

**SALARY COMMITTEE  
MEETING MINUTES  
MONDAY, April 13, 2015**

The Salary Committee met Monday, April 13th, 2015 at 6:30 PM in the Council Chambers at the Knisely Centre.

In attendance were Salary Committeepersons:

Mr. Dan Lanzer,  
Ms. Winnie Walker,  
Committee Chairperson Mr. John Zucal.

Guests were:

Mayor David Johnson,  
Law Director Marvin Fete,  
Service Director James Zucal,  
Auditor Beth Gundy  
Treasurer Tom Gerber  
President of Council Sam Hitchcock,  
Council Clerk Patti McKay,  
Councilperson Ms. Sandy Cox  
Councilperson Mrs. Cheryl Ramos,  
Councilperson Darrin Lautenschleger,  
Fire Chief Jim Parrish  
Captain Tucke  
Mark Cox, Aimee May, and Dean Holland.

Salary Committee Chairperson, John Zucal called the meeting to order at 6:30 PM.

The purpose of the meeting was:

*On the agenda for this evening are two specific items that have been listed.*

1. *Fire Chief Jim Parrish gave updates and thoughts on the potential new fire station. (We are not finalizing any plans we are still continuing to talk, think, and share information so we can make the best decision) and*
2. *Commendations for Tom Farbizo. (Mr. Farbizo chaired the Airport Commission for a number of years. He was the driving force, behind as to what has been able to be accomplished at the Airport. He is no longer a member of that Committee he is serving the City now as a Park Board Member; and any other matter that may come before the Committee.)*

Committeeperson Mr. Lanzer:

Mr. Lanzer said he enjoyed working with Mr. Farbizo on the Airport Commission.

Committeeperson Ms. Walker:

Ms. Walker did not have any comments.

Salary Committee Chairperson, John Zucal:

Mr. Zucal recommends the Committee move forward with the commendations for Mr. Farbizo for his years of service as chair of the Airport Commission.

Mr. Lanzer seconded the motion.

The Committee voted 3-0 to put that on the agenda for the next scheduled meeting of City Council and held for three readings.

Comment from Salary Committee Chairperson, John Zucal:

As you know we are working on the acquisition of property on Front Street for the new fire station. Chief Parrish is again always pro-active.

Comment from Fire Chief:

Mr. Parrish started with a time line to go over:

April 2011 the floor was moving.

It was evaluated by Diversified Engineering and Dover Tank and Plate gave a mechanical evaluation came up with a solution.

The floor was stabilized.

at that point it was recognized the front and back wall was the other problem

It was established that back wall will be very costly to repair or replace

we couldn't find a facility for six to nine months while that was taking place.

After discussing with the current Council at that time our direction was to look for land and options to finance a fire station. (A business model to bring back.)

We repaired the front wall we basically stepped back two feet and poured two foot thick concrete wall from the footer up to the wall beams that were there that were okay.

The cost estimated was between five and seven hundred thousand dollars to do the back wall because we have to take the entire floor out and put the proper size beams in there to support that. The beams are thicker than the ones we have now to carry the weight.

We spent 2011, 2012, and 2013 when Mayor Johnson got into office we had an offer from the folks over here on Front Street and as you know we purchased that property in October 2014 purchasing that on land contract with four annual payments of \$62,500 a year.

We gave them a year to get all their possessions out of the buildings and off the property. (There are a couple of old vehicles)

They have been working on that fairly hard. They actually have the building almost empty it can't take long to remove the vehicles. So that is where we are at in that direction.

After a discussion with the Service Director and the Mayor we decided to put out For request for qualifications for an architect.

What that does is we have a point system in the City to pick Architecture Engineers and the point system basically is an evaluation of their credentials.

To meet the needs of whatever we are constructing whether it would be a water plant, fire station, or office facility anything like that.

We put out the R F Q they were due in April 10, 2015.

We expected to get about four to six of those. We actually had 14 architects submit, several called and asked if they could come and look the site and our current equipment.

We decide to put together a Committee to do that comprised

Of our normal Board of Control that evaluates all the bids and a few other folks involved in that.

We are going to do that carefully weed through those.

We will narrow that group down to three or four architecture firms.

We will have them come in each individually, sit down, and have discussions with them.

Evaluate our ability to work with them and things like that.

How they do things

Everything looks good on paper but like everything else you can't beat that personal relationship with them for things like this.

Comment from Salary Committee Chairperson, John Zucal:

I think that is very important key element to have the right fit for this community.

You might have a lot of firms that have great qualifications and great experiences but are they the right fit for what we are looking for in New Philadelphia.

If your only experience is with a large urban setting.

We are looking at these qualifications and what are they are going to move to the table to make sure this is done properly.

Comment from Chief:

With that point system we can rank them throughout that interview process I am very confident we can come up with the right fit for us to work with as far as that goes.

This is the only way we can get a firm dollar amount on what a fire station is going to cost us.

Before we even look into the financial of this whole project. We have to figure from a professional that does this every day. This is kind of the nuts and bolts as to where we are at.

The Chief asked for questions, comments, or thoughts.

Comments from the President:

How big is the search area as far as the architect?

The Chief the architects have some way of communicating. When we advertise in the paper we have firms from Indiana to New York City.

From my previous job, I use to call and talk to reporters.

Whenever commercial structure went up and was advertised in the paper for bids.

These people are kind of like head hunters.

The architect throughout the region it has to be fairly large we had one from New York City. Went out to a lot of different architects and a lot of different states.

President of Council Sam Hitchcock:

Who is deciding the criteria?

Comment from Fire Chief:

We actually already have that in place through the Service Director's Office.

It is the point system the grading scale a couple components

Is the proximity to New Philadelphia they get more points for that?

More points for the experience level they had. Say one firm has built two fire stations. And one firm has built 35 fire stations. Obviously we want to look at the one that has more experience building fire stations. That is one of the piece of advice that I got Ted Heck who retired from Jackson Township. His dad Glen was the Fire Chief here Tim built five fire stations.

"If I can give you any information on whatever you do; pick a firm that can build fire stations. If you don't they are going to be depending on you to answer all the questions. About NFPA requirements they should know but don't. (National Fire Protection requirement) It is going to burn up a lot of your time getting information they should know but they don't because they have not built fire stations."

Comment from Salary Committee Chairperson, John Zucal:

We are all in agreement when this fire station we are not building it for ten years down the road. We are building it for a long time surpassing our life time I'm hopeful.

The last fire station lasted us quite a few years, as you know

When we saw our photos of the history of the fire station. That is critical that some of the places be visionary to meet our needs and maybe a little bit creative.

I think there is potential Jim and I have had that conversation I think he has even shared on the floor for Council. There is opportunity for some training sessions other groups can come in may get some income to help support us with that through the use of the facility. We have a huge task in front of us we have an opportunity that has not been around for a long time.

Make a difference in the community down the road. All of us are committed to do it right when we do it.

Comment from Service Director, Jim Zucal:

Jim Zucal reported the RFQ was advertised in the Times Reporter.

We found out that it went through Ohio and other states.

There are people that are out there with the internet that grab a hold of this.

We will bring that 14 or 15 that applied and narrow it down to three or four.

Through the Board of Control process which we do scoring for example CDBG or NRG grant.

Proximity of the project

past experience,

Education

The people they have on staff.

Own groups and distribute that information.

Recommendations from other Cities plus we will formally interview them. We will get together as the Board of Control an actually award. That Architectural Firm/ Engineering Firm who will be our Designer.

We were shocked with the interest that we have had.

So many nice people that we have met. They drove here from Springfield, Zenna, Washington Court House, and a lot of different places. It was really nice. They came and said New Philadelphia is a great place we looked at your site and it looks good we felt very positive about the whole event it was very nice.

Comment from Mr. Lanzer:

Of the 14 were any local?

Comment from Fire Chief:

One of the local architects in our City partnered with a company that is in Columbus. It's not based in Columbus. But they have a branch in Columbus to assist them.

The point we started this in April of 2011 this is the part of the project that we are doing right now.

The RFQ and RFP this is probably one the most important parts of the project that we need to spend some time on and go through very meticulously.

I was not giving you that time line. To point out there has been something going on. Right now it is important we take our time with important planning.

So when that day comes and we say ok we are not making changes and and things like that. Those are the things that cost a lot of money.

Changes and tweaking things there will be some if you can limit some by careful planning and being organized that is the direction we want to go as a community.

Comment from Salary Committee Chairperson, John Zucal:

How does the request for qualification differ from request for proposal?

Request for qualification there background level as far as their education and experiences as well as our ability to work with them. There credential and our ability to work with them personally.

Request for proposal:

That is where we make the short list.

Cost of what it is going to cost us to hire an architect.

Those things are negotiable with them to my knowledge (remember this is the first time I've ever been involved with building a fire station.)

To my knowledge that is where the negotiation takes place with those folks to decide what percentage it is going to cost us to do this for their services.

Typically I'm hearing 6 to 8 % of the total cost of the project that is not in concrete by anyone just to give you an idea as to how much that would cost to do that. Some of these firms were in the 30 and 40 Washington Court House.

The Mayor, Service Director, and the Chief went to several if we hear of one we looked we to and get the pros and cons from them.

The fire community is very tight. We will find out what is good and what is bad.

Comment from Salary Committee Chairperson, John Zucal:

Once we get the down to 3 or 4 we are asking for proposal. For what they can do for us and

Rather than the duration we get that 14 down to 3 or 4 for what they believe they can do for us. It is more into the form rather than the education or what not. That has to be a fit for that is all front loading that is what we need to do trust our administration to get the feedback. We want to say we want to keep you in the loop. When we do it we want to do it right. Not just for 5 years /10 years along time down the road. We have a very efficient station that can serve the citizens for a long time.

People sometime want to jump the gun and the financing and the building and they don't realize a well laid plan starts with that foundation that is what they are trying to do now. I'm sure the Chief has never objected before coming in and sharing with you what we are doing the Mayor and the Service Director they have been so cooperative just continue to move it forward. Keep Council up to speed just because you don't see things being built a lot of the ground work is being done.

Comment from Councilperson Mrs. Ramos:

I'm glad you are taking your time with the request for qualification I believe that that is crucial and critical. Sounds like you guys are doing your homework. As far as the fire community is real tight and getting ideas that is great. We don't have a price yet I understand all of this are you putting feelers out there for grants and how you could such a project.

Comment from Salary Committee Chairperson, John Zucal:

I don't want to go the down that road to fast we don't want to put the cart before the horse.

Comment from Fire Chief:

Most of the big grants to do a project like this for instance the (FEMA AFG grant) you have to be what is called shovel ready at that point to even apply for that grant.

That means we have all of our designs done, all permits done, even our state permits after that.

You need to be able to say we even have to have our bidding process done for general contractors. You have to be ready to say you got the grant and walk away from it. That is what has held us back from that point.

I don't think we want to go down that road. Realistically with the thought that we are going to get it.

The reason I say that is most communities are size are not getting those grants. The AFG and FEMA AFG are drying up. I'm not saying we should not try it but I'm saying don't bet on it I bet you probably wouldn't get it.

Councilperson Mrs. Ramos:

Thank you for that explanation but really what I'm asking is kind of like if you are checking to see what is out there I know we are not ready to ask for money yet.

How many places, where can we look?

Comment from Fire Chief:

That is another component with the architects as well depending on the architect we pick; some of them help you with that. They know where there are grants available that would apply for a community our size. That is where we should rely on their expertise to guide us on that as well.

Comment from Salary Committee Chairperson, John Zucal:

If we can find grant dollars to help support along the way none of us are opposed to that.

Jim and I talked and he asked should I go more deeply as to what we can do financially I really think that if getting us way before the game.

Let us do those RFQ and RFP right.

Once we know the type of firms we are working with. In the back of all of our minds is what can we do to save the citizens money? Nobody here would be opposed to do that.

If we made that a focal point we might drop the ball on some other critical elements than we would have some issues down the road.

Comment from President of Council Sam Hitchcock:

When the architect is selected and we move forward with the project.

This is a suggestion the people that are going to live in fire station be permitted to offer input as to what is needed.

When the police station was built, nobody was consulted there were mistakes that were made in the construction. That could have been handled and avoided by a simple inquiry.

Comment from Fire Chief:

That is another good comment the part of the process, once we pick an architect, I've already asked the Union President to put together a Committee to identify those folks on that committee representing all the crews.

All three crews that work have input on the needs especially the living quarters.

The apparatus bay that is is pretty straight forward. It is not a big deal it is what it is.

The living quarters to make this more efficient also more comfortable they live there a third of their life. We need to make sure that is right.

Comment from Salary Committee Chairperson, John Zucal:

The Chief and I in our discussions in thinking ahead. We have to consider it is like anything you build it is great when you build it. You have to be able to maintain it, make sure it is consistently updated or issues that do come up how do you fund that.

Comment from Fire Chief:

That is another thing with having discussions with them they have life cycle cost you need to replace the air conditioner at 20 years. They not only give you life span for each component of the structure they also give you cost estimates. It gives us an idea as to how we can budget our money to maintain that facility down the road. I think that is a good point John brought up.

Comment from the Mayor:

This has been going on very smoothly it is not going to happen very soon.

We are getting our ducks in a row to see what we can or cannot afford.

Comment from Salary Committee Chairperson, John Zucal:

Good planning, thinking our way through the process, getting good input back from our friends at the fire station with good ideas.

Mr. Lanzer made a motion to adjourn at 6:58 PM

Respectfully Submitted,

John Zucal, Chairperson  
Salary Committee