Village of Johnstown
Regular Council Meeting Minutes
Tuesday, June 7, 2016

CALL TO ORDER: Mayor Sean Staneart Called to Order the Village of Johnstown Regular Council Meeting for Tuesday, June 7, 2016 at 6:33 p.m.

COUNCIL ROLL CALL: Lewie Main; present, Ben Lee; present, Cheryl Robertson; present, Sharon Hendren; not present at roll call (arrived at 6:57 pm), Mayor Sean Staneart; present, Bill Van Gundy; present, Carol Van Deest; present.

IN ATTENDANCE – STAFF: Jim Lenner – Manager, Newt Long-Service, Don Corbin-Police Chief, Josh Boudinot – Lt. Police Dept, Teresa Monroe-Clerk of Council

IN ATTENDANCE – PUBLIC: Robin Ray – Birds of a Feather, Preston Hale – Commander; American Legion Post 254, Marla Kuhlman – Johnstown Independent,

INVOCATION: Invocation given by Councilman Van Gundy.

ACTION ON MINUTES: May 3, 2016

MOTION: To approve as written

Moved: Carol Van Deest
Second: Ben Lee

Lewie Main;	Y
Ben Lee;	Y
Cheryl Robertson	Y
Sean Staneart;	Y
Bill Van Gundy	A
Carol Van Deest;	Y

Pass 5-0 with one abstention

PUBLIC COMMENTS: Mayor Staneart opened the floor for Public Comment.

1. Robin Ray - Co-owner of Johnstown business Birds of a Feather; 44 South Main Street. Said she sees a few downtown businesses that have a small table and chairs outside in front of their business and she is requesting approval to do the same; she would also like to know what the use of the sidewalk is for that purpose.

Mr. Lenner said that the sidewalks down town are the village's property; it's within the right of way and the building fronts plus about two inches out belong to the property owner. Because this seating would be on public property, in the right of way, there needs to be some control for

safety and liability; a policy should be drafted to allow and regulate this type of seating on the public right of way in GCC-1 and 2. Further discussion produced questions on sign criteria and if a sandwich board out front of the business is allowed and if retail items for sale were allowed on the public walk; Zoning Inspector will get Robin a copy of the sign regulations and items for sale on the public sidewalk in GCC-1 and GCC-2 are not allowed. There were no further comments and Mayor Staneart closed the floor.

COUNCIL COMMITTEE REPORTS

Parks and Recreation: 6/1/16 meeting; Jim Lenner applied for the Nature Works grant in the amount of $31,000 and if received would go towards the matching money on the CDBG (Rolling Meadows) grant. The trailhead was discussed and the possible donation by Thirty-One Gifts of the land surrounding the mastodon site. There was further discussion on the formation of the Park and Rec district and legislation to follow. Special meeting will be held on June 22, 2016 at 3:30 pm

Finance: 5/31/16 meeting; the committee continued evaluation of the current village income tax structure. The representative from Open Gov presented further specifics for the committee. Finance Director reviewed the monthly finance report with revenues and expenditures. Next meeting will be 6/14/16 at 5:00 pm.

Safety and Service: Meeting was cancelled, nothing new to report.

Economic Development: Meetings were postponed until June; nothing new to report

School District Liaison: Met 6/7/16; Met and discussed the school's timetable for construction and transition from the High School to the Elementary School. Conversations on key pieces of infrastructure; Caswell Road, the two way turn lane on South Main Street, and the traffic signal for North Main Street at Leafy Dell Road led to drafted legislation Resolution 2016-21 which addresses the school's concern that the village would hold up school construction. Also discussed was the idea of installing the traffic signal at the 62/Croton Road intersection instead of 62/Leafy Dell Road.

Zoning Commission: 6/1/16; Discussion on a request to change zoning off of Edwards Road, Council should see an application in July.

Rules: No meeting scheduled

Personnel Board of Review: Met 5/23/16; will discuss with the legislation proposed tonight.

DIRECTOR REPORTS : Reports are attached to these minutes.

a. Service: reflective street signs are being installed, stop signs are mostly complete, continuing to work on speed limit signs, no parking signs and street name signs will be done last.

Council comments:

- On N. Main Street there is a turn lane sign to turn on to Pershing, would like one to show the turn for Leafy Dell.

- Need to address faded signs at village entrances; golf team sign out by Denny Dotson and mastodon signs. Council direction to service is to take down poor signs and replace with regular signs.

b. Manager: Capital Improvement project review

LEGISLATION

A. ORDINANCE 21-2016 AN ORDINANCE AMENDING SECTION 191.013, "ALLOCATION OF FUNDS," OF THE CODIFIED ORDINANCES OF THE VILLAGE OF JOHNSTOWN. *Introduced May 3, 2016~Tabled May 17, 2016*

MOTION: To take Ordinance 21-2016 from the table

Moved: Bill Van Gundy
Second: Cheryl Robertson

Ben Lee;	Y
Cheryl Robertson	Y
Sharon Hendren;	Y
Sean Staneart;	Y
Bill Van Gundy;	Y
Carol Van Deest;	Y
Lewie Main;	N

Pass 6-1

Public Hearing: No comments were given from the public either for or against.

This legislation was meant to ensure that at least 28% of general fund receipts were deposited to CIP (Capital Improvements) going forward. Finance committee raised questions about how this related to the budget process, Mr. Lenner said that at this time the opinion of the Law Director is that this legislation is not necessary as the current ordinance mandates 28% and it would not be a conflict if council decided to allocate more during the budget process. The recommendation of the Finance Committee is to vote down this ordinance.

MOTION: To approve Ordinance 21-2016

Moved: Ben Lee
Second: Carol Van Deest

Cheryl Robertson	N
Sharon Hendren;	N
Sean Staneart;	N
Bill Van Gundy;	N
Carol Van Deest;	N
Lewie Main;	N
Ben Lee;	N

Fail 7-0

B. <u>ORDINANCE 23-2016</u> AN ORDINANCE AMENDING THE FEE CHARGED BY THE VILLAGE OF JOHNSTOWN FOR A CERTIFICATE OF APPROPRIATENESS. *Introduction May 3, 2016 ~* ***Second reading/Public hearing/Vote***

Reduces the fee charged by the Village for a Certificate of Appropriateness from $1,000.00 to $300.00.

Public Hearing: No comments were given from the public either for or against.

MOTION: To approve Ordinance 23-2016

Moved: Lewie Main
Second: Bill Van Gundy

Sharon Hendren;	Y
Sean Staneart;	Y
Bill Van Gundy;	Y
Carol Van Deest;	Y
Lewie Main;	Y
Ben Lee;	Y
Cheryl Robertson	Y

Pass 7-0

C. <u>ORDINANCE 26-2016</u> AN ORDINANCE AMENDING ORDINANCE 25-15, THE ANNUAL APPROPRIATION ORDINANCE OF THE VILLAGE OF JOHNSTOWN TO APPROVE NECESSARY CHANGES OF APPROPRIATIONS AND DECLARING IT AN EMERGENCY. ***Introduction/Public Hearing/Vote***

This allows for the transfer of money from the healthcare line item to workers comp to pay the premiums.

Public Hearing: No comments were given from the public either for or against.

Council discussion: Mr. Main asked why the increase in workers comp and will be able to cover health costs. Mr. Lenner said that in the transition between Finance Directors there was a payment missed for workman's comp and this will catch it up; Mr. Lenner said the Finance Director is comfortable with the way we are trending with healthcare costs currently and our existing budget should handle our cost for health and medical.

MOTION: To approve Ordinance 26-2016

Moved: Cheryl Robertson
Second: Carol Van Deest

Sean Staneart;	Y
Bill Van Gundy;	Y

Carol Van Deest;	Y
Lewie Main;	N
Ben Lee;	Y
Cheryl Robertson	Y
Sharon Hendren;	Y

Pass 6-1

D. <u>ORDINANCE 30-2016</u> AN ORDINANCE ADOPTING WAGE AND SALARY STRUCTURES FOR THE VILLAGE OF JOHNSTOWN ***Introduction***

E. <u>RESOLUTION 2016-21</u> A RESOLUTION OF SUPPORT OF COOPERATION WITH THE JOHNSTOWN-MONROE SCHOOL DISTRICT FOR CONSTRUCTION OF TRAFFIC IMPROVEMENTS. ***Introduction/Public Hearing/Vote***

This resolution gives assurance to Johnstown Monroe School District that they will be able to open their buildings while still working cooperatively with the Village and developers to determine the best solution to potential traffic issues.

Public Hearing: No comments were given from the public either for or against.

MOTION: To approve Resolution 2016-21

Moved: <u>Lewie Main</u>
Second: <u>Ben Lee</u>

Bill Van Gundy;	Y
Carol Van Deest;	Y
Lewie Main;	Y
Ben Lee;	Y
Cheryl Robertson	Y
Sharon Hendren;	Y
Sean Staneart;	Y

Pass 7-0

F. <u>RESOLUTION 2016-22</u> A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF JOHNSTOWN APPROVING A JOB DESCRIPTION FOR ASSISTANT VILLAGE MANAGER, PUBLIC SERVICE DIRECTOR, HUMAN RESOURCE DIRECTOR, ECONOMIC DEVELOPMENT DIRECTOR, FINANCE DIRECTOR, EXECUTIVE ASSISTANT AND PLANNER. ***Introduction/Public Hearing/Vote***

This allows for office reorganization approving job descriptions.

Council discussion: Chairman of the Personnel Board of Review Bill Van Gundy said this resolution gets the village headed toward the structure of a city and allows for future positions; it does not add new employees at this time, the work associated will be added to existing employees with salary ranges adjust after. The Personnel Board of Revue recommends passage and feels confident that training of current employees will save costs over hiring and that the

tasks assigned will allow the Village Manager to redirect his work load to Economic Development, Future Strategic Land Development, Planning, and other strategic initiatives. The salary ranges will be adjusted and stay within the set annual budget.

Public Hearing: No comments were given from the public either for or against.

MOTION: To approve Resolution 2016-22

Moved: Carol Van Deest
Second: Sean Staneart

Carol Van Deest;	Y
Lewie Main;	N
Ben Lee;	Y
Cheryl Robertson	Y
Sharon Hendren;	Y
Sean Staneart;	Y
Bill Van Gundy;	Y

Pass 6-1

OTHER BUSINESS:

1. Mr. Lee commented that the additional veteran wall at the American Post 254 looks very good; also those that participated in the downtown cleanup day did a really nice job.

2. Mr. Van Gundy passed along the thanks of many residents that live on Douglas Street for the road paving, they are very happy.

3. Reminder of the Village public auction on Saturday at 10:00 am

ADJOURNMENT: There being no further business to come before Council, Mr. Van Gundy moved to adjourn, Mayor Staneart seconded and all voted yes in favor.

Thereupon, the meeting adjourned at approximately 7:58 p.m.

RESPECTFULLY SUBMITTED

Teresa Monroe, Clerk of Council

APPROVED AS PRESENTED

Mayor Sean Staneart

Jim Lenner
Village Manager

Jack Liggett
Service Director

Dana Steffan
Finance Director

Don Corbin
Chief of Police

JOHNSTOWN
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Sean Staneart
Mayor

Council Members
Ben Lee
Sharon Hendren
William Van Gundy
Lewis Main
Cheryl Robertson
Carol Van Deest

May Council Report

Water

1) 42 turn offs for non-payment.
2) Installed the new lime silo pump in house as a part of the 2016 CIP budget.
3) Assisted Layton with Jersey St. water line service saddles.
4) Well # 2 pump has been installed.
5) We are moving forward with the utility right of way project and have had several correspondences with GGC Engineers over it.
6) A leaking Hydrant was found and addressed in Concord Condos.

Wastewater

1) Annual cleaning of digesters is completed as well as a complete change out of all diffuser socks.
2) Our annual EPA inspection took place and there were no issues found during their visit.
3) Pressed bio solids were hauled to farmer's field for beneficial use.
4) A pack joint failed on underground piping from the digester and was dug up and replaced.
5) Bi-annual SOURS testing was preformed.

Street

1) Continued repairing holes with cold patch around the Village.
2) Street sweeping is on its regular schedule around the Village.
3) Concord Rd project is nearly complete.
4) The pedestrian pole was hit in front of B&T Insurance and must be replaced.
5) The Jersey street project is coming along very well.
6) Swing sets at Hannah's and Rolling Meadow's Park are currently being repaired.

MANAGER REPORT TO COUNCIL

June 7, 2016

Prepared by Jim Lenner, Village Manager

Council Committee and Commissions

The Planning & Zoning Commission – The Commission June 2nd to start the review of the proposed zoning ordinance and revision of the 2012 Strategic Plan. Neither of which were accomplished as we had a discussion with interested parties of 143 Edwards Road. The parties would like to open a fitness center on the property. The Zoning Commission initiated three pieces of legislation in order to rezone the property from residential to commercial.

Economic Development

Bleckmann - 188 Commerce Boulevard - The Mayor, County Economic Development Director and myself met with Bleckmann's International Development director to discuss the transition and future relationship building with potential Bleckmann customers. Bleckman currently has 45 FTE. The CEO was also in Johnstown to see how the transition was progressing. We are coordinating a trip with Columbus2020 and Grow Licking County in October/November to Belgium to recruit businesses.

NutriFix Nutrition Studio opened 53 S. Main Street. They provide over 100 flavors of healthy & delicious smoothies!! We also offer herbal tea, free health/wellness coaching and a variety of other health supplements.

Since my last report, Main Street Diner (16 S. Main Street) has changed to Dashing Diner Uptown. The new owners have repainted the entire inside and outside as well as added a new striped awning.

Project Wheat - I met with a potential new business interested in the Johnstown area as their first US operation. They are in the very initial due diligence period. I don't expect movement for at least three months.

Business Retention & Expansion - I met with three existing businesses to see how the Village could be of help. At this time, they are satisfied in their operations and do not need assistance.

Private Development

Staff met with a prospective buyer of the remained platted lots of Concord Crossing East. This was to determine the requirements of the Village for testing the infrastructure already in place that has sat idle since 2008.

Capital Improvement Projects

Raccoon Creek Pedestrian Bridge – I received an update from ODOT. *"It appears the final invoice was paid to Righter Company on March 10, 2016 with Districts final close out of the project on April 4, 2016. Once District finalizes the project and sends to Central Office for their close-out it takes approximately 6 -9 months for any refund of unspent funds on deposit to be released. That time frame will also depend on the work load of projects being closed."*

US 62 Two Way Left Turn Lane – I have received but not reviewed/approved the Phase II contract. This has been stated to be within the project budget.

Jersey Street – Work has progressed quickly. The road and sidewalks have been rough graded and traffic signals removed.

Concord Road I & II – The final asphalt has been applied as well as the rejuvenator. We expect final striping to be completed June 9 or 10.

Johnstown Bypass - No further discussion has taken place.

Oregon/Williams Storm Sewer Replacement - We have completed the easement descriptions and agreements. New Long and Teresa Monroe will be going door to door on June 6 to start acquiring signatures.

Administration

I am pleased to report the Village's approach to our aging infrastructure (TAM program) has been selected to be the topic of conversation during roundtable discussion. I have been selected to be the facilitator of the event as well. It's a good feeling to know all of our hard work is being recognized by the International City/County Managers Association at their annual conference. I sit on the national planning committee for the conference in Kansas City.

I submitted a $31,000+/- grant application to the State of Ohio NatureWorks program. This will be in addition to the $500,000 grant through the CDBG program for Rolling Meadows.

This morning I had a phone call with a landowner who is handling a proposed land donation to the Village. It is looking like they will transfer the property outright to the Village. They are under a tight deadline and will need to get this transfer completed in the next three weeks.

The Energy Coop has pledged another $2,000 for the Rolling Meadows Park project. This was a surprise and much appreciated. Redskin Transport pledged $3,000 for in-kind labor and excavating. We have requests to two new prospects and have commitments from three other businesses but without an exact dollar amount.

Respectfully Submitted,

Jim Lenner
Village Manager