

Minutes of February 11, 2017

Record of Proceedings

Special meeting of the Washington Township Board of Trustees was held at the Washington Township Administration, 6200 Eiterman Road, Dublin, Ohio, on February 11, 2017, at 8:00 a.m. for the purpose of Work Session, Strategic Planning and Goal Setting. Meeting was called to order by Mr. Gene Bostic, Chair and the meeting opened with the Pledge of Allegiance.

Roll call – Mr. Gene Bostic, Chair – Present
 Ms. Denise Franz King, Vice Chair – Present
 Mr. Charles Kranstuber, Trustee, - Present

AGENDA

- 8-8:45 am Optional: Exercise of three questions:
- ❖ What worked well and why? (accomplishments)
 - ❖ What would we do differently and why? (disappointments/Lessons Learned)
 - ❖ Where would you like the Township to be/look like in 5 years? (Vision)
- 8:45 – 9:30 am 2016 Review
- ❖ Board of Trustee Goals
 - ❖ What is finished and comes off list? What needs to stay and is it clear or need to be updated?
 - ❖ Fire Department Operations
- 9:30 – 11:30 am Work Session Topics
- Board Initiated Topics
- ❖ Tax Increment Financing
 - ❖ Township Boundary/Zoning Review
 - ❖ Positive Pay Program from Ohio Auditor of State
 - ❖ Employee Bonus Programs Review (performance, attendance, physical agility, longevity)
- Staff Initiated Topics
- ❖ Information Technology Services
 - ❖ Purchasing Policy
 - ❖ Consolidation of Legal Service Providers
- 11:30 - Noon Establish 2017 Goals
- ❖ Affirm 2016 Goals that carry over to 2017
 - ❖ Are there any new goals? What issue is trying to be addressed by the goal? What is the ‘end-game’ or desired outcome from the goal?

Adjourn Meeting

Work Session/Strategic Planning/Goal Setting:

Goal #1: Continue to analyze and document the impact of tax increment financing on the revenues of the Township. Work with partners, namely the City of Dublin, Ohio to educate interested parties on this impact and seek mutually agreeable solutions.

- Ongoing meetings with the City of Dublin Administration to address the impact of tax increment financing. Also provided data to demonstrate the emergency calls for service is evenly split between commercial and residential properties, and that the tax burden is growing on residential properties.
- Prepared text on the fiscal impact of tax increment financing for the Ohio Township Association CLOUT group to outline possible changes in state statute.
- Continued discussion with other parties impacted by tax increment financing policy, including Metro Parks and other townships.

- Located legal counsel, Chris Connelly, a partner with the firm Benesch Friedlander Coplan & Aronoff LLP that specializes in tax increment financing. I recommend he come present to the Board about his background and ability to assist the Township.
- Meeting scheduled for Feb. 23, 2017 with Dana McDaniel, Mayor Peterson, Denise Franz King and Sara Ott on this topic. There is also an administrative level meeting scheduled for Friday, Feb. 17 between Dana McDaniel, Angel Mumma and Sara Ott.

Possible Board Discussion Points:

- What are the goals and parameters of negotiations with Dublin?
- Should the Township Administrator begin to provide testimony during public hearings for new tax increment financing districts to elevate the Township's concerns to the elected level?
- Should structural changes in the TIF statute be pursued at this time through a coalition of impacted townships?
- Would the Board like to meet with Chris Connelly of Benesch Friedlander Coplan & Aronoff LLP?

Goal #2: In light of forecasted decreasing revenues, take steps where appropriate and after public input and discussion to reduce expenses and increase service charges including:

- a. Develop a cost recovery philosophy for classes, programs, plan reviews and non-emergency services. Implement a new fee for services schedule.
 - A proposed policy was presented in November 2016. Based upon the Board's feedback, a revised draft is underway.
- b. Evaluate the possibility of implementing Emergency Medical Services (EMS) billing, including an analysis of likely revenues, legal considerations, pros and cons, administration models utilizing third party vendors, and developing a strategy for community engagement around possible EMS billing.
 - EMS billing was evaluated and is now fully implemented. The first bills will go out insurance companies during first quarter 2017.
- c. Evaluate the manner in which zoning services are delivered and provide information on alternative means of accomplishing zoning administration including examining partnership opportunities with Franklin County.
 - There are approximately 3 square miles, out of 27.5 square miles that remain in the unincorporated area of the Township. The Mid-Ohio Regional Planning Commission estimates the 2016 unincorporated population to be 1,142 residents.
 - Discussions with Franklin County took place in fall 2016. A summary of the differences in zoning resolutions prepared by Franklin County is attached to this report.
 - Should the Board wish to pursue this further, it is recommended that the Land Use Plan be reviewed through a public process to ensure it is up to date. The County will incorporate the Township land use plan into the overall County land use plan.
 - The primary benefits are that 1) the County Rural Zoning Commission and Board of Appeals will hear cases instead of the Township attempting to find qualified individuals and 2) as zoning and land use laws change, a professional staff at Franklin County is ensuring the zoning resolution is up to date.
 - Legal opinion is needed regarding how to implement the county zoning or whether it would apply automatically to the Township's unincorporated areas.

Possible Board Discussion Points:

- Does the board wish to pursue the transfer of zoning authority to another entity?
- Does the board wish to pursue conforming boundaries with municipalities?
- Would the Board like to pursue obtaining a legal opinion from the Franklin County Prosecutor regarding what actions are necessary to implement county zoning?

Goal #3: Implement the Board's compensation philosophy through the adoption of a new employee classification and compensation system.

- The compensation philosophy, classification system, and adjusted compensation rates were all implemented in 2016.

Goal #4: Continue existing partnerships and consider joining new partnerships with adjacent jurisdictions to cost effectively provide the high quality services the Township's residents and businesses require and at the same time maintain cooperative relationships with Washington Township's neighbors.

- The Township has continued many services with surrounding jurisdictions including fire/ems mutual aid, fleet maintenance, information technology and shared road services.

Resolution Establishing the Goals for 2017:

This Resolution was formally approved February 28, 2017

Mr. Bostic introduced and moved the adoption of the following Resolution:

A Resolution to Establish the Goals of the Washington Township Board of Trustees for Fiscal Year 2017

Whereas, the Washington Township Board of Trustees met on February 11, 2017 in a special meeting to work towards establishing organizational goals for 2017; and

Whereas, the Board wishes to memorialize the goals to serve as a benchmark for measuring the advancement of the organization; and

Whereas, after conducting a financial review and forecast, including past and projected impacts of the City of Dublin's Tax Increment Financing which captures new revenues to support fire and emergency services and directs those revenues to fund city development projects; and

Whereas the review indicates that in 2014, \$207 million in assessed valuation, generating \$2.1 million from the Township's levies, the equivalent to a property tax of 1.03 mills, was diverted to Dublin through 25 active TIFs and that such diversions are likely to continue each year through 2020; and

WHEREAS, in 2015, Dublin's 27 active tax increment financing districts' \$209 million in assessed valuation was equivalent to 10% of Washington Township's \$2,034,056,250 assessed valuation, resulting in 10% of revenue generated by the Township's public safety levies to be directed towards activities other than the voter approved levy purpose, and

Whereas, in lieu of receiving these revenues to support growing demand for fire and emergency services, and to make every effort to avoid needing to ask residents and businesses for a tax increase in 2020 which would trigger the loss of the existing 12.5% roll-back tax, necessitating an even larger levy request; and
Whereas, the prudent management of the Township and the results of prior strategic planning recommends the following steps;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Washington Township, Franklin, Delaware and Union Counties, State of Ohio:

Section 1: 2017 Goals:

2. Continue to analyze and document the impact of tax increment financing on the revenues of the Township. Work with partners, namely the City of Dublin, Ohio and the Ohio General Assembly to educate interested parties on this impact and seek mutually agreeable solutions.
3. In light of forecasted decreasing revenues, take steps where appropriate and after public input and discussion to reduce expenses and increase service charges including:
 - a. Develop a cost recovery philosophy for classes, programs, plan reviews and non-emergency services. Implement a new fee for services schedule.

- b. Evaluate the manner in which zoning services are delivered and implement cost effective zoning oversight, including exploration of partnering with Franklin County to provide zoning services.
 - c. Evaluate and establish guidelines for purchasing options that benefit the Township's ability to take advantage of cooperative purchasing and volume purchasing opportunities.
4. Continue to focus on the introduction of technology into Township operations. Utilize in-house and contractual services to create cost effective approach to management and planning for technology needs.
 5. Continue existing partnerships and consider joining new partnerships with adjacent jurisdictions to cost effectively provide the high quality services the Township's residents and businesses require and at the same time maintain cooperative relationships with Washington Township's neighbors.

Section 2. It is found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of the Board and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 3. This Resolution shall take effect and be in force at the earliest time permitted by law.

Mr. Kranstuber seconded the motion, and the roll was called on with all members of the Washington Township Board of Trustees voting aye.

This Resolution formally adopted February 28, 2017, for the Strategic Planning Meeting and Goal Setting for 2017 Held on February 11, 2017 and included in the Meeting Minutes for February 11, 2017 and February 28, 2017.

#2017.02.28.002

Append #001

Fire Department Review:

Fire Chief O'Connell presented the Washington Township's Fire Departments Annual Report on the Operations, Response Reports and Times to the Board and a discussion was held.

Append #002

Positive Pay through Fifth Third Bank:

Reviewed and Discussed the Positive Pay Process through Fifth Third Bank. The Fiscal Office would go online each day to review each and every check the bank is processed for that day and would authorize the bank to process payment to each vendor if the payment was ok. This process is to help eliminate fraud. No decision on this process was made at this time.

Append #003

Electronic Check Signing:

Discussion of Electronic Check Signing of the Trustees signatures on Accounts Payable Checks and the process. Washington Township policy is for two of the three Trustees and the Fiscal Officer to sign each accounts payable check before the check is mailed. The Trustees are discussing changing the Trustees signatures to an electronic signature but the Fiscal Officer would still sign every check. No decision was made at this time. More discussion and research needed.

Append #004

Waste Management Agreement:

Motion by Mr. Kranstuber, seconded by Mr. Bostic, to authorize the Township Administration to sign the engagement letter in regards to solid yard waste and recycling materials for Washington Township Residents and on behalf of Washington Township Board of Trustees. Motion passed.

#2017.02.11.001

Append #005

Executive Session Personnel – Disciplinary Action:

Motion by Mr. Kranstuber, seconded by Mr. Bostic, to adjourn into executive session for the discussion of Personnel Matters pertaining to disciplinary action of a public employee per the request of the Township Administrator, Fire Chief, the Human Resources Manager and per the Ohio Revised Code

Section #121.22 (G)(1) at 10:34 a.m. The roll was called on and all members of the Washington Township Board of Trustees voted aye. Motion passed. #2017.02.11.002

Reconvened Meeting:

Meeting reconvened at 11:43 a.m.

Wellness Program:

Motion by Mr. Kranstuber, seconded by Ms. King, to approve the recommendation of the Employee Communications Committee to enter into an agreement for the Wellness Program with Ohio Health for Washington Township Employees. Motion passed. #2017.02.11.003

Append #006

Adjourn Meeting:

Meeting of February 11, 2017, adjourned at approximately 11:50 a.m.

Mr. Gene Bostic, Chair

Ms. Joyce E. Robinson, Fiscal Officer