

**CITY OF DELAWARE  
CITY COUNCIL  
CITY COUNCIL CHAMBERS  
1 SOUTH SANDUSKY STREET  
7:00 P.M.**

**AGENDA**

**6:30 P.M. EXECUTIVE SESSION:** pursuant to Ohio Revised Code Section 121.22 (G) (3) pending or imminent court action, Section 121.22 (G) (1) personnel, Section 121.22 (G) (5) matters required to be kept confidential by State statute, Section 121.22 (G) (2) acquisition of property for public purpose and 121.22(G) (8) consideration of confidential information related to a request for economic development assistance.

REGULAR MEETING

OCTOBER 24, 2016

1. ROLL CALL
2. INVOCATION
3. PLEDGE OF ALLEGIANCE
4. APPROVAL of the Motion Summary for the Work Session of Council held October 3, 2016, as recorded and transcribed.  
APPROVAL of the Motion Summary of the regular meeting of Council held October 10, 2016, as recorded and transcribed.
5. CONSENT AGENDA
  - A. Acceptance of the Motion Summary for the Civil Service Commission meeting held September 7, 2016.
  - B. Acceptance of the Motion Summary for the Sister City Advisory Board meeting held July 12, 2016.
  - C. Acceptance of the Motion Summary for the Board of Zoning Appeals meeting held June 8, 2016.
  - D. Acceptance of the Motion Summary for the Public Works/Public Utilities Committee meeting held July 5, 2016.
  - E. Acceptance of the Motion Summary for the Parks and Recreation Advisory Board meeting held August 16, 2016.
  - F. Acceptance of the Motion Summary for the Planning Commission meeting held September 7, 2016.
6. LETTERS, PETITIONS, AND PUBLIC COMMENTS

7. COMMITTEE REPORTS
8. INTRODUCTIONS
  - A. Susie Bibler, Main Street Delaware Executive Director
9. CONSIDERATION of Ordinance No. 16-94, an ordinance authorizing the City Manager to enter into an agreement with Heritage Ohio and sponsoring organization, Main Street Delaware.
10. CONSIDERATION of Ordinance No. 16-95, an ordinance authorizing the annexation of 2.856 acres of land, more or less, at the northwest corner of Cheshire Road and Glenn Parkway, for the future site of Fire Station #304, and declaring an emergency.
11. Ethics and Records Training – City Attorney Darren Shulman
12. CITY MANAGER’S REPORT
13. COUNCIL COMMENTS
14. ADJOURNMENT

RECORD OF PROCEEDINGS

Minutes of Delaware City Council

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held October 3 20 16

The Delaware City Council work session meeting of October 3, 2016 was called to order at 6:30 p.m., in the Delaware City Council Chambers. The following members of Council were present: First Ward Chris Jones, Second Ward Lisa Keller, Third Ward Joe DiGenova, Fourth Ward Kyle Rohrer, At Large George Hellinger, and Vice-Mayor Kent Shafer who presided. Absent from the meeting was Mayor Carolyn Kay Riggle.

Staff Present: Darren Shulman, City Attorney, Ted Miller, Parks and Natural Resource Director, Dean Stelzer, Finance Director, Sean Hughes, Economic Development Director, Bill Ferrigno, Public Works Director, Brad Stanton, Public Utilities Director, Scott Stowers, IT Director, Bruce Pijanowski, Police Chief, John Donahue, Fire Chief, Jackie Walker, Assistant City Manager, and Tom Homan, City Manager

**Motion to Excuse:** Mr. Hellinger moved to excuse Mayor Riggle, seconded by Mrs. Keller. Motion approved by a 6-0 vote.

**ITEM 2: RESOLUTION NO. 16-43** [Third Reading]  
A RESOLUTION ADOPTING THE 2017-2021 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP).

The Clerk read the resolution for the third time.

**ITEM 3: Review and Discussion of CIP**

Mr. Stanton provided information regarding the increase consumption of water at the water plant a day. He discussed information regarding the installation of AMI. Mr. Stanton provided an update regarding the storm sewer project phase one completion of Bernard Avenue and the Sanitary Sewer Master Plan.

Mr. Jones discussed current concern voiced to him regarding a citizens fluctuating water bill. Mr. Stanton to look into the concerns.

Mr. Stanton discussed the preliminary stages of design for Sawmill Parkway and the plan to extend water and sewer lines.

Mr. Ferrigno provided an update on the airport runway improvements as well as transportation improvements for ADA improvements in the downtown area. Mr. Ferrigno discussed the railroad crossing at Curtis Street that needs improvements. Discussion held on the concerns voiced by residents on Heffner Street regarding the conditions of curbs.

Mr. Ferrigno discussed the increase of traffic use at the point is related to the increase in population and businesses in the city. Discussion of the potential impact of a by-pass. Mr. Ferrigno informed Council that much of the traffic congestion is for community use. Discussion of the high cost of a by-pass and past concerns by residents of Delaware County.

Mr. Ferrigno discussed building maintenance improvements and the success of the sidewalk program. Mr. Jones voiced a concern regarding sidewalk damage from W.O.W. Mr. Ferrigno addressed the concern and discussed the standards that the company will be held to for repairs. Mrs. Keller recommended a reevaluation of sidewalk standards.

Mr. Miller discussed current park improvements. Mr. Miller provided information regarding the need to replace the play equipment at Mingo

# RECORD OF PROCEEDINGS

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20 16

Park in 2018. Mr. Miller discussed plans for the HOA in Cheshire Park to assist in the cost of a basketball pad.

Mr. Miller discussed the plan to work on the master plan for Willowbrook Park. Mrs. Keller informed staff that they should determine an appropriate location for the park.

Mr. Jones voiced a concern regarding the full utilization of sports fields throughout the city parks. Mr. Miller addressed the concern by informing Council of working out scheduling with various youth activity leagues.

Mr. Miller discussed gaps in the community for the Bike Plan.

Mr. Miller discussed the equipment replacement needs of mowers.

Mr. Stowers discussed the current trends to rent IT equipment and application software compared to past use of buying the software. Mr. Stowers discussed the use of Council bringing their own devices for Council uses.

Chief Pijanowski discussed the impact fee for the retiring debt for the justice department expansion. Chief Pijanowski provided discussion regarding the benefits of body cameras. Chief Pijanowski discussed potential issues with the cloud storage cost for the technology and potential privacy issues for public records request.

Chief Donahue discussed the equipment replacement needs for staff vehicles. Chief Donahue discussed the need to replace cardiac monitors.

#### **ITEM 4: ADJOURNMENT**

**Motion:** Mrs. Keller moved to adjourn the meeting, seconded by Mr. Jones. The meeting adjourned at 8:40 p.m.

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Mayor Carolyn Kay Riggle

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Elaine McCloskey, Council Clerk

# RECORD OF PROCEEDINGS

Minutes of Delaware City Council

Meeting \_\_\_\_\_

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held October 10

20 16

**6:30 EXECUTIVE SESSION:** Mr. Rohrer moved to enter into Executive Session at 6:31 p.m. This motion was seconded by Mr. Hellinger and approved by a 6-0 vote. Council met in executive session pursuant to Ohio Revised Code Section 121.22 (G) (3) pending or imminent court action, Section 121.22 (G) (1) personnel, Section 121.22 (G) (5) matters required to be kept confidential by State statute, Section 121.22 (G) (2) acquisition of property for public purpose and 121.22(G) (8) consideration of confidential information related to a request for economic development assistance. Council conducted a discussion of those items with the following members present: First Ward Chris Jones, Second Ward Lisa Keller, Third Ward Joe DiGenova, Fourth Ward Kyle Rohrer, At Large George Hellinger, and Vice-Mayor Kent Shafer. Absent from the discussion was Mayor Carolyn Kay Riggle. Following the discussion at 7:00 p.m., it was moved by Mr. Jones that Council move into Open session, seconded by Mr. Hellinger and approved by a 6-0 vote.

The regular meeting of Council held October 10, 2016 was called to order at 7:03 p.m., in the City Council Chambers. The following members of Council were present: First Ward Chris Jones, Second Ward Lisa Keller, Third Ward Joe DiGenova, Fourth Ward Kyle Rohrer, At Large George Hellinger, and Vice-Mayor Kent Shafer who presided. Absent from the meeting was Mayor Carolyn Kay Riggle. The invocation was given Mr. DiGenova, followed by the Pledge of Allegiance led by Boy Scout Troop #108.

Staff Present: Darren Shulman, City Attorney, Dean Stelzer, Finance Director, Dave Efland, Planning and Community Development Director John Donahue, Fire Chief, Bruce Pijanowski, Police Chief, Jackie Walker, Assistant City Manager, Tom Homan, City Manager

**Motion to Excuse:** Mr. Hellinger moved to excuse Mayor Riggle, seconded by Mr. Jones. Motion approved by a 6-0 vote.

#### **ITEM 4: APPROVAL OF MINUTES**

APPROVAL of the Motion Summary of the regular meeting of Council held September 26, 2016, as recorded and transcribed.

**Motion:** Mr. Rohrer moved to approve the Motion Summary for the regular meeting of Council held September 26, 2016 seconded by Mr. DiGenova. Motion approved by a 6-0 vote.

#### **ITEM 5: CONSENT AGENDA**

- A. Acceptance of the motion summary for the Shade Tree Commission meeting held August 23, 2016.
- B. Acceptance of the motion summaries for the 2016 Charter Review Commission meetings held May 19 and June 9, 2016
- C. Acceptance of the motion summary for the Historic Preservation Commission meeting held August 24, 2016.
- D. Resolution No. 16-44, a resolution giving consent to the Director of the Ohio Department of Transportation for the completion of bridge inspection services within the City of Delaware as part of the State Bridge Inspection Program.

**Motion:** Mrs. Keller moved to approve the Consent Agenda, seconded by Mr. DiGenova. Motion approved by a 6-0 vote.

RECORD OF PROCEEDINGS

Minutes of Delaware City Council

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held October 10 20 16

**ITEM 6: LETTERS, PETITIONS, AND PUBLIC COMMENTS**

**ITEM 7: COMMITTEE REPORTS**

Mr. Jones provided an update to the new executive director for Main Street Delaware.

Mrs. Keller indicated that the Planning Commission meeting was rescheduled for October 19, 2016.

Mr. DiGenova provided an update on the new Civil Service Commission Chairperson.

Mr. Hellinger provided an update on the Shade Tree Commission meeting held in September.

**ITEM 8: PRESENTATIONS**

- A. Proclamation for Fire Prevention Week - Fire Chief John Donahue
- B. Delaware-Morrow Mental Health & Recovery Services Renewal Levy Ballot Issue: Background and Information - Steve Hedge, Executive Director

**ITEM 9: RESOLUTION NO. 16-43** [Fourth Reading]

A RESOLUTION ADOPTING THE 2017-2021 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP).

The Clerk read the resolution for the fourth time.

**Motion:** Mr. DiGenova moved to adopt Resolution 16-43, seconded by Mrs. Keller. Motion approved by a 6-0 vote.

**ITEM 10: ORDINANCE NO. 16-92** [First Reading]

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO A COOPERATIVE AGREEMENT WITH THE OHIO DEPARTMENT OF TRANSPORTATION TO RE-SEAL THE NOISE WALL AND BRIDGE PARAPET ALONG US 42 BETWEEN FERN DRIVE AND SOUTH SANDUSKY STREET IN THE CITY, AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the first time.

**Motion:** Mr. DiGenova moved to suspend the rules for Ordinance No. 16-92, seconded by Mr. Rohrer. Motion approved by a 6-0 vote.

**Motion:** Mr. DiGenova moved to enact the emergency clause for Ordinance No. 16-92, seconded by Mr. Rohrer. Motion approved by a 6-0 vote.

**Motion:** Mr. DiGenova moved to adopt Ordinance No. 16-92, seconded by Mr. Rohrer. Motion approved by a 6-0 vote.

**ITEM 11: ORDINANCE NO. 16-93** [First Reading]

AN ORDINANCE SUPPLEMENTING THE 2016 APPROPRIATIONS ORDINANCE, AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the first time.

RECORD OF PROCEEDINGS

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Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held October 10 20 16

**Motion:** Mr. Jones moved to suspend the rules for Ordinance No. 16-93, seconded by Mrs. Keller. Motion approved by a 6-0 vote.

**Motion:** Mr. Jones moved to enact the emergency clause for Ordinance No. 16-93, seconded by Mrs. Keller. Motion approved by a 6-0 vote.

**Motion:** Mr. Jones moved to adopt Ordinance No. 16-93, seconded by Mrs. Keller. Motion approved by a 6-0 vote.

**ITEM 12: CITY MANAGER'S REPORT**

Mr. Homan discussed the MORPC funding for TRAC projects.

Mr. Homan provided an update on the Moving Delaware Forward upcoming meetings and community outreach efforts.

**ITEM 13: COUNCIL COMMENTS**

Mr. Rohrer discussed the upcoming interfaith dinner with the Community Coalition.

A discussion was held regarding the upcoming Work Session that will be held October 29, 2016. Mrs. Keller requested the report prior to the session.

**ITEM 14: ADJOURNMENT**

**Motion:** Mr. Jones moved to adjourn the meeting, seconded by Vice-Chairman Shafer. The meeting adjourned at 7:43 p.m.

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Mayor Carolyn Kay Riggle

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Elaine McCloskey, Council Clerk

**Civil Service Commission  
Motion Summary  
September 7, 2016**

ITEM 1. ROLL CALL

Michael Robinson called the meeting to order at 3:10pm.

Members Present: Michael Robinson and Brooke Acker

Staff Present: Police Chief Bruce Pijanowski, Fire Chief John Donahue, City Council Member Joe DiGenova, Human Resource Manager Jessica Feller, Administrative Services Specialist Julie Williams, and Human Resource Coordinator Lorrie Diaz

ITEM 2. APPROVAL of JULY 6, 2016 Motion Summary of the Civil Service Commission meeting held JULY 6, 2016, as recorded and transcribed. The word "Ergonomics" is corrected to "Ergometrics".

**Motion:** Ms. Acker moved to approve of the Motion Summary for the July 6th Motion Summary as amended, seconded by Mr. Robinson. Motion passed by a 2-0 vote.

ITEM 3. Update Police Officer Certified List

Four names are removed. One withdrew and accepted another position. Three have been hired. There are expected additions to the list for the October meeting. There is one vacancy.

**Motion:** Mr. Robinson moved to update the Police Officer List, seconded by Ms. Acker. Motion passed by a 2-0 vote.

ITEM 4. Update Police Sergeant Promotional List

No vote. The updated list is pending a final promotional process. The list will be presented again for approval in October following the promotion.

ITEM 5. Update Firefighter Certified List

One name is hired and removed. The Fire Department is now at full staffing. There are expected additions to the list for the October meeting.

**Motion:** Mr. Robinson moved to update of the Firefighter Certified List, seconded by Ms. Acker. Motion passed by a 2-0 vote.

ITEM 6. Certify Fire Captain Promotional List

Eight candidates tested. Four passed the examination process. There is one position to be filled.

**Motion:** Ms. Acker moved to certify the Fire Captain Promotional List, seconded by Mr. Robinson. Motion passed by a 2-0 vote.

ITEM 7. Safety Forces Recruiting/Selection Guidelines. Discussion of new language for disqualifiers.

Michael Robinson would like "Federal" added to the codes under the first bullet of "Felony and Criminal Activity", and for these guidelines to be added to the CSC Rules. Darren will change the wording "deferred judgement" to better define the action.

ITEM 8. PUBLIC COMMENTS

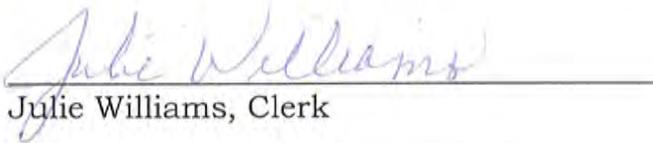
ITEM 9. COMMITTEE COMMENTS

ITEM 10. ADJOURNMENT

Chairman Robinson adjourned the meeting at 3:55 p.m.



Michael Robinson, Chairman



Julie Williams, Clerk

**SISTER CITY ADVISORY BOARD  
MOTION SUMMARY  
July 12, 2016**

ITEM 1. Roll Call

Chairman Guebert called the Sister City Advisory Board meeting to begin at 6:00 p.m.

Members Present: Alejandra Miller, Rita Selle-Grider, Councilmember Jones (arrived at 6:15 p.m.), Mayor Carolyn Riggle, Vice-Chairman Will Kopp and Chairman Rand Guebert

Members Absent: Erin Teets and Dan Bartha

**Motion to Excuse:** Mayor Riggle moved to excuse Mr. Bartha and Ms. Teets, seconded by Vice-Chairman Kopp. Motion approved by a 5-0 vote.

ITEM 2. APPROVAL of the Motion Summary of the Sister City Advisory Board meetings held on April 12, 2016, as recorded and transcribed.

**Motion:** Mayor Riggle moved to approve the motion summary of the Sister City Advisory Board meetings held on April 12, 2016, as recorded and transcribed, seconded by Ms. Selle-Grider. Motion failed by a 4-0-1 (Kopp) vote.

Mayor Riggle requested that the Advisory Board revote on the Motion Summary of the Sister City Advisory Board meeting held April 12, 2016 upon the arrival of Mr. Jones.

**Motion:** Mayor Riggle moved to approve the motion summary of the Sister City Advisory Board meetings held on April 12, 2016, as recorded and transcribed, seconded by Ms. Selle-Grider. Motion approved by a 5-0-1 (Kopp) vote.

ITEM 3. Update on Global Scholars Diploma Program at Hayes

Chairman Guebert discussed the importance of the global exchange program.

ITEM 4. Short term Rotary exchange opportunities

Chairman Guebert discussed the potential for a summer exchange program with Baumholder, Germany in 2017.

ITEM 5. Review of Rand's trip to Baumholder in April

Chairman Guebert discussed the American historic connection with the military base in Baumholder. Chairman Guebert provided information on his

trip and travel. A discussion was held on having World War II veterans attend the opening of the 1<sup>st</sup> Armored Division Museum in Baumholder.

A discussion was held on making contact with the new administration of Baumholder. Ms. Selle-Grider recommended that presentations be provided to residents of Delaware to provide awareness of the different sister cities.

ITEM 6. Updates on any preliminary planning for Sakata in 2017

Chairman Guebert recommended to the board that it be determined by October on who should attend. Chairman Guebert discussed the recommendation by Sakata to accommodate 5 to 6 people.

ITEM 7. The evolving nature of cities—some grow, most shrink

Chairman Guebert discussed the difference of other rural sister cities, such as, Baumholder, compared to Delaware. Chairman Guebert discussed the decline in their population.

ITEM 8. Discussion of Board's annual report

Vice-Chairman Kopp discussed concern over the objective of Omutninsk to focus on students. Chairman Guebert to clarify that the objective of communication by students through social media.

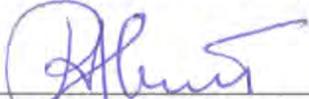
Mayor Riggle requested that Chairman Guebert provide a brief update on the provided report to Council.

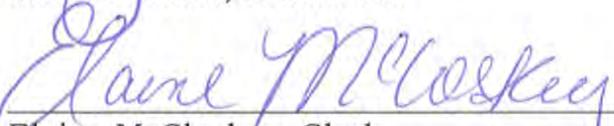
ITEM 9. Date of next meeting: October 11, 2016

A discussion was held on how to increase public awareness and involvement of the sister cities. Mayor Riggle discussed having presentations done at an open house by sponsors that have interests in the various sister cities.

ITEM10. Adjournment

**Motion:** Ms. Miller moved to adjourn the meeting, seconded by Vice-Chairman Kopp. The Sister City Advisory Board Meeting adjourned at 6:51 p.m.

  
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Rand Guebert, Chairman

  
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Elaine McCloskey, Clerk

**BOARD OF ZONING APPEALS  
MOTION SUMMARY  
June 8, 2016**

ITEM 1. Roll Call

Chairman Dick called the meeting to order at 7:00 p.m.

Members Present: Beth Fisher, Adam Vaughn, Todd Daughenbauh, Crystal Brewer, Vice-Chairman Paul Junk, and Chairman Matt Dick.

Members Absent: Councilman George Hellinger

Staff Present: Lance Schultz, Zoning Administrator

**Motion:** Mr. Daughenbauh moved to excuse Councilmember Hellinger, seconded by Vice-Chairman Junk. Motion approved by a 6-0 vote.

ITEM 2. Approval of the Motion Summary of the Board of Zoning Appeals meeting held on March 9, 2016, as recorded and transcribed.

**Motion:** Ms. Brewer moved to approve the Motion Summary for the Board of Zoning Appeals March 9, 2016 meeting, seconded by Mr. Vaughn. Motion approved by a 6-0 vote.

ITEM 3. REGULAR BUSINESS

- (A) 2016-1528: A request by Neal Shine for approval of a side yard building setback variance from 8 feet per Schedule 1134.04 Yard Requirements to approximately 2 feet to construct a two car garage addition on 0.182 acres on property zoned R-3 (One-Family Residential District) located at 148 North Washington Street.

Chairman Dick swore in the following participants from the public:

Neal Shine  
148 North Washington Street  
Delaware, Ohio 43015

Steve Martin  
36 Griswold Street  
Delaware, Ohio 43015

Mr. Schultz provided a staff report that included site location and zoning map. Mr. Schultz provided pictures of the west elevation of the property on North Washington Street. Mr. Schultz reviewed staff recommendations and conditions for approval.

APPLICANT:

Neal Shine  
148 North Washington Street  
Delaware, Ohio 43015

Mr. Shine discussed efforts to inform surrounding neighbors of the request. Mr. Schultz stated that staff received no feedback from neighbors.

PUBLIC PARTICIPATION:

Steve Martin  
36 Griswold Street  
Delaware, Ohio 43015

Mr. Martin indicated that he resides across from the applicant and had no concerns with the requested variance.

**Motion:** Ms. Brewer moved to approve application 2016-1528, finding beyond a reasonable doubt that the decision factors necessary for approval of a Variance according to Chapter 1128 of the Planning & Zoning Code are met with the following conditions recommended by staff; the proposed garage addition shall be set back a minimum 3-6 feet from the south property line; the new curb cut shall be a maximum 20 feet wide and shifted to the north as far as possible while still accommodating garage access; the new curb cut and any potential drainage issues shall achieve compliance with minimum engineering requirements; the existing curb on Griswold and subsequent driveway on subject property shall be eliminated per engineering requirements; the existing street trees shall be replaced if it is eliminated in construction of the new driveway; and the new garage addition shall achieve compliance with the minimal building requirements, seconded by Vice-Chairman Junk. Motion approved by a 6-0 vote.

ITEM 4. BOARD MEMBER COMMENTS AND DISCUSSION

ITEM 5. NEXT REGULAR MEETING: July 13, 2016

ITEM 6. ADJOURNMENT

**Motion:** Vice-Chairman Junk motioned to adjourn the Board of Zoning Appeals meeting, seconded by Mr. Vaughn. Motion was approved by a 6-0 vote. The Board of Zoning Appeals meeting adjourned at 7:20 p.m.

*Matt Dick*

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Matt Dick, Chairman

*Elaine McCloskey*

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Elaine McCloskey, Clerk

**PUBLIC WORKS/PUBLIC UTILITIES COMMITTEE**  
**MOTION SUMMARY**  
**July 5, 2016**

ITEM 1. Roll Call

Chairman Shafer called the meeting to order at 7:00 p.m.

Members Present: Mayor Carolyn Kay Riggle, Vice-Chairwoman Lisa Keller and Chairman Kent Shafer

City Staff Present: Matt Weber, Deputy City Engineer, Charles Dukes, Public Works Superintendent, Brad Stanton, Director of Public Utilities, and Bill Ferrigno, Public Works Director/City Engineer

ITEM 2. APPROVAL of the Motion Summary of the Public Works/Public Utilities Committee meeting held January 5, 2016, as recorded and transcribed.

**Motion:** Vice-Chairwoman Keller moved to approve the Motion Summary of the Public Works/Public Utilities Committee meeting held March 1, 2016, seconded by Mayor Riggle. Motion approved by a 2-0 vote.

ITEM 3. PUBLIC COMMENTS

There was no public comment.

ITEM 4. UPDATE on Public Utilities Projects and Activities

A. UPDATE on AMI System

Mr. Stanton provided an update on public outreach and education. Information was provided on installation process and locations.

ITEM 5. UPDATE on Public Works Projects and Activities

A. Troy Road Bike Way

Mr. Ferrigno provided an update on the progress and expected completion date.

B. 2016 Resurfacing Program

Mr. Ferrigno provided an update on the contractor for the projects. Mr. Ferrigno provided an update on the completed London Road project.

C. Pollock Road Pavement Slips/Repairs

Mr. Weber and Mr. Dukes provided an update on repair efforts that were required after heavy rains which resulted in moderate failure to the pavement.

D. Glenn Road (Sycamore to Berlin Station)

Mr. Ferrigno discussed the use of the consultant for design.

Mr. Ferrigno reviewed and provided an update on the roof at the Public Works facilities. Mr. Ferrigno discussed the need for a supplemental for funding the necessary repairs.

Mr. Ferrigno discussed staff efforts to evaluate street conditions.

Mr. Dukes provided information on base repairs to North Sandusky Street and expected work on West William Street. A discussion was held on the Crack Sealant Program as preventative maintenance.

An update was provided over paver repairs to the downtown area and current winter salt prices.

Mr. Dukes provided information on the completion of the boardwalk at Veterans Park.

ITEM 6. PRESENTATION and CONSIDERATION of Safe Walks Resolution of Necessity (Resolution 16-XX)

Mr. Ferrigno stated that the Resolution of Necessity will be presented to Council. Mr. Ferrigno reviewed the Safe Walks Program Property Evaluation Summary. A discussion was held on the size of tree lawns and problems cause to sidewalks by street trees.

ITEM 7. REVIEW of Transportation Plan Update

ITEM 8. DISCUSSION of Potential Policy on Public Right-of-Way Memorial Displays

Mr. Ferrigno stated that there is currently no formal policy regarding the memorial displays. Mr. Ferrigno discussed the need to look at alternative solutions including possible tree memorials at parks. The Committee members recommended that staff research policies and procedures from other communities.

ITEM 9. DISCUSSION of Downtown Refuse Collection (Update and Discussion of Refuse District)

Mr. Ferrigno discussed current difficulties on South Sandusky, and the limited access to back of buildings for some of the tenants. Mr. Ferrigno reviewed current ordinance and recommended potential charges for violations. A discussion was held on the need to inform property owners and tenants of changes.

Vice-Chairwoman Keller recommended that property owners have a plan for tenants to dispose refuse properly. Chairman Shafer recommended that an evaluation period be set up to determine outcome, and discussed the possible need for an Urban Developer Consultant regarding the issue of refuse and parking.

The Committee members recommended that a progressive fine schedule be set up and advance notification to property owners and tenants on the changes. The Committee members recommend further research and discussion regarding the changes with the City Attorney.

ITEM 10. STAFF COMMENTS

ITEM 11. MEMBER COMMENTS

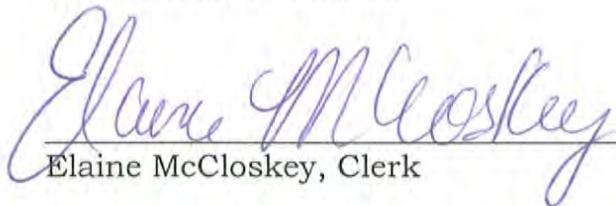
Mrs. Keller discussed weeds between the road and curb areas.

ITEM 12. ADJOURNMENT

**Motion:** Vice-Chairwoman Keller moved to adjourn the Public Works/Public Utilities Committee meeting. The meeting adjourned at 8:32 p.m.



Kent Shafer, Chairman



Elaine McCloskey, Clerk

**PARKS AND RECREATION ADVISORY BOARD  
MOTION SUMMARY  
August 16, 2016**

ITEM 1. Roll Call

Chairwoman Lash called the meeting to order at 7:00 p.m.

Members Present: Joshua Bricker, Cassie Cunningham, Nicole LaMar (exited at 8:05 p.m.), Angela McWhinney, Matt Polites, Councilmember Kyle Rohrer, Vice-Chairwoman Dianna Hibinger and Chairwoman Allyson Lash

Members Absent: Lucas Ratliff

City Staff Present: Linda Mathews, Customer Service City Liaison and Ted Miller, Parks and Natural Resource Director

YMCA Staff Present: Jeremy Byers, Associate Executive Director

**Motion to Excuse:** Mr. Polites moved to excuse Mr. Ratliff, seconded by Councilman Rohrer. Motion approved by an 8-0 vote.

ITEM 2. APPROVAL of the Motion Summary for the meeting held July 19, 2016 as recorded and transcribed.

**Motion:** Mr. Bricker moved to approve the Motion Summary for the meeting held July 19, 2016 as recorded and transcribed, seconded by Mr. Polites. Motion approved by an 8-0 vote.

ITEM 3. PUBLIC COMMENTS

Kyle Campbell  
2280 Oakhurst Lane  
Delaware, Ohio 43015

Mr. Campbell presented to the Board his proposal to create bat houses for his Eagle Scout Project.

ITEM 4. CONSIDERATION OF DELAWARE CRICKET CLUB REQUESTS

Mr. Miller provided diagrams of the placement of the cricket field in reference to different city parks. Mr. Miller recommends possible placement at Mingo or Veterans Memorial Park. Mr. Miller discussed the need to look at the scheduling of the fields for other sports events to determine availability.

**PUBLIC COMMENT:**  
Sreedhar Aeddy

Cheshire Road  
Delaware, Ohio

Mr. Aeddy discussed the cricket season which is typically from April through the beginning of October. Mr. Aeddy discussed the field size and recommends minimal field size between 60-70 yards. Mr. Aeddy informed the Board that the club can help raise funds to purchase a portable pitching pad. Mr. Miller informed Mr. Aeddy of the approximate cost for the pad.

ITEM 5. UPDATE of YMCA Recreation Services

The Advisory Board had no questions or concerns regarding the update provided by Mr. Byers.

ITEM 6. DISCUSSION OF Upcoming Programs and Events

Mr. Byers reviewed with the Board upcoming youth events, holiday sports camp, and adult sports.

Mr. Polites recommended a rock climbing camp. Ms. LaMar discussed the interest in having obstacle course type events.

Discussion was held on the City of Delaware Residents vs. Non-Residents fees for programs and camps.

ITEM 7. UPDATE of Parks Activities

The Advisory Board had no questions or concerns regarding the update provided by Mr. Miller.

ITEM 8. RECONSIDERATION of Parks and Facilities Naming and Dedication Policy

Mr. Miller discussed input received from the city attorney regarding corporate sponsorship. Mr. Miller to define this section in more details and will review with the Advisory Board at a later date.

ITEM 9. DISCUSSION and RECOMMENDATION regarding the Vacation of Riverview Park

Mr. Miller discussed that with the recent expansion of the water treatment plant, increase security needs, and the decrease in the utilization in the park that staff is recommending that the park turn into an open field area. Mr. Miller discussed the difficulty accessing the park currently. Mr. Miller to research city policy and notification needs to the public.

ITEM 10. DISCUSSION and RECOMMENDATION of HVGC Advisory Committee

Mr. Miller requested to table the discussion until further input can be received from City Council.

ITEM 11. DISCUSSION of Play Equipment for Lexington Glen Park

Mr. Miller reviewed with the Advisory Board the design concept plan for changes to the park area. No concerns voiced regarding the changes.

ITEM 12. DISCUSSION and RECOMMENDATION on Shelter Rentals

Mr. Miller discussed the need to look at revising the current policy to provide more opportunities for rentals. Mr. Miller discussed the possible implementation of a security deposit, in which the Advisory Board voiced their support for. Mr. Miller also discussed the plan to have online scheduling available for shelter rentals.

ITEM 13. DISCUSSION on Field Usage Fees

Ms. Mathews discussed current rental fees for field usage. Discussion was held to implement a rental fee for events that are charging participants admission. Ms. Mathews discussed the cost to line a field for sporting events and use of fields for tournaments.

Discussion was held on the rental policy for Non-Profit Organizations. Mr. Miller discussed other communities that rent out for a reduced fee. Mr. Bricker recommended that higher demand shelters be exempt from any free rental.

ITEM 14. STAFF COMMENTS

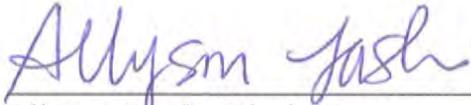
Mr. Miller provided information on the upcoming Ironman Triathlon.

Mr. Bricker questioned if a feasibility study had been completed to determine if the field availability meets the needs of the community.

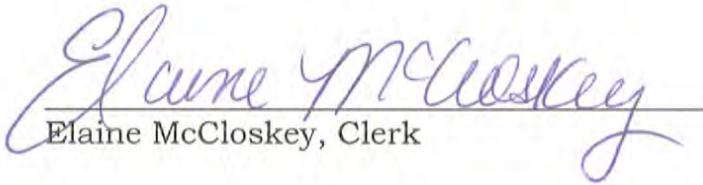
ITEM 15. MEMBERS COMMENTS

ITEM 16. ADJOURNMENT

**Motion:** Vice-Chairwoman Hibinger moved to adjourn the Parks and Recreation meeting, seconded by Mr. Bricker. The meeting adjourned at 8:15 p.m.



Allyson Lash, Chairwoman



Elaine McCloskey, Clerk

**PLANNING COMMISSION  
MOTION SUMMARY  
September 7, 2016**

ITEM 1. Roll Call

Chairwoman Keller called the Planning Commission meeting to order at 7:00 p.m.

Members Present: Robert Badger, George Mantzoros, Jim Halter, Dean Prall, Vice-Chairman Stacy Simpson, and Chairwoman Lisa Keller

Staff Present: Jennifer Stachler, Assistant City Engineer, Lance Schultz, Zoning Administrator, and Dave Efland, Planning and Community Development Director

ITEM 2. Approval of the Motion Summary of the Planning Commission meeting held on August 3, 2016, as recorded and transcribed.

**Motion:** Mr. Badger moved to approve the Motion Summary for the August 3, 2016 meeting, seconded by Mr. Prall. Motion approved by a 6-0 vote.

ITEM 3. REGULAR BUSINESS

A. 2016-2522: A request by Georgetown Properties of Delaware for approval for a Development Plan Exemption for a maintenance building addition to Georgetown Apartments on approximately 0.77 acres zoned R-6 (Multi-Family Residential District) and located at 80 Georgetown Drive.

**Anticipated Process**

a. Staff Presentation

Mr. Schultz reviewed the zoning map and aerial photographs. Mr. Schultz discussed the proposed site plan and proposed building elevations.

b. Applicant Presentation

**APPLICANT:**

Chris Bailey  
80 Georgetown Dr.  
Delaware, Ohio 43015

Mr. Bailey discussed the need for storage and plans to purchase a mower.

c. Public comment (no public hearing)

There was no public comment.

d. Commission Action

**Motion:** Vice-Chairman Simpson moved to approve 2016-2522, along with all staff conditions and recommendations, seconded by Mr. Prall. Motion approved by a 6-0 vote.

- B. 2016-2630: A request by the Hamilton Parker Company for approval of a Development Plan Exemption for a new storage structure to the Hamilton Parker Company facility on 2.627 acres zoned R-4 (Medium Density Residential District) and located at 188 East William Street.

**Anticipated Process**

a. Staff Presentation

Mr. Schultz reviewed the proposed site plan and building elevation. Discussion was held regarding the architectural standards. Mr. Efland discussed the plan to match the existing building and that it will be located in the back.

b. Applicant Presentation

**APPLICANT:**

Brad Hall  
188 E. William St.  
Delaware, Ohio 43015

Mr. Hall discussed the plan to match the exterior color to the existing building.

c. Public comment (no public hearing)

There was no public comment.

d. Commission Action

**Motion:** Mr. Prall moved to approve 2016-2630, along with all staff conditions and recommendations, seconded by Mr. Badger. Motion approved by a 6-0 vote.

C. Lantern Chase

- (1) 2016-2530: A request by Westport Homes for approval of a Final Subdivision Plat for Lantern Chase Phase 2 Section 6 Part 2 consisting of 45 single family lots on approximately 30.316 acres zoned R-3 (One Family Residential District) and located on Glemsbury Drive, Connaught Place, Cedar Creek Street and Lanthorn Pond Drive.
- (2) 2016-2531: A request by Westport Homes for approval of a Final Subdivision Plat for Lantern Chase Phase 2 Section 6 Part 3 consisting of 35 single family lots on approximately 8.049 acres zoned R-3 (One

Family Residential District) and located on Connaught Place and Marblewood Drive.

**Anticipated Process**

a. Staff Presentation

Mr. Schultz reviewed the Approved Amended Preliminary Subdivision Plat. Mr. Schultz discussed amenities including open space, park area, and preservation area.

Mr. Halter discussed original agreement that amenities would be included under Smith Park. Mr. Efland discussed the previous request for additional amenities for park space and that the proposed subdivision plat was presented by the developer.

Chairwoman Keller requested information on potential parking restrictions along the curve on Lanthorn Pond Drive. Ms. Stachler discussed the minimal standards to be 32 feet, and that at this time there was no proposed parking restrictions.

b. Applicant Presentation

**APPLICANT:**

Terry Andrews  
1229 Shagbark Road  
Gahanna, Ohio 43230

c. Public comment (no public hearing)

**PUBLIC PARTICIPATION:**

John Rybka  
212 Tara Glen Dr.  
Delaware, Ohio 43015

Mr. Rybka requested information on the proposed prices for the housing. Mr. Rybka provided an estimate of the proposed pricing for the homes.

Ross & Jackie Nelson  
2249 Dates St.  
Delaware, Ohio 43015

Mr. Nelson and Mrs. Nelson requested safety measures to be placed at retention ponds due to children in the area. Mrs. Nelson discussed the used of slope.

d. Commission Action

**Motion:** Mr. Halter moved to approve 2016-2530, along with all staff conditions and recommendations, seconded by Mr. Prall. Motion approved by a 6-0 vote.

**Motion:** Mr. Halter moved to approve 2016-2531, along with all staff conditions and recommendations, seconded by Mr. Prall. Motion approved by a 6-0 vote.

ITEM 4. PLANNING DIRECTOR'S REPORT

Mr. Efland reminded the Commission of the rescheduled Planning Commission meeting for October 19, 2016.

Mr. Efland discussed the planning efforts by Vice-Mayor Shafer on parking in the downtown area.

ITEM 5. COMMISSION MEMBER COMMENTS AND DISCUSSION

Mr. Prall requested an update regarding plans to appoint a new member to the Planning Commission. Mr. Efland provided information on recent interviews for the open seat.

Vice-Chairman Simpson requested an update regarding code enforcement. Mr. Efland discussed the recent removal by a developer on the temporary signage.

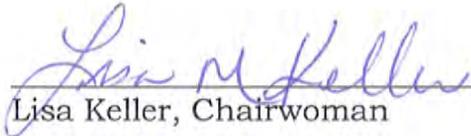
Mr. Halter requested an update on plans for the property that was formally utilized by Buehlers. Mr. Efland provided an update on recent interest for the property.

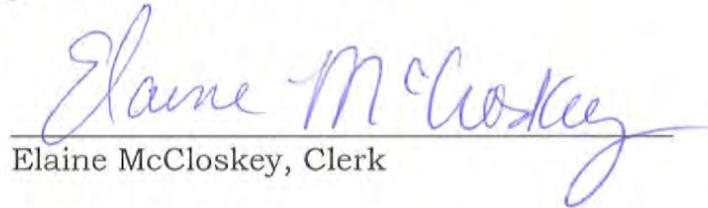
Chairwoman Keller voiced a concern regarding the increase vegetation in and surrounding retention ponds, specifically around the Houk Road and Cobblestone Drive retention pond. Mr. Efland discussed regulations for vegetation. Ms. Stachler discussed minimal depth standards to help reduce and control vegetation.

ITEM 6. NEXT REGULAR MEETING: October 19, 2016

ITEM 7. ADJOURNMENT:

**Motion:** Chairwoman Keller moved for the September 7, 2016 Planning Commission meeting to adjourn. The meeting adjourned at 7:46 p.m.

  
\_\_\_\_\_  
Lisa Keller, Chairwoman

  
\_\_\_\_\_  
Elaine McCloskey, Clerk



## FACT SHEET

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AGENDA ITEM NO: 9

DATE: 10/24/16

ORDINANCE NO: 16-94

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

---

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: R. Thomas Homan, City Manager

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**TITLE OF PROPOSED ORDINANCE/RESOLUTION:**

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH HERITAGE OHIO AND SPONSORING ORGANIZATION, MAIN STREET DELAWARE.

**BACKGROUND:**

The enclosed agreement between the State of Ohio, Main Street Delaware and the City of Delaware, is required by Heritage Ohio, the state agency which runs Ohio's Main Street Program. The agreement, which would take effect January 1, 2017, establishes the roles and responsibilities of each entity. It will automatically self-renew, unless a party provides written notification 30 days prior to the expiration of the Agreement.

This new agreement is virtually the same as prior agreements, except there are new requirements as to the National Main Street Center, which is covered in Attachment A, the Trademark Sublicense Agreement.

The city's responsibilities are outlined on page 4, under Training.

Staff recommends approval of this agreement.

**REASON WHY LEGISLATION IS NEEDED:**

This is an intergovernmental agreement which requires Council action, per the Charter.

**COMMITTEE RECOMMENDATION:**

N/A

**FISCAL IMPACT(S):**

**POLICY CHANGES:**

N/A

**PRESENTER(S):**

R. Thomas Homan, City Manager

Susie Bibler, Main Street Delaware Executive Director

**RECOMMENDATION:**

Adopt the ordinance either on the first or second reading.

**ATTACHMENT(S)**

Agreement

ORDINANCE NO. 16-94

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH HERITAGE OHIO AND SPONSORING ORGANIZATION, MAIN STREET DELAWARE.

WHEREAS, Heritage Ohio, City of Delaware, and Main Street Delaware wish to enter into an agreement. Heritage Ohio will enter into this agreement with Main Street Delaware to provide services in return for active and meaningful participation in the Ohio Main Street Program by Main Street Delaware as specified in the attached agreement.

WHEREAS, the City of Delaware agrees to recognize the importance of downtown as it relates to the economic health and quality of life of the community by supporting Main Street Delaware, recognize the importance of utilizing the Main Street Approach by participating in Ohio Main Street Program trainings and events, and participate in state revitalization efforts evidenced by an annual membership in Heritage Ohio,.

NOW THEREFORE BE IT ORDAINED, by Council of the City of Delaware, Ohio as follows:

SECTION 1. That the City Manager is hereby authorized and directed to enter into an agreement with Heritage Ohio and Main Street Delaware (see attached Agreement).

SECTION 2. This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law including Section 121.22 of the Revised Code.

VOTE ON RULES SUSPENSION:

YEAS\_\_\_ NAYS\_\_\_  
ABSTAIN \_\_\_

PASSED: \_\_\_\_\_, 2016

YEAS\_\_\_ NAYS\_\_\_  
ABSTAIN \_\_\_

ATTEST: \_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR

**AGREEMENT FOR PARTICIPATION IN  
HERITAGE OHIO, INC.'S  
OHIO MAIN STREET PROGRAM**

**Agreement Number: OMSP-17-05**

This agreement (the "Agreement") is made and entered into as of January 1, 2017 by Heritage Ohio, Inc., an Ohio non-profit corporation ("Heritage Ohio"), The City of Delaware, a municipal government (the "Municipal Government"), and the sponsoring organization, Main Street Delaware, an Ohio non-profit corporation (the "Sponsor"), (collectively, the "Parties").

BACKGROUND INFORMATION

**WHEREAS**, the National Main Street Center, Inc. ("NMSC") operates a membership program called Main Street America™ that works to preserve and revitalize downtowns and neighborhood commercial districts.

**WHEREAS**, NMSC has appointed Heritage Ohio as the state coordinating agency of the State of Ohio to administer and oversee the local Ohio Main Street Program ("OMSP") on its behalf.

**WHEREAS**, the Sponsor, in conjunction with Municipal Government, runs a Main Street program.

**WHEREAS**, Heritage Ohio provides certain services to the Sponsor and the Municipal Government in connection with the Sponsor's and the Municipal Government's participation in the OMSP.

**WHEREAS**, Heritage Ohio, the Sponsor and the Municipal Government wish to enter into this Agreement to set forth certain agreements with respect to their respective involvement with the OMSP.

STATEMENT OF AGREEMENT

**NOW, THEREFORE**, in consideration of the foregoing and mutual promises and covenants set forth below, the Parties have agreed to the following:

I. PROVISIONS RELATED TO THE AGREEMENT.

(a) TERM OF THE AGREEMENT.

(i) INITIAL TERM. The term of this Agreement shall begin the date hereof and end on December 31, 2017 unless sooner terminated pursuant to the terms of this Agreement.

(ii) AUTOMATIC RENEWAL. This Agreement shall be automatically renewed under the same terms and conditions listed herein and all annual OMSP fees shall be

payable in the amount set forth by Heritage Ohio by the first (1<sup>st</sup>) day of January of each calendar year, unless written notice of termination is received by either Party not less than thirty (30) days prior to the date of expiration of the Agreement.

(b) TERMINATION OF THE AGREEMENT. If the Sponsor fails to fulfill its obligations under this Agreement in a timely manner as reasonably determined by Heritage Ohio, in its sole discretion, or if the Sponsor violates any terms of this Agreement, including, but not limited to the violation of the terms of the Trademark Sublicense Agreement attached hereto as Attachment A, Heritage Ohio shall have the right to terminate this Agreement and withhold further services by giving the Sponsor not less than thirty (30) days' written notice. Upon termination of this Agreement, the Sponsor shall discontinue any further use of the Main Street America™ name as set forth in Attachment A hereto.

(c) PROBATION. The Sponsor may be put on probation if the Sponsor fails to fulfill its obligations under this Agreement in a timely manner as reasonably determined by Heritage Ohio, in its sole discretion, and if Heritage Ohio reasonably determines in its sole discretion that the Sponsor's failure to fulfill its obligations does not warrant termination of this Agreement. Heritage Ohio will notify the Sponsor of the reason for and terms of the probationary period. If the Sponsor is put on probation, Heritage Ohio may withhold its services until specific corrective action has been taken by the Sponsor.

(d) INSUFFICIENT FUNDS. Notwithstanding any other provisions of this Agreement, if Heritage Ohio's funds anticipated for continued fulfillment, at any time, not forthcoming or insufficient, or through discontinuance or material alteration of the program for which funds were provided, then Heritage Ohio shall have the right to amend or terminate this Agreement without penalty by giving the Sponsor not less than sixty (60) days' written notice of amendment or termination.

## 2. THE SPONSOR AGREES TO:

### (a) POLICIES AND PROCEDURES.

(i) OMSP POLICIES AND PROCEDURES. The Sponsor shall, at all times, be in compliance with OMSP policies and procedures as adopted by Heritage Ohio in its role as state coordinating agency responsible for the Main Street Approach® on behalf of the NMSC.

(ii) DOWNTOWN REVITALIZATION APPROACH. The Sponsor shall implement a comprehensive approach to downtown and neighborhood commercial district revitalization following the Main Street Four-Point Approach recommended by the NMSC and Heritage Ohio. The Sponsor's approach shall include development of annual written work plans and the establishment of a strong, broad-based organizational system. The Sponsor shall submit the work plan to Heritage Ohio for review annually, as a component of the Sponsor's annual evaluation documents.

(iii) MAIN STREET AMERICA™. The Sponsor shall agree to all terms outlined in the Main Street America Trademark Sublicense Agreement as attached hereto as

Attachment A, and the Sponsor will return a signed copy to Heritage Ohio as part of this Agreement.

(b) OMSP ADMINISTRATION.

(i) FEES. The Sponsor shall render annual payment of Three Thousand Nine Hundred Fifty and No/100 Dollars (\$3,950.00) for services provided by Heritage Ohio.

1. QUARTERLY PAYMENT SCHEDULE. Heritage Ohio shall provide the Sponsor the opportunity to make quarterly payments of the annual payment to Heritage Ohio. The Sponsor will notify Heritage Ohio of its intention of utilizing the Quarterly Payment Schedule at least thirty (30) days prior to January 1st each year.

2. ON-TIME SINGLE PAYMENT DISCOUNT. Heritage Ohio shall provide the Sponsor with a discount of Fifty and NO/100 Dollars (\$50.00) for annual payments made in full by January 1st of each new contract year.

3. EARNING BACK FEES. Heritage Ohio shall provide the Sponsor the opportunity to “Earn Back” up to Five Hundred and No/100 Dollars (\$500.00) of OMSP fees annually in accordance with the terms of the “Earn Back Policy” on file at Heritage Ohio. Earn back opportunities include, a copy of which has been provided to Sponsor:

a. Chairperson of the OMSP Executive Directors Advisory Committee receives an earn back credit of Three Hundred Dollars and NO/100 (\$300.00).

b. Invited executive directors participating on a DART visit committee and completing a final report shall receive an earn back credit of Two Hundred and NO/100 Dollar (\$200.00).

4. PAST-DUE ACCOUNTS. If the Sponsor has a past-due account, it may have all OMSP services suspended until payment in full is received.

(ii) BUDGET AND FINANCIAL STATEMENT. The Sponsor shall raise and expend funds and in-kind services for continuation of the OMSP, including but not limited to maintaining an office with the necessary travel (i.e. travel costs to OMSP workshops, Heritage Ohio annual conference, and National Main Street Center conference). The Sponsor shall present their budget and financial statement to Heritage Ohio annually at annual evaluation.

(iii) REPORTING AND RECORDKEEPING. The Sponsor shall maintain data for monitoring their progress, submit quarterly reinvestment statistics reports using formats provided by Heritage Ohio within 15 days of the end of each calendar quarter, and provide other information requested by Heritage Ohio on or before the identified deadlines. The Sponsor recognizes that failure to submit quarterly reinvestment statistics reports may jeopardize Heritage

Ohio's standing with the OMSP and the NMSC, and could result in the termination of this Agreement pursuant to Section 1(b).

(c) OMSP WORKSHOPS, CONFERENCES, AND EVENTS. The Sponsor shall attend three (3) training opportunities and three (3) executive director roundtable events as part of the annual accreditation as a National Main Street Program.

(d) LOCAL PROGRAM STAFFING. The Sponsor shall employ paid professional staff that will be responsible for the day-to-day administration of its program. The following is anticipated in connection with staffing:

(i) STAFFING. For communities under 6,000 in population and neighborhood commercial districts, the director shall be paid for a minimum of twenty-five (25) hours per week. For communities over 6,000 in population, the director shall be paid for a minimum of forty (40) hours per week (or one (1) full-time employee equivalent with approved documentation). Salaries shall be comparable to other economic development professionals in the area. Heritage Ohio may grant exemptions for staffing, in its sole discretion, following a written request by the Sponsor.

(ii) NO THIRD-PARTY CONTRACTS. No third-party contracts for management or other similar services shall be accepted.

(iii) STAFF VACANCIES. In the event the executive director's position of the Sponsor is vacated during the term of this Agreement, the Sponsor shall fill the position within one hundred and twenty (120) days.

(e) ANNUAL EVALUATION. The Sponsor shall complete an evaluation form for accreditation as a National Main Street Program set forth in Attachment B hereto on or before March 15<sup>th</sup> of each contract year. The Sponsor will schedule a one (1)-day site visit with Heritage Ohio to evaluate the Sponsor's progress for a prior 12-month period. In addition to routine program materials, the evaluation will require presentation of the Sponsor's program of work, board roster and budget.

3. THE MUNICIPAL GOVERNMENT AGREES TO:

(a) TRAINING.

(i) MUNICIPAL GOVERNMENT ATTENDANCE AT OMSP TRAINING. The Municipal Government shall use its best efforts to ensure that a representative of the Municipal Government attends any training and conference held throughout the State of Ohio by Heritage Ohio.

(b) HERITAGE OHIO MEMBERSHIP. The public-private partnership is a core concept of the Main Street Approach. Thus, the Municipal Government shall maintain its annual community city/village membership with Heritage Ohio at Five Hundred and NO/100 Dollars (\$500.00) annually. This provision exists to ensure the Municipal Government receives full benefit of the OMSP. In the event of the Municipal Government not maintaining the annual membership, the Sponsor shall be responsible for keeping the membership current.

4. HERITAGE OHIO AGREES TO:

(a) OMSP ADMINISTRATION - EVALUATION. Heritage Ohio shall conduct a one (1)-day site visit to evaluate the Sponsor's progress for a prior 12-month period, such period to be determined at the discretion of Heritage Ohio. In addition to routine program materials, the evaluation will require presentation of the Sponsor's program of work, board roster, and budget and financial statements. The site visit shall include evaluation for accreditation as a National Main Street Program.

(b) RESOURCES - ADVICE AND ASSISTANCE. Heritage Ohio shall provide advice, technical assistance, limited design assistance and on-site visits to the Sponsor on a continuing basis, as requested by the Sponsor.

(c) TRAINING.

(i) CALENDAR OF EVENTS. Heritage Ohio shall provide an annual OMSP calendar of events by the first (1<sup>st</sup>) of November of each year. The calendar of events will be accessible on the Heritage Ohio, Inc. website ([www.heritageohio.org](http://www.heritageohio.org)) for all OMSP participants.

(ii) OMSP ORIENTATION. Heritage Ohio shall conduct OMSP executive director training for the staff at a minimum of once annually.

(iii) ON-SITE TRAINING. Heritage Ohio shall conduct one (1) on-site training session in the community, to create a strategic plan as the basis of the Sponsor's program of work which will provide for the development of goals, objectives and annual work planning.

(iv) REVITALIZATION WORKSHOPS. Heritage Ohio shall conduct meetings and workshops to further develop and refine the skills of the Sponsor's staff, board members, committee members and Municipal Government representatives. Such meetings and workshops shall be held around the state in OMSP communities mutually agreed upon by Heritage Ohio and the OMSP Executive Directors Advisory Committee.

(v) ANNUAL CONFERENCE. Heritage Ohio shall conduct an annual statewide conference providing a forum and sessions to promote education and networking with other individuals and communities and with local, state and national agencies involved in downtown revitalization. Heritage Ohio shall provide two (2) basic registrations for the annual conference to all Ohio Main Street Programs.

(vi) NATIONAL MAIN STREETS CONFERENCE. Heritage Ohio shall provide one (1) basic registration for the National Main Streets Conference hosted by the National Main Street Center for all Ohio Main Street Programs.

(d) PUBLICITY.

(i) PRESS COVERAGE. Heritage Ohio shall facilitate and promote ongoing press coverage of OMSP.

5. INDEMNIFICATION. Sponsor shall indemnify and hold harmless Heritage Ohio and its directors, trustees, officers, employees, and agents from any and all damages, losses, liabilities, obligations, penalties, claims, litigation, demands, defenses, judgments, suits, proceedings, costs, disbursements or expenses of any kind or of any nature whatsoever (including, without limitation, reasonable attorneys' and experts' fees and disbursements) which may at any time be imposed upon, incurred by or asserted or awarded against the other arising from or in connection with this Agreement, the performance of any obligations or activities in furtherance of the OMSP by Sponsor, its directors or trustees, officers, employees, subcontractors, suppliers, agents or joint ventures. Sponsor shall bear all costs associated with the defense of Heritage Ohio and its directors, trustees, officers, employees, and agents against any claim for which Sponsor may be liable pursuant to this Section 5.

6. SPONSOR REPRESENTATIONS, WARRANTIES AND COVENANTS. The Sponsor hereby represents, warrants and covenants to Heritage Ohio:

(a) The Sponsor is and will continue to be a non-profit corporation, duly organized and validly existing in good standing under the laws of the State of Ohio.

(b) The Sponsor has the full power and authority to enter into and perform its obligations under this Agreement.

7. COUNTERPARTS; FACSIMILE OR ELECTRONIC SIGNATURES. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. This Agreement may be signed by facsimile signatures or other electronic delivery of an image file reflecting the execution hereof, and if so signed, may be relied on by all parties as if the document were a manually signed original and will be binding on the undersigned for all purposes.

8. APPLICABLE LAW. This Agreement shall be construed and enforced in accordance with the laws of the State of Ohio.

9. SEPARABILITY OF PROVISIONS. Each provision of this Agreement shall be considered separable and if for any reason any provision which is not essential to the effectuation of the basic purposes of this Agreement is determined to be invalid and contrary to any existing or future law, such invalidity shall not impair the operation of or affect those provisions of this Agreement which are valid.

*[Remainder of the page intentionally blank; signature page follows.]*

**IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT**

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Representative of Municipal Government

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Name of Municipal Government

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Sponsor President

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sponsor Name

\_\_\_\_\_  
Name of Program

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair of Board, Heritage Ohio

\_\_\_\_\_  
Print Name

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Executive Director, Heritage Ohio

\_\_\_\_\_  
Print Name

ATTACHMENT A

Trademark Sublicense Agreement

# ATTACHMENT A

## TRADEMARK SUBLICENSE AGREEMENT

This Trademark Sublicense Agreement (“Sublicense Agreement”) is entered into between Heritage Ohio, Inc. (“**Coordinating Program**”) and Main Street Delaware, Inc. (“**Sublicensee**”), effective as of the last date written below. For good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

### 1. Background.

A. The National Main Street Center, Inc. (“NMSC”) operates a membership program called MAIN STREET AMERICA™. As a part of that program, MAIN STREET AMERICA™ Coordinating Program Membership is available to statewide, regional or citywide organizations that oversee multiple local downtown and neighborhood programs within their service area and work to preserve and revitalize commercial districts. Local Program membership in the MAIN STREET AMERICA™ program is available at the Affiliate or Accredited levels to individual programs or organizations that satisfy the membership eligibility criteria described on the NMSC website (currently located at: <http://www.preservationnation.org/main-street/about-main-street/main-street-america/main-street-america-tier.html#.VmYLY7grLIU>).

B. Organization is a Coordinating Program member of NMSC in good standing and has entered into a Trademark License Agreement with the NMSC which grants to the State Program the right to sublicense to its Local Programs the use of the NMSC name and trademarks described below.

C. Sublicensee is a Local Program Member in good standing of the MAIN STREET AMERICA™ program at the Accredited level. Sublicensee is also located within the Coordinating Program’s geographic service area. Therefore, Sublicensee has the opportunity to enter into this Trademark License Agreement, which grants certain rights to use the NMSC’s name and trademarks, including MAIN STREET AMERICA™ and MAIN STREET®, as described below.

D. The NMSC’s parent entity, the National Trust for Historic Preservation (“National Trust”), owns the following registered trademarks, which it has delegated to the NMSC the right to sublicense. NMSC and Coordinating Program have entered into a Trademark Licensing Agreement which grants the Coordinating Program the right to sublicense the following registered trademarks:

Mark	U.S. Registration Number
MAIN STREET	Reg. Nos. 3,365,568 and 2,057,207
NATIONAL MAIN STREET CENTER	Reg. No. 2,013,837

These registered trademarks owned by the National Trust, together with the MAIN STREET AMERICA™ word marks and logos referred to in Section 2.A.1 below, the NATIONAL MAIN STREET CENTER logo referred to in Section 2.A.ii below are referred to herein as the “Trademarks.”

E. The Trademarks are well known and recognized by the general public and associated in the public mind with the NMSC and the National Trust. The Coordinating Program and the Sublicensee recognize the mutual benefits that accrue from the Sublicensee’s use of the Trademarks in accordance with the terms and conditions of this Sublicense Agreement, including the recognition and credibility brought to the Sublicensee through its use of these Trademarks and the

**National Main Street Center  
Local Program Accredited Member Sublicensing Agreement**

benefit to the Coordinating Program and NMSC from association with high-performing Local Programs.

**2. Grant of Sub-License.**

A. Subject to the terms and conditions of this Sublicense Agreement, the Coordinating Program hereby grants the Sublicensee the non-exclusive right and license to use the Trademarks to identify and promote its participation in the MAIN STREET AMERICA™ program, as well as its relationship and association with the Coordinating Program and NMSC, in connection with the following activities:

- i. **MAIN STREET AMERICA™ word and logo marks.** The Sublicensee's rights to use the MAIN STREET AMERICA™ word mark and the following MAIN STREET AMERICA logo are limited to Sublicensees which are members in good standing at the Accredited membership level of the MAIN STREET AMERICA™ program:

For use by Local Programs who are Designated Members at the Accredited Level:



- ii. **NATIONAL MAIN STREET CENTER® word and logo marks.** The Sublicensee's right to use the NATIONAL MAIN STREET CENTER® word mark and the following NATIONAL MAIN STREET CENTER logo solely and exclusively to indicate its association with the National Main Street Center:



- iii. **MAIN STREET® word mark.** The Sublicensee's right to use the MAIN STREET trademark is limited to use made to identify Sublicensee and/or its activities, including as part of the name of the Licensee (e.g. "Main Street Iowa"), in connection with commercial district revitalization and related consultation, education, and training.

**3. Scope of and Limitations on Use.** Use of the Trademarks by the Sublicensee will be subject to the following limitations:

A. Sublicensee must display the Accredited level MAIN STREET AMERICA membership mark on their website. All uses of the MAIN STREET AMERICA word mark and logo by Sublicensee must follow the specific mark, color, and character usage set forth in the Brand Identity Guidelines attached as Exhibit A, which are incorporated by reference as if fully set forth herein. Sublicensee will not use or develop any different logos or designs (including any symbols or

**National Main Street Center  
Local Program Accredited Member Sublicensing Agreement**

stylized presentations), in connection with the MAIN STREET AMERICA mark or logo. Use of the MAIN STREET AMERICA word mark and logos by Sublicensee is a mandatory condition of membership in the MAIN STREET AMERICA program.

B. The MAIN STREET mark, as part of the name and identity of Sublicensee's organization, programs, and activities, can be used on materials designed to promote the work of Sublicensee (e.g., website, brochures, newsletter, letterhead or other printed promotional materials). The right to use the MAIN STREET mark by the Sublicensee is an optional benefit of membership in the MAIN STREET AMERICA program.

C. All uses of the NATIONAL MAIN STREET CENTER logo by Sublicensee must follow the specific mark, color, and character usage set forth in the Brand Identity Guidelines attached as Exhibit A, which are incorporated by reference as if fully set forth herein. Sublicensee will not use or develop any different logos or designs (including any symbols or stylized presentations) in connection with the NATIONAL MAIN STREET CENTER mark. Use of the NATIONAL MAIN STREET CENTER logo by Sublicensee is an optional benefit of membership in the MAIN STREET AMERICA program.

D. This Sublicense Agreement is subject to the terms, conditions, and limitations of the Trademark License Agreement between NMSC and the Coordinating Program.

E. Sublicensee will not apply to register any of the Trademarks, or any other trademark that incorporates any part of the Trademarks or "National Trust for Historic Preservation." Sublicensee will not state or imply that it owns any such trademarks.

F. The Sublicensee will not use the Trademarks in combination with or in juxtaposition with other trademarks except as may be approved in writing by the NMSC. The Sublicensee will apply and display the ® symbol and the ™ symbol next to or with respect to the Trademarks as directed by the Coordinating Program.

G. Other than as specifically provided herein, Sublicensee is not granted any other rights to use, license or sublicense the Trademarks.

**4. Term.** This Sublicense Agreement will become effective immediately upon the date of last signature below, and, unless terminated early under Sections 5 or 10, will be effective through December 31, 2016, at which time it may be renewed by mutual written agreement of the parties hereto.

**5. Conditions.** This Sublicense Agreement between State Program and Sublicensee is conditioned upon Sublicensee having an active MAIN STREET AMERICA membership at the Accredited level with NMSC. The requirements of this membership are currently available at: <http://www.preservationnation.org/main-street/about-main-street/main-street-america/main-street-america-tier.html#.VmYLY7grLIU>, and are incorporated herein by reference.

**6. Acknowledgment of Ownership.** Use of the Trademarks indicates acknowledgment by the Sublicensee of the NMSC's and the National Trust's rights and title to the Trademarks, (i.e. MAIN STREET AMERICA, NATIONAL MAIN STREET CENTER, and MAIN STREET), and that Sublicensee will not at any time do, or permit to be done, any act or thing that will in any way impair the rights of the NMSC or the National Trust. All use of the Trademarks by the Sublicensee will inure to the benefit of the NMSC and the National Trust.

**National Main Street Center  
Local Program Accredited Member Sublicensing Agreement**

**7. Good will and promotional value.** Sublicensee recognizes and acknowledges the value of good will associated with the Trademarks and agrees that it will not conduct any activity, provide any service, or produce or distribute goods which in any way damages or reflects adversely upon the NMSC or the National Trust.

**8. Non-assignment.** This Sublicense Agreement is personal to the Sublicensee, and may not be assigned to any other individual, program, organization, or agency. Any attempted assignment will be null and void.

**9. Compliance Verification.** It is the responsibility of the Sublicensee to verify compliance with the terms of this Sublicense Agreement, and to provide complete and accurate usage reports to the State Program. If the State Program or the NMSC has reason to believe that the Sublicensee is in violation of this Sublicense Agreement, the State Program or NMSC shall have the right to make inquiries with Sublicensee as necessary to determine compliance. In such case, the Sublicensee will cooperate with the State Program and/or NMSC in its investigation and provide in a timely fashion any and all information that is requested.

**10. Termination.**

A. Coordinating Program may terminate this Sublicense Agreement if the Sublicensee violates any of the provisions of this Sublicense Agreement or fails to satisfy the membership criteria established by the NMSC for Accredited Local Programs. Such termination will be effective thirty (30) days after the Coordinating Program sends written notice of such termination to Sublicensee. During this thirty (30) day period, Sublicensee may attempt to cure such violation. If the violation is not cured during this period, the termination will be effective upon the expiration of the thirty (30) day period.

B. This Sublicense Agreement will automatically terminate immediately without any notice required, notwithstanding the above paragraph, if the Coordinating Program or NMSC determines: (i) that sublicensee's actions could negatively affect the goodwill, image, or reputation of the NMSC, the National Trust for Historic Preservation, the Coordinating Program, or any of the Trademarks; (ii) the Sublicensee discontinues all or a significant portion of its business; (iii) the National Trust terminates, revokes, or fails to renew the NMSC's rights to use, license, or sublicense the Trademarks; or (iv) the NMSC terminates, revokes or fails to renew the Coordinating Program's rights to use, license or sublicense the Trademarks.

C. Upon the expiration or early termination of this Agreement, the Sublicensee will discontinue use of the Trademarks and will destroy and delete tangible and electronic documents and files containing any such marks, except for a limited number of copies retained for archival purposes only.

**11. Governing Law.** This Agreement is entered into in the District of Columbia and will be governed by and construed in accordance with the laws of the District of Columbia, USA, without giving effect to conflict of laws provisions.

**12. Annual Report, Notices, Other Communication.** Upon request by the Coordinating Program or NMSC, Sublicensee shall submit samples of any materials on which the Trademarks licensed under this agreement were used during the year. Such samples shall be submitted within ten business days of receipt of a written request from the Coordinating Program or NMSC.

National Main Street Center  
Local Program Accredited Member Sublicensing Agreement

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**National Main Street Center  
Local Program Accredited Member Sublicensing Agreement**

**13. Notices.** Any notices which either party is required or may desire to serve upon the other party shall be in writing and may be served either personally or by depositing the same in the mail (first class postage prepaid, certified and return receipt requested) or with a reputable overnight express delivery service (with confirmed delivery, charge prepaid or billed to shipper), addressed to the party to be served as follows, unless a different address is designated in writing by the party to be served. Notice shall also be required to be given by electronic mail on the same date as deposited in the mail. Notice given by mail alone shall not be sufficient.

**To Coordinating Program:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**To Sublicensee:**



Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**14. Successors.** This Agreement shall be binding upon, and will inure to the benefit of, the parties and their respective permitted successors and assigns.

**15. Modification.** No amendment or modification of the terms or conditions of this License Agreement will be valid unless in writing and signed by both parties.

**16. Waiver.** The failure of either party to partially or fully exercise any right or the waiver by either party of any breach, shall not prevent a subsequent exercise of such right or be deemed a waiver of any subsequent breach of the same or any other term of this Sublicense Agreement. No waiver shall be valid or binding unless in writing and signed by the waiving party.

**17. Severability.** If any provision of this Sublicense Agreement or the application of any provision hereof to any person or circumstances is held to be void, invalid, or inoperative, the remaining provisions of this Agreement shall not be affected and shall continue in effect and the invalid provision shall be deemed modified to the least degree necessary to remedy such invalidity.

**18. Entire Agreement.** This Sublicense Agreement is the entire agreement between the parties with respect to the matters referred to herein and it supersedes and replaces all prior and contemporaneous oral and written understandings pertaining to the subject matter hereof.

**Coordinating Program**

**Sublicensee**

By: \_\_\_\_\_  
Name, Title

By: \_\_\_\_\_  
Name, Title

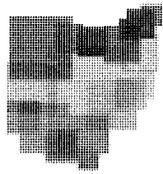


ATTACHMENT B

Program Evaluation Report



# ATTACHMENT B



**HERITAGE  
OHIO**

846 1/2 East Main Street  
Columbus, OH 43205

P 614.258.6200

Vital Places. Vibrant Communities.

# **2015 Year-End Program Evaluation Report**

## **Heritage Ohio Main Street Program**

# Introduction

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The purpose of the annual Heritage Ohio Main Street Program year-end assessment visit is to recognize program accomplishments made in 2015, to address and discuss additional downtown revitalization issues, and to eliminate barriers to achieving your work plan goals and activities. This assessment is not meant to be a qualitative ranking to compare your community's 2015 downtown revitalization and management activities with other programs, and no official "report card" will be issued. Main Street communities vary considerably in their downtown revitalization priorities, financial and volunteer resources, and the scope and types of downtown revitalization activities the Main Street program decides to undertake; therefore, comparison between communities is impossible. Instead, the evaluation examines the effectiveness of the local Main Street program within its own context and circumstances, and recommends a level of activity the organization and community is prepared to undertake in the coming year appropriate to your overall goals and objectives.

During this year-end assessment visit, information will be collected from several sources, including input from municipal partners, and on-site interviews with the board and committee members and staff. This information will be integrated into recommendations organized within the context of the Ten National Main Street Community Criteria. The National Main Street Community Criteria certification program is intended to promote national standards of performance for established Main Street organizations, and annual accreditation for programs meeting the standards. These standards, developed by the National Trust Main Street Center (NTMSC), in cooperation with state, city and countywide Main Street coordinating programs, provide benchmarks and guidelines on how a Main Street revitalization program should optimally function, and serve as an incentive for programs to operate more effectively. Your compliance of the Memorandum of Agreement with Heritage Ohio is also monitored during the evaluation process.

# National Main Street Program Accreditation Criteria

1. Broad-based community support .....
2. Vision and mission statements .....
3. Comprehensive work plan .....
4. Historic preservation ethic .....
5. Active board and committees .....
6. Adequate operating budget .....
7. Paid professional staff .....
8. Program of ongoing training .....
9. Reporting of key statistics .....
10. Main Street Network membership .....

Recommendations for discussion during next year's evaluation:

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In order for a local program to be designated as an Accredited Heritage Ohio Main Street Program, the organization must meet eligibility requirements and receive a score of at least 7 points on each of the 10 criteria.

**Total number of accreditation criteria receiving 7 or more points: \_\_\_\_\_**

Your community's Main Street Program **IS / IS NOT** accredited for 2015.

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Signature of Evaluator \_\_\_\_\_ Date \_\_\_\_\_

# 1. Broad-based Community Support

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At its best, a local Main Street program represents and involves a coalition of organizations, agencies, businesses, and individuals from throughout the community — not just those who own property or businesses in the commercial district or who have a direct economic tie to it, but all members of the community who are interested in the community's overall health. Involvement by both the public and private sectors is critical as well; neither sector can revitalize the commercial district without the skills and vantage points of the other. Ideally, both sectors will participate in the revitalization process by providing funding, leadership, and ideas, and by encouraging collaboration between existing programs to assist the revitalization process. By actively involving a broad range of interests and perspectives in the revitalization process, the Main Street program leverages the community's collective skills and resources to maximum advantage. The overall goal is for a broad range of constituencies from both sectors to understand and be philosophically committed to the revitalization process and, to that end, to commit the maximum resources possible to achieve the goal of revitalizing the commercial district.

---

## Indicators-

- Board representation comes from at least 7 of the following entities: chamber, CVB, city, county, preservation organization, district property owner, district business owner, resident, large employer, other community institution/organization (1 point) \_\_\_\_\_
- Organization recruited 10 new volunteers during 2015 (1 point) \_\_\_\_\_
- Staff spends 20% of their hours per week working with downtown district stakeholders (1 point) \_\_\_\_\_
- Organization actively works to recruit new members and retain existing members (1 point) \_\_\_\_\_
- Public support comprises at least 10% but less than 50% of 2015 budget revenue (1 point) \_\_\_\_\_
- Organization partnered with at least two other organizations in 2015 (1 point) \_\_\_\_\_
- Met with a majority of city/village council members outside of regularly scheduled council meetings (1 point) \_\_\_\_\_
- Met with county commissioner/state rep/state senator (1 point) \_\_\_\_\_
- Organization can demonstrate a strong relationship with top city official (mayor, city Director, council president) (1 point) \_\_\_\_\_
- Organization maintains an active public relations campaign that includes tools such as a newsletter, updated website, facebook page, twitter account, press releases, annual meeting, annual report (1 point) \_\_\_\_\_

**TOTAL** \_\_\_\_\_

# 2. Vision and Mission Statement

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A mission statement communicates the organization's sense of purpose and overall direction. A vision statement communicates and describes the look and feel of the district when the mission has been accomplished. The mission statement can state the method to achieve the community's vision for their downtown.

Be mindful that neither is simply a slogan. Both should be developed with the participation of the board, committees, program volunteers, and the community.

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### Indicators-

- Board completed or reviewed strategic plan in previous year (2 points) \_\_\_\_\_
- Organization has reviewed the mission statement \_\_\_\_\_  
in the previous year (2 points)
- Current, clear and appropriate mission statement (2 points) \_\_\_\_\_
- Current and clear vision statement or written long-term goals (2 points) \_\_\_\_\_
- All board members are familiar with the mission statement (1 point) \_\_\_\_\_
- Organization actively promotes the mission to the public using tools such \_\_\_\_\_  
as its website, business cards, press releases, banners, etc (1 point)

**TOTAL** \_\_\_\_\_

# 3. Comprehensive Work Plan

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A comprehensive annual work plan provides a detailed blueprint for the organization's activities; reinforces the program's accountability both within the organization and in the broader community; and provides measurable objectives by which the program can track its progress. Tasks with names of people assigned to those tasks are important.

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## Indicators-

- Board of Directors completed and adopted a strategic fundraising plan for \_\_\_\_\_ 2015 (2 points)
- Economic Vitality Committee work plan includes multiple projects, \_\_\_\_\_ measurable goals, multiple volunteers, specific tasks, completion dates, \_\_\_\_\_ and budget/costs, with regular updates to the board (2 points)
- Design Committee work plan includes multiple projects, measurable goals, \_\_\_\_\_ multiple volunteers, specific tasks, completion dates, and budget/costs, \_\_\_\_\_ with regular updates to the board (2 points)
- Organization Committee work plan includes multiple projects, measurable \_\_\_\_\_ goals, multiple volunteers, specific tasks, completion dates, and budget/ \_\_\_\_\_ costs, with regular updates to the board (2 points)
- Promotions Committee work plan includes multiple projects, measurable \_\_\_\_\_ goals, multiple volunteers, specific tasks, completion dates, and budget/ \_\_\_\_\_ costs, with regular updates to the board (2 points)

TOTAL \_\_\_\_\_

# 4. Historic Preservation Ethic

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Historic preservation is central to a Main Street program's purpose. The historic buildings and public spaces of a traditional commercial district enrich civic life and add value on many levels to the community. Developing a historic preservation ethic is an ongoing process of education and discovery for a community and for a local Main Street program. Main Street programs that have embraced a strong historic preservation ethic are successful in saving, rehabilitating, and finding new uses for traditional commercial buildings and in intensifying the uses of the district's buildings, through both specific building improvement projects and through policy and regulatory changes, which make it easier to develop property within the commercial district.

Some Main Street programs purport to support preservation values, but do not fully understand that preservation is an ethic, not just an activity or group of activities. Historic preservation involves not only the process of rehabilitating, restoring, or renovating older commercial buildings but also the process of adopting preservation-friendly planning and land use policies, and removing other barriers to downtown investment.

---

## Indicators-

- City/village maintains an active design review board that includes a downtown district, or, organization can demonstrate advocacy efforts to enact design review in its district (1 point) \_\_\_\_\_
- Downtown district listed in the National Register of Historic Places (1 point) \_\_\_\_\_
- Organization completed a preservation project in 2015 (1 point) \_\_\_\_\_
- Local funding is in place to assist with building improvements (1 point) \_\_\_\_\_
- Organization provided property owners with design assistance (1 point) \_\_\_\_\_
- Community is a Certified Local Government (1 point) \_\_\_\_\_
- Municipality has a code enforcement strategy in place (1 point) \_\_\_\_\_
- Main Street organization representative attended a preservation training/workshop in 2015 (1 point) \_\_\_\_\_
- No historically significant buildings were demolished in 2015. If a building was lost, demonstrate how the organization mounted a campaign to stop the demolition (1 point) \_\_\_\_\_
- A downtown building was appropriately renovated in 2015 (1 point) \_\_\_\_\_

**TOTAL** \_\_\_\_\_

# 5. Active Board & Committees

---

Main Street revitalization is an ongoing process of changing a community's attitudes about its traditional commercial district(s). The direct involvement of an active board of directors and active committees is key to this process. The Main Street director is responsible for facilitating the work of volunteers, not for single-handedly revitalizing the commercial district. In some cases, local Main Street programs have been launched by or have merged with other organizations, which have a broader agenda (such as a chamber of commerce or a community development corporation). A local Main Street program in one of these circumstances has a better chance of long-term success if it maintains focus on its particular purpose and if its mission statement, work plan, budget, and governing body remain distinct from that of the larger organization in which it is contained. A full board that meets regularly, as stated in its by-laws, is extremely important.

---

## Indicators-

- Board is active in fundraising for the organization (1 point) \_\_\_\_\_
- Organization achieved 100% in personal board giving in 2015 (1 point) \_\_\_\_\_
- Board met regularly (monthly, bi-monthly) and had a quorum for at least 80% of meetings as well as quorum at the annual evaluation (1 point) \_\_\_\_\_
- Each board member also serves as either an officer or committee member (1 point) \_\_\_\_\_
- Organization has by-laws document, board member commitment letter, board member job description, and formal board member orientation (1 point) \_\_\_\_\_
- Organization has Directors and Officers insurance (1 point) \_\_\_\_\_
- Economic Vitality Committee – majority of committee attended at least 75% of scheduled meetings, completed at least two projects, and has an active committee chair (1 point) \_\_\_\_\_
- Design Committee – majority of committee attended at least 75% of scheduled meetings, completed at least two projects, and has an active committee chair (1 point) \_\_\_\_\_
- Organization Committee – majority of committee attended at least 75% of scheduled meetings, completed at least two projects, and has an active committee chair (1 point) \_\_\_\_\_
- Promotions Committee – majority of committee attended at least 75% of scheduled meetings, completed at least two projects, and has an active committee chair (1 point) \_\_\_\_\_

**TOTAL** \_\_\_\_\_

# 6. Adequate Operating Budget

---

In order to be successful, a local Main Street program must have the financial resources necessary to carry out its annual program of work. The size of a program's budget will change as the program matures (in its early years, it may need less money than in its growth years). In addition, program budgets are likely to vary according to regional economic differences and community size.

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## Indicators-

- Cities: Main Street organization has an annual budget of at least \$70,000 \_\_\_\_\_  
Villages: Main Street organization has an annual budget of at least \$40,000 \_\_\_\_\_  
(1 point)
- Funding is derived from at least 5 of the following sources: Membership, \_\_\_\_\_  
earned income, sponsorship, municipal support, county support, bed tax,  
charitable contributions, and other community organizations (1 point)
- Not more than 50% of the budget is derived from a single source (public \_\_\_\_\_  
support, stakeholder support, earned income) (1 point)
- Earned income comprises at least 25% of 2015 budget revenue (1 point) \_\_\_\_\_
- Stakeholder support (membership) comprises at least 25% of 2015 budget \_\_\_\_\_  
revenue (1 point)
- Budget includes travel expenses to attend the Heritage Ohio annual con- \_\_\_\_\_  
ference, the revitalization training series, and National Main Streets Con-  
ference (1 point)
- Organization had at least 3 months of operating reserves at the end of \_\_\_\_\_  
2015 (1 point)
- Board has adopted a comprehensive Financial Policies/Procedures docu- \_\_\_\_\_  
ment (1 point)
- Organization has an active treasurer who makes regular monthly finan- \_\_\_\_\_  
cial reports to the board (1 point)
- Organization has an annual audit or review (1 point) \_\_\_\_\_

**TOTAL** \_\_\_\_\_

# 7. Staff Management & Development

---

Coordinating a successful Main Street program requires a trained, professional staff person whose sole job focus is the downtown. Main Street Directors come from a broad range of academic and professional backgrounds. The most successful Main Street Managers are those who are good communicators, can motivate volunteers, and have good project management skills, keeping revitalization activities moving forward on schedule and on budget. **The Main Street Director's position is full-time (generally 40+ hours per week). In communities with population under 5,000, a part-time director is usually acceptable (generally 25+ hours per week).**

Date of Hire for Main Street/Organization Director: \_\_\_\_\_

Date of 2015 employee evaluation: \_\_\_\_\_

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## Indicators-

- Staff salary meets Ohio Main Street salary average - \$42,500 (1 point) \_\_\_\_\_
- Staff will receive retirement benefit in 2016 (1 point) \_\_\_\_\_
- Staff will receive health insurance in 2016 (1 point) \_\_\_\_\_
- Executive staff was in place for at least 10 months during 2015 (1 point) \_\_\_\_\_
- Executive staff made regular monthly reports to the board (1 point) \_\_\_\_\_
- Executive staff received a formal written evaluation during 2015, during which performance expectations & compensation package of staff were reviewed/revised (2 points) \_\_\_\_\_
- Organization provided staff with professional development opportunities in 2015 (1 point) \_\_\_\_\_
- Executive staff answers to and has only 1 boss, typically the board chair (1 point) \_\_\_\_\_
- Executive staff is active and engaged in the community (1 point) \_\_\_\_\_

**TOTAL** \_\_\_\_\_

# 8. Program of Ongoing Training

---

In order to meet new challenges and ensure a strong organization, Main Street program participants need ongoing training. Participants—both staff and volunteers—need different skills in different phases of the revitalization process. For that reason, the skills a program’s participants learn in the program’s catalyst phase are rarely adequate for the growth or management phases. As staff and volunteer turnover occurs, new staff members and new volunteers will need basic Main Street training. Moreover, all program participants should stay current on issues that affect traditional commercial districts and on new revitalization techniques and models. Regular attendance at Revitalization Series trainings and Director Roundtable meetings is required for Main Street executive staff. **Staff and volunteer attendance at training opportunities such as the Heritage Ohio Annual Conference and the National Main Street Conference is strongly recommended.**

---

## Indicators-

- Staff attended at least 3 Main Street quarterly trainings and at least 3 Main Street quarterly Director Roundtable meetings (4 points) \_\_\_\_\_
  - Organization representative (staff and/or volunteer) attended a full day of Heritage Ohio’s annual conference and/or attended the National Main Street Conference (2 points) \_\_\_\_\_
  - At least 2 volunteers (board members, committee members) viewed a Heritage Ohio Webinar (1 point) \_\_\_\_\_
  - Volunteer attended a revitalization training (1 point) \_\_\_\_\_
  - Organization has an orientation process in place to acclimate new volunteers for working within a Main Street context (1 point) \_\_\_\_\_
  - Staff did attend non-profit management training in 2015 (1 point) \_\_\_\_\_
- TOTAL** \_\_\_\_\_

# 9. Reporting of Key Statistics

---

Tracking statistics—reinvestment, job and business creation, etc—provides a tangible measurement of the local Main Street program's progress and is crucial to garnering financial and programmatic support for the revitalization effort. **Statistics must be collected on a regular, ongoing basis, and shared whenever appropriate.**

---

## Indicators-

- Organization submitted 2015 quarterly reinvestment reports no later than 15 days after the end of each calendar quarter (4 points) \_\_\_\_\_
  - Organization creates/distributes an annual report promoting work plan accomplishments and reinvestment statistics (2 points) \_\_\_\_\_
  - Staff regularly communicates with Heritage Ohio outside of trainings and networking meetings (1 point) \_\_\_\_\_
  - Staff is using the Ohio Main Street and/or National Main Street list serve as a tool to improve your district (1 point) \_\_\_\_\_
  - Staff actively participates at the Main Street networking meetings (1 point) \_\_\_\_\_
  - Organization holds an annual meeting to raise public awareness about and promote its impact on revitalization (1 point) \_\_\_\_\_
- TOTAL** \_\_\_\_\_

# 10. Main Street Membership

---

Participation in the National Trust Main Street Network membership program connects local programs to their counterparts throughout the nation, providing them with valuable information and resources.

---

## Indicators-

- Organization is current with Heritage Ohio Main Street Dues (3.33 points) \_\_\_\_\_
- City is current with Heritage Ohio Municipal Membership (3.33 points) \_\_\_\_\_
- Organization is a current National Main Street Network member (3.33 points) \_\_\_\_\_

**TOTAL** \_\_\_\_\_

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**Total number of accreditation criteria receiving 7 or more points: \_\_\_\_\_**

**Organizations scoring at least 7 points on  
all 10 criteria will receive accreditation.**

# A. Attachments

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Please include the following attachments in paper -or- electronic form to assist us in providing the most accurate evaluation of your program possible.

---

<b>Attachments-</b>	<b>Supplied by program</b>	<b>Received by HO</b>
• Board roster	<input type="checkbox"/>	<input type="checkbox"/>
• Committee rosters	<input type="checkbox"/>	<input type="checkbox"/>
• Committee attendance numbers for 2015 (percentage of committee members attending 2015 meetings)	<input type="checkbox"/>	<input type="checkbox"/>
• Mission statement and vision statement	<input type="checkbox"/>	<input type="checkbox"/>
• Annual work plan for each committee (include board and/or staff work plans if your organization completes these)	<input type="checkbox"/>	<input type="checkbox"/>
• Long-range strategic plan	<input type="checkbox"/>	<input type="checkbox"/>
• 2015 budget showing revenue/expense	<input type="checkbox"/>	<input type="checkbox"/>
• Balance sheet preferably showing assets, liabilities, and equity as of 12/31/2015	<input type="checkbox"/>	<input type="checkbox"/>

# B. Value for your Annual Dues

---

Occasionally we're asked about the services a program receives in exchange for their annual \$3,950 Main Street dues. Given that this expense can represent a significant portion of a program's budget, explaining the benefits and services provided during the annual evaluation represents the perfect opportunity to review this information so you can be assured you're making a smart investment.

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<b>Benefits/Services</b>	<b>Value</b>	<b>MS Program Cost</b>
• Revitalization Series Trainings (4/yr)	\$600	\$0
• Director Roundtable Meetings (4/yr)	\$400	\$0
• Heritage Ohio Annual Conference (2 free)	\$400	\$0
• Main Street Conference Registration	\$350	\$0
• Annual Evaluation	\$500	\$0
• Executive Director Orientation	\$250	\$0
• Unlimited email/phone consultations	\$500	\$0
• On-Site Technical Assistance Visit	\$750	\$0
• Strategic Planning Session	\$500	\$0
• Program marketing*	\$1,000	\$0
• Main Street Google Group	\$120	\$0
• Retail Minded Magazine subscription	\$250	\$0
• Real Estate Resource Team	\$1,000	\$0
• Tax Credit assistance (1 project per downtown)	\$1,500	\$0
<b>Total Cost</b>	<b>\$8,120</b>	<b>\$3,950</b>
<b>Main Street Program cost savings</b>	<b>\$4,170</b>	

\* Program marketing includes content on visitohiomainstreet.com, Facebook promotion, and eblast event marketing





## FACT SHEET

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AGENDA ITEM NO: 10

DATE: 10/24/16

ORDINANCE NO: 16-95

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

---

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Darren Shulman, City Attorney  
David Moser, Assistant City Attorney/Prosecutor

---

**TITLE OF PROPOSED ORDINANCE/RESOLUTION:**

AN ORDINANCE AUTHORIZING THE ANNEXATION OF 2.856± ACRES OF LAND, MORE OR LESS, AT THE NORTHWEST CORNER OF CHESHIRE ROAD AND GLENN PARKWAY, FOR THE FUTURE SITE OF FIRE STATION #304, AND DECLARING AN EMERGENCY.

**BACKGROUND:**

Site is located at NW corner of Cheshire Road and Glenn Parkway. Property is contiguous to City limits, and owned entirely by the City. Site is proposed location for future Fire Station No. 304.

Proposed Timeline

Design/ Build RFP Release	on or before December 12, 2016
Selection	on or before January 30, 2017
Demolition and Construction Begins	April 1, 2017 (weather dependent)
Substantial Completion	December 1, 2017 (weather dependent)

**REASON WHY LEGISLATION IS NEEDED:**

Preliminary action by Council is needed in order to move forward with petitioning the County and to bring this future site for Fire Station No. 304 within city limits.

**COMMITTEE RECOMMENDATION:**

N/A

**FISCAL IMPACT(S):**

The bidding process for site construction (design-build) is expected to begin immediately.

**POLICY CHANGES:**

N/A

**PRESENTER(S):**

Darren Shulman, City Attorney

David Moser, Assistant City Attorney/Prosecutor

**RECOMMENDATION:**

Approval

**ATTACHMENT(S)**

Petition for Annexation

Legal Description

Map

ORDINANCE NO. 16-95

AN ORDINANCE AUTHORIZING THE ANNEXATION OF 2.856± ACRES OF LAND, MORE OR LESS, AT THE NORTHWEST CORNER OF CHESHIRE ROAD AND GLENN PARKWAY, FOR THE FUTURE SITE OF FIRE STATION #304, AND DECLARING AN EMERGENCY.

WHEREAS, the City of Delaware purchased 2.856± acres of land, more or less, at the northwest corner of Cheshire Road and Glenn Parkway; and,

WHEREAS, the City of Delaware seeks to use the territory proposed for annexation as the future site of Fire Station #304; and,

WHEREAS, the subject property is contiguous territory, owned only by the City of Delaware, and is fully described in an accurate legal description and plat attached hereto as Exhibits "A" and "B", respectively.

NOW, THEREFORE, BE IT ORDAINED by the City Council of Delaware, Ohio that:

SECTION 1. The annexation of the property described in Exhibits A and Exhibit B attached is hereby authorized.

SECTION 2. The City Attorney or his designee is hereby authorized to prosecute all proceedings necessary to effect such annexation pursuant to Sections 709.15 and 709.16 and related sections of the Ohio Revised Code.

SECTION 3. This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law including Section 121.22 of the Revised Code.

SECTION 4. EMERGENCY CLAUSE. That this ordinance is hereby declared to be an emergency measure, necessary to provide for the public peace, property, health, safety, welfare, or to provide for the usual daily operation of a department or an office of the City and further to facilitate the annexation prior to commencement of major construction of Firehouse #304, and as such, will be in full force immediately upon its passage.

VOTE ON RULE SUSPENSION:

YEAS\_\_\_NAYS\_\_\_  
ABSTAIN \_\_\_

EMERGENCY CLAUSE:

YEAS\_\_\_NAYS\_\_\_

PASSED: \_\_\_\_\_, 2016

ABSTAIN \_\_\_\_

YEAS \_\_\_\_ NAYS \_\_\_\_

ABSTAIN \_\_\_\_

ATTEST: \_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR

**PETITION FOR ANNEXATION**  
**UPON APPLICATION OF MUNICIPAL CORPORATION**  
**PURSUANT TO OHIO REVISED CODE §§ 709.15 AND 709.16**

October \_\_\_\_, 2016

To the Board of County Commissioners of Delaware County, State of Ohio:

The City of Delaware, Ohio, being the owner of real estate in the territory hereinafter described, hereby petitions for the annexation of the following described territory to the City of Delaware, Delaware County, Ohio, in the manner provided for by Sections 709.15 and 709.16 of the Ohio Revised Code.

The City of Delaware respectfully represents that, under an ordinance of the Delaware City Council duly passed by not less than a majority of its elected members on \_\_\_\_\_, 2016, the territory hereinafter described was authorized to be annexed to the City of Delaware.

Petitioner has attached hereto and made a part of this petition an accurate legal description of the perimeter of the territory sought to be annexed, titled "Description of 2.856 Acre Tract for Annexation Purposes (Expedited II)", attached hereto as Exhibit "A".

Petitioner has attached hereto and made a part of this petition an accurate map or plat of the territory sought to be annexed, attached hereto as Exhibit "B".

The described territory proposed to be annexed is contiguous territory owned only by the City of Delaware.

The City of Delaware therefore respectfully petitions that the territory may be annexed to the City of Delaware.

Respectfully Submitted,

\_\_\_\_\_  
David Moser 0090834  
Assistant Delaware City Attorney and  
Agent for the Petitioner,  
City of Delaware, Ohio  
One South Sandusky Street  
Delaware, Ohio 43015  
Phone: 740-203-1187  
Email: [dmoser@delawareohio.net](mailto:dmoser@delawareohio.net)

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**Description of 2.856 Acre Tract  
For Annexation Purposes (Expedited II)**

Situated in the State of Ohio, County of Delaware, Township of Liberty, being part of Farm Lots 7 and 20, Quarter Township 4, Township 4, Range 19, United States Military Lands, being 2.626 acres out of Farm Lot 7, being 0.230 acres out of Farm Lot 20, being 1.014 acres out of Lot 241 of Tippecanoe Subdivision of record in Plat Book 6, Page 85 known as Tract 1 described in a deed to the City of Delaware, Ohio of record in Official Record Volume 1059, Page 2118, being a 0.46 acre tract of land (0.461 acres calculated) known as Tract 2 described in a deed to the City of Delaware, Ohio of record in Official Record Volume 1059, Page 2118, being a 1.013 acre tract of land known as Tract 3 described in a deed to the City of Delaware, Ohio of record in Official Record Volume 1059, Page 2118, being 0.138 acres out of the north right-of-way of Cheshire Road (County Road 72), being 0.230 acres out of a 13.240 acre tract of land described in a deed to The Board of Commissioners of Delaware County, Ohio of record in Official Record Volume 655, Page 983, and being more particularly described as follows:

**BEGINNING** at the southeast corner of said Lot 241, being on the west line of a 2.00 acre tract of land known as Tract 2 described in a deed to the City of Delaware, Ohio of record in Official Record Volume 622, Page 1941, being on the north right-of-way line of said Cheshire Road, and being on the west line of the existing City of Delaware Corporation Line, Ordinance Number 10-17, of record in Official Record Volume 956, Page 1803;

Thence South  $03^{\circ}38'19''$  West, a distance of 80.00 feet with the west line of said 2.00 acre tract, crossing said Cheshire Road right-of-way, crossing said 13.240 acre tract, and with the west line of the existing City of Delaware Corporation Line, to the north line of the existing City of Delaware Corporation Line, Ordinance Number 06-99, of record in Official Record Volume 755, Page 1610;

Thence North  $86^{\circ}18'41''$  West, a distance of 200.70 feet crossing said 13.240 acre tract and with the north line of the existing City of Delaware Corporation Line, to a point;

Thence North  $03^{\circ}38'19''$  East, a distance of 619.80 feet crossing said 13.240 acre tract, crossing said Cheshire Road right-of-way, with the west line of said Lot 241, with the west line of said 0.46 acre tract, with the west line of said 1.013 acre tract, with the east line of Lot 240 of said Tippecanoe Subdivision, and with the east line of a 1.464 acre tract of land known as Tract 1 described in a deed to John M. Sabo and Tracy L. Sabo of record in Deed Book 655, Page 711, to the northwest corner of said 1.013 acre tract, being at the northeast corner of said 1.464 acre tract, being on the south line of an original 49.677 acre tract of land described in a deed to Homerock, LLC of record in Official Record Volume 341, Pages 894 and 898, and being on the south line of the existing City of Delaware Corporation Line, Ordinance Number 02-124, of record in Plat Cabinet 3, Slide 23;

Thence South  $86^{\circ}18'41''$  East, a distance of 200.70 feet with the north line of said 1.013 acre tract, with the south line of said original 49.677 acre tract, and with the south line of the existing City of Delaware Corporation Line, to the northeast corner of said 1.013 acre tract, being at the northwest corner of said 2.00 acre tract, and being on the west line of the existing City of Delaware Corporation Line;

Thence South 03°38'19" West, a distance of 539.80 feet with the east line of said 1.013 acre tract, with the east line of said 0.46 acre tract, with the east line of said Lot 241, with the west line of said 2.00 acre tract, and with the west line of the existing City of Delaware Corporation Line, to the **TRUE POINT OF BEGINNING** containing 2.856 acres of land, more or less.

**Summary of Annexation Territory:**

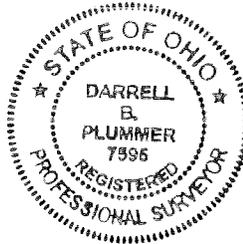
Total Length of Contiguity = 1021.20 Feet  
Total Perimeter = 1641.00 Feet  
Total Contiguity Percentage = 62%  
Continuous Contiguity Percentage (Min) = 6%  
Length of Public R/W (Cheshire Road) = 200.70 Linear Feet

No island of unincorporated area is being created with this Annexation.

**Basis of Bearings:** Bearings are based on data acquired by GPS observations as per NAD 83 (1986) - Ohio State Plane Coordinate System - North Zone from the Delaware County Geodetic Control Monumentation.

The above description is based on and referenced to an exhibit titled "Map of Territory to be Annexed to The City of Delaware (Expedited II Annexation)" prepared by CT Consultants, attached hereto and made a part hereof. All references are to the records of the Recorder's Office, Delaware County, Ohio.

*Darrell B. Plummer 10/6/2016*  
\_\_\_\_\_  
Darrell B. Plummer, Professional Surveyor No. 7595      Date



**County Engineer**  
Delaware County, Ohio

I hereby certify the within to be a true copy of the document that is on file in the Map Department.

CHRIS E. BAUSERMAN, P.E., P.S.  
County Engineer

By *[Signature]*, Date *10.7.16*

MAP OF TERRITORY TO BE ANNEXED TO  
**THE CITY OF DELAWARE, OHIO**  
(EXPEDITED II ANNEXATION)

SITUATED IN THE STATE OF OHIO, COUNTY OF DELAWARE, TOWNSHIP OF LIBERTY,  
BEING PART OF FARM LOTS 7 AND 20, QUARTER TOWNSHIP 4, TOWNSHIP 4, RANGE 19,  
UNITED STATES MILITARY LANDS.

**ACREAGE SUMMARY**

FARM LOT 7 = 2.626 AC.  
FARM LOT 20 = 0.230 AC.  
TOTAL AREA TO BE ANNEXED = 2.856 AC.

1.013 ACRE TRACT = 1.013 AC.  
0.46 ACRE TRACT = 0.461 AC.  
LOT 241 = 1.014 AC.  
CHESHIRE ROAD = 0.138 AC.  
13.240 ACRE TRACT = 0.230 AC.  
TOTAL AREA TO BE ANNEXED = 2.856 AC.

**SUMMARY OF ANNEXATION TERRITORY**

TOTAL LENGTH OF CONTIGUITY = 1021.20'  
TOTAL PERIMETER = 1641.00'  
TOTAL CONTIGUITY PERCENTAGE = 62%  
CONTINUOUS CONTIGUITY PERCENTAGE (MIN) = 6%  
LENGTH OF PUBLIC R/W (CHESHIRE ROAD) = 200.70 L.F.

**NOTE**

NO ISLAND OF UNINCORPORATED AREA IS BEING CREATED WITH THIS ANNEXATION.

**BASIS OF BEARINGS**

BEARINGS ARE BASED ON DATA ACQUIRED BY GPS OBSERVATIONS AS PER NAD 83 (1986) - OHIO STATE PLANE COORDINATE SYSTEM - NDRTH ZONE FROM THE DELAWARE COUNTY GEODETIC CONTROL MONUMENTATION.

**NOTE**

ALL RECORD INFORMATION SHOWN HEREON WAS OBTAINED FROM THE RECORDER'S OFFICE, DELAWARE COUNTY, OHIO.

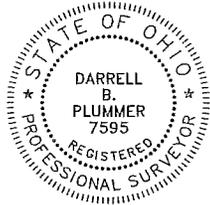
EXISTING CITY OF DELAWARE CORP. LINE

PROPOSED CITY OF DELAWARE CORP. LINE

AREA TO BE ANNEXED



SCALE: 1" = 80'



I HEREBY STATE THAT THIS SURVEY IS BASED ON ACTUAL FIELD MEASUREMENTS AND RECORD INFORMATION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IS CORRECT.

*Darrell B. Plummer* 10/6/2016  
DARRELL B. PLUMMER, P.S.  
PROFESSIONAL SURVEYOR NO. 7595

DATE

HOMEROCK, LLC  
O.R.V. 341, PG. 894  
O.R.V. 341, PG. 898  
ORIGINAL 49.677 ACRES

S 86°18'41" E  
200.70'

EXISTING CITY OF DELAWARE CORP. LINE  
ORD. NO. 02-124,  
P.C. 3, SLIDE 23

CITY OF DELAWARE

LIBERTY TOWNSHIP

TRACT 3  
1.013 ACRES

2.856 ACRE TRACT

EXISTING CITY OF DELAWARE CORP. LINE  
ORD. NO. 10-17,  
O.R.V. 956, PG. 1803

JOHN M. SABO &  
TRACY L. SABO  
D.B. 655, PG. 711  
1.464 ACRES (TRACT 1)

TRACT 2  
2.00 ACRES

TRACT 2  
0.46 ACRES

N 03°38'19" E 619.80'

S 03°38'19" W 539.80'

TIPPECANOE SUBDIVISION  
PLAT BOOK 6, PAGE 85

CITY OF DELAWARE, OHIO  
O.R.V. 622, PG. 1941  
TRACT 1  
2.008 ACRES

TRACT 2  
LOT 240

LOT 241

CITY OF DELAWARE, OHIO  
O.R.V. 1059, PG. 2118  
TRACT 1

P.O.B.

CHESHIRE ROAD  
(COUNTY ROAD 72)

FARM LOT 7  
FARM LOT 20

LIBERTY TOWNSHIP  
CITY OF DELAWARE

N 86°18'41" W 200.70'

S 03°38'19" W  
80.00'

EXISTING CITY OF DELAWARE CORP. LINE  
ORD. NO. 06-99,  
O.R.V. 755, PG. 1610

THE BOARD OF COMMISSIONERS  
OF DELAWARE COUNTY, OHIO  
O.R.V. 655, PG. 983  
13.240 ACRES

CITY OF DELAWARE, OHIO  
O.R.V. 870, PG. 2687  
6.640 ACRES

County Engineer  
Delaware County, Ohio

I hereby certify the within to be a true copy of the document that is on file in the Map Department.

CHRIS E. BAUSERMAN, P.E., P.S.  
County Engineer

By *[Signature]*, Date 10-7-16

PAGE 3 OF 3

DRAWN BY: DBP

CHECKED BY: KAS

FILE NO. 160574

TO: Mayor Riggle and Members of Council

FROM: R. Thomas Homan, City Manager

SUBJECT: Miscellaneous Matters

DATE: October 20, 2016

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1. **Calendar**

See Attached

2. **Per Section 73 Of The City Charter The City Manager Is To Report Contract Agreements**

See Attached

3. **Bi-Weekly Meetings**

October 7

\* Central Ohio Mayors and Managers Association

October 10

\* Rotary

\* Council meeting

October 11

\* City Sister Advisory Board

October 12

\* Facebook Live

October 13

\* MORPC Policy Commission

October 17

\* Rotary and Rotary Presentation MDF

October 18

\* Strand Board meeting

4. **Required Reading**

A. Thank you letter for presentation at the Delaware Rotary Club

# October

2016

*Sun*   *Mon*   *Tue*   *Wed*   *Thu*   *Fri*   *Sat*  
1

2   3   4   5   6   7   8

Council Work  
Session – CIP –  
6:30

Public  
Works/Public  
Utilities 7

Planning  
Commission  
moved to the 19th

9   10   11   12   13   14   15

Council 7

Sister City  
Advisory Board 7

BZA 7

16   17   18   19   20   21   22

Parks &  
Recreation  
Advisory Board 7

Planning  
Commission 7

23   24   25   26   27   28   29

Council 7

Shade Tree  
Commission 7

HPC 7

30   31

Halloween  
Beggars Night 6-8

**CONTRACT APPROVAL - OCTOBER 24, 2016**

<b>VENDOR</b>	<b>EXPLANATION OF AGREEMENT</b>	<b>2016 AMOUNT</b>	<b>DEPARTMENT</b>
Organized Crime Drug Enforcement Task Forces Program	Agreement	\$10,000	Police
Pierce Manufacturing	Pierce Quint Fire Apparatus	\$990,216	Fire



# Delaware County District Library

Delaware • Ostrander • Powell • Orange

October 17, 2016

Tom Homan  
City Manager  
City of Delaware  
1 South Sandusky Street  
Delaware, Ohio 43015

Dear Tom:

Thank you very much for your presentation to the Delaware Rotary Club. In recognition of your program, The Rotary Club of Delaware donated a children's book to the Delaware County District Library in your honor. The book selected to honor your presentation is called *Wake Up, City!*, by Erica Silverman, illustrated by Laurie Fournier.

Before it is added to the Library's shelves, this book will be affixed with a book plate that reads, "In recognition of the presentation by Tom Homan, Delaware City Manager, to the Rotary Club of Delaware, Ohio, 2016."

A donation to the Delaware County District Library is a thoughtful and respectful way to honor a special person or event in life. We are delighted to extend this tribute to you.

Once again, thank you very much.

Sincerely,

George Needham, Director  
Delaware County District Library

Shelia Hiddleston, President  
Delaware Rotary Club