. Mr. Rozic seconded the motion.

Roll Call: Mayor Brodie – yes, Mr. Valtin – yes, Mrs. Krise – yes, Mr. Pedro – yes, Mrs. Bruno – yes, Mr. Rozic – yes. The motion passed unanimously.

Mayor Brodie made a motion to move for the passage of Ordinance 06-15 as an emergency measure. Mr. Rozic seconded the motion.

Roll Call: Mr. Rozic – yes, Mrs. Bruno – yes, Mr. Pedro – yes, Mrs. Krise – yes, Mr. Valtin – yes, Mayor Brodie – yes. The motion passed unanimously.

D. RESOLUTION 13-15 - A RESOLUTION AUTHORIZING THE MUNICIPAL ADMINISTRATOR TO AWARD A CONTRACT TO STATEWIDE FORD-LINCOLN, VAN WERT, OHIO, FOR THE PURCHASE OF ONE 2015 FORD UTILITY POLICE INTERCEPTOR

This Resolution would authorize the purchase of a Police vehicle to replace the Toyota currently used by the Police Chief. The Toyota will then be used by the Fire Department, primarily by the Deputy Fire Chief. The new vehicle is included in the approved FY 2015 Five-Year Capital Program. The purchase would be made through the State of Ohio Cooperative Purchasing Program.

Mr. Valtin moved to adopt Resolution 13-15. Mr. Pedro seconded the motion, which passed by unanimous voice vote.

Other Information/Unscheduled Business:

Mr. Valtin stated that Council received a letter in their packet from Homes of Waterville, The NRP Group, LLC. He added that this is the project that was presented to Council a couple weeks ago. He then stated that he recalls that they were asking for a letter from the City and was wondering if this was sent.

Mayor Brodie stated that a letter was not sent.

Executive Session:

Mr. Pedro made a motion to move into Executive Session to discuss a real estate matter and immanent court action. Mayor Brodie seconded the motion.

Roll Call: Mr. Pedro – yes, Mrs. Krise – yes, Mr. Valtin – yes, Mayor Brodie – yes, Mr. Rozic – yes, Mrs. Bruno – yes. The motion passed unanimously.

Return to Regular Session:

Mrs. Bruno made a motion to come out of Executive Session and resume the regular

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Council meeting at 9:58 p.m. Mr. Pedro seconded the motion, which passed by unanimous voice vote.

Adjournment:

There being no further business to come before Council, Mayor Brodie made a motion to close the meeting at 9:58 p.m. Mrs. Bruno seconded the motion, which carried by unanimous voice vote.

Dale D Knepper
Clerk of Council

Lori Brodie
Mayor