

City of Willoughby Hills

Regular Council Meeting

Minutes of February 23, 2012

All Council Meetings shall be recorded by audio recording device and will be held in perpetuity and shall be part of the official records and minutes. Written minutes of Council shall be shortened whenever possible.

Meeting Called to Order at 7:00 p.m. by President David A. Reichelt

Pledge of Allegiance

Roll Call of Council

Members Present: Councilman Kevin D. Malecek, President David A. Reichelt, Councilman Christopher L. Biro, Vice President Nancy E. Fellows, Councilman David M. Fiebig, Councilman Frank A. Germano

Absent: Councilman Raymond C. Somich

Also Present: Mayor Robert M. Weger, Law Director Thomas G. Lobe, Finance Director Frank J. Brichacek, City Engineer Richard J. Iafelice, Clerk of Council Victoria Ann Savage

MOTION WAS MADE BY COUNCILMAN FIEBIG, seconded by Councilwoman Fellows to excuse Councilman Raymond C. Somich from the Regular Council Meeting of February 23, 2012.

Roll Call: 6 AYES – unanimous **MOTION PASSES**

President Reichelt stated that Councilman Raymond C. Somich has been excused from attending the Regular Council Meeting of February 23, 2012.

Presentation of Resolution No. 2012-3: Honoring Tom and Sue Roseum

Councilman Malecek presented Resolution No. 2012-3 to Tom and Sue Roseum,

Presentation of Resolution No. 2012-4: Honoring Christina Shrefler

Councilman Fiebig presented Resolution No. 2012-4 to Christina Shrefler.

Disposition of the Journal Regular Council Meeting of February 9, 2012

MOTION WAS MADE BY COUNCILMAN FIEBIG, seconded by Councilman Biro to approve the Regular Council Meeting Minutes of February 9, 2012 as submitted.

Roll Call: 5 AYES – (1) Abstention from Councilman Malecek **MOTION PASSES**

President Reichelt declared that the Regular Council Meeting Minutes of February 9, 2012 have been approved as submitted.

Notifications

- Finance Committee Meeting of February 23, 2012 (Emailed: February 15, 2012)
- Planning and Zoning Commission and Architectural Board of Review: Meeting of February 16, 2012 (Emailed: February 14, 2012)
- Rules & Legislation Committee Meeting of February 20, 2012 (Emailed: February 16, 2012)
- Service Committee Meeting of February 20, 2012 (Faxed: February 16, 2012)

- 14th District Elected Officials Conference hosted by Congressman Steven C. LaTourette and the Cleveland Development Foundation – May 17th & 18th of 2012 (Emailed: February 21, 2012)

Minutes

- Board of Building & Zoning Appeals Meeting Minutes of June 14, 2011 (Emailed: February 21, 2012)
- Rules & Legislation Committee Meeting of February 9, 2012 (Emailed: February 21, 2012)
- Rules & Legislation Committee Meeting of February 20, 2012 (Emailed: February 21, 2012)

On File

- Willoughby Hills Mayor's Court – Waiver Schedule (Emailed: February 21, 2012)

MAYOR'S REPORT – Robert M. Weger

- Recap of Willoughby Area Chamber of Commerce's State of the Cities Luncheon (held February 23rd)
- Residents First Program – Mission Statement (presented at the Regular Council Meeting of February 9th)
“Our mission is to constantly strive to make our residents’ concerns a top priority. We will serve our residents with the upmost respect and service to get their problems or concerns solved to the best of our ability.”

We will use the two acronyms of “SERVANTS” and “PRIDE” to guide us through this process. These acronyms are as follows:

Service oriented

Empathetic to the individual's needs

Respectful

Vigilant in following up their concerns

Attentive to details to get the job done

Nice

Timely in getting back with people

Satisfied that we have treated others as we would want to be treated

Polite

Respectful

Intuitive in determining a solution

Dignified

Earnest in having the PRIDE of a job “well done”

- Finances: General Fund Carryover from 2008: \$ 12,000
 General Fund Carryover from 2009: \$ 52,000
 General Fund Carryover from 2010: \$ 483,000
 General Fund Carryover from 2011: \$ 655,000
- Safety First Campaign – Income Tax Increase (2010)
 Brought Staffing back up in Police Department
 Brought back 2nd Detective and hired a 3rd Detective
 High Volume of Bank Robberies/Break-Ins
- Police Department Activity: Responded to over 17,234 complaints
- Fire Department Activity: Handled 1,624 Calls, 969 EMS; \$54,000 in Grants Received – one for Public Education and one for Fire Department Training; Host the Touch-A-Truck Event
- Service Department Activity: Wettest season last year in 2011; CDBG Grant Funding – Obtained \$50,000 for Assessment Area “C” to tie-into City Sewer System; Funding being administered through the Mayor's Office with (5) applicants being assisted
- Law Department – No Litigation – kept City out of law suits
- Focus on Economic Development
- Revitalization – Opening of Sun Plum Market/ Reconstruction of the Wright Place and the Fire House, new Martini Bar, Pub On 6 located down the street
- West-end of Town – Vacancies: Sam's Club, Sears, Burger King
- Formation of Economic Task Force; Hire Director of Economic Development

- AARP Assistance to residents for Income Tax form completion – every Tuesday beginning February 5th to April at Community Center – call Mayor’s Office for Appointment
- RITA Assistance – Monday, March 12th from 3:00pm to 7:00pm – Council Chambers – No Appointment Necessary
- **Acknowledgements**
WHPD – Fine work by the Police Officers and Detectives on excellent patrol and crime solving efforts
- **Upcoming Events**
Baseball and Softball Applications being taken now
Pancake Breakfasts (including Harvest for Hunger Campaign) beginning in March

LAW DIRECTOR’S REPORT – Thomas G. Lobe, L.P.A.

- No litigation; therefore, no formal report was given.
- Supported the passage of Ordinance No. 2012-3 – Electronically publishing the City’s Codified Ordinances

FINANCE DIRECTOR’S REPORT – Frank J. Brichacek, Jr.

- No formal report was given.
- City Annual Report has been published at no taxpayer expense and will be mailed to all the Residents sometime next week

CITY ENGINEER’S REPORT – Richard J. Iafelice, P.E., P.S.

- Rogers Road Project – Design Work nearly completed, Authorization to advertise for Bids in March; Scope of Work not nearly as large as anticipated
- Sub-Contractor working in March to fulfill part of the Loan Agreement on the Sewer Project, a mandrill testing of the pipe again after it has been in the ground for a year
- Utilities Committee Meeting to discuss Sewer Rates, Summer Sprinkling Program
- Service Committee Meeting to discuss Rogers Road, Lamplight Lane

COMMITTEE REPORTS

President Reichelt asked if there were any Committee Chairs who would like to provide a report. Committees Reports have been listed alphabetically.

FINANCE – Kevin D. Malecek, Chair

Committee Members: Christopher L. Biro, Nancy E. Fellows

COMMITTEE MEETING FEBRUARY 9, 2012

Members Present: Councilman Kevin D. Malecek, Chair, Councilman Christopher L. Biro, Councilwoman Nancy E. Fellows

Also Present: Councilman David M. Fiebig, President David A. Reichelt, Mayor Robert M. Weger, Finance Director Frank J. Brichacek, Police Chief Christopher Collins, Fire Chief Richard Harmon, Road Superintendent Nate Catania

Purpose of the Meeting was to discuss 2012 Budget and any other business.

Meeting convened at 5:10pm

Order of Business

I. Call to Order/Introductions

II. Overview of Budget by Finance Director Brichacek

First draft of 2012 budget. General Fund – revenues below by \$203,000 at present time, but budget is continually reviewed. Changes made by State =loss of \$160,000 in revenue – elimination of personal property reimbursements and reduction in LGF. Full collection on income tax – increasing funding to Safety Forces to \$300,000. 1.5% COLA bargaining and non-bargaining. 20% in health insurance costs mid-year. Health insurance contract expires in July. 2 new police officers, leased radio equipment – payment of \$30,000. Dispatch – one time lease payment to Lake County.

- Discussion ensued on State Collection of Income Tax.

III. Police Department Status and Budgeting, Chief Chris Collins (10 minutes)

Personnel, Cars and Equipment, and Technology. New funding for budget year for two positions. Dispatch positions funded in for this year – one position. Cars are our major annual cost. Scheduled for three cars this year – trying to keep cars longer at this point. Not seeing the grant funding on the Federal level that we used to – agencies not used to getting us continued funding. Mr. Reichelt commends Chief Collins for getting by with what we have in dispatch.

IV. Fire Department Status and Budgeting, Chief Rich Harmon (10 minutes)

Equipment needs some refurbishing - \$8,000 outside of costs – 1989 fire engine. Have reduced vehicle maintenance. Building staff back to adequate levels. Grant for life-pak 12s – 2014 Vizio Control will no longer support life paks – need to plan for that in the future. Need for 2 fire engines, two ambulances, and a car. Need to look at a fire engine soon and an ambulance next year – re-chassis to improve service life. Heart awareness in the community. Like to replace the 1986 and 1989 fire engines – reality is that oldest fire engine trying to find the best price. 6 to 7k (1986), 12k in 1989. We do not use the older fire engine – not maintaining it – all equipment being removed from it.

V. Service Department Status and Budgeting,

Mayor Robert Weger and Road Superintendent Nate Catania (10 minutes)

City Hall Parking Lot Improvements (\$80,000), Another worker in the budget, take us back up to ten. Sewer Department and Sewer Fund – we work very lean. 50% of some workers (Road Superintendent for instance) work out of budgeting out of the sewer fund. Four men to help do leaves in the leaf collection system. \$30,000 budgeted in Road Signs – federal mandate, need to be up to snuff. Main-line camera for the sewers – mainland camera.

VI. Questions, Discussion, and Any Amendments

- Will have another Finance Meeting in March to make final reviews of the Budget.

VII. Public Portion (3 minutes per participant)

VIII. Adjourn.

Public Portion (6:36pm)

Linda Fulton – question about signs. Robert Kowalsky – question about carryover balance.

Meeting adjourned at 6:39pm

PERSONNEL RELATIONS – Kevin D. Malecek, Chair

Committee Members: Raymond C. Somich, Mayor Robert M. Weger

- Chair Malecek reported that a Personnel Relations Committee will be called to consider not only the cost of living adjustments, which outlined in the Finance Report but also the job posting for the Economic Development Director.

RECREATION – Christopher L. Biro, Chair

Committee Members: David M. Fiebig, Raymond C. Somich

- Chair Biro wanted to report that a Recreation Committee will be called to discuss a Memorandum of Understanding with the Willoughby Hills Boys League and their commitment to the City as well as the City’s commitment to them.

RULES & LEGISLATION – David A. Reichelt, Chair

Committee Members: Nancy E. Fellows, Kevin D. Malecek

COMMITTEE MEETING FEBRUARY 20, 2012

Members Present: President David A. Reichelt, Chair, Councilwoman Nancy E. Fellows, Councilman Kevin D. Malecek

Also Present: Councilman David M. Fiebig, Councilman Frank A. Germano, Mayor Robert M. Weger

Purpose of the Meeting was to discuss Pending Legislation and any other business.

Meeting convened at 6:06pm

Order of Business

Legislation:

Ordinance 2012-3 was discussed and amended (in concept). It was also noted that the price offered by the Vendor in said Ordinance was the best available price found in the local marketplace. **The consensus of the Committee was to**

advance the amended Ordinance to all of Council for consideration at the upcoming meeting (Regular Council Meeting of February 23, 2012).

Council Policies:

It was announced that the Policies of Council will be discussed at a future meeting where there are less time constraints. Since the current policies remain in effect anyway, there is no urgency on this matter.

Public Portion

Opened: 6:16pm Closed: 6:21pm

The Committee fielded general questions regarding the issues discussed.

Meeting adjourned at 6:22pm

SERVICE – Nancy E. Fellows, Chair

Committee Members:

Frank A. Germano, Kevin D. Malecek

COMMITTEE MEETING FEBRUARY 20, 2012

Members Present: Councilwoman Nancy E. Fellows, Chair, Councilwoman Frank A. Germano, Councilman Kevin D. Malecek

Also Present: Councilman David M. Fiebig, President David A. Reichelt, Mayor Robert M. Weger, Finance Director Frank J. Brichacek

Purpose of the Meeting was to discuss Service Department Vehicles/Equipment and any other business.

Meeting convened at 6:23pm

Order of Business

Request from Service Superintendent Nate Catania for the replacement purchases of two new snow plow trucks for next year (2013).

Finance Director Frank Brichacek indicated that the monies for the purchase of 2 trucks will be appropriated from Funds 250 Street Construction and 270 Road Levy. Each truck will cost ~\$130,000

The Committee recommends to Council to approve an Ordinance to purchase two new snow plow trucks and the snow and ice control equipment.

Public Portion

The following people came forth with questions/comments: Linda Fulton, Robert Kowalski, and Cheryl Ota.

Meeting adjourned at 6:53pm

UTILITIES – Frank A. Germano, Chair

Committee Members:

David M. Fiebig, Raymond C. Somich

- Chair Germano wanted to report that a Utilities Committee will be called to review the Sewer Rates.

OTHER COUNCIL REPRESENTATIVE REPORTS

- There were no other Council Representative Reports given.

PUBLIC PORTION

Section 107.08 – Public Meetings of Municipal Bodies of the Codified Ordinances of the City of Willoughby Hills:

(a) All meetings of any municipal body are declared to be public meetings open to the public at all times. All meetings shall provide a reasonable opportunity to hear public opinion.

Public Portion was opened at 7:31pm

1. Robert Kowalsky

2585 Timberline Drive

Re: Upcoming Election; the seeking of other elected positions

Public Portion closed at 7:33pm

UNFINISHED BUSINESS

- There was no unfinished business brought forth by Council.

LEGISLATION

ORDINANCE NO. 2012-3

AN ORDINANCE TO ELECTRONICALLY PUBLISH THE CITY'S CODIFIED ORDINANCES THROUGH THE WALTER H. DRANE COMPANY.

MOTION WAS MADE BY COUNCILMAN GERMANO, seconded by Councilman Biro to suspend the Three Reading Rule for Ordinance No. 2012-3.

President Reichelt pointed out that this issue was researched as to the best possible cost value for the City and publishing the City's Codified Ordinances through The Walter H. Drane Company was the most cost affordable option.

Roll Call: 6 AYES - unanimous

MOTION PASSES

President Reichelt stated that the Three Reading Rule for Ordinance No. 2012-3 has been suspended.

MOTION WAS MADE BY COUNCILMAN MALECEK, seconded by Councilman Fiebig to adopt Ordinance No. 2012-3.

Roll Call: 6 AYES - unanimous

MOTION PASSES

President Reichelt stated that Ordinance No. 2012-3 has been adopted.

ORDINANCE NO. 2012-4

AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO ACCEPT THE BID AND TO ENTER INTO A PURCHASE AGREEMENT WITH VALLEY FORD, STERLING FREIGHTLINER & WESTERN TRUCKS OF CLEVELAND FOR THE PURCHASE OF TWO 2012 MODEL 108SD CONVENTIONAL CHASSIS/SET BACK AXLE TRUCKS AT A TOTAL PRICE NOT TO EXCEED THE BASE BID OF \$151,824.00 FOR BOTH TRUCKS AND DECLARING AN EMERGENCY.

MOTION WAS MADE BY COUNCILMAN BIRO, seconded by Councilman Germano to suspend the Three Reading Rule for Ordinance No. 2012-4.

Roll Call: 6 AYES - unanimous

MOTION PASSES

President Reichelt stated that the Three Reading Rule for Ordinance No. 2012-4 has been suspended.

MOTION WAS MADE BY COUNCILMAN BIRO, seconded by Councilman Malecek to adopt Ordinance No. 2012-4.

Councilwoman Fellows wanted to be assured that the funds are available as Council has not passed the 2012 Balanced Budget. Finance Director Brichacek said yes they will, as by law, our Budgets are always balanced.

Roll Call: 6 AYES - unanimous

MOTION PASSES

President Reichelt stated that Ordinance No. 2012-4 has been adopted.

NEW BUSINESS

- There was no new business to be addressed by Council.

FOR THE GOOD OF THE ORDER

- Councilman Malecek: Lake County Chambers of Commerce – Sponsoring at the Mall: Shop Lake County this weekend; 80 different vendors will be available from all over the county.
- Councilman Biro: Pancake Breakfasts – First three Sundays in March – March 4th, March 11th and March 18th
- President Reichelt: For the balance of Lent, there are Fish Fries abundant throughout the City
- Councilman Fiebig : The Willoughby Hills Boys' League Annual Fund Raiser to be held on March 3rd at La Vera, tickets are available through the Mayor's Office.

ADJOURNMENT

MOTION WAS MADE BY COUNCILMAN FIEBIG, seconded by Councilwoman Fellows to adjourn the Meeting.

Roll Call: 6 AYES - unanimous

MOTION PASSES

President Reichelt declared the Regular Council Meeting of February 23, 2012 to be adjourned at 7:42pm

APPROVED: March 9 2012
Date

David A. Reichelt
David A. Reichelt
President of Council

ATTEST: Victoria Ann Savage
Victoria Ann Savage, CMC
Clerk of Council