



City of Gahanna

200 South Hamilton Road
Gahanna, Ohio 43230

Meeting Minutes Committee of the Whole

Brian D. Larick, Chair
Stephen A. Renner, Brian Metzbower
Nancy R. McGregor, Karen J. Angelou
Michael Schnetzer, Jamie Leeseberg

Kimberly Banning, CMC, Clerk of Council

Monday, November 28, 2016

7:00 PM

Council Committee Rooms

CALL TO ORDER

Chair Larick called the meeting to order at 7:00 p.m.

Additional Attendees: Acting Deputy Chief Jeff Spence, Sergeant Sheila Murphy, Chief Dennis Murphy, Mark Thomas, Jeff Barr, Abby Cochran, Dottie Franey, Rob Priestas, Anthony Jones, Shane Ewald, Jennifer Teal, Mayor Tom Kneeland, Joann Bury, Bobby Rings, Kimberly Banning, Residents.

Present 7 - Stephen A. Renner, Brian Metzbower, Brian D. Larick, Nancy R. McGregor, Karen J. Angelou, Michael Schnetzer, and Jamie Leeseberg

UPDATE FROM THE FIRE DEPARTMENT(S) - No reports.

Not present.

PENDING LEGISLATION - Director of Planning & Development:

[ORD-0113-2016](#) TO AUTHORIZE THE MAYOR TO ENTER INTO A PURCHASE AND DEVELOPMENT CONTRACT WITH RINGS BROTHERS, LLC FOR PROPERTY LOCATED AT 181 GRANVILLE STREET TO BE USED BY ROCKWOOD CLEANERS

Jones said Bobby Rings is here this evening; this is being brought back to Committee, as requested; there were a couple site visits from Council members; turn this over to Mr. Rings to answer any questions; Leeseberg said he had reservations about expansions, but has further understanding and has no further issues; Larick visited and confirmed the stuff does leave the site.

RECOMMENDATION: Consent Agenda.

ITEM FROM THE DIRECTOR OF PUBLIC SAFETY

[ORD-0132-2016](#) TO AUTHORIZE THE POLICE DEPARTMENT TO ADOPT POLICY

AND PROCEDURE CONTENT SUPPLIED BY LEXIPOL.

Thomas gave an overview of the October 2016 monthly report; will come forward each month and give an update the same night as the Fire Department is on the agenda; said Spence is here tonight to discuss LEXIPOL; Spence said began updating policies and procedures; goal was to receive agency accreditation; began using LEXIPOL; an online program; founder is Gordon Graham; well known in public safety; they provide over 150 policies in law enforcement; worked through submitting all of our existing policies to them; some are continuously being updated; this would equal a full-time employee; showed the LEXIPOL dashboard online; this is not just a legal review by any attorney; these are specific to Ohio; in the City Charter it states that the Safety Director will follow Council approval for guidelines; we thought we would bring this process to Council to adopt as a process for the Police Department to follow; rather than approve each policy as case law is updated; requesting that Council authorize LEXIPOL; will come annually to be renewed as long as everything goes as planned; will adopt LEXIPOL as policy adopting product; Angelou asked if this fits with the Charter; Ewald said yes; said the Police Department has been very accommodating; Larick asked if this is a means of capsuling our policies or is this a standardization; Spence said is a combination of both; have added additional procedural content to reflect how we do business; did provide a robust manual; does provide a lot of content that we previously did not have; Thomas said with the GoForward Gahanna process, would be prudent to go ahead and review our policies and procedures; Angelou confirmed this would be yearly; Spence said our goal would be to adopt for 2017; LEXIPOL would continue to provide us updates; would incorporate them into our policy as new best practices arrive; likely will report back with the number of policies that we adopted or altered; an overview of our certification and accreditation process; Larick wanted to make sure this does not restrict us from making our own policy; Chief Murphy said we want to keep our uniqueness and individuality; Angelou asked about accreditation; Spence said hopes to have that complete in the first 15 days of the year; have to show that our policies are being followed and that our staff are receiving recurring and documented training; want to make sure our officers are receiving training and understanding each policy; the dashboard allows us to do daily trainings and do reporting mechanisms; also shows the policy accreditation policy; Schnetzer asked the annual cost; Spence said \$8,900; paid for that using equitable sharing dollars; will continue using those funds for the foreseeable future; will not impact the general fund; Schnetzer asked about this being a full-time job; Spence said have been bombarded with changes in the law and reporting requirements, training requirements; we have a very lean staff; was spread along command staff; is a full-time job; this is a force-multiplier; would take us many hours to generate these reports that we can do within a matter of

minutes; there is an app on our officers' cell phones; they can be provided the policy while in the field; allows for quick dissemination of information; Metzbower asked for examples on how LEXIPOL was able to put things together that we were unable to without them; Spence said our last deadly encounter was 2004, trying to craft that best practice language, for something we do very infrequently, is very difficult for us; these policies need to be up-to-date per case law; the formulation of body-worn cameras is very difficult and dynamic; they can provide best-practice language for this.

RECOMMENDATION: Consent Agenda.

ITEMS FROM THE DIRECTOR OF HUMAN RESOURCES

[ORD-0126-2016](#) TO ESTABLISH THE BENEFITS FOR PERSONNEL OF THE CITY OF GAHANNA, EFFECTIVE JANUARY 1, 2017; AND TO DECLARE AN EMERGENCY.

Cochran said these documents look different than they have in the past; one thing to highlight is the removal of two holidays; the City will be open; in exchange we propose that we provide employees 16 hours to use throughout the year; the second item is the salary ordinance; a market analysis was done by Clemons Nelson; would like our employees to be at the minimum of their salary; would also like to minimize the cost impact; will increase over the course of three years; will come forward on an annual basis with this ordinance as we have in the past; the final item is the Pay Plan Administration Policy; given its content, want to make sure we are providing the information to Council; believe this would only need to be brought forward as there are changes; took several pages of legislation and minimized; requesting emergency for all three; this will allow us to implement for 2017.

RECOMMENDATION: Introduce, back to Committee on 12/12/2016.

[ORD-0127-2016](#) TO ESTABLISH THE SALARIES FOR PERSONNEL OF THE CITY OF GAHANNA FOR THE PERIOD JANUARY 1, 2017 THROUGH DECEMBER 31, 2017; AND TO DECLARE AN EMERGENCY.

See discussion under ORD-0126-2016.

RECOMMENDATION: Introduce, back to Committee on 12/12/2016.

[ORD-0128-2016](#) TO AUTHORIZE THE MAYOR TO SIGN AND ADOPT THE PAY PLAN ADMINISTRATION POLICY, EFFECTIVE JANUARY 1, 2017; AND TO DECLARE AN EMERGENCY.

See discussion under ORD-0126-2016.

RECOMMENDATION: Introduce, back to Committee on 12/12/2016.

ITEM FROM THE DEPUTY DIRECTOR OF PARKS & RECREATION

[RES-0029-2016](#) USDA Forest Service's Community Forest Program (CFP) Grant - Resolution of Support

Barr said this is in reference the property located at 155 Olde Ridenour; to apply for a grant to acquire the property; a dollar-for-dollar grant; deadline is January 13, 2017; award would occur in May 2017; would take approximately 2 years to acquire the land; if it is the intent of Council to acquire the land; Angelou said she sent an email referencing the appraisal; forwarded to all of Council; there is no environmental study that has been done on that property; knows when we did that one section for a bike path there were some major problems that were not known at that time; Barr said intent is not to develop this land for any additional trails or structures; part of the grant is requiring preservation; this property would be for that and managed as such; if we were to develop, absolutely, soil samples would be required; since we are not intending to develop, the need is not there; that study would be an additional expense; Angelou said the appraisal said that it would stay the way it is; another option would be an office building; this is actually going to be preserved; the comparables would be industrial, single-family, or parkland; those did not look comprisable; believes this would be wonderful to have; Barr said if it is the intention of Council to purchase the land, would still need to go through negotiations; would be the appropriate time to discuss those and do additional research; Larick confirmed where the appraisal came from; Barr said deadline is January 13, 2017; is a solid case for the grant application; estimate it will be about 30-40 hours of legwork; much of which has already been completed; grant was brought forward by the area coordinator; we will have two years to acquire the land; will have to front the cost initially and be reimbursed; Leeseberg asked if this grant can only be used for one project; Barr said can find that out and get back to Council; understands it would be one project per entity; Leeseberg also asked about a cross-access agreement; Ewald said will get that to him; is an easement, do not have cross-access; McGregor asked for a better map for where the buildable area is; Barr said will work on that and gave further explanation of the location; McGregor asked what else could be built there; Barr said office space was the number one over residential; McGregor asked about parking in the flood plain; Barr said could put parking there and building in the buildable section; could be a larger impact; report is based on the zoning; would impact the City if something else was built there.

RECOMMENDATION: Back to Committee on 12/12/2016.

ITEMS FROM THE DIRECTOR OF FINANCE

[MR-0055-2016](#) MOTION RESOLUTION TO TRANSFER APPROPRIATIONS FOR YEAR-END SALARY AND BENEFIT PROJECTIONS AND FOR CHANGES TO CAPITAL IMPROVEMENT PROJECTS.

Bury said this is to transfer appropriations for year-end salary projections.

RECOMMENDATION: Consent Agenda.

[ORD-0123-2016](#) SUPPLEMENTAL APPROPRIATION - PROJECTED SEVERANCE PAYMENTS FOR 2016.

Bury said there are several people leaving by the end of the year; need about \$5,000 more to cover these costs; Larick confirmed this is just sick and vacation accumulated time; Larick asked how much we have spent so far; Bury said will get that information; Larick confirmed that is a separate line item; this year we have lost employees that have accumulated \$150K plus in sick and vacation time; asked how many we have lost this year; Cochran said about 5 full-time employees.

RECOMMENDATION: Consent Agenda.

[ORD-0124-2016](#) SUPPLEMENTAL APPROPRIATION - PROJECTED LODGING TAX DISTRIBUTIONS FOR THE CONVENTION & VISITORS BUREAU (CVB).

Bury said we are bringing in more than projected, therefore we owe more than projected; McGregor asked for further clarification; Bury explained that this is a positive for the City.

RECOMMENDATION: Consent Agenda.

[ORD-0125-2016](#) SUPPLEMENTAL APPROPRIATION - PROJECTED LODGING TAX DISTRIBUTIONS FOR THE COMMUNITY IMPROVEMENT CORPORATION (CIC).

See discussion under ORD-0124-2016.

RECOMMENDATION: Consent Agenda.

ITEMS FROM THE DIRECTOR OF PUBLIC SERVICE

[ORD-0129-2016](#) TO AUTHORIZE THE MAYOR TO ENTER INTO CONTRACT WITH TAG PROPERTY LANDSCAPING FOR MUNICIPAL LANDSCAPE MAINTENANCE SERVICES.

Franey said opened bids on November 18; lowest bidder was \$70,000; we are asking for legislation authorizing the Mayor to enter into a three-year contract; with two one-year extensions; Leeseberg asked about the increase over the period of the contract; Franey said

believes there is a clause for increase based on cost of living.

RECOMMENDATION: Consent Agenda.

[ORD-0130-2016](#) TO AUTHORIZE THE MAYOR TO ENTER INTO CONTRACT WITH CONTRACT SWEEPERS AND EQUIPMENT FOR STREET SWEEPING SERVICES.

Franey said we opened bids for street sweeping; they have performed the service for us for around 30 years now; we are asking for legislation to authorize the Mayor to enter into a three-year contract with two one-year extensions; Leeseberg asked if we have a street sweeper; Franey said we do not.

RECOMMENDATION: Consent Agenda.

ITEMS FROM THE CLERK OF COUNCIL

[MR-0056-2016](#) MOTION RESOLUTION TO SET ORGANIZATIONAL MEETINGS FOR YEAR 2017.

Banning said this is annual; to set organizational meetings for boards and commissions in January 2017.

RECOMMENDATION: Consent Agenda.

[MR-0057-2016](#) MOTION RESOLUTION THAT THIS COUNCIL HAS NO OBJECTION TO THE RENEWAL OF ANY LIQUOR PERMITS IN JANUARY 2017 FOR THOSE BUSINESSES CURRENTLY HOLDING LIQUOR PERMITS AND LOCATED WITHIN THE CITY LIMITS OF GAHANNA.

Banning said this is something we do annually; Larick confirmed we have not had any issues with any establishments with liquor permits; Chief Murphy said none.

RECOMMENDATION: Consent Agenda.

ITEM FROM THE CITY ATTORNEY

[ORD-0131-2016](#) TO AUTHORIZE THE MAYOR TO ENTER INTO CONTRACT WITH SEAN H. MAXFIELD TO SERVE AS MAGISTRATE FOR THE CITY OF GAHANNA MAYOR'S COURT.

Ewald said is bringing this on behalf of the Clerk of Court; same magistrate; Mayor Kneeland said he is doing a great job; very fair; Ewald said next year this can be brought by the City Administrator.

RECOMMENDATION: Consent Agenda.

ADJOURNMENT

7:45 p.m.

Kayla Holbrook, reporting.