Meeting Agenda

July 6, 2020

6:00 PM

City Council Work Session

Mike Walker - President
Mike Coolman - Vice President
Jill Amos
Will Bennett
Bob Clark
Patrick Lynch
Chuck Milliken

Until further notice, all City Council Work Sessions and Regular City Council Meetings (held on the first and third Mondays of each month) will be closed to the public. They will be hosted online using the "Go-To-Meeting" platform for the public to view.

Per the direction of the Ohio Attorney General Dave Yost and the Ohio Public Meetings Act, public comments may be also accepted prior to a council meeting. Written comments regarding legislation or other topics will be accepted until 3:00 pm on the day of the meeting.

Submit a Comment

CW City Council Meeting - 7-6-20
Mon, Jul 6, 2020 6:00 PM - 10:00 PM (EDT)

Please join my meeting from your computer, tablet or smartphone.
https://www.gotomeet.me/CWGov/cw-city-council-meeting---7-6-20-8

You can also dial in using your phone.
United States: +1 (312) 757-3121

Access Code: 357-930-037

Note: In this format, video and audio of the meeting will be available as the meeting takes place, however, viewers will not have microphone or webcam permissions.

A. Call To Order

B. Roll Call

C. Also In Attendance

Mayor Ebert, Matt Peoples, Lucas Haire

D. Request for Council Action

E. Reports

Matt Peoples -

20-120	Report

Lucas Haire -

F. Items for Discussion

20-161	DORA - Designated Outdoor Refreshment Area (Information)
20-162	Bed Tax Funds Distribution (ORD-18-032 Bed Tax Grant Award Process, Exhibit to ORD-18-032, Bed Tax Fund June 2020)

G. Old/New Business

H. Adjournment

COUNCIL UPDATE

July 1, 2020

Department of Public Service
Matthew C. Peoples, Director

Project Status:

Solid Waste Contract: The RFP was sent to four prospective bidders (Waste Management, Local Waste Services, Republic Services, and Rumpke) and we held a pre-proposal meeting on 6-25. Once proposals are received on July 10 we will review and have a recommendation to Council at the August 5th meeting to request authorizing legislation.

McGill Park: We continue to work with OHM on the design for both the McGill Phase I and Trail Connector projects and are expecting to be complete in late summer.

Westchester Park: The electric service installation is complete but are awaiting a few punch list items to be completed.

WRF Generator Project: OEPA notified us we have been awarded the $50,000 grant for the generator replacement project. We are working with Bird & Bull to finalize a few remining design issues. The expected schedule it to go out to bid in early July and request Council authorization at the 8-3 meeting.

Northpointe Utilities Extension: Contractor has begun installation of the forcemain and waterline.

2020 Street CIP: Contractor is proceeding with project with the pool parking lot expansion being one of the last major items remaining..

Gender Road Paving: Project is being finalized..

Gender Rd. Phase V: OPWC has notified us that, due to the corona virus shutdowns, the agreements for the grant/loan are on hold until the state works out a Capital Bill. EMH&T has begun design work for the project and will reevaluate going to bid based on our OPWC agreement status.

Gender Rd. Phase VI: We are working with EMH&T on a design concept for a Gender Rd. Phase VI project that will include pedestrian connection across the Gender Rd. overpass as well as additional lanes for Gender Rd. Our plan would be to utilize ODOT Safety Funding as well OPWC funding. We have had project discussions with ODOT and they indicated they are in support.

Additionally, the ODOT discussions were regarding their future plans for US Rt. 33. They are working on studies for the area to address capacity and congestion issues that could include additional lanes on 33 and the Bixby and Gender interchanges.

Gender Rd. Signal Synchronization Project: The synchronization plan has been completed and reviewed and we expect to implement the new timing plan by the end of the month.

Transportation Thoroughfare Plan: MORPC is working on their data collection and analysis portion of the process. EMH&T's portion will work off of the MORPC data and will continue through the spring. Timeline is extended due to most technical staff working remotely.

Trail Lighting: We spoke to South Central Power on the quote for this project and they expect to have something for us soon.

DESIGNATED OUTDOOR REFRESHMENT AREA (DORA)

JUNE 29, 2020

WHAT DOES IT DO?

Allows bar/restaurant patrons to legally walk around a designated outdoor area with an alcoholic beverage that has been served by a liquor-permit-holding establishment. Patrons would be required to stay within a predetermined boundary, and only during locally-established days/times/events. All beverages must be served in specified plastic containers.

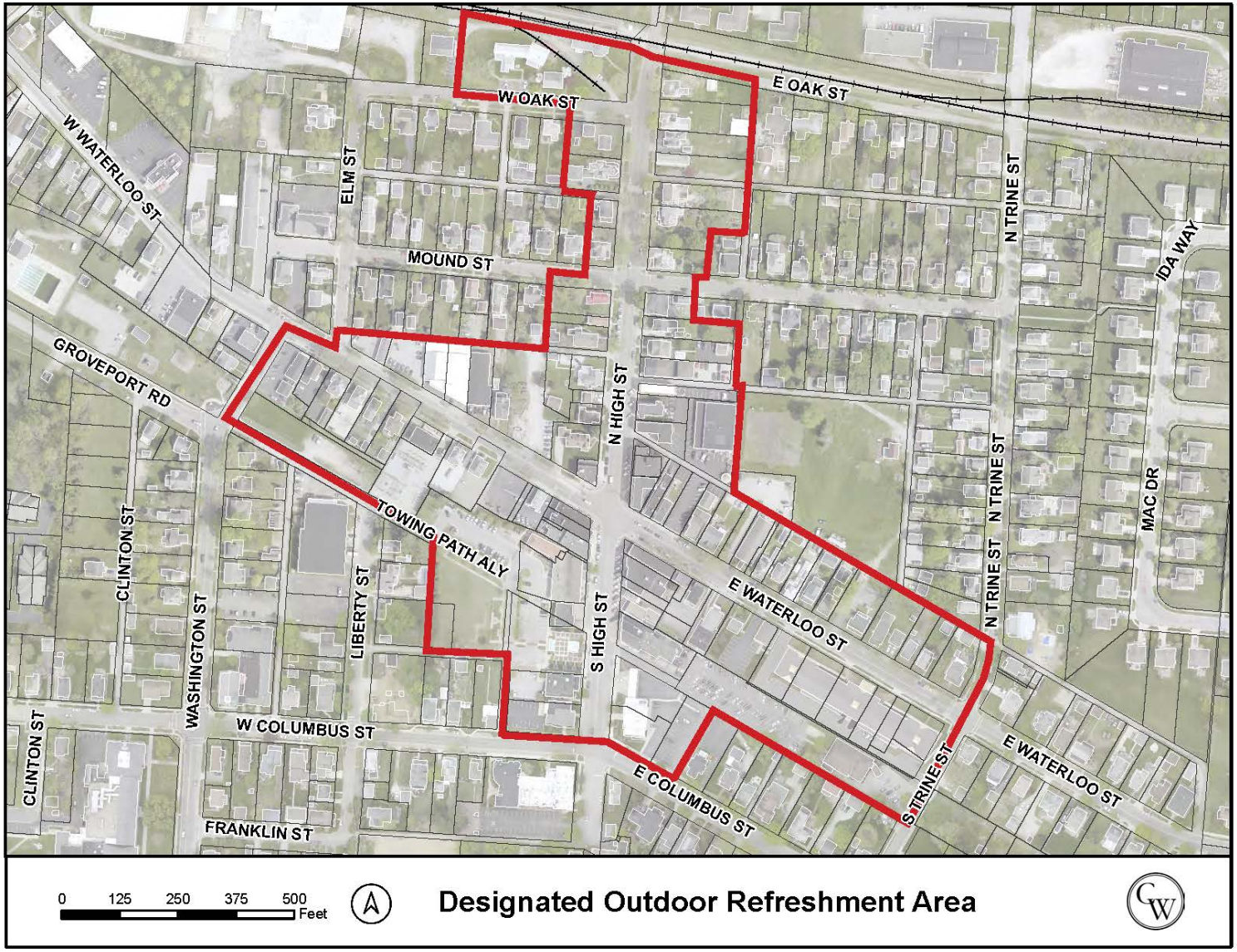
RECOMMENDATION

1) Create an Outdoor Refreshment Area with north/south boundaries from the rail road tracks to Columbus Street along High Street, and east/west boundaries from Trine Street to Washington/Elm St. along Waterloo Street.
2) Allow alcoholic beverages to be served and consumed during specified daily business hours in the right-of-way and any private properties with the DORA.
3) Limit the DORA to a designated time from on every day of the week and during specified hours of special events including but not limited to Art Stroll, Blues and Rib Fest, Labor Day, Christmas in the Village, etc.

ORC - SECTION 4301.82

- Effective 4/30/17 for communities of 35,000 or less in population
- Only (1) area permitted for communities of 35,000 or less in population
- No minimum acreage for area
- Maximum area shall not exceed 150 contiguous acres – proposed area is approximately 25 acres.
- Serving container material must be plastic
- Minimum of (4) qualified permit holders (A1, AIA, AIc, A2, or D) – proposed area has 4 qualified permit holders.

RECOMMENDED BOUNDARY



POTENTIAL BENEFITS

- Cost savings for businesses that would no longer need to construct a fence around their patio. Same for non profit temporary permit holders.
- Would allow more options for permit holders to create outdoor dining/drinking areas.
- Better mobility, so barriers and fencing could be less of an issue (especially within the right-of-way.
- Potential for more customers/profitability for local business, especially during large events.

POTENTIAL CHALLENGES

- Increased cost of signage and sanitation
- Increased police and/or EMT presence
- Ongoing education and monitoring
- Increase trash in public receptacles.

VARIABLES REQUIRED BY ORC

- Specific boundaries of the area
- Hours of operation for the area
- Signage

- Law enforcement/public safety plan
- Sanitation plan
- Type and labeling of plastic serving containers

FEEDBACK FROM COMMUNITIES

- Overall, very positive effect on downtown
- Reason for DORA was to attract people and businesses to downtown area and allow for open containers at events with no defined beer garden or fencing.
- Ongoing education is critical
- Periodic stakeholder meetings on what is/isn't working are very important
- Very helpful with social distancing in the current environment.
- Ensure adequate supply of cups and appropriate management.

ITEMS TO ADDRESS

Questions for Feedback

- General Feedback on concept – What do you think?
- What beverages to be included – beer, wine, liquor, all?
- Boundaries for proposed DORA?
- Hours of operation or events only?
- Special Events to be included
  - Which events, activities?
  - Stradley Place?
    - Alcohol currently prohibited by Park Rules

Legislation required for proposal

- Adoption of Designated Outdoor Refreshment Area Ordinance
- Allowing alcohol on Village Green would require amendment of Park Rules
- Monitoring House Bill 674 approved by House on June 11, 2020 changes this process and rules.

Process

- Application required to be submitted by Mayor.
- Public hearings for legislation

Next Step

- Motion to direct staff to draft and submit application and proposed legislation

ORDINANCE NO. 18-032

AN ORDINANCE AMENDING THE TRANSIENT OCCUPANCY GRANT (BED TAX) APPLICATION AND AWARD PROCESS AND DECLARING AN EMERGENCY

WHEREAS, Council has determined it is necessary to update the grant application and award process for the granting of Transient Occupancy Tax funds established by Ordinance 138-97 and amended by Ordinance 14-048,

NOW THREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CANAL WINCHESTER, STATE OF OHIO:

SECTION 1. That the Transient Occupancy Tax Grant (Bed Tax) attached hereto as Exhibit A and incorporated herein by reference be, and the same hereby is, approved and adopted, replacing any previously adopted application and process.

SECTION 2. That this Ordinance is hereby declared an emergency measure necessary for the preservation of public peace, health and safety, such an emergency arising from the need to meet appropriate budgetary deadlines, whereas this ordinance shall take effect and be in full force from and after its passage.

DATE PASSED 9/17/18

ATTEST Amanda M Jackson
CLERK OF COUNCIL

PRESIDENT OF COUNCIL

MAYOR

DATE APPROVED 9-18-18

APPROVED AS TO FORM:

LEGAL COUNSEL

I hereby certify that the ordinance as set forth above was published for a period of not less than fifteen days after passage by the Council, by posting a copy thereof in not less than three (3) public places in the municipal corporation, as determined by Council and as set forth in the Canal Winchester Charter.

Amanda M Jackson
Finance Director/Clerk of Council

ORD-18-032
Exhibit A

City of Canal Winchester
Bed Tax Grant Application Guidelines

Introduction

In 1997 the City of Canal Winchester implemented at Transient Occupancy Tax (Bed Tax) to be imposed when lodging is furnished to transient guests by a hotel, motel, or similar businesses. This 6% tax is collected by the City of Canal Winchester for two specific uses. One half of the collections (3%) is contributed to Destination: Canal Winchester, the City's Visitors and Convention Bureau, to be used to promote Canal Winchester. The second half of collections has been dedicated by City Council to be used for grants to community organizations to further enhance the City of Canal Winchester and its residents.

Eligible Organizations

Non-profit and private organizations are eligible to apply for funding. Public agencies are not eligible.

Eligible Projects

Projects that are eligible for funding must enhance the City of Canal Winchester for its residents and visitors. Projects that promote Canal Winchester to visitors are highly encouraged.

Applications for funding that will be passed through to another organization or individual are not eligible.

This grant money should not be used for expenses related to a for-profit venture.

Application Guidelines

- Applications must be made for one (1) project only. Applications listing multiple projects will not be considered for funding. Applicants can submit up to three (3) applications per year for three (3) unique projects.
- The total maximum funding awarded to one applicant across all applications will be $2,000 per year.
- Funds will not be granted for projects that consist of basic operating and maintenance activities including, but not limited to:
    - Salaries/benefits of organization personnel
    - Payment of utilities including fuel
    - Purchase of office supplies
    - Payment of subscriptions or membership fees
    - Conference/travel fees
    - State or local taxes, fees, etc.
- Applications will be eligible for consideration based on the following criteria:
    - Completeness of Application
    - Projected Impact of project on city residents and visitors
    - Availability of other funding to help support project

    - Ability of project to continue or expand in future years
- Funding must be used within the calendar year for which it was requested. Unused funding cannot be carried over to the next calendar year and must be returned to the City.
- Funded applications will be required to submit a final report within 45 days of completion of the funded project.

Grant Process

Bed Tax Grant funds are available once each year as allowed by the City's budget. Funding can vary from year to year based on the availability of funds. Applications will be available on October 1st of each year. Applications can be obtained by visiting the City's website, www.canalwinchesterohio.gov, or by email request to the Finance Director, Amanda Jackson, at ajackson@canalwinchesterohio.gov.

Completed applications must be submitted by November 30th to be considered for funding. Applications can be submitted via email to ajackson@canalwinchesterohio.gov or by mail to: The City of Canal Winchester, Attn: Finance Director, 36 South High Street, Canal Winchester, Ohio 43110.

Questions concerning the process can be directed to Amanda Jackson at ajackson@canalwinchesterohio.gov or 614-837-6937.

Completed applications will be reviewed by a subcommittee of the Finance Committee of City Council. Recommendations of projects to be funded and funding amounts will be made to the Finance Committee with full City Council giving final approval. Approval will occur in December and funding will be provided in January of the following year. Applicants approved for funding will be notified by letter. Unapproved projects will not be notified.

If an approved applicant has previously received funding from the Canal Winchester Bed Tax Grant program, the approval will be conditional upon the receipt of the Final Project Report from the previous grant year. For example, if Organization ABC received funding in calendar year 2014 and the Final Project Report was not due until February 15, 2015 based on the project's completion date, 2015 funding would not be released until receipt and approval of the 2014 Final Project Report.

Eligibility Criteria Descriptions

Completion of Application – Application includes all required documentation. Applicants will not be notified if documentation is missing or does not meet requirements. If a requirement is not applicable to the applicant, a brief explanation (2 to 3 sentences) stating the reason it is not applicable should be submitted. Applicants may be contacted by the City to provide clarification as deemed necessary by the awarding committee.

Required documents:
- Application
- Brief, descriptive narrative (no more than 2 pages) of project which includes background on organization, project information, projected impact on Canal Winchester and its residents or visitors and timeline of project
- Budget for the project or calendar year in which project will occur. Must include all other funding sources secured or expected for the project. Budget should be specific and identify the projected costs to be covered by Bed Tax Grant funds.

Additional supporting documents can be submitted as deemed appropriate by the applicant but are not required.

Projected Impact of Project on City Residents and Visitors – Description of how the project will enhance the City of Canal Winchester. This can be expressed in a written description or numerically with dollars, percentages, etc.

Availability of Other Funding to Help Support Project – Demonstration that funding from the Bed Tax Grant is not the sole source of funding for the project. Applicant should include documentation of other grants organization has applied for, intends to apply for or has been awarded that would help fund the project.

Ability of Project to Continue or Expand – Demonstration that project can become a reoccurring event or expanded in the future and its impact on Canal Winchester. Please be specific as to how this would be achieved and supported. Where do you see your event going over the next two years?

Final Project Report

A Final Project Report must be submitted within 45 days of completion of the project. At a minimum, the report should include the following:

- Organization name and contact information
- Date(s) project occurred
- A summary or comparison of the proposed project to actual outcomes, including the impact on Canal Winchester and its residents and visitors
- Copies of invoices or receipts paid with grant funds
- Financial report showing all revenues and expenses of the project
- Any promotional or advertising materials related to the project, if applicable
- Other materials deemed relevant by the awardee

Failure to submit the Final Project Report within 45 days of the project's completion may result in the applicant being ineligible for future funding. Upon review of the Final Project Report, if it is found that funds were spent on ineligible expenses, the applicant will be required to repay the portion deemed ineligible as calculated by the Finance Director.

Final Project Reports should be submitted to: The City of Canal Winchester, Attn: Finance Director, 36 South High Street, Canal Winchester, Ohio 43110.

It is the responsibility of the organization to submit the report on time. No reminders that the Final Project Report is due will be sent.

City of Canal Winchester
Bed Tax Grant Program Application

Name of Organization: _____

Address: _____

Website: _____

Contact Name/Title: _____

Contact Phone Number: _____ Contact Email Address: _____

Type of Organization _____ Non-Profit _____ Private _____ Other (Please Describe)
_____
_____

Is your organization audited: _____ Yes _____ No If yes, list most recent year audited: _____

Project Name or brief description (one sentence or less) of project: _____

_____

Project Date(s) or Timeline: _____

Amount of Funding Requested: _____

Total Project Budget (including all sources): _____

Please briefly describe other funding sources included in Total Project Budget: _____

_____

Please briefly describe how requested funds will be used: _____

_____

Project Summary: Please include the following information with this application. Refer to the Bed Tax Grant Program Guidelines for additional information on these requirements. Applications will be scored on the below criteria.

1. Brief, descriptive narrative (no more than 2 pages) of the project that includes the following:
    a. Where do you see your project over the next few years?
    b. If this is not a new event, please include a brief overview of previous years including the number of participants/visitors.
    c. How do you see this project impacting city residents and visitors?
2. Budget for the project or calendar year in which project will occur.

_____ _____

Authorized Official's Signature Date

Month Ended: December

GL NUMBER	DESCRIPTION	BALANCE AS OF 12/31/2017	BALANCE AS OF 12/31/2018	BALANCE AS OF 12/31/2019	BALANCE AS OF 12/31/2020
Fund 205 - BED TAX FUND					
Account Type: Revenue					
205-000-4220-00	HOTEL/MOTEL TAX	94,677.11	57,822.14	95,266.32	17,906.18
Total Revenue:		94,677.11	57,822.14	95,266.32	17,906.18
Account Type: Expenditure					
205-501-5351-00	BED TAX GRANT	47,784.61	22,622.37	26,200.00	23,300.00
205-570-5344-00	DESTINATION: CANAL WINCHESTER	30,000.00	30,000.00	30,000.00	0.00
Total Expenditure:		77,784.61	52,622.37	56,200.00	23,300.00
Fund 205 - BED TAX FUND:					
TOTAL REVENUES		94,677.11	57,822.14	95,266.32	17,906.18
TOTAL EXPENDITURES		77,784.61	52,622.37	56,200.00	23,300.00
NET OF REVENUES & EXPENDITURES		16,892.50	5,199.77	39,066.32	(5,393.82)
BEG. FUND BALANCE		109,286.99	126,179.49	131,379.26	170,445.58
END FUND BALANCE		126,179.49	131,379.26	170,445.58	165,051.76

Note: Beginning in 2018, Bed Tax revenue was split 50/50 between the General Fund and the Bed Tax Fund.