

ORDINANCE NO. 97-104 AC CMS

AN ORDINANCE AUTHORIZING ADDITIONAL COMPENSATION TO NORTHSTAR
PLANNING & DESIGN, INC., OF PAINESVILLE, OHIO, FOR ADDITIONAL
PROFESSIONAL PLANNING SERVICES FOR THE CITY OF OBERLIN, OHIO.
AND DECLARING AN EMERGENCY

BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain,
State of Ohio, five-sevenths (5/7ths) of all members elected thereto concurring:

SECTION 1. That the City Manager is hereby authorized and directed to
pay Northstar Planning & Design, Inc., of Painesville, Ohio, an additional sum
not to exceed \$4,000.00, for additional professional planning services, in
accordance with the scope of services and pursuant to the hourly rates as
contained in their proposal to the City of Oberlin dated March 5, 1997.

SECTION 2. It is hereby found and determined that all formal actions of
this Council concerning or relating to the adoption of this Ordinance were
adopted in an open meeting of this Council and that all deliberations of this
Council and of any of its committees that resulted in such formal action, were
in meetings open to the public in compliance with all legal requirements,
including Section 121.22 of the Ohio Revised Code.

SECTION 3. That this Ordinance shall take effect at the earliest date
allowed by law.

PASSED: 1st Reading - September 15, 1997
2nd Reading - September 22, 1997 (Special Meeting) (E)
3rd Reading -

ATTEST:


CLERK OF COUNCIL


CHAIR OF COUNCIL

POSTED: 9/23/97

EFFECTIVE DATE: 9/23/97.

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allowed by law.

PASSED: 1st Reading - September 15, 1997
2nd Reading - September 22, 1997 (Special Meeting) (E)
3rd Reading -

ATTEST:


CLERK OF COUNCIL


CHAIR OF COUNCIL

POSTED: 9/23/97

EFFECTIVE DATE: 9/23/97

ORDINANCE NO. 97-36 AC CMS

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH NORTHSTAR PLANNING & DESIGN, INC., OF PAINESVILLE, OHIO, FOR PROFESSIONAL PLANNING SERVICES FOR THE CITY OF OBERLIN, OHIO, AND DECLARING AN EMERGENCY

BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain, State of Ohio, five-sevenths (5/7ths) of all members elected thereto concurring:

SECTION 1. That the City Manager is hereby authorized and directed to enter into a contract with Northstar Planning & Design, Inc., of Painesville, Ohio, for professional planning services for the City of Oberlin, Ohio, effective March 10, 1997, for an amount not to exceed \$12,000.

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.


SECTION 3. That this Ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, health and safety of the citizens of the City of Oberlin, Ohio, to-wit:

"to immediately obtain planning services for the City of Oberlin in order to ensure orderly planning for the City",

and shall take effect immediately upon passage.

PASSED: 1st Reading - March 17, 1997 (E)
2nd Reading -
3rd Reading -

ATTEST:


CLERK OF COUNCIL


CHAIR OF COUNCIL

POSTED: March 18, 1997

EFFECTIVE DATE: March 18, 1997

City of Oberlin

85 South Main Street, Oberlin, Ohio 44074

March 10, 1997

Mr. Mark Majewski
Vice President
Northstar Planning & Design, Inc.
10 West Erie Street
Suite 201
Painesville, OH 44077

Dear Mark:

The City of Oberlin agrees to contract with Northstar Planning & Design, Inc., for professional services in support of our City planning and development function as outlined in your memo of March 5, 1997, (attached). Responsibilities include helping to support the Planning Commission and maintaining an agreed-to number of office hours.

The City agrees to the compensation rates as mentioned in your memo, but not to exceed \$12,000. Be aware that formal Council approval will be necessary. Since the next regular meeting is not until March 17, 1997, that ordinance will be retroactive to today (March 10, 1997). The City reserves the right to cancel this agreement at any time.

We thank you for your responsiveness, and we look forward to working with you and Northstar over the course of the next several months.

Sincerely,



Robert DiSpirito
City Manager

By this letter, I agree to the terms stated above.



Mark Majewski, Northstar Planning & Design

cc: Twining
Severs
Clark

Date: March 10, 1997

Accounts Payable/Income Tax	775-7213
Cemetery	775-7252
City Manager	775-1531
Clerk of Council	775-7203
Code Administrator	775-1531
Community Services Department	775-7251
Economic Development Office	775-7257

Finance/Utility Billing	775-7211 / 775-7212
Fire Department	774-3211
Municipal Court	775-1751
Municipal Light & Power	775-7260
Planning Commission	775-7250
Police Department	774-1061
Prosecutor's Office	775-7298

Public Works Office	775-7217
Recreation Department	775-7254
Street Department	775-7270
Wastewater Department	775-7280
Water Department	775-7291
City Hall Fax	775-7208
Municipal Light & Power Fax	775-1546
TDD	775-7244



Planning & Design, Inc.

5 March 1997

Mr. Rob DiSpirito, City Manager
City of Oberlin
85 South Main Street
Oberlin, Ohio 44074

RE: GENERAL PLANNING SERVICES

Dear Mr. DiSpirito:

It was a pleasure to talk with you and Ron Twining last week regarding temporary planning services which will be required to assist the City over the next few months. While we greatly regret seeing Ron depart from your team, we welcome the opportunity to continue our productive relationship with Oberlin.

Transmitted with this letter is our current firm profile, including the resume's of our professional staff. I trust that this will provide sufficient information about our general capabilities. We are, of course, very familiar with Oberlin, with the city's codes, and with many of the actors in the planning and zoning process. This familiarity is helpful in this particular situation in which we need to hit the ground running immediately.

We recognize the confusion and uncertainty that occurs with Ron's departure and will do our best to be available and flexible in meeting the City's planning and zoning needs until his replacement is in place. It is difficult to project the amount of time which will be required to accomplish this, but we propose the following minimum staffing to keep the critical activities moving forward.

* Mark Majewski, AICP, Firm Principal

I will anticipate personally committing at least one-and-one-half days in Oberlin for each of the two weeks of March 10 and March 17. We can determine what will be required in subsequent weeks as we progress, but I will anticipate being present in the Oberlin office for at least one-half day per week as long as you deem necessary. I will participate in all meetings of the Planning Commission, with the exception of March 6 and March 20, which I have already scheduled. (George Smerigan will participate in the March 20 meeting if required.)

From time to time, I will participate in additional project meetings as you direct. I will also, of course, be available by phone to you, to other city officials, and to applicants as necessary to assist with application preparation and project reviews. I will provide you with my mobile phone number.

* Susan Schreibman, AICP, Associate

During the week of March 17, and thereafter for as long as you deem necessary, we will commit the services of Susan Schreibman, AICP, for one day per week from mid-morning to mid-afternoon. Susan will provide planning/zoning assistance to you and other staff and to applicants. We can commit more of Susan's part-days if determined necessary.

Billing rates will be \$60.00/hour for principal, \$45.00/hour for associate. We will submit to your office weekly reports of our hours worked.

I trust that this letter and profile meet your needs in this regard. Unless you advise otherwise, I will arrive in Oberlin on Monday, March 10 at 8:00 a.m.

Sincerely,

NORTHSTAR PLANNING AND DESIGN, INC.



Mark Majewski
Vice President