

SERVICE COMMITTEE

NOVEMBER 19, 2018

The meeting was called to order at 5:00 p.m. by Chairman Barry VanHoozen. Committee members present were Deborah Born, Haraz N. Ghanbari, and Barry VanHoozen. Also present were Jon Eckel, Service Director, and Doug Dariano, City Engineer.

FALL TREE PLANTING

Mr. Eckel requested permission to enter into a contract with North Branch Nursery in the amount of \$36,462 for the fall planting of 99 trees in new construction areas. Mr. Eckel explained that the developer pays for the trees when construction permits are issued. He said that normally there are several companies that are hired to do the fall planting, but this year North Branch was the only company to give them a timely quote. He said that the work will begin as soon as they receive approval, and North Branch has assured them that they can get the work done this fall. Mr. VanHoozen asked about maintenance of the trees. Mr. Eckel said that gator bags are used and they appeal to the residents to keep them full, but the Department of Public Service tries to monitor them the first year also. The trees are guaranteed by North Branch for one year. The Committee agreed 3-0 to recommend approval of the contract with North Branch.

PERMISSION TO BID THE ROACHTON ROAD MULTI-USE PATH

Mr. Dariano requested permission to go to bid for construction of the multi-use path along the south side of Roachton Road between Fort Meigs Road and the Canterbury subdivision. He said that there is \$310,000 in the budget for construction, and we have been approved for a TMACOG grant to cover 50% of the cost, capped at \$182,830. Mr. Dariano said that they plan to open bids in January. The Committee agreed 3-0 to recommend approval to go to bid on the Roachton Road multi-use path.

PERMISSION TO ACCEPT BID FOR MUNICIPAL COURT BUILDING RENOVATIONS

Mr. Eckel said that six bids were received for renovations at the Municipal Court Building. Adohr, the apparent low bidder, withdrew their bid due to a mathematical error. The next lowest bidder is Charles Construction Co. in the amount of \$217,700. Mr. Eckel explained that the project includes renovations to the entrance for safety concerns based on a state audit, moving the Public Defender's office to the first floor, and renovating the space currently occupied by the Public Defender on the second floor, and installing some bullet proof walls. There are funds in this year's budget for this project. Mr. Ghanbari asked if they City has worked with this company before. Mr. Eckel said that we have not, but Tom Stuckey of Poggemeyer Design Group, the engineer on the project, has worked with them before and recommends awarding the contract to them. The Committee agreed 3-0 to recommend approval.

2019 BUDGET DISCUSSION

Mr. Eckel reviewed the budgets for the Department of Public Service. He said that the budget includes taking down the City owned house near Rotary Park but leaving the

garage to store park equipment, construction of a pergola sun structure with outside furniture at the Senior Center, sun shades for the Municipal Park dugouts, parking lot additions at Woodlands and Bicentennial Parks, and some new bike racks. Ms. Born said that she is not in favor of the additional parking at Woodlands and Bicentennial Parks. She said there is plenty of parking that is not being used at Bicentennial, and she suggested working with Black Diamond to use their parking lot when they are not open. She said Grace Church is right next to Woodlands Park and there is parking in the back of the church. There was discussion about the Code Red service and a collaboration with the County that might save the City some money on Code Red. Mr. Eckel said the only change to the pool and pond budget is the increase to the contract with the YMCA. Mr. Eckel added that they just found out that the City has been approved for a Wood County Parks Grant in the amount of \$10,463 for playground equipment at Woodlands Park. Mr. Eckel said that in the garbage and refuse budget the purchase of 200 new toters is included along with the purchase of two new trucks and paying off the lease from the two refuse trucks and pak rat that were leased last year. There was a brief discussion about the increased cost of disposing of recyclables. Mr. Dariano reviewed the Engineering Division budget. He said that the increases were due to the addition of a full-time inspector and two part-time seasonal inspectors. This addition was a result of the Kaizen training that was completed earlier this year.

REVIEW OF PROCESS TO CHOOSE ENGINEERING/DESIGN FIRMS

Mr. Eckel said that every two years the City does a Request for Qualifications for engineering and architectural firms. The submissions are reviewed by staff members and a list is compiled ranking the most qualified firms. This list is used for projects under \$50,000. For projects greater than \$50,000 a separate RFQ must be done and a firm is chosen through that process. Mr. Dariano said that these parameters are prescribed by the Ohio Revised Code, and you cannot get bids for professional services. The City has to select at least three firms and then negotiate with the firm they feel is the most qualified. If there is no agreement on price, then you move on to the second ranked firm. Jeff Mandel, 567 Foxview Court, provided Committee members with a copy of the selection sheet used for the Eckel Junction Road/Carronade roundabout. Mr. Mandell said that the rankings are subjective, and he would like to see more local firms chosen.

There being no further business, the meeting adjourned at 6:10 p.m.

Respectfully submitted,

Barry VanHoozen, Chairman
Service Committee

Next meeting: Wednesday, December 26, 2018 at 5:00 p.m.