**MINUTES REGULAR MEETING**
**REYNOLDSBURG CITY COUNCIL**
**March 9, 2020**

Council President Leanora Jenkins called the meeting to order at 7:31 PM

Invocation - Mark Pelfrey – Collison Church

Pledge of Allegiance - Color Guard and Flag Presentation by Boy Scout Troop 826

Pledge lead by the Reynoldsburg Ladies Wrestling Team

PRESENT: Cotner, Baker, Bryant, Strickland, Salvati, Pyakurel, Lawson-Rowe, Jenkins
ABSENT:

Approval of Agenda

Please add the following as item 10e.

A motion directing the return of the proposed zoning code revisions to the planning Commission for additional review due to suggested changes.

President motion to add item 10e to the agenda and second by councilmember Salvati, motion carries.

Agenda is approved as amended.

Approval of Minutes

a. City Council – Regular Meeting – February 24, 2020

The minutes are approved as submitted.

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| **RESULT:** | **ACCEPTED** |

Community Comments

Robert Barga 1589 Stader Drive

Mr. Barga is here as the Liaison for the Reynoldsburg School Board. This coming Saturday beginning at 12:00 PM at the Livingston Campus is the Youth in Government presentations. They are preparing for their Central Conference that takes place at the State House. An email was sent out with the same information, and several addresses bounced back from the At

Large Committees just for an FYI for the IT Department. Mr. Barga is requesting that as new plans are developed within the new zoning code, they be sent to the school board so they can prepare any changes related to TIFFs and abatements.

Sue Williamson 1267 Creekside Place

Ms. Williamson wanted to share information regarding the community and Facebook group she started to help with the litter in the community. They have come up with a program called "PLALKING" which is picking up litter while walking. There are about 100 members who bring plastic bags while walking the neighborhood and they pick up litter and trash in the area. For example, she picked up about 5 bags of litter while walking a half mile on Palmer Road. They are going to start having larger events to clean up specific areas and are hoping to have more involvement with the community. The website is Planking the Burg on Facebook. Mr. Pyakurel speaks of an event that is taking place on March 14 at 11:00 AM to clean the area around IHOP and welcomed everyone to participate.

Mr. Baker congratulated the Reynoldsburg Boys basketball team.

Mayor Begeny congratulates the girls wrestling team and thanks troop 826 for coming in this evening. Covid-19 update, there are 3 confirmed cases in the state of Ohio as of earlier today. The City functions and will be able to adapt as the need arises and will keep the community updated as so and reminds everyone to please wash their hands. The YMCA is approaching the end up the project and finalize the construction phase. There will be a little delay in some areas like the outdoor pool and landscaping, those won't be settled until there is warmer weather. The Mayor would also like to kick off Reynoldsburg Connects, this will be a live email blast for information from the City. You can sign up online via the City website. The goal is to communicate information to the community for those who do not have time to scroll through Facebook or other social media. There will be 3 categories that provide information. The first is a little of everything from different City departments, events, public hearings, etc. The second will be calendar events with not only the City of but other entities within the City. The last will be more of an emergency base as far as weather, road closures and any other notices that may need to be sent out.

**MINUTES REGULAR MEETING**
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The Mayor then reads a proclamation into the minutes honoring Women's History Month.

Whereas: America's history is rich with amazing stories of strong, courageous and brilliant women. Since America's founding, women have played an integral part in American innovation and productivity, while simultaneously raising generations of strong children and taking leadership roles in their local communities; and
Whereas, women have demonstrated resilience in the face of unprecedented challenges including tacking the disruptive forces and demands of wartime and embracing the technological and industrial advancements of the past 250 years; and
Whereas, women are leaders in a range of fields from business and medicine to government and the arts; and
Whereas, women currently make up forty percent of the entrepreneurs in the United States, employ more than eight million workers and provide those workers with more than $264 billion in wages and salaries; and
Whereas, it is important that women be supported throughout our society and recognize that the success of women strengthens our families, our economy and our Country; and
Whereas, reflecting on the role of women throughout American history, it is important that women must always have access to all the opportunities that our Nation has to offer as a vital means of ensuring prosperity to our Nation.
Now, Therefore, I, Joseph Begeny, Mayor of the City of Reynoldsburg, do hereby recognize the month of March as WOMEN'S HISTORY MONTH
In witness Thereof, I have hereunto set my hand and caused the seal of the City of Reynoldsburg to be affixed, on this ninth day of March in the year Two Thousand Twenty.

Presentation by MORPC

2020-2050 MTP Transportation Plan

Maria Shopper from the Mid-Ohio Regional Planning Commission (MORPC), they are central Ohio's regional council made up of 70 members. They bring communities together through a variety of programs and services in the areas of transportation, data, planning and sustainability, residential services and government affairs. The 2020 Metropolitan Transportation Plan (MTP) is a plan that sets the frame work for regional transportation investments for the next 30 years. This formal plan is submitted every 4 years. This plan includes the MPO boundary, which includes all of Franklin and Delaware county and parts of Union, Licking and Fairfield County. This is based on the area that they are able to spend their federal dollars. Transportation projects must be included in the plan in order to receive federal funding. Central Ohio is the most populace

region in the state of Ohio with a growth of over 600,000 by 2050. With that growth the needs will change as well like walkability, transportation, green space, etc. With that, they have made 6 goals to include reducing per capita energy's consumption, protecting natural resources, positioning central Ohio to attract and retain economic opportunity, create sustainable neighborhoods, increase regional collaboration and use pubic investments to benefit the health safety and welfare of people. MORPC reviews local plans, data and public engagement to create the plan and to identify which projects will contribute to achieving those 6 goals. MORPC created an interactive web map to show all of the candidate projects that were being considered based on local plans. The public was invited to comment on the projects as well as draw directly on the map what they thought was needed. The most suggested project types were bike and pedestrian facilities as well as transit projects. With this information the regional strategies were developed, these can be found on the website and they are looking for public comment. These include system management and system development strategies. The comment period for these is through April 3rd. MORPC is expecting $29.6 billion dollars to be available for transportation investments through 2050. The largest portion of this is for Transit portion of projects. MORPC will have a draft document in the next week and is also available on the website.

Communications

Receipt of Reynoldsburg Annual Report for 2019

There were no remarks made on this item.

Motions

A MOTION TO APPROVE A RESOLUTION HONORING WOMEN'S HISTORY MONTH

Councilmember Strickland read the motion into the Minutes.

Councilmembers take a moment to show their support for this motion as well as Ms. Lawson-Rowe congratulating the girls wrestling team. President Jenkins also congratulates them and gives her support for them and their team.

**MINUTES REGULAR MEETING**
**REYNOLDSBURG CITY COUNCIL**
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| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **SECONDER:** | Meredith Lawson-Rowe, Councilwoman |
| **AYES:** | Cotner, Baker, Bryant, Strickland, Salvati, Pyakurel, Lawson-Rowe |

A MOTION TO APPROVE A RESOLUTION TO DESIGNATE THE CITY ATTORNERY TO ATTEND THE REQUIRED TRAININGS RELATED TO PUBLIC RECORDS LAWS AND SUNSHINE LAWS ON BEHALF OF CITY COUNCIL

There are no remarks on this item

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| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **SECONDER:** | Stacie Baker, At-Large Councilmember |
| **AYES:** | Cotner, Baker, Bryant, Strickland, Salvati, Pyakurel, Lawson-Rowe |

A MOTION TO RECONSIDER ORDINANCE NO. 15-2020 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH SENSUS AND FLEXNET TO INSTALL TWO METER READING TOWERS TO AMEND THE ORDINANCE TO INCLUDE LANGUAGE TO WAIVE THE BIDDING PROCESS

Mr. Shook explains that the ordinance needs to be amended to waive competitive bidding as the contract exceeds the $25,000.00 amount.

The ordinance is amended to waive competitive bidding, motion made by councilmember Baker and second by councilmember Bryant, motion carries.

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| **RESULT:** | **APPROVED [UNANIMOUS]** |
| **MOVER:** | Stacie Baker, At-Large Councilmember |
| **SECONDER:** | Kristin Bryant, At-Large Councilmember |
| **AYES:** | Cotner, Baker, Bryant, Strickland, Salvati, Pyakurel, Lawson-Rowe |

A MOTION TO APPROVE THE UPDATED RULES OF COUNCIL

There were no remarks on this item.

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| **RESULT:** | **APPROVED [UNANIMOUS]** |
| **SECONDER:** | Shanette Strickland, Councilwoman |
| **AYES:** | Cotner, Baker, Bryant, Strickland, Salvati, Pyakurel, Lawson-Rowe |

A MOTION DIRECTING THE RETURN OF THE PROPOSED ZONING CODE REVISIONS TO THE PLANNING COMMISSION FOR ADDITIONAL REVIEW DUE TO SUGGESTED CHANGES

There were no remarks on this item.

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| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **SECONDER:** | Stacie Baker, At-Large Councilmember |
| **AYES:** | Cotner, Baker, Bryant, Strickland, Salvati, Pyakurel, Lawson-Rowe |

Reports

Development, Parks & Recreation Committee

Member in attendance include Cotner, Pyakurel, Lawson-Rowe, Chair Baker and President Jenkins.

Consent Agenda for Second Reading

Mr. Baker makes a motion that the consent agenda items be sent to Council for second reading, second by Councilmember Pyakurel, motion carries.

An Ordinance Consenting to the Annexation of Certain Real Property Located at 1140 Waggoner Road in Truro Township, Owned by the City of Reynoldsburg (First Reading 2/24/20)

No remarks were made on this item.

An Ordinance to Authorize the Mayor to Enter into a Contract to Purchase a 2020 StarCraft Fifteen Passenger Van for the Senior Center, Waive the Competitive Bidding Process, and Appropriating Funds (First Reading 2/24/20)

No remarks were made on this item.

Consent Agenda for Third Reading and Approval

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Mr. Baker makes a motion that the consent agenda items be sent to Council for third reading, second by Councilmember Pyakurel, motion carries.

An Ordinance Authorizing the City Auditor to Remove Equipment from the City's Fixed Asset List for the Parks and Recreation Department (Second Reading 2/24/20)

No remarks were made on this item.

An Ordinance Authorizing the Mayor to Enter into an Agreement with Media Promotion Enterprises (MPE) for the 2020 Tomato Festival (Second Reading 2/24/20)

Ms. Bauman asks that the legislation be amended as the quotes are coming in hirer than expected. Ms. Bauman would like for the contract be amended to $60,000.00.

Mr. Baker makes a motion to amend the ordinance to the amount of $60,000.00 and is second by Councilmember Lawson-Rowe, motion carries.

Public Safety, Law & Courts Committee

Members in attendance include Cotner, Pyakurel, Lawson-Rowe, Chair Bryant and President Jenkins.

An Ordinance Authorizing the City Attorney to Accept Funds from the Alcohol, Drug, and Mental Health Board of Franklin County; Establishing a Reynoldsburg Recovery Court Fund; Authorizing the City Auditor to Transfer Funds from the General Fund to the Reynoldsburg Recovery Court Fund; and Authorizing the Expenditure of Funds for the Reynoldsburg Recovery Court (Second Reading 2/24/20)

There were no remarks made on this item.

Ms. Bryant makes a motion that the item be sent to Council for third reading, second by Councilmember Pyakurel, motion carries.

Public Service & Transportation Committee

Members in attendance include Cotner, Pyakurel, Lawson-Rowe, chair Strickland and President Jenkins.

**MINUTES REGULAR MEETING**
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An Ordinance Authorizing EMH&T to Conduct Surveying, Design Engineering & Bidding Services for Roadway Improvements to East Main Street; Appropriating Funds Therefore (First Reading 2/24/20)

Mr. Dorman summarizes the contents of the ordinance that had previously been explained during its first reading.

Ms. Strickland makes a motion that the item be sent to Council for second reading, second by Councilmember Lawson-Rowe, motion carries.

An Ordinance Authorizing the Mayor to Enter into a Contract for the 2020 Fireworks Display

No remarks were made on this item.

Ms. Strickland makes a motion that the item be sent to Council for first reading, second by Councilmember Pyakurel, motion carries.

An Ordinance Authorizing the Mayor to Enter into Contract with EMH&T for the Engineering and Management of the 2020 Sewer Line CCTV, Manhole Inspection and Cleaning

Mr. Dorman explains this ordinance is mandating by the EPA and they are required to do preventive maintenance on the sewer system. The City has spent $200k-$300k and the same thing will be done this year as well. Ms. Strickland inquires if this includes all of Reynoldsburg or if its certain parts, Mr. Dorman explains this will just be for certain areas and he will provide a map to the Councilmembers at the next meeting as well as publish the information in the City's website. This work does require notice to the property owners and residents that it is in effects.

Ms. Strickland makes a motion that the item be sent to Council for first reading, second by Councilmember Lawson-Rowe, motion carries.

An Ordinance Authorizing the Mayor to Enter into a Contract for the Davidson Drive Improvement Project, Appropriating Funds, and Declaring an Emergency

Mr. Dorman explains they would like to complete this area with the Y finishing and the brewery going in and the emergency is so they can have it complete by the

Tomato Festival, which is a tight timeline. There is also a 60-day timeline to accept the bid. The project came in about $300,000.00 under the original estimate.

Ms. Strickland makes a motion that the item be sent to Council for first reading, second by Councilmember Lawson-Rowel, motion carries.

An Ordinance Authorizing the Mayor to Enter into a Contract for Construction Inspection Services for the Davidson Drive Improvement Project, Appropriating Funds, and Declaring an Emergency

The reason for the emergency is the same, as there is a 60-day timeline to accept or reject the contract.

Ms. Strickland makes a motion that the item be sent to Council for first reading, second by Councilmember Pyakurel, motion carries.

An Ordinance Authorizing the Mayor to Enter into a Contract for the 2020 Street Improvement Project, Appropriating Funds, and Declaring an Emergency

The bids were very competitive for this project, they were also under the engineer estimate. Several streets will be done under the base bid and they are able to alternate streets that were put in. These streets will be done this year.
With ODOT doing Main Street, the residential streets will get attention.

Ms. Strickland makes a motion that the item be sent to Council for first reading, second by Councilmember Pyakurel, motion carries.

An Ordinance authorizing the Mayor to Enter into a Contract for Construction Administration/Inspection/Testing Services for the 2020 Street Program, Appropriating Funds, and Declaring an Emergency

Mr. Dorman explains they are hoping to have the curbs done and the road be drivable by the Tomato Festival, at the end of the year another layer of pavement may need to be put on depending. Updates will be provided via the website and message boards on Davidson as well as Reynoldsburg Connect.

Ms. Strickland makes a motion that the item be sent to Council for first reading, second by Councilmember Lawson-Rowe, motion carries.

**MINUTES REGULAR MEETING**
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AN ORDINANCE CREATING CHAPTER 1397 RENTAL PROPERTY REGISTRATION TO THE REYNOLDSBURG CODE OF ORDINANCES TO PROVIDE FOR THE REGISTRATION OF RESIDENTIAL RENTAL HOUSING LOCATED WITHIN THE BOUNDARIES OF THE CITY OF REYNOLDSBURG --- Strickland. Public Service and Transportation Committee.

Mr. Shook explains there have been bi-weekly meetings in way that there can be more aggressive code enforcement within the City. One of the issues that continues to arise from employees and community members are rental properties and how difficult it can be to remedy code violations that occur on the property because of the difficulty contacting the property owner. The purpose of the rental registration ordinance would be to require registration with the City so they are identifiable and located but to also to have a designated agent so there is a point of contact for any type of code violation notification and remediation purposes. This ordinance has been reworked from its previous version to address some of the concerns that it had originally. The ordinance contains a onetime fee, that is meant to offset the administration costs within the Service Department. The Service Directors believes they will be able to take on the tasks of this program with its current staffing and to help with that they plan to update their solicitor permit ordinance, so that those go to the Police Department. Mr. Shook is open to any changes and suggestions.

Keith Benner 1200 Creekside Place
Mr. Benner is a longtime Reynoldsburg resident and landlord in the community. A couple years ago he stood in front of the previous Council and explained to them that the City needs to be improved and there are a number of code violations. He believes with the new staff, a lot of these violations around the City will be remedied. He does not feel that the rental registration program will help solve these issues but he does believe they should have to register all rentals in the City. He also believes there should be a local contact person for the property owners in order for Code Enforcement to communicate any violations needing to be taken care of. He believes the City needs to give the new staff time to do their jobs and it will naturally be taken care of. He does not understand why landlords should be taxed in order to raise money to pay for this program when Code Enforcement can take of it. He feels that owner occupied residency are a large issue as well as rental properties and that code enforcement should be handling all of these issues. If there are already staff and laws in place, why should the money be spent on a new program. He suggests spending

less money and having a computer consultant come in and have a rental database created and save money. He feels the money in the budget for extra Code Enforcement positions should be utilized instead of spending the money on the registration program. He wants the City to look as good as it can but does not feel taxing landlords is the way to achieve that. This program was first introduced to protect tenants who may be in older buildings that need to be updated and safe, then every tenant would know what to do if their landlord was not taking care of the property. The inspection portion of this was originally intrusive, Mr. Shook has eliminated a lot of that portion but in doing so a lot of the interior inspection has been eliminated. He feels this program would be making government bigger than it needs to be by adding additional laws to ones that are already in place for the same issues.

Mr. Salvati is very pleased with the way the policy is written and has been changed and feels they are a large improvement. He would like to know what will be done with the fees and will they be saved so they can only be used for their original intent and not put into the general fund. He also wants to know an estimate of the funds that will be raised in addition to the number of inspections and how they will increase and what they will cost the City, in order to collect the appropriate amount of money. Mr. Shook addresses each question. The fees assessed and collected are maintained as a separate line item, dedicated solely to reimbursing the cost incurred by the City. They are in the process of researching with the Auditors Office how to create a separate fund specifically for this program. He thinks it would be impossible to say how much more cost or inspections in they may have in the City. They could anticipate that there will be more time spent by administrative staff for processing the registration. He believes there will be more inspections as more tenants will be informed of their rights and will be more willing to exercise those rights. This ordinance limits inspections to consent inspections by the owner or the occupant or inspections based on an administrative warrant by a judge or magistrate. President Jenkins inquires how the fee was established and whether it is per dwelling or per owner. Mr. Shook explains the fee is based on dwelling units. There is a flat fee of $75.00 per dwelling unit and the fee decreases to $50.00 after the first four units for multi-family dwellings. Other municipalities already have these fees and programs in place and some are much higher. Ms. Bryant questions if we have been at full strength yet with the allowed number of code enforcement officers. Mr. Dorman explains that we recently hired 2 for a total of 3 but one recently quit so they are back down to 2. More interviews are going to be held this week, they are also looking into increasing the

pay scale for this position to keep the employees. Each week Mr. Dorman meets with the Code Enforcement Officers and review the number of violations and what they were. The response time for each violation is standardized now. The biggest issue currently is tracking down the owners of the property. They would like to do education with these owners and inform them of the City code and what is expected of them. Ms. Bryant wonders if they have a full strength of four Code Officers operating will that change how things are now and maybe the need for the rental program may dissipate. Mr. Dorman feels that there is a need for four officers to be operating based on the size of the City. They have already transitioned to a software program they are using across departments so implementing the rental registration would be very simple. They will be able to cross reference with the water department for information on these properties. A mass mailing will be sent to educate them on the program and ask them to register within 30 days. Mr. Shook explains that the Code Enforcement Offices are on a pay scale 6 currently, which means they make from $31,000.00 to $44,000.00, this is not a competitive salary for what they are asked to do, which is why they are hoping to be able to bump up there pay at some point. Mr. Shook believes the City will still need the registration problem along with the Code Enforcement Officers to solve the issues. Mr. Bowsher explains that Franklin County is the only county that offers a registration program at this time. Reynoldsburg is in 3 counties, Licking and Fairfield do not offer a rental type program. Only the larger scale properties are the ones that register with Franklin County at this time. The property owners are the ones that are allowing these locations to become dilapidated and without contact information, our Code Enforcement Officers are not able to notify them to remedy the violations. Here in the City the big problem is rental single-family homes and not large complexes. Mr. Bowsher explains the goal here is to have contact with property owners and not to make money. He feels the registration itself is long overdue. Mr. Baker questions if someone is violation of the code is there a fee associated with that? Mr. Shook explains that they try to resolve issues with warnings and remediation within a short period of time, if the property owner is unable to do so then they will be cited directly into Mayors court. This is why the retaliatory eviction ordinance was placed in the chapter so they can send people to Mayors court and not have to go directly into environmental court. The City wants to ensure they go through a process of giving amount of warnings prior to citing. Currently, the maximum fine is up to $1000.00 per day for the violation. Mr. Benner points out that the issues with code enforcement pay and workforce are all matters that should be taken care of in normal governmental situations and not one where money is being brought in for landlord

fees. He agrees registration is long overdue and if someone fails to register then charge them a fee but not across the board to all landlords. President Jenkins feels the rental registration will be helpful to Code Enforcement Officers and being able to contact property owners rather than having to do research when finding property owners. Mr. Salvati also feels the legislation is necessary and this working session has done its job and from now until the first read there will be time to make the changes where they are needed and possibly adding an additional penalty for not registering. Ms. Strickland takes a moment for everyone's comments and input for this legislation. She likes the idea of having registration for all three counties and the possibility of a penalty for those who do not register.

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| **RESULT:** | **REFERRED TO COMMITTEE** | **Next: 5/11/2020 7:35 PM** |

AN ORDINANCE TO ESTABLISH CHAPTER 1399, REGISTRATION OF VACANT PROPERTIES FOR THE CODIFIED ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO --- Strickland. Public Service and Transportation Committee.

Mr. Shook explains this is a similar ordinance to the rental registration program and it came from a suggestion from Councilmember Strickland. The City has received multiple complaints on vacant properties this year. These properties are used for multiple illegal activities. The idea behind this is to identify these properties in the community, have a point of contact and a security plan in place for protection and maintained with in building code. Mr. Baker feels this legislation is very needed not only here but in every City. The properties have many negatives effects on cities. Ms. Strickland thanks the City Attorney and Assistant City Attorney for taking the time to address this issue and want to make sure that the residents know that Council is taking this issue very seriously. She wants to address this issue as soon as possible and make sure the proper language is used in the legislation to protect the City's citizens. She believes this will help restore the trust within the community as well. Mr. Salvati confirms these fees would be the same as the rental registration program at $1000.00 per day. Mr. Shook explains the fee structure that is put in place for this program is very different from the rental registration program. This is because of the pressure that is put on the City to handle to remediation of these properties itself as the properties are not being taken care of in any way. The administrative support with these properties as far inspections and security measures are much greater than that of the rental registration program. The fee is $200.00 for the first year and increases

every year until the fifth year at which time it maxes out at $1000.00. The intent here is of course to raise funds for administrative staff and to detour continues vacant properties in the community.

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| **RESULT:** | **REFERRED TO COMMITTEE** | **Next: 4/27/2020 6:00 PM** |

Finance & Administration Committee

Members in attendance include Baker, Bryant, Strickland, Chair Salvati and President Jenkins

An Ordinance to Amend Chapter 121, Section 121.02 Compensation of Councilmembers and Chapter 127, Section 127.01 Compensation of President of Council of the Code of Ordinances for the City of Reynoldsburg, Ohio, and Declaring an Emergency (First Reading 2/24/20)

Mr. Salvati makes a motion that the item be sent to Council for second reading and approval by emergency, second by Councilmember Bryant, motion carries.

An Ordinance Appropriating Unencumbered Balances as of December 31, 2019 in Various Police Special Revenue Funds; and Providing that Revenues for Funds Received During 2020 be Accepted (First Reading 2/24/20)

Mr. Salvati makes a motion to add emergency language, second by Councilmember Strickland. Motion carries.

Mr. Salvati makes a motion that the item be sent to Council for second reading, second by Councilmember Bryant, motion carries.

LEGISLATION FOR EMERGENCY ADOPTION

**20-2020**

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH MEDIA PROMOTION ENTERPRISES (MPE) FOR THE 2020 TOMATO FESTIVAL, AND DECLARING AN EMERGENCY --- Baker. Development, Parks and Recreation Committee.

There were no remarks on the item.

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|---|---|
| **RESULT:** | **ADOPTED AS AMENDED [UNANIMOUS]** |
| **MOVER:** | Stacie Baker, At-Large Councilmember |
| **SECONDER:** | Kristin Bryant, At-Large Councilmember |
| **AYES:** | Cotner, Baker, Bryant, Strickland, Salvati, Pyakurel, Lawson-Rowe |

**21-2020**

AN ORDINANCE TO AMEND CHAPTER 121, SECTION 121.02 COMPENSATION OF COUNCILMEMBERS AND CHAPTER 127, SECTION 127.01 COMPENSATION OF PRESIDENT OF COUNCIL OF THE CODE OF ORDINANCES FOR THE CITY OF REYNOLDSBURG, OHIO, AND DECLARING AN EMERGENCY --- Salvati. Finance and Administration Committee.

There were no remarks on the item.

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| **RESULT:** | **ADOPTED [6 TO 1]** |
| **MOVER:** | Louis Salvati, Councilman |
| **SECONDER:** | Kristin Bryant, At-Large Councilmember |
| **AYES:** | Baker, Bryant, Strickland, Salvati, Pyakurel, Lawson-Rowe |
| **NAYS:** | Cotner |

LEGISLATION FOR FIRST READING

**28-2020**

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT FOR 2020 FIREWORKS DISPLAY, AND DECLARING AN EMERGENCY --- Strickland. Public Service and Transportation Committee.

There were no remarks on the item.

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| **RESULT:** | **REFERRED TO COMMITTEE** | **Next: 3/23/2020 7:35 PM** |

**29-2020**

**MINUTES REGULAR MEETING**
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AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO CONTRACT WITH EMH&T FOR THE ENGINEERING AND MANAGEMENT OF THE 2020 SEWER LINE CCTV, MANHOLE INSPECTION AND CLEANING, AND DECLARING AN EMERGENCY --- Strickland. Public Service and Transportation Committee.

There were no remarks on the item.

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| **RESULT:** | **REFERRED TO COMMITTEE** | **Next: 3/23/2020 7:35 PM** |

**24-2020**

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT FOR DAVIDSON DRIVE IMPROVEMENT PROJECT, APPROPRIATING FUNDS, AND DECLARING AN EMERGENCY --- Strickland. Public Service and Transportation Committee.

There were no remarks on the item.

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| **RESULT:** | **REFERRED TO COMMITTEE** | **Next: 3/23/2020 7:35 PM** |

**25-2020**

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT FOR CONSTRUCTION INSPECTION SERVICES FOR THE DAVIDSON DRIVE IMPROVEMENT PROJECT, APPROPRIATING FUNDS, AND DECLARING AN EMERGENCY --- Strickland. Public Service and Transportation Committee.

There were no remarks on the item.

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| **RESULT:** | **REFERRED TO COMMITTEE** | **Next: 3/23/2020 7:35 PM** |

**26-2020**

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT FOR 2020 STREET IMPROVEMENT PROJECT, APPROPRIATING FUNDS, AND DECLARING AN EMERGENCY --- Strickland. Public Service and Transportation Committee.

There were no remarks on the item.

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| **RESULT:** | **REFERRED TO COMMITTEE** | **Next: 3/23/2020 7:35 PM** |

**27-2020**

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT FOR CONSTRUCTION ADMINISTRATION/INSPECTION/TESTING SERVICES FOR THE 2020 STREET PROGRAM, APPROPRIATING FUNDS, AND DECLARING AN EMERGENCY --- Strickland. Public Service and Transportation Committee.

There were no remarks on the item.

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| **RESULT:** | **REFERRED TO COMMITTEE** | **Next: 3/23/2020 7:35 PM** |

Consent Agenda for Second Reading

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| **RESULT:** | **REFERRED TO COUNCIL [UNANIMOUS]** |
| **MOVER:** | Stacie Baker, At-Large Councilmember |
| **SECONDER:** | Kristin Bryant, At-Large Councilmember |
| **AYES:** | Cotner, Baker, Bryant, Strickland, Salvati, Pyakurel, Lawson-Rowe |

**32-2020**

AN ORDINANCE CONSENTING TO THE ANNEXATION OF CERTAIN REAL PROPERTY LOCATED AT 1140 WAGGONER ROAD IN TRURO TOWNSHIP, OWNED BY THE CITY OF REYNOLDSBURG --- Baker. Development, Parks and Recreation Committee.

There were no remarks on the item.

**33-2020**

AN ORDINANCE TO AUTHORIZE THE MAYOR TO ENTER INTO A CONTRACT TO PURCHASE A 2020 STARCRAFT FIFTEEN PASSENGER VAN FOR THE SENIOR CENTER, WAIVE THE COMPETITIVE BIDDING PROCESS, AND APPROPRIATING FUNDS --- Baker. Development, Parks and Recreation Committee.

There were no remarks on the item.

**34-2020**

AN ORDINANCE AUTHORIZING EMH&T TO CONDUCT SURVEYING, DESIGN ENGINEERING & BIDDING SERVICES FOR ROADWAY IMPROVEMENTS TO EAST MAIN STREET; APPROPRIATING FUNDS THEREFORE --- Strickland. Public Service and Transportation Committee.

There were no remarks on the item.

**31-2020**

AN ORDINANCE APPROPRIATING UNENCUMBERED BALANCES AS OF DECEMBER 31, 2019, IN VARIOUS POLICE SPECIAL REVENUE FUNDS; AND PROVIDING THAT REVENUES FOR FUNDS RECEIVED DURING 2020 BE ACCEPTED --- Salvati. Finance and Administration Committee.

There were no remarks on the item.

Consent Agenda for Third Reading

| | |
|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Kristin Bryant, At-Large Councilmember |
| **SECONDER:** | Shanette Strickland, Councilwoman |
| **AYES:** | Cotner, Baker, Bryant, Strickland, Salvati, Pyakurel, Lawson-Rowe |

**22-2020**

AN ORDINANCE AUTHORIZING THE CITY AUDITOR TO REMOVE EQUIPMENT FROM THE CITY'S FIXED ASSET LIST FOR THE PARKS AND RECREATION DEPARTMENT --- Baker. Development, Parks and Recreation Committee.

**23-20**

**MINUTES REGULAR MEETING**
**REYNOLDSBURG CITY COUNCIL**
**March 9, 2020**

AN ORDINANCE AUTHORIZING THE CITY ATTORNEY TO ACCEPT FUNDS FROM THE ALCOHOL, DRUG, AND MENTAL HEALTH BOARD OF FRANKLIN COUNTY; ESTABLISHING A REYNOLDSBURG RECOVERY COURT FUND; AUTHORIZING THE CITY AUDITOR TO TRANSFER FUNDS FROM THE GENERAL FUND TO THE REYNOLDSBURG RECOVERY COURT FUND; AND AUTHORIZING THE EXPENDITURE OF FUNDS FOR THE REYNOLDSBURG RECOVERY COURT --- Bryant. Public Safety, Law and Courts Committee.

Upcoming Council Meetings

March 19, 2020 BZBA
March 23, 2020 Council

Public Hearing for Zoning Code Revisions

April 2, 2020 Planning Commission
April 13, 2020 Council
April 16, 2020 BZBA
April 27, 2020 Council

Adjournment

Leanora Jenkins
Leanora Jenkins, President of Council

Mollie Prasher
Mollie Prasher, Clerk of Council

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**MINUTES REGULAR MEETING**
**REYNOLDSBURG CITY COUNCIL**
**February 24, 2020**

Council President Leanora Jenkins called the meeting to order at 7:32 PM

Invocation - Aaron Delong, Simple Church

PRESENT: Cotner, Baker, Bryant, Jenkins, Strickland, Salvati, Pyakurel, Lawson-Rowe
ABSENT:

Approval of Agenda

The agenda is approved as submitted

Approval of Minutes

a. City Council – Regular Meeting – February 10, 2020

The minutes are approved as submitted.

| | |
|---|---|
| **RESULT:** | **ACCEPTED** |

Community Comments

John Hornak, 8102 Bunyon Drive, Reynoldsburg, 43068

Mr. Hornak is speaking on behalf of Cindy Martino. He explains that she resides next to vacant property. The City has a diverse population and one commonality that the residents all share is an interest in agriculture. Ms. Martino would like to establish a community garden in the vacant lot. The property owner is willing to part with the property. Amazon is on board with the project as well. Mr. Hornak feels this could become a bonding area and project for the community and the City as well as provide healthy nutrition.

Karla Poole, 2489 Ashcroft Loop, Blacklick, 43004

Ms. Poole is the co-site coordinator for the Central Ohio Parent Leadership Training Institute (COPLTI). This group empowers parents to be heard in the community, advocates for their children, civic engagement and leadership. They are a national model that began in 1992 in Hartford Community and are currently in 19 states, this being the only in the central Ohio area. There are 20 classes, one night per week for three hours. Healthy meal, child care

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**REYNOLDSBURG CITY COUNCIL**
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transportation, Mid-Ohio Food Bank fresh produce give away at the end of the evening. This is all free to the parents. The classed are very diverse. 18 classes must be attended. There are pre and post surveys that must be completed along with a nightly evaluation. In class they identify a problem in the community and find a solution, this is their community project and is presented at graduation which takes place at the Ohio State House. Once they become alumni, they reach out to other parents in the community to get them involved and participate. Councilmember Pyakurel is on the design team.

Sheri-Lynn Wynn, 8203 Kathleen Circle, Reynoldsburg, 43068

(COPLTI) Ms. Wynn is a design team member for COPLTI and has been with the organization for about 2-3 years. She wanted to take the time to acknowledge Councilmember Pyakurel and the leadership he gained from the COPLTI program.

Durga Mishra, 3018 Hollybank Road, Reynoldsburg, 43068

(COPLTI) Ms. Mishra's project through the COPLTI organization is about child safety. Her project is to build a crosswalk at Tussing Road. Tussing Road Elementary busses 150 students. The students are not allowed to cross the road during school hours but after hours and on the weekends, kids cross the road to use the playground. This is a safety issue. Ms. Mishra is working with Far East Area Commission. Her 20 week training is over in 2 weeks but her project will continue and begin after she graduates. Her training with COPLTI has taught her to speak in public and address her community needs with the proper parties with confidence.

Tricia Porostosky, 2433 Deming Avenue, Columbus, 43202

(COPLTI) Ms. Porostosky project consist of removing barriers to exercise participation and improving the health of Columbus moms and their children. She has had four surgeries on her hip, and the last being one year ago today. She know what it is like to have to fight for her health and feels a lot of moms may be in the same position. She came up with the 2 P's that municipalities and moms themselves, can focus on to improve exercise for moms. The first is Prioritize. Take the steps to learn about what health and fitness can do for us, to include mood boost and better sleep. The second P is Plan. She is working with Columbus

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Parks and Rec to plan a way to invite moms into the recreation centers and eliminate the intimidation factor. The third P is for Partner. Creating partnerships with each other, Parks and Recs, as women and as moms together as well as COPLTI. She has created surveys for moms to figure out what keeps them from exercising and the data that is produced from those to find solutions and bring change for the families and children within those families.

Havi Pyakurel, 7920 Harvest Moon Drive, Reynoldsburg, 43068

(COPLTI) Mr. Pyakurel is Bhuwan's brother, he wanted to take the time to thank the team and the Reynoldsburg community for the success in the election. He speaks on the role COPLTI plays in teaching community members the different branches of government within the City and what responsibilities the citizens here in the USA as well as being a good parent. He chose community gardening and organic farming for his project. This program will bring people of all backgrounds together as well as give good nutrition for better the community health. The program will education people on what organic farming is and composting. He is involved in Columbus at Capital Park, there is a health center where they started Global Farming. Global farming is where people from different parts of the world bring particular crops from their country and grow them in the same garden and learn from each other.

Thaah Young, 9167 Taylor Road, Reynoldsburg, 43068

Ms. Young took a moment to thank Ms. Jenkins for taking attention to issue from the previous Council meeting.

Raymond Gaillard, 4471 Densmore Road, Columbus, 43224

(COPLTI) Mr. Gaillard's project was an advocacy project for new dads and bringing single dads together and the difficulties that come from single parenthood while having veteran fathers guide them along the way. COPLTI provided child care and meals while at the meetings. This allowed them the time to train and become parent leaders within the community. He has created a group called Dads of Densmore, they are helping bring the neighborhood together through social events and including each other in the projects. They have received support and sponsorship through local community stores and restaurants.

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Erica Abrams, 4471 Densmore Road, Columbus, 43224

(COPLTI) Ms. Abrams project is called creative currency. Her project brings all of the projects together on a platform. Her project is similar to the Next Door app by posting about their interest and strengths within the community. For an example she would be a resource for someone who is looking to get into a design field as she was a graphic design is New York City. The app provides knowledge of who has skills and is willing to help other in the community using those skills.

Valencia Byers, 8553 Landseer Drive, Reynoldsburg, 43068

Ms. Byers is from Raider Nutrition in Reynoldsburg. They sell healthy shakes and teas and are now open for business. They are going to have a tasting from 10:30 to 12:00 PM on Tuesday in City Hall. They are located at 6993 East Main Street and the hours Monday through Friday 6:30 to 6:30 PM, Saturdays 8-4 and Sundays 10-2. The grand opening party is March 14 from 8 -4 with a ribbon cutting at 9:00 AM.

Cindy Martino, 8102 Bunyon Drive, Reynoldsburg, 43068

Ms. Martino began working with Amazon to purchase the property in front of Green Tree Development. She is going to be making a proposal to Amazon for the community garden. She knows there are going to be issues with the project but thinks Amazon will help with those issues and feels it would be a good use of the property and beneficial to the community. She stated the property owner is willing to part with the property but Mr. Bowsher feels the City may not be willing to do that. Ms. Bauman advises Ms. Martino of the two community garden locations, each one has 44 plots. One being at Civic Park and the other behind the fire station on Livingston Avenue. It is $40 to rent per plot for residents and $50 for non-residents. You can register for a plot in the Parks and Recreation Department.

Councilmember Pyakurel speaks on COPLTI, he graduated from a similar program in Colorado in August of 2014. He brought his knowledge back here and started a Civic Design Team, with the former Chief of Police Jim O'Neill, they were able to raise $1000.00 from the community to start the first class. He believes COPLTI is a very helpful resource to the

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community and can bring many benefits to the families within the community as well as engagement with parents around other communities.

**Budget Presentation - Mayor Begeny**

Mayor Begeny speaks on the 2020 Budget for the City of Reynoldsburg. There is a balanced budget this year. The general fund revenue ended for 2019 around $22,837,000.00. The 2020 budget was reduced to $22,000,000.00. A lot of time was spent working with each department to find ways to be under budget. That is a 7.8% increase from the previous year's budget.

Chief Plesich summarizes the budget for the Police Department and explains the bulk of the budget is salaries and that is determined by the contracts with the unions. They are authorized for 70 officers and they are 68 which is an increase from last year. Among many other things that cannot be negotiated. There is a 10.4% increase from last year's budget mainly from the personnel increase and a third K-9 unit being added to the force as well as body worn cameras being equipped for the rest of the officers.

Donna Bauman, Director of Parks and Recreation, explains their budget has decreased from what was in the interim budget. They have 3 total budgets, Parks and Recreation, Senior Center and Community Events, to include the Tomato Festival, Food Truck Festival etc. The Senior Center budget is mostly the same as 2019. They are asking for $15,000.00 from the 5600 account to purchase a new sound system for the Senior Center. Other than the 5100s, which are salaries, everything stayed the same. The Parks and Recreation budget includes the park maintenance, sporting programs and events. Most expenses are in the 5200s which is supplies, this would be sporting uniforms, sports equipment, chemicals applied to fields, gravel, mulch, small hand tools. 5300s are service, which houses the contract for Street Scape which is $121,000.00 for the maintenance as well as $18,000.00 for irrigation. This also includes sporting officials and program instructors which is about $72,000.00. 5600s is capital purchases, they are asking for just a few items and that account was cut quite a bit. They are asking for a new water trailer to water the hanging baskets, the current one is being held together with duct tape. A new field liner for the soccer fields. Hot water pressure washer to allow for cleaning of the tennis courts and equipment. As well as a sound system for Huber Park. A portable mound for one of the baseball diamonds is included in there as well. Ms. Bauman explains to Mr. Cotner that they found very safe and cost effective pitching machines. Only two had to be purchased and the other 10 were purchased with points. Mr. Cotner asks why the sibling discount was taken away for the baseball program and Ms. Bauman explain that this was taken for granted and the registration system doesn't

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recognize the difference in programs when applying the discount. Ms. Bryant inquires about the status of the dog park and Mayor Begeny explains that it was set for the CIP Fund for the 2021 year but they are in the process of working on a comprehensive parks plan for some long term goals. Some possible topics would be using Civic Park for more than the fourth of July and add a second entrance. If the City is going to upgrade any parks facilities that it would be wasted and have to be torn down later on. They still have to figure out if it will fit the priority at Civic Park or if it will be at another location. The Community event budget has a substantial increase from 2019. Some other event were shorted previously to pull money for the Tomato Festival. This year they are asking for $198,000.00, which is in the grouping services 5300 account. This is where entertainment, advertising, port-a-johns will come from. Last year the Tomato Festival costs $122,980.00, this year for the Tomato Festival specifically is budgeted for $165,634.00, this will include tent permit, alcohol permit, entertainment, production company for staging and lighting, electric, fencing and anything that will come with the Tomato Festival. Advertising dollars overall have been increased for all the community events. Last year the City received $18,600.00 and this year so far they around $9,000.00, which is specific for the festival.

The Development Department budget is about $466,000.00, which is a 25% decrease from last year. Most of these expenses are from salaries, personnel and day to day operation. The Service Department is around 1.2 million and the Building Department is around $500,000.00. The Service budget consist of personnel along with street lighting, engineer and architecture contracts as well as emergency management contracts.

Mayor Begeny states the Police Department holds 57% of the City Budget which is around $12,000,000.00. With Parks and Rec being the next largest. He will provide the detailed breakdown to the Councilmembers. Revenue streams will be reviewed quarterly to give the opportunity for items to be added in. There is a potential for growth this year but it was important to start with a balance budget. Mayor Begeny explained that national economic issues may have an effect on the City's finances but there are no concerns to the City that they have control over. Mr. Cicak explains that it is a good budget and the anticipated revenue was increased from the previous administration. There is a possibility of large tax refunds to some people in the City and that is one of the reasons it’s so important to maintain the balanced budget. Mayor Begeny has spoken with the Limited in regards to recent events with their administration, they are staying in contact and speaking every two weeks.

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## Communications

CERTIFICATE OF FINANCIAL ACHIEVEMENT FOR THE CITY OF REYNOLDSBURG

Mr. Cicak states this certificate is from the Government Finance Officers Association and it is the highest form of recognition in government accounting and financial reporting. He states that his staff are the ones that really earn the award and he is very appreciative of their hard work. The auditor's office receives this award every year.

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| **RESULT:** | **READ INTO THE MINUTES** |

DRAFT RULES OF COUNCIL

President Jenkins asks Council to take the next two weeks to read through the new rules and changes and to contact Clerk Prasher with any suggestions, changes or additions. The proposed changes will be discussed at the next Council meeting on March 9th, where a vote will take place.

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| **RESULT:** | **HELD** | **Next: 3/9/2020 7:35 PM** |

Reports

Development, Parks & Recreation Committee

Members in attendance include councilmember Cotner, Pyakurel, Lawson-Rowe, Chair Baker and President Jenkins.

AN ORDINANCE CONSENTING TO THE ANNEXATION OF CERTAIN REAL PROPERTY LOCATED AT 1140 WAGGONER ROAD IN TRURO TOWNSHIP, OWNED BY THE CITY OF REYNOLDSBURG --- Baker. Development, Parks and Recreation Committee.

Mr. Shook explains the annexation is for the property recently purchased on Waggoner Road. As municipal owned property, the annexation is automatic and does not require additional approval from the Franklin County Commissioner. Annexation will be complete when the ordinance is passed and submitted to the county.

Motion carriers and is referred to Council for first reading.

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| RESULT: | REFERRED TO COMMITTEE | Next: 3/9/2020 7:35 PM |
|---|---|---|

AN ORDINANCE TO AUTHORIZE THE MAYOR TO ENTER INTO A CONTRACT TO PURCHASE A 2020 STARCRAFT FIFTEEN PASSENGER VAN FOR THE SENIOR CENTER, WAIVE THE COMPETITIVE BIDDING PROCESS, AND APPROPRIATING FUNDS, AND DECLARING AN EMERGENCY --- Baker. Development, Parks and Recreation Committee.

Ms. Bauman explains that the Senior received a bequeath from an anonymous member in the amount $600,000.00, they used part of this money to buy a bus for the Senior Center last year and this year they would like to purchase a van. The funds are only used for Senior Center needs like the bus and the van and not to pay employees or anything of that nature. The donor wanted the money to enhance the experience for members of the Senior Center. The decision on how the money is used to left to the Parks and Rec Director and Senior Center Manager, working together as well as the board over the Senior Center members. Ms. Bauman has asked the competitive bidding be waived for this purchase, there were two companies and quotes, one located here locally in Central Ohio and the other being in Toledo. It is a recommendation from the fleet mechanic to purchase from the local company as they have a lower price and any warranty work being done would be here local. This type of van does not need a special license to drive and there for the Senior Center Staff can drive the van, Parks staff have their CDL license and they drive the bus. This new van will allow for more comfort for the seniors and storage as well. Ms. Bauman did not request an emergency read on the legislation and Mr. Baker states that it will be removed.

Mr. Baker makes a motion to amend the legislation to remove the emergency language, second by councilmember Lawson-Rowe. Motion carries.

Mr. Baker makes a motion and is second by councilmember Pyakurel to be referred to Council for second reading. Motion carries.

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| **RESULT:** | **REFERRED TO COMMITTEE** | **Next: 3/9/2020 7:35 PM** |

AN ORDINANCE AUTHORIZING THE CITY AUDITOR TO REMOVE EQUIPMENT FROM THE CITY'S FIXED ASSET LIST FOR THE PARKS AND RECREATION DEPARTMENT --- Baker. Development, Parks and Recreation Committee.

No remarks were made on this item.

Mr. Baker makes a motion and is second by councilmember Pyakurel to be referred to Council for second reading. Motion carries.

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| **RESULT:** | **REFERRED TO COMMITTEE** | **Next: 3/9/2020 7:35 PM** |

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH MEDIA PROMOTION ENTERPRISES (MPE) FOR THE 2020 TOMATO FESTIVAL, AND DECLARING AN EMERGENCY --- Baker. Development, Parks and Recreation Committee.

No remarks were made on this item.

Mr. Baker makes a motion and is second by councilmember Lawson-Rowe to be referred to Council for second reading. Motion carries.

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| **RESULT:** | **REFERRED TO COMMITTEE** | **Next: 3/9/2020 7:35 PM** |

AN ORDINANCE TO REPEAL AND REPLACE CHAPTER ELEVEN - PLANNING AND ZONING CODE FOR THE CITY OF REYNOLDSBURG, OHIO --- Baker. Development, Parks and Recreation Committee.

No remarks were made on this item.

Mr. Baker makes a motion and is second by councilmember Pyakurel to be referred to Council for second reading. Motion carries.

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| **RESULT:** | **REFERRED TO COMMITTEE** | **Next: 3/9/2020 7:35 PM** |

**19-2020**

A RESOLUTION TO WAIVE THE PROVISION OF SECTION 971.16 OF THE CITY'S CODIFIED ORDINANCES FOR THE 2020 TOMATO FESTIVAL --- Baker. Development, Parks and Recreation Committee.

No remarks were made on this item.

Mr. Baker makes a motion and is second by councilmember Pyakurel to be referred to Council for third reading. Motion carries.

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| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Kristin Bryant, At-Large Councilmember |
| **SECONDER:** | Shanette Strickland, Councilwoman |
| **AYES:** | Cotner, Baker, Bryant, Strickland, Salvati, Pyakurel, Lawson-Rowe |

Public Safety, Law & Courts Committee

Members in attendance are councilmember Cotner, Pyakurel, Lawson-Rowe, Chair Bryant and President Jenkins.

AN ORDINANCE AUTHORIZING THE CITY ATTORNEY TO ACCEPT FUNDS FROM THE ALCOHOL, DRUG, AND MENTAL HEALTH BOARD OF FRANKLIN COUNTY; ESTABLISHING A REYNOLDSBURG RECOVERY COURT FUND; AUTHORIZING THE CITY AUDITOR TO TRANSFER FUNDS FROM THE GENERAL FUND TO THE REYNOLDSBURG RECOVERY COURT FUND; AND AUTHORIZING THE EXPENDITURE OF FUNDS FOR THE REYNOLDSBURG RECOVERY COURT --- Bryant. Public Safety, Law and Courts Committee.

Mr. Shook explains that a change in the way citations were made are allowing for more candidates for the recovery court program, which will help get the program off the ground when the funds become available.

Ms. Bryant makes a motion and is second by councilmember Lawson-Rowe to be referred to Council for second reading. Motion carries.

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| RESULT: | REFERRED TO COMMITTEE | Next: 3/9/2020 7:35 PM |
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Public Service & Transportation Committee

Members in attendance are councilmember Cotner, Pyakurel, Lawson-Rowe, Chair Strickland and President Jenkins.

AN ORDINANCE AUTHORIZING EMH&T TO CONDUCT SURVEYING, DESIGN ENGINEERING & BIDDING SERVICES FOR ROADWAY IMPROVEMENTS TO EAST MAIN STREET; APPROPRIATING FUNDS THEREFORE --- Strickland. Public Service and Transportation Committee.

This item refers to the engineering to continue the process with the OPWC that was awarded in December. It also coordinates with the ODOT repaving schedule of 2021 for Main Street. Mr. Dorman the Service Director will be in charge of this. This is the portion of the street scape project for Old Reynoldsburg where alternating on street parking during peak hours, expanded sidewalks, better pedestrian access, replace 1930's stormwater system, redo sidewalks, concrete and brick pavers. This will make way for pedestrian friendly downtown. This will be constructed in 2021 and the surveying will start in the summer of 2020. Mr. Baker asks that there be a plan in place to have the pavers taken care of, he has seen other places with pavers that are not kept as far as structure and landscaping. Mr. Bowsher also explains this is the large project for the 2021 street program, 10 additional roads will be done outside of Main Street. This is the City's portion of the project. ODOT will re-pave the rest of Main Street. This is phase one of the project and will take place from Davidson to Jackson. Ms. Lawson-Rowe wants to clarify that there will still be plenty of room for emergency vehicles on this portion of Main Street with the added parking. Mr. Bowsher explain there is not currently on street parking in Old Reynoldsburg. There is a speeding issue on Main Street. They are going to create a natural buffering that will help slow the traffic and reroute semi-truck traffic off of Main Street, which will help eliminate some ware on the road. ORC standard for emergency vehicles is 11 feet, and Main Street will be 12 feet, which will provide plenty of room for emergency vehicles. It will be similar to Bexley on Route 40 as far as alternated street parking in correlation with traffic times during the day.

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Ms. Strickland makes a motion and is second by councilmember Lawson-Rowe to be referred to Council for first reading. Motion carries.

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| **RESULT:** | **REFERRED TO COMMITTEE** | **Next: 3/9/2020 7:35 PM** |

CONSENT AGENDA FOR THIRD READ AND APPROVAL

Ms. Strickland moves that items 3 through 6 be forwarded to Council for third reading and second by Councilman Pyakurel, motion carries.

**12-2020**

AN ORDINANCE TO AUTHORIZE THE MAYOR TO ENTER INTO A CONTRACT WITH EMH&T TO SURVEY, DESIGN, AND BID THE REPLACEMENT OF THE WATERLINE ON ROSELAWN FOR 2020 --- Strickland. Public Service and Transportation Committee.

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|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Kristin Bryant, At-Large Councilmember |
| **SECONDER:** | Shanette Strickland, Councilwoman |
| **AYES:** | Cotner, Baker, Bryant, Strickland, Salvati, Pyakurel, Lawson-Rowe |

**13-2020**

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH EMH&T FOR THE SURVEY AND BIDDING FOR THE 2020 SEWER IMPROVEMENT PROJECT --- Strickland. Public Service and Transportation Committee.

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| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Kristin Bryant, At-Large Councilmember |
| **SECONDER:** | Shanette Strickland, Councilwoman |
| **AYES:** | Cotner, Baker, Bryant, Strickland, Salvati, Pyakurel, Lawson-Rowe |

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**14-2020**

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH SENSUS AND FLEXNET TO INSTALL TWO METER READING TOWERS AT A COST --- Strickland. Public Service and Transportation Committee.

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|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Kristin Bryant, At-Large Councilmember |
| **SECONDER:** | Shanette Strickland, Councilwoman |
| **AYES:** | Cotner, Baker, Bryant, Strickland, Salvati, Pyakurel, Lawson-Rowe |

**15-2020**

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH OHM ADVISORS FOR GENERAL CONSULTING AND PROFESSIONAL DESIGN --- Strickland. Public Service and Transportation Committee.

Mr. Shook explains that the code does allow for more than two engineering and design contracts outside of the committee that chose the two original firms nor does this contract cause any issues with the other two contracts that are already held as they are non-binding contracts.

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|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Kristin Bryant, At-Large Councilmember |
| **SECONDER:** | Shanette Strickland, Councilwoman |
| **AYES:** | Cotner, Baker, Bryant, Strickland, Salvati, Pyakurel, Lawson-Rowe |

Finance & Administration Committee

Members in attendance are councilmember Baker, Bryant, Strickland, Chair Salvati and President Jenkins.

AN ORDINANCE APPROPRIATING UNENCUMBERED BALANCES AS OF DECEMBER 31, 2019, IN VARIOUS POLICE SPECIAL REVENUE FUNDS; AND PROVIDING THAT REVENUES FOR FUNDS RECEIVED DURING 2020 BE ACCEPTED --- Salvati. Finance and Administration Committee.

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This legislation appropriates the unencumbered balances in the Special Police Revenue Funds and the revenue that is collected this year be received and accepted. The auditor explains to Council that this is an annual requirement.

Mr. Salvati makes a motion and is second by councilmember Bryant to be referred to Council for first reading. Motion carries.

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|---|---|---|
| **RESULT:** | **REFERRED TO COMMITTEE** | **Next: 3/9/2020 7:35 PM** |

AN ORDINANCE TO AMEND CHAPTER 121, SECTION 121.02 COMPENSATION OF COUNCILMEMBERS AND CHAPTER 127, SECTION 127.01 COMPENSATION OF PRESIDENT OF COUNCIL OF THE CODE OF ORDINANCES FOR THE CITY OF REYNOLDSBURG, OHIO --- Salvati. Finance and Administration Committee.

Mr. Baker explains to Council that the members who want to pay out of pocket for the OPERS credit, this legislation must pass first and it is not retroactive. Therefore he would like to make a motion to pass as an emergency. The pay changes will not go into effect at this time.

Mr. Baker makes a motion to amend the legislation to add emergency language and a second is made by councilmember Strickland. Motion carries.

Mr. Baker makes a motion and is second by councilmember Bryant to be referred to Council as amended for first reading. Motion carries.

| | | |
|---|---|---|
| **RESULT:** | **REFERRED TO COMMITTEE** | **Next: 3/9/2020 7:35 PM** |

**16-2020**

AN ORDINANCE TO APPROPRIATE FUNDS FROM THE UNAPPROPRIATED GENERAL FUND TO THE POLICE DEPARTMENT ACCOUNT 110.111.5207 LAW ENFORCEMENT SUPPLIES FOR DONATED MONIES RECEIVED --- Salvati. Finance and Administration Committee.

No remarks were made on this item.

Minutes Acceptance: Minutes of Feb 24, 2020 7:35 PM (Approval of Minutes)

Reynoldsburg
OHIO • 1839

**MINUTES REGULAR MEETING**
**REYNOLDSBURG CITY COUNCIL**
**February 24, 2020**

Mr. Salvati makes a motion and is second by councilmember Strickland to be referred to Council for first reading. Motion carries.

| | |
|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Kristin Bryant, Louis Salvati |
| **SECONDER:** | Shanette Strickland, Councilwoman |
| **AYES:** | Cotner, Baker, Bryant, Strickland, Salvati, Pyakurel, Lawson-Rowe |

**17-2020**

AN ORDINANCE TO MAKE FINAL APPROPRIATIONS FOR EXPENSES AND OTHER EXPENDITURES OF THE CITY OF REYNOLDSBURG, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2020 --- Salvati. Finance and Administration Committee.

No remarks were made on this item.

Mr. Salvati makes a motion and is second by councilmember Bryant to be referred to Council for third reading. Motion carries.

| | |
|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Kristin Bryant, Louis Salvati |
| **SECONDER:** | Shanette Strickland, Councilwoman |
| **AYES:** | Cotner, Baker, Bryant, Strickland, Salvati, Pyakurel, Lawson-Rowe |

**18-2020**

AN ORDINANCE TO APPROVE THE APPLICATION MADE BY MARGARET AND RICHARD HARVEY TO HAVE CERTAIN LAND LOCATED WITHIN THE CITY OF REYNOLDSBURG LOCATED ON SUMMIT ROAD, PERMANENT PARCEL NO. 107-017808-00.000, DESIGNATED FOR PLACEMENT IN AN AGRICULTURAL DISTRICT --- Salvati. Finance and Administration Committee.

No remarks were made on this item.

Mr. Salvati makes a motion and is second by councilmember Baker to be referred to Council for third reading. Motion carries.

Minutes Acceptance: Minutes of Feb 24, 2020 7:35 PM (Approval of Minutes)

Reynoldsburg
OHIO • 1839

**MINUTES REGULAR MEETING**
**REYNOLDSBURG CITY COUNCIL**
**February 24, 2020**

| | |
|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Kristin Bryant, Louis Salvati |
| **SECONDER:** | Shanette Strickland, Councilwoman |
| **AYES:** | Cotner, Baker, Bryant, Strickland, Salvati, Pyakurel, Lawson-Rowe |

AUDITOR'S REPORT, NOVEMBER, 2019

The report was read into the minute by the Council Clerk.

| | |
|---|---|
| **RESULT:** | **READ INTO THE MINUTES** |

AUDITOR'S REPORT, DECEMBER, 2019

The report was read into the minute by the Council Clerk.

| | |
|---|---|
| **RESULT:** | **READ INTO THE MINUTES** |

CLERK OF COURT REPORT

The report was read into the minute by the Council Clerk.

| | |
|---|---|
| **RESULT:** | **READ INTO THE MINUTES** |

LEGISLATION FOR FIRST READING

AN ORDINANCE CONSENTING TO THE ANNEXATION OF CERTAIN REAL PROPERTY LOCATED AT 1140 WAGGONER ROAD IN TRURO TOWNSHIP, OWNED BY THE CITY OF REYNOLDSBURG - BAKER, DEVELOPMENT, PARKS AND RECREATION COMMITTEE

Item stands for first reading and returns back to the committee.

AN ORDINANCE TO AUTHORIZE THE MAYOR TO ENTER INTO A CONTRACT TO PURCHASE A 2020 STARCRAFT FIFTEEN PASSENGER VAN FOR THE SENIOR CENTER, WAIVE THE COMPETITIVE BIDDING PROCESS, AND APPROPRIATING FUNDS - BAKER, DEVELOPMENT, PARKS AND RECREATION COMMITTEE

Item stands for first reading and returns back to the committee.

Minutes Acceptance: Minutes of Feb 24, 2020 7:35 PM (Approval of Minutes)

Reynoldsburg
OHIO • 1839

**MINUTES REGULAR MEETING**
**REYNOLDSBURG CITY COUNCIL**
**February 24, 2020**

AN ORDINANCE AUTHORIZING EMH&T TO CONDUCT SURVEYING, DESIGN ENGINEERING, & BIDDING SERVICES FOR ROADWAY IMPROVEMENTS TO EAST MAIN STREET; APPROPRIATING FUNDS THEREFORE --- STRICKLAND, PUBLIC SERVICE AND TRANSPORTATION COMMITTEE

Item stands for first reading and returns back to the committee.

AN ORDINANCE APPROPRIATING UNENCUMBERED BALANCES AS OF DECEMBER 31, 2019, IN VARIOUS POLICE SPECIAL REVENUE FUNDS; AND PROVIDING REVENUES FOR FUNDS RECEIVED DURING 2020 BE ACCEPTED --- SALVATI. FINANCE AND ADMINISTRATION COMMITTEE.

Item stands for first reading and returns back to the committee.

AN ORDINANCE TO AMEND CHAPTER 121, SECTION 121.02 COMPENSATION OF COUNCILMEMBERS AND CHAPTER 127, SECTION 127.01 COMPENSATION OF PRESIDENT OF COUNCIL OF THE CODE OF ORDINANCES FOR THE CITY OF REYNOLDSBURG, OHIO --- SALVATI. FINANCE AND ADMINISTRATION COMMITTEE.

Item stands for first reading and returns back to the committee.

Consent Agenda for Second Reading

Motion made my councilmember for consent agenda items to stand for second reading and second by councilmember Salvati. Motion carries.

AN ORDINANCE AUTHORIZING THE CITY AUDITOR TO REMOVE EQUIPMENT FROM THE CITY'S FIXED ASSET LIST FOR THE PARKS AND RECREATION DEPARTMENT (FIRST READING 2/10/20 - BAKER, DEVELOPMENT, PARKS AND RECREATION COMMITTEE

Item stands for second reading and returns back to the committee.

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH MEDIA PROMOTION ENTERPRISES (MPE) FOR THE 2020 TOMATO FESTIVAL, AND DECLARING AN EMERGENCY (FIRST READING 2/10/20 - BAKER, DEVELOPMENT, PARKS AND RECREATION COMMITTEE

Item stands for second reading and returns back to the committee.

Minutes Acceptance: Minutes of Feb 24, 2020 7:35 PM (Approval of Minutes)

Reynoldsburg
OHIO • 1839

**MINUTES REGULAR MEETING**
**REYNOLDSBURG CITY COUNCIL**
**February 24, 2020**

AN ORDINANCE AUTHORIZING THE CITY ATTORNEY TO ACCEPT FUNDS FROM THE ALCOHOL, DRUG, AND MENTAL HEALTH BOARD OF FRANKLIN COUNTY; ESTABLISHING A REYNOLDSBURG RECOVERY COURT FUND; AUTHORIZING THE CITY AUDITOR TO TRANSFER FUNDS FROM THE GENERAL FUND TO THE REYNOLDSBURG RECOVERY COURT FUND; AND AUTHORIZING THE EXPENDITURE OF FUNDS FOR THE REYNOLDSBURG RECOVERY COURT (FIRST READING 2/10/2020) --- BRYANT, PUBLIC SAFETY, LAW AND COURTS COMMITTEE

Item stands for second reading and returns back to the committee.

LEGISLATION FOR SECOND READING

AN ORDINANCE TO REPEAL AND REPLACE CHAPTER ELEVEN - PLANNING AND ZONING CODE FOR THE CITY OF REYNOLDSBURG, OHIO (FIRST READING 11/25/19) --- BAKER, DEVELOPMENT, PARKS AND RECREATION COMMITTEE

Item stands for second reading and returns back to the committee for March 23, 2020.

Consent Agenda for Third Reading

A RESOLUTION TO WAIVE THE PROVISION OF SECTION 971.16 OF THE CITY'S CODIFIED ORDINANCES FOR THE 2020 TOMATO FESTIVAL (SECOND READING 2/10/20 --- BAKER, DEVELOPMENT, PARKS AND RECREATION COMMITTEE

Motion made by councilmember Bryant and second by councilmember Strickland for consent agenda items to be adopted. Motion carries.

AN ORDINANCE TO AUTHORIZE THE MAYOR TO ENTER INTO A CONTRACT WITH EMH&T TO SURVEY, DESIGN, AND BID THE REPLACEMENT OF THE WATERLINE ON ROSELAWN FOR 2020 (SECOND READING 2/10/2020). --- STRICKLAND. PUBLIC SERVICE AND TRANSPORTATION COMMITTEE.

Motion made by councilmember Bryant and second by councilmember Strickland for consent agenda items to be adopted. Motion carries.

Minutes Acceptance: Minutes of Feb 24, 2020 7:35 PM (Approval of Minutes)

Reynoldsburg
OHIO • 1839

**MINUTES REGULAR MEETING**
**REYNOLDSBURG CITY COUNCIL**
**February 24, 2020**

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH EMH&T FOR THE SURVEY AND BIDDING FOR THE 2020 SEWER IMPROVEMENT PROJECT (SECOND READING 2/10/2020). --- STRICKLAND. PUBLIC SERVICE AND TRANSPORTATION COMMITTEE.

Motion made by councilmember Bryant and second by councilmember Strickland for consent agenda items to be adopted. Motion carries.

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH SENSUS AND FLEXNET TO INSTALL TWO METER READING TOWERS AT A COST (SECOND READING 2/10/2020). --- STRICKLAND. PUBLIC SERVICE AND TRANSPORTATION COMMITTEE.

Motion made by councilmember Bryant and second by councilmember Strickland for consent agenda items to be adopted. Motion carries.

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH OHM ADVISORS FOR GENERAL CONSULTING AND PROFESSIONAL DESIGN (SECOND READING 2/10/2020). --- STRICKLAND. PUBLIC SERVICE AND TRANSPORTATION COMMITTEE.

Motion made by councilmember Bryant and second by councilmember Strickland for consent agenda items to be adopted. Motion carries.

AN ORDINANCE TO APPROPRIATE FUNDS FROM THE UNAPPROPRIATED GENERAL FUND TO THE POLICE DEPARTMENT ACCOUNT 110.111.5207 LAW ENFORCEMENT SUPPLIES FOR DONATED MONIES RECEIVED (SECOND READING 2/10/2020). --- SALVATI. FINANCE AND ADMINISTRATION COMMITTEE.

Motion made by councilmember Bryant and second by councilmember Strickland for consent agenda items to be adopted. Motion carries.

AN ORDINANCE TO MAKE FINAL APPROPRIATIONS FOR EXPENSES AND OTHER EXPENDITURES OF THE CITY OF REYNOLDSBURG, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2020 (SECOND READING 2/10/2020). --- SALVATI. FINANCE AND ADMINISTRATION COMMITTEE.

Motion made by councilmember Bryant and second by councilmember Strickland for consent agenda items to be adopted. Motion carries.

Minutes Acceptance: Minutes of Feb 24, 2020 7:35 PM (Approval of Minutes)

Reynoldsburg
OHIO • 1839

**MINUTES REGULAR MEETING**
**REYNOLDSBURG CITY COUNCIL**
**February 24, 2020**

AN ORDINANCE TO APPROVE THE APPLICATION MADE BY MARGARET AND RICHARD HARVEY TO HAVE CERTAIN LAND LOCATED WITHIN THE CITY OF REYNOLDSBURG LOCATED ON SUMMIT ROAD, PERMANENT PARCEL NO. 107-017808-00.000, DESIGNATED FOR PLACEMENT IN AN AGRICULTURAL DISTRICT (SECOND READING 2/10/2020). --- SALVATI. FINANCE AND ADMINISTRATION COMMITTEE.

Motion made by councilmember Bryant and second by councilmember Strickland for consent agenda items to be adopted. Motion carries.

Upcoming Council Meetings

February 20, 2020 BZBA
February 24, 2020 Council
March 5, 2020 Planning Commission
March 9, 2020 Council
March 19, 2020 BZBA
March 23, 2020 Council
Public hearing on zoning code revisions

Adjournment

_____
Leanora Jenkins, President of Council

_____
Mollie Prasher, Clerk of Council

Minutes Acceptance: Minutes of Feb 24, 2020 7:35 PM (Approval of Minutes)

**Clerk of Council**
**Mollie Prasher**
**7232 East Main Street**
**Reynoldsburg OH 43068**
**614-322-6836 Phone**

# MOTION REQUEST

**DATE:** **March 9, 2020**

**TO:**

**RE:** **Women's History Month Recognition**

Approval:

| | | |
|---|---|---|
| Joe Begeny | Chris Shook | Stephen Cicak |

A resolution to recognize March as Women's History Month.

**Resolution Honoring Women's History Month**

**March 2020**

**WHEREAS,** American women of every race, class, and ethnic background have made historic contributions to the growth and strength of our Nation in countless recorded and unrecorded ways; and

**WHEREAS,** American women have played and continue to play critical economic, cultural, and social roles in every aspect of the life of this nation by constituting a significant portion of the labor force working inside and outside of the home; and

**WHEREAS,** American women have played a unique role throughout the history of the nation by providing the majority of the volunteer labor force for the country; and

**WHEREAS**, American women were particularly important in the establishment of early charitable, philanthropic, and cultural institutions in our nation; and

# Clerk of Council

**Mollie Prasher**
**7232 East Main Street**
**Reynoldsburg OH 43068**
**614-322-6836 Phone**

**WHEREAS**, American women of every race, class, and ethnic background served as early leaders in the forefront of every major progressive social change movement; and

**WHEREAS,** American women have served our country courageously in the military; and

**WHEREAS,** American women have been leaders, not only in securing their own rights of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor movement, the civil rights movement as well as others including the peace movement that encouraged a more fair and just society; and

**WHEREAS,** despite these contributions, the role of American women in history has been consistently overlooked and undervalued in literature, teaching, and the study of American history.

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG:** That this Council does hereby recognize and declare the month of March, 2020 as Women's History Month in the City of Reynoldsburg.

**Clerk of Council**
**Mollie Prasher**
**7232 East Main Street**
**Reynoldsburg OH 43068**
**614-322-6836 Phone**

# MOTION REQUEST

**DATE:** **March 9, 2020**

**TO:**

**RE:** **Designate City Attorney to Attend Public Records and Sunshine Law Training on Behalf of Council**

Approval:

| | | |
|---|---|---|
| Completed<br>Joe Begeny | Chris Shook | Stephen Cicak |

The Sunshine Law Training, provided by the Ohio Attorney General's Office, is a three-hour certification training session for all elected officials and/or their appropriate designee. The training session is provided to enhance the knowledge of public officials about their duty to provide access to public records as required by Section 149.43 of the ORC. The City Attorney is Council's formal designee.

**A RESOLUTION TO DESIGNATE THE CITY ATTORNEY TO ATTEND THE REQUIRED TRAININGS RELATED TO PUBLIC RECORDS LAWS AND SUNSHINE LAWS ON BEHALF OF CITY COUNCIL**

WHEREAS, Section 149.43 of the Ohio Revised Code requires that all elected officials or their appropriate designees attend training related to the public records laws and sunshine laws; and

WHEREAS, the State Auditor's Office has advised the City that the City Attorney may attend such trainings on behalf of the Council provided that the Council officially designates the City Attorney to attend those trainings on the Council's behalf; and

WHEREAS, it is the intent of the City Council to designate the City Attorney on its behalf to attend the required trainings related to the public records laws and sunshine laws.

# Clerk of Council

**Mollie Prasher**
**7232 East Main Street**
**Reynoldsburg OH 43068**
**614-322-6836 Phone**

BE IT RESOLVED by the Council of the City of Reynoldsbur, Ohio that:

Section 1: The Reynoldsburg City Council hereby designates the City Attorney to attend, on behalf of the Council, the trainings related to the public records laws and sunshine laws as required by Section 149.43 of the Ohio Revised Code.

**Clerk of Council**
**Mollie Prasher**
**7232 East Main Street**
**Reynoldsburg OH 43068**
**614-322-6836 Phone**

# MOTION REQUEST

**DATE:** **March 9, 2020**

**TO:**

**RE:** **Motion to Reconsider Ordinance No. 15-2020**

Approval:

| | | |
|---|---|---|
| Completed<br>Joe Begeny | Completed<br>Chris Shook | Completed<br>Stephen Cicak |

The City Attorney is requesting that Council reconsider Ordinance No. 17-2020 to include language that waives the bidding process. There is no other change to the ordinance, that language will just be added.

**AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH SENSUS AND FLEXNET TO INSTALL TWO METER READING TOWERS AND WAIVE COMPETITIVE BIDDING**

WHEREAS, the City of Reynoldsburg water department is working to convert existing water meters to radio read meters; and

WHEREAS, part of that conversion process is to install two towers with digital equipment that can read the individual meter signals and send that data to the City's water department; and

WHEREAS, the installation of these towers and the accompanying software will allow the City to read meters quickly, daily, and eventually provide water customers with immediate access to their water usage.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

**Clerk of Council**
**Mollie Prasher**
**7232 East Main Street**
**Reynoldsburg OH 43068**
**614-322-6836 Phone**

SECTION 1. That the Mayor be and is hereby authorized to execute a contract with Sensus and Felxnet to install two meter reading tower and the software needed to collect water meter signals throughout the City on individual and business water usage.

SECTION 2. That Council hereby waive the competitive bidding process as only select contractors are permitted to complete these types of installations.

SECTION 3. Upon adoption by Council, this Ordinance shall be in effect thirty days following the signature by the Mayor.

**Clerk of Council**
**Mollie Prasher**
**7232 East Main Street**
**Reynoldsburg OH 43068**
**614-322-6836 phone**

# Memo

**DATE:** **March 9, 2020**

**TO:**

**CC:**

**RE:** **Discussion and Approval of Rules of Council**

A draft update to the Rules of Council has been included in Council's packet. The changes made reflect changes requested by Councilmembers to clarify functions and procedures, update the Rules to reflect current Council procedures, recommendations by the City Attorney and a reorganization of Rules' format.

This draft is just being submitted to Council for your review to allow for further changes and comments. A discussion of the Rules of Council will be listed on the March 9th Council agenda.

# COUNCIL RULES OF PROCEDURE

## REYNOLDSBURG CITY COUNCIL

**6/14/2018**

Draft 2/18/20

Attachment: Council Rules (2020) (Draft Rules of Council)

COUNCIL RULES OF PROCEDURE
CITY OF REYNOLDSBURG, OHIO
EFFECTIVE 2018

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*Article II - Meetings..... 3*

*Article III - Officers..... 6*

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*Article VIII - Rules of Discussion..... 14*

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*Article XI - Council Rules and Organization 16*



Attachment: Council Rules (2020) (Draft Rules of Council)

**COUNCIL RULES OF PROCEDURE**
**CITY OF REYNOLDSBURG, OHIO**
**REVISED 2018**

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***ARTICLE I - POWERS***

No provision or section of these rules, which conflicts with or restricts those rights provided by the Constitution of the United States, the Constitution of the state of Ohio, the City of Reynoldsburg Charter, or the Revised Code of Ohio, shall have any force or effect.

**SECTION 1.** *Section 731.05 Revised Code.* Council takes due notice of the statutory limitation of powers set forth in Section 731.05 of the Revised Code of Ohio as follows: the powers of the legislative authority of a city shall be legislative only, unless otherwise provided in Title VII of the Revised Code or the City of Reynoldsburg Charter (CRC). All contracts, requiring the ~~authority~~ authorization of the legislative authority for their execution, shall be entered into and conducted to performance by the board or officers having charge of the matters, to which they relate. After the authority to make such contracts has been given and the necessary appropriation made, the legislative authority shall take no further action thereon.

**SECTION 2.** *Section 3.08 CRC.* Council shall exercise all legislative powers of the City and all powers granted to municipal corporations by the Constitution and laws of Ohio, which are not reserved by the Charter to other officers of the City, and which are not inconsistent with the Charter.

**SECTION 3.** Council is the legislative and policy-making body of the City. Except as otherwise provided under the City Charter, Council shall enact local legislation, adopt budgets, determine policies, and other measures in order to carry out municipal functions involving the City.

**SECTION 4.** Council shall adopt, by a simple majority vote, its own Rules of Council, which shall not conflict with the City Charter, shall remain in effect until amended, changed, or repealed by a majority vote of the Council, shall go into effect immediately unless a later date is specified, and shall not be subject to initiative or referendum.

***ARTICLE II - MEETINGS***

**SECTION 1**. *Definitions*

As used in these Rules:

1. "Clerk" means the Clerk of Council.
2. "Assistant Clerk" means the Assistant Clerk of Council.
3. "Day" means calendar day.
4. "Meeting" means any prearranged discussion of the public business of Council by a majority of its members.



Attachment: Council Rules (2020) (Draft Rules of Council)

5. "Oral Notification" means notification given orally, either in person or by telephone directly to the person for whom such notification is intended, or by leaving an oral message for such person at the address, or if by telephone, at the telephone number of such person as shown on the records kept by the Clerk, under these Rules.
6. "Post" means to post in an area accessible to the public during the usual business hours at the Office of the Clerk and at the following location - First Floor, Municipal Building.
7. "Published" means published on the City's website, as defined in Section 4.14 CRC.
8. "Quorum" means a quorum at any meeting of Council shall consist of four (4) members of Council.
9. "Written Notification" means notification in writing, mailed, e-mailed, faxed, or delivered to the address of the person for whom notification is intended, as shown on the records, kept by the Clerk under these Rules or in any way delivered to such person. If mailed, the notification shall be mailed by first class mail, deposited in the U.S. Postal Service mailbox no later than the second day preceding the day of the meeting to which the notification refers providing that at least one regular mail delivery day falls between the day of mailing and day of the meeting.

**SECTION 2.** *Types of Meetings*

*a.* *Regular Meetings*. Council shall meet in regular session on the second and fourth Mondays of each month, unless such day is a nationally recognized holiday, in which case, the regular session may be held on the immediately succeeding Tuesday.

~~**SECTION 3.**~~ *b. Special Meetings*. The Mayor, or any three members of Council, may call special meetings with at least a twenty-four (24) hour notice to each Councilmember personally served or left at his or her usual place of residence - i.e. (Sec. 3.07(b) CRC)

*c. Executive Session Meetings*. Council may call an Executive Session at any time prior to or doing a meeting. Executive Sessions shall be closed, private, and confidential; and shall be held in accordance with the Ohio Revised Code 121.22 (g). These meetings are to be noted on the agenda of regular meetings, when possible. A motion that includes the general purpose of the Executive Session, as specified in the Ohio Revised Code 121.22 (g) and passed by a majority is required for Council to recess into Executive Session.

~~**SECTION 4**~~**3.** ~~*Time and Place of Meetings.*~~ All regular meetings of Council shall be held in accordance with Section 3.07 CRC. All Special meetings shall be at a time and place as described ~~on NOTICE. SPECIAL MEETING OF COUNCIL~~in Article II, Section 4, Item B. Meetings of Council will normally be held in the room designated as Council Chambers in the Municipal Building in the City of Reynoldsburg; however, Council may, by affirmative vote of a majority of members, designate any other location necessary for the orderly conduct of Council affairs. Such meeting place must be within the City of Reynoldsburg.



Attachment: Council Rules (2020) (Draft Rules of Council)

**SECTION ~~5~~4.** *Open Meetings.* All meetings of Council shall be held in accordance with the general laws of Ohio pertaining to requirements for open meetings of public bodies - i.e., (Sec. 3.07(d) CRC)

A. NOTICE OF REGULAR AND ORGANIZATIONAL MEETINGS

1. The Clerk shall post a statement of the times and places of regular meetings for each calendar year, not later than the second day preceding the day of the first regular meeting (other than organizational meeting). The Clerk shall check at reasonable intervals to ensure that each statement remains posted during such calendar year. If, at any time during the calendar year, the time or place of any regular meeting is changed on a permanent or temporary basis, a statement of the time and place of the changed regular meeting shall be posted by the Clerk at least twenty-four (24) hours before the time of the meeting.
2. The Clerk shall post a statement of the time and place of any organizational meeting at least twenty-four (24) hours before the time of the organizational meeting.
3. Upon the adjournment of any regular or special meeting to another day, the Clerk shall promptly post notice of the time and place of such an adjourned meeting.

B. NOTICE OF SPECIAL MEETINGS

1. Except in the case of a special meeting referred to in subsection C, paragraph ~~4~~ 3 of this section, the Clerk shall post a statement of the time, place, and purposes of such meeting no later than twenty-four (24) hours before the time of a special meeting.

C. NOTICE TO MEDIUM OF SPECIAL MEETINGS

1. Any news organization or individual that desires to be given advance notification of special meetings shall file with the Clerk a written request**.** Except in the event of an emergency, requiring immediate official action, as referred to in paragraph 4 of this section, a special meeting shall not be held unless at least twenty-four hours advance notice of the time, place, and purpose of such special meeting is given to the news media, that have requested advance notification.
2. ~~Request for such advance notification of special meetings shall specify the name of the medium, the name and address of the person to whom written notification may be mailed or delivered, and the names, addresses, and telephone numbers (including addresses and telephone numbers at which notifications may be given either during or outside of business hours) of at least two persons, either of whom, oral notifications to the medium may be~~



Attachment: Council Rules (2020) (Draft Rules of Council)

~~given and at least one telephone number which the request identifies as being manned that can be called at any hour for the purpose of giving oral notification to such medium. Any such request shall be effective for one year from the date of filing with the Clerk, until the Clerk receives written notice from the medium cancelling or modifying such request, whichever is earlier. Each requesting medium shall be informed of the period of effectiveness, at the time it files its request. Such requests may be modified or extended only by filing a complete new request with the Clerk. A request shall not be deemed to be made unless it is complete in all respects, and such request may be conclusively relied on by the Clerk.~~

3. ~~The Clerk shall give such oral notification or written notification, or both as the Clerk determines, to the news medium that has requested advance notification of the time, place, and purpose of each special meeting, at least twenty-four (24) hours prior to the time of the special meeting.~~

4. In the event of an emergency requiring immediate official action, a special meeting may be held without giving twenty-four (24) hour advance notification thereof to the requesting news medium. Any of the persons calling such meeting or the Clerk shall immediately give oral notification or written notification, or both, of the time, place, and purpose of the special meeting to the news medium that has requested advance notification. The notification of any such special meeting shall state the general nature of the emergency requiring immediate official action.

D. GENERAL

1. Any person may visit or telephone the Office of the Clerk during regular office hours to determine, based on information available at the time, the time and place of regular meetings, the time, place, and purpose of any then known special meetings, and whether the available agenda of any future meeting states that any specific type of public business is to be discussed at such meeting.
2. Any notification provided herein to be given by the Clerk, may be given by any person acting on behalf of the Clerk.
3. A reasonable attempt at notification shall constitute compliance with these Rules.
4. ~~A certificate by the Clerk as to compliance with these Rules shall be conclusive upon Council. (What does this mean?)~~
5. ~~4.~~ To better insure compliance with these Rules, it shall be the responsibility of the President of Council and the Chairpersons of the Committees to timely advise the Clerk of future meetings and the subject matters to be discussed.

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Attachment: Council Rules (2020) (Draft Rules of Council)

***ARTICLE III - OFFICERS***

**SECTION 1.** *President of Council*

A. The President of Council shall be elected from the City at large to a four year term of office. (Sec. 3.04 (a) CRC)
B. The President of Council shall be the presiding officer of Council, but shall vote on any matter before Council only in the event of a tie vote among the members of Council. (Sec. 3.04 (b) CRC)

**SECTION 2.** *President Pro Tempore*

A. Council shall appoint, as a part of its organizational process and by a majority vote of its members, a member of Council to serve as the President Pro Tempore of Council and to serve at the pleasure of Council. (Sec. 3.05 (a) CRC)
B. The President Pro Tempore shall serve as the presiding officer of Council during the temporary absence or disability of the President of Council, but while so serving, shall retain the power to vote on all matters before Council. (Sec. 3.05 (b) CRC)
C. In the absence of both the President of Council and the President Pro Tempore of Council, an acting presiding officer shall serve as follows: Chairman of the Finance and Administration Committee, Chairman of the Public Service and Transportation Committee, Chairman of the Public Safety, Law and Courts Committee**,** Chairman of the Development, Parks and Recreation Committee.

**SECTION 3.** *Clerk of Council.*

Council shall appoint, by a majority vote of its members, a person to serve as the Clerk of Council, to serve at the pleasure of Council. (Sec. 3.06 CRC)

The Clerk of Council shall:

A. Attend Council meetings - regular and special.
B. Prepare a Record of Proceedings of all Council meetings, which shall be termed the minutes or journal, and be the custodian of such records. Meetings of City Council shall be recorded and recordings made of meetings shall be retained in accordance with the City's Record Retention Schedule.
C. Prepare an agenda for each regular meeting of Council and Committees.
D. Furnish all transcripts, orders, and certificates, which may be properly required, and shall be entitled to charge for all attested certificates and transcripts, the same fees that are allowed by law to county officers for similar services provided the same shall be furnished free of charge, when ordered by Council, or required by any Councilmember or City Official, in the execution of official duties.
E. Assign numbers~~, in their proper sequence,~~ to all ordinances and resolutions, when such legislation is ~~passed~~proposed. Number assignments will be referenced in the official minutes of Council proceedings.
F. Maintain a permanent record of all ordinances or resolutions, by appropriate notation, show passage or rejection, subsequent repeal, and amendment thereof.



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G. Perform all clerical duties incidental to the office.
H. Be available during the hours specified by Council.
I. Perform such other duties as directed by Council.

**SECTION 4.** *Assistant Clerk of Council.*
An Assistant Clerk of Council shall be appointed by a majority vote of Council and shall serve at the pleasure of Council. The Assistant Clerk of Council shall assume the duties and responsibilities of the Clerk of Council in their absence or at their request.

***ARTICLE IV - COMMITTEES***

**SECTION 1.** *Standing Committees.* Council shall have the following standing committees with the responsibilities as shown:

A. FINANCE AND ADMINISTRATION COMMITTEE
City Auditor: taxation; bond and note sales, banking, financial services, Comprehensive Annual Financial Report (CAFR), appointments to Income Tax Board of Review
Clerk of Council: Records Commission
Department of Computer Systems: city-wide technology services
Civil Service Commission, Department of Human Resources: general employment policies, personnel policies, insurance
Mayor's Office: Miscellaneous city-wide, general policies or code amendments, annual budget
Other: Appointment of elected officials, appointments to other non-designated Boards/Commissions

**B.** PUBLIC SERVICE AND ~~TRANSPORTATION~~ ~~ZONING~~ TRANSPORTATION COMMITTEE
Department of Public Service: Director's Office, City Engineer and Divisions of Street, Water/Wastewater, and Maintenance. Water/Sewer rates/agreements, refuse collection service contracts, intergovernmental agreements for infrastructure improvements, ODOT, MORPC, etc.
Building Division: code compliance programs and abatement assessments
Planning and Zoning Division: planning and zoning code, zoning district changes, Planning Commission and Board of Zoning and Building Appeals appointments

**C.** PUBLIC SAFETY, LAW AND COURTS COMMITTEE
Department of Public Safety: Director's Office, fire district agreements/appointments.
Division of Police: Collective bargaining agreements, salary ordinances for safety personnel, facilities/equipment purchases and improvements
City Attorney's Office
Mayor's Court

**D.** DEVELOPMENT, PARKS AND RECREATION COMMITTEE
Development Department: Director's Office, economic development agreements



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(EDAs); Tax Incentive Review Council (TIRC); CRAs (including residential CRAs); intergovernmental cooperative development agreements, matters pertaining to industrial/commercial/residential development
Parks and Recreation Department: Director's Office, Division of Parks Maintenance, Parks & Recreation Department appointments, recreation programs, Senior Center, community festivals, Livingston House, convention and visitor's Bureau, Reynoldsburg-Truro Historical Society, matters pertaining to general civic improvement, beautification, and other special civic assignments

Requests for new employee(s) shall be considered by the committee responsible for the department requesting the new employee(s). Salary amount(s) should be included on the legislative file for consideration by this committee, prior to referring the topic to the Finance Committee for funding.

**SECTION 2.** *Special Committees*

*A. Special Ad Hoc Committees.* The President of Council may, from time to time, appoint special committees for limited purposes, subject to the approval of a majority of Council. The statement of purpose for all special Ad Hoc committees shall contain a section setting forth the length of time required to complete their special purpose.

*B. Special Representative.* The President of Council may, from time to time, appoint a representative from Council to assess such areas as (but not limited to) constituent services, technological capabilities, and budgetary matters. The purpose of this assessment is to facilitate better communication between the constituents and Council. The representative will report to the President of Council within the time period set by the President for further action by Council, if necessary.

**SECTION 3.** *Composition of Committees.* Standing and special committees shall consist of not less than three (3) members of Council, recommended by the President of Council and approved by a majority vote of Council at its organizational meeting. Such approved committee membership shall be in effect until such time as Council committees reorganize, except that any member who resigns or for any reason cannot serve, must be replaced by a majority vote of Council. The Finance and Administration Committee shall be staffed with a member of each of the following committees - Chairpersons of the Development, Parks and Recreation Committee, Public Service and ~~Transportation~~ ~~Zoning~~ Transportation Committee, and Public Safety, Law and Courts Committee, to promote continuity of purpose and aims between the four standing committees. Each committee shall select their own chairperson. The President of Council shall be an ex-officio member of all committees and shall vote on any action only in case of a tie vote.

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**SECTION 4.** *Duties of Committee Chairperson*

A. The Chairperson, as selected in Article IV, Section 3, shall preside over all committee meetings.

B. The Chair shall:
   1. Appoint a vice-chair to serve in the chair's absence.
   2. With the assistance of the Clerk, prepare agendas, meeting minutes and



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provide supporting materials that are germane to the discussion of items on the agenda, not less than two days before the next scheduled meeting.

3. Be the sponsor of new legislation unless the Chair designates another member of the Committee to sponsor the new legislation.
4. Be responsible that legislation will not be sent from committee to Council, except by a majority vote of the committee~~, for first, second, or third readings.~~ Legislation will either be forwarded to the Consent Agenda or Regular Agenda.
5. With the assistance of the Clerk, be responsible for maintaining an up-to-date status of all legislation directed to the committee or redirected to the committee by Council, as needed, ~~by inclusion of all active legislation as agenda discussion items for every committee meeting, without exception,~~ until such time as legislation has received final approval or disapproval by Council, or is declared null and void by the authority of Article VII, Section 8A.
6. When directed by the President of Council to conduct a study or survey, assure that the subject matter is continued on the agenda as an active discussion item, until such time as the committee report or resultant proposed legislation has been presented to Council.
7. If desired, appoint as many citizen advisory members as may be necessary; however, no citizen advisory members shall vote on the recommendations of the committee, but may concur in either the majority or minority reports.

**SECTION 5.** *Committee Agendas*. For items to be considered before committees, approved requests, including supporting documentation, shall be received by the Clerk not later than 5:00 p.m. seven (7) days prior to the Committee Meeting. Unless subject is of an emergency nature, no material will be received by Council on the meeting night. All officers of the municipality and members of the public are urged to cooperate with the Clerk in making the agenda complete and accurate. The person requesting the item, or a designee, shall attend the committee meeting for discussion of the item.

~~For contracts or expenditures exceeding the state of Ohio limit for competitive bidding as of 6/1/92 or for expenditures for any purpose, which have not been included in current budgets:~~

~~A. The City Auditor for certification of the following: (1) availability of unencumbered funds; (2) account in which said funds are held; (3) if such funds are not immediately available, the source of the necessary funds and the date such requested funds are expected to be available.~~

~~B. The City Attorney for one of the following actions: (1) approval as to form; approval as to form with comments; OR (3) not approved as to form with comments. Contracts that have not met these requirements will not be sent for passage.~~

**SECTION 6.** *Committee Meetings.* Meetings of all committees of Council shall be public meetings, and whenever possible, shall be held in public buildings within the City of



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Reynoldsburg; however, each committee, by a majority of its voting members, may elect to hold meetings wherever it deems necessary to properly further its assigned purpose. All committee meetings will be convened by the Chair of such committee, or by two (2) voting members, giving notice of the date, time, and place to all members of the committee and the Clerk. The Clerk shall notify all members of Council of all committee meetings. Any member of Council shall have the right to sit with any committee, present information, take part in any discussion, and question witnesses; however, members of Council shall have a vote only when regularly assigned to such committee.

**SECTION 7.** *Committee of the Whole*. Council committees may meet as a Committee of the Whole to consider the agenda of any Committee, if a quorum of an individual committee is not present at the meeting, provided that four members of Council are present. Succession to chair a Committee of the Whole meeting shall be: Committee Chairperson, Vice-Chairperson, senior member of Committee, or senior member of Council. When meeting as a Committee of the Whole, each member present shall retain the right to vote.

**SECTION 8.** *Mandatory Referral.* All ordinances and resolutions shall be referred to an appropriate committee for review and recommendation for adoption or denial prior to final action being taken by Council. This provision may be suspended by an affirmative vote of a three-fourths majority of Council (CRC 4.04). Legislation awarding contracts are exempt from Mandatory Referral. (See CRC 8.04 (b)) EXCEPTION: When circumstances are warranted, legislation can be amended with emergency language and considered for adoption without suspension of the provision provided appropriate committee members are present and the topic has been discussed at least once in committee.

***ARTICLE V - COUNCIL AGENDA***

**SECTION 1.** *Content.* Before adoption of an ordinance or resolution, the committee chairperson or Clerk of Council may request the City Attorney review an ordinance to determine if it is a valid exercise of legislative authority.

**SECTION 2.** *Preparation.* The agenda for all meetings of Council shall be prepared by the Clerk, under the guidance of the President of Council, with the assistance of the President Pro Tempore of Council. No item requiring action may be placed on the agenda later than seven (7) days before a regular meeting and less than twenty-four (24) hours prior to the time of a special meeting, unless as considered in Section 4 of this Article. Unless the subject is of an emergency nature, no material will be received by Council on the meeting night.

**SECTION 3.** *Delivery.* It shall be the responsibility of the President of Council to make sure that the agenda is delivered to the members of Council on the Friday before a regular meeting, and not less than twenty-four (24) hours prior to the time of a special meeting.

**SECTION 4.** *Changes.* Any change to the published agenda shall not be made, other than by a majority vote of Council, on a motion to amend, which shall not be debatable, except for a brief



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statement of necessity, by the maker of the motion. Such motion shall require no second.

All matters listed under Item 10, Consent Agenda, are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of items listed on the Consent Agenda. However, if discussion is desired on a particular item(s), that item will be removed from the Consent Agenda and will be considered separately.

The Clerk of Council shall read aloud the items to be considered part of the Consent Agenda before there is a motion for approval.

A typical motion for approval: "I move that the Consent Agenda items 'a' through 'e' be approved as indicated," followed by a roll call vote, **or** a typical motion to remove an item might be, "I move that we approve the Consent Agenda items 'a' through 'e' with the exception of item 'c'," followed by a roll call vote.

**SECTION 5.** *Order of Business*. The agenda should reflect the following order of business:

Roll Call
~~Approval of Minutes~~
Approval of Agenda
Approval of Minutes
Community Comments/Presentations ~~and Requests~~
Communications
Reports
    City Officials
    Standing Committees
    Special Committees
~~Consent Agenda~~
Motions
Consent Agenda
Legislative Action One Reading Only
Procedural readings:
    First readings
    Second readings
Legislative Action:
    Third readings
Other Council Matters
Adjournment

It should be noted, that this section is directory in nature and not mandatory, and is subject to the discretion of the presiding officer.



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***ARTICLE VI - RULES OF ORDER***

**SECTION 1.** *Rules of Order.* All deliberations of Council shall be governed by the Constitution of the United States, the Constitution of the state of Ohio, the Revised Code of Ohio, the City of Reynoldsburg Charter, duly enacted ordinances and resolutions of the City of Reynoldsburg, Ohio, the Rules of Council of the City of Reynoldsburg, Ohio as contained herein, and in those areas of parliamentary procedure not specifically set forth in the foregoing documents, Roberts Rules of Order, Newly Revised.

***ARTICLE VII – LEGISLATION***

**SECTION 1.** *Definitions.*

| | |
|---|---|
| Ordinance: | Refers to the type of action by Council, which is of a general or permanent nature, creates a right, grants a franchise, or involves the expenditure of money, the levying of a tax, or authorizes the purchase, lease, sale, or transfer of property. |
| Resolution: | Refers to a declaration of intent or purpose, the authorization of some temporary act or administrative procedure. A resolution may initiate, direct, or carry out administrative duties and functions, which are granted to the legislative body under statutory laws, the City of Reynoldsburg Charter, or municipal ordinance. |
| Motion: | Refers to an action used to conduct the business of Council, in procedural matters, for elections conducted among Council members, appointments by Council, resolutions of expression by Council, decisions not requiring ordinance or resolution, and as otherwise provided in the CRC. |
| Majority: | Four (4) members of Council shall constitute a majority for the normal transaction of business. |
| 2/3 Majority: | A two-thirds (2/3) majority shall mean five (5) members of Council. |
| 3/4 Majority: | A three-fourths (3/4) majority shall mean six (6) members of Council. |

**SECTION 2.** *Form of Action of Council.* Except as otherwise provided in the CRC, action of Council shall be by ordinance, resolution, or motion. Motions shall be used to conduct the business of Council, in procedural matters, for elections conducted among Council members, appointments by Council, and as otherwise provided in the CRC. All other action shall be taken by ordinance or resolution. No action of Council shall be invalidated merely because the form thereof fails to comply with the provisions of this Section - i.e. (Sec. 4.02 CRC).

**SECTION 3**. *Introduction of Legislation.* Any member of Council may introduce any ordinance or resolution, at a regular or special meeting, which shall be in written or printed form, and shall contain a concise title - i.e. (Sec. 4.02 CRC).



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**SECTION 4**. *Form of Ordinances and Resolutions.*

A. The form, and style of ordinances and resolutions shall be determined by the Rules of Council.
B. Each ordinance or resolution shall contain only one subject, which shall be expressed in its title, provided that appropriation ordinances may contain the various subjects, accounts, and amounts for which monies are appropriated, and that ordinances and resolutions, which are codified or re-codified, are not subject to the limitation of containing one subject - i.e. (Sec. 4.02 CRC).
C. Resolutions, primarily and exclusively for recognition, shall be adopted upon a favorable vote at the first reading.

**SECTION 5.** *Reading Ordinances and Resolutions.*

A. Each ordinance and resolution shall be read on three different days, occurring with at least one week between readings, unless Council suspends this rule concerning readings by a vote of at least three-fourths of the members of Council, provided that ordinances and resolutions passed as emergency measures need not conform to this subsection, but shall be read at one meeting of Council.
B. Ordinances and resolutions shall be read by title only, unless Council determines that a reading shall be in full by a majority vote of its members - i.e. (Sec. 4.04 CRC).
C. *Suspension.* Any provision of this Article, except as noted in Section 4, may be suspended by an affirmative vote of a three-fourths majority of Council (CRC 4.04).

**SECTION 6.** *Vote Required for Passage.* The vote on the question of passage of each ordinance, resolution, and motion shall be taken by "ayes" and "nays," and entered into the Journal. No vote shall be passed without concurrence of a majority of the members of Council. Each emergency ordinance or resolution and each ordinance or resolution vetoed by the Mayor, which is subsequently approved by Council over-riding the Mayor's veto, shall require the affirmative vote of at least two-thirds of the members of Council for enactment.

**SECTION 7.** *Emergency Legislation.* Each emergency ordinance or resolution shall determine that the ordinance or resolution is necessary for the immediate preservation of the public peace, health, or safety or that its passage is urgently required for the financial needs of the City's government and shall contain a statement of the necessity or urgency requiring its passage as an emergency measure - i.e. (Sec. 4.07 CRC).

If an emergency ordinance or resolution shall fail to receive the required two-thirds affirmative vote, but receives the necessary majority for passage as non-emergency legislation, it shall become effective as non-emergency legislation.



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**SECTION 8.** *Pending Legislation.*

A. All ordinances, resolutions, and motions that have been postponed in excess of six (6) months shall be considered null and void. Any further action on the subjects covered shall be reintroduced as new legislation.

**SECTION 9.** *Amending Legislation.* ~~Any new language, or any additions to the code or existing ordinances or resolutions, shall be distinguished by capital letters, underlined, or bold face type so that any change is readily apparent. Deletion of existing language shall be shown by lining out the language to be removed.~~ Amendments to proposed legislation shall be made at a Council meeting or appropriate Committee meeting.

**SECTION 10.** *Reconsidering.* An action of Council can be reconsidered by the implementation of a Vote to Reconsider. Such a motion shall be made by a member of the prevailing side and done at (1) the same meeting or (2) the next meeting of Council following the meeting, at which the action to be reconsidered, occurred. A member of the prevailing side is defined as a member who voted for an action that passed or against an action that was defeated.

**SECTION 11.** *Publication.* A summary of every ordinance or resolution shall be published on the City's website within fourteen days after its final passage and no other publication shall be required.

***ARTICLE VIII - RULES OF DISCUSSION***

**SECTION 1.** *Policy.* ~~When an ordinance, resolution, or motion is before Council, or when a member of the public wishes to address Council, an adequate opportunity must be provided for all members of Council to be heard.~~ Council will provide an opportunity for the public to address Council on agenda and non-agenda items. However, in order to expedite business, the rules of discussion contained in this Article are set forth as the official policy of Council. Speaker slips shall be filled out completely including name, address, organization represented, if any, the agenda item to be addressed, the subject, if the person wishes to address a non-agenda item, and shall be filed with the Clerk of Council prior to the start of the meeting.

**SECTION 2.** *Duty of Presiding Officer.* The Presiding Officer shall recognize Councilmembers and other persons, who wish to address Council, prior to such member or person taking the floor. All persons, not personally known by Council, shall furnish their name, address, and the reason for their appearance upon request of the Presiding Officer prior to being recognized.

The Presiding Officer may utilize the following rules when exercising control of the discussion on any ordinance, resolution, motion, or when a member of the public wishes to address Council:

A. All Councilmembers shall speak only from their place at Council table, while all other persons addressing Council shall do so from a place so designated;
B. No ~~member or~~ public person shall be permitted to speak longer than three minutes at any one time or no longer than a total of five minutes;



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C. No ~~member or~~public person shall be permitted to speak more than two times;

~~D. While members may yield to other members, the limitations set forth in B and C above shall prevail;~~

~~E.~~D. No ~~member or~~public person shall be permitted to speak the second time, until all members have been given the opportunity to be heard at least once;

~~F.~~E. If the subject does not concern the legislative responsibilities of Council, the Presiding Officer may refer the person to the proper administrative officer, another public forum, or deny the request to speak;

~~G.~~F. No member or person shall use language or subject matter containing obscenity or partisan political propaganda;

~~H.~~G. No member or person shall conduct themselves in a disorderly manner or engage in disruptive behavior;

~~I.~~H. All members and persons addressing Council shall be subject to the duty of the Presiding Officer to preserve the order and decorum of a public meeting;

~~J.~~A. The Presiding Officer, subject to a challenge by a majority of Council, may refuse the floor to any member or person where the tactics are obviously dilatory and not in the best interest of Council;

K. The above rules may be suspended to permit unlimited debate, by a vote of three-fourths majority of Council.

***ARTICLE IX - VOTING***

**SECTION 1.** *Voting.* Except as otherwise provided in these rules, the Ohio Revised Code, or the CRC, all resolutions and ordinances will be voted upon in open council and shall be oral roll call votes. The roll call voting shall be different from successive meetings as called by the Clerk. The Clerk shall call the roll and each Councilmember will respond either "Aye", "Nay," or "Abstain." No other comment will be considered proper during voting. The Clerk must record the vote and the same shall be preserved in the minutes of the meeting. After the vote is complete, the Presiding Officer shall announce the results thereof. Except as otherwise provided herein or by law (U.S.C., O.R.C., C.R.C.), a majority shall carry any resolution, ordinance, or motion. The President of Council shall vote only to break a tie. No question concerning the vote of any member will be proper, after the vote is called.

**SECTION 2.** *Abstaining Vote.* No member shall be questioned concerning an abstaining vote. The decision to abstain is a personal matter to each member and under no condition may this action be challenged. Each member is urged to use careful discretion in this matter. An abstaining vote shall not be counted as either an "Aye" or "Nay" vote, but shall ~~remain~~ be considered neutral.

If a member anticipates abstaining due to a conflict of interest, they are encouraged to refrain from participating in the discussion and announcing the conflict prior to the beginning of the discussion or at such time as the conflict becomes apparent to the Councilmember.

***ARTICLE X - EXPENDITURE OF COUNCIL FUNDS***

**SECTION 1.** *Prior Approval of Expenditures.* Prior approval must be obtained before any member of Council, including the President of Council and the Clerk of Council, may attend a



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conference or seminar. Upon completion of the conference or seminar, every member of Council, including the President of Council and the Clerk of Council attending a conference or seminar, shall provide an agenda, or other printed material relevant to the subject matter covered, to the Clerk for filing with the "Prior Approval" form. Prior approval is defined as the approval by two of the four standing committee chairpersons and the acknowledgement of the President of Council, or the President Pro Tempore of Council in the absence of the President. Prior Approval forms may be obtained from the Clerk.

~~***ARTICLE XI COUNCIL RULES AND ORGANIZATION***~~ ***MOVED TO ARTICLE 1***

~~**SECTION 1.** Council shall be a continuing body, but shall meet in Council Chamber at its first meeting in January of each year for the purpose of organization. Council shall adopt, by a majority vote of its members, its own Rules which shall not conflict with the City of Reynoldsburg Charter and shall remain in effect, until amended, changed, or repealed by a majority vote of the members of Council. The rules shall go into immediate effect, unless a later date is specified, and shall not be subject to initiative or referendum. The Rules of Council shall provide for the number, composition, and manner of appointment of committees of Council and such other matters as Council shall determine to be necessary for the proper functioning and government of Council i.e. (Sec. 3.10 CRC).~~

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~~**SECTION 2.** In the absence of such rules, the parliamentary procedure set forth in Roberts Rules of Order, Newly Revised, shall prevail. A copy of Roberts Rules of Order, Newly Revised shall be kept in the Clerk's office at all times.~~



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**Clerk of Council**
**Bailey Sparks**
**7232 East Main Street**
**Reynoldsburg OH 43068**
**614-322-6805 Phone**

# MOTION REQUEST

**DATE:** **March 9, 2020**

**TO:**

**RE:** **Return of the Proposed Zoning Code Revisions to the Planning Commission**

Approval:

| | | |
|---|---|---|
| Joe Begeny | Chris Shook | Stephen Cicak |

A motion directing the return of the proposed zoning code revisions to the planning Commission for additional review due to suggested changes.

**City Attorney's Office**
**Chris Shook**
**7232 E. Main Street**
**Reynoldsburg OHIO 43068**
**6143226869 Phone**

# ORDINANCE REQUEST

| | |
|---|---|
| **DATE:** | **March 9, 2020** |
| **TO:** | **Public Service and Transportation Committee** |
| **RE:** | Establishment of a Rental Property Registration Program |

Approval:

| | | |
|---|---|---|
| Completed<br>Joe Begeny | Completed<br>Chris Shook | Completed<br>Stephen Cicak |

**AN ORDINANCE CREATING CHAPTER 1397 RENTAL PROPERTY REGISTRATION TO THE REYNOLDSBURG CODE OF ORDINANCES TO PROVIDE FOR THE REGISTRATION OF RESIDENTIAL RENTAL HOUSING LOCATED WITHIN THE BOUNDARIES OF THE CITY OF REYNOLDSBURG**

WHEREAS, the City of Reynoldsburg ("City") is a community in the State of Ohio which is facing the challenges of providing safe, available and affordable housing for current and future residents; and

WHEREAS, the growth of the City has increased the pressure on neighborhoods and housing in the City; and

WHEREAS, the Reynoldsburg City Council recognizes the need for an organized residential rental registration program for program for residential rental units within the City to provide an efficient system of code enforcement for the welfare of all residents of the City; and

**City Attorney's Office**
**Chris Shook**
**7232 E. Main Street**
**Reynoldsburg OHIO 43068**
**6143226869 Phone**

WHEREAS, the Reynoldsburg City Council desires that all residential rental units within the City be registered with the Department of Development; and

WHEREAS, the Reynoldsburg City Council authorizes the Department of Development to develop a rental registration application and administrative procedures and policies for the purpose of registering appropriate buildings with residential rental units; and

WHEREAS, it is the desire of the Reynoldsburg City Council to adopt enforcement measures and penalties to encourage compliance with this ordinance for the health, safety and welfare of the all residents of the City of Reynoldsburg; and

WHEREAS, the Reynoldsburg City Code contains a Property Maintenance Code in Chapter 1711 to protect the health and safety of all residents, to promote the public welfare, and to place standards of maintenance upon property owners that protects the beauty and health of our City.

NOW, THEREFORE, BE IT ORDAINED BY THE REYNOLDSBURG CITY COUNCIL

SECTION 1. That Chapter 1397 shall be created and added to the Reynoldsburg Code of Ordinances to require registration of residential rental housing for the City of Reynoldsburg be and is hereby attached as Exhibit A.

SECTION 2. That upon adoption by Council, this Ordinance shall be in effect thirty days following the signature of the Mayor.

CHAPTER 1397 - RENTAL PROPERTY REGISTRATION

# City Attorney's Office

**Chris Shook**
**7232 E. Main Street**
**Reynoldsburg OHIO 43068**
**6143226869 Phone**

1397.01 Purpose

1397.02 Definitions

1397.03 Registration required

1397.04 Designated agent; Notice and Service of process

1397.05 Exempt rental dwelling units

1397.06 Registration application form

1397.07 Registration term and renewal

1397.08 Fees

1397.09 Inspections

1397.10 Maintenance standards

1397.11 Responsibility of designated agent

1397.12 Retaliatory Eviction Prohibited

1397.13 Notice of Violations

1397.14 Appeals

1397.15 Failure to Remediate

1397.16 Disclaimer of Liability

1397.17 Saving clause

1397.18 Validity

1397.99 Penalties

**§1397.01 Purpose.**

It is the purpose of this chapter to protect the public health, safety and welfare of the residents of Reynoldsburg by establishing minimum standards governing the maintenance, appearance, and condition of all rental housing properties, to impose certain responsibilities and duties upon owners and operators; to authorize and establish procedures for the inspection of rental housing properties; to provide for the issuance of rental certification; to establish a fee schedule for inspection; to authorize the vacation or condemnation of dwelling structures that are unsafe or unfit for human habitation; and to fix penalties for violations of this chapter.

# City Attorney's Office

**Chris Shook**
**7232 E. Main Street**
**Reynoldsburg OHIO 43068**
**6143226869 Phone**

Rental housing with code violations are a risk to new development, housing stock, property values, public health, safety, and welfare in the City of Reynoldsburg. This chapter is hereby declared to be remedial and essential for the public interest, and it is intended that this chapter be liberally construed to effectuate the purposes as stated herein.

**§1397.02 Definitions.**

As used in this chapter, the words and terms below shall have the following meanings respectively prescribed to them in this chapter:

A. "Appeal" means a written notice to be filed with the City Board of Zoning and Building Appeals challenging a Notice of Violation. Such appeal must be filed within 14 days of the date of the Notice of Violation.

B. "City" means the City of Reynoldsburg.

C. "Designated City Official" means the Director of Public Service or a designee.

D. "Designated agent" means a business entity located in or an individual person eighteen (18) years or older residing in the State of Ohio with an address other than a post office box and named by an owner as a secondary point of contact regarding the use or condition of land and the occupancy and physical condition of structures on a platted lot or parcel of land.

E. "Dwelling" means any building or portion of a building that contains one or more dwelling units used, intended, or designed to be built, used, rented, leased, let or hired out to be occupied, or that is occupied for living purposes.

**City Attorney's Office**
**Chris Shook**
**7232 E. Main Street**
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F. “Dwelling unit” means a space within a dwelling, comprised of a living, cooking and dining area, a sleeping room or rooms, storage closets and bathing and toilet facilities, all used by only one family.

G. “Lease” means the written or oral agreement that sets forth any and all conditions concerning the use and occupancy of rental units.

H. “Notice of Violation” means a notice issued by the Designated City Official to the owner of real property or to their designated agent that there has been a violation of a provision of this chapter or any other applicable section of the *Reynoldsburg City Code*, ordinance, rule or regulation concerning the occupancy or condition of a premises that is or contains a rental dwelling unit.

*I. “*Premises” means a real property parcel of land and the structures on that parcel containing at least one (1) residential dwelling unit or one (1) commercial or industrial business space, including lots in manufactured home parks or platted lots or parcels outside a manufactured home park where a mobile home, manufactured home or industrialized unit may be located.

*J. "*Owner" means any person who, alone or jointly or severally with others, shall have the legal or equitable title to a property, and shall include executors, administrators, trustees or guardians of the estate of the owner, and any purchaser or assignee under a certificate of sale pursuant to a mortgage foreclosure. The term "owner" shall also include partnerships and other unincorporated associations. Any individual owner, regardless of whether he or she shares ownership responsibility with any other person, any general partner of a partnership, and any officer of a corporation or unincorporated association, shall have direct and personal responsibility and liability for compliance with the provisions of this chapter.

K. “Person” means an individual, corporation, business trust, estate, trust partnership or association, two or more persons having a joint interest or any other legal or community entity.

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L. "Property manager" means a person other than the owner that has managing control of a rental unit.

M. "Rent" means the offering, holding out or actual leasing of rental property to an occupant other than the owner and generally involves the payment of a rental amount although other forms of consideration may be involved or no consideration at all may be involved.

N. "Rental Dwelling Unit" means any structure or part thereof rented or leased by a person or persons other than the owner for residential purposes. Rental dwelling units may also be known as a rental dwelling, rental unit, dwelling unit, or housekeeping unit and may be a mobile home, manufactured home, or industrialized unit.

O. "Tenant" means any person who rents or leases a rental housing property for living or dwelling purposes with the consent of the landlord, whether or not rent is paid to the owner.

P. "Rental Inspector" means a person designated by the Designated City Official, qualified to conduct exterior and interior inspections of rental properties within the City. "Rental Inspector" may include, but is not limited to, Code Compliance Officers, Chief Building Official, and Assistant Chief Building Official.

**§1397.03 Registration required.**

No person shall lease, rent, or cause to be occupied a rental dwelling unit until first registering with the Designated City Official for that specific dwelling unit.

**§1397.04 Designated agent; Notice and Service of process.**

Every owner of a rental unit shall designate an agent who resides in the state who shall be responsible for operation of the unit and who may accept service of process and official notices on behalf of the owner. An official notice or service of process issued to a designated agent shall be deemed as served or delivered upon the owner of record. Each owner or designated agent shall maintain a list of the names and number of tenants in each rental unit and advise the tenants

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of all known applicable City regulations regarding occupancy and premise conditions. Failure to maintain a property or to maintain any requirements regarding registration shall be grounds for revocation of an existing certificate or denial of issuance of a renewal certificate of registration.

**§1397.05 Exempt rental dwelling units.**

The following dwellings are exempt from the requirements of this Chapter:

A. Owner-occupied, single-family dwellings;

B. Owner-occupied multi-family dwellings if the total number of occupants is equal to or less than ten (10) persons.

C. Hotels and motels without continuous occupancy by the same tenant for more than thirty (30) days;

D. Bed and breakfast inns without continuous occupancy by the same tenant for more than thirty (30) days.

E. Any single-family home without continuous occupancy by the same tenant for more than thirty days.

F. Nursing homes or residential care facilities as defined by Ohio Revised Code Section 3721.01

**§1397.06 Registration application form.**

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A. Application for registration of rental dwelling units shall be on forms provided by the Designated City Official and shall include at a minimum the following:

(1) Name, address, telephone, and e-mail address, if applicable, of an individual owner, sole proprietor or a corporate officer or business representative of a corporation, trust or other entity capable of holding title; and

(2) Name, address, telephone number, and e-mail address, if applicable, of a company or designated agent who must located in the State of Ohio; and

(3) Address of each rental dwelling unit; and

(4) Number of detached structures on the lot or parcel and number of units per structure; and

(5) Number of parking spaces on the lot or parcel used for dwelling purposes.

B. No post office boxes shall be accepted as a legal address for purposes of this chapter.

C. Registrations shall be retained by the City as a public record and made available to any other City department or public entity upon request.

D. Every person required to register a rental dwelling unit shall complete a new application upon amendment or change of any required information.

E. Upon sale or transfer of the premises, the previous owner shall provide the Designated City Official with the name and contact information of the new owner so that they may complete a new application for certificate of registration.

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F. Upon construction of new rental dwelling units or conversion of existing building space not previously used for residential purposes, an owner shall complete and submit a rental registration form for each building or portion thereof used for rental purposes.

**§1397.07 Registration term and renewal.**

Registration shall be made within ninety (90) days of the enactment of this Chapter. The term of the registration shall be valid so long as all of the original information and all registration fees are current. Sale or transfer of property shall cause the registration to expire and be no longer valid. Any new owner shall make new application for registration for each dwelling unit prior to closing so as to maintain a continuous record of ownership in case of damage, vandalism, premise condition or other requirement necessitating public notification to the owner, but in no case more than thirty (30) days after sale or transfer.

**§1397.08 Fees.**

A. The following application and registration fees shall be remitted to the City:

(1) Single-family rental dwelling unit - seventy-five dollars ($75.00).

(2) Two-family rental dwelling unit (aka “duplex”) - seventy-five dollars ($75.00) for each dwelling unit.

(3) Multi-family rental dwelling unit - seventy-five dollars ($75.00) for each of the first four dwelling units in one building structure and ($50.00) for each additional dwelling unit in that building structure.

B. The fees shall be submitted to the Designated City Official at the time a rental dwelling unit is registered with the City. There shall be no annual registration fee. Any original or

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renewal rental registration submitted more than ten (10 days) after the due date shall be assessed a late fee of an additional twenty-five dollars ($25.00) per unit.

C. A re-inspection fee of twenty-five dollars ($25.00) per unit shall be assessed for any additional inspections needed on a per unit basis if violations are not corrected within the amount of time given by the Designated City Official.

D. Fees assessed and collected in accordance with this Section shall be maintained as a separate line item and will be dedicated solely to reimbursing the costs actually incurred by the City related to the enforcement of this Chapter.

**§1397.09 Inspections.**

A. Inspections shall be conducted on the premises upon presentation of proper credentials. Nothing in this chapter shall be construed to require an occupant, operator or owner to consent to a warrantless inspection of a rental unit, dwelling, rooming house or premises except as provided by law.

B. Any exterior or interior common area, which is accessible to the public, of any building containing more than one residential dwelling unit may be inspected at any time.

C. Interior inspections of residential dwelling units may be performed at the request or consent of an occupant of a rental dwelling unit or by an owner or agent of an owner of a rental unit that is unoccupied.

D. If the owner, occupant, or agent thereof, does not consent to the proposed inspection, the Designated City Official may appear before any judge in a court of competent jurisdiction and seek an administrative search warrant to allow an inspection. Any such application shall be made within ten (10) calendar days after the non-consent. The application for the warrant shall specify the basis upon which the warrant is being sought

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and shall include a statement that the inspection will be limited to a determination whether there are violations of the Ohio Residential Building Code, the Property Maintenance Code under Chapter 1711 of the City Ordinances of Reynoldsburg, or any other applicable law. The Court may consider any of the following factors along with such other matters as it deems pertinent in its decision as to whether a warrant shall be issued:

1. Eyewitness account of a violation;
2. Citizen complaints;
3. Tenant complaints;
4. Plain view violations;
5. Violations apparent from city records;
6. Property deterioration;
7. Age of property;
8. Nature of alleged violation;
9. Condition of similar properties in the area;
10. Documented violations on similar properties in the area;
11. Passage of time since last inspection;
12. Previous violations on the property.

E. If a warrant is issued, no owner, occupant, or agent thereof shall fail or neglect, upon presentation of a warrant, to properly permit entry therein by the code official or his/her duly authorized designee for the purpose of conducting a rental inspection and examination pursuant to this section and consistent with the terms of the warrant. If the court declines to issue a warrant, or if no warrant is sought, the rental inspection shall be limited to such areas as are in plain view.

F. Upon occupation of a dwelling unit by a tenant, or if a dwelling has not been inspected for more than two (2) years, the Designated City Official shall send a letter to the

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occupant(s) advising said occupant(s) of their right to have an inspection with instructions on how to make that request to the Designated City Official.

G. No criminal penalty, or any penalty or fine under this Chapter shall attach solely by reason of the owner's, occupant's or agent's refusal to consent to a full inspection.

**§1397.10 Maintenance Standards.**

Every owner, agent or person in charge of a rental unit or structure shall be responsible for the maintenance thereof in good repair and safe condition in compliance with the requirements of this Chapter, the Residential Building Code of Ohio, and the Property Maintenance Code contained in Chapter 1711.. The owner shall also be responsible for maintaining in a safe and sanitary condition the shared or common areas of the premises. In addition to any requirements specified within this section of the codified ordinances, all applicable regulations provided for within the Codified Ordinances of the City of Reynoldsburg, shall apply and shall be subject to enforcement.

**§1397.11 Responsibility of designated agent.**

Designation of an agent by an owner shall cause the agent to be an additional responsible party for purposes of this Chapter and other chapters that may apply regarding the operation of the premises. All official notices of the City may be issued to the designated agent as well as the owner and in such case as a notice is served upon a designated agent such notice issued shall be deemed as having been served upon the owner of record.

**§1397.12 Retaliatory Eviction Prohibited**

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It shall be a violation of this Chapter if a court of competent jurisdiction determines that any owner of a rental dwelling unit or his or her agent brought or threatened to bring an action for possession of a rental unit for the purpose of retaliating against a tenant for requesting the assistance of the Designated City Official with an alleged violation of this Chapter or the Property Maintenance Code set forth in Chapter 1711.

**§1397.13 Notice of Violations**

A. The Designated City of Official, or his or designee, shall have the power to enforce all provisions of this Chapter.

B. The Designated City Official, or his or her designee, shall have the responsibility to issue to the owner of a rental dwelling unit or designated agent of an owner of a rental dwelling unit a Notice of Violation of any part of this Chapter, the Property Maintenance Code provided in Chapter 1711, or any other applicable section of the City ordinances.

C. The Notice of Violation shall include the applicable code section the owner is alleged to have violated, a brief statement of the factual basis for the alleged violation, and instructions to the owner of the right to appeal under Section 1397.15.

**§1397.14 Appeals.**

The Board of Zoning and Building Appeals (the "Board") shall have jurisdiction to hear and decide appeals when it is alleged that there is an error in any requirement, decision, or determination made by the Designated City Official in the enforcement or administration of this chapter.

Any person affected by any Notice of Violation which has been issued in connection with the enforcement of any of the provisions of this chapter may request and shall be granted a hearing on the matter by filing an appeal.

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The person shall file, in the office of City Council, an appeal with a written request for the hearing and shall set forth the name, address, and phone number of the appellant and a brief statement of the grounds for the hearing and appeal from any Notice of Violation of this chapter. Requests shall be filed within 14 days of the date of the Notice of Violation. On receipt of the appeal, the Clerk of Council shall set a time and place for a hearing before the Board. The hearing shall be held within a reasonable time after a request has been filed. At the hearing, the appellant shall be given an opportunity to be heard and to show cause why the notice and order should be modified or dismissed, or why a variance should be granted. The failure of the appellant or his representative to appear and present his position at the hearing shall be grounds for dismissal of the request.

Any party entitled to appeal a decision of the Board may appeal to a court of competent jurisdiction.

**§1397.15 Failure to Remediate**

A. If, after expiration of the time to file an appeal of a Notice of Violation or upon the affirmance by the Board and exhaustion of further appeals, the owner fails to remediate revision the violation, the Designated City Official shall have the power to issue a criminal or civil citation to the owner.

B. Any citation issued under Section (A) shall be filed in the Reynoldsburg Mayor’s Court, in the Franklin County Municipal Court, Environmental Division, or in the appropriate county municipal court which shall have jurisdiction over the address where the violation occurred.

**§1397.16 Disclaimer of liability.**

A certificate of registration is not a warranty or guarantee that there are no defects in a rental dwelling unit and the City shall not be held liable to any person for the condition of the property.

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**§1397.17 Saving clause.**

All proceedings pending and all rights and liabilities existing and acquired or incurred at the effective date of this chapter are saved and may be consummated according to the law in force when they were commenced.

**§1397.18 Validity.**

Should any section, clause, or paragraph of this chapter be declared invalid by a court of competent jurisdiction, the same shall not affect the validity of the chapter as a whole or any part thereof other than the part declared invalid.

**§1397.99 Penalties.**

A. Whoever violates or fails to comply with any of the provisions of this Chapter is guilty of an unclassified misdemeanor that shall be punishable by up to one-thousand dollars ($1000.00) in fines. Each separate violation shall constitute a separate offense, and a separate offense shall be deemed committed for each day during or on which a violation or non-compliance occurs or continues.

B. The penalty provisions of this Chapter shall supersede the penalty provisions provided in Section 1711.99 of the Reynoldsburg Code of Ordinances solely as it relates to owners of rental dwelling units subject to this Chapter.

C. The imposition of any penalty shall not preclude the City from instituting any appropriate action or proceeding in a court of proper jurisdiction to prevent an unlawful repair or maintenance; to restrain, correct or abate a violation; to prevent the occupancy of a dwelling, building, structure or premises; or to require compliance with the provisions of this chapter of other applicable laws, ordinances, rules or regulations or with the orders or determination of the Designated City Official.

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# ORDINANCE REQUEST

| | |
|---|---|
| **DATE:** | **March 9, 2020** |
| **TO:** | **Public Service and Transportation Committee** |
| **RE:** | **Vacant Property Registration** |

Approval:

| | | |
|---|---|---|
| Completed<br>Joe Begeny | Completed<br>Chris Shook | Stephen Cicak |

At the request of Councilmember Strickland, the City Attorney's Office has drafted the proposed Vacant Registration Ordinance for discussion and review.

AN ORDINANCE TO ESTABLISH CHAPTER 1399, REGISTRATION OF VACANT PROPERTIES AS PART OF THE CODIFIED ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO

WHEREAS, the City of Reynoldsburg recognizes that Chapter 1399 should be established to protect the public health, safety and welfare of the citizens and inhabitants of the City by preventing property deterioration and by establishing minimum standards governing the maintenance, appearance, and conditions of all residential and non-residential premises; to fix certain responsibilities and duties upon owners and occupants, and to fix penalties for violations of this Chapter,

WHEREAS, the City of Reynoldsburg finds a vacant property registration would ensure that the owners of vacant properties are known to the city and can be reached if necessary; and

WHEREAS, the City of Reynoldsburg desires to ensure that the owners of vacant properties are aware of the obligations of ownership under relevant codes and regulations; and

WHEREAS, the City of Reynoldsburg desires of to ensure the owners of vacant properties meet minimum standards of maintenance of vacant properties.

NOW, THEREFORE; BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO, that:

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SECTION 1. That Chapter1399 of the Codified Ordinances of the City of Reynoldsburg be established as follows:

## CHAPTER 1399

## REGISTRATION OF VACANT PROPERTIES


**§1399.01 Purpose**

**§1399.02 Definitions**

**§1399.03 Registration required**

**§1399.04 Designated Agent;**

**Notice of service of process**

**§1399.05 Exemptions**

**§1399.06 Registration application form**

**§1399.07 Registration term and renewal**

**§1399.08 Vacant building plan**

**§1399.09 Rehabilitation plan required for**

**re-occupancy**

**§1399.10 Inspections**

**§1399.11 Maintenance requirements**

**§1399.12 Security requirements**

**§1399.13 Fees**

**§1399.14 Notice of Violations**

**§1399.15 Appeals**

**§1399.16 Failure to Remediate**

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**§1399.17 Validity**

**§1399.99 Penalties**

**§1399.01 Purpose**

The purpose of this chapter is to establish a program for identifying and registering vacant buildings. This registration is to be used as a tool to protect and preserve our neighborhoods from becoming blighted through the lack of adequate maintenance and security concerns at vacant structures. The City of Reynoldsburg believes the presence of vacant buildings can lead to neighborhood decline, create public nuisances, contribute to lower property values, and discourage potential buyers from purchasing a home or business in neighborhoods with vacant properties.

**§1399.02 Definitions**

For the purpose of this chapter, certain words and phrases used in this chapter are defined as follows:

A. "Accessible property" means a property that is accessible through a compromised or breached gate, fence, wall, or other opening providing access.

B. "Accessible structure" means a house, building or other structure that is unsecured or breached in such a way as to allow access to the interior space by unauthorized persons.

C. "Appeal" means a written notice to be filed with the City Board of Zoning and Building Appeals challenging a Notice of Violation. Such appeal must be filed within 14 days of the date of the Notice of Violation.

D. "Buyer" means any person, partnership, co-partnership, association, and corporation, fiduciary or other entity that agrees to transfer anything of value in consideration for the property.

E. "City" means the City of Reynoldsburg.

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F. "Deed in lieu of foreclosure" means a recorded document that transfers ownership of a property from the mortgagor to the mortgagee.

G. "Default" means the failure to fulfill a contractual obligation, whether monetary or conditional.

H. "Designated City Official" means the Service Director or his designee

I. "Designated Agent" means a business entity located in or an individual person eighteen (18) years or older residing in the State of Ohio with an address other than a post office box and named by an owner as a secondary point of contact regarding the use or condition of land and the occupancy and physical condition of structures on a platted lot or parcel of land.

J. "Distressed" means a property that is the subject of a pending foreclosure suit, has been foreclosed upon by the foreclosing entity, is set for sheriff's sale, has been sold at a sheriff's sale or has been conveyed to the mortgagee via a deed in lieu of foreclosure.

K. "Evidence of vacancy" means any condition that on its own or combined with other conditions present would lead a reasonable person to believe the property is vacant. Such conditions include, but are not limited to; significantly below standard utility usage, overgrown and or dead vegetation, graffiti or other defacement of buildings or structures, accumulation of newspapers circulars, flyers, and/or mail, vehicles, auto parts or materials, the absence of window coverings, such as curtains, blinds, and/or shutters, the absence of furnishings and/ or personal items consistent with habitation or occupations.

L. "Foreclosing entity" means an entity holding a note secured by a mortgage, an entity holding a lien recorded with the Franklin, Licking, or Fairfield County Recorder's Office, a non- government entity that holds an interest in delinquent property taxes, an entity that takes property via a deed in lieu of foreclosure, an entity that has

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purchased a property from a sheriff's sale, a government entity that accepts property as a result of a government-insured mortgage or loan.

M. "Foreclosure" means the process by which a foreclosing entity seeks a decree of foreclosure from the Franklin County, Fairfield County, or Licking County Common Pleas Court.

N. "Mortgage" means an agreement between a mortgagor and a mortgagee by which a mortgagee retains an interest in real estate title as collateral for a loan. This definition applies to any and all subsequent mortgages, i.e., second mortgage, third mortgage, etc.

O. "Mortgagee" means the person, partnership, co-partnership, association, corporation, lender, fiduciary or any other entity holding a mortgage on a property.

P. "Mortgagor" means a borrower under a mortgage.

Q. "Notice of Violation" means a notice issued by the Designated City Official to the owner of real property or to their designated agent that there has been a violation of a provision of this Chapter or any other applicable section of the Reynoldsburg City Code, ordinance, or regulation concerning vacant properties.

R. "Owner" means any person who, alone or jointly or severally with others, shall have the legal or equitable title to a property, and shall include executors, administrators, trustees or guardians of the estate of the owner, and any purchaser or assignee under a certificate of sale pursuant to a mortgage foreclosure. The term "owner" shall also include partnerships and other unincorporated associations. Any individual owner, regardless of whether he or she shares ownership responsibility with any other person, any general partner of a partnership, and any officer of a corporation or unincorporated association, shall have direct and personal responsibility and liability for compliance with the provisions of this chapter.

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S. "Property" means any unimproved or improved real property or portion thereof, situated in the City including any house, building or other structures that may be located on the property regardless of condition.

T. "Securing" means such measures as may be directed by the Designated City Official that assist in rendering the property inaccessible to unauthorized persons, including but not limited to the repairing of fences and walls, chaining or padlocking of gates, the repair or replacement of doors, windows, or other openings.

U. "Vacant" means a house, building or other structure where no person or persons actually or currently conducts a lawfully licensed business, lawfully resides or lives in any part of the building as the legal or equitable owner(s) or tenant-occupants(s), or owner-occupant(s), or tenants(s).

1. A building shall be deemed vacant if it is unoccupied for a period of time over sixty (60) days and is:

    a. Unsecured; or

    b. Secured by other than normal means; or

    c. An unsafe building as determined by the Code Enforcement Officer; or

    d. Utilities have been disconnected; or

    e. Has property maintenance violations under Chapter 1711 of the Reynoldsburg Codified Ordinances; or

    f. In a mortgage status of abandonment (i.e. deceased or foreclosed); or

    g. Abandoned by the property owner.

2. A building shall be deemed vacant if it is illegally occupied which shall include loitering and vagrancy; or

3. A building shall be deemed vacant if it has not been used for its intended purpose for more than 180 days.

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V. "Secured by other than normal means" is defined as a building secured by means other than those used in the design of the building.

W. "Unoccupied" is defined as a building which is not being used for the occupancy authorized by the owner. The term "unoccupied" shall only be applicable to multi-unit structures when more than half (1/2) of the units and/ or more than half (1/2) of the available space are not currently occupied by a tenant or tenants.

X. "Unsecured" is defined as building or portion of a building which is open to entry by unauthorized persons without the use of tools or ladders.

**§1399.03 Registration required**

A. The owner of a vacant building shall register the building with the City of Reynoldsburg Designated City Official not later than ninety (90) days after any building in the City becomes a vacant or not later than thirty (30) days of being notified by a designated city official of the requirement to register based on evidence of vacancy, whichever event occurs first.

B. For any abandoned real property subject to foreclosure that is located within the City of Reynoldsburg, the foreclosing entity shall register the abandoned property within thirty (30) days after the property becomes vacant when:

1. The entity files a foreclosure action; or
2. The entity accepts a deed in lieu of foreclosure; or
3. The entity buys real property at a sheriff' sale or accepts property as result of a government-insured mortgage or loan.

**§1399.04 Designated agent; Notice of service of process**

A. Every owner of a vacant property or foreclosing entity of a vacant property shall designate an agent who resides in the State who shall be responsible for the vacant property and who may accept service of process and official notices on behalf of the

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owner or foreclosing entity. An official notice or service of process issued to a designated agent shall be deemed as served or delivered upon the owner of record.

B. The Designated Agent shall reside or maintain a principal place of business within twenty-five (25) miles of the vacant property.

**§1399.05 Exemptions**

1. A building under active construction/ renovation and having a valid building permit(s) at the time of the initial inspection shall be exempt from the registration until the expiration of the longest-running currently active building permit.

2. A building that has suffered fire damage or damage caused by extreme weather conditions shall be exempt from the registration requirement for a period of ninety (90) days if the owner submits a request for exemption in writing to the Designated City Official. The request shall include the names and addresses of the owner or owners, and a statement of intent to repair and reoccupy the building in an expedient manner, or the intent to demolish the building.

3. A building that is for sale shall be exempted for a period of twelve (12) months from the start of the vacancy, provided that the owner submits proof to the Designated City Official of such listing and for-sale status.

4. Any owner of a vacant building may request an exemption from the provisions of this Chapter by filing a written application with the City who shall timely consider the same. In determining whether a request for exemption should be granted, the Designated City Official or designee shall consider the following:

    a. The applicant's prior record as it pertains to Property Maintenance Code Violations.

    b. The amount of vacant property the applicant currently has within the City of Reynoldsburg.

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c. The length of time that the building for which the exemption is sought has been vacant.

d. The Designated City Official shall approve with conditions, or reject the completed application for exemption within thirty (30) days of receiving it.

**§1399.06 Registration application form**

A. Application for registration of vacant buildings shall be on forms provided by the Designated City Official and shall including, at a minimum, the following:

(1) Address of the vacant property;

(2) Name, address, telephone, and e-mail address, if applicable, of an individual owner, sole proprietor or a corporate officer or business representative of a corporation, trust or other entity capable of holding title, or foreclosing entity, if applicable; and

(3) Name, address, telephone number, and e-mail address, if applicable, of the Designated Agent, who must be located in the State of Ohio; and

(4) Names and addresses of all known lien holders and all other parties with an ownership interest in the building.

(5) A Vacant Building Plan as describe in

B. No post office boxes shall be accepted as a legal address for purposes of this chapter.

C. Registrations shall be retained by the City as a public record and made available to any other City department or public entity upon request.

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D. Every person required to register a vacant building shall complete a new application upon amendment or change of any required information.

E. Upon sale or transfer of the property, the previous owner shall provide the Designated City Official with the name and contact information of the new owner so that they may complete a new application for certificate of registration.

F. The failure of the owner of the vacant building to obtain a deed for the property or to file the deed with the County Recorder shall not excuse the property owner from registering the property.

**§1399.07 Registration term and renewal**

A. Registration shall remain valid for twelve (12) months from the approved registration date. Should the property remain vacant upon the expiration of the initial registration, the owner or foreclosing entity shall complete another application to re-register the property and pay an escalating fee schedule as outlined in Section 1399.07 of this Chapter.

B. If the building is to remain vacant after twelve (12) months, the owner or foreclosing entity shall submit, in writing, an explanation how the building will remain secure, along with the procedure that will be used to maintain the property, and the reasons why the building will be left vacant.

C. Once a registered property is sold and the deed is transferred into a new owner's name, the new owner or foreclosing entity must submit in writing to have the property removed from the registry.

**§1399.08 Vacant building plan**

Upon registration of a vacant building, the owner shall also file a vacant building plan, which must contain one of the following:

**City Attorney's Office**
**Chris Shook**
**7232 E. Main Street**
**Reynoldsburg OHIO 43068**
**6143226869 Phone**

(1) If the building is to be demolished, a demolition plan that complies with the Ohio Building Code; or

(2) If the building is to remain vacant, an explanation detailing how the building will remain secure, along with the procedure that will be used to maintain the property, and the reasons why the building will be left vacant; or

**§1399.09 Rehabilitation plan required for re-occupancy**

If a vacant building is to be returned to the appropriate occupancy or use, the owner shall submit a rehabilitation plan for the building and grounds. The rehabilitation plan shall be completed not longer than twelve (12) months from the time permits are obtained, unless the Designated City Official or designee grants an extension upon receipt of a written request from the owner detailing the reasons for the extension. Any repairs, improvements or alteration to the property must comply with the applicable zoning, housing, historic, preservation, or building codes and the property must be secured during the rehabilitation.

**§1399.10 Inspections**

A. Inspections shall be conducted on the premises upon presentation of proper credentials. Nothing in this chapter shall be construed to require an owner or foreclosing entity owner to consent to a warrantless inspection of a vacant building premises except as provided by law.

B. Any exterior or interior common area, which is accessible to the public, of any vacant building may be inspected at any time.

C. Interior inspections of vacant buildings may be performed at the request or consent of an owner or foreclosing entity.

D. If the owner or foreclosing entity does not consent to the proposed inspection, the Designated City Official may appear before any judge in a court of competent jurisdiction and seek an administrative search warrant to allow an inspection. Any such application shall be made within ten (10) calendar days after the non-consent. The application for the warrant shall specify the basis upon which the warrant is being sought

**City Attorney's Office**
**Chris Shook**
**7232 E. Main Street**
**Reynoldsburg OHIO 43068**
**6143226869 Phone**

and shall include a statement that the inspection will be limited to a determination whether there are violations of the Ohio Residential Building Code, the Property Maintenance Code under Chapter 1711 of the City Ordinances of Reynoldsburg, or any other applicable law. The Court may consider any of the following factors along with such other matters as it deems pertinent in its decision as to whether a warrant shall be issued:

1. Eyewitness account of a violation;
2. Citizen complaints;
3. Plain view violations;
4. Violations apparent from city records;
5. Property deterioration;
6. Age of property;
7. Nature of alleged violation;
8. Condition of similar properties in the area;
9. Documented violations on similar properties in the area;
10. Passage of time since last inspection;
11. Previous violations on the property.

E. If a warrant is issued, no owner or foreclosing entity shall fail or neglect, upon presentation of a warrant, to properly permit entry therein by the code official or his/her duly authorized designee for the purpose of conducting an inspection and examination pursuant to this section and consistent with the terms of the warrant.

F. No criminal or civil penalty under this Chapter shall attach solely by reason of the owner or foreclosing entity's refusal to consent to a full inspection.

**1399.11 Maintenance requirements**

# City Attorney's Office

**Chris Shook**
**7232 E. Main Street**
**Reynoldsburg OHIO 43068**
**6143226869 Phone**

While vacant properties are required to be registered with the City pursuant to this chapter, such properties are required to be maintained in accordance with Chapter 1385 and Chapter 1711 of the City of Reynoldsburg Codified Ordinances.

**1399.12 Security requirements**

Any structure on the premises of a registered vacant property is required to be maintained in a secure manner, so as not to be accessible to any unauthorized persons. Secure manner includes, but is not limited to:

1. Closure and locking of all windows, doors, and other openings that may allow access to the interior of a structure
2. In the case of damaged or broken doors, windows or other openings, they must be repaired properly within thirty (30) days of notification.
3. Boarding up a damaged or unsecure door, window or other openings may be permitted only to eliminate an immediate hazard, but not to exceed thirty (30) days.
4. Any property found to be unsecure must be secured within forty-eight (48) hours of notification.

**1399.13 Fees**

The fees described in this section are established in order to defray the costs to the City related to the health, safety, and economic impact of structures which remain vacant for long periods of time, including but not limited to administrative costs for registering and processing the vacant building owner registration form and for the costs incurred by the City in monitoring the vacant building. The annually increased fee amounts are reasonably related to the costs incurred by the City for demolition and hazard abatement or repairs to vacant buildings, as well as the continued administrative costs.

1. The owner of a vacant building shall pay an annual fee of two hundred dollars ($200) for the first year the building remains vacant.
2. For every consecutive year that the building remains vacant, the annual registration fee shall be increased by two hundred dollars ($200) over the previous year to a five (5) year maximum of one thousand dollars ($1,000) to be used for the fifth and for all consecutive, subsequent years of vacancy.

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**Chris Shook**
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**Reynoldsburg OHIO 43068**
**6143226869 Phone**

3. The first annual fee shall be paid at the time the building is registered. If the fee is not paid, the amount owed shall be assessed against the owner and certified to the appropriate County Auditor as a lien against the property.

4. The fee shall be paid in full prior to the issuance of any building permits unless the property is granted an exemption.

5. All delinquent fees shall be paid by the owner prior to any transfer of an ownership interest in the vacant building. A lien may be placed on the property to collect delinquent fees.

**§1399.14 Notice of Violations**

A. The Designated City Official, or his or her designee, shall have the power to enforce all provisions of this Chapter.

B. The Designated City Official, or his or her designee, shall have the responsibility to issue to the owner of a vacant property or an authorized agent of an owner of a vacant property a Notice of Violation of any part of this Chapter, the Property Maintenance Code provided in Chapter 1711, or any other applicable section of the City ordinances.

C. The Notice of Violation shall include the applicable code section the owner is alleged to have violated, a brief statement of the factual basis for the alleged violation, and instructions to the owner of the right to appeal under Section 1399.10.

**1399.15 Appeals**

The Board of Zoning and Building Appeals (the "Board") shall have jurisdiction to hear and decide appeals when it is alleged that there is an error in any requirement, decision, or determination made by the Designated City Official in the enforcement or administration of this chapter.

# City Attorney's Office

**Chris Shook**
**7232 E. Main Street**
**Reynoldsburg OHIO 43068**
**6143226869 Phone**

Any person affected by any Notice of Violation which has been issued in connection with the enforcement of any of the provisions of this Chapter may request and shall be granted a hearing on the matter by filing an appeal.

The person shall file, in the office of City Council, an appeal with a written request for the hearing and shall set forth the name, address, and phone number of the appellant and a brief statement of the grounds for the hearing and appeal from any Notice of Violation of this Chapter. Requests shall be filed within 14 days of the date of the Notice of Violation. On receipt of the appeal, the Clerk of Council shall set a time and place for a hearing before the Board. The hearing shall be held within a reasonable time after a request has been filed. At the hearing, the appellant shall be given an opportunity to be heard and to show cause why the notice and order should be modified or dismissed, or why a variance should be granted. The failure of the appellant or his representative to appear and present his position at the hearing shall be grounds for dismissal of the request.

Any party entitled to appeal a decision of the Board may appeal to a court of competent jurisdiction.

**§1399.16 Failure to Remediate**

A. If, after expiration of the time to file an appeal of a Notice of Violation or upon the affirmance by the Board and exhaustion of further appeals, the owner fails to remediate revision the violation, the Designated City Official shall have the power to issue a criminal or civil citation to the owner.

B. Any citation issued under Section (A) shall be filed in the Reynoldsburg Mayor’s Court, in the Franklin County Municipal Court, Environmental Division, or in the appropriate county municipal court which shall have jurisdiction over the address where the violation occurred.

**§1399.17 Validity.**

# City Attorney's Office

**Chris Shook**
**7232 E. Main Street**
**Reynoldsburg OHIO 43068**
**6143226869 Phone**


Should any section, clause, or paragraph of this chapter be declared invalid by a court of competent jurisdiction, the same shall not affect the validity of the Chapter as a whole or any part thereof other than the part declared invalid.

**1399.99 Penalties**

Whoever violates or fails to comply with any of the provisions of this Chapter is guilty of an unclassified misdemeanor that shall be punishable by up to one thousand dollars ($1000.00) in fines. Each separate violation shall constitute a separate offense, and a separate offense shall be deemed committed for each day a violation continues.

**Parks & Recreation Dept.**
**Donna Bauman**
**7232 E. Main Street**
**Reynoldsburg OHIO 43068**
**614-322-6879 Phone**

# ORDINANCE REQUEST

| | |
|---|---|
| **DATE:** | **March 9, 2020** |
| **TO:** | **Development, Parks and Recreation Committee** |
| **RE:** | **2020 Tomato Festival Contract with Media Promotion Enterprises** |

Approval:

| | | |
|---|---|---|
| Completed<br>Joe Begeny | Completed<br>Chris Shook | Completed<br>Stephen Cicak |

Emergency/Suspension: Emergency

Reason For Emergency: Financial needs of the City's government

Request authorization to enter into contract with MPE for an amount not to exceed $**55,000** for professional services as the booking agent for the 2020 Tomato Festival. As booking agent they shall procure artist(s) for August 6, 2020, August 7, 2020 and August 8, 2020.

We are agreeing to hire them as the production company via a separate contract. Monies have already been appropriated into the Community Events Budget for 2020.

Requesting emergency passage at the third reading to secure entertainment for the 2020 Tomato Festival by 3/10/2020.

Pursuant to Reynoldsburg Code of Ordinances (RCO) Chapter 175.01 *(d) As an alternative to competitive bidding, contracts for professional services are not subject to competitive bidding requirements and shall not require further legislative authorization where there are adequate unencumbered appropriations for that purpose. Professional services includes, but are not limited to services of an accountant, appraiser, architect, attorney at law, physician,*

**Parks & Recreation Dept.**
**Donna Bauman**
**7232 E. Main Street**
**Reynoldsburg OHIO 43068**
**614-322-6879 Phone**

*professional engineer, construction project manager, surveyor, or fiscal and management consultants.*

**AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH MEDIA PROMOTION ENTERPRISES (MPE) FOR THE 2020 TOMATO FESTIVAL, AND DECLARING AN EMERGENCY**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the Mayor be and is hereby authorized and directed to enter into an agreement with Media Promotion Enterprises (MPE) for a price not to exceed fifty-five thousand dollars ($55,000.00).

SECTION 2. That this purchase is authorized pursuant to Reynolsburg Code Section 175.01(d).

SECTION 3**.** That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City's government, and further to return the contract by a March 10, 2020 deadline; wherefore upon adoption by Council this Ordinance shall be in effect immediately upon signature by the Mayor.

# MEDIA PROMOTION ENTERPRISES

## TALENT AGREEMENT

This agreement, and the attached addenda herein, duly executed this 22 January 2020, between **Media Promotion Enterprises** (herein known as "Producer") and the **Reynoldsburg Tomato Festival** (herein known as "Purchaser") shall verify the terms and conditions of our agreement regarding the following entertainment event.

| | |
|---|---|
| **Artists:** | Thursday August 6, 2020 – TBD<br>Friday August 7, 2020 – TBD<br>Saturday August 8, 2020 - TBD |
| **Dates:** | August 6-8, 2020 |
| **Location:** | Huber Park, Reynoldsburg, OH |
| **Event:** | Reynoldsburg Tomato Festival |
| **Times:** | Approx. 9:00PM TBD |

### OBLIGATIONS OF PRODUCER

1. **Artist**
   MPE will research and provide available options for the dates above.

2. **Production Contract**
   Producer agrees to provide a professional production package to meet the needs of the ARTIST/s and will appear in a separate contract.

   Producer agrees that all other rider requirements, producer's staffing, ground transportation, hospitality etc. will appear in the separate production contract.

### OBLIGATIONS OF PURCHASER

1. **Venue Access**
   PURCHASER agrees to avail premises to MPE and the ARTIST/s for each day of performance in order to execute the requirements of ARTIST/s contract.

2. **Electric**
   PURCHASER agrees to provide power as needed to fulfill the requirements of MPE's contract with the ARTIST. If utilizing generator power 1 - 200amp 3phase service for sound and 1 – 200amp 3phase service for lighting will be required. A backup generator is also highly recommended.

3. **Tent**
   PURCHASER agrees to provide a 20x20 tent backstage for use by the production and Artist/s. This can double as a merchandise area as well.



*Professional Entertainment*

(304) 697-4222
(800) 788-4006
(800) 494-7315 FAX

423 Sixth Avenue
Huntington, WV 25701
www.mpe-entertainment.com

Attachment: MPE TF 2020 (20-2020 : 2020 Tomato Festival Contract)

# MEDIA PROMOTION ENTERPRISES

4. **Hotel Accommodations**
PURCHASER to provide hotel accommodations for ARTIST and crew. A rooming list shall be provided a minimum of thirty to sixty (30-60) days before show date to ensure availability of rooms.

5. **Catering/Meals/Green Room**
PURCHASER to provide catered meals per ARTIST'S specifications for lunch and dinner. PURCHASER to make a private space available in the senior center. A space should be made available indoors for exclusive use of each headlining Artist on Friday and Saturday.

6. **Security**
PURCHASER shall provide security from the time ARTIST'S equipment arrives until it has been loaded back into ARTIST'S or Contractor's trucks. PURCHASER shall not handle ARTIST'S equipment. PURCHASER shall provide security to fulfill the obligations of MPE's contract with ARTIST. PURCHASER also agrees to provide overnight security for the venue.

7. **Force Majeure**
PURCHASER agrees that all entertainment performances are subject to Force Majeure parameters. Provided that the ARTISTS are present on location, willing and able to perform pursuant to the terms hereof, payment of all guaranteed compensation shall be made to MPE. The obligation of the ARTIST to perform is subject to detention or prevention by accidents of ground transportation, Acts of God, riots, strikes, labor disputes, epidemics, any act or order of public authority, or any cause, similar or dissimilar beyond the control of MPE, PURCHASER, and ARTIST, which, in the PURCHASER'S determination, would prevent or interfere with the presentation of the show.

In the event of inclement weather creating dangerous or unsafe performance conditions resulting in cancellation of any show, the total contracted amount is to be paid in full. The final decision pertaining to the exercise of this item will lie with the PRODUCER upon consultation with ARTIST'S representatives and PURCHASER.

**Payment Terms**

Purchaser to pay Producer not to exceed $50,000 for talent as follows:

1) A deposit of 50% deposit payable to MPE Entertainment by certified funds will be due within 15 days of issuance with the returned signed contract.

2) The remaining balance of 50% payable to MPE Entertainment will be due on or before August 6, 2020 prior to load-in.

**SIGNATURES TO APPEAR ON THE FOLLOWING PAGE**



*Professional Entertainment*

(304) 697-4222
(800) 788-4006
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423 Sixth Avenue
Huntington, WV 25701
www.mpe-entertainment.com

Attachment: MPE TF 2020 (20-2020 : 2020 Tomato Festival Contract)

# MEDIA PROMOTION ENTERPRISES

**BY SIGNING THIS AGREEMENT, THE PARTIES ACKNOWLEDGE THAT THEY ARE AUTHORIZED TO DO SO, AND ASSUME RESPONSIBILITY TO SATISFY ALL TERMS AND CONDITIONS OF THIS CONTRACT.**

**PURCHASER**

X_____
Name:
Title:
City of Reynoldsburg, OH
7232 E Main Street
Reynoldsburg, OH 43068
(614) 322-6839 Office

**PRODUCER**

X_____
Joe Eddins
President
Media Promotion Enterprises, LLC
423 Sixth Avenue
Huntington, WV 25701
(304) 697-4222

Attachment: MPE TF 2020 (20-2020 : 2020 Tomato Festival Contract)



(304) 697-4222
(800) 788-4006
(800) 494-7315 FAX

*Professional Entertainment*

423 Sixth Avenue
Huntington, WV 25701
www.mpe-entertainment.com

**Donna Bauman**

**From:** Jennifer Clemens
**Sent:** Monday, January 27, 2020 11:37 AM
**To:** Donna Bauman
**Subject:** FW: MPE Contract

**Follow Up Flag:** Follow up
**Flag Status:** Completed

As standard in our industry we have a 1mil single occurrence and a general aggregate of 2mil on our policy.

Thank you!

--

**Joe Eddins** | President
**MPE Entertainment**
M: (304)-634-9712 | O: (800)-788-4006
joe@mpe-entertainment.com
www.mpe-entertainment.com
facebook.com/mpeentertainment

On Jan 27, 2020, at 11:02 AM, Jennifer Clemens <jclemens@ci.reynoldsburg.oh.us> wrote:

Joe,
Mr. Shook is asking you to provide the amount of insurance coverage you have. He also wanted me to let you know that we will attach your answer to be included with contract. As always please let me know if you have any questions.
Thanks,

Jennifer Clemens
Special Events and Media Coordinator
–
**City of Reynoldsburg**
7232 East Main Street | Reynoldsburg, OH 43068
**T** 614-322-6839 | **C** 614-403-1674

www.ci.reynoldsburg.oh.us

Jennifer Clemens
Special Events and Media Coordinator
–
**City of Reynoldsburg**
7232 East Main Street | Reynoldsburg, OH 43068
**T** 614-322-6839 | **C** 614-403-1674

www.ci.reynoldsburg.oh.us

Attachment: MPE TF 2020 (20-2020 : 2020 Tomato Festival Contract)

**From:** Jennifer Clemens
**Sent:** Monday, January 27, 2020 10:30 AM
**To:** Donna Bauman <dbauman@ci.reynoldsburg.oh.us>
**Subject:** MPE Contract

Donna,
Joe just sent me this, let me know if you need anything else.

Hi Jennifer,

The meals that you provided last year will be acceptable for this year as well. An alternative is to provide the artist a buyout for breakfast, lunch, and dinner typically 50-75 per person but if you have 10-15+ people each that can become pricey.

MPE already purchases all of the common hospitality and bus stock/dressing room items and you are currently only responsible for the lunch and dinners.

As far as security there has to be overnight security provided each night. We break down and store as much gear as possible to deter any theft. We understand anything is possible however we can not put in the contract any clause regarding theft or damage. We do carry adequate insurance for such instances.

Hope this info/explanations help!

**Joe Eddins** | President
**MPE Entertainment**
M: (304)-634-9712 | O: (800)-788-4006
joe@mpe-entertainment.com
www.mpe-entertainment.com
facebook.com/mpeentertainment

Jennifer Clemens
Special Events and Media Coordinator
–
**City of Reynoldsburg**
7232 East Main Street | Reynoldsburg, OH 43068
**T** 614-322-6839 | **C** 614-403-1674

www.ci.reynoldsburg.oh.us

Attachment: MPE TF 2020 (20-2020 : 2020 Tomato Festival Contract)

**Clerk of Council**
**Mollie Prasher**
**7232 East Main Street**
**Reynoldsburg OH 43068**
**614-322-6836 Phone**

# ORDINANCE REQUEST

| | |
|---|---|
| **DATE:** | **March 9, 2020** |
| **TO:** | **Finance and Administration Committee** |
| **RE:** | **Increase in Council/President Pay in order to gain full OPERS Contribution credit** |

Approval:

| | | |
|---|---|---|
| Completed<br>Joe Begeny | Completed<br>Chris Shook | Completed<br>Stephen Cicak |

Emergency/Suspension: Emergency

Reason For Emergency: Financial needs of the City's government

This legislation is needed to allow Councilmembers to make personal contributions. OPERS requires that a municipality approve OPERS contributions minimums so that the denial of OPERS credit is due to mid-term salary increases and not a general denial to increase OPERS contribution minimums.

**AN ORDINANCE TO AMEND CHAPTER 121, SECTION 121.02 COMPENSATION OF COUNCILMEMBERS AND CHAPTER 127, SECTION 127.01 COMPENSATION OF PRESIDENT OF COUNCIL OF THE CODE OF ORDINANCES FOR THE CITY OF REYNOLDSBURG, OHIO, AND DECLARING AN EMERGENCY**

WHEREAS, the Ohio Public Employees Retirement System has increased the minimum OPERS contribution amount that members must earn each month to a new rate in order to qualify for full service credit; and

WHEREAS, Reynoldsburg At Large Councilmembers current rate of OPERS earnable salary is $7,920.00 annually. That earnable salary would need to be increased to $8,362.08 effective May 1, 2022 and may be increase annually every January 1st through 2029 as follows:

**Clerk of Council**
**Mollie Prasher**
**7232 East Main Street**
**Reynoldsburg OH 43068**
**614-322-6836 Phone**

| | | | |
|---|---|---|---|
| 2023 | $8,508.36 | 2027 | $9,119.88 |
| 2024 | $8,657.28 | 2028 | $9,279.48 |
| 2025 | $8,808.84 | 2029 | $9,441.84 |
| 2026 | $8,962.92 | | |

WHEREAS, Reynoldsburg Ward Councilmembers current rate of OPERS earnable salary is $7,920.00 annually. That earnable salary would be increased to $8,657.28 effective May 1, 2024 and may be increased annually every January 1st through 2029 as follows:

| | | | |
|---|---|---|---|
| 2025 | $8,808.84 | 2028 | $9,279.48 |
| 2026 | $8,962.92 | 2029 | $9,441.84 |
| 2027 | $9,119.88 | | |

WHEREAS, Reynoldsburg the President of Council's current rate of OPERS earnable salary is $8,402.00 annually. That earnable salary would be increased to $8,657.28 effective May 1, 2024 and may be increased annually every January 1st through 2029 as follows:

| | | | |
|---|---|---|---|
| 2025 | $8,808.84 | 2028 | $9,279.48 |
| 2026 | $8,962.92 | 2029 | $9,441.84 |
| 2027 | $9,119.88 | | |

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That Chapter 121 Council, Section 121.02 Compensation of the Code of Ordinances for the City of Reynoldsburg be and is hereby amended to read as follows:

**Clerk of Council**
**Mollie Prasher**
**7232 East Main Street**
**Reynoldsburg OH 43068**
**614-322-6836 Phone**

121.02 COMPENSATION**.**

(a) Effective May 1, 2022, the salary for members of Council, who represent the City At Large, shall be $8,362.08 annually, and may be increased annually based on directed OPERS increases as shown on Exhibit A.

(b) Effective May 1, 2024, the salary for members of Council, who are Ward representatives, shall be $8,657.28 annually, and may be increased annually based on directed OPERS increases as shown on Exhibit A.

SECTION 2. That Chapter 127 Council, Section 127.01 Compensation of the Code of Ordinances for the City of Reynoldsburg be and is hereby amended to read as follows:

127.01 COMPENSATION**.**

(a) Effective May 1, 2024, the salary for President of Council shall be $8,657.28 annually, and may be increased annually based on directed OPERS increases as shown on Exhibit A.

SECTION 3. That existing Section 121.02 of Chapter 121 and Section 127.01 of Chapter 127 be and is hereby amended.

SECTION 4. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City's government. Wherefore upon adoption by Council, this Ordinance shall be in effect immediately upon signature by the Mayor.

# Employer Outreach

*Your quarterly resource for OPERS news*
*Second Quarter 2019*

## Earnable Salary for OPERS Members to Increase

The minimum amount OPERS members must earn each month to qualify for full service credit will be increasing by 1.75 percent each year beginning in 2020 through 2028.

As a result, the minimum earnable salary will increase to following amounts for each calendar year beginning in 2020.

| | | |
|---|---|---|
| 2020 | $673.08 | or $8,076.96 |
| 2021 | $684.86 | $218.32 |
| 2022 | $696.84 | $362.08 |
| 2023 | $709.03 | $508.36 |
| 2024 | $721.44 | $657.28 |
| 2025 | $734.07 | $808.84 |
| 2026 | $746.91 | $962.92 |
| 2027 | $759.99 | $1119.88 |
| 2028 | $773.29 | $1279.48 |
| 2029 and beyond | $786.82 | $1441.84 |

## GASB 68 and 75 Information Now on ECS

GASB 68 net pension liability and GASB 75 net OPEB liability audited reports are now available on ECS. If you're an employer who has registered for ECS and has been given the GASB role by the delegated administrator at your place of employment, you can now access the Dec. 31, 2018 information on the net pension liability and net OPEB liability.

If you have trouble accessing the information, contact Employer Services for assistance at 1-888-400-0965 or employeroutreach@opers.org (mailto:employeroutreach@opers.org).

Attachment: OPERS Contribution Increases (21-2020 : Increase in Council/President Pay in Order to Get Full OPERS Contribution Credit)

Ohio Public Employees Retirement System
277 East Town Street, Columbus, Ohio 43215-4642
1-888-400-0965 www.opers.org

# Certification of Denied In-term Salary Increase

*Public officials who are contributing to OPERS and are prohibited constitutionally from receiving an in-term salary increase may make contributions on the denied salary. This form is to be used by the employer to certify the current salary, the actual denied increase and the effective date of the prohibited increase. This form should be completed for each term in which a denied increase occurs.*

## Section 1 - Employee Information *(To be completed by the employee.)*

Employee First Name | MI | Last Name

Social Security Number

Political Office Held

Term of Office

Beginning — Month Day Year

Ending — Month Day Year

Effective Date of Denied Salary Increase — Month Day Year

I state that the information on this form is true to the best of my knowledge and belief.

Month Day Year

Employee Signature (Do not print or type)

## Section 2 - Employer Information *(To be completed by the employer.)*

Employer Code -

Employer Name

Street or Mailing Address (No P.O. Boxes)

City | State | ZIP Code -

Employer Phone Number | Fax Phone Number

Attachment: OPERS Certification of In-Term Denial (21-2020 : Increase in Council/President Pay in Order to Get Full OPERS Contribution

## Section 3 - Salary Information *(To be completed by the employer.)*

1. Projected annual salary, *excluding* denied in-term increase, for each year of term (list each year separately):

| Projected annual salary | Year |
|---|---|
| $ ,  . | |
| $ ,  . | |
| $ ,  . | |
| $ ,  . | |

2. Projected annual salary, *including* denied in-term increase, for each year of term (list each year separately):

| Projected annual salary | Year |
|---|---|
| $ ,  . | |
| $ ,  . | |
| $ ,  . | |
| $ ,  . | |

## Section 4 - Employer Certification *(To be completed by the employer.)*

I, _____, hereby certify the information on this request is true and accurate.

Print payroll or fiscal officer name

Month Day Year

_____

Payroll or Fiscal Officer Signature

Attachment: OPERS Certification of In-Term Denial (21-2020 : Increase in Council/President Pay in Order to Get Full OPERS Contribution

**Service Department**
**Bill Dorman**
**7232 E. Main Street**
**Reynoldsburg OH 43068**
**Phone**

# ORDINANCE REQUEST

| | |
|---|---|
| **DATE:** | **March 9, 2020** |
| **TO:** | **Public Service and Transportation Committee** |
| **RE:** | **2020 Fireworks Contract** |

Approval:

| | | |
|---|---|---|
| Completed<br>Joe Begeny | Completed<br>Chris Shook | Completed<br>Stephen Cicak |

Emergency/Suspension: Emergency

Reason For Emergency: Financial needs of the City's government

Annual contract for 2020 fireworks display with Pyrotecnico. The price for this years display is $29,800.00, and the event will be held on July 3rd, 2020 in Civic Park.

An Ordinance authorizing the Mayor to Enter into a Contract for 2020 Fireworks Display, and Declaring an Emergency

WHEREAS, the fireworks display is an integral part of the Reynoldsburg 4th of July Festival, which has been a Reynoldsburg community institution for years; and

WHEREAS, the fireworks display is one of the largest community gatherings in Reynoldsburg; and

WHEREAS, a significant number of those attending the fireworks display are visitors to the community and many of those visitors support other businesses and activities while they are in the community.

# Service Department

**Bill Dorman**
**7232 E. Main Street**
**Reynoldsburg OH 43068**
**Phone**

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

Section 1. That the Mayor is authorized to enter into a contract with Pyrotecnico in the amount of twenty-nine thousand eight hundred dollars ($29,800) for the 2020 fireworks display.

Section 2. That this purchase is authorized pursuant to RCO Section 175.01(d).

Section 3. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City's government. Wherefore upon adoption by Council, this Ordinance shall be in effect immediately upon signature of the Mayor.

# Water and Wastewater Department

**Paul Hellman**
**614-322-4500 Phone**

# ORDINANCE REQUEST

| | |
|---|---|
| **DATE:** | **March 9, 2020** |
| **TO:** | **Bill Dorman,Public Service and Transportation Committee** |
| **RE:** | **2020 Sewer Inspection Proposal** |

Approval:

| | | |
|---|---|---|
| Completed<br>Joe Begeny | Completed<br>Chris Shook | Completed<br>Stephen Cicak |

Emergency/Suspension: Emergency

Reason For Emergency: Financial needs of the City's government

**Request Legislation for the Mayor to accept proposal with EMH&T, 5500 New Albany Road, Columbus, Ohio 43054 for the 2020 Sewer inspection and Cleaning for Professional Services**

This is for the city to meet its obligations with the EPA Directors Finding and Orders.

EMH&T Infratechnologies Division will perform internal pipe inspection (CCTV) on approximately 23,500 linear feet of 8-in 10-in 12-in and 15-in of Sanitary Sewers

This scope of work includes closed circuit televising (CCTV) of the collection systems in the Rose hill neighborhood that runs Mostly in the rear yard easements.

Asking for Budgeted Sewer funds from 720.736.5365 and appropriate for this continuing project.

EMH&T Asking for 91,914.00 to fund this project.

# Water and Wastewater Department

**Paul Hellman**
**614-322-4500 Phone**

There is a balance of 115,000 in this GL account.

An emergency was added in order to move this legislation through in case the April 13th meeting is not able to take place.

**AN ORDINANCE AUTHORIZING MAYOR TO ENTER INTO AN AGREEMENT WITH EMH&T FOR THE ENGINEERING AND MANAGEMENT OF SEWER LINE CCTV, MANHOLE INSPECTIONS AND CLEANING, AND DECLARING AN EMERGENCY**

**WHEREAS,** EMH&T Infratechnologies Division will perform internal pipe inspection via closed circuit televising (CCTV) on approximately 23,500 linear feet of eight inch, ten inch, twelve inch and fifteen inch of sanitary sewer pipe; and

**WHEREAS,** the scope of work will also include televising the collection systems in the Rosehill neighborhood general reviewing rear yard easements; and

**WHEREAS,** $91,914.00 is available from account 720.736.5365 Utility Line Repair/Maintenance to fund this project which was approved in the 2020 budget; and

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

**SECTION 1.** That the Mayor be and is hereby authorized and directed to enter into an agreement with EMH&T for preliminary engineering and management of sewer line televising, manhole inspections and cleaning.

**SECTION 2**. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City's government. Wherefore upon adoption by Council, this Ordinance shall be in effect immediately upon signature of the Mayor.

EMH&T
Engineers, Surveyors, Planners, Scientists

March 3, 2020

Mr. Paul Hellman
Water / Wastewater Superintendent
City of Reynoldsburg
7232 East Main Street
Reynoldsburg, OH 43068

**Re: City of Reynoldsburg 2020 Sewer Inspection and Cleaning**
**Proposal for Professional Services**

Dear Mr. Hellman:

The sewer inspection and cleaning work included in this proposal will assist the City in meeting its obligations under the Ohio EPA Directors Findings and Orders to clean and inspect the City's sewer system annually. This scope of work includes closed circuit televising (CCTV) of the collection system in the Rosehill neighborhood (8-15" diameter) that runs mostly in rear yard easements. Please refer to the attached exhibit for a schematic of the proposed study area. These investigations will identify significant deficiencies and culminate in a report, which summarizes the deficiencies as well as any recommended improvements to the sanitary collection system.

**SCOPE OF SERVICES**

EMH&T will provide the following engineering services:

1. System Characterization and Management
    a. Conduct project meetings with the City to include a kick-off meeting, progress meetings (when needed), and a presentation of findings and recommendations.
    b. Review of existing site conditions, Record Plans, tributary areas, sewer capacities, and right-of-way; and coordination with the City of Reynoldsburg.
    c. Prepare field exhibits for use by inspection personnel.
    d. Conduct periodic site visits during televising, cleaning, and manhole inspections.
2. CCTV Field Investigations
    a. EMH&T's Infratechnologies Division will perform internal pipe inspection (CCTV) on approximately 23,499 linear feet of 8-in, 10-in, 12-in, and 15-in sanitary sewer.
    b. The CCTV task includes regular cleaning activities and assumes the following:
        i. Manholes are accessible to cleaning and inspection equipment. City crews will be available to assist in providing access if needed. If manholes are not accessible to the cleaning truck/equipment, we may not be able to perform the inspection.
        ii. No bypass pumping will be performed. It is understood that CCTV may need to occur during off peak hours.



Attachment: Proposal - 2020 Reynoldsburg Sewer Inspection and Cleaning 1.22.19 (29-2020 : 2020 Sewer Inspection & Cleaning)

iii. Manhole lids are removable and there are no obstructions to man entry.

iv. Debris will be disposed of at the wastewater treatment facility and there are no provisions in this proposal for handling hazardous wastes.

v. City of Reynoldsburg will provide water from a hydrant near the project site.

vi. Maintenance of traffic beyond cones and truck flashers is not included in the scope of services.

c. A contingency for 120-hours of heavy cleaning/root removal is included in this scope of services to be used in the event that the sewers are not passable by the CCTV camera. In the event that heavy cleaning or root cutting exceeds 120 hours, EMH&T will coordinate with the City on options / fee for any additional work.

d. One copy of CCTV logs and flash drives will be provided to the City upon completion of work.

e. All CCTV will be conducted in accordance with Pipeline Assessment and Certification Program (PACP) standards and the observed defects will be graded accordingly.

f. The following is a summary of unit costs for the CCTV scope of services:

| Description | 2015 Unit Price | Units |
|---|---|---|
| CCTV (8-in to 15-in) | $1.75 | Lin. Ft. |
| Heavy Cleaning | $225.00 | Hour |

3. Data Analysis and Reporting

a. The CCTV data will be reviewed with respect to structural or operation and maintenance defects. The pipes and defects will be scored based on PACP standards.

b. Prepare exhibits for the existing conditions in the study area. Exhibits will also be prepared documenting finings and deficiencies in the collection system. Finally, exhibits will be prepared to outline the recommended improvements in the inspection area.

c. The City's Capital Improvement Project list will be updated based on rehabilitation or replacement recommendations for the study area. Probable project cost estimates will be prepared for all rehab or replacement recommendations.

d. A summary report will be prepared. Two (2) copies of the report will be submitted to the City. This report will include a summary of the field data analysis, recommendations for further improvements/rehabilitation or additional analysis to be made to this portion of the collection system, updated Capital Improvement Project list, and probable project cost estimates.

No field survey or construction plans are included as part of this scope. If emergency repairs are needed, then an additional scope and fee may be necessary to cover the cost of those services.

Attachment: Proposal - 2020 Reynoldsburg Sewer Inspection and Cleaning 1.22.19 (29-2020 : 2020 Sewer Inspection & Cleaning)

**FEE**

These services will be provided as per the conditions of our Professional Services Agreement and the associated Time Rates for the City. Fees for the work described within the Scope of Services shall not exceed the amount shown below without prior authorization from the City. Invoices will be submitted monthly, based on the progress of the work, and are payable upon receipt. Should this scope increase to incorporate additional investigations or heavy cleaning, additional fees may be necessary to cover the cost of professional services.

**EMH&T SERVICES FEE SUMMARY**

| **Description of Service/Task** | **Fee** |
|---|---|
| 1. System Characterization and Management | $5,390.00 |
| 2. CCTV Field Investigations | $68,123.00 |
| a. CCTV and Regular Cleaning for 8-in to 15" Sewer (23,499 @ $1.75/LF) | ($41,123.25) |
| d. Cleaning and Root Cutting (Contingency Item, 120 Hours @ $225.00/Hr) | ($27,000.00) |
| Data Analysis and Reporting | $18,400.75 |
| **TOTAL FEE** | **$91,914.00** |

**SCHEDULE**

EMH&T is prepared to begin work upon receipt of a authorization from the City of Reynoldsburg. A detailed schedule for field activities and office work will be prepared and submitted to the City at a project kick-off meeting.

If this description and fee meet your approval, please authorize with your signature below. Please contact me at (614) *775-4555* if you have any questions.

Respectfully submitted,
EVANS, MECHWART, HAMBLETON & TILTON, INC.

Ryan M. Andrews, PE
Senior Project Manager

Attachment: CCTV Exhibit (1 Page)

**Acceptance and Authorization to Proceed:**

Attachment: Proposal - 2020 Reynoldsburg Sewer Inspection and Cleaning 1.22.19 (29-2020 : 2020 Sewer Inspection & Cleaning)

Authorized Signature/Date

PO Number/Date

Print Name

Attachment: Proposal - 2020 Reynoldsburg Sewer Inspection and Cleaning 1.22.19 (29-2020 : 2020 Sewer Inspection & Cleaning)

## Legend

### Completed CCTV Projects

- 2004 CCTV Work, by MES
- 2007 CCTV Inspection, by MES
- 2008 Brookside Subdivision, by D&M
- 2008 Briarcliff Subdivision, by D&M
- 2009 CCTV Inspection, by MES
- 2010 CCTV Inspection, by D&M
- 2011 CCTV Inspection, by D&M
- 2012 CCTV Inspection, by D&M
- 2014 CCTV Inspection and Cleaning, by EMH&T
- 2015 CCTV Inspection and Cleaning, by EMH&T
- 2016 CCTV Inspection, by City of Reynoldsburg
- 2017 CCTV Inspection and Cleaning, by EMH&T
- 2018 CCTV Inspection and Cleaning, by EMH&T
- 2019 CCTV Inspection and Cleaning, by EMH&T
- 2020 CCTV Inspection and Cleaning, by EMH&T
- 2021 Proposed CCTV Inspection and Cleaning
- 2022 Proposed CCTV Inspection and Cleaning
- Sanitary Sewer
- Corporation Line

CITY OF REYNOLDSBURG, OHIO

**CCTV Inspection Projects By Year**

0 375 750 1,500 Feet

N

EMH&T
Engineers • Surveyors • Planners • Scientists
5500 New Albany Road, Columbus, OH 43054
Phone: 614.775.4500 Toll Free: 888.775.3648
emht.com

| | |
|---|---|
| Date: | MARCH, 2020 |
| Scale: | 1" = 750' |
| Job No: | 2019-0016 |
| Sheet: | 1 of 1 |

Path: J:\2019\0348\GIS\2020 CCTV Inspection\Rey\CCTV_Years.mxd

Attachment: Proposal - 2020 Reynoldsburg Sewer Inspection and Cleaning 1.22.19 (29-2020 : 2020 Sewer Inspection & Cleaning)

**Service Department**
**Bill Dorman**
**7232 E. Main Street**
**Reynoldsburg OH 43068**
**Phone**

# ORDINANCE REQUEST

| | |
|---|---|
| **DATE:** | **March 9, 2020** |
| **TO:** | **Public Service and Transportation Committee** |
| **RE:** | **Davidson Drive Improvement Project** |

Approval:

| | | |
|---|---|---|
| Completed<br>Joe Begeny | Completed<br>Chris Shook | Completed<br>Stephen Cicak |

Emergency/Suspension: Emergency

Reason For Emergency: Financial needs of the City's government

This legislation is an emergency in order to meet the deadline for the period in which the bid offer is valid and to keep the project on schedule.

This legislation will authorize the City to enter into contract with Shelly & Sands Inc. (1515 Harmon Avenue, Columbus, Ohio 43229), as it relates to the City of Reynoldsburgs Davidson Drive reconstruction Project, and makes the following appropriations:

| | |
|---|---|
| Base Bid: | $1.608.051.90 |
| Contingency (10%): | $160,805.19 |
| Total | $1,768,857,.09 |

Appropriate as follows:

$400,000.00 from the Street Fund (260.000.0173.5659)

# Service Department

**Bill Dorman**
**7232 E. Main Street**
**Reynoldsburg OH 43068**
**Phone**

$1,187,257.09 from the Capital Improvement Project (CIP) Fund (410.000.0173.5659)

$181,600.00 from the Storm Water Fund (740.000.0173.5623)

**AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO CONTRACT FOR THE DAVIDSON DRIVE IMPROVEMENT PROJECT, APPROPRIATING FUNDS, AND DECLARING AN EMERGENCY**

WHEREAS, following the construction of the new Reynoldsburg Community Center, the milling and paving of Davidson Drive needs to be completed;

WHEREAS, that the project limits are from Main Street to just east of Haft Drive with work including the installation of new storm sewer, concrete curb and gutter, roadway, signage, reconstruction, street lighting, sidewalk, leisure path, minor landscaping enhancements, and improvements to the existing Huber Park parking lot; and

WHEREAS, Council authorizes the Mayor to enter into a contract with Shelly and Sands, Inc. as the lowest and best bidder with a base bid of $1,608.051.90.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the Mayor be and is hereby authorized to enter into contract with Shelly and Sands, Inc., for the Davidson Road improvement project costs to be as follows:

| | |
|---|---|
| Base Bid: | $ 1,608,051.90 |
| Contingency (10%): | $ 160,805.19 |
| Total | $ 1,768,857.09 |

SECTION 2. That in order to fund the Davidson Drive project, the following appropriations

**Service Department**
**Bill Dorman**
**7232 E. Main Street**
**Reynoldsburg OH 43068**
**Phone**

shall be made:

that an amount of $181,600.00 in the unappropriated Storm Water Fund (740) be and is hereby appropriated to 740.000.0173.5623 Storm Waterlines; and

that an amount of $1,187,257.09 in the unappropriated CIP Fund (410) be and is hereby appropriated to 410.000.0173.5659 Miscellaneous Infrastructure; and

that an amount of $400,000.00 in the unappropriated Street Fund (260) be and is hereby appropriated to 260.000.0173.5659 Miscellaneous Infrastructure.

SECTION 3. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the city, and further so that construction can begin as soon as possible in order to be completed this year; wherefore upon adoption by Council this Ordinance shall be in effect immediately upon signature by the Mayor.

EMH&T
Engineers, Surveyors, Planners, Scientists

March 3, 2020

Mr. William Dorman
Director of Public Service
City of Reynoldsburg
7232 East Main Street
Reynoldsburg, Ohio 43068

**Re: Davidson Drive Street Reconstruction**

Dear Mr. Dorman,

We have completed our analysis of the bids received on February 28, 2020 for the Davidson Drive Street Reconstruction. Based on our review of the public bid results, we recommend that the contract be awarded to Shelly & Sands, Inc for the amount of $ 1,608,051.90 for the work included under the Base Bid. Shelly & Sands appears to be qualified for this type of work and their prices are competitive when compared to those of recent, similar projects.

Please review the enclosed information. Once City Council authorizes this project for construction, please have the Mayor sign the Notice of Award and forward it to me. Once I receive that, we will prepare conformed copies of the contract documents and forward them to the selected Contractor for execution. Please do not hesitate to contact me if you should have any additional questions.

Sincerely,

EVANS, MECHWART, HAMBLETON & TILTON, INC.

Nicholas D. Mill, PE

Attachments:
- Bid Tabulation
- Lowest and Best Evaluation
- Notice of Award of Contract

Attachment: Davidson Drive - Award Recommendation Letter (24-2020 : Davidson Drive Improvement Project)

| Davidson Drive Street Reconstruction - City of Reynoldsburg, Ohio | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Contractor** | **Shelly & Sands, Inc** | **Strawser Paving Co. Inc.** | **Decker Construction Co** | **Danbert, Inc** | **Sunesis Construction Co.** | **Double Z Construction** | **Columbus Asphalt Paving** |
| Bid Price (pg BF-2) | $ 1,608,051.90 | $ 1,702,300.74 | $ 1,704,924.01 | $ 1,730,496.30 | $ 1,778,092.00 | $ 1,799,299.75 | $ 1,868,412.70 |
| Bid Guaranty and Contract Bond (pg BGCB-1 & 2) | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| Licensed Acceptable Surety (pg BGCB-2) | Ohio Farmers Insurance Company / Travelers Casualty and Surety Company of America | Fidelity and Deposit Company of Maryland | Cincinnati Insurance Company | Fidelity and Deposit Company of Maryland | Great American Insurance Company | The Guarantee Company of North America USA | Ohio Farmers Insurance Company |
| AM Best Surety Rating & No. | A / 002381and A++ / 003609 | A+ / 000387 | A+ / 000258 | A+ /000387 | A+ / 002213 | Could Not Find on AM Best | A / 002381 |
| Delinquent Personal Property Tax Affidavit (pg CPPTA) | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| Addendum 1 Acknowledgement | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| (a) Has a history of consistently completing projects to the Owner's satisfaction | Shelly & Sands has worked in Reynoldsburg in the past, most recently on the 2015 Brice Road project and has performed satisfactorily. | Strawser consistently completes work to the City's standards, most recently the 2019 Street Program and the Palmer Road Reconstruction project. | Has worked as a Subcontractor on City projects recently and performed satisfactorily. | Danbert has performed work for the City in a satisfactory manner most recently in 2016 and 2018. | Sunesis has not worked on City of Reynoldsburg projects in the last five years. | Double Z has not worked on City of Reynoldsburg projects in the last five years. | Contractor has performed satisfactorily on City contracts in the past. |
| (b) Has a suitable financial status to meet obligations incident to the work without resort to the surety; | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| (c) Is an experienced Bidder on comparable or more complex projects, especially involving work similar to that called for; | Yes; Shelly & Sands is one of the largest heavy highway Contractors in the state. | In the last two years has completed work on more than 5 similarly sized or larger projects. | Listed 4 specific contracts of similar size and scope that were completed; also listed numerous clients for which similar projects have been completed in the recent past. | Listed specific contracts of similar size and scope that were completed; also listed numerous clients for which similar projects have been completed in the recent past. | Listed specific contracts of similar size and scope that were completed; also listed numerous clients for which similar projects have been completed in the recent past. | Listed 5 specific contracts of similar size and scope that were completed; also listed numerous clients for which similar projects have been completed in the recent past. | Has completed more than 10 projects of similar scope in the last 5 years. |
| (d) Has displayed acceptable conduct and performance on previous contracts both in terms of workmanship and timeliness of both performance and completion, including the Bidder's history of filing or having claims filed against it; | Shelly & Sands has demonstrated the ability to complete quality work in a timely fashion. | Has demonstrated acceptable conduct and performance on recent City of Reynoldsburg projects. Has not had claims filed against in the recent past. Is ODOT-prequalified for all types of work on this contract. | Has worked as a Subcontractor on City projects recently and performed satisfactorily. | Danbert has shown the ability to complete quality work in a timely fashion. | Sunesis has not worked on City of Reynoldsburg projects in the last five years. | Double Z has not worked on City of Reynoldsburg projects in the last five years. | Contractor has performed satisfactorily on City contracts in the past. |
| (e) Posseses adequate equipment and facilities to complete the work; | Yes; Shelly & Sands is one of the largest heavy highway Contractors in the state. | Has shown that they have sufficient equipment and materials to perform this type of work in the recent past. | Owns and operates sufficient equipment to perform the work in the Contract. | Owns and operates sufficient equipment to perform the work in the Contract. | Owns and operates sufficient equipment to perform the work in the Contract. | Owns and operates sufficient equipment to perform the work in the Contract. | Owns and operates sufficient equipment to perform the work in the Contract. |
| (f) The adequacy, in numbers and experience, of the Bidder's work force to complete the Contract successfully and on time; | Shelly & Sands is one of the largest heavy highway Contractors in the state. | Estimated 150 full-time employees. | Project history shows Decker has adequate work force. | Project history shows Danbert has adequate work force. | Project history shows Sunesis has adequate work force. | Project history shows Double Z has adequate work force. | Provided resumes for key personnel; has sufficient workforce to complete the work. |
| (g) Is in compliance with federal, state, and local laws, rules, and regulations, including but not limited to the Occupational Safety and Health Act, the Ohio Prevailing Wage laws, and Ohio ethics laws; | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| (h) The foregoing information holds true for each Subcontractor and Supplier proposed for the Project; | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| (i) Bidder participates in a drug-free workplace program acceptable to the Owner, and the Bidder's record for both resolved and resolved findings of the Auditor of State for recovery as defined in Section 9.24 of the Ohio Revised Code; | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| (j) Owner's prior experience with Bidder's Surety; | No prior issues. | No prior issues. | No prior issues. | No prior issues. | No prior issues. | No prior issues. | No prior issues. |
| (k) Bidder displayed interest in the Project by attending any pre-bid meetings or conferences for bidders; | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| (l) Any other considerations as may be required by the type of work, other essential factors, as required by the Specifications or as determined by the Owner. | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| | | | | | | | |
| Recommended as Lowest and Best | X | | | | | | |
| Completed by: | EMH&T, Inc. -Nicholas D. Mill, PE | | | | | | |
| Signature/Date: | 3/3/2020 | | | | | | |

Attachment: Davidson Drive - Lowest and Best Analysis (24-2020 : Davidson Drive Improvement Project)

# City of Reynoldsburg
## Bid Opening

Reynoldsburg
OHIO · 1839

**PROJECT: Davidson Drive Reconstruction**
**ADVERTISED DATES: February 13 and February 20, 2020**
**ESTIMATED PROJECT COSTS: Base $1,948,475.00**
**BID OPENING DATE & TIME: February 28, 2020 @ 2:00 pm**
**BID OPENING LOCATION: 7232 East Main Street, Reynoldsburg, OH 43068**

**REPRESENTATIVES AT OPENING:**

| | |
|---|---|
| Mayor | Joe Begeny |
| Public Service | William Dorman |
| City Auditor | Stephen Cicak |
| Engineer of Record | EMH&T |
| Street Department | Keith Kundtz |
| Water Department | Paul Hellman |

| Bidders In Order Of Delivery | Date | Time | Project Bid Amount $ | Alt 1 |
|---|---|---|---|---|
| Columbus Asphalt | 2-28-20 | 12:32pm | 1,868,412.70 | |
| Danbert, Inc | 2-28-20 | 1:25pm | 1,730,573.40 | |
| Sunesis Construction Co | 2-28-20 | 1:25pm | 1,752,480.00 | |
| Double Z Construction | 2-28-20 | 1:34pm | 1,798,339.75 | |
| Strawser Paving Co | 2-28-20 | 1:43pm | 1,702,300.74 | |
| Decker Construction Co | 2-28-20 | 1:44pm | 1,704,924.01 | |
| Shelly & Sands, Inc | 2-28-20 | 1:44pm | 1,608,051.90 | |
| | | | | |

Stephen M. Cicak
**City Auditor Signature**

2/28/20
**Date**





Attachment: ComBidDavidsonDrive (24-2020 : Davidson Drive Improvement Project)

**Service Department**
**Bill Dorman**
**7232 E. Main Street**
**Reynoldsburg OH 43068**
**Phone**

# ORDINANCE REQUEST

| | |
|---|---|
| **DATE:** | **March 9, 2020** |
| **TO:** | **Public Service and Transportation Committee** |
| **RE:** | **Davidson Drive Project Construction Inspection** |

Approval:

| | | |
|---|---|---|
| Completed<br>Joe Begeny | Completed<br>Chris Shook | Completed<br>Stephen Cicak |

Emergency/Suspension: Emergency

Reason For Emergency: Financial needs of the City's government

This legislation is an emergency in order to meet the deadline for the period in which the bid offer is valid and to keep the project on schedule.

This legislation authorizes EMH&T to conduct construction inspection services for the City of Reynoldsburgs 2020 Street Improvement Program and appropriates $142,689.00 from Capital Improvement Program (CIP) Fund to cover said costs. This project limits are from Main Street to just east of Haft Drive. This work will include the installation of new storm sewer, concrete curb and gutter, roadway reconstruction, street lighting, signage, sidewalk, leisure path, minor landscaping enhancements, as well as improvements to the existing Huber Park parking lot.

410.000.0174.5651.....$142,689.00

**AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT FOR CONSTRUCTION INSPECTION SERVICES FOR THE DAVIDSON DRIVE IMPROVEMENT PROJECT, APPROPRIATING FUNDS, AND DECLARING AN EMERGENCY**

# Service Department

**Bill Dorman**
**7232 E. Main Street**
**Reynoldsburg OH 43068**
**Phone**

Whereas, Council is hereby authorizing the Mayor to enter into a contract with EMH&T for the inspection services for the Davidson Drive improvement project.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the Mayor be and is hereby authorized to enter into contract with EMH&T in the amount of $142,689.00 for inspection services for the Davidson Drive Project.

SECTION 2. That funds be unappropriated from the Capital Improvements Fund (410) and be hereby appropriated to 410.000.0173.5659 Street Resurfacing.

SECTION 3. That this ordinance is deemed to be an emergency measure necessary for the financial needs of the city to meet contract deadlines and complete the project on schedule; wherefore upon adoption by Council this Ordinance shall be in effect immediately upon signature by the Mayor.

Engineers, Surveyors, Planners, Scientists

March 3, 2020

Mr. William Dorman
Director of Public Service
City of Reynoldsburg
7232 East Main Street
Reynoldsburg, OH 43068

**Subject:** Davidson Drive Street Reconstruction
Proposal for Construction Phase Engineering Services

Dear Mr. Dorman,

EMH&T is pleased to submit this proposal for Construction Phase Engineering Services for the upcoming Davidson Drive Reconstruction project. We understand the scope includes roadway reconstruction, curb and gutter, resurfacing, and storm sewer installation. The City is prepared to award the contract to Shelly & Sands with a construction cost of $1,608,051.90.

The construction duration of the project is 120 calendar days from the City's issuance of the Notice to Proceed. The project is anticipated to commence in March/April 2020.

## SCOPE OF SERVICES

EMH&T will provide engineering and project representation services for the above referenced improvements to include the following tasks, as facilitated through the EMH&T CSDocs software program:

Construction Representation/Contract Administration

- Conduct a preconstruction coordination meeting with the City, Contractor, Subconsultants, Utilities, Police, Fire, and any other stakeholders, as requested by the City.
  - EMH&T will provide the following for the meeting:
    - Meeting agenda
    - Sign-in sheet
    - Meeting summary for the City and attendees
- Prepare shop drawing submittal log, review and track shop drawings and other submittals.
  - Along with the City and Design Engineer, EMH&T will review and coordinate submittals and shop drawings for conformance with the plans and specifications, and provide recommendations.
  - EMH&T will prepare a Submittal Log to coordinate, track, and document submittals throughout the duration of the construction contract.
  - Provide to the City/other vested parties, submittals requiring specific comments. EMH&T will coordinate comments and approval as necessary.
  - Upon request, reviewed submittals and shop drawings will be logged and provided to all interested project parties.

Attachment: Davidson Drive - Construction Inspection Proposal (25-2020 : Davidson Drive Project Construction Inspection)

- Conduct periodic Progress Meetings (or as otherwise directed by the City) with the City, Design Engineer, Contractor, Subconsultant, and other project stakeholders. EMH&T will provide the following for the meeting:

    - Meeting agenda, which will include;
        - Recap of current project status, current revised contract amount, project elapsed time and percent complete
        - Updated list of current project management personnel
        - Review project safety concerns
        - Review of previous meeting minutes
        - Coordinate with the Prime Contractor to provide updated list of Subcontractors currently working on site
        - Analysis of current schedule and work completed to date
        - Discuss potential ongoing project delays
        - Update delivery schedule for long lead items
        - Updated submittal log and discuss outstanding submittals for review
        - Status of all change orders, change requests and requests for information
        - Status of all pay requests
        - Follow-up on outstanding items and issues along with new items and issues to be reviewed
        - Review drawings with updates provided by Contractor
    - Sign-in sheet
    - Meeting summary for the City, Engineer, and attendees

- Review initial and monthly schedule updates with respect to general project parameters and provide a copy of the schedules and EMH&T's comments to the Owner for review and comment.

    - EMH&T will review order of construction and work progress schedules submitted by the Contractor, determine acceptability in accordance with the Contract Documents and monitor that all milestones and dates are shown as being met; and confirm acceptance or non-acceptance in writing to the Contractor.
    - Make recommendation to the Owner for time extension requests from the Contractor.
    - If required, ask the Contractor to submit revised schedules when the proposed work is anticipated to not be performed in accordance with the project requirements.
    - Provide guidance to help minimize delays and regain time lost due to delays.

- Review Requests for Information and Facilitate Change Orders

    - EMH&T will review requests for information and coordinate clarification to the Contractor.
    - Change orders will be reviewed by EMH&T and all parties, as required to determine conformance with contract plans and specifications prior to Owner approval.

- EMH&T will maintain logs of quantities and review pay documentation for the Owner and Contractor.

    - Maintain daily logs of quantities for payment.
    - Review monthly and final pay estimates.
    - Generate change orders and process the change orders for Contractor and Owner.
    - Maintain a record of the work performed to include correspondence and daily project representation reports.

Attachment: Davidson Drive - Construction Inspection Proposal (25-2020 : Davidson Drive Project Construction Inspection)

- EMH&T will coordinate with the Owner and Contractor prior to conducting both the pre-final and final project walk-throughs for participation and input of documented deficiencies.
    - EMH&T will prepare punch list for work performed not in accordance with the contract documents.
    - EMH&T will coordinate with the Contractor to address required warranty work.
    - Re-inspect punch list work until completed in accordance with the contract documents.
    - Submit a recommendation for acceptance of the project.
- Maintain a set of red-line record drawings of the completed work to be used in preparation of final record drawings (plan-set projects).
    - EMH&T will prepare and provide record drawings of the completed work.
- Copies of correspondence, change orders, submittals, pay estimates, daily observation reports, and record drawings are retained by EMH&T until completion of the project through the 1-Year warranty period, at which time the project documents will be delivered to the Owner for future retention.

Resident/Standby Project Representation

- Resident Project Representatives, (RPR) provide full and part-time observation. Full time observation is defined as approximately 8 hours per day. Provide on-site project representation during the contract duration, as required, and as coordinated with the Owner to support the Administration and oversight of the improvements.
- EMH&T will observe construction activities performed by the Contractor and their Subcontractors and document the activities in respect to the plans, specifications, and contract conformance. The RPR will measure and track project quantities for payment.
- Assist in coordination of material testing, as needed. Material testing completed shall be under a subconsultant contract with a third party provider.
- The RPR will record their observations and provide an ongoing progress log with photographs in a daily observation report. The RPR will record the quantity of items performed in conformance with the contract in a quantity log.
- EMH&T's RPR will identify and document non-conforming work if encountered. The RPR will notify the City of non-conforming work. The City will be responsible for providing notices for work stoppage to the Contractor.
- EMH&T's RPR will bring to the attention of the Owner instances:
    - Where the Contractor fails to comply with the terms of the Contract documents.
    - When the Contractor acts in a manner which is not in the best interest of the Owner.
    - When the Contractor's proposed schedule of work is in conflict with the project contract duration.
- The RPR will prepare a punch list(s) for work performed, noting deficiencies which require corrective measures by the Contractor or their assigns, for the purpose of observing and accepting the corrected conforming work. This list will be shared with City and Contractor at a minimum of bi-weekly and during the Progress Meetings to ensure deficiencies can be addressed in a timely, appropriate manner and not negatively impact subsequent work. Final Project walkthrough and 1-year warranty punch list will be conducted as defined above.

Attachment: Davidson Drive - Construction Inspection Proposal (25-2020 : Davidson Drive Project Construction Inspection)

- Punch list items will be coordinated with the Contractor and the RPR will observe the work until completed in accordance with Contract documents, or as accepted by the City.
- RPR will observe completed work and provide the Owner a recommendation for acceptance. Copies of the daily observation reports are available for the Owner's review upon request, or periodically as required.

Subconsultant: Material Testing

- EMH&T will subcontract a third-party provider to provide material testing for this project. This testing may include the following:
  - Nuclear density testing of the upper 3 feet of soil and/or granular trench backfill.
  - Nuclear density testing of the asphalt pavement sections.
  - Prepare and test concrete compressive strength cylinders for approach drives, sidewalk, and curb and gutter placements.

- Copies of material testing reports are available for the City to review in a manner to be determined by the Owner.

Project Closeout

- EMH&T will provide:
  - Record Drawings to the Owner in a digital format (plan set projects).
  - 1 Year Warranty Review.

**Clarifications and Exclusions**

EMH&T shall not have control or charge of, and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the project construction, for the acts or omissions of the Contractor, Subcontractors, any of their agents or Subcontractor's employees, or any other person performing any of the work, or for the failure of such persons to carry out the work in accordance with the contract documents.

The Scope of Services does not include the following:

- Safety Compliance/Monitoring outside of EMH&T's safety procedures
- Construction Layout/Staking

**SCHEDULE**

We are prepared to begin work identified in this proposal immediately upon receipt of Authorization to Proceed. This scope of services is expected to support construction activities performed during the period of March 2020 through July 2020.

**FEE**

We have evaluated the level of effort associated with completing the construction phase engineering services. These services will be provided as per the conditions of our Professional Services Agreement and the associated Time Rates for the City. Fees for the work described within the Scope of Services shall not

Attachment: Davidson Drive - Construction Inspection Proposal (25-2020 : Davidson Drive Project Construction Inspection)

exceed the amount shown in the table below without prior authorization from the City. Invoices will be submitted monthly and based on the progress of the work and are payable upon receipt.

**EMH&T SERVICES FEE SUMMARY**

| Description of Service/Task | Fee |
|---|---|
| Construction Representation/Contract Administration | $47,775.00 |
| Design Consultation During Construction | $9,550.00 |
| Resident/Standby Representation | $77,300.00 |
| EMH&T Labor Fee | $134,625.00 |
| Reimbursable Expenses (material testing, printing, mileage, etc.) | $8,064.00 |
| **PROJECT TOTAL FEE** | **$142,689.00** |

Should the scope of our services change, the project duration increase, or the construction contract cost increase, additional fees may be necessary to cover the cost of the additional professional services. EMH&T will request these additional fees concurrent with the Contractor's modification/change order (if needed.)

We appreciate the opportunity to submit this proposal to you and look forward to working with you on this project. If you have any questions, please do not hesitate to call me at (614) 775-4555.

Respectfully submitted,

EMH&T, INC.

Ryan M. Andrews, PE

Acceptance and Authorization to Proceed:

APPROVED – CITY OF REYNOLDSBURG, OHIO

_____
Authorized Signature

_____ _____
Print Name and Date P.O. Number

Attachment: Davidson Drive - Construction Inspection Proposal (25-2020 : Davidson Drive Project Construction Inspection)

**Service Department**
**Bill Dorman**
**7232 E. Main Street**
**Reynoldsburg OH 43068**
**Phone**

# ORDINANCE REQUEST

| | |
|---|---|
| **DATE:** | **March 9, 2020** |
| **TO:** | **Public Service and Transportation Committee** |
| **RE:** | **2020 Street Program** |

Approval:

| | | |
|---|---|---|
| Completed<br>Joe Begeny | Completed<br>Chris Shook | Completed<br>Stephen Cicak |

Emergency/Suspension: Emergency

Reason For Emergency: Financial needs of the City's government

This legislation is an emergency in order to meet the deadline for the period in which the bid offer is valid.

This legislation will authorize the City to enter into contract with Strawser Paving Co. Inc. (1595 Frank Road, Columbus, Ohio 43223), as it relates to the City of Reynoldsburgs 2020 Street Improvement Program, and makes the following appropriations::

| | |
|---|---|
| Base Bid: Stouder Rd, Andrea Pl., Taylor Rd., E. Main St. | $ 2,124,497.50 |
| Alternate 1: Deerfield and Westlea Ct.: | $ 57,895.50 |
| Alternate 2: Wayfaring Dr.: | $ 216,589.50 |
| Alternate 3: Featherleaf Ct.: | $ 34,635.00 |
| Contingency (10%): | $ 243,361.75 |
| Total | $ 2,676,979.25 |

**Service Department**
**Bill Dorman**
**7232 E. Main Street**
**Reynoldsburg OH 43068**
**Phone**

Appropriate as follows:

$250,000.00 from the Street Fund (260.000.0174.5651)

$1,300,000.00 from the Permissive Tax Fund (230.000.0174.5651)

Franklin County Permissive Tax Fund = $250,000.00

Licking County Permissive Tax Fund = $300,000.00

$470,725.00 from the Storm Water Fund (740.000.0174.5623)

$646,086.75.00 from the Capital Improvement Project (CIP) Fund (410.000.0174.5651)

**AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT FOR 2020 STREET IMPROVEMENT PROJECT, APPROPRIATING FUNDS, AND DECLARING AN EMERGENCY**

WHEREAS, the City of Reynoldsburg has received proposals from companies interested in providing the services required for the 2020 street improvement project to mill and pave Stouder Drive, Andrea Place, Taylor Road, Deerfield Court, Westlea Court, Wayfaring Drive, Acadia Place, Wayfaring Court, Featherleaf Court and make repairs to a portion of East Main Street; and

WHEREAS, the City Engineer has reviewed the proposals that were submitted and has determined that the lowest and most responsible bidder for the project is Strawser Paving Co.; and

WHEREAS, the City Engineer has also concluded that Strawser Paving Co. has the ability, the resources, and the experience to properly complete the project and has recommended that the contract for the 2020 street improvement project be awarded to Strawser Paving Co. at a base bid of $2,433,617.50; and

WHEREAS, sufficient funds were appropriated for this project in the 2020 budget.

# Service Department

**Bill Dorman**
**7232 E. Main Street**
**Reynoldsburg OH 43068**
**Phone**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the Mayor be and is hereby authorized and directed to enter into contract with Strawser Paving Co. for the 2020 Street Program for a base bid of $2,433,617.50; project costs to be as follows:

| | |
|---|---|
| Base Bid: Stouder Rd, Andrea Pl., Taylor Rd., E. Main St. | $ 2,124,497.50 |
| Alternate 1: Deerfield and Westlea Ct.: | $ 57,895.50 |
| Alternate 2: Wayfaring Dr.: | $ 216,589.50 |
| Base Bid Total | $ 2,433,617.50 |
| Alternate 3: Featherleaf Ct.: | $ 34,635.00 |
| Contingency (10%): | $ 243,361.75 |
| Total | $ 2,676,979.25 |

SECTION 2. That the following appropriations shall be made:

that an amount of $470,725.00 in the unappropriated Storm Water Fund (740) be and is hereby appropriated to 740.000.0174.5623 Stormwater Lines; and

that an amount of $646,254.25 in the unappropriated Capital Improvement Project Fund (410) be and is hereby appropriated to 410.000.0174.5651 Street Resurfacing;

that an amount of $260,000.00 in unappropriate Street Fund (260) be and is hereby appropriated to 260.000.0174.5651 Street Resurfacing;

that an amount of $1,300,000.00 in unappropriated Permissive Tax Fund (230) be and is hereby appropriated to 230.000.0174.5651 Street Resurfacing;

**Service Department**
**Bill Dorman**
**7232 E. Main Street**
**Reynoldsburg OH 43068**
**Phone**

that an amount of $250,000.00 is hereby requested by the Service Director to be taken from the Franklin County Engineer's Permissive Tax Fund and $300,000.00 from the Licking County Engineer's Permissive Tax Fund to be deposited into the Permissive Tax Fund (230).

SECTION 3. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the city, and further so that construction can begin as soon as possible in order to be completed this year; wherefore upon adoption by Council this Ordinance shall be in effect immediately upon signature by the Mayor.

Engineers, Surveyors, Planners, Scientists

# MEMO

Date: February 7, 2020

To: City of Reynoldsburg

From: Ryan Andrews

Subject: 2020 Street Maintenance Program

Copies: Nick Mill

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The following table summarizes the construction phase costs for both the street program base bid and the optional additional bids. Please review and let me know which of the additional bids, if any, the City would like to include in the construction contract. During our review, we noted that Strawser was the apparent low bidding on the Base Bid and Additional Bid 2, while Columbus Asphalt Paving was the apparent low bidder on Additional Bids 1, 3, 4, and 5. However, there is no combination of base and additional bids that would result in Columbus Asphalt Paving being the overall low bidder. Therefore, the costs presented in the table below are reflective of Strawser's bid pricing.

| BID | STREETS INCLUDED | CONSTRUCTION COST* |
|---|---|---|
| Base Bid | Stouder Dr., Andrea Pl., Taylor Rd., E. Main St. (Repairs), | $2,535,947 |
| Add Bid 1 | Deerfield Ct., Westlea Ct. | $63,685 |
| Add Bid 2 | Wayfaring Dr. | $238,248 |
| Add Bid 3 | Acadia Pl. | $54,432 |
| Add Bid 4 | Wayfaring Ct. | $43,951 |
| Add Bid 5 | Featherleaf Ct. | $38,099 |

*Cost for Base Bid includes 10% contingency and construction management and inspection. Cost for Additional Bids all include 10% contingency.

For you budgeting consideration, please note that the current estimate for the Davidson Drive project, which will advertise for bids next week is:

| | |
|---|---|
| Construction Cost | $1,948,475 |
| Construction Contingency (10%) | $194,848 |
| Construction Management and Inspection (10%) | $194,848 |
| **Total Opinion of Probable Cost** | **$2,338,171** |

Please let me know how the City intends to proceed with the street program construction contract. Feel free to contact me at 614-775-4555 with any questions.

Attachment: 2020 Reynoldsburg Street Program - Bid Summary (26-2020 : 2020 Street Improvement Project)

## 2020 Reynoldsburg Street Program - City of Reynoldsburg, Ohio

| Contractor | Strawser Paving Co. Inc. | Columbus Asphalt Paving | Kokosing Construction Co | Decker Construction Co |
|---|---|---|---|---|
| Bid Price (pg BF-2) | $ 2,124,497.50 | $ 2,174,259.50 | $ 2,180,714.75 | $ 2,397,768.24 |
| Bid Guaranty and Contract Bond (pg BGCB-1 & 2) | Yes | Yes | Yes | Yes |
| Licensed Acceptable Surety (pg BGCB-2) | Fidelity and Deposit Company of Maryland | Ohio Farmers Insurance Company | Liberty Mutual Insurance Company *and* Travelers Casualty and Surety Company of America | Cincinnati Insurance Company |
| AM Best Surety Rating & No. | A+ / 000387 | A / 002381 | A / 002283 *and* A++ / 003609 | A+ / 000258 |
| Delinquent Personal Property Tax Affidavit (pg CPPTA) | Yes | Yes | Yes | Yes |
| Addendum 1 Acknowledgement | Yes | Yes | Yes | Yes |
| Addendum 2 Acknowledgement | Yes | Yes | Yes | Yes |
| (a) Has a history of consistently completing projects to the Owner's satisfaction | Strawser consistently completes work to the City's standards, most recently the 2019 Street Program and the Palmer Road Reconstruction project. | Contractor has performed satisfactorily on City contracts in the past. | Kokosing has not worked on City of Reynoldsburg projects in the last five years. | Has worked as a Subcontractor on City projects recently and performed satisfactorily. |
| (b) Has a suitable financial status to meet obligations incident to the work without resort to the surety; | Yes | Yes | Yes | Yes |
| (c) Is an experienced Bidder on comparable or more complex projects, especially involving work similar to that called for; | In the last two years has completed work on more than 5 similarly sized or larger projects. | Has completed more than 10 projects of similar scope in the last 5 years. | Yes; Kokosing is one of the largest heavy highway Contractors in the state. | Listed 4 specific contracts of similar size and scope that were completed; also listed numerous clients for which similar projects have been completed in the recent past. |
| (d) Has displayed acceptable conduct and performance on previous contracts both in terms of workmanship and timeliness of both performance and completion, including the Bidder's history of filing or having claims filed against it; | Has demonstrated acceptable conduct and performance on recent City of Reynoldsburg projects. Has not had claims filed against in the recent past. Is ODOT-prequalified for all types of work on this contract. | Contractor has performed satisfactorily on City contracts in the past. | Kokosing has not worked on City of Reynoldsburg projects in the last five years. Bidder provided a list of claims filed by and against them; claims against involve alleged property damage, claim filed by involved engineering fees. No claims related to faulty work per their submittal. | Has worked as a Subcontractor on City projects recently and performed satisfactorily. |
| (e) Posseses adequate equipment and facilities to complete the work; | Has shown that they have sufficient equipment and materials to perform this type of work in the recent past. | Owns and operates sufficient equipment to perform the work in the Contract. | Yes; Kokosing is one of the largest heavy highway Contractors in the state. | Owns and operates sufficient equipment to perform the work in the Contract. |
| (f) The adequacy, in numbers and experience, of the Bidder's work force to complete the Contract successfully and on time; | Estimated 150 full-time employees. | Provided resumes for key personnel; has sufficient workforce to complete the work. | Kokosing is one of the largest and most experienced heavy highway Contractors in Ohio. | Project superintendent has nearly 40 years of experience; project history shows Decker has adequate work force. |
| (g) Is in compliance with federal, state, and local laws, rules, and regulations, including but not limited to the Occupational Safety and Health Act, the Ohio Prevailing Wage laws, and Ohio ethics laws; | Yes | Yes | Yes | Yes |
| (h) The foregoing information holds true for each Subcontractor and Supplier proposed for the Project; | Yes | Yes | Yes | Yes |
| (i) Bidder participates in a drug-free workplace program acceptable to the Owner, and the Bidder's record for both resolved and resolved findings of the Auditor of State for recovery as defined in Section 9.24 of the Ohio Revised Code; | Yes | Yes | Yes | Yes |
| (j) Owner's prior experience with Bidder's Surety; | No prior issues. | No prior issues. | No prior issues. | No prior issues. |
| (k) Bidder displayed interest in the Project by attending any pre-bid meetings or conferences for bidders; | N/A | N/A | N/A | N/A |
| (l) Any other considerations as may be required by the type of work, other essential factors, as required by the Specifications or as determined by the Owner. | N/A | N/A | N/A | N/A |
| | | | | |
| Recommended as Lowest and Best | **X** | | | |
| Completed by: | EMH&T, Inc. -Nicholas D. Mill, PE | | | |
| Signature/Date: | 2/27/2020 | | | |

Attachment: 2020 Reynoldsburg Street Program - Lowest and Best Analysis (26-2020 : 2020 Street Improvement Project)

**Service Department**
**Bill Dorman**
**7232 E. Main Street**
**Reynoldsburg OH 43068**
**Phone**

# ORDINANCE REQUEST

| | |
|---|---|
| **DATE:** | **March 9, 2020** |
| **TO:** | **Public Service and Transportation Committee** |
| **RE:** | **2020 Street Improvement Program Construction Inspection Services** |

Approval:

| | | |
|---|---|---|
| Completed<br>Joe Begeny | Completed<br>Chris Shook | Completed<br>Stephen Cicak |

Emergency/Suspension: Emergency

Reason For Emergency: Financial needs of the City's government

This legislation is an emergency in order to meet the deadline for the period in which the bid offer is valid.

This legislation authorizes EMH&T to conduct construction inspection services for the City of Reynoldsburgs 2020 Street Improvement Program and appropriates $227,128.84.00 from the Capital Improvement Program (CIP) Fund to cover said costs. The attached memo outlines the streets identified for repair. This project will also include repairs to the roadway base on Main Street (Olde Reynoldsburg).

410.000.0174.5651.....$227,128.84

**AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT FOR CONSTRUCTION ADMINISTRATION/INSPECTION/TESTING SERVICES FOR THE 2020 STREET PROGRAM, APPROPRIATING FUNDS, AND DECLARING AN EMERGENCY**

Whereas, Council is hereby authorizing the Mayor to enter into a contract with EMH&T for the

**Service Department**
**Bill Dorman**
**7232 E. Main Street**
**Reynoldsburg OH 43068**
**Phone**

administration/inspecting/testing services for the 2020 street improvement project.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the Mayor be and is hereby authorized to enter into contract with EMH&T in the amount of $227,128.84 for inspection services for the 2020 Street Program.

SECTION 2. That funds be unappropriated from the Capital Improvements Fund (410) and be hereby appropriated to 410.000.0174.5651 Street Resurfacing.

SECTION 3. That this ordinance is deemed to be an emergency measure necessary for the financial needs of the city to meet contract deadlines and complete the project on schedule; wherefore upon adoption by Council this Ordinance shall be in effect immediately upon signature by the Mayor.

Engineers, Surveyors, Planners, Scientists

February 28, 2020

Mr. William Dorman
Director of Public Service
City of Reynoldsburg
7232 East Main Street
Reynoldsburg, OH 43068

Subject: 2020 Street Maintenance Program
Proposal for Construction Phase Engineering Services

Dear Mr. Dorman,

EMH&T is pleased to submit our proposal for construction phase services for the City's upcoming Street Maintenance Program. An award letter to Strawser Paving Company Inc. is pending for the base bid contract amount of $2,124,497.50. The construction duration for the project is 120 calendar days, and is anticipated to commence in March, 2020.

## SCOPE OF SERVICES

Contract Administration Services

1. Conduct a pre-construction coordination meeting with the Owner, Engineer, Contractor, Subconsultants, and any other stakeholders the Owner requests. EMH&T will provide the following for the meeting:
   - Meeting agenda
   - Sign-in sheet
   - Meeting summary for the Owner, Engineer and attendees

2. Review shop drawings and submittals.
   - EMH&T will review and coordinate with the Owner and Design Professional submittals and shop drawings for conformance with the plans and specifications and provide recommendations.
   - EMH&T will prepare a Submittal Log to coordinate, track and document submittals throughout the execution and duration of the construction contract.
   - Provide to the Owner/other vested parties submittals requiring specific comments. EMH&T will coordinate comments and review as necessary.
   - Submittals and shop drawings will be logged and provided to all interested project parties after acceptance upon request.

3. Conduct periodic Progress Meetings (or as directed by the Owner) with the Owner, Engineer, Contractor, Subconsultants, and other project stakeholders as needed. EMH&T will provide for the meeting the following:
   - Meeting agenda
   - Recap of current project status, current revised contract amount, project elapsed time and percent complete
   - Updated list of current project management personnel
   - Review project safety concerns



Attachment: 2020 Reynoldsburg Street Program - Construction Inspection Proposal (Final) (27-2020 : 2020 Street Improvement Contract

- Review of previous meeting minutes
- Coordinate with the Prime Contractor to provide updated list of Subcontractors currently working on site
- Analysis of current schedule and work completed to date
- Discuss potential ongoing project delays
- Update delivery schedule for long lead items
- Updated submittal log and discuss outstanding submittals for review
- Status of all change orders, change requests and requests for information
- Status of all pay requests
- Follow-up on outstanding items and issues along with new items and issues to be reviewed
- Review drawings with updates provided by Contractor
- Meeting summary for the Owner, Engineer and attendees

4. Review initial and monthly schedule updates with respect to general project parameters and provide a copy of the schedules and EMH&T's comments to the Owner and Engineer for review and comment.
   - EMH&T will review order of construction work, progress schedules, and milestone dates submitted by the Contractor. EMH&T will determine acceptability in accordance with the Contract documents and monitor that all milestone dates are being met, and confirm acceptance or non-acceptance in writing to the Contractor.
   - Make recommendation to the Owner and Engineer if time extensions are requested from the Contractor.
   - If required, ask the Contractor to submit revised schedules when the proposed work is not anticipated to be performed in accordance with the Contract requirements.
   - Provide guidance to help minimize delays and regain possible time lost due to delays.

5. Review Requests for Information and Facilitate Change Orders
   - EMH&T will review requests for information and coordinate clarification to the Contractor.
   - Change orders will be reviewed by EMH&T and confer with all parties as required to determine conformance with contract plans and specifications prior to Owner approval.

6. EMH&T will review pay documentation for the Owner and Engineer
   - Maintain daily logs of quantities for payment.
   - Review progress and final pay estimates.
   - Generate change orders and process the change orders for Contractor, Owner and Engineer.
   - Maintain a record of the work performed to include correspondence and daily observation reports.

7. EMH&T will coordinate with the Owner and Contractor prior to conducting the pre-final and final 1-year walkthrough to allow the Owner and Contractor to provide input and participate in the field walkthrough and documented deficiencies.
   - Maintain a set of red-line record drawings of the completed work to be used in preparation of final record drawings. EMH&T will prepare and provide record drawings of the completed work (plan set construction).
   - Copies of the submittals, correspondence, change orders, pay estimates, and daily observation reports will be retained at EMH&T until completion of the project, at which time the project documents will be delivered to the Owner for future retention.

Attachment: 2020 Reynoldsburg Street Program - Construction Inspection Proposal (Final) (27-2020 : 2020 Street Improvement Contract

Attachment: 2020 Reynoldsburg Street Program - Construction Inspection Proposal (Final) (27-2020 : 2020 Street Improvement Contract

On-site Services

1. Resident Project Representatives, (RPR) provide full or part-time observation (as detailed in the labor and cost summary – if applicable). Full time observation is defined as approximately 8 hours per day, for the duration of the Contractor's work. We assume (1) one full time RPR observer will be needed during the performance of all construction related work. If the Contractor elects to work multiple shifts, EMH&T can provide supplementary observation services for an additional fee.
   - EMH&T will monitor construction activities performed by the Contractor and their Subcontractors and document the activities in respect to the plans, specifications, and contract conformance. The RPR will measure and track project quantities for payment.
   - Assist in coordination of material testing, if needed.
   - The RPR will document construction activities with a written daily observation report and photographs. The RPR will record the quantity of items installed as they are completed in conformance with the contract.
   - EMH&T's RPR will condemn non-conforming work if encountered. The RPR will notify the Owner and Engineer immediately of non-conforming work. The Owner will be responsible for providing notices for work stoppage to the Contractor.
   - EMH&T's RPR will bring to the immediate attention of the Owner and Engineer instances where the Contractor fails to be in compliance with the terms of the Contract documents; when the Contractor acts in a manner which is not in the best interest of the Owner and Engineer, or when the Contractor's proposed schedule of work is in conflict with the project related submittal review process.
   - Copies of the daily observation reports will be made available for the Owner's and Engineer's review.
   - The RPR will prepare a punchlist(s) for work performed noting deficiencies which require corrective measures by the Contractor or their assigns, for the purpose of observing and accepting the corrected conforming work.
   - Punchlist items will be observed by the RPR until work is completed in accordance with Contract documents.
   - RPR will observe completed work and provide the Owner and Engineer a recommendation for acceptance.

2. EMH&T will subcontract with DHDC to provide material testing for this project. Material testing may include the following:
   - Observe a proofroll of prepared roadway subgrade soils.
   - Observe a proofroll of prepared roadway aggregate base.
   - Nuclear density testing of roadway aggregate base.
   - Temperature, thickness and placement observations of asphalt placement along with appropriate nuclear density testing.
   - Prepare and test concrete compressive strength cylinders.
   - Copies of the material testing reports will be made available for the City to review.

**Fee**

These services will be provided per the conditions of our Professional Services Agreement and the Time Rates for the City. Fees for the work described within the Scope of Services shall not exceed the amount shown in the table below without prior written authorization from the City. Invoices will be submitted monthly and based on the progress of the work and are payable upon receipt. Should the scope of our services change, the project duration increase, or the construction contract cost increase, additional fees will be necessary to cover the cost of the additional professional services.

| Description of Service/Task | Fee |
|---|---|
| Construction Representation/Contract Administration | $56,325.00 |
| Design Consultation During Construction | $12,950.00 |
| Resident/Standby Representation | $89,340.00 |
| EMH&T Labor Fee | $158,615.00 |
| Reimbursable Expenses (material testing, printing, mileage, etc.) | $11,238.00 |
| **PROJECT TOTAL FEE** | **$169,853.00** |

**Clarifications and Exclusions**

EMH&T shall not have control or charge of, and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the project construction, for the acts or omissions of the Contractor, Subcontractors, any of their agents or Subcontractor's employees, or any other person performing any of the work, or for the failure of such persons to carry out the work in accordance with the contract documents.

The Scope of Services does not include the following:

- Safety Compliance/Monitoring Outside of EMH&T's Safety Procedures
- Staking/Cut Sheets/Construction Layout
- Communications to the public, affected residents, businesses and other stakeholders unless the Owner and Engineer specifically requests those services

**SCHEDULE**

We are prepared to begin work identified in this proposal immediately upon receipt of Authorization to Proceed. This scope of services is expected to be provided from March, 2020 to July, 2020. The contract duration is 120 calendar days.

Attachment: 2020 Reynoldsburg Street Program - Construction Inspection Proposal (Final) (27-2020 : 2020 Street Improvement Contract

City of Reynoldsburg
2020 Street Maintenance Program

We appreciate the opportunity to submit this proposal to you and look forward to working with you on this project. If this description and estimated fee meet with your approval please authorize with your signature below. Should you have any questions regarding this proposal please do not hesitate to contact me at (614) *775-4555*.

Respectfully submitted,

EVANS, MECHWART, HAMBLETON, & TILTON, INC.

**Ryan M. Andrews, PE**

**Acceptance and Authorization to Proceed:**

**APPROVED – CITY OF REYNOLDSBURG, OHIO**

_____
**Authorized Signature**

_____ _____
**Print Name and Date** **P.O. Number**

Attachment: 2020 Reynoldsburg Street Program - Construction Inspection Proposal (Final) (27-2020 : 2020 Street Improvement Contract

**Clerk of Council**
**Mollie Prasher**
**7232 East Main Street**
**Reynoldsburg OH 43068**
**614-322-6836 Phone**

# ORDINANCE REQUEST

| | |
|---|---|
| **DATE:** | **March 9, 2020** |
| **TO:** | **Development, Parks and Recreation Committee** |
| **RE:** | **Annexation of City Owned Property at 1140 Waggoner Road** |

Approval:

| | | |
|---|---|---|
| Skipped<br>Joe Begeny | Skipped<br>Chris Shook | Stephen Cicak |

As the property adjacent to Quarry Park at 1140 Waggoner Road has been purchased by the City of Reynoldsburg, it now needs to be annexed into the City proper. This legislation initiates that annexation process.

**AN ORDINANCE CONSENTING TO THE ANNEXATION OF CERTAIN REAL PROPERTY LOCATED AT 1140 WAGGONER ROAD IN TRURO TOWNSHIP, OWNED BY THE CITY OF REYNOLDSBURG**

WHEREAS, the City of Reynoldsburg (the "Property Owner"), is the owner of approximately 0.9 acres of located at 1140 Waggoner Road, being more fully described in Exhibit "A" of the Petition for Municipal Annexation (the "Annexation Petition") attached hereto and incorporated herein (collectively, the “Property”); and

WHEREAS, the Property is located outside of the corporate limits of any municipality, but is adjacent and contiguous to the corporate limits of the City of Reynoldsburg (“City”); and

WHEREAS, the Property Owner desires to obtain services from the City, and the City desires to provide such services; and

WHEREAS, the Property Owner desires to obtain the zoning necessary to support the existing use of the Property; and

**Clerk of Council**
**Mollie Prasher**
**7232 East Main Street**
**Reynoldsburg OH 43068**
**614-322-6836 Phone**

WHEREAS, the City desires to annex the Property in order to serve and to assist in the development of the Property for the benefit of its citizens and residents; and

WHEREAS, the City, after due and careful consideration, has concluded that the annexation, zoning, development, and use of the Property as contemplated by the Annexation Petition is consistent with the City's plans and goals for the future development of Reynoldsburg and accordingly is in the best interests of the citizens and residents of the City.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Reynoldsburg, Franklin County, State of Ohio that:

Section 1: The City of Reynoldsburg hereby consents to the proposed annexation, and will make available services upon annexation in accordance with the Reynoldsburg Codified Ordinances and existing administrative regulations.

Section 2: Once the Property is annexed and becomes subject to City of Reynoldsburg zoning ordinances, and if the City of Reynoldsburg zoning ordinances permit uses on the Property that are determined by the City to be clearly incompatible with the uses permitted under current Truro Township zoning regulations applicable to adjacent land remaining within Truro Township, the City of Reynoldsburg will require, in the zoning ordinance permitting the incompatible uses, the owner of the annexed Property to provide a buffer separating the use of the annexed Property and any adjacent land remaining within Truro Township.

Section 3: That upon adoption by Council, this ordinance shall be in effect following the signature by the Mayor.

# DO NOT DETACH

**Instrument Number: 202002140022836**
**Recorded Date: 02/14/2020 9:10:12 AM**

Daniel J. O'Connor Jr.
Franklin County Recorder
373 South High Street, 18th Floor
Columbus, OH 43215
(614) 525-3930
http://Recorder.FranklinCountyOhio.gov
Recorder@FranklinCountyOhio.gov

**Return To (Box):**
AMERITITLE BOX

Box

**Transaction Number:** T20200011916
**Document Type:** DEED
**Document Page Count:** 3

**Submitted By (Walk-In):**
AMERITITLE - DOWNTOWN

Walk-In

| **First Grantor:** | **First Grantee:** |
|---|---|
| DE MARCO LLC | REYNOLDSBURG CITY OF |

| **Fees:** | |
|---|---|
| Document Recording Fee: | $34.00 |
| Additional Pages Fee: | $8.00 |
| **Total Fees:** | $42.00 |
| **Amount Paid:** | $42.00 |
| **Amount Due:** | $0.00 |

**Instrument Number:** 202002140022836
**Recorded Date:** 02/14/2020 9:10:12 AM

**OFFICIAL RECORDING COVER PAGE**

## DO NOT DETACH

THIS PAGE IS NOW PART OF THIS RECORDED DOCUMENT

NOTE: If the document data differs from this cover sheet, please first check the document on our website to ensure it has been corrected. The document data always supersedes the cover page.

If an error on the cover page appears on our website after review please let our office know.

COVER PAGE DOES NOT INCLUDE ALL DATA, PLEASE SEE INDEX AND DOCUMENT FOR ANY ADDITIONAL INFORMATION.

Attachment: 07-20 Purchase of Waggoner Road Property Exhibit (32-2020 : Annexation of 1140 Waggoner Road)

TRANSFERRED

FEB 13 2020

MICHAEL STINZIANO
AUDITOR
FRANKLIN COUNTY, OHIO

90001529

CONVEYANCE TAX
EXEMPT

MICHAEL STINZIANO
FRANKLIN COUNTY AUDITOR

AmeriTitle Box
R2001006OAM

# GENERAL WARRANTY DEED
## (By a Limited Liability Company)

DE Marco LLC, an Ohio limited liability company, (Grantor), for valuable consideration paid, grants with General Warranty Covenants, to The City of Reynoldsburg, Ohio (Grantee), whose tax mailing address is 7232 E. Main St, Reynoldsburg, Ohio 43068, the following REAL PROPERTY:

**For APN/Parcel ID(s): 263-000178-00**

Situated in the Township of Truro, County of Franklin and State of Ohio:

Being part of One-half (1/2) Section 8, East Township No. 16, Range No. 20, Refugee Lands, and being Four (4) acres off of the North side of a tract of land as described in Deed Book 352, Page 245, said Four (4) acres more particularly described as follows:

Beginning in the center of Graham Road where it is intersected by the center line of the Forresters Lane;

Thence East in the center of said Lane, 52 1/2 rods to the Northwest corner of James Maxwell's lands;

Thence South on the West side of James Maxwell's land 201 feet and One inch to an iron pin;

Thence West on a line parallel with the center line of Forresters Lane 52 1/2 rods to the center of said Graham Road; passing an iron stake on the East side of said Graham Road;

Thence North with the center of said Graham Road to the place of beginning, containing Four (4) acres of land, excepting, however, being a strip of land 100.00 feet in width off of the entire South side of a 4.0 acre (plus or minus) tract conveyed to Dorothy Amrine by Junmaie Barton, as described and of record in Deed Book 17874, Page 443, Recorder's Office, Franklin County, Ohio, said 100.00 foot strip of land extending from the center line of Waggoner Road, Easterly to the West line of the Maxwell Land (now owned by Joseph H. and Mabel Hamilton) and containing 2.0 acres.

Excepting therefrom following:

Situated in the Township of Truro, County of Franklin, and State of Ohio:

Being located in Half Section 8, Township 16, Range 20, Refugee Lands and being part of the 2.0 acre tract conveyed Claude A., Jr. and Barbara C. Williams, by deed of record in Deed Book 2369, Page 94, all references being to record in the Recorders office, Franklin County, Ohio and bounded and described as follows:

Beginning at an iron pin found in the centerline of Waggoner Road at the Northwesterly corner of said Claude A., Jr. and Barbara C. Williams 2.0 acre tract the Southwesterly corner of the Elias Z. and Maria Vlaar 0.753 acre tract of record in Deed Book 3625, Page 250.

Thence South 86 deg. 15' 00" East, along the Southerly line of said Elias Z. and Maria Vlaar 0.753 acre tract and the Southerly line of the Peter N. Cenci. Mary Jane Cenci and Robert G. Newport 5.667 acre tract of record in Official Record 18523H17 (passing an iron pin at 283.72 feet), a distance of 333.72 foot to a point;

Thence South 84 deg. 21' 40" West, a distance of 50.56 feet to a point;

Thence North 86 deg. 15' 00" West crossing the Claude A., Jr. and Barbara C. Williams 2.0 acre tract, being 8.25 feet Southerly, as measured at right angles and parallel with the Northerly Line of said 2.0 acre tract, a distance of 284.00 feet to a PK Nail set in the centerline of Waggoner Road;



Attachment: 07-20 Purchase of Waggoner Road Property Exhibit (32-2020 : Annexation of 1140 Waggoner Road)

# GENERAL WARRANTY DEED
## (By a Limited Liability Company)
(continued)

Thence North 4 deg. 53' 30" East, along the centerline of Waggoner Road, a distance of 8.25 feet to the point of beginning, containing 0.059 acre, more or less.

Subject, however, to all legal rights-of-ways and/or easement, if any, of previous record.

Bearings contained herein are based on the same meridian as the Easterly line of Half Section 8 (South 4 deg. 00' 45" West), of record in Official Record 18523H17.

1140 Waggoner Road
Reynoldsburg, Ohio 43068

PPN: 263-000178-00

**Tax Parcel No.:** 263-000178-00
**Property Address:** 1140 Waggoner Road, Reynoldsburg, OH 43068

Subject to all taxes after date hereof, conditions, restrictions, covenants, legal highways and easement of record, if any.

Prior Instrument Reference: Instrument Number 201802270026365

Pt of
(263)
000178

DESCRIPTION VERIFIED
CORNELL R. ROBERTSON, P.E., P.S.
BY:
DATE: 2/7/2020

Attachment: 07-20 Purchase of Waggoner Road Property Exhibit (32-2020 : Annexation of 1140 Waggoner Road)

# GENERAL WARRANTY DEED
## (By a Limited Liability Company)
(continued)

Grantor has caused its name to be subscribed hereto by Frank DeMatteo, being duly authorized by resolution, signed this 30th day of January, 2020.

IN WITNESS WHEREOF, the undersigned have executed this document on the date(s) set forth below.

**GRANTOR(S):**

DE Marco LLC
an Ohio limited liability company

BY: _____
Frank DeMatteo
Member

State of Ohio,

County of Franklin :ss

The foregoing instrument was acknowledged before me this 30 of January, 2020 by Frank DeMatteo, Member of DeMarco LLC, an Ohio limited liability company, on behalf of said limited liability company.

_____
Notary Public
My Commission Expires:

(SEAL)

LISA J. BERGER - NOTARY PUBLIC
My commission has no exp. date Sec. 147.03 O.R.C.
STATE OF OHIO

This instrument was prepared by:
Lisa Berger, Esq.
150 E. Main St., Suite 1A
Columbus, OH 43215

Attachment: 07-20 Purchase of Waggoner Road Property Exhibit (32-2020 : Annexation of 1140 Waggoner Road)

**Parks & Recreation Dept.**
**Donna Bauman**
**7232 E. Main Street**
**Reynoldsburg OHIO 43068**
**614-322-6879 Phone**

# ORDINANCE REQUEST

| | |
|---|---|
| **DATE:** | **March 9, 2020** |
| **TO:** | **Development, Parks and Recreation Committee** |
| **RE:** | **Authorization to Purchase a 15 Passenger Van for the Senior Center** |

Approval:

| | | |
|---|---|---|
| Completed<br>Joe Begeny | Completed<br>Chris Shook | Completed<br>Stephen Cicak |

Authorize the Mayor to enter into contract with Bus Service Inc., 8120 Howe Industrial Parkway, Canal Winchester, OH 43110, for the purchase of one (1) 2020 Starcraft 15 passenger van for a price not to exceed $60,000.

Requesting that $60,000 from the un-appropriated 285 fund be appropriated into fund 285.000.5639.0001 Endowments

In 2018 and 2019 the Reynoldsburg Senior Center received a bequeath from a former member. The will stipulated that the funds were to be used for the Senior Center and its members.

No tax dollars are going towards the purchase of this van.

*Request waiving competitive bidding as this is a specialized mode of transportation. The Parks and Recreation Department requested quotes and two companies submitted quotes; please see attached. The Parks and Recreation Department request the purchase be from Bus Service Inc., as they are the service provider to the other company that submitted a quote. They are also located in Central Ohio.

# Parks & Recreation Dept.

**Donna Bauman**
**7232 E. Main Street**
**Reynoldsburg OHIO 43068**
**614-322-6879 Phone**

**AN ORDINANCE TO AUTHORIZE THE MAYOR TO ENTER INTO A CONTRACT TO PURCHASE A 2020 STARCRAFT FIFTEEN PASSENGER VAN FOR THE SENIOR CENTER, WAIVE THE COMPETITIVE BIDDING PROCESS, AND APPROPRIATING FUNDS**

WHEREAS, the Parks and Recreation Department requests to purchase a 2020 Starcraft fifteen passenger van using an anonymous bequest received in 2018 and 2019 from a former member; and

WHEREAS, the member's will stipulated that the funds were to be used for the Senior Center and its members; and

WHEREAS, the Parks and Recreation Department sought bids from two vendors and request the Council approve the purchase from Bus Service at that vendor's vehicle more closely meets the needs of the Senior Center, not exceeding $60,000.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG

SECTION 1. That the Mayor be and is hereby authorized to purchase from Bus Service Inc., 2020 Starcraft fifteen passenger van for a total cost not to exceed sixty thousand dollars ($60,000).

SECTION 2. That an amount of sixty thousand dollars ($60,000.00) be unappropriated from the 285 Endowments Fund and be appropriate to 285.000.5639.0001.

SECTION 4**.** Upon adoption by Council, this Ordinance shall be in effect thirty days following the signature by the Mayor.

TESCO® Transportation Equipment Sales Corp.

Proven Quality. Trusted Name.

# Quote #NQ49619

1/27/2020

Brad Palmer p 419.836.2835
bpalmer@tescobus.com f 419.836.8460

6401 Seaman Rd. www.tescobus.com
P.O. Box 167230 419.836.2835
Oregon OH 43616-7230

**City of Reynoldsburg**
1615 Truro Ave
Reynoldsburg OH 43068-2519

Brian McGuire
614-322-4510
BMcGuire@ci.reynoldsburg.oh.us

Picture is from a similar vehicle

Qty: 1

## 2020 StarTrans Candidate II

## with a 2020 Ford Transit

### 14 passenger & driver

Engine: 3.5L PFDI
Wheelbase: 138
GVWR: 10360

### Standard Chassis Equipment

Medium height roof
3.5L V6 gasoline engine, 10,360 GVWR
6-speed SelectShift with overdrive transmission
Brakes - 4-wheel disc with ABS
Heavy duty alternator
25 gallon fuel tank capacity
Cruise control
AM/FM stereo with 6 speakers
Windows all around
Black grille
Sliding passenger side door
Halogen headlamps
AdvanceTrac with Roll Stability Control
16" silver steel wheels with hubcaps
Side-wind stabilization
SOS Post-Crash Alert System

### Standard Body Equipment

Fully welded aluminized steel cage construction
Laminated sidewall structure meeting all applicable FMVSS requirements
10" ground to first step at entry door
109"verall exterior height (depending on options)
"Super Starview" drivers visibility window in front of entry door
Electric actuated passenger entry door with full length glass
36" high x 36" wide high upper double T-Slider tempered tinted windows
Black powder coated steel rear bumper
Rear mud flaps
Pre-painted white galvanized steel sidewalls and skirts
Fiberglass front and rear cap
One-piece seamless FRP roof
Breakaway rearview mirrors with built-in convex
Drip rail over all windows and passenger door openings
LED front and rear marker lights
LED stop, tail and turn signal lights including back up lights
81" interior width
76" interior floor to ceiling height
Welded floor and wall seat track for flexible seating
Black slip resistant floor covering
5/8" plywood flooring
Ceiling and rear wall fabric for sound abatement
FRP sidewalls
White step nosing
1.25" left hand vertical passenger assist rail at entry door
Printed circuit board w/automotive type fuses & LED trouble shooting lig
Back-up Camera System w/7" Rearview Monitor/Mirror Combo
5 Year 100,000 Mile Forest River Warranty

**Body and Chassis Standard Equipment is subject to change without notice and may be replaced by Options Included on next page.**

Attachment: TESCO Senior Van (33-2020 : Purchase Van for the Senior Center)

TESCO Transportation Equipment Sales Corp.

Proven Quality. Trusted Name.

# Quote #NQ49619

1/27/2020

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**City of Reynoldsburg**
1615 Truro Ave
Reynoldsburg OH 43068-2519

Brian McGuire
614-322-4510
BMcGuire@ci.reynoldsburg.oh.us

## Options Included

### Chassis

Valve Stem Extender Inner Dual Rear Wheel, Pair
Stainless Steel Wheel Insert, Set of 4 (2 front & 2 rear) Ford Transit

### Doors/ Hatch / Windows

Passenger Door 36" Rough Opening (Standard)
Exterior Passenger Entrance Door Key
Passenger Door - Electric (Standard)

### Electrical

Jensen JHD36AB AM/FM/CD/Clock Blue Tooth/USB Enabled, 4 Spkrs,...
Note: Mount Two of the Speakers in Front Bulkhead

### Exterior

LED Rear Center Mount Brake Light, Rectangular

### Heaters

Insulate Heater Hoses
Hot Water Heater, 65K BTU Floor Mounted 3 Speed, Low Profile

### Interior

Stanchion and Modesty Panel Behind Driver
1 1/4" Grab Rail Parallel to Entrance Steps (Both sides)
Overhead Luggage Rack - Both Sides
Wrap Luggage Racks in Gray Vinyl ILO Standard Gray Carpet
FRP on Ceiling, Grey
Gerflor Sirius NT (#6782 Dune)
FRP on Rearwall, Grey

### Passenger Seat Fabrics

(14) Passenger Seat Cover - Level 4

### Safety Options

16 Unit First Aid Kit
Interior Flat Mirror, 6" x 16"
5 Lb Fire Extinguisher

White "Standee" Line
Back-Up Alarm SAE Type C 97 db(A)
Emergency Triangle Kit

### Seat Options

(6) Black US Armrest, Each (Aisle)
(9) Recliner, Per Person
(14) Seat Belt, Freedman USR Retractable (Per Person) ** N/A Double...

### Seating - Passenger Std. Rigid Seats

High Back Freedman Seats (5) 15" Rear Row
(3) High Back Double Seat
(3) High Back Single Seat

### Trans/Air Dual Comp A/C Options

TA 733 Super 70K - TA73 Evap, SMC3L Cond, 10 C.I.D. Comp Transit...

Terms: COD
Valid For: 30 Days
Delivery: 60 to 90 Days ARC

10% Deposit Required

| | |
|---|---|
| **Unit Price** | **$66,882.00** |
| Mobility Rebate | ($0.00) |
| Rebate Vizient# 3475143-RHO2 | ($1,810.00) |
| Discount | ($3,500.00) |
| Delivery | Included |
| **Unit Total** | **$61,572.00** |
| Ext. Total | $61,572.00 |
| Trade-in(s) | $0.00 |
| Net Total | $61,572.00 |

Sales Rep. | Purchaser | Fed Tax ID #

Attachment: TESCO Senior Van (33-2020 : Purchase Van for the Senior Center)

TESCO Transportation Equipment Sales Corp.

Proven Quality. Trusted Name.

# Quote #NQ49619

1/27/2020

Brad Palmer p 419.836.2835
bpalmer@tescobus.com f 419.836.8460

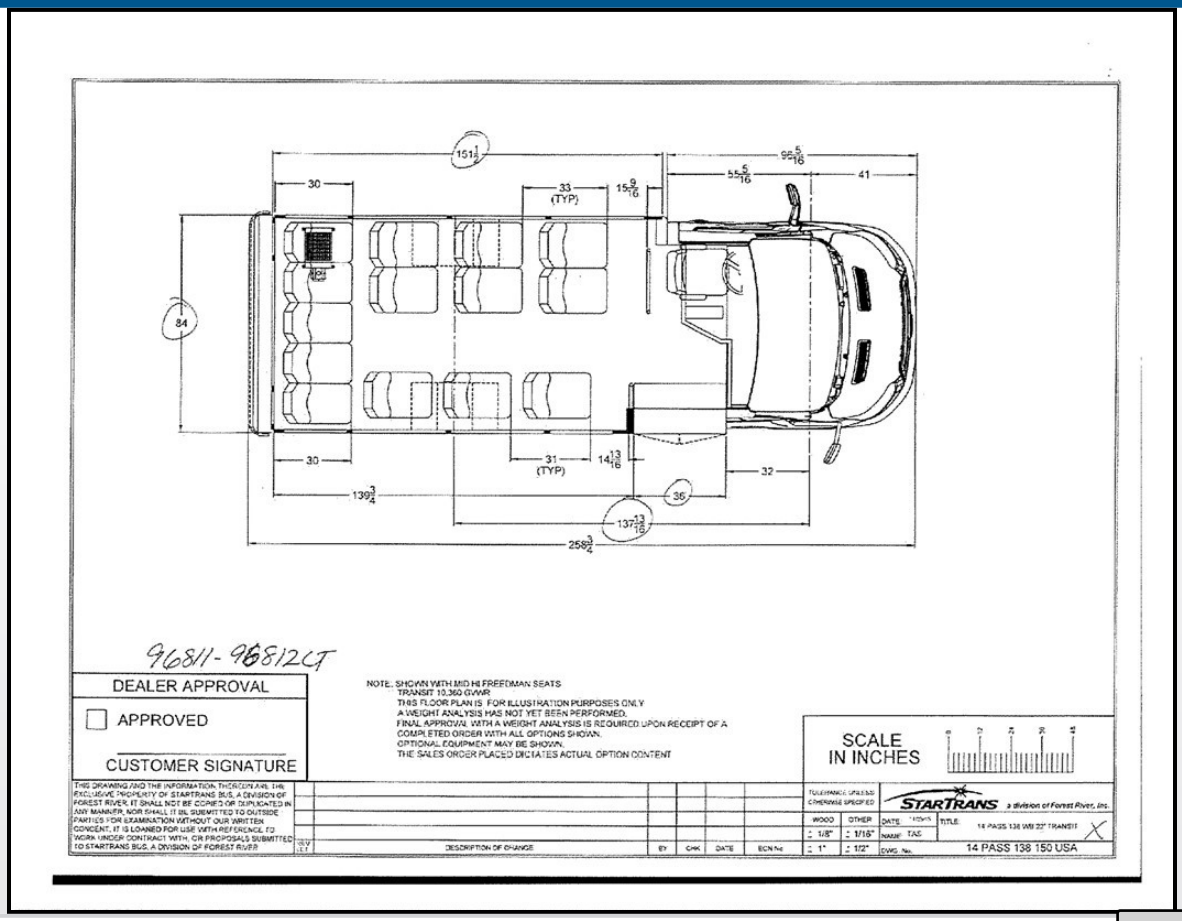
6401 Seaman Rd. www.tescobus.com
P.O. Box 167230 419.836.2835
Oregon OH 43616-7230

**City of Reynoldsburg**
1615 Truro Ave
Reynoldsburg OH 43068-2519

Brian McGuire
614-322-4510
BMcGuire@ci.reynoldsburg.oh.us

## Trades

## Floorplan




Attachment: TESCO Senior Van (33-2020 : Purchase Van for the Senior Center)

Bus Service Inc.
3153 Lamb Ave
Columbus, OH 43219
614-471-2877
www.buyabus.net

# Buyers Agreement

| Customer | Contact | Ship to Address |
|---|---|---|
| City of Reynoldsburg<br>7232 East Main St<br>Reynoldsburg, OH 43068 | Donna Bauman | City of Reynoldsburg<br>7232 East Main St<br>Reynoldsburg, OH 43068 |

## 2020 Starcraft

| | | | |
|---|---|---|---|
| **Vin #** | TBD | **Quote #:** | DP12420 |
| **Model Year:** | 2020 | **Delivery Time:** | TBD |
| **Graphic:** | Custom | **Representative:** | Dane Patterson |
| **Seat Material:** | TBD | **Phone/Email:** | 614-332-8546 / dane@buyabus.net |

## STANDARD EXTERIOR AND INTERIOR FEATURES AND ITEMS

| | |
|---|---|
| ALTOONA 7 Year / 200,000 Mile Durability Test | 80" Interior Height (76" with Raised Floor) |
| Fully Welded Steel Cage Contruction Meeting All | 93" Interior Width |
| FMVSS Requirements | Floor and Wall Seat Track for Seating Flexibility |
| "Starview" Drivers Visibility Window in Front | Anti-Slip Flooring |
| Front Entry Door w/ Full Length Glass | 5/8" Exterior Grade Plywood Flooring |
| White Safety Edging at Entryway | Ceiling and Rear Wall Fabric for Sound Abatement |
| Electric Actuated Passenger Entry Door With Full Length Glass | Fiberglass Reinforced Sidewalls for Ease of Cleaning |
| Full 12" Deep Step with Low Riser Heights | Entryway Assist Grab Bar |
| Safety Glass Windows with Deep Tint | Printed Circuit Electrical Board with LED Troubleshooting Light |
| Black Powder Coated Rear Bumper | Function Coded and Number Coded Wiring |
| Rear Mud Flaps | Entry Door LED StepWell Lights |
| One Piece Fiberglass Rear Cap | LED Interior Dome Lights |
| Areodynamic Fiberglass Front Cap | LED Dome Light above Driver |
| Pre-Painted White Aluminum Sidewall, Rear Wall and Skirt Panels | Entryway Modesty Panel |
| Flat Sidewall Construction for Maximum Interior Space | Instrument Controls Within Drivers Reach |
| One Piece Seamless Fiberglass Reinforced Roof | Lighted Accessory Switch Panel |
| Breakaway Rearview Mirrors with Built In Convex | Emergency Exit Windows |
| Sealed LED Stop, Tail , Turn and Backup Lights | Easily Removeable Interior Panels for Access |
| Sealed LED Clearance Lights and License Plae Light | Pre-Wired Switch Panel for Custom Add-Ons |
| Sealed LED Entry Way Light | Driveshaft Guards |
| Full Underbody Rustproofing | Rain Gutters Over Windows |
| Fully Insulated Walls & Ceiling | |

## STANDARD CHASSIS EQUIPMENT AND FEATURES

| | |
|---|---|
| Full OEM Factroy Transferable Warranty | 14,000 BTU Dash Air Conditioning |
| Electronic Automatic Transmission | Tilt Steering |
| Transmission Oil Cooler | Cruise Control |
| Front and Rear Disc Brakes with Full ABS | Intermittent Wipers |
| LT225/75R16E All Season Tires | Chrome Package |
| Dual 1300 CCA Batteries | Engine Block Heater |
| Heavy Duty Alternator 225 AMP | Full Dash Instrumentation |

Attachment: BSI Senior Van (33-2020 : Purchase Van for the Senior Center)

Bus Service Inc.
3153 Lamb Ave
Columbus, OH 43219
614-471-2877
www.buyabus.net



| | Qty | |
|---|---|---|
| **STARCRAFT BUS** | 1 | |
| 5 Year / 100,000 Mile Forest River Bus Warranty | 1 | |
| | 1 | |
| **STARLITE - TRANSIT 350 HD** | 1 | |
| Starlite 20 138" WB Transit350 3.5L EcoBoost® Gasoline Engine | 1 | Included |
| | 1 | |
| **SIDEWALL / REARWALL / CEILING** | 1 | |
| Grey Padded Vinyl Interior | 1 | Included |
| **VEHICLE FLOORING** | 1 | |
| Altro Meta Storm Anti-Slip Flooring | 1 | Included |
| **EXTERIOR** | 1 | |
| Fiberglass Sidewalls - Aluminum Skirts | 1 | Included |
| **CHASSIS** | 1 | |
| Stainless Steel Wheel Inserts | 1 | Included |
| Valve Stem Extenders Inner Dual Rear Wheel | 1 | Included |
| **ENVIRONMENTAL CONTROL** | 1 | |
| Trans/Air 45k btu Air-Conditioning System | 1 | Included |
| **REAR (AUXILIARY) HEATING** | 1 | |
| Rear Passenger Cabin Heater - 35K BTU | 1 | Included |
| **ELECTRICAL ADDITIONS** | 1 | |
| Intermotive Flex Tech Electrical System | 1 | Included |
| Wiring Diagram "AS BUILT" on USB Flash Drive | 1 | Included |
| **EXTERIOR LIGHTS** | 1 | |
| Surface Mount LED Entry Door Exterior Light | 1 | Included |
| **INTERIOR LIGHTS** | 1 | |
| Door Activated Interior Lights | 1 | Included |
| **AUDIO / VISUAL** | 1 | |
| Deluxe AM/FM/CD With Clock & 4 Speakers | 1 | Included |
| **DOORS / WINDOWS / ROOF HATCHES** | 1 | |
| Electric Passenger Entry Door | 1 | Included |
| **SAFETY OPTIONS** | 1 | |
| 5 lb Fire Extinguisher | 1 | Included |
| 16 Unit First Aid Kit | 1 | Included |
| Emergency Triangle Kit | 1 | Included |
| Back-Up Alarm SAE Type C 97 db(A) Ecco 510 | 1 | Included |
| ROSCO STSK4750 Back-Up Camera System w/ 7" Rearview Monitor / Mirror Combo | 1 | Included |
| White "Standee" Line | 1 | Included |
| Decal - Please Stand Behind White/Yellow Line When Vehicle is in Motion | 1 | Included |
| **GRAB RAILS / STANCHIONS / PANELS** | 1 | |
| 1 1/4" Dual Entry Grab Rails Parallel to Entrance Steps | 1 | Included |
| Stanchion and Modesty Panel at Entry Door | 1 | Included |
| **DRIVER SEAT FABRIC** | 1 | |

Attachment: BSI Senior Van (33-2020 : Purchase Van for the Senior Center)

| | | |
|---|---|---|
| Driver Seat Cover - Level 1 Newport Vinyl; Oxen Vinyl; Olefin | 1 | Included |
| Re-Upholster OEM Driver or Co-Pilot | 1 | Included |
| **PASSENGER SEATING** | 1 | |
| Mid High Double Seat | 3 | Included |
| Mid High Single Seat | 3 | Included |
| Mid High Freedman Seats, (5) 15" Rear Row | 1 | Included |
| **PASSENGER SEAT FABRICS** | 1 | |
| Seat Cover - Level 1 Newport Vinyl; Oxen Vinyl; Olefin | 14 | Included |
| **SEATING OPTIONS** | 1 | |
| Black US Armrests on Aisle Seats | 6 | Included |
| **SEAT BELTS** | 1 | |
| Non-Retractable Seat Belts | 14 | Included |
| **POPULAR OPTIONS (not included in price below)** | 1 | |
| Custom Graphic Package | 1 | $1,500.00 |
| Remote Keyless Entry | 1 | $250.00 |

Attachment: BSI Senior Van (33-2020 : Purchase Van for the Senior Center)

Bus Service Inc.
3153 Lamb Ave
Columbus, OH 43219
614-471-2877
www.buyabus.net

**Buyers Agreement**

## TERMS AND CONDITIONS

| | |
|---|---|
| Terms: | Due Upon Receipt |
| Deposit: | 10% Down Payment Due at Signing |
| Quote Valid For: | 30 Days from Date |

This Agreement is Confidential and not Subject to Distribution

| | |
|---|---|
| **Unit Price:** | $68,015.00 |
| 2020 OH GPC Incentive | ($7,575.00) |
| Accessibility Rebate | ($1,000.00) |
| Options: | $0.00 |
| Delivery: | $0.00 |
| Sales Tax: | $0.00 |
| **Unit Total:** | $59,440.00 |
| **Quantity:** | 1 |
| **Net Due:** | $59,440.00 |

Customer Signature Date

Printed Name

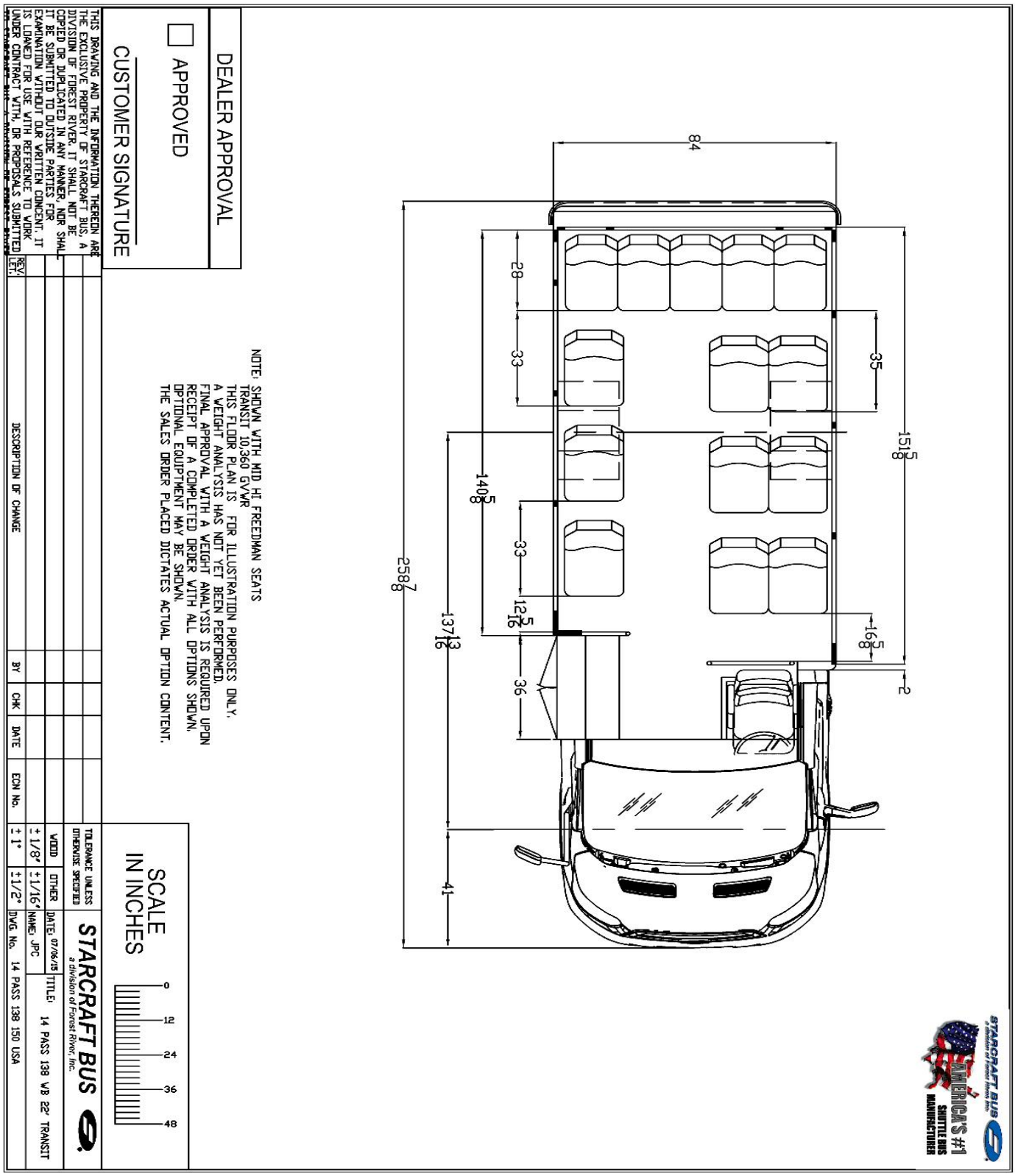
By Signing this Contract the Signer understands this contract is legal and binding by law and that this order cannot be cancelled.

Attachment: BSI Senior Van (33-2020 : Purchase Van for the Senior Center)

Bus Service Inc.
3153 Lamb Ave
Columbus, OH 43219
614-471-2877
www.buyabus.net

Buyers Agreement

**FloorPlan**




Attachment: BSI Senior Van (33-2020 : Purchase Van for the Senior Center)

**Development Department**
**Andrew Bowsher**
**7232 E. Main Street**
**Reynoldsburg OHIO 43068**
**614-322-6831 Phone**

# ORDINANCE REQUEST

| | |
|---|---|
| **DATE:** | **March 9, 2020** |
| **TO:** | **Public Service and Transportation Committee** |
| **RE:** | **EMH&T to conduct surveying, design engineering & bidding for East Main Street between Davidson Drive and Jackson Street** |

Approval:

| | | |
|---|---|---|
| Completed<br>Joe Begeny | Completed<br>Chris Shook | Completed<br>Stephen Cicak |

EMH&T will provide survey, engineering design and assistance with bidding for the East Main Street improvements between Davidson Drive and Jackson Street. The proposed improvements includes a full depth reclamation of the existing pavement section; preparing East Main for ODOT, widening the sidewalks, creating pedestrian mobility, decorative street lighting, stormwater management, the addition of street trees, and on-street parking

Requesting $408,065.00 be unappropriated from Project Traffic Signal 410.000.0169.5659 (Ordinance 101-19) and appropriating to 410.000.0170.5659 - East Main Street Improvements.

**AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH EMH&T FOR THE SURVEY, DESIGN, AND BIDDING FOR ROADWAY IMPROVEMENTS TO EAST MAIN STREET AND APPROPRIATING FUNDS THEREFORE**

WHEREAS, with the upcoming ODOT project to mill and pave East Main Street, the City of Reynoldsburg wants to complete other necessary infrastructure and City beautification projects along East Main Street; and

WHEREAS, these projects would include a full depth reclamation of the existing pavement

**Development Department**
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section, preparing East Main Street for ODOT, widening the sidewalks, creating pedestrian mobility, decorative street lighting, stormwater management, adding street trees and on-street parking..

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the Mayor be and is hereby authorized to enter into contract with EMH&T, in the amount of $408,065.00 for surveying, design and bidding processes for the East Main Street roadway improvement projects.

SECTION 2. Requesting $408,065.00 be unappropriated from Project Traffic Signal 410.000.0169.5659 (**Ordinance 101-19**) and appropriating to 410.000.0170.5659 - East Main Street Improvements.

SECTION 3. Upon adoption by Council, this Ordinance shall be in effect thirty days following the signature by the Mayor.

Engineers, Surveyors, Planners, Scientists

January 13, 2020

Mr. Andrew Bowsher
Director of Development
City of Reynoldsburg
7232 East Main Street
Reynoldsburg, OH 43068

**Subject:** East Main Street, Phase 1 (Davidson Drive to Jackson Street)
Proposal for Survey, Design, and Bidding Services

Dear Mr. Bowsher,

EMH&T is pleased to present a proposal for survey, detailed engineering, and bidding services for the first phase of improvements to East Main Street. This project was the subject of Reynoldsburg's successful Ohio Public Works Commission (OPWC) Round 34 funding application, which will provide $2,000,000 in grant and loan assistance. This improvement will include the following:

- Roadway resurfacing and spot full depth pavement repairs.
- Full Replacement of curb and sidewalks. Sidewalk replacement will include decorative elements such as brick pavement and/or special concrete finishing.
- Replacement of the 1930's era storm sewer with an upsized and improved storm sewer system. Storm improvements will incorporate rain gardens and/or other water quality features.
- Establish center island medians in certain portions of the corridor.
- Replacement and/or upgrading of the street lighting within the corridor with LED fixtures.
- Installation of new decorative mast arm traffic signals at the intersections with Lancaster Ave. (north leg) and Jackson Street.

The anticipated total project cost for the improvements proposed is approximately $4,130,000 as outlined in the attached preliminary opinion of probable cost. It is our understanding that this improvement will be funded through a combination of OPWC, Franking County Infrastructure Bank (FCIB), and local sources.

**SCOPE OF SERVICES**

EMH&T will provide surveying, engineering, landscape architecture, and bidding services necessary to prepare construction plans and specifications for these improvements. The scope of services will include:

1. Survey
    a. Survey – Horizontal and vertical control will be established for a basis of design and construction. Topography necessary for the design will be acquired within or directly adjacent to the established right-of-way. Survey will be obtained on the State Plane Coordinate System and NAVD 88 vertical datum. It is anticipated that full survey of the right-of-way corridor will be necessary to fully characterize all of the underground utilities and surface features in the corridor.
    b. Right-of-Way Determination – We will conduct fieldwork and courthouse research necessary to determine the right-of-way limits within East Main Street to verify that the designed improvements do not encroach on private property without easements or rights of entry.



Attachment: Proposal - East Main Street 1.13.20 (34-2020 : East Main Street Improvements)

c. EMH&T will prepare legal descriptions for necessary easements and/or right of way acquisition. This proposal assumes that approximately 10 legal descriptions will be prepared to support the improvements. If additional survey documentation becomes necessary through the course of design, additional fees may be requested.

2. Project Management
   a. EMH&T will coordinate and lead meetings between the design team, City of Reynoldsburg, and any other projects stakeholders. This will include one project kick-off meeting with a site visit and monthly project coordination meetings throughout the design phase at various decision points or project milestone dates.
   b. We will develop a project schedule that corresponds to the OPWC requirement for bidding in March of 2021. EMH&T will update the schedule throughout the course of design to reflect current project status prior to each update meeting.
   c. EMH&T will manage subconsultant's schedules, coordinate their involvement in project meetings, and incorporate their work into the project plans and specifications. It is anticipated that subconsultants will be used for the following:
      i. Geotechnical Services – GCI, Inc.
      ii. Landscape Architecture – OHM Advisors
      iii. Electrical Design – Bill Mess Engineering
   d. Due to the amount of coordination that will be necessary with the local businesses, it is anticipated that the City would want to host one or two public information meetings. EMH&T will provide and distribute meeting notices, prepare project exhibits/plans for the meetings, and lead project discussions during two public information meetings.
   e. Staged submittals at the 30%, 60%, and 100% design phase will be prepared and provided to the City, utility companies and any other project stakeholders for comment.
3. Roadway Plans and Specifications
   a. Develop base map using topographic survey, record plan and GIS information to serve as the backbone for detailed design efforts.
   b. Coordinate with a geotechnical sub-consultant to obtain pavement cores/borings along the project corridor to acquire information relating to the existing pavement composition and subgrade condition. This data will be used by EMH&T in the development of pavement rehabilitation strategies.
   c. Roadway drawings will be prepared to show the horizontal layout of the roadway improvements. This will include the following:
      i. Evaluation of turning radii at existing intersections. There are several "tight" intersections along this corridor where vehicles routinely drive over the curb and sidewalk. EMH&T will evaluate these intersections using AutoTurn truck turning templates to determine if geometric improvements to the intersections are needed. The short building setbacks may limit the opportunities to enhance turning movements in the roadway. We will develop exhibits and options for coordination with the City prior to incorporating radii improvements into the plan.
      ii. Locations of sidewalk improvements and landscape / raingarden areas will be incorporated into the horizontal alignment of the roadway. EMH&T will coordinate with our landscape architecture subconsultant (OHM) on the location and layout of street trees and landscaping.
      iii. Drive approach replacements, street medians, curb ramp improvements, street light pole locations, and signal infrastructure will be shown in the horizontal alignment.
   d. Since the roadway is being resurfaced, only minor adjustments to the profile grade will be made. EMH&T will establish curb profile grades for both sides of the roadway. Minor



Attachment: Proposal - East Main Street 1.13.20 (34-2020 : East Main Street Improvements)

adjustments will be made to enhance the flow of stormwater to the inlets.

e. Driveway and intersection details, showing the proposed limits, grades, and drainage patterns will be prepared for each intersecting street and private driveway.

f. Roadway cross-sections will be prepared in 50-ft intervals.

g. Typical roadway sections, plan details, supplemental project notes and specifications will be prepared.

h. Due to the amount of property/business owner coordination required for this improvement, it is anticipated that individual property owner exhibits will be developed to clearly show the improvements in color over an aerial photo background. These color renderings are easier to understand than a plan set and allow owners to see the improvements as they relate to existing site features. EMH&T will prepare these exhibits and participate in meetings with business owners to discuss the improvements and how the project will affect their access. It is anticipated that 20 meetings total will be conducted.

4. Storm Sewer Plans

a. EMH&T will review existing storm sewer records to identify current storm outfalls and locations of existing sewers within the project corridor.

b. We will assess the topography for the project corridor and adjoining parcels and develop a storm sewer tributary area map for the project.

c. Storm sewer calculations will be prepared using the rational method to size the proposed storm sewer replacement.

d. Stormwater quality calculations will be prepared to determine the required water quality volume and the tributary area map will be used to identify locations and sizing of rain gardens.

e. Storm sewer plan and profiles will be included in the plans.

f. EMH&T will coordinate with OHM on the development of rain garden details and specifications.

5. Traffic and Lighting Plans

a. EMH&T will prepare traffic signal plans for new signals the intersections with Lancaster Avenue (north leg) and Jackson Street. The signals will be decorative mast-arm style and will be designed with radar detection, similar to other recent signal improvements in the City.

b. The existing street lighting circuit will be inspected and evaluated for reuse on this project. Where existing streetlights are not in conflict with other planned improvements, the foundations will be re-used (if possible) and new LED fixtures will be installed. When existing streetlights are in conflict with improvements, they will be removed and new foundations, conduits, and poles/luminaires will be installed in alternative locations. The final design will incorporate new and existing infrastructure but appear completely new.

c. Traffic control plans, which show pavement markings and roadside signage will be prepared and included in the construction documents.

d. EMH&T will develop a maintenance of traffic plan, which outlines a procedure for the contractor to maintain two-way traffic during construction.

6. Landscape Architecture (OHM Advisors)

a. Prepare demolition plans for items within the existing streetscape corridor.

b. Prepare preliminary and final layouts for streetscape amenities to include brick pavers, buff-wash walks, rain gardens, crosswalks, concrete drive aprons, street trees, benches, light poles, and gateway features.

c. Prepare grading and drainage plans for streetscape corridor.

Attachment: Proposal - East Main Street 1.13.20 (34-2020 : East Main Street Improvements)

d. Prepare planting plans for street trees and rain gardens.
e. Select materials and prepare specifications for streetscape and landscape items.
f. Prepare graphic renderings for use in public meetings and attend up to 2 public information meetings.
g. Prepare preliminary and final cost estimates for streetscape and landscape items.
h. Respond to RFIs from bidders on items relating to the streetscape and/or landscape plans

7. Permitting and Utility Coordination
   a. We will prepare a Storm Water Pollution Prevention Plan (SWPPP) and a Notice of Intent for the City to send to the Ohio EPA.
   b. It is anticipated ODOT coordination will be required because this project abuts ODOT's Urban Paving project and the ODOT owned bridge over Blacklick Creek is within the project corridor. EMH&T will provide preliminary plans to ODOT and respond to their comments.
   c. At the various design milestone stages, EMH&T will prepare plan sets for submittal to the private utility companies to confirm the location of their infrastructure and to determine whether or not any conflicts exist between existing utilities and the City's proposed improvements.
      i. It is assumed that we will send plans to the utility companies three times during design (30%, 60% and 100% plans) and will have up to three utility coordination meeting to discuss any conflicts.
      ii. We anticipate holding two utility coordination meetings with affected private utility companies to assess impacts, develop utility relocation requirements, and coordinate project schedules.
8. Bidding Services
   a. We will prepare the bidding documents and plan sets necessary to conduct public bidding for the construction of the improvement. It is assumed that we will provide 15 copies of the bid documents to the City. Tasks to be completed in conjunction with the bidding phase will include:
      i. Bid document preparation
      ii. Advertisement preparation
      iii. Issuance of addenda, if necessary
      iv. Bid tabulation
      v. Review of bids and formal recommendation of award

The Scope of Services does not include inspection services during the construction phase or any efforts subsequent to the awarding of the Contract. Items specifically not included within the scope of this proposal include: construction inspection, construction administration, land appraisal, private utility relocation design, or environmental permitting. A proposal for construction administration and inspection services will be provided to the City when plans are completed and the project is ready for bidding.

**SCHEDULE**

We are prepared to begin work identified in this proposal immediately upon receipt of Notice to Proceed. Upon receiving authorization, we will develop a detailed project schedule and conduct a kick-off meeting with the City.

**FEE**

These services will be provided as per the conditions of our Professional Services Agreement and the associated Time Rates for the City. Fees for the work described within the Scope of Services shall not exceed the amount shown in the table, below, without prior authorization from the City. Invoices will be submitted monthly and based on the progress of the work and are payable upon receipt.



Attachment: Proposal - East Main Street 1.13.20 (34-2020 : East Main Street Improvements)

**EMH&T SERVICES FEE SUMMARY**

| Description | Fee |
|---|---|
| Task 1: Survey | $30,390 |
| Task 2: Project Management | $11,870 |
| Task 3: Roadway Plans and Specifications | $104,600 |
| Task 4: Storm Sewer Plans | $22,940 |
| Task 5: Traffic and Lighting Plans | $73,635 |
| Task 6: Landscape Architecture (OHM Advisors) | $141,350 |
| Task 7: Permitting and Utility Coordination | $18,600 |
| Task 8: Bidding Services | $4,680 |
| **TOTAL FEE** | **$408,065** |

These fees will not be exceeded without prior authorization from the City of Reynoldsburg. Should this scope increase to incorporate additional improvements, additional fees may be necessary to cover the cost of professional services.

If this description and estimated fee meet your approval, please authorize with your signature below. Please contact me at (614) 775-4555 if you have any questions.

Respectfully submitted,

EVANS, MECHWART, HAMBLETON, & TILTON, INC.

Ryan M. Andrews, PE

**Acceptance and Authorization to Proceed:**

**APPROVED – CITY OF REYNOLDSBURG, OHIO**

Authorized Signature

PO Number

Print Name/Date

Copy: Keith Kundtz, City of Reynoldsburg

Attachment: Preliminary Opinions of Probable Cost



Attachment: Proposal - East Main Street 1.13.20 (34-2020 : East Main Street Improvements)

# ENGINEERS ESTIMATE OF PROBABLE CONSTRUCTION COST

## CITY OF REYNOLDSBURG, OHIO

### ROADWAY IMPROVEMENTS FOR EAST MAIN STREET, PHASE 1 (RESURFACING)

**September 9, 2019**

OPWC ELIGIBLE ITEMS

| REF NO. | ITEM NO. | DESCRIPTION | QUANTITY | UNIT | UNIT PRICE | PRICE |
|---|---|---|---|---|---|---|
| **FULL DEPTH ROADWAY** | | | | | | |
| 1 | 201 | Clearing and Grubbing | 1 | L.S. | $15,000.00 | $15,000.00 |
| 2 | 202 | Existing Curb Removed | 2,525 | L.F. | $10.00 | $25,250.00 |
| 3 | 202 | Existing Driveway Approach Removed | 485 | S.Y. | $20.00 | $9,700.00 |
| 4 | 204* | Excavation of Unsuitable Subgrade and Granular Embankment | 500 | C.Y. | $100.00 | $50,000.00 |
| 5 | 253 | Arterial Full Depth Pavement Repair | 1,100 | S.Y. | $125.00 | $137,500.00 |
| 6 | 253 | Driveway Permanent Pavement Replacement, Type 3A | 20 | C.Y. | $650.00 | $13,000.00 |
| 7 | 253 | Driveway Permanent Pavement Replacement, T=8-in Type 3B | 20 | C.Y. | $750.00 | $15,000.00 |
| 8 | 259 | Permanent Pavement Replacement | 900 | S.Y. | $125.00 | $112,500.00 |
| 9 | 452 | Commercial Concrete Drive Approach, Class MS, Per R-11 (T=8-in) | 420 | S.Y. | $100.00 | $42,000.00 |
| 10 | 605 | 6-in Underdrain | 2,825 | L.F. | $7.50 | $21,187.50 |
| 11 | 609 | Combination Curb and Gutter | 2,825 | L.F. | $25.00 | $70,625.00 |
| 12 | 609 | Curb, Straight 18-in | 750 | L.F. | $25.00 | $18,750.00 |
| 13 | 653 | Topsoil Furnished and Placed (T=3") | 75 | C.Y. | $55.00 | $4,125.00 |
| 14 | 659 | Seeding and Mulching | 900 | S.Y. | $2.25 | $2,025.00 |
| 15 | 659* | Watering, Per Plan | 1 | L.S. | $750.00 | $750.00 |
| 16 | SPEC | Median | 2 | Ea. | $30,000.00 | $60,000.00 |
| | | | | | **FULL DEPTH ROADWAY SUBTOTAL:** | **$597,412.50** |
| **LESS THAN FULL DEPTH ROADWAY** | | | | | | |
| 17 | 254 | Pavement Planing (D=3.25-in) | 9,300 | S.Y. | $3.00 | $27,900.00 |
| 18 | 407 | Tack Coat (0.1Gal / SY) | 1,860 | Gal. | $5.00 | $9,300.00 |
| 19 | 441 | Asphalt Concrete, Intermediate Course, Type 2, (448) PG 70-22M (T=1.75-in) | 455 | C.Y. | $195.00 | $88,725.00 |
| 20 | 441 | Asphalt Concrete, Surface Course, Type 1, (448), PG 70-22M, (T=1.50-in) | 390 | C.Y. | $195.00 | $76,050.00 |
| | | | | | **FULL DEPTH ROADWAY SUBTOTAL:** | **$201,975.00** |
| **STREET LIGHTING** | | | | | | |
| 21 | 202 | Demolition/Removal of Existing Street Lights | 1 | L.S. | $25,000.00 | $25,000.00 |
| 22 | 1001 | Pull Box, Medium Duty, 13"x24" | 16 | Ea. | $600.00 | $9,600.00 |
| 23 | 1001 | Conduit, 2" Under Sidewalk | 3,200 | L.F. | $17.00 | $54,400.00 |
| 24 | 1001* | Conduit, 2" Under Street Pavement | 300 | L.F. | $21.00 | $6,300.00 |
| 25 | 1001 | Foundation, Reinforced, 4' | 32 | Ea. | $800.00 | $25,600.00 |
| 26 | 1001 | Post Top Light Pole | 32 | Ea. | $1,200.00 | $38,400.00 |
| 27 | 1001 | Luminaire, LED, 240 Volt Post top | 32 | Ea. | $1,000.00 | $32,000.00 |
| 28 | 1001 | Pole to Be Wired, Complete, Anchor Base (Pedestal Base) | 32 | Ea. | $400.00 | $12,800.00 |
| 29 | 1001 | 120/240V Ground Mounted Contol Site, Complete | 1 | Ea. | $8,000.00 | $8,000.00 |
| 30 | 1001 | Circuit Cable, Three #4 AWG, CU, 5kV | 3,500 | Ckt. Ft. | $4.00 | $14,000.00 |
| | | | | | **STREET LIGHTING SUBTOTAL:** | **$226,100.00** |
| **STORM SEWER** | | | | | | |
| 31 | 202 | Existing Pipe Removed (12-in - 27-in) | 1,550 | L.F. | $18.00 | $27,900.00 |
| 32 | 202 | Existing Storm Structure Removed | 13 | Ea. | $650.00 | $8,450.00 |
| 33 | 604 | Curb and Gutter Inlet | 18 | Ea. | $2,500.00 | $45,000.00 |
| 34 | 604 | Manhole, Type C | 9 | Ea. | $3,000.00 | $27,000.00 |
| 35 | 604* | Manhole, Reconstructed to Grade | 3 | Ea. | $2,000.00 | $6,000.00 |
| 36 | 604* | Manhole, Adjust to Grade | 3 | Ea. | $250.00 | $750.00 |
| 37 | 901 | 12-in Storm Sewer with Type 1 Bedding and Type A Backfill | 400 | L.F. | $80.00 | $32,000.00 |
| 38 | 901 | 18-in Storm Sewer with Type 1 Bedding and Type A Backfill | 525 | L.F. | $90.00 | $47,250.00 |
| 39 | 901 | 24-in Storm Sewer with Type 1 Bedding and Type A Backfill | 550 | L.F. | $115.00 | $63,250.00 |
| 40 | 901 | 36-in Storm Sewer with Type 1 Bedding and Type A Backfill | 300 | L.F. | $150.00 | $45,000.00 |
| 41 | Spec. | Bioretention Basins | 1 | L.S. | $125,000.00 | $125,000.00 |
| | | | | | **STORM SEWER SUBTOTAL:** | **$427,600.00** |
| **SIDEWALK** | | | | | | |
| 42 | 202 | Concrete Sidewalk and Curb Ramps, Removed and Replaced | 18 | Ea. | $1,500.00 | $27,000.00 |
| 43 | 202 | Walk Removed | 21,650 | S.F. | $2.25 | $48,712.50 |
| 44 | 608 | Concrete Walk (T=4-in) with 4-in Aggregate Base, Class S, Buff Wash | 9,600 | S.F. | $6.00 | $57,600.00 |

Attachment: Proposal - East Main Street 1.13.20 (34-2020 : East Main Street Improvements)

# ENGINEERS ESTIMATE OF PROBABLE CONSTRUCTION COST

## CITY OF REYNOLDSBURG, OHIO

### ROADWAY IMPROVEMENTS FOR EAST MAIN STREET, PHASE 1 (RESURFACING)

**September 9, 2019**

OPWC ELIGIBLE ITEMS

| REF NO. | ITEM NO. | DESCRIPTION | QUANTITY | UNIT | UNIT PRICE | PRICE |
|---|---|---|---|---|---|---|
| 45 | 608 | Detectable Warning System, 2-ft x 5-ft, Type E, Red (Per Columbus SS 1551) | 18 | Ea. | $250.00 | $4,500.00 |
| 46 | SPEC | Crosswalk/Median | 5,050 | S.F. | $16.00 | $80,800.00 |
| | | | | | **SIDEWALK SUBTOTAL:** | **$218,612.50** |
| **TRAFFIC SIGNAL** | | | | | | |
| 47 | 632 | Traffic Signal Removal and Replacement | 2 | Ea. | $250,000.00 | $500,000.00 |
| 48 | 632 | School Flash Sign, Removal and Replacement | 25,000 | Ea. | $1.00 | $25,000.00 |
| | | | | | **TRAFFIC SIGNAL SUBTOTAL:** | **$525,000.00** |
| **GENERAL ITEMS** | | | | | | |
| 49 | 207 | Sedimentation and Erosion Control | 1 | L.S. | $20,000.00 | $20,000.00 |
| 50 | 614 | Maintenance of Traffic | 1 | L.S. | $85,000.00 | $85,000.00 |
| 51 | 615* | Temporary Pavement | 125 | S.Y. | $65.00 | $8,125.00 |
| 52 | 632 | Construction Layout Staking | 1 | L.S. | $20,000.00 | $20,000.00 |
| 53 | SPEC | OPWC Signs | 2 | Ea. | $2,000.00 | $4,000.00 |
| | | | | | **GENERAL ITEMS SUBTOTAL:** | **$137,125.00** |

| | |
|---|---|
| **SUBTOTAL:** | **$2,333,825.00** |
| **CONSTRUCTION CONTINGENCY AT 10%:** | **$233,383.00** |
| **CONSTRUCTION TOTAL:** | **$2,567,208.00** |
| **ENGINEERING FEES - FINAL DESIGN:** | **$233,383.00** |
| **CONSTRUCTION INSPECTION:** | **$233,383.00** |
| **RIGHT-OF-WAY / LAND ACQUISITION:** | **$50,000.00** |
| **TOTAL PROJECT COST:** | **$3,083,974.00** |

**Professional Engineer's Signature**

Attachment: Proposal - East Main Street 1.13.20 (34-2020 : East Main Street Improvements)

# ENGINEERS ESTIMATE OF PROBABLE CONSTRUCTION COST

## CITY OF REYNOLDSBURG, OHIO

**ROADWAY IMPROVEMENTS FOR EAST MAIN STREET**

**September 9, 2019**

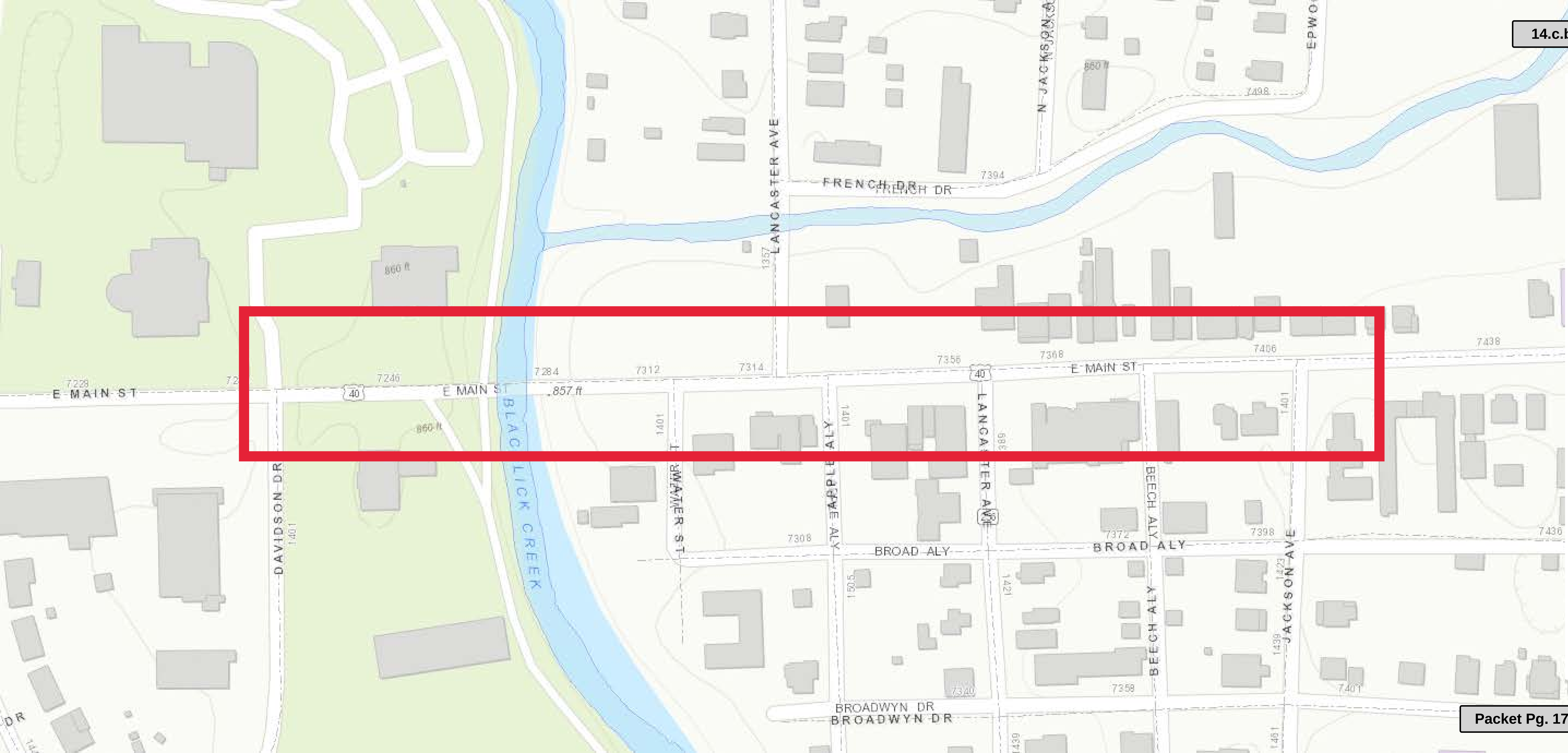
ADDITIONAL BID 1

| REF NO. | ITEM NO. | DESCRIPTION | QUANTITY | UNIT | UNIT PRICE | PRICE |
|---|---|---|---|---|---|---|
| **SIDEWALK** | | | | | | |
| A1-1 | SPEC | Clay Brick Pavers - Pedestrian | 21,000 | S.F. | $20.00 | $420,000.00 |
| A1-2 | SPEC | Limestone Bench | 27 | Ea. | $1,000.00 | $27,000.00 |
| A1-3 | SPEC | Gateway Feature Column | 3 | Ea. | $5,000.00 | $15,000.00 |
| A1-4 | SPEC | Paver Edge Restraint | 7,200 | L.F. | $15.00 | $108,000.00 |
| | | | | | **SIDEWALK SUBTOTAL:** | **$570,000.00** |
| **SITE LANDSCAPING** | | | | | | |
| A1-5 | 661 | Deciduous Tree | 46 | Ea. | $700.00 | $32,200.00 |
| A1-6 | 661 | Ornamental Tree | 8 | Ea. | $400.00 | $3,200.00 |
| A1-7 | 661 | GI Plantings (Shrubs/grasses) | 1,650 | S.F. | $8.00 | $13,200.00 |
| A1-8 | 661 | Groundcover | 1,840 | S.F. | $5.00 | $9,200.00 |
| A1-9 | 661 | Perennials/Annuals | 1 | L.S. | $6,000.00 | $6,000.00 |
| A1-10 | 661 | Planting Soil Mixture | 130 | C.Y. | $60.00 | $7,800.00 |
| A1-11 | 661 | 3" Shredded Hardwood Mulch | 32 | C.Y. | $50.00 | $1,600.00 |
| A1-12 | 661 | Seeded Lawn Repair | 1 | L.S. | $2,000.00 | $2,000.00 |
| | | | | | **SITE LANDSCAPING SUBTOTAL:** | **$75,200.00** |
| **SITE FURNISHINGS & AMENITIES** | | | | | | |
| A1-13 | SPEC | Decorative Planter Fence | 1,210 | L.F. | $75.00 | $90,750.00 |
| A1-14 | SPEC | Planter Pot - Large | 16 | Ea. | $2,200.00 | $35,200.00 |
| A1-15 | SPEC | Planter Pot - Small | 14 | Ea. | $1,500.00 | $21,000.00 |
| A1-16 | SPEC | Trash Receptacle | 4 | Ea. | $2,000.00 | $8,000.00 |
| A1-17 | SPEC | Bike Racks | 1 | Ea. | $5,000.00 | $5,000.00 |
| | | | | | **SITE FURNHISHINGS & AMENITIES SUBTOTAL:** | **$159,950.00** |

| | |
|---|---|
| **SUBTOTAL:** | **$805,150.00** |
| **CONSTRUCTION CONTINGENCY AT 10%:** | **$80,515.00** |
| **CONSTRUCTION TOTAL:** | **$885,665.00** |
| **ENGINEERING FEES - FINAL DESIGN:** | **$80,515.00** |
| **CONSTRUCTION INSPECTION:** | **$80,515.00** |
| **TOTAL PROJECT COST:** | **$1,046,695.00** |

**Professional Engineer's Signature**

Attachment: Proposal - East Main Street 1.13.20 (34-2020 : East Main Street Improvements)




Attachment: OPWC Presentation (34-2020 : East Main Street Improvements)

# CONTEXT PLAN

KEY

LANCASTER AND MAIN PARKING LOT (CONSTRUCTED)

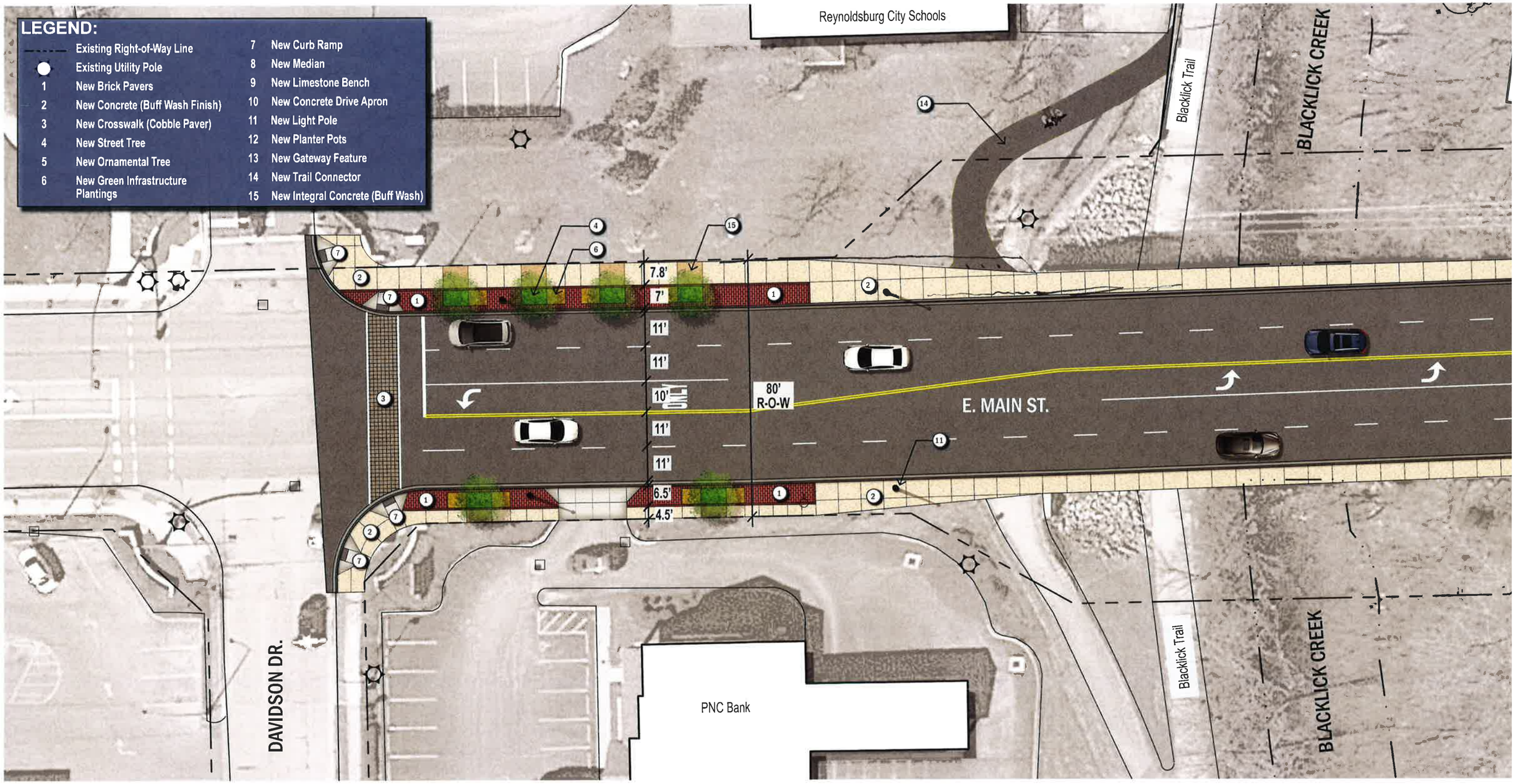
MAIN ST. STREETSCAPE STUDY AREA

Attachment: OPWC Presentation (34-2020 : East Main Street Improvements)

# PROPOSED SITE PLAN

**LEGEND:**

- Existing Right-of-Way Line
- Existing Utility Pole
- 1 New Brick Pavers
- 2 New Concrete (Buff Wash Finish)
- 3 New Crosswalk (Cobble Paver)
- 4 New Street Tree
- 5 New Ornamental Tree
- 6 New Green Infrastructure Plantings
- 7 New Curb Ramp
- 8 New Median
- 9 New Limestone Bench
- 10 New Concrete Drive Apron
- 11 New Light Pole
- 12 New Planter Pots
- 13 New Gateway Feature
- 14 New Trail Connector
- 15 New Integral Concrete (Buff Wash)

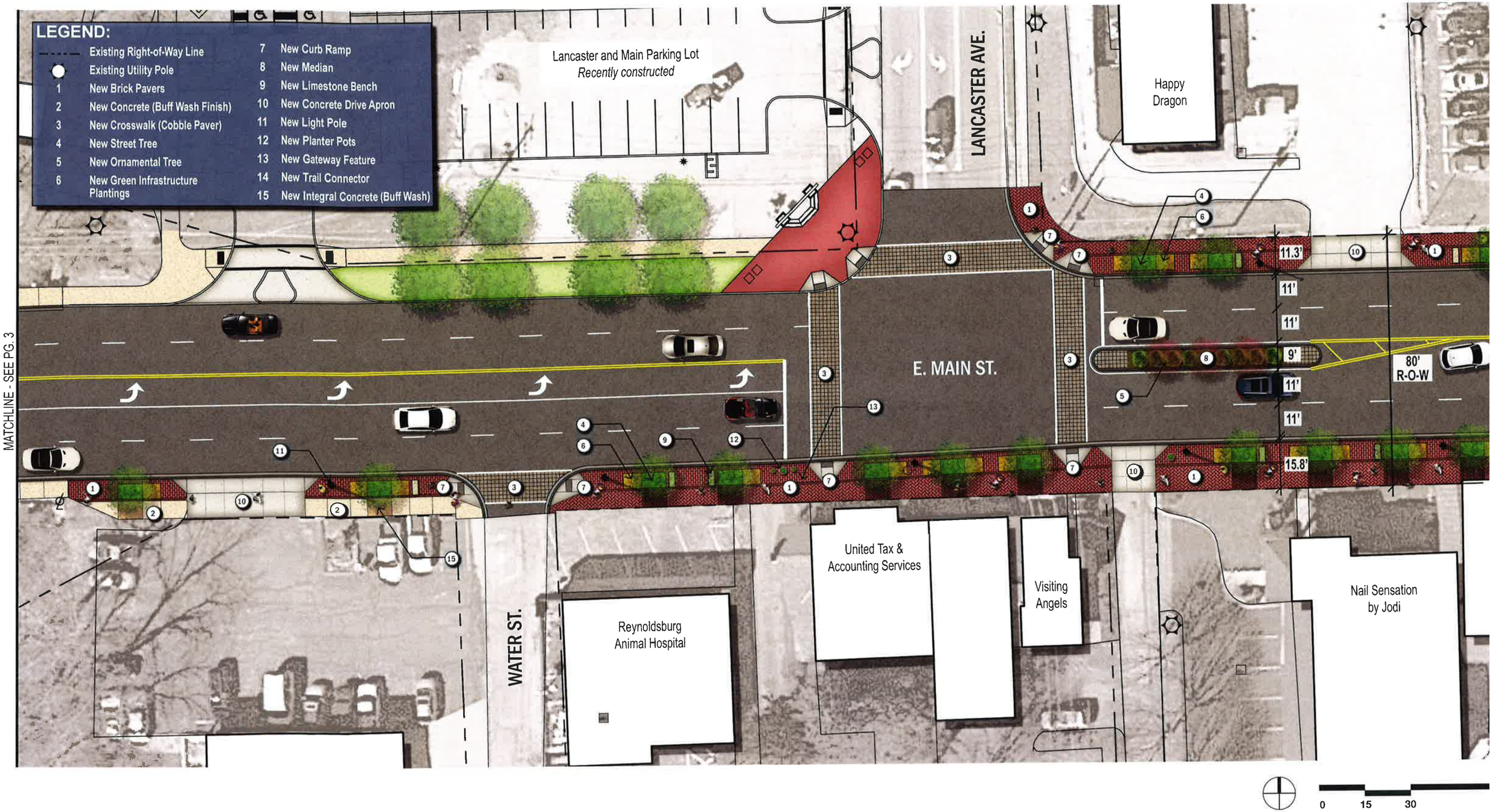



REYNOLDSBURG - MAIN STREET STREETSCAPE
PRELIMINARY ENGINEERING STUDY

OHM ADVISOR

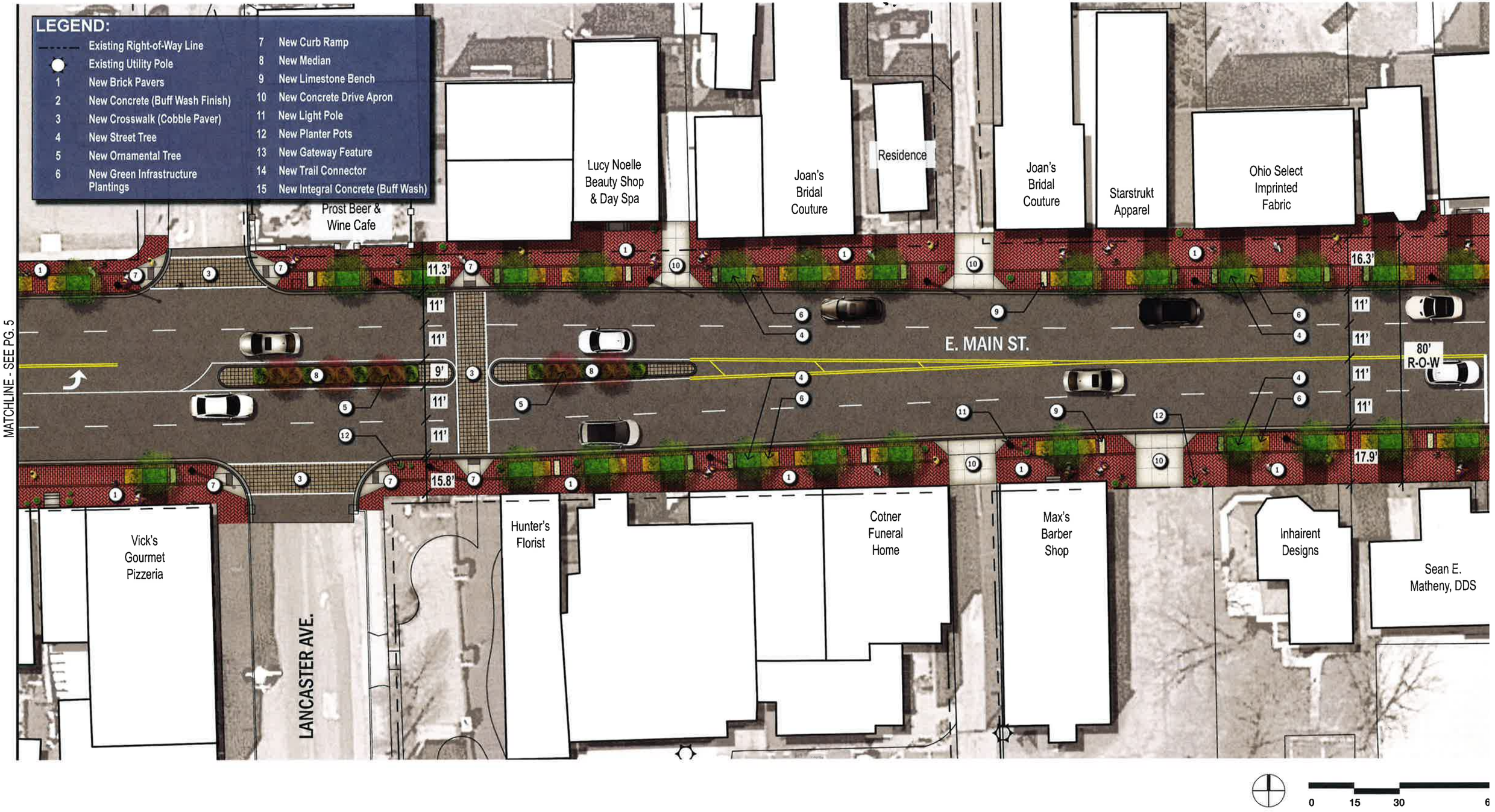
Attachment: OPWC Presentation (34-2020 : East Main Street Improvements)

# PROPOSED SITE PLAN




Attachment: OPWC Presentation (34-2020 : East Main Street Improvements)

# PROPOSED SITE PLAN



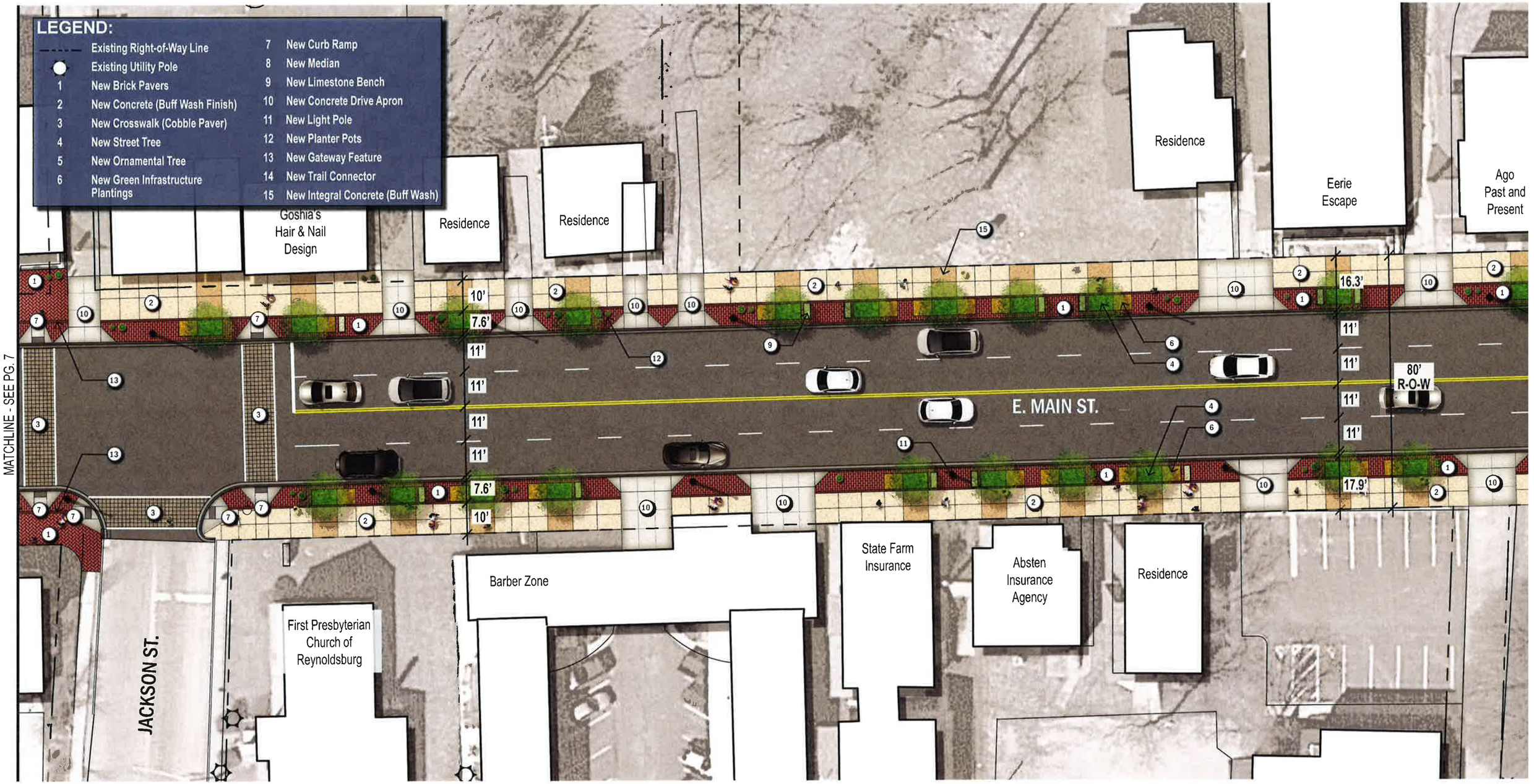

MATCHLINE - SEE PG. 5

Attachment: OPWC Presentation (34-2020 : East Main Street Improvements)

REYNOLDSBURG - MAIN STREET STREETSCAPE
PRELIMINARY ENGINEERING STUDY

OHM ADVISOR

# PROPOSED SITE PLAN

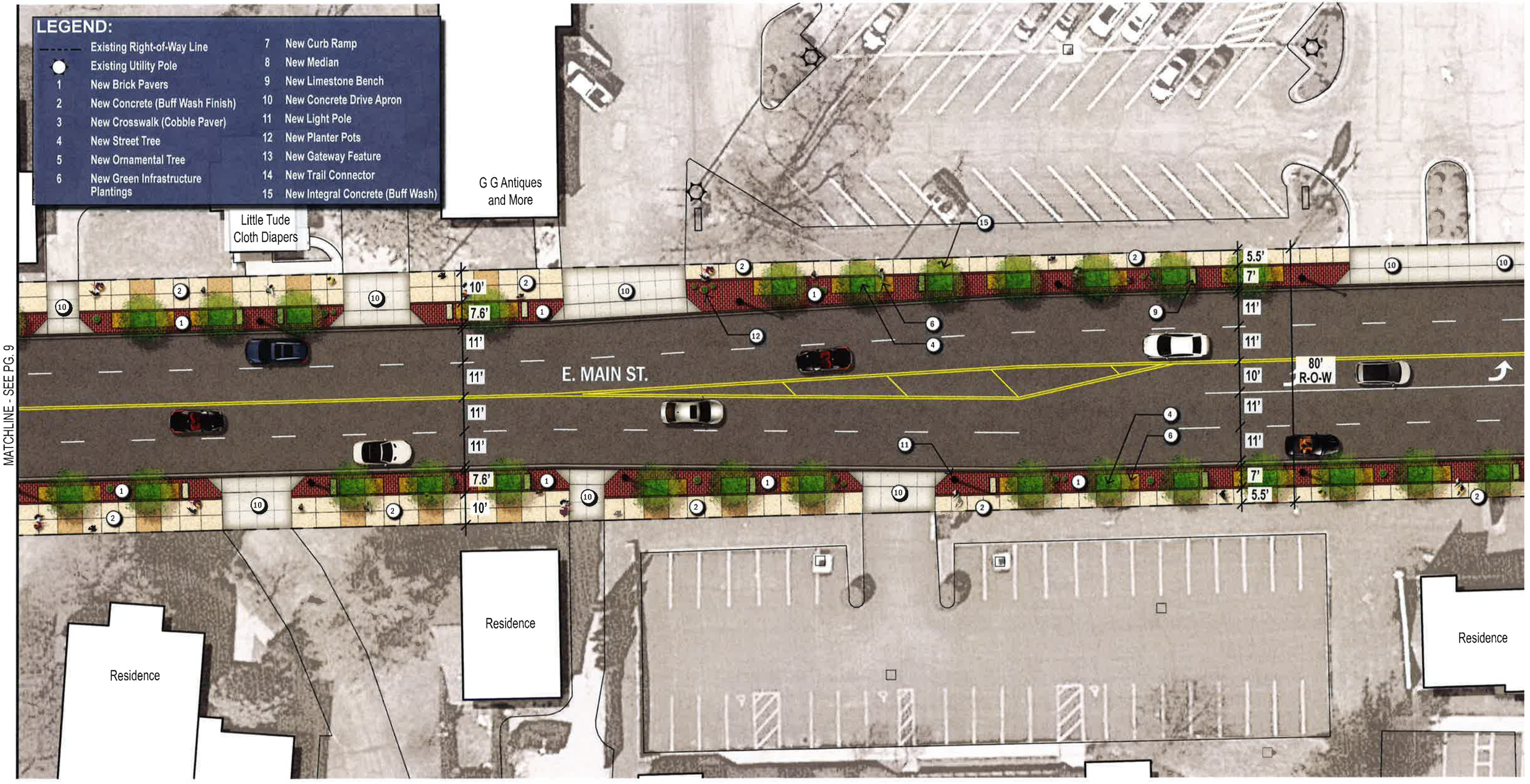



REYNOLDSBURG - MAIN STREET STREETSCAPE
PRELIMINARY ENGINEERING STUDY

OHM ADVISOR

Attachment: OPWC Presentation (34-2020 : East Main Street Improvements)

# PROPOSED SITE PLAN




MATCHLINE - SEE PG. 9

MATCHLINE - SEE PG. 10

Attachment: OPWC Presentation (34-2020 : East Main Street Improvements)

# PROPOSED SITE PLAN

**LEGEND:**

- Existing Right-of-Way Line
- Existing Utility Pole
- 1 New Brick Pavers
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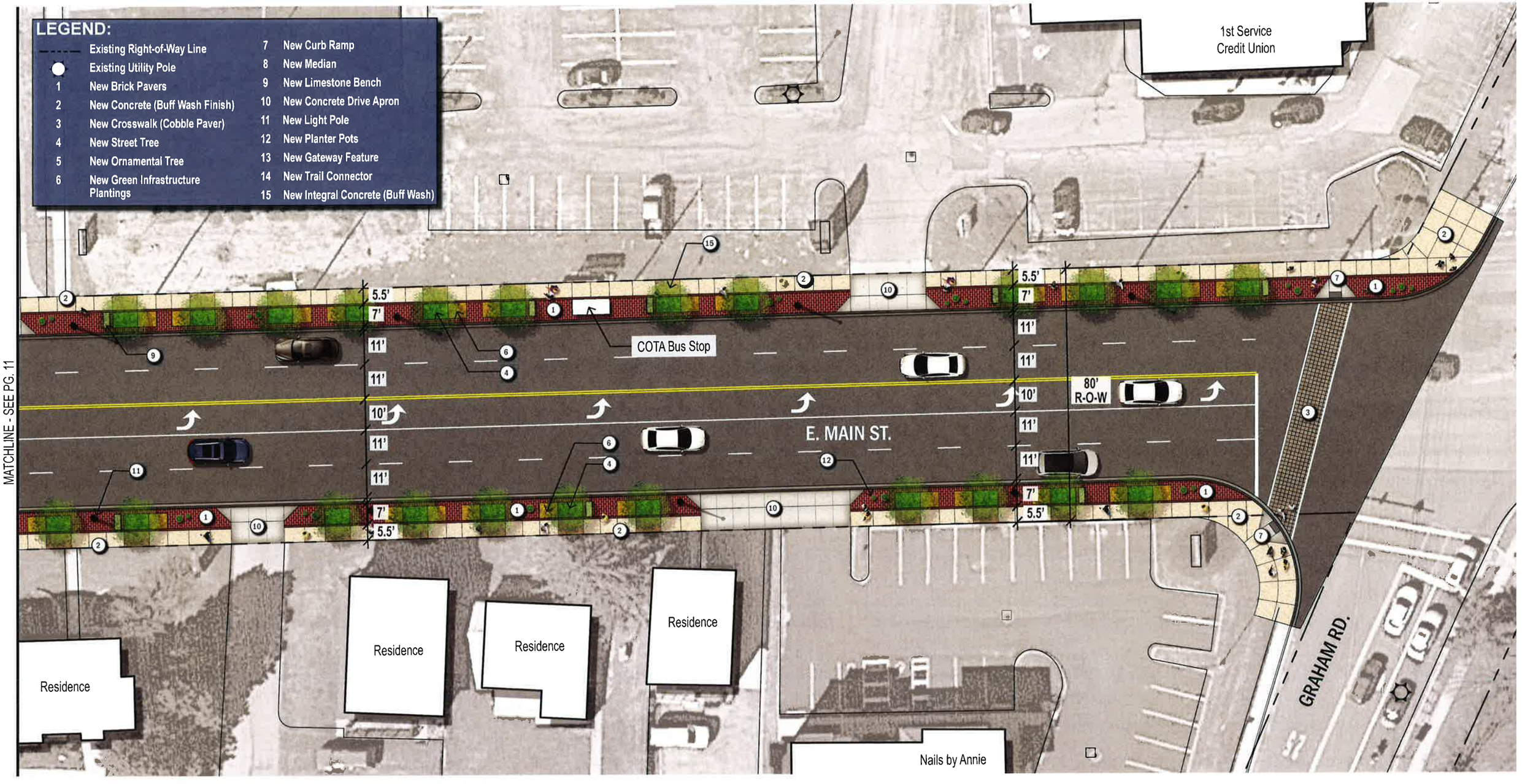


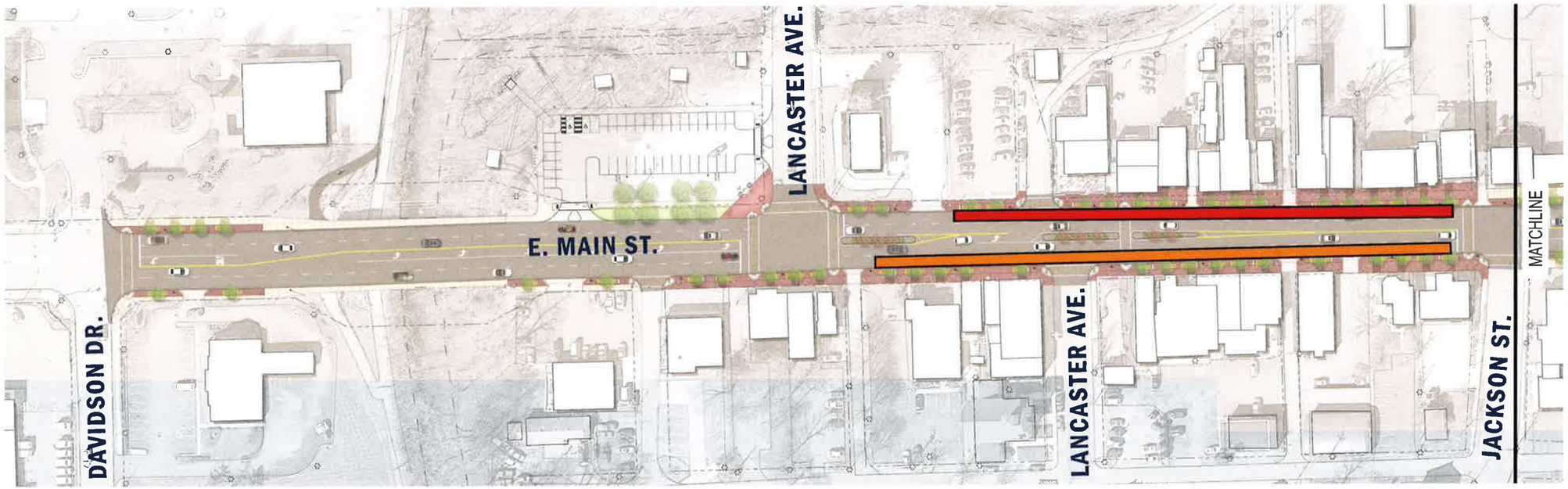

MATCHLINE - SEE PG. 11

Attachment: OPWC Presentation (34-2020 : East Main Street Improvements)

REYNOLDSBURG - MAIN STREET STREETSCAPE
PRELIMINARY ENGINEERING STUDY

OHM ADVISOR

# ON-STREET PARKING PLAN




NORTH SIDE PARKING
(15 SPACES)

SOUTH SIDE PARKING
(17 SPACES)

NORTH SIDE PARKING
(32 SPACES)

SOUTH SIDE PARKING
(39 SPACES)

Attachment: OPWC Presentation (34-20 : East Main Street Improvements)

# PROPOSED PERSPECTIVES

Attachment: OPWC Presentation (34-2020 : East Main Street Improvements)

# PROPOSED PERSPECTIVES

Attachment: OPWC Presentation (34-2020 : East Main Street Improvements)

# PROPOSED PERSPECTIVES

Attachment: OPWC Presentation (34-2020 : East Main Street Improvements)

# PROPOSED PERSPECTIVES

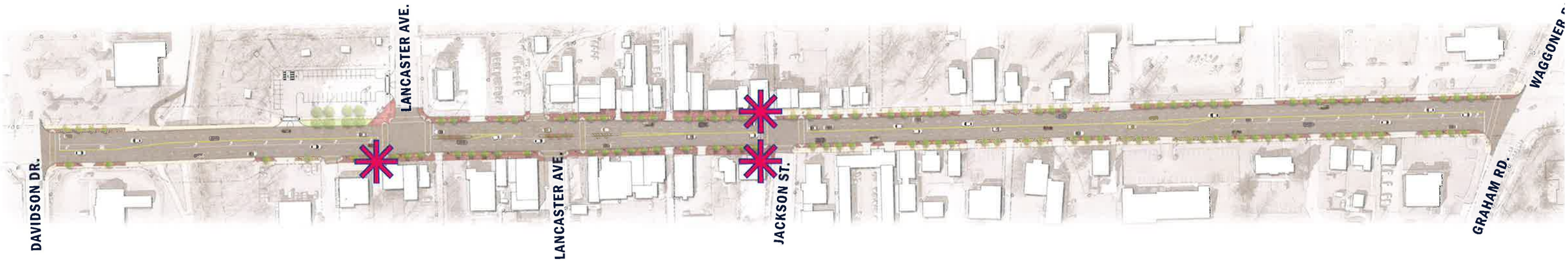
Attachment: OPWC Presentation (34-2020 : East Main Street Improvements)

# GATEWAY FEATURE

OPTION 1

OPTION 2

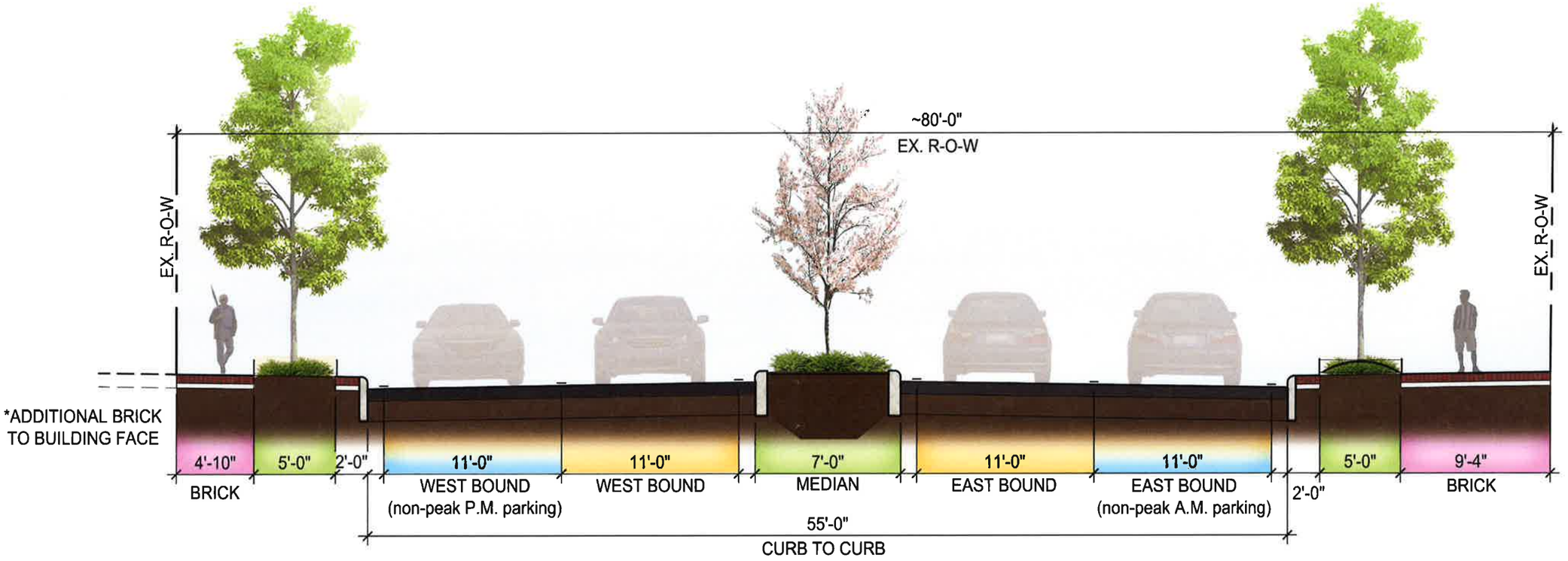
OPTION 3

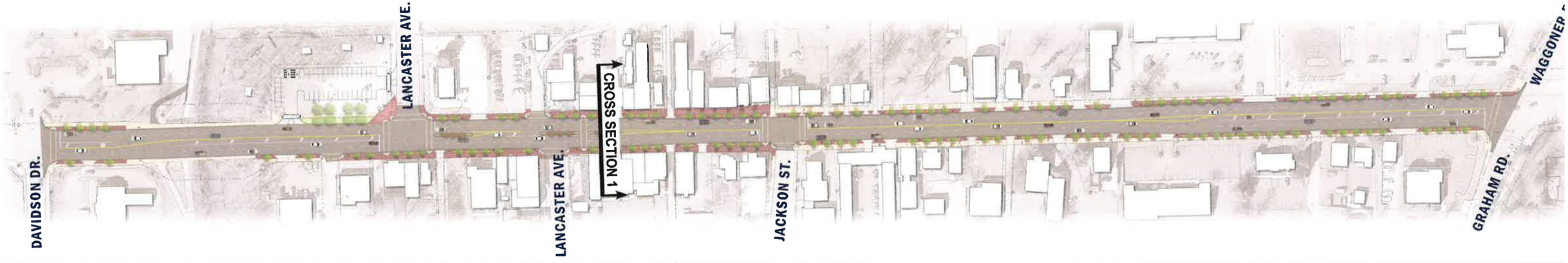





Attachment: OPWC Presentation (34-2020 : East Main Street Improvements)

# PROPOSED SECTION 1

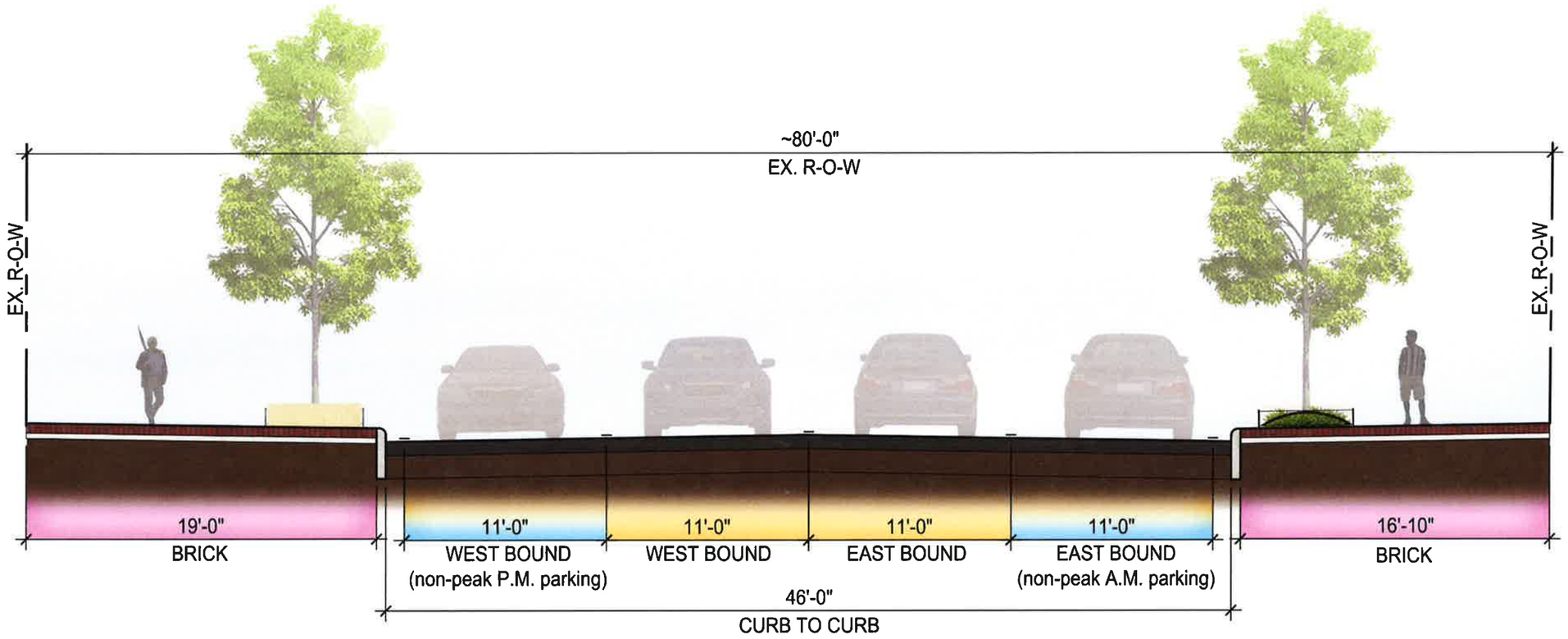


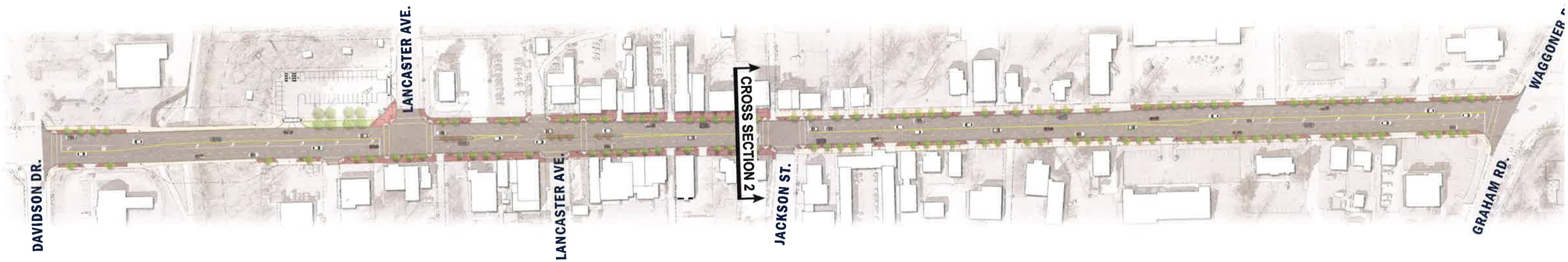






Attachment: OPWC Presentation (34-2020 : East Main Street Improvements)

# PROPOSED SECTION 2



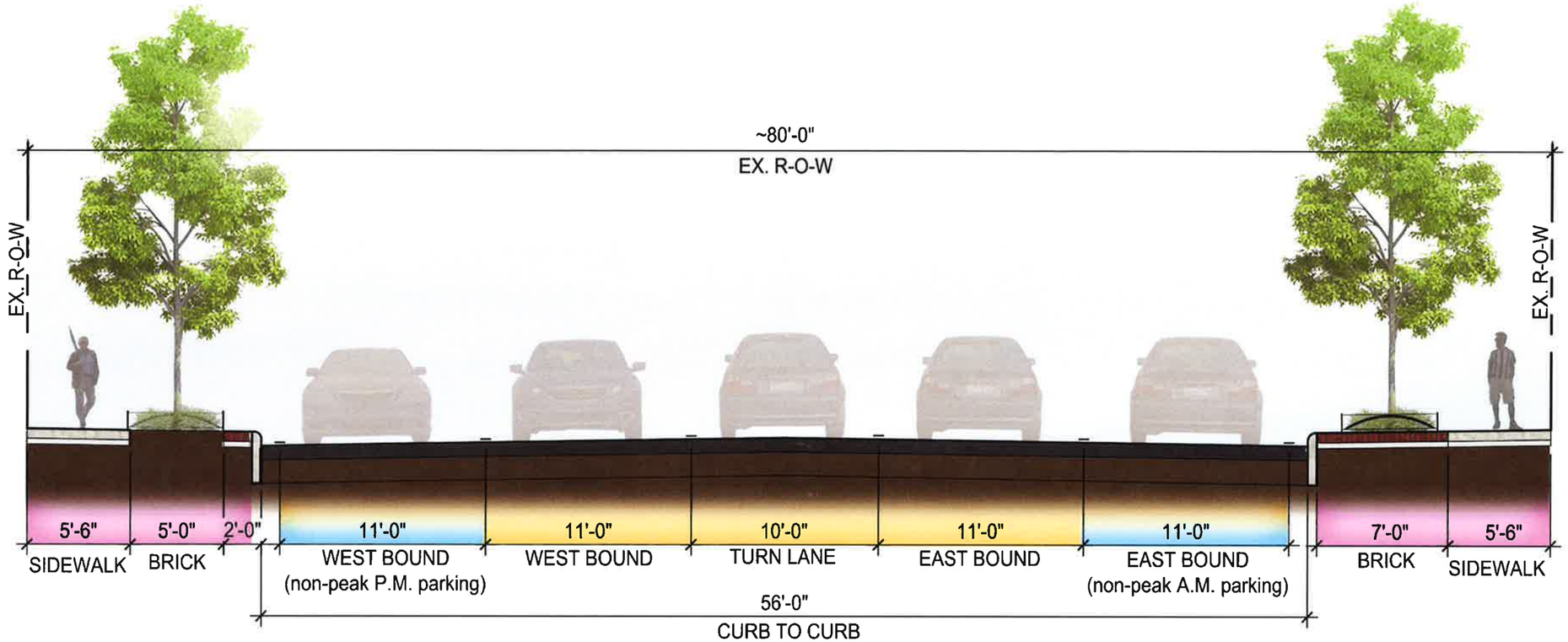



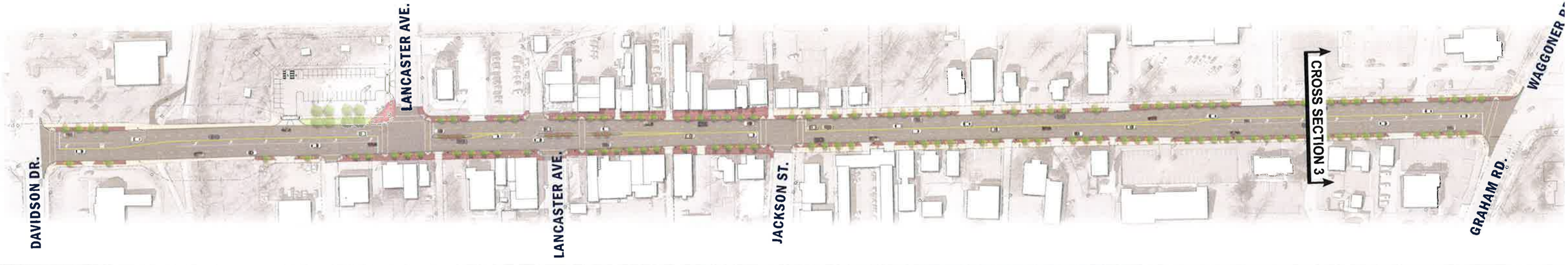

REYNOLDSBURG - MAIN STREET STREETSCAPE
PRELIMINARY ENGINEERING STUDY



Attachment: OPWC Presentation (34-2020 : East Main Street Improvements)

# PROPOSED SECTION 3




REYNOLDSBURG - MAIN STREET STREETSCAPE
PRELIMINARY ENGINEERING STUDY



Attachment: OPWC Presentation (34-2020 : East Main Street Improvements)

# STREETSCAPE CHARACTER

STREETSCAPE MEDLEY

COBBLE PAVERS

CLAY BRICK PAVERS

DECORATIVE CONCRETE

STREETSCAPE PLANTER

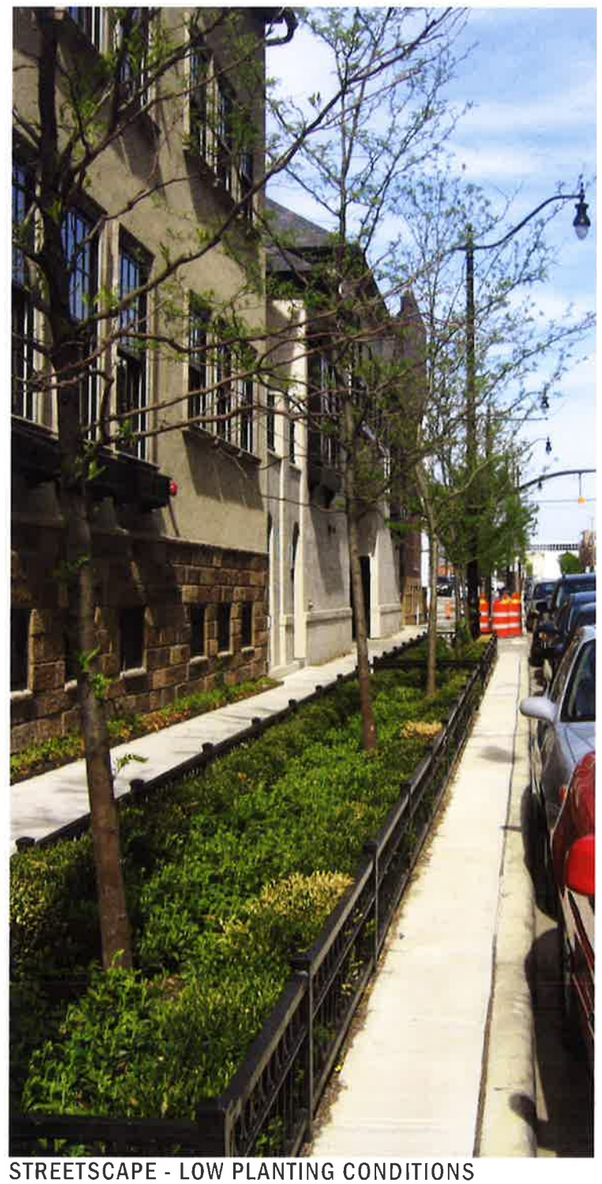
Attachment: OPWC Presentation (34-2020 : East Main Street Improvements)

# STREETSCAPE CHARACTER

PLANTER POTS

TRASH/RECYCLE RECEPTACLE

STREETSCAPE - TREE CONDITION



STREETSCAPE - LOW PLANTING CONDITIONS

LIMESTONE BENCH

BENCH

GREEN INFRASTRUCTURE



Attachment: OPWC Presentation (34-2020 : East Main Street Improvements)

## DECIDUOUS TREES

Deciduous trees are used to help define spaces, create overhead canopies and provide shade. Trees can also help reduce wind and modify temperatures. Due to the narrow corridor along Main St. we are proposing the 'columnar' variety of trees, to reduce any conflicts with vehicular traffic.

*Ginkgo biloba 'Autumn Gold'*
**Autumn Gold Ginkgo**

*Ulmus 'New Horizon'*
**New Horizon Elm**

*Carpinus betulus 'Fastigiata'*
**European Hornbeam**

*Acer freemanii 'Armstrong'*
**Armstrong Maple**

## SHRUBS

Shrubs are used to define boundaries and create interest at the ground level. They provide aesthetic value with color, form and texture.

*Clethra alnifolia 'Sixteen Candles'*
**Sixteen Candles Summersweet**

*Buxus 'Green Gem'*
**Green Gem Boxwood**

*Cornus sericea 'Allemans'*
**Red Twig Dogwood**

*Juniperus sabina 'Broadmoor'*
**Broadmoor Juniper**

*Ilex glabra 'Compacta'*
**Compact Inkberry**



Attachment: OPWC Presentation (34-20 : East Main Street Improvements)

## ORNAMENTAL GRASSES

Ornamental grasses are used to soften the landscape and can be used in a variety of locations due to the wide range of sizes available and require low maintenance. Grasses can be planted in massings or used individually as a focal point.

*Calamagrostis acutifolia 'Karl Foerster'*
**Karl Foerster's Feather Reed Grass**

*Carex morrowii 'Ice Dance'*
**Japanese Sedge Grass**

*Panicum virgatum 'Haense Herms'*
**Red Switch Grass**

*Pennisetum alopecuroides 'Hameln'*
**Dwarf Fountain Grass**

## PERENNIALS/GROUNDCOVER

Perennials and groundcovers provide aesthetic value with color, form and texture while adding seasonal interest with flowers and foliage.

*Carex morrowii 'Ice Dance'*
**Japanese Sedge Grass**

*Sedum 'Autumn Joy'*
**Autumn Joy Sedum**

*Perovskia atripicifolia 'Little Spire'*
**Little Spire Russian Sage**

*Pachysandra terminalis 'Green Sheen'*
**Green Sheen Pachysandra**



Attachment: OPWC Presentation (34-20 : East Main Street Improvements)

# Public Works Integrating Committee

*District 3 (Franklin County)*

Phone: (614) 228-2663
Fax: (614) 228-1904

January 24, 2020

Hon. Joe Begeny
Mayor
City of Reynoldsburg
7232 East Main Street
Reynoldsburg, Ohio 43068

Re: **Final Action for the Award of OPWC Infrastructure Funds – Round 34**

Dear Hon. Begeny:

The District 3 Public Works Integrating Committee (PWIC) took final action on December 13, 2019, to award $27.8 million to 18 project applications submitted by Franklin County communities for funding consideration under Round 34 of the State Capital Improvement Program (SCIP), the Local Transportation Improvement Program (LTIP), and the Small Government Program.

The status of the applications submitted by your community is below:

| SCIP Project Recommended: | Grant | Loan |
|---|---|---|
| East Main Street Roadway Improvements | $1,497,999 | $502,000 |

All recommended SCIP/LTIP projects have been submitted to the Ohio Public Works Commission (OPWC). For projects approved by OPWC, funds will be available after July 1, 2020, and after the funding agreement with OPWC has been executed. If you have questions regarding this process, you should contact OPWC's program representative, Jennifer Kline, at 614-752-8118 or Jennifer.Kline@pwc.state.oh.us.

Please remember that, as agreed to in the application, **an invoice of up to 1% of the OPWC award amount will be sent in early April of 2021** to those communities awarded funding in Round 34 to help cover the administrative costs.

Staff is available to assist all communities and will attempt to keep the quality of the programs high while keeping administrative costs at a minimum. Over the past ten years the invoice amounts have averaged 0.6%; thus, a community awarded $1,000,000 might expect to receive an invoice for $6,000.

Chair
**Cornell R. Robertson**
(614) 525-3043

Vice-Chair
**Jennifer Gallagher**
(614) 645-8290

**Kevin L. Boyce**
**John Bryner**
**Karl Craven**
**Tracie Davies**
**Darryl Hughes**
**Joe Martin**
**Nancy White**

Staff:

Nathaniel Vogt
c/o MORPC
111 Liberty Street
Suite 100
Columbus, OH
43215

Attachment: OPWC Final Action Rd34 - Reynoldsburg (34-2020 : East Main Street Improvements)

Thank you for your continued support of these important infrastructure programs. Should you have any questions or need technical assistance, please contact Nathaniel Vogt at 614-233-4183.

Sincerely,

Cornell R. Robertson, P.E., P.S.
Franklin County Engineer
Chair, District 3 Public Works Integrating Committee

c: Stephen Cicak
Andrew Bowsher

Attachment: OPWC Final Action Rd34 - Reynoldsburg (34-2020 : East Main Street Improvements)

**RESOLUTION NO. 90-19**

**A RESOLUTION AUTHORIZING THE MAYOR TO SEEK FINANCIAL ASSISTANCE FROM THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT PROGRAM (OPWC) FOR FUNDING VARIOUS CAPITAL INFRASTRUCTURE PROJECTS (MAIN STREET IMPROVEMENTS)**

WHEREAS, pursuant to Article VIII, Section 2K of the Ohio Constitution, the state of Ohio is authorized to issue bonds and other obligations of the state for the purpose of financing public infrastructure capital improvements of political subdivisions as designated by law; and

WHEREAS, pursuant to Section 164.06 of the Ohio Revised Code, the Ohio Public Works Commission has been created to accept and approve applications for state financing of capital infrastructure improvement projects of political subdivisions in Franklin County; and

WHEREAS, the City of Reynoldsburg has conducted a capital inventory and needs assessment and has determined that it is necessary to submit applications for financial assistance for capital infrastructure projects.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Reynoldsburg of the state of Ohio and Franklin, Licking, and Fairfield Counties that:

SECTION 1. The Mayor is hereby authorized to apply to the District Three Public Works Integrating Committee and the Ohio Public Works Commission for financial assistance for the following capital infrastructure project(s):

**Main Street Improvements**

SECTION 2. The Mayor is further authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance in conjunction with the recommendation of the City Engineer, and approved as to form by the City Attorney, in accordance with all authority granted to and limitations upon the City Auditor.

SECTION 3. That this resolution is declared to be an emergency measure necessary for the immediate preservation of the health and safety of the residents of the City of Reynoldsburg, and further that there is a submission deadline; wherefore, upon adoption by Council this resolution shall be in effect immediately upon the signature of the Mayor.

Passed this 9th day of September, 2019.

Doug Joseph, President of Council

ATTEST: Mollie Prasher
Mollie Prasher, Clerk of Council

APPROVED: Bradley L. McCloud, Mayor

DATE 9/10/19

Attachment: 90-19 OPWC Capital Infrastructure Grant App 2019 (34-2020 : East Main Street Improvements)

**City Auditor's Office**
**Stephen Cicak**
**7232 E. Main Street**
**Reynoldsburg OHIO 43068**
**614/322-6858 Phone**

# ORDINANCE REQUEST

| | |
|---|---|
| **DATE:** | **March 9, 2020** |
| **TO:** | **Finance and Administration Committee** |
| **RE:** | Appropriating Unencumbered Balances from 2019 |

Approval:

| | | |
|---|---|---|
| Completed<br>Joe Begeny | Completed<br>Chris Shook | Completed<br>Stephen Cicak |

Emergency/Suspension: Emergency

Reason For Emergency: Financial needs of the City's government

**An Ordinance Appropriating Unencumbered Balances as of December 31, 2019, in Various Police Special Revenue Funds; and Providing that Revenues for Funds Received During 2020 be Accepted**

Section 1: That the unencumbered balances as of December 31, 2019, in various Police Special Revenue Funds be appropriated to the proper associated accounts in the following manner:

$84,167.33 from the unappropriated Law Enforcement Fund (290) be appropriated to account **290.111.5529 Miscellaneous Distributions Law Enforcement Fund**.

$16,656.54 from the unappropriated Law Enforcement Fund (290) be appropriated to account **290.111.5921 Immobilization Expenses Law Enforcement Fund**.

$47,943.74 from the unappropriated Drug Enforcement Fund (291) be appropriated to **291.111.5529 Miscellaneous Distributions Drug Enforcement Fund**.

$4,376.00 from the unappropriated Safety Belt Program Fund (292) be appropriated to **292.111.5529 Miscellaneous Distributions Safety Belt Program Fund**.

$16,469.19 from the unappropriated DUI/ Education/ Enforcement Fund (293) be appropriated to **293.111.5529 Miscellaneous Distributions DUI/Education/Enforcement Fund**.

# City Auditor's Office

**Stephen Cicak**
**7232 E. Main Street**
**Reynoldsburg OHIO 43068**
**614/322-6858 Phone**


$87,891.85 from the unappropriated Federal Forfeiture Fund (294) be appropriated to **294.111.5529 Miscellaneous Distributions Federal Forfeiture Fund**.

$57,121.76 from the unappropriated Law Enforcement Asst. Fund (295) be appropriated to **295.111.5529 Miscellaneous Distributions Law Enforcement Asst. Fund**.

Section 2. That any revenues received by the City for the various funds referred to in Section 1, during the year 2019, shall be credited to the proper funds, to appropriate when requested by the Administration and approved by City Council.

SECTION 3. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City's government. Wherefore upon adoption by Council, this Ordinance shall be in effect immediately upon signature of the Mayor.

**Parks & Recreation Dept.**
**Donna Bauman**
**7232 E. Main Street**
**Reynoldsburg OHIO 43068**
**614-322-6879 Phone**

# ORDINANCE REQUEST

| | |
|---|---|
| **DATE:** | **March 9, 2020** |
| **TO:** | **Development, Parks and Recreation Committee** |
| **RE:** | **Fixed Asset Removal for the Parks and Recreation Department** |

Approval:

| | | |
|---|---|---|
| Completed<br>Joe Begeny | Chris Shook | Completed<br>Stephen Cicak |

| Tag # | Item |
|---|---|
| #1808 | 2002 International Bus Chassis VIN #1HVBBAAB32H531730 |
| #2056 | Blue Bird Bus Body VIN #1HVBBAAB32H531730 |
| | The 2002 bus will be traded in for a new bus. |
| #1574 | Playground Equipment (will be disposed of) |

**AN ORDINANCE AUTHORIZING THE CITY AUDITOR TO REMOVE EQUIPMENT FROM THE CITY'S FIXED ASSET LIST FOR THE PARKS AND RECREATION DEPARTMENT**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the City Auditor be and is hereby authorized and directed to remove the following items from the City's Fixed Asset list:

# Parks & Recreation Dept.

**Donna Bauman**
**7232 E. Main Street**
**Reynoldsburg OHIO 43068**
**614-322-6879 Phone**

From the Parks & Recreation Department

| Tag # | Item |
|---|---|
| #1808 | 2002 International Bus Chassis VIN #1HVBBAAB32H531730 |
| #2056 | Blue Bird Bus Body VIN #1HVBBAAB32H531730 |
| | The 2002 bus will be traded in for a new bus. |
| #1574 | Playground Equipment (will be disposed of) |

SECTION 2. That the City of Reynoldsburg will destroy or dispose of the items referred to in Section 1 and any monies received from the auction of items shall be deposited into the General Fund.

SECTION 3. That upon adoption by Council, this ordinance shall be in effect thirty days following the signature by the Mayor.

**City Attorney's Office**
**Chris Shook**
**7232 E. Main Street**
**Reynoldsburg OHIO 43068**
**6143226869 Phone**

# RESOLUTION REQUEST

| | |
|---|---|
| **DATE:** | **March 9, 2020** |
| **TO:** | **Public Safety, Law and Courts Committee** |
| **RE:** | Reynoldsburg Recovery Court Funds |

Approval:

| | | |
|---|---|---|
| Completed<br>Joe Begeny | Completed<br>Chris Shook | Completed<br>Stephen Cicak |

This ordinance would create a Reynoldsburg Recovery Court Fund, utilized for the purpose of expending grant money to operate a Recovery Court in the Reynoldsburg Mayor's Court.

**WHEREAS**, the Reynoldsburg City Attorney is working, in consultation with the Alcohol, Drug, and Mental Health Board of Franklin County (ADAMH), to establish a Recovery Court within the Reynoldsburg Mayor's Court; and

**WHEREAS**, the Reynoldsburg Recovery Court provides a non-adversarial approach to defendants who are diagnosed with substance abuse disorder and will address the needs of defendants with substance abuse disorders who face criminal charges by establishing effective treatment as an alternative to incarceration, improving quality of life, and increasing the safety of the community by providing court oversight and linking defendants to appropriate treatment and service providers; and

**WHEREAS**, to support the creation and continuation of the Reynoldsburg Recovery Court, ADAMH has granted to the City funding for the cost, operations, staff training, and program development for the City of Reynoldsburg Recovery Court on an annual basis, in the amount of $49,842.00.

# City Attorney's Office

**Chris Shook**
**7232 E. Main Street**
**Reynoldsburg OHIO 43068**
**6143226869 Phone**


**WHEREAS**, in order to ensure that the funds are used solely for the Reynoldsburg Recovery Court, the City Attorney's Office desires to create a new fund that will maintain all funds used by the Reynoldsburg Recovery Court ("Fund 287, Reynoldsburg Recovery Court"); and

**WHEREAS**, in order to use the transferred funds, the City Auditor is directed to transfer $39,721.60, said amount received from ADAMH, from the General Fund into Fund 287, Reynoldsburg Recovery Court, to aid in the initial costs to set up the Reynoldsburg Recovery Court; and

**WHEREAS**, in order for the Reynoldsburg Recovery Court to be successful, it may be necessary to seek other funding avenues from state and federal agencies and the City Attorney's Office requests authorization to apply for and accept those funds; and

**WHEREAS**, it is the interest and benefit of the City of Reynoldsburg and the public at large that the City accept the funds from ADAMH, establishing Fund 287, Reynoldsburg Recovery Court, and authorizes expenditure of those funds for the purpose of establishing and operating the Reynoldsburg Recovery Court.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Reynoldsburg, Ohio, that:

**SECTION 1**. The City Attorney, or designee, is authorized to accept funding from the Alcohol, Drug, and Mental Health Board of Franklin County (ADAMH), on an annual basis, in the amount of $49,842.00, or such other amount as ADAMH may grant to the City, to support the creation and continuation of the Reynoldsburg Recovery Court.

**SECTION 2**. The City Attorney, or designee, is further authorized to enter into any agreements and sign documents as may be necessary and appropriate for obtaining and receiving these funds on an annual basis in accordance with all authority to the City Attorney.

**SECTION 3**. City Council finds and determines that the creation of "Fund 287, Reynoldsburg Recovery Court," for the collection and disbursement of funds deposited therein, is in the City's

**City Attorney's Office**
**Chris Shook**
**7232 E. Main Street**
**Reynoldsburg OHIO 43068**
**6143226869 Phone**

best interest and promotes the City's general health, welfare, and safety of its residents and the public at large.

**SECTION 4**. City Council approves transferring $39,721.60, said amount already received from ADAMH, from the City General Fund to the Fund 287, Reynoldsburg Recovery Court.

**SECTION 5**. The City Auditor is authorized to transfer $39,721.60 from the City General Fund to Fund 287, Reynoldsburg Recovery Court.

**SECTION 6**. City Council authorizes the City Attorney and the Mayor, or designee, to seek, apply, and accept funds as may be necessary to support the continuation of the Reynoldsburg Recovery Court and to enter into any agreements and sign documents as may be necessary and appropriate for obtaining and receiving these funds.

**SECTION 7**. City Council authorizes additional deposits into Fund 287, Reynoldsburg Recovery Court, should additional funds be granted and received by the City specifically for the purpose of creation and continuance of the Reynoldsburg Recovery Court.

**SECTION 8.** Upon adoption by Council, this Ordinance shall be in effect thirty days following the signature by the Mayor.

Contract # K20027

**CONTRACT BETWEEN**
**THE ALCOHOL, DRUG AND MENTAL HEALTH BOARD**
**OF FRANKLIN COUNTY**
**AND**
**THE CITY OF REYNOLSBURG**

This contract is entered by the Alcohol, Drug and Mental Health Board of Franklin County, hereafter referred to as the Board, and the firm or person, The City of Reynoldsburg, hereafter referred to as the Contractor.

WHEREAS, the Board has determined that the Contractor is the best qualified to provide this assistance;

NOW, THEREFORE, for and in consideration of the mutual promises and agreements of the parties herein contained, it is agreed as follows:

**1. STATEMENT OF WORK:** These funds will be used to support the cost of operations, staff training, and program development for the City of Reynoldsburg recovery court. This court will provide diversion from incarceration and access to treatment and support services for Franklin County residents struggling with addiction.

**2. SCHEDULE OF WORK:** This Contract shall be effective on January 1st, 2020 and shall terminate on December 31st, 2020.

**3. COMPENSATION:** This Contract is based on a fixed price compensation. The total cost to the Board for the performance of all work pursuant to this Contract is not to exceed $ 49,842. Invoices for expenses and request for reimbursement should be sent to accountspayable@adamhfranklin.org

In the event that funding from any third–party source, including, but not limited to, the State of Ohio, City of Columbus, or federal government, is reduced or eliminated in such a manner as the Board determines, in its sole discretion, necessitates cancellation of this Contract, the Board shall notify the Contractor of such event, which notice shall be given no less than 3 work days prior to the date of cancellation. In such event, all finished or unfinished documents shall become the property of the Board immediately upon notice. The payment costs shall be an amount the Board determines as total costs incurred for services provided through the date of termination.

**4. DOCUMENT OWNERSHIP:** The Board retains ownership of all plans, reports and related documents generated by performance of this Contract. No duplication by the Contractor is allowed, except with written permission of the Board CEO.

**5. TERMINATION:** The Board may terminate this Contract at any time by giving written notice to the Contractor of such termination with the effective date thereof clearly specified no less than 30 work days from the date of written notice. In the event of termination, all finished or unfinished documents shall become the property of the Board immediately upon notice. The payment costs

Attachment: 2020 Reynoldsburg Mayors Court contract 20200109 (002) (23-20 : Reynoldsburg Recovery Court Funds)

shall be an amount the Board determines as total costs incurred for services provided through the date of termination.

**6. CONCLUSION OF AGREEMENT:** This Contract shall be concluded in compliance with the statement of work, and receipt of payment by the Contractor of total costs payable under this Contract.

**7. CONTRACT CHANGES:** Any changes, including increase or decrease in the amount of the Contractor's compensation, shall be incorporated into written amendments to this Contract. No oral understanding or agreement not incorporated herein shall be binding on either of the parties hereto. Amendments should be consistent with the provisions and intent of this Contract.

**8. RESPONSIBILITY FOR CLAIMS AND LIABILITY:** The Contractor shall hold and save the Board harmless for all claims and liabilities due to the Contractor's negligent acts or due to the negligent acts of the Contractor's sub–contractors, agents or employees responsible for executing the work of this Contract.

**9. PROHIBITED INTEREST:** The Contractor agrees that no member, officer, or employee of the Board shall have any interest, direct or indirect, in this Contract or the proceeds thereof.

**10. NO FINDING FOR RECOVERY:** By signing this Agreement, Contractor warrants that it is not now, and will not become subject to an "unresolved" finding for recovery under Section 9.24 of the Ohio Revised Code.

**11. COMPLIANCE WITH APPLICABLE LAWS:** The Contractor agrees to comply with all applicable local, state, and federal laws in the performance of the work specified in this Contract. The Contractor agrees to accept full responsibility for payment of all taxes and insurance premiums including, but not limited to unemployment compensation insurance premiums, Workers' Compensation, all income tax deductions, Social Security deductions, and any other taxes or payroll deductions required for all employees engaged by the Contractor in the performance of the work specified in this Contract.

IN WITNESS WHEREOF, the parties below enter into this Contract this first day of January, 2020.

Kevin Dixon

Kevin Dixon, Ph.D, Interim CEO
Alcohol, Drug and Mental Health Board of Franklin County
447 East Broad Street
Columbus, Ohio 43215–3822

Joseph Begeny

Joe Begeny - Mayor, the City of Reynoldsburg
7232 E. Main St.
Reynoldsburg, Ohio 43068



Attachment: 2020 Reynoldsburg Mayors Court contract 20200109 (002) (23-20 : Reynoldsburg Recovery Court Funds)