



Reception - 6:30 p.m. – Council Chambers Lobby
 Purpose: In Appreciation of Outgoing Council Members and Peace Pole Dedication

Minutes of the Regular City Council Meeting
 Held on Monday, December 16, 2013
 7:00 p.m.

1. COUNCIL BUSINESS

- (a) Call Regular City Council Meeting to Order and Roll Call – 7:11 p.m.

A regular meeting of the Oberlin City Council was held on December 16, 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 7:11 p.m., by Presiding Officer Ronnie Rimbert. Roll Call was taken as follow:

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 Rimbert	<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– December 2, 2013.

Motion to approve the minutes of the December 2, 2013 City Council Work Session as corrected was moved by Broadwell, seconded by Burgess.

Mucciolo noted that corrections were sent over to the Clerk that was more substantive than usual. He requested that additional narrative be added to the storm water utility discussion as it relates to the assessment of frontage fees.

Clark remarked that if there was no objection then the changes could be made as a friendly amendment. Members of Council concurred.

Roll Call: 7 Ayes 0 Nays Motion Carried

- (c) Approval of Minutes – Regular City Council Meeting – December 2, 2013.

Motion to approve the minutes of December 2, 2013 Regular City Council meeting as submitted was moved by Burgess, seconded by Soucy.

Roll Call: 7 Ayes 0 Nays Motion Carried

- (d) Appointments to boards, commissions, and committees.

Council heard a report from the nominating committee regarding the selection of candidates for boards and commissions vacancies. Broadwell read the names appearing on the slate into the record as follows:

Nominating Committee Recommendations for 2014 City Board, Commissions & Committees Appointments

SLATE

Total Vacancies

Civil Service Commission

(3)

Mike Loffin	Expired Term
Bob Coan	Unexpired Term (2015)
Beth Weiss	Expired Term

Design Review Subcommittee

(1)

Jennifer Wilson, Council Representative	Expired Term
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Fire Code Appeals

(2)

Norman Bevan, Public Member	Expired Term
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Historic Preservation Commission

(2)

Stephen Johnson III	Expired Term
Donna VanRaaphorst	Expired Term

Housing Renewal Commission

(2)

Stephen Campbell	Expired Term
Jon Hall	Expired Term

Income Tax Board of Review

(5)

James Holliman	Expired Term
Bert Locke	Expired Term
Darren McDonough	Expired Term

OCIC

(3)

Bryan Stubbs	Expired Term
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3. OLD BUSINESS:

(A). 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. (2nd)(E)

The Clerk read the ordinance by number and title only.

Motion to approve the ordinance on second reading was moved by Mucciolo, seconded by Peterson.

Norenberg provided a recap of the discussion pertaining to a three year service and maintenance contract with ComDoc Inc. of Broadview Heights. At the last meeting a question was raised about selling the machine located at City Hall and replacing it with a new one. Information was gathered and submitted to Council. At the last meeting a representative from ComDoc couldn't attend the meeting but Dave Nagy, Director of Sales has been asked to prepare information about the history of the machines being serviced at 85 S. Main Street and other City Hall locations.

Nagy reviewed the information included in a prepared spreadsheet documenting the service history of all copy/printer/scanning machines being serviced throughout the City. Nagy remarked that a survey had been conducted where ComDoc asked different departments for feedback. He noted that there were a couple of different areas, like in the Finance Department, where they had a couple of problems that they were able to resolve, while other issues were still being addressed.

Due to recent upgrades made to the new equipment at the time of purchase, the government has decided that with the Energy Star and all of the different things that you have to do with the equipment that you have to have certain restrictions on the machine, causing it to pause longer, because it has to know to pick the right paper. The communication is bi-directional to the computers so it depends on the computer system and a lot more. It is not like the old equipment where you just put it in hit a print and it comes out. There is a lot more going on between it with the government regulations and everything that is going on within the equipment.

One of the concerns that they had concerning Xerox machine 7775 located in the POD area at City Hall, is that everyone that has been trained on the machine, has been pretty happy with the machine. Since the 7775 machine has been in place for 39 months it has had 20 service calls and the average response time is about 5.7 hours. This machine has a lot of moving parts inside of it resulting for it to require some downtime. There were two service calls of those 26 where there were two major issues. Right up front they had to replace the finisher on the machine. There were another series of calls that took place last November where the controller went bad on the machine. It took ComDoc three or four service calls to be able to isolate exactly which part on the machine was causing the problems. In the last eight months there have been two service calls and two courtesy calls. For courtesy calls the average response time was 5.1 hours, so over the last eight months the machine has responded better than it did in the beginning of the contract. Based on his discussion with the City Manager about 95% of the City's needs were being met and he wouldn't recommend replacing the machine. It is just a matter of more training that needs to be done and they will be willing to offer that training. He further noted that if the machine didn't perform the way that it needs to perform for the next three years, ComDoc is backing the machine 100%, and will replace it at no cost to the City.

Burgess said that while he was interested in the average response time he was also interested in the maximum response time on the 7775 copy machine. Nagy remarked that he wasn't sure what the maximum response time was, he would have to go back and get that information. He remarked that basically the way that the service call works is that if you call in then a service contractor will call you back within a half hour to an hour. They figure out what the problem is and at that point they decide if it's something that is an emergency and if so they respond within two hours. If not, then they will come out in a day or two. It depends on what the call is placed on. They also have implemented a new help desk division over the last two years where the machine can be reset over the phone. The service representative can then come out at his convenience, whenever he is in the area to make sure everything was done correctly.

Burgess asked if the response from his company would be any different if they were to lease a machine as opposed to purchasing a machine out right. Nagy remarked that it wouldn't make a difference. The goal is to have a 4 hr response time for emergency calls. If it is a courtesy call then that response time can be 10 hours.

Burgess said the feedback that Council received on the machine wasn't based on the response time of the service calls so much as it was on the up-time of the machines. He asked when the machine goes down how long it would take to get it repaired. Nagy reiterated that in the last eight months the machine in question (7775) has been down twice according to their records. He recalled only two issues where the machine was down and unable to make any copies. Burgess said that moving forward Xerox Machine 7775 is an older machine, which leads him to believe they are going to have more frequent issues over the next three years. Nagy remarked that they shouldn't, they just recently retired a Xerox machine that was built in 1976 at one of the Midview schools. Burgess replied that they don't build copiers like they use to. Nagy remarked that Xerox machines were known for their stability and quality. He said they still resell these machines and are putting them out with a lot more volume and were not having anywhere near the issues that the City has had in the past. He remarked that they have the same type of machine over in the Planning and Development Department but it is smaller. In the past they use to get calls all of the time from the Planning and Development Department about the smells that the machine was throwing off. They did this for three or four months only to find out that there was a power supply unit that had melted down. It had nothing to do with the machine. That machine still has problems but for the most part it has performed very well. Usually once the machines get settled in they perform pretty well for the most part.

A motion to suspend the rules requiring three readings and to elevate Ordinance No. 13-68 to an emergency for the reasons stated in section 3 was moved by Mucciolo. The motion was seconded by Broadwell.

Roll Call: 7 Ayes 0 Nays Motion Carried
(2nd, Suspension of Rules/ Emergency)

Roll Call: 7 Ayes 0 Nays Motion Carried
(2nd, Final)

(B). ORDINANCE No. 13-69 AC CMS: An Ordinance to Appropriate Monies for Municipal Purposes for the Fiscal Year 2014 and Declaring an Emergency. (2nd)(E)

The Clerk read the ordinance by number and title only.

Motion to approve the ordinance on second reading was moved by Mucciolo, seconded by Broadwell.

City Manager Norenberg noted that this was the annual appropriation ordinance that must be approved in order to have the budget go into effect by January 1, 2014. Several meeting have been held to discuss the budget and to review the cuts that have taken place from the State Budget. This is the final stage in the annual budget process and either he or the Finance Director can answer questions at this time.

A motion to suspend the rules requiring three readings and to elevate Ordinance No. 13-69 to an emergency for reasons stated in Section 3 was moved by Peterson. The motion was seconded by Broadwell.

Roll Call: 7 Ayes 0 Nays Motion Carried
(2nd, Suspension of Rules/ Emergency)

Roll Call: 7 Ayes 0 Nays Motion Carried
(2nd, Final)

4. NEW BUSINESS:

(A). ORDINANCE No. 13-70 AC CMS: An Ordinance Approving an Amendment to the City of Oberlin Employee Policy Manual Related to Vacation Leave and Declaring an Emergency. (1st)(E)

be from 9:00 a.m. to 6 p.m. The hope is that the extended hours will create more options for the both students and Oberlin residents to run errands. There has been little utilization from the college students because the transit services have been operating during the time that most students are in class. City staff will collaborate with Oberlin College in order to promote the new hours to see if the students will take advantage of the changes.

Staff at the county has recommended that this service be approved at their meeting on Wednesday. Staff recommends approval on emergency so that the Connector service can go into effect on the first Monday in January.

Burgess noted that the City Manager’s memo to Council indicates that local matching funds will allow the County to receive Federal grant monies to continue to support the service. He questioned if that meant that if Oberlin contributes \$26k, then the Feds would match that amount. Norenberg remarked that the Federal Transit Administration pays 50% of the operational cost, which is one reason why they were able to negotiate a better rate this year; they are basically leveraging these federal funds. For that reason one of the changes this year is that this contract will go through a bid process. City Administration expects that the cost will go down. Norenberg emphasized that one of his goals was to make sure that they were able to take advantage of the savings. He further noted that he also took precautions to place a cap in the contract that would protect the City from paying more than 10 percent of what they are paying now, if the bids process resulted in additional costs.

Mucciolo noted that the memo also indicates that the projected community financial support will be \$24,600, with two to three donors still pending. He questioned how much of the \$24,600 is committed. Norenberg noted that \$21,600 of the projected amount was fully committed; they were still waiting to hear about the remaining \$3,000.

Meadows put forth a motion to suspend the rules requiring three readings and to elevate Ordinance No. 13-71 to an emergency for the reasons stated in Section 3. The motion was 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)

(C). ORDINANCE No. 13-72 AC CMS: An Ordinance Amending Ordinance No. 12-79 AC CMS, the 2013 Annual Appropriation Ordinance, to Provide the Appropriation of Funds and Declaring an Emergency. (1st)(E)

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

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 Soucy.

Council heard a request from Finance Director Sal Talarico to approve the amendment to the proposed budget appropriations ordinance. Talarico reviewed an attached document which outlined several budget transfers and adjustments.

Foregoing discussion a motion to suspend the rules requiring three readings and to elevate the ordinance to an emergency for the reason stated in Section 3 was moved by Burgess and seconded by Broadwell

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

Roll Call: 7 Ayes 0 Nays Motion Carried

(1st, Final)

(D). ORDINANCE No. 13-73 AC CMS: An Ordinance Authorizing a One-Time Bonus to the Oberlin Clerk of Council for Achieving her Master Municipal Clerk Designation and Declaring an Emergency. (1st)(E)

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

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 Soucy.

Rimbert congratulated Clerk Anderson on achieving her Master’s Certification. He remarked that Council is very proud of her for furthering her education and felt that it was only appropriate to provide her with a bonus. On behalf of Council he expressed his hope to have her with the City for another twenty five (25) years.

Law Director John Clark remarked that the ordinance is written as a not to exceed amount and suggested that Council amend the ordinance to determine the exact dollar amount.

Motion to amend Section 1 of the ordinance by replacing the words “not to exceed” with the word “of” was moved by Mucciolo, seconded by Soucy.

Roll Call: 7 Ayes 0 Nays Motion Carried

Mucciolo and Peterson offered further congratulatory remarks.

Motion to suspend the rules requiring three readings and to elevate the ordinance to an emergency for the reason stated in Section 3 was moved by Mucciolo and seconded by Peterson.

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

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

5. OTHER NEW BUSINESS:

None

6. COUNCIL COMMUNICATIONS:

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

Members of Council shared several announcements and updates including:

- Contract Renewal between Central Lorain County Ambulance District and Mercy Hospital to provide the EMS.

7. CITY MANAGER’S REPORT:

City Manager Norenberg provided the following updates.

- City of Oberlin submitted a grant application to the State of Ohio through the Capital project budget planning process. They had help from the offices of State Representative Dan Ramos and Senator Gayle Manning. They are keeping their fingers crossed at this point. The hope is that the project will be included when the governor releases his budget in February. If it is included at that point it will be easier to keep it in, than it will be to get the funding approved at a later date.

8. FINANCE DIRECTOR'S REPORT:

- Wished everyone a Merry Christmas and a Happy New Year!

9. PUBLIC PARTICIPATION:

10. ADJOURNMENT:

Congratulatory remarks were extended to Mr. Talarico wishing him a happy birthday. President Rimbart asked outgoing Councilmember Charles Peterson to close the last meeting of the year out. Peterson remarked that it had been an amazing 10 years serving the Oberlin Community. He offered best wishes to future Council members and the Oberlin public.

Being that there was no further business to come before Council at this time the meeting adjourned at 8:06 p.m.

Attest:

BELINDA B. ANDERSON, MMC
CLERK OF COUNCIL

H. SCOTT BROADWELL
PRESIDENT OF COUNCIL

APPROVED: 1/21/2014

POSTED: 1/22/2014