

ADMINISTRATION BUILDING

June 11, 2008

Chairman Jim Dickinson called the meeting to order at 8:10 a.m. Trustees Jim Mueller and Kristina Port were present. Also present were former Trustee Greg Studen and Jim Dixon, Construction Manager.

This was a special workshop meeting called for the purpose of reviewing the proposed 2008 budgets for the Police Department and the General Fund. The other purpose was to consider a change order for the Police Station and compensation of the Construction Manager. This meeting was properly sunshined and reading of minutes and other formalities were dispensed with until the next regular meeting.

**CHANGE ORDER:** Mr. Studen said that this would be the last change order. The total amount of all the change orders was \$68,170, which is just under 5% of the project. The door and hardware change is for the installation of digital locks. This will eliminate any security breaches. The locks are programmable and each person using the locks will have a number so it will be possible to eliminate the number if the person leaves the township. In the long run this will save the township money. Mr. Studen said everything in the building is working well. The installation of the Police lights helps identify the building and helps people who may need help in a panic situation. Mr. Dixon said the building is 100% done inside the building and 90% done on the outside. The erosion in the back needs to be corrected and cleaning of the outside of the building needs some attention.

Mr. Studen indicated that supervision of the construction of the building has been first class. The supervisors from Hummel Construction and the Construction Manager have done an excellent job. Both Mr. Mueller and Mr. Dickinson expressed appreciation to Mr. Studen for his work on the building. Ms. Port expressed concern about the change order process. A discussion was held on the change order process and some decisions had to be "field decision" in order to keep the costs down and continue the work.

*Mr. Mueller moved to approve the following change order numbers for the Russell Police Station Project:*

<i>2. Door and Hardware Change</i>	<i>\$6,937</i>
<i>5. Flagpole</i>	<i>3,422</i>
<i>32. "Police" Light Fixture</i>	<i>671</i>
<i>34. Tile Sealer-Ceramic</i>	<i>847</i>

*as listed on the Change Order Request from Hummel Construction Company, for an amount of \$11,877. Mr. Dickinson seconded the motion and the vote was Mr. Mueller yes, Ms. Port abstain and Mr. Dickinson yes. Mr. Studen left the meeting at approximately 8:50 a.m.*

A discussion followed with Mr. Dixon on the payment to the Construction Manager. The contract has two phases: pre-design and construction. Mr. Dixon also worked on the demolition phase and this made the contract cover multiple contractors. Mr. Dixon still needs to do a final inspection and prepare close out documents.

Police Chief Carroll and Sergeant Bialosky entered the meeting at approximately 9:10 a.m. Mr. Dixon left the

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meeting.

Chief Carroll reported that car repairs are up this year. The station is "fantastic". The only problem has been the water. The grass is growing and they will leave the landscaping until the fall. For record management they have their own system.

Personnel were discussed. Presently there are seven full-time officers and one full-time clerk and four part-time officers and one part-time clerk. The goal is to have two officers on duty per shift. The Chief would like to hire two to four more part-time people. He would like to hire a full-time person in the future when he has a better history of operating expenses at the new Police Station. Discussion was held on ways to cut fuel costs. They are trying to follow an energy conservation policy.

The meeting was recessed from 10:00 a.m. to 10:05 a.m.

**EXECUTIVE SESSION:** *Ms. Port made the motion to move into executive session for the purpose of discussing the discipline of Police Dept. personnel. Mr. Mueller seconded the motion and it passed unanimously. The meeting moved into executive session at 10:05 a.m. with Chief Carroll and Sergeant Bailosky. Upon a motion of Mr. Mueller and seconded by Ms. Port the meeting moved into regular session at 11:05 a.m.*

*Mr. Dickinson made the motion that it is advisable and necessary in order to insure the proper representation of Russell Township, that additional legal counsel be retained pursuant to O.R.C. 309.09B, for an amount not to exceed \$5,000 to evaluate the Township's position in respect to the Department of Labor. Mr. Mueller seconded the motion and it passed unanimously.*

Upon the motion of Ms. Port and seconded by Mr. Mueller the meeting adjourned at 11:17 a.m.

Respectfully submitted,

Jim Dickinson, Chairman

Gerri Heck,  
Fiscal Officer