

# FRANKLIN COUNTY TRANSPORTATION IMPROVEMENT DISTRICT

## BOARD OF TRUSTEES

**Cornell Robertson,**  
**Chair**

Franklin County  
Engineer  
(614) 525-3043

**Erik Janas,**  
**Vice-Chair**

Franklin County  
Board of  
Commissioners

**Zach Woodruff,**  
**Secretary-**  
**Treasurer**

City of Whitehall

**Shannetta Griffin**

**Curtiss Williams**

Central Ohio  
Community  
Improvement  
Corporation

**Stephanie Kunze,**  
**Non-Voting**

Ohio Senate – 16<sup>th</sup>  
District

**Laura Lanese,**  
**Non-Voting**

Ohio House of  
Representatives –  
23<sup>rd</sup> District

## Board of Trustees Regular Meeting

Thursday, February 25, 2021

2:30 P.M.

Microsoft Teams Meeting

### Agenda

- A. Pledge of Allegiance – *Cornell Robertson, Chair*
- B. Roll Call and Introductions
- C. Approval of Minutes from November 19, 2020 Meeting
- D. FCTID Program of Projects
  - 1. Update on projects:
    - Franklin County Parking Facilities Improvement Project
    - SR 161 at Linworth Road Improvement Project
    - Toy Road/Swisher Road/Saltzgaber Road Improvement Project
- E. FCTID Budget

Resolution Number 2021-01 Adopting Amended CY 2021 Fund Budgets

A resolution amending the CY 2021 fund budgets and authorizing disbursement of \$847,795.00 to the FCEO and credit funding to the FCEO in the amount of \$453,501.78 against the FCEO's 2021 pledged funding commitment to the FCTID for partial funding of construction costs for the Toy Road/Swisher Road/Saltzgaber Road Improvement Project.

# FRANKLIN COUNTY TRANSPORTATION IMPROVEMENT DISTRICT

- F. Financial Report – *Mark Hurst*
- G. MORPC Quarterly Report (Q4 2020)
- H. Other Business
- I. Adjournment

The next FCTID Board of Trustees Meeting is:

*Thursday, March 25, 2021 at 2:30 P.M.*  
*Microsoft Teams*

# FRANKLIN COUNTY TRANSPORTATION IMPROVEMENT DISTRICT

## MEETING MINUTES

### BOARD OF TRUSTEES REGULAR MEETING

Thursday, November 19, 2020

2:30 p.m.

Microsoft Teams Meeting

#### **Board of Trustee Members Present**

Cornell Robertson, P.E., P.S., *Chair*

Erik Janas, *Vice-Chair*

Zach Woodruff, *Secretary-Treasurer*

Shannetta Griffin

#### **Staff/Consultants Present**

Thomas Graham, MORPC

Thea Ewing, MORPC

Nate Vogt, MORPC

Rusty Schuermann, Legal Counsel

Mark Hurst, Accountant

#### **Guests Present**

Brent Welch, Franklin County Engineer's Office

W. Fritz Crosier, Franklin County Engineer's Office

Barb Cox, Franklin County Engineer's Office

Raelynn McCown, Franklin County Engineer's Office

Simone Burley, Franklin County Engineer's Office

Paul Denny

Jeff Wallace

Valerie Croasmun

Brian Dudley

Emily Preston

Jared Love

Nick Johnson

Tom Hibbard

#### **Meeting Minutes**

##### **A. Pledge of Allegiance**

Engineer Robertson called the meeting to order at approximately 2:33 p.m., and led the pledge of allegiance.

##### **B. Officer Vacancy**

Engineer Robertson acknowledged that the position of Secretary-Treasurer was currently vacant.

Motion by Griffin, seconded by Janas elect Zach Woodruff as Secretary-Treasurer. Motion carried via a roll call vote:

**Robertson:** Yes | **Janas:** Yes | **Griffin:** Yes | **Woodruff:** Yes

**C. Roll Call and Introductions**

Engineer Robertson asked all attendees to introduce themselves and thanked everyone for attending. Roll was called for board members:

**Robertson:** Yes | **Janas:** Yes | **Griffin:** Yes | **Woodruff:** Yes | **Kunze:** Absent | **Lanese:** Absent

**D. Approval of Minutes from August 27, 2020 Meeting**

Motion by Janas, seconded by Griffin to approve the meeting minutes of August 27, 2020. Motion carried via a roll call vote:

**Robertson:** Yes | **Janas:** Yes | **Griffin:** Yes | **Woodruff:** Yes

**E. FCTID Program of Projects**

Mr. Crosier informed the board the pedestrian bridge demolition occurred on November 6<sup>th</sup>, 2020, which was delayed one week in order to avoid any potential impacts to the election. Mr. Crosier explained that additional work was still being completed, and that the contract is expected to be complete December 16<sup>th</sup>, though the contract may be extended as the contractor waited for additional materials to arrive. No additional costs would be associated with this delay. Mr. Crosier thanked Corna Kokosing for their work on this project.

Mr. Crosier introduced the Rohr Road Corridor Improvements Project, which is a collaborative project between the FCTID, the County, the Village of Obetz, and the City of Columbus, with the potential participation of a private developer, for the improvements to Rohr Road from Lockbourne Road to Alum Creek Drive.

**1. Resolution Number 2020-20 Designating Transportation Improvement Projects, Approving Amendment of Intergovernmental Agreement and Related Actions**

Motion by Janas, seconded by Woodruff to adopt Resolution 2020-20 to designate the Rohr Road Corridor Improvements Project as an FCTID project. Motion carried via a roll call vote:

**Robertson:** Yes | **Janas:** Yes | **Griffin:** Yes | **Woodruff:** Yes

**F. FCTID Budget**

Mr. Hurst introduced four resolutions to the board, which would establish the Walnut Street Corridor Capital Improvements Fund, amend the CY 2020 budget, authorize a transfer of funds from the General Fund to the Walnut Street Corridor Capital Improvement Fund, and adopt CY 2021 fund budgets.

**1. Resolution Number 2020-21 Establishing New Funds**

Motion by Griffin, seconded by Janas to adopt Resolution 2020-21 to establish the Walnut Street Corridor Capital Improvement Fund. Motion carried via a roll call vote:

**Robertson:** Yes | **Janas:** Yes | **Griffin:** Yes | **Woodruff:** Yes

**2. Resolution Number 2020-22 Adopting Amended CY 2020 Fund Budgets**

Motion by Janas, seconded by Woodruff to adopt Resolution 2020-22 to adopt amended CY 2020 fund budgets. Motion carried via a roll call vote:

**Robertson:** Yes | **Janas:** Yes | **Griffin:** Yes | **Woodruff:** Yes

**3. Resolution Number 2020-23 Authorizing a Fund Level Transfer**

Motion by Griffin, seconded by Woodruff to adopt Resolution 2020-23 to transfer \$184,141 from the General Fund to the Walnut Street Corridor Capital Improvement Fund. Motion carried via a roll call vote:

**Robertson:** Yes | **Janas:** Yes | **Griffin:** Yes | **Woodruff:** Yes

**4. Resolution Number 2020-24 Adopting CY 2021 Fund Budgets**

Motion by Janas, seconded by Woodruff to adopt Resolution 2020-24 to adopt CY 2021 fund budgets. Motion carried via a roll call vote:

**Robertson:** Yes | **Janas:** Yes | **Griffin:** Yes | **Woodruff:** Yes

**G. Financial Reports**

Mr. Hurst presented the board with financial reports for the months of August, September, and October. Additionally, Mr. Hurst asked MORPC staff to set up a time to brief Mr. Woodruff on the FCTID financial processes.

Motion by Griffin, seconded by Janas to approve the August, September, and October Financial Reports. Motion carried via a roll call vote:

**Robertson:** Yes | **Janas:** Yes | **Griffin:** Yes | **Woodruff:** Yes

**H. MORPC Quarterly Report**

Ms. Ewing presented the MORPC Q3 2020 report to the board and explained that MORPC staff would be working on revisions to the MORPC Scope of Services for CY 2021.

**I. Anti-Racism & Equity Program**

Motion by Janas, seconded by Griffin to adopt the FCTID Anti-Racism & Equity Program. Motion carried via a roll call vote:

**Robertson:** Yes | **Janas:** Yes | **Griffin:** Yes | **Woodruff:** Yes

**J. Board Vacancy**

Mr. Janas informed the board that he had been in conversation with the Franklin County Commissioners regarding a potential candidate for the open position on the FCTID Board of Trustees. Mr. Janas explained that he was hopeful that a new board member could be appointed in December.

**K. Other Business**

Mr. Schuermann informed the board that the state legislature was expected to approve continued use of electronic or telephonic public meetings.

Mr. Graham asked the board for any comments regarding the draft FCTID newsletter and informed the board that this newsletter would be distributed in early December.

**L. Adjournment**

The meeting was adjourned at approximately 3:08 p.m.

Respectfully submitted,

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Zach Woodruff  
Secretary-Treasurer

**FRANKLIN COUNTY  
TRANSPORTATION IMPROVEMENT DISTRICT**

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**Resolution Number 2021-01**

**A RESOLUTION BY THE FRANKLIN COUNTY TRANSPORTATION IMPROVEMENT  
DISTRICT FOR THE AMENDMENT TO AND MODIFICATION OF THE CALENDAR YEAR  
2021 FUND BUDGETS AND RELATED ACTIONS**

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**WHEREAS**, the Franklin County Transportation Improvement District (FCTID), in accordance with applicable sections of the Ohio Revised Code and common budgetary best practices desires to adopt and to amend certain fund budgets for calendar year 2021; and

**WHEREAS**, the FCTID's funds are utilized in a manner so as to properly account for revenues and expenditures of the FCTID and to comply with applicable budgetary requirements of the Ohio Revised Code; and

**WHEREAS**, furthermore, the FCTID in conjunction and cooperation with the Franklin County Engineer's Office ("FCEO"), is advancing the Toy Road/Saltzgaber Road/Swisher Road Improvement Project to construction, in accordance with the intergovernmental agreement with the County, dated November 26, 2019, as amended, and the FCEO is now prepared to advertise and bid for project construction services, with a portion of the project costs to be funded by current and pledged resources of the FCTID, including funds in the amount of \$847,795.00 currently on deposit with the FCTID and a credit of \$453,501.78 to the FCEO against the FCEO's 2021 pledged funding commitment to the FCTID in the original amount of \$500,000.00, thus reducing the FCEO's 2021 funding commitment to \$46,498.22 after such credit, and making the FCTID's gross contribution to the project in current resources, and waived pledged commitments, in the amount of \$1,301,296.78; and,

**WHEREAS**, it is necessary to adjust, amend and to adopt estimated resources and appropriations as set forth on the attached schedule, and to properly account for expenditures of the FCTID and to comply with budgetary requirements, in accordance with the schedule attached hereto and made part hereof; and,

**NOW, THEREFORE, BE IT RESOLVED** that the FCTID Board of Trustees (the "Board") hereby approves, authorizes and directs its Secretary-Treasurer to amend and adopt the calendar year 2021 fund budgets, in accordance with the schedule attached hereto and made part hereof.

**BE IT FURTHER RESOLVED** that the Board hereby authorizes and directs the FCTID Secretary-Treasurer to disburse funds in the amount of \$847,795.00 to the FCEO and to credit funding to the FCEO in the amount of \$453,501.78 against the FCEO's 2021 original pledged funding commitment amount of \$500,000.00, for the partial funding of construction costs for the Toy Road/Saltzgaber Road/Swisher Road Improvement.

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 this Board that resulted in such formal action, were in meetings open to the public, in compliance with the law, including § 121.22 of the Ohio Revised Code and House Bill 404 provisions.

**ADOPTED** at a regularly adjourned meeting of the Board of Trustees of the Franklin County Transportation Improvement District, Franklin County, Ohio, this 25<sup>th</sup> day of February 2021.

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Franklin County Transportation Improvement District  
Chairman

Attest:

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Franklin County Transportation Improvement District  
Secretary/Treasurer

Motion to Pass Resolution: \_\_\_\_\_

Seconded By: \_\_\_\_\_

**Franklin County Transportation Improvement District  
 Calendar Year 2021 Budget  
 Thursday, February 25, 2021**

	<b>General Fund</b>	<b>Toy Road/Swisher Road/Saltzgeber Road</b>
Revenues:		
Intergovernmental	46,498.22	-
Total Revenues	46,498.22	-
Expenditures:		
General Government	185,000.00	-
Public Works - Other	650,000.00	197,795.00
Total Expenditures	835,000.00	197,795.00
Change in Fund Balance	(788,501.78)	(197,795.00)
Cash Balance, Beginning of Year	1,194,756.59	197,795.00
Cash Balance, End of Year	\$ 406,254.81	\$ -

Detail of General Government Expenditures:

Accounting - Hurst, Kelly & Company LLC	25,000.00
Administration - MORPC	55,000.00
Audit - TBD	20,000.00
Insurance - TBD	5,000.00
Legal - Kegler Brown Hill + Ritter	75,000.00
Various Other - TBD	5,000.00
Total General Government Expenditures:	185,000.00

**Franklin County Transportation Improvement District**

Bank Account Reconciliation

January 31, 2021

**Bank Account Balances:**

Heartland Bank Account #112006116	\$ 35,000.00
Heartland Bank Account #212300187	2,234,324.21

Total Heartland Bank Public Funds Account	<u>2,269,324.21</u>
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**Additions:**

Deposits in Transit:

**Deletions:**

Outstanding Checks:

<b>Reconciled Bank Balance</b>	<u><u>\$ 2,269,324.21</u></u>
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**Fund Cash Summary:**

General Fund	\$ 1,193,540.40
Morse Road Corridor Fund	270,248.00
Toy Road/Swisher Road/Saltzgaber Road Fund	197,795.00
Franklin County Parking Facilities Fund	423,599.81
Walnut Street Corridor	184,141.00

<b>Total Cash Per Fund Summary</b>	<u><u>\$ 2,269,324.21</u></u>
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**Difference Between Reconciled Bank Balance and Cash per Fund Summary**

\$ -

Prepared By: Mark Hurst 2/11/2021

Reviewed By: \_\_\_\_\_

**Franklin County Transportation Improvement District**

Financial Report

As of January 31, 2021

<b>Fund Name</b>	<b>Fund Balance January 1, 2021</b>	<b>Actual Receipts</b>	<b>Budgeted Receipts</b>	<b>Actual Disbursements</b>	<b>Outstanding Encumbrances</b>	<b>Actual Budgetary Disbursements</b>	<b>Budgeted Disbursements</b>	<b>Fund Balance As of January 31, 2021</b>	<b>Unencumbered Fund Balance As of January 31, 2021</b>
General Fund	1,203,599.62	35.25	500,000.00	(10,094.47)	(1,300.85)	(11,395.32)	(238,843.03)	1,193,540.40	1,192,239.55
Alum Creek Drive & Rohr Road Fund	-	-	-	-	-	-	-	-	-
Morse Road/I-270 Fund	-	-	-	-	-	-	-	-	-
Morse Road Corridor Fund	270,248.00	-	-	-	-	-	-	270,248.00	270,248.00
Toy Road/Swisher Road/Saltzgaber Road Fund	197,795.00	-	-	-	-	-	-	197,795.00	197,795.00
Franklin County Parking Facilities Fund	423,599.81	-	-	-	(423,599.81)	(423,599.81)	(423,599.81)	423,599.81	-
Walnut Street Corridor	184,141.00	-	-	-	-	-	-	184,141.00	184,141.00
	<b>2,279,383.43</b>	<b>35.25</b>	<b>500,000.00</b>	<b>(10,094.47)</b>	<b>(424,900.66)</b>	<b>(434,995.13)</b>	<b>(662,442.84)</b>	<b>2,269,324.21</b>	<b>1,844,423.55</b>

Franklin County TID  
 Summary of Cash Basis Activity - 2020

Row Labels	Sum of Cash
<b>General Fund</b>	
<b>2021</b>	
Cash	1,193,540.40
<b>Investment Earnings</b>	<b>35.25</b>
1/29/2021	35.25
<b>Legal Services (Kegler, Brown, Hill and Ritter)</b>	<b>(7,975.00)</b>
1/18/2021	(7,975.00)
<b>Accounting Services (Hurst Kelly &amp; Company LLC)</b>	<b>(2,118.75)</b>
1/18/2021	(2,118.75)
<b>To record bank fees</b>	<b>(0.72)</b>
1/12/2021	(0.72)
<b>To record balance of cash at 1/1/21</b>	<b>1,203,599.62</b>
1/1/2021	1,203,599.62

Franklin County TID  
Summary of Cash Basis Activity - 2020

Row Labels	Sum of Cash
<b>Toy Road/Swisher Road/Saltzgaber Road Fund</b>	
<b>2021</b>	
Cash	197,795.00
<b>To record balance of cash at 1/1/21</b>	<b>197,795.00</b>
1/1/2021	197,795.00

Franklin County TID  
Summary of Cash Basis Activity - 2020

Row Labels	Sum of Cash
<b>Franklin County Parking Facilities Fund</b>	
<b>2021</b>	
Cash	423,599.81
<b>To record balance of cash at 1/1/21</b>	<b>423,599.81</b>
1/1/2021	423,599.81

Franklin County TID  
Summary of Cash Basis Activity - 2020

Row Labels	Sum of Cash
<b>Walnut Street Corridor</b>	
<b>2021</b>	
Cash	184,141.00
<b>To record balance of cash at 1/1/21</b>	<b>184,141.00</b>
1/1/2021	184,141.00

Franklin County TID  
Summary of Cash Basis Activity - 2020

Row Labels	Sum of Cash
<b>Morse Road Corridor Fund</b>	
<b>2021</b>	
Cash	270,248.00
<b>To record balance of cash at 1/1/21</b>	<b>270,248.00</b>
1/1/2021	270,248.00
<b>Grand Total</b>	<b>2,269,324.21</b>

Franklin County TID  
 Summary of Open Purchase Orders

Year	2021
<b>Row Labels</b>	<b>Sum of Encumbrances</b>
<b>General Fund</b>	
<b>2020-02</b>	
Accounting Services (Hurst Kelly & Company LLC)	
1030	2,118.75
Accounting Services (Hurst Kelly & Company LLC) Total	2,118.75
To record carryover PO for Accounting Services	
2020-02	(2,983.20)
To record carryover PO for Accounting Services Total	(2,983.20)
<b>2020-02 Total</b>	<b>(864.45)</b>
<b>2020-04</b>	
To record bank fees	
Electronic Payment	0.72
To record bank fees Total	0.72
To record carryover PO for Bank Fees	
2020-04	(437.12)
To record carryover PO for Bank Fees Total	(437.12)
<b>2020-04 Total</b>	<b>(436.40)</b>
<b>2020-08</b>	
Legal Services (Kegler, Brown, Hill and Ritter)	
1031	5,422.71
Legal Services (Kegler, Brown, Hill and Ritter) Total	5,422.71
To record carryover PO for Legal Services	
2020-08	(5,422.71)
To record carryover PO for Legal Services Total	(5,422.71)
<b>2020-08 Total</b>	<b>-</b>
<b>General Fund Total</b>	<b>(1,300.85)</b>
<b>Franklin County Parking Facilities Fund</b>	
<b>2020-07</b>	
To record carryover PO for Corna Kokosing Pedestrian Bridge Demolition	
2020-07	(423,599.81)
To record carryover PO for Corna Kokosing Pedestrian Bridge Demolition Total	(423,599.81)
<b>2020-07 Total</b>	<b>(423,599.81)</b>
<b>Franklin County Parking Facilities Fund Total</b>	<b>(423,599.81)</b>

Franklin County TID  
Summary of Open Purchase Orders

Year	2021
<b>Grand Total</b>	<b>(424,900.66)</b>



MID-OHIO REGIONAL  
**MORPC**  
PLANNING COMMISSION

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info@morpc.org

## Memorandum

**TO:** Franklin County Transportation Improvement District  
Board of Trustees

**FROM:** Thea Walsh and Thomas Graham  
Transportation & Infrastructure Development

**DATE:** January 28, 2021

**SUBJECT:** Quarterly Report of Activities – Q4 2020

This report summarizes activities completed by MORPC as part of our engagement to provide administrative and related services to the Franklin County Transportation Improvement District (FC TID). This report covers the fourth quarter of 2020, including the months of October, November, and December

### Meetings:

- MORPC coordinated and hosted one board of trustee meetings (October and December meetings canceled):
  - November 19
- MORPC participated in multiple additional meetings and conference calls with board members, legal counsel, and/or service providers related to accounting
- MORPC participated in pre-construction calls regarding the pedestrian bridge demolition

### Documents Drafted:

- Meeting Agendas (1)
- Meeting Minutes (1)
- Resolutions (5)
- FCTID Newsletter (1)
- Road Closure Bulletin (1)
- Press Release (1)

### Major Activities:

- Updates to FC TID webpage on MORPC website
- Coordination with Franklin County Commissioners communications staff to provide public notice of FC TID meetings

**William Murdock, AICP**  
Executive Director

**Rory McGuinness**  
Chair

**Karen J. Angelou**  
Vice Chair

**Erik J. Janas**  
Secretary

- Coordination with ODOT Jobs & Commerce (Eddie King and Jim Gates) regarding TID Supplemental Funding
- Coordination with Mark Hurst, CPA to process invoices
- Coordination with Heartland Bank to process invoices
- Assistance in seeking appointments to the board
- Coordination with FCEO to provide public notice of the pedestrian bridge demolition

**Contract & Invoicing:**

MORPC has provided services under an executed letter of engagement with the FC TID for services during calendar year 2020. MORPC has invoiced the FC TID for \$55,000, representing the total amount agreed upon for 2020 services. MORPC has presented a revised letter of engagement for 2021.