



City Council Agenda

Monday, July 3, 2023 at 7:00 pm

6550 N. High Street, Worthington, Ohio 43085

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Visitor Comments

Approval of the Minutes

5. Approval of Minutes

June 5 & 12, 2023

Recommendation: Introduce and approve as presented.

New Legislation - Resolution(s)

6. Resolution No. 41-2023- Adopting a Position Description for Human Resources Specialist

Adopting a Job Description for Human Resources Specialist, and Amending Staffing Chart and the Pay Resolution to Accommodate Said Position.

Executive Summary: This Resolution adopts a job description for the position of Human Resources Specialist, amends the Classified Pay Resolution to reflect this position at Range 14, and amends the Staffing Chart to accommodate this position.

Recommendation: Introduce and approve as presented.

7. Resolution No. 42-2023-Authorizing a Cooperation Agreement with the Franklin County Board of Commissioners Regarding Various HUD Programs

Reauthorizing the Cooperation Agreement Between the City of Worthington and the Board of County Commissioners, Franklin County, Ohio on Behalf of the City of Worthington in Order to Participate in the Franklin County, Ohio Department of Housing and Urban Development Entitlement Program and Abide by the Covenants of That Program.

Executive Summary: This Resolution reauthorizes a Cooperation Agreement with the Franklin County Board of Commissioners regarding U.S. Department of Housing & Urban Development programs.

Recommendation: Introduce and approve as presented.

Reports of City Officials

Reports of Council Members

Other Business

Executive Session

- a. To consider the appointment of a public official.

Adjournment

8. Motion to Adjourn

Contact: Grace Brown, Clerk of Council (grace.brown@worthington.org) (614) 436-3100 | Agenda published on
06/29/2023 at 6:09 PM



City Council Agenda

Minutes

Monday, June 5, 2023 at 7:00 pm

6550 N. High Street, Worthington, Ohio 43085

1. Call to Order

Minutes:

Worthington City Council met in person on Monday, June 05, 2023. President Robinson called the meeting to order at 7:00 p.m.

2. Roll Call

Minutes:

Members Present: Katy Brewer, Pete Bucher, Rebecca Hermann, Beth Kowalczyk, Bonnie Michael, Doug Smtih, David Robinson.

Member(s) Absent: None

Also Present: Acting City Manager Robyn Stewart, Assistant City Manager David McCorkle, Director of Law Tom Lindsey, Director of Finance Scott Bartter, Service & Engineering Director John Moorehead, Planning & Building Director Lee Brown, Director of Parks & Recreation Darren Hurley, Chief of Fire & EMS Mark Zambito, Acting Chief of Police Eric Grile, Clerk of Council Grace Brown

3. Pledge of Allegiance

Minutes:

President Robinson invited those in attendance to stand and recite the Pledge of Allegiance.

4. Visitor Comments

Minutes:

Mr. Mark Gideon, 91 Chaucer Court, spoke about the Northbrook Sanitary Sewer (pt. 2). He shared thoughts about easements, the easement process, and concerns about how the City of Worthington conducts them in correlation to his property. Mr. Gideon additionally expressed concerns about how the City has conducted business regarding the sanitary project.

Mr. Mike Duffy, 645 Farrington, addressed Council regarding the City's aggregation program. He referenced AEP's announcement that rates would be going up and that residents participating in the aggregation program would not be subject to the increase. Mr. Duffy shared information about the dangers of submetering based on his personal experience and knowledge.

Approval of the Minutes

5. Approval of Minutes

May 15, 2023 (Special Meeting) & May 15, 2023 Regular Meeting

Minutes:

MOTION: Ms. Michael moved, seconded by Ms. Brewer to adopt the minutes of May 15, 2023 (Special Meeting) & May 15, 2023 Regular Meeting as presented.

The motion carried unanimously by a voice vote.

Public Hearings

6. Ordinance No. 14-2023-Street & Sidewalk Maintenance Program 748-23

Amending Ordinance No. 39-2022 (As Amended) to Adjust the Annual Budget by Providing for an Appropriation from the Capital Improvements Fund Unappropriated Balance to Pay the Costs of the 2023 Street and Sidewalk Maintenance Program and all Related Expenses and Determining to Proceed with said Project. (Project No. 748-23)

Minutes:

President Robinson stated that Ordinance 14-2023 was introduced on May 15, 2023. Mr. John Moorehead overviewed the Ordinance. He shared that the City received three bids which he felt were accurate but were volatile in terms of pricing for some units. He stated that Strauser had done several street programs within the City and was the lowest bidder. Mr. Moorehead shared highlights of items that would be addressed with Ordinance No. 14-2023. and they included public parking lots in the central business district, crack sealing to extend the life of asphalt, sidewalk replacement entering the Community Center, and more. He continued by sharing that there was an increase of up to 330% in some prices for some items with an average increase of roughly 65% from the 2022 to 2023 bids.

Mr. Bucher asked about the timeline of completion. Mr. Moorehead said completion should take place in early August to mid-September 2023.

Motion: Mr. Lindsey made a motion to move to amend the amended version of the Ordinance provided in the Council's packet. Ms. Michael moved, seconded by Ms. Brewer.

The Motion carried unanimously by voice vote.

There being no additional comments, the clerk called the roll on Ordinance No. 14-2023

The Ordinance passed unanimously by the following vote: Vote Results: Ayes: 7 / Nays: 0

7. Orange Township Joint Economic Development District (JEDD)

Minutes:

Council President Robinson introduced the agenda item by sharing that staff requested no formal action be taken by Council other than a public hearing. Ms. Stewart offered that the proposed agreement would allow Orange Township to take advantage of a state law that authorizes townships and cities to enter joint economic development districts for economic development purposes. Thereby permitting townships to take advantage of the authority that cities had to levy income tax. Mr. Ethan Barnhardt gave a presentation about the Orange Township Joint Economic Development District (JEDD). He highlighted that it was a way to spur economic development and create revenue streams for both jurisdictions. He added that it allowed townships to avoid erosion of their jurisdiction due to the threat of annexation. Mr. Barnhardt also referenced the already familiar partnership with Sharon Township. He shared that the development for Orange Township would primarily be along Route 23 with a 75-25% agreement. Meaning that Worthington would

receive 25% of the revenue and Orange Township would receive 75%. He estimated the initial 25% would be roughly \$21,000 annually. Ms. Michael asked if the 25% included administrative costs. Mr. McCorkle shared that the administrative fees come off the top (first). Mr. Bucher asked if the 75-25% was pretty standard in JEDD agreements. Mr. Barnhardt responded that it varied and that it was dependent upon the situation. Ms. Kowalczyk asked about new development and what the future looked like. Mr. McCorkle shared that the proposed JEDD has over 100 parcels in it, but as they rezone they would be required to be in the JEDD. He added the particular JEDD in question was for 50 years and it would be difficult to determine. Council President Robinson asked about the ability to leave the JEDD before 50 years. Mr. McCorkle responded that both parties have the ability to leave the JEDD. Mr. Lindsey offered his thoughts that Mr. McCorkle would be the expert. Mr. McCorkle then read the contract language confirming mutual consent termination with legislative action. Council was interested in moving with the JEDD and should expect a resolution at a later date.

New Legislation - Resolution(s)

8. Resolution No. 35-2023-FACE Program Application – TIA Executive House LLC

Authorizing the award of façade assistance and corridor enhancement funds to help improve facility exterior facade and streetscape along certain of the city's commercial corridors (6797 & 6827 N. High Street)

Minutes:

Introduced by Ms. Hermann.

Ms. Stewart provided background that the City had a façade improvement program in which grants and loans could be provided for exterior improvements to commercial properties within Worthington. The Resolution of the discussion was associated with the program. Mr. McCorkle gave a PowerPoint presentation to Council that highlighted the program for Façade Assistance and Corridor Enhancement (FACE). He shared that the City had successfully awarded 16 property and business owners throughout the commercial and industrial corridor. Mr. McCorkle noted that the City took a two-year break from making awards and had \$75,000 annually to put to the award. Mr. McCorkle shared that The Worthington Community Improvement Corporation (CIC) met on May 12, 2023, and reviewed the proposed exterior improvements to 6797 and 6827 N. High Street. The CIC Board recommended approval of funding for both project sites. The improvements had already been approved by the Municipal Planning Commission (MPC) and Architecture Review Board (ARB). The application submitted by TIA Executive House LLC was scored by both City staff and the CIC Board, receiving a final score of 70 points (out of 100 possible; a minimum score of 65 points is required). Mr. McCorkle summarized that if approved, the Resolution would allow \$36,254 in total FACE assistance to TIA Executive House LLC for the two properties located at 6797 and 6827 N. High Street for proposed improvements. **MOTION:** Ms. Kowalczyk moved, seconded by Ms. Brewer to adopt Resolution No. 35-2023 **The motion carried unanimously by a voice vote.**

9. Resolution No. 36-2023 – Authorizing Acquisition of the Parcel 4 Real Estate Interests from CSX Transportation for the NE Gateway Project

Authorizing the Acquisition of Certain Real Estate Interests Involving Parcel 4 for the Northeast Gateway Intersection Improvement Project. (Project No. 602-14)

Minutes:

Introduced by Ms. Hermann. Ms. Stewart gave an overview of Resolution 36-2023. She detailed the Northeast Gateway Intersection Improvement Project and outlined the project's boundaries. As mentioned in the Staff Memorandum, it was Worthington Galena Road starting 600 feet north of the CSX railroad to Lakeview Plaza Boulevard, Wilson Bridge Road from the CSX Railroad to Worthington Galena Road, and Huntley Road starting 400 feet south of Wilson Bridge Road to Wilson Bridge Road. There was a previous agreement entered into between CSX and the City (including its contractors) to give the City right of entry during the project. Ms. Stewart shared that Ordinance No. 61-2018 required the adoption of a resolution to authorize the acquisition of any parcel that exceeded \$30,000 or more than \$3,000 over fair market value. Resolution No. 36-2023 was drafted as a result as CSX agreed to sell Parcel 4 for \$15,700 which was \$3,000 over the previously estimated value of \$12,248. **MOTION:** Ms. Brewer moved, seconded by Mr. Bucher to adopt Resolution No. 36-2023 **The motion carried unanimously by a voice vote.**

New Legislation - Ordinance(s)

10. Ordinance 15-2023 Authorizing Modification of the Columbus Water Service Agreement to Update the Worthington Boundary Map

Minutes:

Introduced by Ms. Brewer and set for public hearing on June 20, 2023.

Reports of City Officials

11. Policy Item(s)

a. Liquor Permit- Guru Wines

Minutes:

Ms. Stewart shared that Guru Wines LLC. had requested a change in LLC ownership interests. She then highlighted current permits held by the LLC. She stated that Staff recommend that Council not request a hearing for the change in LLC ownership interests.

Motion: Ms. Michael moved, seconded by Ms. Brewer, to not request a public hearing.

The motion carried unanimously by voice vote.

12. Information Item(s)

a. Worthington Pools

Minutes:

Ms. Stewart provided a brief background on the discussion item before inviting Mr. Bartter to present an overview of potential financial options to be provided by the City. Mr. Bartter presented a PowerPoint presentation to Council and members of the audience with potential investment options. The first option was to take no action. Mr. Bartter shared that the benefits of taking no action included no impact on the current fund balance, current planned debt, or capital plan, no additional work to set up agreements, flow of funds, debt issuance structure, and no additional property tax millage would be needed. The cons of the plan would be that the outdoor pool would probably close. The second proposed option was to utilize General Fund cash on hand to provide a grant or loan to provide the outdoor pool improvements. The pros of the plan were that it would be relatively easy with no debt

issuance, no rating, and no tax increase. Some of the cons were an increase of tax rate, reallocation of CIP dollars, the fund balance took awhile to accrue, it could only be spent once, and more. Mr. Bartter next shared the option to have a voted bond issue. In essence, a ballot issue to raise property taxes in the City to fund debt service for improvements. The issue, for November 2023 would need to be certified by August 9, 2023 and a Spring 2024 would need to be certified by the Board of Elections as early as December 20, 2023. He highlighted some benefits of the bond issuance as a dedicated revenue stream for new expenditure, it could generate the full amount of needed capital and could scale in size based on community desire, and it would not have an impact on the fund balance, capital program or General Fund budget. Some cons mentioned were an increase in property taxes for City residents, a series of bond issues by the School District, and action would need to be taken quickly to get it on the November ballot. Mr. Bartter then presented an unvoted bond issuance in which the City issues debt for improvements with no new dedicated source of repayment. Ms. Michael asked for clarification that the bond issuances would be just for City of Worthington residents and not the school district. Mr. Bartter confirmed it would be only for City or Worthington residents. Mr. Bartter continued by sharing the pros and cons of unvoted bond issuances. The pros included no ballot issue and no property tax increase. The cons included potentially adding to more debt after issuing more debt than ever before. It would also impact the City's ability to fund other capital investments. (Water and Sewer).

Next, he shared a hybrid approach which included a combination of cash in the form of grants or loans and then issues on voted or unvoted ballots. He also shared the potential of forming a Joint Recreation District (JRD). The JRD benefits included a broader area for tax increases, reduction of property tax increase because of the larger base, and could potentially have more millage. The cons to the potential JRD were offered as being a complex solution, a new political subdivision. Mr. Bartter closed the presentation by offering that the City could form a JRD with entities other than the school district, for example, if the school district was not interested in forming one. He emphasizes that it was a completely unvetted option and that no discussions had been had with potential partners.

The working group then had the opportunity to speak. Ms. Michael added that it was a bit premature to know for sure what support was being sought by Swiminc. She said they would be meeting in a few days time. Mr. Smith also added that it was too soon to know, but it was important to consider the options and keep them in mind as an entire group. Ms. Hermann shared that she had researched newspaper articles dating back to 1954 and that the entire school district had the opportunity to go to the pool. She stated it was important to work with Worthington City Schools and emphasized that the City does not own any of the property or facilities. She wanted to keep the pool's history in mind and keep Swiminc. involved. Ms. Michael added that the City is on 25% of the pool's usage. She questioned how much involvement the City should have, potential price tiers for residents, school district members, etc. She thought a combination of funding would be a good idea to reduce the amount of funding needed to be provided the City. Mr. Robinson asked what the school district boundary was in 1954. Ms. Hermann responded that she did not prepare Staff for her comments but that the school district was still bigger than the City. Ms. Michael said she

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felt Council was better served to wait until after the meeting with Swiminc to learn more about their needs. Mr. Bucher shared that he was happy to wait, thanked Mr. Bartter for his presentation, and asked if Swiminc was planning ahead for the future as to not arrive at the same situation in the future. Ms. Hermann responded that they did not know at that point as they were waiting on information from the consultants. She also questioned the intention of having conversations about the pool during Committee of the Whole meetings. Mr. Robinson responded that he supports public comments during the meetings and that they would not turn anyone down. Ms. Stewart then proposed options for a full community dialogue considering the next meeting already had a packed agenda. Ms. Michael proposed the next conversation be held at the third meeting of the month. Mr. Hurley added that the consultants would have some tiered plans, and therefore maybe have time to digest the information presented. He asked for clarification on expected timelines. Mr. Robinson responded that the full Council should have information regarding all the options provided by the consultants. Mr. Smith offered that the working group determine if Council should have a high-level overview as in insert into the packet for review at the next meeting. If the information were clear. Mr. Robinson agreed. Mr. Robinson also added that having the public aware was best. Ms. Stewart added that Mr. Bartter would be absent for the third meeting of the month. Mr. Robinson recommended that Council submit any questions to Mr. Bartter in his absence after the presentation.

Reports of Council Members

Minutes:

Ms. Hermann shared that she attended Sunday Funday, a Pride event and enjoyed her time there. Mr. Bucher did not have updates to provide.

Ms. Kowalczyk thanked the cemetery staff for their work in preparing the cemeteries for Memorial Day. She said there were a lot of great things happening in Worthington. She attended the Pride event with lots of positive feedback, great feedback about the Pride flags, and more. Ms. Kowalczyk also mentioned she was enjoying concerts on the Village Green. She mentioned the Arts Festival was looking for volunteers and that there was a Juneteenth event happening.

Mr. Smith shared that he had researched information and had some ideas to share with and about the deer task force.

Ms. Michael thanked City staff, cemetery staff, and all involved in Memorial Day activities.

Ms. Brewer shared that the ARB and MPC would have a busy docket at their next meeting with a few of the noted agenda items.

Other Business

Minutes:

Mr. Bartter shared that on May 31, 2023, the City closed on \$4.4 million in bonds with a 3.77 percent rate.

Mr. Robinson stated that was an outstanding rate.

Executive Session

- a. To consider the appointment of a public official.
- b. To conference with attorney(s) for the City concerning pending or imminent litigation.

Minutes:

MOTION: Ms. Kowalczyk moved, seconded by Ms. Michael to enter Executive Session for the purposes of considering the appointment of a public official and conferences with an attorney for the City concerning pending or imminent litigation.

The motion carried unanimously by a roll call vote.

City Council recessed at 8:22 p.m. and entered into Executive Session on or about 8:27 p.m.

Council returned to open session at about 9:28 p.m.

Adjournment

Minutes:

MOTION: Ms. Hermann moved, seconded by Ms. Brewer to adjourn.

The motion carried unanimously by a voice vote.

President Robinson declared the meeting adjourned at approximately 9:28 pm.

13. Motion to Adjourn

Contact: Grace Brown, Clerk of Council (grace.brown@worthington.org) (614) 436-3100 | Minutes published on 06/29/2023 at 6:03 PM



City Council Agenda

Minutes

Monday, June 12, 2023 at 7:00 pm

6550 N. High Street, Worthington, Ohio 43085

1. Call to Order

Minutes:

Worthington City Council met in person in Regular Session on Monday, June 12, 2023.
President Robinson called the meeting to order at or about 7:00 p.m.

2. Roll Call

Minutes:

Members Present: Peter Bucher, Rebecca Hermann, Beth Kowalczyk, Bonnie Michael, Doug Smith, David Robinson

Member(s) Absent: Katherine Brewer

Also Present: Acting City Manager Robyn Stewart, Director of Law Tom Lindsey, Director of Finance Scott Bartter, Planning & Building Director Lee Brown, Director of Parks & Recreation Darren Hurley, Acting Chief of Police Eric Grille, Chief of Fire & EMS Mark Zambito, Management Assistant Ethan Barnhardt

3. Pledge of Allegiance

Minutes:

President Robinson invited those in attendance to stand and recite the Pledge of Allegiance

New Legislation - Resolution(s)

4. Resolution No. 37-2023-First Addendum to Employment Agreement for Acting City Manager

Authorizing an Addendum to the Employment Agreement for Acting City Manager Robyn Stewart

Minutes:

Introduced by Ms. Michael

President Robinson described how the current agreement for the Acting City Manager expires today. This addendum adds six months to the timeline for the agreement, adds a provision for Ms. Stewart to provide 30 days notice in case of a situation in which she no longer desires to serve as Acting City Manager, provides a base salary increase consistent with that provided to other city employees at the beginning of the year, and strikes the requirement to provide a performance review at this time.

MOTION: Ms. Hermann moved, seconded by Ms. Kowalczyk to adopt Resolution No. 37-2023.

The motion carried unanimously by a voice vote

Reports of City Officials

5. Policy Item(s)

a. Deer Task Force

Minutes:

Ms. Stewart detailed how staff has compiled a draft framework around the work of a potential deer task force including the mission and scope, as well as the composition of that task force.

Mr. Barnhardt described how this is a continuation of the discussion about the creation of a deer task force in Worthington, which in other communities has been the natural next step in the conversation around deer management. He stated that he has surveyed other communities for information on best practices, and noted how Ms. Stewart has experience in this area as well. An important part of the deer task force is to make sure that they are seeking high-quality and reputable information. Successful communities have been able to build legitimacy through a thoughtful process that is data and technical expertise driven. In the proposed framework, the staff is recommending an 8-10 member task force that would be a combination of staff, Council, and community members with specific expertise. The expectation for the final work product would be to look at each individual management option and vet the merits of each option, as well as spend a significant amount of time on public engagement.

President Robinson suggested that Council first discuss whether there is a desire to create a task force because if not, then further discussion is moot.

Ms. Hermann expressed how she agrees with having a task force. The City produced the deer management white paper over a year ago, so we have had significant research done, but it seems like that information is not getting out to the community. She said that having a task force is our only option because we need to take the time on this emotional issue.

Ms. Michael stated that she supports a deer task force because we have had enough problems and people want to know we are doing something about it.

Mr. Bucher shared that it is a logical next step.

President Robinson asked if there are additional comments on the draft framework that staff put together.

Ms. Michael thanked Mr. Barnhardt for his work on putting together a framework, and how she is extremely impressed with the representation that was proposed. She stated how she likes the idea of having an advisory member from ODNR so we would have a technical expert involved with the rest of the task force.

President Robinson shared that he shared a few editorial changes around the mission statement, his comments were not contradicting anything staff composed, but rather augmented the language.

Council discussed the proposed changes from President Robinson and suggested revisions to read, "The primary overall mission of the Worthington Deer Task Force includes and is not limited to the following..."

President Robinson commented how staff hit all of the logical persons to be involved in the

task force. His only reservations would be about the size of the group.

Mr. Smith asked how we would be finding participants in the task force. Mr. Barnhardt explained that both staff and Councilmembers probably know individuals with these backgrounds within their networks. Ms. Stewart noted that with a task force, the City Manager has the ability to make appointments. Mr. Smith said that with past experience with this type of thing, we should make sure to not set things in stone. He guessed that some people may meet multiple desired attributes for task force members. Ms. Stewart asked that if Councilmembers know of people who may be good fits, to feel free to share them with her. Mr. Hurley shared that the Parks and Recreation Commission has been very interested and we would anticipate that one of them would fill a position based on their strengths. President Robinson suggested looking for folks who both admire and enjoy the deer, but also acknowledge there may be a problem and wrestle with a very complex issue because it is perceived as a necessity.

President Robinson requested that rather than simply deliver a final product, the task force commit to regular reports to Council. Mr. Bucher agreed that would be desirable.

b. Pay to Stay Update

Minutes:

Ms. Stewart described how staff discussed this topic with City Council a month ago, and were tasked with conducting public engagement on the policy.

Mr. Barnhardt overviewed the public engagement process that staff undertook which included posting information on the website, sending letters to Worthington landlords, as well as holding a virtual forum, and creating an online feedback form. The feedback we received was mixed with some landlords who were more negative questioning the need for this legislation. Other comments were more positive and in support.

President Robinson asked if all the feedback was from landlords. Mr. Barnhardt replied that primarily it was, anyone could give feedback, but he did actively solicit input from landlords since this policy would be an additional regulation on them.

Mr. Barnhardt provided an overview of the feedback from the virtual session, which one landlord attended, and provided concerns about how it seemed like this was legislation trying to fix a problem that does not exist in Worthington. Council also received a letter from the Columbus Apartment Association, expressing their concerns and questioning the constitutionality of Pay to Stay. We have also been made aware that Columbus is beginning to consider Pay to Stay legislation as well. The staff has formulated a few options on how to move forward including adopting legislation on the established timeline, pausing until we are able to see what Columbus is considering, and finally to table indefinitely until there has been more of a settling of the legal questions.

President Robinson asked about the timeline in Columbus for a potential vote and adoption.

Mr. Lindsey shared that his indication from the Columbus Attorney's office was that they thought something might be introduced this summer. President Robinson asked if Columbus were to pass an ordinance like this, how long would it be before there is a legal challenge. Mr. Lindsey responded that is difficult to predict and he would think that many landlords would not feel compelled to challenge it. President Robinson expressed that one

advantage of waiting to see what Columbus puts forward, is then there could be some uniformity between municipalities. Mr. Lindsey said that following them with their greater number of landlords potentially reduces our chances of litigation.

Ms. Michael conveyed her support for waiting, particularly because a significant portion of the Worthington School District is in Columbus, and could cause confusion.

Ms. Kowalczyk asked Mr. Lindsey to discuss the legal issues that could potentially arise.

Mr. Lindsey explained that the question is whether it is in our Home Rule authority to enact this type of legislation. The state does not have anything that directly addresses the period of time in which someone would have to wait, so the legal view is a day late on rent, someone could file an eviction. The argument is that the state has not adopted something, so we could not be in conflict with the state. The state does have landlord-tenant provisions, so an argument could be made that this is something we could be in conflict with. The more cases that get litigated and the higher up they go in the process, the more refined arguments become. Waiting to see what Columbus enacts makes sense to him, and they have the resources to litigate it if there are challenges. Ms. Kowalczyk brought up how at least 12 Ohio cities have enacted Pay to Stay, and only Cincinnati has been litigated at the municipal court level. Mr. Lindsey said that is the only one he is aware of. Ms. Kowalczyk brought up how we have done similar legislation with Source of Income, where we relied on our Home Rule authority, and stated she is not sure why that is a concern for not pushing forward on this now. We could potentially be waiting for a long time to see if someone gets sued, and she does not want this off the table. If we are going to postpone, she requested a check-in period relatively soon.

President Robinson suggested that a check-in be conducted a month from now, before the Council recess, on the progress in Columbus.

c. May 2023 Financial Report

Minutes:

Mr. Bartter noted that we closed last week on \$4.4 million of bonds, at a rate of 3.77%, for the funding of McCord Park Phase II and sewer improvements.

President Robinson asked about the income tax collection update and how the collections are above budget, and looking back why did we budget in such a way that we are now exceeding the budget. Mr. Bartter conveyed that we have maintained the same level of income tax collections that we have seen in the past two years. We have been moving that estimate up, but not as quickly as the increase due to the fact that we did not annex land, add new business, or increase the tax rate. We have seen the success of some businesses, which has increased income tax collections. There are some recessionary flutters, but there have been no decreases in collections yet. President Robinson asked about the income tax withholding and how it has increased by 6.9%, but the net profit tax was down 19%, and the relationship between the two. Mr. Bartter explained that businesses pay net profit taxes on the taxable revenue they have, the withholding is from their employees. What he sees here is that wages are going up, which is reflected in the increased withholding amounts, but not net profits. President Robinson asked about the May financial report and that income tax collections were up over, but the overall general

fund revenue increase was larger. Mr. Bartter noted that interest income is over 600% over estimates, and Parks and Recreation revenue has been exceeding expectations.

MOTION: Ms. Hermann moved, seconded by Ms. Kowalczyk to adopt the May 2023 Financial Report as presented.

The motion carried unanimously by a voice vote

6. Information Item(s)

a. Griswold Beer and Wine Rentals Presentation

Minutes:

Ms. Stewart described how this item has been on the priorities list to look at doing rentals at the Griswold Center, and providing beer and wine during those rentals.

Mr. Hurley explained that his staff has been conducting research and drafting policy around beer and wine permits at the Griswold Center, and they are nearing the conclusion of that work. He showed photos of the Griswold facility, specifically the Town Hall room, the kitchen space which is mostly used as a warming type situation for caterers, and the renovated North Patio. They have been fortunate to have someone on staff who has a significant amount of experience in this area. The staff has assessed best practices, policies, and benchmarked fees. They also studied liquor laws and requirements, as well as the impacts on the facility, maintenance, cleaning, and staffing. One piece of good news is that 777 High Street is designated as "Wet" for beer/wine/liquor for on-premises consumption. The Law Director has also looked at our Codified Ordinance and Administrative Regulations, and there is some language under review to possibly bring to Council for consideration.

He overviewed the proposed process for rentals, which would include permitting the facility itself, along with a new beer and wine service agreement, an approved caterer from a list, to pay an additional alcohol permit fee, and to pay a refundable deposit. For the beer and wine service agreement, there would be limited consumption permitted, and only within the Griswold Center and the North Patio. Only a city-approved caterer may be used, and non-alcoholic beverages and food must be available anytime beer and wine are being served. Additionally, no more than two drinks would be served to one person at a time, and beer and wine must be served in a clear glass or plastic cup. The licensee on the agreement would also need to be in attendance during the rental at all times.

Ms. Michael asked if people are allowed to purchase their own beer and wine and use one of the caterers to do the serving, or if they have to buy all beer and wine through the caterer. Mr. Hurley responded that it would need to be brought and served by the caterer, it is important that all must be provided and served by the caterer.

Mr. Hurley explained the catering guidelines and show they all must be approved and have documentation on file with the City. They will also need to have a food license and liquor license on file along with Worker's Compensation and proof of insurance on file. He overviewed an updated proposed rental rate structure compared to the current rates. The new rates would drive some more revenue in contrast with current prices. If you are to include having beer and wine, there are additional fees for alcohol as well. Mr. Hurley overviewed other considerations that include hours, security needs, holiday availability, and booking logistics.

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Ms. Hermann asked if we are only looking to rent out the Town Hall room and if we would be considering renting out more rooms. Mr. Hurley explained that if you are including more staffing on weekends, you could accommodate more rentals, which we are still in the process of evaluating. One consideration is that we currently pay for custodial services five days a week, but if we see more rentals, that would have a consideration on cleaning costs. Ms. Michael asked about setup and if City staff would set up the tables, and whether that would be included. Mr. Hurley replied that there would be a basic setup option included, which we already do for our rentals.

Mr. Hurley explained that the expectation would be to come back to Council in the early fall with a final proposal that Council can read more closely.

Ms. Hermann asked if there are any reasons why or why not that patio heaters could be used. Mr. Hurley stated that there are patio questions such as those that need additional thought.

Ms. Michael asked if food needs to be catered, or whether people can bring in their own "foodie" stuff. Mr. Hurley replied that people can bring in food to supplement the caterer.

Ms. Hermann questioned the refundable fee, that she would like to see that higher, and whether permitting fees are comparable. Mr. Hurley replied that they conducted benchmarking, and did their best to be as consistent as possible. To do this and provide this service, it needs to be a more premium service and not subsidized.

President Robinson expressed that our City has a dearth of event space and this could fill that important niche. Two remaining questions he has are about the impact on the surrounding neighborhood and any noise issues.

7. Discussion Item(s)

a. Current Initiatives

Minutes:

DRAFT

Ms. Stewart commented that when you look at the updated timeline included in the packet, you'll see the Juneteenth Flags and the Municipal Motor Vehicle Tax increase have dropped off since they have been completed. Public Art has also been moved to the bottom since it is being referred to the vision teams. She noted that Flavored Tobacco is slated to come back next month for discussion, the Northeast Area Plan is kicking off with the steering committee, and next week we will be discussing the outdoor pools again.

Ms. Kowalczyk asked for an update on the housing assessment. Ms. Stewart said that for the assessment, we have received six proposals which have been narrowed down to three first to invite for interviews.

Ms. Hermann asked if there is an update on the bridge construction on West Wilson Bridge Road. Ms. Stewart replied that she was not sure of the progress of the project.

b. Visions Implementation

Minutes:

DRAFT

Ms. Stewart overviewed how she has been working with our consultant for the proposed timeline and process for the Vision Implementation Teams. We are looking to schedule a kickoff meeting soon with the leadership of the teams.

Ms. Kowalczyk asked if the kickoff session will include information on how we recruit people to join in the work. Ms. Stewart said that it can and our consultant will be available to assist with strategies to identify other people to be on the teams.

Reports of Council Members

8. Reports of Council Members

Minutes:

Ms. Hermann updated that the pools working group had a presentation from Brandstetter Carroll. Ms. Kowalczyk gave an update on upcoming community events and provided positive comments on the new post-meeting report that the staff has put together.

Ms. Michael shared how she also attended the SwimInc meeting on the pools and she attended the most recent MORPC meeting.

Other Business

Executive Session

- a. To consider the appointment of a public official.

9. Executive Session

Minutes:

MOTION: Ms. Brewer moved, seconded by Ms. Kowalczyk to enter Executive Session for the purposes of considering the appointment of a public official.

The motion carried unanimously by a roll call vote.

City Council entered Executive Session at 8:27 p.m.

Members returned to open session at about 8:35 p.m.

Adjournment

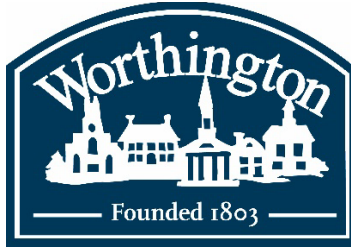
10. Motion to Adjourn

Minutes:

MOTION: Ms. Michael moved, seconded by Ms. Kowalczyk to adjourn.

The motion carried unanimously by a voice vote.

President Robinson declared the meeting adjourned at approximately 8:35 pm.



STAFF MEMORANDUM
City Council Meeting – July 3, 2023

Date: June 27, 2023

To: Robyn Stewart, Acting City Manager

From: Angela Harris, Personnel Director

Subject: **Resolution – Adopting a Position Description for Human Resources Specialist**

EXECUTIVE SUMMARY

This Resolution adopts a job description for the position of Human Resources Specialist, amends the Classified Pay Resolution to reflect this position at Range 14, and amends the Staffing Chart to accommodate this position.

RECOMMENDATION

Introduce and Approve as Presented

BACKGROUND/DESCRIPTION

The Personnel Department staffing authorization includes one Personnel Director and one HR Manager. Based on the current needs of the department, staff recommends removing the HR Manager position and adding an HR Specialist position. This change reflects the need of the department for strong HR administrative support with an emphasis on future technology utilization. The Human Resources Specialist position will support the Personnel Director in hiring, onboarding, and employee benefits processes. The HR Specialist position is recommended for salary range 14. (The HR Manager position is currently at range 16, so the Specialist is proposed at a lower salary range.) The adoption of this job description will enable the hiring process for this position.

The 2023 staffing chart will be amended to remove HR Manager and add HR Specialist and the HR Specialist will be added to the Classified Pay Resolution.

ATTACHMENTS

Resolution No. 41-2023

Human Resources Specialist Job Description

RESOLUTION NO. 41-2023

Adopting a Job Description for Human Resources Specialist,
and Amending Staffing Chart and the Pay Resolution to Accommodate
Said Position.

WHEREAS, City Council wishes to adopt a job description for the classified position of Human Resources Specialist; and,

WHEREAS, it is desirable and necessary to amend Resolution No. 54-2022 establishing the 2023 Staffing Chart of the City of Worthington to delete one Human Resources Manager and to add one Human Resources Specialist position; and,

WHEREAS, it is necessary to amend Resolution No. 55-2022 to adopt the salary range of the Human Resources Specialist (Class Specification No. 261) position to Range 14;

NOW THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the job description for the position of Human Resources Specialist (Class Specification No. 261) as per the description attached hereto be and the same is hereby adopted.

SECTION 2. That City Council does hereby amend the 2023 Staffing Chart of the City of Worthington by deleting one Human Resources Manager and adding one Human Resources Specialist position.

SECTION 3. That Resolution No. 55-2022 establishing compensation for classified positions in the City be and the same is hereby amended to assign the salary range for the Human Resources Specialist position to Range 14.

SECTION 4: That the Clerk of Council be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted _____

President of Council

Attest:

Clerk of Council

CITY OF WORTHINGTON

POSITION DESCRIPTION

POSITION TITLE:	HUMAN RESOURCES SPECIALIST	CLASS:	261
Department:	Administration/Personnel	Title Originated:	2023
Date:	July 2023		
Reports To:	Personnel Director		
FLSA Status:	Non-Exempt		

General Statement of Duties

Under the direction of the Personnel Director, the Human Resources Specialist provides administrative and technical support in the areas of Human Resources and customer support to employees, potential employees, and service providers. This position requires a high level of organization, attention to detail, communication skills and confidentiality.

Essential Functions of the Position:

Performs general HR administrative tasks and provides excellent customer service.

Processes and tracks employment applications, new hire paperwork, employee pay and status changes, and other personnel actions, routing and tracking changes through appropriate approval sequence(s) and working closely with payroll staff in communicating and reconciling changes.

Maintains HR department and employee records and files (electronic and hard copy) in accordance with records retention and disposition schedules.

Assists with the hiring process, including scheduling interviews, making appointments, preparing paperwork, and providing other support as needed.

Prepares, updates, and distributes correspondence, spreadsheets, and databases for the HR department.

Establishes and maintains filing systems; scans and indexes records ensuring accuracy. Responsible for record retention and destruction schedule for the department.

Assists in a variety of HR programs as directed including wellness, recruiting, and onboarding.

Communicates information to employees concerning City policies as they pertain to areas of responsibility.

Fulfills public records requests and completes various surveys and reporting related to the activities of the Department.

Updates department website and intranet site, as necessary.

Assists in benefits enrollment, open enrollment, and insurance billing.

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of human resource principles, practices, and procedures;

Knowledge of applicable federal and state laws governing employment practices;

Knowledge of Microsoft applications, including Outlook, Word, Excel, and Teams; familiarity with Adobe Acrobat, and applicant tracking systems and/or HRIS;

Ability to establish and maintain effective working relationships with other employees, Department/Division Heads, vendors and the public;

Ability to maintain confidentiality regarding City information;

Strong interpersonal, written, and oral communication skills;

Excellent organization, attention to detail, accuracy, time management and critical thinking skills;

Adeptness in learning various systems/processes and their interrelationships;

Possession of a valid State of Ohio Motor Vehicle Operator's License and ability to maintain insurability under the City's vehicle insurance policy;

Regular and reliable attendance.

Minimum Requirements of the Position:

Possession of an Associate's degree from an accredited university in human resources or related field required, Bachelor's degree preferred or equivalent combination of experience and training which provides the required knowledge, skills and abilities of the position.

Two (2) or more years administrative human resource related experience.

Possession of a credible certification in Human Resources preferred (e.g., SHRM-CP/SCP, PHR, etc.)

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.



STAFF MEMORANDUM
City Council Meeting – July 3, 2023

Date: June 29, 2023

To: Robyn M. Stewart, Acting City Manager

From: Tom Lindsey, Law Director

Subject: Resolution – Authorizing a Cooperation Agreement with the Franklin County Board of Commissioners regarding various HUD programs

EXECUTIVE SUMMARY

This Resolution reauthorizes a Cooperation Agreement with the Franklin County Board of Commissioners regarding U.S. Department of Housing & Urban Development programs.

RECOMMENDATION

Introduce and Approve as Presented.

BACKGROUND/DESCRIPTION

The proposed resolution reauthorizes a Cooperation Agreement between the City of Worthington and the Board of County Commissioners of Franklin County, Ohio.

Franklin County is the annual recipient of three federal allocations – 1) the Community Development Block Grant (CDBG) program which benefits low and moderate-income populations; 2) the HOME program which supports the creation and preservation of affordable housing; and 3) the Emergency Solutions Grant which addresses homelessness. Every three years Franklin County must complete a Department of Housing & Urban Development (HUD) recertification process. The population of Worthington is counted in the calculation that HUD uses to determine grant allocations and will increase funding available to Franklin County. The Cooperative Agreement period would be for a three-year period and would automatically renew for another three-year period unless terminated by the County or the City.

ATTACHMENT(S)

Resolution No. 42-2023

RESOLUTION NO. 42-2023

Reauthorizing the Cooperation Agreement Between the City of Worthington and the Board of County Commissioners, Franklin County, Ohio on Behalf of the City of Worthington in Order to Participate in the Franklin County, Ohio Department of Housing and Urban Development Entitlement Program and Abide by the Covenants of That Program.

WHEREAS, pursuant to the provisions of the Housing and Community Development Act of 1974 (Public Law 93-383, 42 U.S.C. 5301), as amended, Franklin County, Ohio is recognized by the United States Department of Housing and Urban Development as an urban county and entitled to Community Development Block Grant Program funds and HOME Investment Partnership funds for urban counties; and,

WHEREAS, pursuant to the provision of Section 307.85, Ohio Revised Code, the Board of County Commissioners, Franklin County, Ohio, is authorized to enter into agreements with cities and villages in Franklin County to exercise certain powers and perform functions or render services on behalf of the said cities and villages; and,

WHEREAS, the City of Worthington is located within the geographical boundaries of Franklin County, Ohio; and,

WHEREAS, the City of Worthington desires to reaffirm its prior participation and inclusion of its population in the Franklin County Community Development Block Grant and HOME Investment Partnership programs and to reauthorize a Cooperation Agreement with the Board of County Commissioners;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That Council hereby authorizes the City's cooperation and participation in the Franklin County HUD Entitlement program per the Housing and Community Development Act of 1974 (Public Law 93-383), 42 U.S.C. 5301, as amended, and Section 570.105 b 3 (iii), Community Development Block Grant Program Rules and Regulations.

SECTION 2. The City Manager is hereby authorized and directed to sign a Cooperation Agreement with the Board of County Commissioners for a three-year period, and the automatic renewal of such agreement unless and until terminated by the County or the City, and to take any additional actions necessary or appropriate to consummate or implement the transaction described in or contemplated by this Resolution.

RESOLUTION NO. 42-2023

SECTION 3. That the Clerk be instructed to record this Resolution in the appropriate record book.