

COMMUNITY DEVELOPMENT COMMITTEE MEETING MINUTES
REYNOLDSBURG CITY COUNCIL
March 5, 2012

Members of Community Development Committee present: Leslie Kelly, Scott A. Barrett, Nathan Burd, Cornelius McGrady III.

Other members of Council present: Barth R. Cotner, Chris Long, Council President Doug Joseph. Councilman Mel Clemens was absent.

Mrs. Kelly called the meeting to order at 7:30 p.m.

The agenda was approved.

Minutes of the Community Development Committee meeting held February 21, 2012 were approved without objection.

ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: ADDITION of SECTION 971.40 "Approval by Council; Director's Powers" TO CHAPTER 971 MUNICIPAL PARKS- -Mrs. Kelly moved to send the ordinance to Council for the third reading with a recommendation for adoption. Mr. Barrett seconded. All voted "Aye".

ORDINANCE AUTHORIZING EXTENSION OF CONTRACT WITH BRICKMAN GROUP FOR ONE YEAR FOR MAINTENANCE OF MAIN STREET CORRIDOR REVITALIZATION LANDSCAPING- -Parks and Recreation Director Jason Shamblin said with the unseasonably warm February, if at all possible an emergency could be added to the legislation, it would give them a month to get the contractors in earlier to work. Mrs. Kelly moved to send the ordinance to Council for the third reading with a recommendation for adoption as an emergency measure. Mr. Burd seconded. All voted "Aye".

Meeting adjourned at 7:32 p.m.

Community Development
- - -Nancy C. Frazier, Clerk of Council
3-5-2012

SAFETY COMMITTEE MEETING MINUTES

REYNOLDSBURG CITY COUNCIL
March 5, 2012

Members of Safety Committee present: Cornelius McGrady III, Nathan Burd, Scott A. Barrett.
Councilman Mel Clemens was absent.

Other members of Council present: Leslie Kelly, Barth R. Cotner, Chris Long, Council President
Doug Joseph.

Mr. McGrady called the meeting to order at 7:32 p.m.

The agenda was approved.

Minutes of the Safety Committee meeting held February 21, 2012 were approved without
objection.

ORDINANCE AUTHORIZING MAYOR TO ENTER INTO CONTRACT FOR 2012
FIREWORKS DISPLAY- -Mr. McGrady moved to send ordinance to Council for the second
reading. Mr. Burd seconded. All voted "Aye".

Meeting adjourned at 7:34 p.m.

Safety Committee
- - -Nancy C. Frazier, Clerk of Council
3-5-2012

SERVICE COMMITTEE MEETING MINUTES
REYNOLDSBURG CITY COUNCIL

March 5, 2012

Members of Service Committee present: Barth R. Cotner, Scott A. Barrett, Leslie Kelly, Cornelius McGrady III.

Other members of Council present: Chris Long, Nathan Burd, Council President Doug Joseph. Councilman Mel Clemens was absent.

Mr. Cotner called the meeting to order at 7:34 p.m.

Mr. Cotner moved to amend the agenda by adding an item from the City Auditor that had been in the Council packets the previous weekend: accepting unrecorded deed agreement for Summit Road; item to be added as Item 6. Mrs. Kelly seconded. All voted "Aye". The agenda was amended.

Minutes of the Service Committee meeting held February 21, 2012 were approved without objection.

Discussion: Authorization of contract for Huber Subdivision waterline replacement project, and appropriation of funds- -Safety/Service Director Bill Smith explained the request saying, "What we have before you is a request for legislation to enter into a contract with Underground Utilities, Inc. for the construction of the waterline in the Huber Subdivision. The amount of our request, in total, is \$945,803.85 of which \$778,003.50 is the amount of the contract; we have a ten percent contingency amount there, and then there is \$90,000 for inspection fees. And this represents the low bid on the project, and we are requesting that this be moved as an emergency measure so that we can comply with our contractual obligations and we're able to get this project started; well, our anticipated start date is sometime in April. Are there any questions that I might answer for anyone?"

Mr. Cotner: No questions for Mr. Smith? Alright, then seeing no questions, I would like to make a motion to move this forward to Council with recommendation for adoption as an emergency, and refer it to Finance for funding. Do I have a second? Second by Mr. Barrett. All in favor, say "Aye". (All voted Aye) Opposed. (No response) Motion carries. Thank you.

Discussion: Authorization of contract for inspection services for the Huber Subdivision waterline replacement project, and appropriation of funds- -Mr. Smith said, "This piece of legislation is asking for your authorization for the Mayor to enter into a contract with CT Consultants to provide inspection services for the waterline project, and this will be essentially an almost eight-hours-a-day, five-days-a-week kind of activity, so that's the amount we've actually extrapolated the amount of time that we think it's going to take for the construction and work that into these numbers so that we have an accurate projection of what those fees would be. It's critical that these be inspected so that we can assure the proper quality of this installation and elevations and support of the pipe and that sort of thing so that we don't run into problems, long-term, down the road. If you have any questions regarding that, I've asked Mark Vogt, our City Engineer, to be here to answer some of those questions, and he can address any specific

concerns you might have with regard to that, but this is such a time-consuming effort, that we felt it necessary to contract this out. It's not something that Mark can do himself, because it would detract from all of his other regular duties. So we ask this be moved forward as an emergency also, so that we can deal with our contractual obligations, once again."

Mr. Cotner asked if there were questions; and called on Mr. Barrett.

Mr. Barrett: Did we take other bids on this?

Mr. Smith: Oh, yeah, there were a substantial number of them. I couldn't remember exactly how many, but I think there were at least ten. This represents again...oh, you mean on this specific portion?

Mr. Barrett: Yeah, on this portion.

Mr. Smith: Not on this specific portion. And we didn't do that, because we have a pre-existing contract with CT Consultants to provide engineering services to us, and they have an employee, Bob Darragh, who is specifically qualified to do this work, and currently provides services to the city, and we felt that this was the most expeditious way to get a quality inspection job and to be able to move forward quickly on this. Does that help?

Mr. Barrett: I guess so. Is it cost effective....

Mr. Smith: Well, in the process of qualifying all of these engineering contractors for the city, it's a process that takes place every couple of years, and there are, I believe, six different firms that are generally selected to provide those services, and so what we have, what essentially amount to pre-existing agreements with them for that purpose.

Mrs. Kelly: Do we know, out of those six different firms that we have pre-existing contracts with, that CT Consultants would be the most fiscally conservative bid out of those?

Mr. Smith: What do you think, Mark?

Director of Engineering Vogt: I think that they're, certainly the qualifications of Bob Darragh are probably the best that I've seen of those people. Bob worked in the 2010, in the 2009 Rosehill projects; he was an inspector on those; he was an inspector last year on the waterline and the sewer line that goes out to _____ school; and he's also been working in the Building Department here recently on a part time basis.

Mrs. Kelly: I'm not questioning Bob's qualifications at all. If you look at, maybe the question is, have you looked or been able to consider the other firms that we do, and I know we were talking about we did, like pre-approved different, I remember when we did that different engineering firms - when you look at, even looking at those six, have you been able to see if there's another inspector who may not be Bob, but he may be able to do the job, but they would do it at a less expensive rate?

Mayor McCloud: Mrs. Kelly, I think the way this came together was, internally we calculated what this should cost. Obviously, not me, but the team knows with pretty specific certainty what this should cost, and so the equation was essentially - we know what this should cost, are you willing to do it for what we think this will cost. Does that make sense?

Mrs. Kelly: So you guys came up with a figure that you thought this is what it should be and they were able to be within your figure?

Mr. Smith and Mr. Vogt: Yes.

Mr. Smith: Does that provide the level of clarity that you wanted? I mean I...

Mrs. Kelly: I understand where, how it came....

Mr. Smith: ...let it out to a number of people so that we can get the lowest best bid and I think, without having gone through that exercise, we feel that we have achieved that; however, we also have a press of time on this project to get it going and we have contractual obligations that we're trying to meet, and so we're trying to expedite this process somewhat by doing ____ bids.

Mrs. Kelly: I just think it might, and I understand where you guys are with this and the need for this, it might be something we think about in the future with the process even if we were to look at those six.

Mr. Smith: Oh, absolutely.

Mrs. Kelly: To maybe consider doing that within, you know, those six that as the group, the professionals said these are our six, you know, entities we want to work with. Of that...

Mr. Smith: I think anytime we can achieve a broad based array of capability, that's a good idea and I agree with you on that. And I will endeavor to make sure that that takes place.

Mrs. Kelly: Thank you very much.

Mr. Barrett: With an agreement of this size, dollar-wise, I mean, are we obligated to take bids normally?

City Attorney Hood: Councilman Barrett, we haven't had an opportunity to discuss this particular issue; I think it's the first time that this has been raised this year. We go through a design selection process with all of our consultants, that's what the Safety/Service Director was alluding to a while ago; we do that on a biannual basis. And we pre-qualify a bunch of different engineering and consulting firms in different genres of their expertise, okay? And I think the Mayor has it right, whenever we do a project of any scope of this size, we always, rule of thumb, is that we set aside ten percent of the contract price for our inspection fees. And then, we select the particular consultant, who we are already under contract with to provide those services to us. And if the City Engineer is selecting CT because they have the best waterline guy, then that's why he's selecting CT and recommending to you to select CT. The Mayor's right, it would be this amount

regardless of what company we would go with, because we use this ten percent formula as a rule of thumb when we, for our inspection fees; we don't know what the actual amount will be, but it's not to exceed this amount. So, the contract is already done with, now we're going to enter into an agreement for the actual work under the contract we've already agreed to for this amount and that's what they're asking you to do. Does that make sense to you?

Mr. Barrett: That makes great sense. Thank you.

Mr. McGrady: Just one final, well, one question from me, and I believe Councilwoman Kelly mentioned this, in the event that she did not, in the future - just provide that rationale, this way it will expedite the process, is that what you were pretty much referring to?

Mrs. Kelly: Um-hmm.

Mr. McGrady: Yes. Then okay, this is why we did not go through the bidding process, because we have these pre-existing ...

Mrs. Kelly: No, what I was referring to was more within those six that we did pre-qualify, which was the word I was looking for.

Mr. McGrady: Oh, okay.

Mrs. Kelly: That we look within those six to say here, here's what we want to do and try to get the lowest bid amongst those six that we pre-qualified. And I just want to make sure I'm right - the cost for the inspection services is actually a little bit more than ten per cent..., well, this is what I want to make sure, the project itself is 778 and some change; ten percent of that is 77,000....

Mr. Smith: And we do have that contingency there. There's an inspection fee in addition to that, that we're asking for, and that contingency was identified at ten percent as a way of being prepared to deal with unforeseen circumstances that inevitably occur during projects of this type.

Mrs. Kelly: I totally understand that you could have weather, and a bunch of different things that could occur.

Mr. Smith: Well, and one thing that we're going to do as a part of that, it is our hope anyway, is to have a video record made of all of the pre-existing conditions, so that we can return the residents' driveways, sidewalks, planted areas and so forth to their, or as close to their original, you know, their existing form as we can as we progress through. And that's another part of the inspection process, to make sure that that takes place, and without having that evidence, it's difficult to make a case, if you will, so we're trying to be prepared for every eventuality and I think we've pretty well covered it.

Mrs. Kelly: And then the \$90,000 is not the ten percent contingency, it's an additional for the fee.

Mr. Smith: It's an additional fee, yes.

Mrs. Kelly: Okay.

Mr. Cotner: Any other questions? (No response) Okay, thank you. Then I would like to make a motion to send this forward to Council with a recommendation for adoption as an emergency, and also to refer it to Finance for funding. Do I have a second on that? Second by Mr. Barrett. All in favor, say "Aye". (All voted Aye) Opposed. (No response) Okay.

Accepting unrecorded deed agreement for Summit Road- -City Auditor Harris said, "I kind of inherited this little project from Mr. Miller when he left. This is the unrecorded Right-of-Way Agreement for Summit Road; those of you familiar with the Summit Road project - there was a, used to be a jog off in the roads, and they put an S-curve in to connect those - the person who owned the land gave us that land as right-of-way. It was part of our agreement with the Ohio Public Works Commission to get the grant; the right-of-way is worth about \$120,000. They do not have this right-of-way agreement yet, and I need to get this to them so they can continue to pay, finish the invoices up on that, so I'm asking Council to approve this unrecorded right-of-way; the City Attorney has looked through this and he and the Mayor have both signed off on it. And I'll take any questions, if anybody has one."

Mr. Cotner asked if there were any questions. There was no response.

Mr. Cotner: Okay, then I would like to make a motion to move this forward to Council with recommendation for adoption as an emergency. Do we have a second? Second by Mrs. Kelly. All in favor, please say "Aye". (All voted Aye). Opposed. (No response). Motion carries. And with that, and no further business before the Service Committee, we will adjourn at 7:49 p.m.

Service Committee

- - -Nancy C. Frazier, Clerk of Council
3-5-2012

FINANCE COMMITTEE MEETING MINUTES
REYNOLDSBURG CITY COUNCIL
March 5, 2012

Members of Finance Committee present: Chris Long, Nathan Burd, Barth R. Cotner, Leslie Kelly. Councilman Mel Clemens was absent.

Other members of Council present: Scott A. Barrett, Cornelius McGrady III, Council President Doug Joseph.

Mr. Long called the meeting to order at 7:50 p.m.

Mr. Long moved to amend the agenda by adding two items: Item 5a, contract for the Huber Subdivision; and Item 5b, inspection services. Mrs. Kelly seconded the motion. The amended agenda was approved with all voting "Aye".

Minutes of the Finance Committee meeting held February 21, 2012 were approved without objection.

Discussion only: Authorization of contract to have utility bills looked at for possible overcharges-- City Auditor Harris explained: I was approached last Fall by a company called URC, which is an independent contractor that has been working here in the central Ohio area with a variety of different groups, both private businesses and public sector people, to go through past utility bills and gasoline purchases and those kind of things because there is a part of the Utility Recovery Act of 1933, and since Mel's not here - he was the only one around when that was passed - so..we'll have to just go with their word that this was part of that; there was a part of that, that didn't allow certain taxes to be passed on to utility bills. Well, over the years, the utility companies have put excise taxes and some of those things back onto those bills and this group can go through, will look through our bills and see if there's any money due to us. This will cost us nothing to have it done; whatever they find, they get 50% of; in one central Ohio community, it reached pretty close to six figures. So, may be something, may be not, but it won't cost us anything to find out. So I brought this up as a discussion item - if you are interested in this, you can either hold it, or send it forward for a first reading, next committee, Mr. Hill has agreed to come in and answer any specific questions that you might have about this particular project, so whatever you folks would like to do with it, we'll be glad to proceed in whatever direction you want to go in, if any.

Mr. Long: How far do they go back, Dick?

Mr. Harris: I think they can only go back five years, and I think our retention policy is only five or seven years on payables anyway, so we wouldn't have anything back beyond five or six years anyway.

Mr. Long: You sure this wouldn't cost us anything if they don't find anything...?

Mr. Harris: It absolutely says, if you look through it, it says you, there is absolutely no cost to you - if we don't find anything, you owe us nothin'.

Mr. Long asked if there were any questions from the committee.

Mr. Burd: With no cost, would there be any reason not to do this? I mean, is there anything that...

Mr. Harris: Well, if you like payin' higher utility bills; that would be the only reason I could think of.

Mr. Burd: Yeah, I don't prefer that. I would be in favor of exploring this.

Mrs. Kelly said she agreed and thought it would be a great thing to go forward and explore.

Mr. Long asked if there were any questions from Council.

Mr. McGrady: Just one point of clarification for me. Is this residential?

Mr. Harris: No, it's for us; it's for the city, a governmental agency.

Mr. McGrady: Okay, for the city.

Mr. Harris: Because we pay...if you see some of our electric bills, they're pretty impressive on those street lights.

Mr. McGrady: Yes, I saw that in the budget.

Mr. Long: Thank you, Auditor Harris. I'll go ahead and introduce a motion that we send this on to Council for its first reading. Can I get a second? Second by Councilman Burd. All in favor..(all voted "Aye") All opposed. (No response) Motion carries.

Discussion: Issuance of bonds for Huber Subdivision waterline replacement project:

Mr. Harris: With Council wanting to go ahead and proceed with this, we'd always planned to do this as a bond issue with a debt instrument, the rates right now are very favorable for borrowing money, and at this point we don't see any reason why we shouldn't, why we should pay for it up front when we can borrow money so cheaply. There's not enough money in the Water Fund to pay it out right now, so we'll have to issue some kind of debt instrument; the money to pay this back was included in Mr. Kipp's water rates, so this was already _____ in his pro forma, when he came in last Fall to go over water rates with Council, so we'd like for you to go ahead and pass this so we will have a way to fund the waterline project.

Mr. Long: Dick, I know that Mark Kipp isn't here right now, but he did allude last year to the amount of money that the residents of the City of Reynoldsburg lose due to water main leaks. Do you remember any of those numbers off the top of your head, or percentages?

Mr. Harris: He is down to the point where, it's not all water main leaks; a lot of it is the fact that a number of the old mechanical water meters after ten or fifteen years start to lose accuracy, but he's down, last year was down to less than 70% of what came through from Columbus got billed out. So that's one of the reasons they're looking at this and other places where water is being lost and he's coming up with a plan to change some, if not all, of the meters over, because many of these meters are forty, fifty years old, and the accuracy is just not there any more. So he's started out with some of the bigger ones on apartment complexes and that; he has seen where the accuracy has improved, but at this point, we're looking at a number of things with the Water Department, including going to monthly billing and changing the meters would all be part of one big project to

convert everything over to monthly billing because the water bills, especially if you have a large family, are getting pretty high. In fact, when I came back, in January 2006, when it came to shut-off day, they had about 60 or 70; they're up close to 240 now; and the collection work has gotten very difficult and that's one of the reasons that we're finding it necessary to start looking at ways of collecting that money monthly rather than quarterly.

Mr. Long: Any questions from committee? Council? I'll make a recommendation we send this on to Council for its first reading as an emergency; I need a second. Second by Councilwoman Kelly. All in favor...(all voted "Aye") All opposed. (No response) Motion carries.

Authorization of contract for the Huber Subdivision waterline replacement project and appropriation of the funds- -Mr. Long asked if there were any additional questions. There was no response. Mr. Long moved to send the legislation to Council for its first reading as an emergency. Mr. Burd seconded the motion; all voted "Aye".

Authorization for the contract for inspection services for the Huber Subdivision waterline replacement project and the appropriation of the funds- -Mr. Long asked if there were any further questions. There was no response. Mr. Long moved to send the legislation to Council for its first reading with recommendation of adoption as an emergency. Mr. Cotner seconded the motion; all voted "Aye".

Discussion: Re-appointment of David Stoffel to BZBA- -Mr. Long said Mr. Stoffel had served on the board and had expressed an interest in remaining for an additional term. Mr. Long said it was difficult getting people to serve and since Mr. Stoffel has been on the board, knows the process, and wishes to stay, he didn't see any reason not to renew his term. Mr. Long asked if there were any questions; there was no response. Mr. Long moved to send a Motion to Council to appoint Mr. Stoffel to the BZBA; Mr. Cotner seconded the motion. All voted "Aye".

Discussion: Re-appointment of Lane Beougher to Design Review Board- -Mr. Long said Mr. Beougher had also expressed an interest in being re-appointed to the board. Mr. Long moved to send a Motion to Council to appoint Mr. Beougher to the Design Review Board; Mr. Burd seconded the motion. All voted "Aye".

Discussion: 2012 Final Appropriation:

Mr. Long: The file was distributed to Council last week, so everybody's had an opportunity to take a look at it. Are there any questions?

Mayor McCloud: I just want to say that I will be sending down a couple replacement sheets on department budgets that I have tweaked; those are almost exclusively reductions from the figures that you have in those respective departments, but when you get those, rather than run an entire new budget, and then you've got to keep track of which one you got when, just pull out the first department that you currently have and insert the one that I will send down to the clerk tomorrow. And certainly, and again, anybody who has questions, I will meet anywhere, any time, on your schedule, to go over the budget issues.

Mr. Long: So we'll have the changes in this week's packet?

Mayor McCloud: Yes, you have them now, Mr. Long.

Mr. Long: Yes, I meant, we, collective as Council.

Mayor McCloud: Yes.

Mr. Long: Okay, I'll go ahead and move that we hold this for two weeks until the...I'm sorry, I didn't see you down there Councilman McGrady, go ahead.

Mr. McGrady: Mr. Mayor, we'll also have the amended worksheets as well?

Mayor McCloud: Yes. The backup sheets will be amended as well to reflect the new figures.

Mr. McGrady: All right. Thank you.

Mr. Long: I'll go ahead and move that we hold this for two weeks, but I am considering scheduling a special Finance Committee meeting that will start one half hour prior to our regular Council meeting. So what we'll essentially have is three opportunities to go ahead and discuss this prior to passage at the end of the month.

Mrs. Kelly: Great idea!

Mr. Long: Okay, well, we'll go ahead and do that, so instead of saying that I'll hold this, I will go ahead and hold it until our next special Finance Committee meeting, which will be at 7:00 p.m. next Monday night.

ORDINANCE APPROVING AND ESTABLISHING INDIGENT BURIAL POLICY FOR THE CITY OF REYNOLDSBURG- -first reading 2-27-2012.

Mr. Long: We did receive an update from the City Attorney's office, which doesn't change the amount or the legislation itself; it was simply a change to the form, and everybody should have received that updated form in their packets. Hearing no questions, I'll introduce a motion that this be sent back to Council for its second reading. Can I get a second? Second by Councilwoman Kelly. All in favor, say "Aye". (All voted Aye) Opposed. (No response) Motion carries.

And I will adjourn the Finance Committee meeting at 8:02 p.m.

Finance Committee

- - -Nancy C. Frazier, Clerk of Council

3-5-2012