



City of Gahanna

Office of the Clerk of Council
200 South Hamilton Road
Gahanna, Ohio 43230

Meeting Minutes Committee of the Whole

*Thomas R. Kneeland, Chair, Karen J. Angelou, Ryan P. Jolley, Brian D. Larick,
Jamie Leeseberg, Stephen A. Renner, Michael Schnetzer*

Kimberly McWilliams, CMC, Clerk of Council

Monday, June 23, 2014

7:00 PM

Council Committee Rooms

Present 6 - Thomas R. Kneeland, Brian D. Larick, Jamie Leeseberg, Michael Schnetzer, Karen J. Angelou, and Stephen A. Renner

Absent 1 - Ryan P. Jolley

Additional Attendees - Mayor Stinchcomb, Sue Wadley, Dottie Franey, Karl Wetherholt, Chief Murphy, Rory Gaydos, Michael Blackford, Anthony Jones, Jennifer Teal, Tony Collins; Jim Perry Intelinetics; visitors - Nancy McGregor and Larry Zapp; press.

ITEMS - From Director of Public Service

2014-0076 Service Report for Committee of the Whole

1. Recycling Processing Contract Award

Franey said separated the recycling processing bid from the hauling bid in March so recycling process wouldn't give unfair advantage to any one hauler; only bidder was Rumpke; requesting legislation to authorize Mayor to enter into contract with Rumpke; they are charging nothing, (\$0.00) for recycling process and is not contingent on getting hauling contract with the City; no matter who is hauling recyclables would go to Rumpke and they would process for nothing; hoping down the road Rumpke will actually be giving us money back in exchange for what we give them to recycle.

Recommendation: 1st Reading, Consent; no need to come back; 2nd reading, Consent.

2. Refuse Hauling Contract Award

Franey said bids for hauling opened in May; asking for legislation to authorize Mayor to enter into contract for Option A; contract would be written with contingency that pickup would be on Wednesday not Friday; if can't get Wednesday would have to bring back more legislation; would go into effect January 1, 2015, but might start switching out containers in fall; hoping to utilize Dublin's personnel to put together communication items to be distributed; would also like to get some wheeled carts in Utility Building so that people can see sizes and prices; can choose ahead of time what they want; can also insert option sheet in water bill for them to choose; will have to think through some option for people paying electronically (call in or website); SWACO's slide presentation showed mission is cost containment and sustainability by less going to landfill and maximizing recycling; benefit to residents with Option A is improved service and cost containment.

Franey said we have service issues especially on Mondays because so many pickups for yard waste; every vendor said status quo is least efficient schedule for picking up yard waste so they put extremely high rates in their bid; by communities taking separate days we are doing something that would improve service; from cost containment standpoint, Option A program would decrease tipping fees which contribute to high cost of refuse; if we can change culture to put less in landfills, tipping fees are reduced, recycling is increased and have a sustainable model; recyclables are an asset and may actually make money. When I hired in 22 years ago this summer, Gahanna was very innovative and already had full-blown recycling program in place; believe this is next step in refuse and need to go in this direction; will mean a lot more work for the Service Department to do it right when we roll out the program.

Schnitzer went door to door with literature and talked to 12 people; 6 in favor of status quo, 4 in favor of Option A and 2 ambivalent; main sticking point was switching days; those in favor of Option A mainly in favor of containers themselves; need to educate residents that containers are available without switching; Franey said about \$8.00/month to lease.

Schnitzer said most of opposed to option A opposed to switching pickup day; is there alternative to notify and educate that large containers increase recycling. Dottie said could inform residents that could keep status quo but lease wheeled container from Rumpke, would increase their refuse by \$8.00, but may not get many takers if told refuse bill would increase \$8.00 more a month. Schnitzer said if renew the status quo, pickup day would stay the same and price would go down from current rate; may be an alternative. Kneeland said difference between status quo and option A is day of the week and the containers. Franey said with Option A if you want to reduce

size of solid waste container you can save money with 3 different options with option A; Kneeland said not completely sold on Option A but wanted to see if Council is ready to act now or have further discussion; Angelou asked how long before decision has to be made; Franey said wanted to know by June 26th; Kneeland asked what are repercussions if decision is not made by then; Franey said she told consortium thought option A, but not bound by it.

Schnetzer encourages anyone who hasn't done so to talk to residents; Renner made his comments before and understands sustainability issue because he has visited SWACO; it's time to do it now; strongly in favor of Option A; Larick said comes down to changing day; Dublin and Washington Township have Monday; Westerville and Mifflin or Blendon Township have Tuesday.

Schnetzer said understand sustainability and reduction of solid waste but residents need to be informed that they have options to get bigger recycling container instead of the little red bin but maintain yard waste pickup on Monday and trash on Tuesday; would still reduce solid waste; Larick asked if any adjustment can be made to scenarios; Franey said very little adjustment if choose status quo option (have to keep the same days and publicize for \$7.95 you can get bins); Option A would have all pickups on Wednesday; Larick said then could choose status quo and get rid of red bins and residents would have to lease the rolling containers; monthly price does go down but not enough to cover price to lease; Kneeland said would be net increase of about \$4.00 a month; Kneeland asked if Council wanted to wait a couple of weeks to communicate further; Renner said if no risk would like to wait; Franey said doesn't think there is risk, could wait until next committee; Consortium anxious to know what everyone is doing; Franey said will check contract and let them know; confirmed it is \$7.75 per month for a 96 gallon container down to \$6.25 per month for a 32 gallon wheeled container; if went with status quo savings would be 79 cents a month, so that's the offset; we have 180 days to award the bid and it was opened on May 20th so we have plenty of time.

Recommendation: 1st Reading, Consent; back to committee.

ITEMS - From Director of Finance

2014-0069 Finance Supporting Docs

Recommendation: 1st Reading, waiver of 2nd, Consent.

1. School District Compensation

Teal said had supplemental request related to school district compensation; under-budgeted fund; tried to adjust funds historically over-budgeted, but by being lean this year fund was cut too much; requesting \$139,522 from the unencumbered balance of the General Fund and waiver of second reading; deadline for payment to school district is June 30th; don't anticipate being issue in future years; TIF funds should substantially or fully cover requirement to school going forward; future abatements offered may affect staff's ability to make accurate calculations. Kneeland said just shy of \$1 million this year; how much paid to schools since 2001; Teal said total of about \$14-\$15 million; Angelou asked if any interest charged if not paid by June 30th; Teal said if passed with waiver of 2nd reading should be able to pay on the 30th; will make partial payment of everything but \$139,522 then let school know balance is coming; Kneeland said hopes school would agree so there wouldn't be a need for special meeting.

Recommendation: 1st Reading, waiver of 2nd, Consent.

ITEMS - From Council

1. South High Street Lease

Collins said approached about leasing City-owned property at end of High Street; that property was one on list of City-owned properties that City wants to manager more efficiently; didn't find any reason not to pursue; Wetherholt and I worked on lease agreement; found existing lease from 1979 and since then property maintained by Gahanna Historical Society at no cost to City; Historical Society also maintaining other 1/2 of parcel for public use; would like to continue; need to either rescind legislation for existing lease or Mayor should not sign new lease; should continue honoring legislation from 1979; Kneeland said looks like was lease was in perpetuity with automatic annual renewals; no signed copy of lease found; in 1979 no executed leases attached to legislation; Historical Society has done due diligence. Mayor asked if legislation is rescinded should we formalize new lease for whole parcel so no problems with ownership in future; Angelou agreed; have done great job on whole property since 1979. Ewald suggested rescinding both ORD-0139-1979 and ORD-0075-2014; can do concurrently by next meeting; consent agenda with waiver and emergency. Mayor asked what parcel City mowing that belongs to Historical Society; original intent was to stop mowing parcels we do not own; vacant lot on east side just north of Lilly Stone house; would they consider mowing if enter into long term lease for City property;

would consider trade-off; Kneeland said no urgency in getting ordinances repealed since not going to sign current lease; table discussion until details hammered out; Larry Zapp said the resident on east side is operating as if lease already signed and removed fence; instruct him to return fence to original condition; also cut down arborvitae; Collins spoke with him; determined property pins on fence line; agreed fence belongs to City and should not take down; should restore fence and no further impact to property. Nancy McGregor contacted Carl Turner who said he marked pins at corners and then City put up fence. Mayor said we can meet with Historical Society to bring something back prior to next regular meeting. Kneeland said if we have legislation it will be put on for 1st reading with waiver of 2nd. Angelou thanked Historical Society for assistance.

2014-0075 Current South High Street Lease Agreement Legislation

2014-0073 Gahanna Historical Society Lease Legislation - ORD-0131-1979

2. Document Management Solution

Clerk sent memo to Council about challenges facing City with records; discussed historical filming; microfilm and microfiche becoming obsolete; currently no way to search; microfilm/microfiche reader lease up in 2 years; asking for \$38,688 supplemental appropriation in 2014 for records management; Phase 1 to install 5 licenses and digitize 2 service areas for \$27,037 and migration of microfiche for \$11,652. Records custodian retiring in 2-1/2 years; imperative start something moving forward. Kneeland said currently takes inordinate amount of time to research records; not destroying any original documents; digitization process used for retrieving day-to-day records; more efficient and productive; permanent records still maintained, converted to digital for searchability. Angelou asked why not 10 licenses. McWilliams said we are starting with 5 licenses; court has searchable index already; city-wide need but volume of records determines who starts first; identified 5 areas right now. Larick said licenses allow 5 simultaneous users. Kneeland said from personal experience only couple of people using at a time; won't be using 24/7. Larick clarified \$27,000 would give 5 users access and turns on system; includes installation for 2 departments, integration and full training; \$11,000 is for digitizing microfilm/microfiche; what is left; Clerk said this is all moving forward; historical migration will be done internally or subcontracted out; conceptual timeframe is when Records Custodian retires; Whitehall using Intellinetics since 2008 with no problems; bought cheap scanner and have done in-house; next year 3 additional service areas would be \$18,000; software has ability to redact; employees would not have to leave desk, go to basement or pay to get records from offsite; cost savings if not filming and not retrieving

off-site documents and copying; more effective indexing and searching. Kneeland said 2 pieces; 1) vendor specific project putting software in place to do work; other piece is vendor neutral in scanning historical data to import into system; Clerk did a lot of research to compare cost; Westerville send RFP's and bids ranged from \$100,000 to \$300,000. Kneeland asked about next year budget; Clerk said next year need \$18,000 to add 3 other departments; identified 2.8 million records that need scanned; are working with retention schedules to only keep what is needed; when we go digital as long as we can read it can destroy off-site paper record; City Attorney chairs Records Commission; retention schedule looked at 2-4 times per year; now in process of confirming fits our business model for today, and compiling all information in spreadsheet available for viewing on City website.

Mayor asked if City's server will handle; IT Director said storage will be ongoing cost but should be able to handle; Clerk met with IT; determined no need to add to budget right now; a lot is digital already; will discuss if becomes issue; City Attorney said whatever we choose, digitizing will reduce labor hours; providing public records is mandated by law; must provide within reasonable amount of time; currently no indexing system; would like to see option to search online in future; City Engineer said historical plans in large format already scanned in.

Recommendation: 1st reading; Consent. No need to come back.

2014-0077 Proposal

ITEMS - From the Clerk

2014-0074 Liquor Permits

1. Liquor Permit - Transfer to Stygies, LLC

Clerk McWilliams asking for motion resolution to transfer liquor license from Gahanna Classics to Stygies and for a stock holder transfer for Piada Gahanna LLC; PD has no objections to either.

Recommendation: Consent agenda for both.

2. Liquor Permit - Piada Gahanna, LLC

Recommendation: Consent Agenda.

Recommendation: Consent agenda.

