



Executive Session - 5:30 p.m. – Conference Room 1
 Re: Personnel Matter Pertaining to the Oberlin City Clerk

Work Session - 5:45 p.m. – Council Chambers
 Purpose: to discuss the 2014 Budget and Future Budget Balancing Strategies

Public Hearing- 6:45 p.m. – Council Chambers
 Purpose: 2014 Budgeted Capital Expenditures

Minutes of the Regular City Council Meeting
 Held on Monday, December 2, 2013
 7:00 p.m.

1. COUNCIL BUSINESS

(a) Call Regular City Council Meeting to Order and Roll Call – 7:45 p.m.

A regular meeting of the Oberlin City Council was held on December 2, 2013 in the Council Chambers of the Oberlin City Hall, located at 85 S. Main Street Oberlin, Ohio. The meeting was called to order at 7:45 p.m., by Presiding Officer Ronnie Rimbart. Roll Call was taken as follows:

Council Members:	Present	Absent
Charles Peterson	<input type="checkbox"/>	<input type="checkbox"/>
Bryan Burgess	<input type="checkbox"/>	<input type="checkbox"/>
Sharon Soucy	<input type="checkbox"/>	<input type="checkbox"/>
Elizabeth Meadows	<input type="checkbox"/>	<input type="checkbox"/>
Scott Broadwell	<input type="checkbox"/>	<input type="checkbox"/>
Aaron Mucciolo	<input type="checkbox"/>	<input type="checkbox"/>
Ronnie Rimbart	<input type="checkbox"/>	<input type="checkbox"/>

Appointees:

Belinda Anderson, Clerk of Council	<input type="checkbox"/>	<input type="checkbox"/>
Jon Clark, Law Director	<input type="checkbox"/>	<input type="checkbox"/>
Eric Norenberg, City Manager	<input type="checkbox"/>	<input type="checkbox"/>
Sal Talarico, Finance Director	<input type="checkbox"/>	<input type="checkbox"/>

(b) Approval of Minutes – City Council Work Session – November 18, 2013

Motion to approve the minutes of the above stated Regular City Council meeting as submitted was moved by Burgess and seconded by Soucy.

Roll Call: 7 Ayes 0 Nays Motion Carried

(c) Approval of Minutes – Regular City Council Meeting– November 18, 2013

Motion to approve the minutes of the above stated Regular City Council meeting as submitted was moved by Peterson and seconded by Soucy.

Roll Call: 7 Ayes 0 Nays Motion Carried

(d) Approval of Minutes – City Council Budget Work Session – November 20, 2013

Motion to approve the minutes of the above stated Regular City Council meeting as submitted was moved by Soucy and seconded by Mucciolo.

Roll Call: 7 Ayes 0 Nays Motion Carried

(e) Approval of Minutes – City Council Budget Work Session – November 21, 2013

Motion to approve the minutes of the above stated Regular City Council meeting as submitted was moved by Meadows and seconded by Broadwell.

Roll Call: 7 Ayes 0 Nays Motion Carried

(f) Discuss and consider authorizing the City Manager to sign an application supporting an Economic Development Transfer (“TRES”) of the liquor license for FFC Eatery 3-11, LLC (d.b.a. Aladdin’s Eatery).

Motion to authorize the City Manager to sign an application supporting an Economic Development Transfer (“TRES”) of the liquor license for FFC Eatery 3-11, LLC (d.b.a. Aladdin’s Eatery) was moved by Soucy seconded by Peterson.

Roll Call: 7 Ayes 0 Nays Motion Carried

(g) Discuss and consider adding the home at 189 E. College Street to the City’s List of Local Historic Landmarks as recommended by the Historic Preservation Commission.

Members of Council heard a request from Elizabeth Schultz Chair of the Historic Preservation Commission to add the above stated address to the City’s list of Local Historic Landmarks registry. Schultz provided an overview of the qualification process used to achieve the designation as a historic landmark. It was noted that the request was being made upon recommendation of the Historic Preservation Commission.

Mucciolo asked if the designation transferred with the sale of the house. Schulz remarked that it did.

Mucciolo moved to accept the Historic Preservation Commission’s recommendation and add the home at 189 E. College Street to the City’s List of Local Historic Landmarks. The motion was seconded by Broadwell.

Roll Call: 7 Ayes 0 Nays Motion Carried

Sharon Pearson, 35 Willard Court asked if this funding would be used for Phase II and III or just for both phases. Davis remarked that this funding would go towards Phase II only and it wouldn't cover all of the items that were listed in the original proposal. The transportation alternative program only allows the funds to be used for transportation alternative programs such as the trailhead. This is why they are seeking additional funding avenues.

Norenberg referred members of Council to Appendix D in the packet, which lists the budget that is allowed for this project. Commendations were made to Mr. Davis and Carrie Handy for the work that they put into completing this application.

Motion to suspend the rules requiring three readings and to elevate Resolution No. R13-12 CMS to emergency in order to allow for the timely filing of an application for funding was moved by Soucy. The motion was seconded by Meadows.

Roll Call: 7 Ayes 0 Nays Motion Carried
(1st, Suspension of Rules/ Emergency)

Roll Call: 7 Ayes 0 Nays Motion Carried
(1st, Final)

(A). ORDINANCE No. 13-67 AC CMS: An Ordinance Authorizing an Amendment to the Contract with Don Mould's Plantation, Inc. of North Ridgeville, Ohio, for the West College Street Sanitary Sewer Improvement Project and Declaring an Emergency. (1st)

Mucciolo moved to have the ordinance read by number, title and substantive portions only, seconded by Soucy.

Roll Call: 7 Ayes 0 Nays Motion Carried

The Clerk read as directed.

Motion to approve the ordinance on first reading was moved by Mucciolo, seconded by Burgess.

Norenberg remarked that there were some issues encountered during the early stage of the downtown project. The Public Works Directors report outlines the circumstances leading to the above stated requested. Staff asks for the additional compensation to allow for the additional work to keep the project moving along quickly.

Soucy stated that she is interested to know the process used to identify these unforeseen obstacles that they have encountered in the City's downtown infrastructure. Baumann remarked that they rely on maps to help with this process, however maps vary in quality and in many cases item are not listed. For this project they have also been able to refer to hand written notes from the 1960s but have relied heavily on excavation as well.

Motion to suspend the rules requiring three readings and to elevate Ordinance No. 13-67 AC CMS to emergency for the reasons stated in Section 3 was moved by Broadwell and seconded by Mucciolo.

Roll Call: 7 Ayes 0 Nays Motion Carried
(1st, Suspension of Rules/ Emergency)

Roll Call: 7 Ayes 0 Nays Motion Carried
(1st, Final)

(B). **ORDINANCE No. 13-68 AC CMS:** An Ordinance Authorizing the City Manager to Enter Into a Contract with ComDoc, Inc. of Broadview Heights, Ohio, for the Service and Maintenance of Various Copying/Printing/Scanning Equipment and Declaring an Emergency. (1st)(E)

Peterson moved to have the ordinance read by number, title and substantive portions only, seconded by Soucy.

Roll Call: 7 Ayes 0 Nays Motion Carried

The Clerk read as directed.

Motion to approve the ordinance on first reading was moved by Broadwell, seconded by Meadows.

Norenberg remarked that over three years ago the City began a process of assessing all of its copiers and network printers as a way of accomplishing two goals. One it was time to renew a lease contract for a number of City copiers, and two they were trying to operate more efficiently. Staff worked with a sourcing office which is a consortium of governments and other source of entities to utilize a process through ComDoc to assess the most efficient way to print for the future. Three years ago they purchased several copiers/printers from ComDoc instead of leasing the equipment. Along with the purchase of those printers came a three year service and maintenance agreement which is due to run out. Staff is looking to renew that contract at this time. He did some comparable shopping and found that Xerox holds the reigns in the Northeast Ohio region. Due to the City’s long standing relationship with ComDoc rather than go to an annual increase of 10 percent a year as they typically will do for older copiers, the vendor has agreed to lock in that 10 percent with a one-time increase instead of a ten percent increase each year over the next couple of years, if the City renews the contract for the next three years.. He believed that as City Council moved in the direction of using paperless packets the need for copying and printing will be kept to a minimum, in spite of other increasing demands in other departments. His recommendation at this time is to approve the proposed service and maintenance agreement with ComDoc.

Burgess recalled the discussion surrounding whether they should lease as opposed to buy the copiers he questioned whether they had made the right choice and if the City had come out ahead. Norenberg remarked that he thought so. He didn’t bring those numbers with him. He recalled the advantage at that time was to either cut or reduce an annual cost out of the City’s operations budget and control the growth of spending in the General Fund. So that a one-time purchase enabled us to reduce the monthly cost coming out of each of the department budgets including the Enterprise Funds. Burgess asked what the expected useful life was for the machines. Norenberg said he would say at least another three to four years but he wasn’t an expert and couldn’t be certain.

Mucciolo said as the City moves towards becoming more paperless what sort of maintenance do they have on the scanning components of the machines. Norenberg remarked that they were using multi-functioning machines which include printing, copying, and scanning capabilities. The service maintenance contract covers all of these services. One of the advantages of combining all of the machines under one contract, is that it reduces the likelihood of going over the caps set for each machine since the bulk number of 56,000 prints every month is leveled over all of the machines; so if one month the Planning Department is doing a lot of packets and one of the other departments is copying less for the month, then it all balances out.

Clerk Anderson remarked that being someone who uses the machines arguably more than anyone in the office, she has found that they break down often and are difficult to use. She remarked that she would prefer to see Council go back to a lease option as opposed to purchasing the machines in the future. She noted that she realized that they would not be able to return to a lease option at this time but she would like to see them return to that option in the future.

Meadows asked when calls for service and maintenance goes out, what is the response time. Clerk Anderson noted that the longest has been three days, they do not come right out. Meadows asked if they tried to do any trouble shooting by phone at all. Clerk Anderson noted that they hadn't tried to with her. Meadows asked if there was only one copy machine in the POD area. Anderson noted that she maintains her own as well because of that issue, but her printer machine is a basic model that doesn't handle bulk projects.

Mucciolo asked if the printer functions that they have were networked. Norenberg remarked that they were. Mucciolo noted that if the machines went down, then if need be, then copies could be made in a different department. Norenberg concurred.

Meadows asked if the Clerk's copier was included in the ComDoc contract. Clerk Anderson noted that it was not, but she has not really had any issues with her copy machines that would require that it be serviced. Most issues she has been able to fix on her own.

Rimbert asked out of the whole City what office used their machine the least. Norenberg remarked that the copier used at the Waste Water was used the least. Norenberg remarked that during the study period - that was done prior to the purchase of the machines - each department was fitted with a machine that was best suited for its area. One of the things that they have tried to be able to do is to identify more recently if there are any deficiencies in terms of capabilities. There is one area that had some concern with start - up time and they may be able to relocate that machine to another area, but there are some upfront costs associated with making that move and he will be talking with the effected department heads. But they think that within the same monthly copy allowance it wouldn't change the service and maintenance agreement. If they added a machine it would come under that same monthly service contract.

Rimbert questioned whether there was a machine in the City that could be switched out and put in the pod area at City Hall with the same capabilities. Norenberg remarked that the highest volume machines that they have is the one that is in the Planning Department and the one that is in the POD area located at City Hall. If they ran into an issue where there was not a part that was available for three days, then the network capabilities would allow for printing to take place in a different department. Norenberg noted that the three day delay referenced by the Clerk was a rare occurrence where the vendor had diagnosed the problem and the part was on order taking three days to come in.

Burgess asked if they were leasing the machines if the service would have been any faster. Norenberg remarked that he doubted if there would have been any greater speed because of the need for a part.

Soucy said she would like to clarify whether or not this three day down time was a single event or if it was a regularly occurring event. Norenberg remarked that it was a one-time event for when a part needed to be replaced.

Clerk Anderson said she wouldn't say that it was the only time that it took three days, but on average they are not coming out the same day to fix the repairs. Norenberg remarked that they have a service history that identifies the turnaround time on all of the machines, but he didn't have the information with him. He further noted that ComDoc came out about two weeks ago to talk to all of the various departments that had concerns and questions to try to identify some solutions to the issues that they have been having. They spent a considerable amount of time in several different areas to try to make adjustments and to change printer drivers and things like that to speed things up, but most everyone has been pretty satisfied with the response time except for the City Clerk.

Mucciolo said at \$18k for the base of this service contract what is the level of satisfaction with ComDoc from City employees. Norenberg remarked that he believed that most people were comfortable with ComDoc, but change is always difficult and there are still a lot of people who say that they like their old Ricoh's better. The start up speed in the old machines is better to some people that the Xerox machines. But in terms of getting the

machines done most of the feedback that he gets is that they are getting their copies done, they are high quality, and we don't have complaints. Mucciolo said with the City staff there has been no complaints with ComDoc as a service group. Norenberg remarked that the complaints that they have had, have been addressed, and responded to. Sometimes what happens when you get into a situation like this and there are questions about performance people start bringing up things that they don't like, but they have never reported on. That's why ComDoc came out two weeks ago to try to meet with everyone to see what the lingering issues might be. A number of those items got taken care of that day or are in the works of being addressed.

Clerk Anderson remarked that she was not the only person that has had complaints about the response time. She further clarified that her complaints were primarily due to the performance of the machines. She explained that since they purchased the new copiers/printers they have been breaking down and she is the one who has to fix it. She further noted that she also had some concerns about ComDoc's response time as well and felt that if they had a lease option as opposed to owning the machine then they would have the flexibility to switch out the machines for a better one.

Rimbert noted that he didn't know what the value would be to switch the machines out at this time and he felt that that was probably the issue, but his preference would have been to lease the machines initially as well. Clerk Anderson noted that she understood the concerns pertaining to the cost of switching to a lease at this time.

Burgess asked what it would cost on an annual basis to lease a machine just for the POD. Norenberg remarked that he didn't know how much it would cost and then they would have to find out what to do with the one that they have purchased.

Roll Call: 7 Ayes 0 Nays Motion Carried
(1st reading)

Rimbert cautioned members of Council not to take too long in making their decision about the service agreement. Doing so could mean the loss of the service maintenance contract altogether.

(C). ORDINANCE No. 13-69 AC CMS: An Ordinance to Appropriate Monies for Municipal Purposes for the Fiscal Year 2014 and Declaring an Emergency. (1st)(E)

Meadows moved to have the ordinance read by number, title and substantive portions only, seconded by Peterson.

Roll Call: 7 Ayes 0 Nays Motion Carried

The Clerk read as directed.

Motion to approve the ordinance on first reading was moved by Soucy, seconded by Broadwell.

City Manager Norenberg remarked that Council has had a number of hours reviewing their annual appropriation for 2013 through two different work sessions and the capital public hearing that was held tonight to further review these items. He felt that they were in the process of conducting the first reading of the budget and if there were additional questions then either he or the Finance Director could try to respond to those concerns.

Forgoing discussion the roll call was taken as follows:

Roll Call: 7 Ayes 0 Nays Motion Carried
(1st reading)

5. OTHER NEW BUSINESS: None

6. COUNCIL COMMUNICATIONS:

- (A). Referrals**
- (B). Advocacy**
- (C). Correspondence**
- (D). Reports**

Burgess

- Noted the need for the Nominating Committee to schedule interviews for the Boards and Commissions vacancies. Broadwell concurred.

Soucy

- Reported on Planning Commissions approval of the replacement plans for the Savage Field Complex (SFC).
- Planning Commission will be considering a revised architectural plan for the Gateway Inn Project on Wednesday, December 4th. It was noted that the traffic flow issues have been addressed as well. Rimbart noted that he would like to see a report on how the traffic flow issues were resolved.

Rimbart

- Announced that the Charter Review Committee meeting is scheduled for tomorrow night at 7:00 p.m. Clerk Anderson noted that the meeting was actually scheduled for December 10th.

7. CITY MANAGER'S REPORT:

Norenberg updated Council on the following:

- Post storm brush collections started today. This will be the only brush collection until spring. They will also be doing the Christmas tree pick up after New Year.
- The Electric Vehicle charging station has been installed. Still not fully operational at this point.
- Scheduled a Work Session for Zero Waste program

Motion to schedule a work session at 5:45 p.m. on December 16th for the purpose of conducting an information session with Resource Conservation and Recovery Commission on a Zero Waste Plan was moved by Burgess and seconded by Peterson.

Roll Call: 7 Ayes

0 Nays

Motion Carried

8. FINANCE DIRECTOR REPORT:

- Reviewed the outline for the Community Organization Funding schedule.

9. PUBLIC PARTICIPATION:

Elizabeth Rumics remarked that the five hour meeting held by the Planning Commission concerning the SFC was quite interesting. She congratulated the members of the Planning Commission for their patience. They gave the community an opportunity to speak about what was on their mind in spite of the immediate pertinence of the concerns being raised. She felt that it was a long session but a healthy one. She also complimented the work that was taking place in the downtown area with the sidewalk installation project.

10. ADJOURNMENT:

Being that there was no further business to come before Council the Regular City Council meeting adjourned at 8:46 p.m.

Attest:

BELINDA B. ANDERSON, MMC
CLERK OF COUNCIL

H. SCOTT BROADWELL
PRESIDENT OF COUNCIL

APPROVED: 1/6/2014

POSTED: 1/7/2014