

City of Gahanna

*200 South Hamilton Road
Gahanna, Ohio 43230*



Meeting Minutes

Monday, August 8, 2011

7:00 PM

Council Committee Rooms

Committee of the Whole

Brian D. Larick, Chair

Beryl D. Anderson

Shane Ewald

John R. McAlister

Nancy McGregor

Timothy W. Pack

David L. Samuel

Isobel L. Sherwood, MMC, Clerk of Council

Members Absent: Timothy W. Pack

Members Present: Brian Larick, Shane W. Ewald, John McAlister, Nancy R. McGregor, Beryl D. Anderson and David L. Samuel

Additional Attendees:

Gen. Jim Williams, Brian Hoyt, Dottie Franey, Karl Wetherholt, Tony Collins, Chief Murphy, Isobel Sherwood, Tom Weber, Leah Evans, Angel Mumma, Jennifer Teal, Abby Cochran, Mayor Stinchcomb, Brandi Braun, Tom Kneeland, Press.

ISSUES - From Director of Finance:

Authorize Contract - National Testing Networks

Larick called the meeting for Monday, August 8, 2011 to order; said there is a change to the agenda; we will start with Issues from the Director of Finance; then we are adding an additional item after the Court Technology discussion on Email for the Boards and Commissions; would like to thank the folks from the community for attending; remind all this is a working session for Council, not a hearing session where the public speaks; Council members may ask questions or ask for insight by calling on individuals in attendance at which time they can provide limited input.

Mumma said the first 2 items go together; it centers on authorizing a contract for the Ergometrics testing to be done off site at a non City administered facility as opposed to the City administered written exams we do 2 times a year; this opens the possibility for candidates to take the test at Columbus State; then via a website, they are able to apply to many municipalities and they would select us as an option; our process was just for us; utilizing this network they can have their test scored and sent to multiple municipalities; it can go to whomever they elect; then they are invited to submit an application and go forward through our normal civil service process; this went to our Civil Service Commission last Tuesday and they approved the change; Steven Renner from Civil Service is here tonight along with some other folks if you have any questions for them.

Samuel said who monitors the testing process; what specific person is there. Mumma said National Testing Networks Inc. who would be giving these tests has facilitators that are trained for this and on site; there are subject matter experts to handle questions and they look for cheaters; we tried to get their representative online for tonight's meeting but there was not enough time; they are specially trained to conduct this in a secure environment so the results are not compromised.

Ewald said I made the request to move this up on the agenda; I had concerns because our previous HR Director is no longer here; Mumma has done a good job finishing it up; I asked Renner here because I had some questions and we moved it up on the agenda so he would be available; I have been provided with answers to my questions and it makes sense as a cost saving measure; I was concerned with whether or not the candidates would have the same rights; it does appear that they do so I am happy with it.

McGregor said does this testing process apply to our other Civil Service applications as well. Mumma said this is only for Police, Police Dispatchers, and Fireman.

Larick said is this a supplement to what we do or would this be the only testing. Mumma said we would use this process solely. Larick said will we migrate our other testing so it will also be done this way. Weber said if we ever do any other testing, it would be here using our current process.

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

Amend Civil Service Rules & Regulations

See discussion under Authorize Contract-National Testing Networks.

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

2nd Quarter Financial Presentation

Mumma provided a power point presentation on the Second Quarter Financials; a copy is available in the Council office and on the City of Gahanna Website.

Questions or Comments:

Anderson said do we know the number of people who took advantage of tax payer assistance when RITA (Regional Income Tax Agency) was here. Mumma said I am sure it was tracked and I will get that for you; I will also say that we can do a better job of advertising when they will be here; we need to determine how to communicate it better to residents and need to do a better job getting the message out.

Larick said is this a service agreement with RITA. Mumma said it is part of the service we have; there is no extra charge; we need to encourage people to come out; we did not have very many come in and RITA will look at those statistics; to keep them coming in we need to encourage people to check them out; we need to do a much better job of advertising them.

Anderson said you mentioned 3 businesses responsible for the increased revenue; what are the 3 new businesses. Mumma said I need to be careful of information I divulge; I will check on this and if I can share it I will email it to you; I need to be cautious and check with the City Attorney and RITA to see what can be divulged; some taxpayer information is proprietary.

Samuel said you mentioned a few hiccups and reservations; what were those. Mumma said we had a problem with the online server but that was corrected by mid January; it took longer than expected; those problems have been corrected; we get people every week with concerns and complaints; some don't like the quarterly billing from RITA but they are following our code with the 90% rule and the \$200 cap; so RITA sends them a quarterly bill and they are put off by that; it would be a lie to say there are no problems; we expected to have some; Teal and I see notes on their system; there are things that happen and we work with the taxpayer and if a mistake was made we follow up; it is not 100% but we do all we can do; with more people using RITA, their services will improve; finally I would say we have an educational responsibility; if mistakes are made they care where the error is and we make sure it will not be made year after year; some people came in here year after year and that has not gone away; we work with them on how this now works and they will get an understanding over time.

Larick said is it accurate to say the amount the City is engaged has declined. Mumma said absolutely; the staffing has been reduced; the City's Tax Administrator is gone; with the changes in Finance, current employees spend very little time on income tax issues; Teal and myself as required look into issues and our staff levels are appropriate; we still have weekly involvement with RITA; we own the process and if someone doesn't pay or file, we do the civil filings and stay actively involved for consistency; we continue to work on those who won't pay and that is not governed by RITA.

PENDING LEGISLATION:

ORD-0158-2011

TO ACCEPT THE FINAL PLAT FOR PROPERTY KNOWN AS TECHCENTER COMMONS; TRIVIUM DEVELOPMENT LLC, TIM SPENCER, APPLICANT; AND TO DECLARE AN EMERGENCY.

Larick said this ordinance is to accept the final plat for Techcenter; is there any discussion.

Sherwood said this is automatic; once Planning Commission recommends it, then it comes to you; it has had first reading. Weber said it is almost an administrative function.

Larick said is there any discussion regarding the emergency; there was none.

Recommended for Adoption, Consent

ISSUES - From City Engineer:

Permission to Bid- Triangle West Sanitary Sewer

Wetherholt said we have completed the update of the plans; we have applied for the permit; now we are ready to bid the project; it is getting more critical all the time; one pump station is going out on a frequent basis; it is very critical to get this going; we will be requesting emergency when we award the contract; point out the Techcenter West project is going well; sent out the project update as well as photos with a narrative on various aspects of the project; the soil is just about on grade except in one spot; the bridge steel is up and work on the deck has begun; that will take several weeks; the water line and sewer are installed now; we have had rain delays which moves the official completion to Spring, but we should open to traffic on October 31 with no delay.

Recommendation: Motion Resolution; Consent Agenda.

ISSUES - From Director of Public Service:

City Hall Chiller Contract Award

Franey said we had previously asked to bid this chiller unit because of the costly repairs that keep occurring; we opened the bidding on July 29 and the low bidder was Speer Mechanical at \$47,590.00; now we are asking that the contract be awarded to them; we are asking for a 5% contingency of \$2,300 for a total supplemental of \$49,890; the contingency is necessary because when you are retrofitting something this old, you never know; we could find electrical or other mechanical problems.

Larick said do you have the repair costs that have occurred so far this year. Franey said I can find out and let you know. Samuel said this was planned for next year. Franey said you may have noticed we are running water over it to keep it cooled down; we believe it will expire before next year. Larick said so you would be doing this retrofit in October or November. Franey said yes; no emergency is required; we would do it in about 6 weeks so it will be into fall.

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

McKenna Creek Wetland Mitigation

Franey said in preparation for the construction of the McKenna Creek basin, we have applied for a permit from the Army Corp of Engineers; one of their requirements is for wetland mitigation of 0.28 acres; the recommended procedure is to contribute \$22,800 to a wetland bank instead of trying to mitigate ours; in Central Ohio, we have the Big Darby Hellbranch Mitigation Bank and would like to enter into agreement with them; we don't need a supplemental as we have enough appropriated to allow for this.

Ewald said what are our rights and obligations under mitigation. Wetherholt said there would be a lot of regulations if you tried to do something like this along with the project; when you buy into an approved mitigation bank, it is very simple; you buy in, you get the credit.

Recommendation: 1st Reading; waiver of 2nd Reading, Consent Agenda, Emergency Language.

Water/Sewer Truck Replacement

Franey said we have funds appropriated in 2011 to replace water/sewer truck 591; it will be a 2012 Ford F350 with a utility body and a lifting crane; we would like to purchase this from Mike Bass Ford using the State Term Contract for \$55,651; no supplemental is needed, just the legislation authorizing the purchase.

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

ISSUES - From Director of Development:

Tax Incentive Review Council Recommendations

Evans said the Gahanna TIRC (Tax Incentive Review Council) met in May; it is part of the ORC (Ohio Revised Code) that they report to Council so we provided the 2010 TIRC report and supporting documents for your review; any questions; we have no new abatements; we did send a letter to all the properties within the City TIF districts that are tax delinquent; at this time we are asking Council to accept the recommendations of the Gahanna TIRC.

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

ISSUES - From Director of Technology:

Changes & Additions to Current Printer/Copier Fleet - Court

Kneeland said as my report says, we are in the process of upgrading in Court and we have recognized some changes that would improve their efficiency and overall customer service; this sounds a little convoluted and I guess it is kind of a shell game; this has been in process for a year; we were asked to take part and review the Court environment and make some recommendations to them; we found a number of devices; 6 really, taking up space and using a lot of support and ink and toner and using a lot of real estate; felt they could be better served with a multi purpose machine so I asked our current vendor, we are under lease with them, MT Business Technologies, about a replacement; we are spending about \$279 a month for supplies and maintenance for what is in there now; we can get a new machine with a 4 year quote for \$239 a month; they also have a big multi function machine they are using for only one purpose; because the Police Department has an older machine, we would take the big one to the Police Department and get the new multi function machine for the Court office; we ultimately come up with cost savings of \$60 a month and everyone benefits and gets a new machine.

Anderson said what happens to the old equipment. Kneeland said we sell it; the older it is the more costly it is to maintain.

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

EMail-Boards and Commissions

Ewald said after some conversations with a Civil Service Member and with Kneeland; he and I worked on the Email system upgrade consolidating it to one central system with archive capability; it came to my attention that the Boards and Commissions of Gahanna have their own personal email addresses; for public records access we may want to move them to web mail; we don't want to buy equipment and we need to let them have access

via their personal computers so web mail sounds best; I thought we could add this to the agenda to bring it to everyone's attention; we really need to check on the archive storage capacity and record retention responsibilities involved; also wanted to bring it to the Mayor's attention.

Kneeland said we just chatted about this; not really prepared to move on it; I did inform him of some of the properties being added to new accounts; it adds a load to the existing system; the more accounts the more space used so we have to be sure to keep that in mind; we would need to fund it appropriately so it doesn't run out of space; email archive is automatic and the retention schedule would be covered by the department involved; my department doesn't manage or dictate the retention policy; just the ability to send and receive email; that would be a question for the records commission.

Ewald said maybe we could make it a monitor item; as they are reviewed, we would be able to move on it since there are some other things in play.

Recommendation: Add as a Monitor Item.

ISSUES - From Clerk of Council:

Liquor Permit - Dollar General

Sherwood said we have a request for new C1 and C2 liquor permits for Dolgen Midwest LLC, DBA Dollar General Store 645, 150 North Hamilton Road, Gahanna, Ohio, 43230; the police have no objection.

Recommendation: Motion Resolution; Consent Agenda.

ISSUES - From Council:

Opposing Charter Change - Council Terms

McAlister said did you read my email about a draft resolution to oppose this Charter Change; if you want to help me with that, let me know.

Larick said from a conceptual standpoint, changing terms and staggering them with the structure on the table would have the consequence of weakening ward Council members term while assisting other elected officials on their term. Ewald said I agree with Larick; I appreciate the work that was done; this process takes care of the election process and they have the right to make a change; but our State Representatives and Congressional terms are only 2 years; while we may want to move to a 4 year term, we need to make sure some back up is in place in case of an upheaval.

McAlister said the purpose of the Resolution is to create a loud voice to educate constituents; they need to hear our voices; if there is opposition, as I said in the email, 6 people could run, 4 at large and 3 new would win over incumbents; while they have the right per Charter, they would throw the whole election off.

McGregor said I agree; I attended Charter commission meetings, why would anyone run for at large; this would not encourage anyone to be an at large member. Samuel said I will help.

Sherwood said do you want it on next Monday or a draft for the next committee meeting.

Anderson said what is the time table. McAlister said as soon as possible.

Recommendation: Return to Committee.

Meeting adjourned.

MONITOR:

2011-0001

Monitor Items:

1) E-Mail - Boards & Commissions

Recommendation: Remove as monitor item.

Della Brandenberger, Reporting