

**MINUTES OF COUNCIL MEETING
CITY OF UNIVERSITY HEIGHTS
NOVEMBER 18, 2013**

Mayor Infeld called the regular meeting to order at 7:34 p.m.

**Roll Call: Present: Mrs. Frankie Goldberg
Mr. Mark N. Wiseman
Mr. Steven Sims
Mrs. Adele H. Zucker
Mrs. Susan D. Pardee
Mr. Phillip Ertel
Mrs. Pamela Cameron**

**Also Present: Clerk of Council Kelly M. Thomas
Finance Director Larry Heiser
Assistant Law Director James C. Budzik
Chief of Police Steven Hammett
Service Director Jeffrey Pokorny
Building Commissioner David Menn**

Pledge of Allegiance

Minutes of the meeting held on November 4, 2013

MOTION BY VICE MAYOR GOLDBERG, SECONDED BY MRS. ZUCKER to approve the minutes from November 4, 2013 as presented. On roll call, all voted "aye."

Comments from the Audience

There were no comments from the audience.

Reports and Communications from the Mayor and the taking of action:

Mayor Infeld reported the following:

- ❖ Cuyahoga County is in the process of reviewing the entire county and getting information from the various Building Departments to develop a listing of income targeted areas. These areas tend to be areas comprised of residents who may have low/moderate income levels. Areas are identified for possible grant opportunities such as the Community Development Block Program.
- ❖ The County Planning Commission offers training sessions to members of City Councils, Board of Zoning Appeals and Planning Commissions. The Commission also offers road shows where they travel around the County and offer summary presentation, this month they will be at the Lyndhurst Community Center on Wed., November 20, 2013 at 7pm. The road show is opened to the public.
- ❖ County Executive Edward FitzGerald is challenging the community to live on \$4.18 of food a day or \$29.27 for a week to highlight the challenges people have to nutritionally feed themselves when they are members of the food stamp program. Mayor Infeld noted that Mr. FitzGerald himself is participating in the challenge.
- ❖ The County Board of Health has distributed the annual Child Fatalities report for 2012. The report list various health related issues and their impact on children. Some of the issues are birth oriented or communicable diseases.
- ❖ The city's newsletter will be out before Thanksgiving.
- ❖ Hollywood came to University Heights to film parts of "Jenny's wedding" and will be released in the spring of 2014. It was brought to University Heights through the efforts of the Greater Cleveland Film Commission.

Agenda Items:**A. Motion to authorize the Mayor to advertise for bids for cement pricing for new city program**

Mayor Infeld asked Council for permission to obtain bids for the lowest cost per foot for cement. Mayor Infeld explained that this would be an optional program to help residents to receive a lower bid cost for cement work to repair their public sidewalks and aprons. Residents would be able to get the name of the company who submitted the lowest bid as well as all cement contractors that are registered with the city. The program is totally optional and residents are not obligated to use the contractor with the lowest bid. Mayor Infeld also noted that the contractor would not be guaranteed any amount of work in the city.

Vice Mayor Goldberg stated that the program is a great idea for not only the elder population but also for working families.

Mr. Wiseman asked for clarification as to if the City would be recommending the contractor and the cost?

Mayor Infeld replied that the City would not be recommending the contractor but merely obtaining a cost on the behalf of the residents. The city would not have any ties to the bidders and the residents would be told that the program is optional. It is hoped that the cost will be lower than if homeowners got pricing on their own as an individual home owner.

Mrs. Cameron questioned what would happen if the bidding contractors are close in bid prices, would the city identify one contractor?

Mayor Infeld replied that the city would not steer business to a specific contractor and explained that the program would offer, what the city believes could be a lower cost. The resident would also be told that there is a listing with other registered contractors that they can be provided with.

Mrs. Cameron stated she was a little uncomfortable bidding out a contract for a program where the city would not recommend the bidders to the residents.

Mayor Infeld explained further that the reasoning behind having a program like this is to help residents get lower prices for concrete due to volume pricing. Mayor Infeld also noted that this is the same program the city offered in the 1960's and 1970's. In the 1970's the program was adopted by Shaker Heights and many other communities in the county offer this type of program.

Mr. Wiseman questioned if the city would require the bidders to provide proof of insurance and bonding and if the city would check the bidder's previous work and if they adhered to their pricing?

Mayor Infeld replied that all bids received by the city require proof of insurance and bonding. Companies are not allowed to perform any work in the city without being registered. In order to be registered proof of insurance and bonding has to be provided before permits are issued. Mayor Infeld equated this program to that of the catch basin cleaning and repair work where the bid pricing is based on liner footage and where the bidders are required to provide references and show competency to perform the work. The difference is that the sidewalk program would be a public program where the community/residents pay the contractor.

Mr. Wiseman asked Mayor Infeld to give a scenario of what the conversation would be when a resident called the Building Department in regards to this program.

Mayor Infeld gave an example that the residents could be told that the City has many contractors registered to do concrete work in the city and that the city has a new program where the city bid out this type of work and reviewed the responses of several companies. The City chose company x who bid this price for this type of work and showed evidence that they have been successful in completing jobs. There is the option of using this company or if you want to use a different company you may, the program is totally optional.

Building Commissioner David Menn remarked that the program would give residents an option when they need or are cited to make repairs to their property. The requirements for insurance and bonding will be noted in the bidding specifications and reviewed by the city's law department.

Mrs. Pardee asked if the program would be just for sidewalk blocks or for aprons too and noted that the City is providing a wonderful opportunity program for the residents.

Mayor Infeld replied it would be for both sidewalk blocks and aprons.

Mr. Menn also noted that the company would be monitored for complaints.

Mrs. Goldberg asked if the city would be going out for bids for this program yearly.

Mayor Infeld responded probably for the first few years and then offer a one (1) year bid contract with an option to renew as long as the cost remained the same.

Mrs. Pardee asked if the city could track the number of residents who take advantage of the program and provide Council with a report prior to reviewing the project for the next contract year.

Mr. Sims asked Mayor Infeld if she would have any objections to the program being called a Sidewalk and Apron Improvement Program instead of just a new program in the motion. Mr. Sims also noted his pleasure in knowing that other surrounding communities have and are doing the same type of program. It is a great idea; overall this will make the bidding process more competitive. Once a company establishes a price, in likelihood all companies interested in operating in University Heights will price around that price.

Mayor Infeld stated she didn't mind the program being called a Sidewalk and Apron Improvement Program and anticipates that the program will give a lower and consistent cost to residents.

MOTION BY MRS. PARDEE, SECONDED BY MRS. ZUCKER authorizing Mayor to advertise for bids for cement pricing for new sidewalk and apron city program. On roll call, all voted "aye."

B. Motion to authorize the Mayor to advertise for bids for grass abatement program

Mr. Menn explained that the grass abatement program has been in existence for a while and that the current contract time period is ending. Mr. Menn stated that this year the difference is that the City will be paying the chosen contractor up front on monthly basics in hopes that the bidding will be more competitive. Previously the payments to the contractor were arranged differently.

Mr. Sims asked what is the financial implication would be since the city would still placing the cost on the tax duplicate and also paying the contractor?

Mr. Heiser responded that it would be approximately \$40,000.00 per year.

Mayor Infeld remarked that previously the contract was bid in a way that the contractor assumed the burden of waiting for repayment from the County. As a result, the administration did not feel there were an adequate number of bids to make it a cost competitive program. If the city assumes the liability of waiting for reimbursement from the County it is hoped that more companies will bid and provide lower cost.

Mr. Heiser noted that approximately 5% of the homeowner submits their payment immediately and the remainder goes on the property tax duplicates.

Mayor Infeld summarized the process stating the contractor would submit monthly bills to the Finance Department for payment. Once the County collects on the property taxes the City will receive the reimbursement and be made whole. The waiting period will be borne by the City as opposed to the contractor.

MOTION BY MRS. CAMERON, SECONDED BY MRS. ZUCKER authorizing Mayor to advertise for bids for the grass abatement program. On roll call, all voted "aye."

C. Motion to hold an executive session immediately following this regular meeting for the purpose of discussing personnel, real estate and legal matters.

Mayor Infeld asked if there was a need to hold executive session.

MOTION BY MR. WISEMAN, SECONDED BY MRS. PARDEE to enter into executive session to discuss real estate matters. On roll call, all voted "aye."

Directors' Reports:

Finance Director Larry Heiser reviewed and provided copies of a memo from RITA (Regional Income Tax Agency) in reference to the amended substitute House Bill 5.

Mayor Infeld commented that both she and Mr. Heiser are following HB 5 via RITA, the Ohio Society of CPAs, Mayor and Managers Association, Northeast Ohio Mayors and Managers as well as The First Suburbs Consortium.

Police Chief Steve Hammett advised Council that the University Heights Police Department was one of a few Northeastern Ohio Departments that received the AAA Award for promoting public/pedestrian safety.

Mayor Infeld reported that in her recent search for a Fire Chief she offered the position to one of the candidates but it was turned down, so the search for Fire Chief has been reopened.

Service Director Jeffrey Pokorny reported leaf collection is going well. Unbundled brush collection will continue until November 22, 2013 after which residents are asked to bundle/tie brush for collection.

Committee Reports:

Finance Committee Chairman Mark Wiseman asked his colleagues to respond as to which dates they are available for a Finance Committee meeting before the end of the year.

Governmental Affairs Committee Chairman Phillip Ertel commented that in regards to his previous report about Regional Collaboration, Mayor Infeld has already been networking with County officials. Mayor Infeld noted that she alerts Council when the County unveils different programs.

Recreation Committee Chairman Pamela Cameron reported that Recreation Director Melissa Canowitz has done an excellent job with her portion of the budget and saving so much money that the Finance Director was able to handle some of the needed items for next year this year.

Safety Committee Chairman Frankie Goldberg had no report but congratulated Nancy English, Mark Wiseman, Susan Pardee and Phillip Ertel as well as Mayor Infeld on their recent election victories and stated that they are a great team to move forward in 2014.

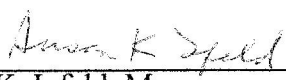
There were no other committee reports.

City Council entered into Executive Session.


MOTION BY MRS. PARDEE, SECONDED BY MR. WISEMAN to reconvene regular City Council Meeting. On roll call, all voted "aye."

There being no further business to discuss, the meeting was adjourned.

MOTION BY MR. WISEMAN, SECONDED BY MR. ERTEL to adjourn. On roll call, all voted "aye".



 Susan K. Infeld, Mayor



 Kelly M. Thomas, Clerk of Council