

**7:00 p.m. – STUDY SESSION**

- **Parks Supervisor Presentation – Members of the Parks Board**
- **Mid-Year Financial Report**

# Agenda

## Tipp City City Council

7:30 p.m. Monday, July 20, 2015

### Tipp City Government Center

260 South Garber Drive

Tipp City, Ohio 45371-3116

<b>1. Call to Order - Roll Call</b>	President Gibson
<b>2. Prayer for Guidance, Pledge of Allegiance</b>	Pastor Rachel Billups Ginghamsburg United Methodist Church
<b>3. Motion to Approve the Agenda</b>	President Gibson
<b>4. Minutes</b> Minutes of the June 15, 2015 City Council Work Session Minutes of the June 15, 2015 City Council Meeting	President Gibson
<b>5. Presentations, Proclamations, &amp; Awards</b> A. Presentation of The State Auditor's Award for the 2014 audit period B. 175 <sup>th</sup> Anniversary Proclamation – Mayor Hale C. Presentation by the 175 <sup>th</sup> Anniversary Committee – Matt Owen D. DTCP Quarterly Report – Heather Dorsten	Mayor Hale
<b>6. Legislation</b>	Mr. Eggleston
<b>Ordinances</b> ( <i>second reading</i> ) A. Ordinance No: __-15: An ordinance amending Chapter 38 Collective Bargaining of the Codified Ordinances of the City of Tipp City for all City Employees covered by a Collective Bargaining Agreement. (Introduced by Mr. Kessler) Summary: This ordinance adopts changes to Chapter 38, Collective Bargaining, to comply with the laws and statutes governing bargaining unit employees.	
<b>Resolutions</b> ( <i>one reading required</i> ) A. Resolution No: __-15: A resolution authorizing a contract with Double Jay Construction of Englewood, Ohio for the 2015 Water & Sanitary Sewer Improvements Project at a total cost of \$699,898.00. Summary: This resolution authorizes the City Manager to enter into a contract with Double Jay Construction for the completion of the Walnut Street Water Utility Replacement Project. B. Resolution No: __-15: A resolution authorizing the City Manager to enter into an agreement with Quality Control Inspection, Inc. for the construction	Mr. Eggleston

	<p>inspection &amp; material testing services for the County Road 25A Reconstruction, Phase 1 Project in an amount of \$197,415.00.</p> <p>Summary: This resolution authorizes a contract for the separate construction inspection, administration and materials testing firm as required by the Ohio Department of Transportation for the County Road 25A Reconstruction Project.</p>	
	<p><b>Ordinances</b> <i>(first reading)</i></p> <p>A. Ordinance No: __-15: An ordinance levying special assessments for the construction of curbs, gutters, sidewalks and driveway approaches in conjunction with the 2014 Sidewalk Improvement Program within the City of Tipp City, Ohio.</p> <p>Summary: This ordinance authorizes the levying of sidewalk, curb, gutters and driveway approaches in conjunction with the 2014 Sidewalk Improvement Program.</p> <p>B. Ordinance No: __-15: An ordinance to authorize the extension of a franchise, approval of a permit and the execution of a contract with Waste Management of Ohio, Inc. for the collection and disposal of solid waste, recyclables, and yard waste from residential properties pursuant to Section 55.12 of the Codified Ordinances of Tipp City, Ohio for a one year period commencing on October 1, 2015.</p> <p>Summary: This ordinance authorizes the City Manager to execute a one-year contract extension for mandatory refuse and recycling collection in the City of Tipp City.</p> <p>C. Ordinance No: __-15: An ordinance modifying code section 55.29 of the Tipp City Ohio, Code of Ordinances.</p> <p>Summary: This ordinance amends the refuse collection fee reflecting the current contract with Waste Management Inc.</p>	Mr. Eggleston
<b>7.</b>	<p><b>Motions</b></p> <p>A. A motion setting Public Hearing date for the Rezoning of +/- 1.619 acres (Inlot 4158) at 3311 South CR25A.</p> <p>B. A motion approving the first phase of the Weller Drive Traffic Study.</p> <p>C. A motion to formally approve the City's Fixed Asset Capitalization Policy as recommended by the State of Ohio Auditor's Office.</p> <p>D. A motion authorizing the Police Chief and City Manager to sign the temporary alcohol permit application for the Tipp City Area Arts Council Show and Reception and authorizing the City Manager to enter into an agreement with Tipp-Monroe Community Services, Inc.</p>	President Gibson
<b>8.</b>	<b>Miscellaneous</b>	Mr. Eggleston
<b>9.</b>	<b>Citizen Comments on Items Not on the Agenda</b>	President Gibson
<b>10.</b>	<b>Comments of Councilmembers/City Manager</b>	President Gibson
<b>11.</b>	<b>Adjournment</b>	President Gibson

***Executive Session – Imminent Litigation***

Council welcomes the comments and input of the public during the Council meetings. In order to provide an orderly fashion in which all interested parties have an opportunity to address Council, Council has adopted the following procedure for citizen's comments during any portion of the Council meeting or Public Hearing.

Any citizen who wishes to address Council must first seek recognition from the President of Council. Upon recognition by the President, the speaker should approach the podium, state their name and make their comments. Speakers should not leave the podium to approach Councilmembers without first obtaining permission. After completion of their comments, Council would request that the speakers return to their seat so that any other interested persons could then be recognized and address Council.

The purpose of this procedure is to afford the maximum opportunity for citizen input without any type of disruption of the Council proceedings. While others are addressing Council from the podium, Council requests that audience members not make comments to Council or to individuals at the podium to prevent any potential confusion or disruption.



July 17, 2015

The Honorable President Gibson &  
City Council Members

**MEETINGS/EVENTS**

Monday, July 20 <sup>th</sup>	7:00 pm	Work Session
Monday, July 20 <sup>th</sup>	7:30 pm	City Council Meeting

**STUDY SESSION**

- A. **Parks Supervisor Presentation** – Parks Board members will be making the presentation.
- B. **Mid-Year Financial Report** - Please see attached memo.

**AGENDA**

**PRESENTATIONS, PROCLAMATIONS, & AWARDS –**

- A. **Presentation of The State Auditor's Award for results of the 2014 audit** - The City will be receiving an award from the State of Ohio Auditor's Office for a clean audit of the recent audit period.
- B. **175<sup>th</sup> Anniversary Proclamation** – Mayor Hale will read a proclamation in honor of the City of Tipp City's recent 175<sup>th</sup> Anniversary.
- C. **Presentation by the 175<sup>th</sup> Anniversary Committee** – Council Member Matt Owen will make a presentation regarding the recent 175<sup>th</sup> Anniversary Celebration in Tipp City.
- D. **Downtown Tipp City Partnership Quarterly Update** – Heather Dorsten will provide Council with a brief update about the Partnership.

**ORDINANCES** (second reading)

- A. **Amending Chapter 38** – This ordinance adopts changes to Chapter 38, Collective Bargaining, to comply with the laws and statutes governing collective bargaining unit employees. The ordinance was reviewed by the City's labor attorney. This ordinance was introduced at the June 15<sup>th</sup> Council Meeting. Staff is recommending adoption of the ordinance as written.

**RESOLUTIONS** (require one reading)

- A. **Walnut Water Utility Replacement Rebid** – Bids for the Walnut Street Utility replacement project were opened on July 13<sup>th</sup>. Not only was the project advertising in the local paper, but staff mailed bid invitations

to fifteen contractors to try to get as many bidders as possible. Unfortunately, the city only received one bid.

The Engineer's revised estimate for the Walnut Street portion of the project was \$717,740.00. The bid received from Double Jay Construction was \$699,868.00. The bid is \$17,872.00 under the engineer's estimate. The initial amount budgeted for this project was \$538,050.00 based on the initial engineer's project estimate which is a difference of \$179,690.00. At this time, staff is recommending to use a portion of the \$275,626 that was budgeted for the Rosalyn Utilities project in order to complete the Walnut Street Project. Unfortunately, the Rosalyn Street Utility Project received no bids. Therefore, it will need to rebid next year.

Staff is asking the City Council to approve the resolution authorizing the City Manager to sign a contract with Double Jay Construction, of Englewood, Ohio for the Walnut Street Utility replacement project in the amount of \$717,740.00.

- B. Quality Control Inspection Inc. (QCI) Contract – Inspection and Material Testing Services** – Inspection and material testing services was included in the project costs for the County Road 25A Reconstruction Project. Due to the number of city projects going on this year (Cedar Grove, Walnut Street etc.), the city inspector does not have the necessary time to devote to the Reconstruction Project. Therefore, staff chose to proceed with a Request for Qualification (RFQ) to hire a firm to do the inspection and material testing services.

QCI was the only firm that submitted a proposal based on the RFQ in the amount of \$228,000.00. The quote submitted by QCI was over the estimated project cost for these types of services. As allowed by ODOT, Mr. Donnelly was allowed to discuss the scope of the service with them and see if QCI could adjust their quote. QCI came back with a quote of \$197,415.00, which was below the estimated cost for inspection and material testing of approximately \$30,000. ODOT will reimburse up to seventy-three (73%) percent of the cost for the inspection and material testing services. Staff is asking the City Council to approve the resolution authorizing the City Manager to sign a contract with Quality Control Inspection Inc. of Columbus, Ohio in the amount of \$197,415 for inspection and material testing services for the County Road 25A Reconstruction Project.

#### **ORDINANCES** (first reading)

- A. 2014 Sidewalk Program Assessments** – The adoption of this ordinance would levy special assessments for the construction of curbs, gutters, sidewalks and driveway approaches performed as part of the 2014 Sidewalk Improvement Program. Affected property owners were sent an estimate prior to the construction and an invoice following construction. The assessments set forth in this ordinance are due by the private property owner within thirty (30) days of passage. Otherwise, uncollected assessments will be certified to the County Auditor and be placed on tax duplicate and collected in ten (10) annual installments.
- B. Refuse & Recycling Contract Extension** – This ordinance will authorize a one (1) year extension with Waste Management Inc. (WMI) for mandatory residential refuse and recycling collection in Tipp City. Ordinance 13-10 authorized a four (4) year contract with three one (1) year extensions. Council at their April 20, 2015 Study Session reviewed the contract extension and concurred it was in the best interest of the City to move forward with the one (1) year extension, leaving one more extension before the city would need to rebid refuse and recycling services. This contract would take effect on October 1, 2015.
- C. Modifying Code Sections 55.29** – This ordinance would amend Section 55.29 of the Tipp City Code pertaining to refuse collection fees. The ordinance needs to be done in conjunction with the ordinance authorizing the City Manager to sign the contract with Waste Management Inc.

## **MOTIONS –**

- A. Gulf/Starfire Rezoning** – A motion to set public hearing for August 17th to hear comments regarding the Rezoning of +/- 1.619 acres (Inlot 4158) at 3311 S. CR25A. At their July 14, 2015 meeting, Planning Board made the recommendation for Council to approve from temporary to permanent designation.
  
- B. Weller Drive Traffic Study** – A motion directing staff to proceed with the first phase of the Weller Drive Traffic Study. This study will determine if it is possible using the current traffic light timing to remove the barrier on Weller Drive. Should the study show that a new timing sequence is needed, then staff would be asking direction from the Council as to whether the Council would like to proceed to the next phase which would cost approximately \$14,000.
  
- C. City Fixed Asset Capitalization Policy** – The State of Ohio has recently completed the financial audit of the City of Tipp City. While there were no material (significant) internal control weaknesses noted during their review, the Auditor's Office did have three recommendations for improved operations. One recommendation was for the City Council to formally approve the Fixed Asset Capitalization Policy which has been used by the City since the initial CAFR was prepared in 2000. The City has used a \$750 capitalization threshold since 2000. The current policy would maintain a \$750 threshold for assets purchased prior to January 1, 2015 but would increase this threshold to \$2,500 for assets purchased subsequent to January 1, 2015. This will ensure the City track assets of more significant value, but will reduce the number of items of lesser value included on the City's financial statements.
  
- D. Tipp City Area Arts Council Agreement** – The Tipp City Area Arts Council has scheduled an arts show and reception for Saturday August 22<sup>nd</sup> on Main and Fourth Streets. Because alcohol will be served on City property, a motion authorizing the City Manager and Police Chief to sign the Temporary Liquor Permit application will be necessary as well as authorizing the City Manager to enter into the enclosed agreement with Tipp Monroe Community Services for this event.

## **MISCELLANEOUS – None**

### **City Manager's meetings for the month**

July 20 – Council Meeting

July 21 – DTCP Meeting

July 22 – Rotary

July 22 – 911 Board Meeting

July 23 – Tri-Cities and NAWA Board Meetings

July 29 - Rotary