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January 20, 2015

Council President Baker called the regular meeting to order.

Bruce Smucker of the Orrville Ministerial Association offered the prayer. The Pledge was recited by all.

Roll call: Shupp, Wilson, Hamsher, Aspiras, Corfman and Lorson were present.

Excused: Vance

Aspiras moved that the minutes of the January 5, 2015, regular meeting be accepted as posted and documented and Shupp seconded. Roll call vote; all yeas; motion carried.

Standing Committee Reports:

No report for Utilities, Parks and Recreations, Transportation, Planning, Ordinance & Personnel

Finance – Aspiras: Thank you, Mr. President. I do have one item. The 2015 Final Appropriations schedule has been prepared by Ms. Strimlan and the Finance Department. Council should have all gotten a copy of that this evening. I will just note that by the 27th of February, the appropriations book should be delivered to Council, the Mayor and the directors in anticipation of preparing the first reading which is up for March 3rd and then we'll have the second reading, Special Meeting of Council and a workshop on March 12th at 7 PM immediately after the Utility Board meeting. Now that's a Thursday. March 12th Thursday, second reading, special meeting of Council and a workshop. And then if all goes well third reading on March 16th and that will be just in time for Ms. Strimlan and her group to get the appropriations to the county auditor's office. I have approved this as chairman of the Finance Committee so I would ask Council to make a motion to approve this schedule. Wilson so moved; Corfman seconded; Roll call vote; all yeas; motion carried.

Health & Safety – Baker: Mr. Vance is excused this evening but I would like to remind you that after the next Utility Board meeting there will be a meeting of the Health and Safety Committee. That's on the 26th I believe.

Special Committee Reports: None

Administrative Reports:

Mayor Handwerk: Thank you, Mr. President. Before we get to the State of the City address I would like to just do one other item and that is to mention our employee of the month for January and that is Ron Taylor. Ron works for the Service Department as a Service Worker 1 and has been with the city for three years. He is diligent in completing all his work assignments and embraces challenges with a passion. He has taken over the lead role in the maintenance at the city cemetery, and also played a large part in the completion of the new storage building; in which the dirt is stored out there to keep it dry during the winter. Ron is also willing to lend a hand in whatever is asked of him and strives to ensure that all the details are complete. Ron lives in Kidron with his wife Pam. And they have a dog, Smoke. In his spare time, Ron volunteers as the Assistant Fire Chief in Kidron. So he fits right in with some of our fire guys here in town. Ron has done a great job and we really appreciate his upbeat attitude. He chose to eat at Jerry's and we did that last Friday at lunch. Moving to the State of the City address. I told Mr. Aspiras we'd keep this short so we can get home to watch the President tonight. State of the City. (Copy on file.)

Baker: We will go to our Safety Service Director. Mr. Wheeler is not here. Ms. Endsley.

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Ms. Endsley: Thank you, Mr. President. I do have a short report from Mr. Wheeler. The Mayor mentioned trash in his State of the City, just for an update, Kimble has finished delivering containers to most all of the neighborhoods. This week they're kind of focusing on any addresses that they missed. So if you've not received your container, it is coming. And also there is no delay for trash this week although yesterday was a holiday, Thursday is still trash day this week. Our Service Department is having a busy week this week. They are out filling a lot of the pot holes that they can. And also the cemetery is extremely busy; unfortunately we have five funerals this week which is a lot for our cemetery. Normally we have 1-2 a week. We also have several pieces of legislation that I can talk about when that time comes. And that is all I have.

Mayor: I would mention one thing to go with what Kristin said. I think we've also found that Kimble delivered a lot of the containers to houses that may be vacant. So if you live in a neighborhood where you know there's nobody living in that house and containers are still sitting out there, you might even want to call down to city hall and let us know. I think we know most of them but just in case we missed them. And they'll pick them back up.

Corfman: Do you want them picked back up or just rolled up to the garage door?

Mayor: I think they're plan would be if you roll it up to the porch you don't know how long the house will be vacant. Some of them sit there empty for a long time. I'm not sure. Maybe that's what they'll do but I know they want to be notified if it's a vacant home. I know I saw two of them today.

Utility Director Brediger: Absent.

Finance Director Strimlan: Thank you, Mr. President. Just a reminder tax time is quickly approaching. Due to our universal filing requirements, everyone that's a resident of the City of Orrville over the age of 18 is required to file an income tax return regardless of whether or not you have tax due. It does include retirees. I know the process might appear cumbersome but it's necessary for us to determine compliance to our income tax code. If you have any questions though, feel free to call Dave Nussbaum, he can assist you with any issues you might have in completing that return or you can feel free to call myself. We do file the same due dates as the IRS so those returns will need to be postmarked by Wednesday, April 15th. If you did receive an extension or apply for an extension, if you send us a copy of that that's postmarked by the 15th we'll honor that extension as well from a local perspective. Prior to tonight's meeting I did distribute the Quarterly Investment Report. That's for the final quarter of 2014. I think as you review those you'll see our rates are improving. Not quite where they were a few years ago but in comparison to 2013 we do have some investments that are over 2% now. Last year our highest investment was .63%. I will go over all our investments in detail during my annual report at the last meeting in April but we are moving in the right direction. I don't need a motion to approve the distribution I just need the minutes to reflect that they were distributed at council. I also distributed the final fund balance report 2014. You'll see that over all the funds we did have positive net income. The General Fund was negative but you need to keep in mind that we did transfer \$500,000 from the General Fund to the Capital Fund for our street improvements, our extra street improvements. We also changed the split of income tax revenue. It was 75/25 we changed that to 70/30. That resulted in an extra \$307,000 being transferred from the General Fund to the Capital Fund. So without those modifications the General Fund would have had positive net income of \$525,000 approximately. As you look down through the other funds, some went up, some went down but in total net income was positive. Again we will review all those funds and their net income and ending balances during my annual report. The other item Mr. Aspiras mentioned the Final Appropriation schedule. The only

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change that seems to be consistent the last few years is we are going to have the workshop on that Thursday immediately following the Utility Board meeting. After you receive your books though if you have any questions prior to that workshop, feel free to give me a call at any time. I also have a piece of legislation on the agenda tonight that I will address when it comes up on the agenda. That's it.

Law Director Kirkbride: Thank you, President. I have no report this evening.

Council President Baker: This evening I have no special report. But you've heard it twice already but a third time make sure you get your trash out on Thursday. That started last week and I noticed there were a lot of people that didn't realize it yet or maybe they hadn't read in the newspaper or heard anything, but Thursday is the day for trash pickup. So keep that in mind.

Old Business: None

New Business:

Lorson moved that Resolution 2-15 be place on first reading. Corfman seconded. Roll call vote; all yeas; motion carried. **RESOLUTION NO. 2-15**, A Resolution authorizing the Board of Control to advertise for bids and enter into a contract and/or contracts for WAY-East High Street Project (ODOT PID 95098) in the City of Orrville, Ohio and declaring an emergency.

Baker: Any comments for this one?

Endsley: Yes, this, the Mayor had also mentioned the truck route in his State of the City. This is the High Street portion. This legislation will allow us to advertise in the paper and on ODOT's website to get an ODOT pre-qualified contractor to do this work. If it could be passed tonight that would be extremely helpful. As of right now ODOT has our bid opening date of February 27th in their ELLIS system which is their database system. So if it is passed tonight we will be able to keep to that schedule and not let anything slow this process down.

Lorson moved that the rules, regulations, and statutes requiring the reading of an ordinance on three separate days be suspended. Aspiras seconded. Roll call vote; all yeas; motion carried.

Lorson moved that Resolution 2-15 be adopted as read. Corfman seconded. Roll call vote; all yeas; motion carried.

Lorson moved that Resolution 3-15 be place on first reading. Corfman seconded. Roll call vote; all yeas; motion carried. **RESOLUTION NO. 3-15**, A Resolution authorizing the Board of Control to enter into a contract and/or contracts, without bidding, for construction administration and inspection of the WAY-E High Street project, in the City Of Orrville, Ohio and declaring an emergency.

Endsley: This resolution goes along with the first resolution. This will allow us to go through the RFP process to request qualifications and proposals from ODOT pre-qualified contractors or engineering firms that will do the inspection and the administration of the construction. This is a requirement for ODOT to have a separate firm do this work for us. And again if it could be approved today that would keep us in the timeline that we need to be in to move forward.

Aspiras: Thank you, Mr. President. Ms. Endsley, this resolution mentions without bidding. So will there be proposals, multiple entities?

Endsley: There could be multiple proposals. It's a selection process. It's not bidding but we'll basically have an advertisement asking for firms to submit their qualifications. There will be a committee, most likely someone from the Service Department, myself, the Mayor, and Steve Wheeler and we will rank the firms and whichever firm has the highest total points will then, we will negotiate with them. ODOT

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has very stringent guidelines on what they can charge for administration of a project like this. But we will negotiate and if we come to an agreement on a price and ODOT has approved this company then we're able to enter into an agreement with them. We may have to go to multiple companies if we cannot come to an agreement. But that's the process.

Aspiras: Okay. Thank you.

Lorson moved that the rules, regulations, and statutes requiring the reading of an ordinance on three separate days be suspended. Aspiras seconded. Roll call vote; all yeas; motion carried.

Lorson moved that Resolution 3-15 be adopted as read. Wilson seconded. Roll call vote; all yeas; motion carried.

Lorson moved that Resolution 4-15 be place on first reading. Corfman seconded. Roll call vote; all yeas; motion carried. **RESOLUTION NO. 4-15**, A Resolution establishing rates of pay for the firefighters of the City of Orrville, Ohio and establishing salaries for members of the Fire Department; repealing conflicting ordinances; and declaring an emergency.

Baker: If anyone has any questions, Chief Ballentine is here this evening if you would like to talk to him or if you have a question for Ms. Endsley, either one.

Endsley: And also Ms. Strimlan. I know Mr. Wheeler did send out an email explaining that this was based on Ohio, the State of Ohio, raising their minimum wages and that's why this was proposed. And that every position will get a 50¢ an hour raise. And then he also sent you the financial information from 2014 back to 2012 on what the increases would have been if they would have paid those increases. And also if you're able to pass this as well tonight, there is payroll, they pay monthly for the Fire Department and there is a payroll on the 31st. So, if you're able to pass it, that would be very helpful for payroll to get that processed, since it is retroactive back to January 1st.

Baker: Any questions?

Chief Ballentine: For us to get paid this Friday. Not the 31st.

Strimlan: I would just like to make a comment. I think that you received a note from Mr. Wheeler, but just for reference, assuming that our 2014 hours are indicative of future years, it would be an additional wage increase of \$8200 because of this mandate.

Shupp: That's just what I was going ask. So you're talking that's approximately \$8200 is what the increase is going to cost us for the year. That's a guesstimation on past hours.

Strimlan: Yes, assuming the runs, exactly. So, if we look back to '12-'14, it would range anywhere from \$6200 to \$8200 based on those hours.

Shupp: Yeah, that's just good that the general public knows that too.

Strimlan: Yes, small price.

Shupp: Thank you.

Aspiras: I just wanted to say Thank You to Chief Ballentine and his crew. I know we have a neat thing here in Orrville and, not that he's not a busy guy, I was speaking to him earlier and he said year-to-date he's already had 40 calls. So that's two a day so these guys keep pretty busy. We appreciate them. And we're virtually a volunteer group. It's something that Orrville's been blessed with and I have no problem with this legislation. So again, I appreciate what you guys do and make sure you thank the crew.

Lorson moved that the rules, regulations, and statutes requiring the reading of an ordinance on three separate days be suspended. Corfman seconded. Roll call vote; all yeas; motion carried.

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Lorson moved that Resolution 4-15 be adopted as read. Aspiras seconded. Roll call vote; all yeas; motion carried.

Lorson moved that Resolution 5-15 be place on first reading. Wilson seconded. Roll call vote; all yeas; motion carried. **RESOLUTION NO. 5-15**, A Resolution authorizing the Board of Control to enter into an Agreement and/or Agreements with the State Auditor's Office to prepare the annual audit for fiscal year ending December 31, 2014, and declaring an emergency.

Kirkbride: I think we're going to need to do an amendment just to correct that date at the top. So if somebody wants to make a motion to amend the resolution number to be 5-15.

Aspiras motioned to amend the resolution 5-14 to 5-15 and also in the verbiage of the resolution the December 31st, 2014, date moved to 2015.

Kirkbride: No.

Strimlan: No, it is '14.

Kirkbride: It's an audit for last year.

Corfman seconded. Roll call vote; all yeas; motion carried.

Strimlan: Then I'd just like to make a few brief comments, Mr. President. We do need to enter into an agreement with the State of Ohio for our annual audit for 2014 and we need to issue a purchase order for these services. The expense is split among all the funds so it has to be approved by the Safety Service Director as well as the Utilities Director. But because it's estimated that the expense for the City side will exceed \$15,000, we'd like to have a resolution to cover that expense for the Board of Control to approve that agreement and purchase order.

Baker: Thank you. Anyone have any questions?

Aspiras: And I'll just add to Ms. Strimlan's comments. This is an annual thing. It's nothing new. It's required. So, another year, another piece of legislation.

Lorson moved that the rules, regulations, and statutes requiring the reading of an ordinance on three separate days be suspended. Corfman seconded. Roll call vote; all yeas; motion carried.

Lorson moved that Resolution 5-15 be adopted as read. Corfman seconded. Roll call vote; all yeas; motion carried.

Baker: That should complete our old business for this evening. Anyone have anything for the good of the order tonight?

Strimlan: Mr. President, my apologies. I'd like to back track. I did neglect to ask for a motion to approve our fund balance for December 31, 2014, subject to audit.

Aspiras so moved. Shupp seconded. Roll call vote; all yeas; motion carried.

Baker: Now we can move to the good of the order. Anyone have any comments tonight?

Corfman: I'd like to thank the Mayor for organizing the meeting with Senator LaRose. I think we got a lot of City concerns both finance, tax and citywide concerns brought to their attention and I thought maybe should have been mentioned in the State of the City. But thank because I thought it was very, several council members came and we had administration and we had president of council as well and I think we got our point across to Senator LaRose. And he's hopefully true to his word that he is a supporter of the cities.

Aspiras moved to adjourn the council meeting and Wilson seconded. Roll call vote; all yeas; motion carried. Council was adjourned 8:15 PM.

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Jeanne Feudo, Clerk of Council

Date

Lyle Baker, President of Council