

SAFETY COMMITTEE MEETING MINUTES
REYNOLDSBURG CITY COUNCIL
Tuesday February 22, 2011

Members of Safety Committee present: Chris Long, Nathan Burd, Fred Deskins, Jr. Councilman Mel Clemens was absent.

Other members of Council present: Leslie Kelly, Doug Joseph, Barth R. Cotner, Council President William L. Hills.

Mr. Long: I'll call the Safety Committee Meeting to order at 7:30 p.m. First item on the agenda is the approval of agenda. Do I have any additions or deletions to tonight's agenda? If not, it'll stand approved. Next item is the approval of the minutes of the January 18, 2011 Safety Committee Meeting. Are there any changes to the Safety Committee Meeting? Hearing none, they'll stand as submitted.

Item No. 4 - Discussion: Transfer of funds for Administration kiosk, and panels and connectors to upgrade second floor area. Mr. Miller.

Safety/Service Director Miller: Councilman Long, members of Council. I'm asking that we transfer funds from the Building Maintenance Fund to a Furniture Fund to replace the circular donut out here where Mary Beth currently sits each day and replace that with a 42" high cubicle- like structure that has drawers and files. As our Administrative needs are increasing, the Mayor and I have decided that the person who is sitting there at that area needs to be able to work and I have already started delegating work from the Engineering Department and from the Service Department to the Building Department and to the Administrative Assistants in that area and for us to be able to delegate the responsibilities where they'd be most efficiently served, we believe we need to put a little work space there with some facilities for somebody to actually do some physical work and have the ability to store and lock up files. So the plan for the kiosk is going to be again, a cubicle-like structure where the person will enter and exit from the back or the west side of the cubicle and the cubicle will be 42" high and it will have a counter there where the person will be able to meet and greet residents from the city and be able to distribute permits and to also do word processing, answering the phone, directing people throughout the building. We've decided that it's an important feature that we do have somebody there throughout the work day. This is why I'm asking to transfer the funds.

Mr. Long: You're not asking for an emergency on this, right?

Mr. Miller: No.

Mr. Long: No. Questions from other members of the Committee, Council? Councilman Joseph.

Mr. Joseph: Thank you, Mr. Chairman. A couple questions. Will, when this goes, first of all, what's the timetable to get this installed?

Mr. Miller: With Council's approval, it will take about a week to get the materials and to actually have it in place and if I could bounce back to your previous question, Councilman Long, I am asking for rules suspension on the 2nd reading.

Mr. Long: Okay. Yeah, I see that now, okay.

Mr. Joseph: Okay and the other question was, right now we have like a little gate there that people can open and close. Is that going to be taken out completely or is it going to be open or are we still going to have some kind of limited access gate there?

Mr. Miller: Actually, the gate's going to be upgraded to meet ADA compliance, which is 48" wide. The one that is there now is 36" wide.

Mr. Joseph: Okay. Will it function basically the same way though?

Mr. Miller: Yes.

Mr. Joseph: Okay.

Mr. Long: President Hills.

Mr. Hills: Because it's hard to tell from the draft here, but from the Building Department, the part wall that's coming out is still going to remain there, maybe shorter than it is now, is that correct?

Mr. Miller: Correct.

Mr. Hills: There will then be a door and there's going to be a work area.

Mr. Miller: Correct.

Mr. Hills: What is the height of the work area now?

Mr. Miller: Um, that I'm not sure. It's about 42", but I don't know exactly.

Mr. Hills: Okay, because the concern that I had and I'm very happy to hear you say that somebody's going to be there, because if you're out there and someone comes in the door with the blinds down in the Building Department, and the people sitting in Water and the Auditor's Offices, you don't see anybody coming in. That's the only place that you actually see people coming through the door, and I think that it is imperative and I think that it is a good decision, if you all decided to maintain that. A body needs to be there and those who haven't done it, go look. Go sit in the Auditor's Office or

sit in the Water Department or go in the Building Department. The Building Department you can see, there's a door, but the blinds are down. So you can't see through the blinds. So, I think if you are trying to make more appropriate work space or whatever, that's fine, but that is the contact and when I'm in here for whatever reasons during the week, if there isn't someone there, there's a few confused people standing around. I realize there's signs and everything else, but they're not sure where to go. So I think this is a much better system than we currently have.

Mr. Miller: Thank you.

Mr. Long: Any other questions? Hearing none, I'd like to move that we send this back to Council with recommendation for adoption. Seconded by Mr. Deskins. **All in favor vote "Aye". (All voted "Aye") Opposed. (No response).**

Item No. 5 - Discussion: Authorize engineering services for 2011 Street Program.

Mr. Miller: Thank you, Councilman Long. This legislation here that you have before you, first let me explain that after it was sent down to City Council, it was decided that there was going to be two pieces of legislation that come from this. One is going to be the \$7,500 to GPD to prepare exhibits for the Street Program; the second is going to be for \$1,500 to allow me to pay for prints and copies and advertising of the project. So there will be two separate ordinances, but they're both coming from this yellow sheet you have before you for the \$7,500 and the \$1,500 respectively. The other thing I wanted to mention on this year's Street Program, we wanted to do it just a little differently that we have on Street Programs past by adding some contingency work and what I would like to do with the contingency work is if, and this is a big if, if the contractor's lowest and best bid is below the engineer's estimate and there is money left over in the budget to do additional work in the city, whether it be curb replacement or doing work on an additional street, we want to be able to have the authorization from Council to do that up to the budgeted amount of \$500,000 and you'll see here on the Summary of Work for the 2011 Street Program, that Quarry Park Drive from Priestley Drive to Maugham Drive is a contingent street and we would like to add some contingency curb and gutter replacements that we can perform anywhere in the city and then when the pay request is received from the Contractor, the Auditor will be able to pay him with Council's approval for the contingent work, even though it was not work that was included in the original list for the authorized Street Program and I'd be happy to take any questions on that, if there are any.

Mr. Long: I've got one Jim. Is that the cleanest way to do it? I guess that would be more along the lines for the Auditor as far as monies that have been appropriated for something if they weren't spent. Is it better to go ahead and just slide them over there or is it better to come back and re-allocate the money?

City Auditor Harris: _____and, what we've done previously is, we've bid these out and if whatever the streets that they produce, he gives an estimate of what it is. If it comes in less than that, it comes in less than that. Council is abdicating their authority to decide what streets are going to be

done in giving that authority to somebody else. I have not checked this out with the State Auditors. They will be in next week to see if this is something they're in favor of but it is different from what we have done in the past.

Mr. Long: Any questions from the Committee, Council? Councilman Joseph.

Mr. Joseph: Thank you, Mr. Chairman. As I'm looking at the various streets on your list here Mr. Miller, both the crack sealing and the ones that have more work listed here, the one thing that looked a little, maybe you could just give me a little more detail what's involved with Stonetrail Way on Lancaster Road. We have down here \$112,500, 1,390 feet. You have other streets that are more lengthy, but less costly. What all has to be done to this road?

Mr. Miller: Okay, the streets like Daugherty and Stonetrail Way, those are going to be nearly reconstructed. They're going to get a deep mill and they're going to get some new asphalt. The other streets that are lengthy and less costly are going to get a very shallow mill, what we call even a, what we call scratch and it's going to get micro-surfaced. It's going to have a 1/4" to a 3/4" layer of asphalt applied down to what's there now and that's more of a preventative maintenance-type street repair than the full-depth milling and repaving.

Mr. Joseph: Okay.

Mr. Long: Any further questions? Hearing none, I'll, go ahead.

Mr. Hills: One question, Jim, you weren't here, Brad was, maybe you'll remember. Priestley, that section we're talking about is the newest section of Priestley and I do notice there's some, a number of cracks in there and we didn't get a bad pour the first time we laid the road down, did we, or, and I think maybe beneficial for people to know, when they constructed Priestley, the Quarry Park part of Priestley, a barricade was left in the old Priestley section so all construction traffic had to come in off Waggoner. So on all those homes being built, the construction traffic was on Priestley. So that your large trucks and things and there was a purpose for that because they didn't want them coming from Taylor Road through all of Priestley. You remember that Brad?

Mayor McCloud: I do.

Mr. Hills: And I guess what I'm asking is the reason we're replacing that street although not as old as Daugherty and some of these others, was just because of the wear and tear of the heavier traffic to your knowledge, or do you know?

Mr. Miller: That's correct. The Priestley Drive portion of this project is a micro-surface. It's going to, they're going to go in there, they're going to fix those large cracks in the asphalt and they're going to put a thin layer of asphalt over the top. It's not, the work there's not that expensive,

preventative maintenance.

Mr. Hills: But for some that may wonder why, that's a newer street, it was heavily, I mean all of the construction traffic had to, was restricted from Waggoner Road into the new section. So, it would cause greater wear and tears. Thank you, Jim.

Mr. Long: Thank you, President Hills. Hearing no further questions, I'd like to go ahead and refer this back to Council for its first reading.

Mr. Miller: Excuse me, Councilman Long. I am asking for an emergency on this.

Mr. Hills: I think, wasn't that one for emergency?

Mr. Long: Yeah it was. As an emergency.

Mr. Miller: Yes.

Mr. Hills: In fact, that goes to the Special Meeting for this evening, I believe.

Mr. Long: Is that on the agenda there?

Mr. Hills: No, I'm sorry it is not. That would be next week.

Mr. Long: Yeah, I'd like to make a motion to refer this back to Council as an emergency with recommendation for adoption. Seconded by Mr. Deskins. **All in favor vote "Aye". (All voted "Aye") Opposed. (No response).** I'll close the Safety.....

Mr. Deskins: You've got one more. Cruisers.

Mr. Hills: Cruisers.

Mr. Long: Okay. Do I need to change the wording of the first? Right. Okay. I'd like to make a motion to send the appropriation portion of this to account 410.000.0132.5651 in the amount of \$9,000; refer it back to Council as an emergency. Seconded by Mr. Burd. **All in favor vote "Aye". (All voted "Aye") Opposed. (No response).**

Item No. 6 - Discussion: Authorize purchase of police cruisers. Hi Chief. Thought you were getting off tonight didn't you.

Chief Suci: I thought you were closing me out there, Mr. Long. The piece of legislation that you have before you is a request that the Mayor be given authorization for the purchase of two Police cruisers. I'd initially hoped to come forward with authorization for three. If you remember back in

the Fall, we applied for a grant for a Police cruiser. We were unsuccessful with that grant, so I'm coming to you this evening to request authorization from the Mayor to enter into contract to purchase two Police cruisers. As you'll note in the legislation, we are trading in five cruisers or five Police vehicles, vehicles that we've taken out of service over the last couple years when we have not purchased Police vehicles, so we're trading in five and getting two. I am asking for emergency legislation to be added to this and it be placed on the Special Council Meeting directly after this due to the fact that the build out date is March 1st so I have to place my order this week so we can get our cruisers and I'll stand for any questions.

Mr. Long: Thank you, Chief. I don't have any questions, but I'm glad you mentioned the bid process, because I was under the impression from conversations I had heard previously, that we were working on something as far as a grant on this.

Chief Suci: Yes, like I say, we got notification this past week that we were not successful in our grant process.

Mr. Long: Okay. Any questions from the Committee, any questions from Council? Councilman Joseph.

Mr. Joseph: Thank you, Chairman. Chief, over the last couple years, what, how many cars have we, on average, purchased? I don't think we bought any last year, correct?

Chief Suci: No we did not.

Mr. Joseph: How about the year before that?

Chief Suci: I believe we got two with a grant.

Mr. Joseph: And did we trade at that time?

Chief Suci: No, we did not.

Mr. Joseph: Okay, thank you.

Mr. Long: Are there any further questions from Council? Hearing none, I'd like to introduce a motion and refer this to Council at our Special Meeting that's coming up right after this Committee Meeting to have it be adopted as an emergency. Seconded by Mr. Deskins. **All in favor vote "Aye".** (All voted "Aye") **Opposed.** (No response). Motion passes, and I will now close the Safety Committee Meeting at 7:45 p.m.

Safety Committee

--Nancy C. Frazier, Clerk of Council

February 22, 2011

(Transcribed - S. Cochran, Ass't. Clk. of Council)

FINANCE COMMITTEE MEETING MINUTES

Tuesday February 22, 2011

Members of Finance Committee present: Fred Deskins, Jr., Doug Joseph, Leslie Kelly.
Councilman Mel Clemens was absent.

Other members of Council present: Barth R. Cotner, Chris Long, Nathan Burd, Council President William L. Hills.

Mr. Deskins: I'll call to order the Finance Committee Meeting at 7:50 p.m. First thing on the agenda this evening is the agenda. Hearing no changes, it will stand as written.

Next is Item No. 3, approval of the minutes from January 18, 2011. Seeing no changes, the minutes will stand as written.

Item No. 4 - Discussion: Then and Now (Service Dept) - American Electric Power. Dick wants to pay his bills. Mr. Harris.

City Auditor Harris: Thank you, Chairman Deskins, members of Council. You received several weeks ago, a packet from me from the Safety/Service Department for what is called a Then and Now; and since we don't get these very often, I'll take just a second here to explain what a Then and Now is. When someone is going to purchase some kind of service or product for the city, they have to have the Auditor do what's called an encumbrance which, basically, they have to turn a Purchase Order in, and I have to approve that they have money available to spend. Under Section 5705.41 of the Ohio Revised Code, if they do not have this done prior to that, it creates what's called a Then and Now, which means you had an appropriation available then and you still have an appropriation now. If these, these are generally small items. I have the authority to sign up to \$3,000. This was one that

a Purchase Order, for whatever reason, did not get carried over from last year to pay it. Had it been under \$3,000, I could have signed off on it. This particular one is AEP for the use of, for the electricity for the streets lights. It's \$3,267.15. Since it's over \$3,000, Council does have to approve the expenditure. There is no appropriation with this. The money is in the correct account in the Safety/Service Department, but the Purchase Order was not placed and encumbered prior to the time when they had to have it, so I do need this approved by Council as a Then and Now and this was the original reason for having the Special Council Meeting after this, because I have to be able to get this paid in a timely manner or we will incur fees from AEP, late fees from AEP. If you have any questions on it, I will be glad to answer them.

Mr. Deskins: Thank you, Richard. As I said earlier, I would love to know how many street lights we have and that's what....

Mr. Harris: I'll find out for you; I'll call Larry and find out. I don't have that ... Mayor says it's going to be in his Annual Report, but we'll.... so obviously, the information is available.

Mr. Deskins: Okay, all right. Thank you very much. Is there any questions from the Committee, any questions from Council? Then I'll make a motion that we send this to the Special Council Meeting with recommendation for adoption as an emergency. Seconded by Mrs. Kelly. **Any questions from Committee, Council? All in favor vote "Aye". (All voted "Aye") Opposed. (No response).** Motion carries.

Mr. Harris: Thank you.

Mr. Deskins: Thank you, Richard. I will close the Finance Committee Meeting at 7:55 p.m.

Finance Committee

-- -Nancy C. Frazier, Clerk of Council

February 22, 2011

(Transcribed - S. Cochran, Ass't. Clk. of Council)