



**Council Special Meeting
February 18, 2021
5:30 PM Via Videoconference**

Mayor: Jody Carney

Council Members: S. Heineman, S. Pine, F. Reed, J. Rucker, M. Terry, L. Giaimo (absent)

Others present: Nathan Cahall (Administrator), Haley Lupton (Management Analyst), Renee Sonnett (Fiscal Officer)

Visitors: Kayleen Petrovia

Mayor Carney called the meeting to order at 5:30pm, followed by the Pledge of Allegiance.

Discussion Items: 2021 Council Goals

The purpose of this meeting is to 1) assign goals to committees, and 2) discuss the goals in further details (set as SMART goals)

Short-term Goals (to be accomplish in 2021)

- 1) Finalizing Charter Transition - Assigned to Charter Transition Committee. To make sure that the community is behind the Charter signing in July, possibly holding a community event and a thank you for the Charter Commission. Be ready, prepared, thankful, and celebratory of a potential Charter transition. The Committee will develop a timeline to present to Council.
 - a) No interruptions to Village service
 - b) Clear communication
 - c) Successful passage
 - d) Appreciation of the people who put in the effort for this initiative (not conditional on passage)
 - i) A resolution by Council to thank the participants on the record.
 - ii) An event showing appreciation for everyone - could be at Music in the Park, or an outdoor event in July.
- 2) Full Committees and Boards - Mayor Carney will take this initiative- To make sure that our boards and committees are full at all times, and to ensure that open positions are evaluated regularly. Currently there are two openings on Design Review Board and Planning & Zoning. New members should also be qualified for the positions they are applying for.
 - a) Staff will continue to advertise positions on the Village website.
 - b) Council will spread the word to residents to help get others involved.
 - c) The Mayor will also spearhead the application process since she is responsible for the appointments.
- 3) Strong and Healthy Working Relationship between Council Members and Staff/Residents - determined to not be relevant to the SMART goal progress. Council will continue to work on developing a strong relationship with staff and residents.
- 4) Tangible Progress on Downtown Area on both the Streetscapes and Surroundings - Execution assigned to Administrator, Council will approve and determine goals, CIP will initiate a general annual plan - 2021 goals are set, and we just need to make sure we hit our kickoff and deadlines. Mr. Terry would like to expand the planning for the next few years. Ms. Pine noted that the Comprehensive Plan recommends a new uptown plan. The three recommendations are: 1) reconstruction of Bicentennial Park, 2) closing off Gay Street, 3) connect the Heritage Trail through the uptown area. Now that the multi-purpose trail is almost complete, maybe this could be part of the city connections.

Mayor Carney spoke with Parks and Rec today about grant opportunities. One possibility is having the old Municipal Building be the Welcome Center and Historical Society that people riding the bike trail could stop at. Mr. Reed suggested that the Village could build a replica train station, where a historical one stood in the past. This would serve as a stop on the bike trail as well. The CIP committee will discuss the five-year capital improvement plan at their next meeting. Both current projects include bike rack installation.

- a) Phase 1 - Completion of the Parking Lot Project and sidewalks on south side of Main Street
 - b) Complete Streetscape Project - preliminary design should be presented at the March Worksession.
 - c) Create a phased approach for Uptown Improvements.
 - i) Phase 2 could include installation of bike racks, refreshing Heritage Trail and redoing Bicentennial Park.
 - ii) Council will determine their wish lists and plan for the long-term goals.
- 5) Branding - This has been held over from previous years. Mr. Reed would like to determine what the Village is doing, especially during a year where the name of the Village will be changing. Branding should take place after the Charter is implemented and the Census information is received. Branding would include logo redesign, new signage, and a new website. Branding was not included in the 2021 budget. Staff has had some preliminary discussions with some website and branding firms to gather information. The price (ranges up to \$40,000-\$140,000) will depend on how robust of an overhaul that is needed. Census results might not be received until August.
- a) Staff will continue to gather information about branding.
 - i) Branding updates will include logo and website redesign.
- 6) Wastewater upgrade and 208 Plan - The goal is to get the funding and complete the plan.
- a) Staff will continue to follow up on funding.
 - b) By end of year, financing will be in place.
 - c) By end of year, plans approved by EPA.
 - d) By end of year, contracts will be signed, and construction will be underway on the WWTP, at least 25% completion.
- 7) Zoning Code Rewrite - Assigned to Staff and Zoning Steering Committee (Ms. Pine) - We are underway with this process. The Steering Committee will be assembled in the near future. The consultant is sending questionnaires in March. A survey is being sent to the Steering Committee very soon to determine what types of codes should be focused on, and how to possibly streamline our codes.
- a) Initial Planning Commission review will be held sometime in November at Council Worksession.
 - b) Effective date will most likely be in 2022, due to legal advertising and notices.
- 8) Reconstruction of Gay Street - Construction is currently underway on Gay Street. More streets may be able to be completed with leftover funds. Council will be presented with these budget forecasts at the March Worksession.
- a) Contractor is scheduled to be done by July 31.
 - b) Other street improvements will include a paving program this year. Paving will be on South Gay Street, Anderson, and Michael this summer.
- 9) Community Outreach - Mayor Carney will take this initiative. How can Council complete more community outreach, and support local social initiatives? Ideas included canned food drive, Santa in the Park, community breakfasts, etc.
- a) Hazardous Waste Collection Day in the Spring
 - b) Quarterly outreach events.

Long Term Goals

Budgeting and Planning for 2022 Projects - During the budget process later this year, Council will work on developing and prioritizing goals for future years. An assessment of current and future goals may take place later this year and Council can begin developing a list.

- 1) 5-year Action Plan for Implementing Comprehensive Plan and Parks Master Plan - The CIP Committee will take a first look at developing this plan to implement the recommendations in the Comprehensive Plan.
 - a) Create CIP Plan
 - b) Create Uptown Master Plan
 - c) Create Economic Development Plan
- 2) Parkland Acquisition & Heritage Trail - The Parks Department is currently working on potential grant opportunities to acquiring parkland and will continue to work with the Mayor and Council on possible land acquisition. Future budget considerations will be considered for grant matching funds.
 - a) 2022: Complete bike racks on Heritage Trail and paint the roadway.
- 3) Design Review Board guidelines to revamp their Uptown Historic District standards, along with the Zoning Code, to help streamline the DRB process.
 - a) Development of guidelines and administrative approvals
 - b) Adjusting public notification hearings that do not allow for meetings to be flexible.
- 4) Disposition of Village property - Staff will take the lead. Mr. Terry would like a document of all current Village lease holdings, potential future lease, and what we have, and what is available, to review current Village holdings more easily. This could be expanded to help determine park acquisition.
 - a) Better plan of what we have, and what we would like to do with real estate.
- 5) Clear job descriptions, SMART goals, and development plans for Village staff. Staff will take initiative and have on file for employees.
- 6) Current staff organizational chart and a future staff organizational chart.
 - a) Staff is currently working on a 5-year plan for future staff growth and will reach out to Council for assistance if needed.

Mr. Terry would like Council to consider how the Village can support the community, through support of social organizations or community outreach. Ms. Pine described her employer's Combined Charitable Campaign program, and the Operation Feed program. Council will further consider how they can give back to the community. Mr. Rucker will present something at the March Worksession along these lines. Mr. Reed agreed that the Council should focus on the welfare of the community and would like this to be considered if the community receives more COVID money.

Ms. Pine asked if Council Worksessions could be moved to the first Wednesday of the month. This will be further discussed at the February 22 Council meeting.

Future goals will continue to be brought up at Council meetings, to check the status of the goals or development of goals. Mr. Reed would like Plain City to be qualified to be on the list of "Ten Best Small Towns in America". Staff agrees that the identified goals match staff priorities.

2021 Council Committee Representatives will be updated with latest information.

Motion to adjourn by Ms. Pine, seconded by Mr. Rucker. All in favor.

Meeting adjourned at 7:35pm.