



Council-Mayor Government
Jeff Tilton, Mayor

The City of Zanesville

401 Market Street, Zanesville, Ohio 43701

Phone: (740) 455-0601 x101

Email: jay.bennett@coz.org

Department of Public Service

Jay D. Bennett, DIRECTOR

MEMO

TO: Honorable Members of Council
Jeff Tilton, Mayor

FROM: Jay D. Bennett, Public Service Director 

DATE: April 15, 2016

RE: Zanesville Municipal Airport Quarterly Report (1st Quarter)

CC:

Please find attached the quarterly report for the Zanesville Municipal Airport for your information.

JDB/bc

Attachment

ZANESVILLE MUNICIPAL AIRPORT

QUARTERLY REPORT

JANUARY 1, 2016 - MARCH 31, 2016

FUEL SALES:

JET	22,646 GALLONS
AVGAS	2,956 GALLONS

CHARTER FLIGHTS:

48 TOTAL IN 2015
40 TOTAL IN 2016

FUEL SALES ARE DOWN SLIGHTLY FROM 2015.

FORTUNATELY WE EXPERIENCED A MILD WINTER WHICH RESULTED IN ONLY 8 HOURS OF OVERTIME IN 4 SNOWPLOWINGS.

THE TREES ON NEIGHBORING LANDOWNER PROPERTY WERE FINALLY CUT AT THE END OF JANUARY. UNFORTUNATELY THE APPROACH LIGHTS ARE STILL OUT OF SERVICE DUE TO FURTHER COMPLICATIONS.

GRASS MOWING STARTED ON MARCH 15TH THIS YEAR.

THE FINAL VISIT FOR WILDLIFE ASSESSMENT OCCURRED ON MARCH 24TH.

CELEBRITY PASSENGER ONCE AGAIN IS GOVERNOR KASICH ON THE CAMPAIGN TRAIL.



Council-Mayor Government
Jeff Tilton, Mayor

THE CITY OF
Zanesville

401 Market Street • Zanesville, Ohio 43701
Phone (740) 455-0601 Ext 128 •
Fax (740) 455-0744 E-mail: mayor@coz.org



MEMORANDUM

TO: *Members of City Council*
FROM: *Mayor Jeff Tilton JT*
DATE: *May 3, 2016*
SUBJECT: *Mayor Appointment*

SHADE TREE COMMISSION

I am hereby recommending the re-appointment of: Mr. Scott Peterson to the Shade Tree Commission for a 1 year term ending in April of 2017 and Mr. Buck Brackman and Mr. John Smith for a 2 year term ending in April of 2018. I am also hereby recommending the appointment of Mr. Robert Boehle for a 1 year term ending in April of 2017 and Mr. Ryan Schmidt for a three year term ending in April of 2019. I would like to extend a sincere thank you to the following members for their time and dedication to this committee: Albert Hendley, Dan Sylvester, Clayton Rico, Dr. Tom Ruggles, Chuck Bathrick and Rebecca Burkhart.

JT/bm

Department of Public Service
Jay D. Bennett, Director



RESOLUTION NO. 16 - 47
INTRODUCED BY COUNCIL

A RESOLUTION AUTHORIZING IDENTIFIED LAND WITHIN RIVERSIDE PARK TO BE DESIGNATED AND USED FOR THE PURPOSE OF A DOG PARK.

WHEREAS, community members have expressed an interest to the staff of the City of Zanesville to select an area where dogs can be taken to be unleashed in a fenced in, safe, and designated area, otherwise known as a dog park; and

WHEREAS, through discussion, a location was chosen and requested, but was later rejected by the owners of the property; and

WHEREAS, a second location was chosen in Riverside Park, which is owned and maintained by the City of Zanesville and is suitable for a dog park.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Zanesville, State of Ohio, that:

SECTION ONE: The City Council hereby recognizes the intent of the identified section in Riverside Park, delineated in Exhibit A, to be used as a City Dog Park.

SECTION TWO: This Resolution shall take effect and be in force from and after the earliest period allowed by law.

PASSED: _____, 2016

ATTEST: _____
Susan Culbertson
Clerk of Council

Daniel M. Vincent
President of Council

APPROVED: _____, 2016

THIS LEGISLATION APPROVED AS TO FORM

Jeff Tilton
Mayor



Law Director's Office



PROPOSED DOG PARK LOCATION

CITY OF ZANESVILLE

RIVERSIDE PARK



RESOLUTION NO. 16- 41
INTRODUCED BY COUNCIL

**A RESOLUTION AUTHORIZING THE PROPER CITY OFFICIAL TO APPLY FOR A
BRINE WATER PERMIT THROUGH THE OHIO DEPARTMENT OF NATURAL
RESOURCES DIVISION OF MINERAL RESOURCE MANAGEMENT.**

WHEREAS, the City of Zanesville Street Division currently utilizes a liquid brine solution, which is purchased for winter ice control; and

WHEREAS, in accordance with guidelines provided in Ohio Revised Code Section 1509.226, upon passage of a resolution and approval from ODNR's Division of Mineral Resources Management, municipalities may utilize oil well brine for deicing; and

WHEREAS, local oil well brine may be obtained at much lower cost than the manufactured brine, thus realizing a savings to the Street Division budget.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Zanesville, State of Ohio, that:

SECTION 1: The proper city official is authorized to apply to ODNR Division of Mineral Resources for a brine water permit for winter ice control.

SECTION 2: The permit is valid for a three-year period upon approval by Zanesville City Council.

SECTION 3: This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: _____, 2016

ATTEST: _____
Susan Culbertson,
Clerk of Council

Daniel M. Vincent,
President of Council

APPROVED: _____, 2016

Jeff Tilton, Mayor

THIS LEGISLATION APPROVED AS TO FORM



Law Director's Office



ORDINANCE NO. 16 – 50
INTRODUCED BY COUNCIL

AN ORDINANCE AUTHORIZING PARTICIPATION IN THE ODOT WINTER CONTRACT FOR ROAD SALT, REPEALING ORDINANCE 16-04, AND DECLARING AN EMERGENCY.

WHEREAS, the City of Zanesville, Muskingum County (hereinafter referred to as the “Political Subdivision”) hereby submits this written agreement to participate in the Ohio Department of Transportation’s (ODOT) annual winter road salt bid (018-17) in accordance with Ohio Revised Code 5513.01(B) and hereby agrees to all of the following terms and conditions in its participation of the ODOT winter road salt contract:

- a. The Political Subdivision hereby agrees to be bound by all terms and conditions established by ODOT in the winter road salt contract and acknowledges that upon award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract; and
- b. The Political Subdivision hereby acknowledges that upon the Director of ODOT’s signing of the winter road salt contract, it shall effectively form a contract between the awarded salt supplier and the Political Subdivision; and
- c. The Political Subdivision agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT winter road salt contract and agrees to hold the Department of Transportation harmless for any claims, actions, expenses, or other damages arising out of the Political Subdivision’s participation in the winter road salt contract; and
- d. The Political Subdivision hereby requests through this participation agreement a total of 1,000 tons of Sodium Chloride (Road Salt) of which the Political Subdivision agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and
- e. The Political Subdivision hereby agrees to purchase a minimum of 90% of its above-requested salt quantities from its awarded salt supplier during the contract’s effective period of October 1, 2016 through March 31, 2017; and
- f. The Political Subdivision hereby agrees to place orders with and directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT winter salt contract; and
- g. The Political Subdivision acknowledges that should it wish to rescind this participation agreement it will do so by written, emailed request by no later than Wednesday, June 1, 2016. The written, emailed request to rescind this participation agreement must be received by the ODOT Office of Contract Sales, Purchasing Section email: Contracts.Purchasing@dot.ohio.gov by the deadline. The Department, upon receipt, will respond that it has received the request and that it has effectively removed the Political Subdivision’s participation request. Furthermore, it is the sole responsibility of the Political Subdivision to ensure ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive a Political Subdivision’s participation agreement and/or a Political Subdivision’s request to rescind its participation agreement.

WHEREAS, Ordinance 16-04 did not contain exact language required by ODOT and therefore needs to be repealed; and

WHEREAS, the City received this notice from ODOT on May 3, 2016 and is required to submit authorizing legislation no later than May 27, 2016, thereby requiring this ordinance to be passed as an emergency.

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

Ordinance 16-50

SECTION ONE: City Council hereby agrees to the terms and conditions outlined in the above language regarding participation in the ODOT winter salt contract.

SECTION TWO: City Council hereby affirms that the appropriate funding has been authorized in the 2016 appropriation ordinance.

SECTION THREE: The Public Service Director is hereby authorized to execute all agreements and expend funds relative to the intent of this ordinance.

SECTION FOUR: For the reasons stated in the preamble hereto, this Ordinance is declared to be an emergency measure. Provided it receives the affirmative vote of six (6) or more members of City Council, this Ordinance shall take effect and be in force immediately upon its passage and approval of the Mayor. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

PASSED: _____, 2016

ATTEST:

Susan Culbertson
Clerk of Council

Daniel M. Vincent
President of Council

APPROVED: _____, 2016

THIS LEGISLATION APPROVED AS TO FORM

Jeff Tilton, Mayor



Law Director's Office

Jay D. Bennett
Public Service/Community Development Director

RECEIVED
DEC 28 2015
CLERK OF COUNCIL

ORDINANCE NO. 16- 04
INTRODUCED BY COUNCIL

AUTHORIZING ADVERTISING FOR BIDS
AND ENTERING INTO CONTRACT[S] FOR
THE PURCHASE OF HIGHWAY ROCK SALT
AND CALCIUM CHLORIDE WITH THE
LOWEST AND BEST BIDDER, OR THE
STATE OF OHIO PURCHASE PROGRAM

WHEREAS, it is essential to have on hand highway rock salt and calcium chloride in order to be prepared to keep the streets in a safe condition upon the advent of cold weather.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Zanesville, State of Ohio:

SECTION ONE: That the proper City official be and hereby is authorized to advertise for bids and enter into contracts with the lowest and best bidders, or State of Ohio Purchase Program for the purchase of highway rock salt and calcium chloride for the 2016-2017 winter season.

SECTION TWO: This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: January 25, 2016

ATTEST: Susan Culbertson
Clerk of Council

David M. [Signature]
President of Council

APPROVED: JANUARY 26, 2016
[Signature]
Mayor

THIS LEGISLATION APPROVED AS TO FORM
[Signature]
Law Director's Office

Department of Public Service
Jay D. Bennett, Director



ORDINANCE NO. 16- 51

AN ORDINANCE AUTHORIZING THE PROPER CITY OFFICIAL TO APPLY FOR GRANT FUNDING THROUGH THE FAA FOR THE AIRPORT SECURITY FENCE INSTALLATION AND ADVERTISE FOR BIDS FOR THE CONSTRUCTION OF SAID PROJECT, AND DECLARING AN EMERGENCY.

WHEREAS, the City is eligible for grant funding through the FAA for the Airport Security Fence Installation;
and

WHEREAS, FAA grant awards are based on actual sealed bid cost, thus requiring the City to obtain bids prior to grant application submittal; and

WHEREAS, the FAA is requiring bids and grant submittal by July 1, 2016, and actual bid must accompany the grant submittal; therefore, this ordinance needs passage as an emergency; and

WHEREAS, the administration is preparing for design of the projects in anticipation of notice from the FAA that funding is available.

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

SECTION ONE: The proper city official is hereby authorized to apply to the FAA for grant funding to install the airport security fence and advertise for bids for the construction.

SECTION TWO: The estimated cost for the Airport Security Fence Installation is \$295,000 and shall be taken from line item 615.6615.54413, with the F.A.A. paying 90%, ODOT Office of Aviation contributing 5%, and the remaining 5% shall be the City's share.

SECTION THREE: For the reasons stated in the preamble hereto, this Ordinance is declared to be an emergency measure. Provided it receives the affirmative vote of six (6) or more members of City Council, this Ordinance shall take effect and be in force immediately upon its passage and approval of the Mayor. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

PASSED: _____, 2016

ATTEST: _____
Susan Culbertson
Clerk of Council

Daniel M. Vincent
President of Council

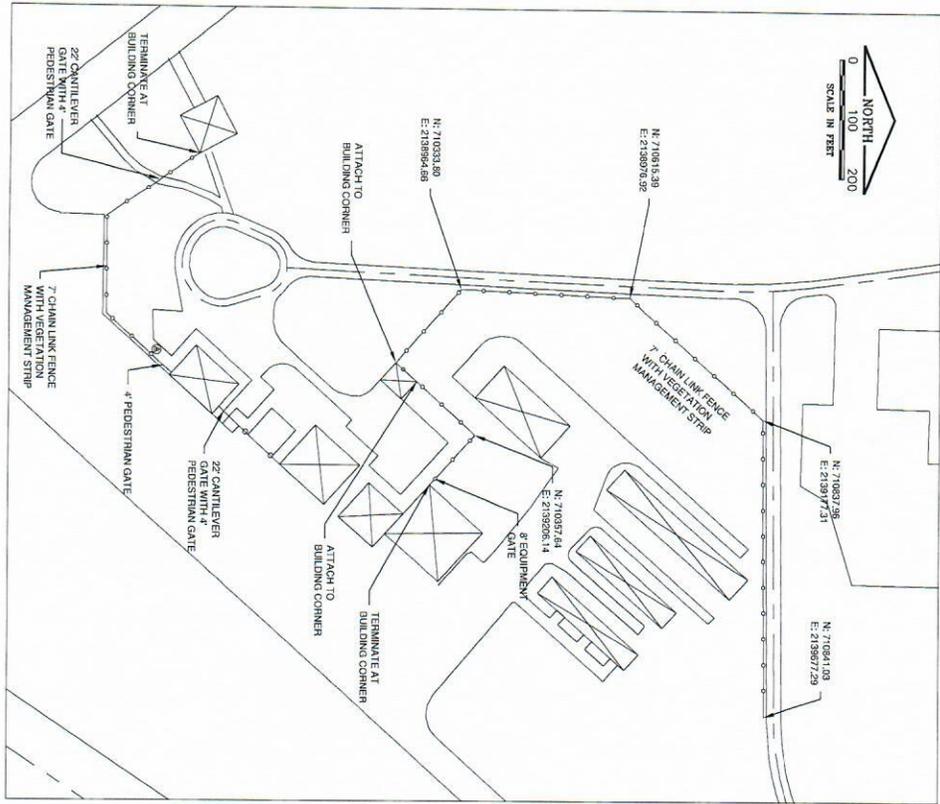
APPROVED: _____, 2016

Jeff Tilton
Mayor

THIS LEGISLATION APPROVED AS TO FORM

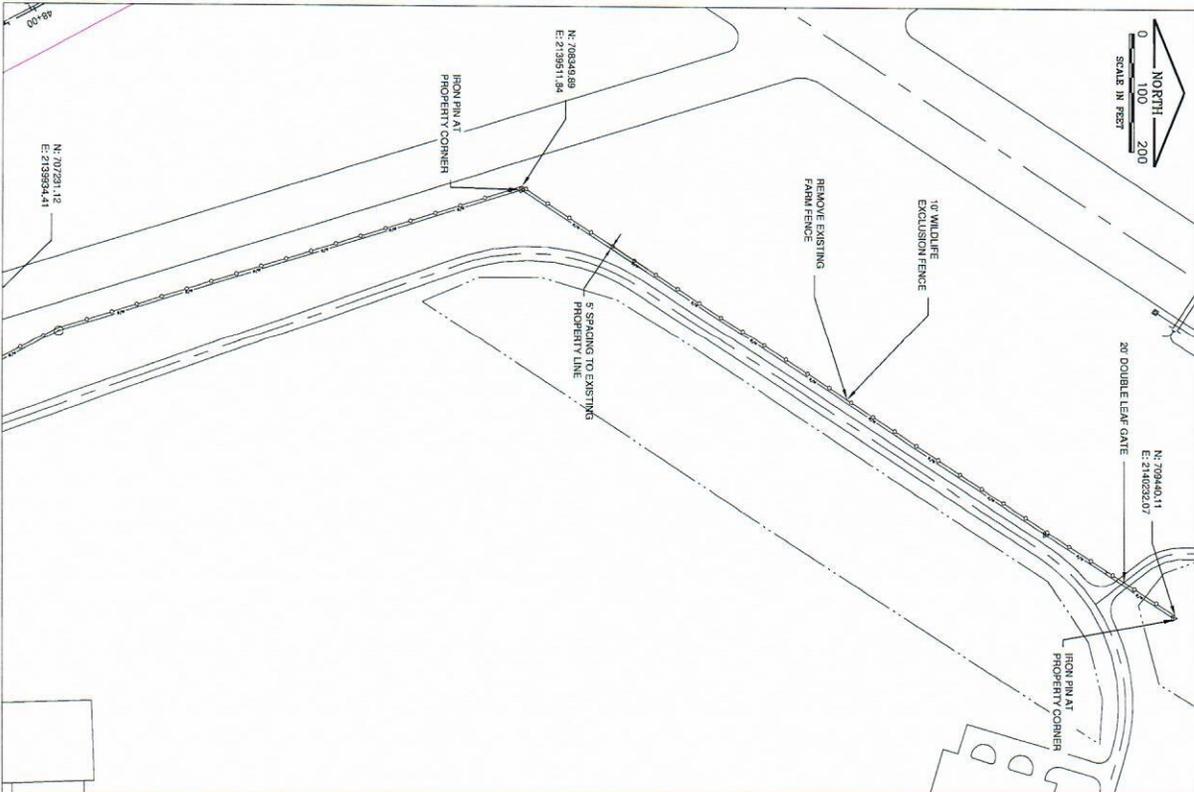


Law Director's Office



SUMMARY OF QUANTITIES

Item No.	Item Description	Unit	Quantity
1	GP MOBILIZATION & MAINTENANCE OF TRAFFIC	LS	1
2	F-142 REMOVE 4-FOOT CHAIN LINK FENCE	LF	500
3	F-142 CHAIN LINK FENCE, 7-FOOT	LF	2200
4	F-142 VEGETATION MANAGEMENT STRIP	LF	2200
5	F-142 GATE, PEDESTRIAN, 4-FOOT x 4-FOOT	EA	3
6	F-142 GATE, EQUIPMENT, 4-FOOT x 8-FOOT	EA	1
7	F-142 GATE, DOUBLE LEAF, 4-FOOT x 20-FOOT	EA	1
8	F-142 GATE, CANTILEVER, 4-FOOT x 22-FOOT, MANUAL	EA	2
9	F-144 REMOVE FARM FENCE	LF	1800
10	F-144 WILDLIFE EXCLUSION FENCE, 10-FOOT	LF	2500



<p>CMT Crawford, Murphy & Tilly</p> <p>90% DESIGN</p>	<p>CITY OF ZANESVILLE ZANESVILLE MUNICIPAL AIRPORT ZANESVILLE, OHIO</p> <p>INSTALL PERIMETER FENCING - PHASE 1 PROPOSED IMPROVEMENTS</p>		<p>0 1 2 THIS BAR IS EQUAL TO 2" AT FULL SCALE (3/4"=1')</p>					
	<p>DESIGN BY: CMT</p> <p>DRAWN BY: CFR</p> <p>CHECKED BY:</p> <p>APPROVED BY:</p> <p>DATE: 04/09/2016</p> <p>JOB NO: 16013-01</p>	<p>REVISIONS</p> <table border="1"> <thead> <tr> <th>NUMBER</th> <th>BY</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	NUMBER	BY	DATE			
NUMBER	BY	DATE						

Department of Community Development
Jay D. Bennett, Director



ORDINANCE NO. 16- 52
INTRODUCED BY COUNCIL

AN ORDINANCE AUTHORIZING THE PROPER CITY OFFICIAL TO PROVIDE
AMENITIES FOR THE TECHNICAL ASSISTANCE TO BROWNFIELDS MEETING, AND
DECLARING AN EMERGENCY.

WHEREAS, the City of Zanesville's Community Development Department has been working in the Brighton area on developing strategies for the redevelopment of "Brownfield" sites; and

WHEREAS, the City has been awarded assistance from the USEPA funded program known as "Technical Assistance to Brownfields" (TAB); and

WHEREAS, a portion of the TAB Program's assistance is convening Brighton area neighbors and businesses in a collaborative design workshop that creates and supports a feasible redevelopment concept for two (2) underutilized area properties; and

WHEREAS, the Community Development Department would like to provide beverages and light snacks for the participants; and

WHEREAS, the TAB meeting has been scheduled for May 14, thus creating an emergency measure.

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

SECTION ONE: The proper city official is authorized to expend an amount not to exceed \$100.00 on amenities for the May 14, 2016 Technical Assistance to Brownfield meeting. Said funds shall be expended from line item 303.4105.53299.

SECTION TWO: For the reasons stated in the preamble hereto, this Ordinance is hereby declared to be an emergency measure. Provided it receives the affirmative vote of six (6) or more members of Council elected thereto, it shall take effect and be in force immediately upon its passage and approval of the Mayor. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

PASSED: _____, 2016

ATTEST: _____
SUSAN CULBERTSON,
Clerk of Council

DANIEL M. VINCENT,
President of Council

APPROVED: _____, 2016

JEFF TILTON,
Mayor

**THIS LEGISLATION APPROVED
AS TO FORM**



LAW DIRECTOR'S OFFICE

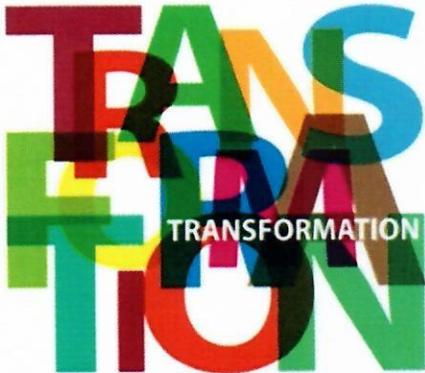
Community Visioning & Planning Session Agenda

5/14/16 County Fairgrounds – Veterans Hall
9AM – 1PM

Part 1 – Introduction

9:00 – 9:45 AM

- I. Introduction – Mayor Jeff Tilton
- II. City Updates
 - Southside survey results
 - Mosaic Tile & Munson School- What do we need to know?
- III. Overview of strategic visioning process & brownfields – Blase Levin (TAB)



Munson School

Part 2 – Munson & Mosaic- What do we want to see?

9:45 AM – 10:45 AM

- I. Groups of 6 – 8 people will develop their visions & priorities for the Mosaic Tile & Munson School Properties

15 minute break

11:00 AM – 12:00 PM

- II. Groups share their ideas & top 3 priorities with everyone
- III. Attendees identify their priorities of what they want to see accomplished
- IV. Group discussion on priorities
- V. Summary & next steps



Mosaic Tile

Paul DuBeck, Jr.
City Treasurer

ORDINANCE NO. 16- 53
INTRODUCED BY COUNCIL

AN ORDINANCE AUTHORIZING THE PROPER CITY OFFICIAL TO ENTER INTO A CONTRACT FOR BANKING AND CASH MANAGEMENT SERVICES FOR THE ACTIVE DEPOSITS OF THE CITY OF ZANESVILLE FOR THE PERIOD JUNE 1, 2016 THROUGH MAY 31, 2021, AND DECLARING AN EMERGENCY.

WHEREAS, the City of Zanesville has requested proposals from eligible banking institutions for the provisions of banking and cash management services for the City of Zanesville regarding the active deposits for the City; and

WHEREAS, proposals have been received for banking services from five (5) of the six (6) depositories designated as eligible depositories by City Ordinance 16-42; and

WHEREAS, an analysis of the proposals was made in order to determine the banking institute which would best meet the needs of the City of Zanesville, and it has been determined that THE COMMUNITY BANK will best serve that purpose; and

WHEREAS, the current banking agreement as authorized by Ordinance 11-34 will expire May 31, 2016; and

WHEREAS, ORC Section 135.10 requires applications for active deposits not be received more than thirty (30) days prior to the date fixed by ORC Section 135.12; and

WHEREAS, the failure of this Ordinance to become effective prior to thirty (30) days after passage will create an emergency in the usual daily operations of the City.

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

SECTION ONE: That the proper City Official is hereby authorized to enter into an agreement with THE COMMUNITY BANK for the provision of banking and cash management services related to the active deposits of the City of Zanesville for a period of five years beginning June 1, 2016.

SECTION TWO: For the reasons stated in the preamble hereto, this Ordinance is hereby declared to be an emergency measure and being an emergency measure, provided it receives the affirmative votes of six (6) or more members of Council elected thereto, it shall take effect and be in force immediately upon its passage and approval by the Mayor. Otherwise, it

shall take effect and be in force from and after the earliest period allowed by law.

PASSED _____, 2016

ATTEST: _____
Susan Culbertson
Clerk of Council

Daniel Vincent
President of Council

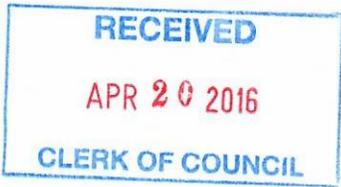
APPROVED: _____, 2016

Jeff Milton
Mayor



Law Director's Office

Department of Public Service
Jay D. Bennett, Director



ORDINANCE NO. 16 – 48
INTRODUCED BY COUNCIL

**AN ORDINANCE AUTHORIZING THE PROPER CITY OFFICIAL TO
ADVERTISE FOR BIDS AND ENTER INTO A CONTRACT FOR THE 2016
CITYWIDE OPWC OVERLAYS WITH THE LOWEST AND BEST BIDDER.**

WHEREAS, the City has secured State Issue I funds for street pavement overlays of Cemetery Avenue, McOwen Street, Wheeling Avenue, Chester Street, Linden Avenue, and Fairway Lane; and

WHEREAS, the administration would like to proceed with bid advertisement and award to the lowest and best bidder.

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

SECTION ONE: The proper City official is hereby authorized to advertise for bids and enter into a contract for 2016 OPWC Overlays with the lowest and best bidder.

SECTION TWO: The cost of the overlays is estimated to be \$509,950 with \$399,950 taken from Line Item 215.6531.54483 and \$110,000 taken from Line Item 203.6531.54426. Additionally, the City will provide in-kind services as a match to the grant in an amount estimated to be \$30,000.

SECTION THREE: This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: _____, 2016

ATTEST: _____
Susan Culbertson
Clerk of Council

Daniel M. Vincent
President of Council

APPROVED: _____, 2016

Jeff Tilton, Mayor

THIS LEGISLATION APPROVED AS TO FORM

Law Director's Office

Jeff Tilton, Mayor
Margo Moyer, Auditor

ORDINANCE NO. 16- 49
INTRODUCED BY COUNCIL

AN ORDINANCE AUTHORIZING THE CITY AUDITOR'S OFFICE TO ENTER INTO A
CREDIT CARD AGREEMENT WITH THE DEPOSITORY FOR THE CITY OF
ZANESVILLE

WHEREAS, from time to time it is necessary for employees of the City to make government related purchases for their respective departments; and

WHEREAS, often times the use of cash or check is not practical and it is necessary to use a personal bank credit card; and

WHEREAS, the Auditor's Office has adopted a Credit Card Usage Policy to insure that all charges to the credit card account are for pre-approved/appropriated expenditures by the appropriate department Director; and

WHEREAS, employees choosing to use a City credit card will be required to acknowledge that they have received a copy of, and understand the City's Credit Card Usage Policy; and

WHEREAS, the Auditor's Office desires to obtain authorization to apply for and begin utilizing a bank credit card from the depository for the City of Zanesville.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Zanesville, Muskingum County, Ohio, that:

SECTION ONE: The Auditor's Office is hereby authorized to enter into a credit card agreement with the depository for the City of Zanesville, and monthly statements will be mailed to the attention of the City Auditor, 401 Market St., Zanesville, OH 43701.

SECTION TWO: Employees who violate the terms and conditions of the City's Credit Card Usage Policy will be held financially responsible for all unauthorized charges and damages incurred and could face civil and criminal prosecution for misuse of the City's credit card.

SECTION THREE: That use of said card shall be pursuant to the Rules and Regulations established by the depository for the City of Zanesville, in addition to the City of Zanesville's Auditor's Office Credit Card Usage Policy.

SECTION FOUR: This Ordinance shall take effect and be in force from the earliest period allowed by law.

PASSED: _____, 2016

Susan Culbertson
Clerk of Council

Daniel M. Vincent
President of Council

APPROVED: _____, 2016

Jeff Tilton, Mayor

This legislation approved as to form:



Law Director's Office

CITY OF ZANESVILLE CREDIT CARD USAGE POLICY

POLICY: The purpose of City of Zanesville credit cards is principally for use in the purchase of lodging, transportation, travel expenses, and registration costs pertaining to training sessions for City employees and elected officials. Credit cards may be used for other authorized purchases when all other methods of procurement have been exhausted or when it is the only acceptable form of payment to the vendor. When using the credit card, the tax exempt number 31-6400241 must be used at all times. Receipts for such purchases must be approved by the employee's department supervisor and turned in to the City Auditor within three days after use. Travel invoices have to be approved by the employee's department supervisor and turned in to the City Auditor within seven days after use.

The City Auditor is responsible for issuing, accounting for, monitoring, retrieving, and generally overseeing compliance with the City of Zanesville's Credit Card Usage Policy. Credit cards and the credit card log will be stored in a secure location. A Credit Cardholder Agreement has to be signed each time a credit card is given out.

I. USE OF CREDIT CARD:

- A. The Cardholder (also referred to as "employee" herein) must sign out the credit card by filling out the credit card log and the attached Credit Cardholder Agreement each time the card is used.
- B. The Cardholder must provide the purpose for use of the credit card, the person making the charges, the vendor's name, purchase totals, and dates in the required Travel Meeting Attendance and Reimbursement Request signed by the Mayor. Purchases made with the credit card will need a signed requisition by the Cardholder's department head.
- C. The Cardholder is responsible for the credit card and all purchases made while in his/her possession. A credit card can be used for gas only for a City vehicle. If you are using your personal car then you will be reimbursed at the IRS mileage rate.
- D. Only authorized City personnel and officials can use the credit card.
- E. The Cardholder shall take all necessary precautions to keep the card and card number secure.
- F. The Credit card is to be used for City purchases only.
- G. The Cardholder must be able to justify that the use of the credit card was necessary and for official City business purposes.
- H. Use of the credit card should be restricted to costs of training such as registration fees, lodging, and travel expenses (gas and meals).
- I. The credit card should only be used for the purchase of materials/equipment if other methods of payment are not feasible or not accepted by the vendor. Any such purchases must be done using the City's tax exempt number and, other than as set forth herein, purchases must not be over \$300.00.
- J. The Cardholder's department is responsible for all charges incurred on the credit card including service fees and finance charges.
- K. Questions regarding the credit card accounts and procedures should be directed to the City Auditor.
- L. The Cardholder must return the credit card to the City Auditor immediately after use and record the date and time of return on the credit card log.
- M. The Cardholder shall reimburse the City for any unauthorized charges (including, but not limited to those items set forth in Item V below) within 30 days by personal check. The card shall not be issued to an employee if he or she owes money to the City from previous use of the card.

Department of Public Service
Jay D. Bennett, Director

ORDINANCE NO. 16 - 43
INTRODUCED BY COUNCIL

AN ORDINANCE AUTHORIZING AN ENCROACHMENT OF A CITY RIGHT-OF-WAY.

WHEREAS Dana Kelley has built an attachment of a porch-deck to his property at 265 Taylor Street; and

WHEREAS, said porch-deck encroaches in the City's right-of-way on Taylor Street; and

WHEREAS, the City has no objection to allowing said encroachment, as it is not logical to have the porch-deck demolished and is currently not problematic to the City or its vehicles.

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

SECTION 1: The City acknowledges that there is an encroachment on the City's public right-of-way located in the street at 265 Taylor Street, parcel 85-34-01-18-000, in the City of Zanesville.

SECTION 2: The City shall allow such encroachment of the property in accordance with the property record card provided in Attachment A.

SECTION 3: This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: _____, 2016

ATTEST: _____
Susan Culbertson
Clerk of Council

Daniel M. Vincent
President of Council

APPROVED: _____, 2016

Jeff Tilton, Mayor

THIS LEGISLATION APPROVED AS TO FORM



LAW DIRECTOR'S OFFICE

Muskingum County, Ohio - Property Record Card
Parcel: 85-34-01-18-000
Card: 1

GENERAL PARCEL INFORMATION

Owner **KELLEY DANA S**
 Property Address **265 E TAYLOR ST**
 Mailing Address **3406 MILES RUN RD PO BOX 725**
DRESDEN OH 43821
 Land Use **511 - SINGLE FAMILY DWLG UNPLAT 0-09**
 Legal Description **R 7 TP 1 QR 3 50 X 150 ADJ GLEN OAKS**
SUB 267 TAYLOR ST .17A

VALUATION

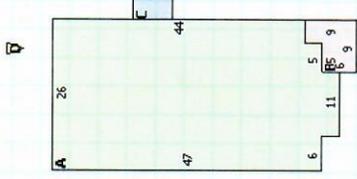
	Appraised	Assessed
Land Value	\$11,700.00	\$4,100.00
Improvements Value	\$58,600.00	\$20,510.00
CAUV Value	\$0.00	\$0.00
Taxable Value	\$24,610.00	
Annual Tax (w/o delinquencies)	\$1,024.42	

LAND

Land Type	Acreage	Depth	Frontage	Depth	Value
L1 - Front Lot Entry	0.1722	150	50	0	11660

AGRICULTURAL

Land Type	Land Usage	Soil Type	Acres	Value
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RESIDENTIAL

Building Style	CONVENTIONAL
Year Built	1950
Stories	1
Finished Area	1243
First Floor Area	1243
Upper Floor Area	0
Rooms	0
Bedrooms	5
Family Rooms	3

ADDITIONS

Description	Area	Year Built	Value
PR1 - Porch Frame	66	0	\$2,340.00
PR1 - Porch Frame	28	0	\$1,340.00
GR4 - Garage Basement	0	0	\$0.00

IMPROVEMENTS

Improvement	Count
Full Baths	1
Half Baths	0
Basement	0
Finished Basement Area	0
Heating	HEAT
Cooling	NONE
Exterior Wall	WD/ALM
Attic	NONE
Number of Fireplace Openings	0
Number of Fireplace Stacks	0

SALES

Date	Buyer	Seller	Price
9/2/2003	KELLEY DANA S	KENLEY MILDRED E	73000
7/21/1997	KENLEY MILDRED E	KENLEY JAMES E	0
10/1/1982	KENLEY JAMES E	Unknown	25000

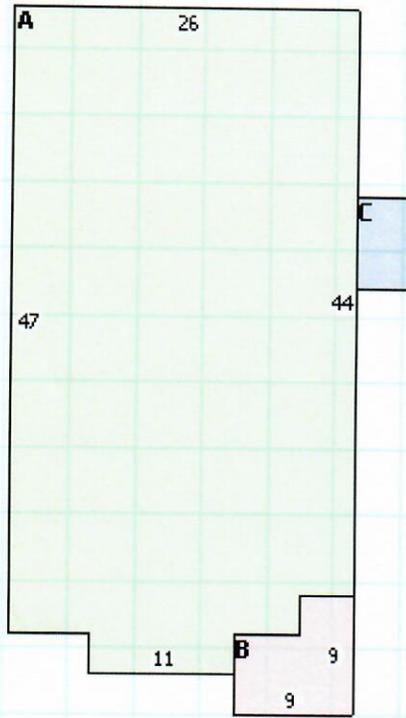
COMMERCIAL

Ordinance 16-43

Scale: 5ft



- A** 1 s Fr/B
1243 sqft
- B** PR1
66 sqft
- C** PR1
28 sqft
- D** GR4
3 sqft



Department of Public Service
Jay D. Bennett, Director

**ORDINANCE NO. 16 - 45 Amended
INTRODUCED BY COUNCIL**

**AN ORDINANCE AUTHORIZING THE PROPER CITY OFFICIAL
TO ENTER INTO A LEASE WITH AK STEEL CORPORATION.**

WHEREAS, for many years Armco Advanced Materials Company, aka AK Steel, has leased certain property to the City of Zanesville for recreation purposes at an annual rate of \$1.00; and

WHEREAS, the administration has recommended renewing the lease as shown in Attachment A beginning June 1, 2016 and ending May 31, 2019.

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

SECTION 1: The proper City official is hereby authorized to enter into a lease with AK Steel Corporation, a copy of which is attached hereto as Exhibit A.

SECTION 2: This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: _____, 2016

ATTEST: _____
Susan Culbertson
Clerk of Council

Andrew Roberts
President Pro-Tempe

APPROVED: _____, 2016

Daniel M. Vincent, Acting Mayor

THIS LEGISLATION APPROVED AS TO FORM



Law Director's Office



AK STEEL LEASE EXHIBIT

CITY OF ZANESVILLE

APPROXIMATE LEASE AREAS

EXISTING: 26 Acres

PROPOSED: 42 Acres

LEASE

THIS INSTRUMENT OF LEASE ("LEASE") WITNESSETH: That AK Steel Corporation with an office and place of business at Zanesville, Ohio (the "LESSOR"), in consideration of the rents and covenants hereinafter stipulated to be paid and performed by the City of Zanesville, Ohio (the "LESSEE"), does hereby grant, demise, let, and lease unto the said Lessee the following described premises:

Situated in the State of Ohio, County of Muskingum, and Falls Township, and bounded as follows:

Being parts of Taylor's Second Addition of the City of Zanesville Plat Book 2, Page 4 and part of Riverdale, Plat Book 2, Page 124 as recorded at the Muskingum County Recorder's Office. Beginning at southwest corner of Lot 7 of Riverdale which is also the intersection of the north right-of-way line of West Monroe Street and the east right-of-way line of Garden Street, thence in a northeasterly direction following the east right-of-way line of Garden Street approximately 447.3' to the northwest corner of Lot 52 of Riverdale, thence turning 90° in a northwesterly direction crossing the vacated portion of Garden Street to the southeast corner of Lot 21 of Riverdale. Thence following the southwest property line of said Lot 21 to the southwest corner of Lot 21 which is also to the east right-of-way line of Edge Street (formerly Hill Street). Thence following the east right-of-way line of Edge Street to the south right-of-way line of Van Horn Street, thence continuing across the public right-of-way of Van Horn Street along the east right-of-way of Edge Street, if extended, to the north right-of-way line of Van Horn Street to a fence located approximately at the southwest corner of parcel 85-13-01-01-000 currently owned by Armco Inc. as recorded in Deed Book 577, Page 865 of the Muskingum County Recorder's Office. Thence in a southeasterly direction following said fence to a point on the east property line of parcel 17-65-03-03-000 owned by Armco Inc. which is also the west property line of the Ohio Central Railroad (formerly the Wheeling & Lake Erie Railroad). Thence following the east property line of parcel 85-13-01-01-000 (west property line of the Ohio Central Railroad) in a southerly direction to the south corner of said parcel, thence following the southern line of said parcel in a westerly direction to the southwest corner of said parcel which is also the southeast corner of a vacated alley

No repetition of remarks shall be permitted nor speaking on the same subject matter will be allowed at more than three meetings, unless there has been a substantive change to the legislation or situation as determined by the President.

To accommodate special needs or circumstances that are in the best interest of the City, Council may temporarily suspend any of these rules, by motion, second and 2/3 majority vote (6 votes), which includes the opportunity to address Council without written notice.

If a speaker does not speak on a matter concerning the legislative or administrative responsibilities of city government, the President may terminate the right to speak and refer the speaker to more appropriate public forum.

Signs and banners are not permitted in Council Chambers. This prohibition does not apply to charts, diagrams, enlarged photographs, or other demonstrative exhibits or visual media utilized by a speaker in presenting testimony to Council.

Any variance or waiver of these rules shall be by a 2/3 majority vote (6 votes) of Council.

PETITION TO ADDRESS COUNCIL

IT IS ADVISED THAT YOU READ AND FAMILIARIZE YOURSELF WITH THE ABOVE-LISTED RULES AS WELL AS ALL RULES SET FORTH IN CHAPTER 111 OF THE CODIFIED ORDINANCES OF THE CITY OF ZANESVILLE PRIOR TO SPEAKING BEFORE COUNCIL.

Those desiring to address Council must complete a "Petition to Address Council." These Petitions are available in the Clerk's office, online, by email request, and in Council Chambers. To speak on a non-agenda item, the completed Petition must be provided to the Clerk of Council by noon on Wednesday the week prior to the Council meeting to be eligible to speak at the meeting. To address Council on an item that is on the agenda, the Petition must be provided to the Clerk of Council fifteen minutes prior to beginning of the meeting. Council will not consider an incomplete Petition to Address Council, which requires the following: Name, Organization Representing (if any), Address, Telephone Number, Email Address (optional), Ordinance/Resolution Number and if For or Against the legislation, and if not speaking on an agenda item list the Subject. Also required is a Signature and Date to indicate "I Have read the restrictions and guidelines regarding speaking before Council, including those set forth in Chapter 111 of Zanesville's Codified Ordinances. I understand and agree to abide by these rules and acknowledge that my failure to abide by these rules may result in my request to speak being denied or terminated". It is recommended that any available supporting documentation be submitted with the Petition to ensure that Council and City Administration have the information necessary to effectively respond to the concern. All documents submitted to Council become public documents, so please ensure that all personal and private information is redacted (deleted or removed).

NAME: Eric Jones

REPRESENTING AN ORGANIZATION (IF YES, PLEASE LIST): MYSELF

ADDRESS: 221 Luck Ave

TELEPHONE: (740) 588-1837

EMAIL (OPTIONAL):

COMMUNICATION/RESOLUTION/ORDINANCE #: _____ FOR OR _____ AGAINST



IF YOU ARE NOT SPEAKING ON AN AGENDA ITEM, YOU MUST INDICATE YOUR SUBJECT BELOW:

RACISM-OF-INDIFFERENCE vs. Culture, climate & environment OF FEAR

I HAVE READ THE RESTRICTIONS AND GUIDELINES REGARDING SPEAKING BEFORE COUNCIL, INCLUDING THOSE SET FORTH IN CHAPTER 111 OF ZANESVILLE'S CODIFIED ORDINANCES. I UNDERSTAND AND AGREE TO ABIDE BY THESE RULES AND ACKNOWLEDGE THAT MY FAILURE TO ABIDE BY THESE RULES MAY RESULT IN MY REQUEST TO SPEAK BEING DENIED OR TERMINATED.

SIGNATURE Eric Jones

DATE 6/2/16