MINUTES COUNCIL MEETING
CITY OF UNIVERSITY HEIGHTS, OHIO
OCTOBER 16, 2017

Mayor Infeld called the regular meeting to order at 7:03 p.m.

Roll Call:

Present:  Mrs. Susan Pardee
Mrs. Pamela Cameron
Mr. Phillip Ertel
Mr. Steven Sims (7:04 pm)
Mrs. Michele Weiss
Mr. Mark Wiseman

Absent:  Mr. John Rach
Mr. Steven Sims

Also Present:  Law Director Luke McConville
Finance Director William N. Sheehan III
Clerk of Council Kelly M. Thomas
Police Chief Steven Hammett
Service Superintendent Jeffrey Pokorny
Community Development Patrick Grogan-Myers
Engineer Joseph Ciuni

MOTION BY MRS. PARDEE, SECONDED BY MR. SIMS to excuse the absence of Mr. Rach and Mr. Ertel. On roll call, all voted “aye.”

Approval of Minutes from Meeting October 2, 2017

The minutes from October 2, 2017 were not ready for review. Will be ready for approval at the next City Council meeting.

Comments from Audience

There were no audience comments.

Mayor’s Report to Community

- The Heights/Hillcrest Regional Dispatch Center (University Heights, Shaker Heights, Cleveland Heights, South Euclid and Richmond Heights) for Police and Fire EMS 911 call will hold a Ribbon Cutting Ceremony at its Cleveland Heights facility located in the Cleveland Heights, Severance Circle Metro Health Building on Tuesday, October 17 at 2:00 pm. At 2 pm on October 27, 2017 all Public Safety Officials will have a private tour of the center.

- The University Heights Police Dispatching Center will be closing in November, 2017 and all of the City’s current dispatchers have been offered jobs in the new dispatch center.

- League of Women Voters is sponsoring a Candidates Forum for Cleveland Heights and University Heights Elected Candidate Officials as well as School Board Candidates on October 18, 7 pm – 9 pm at the Cleveland Heights Community Center on Monticello Blvd.

- Planning Commission will be meeting on Tuesday, October 24 at 7 pm in Council Chambers regarding University Square Trustee’s request for lot consolidation and future development plans.

- John Carroll will host a Mayoral candidate debate on Thursday, October 26 at 7 pm in the Dolan Science Center

- Halloween Trick or Treat will occur on Tuesday, October 31 from 6 pm to 8 pm. Please turn on your front porch lights if you are handing out treats.

- The City was award funding by Cleveland Water for two waterline replacements for the 2018 Road Programs. The streets are Washington Boulevard (Cedar to Superior), this will be a joint project with Cleveland Heights and Groveland (Green to Milton).
Agenda Items:

A. Motion to Approve entering into Contract with the City of Solon, Ohio for prisoner housing services

Chief Hammett reported that the proposal is to enter into a contract with the City of Solon to serve as the primary prisoner housing location. Chief Hammett stated that the most recent jail inspection report downgraded the University Heights jail to a jail capacity of zero, which means that the City can arrest and house prisoners only for the amount of time it takes to find a holding housing facility. Prior to this the University Heights jail was a 12-day facility, so prisoner could be held for up to 12 days. Chief Hammett added that in Northeast Ohio there are only a handful of full service facilities – Euclid, Solon, Maple Heights and Bedford Heights. The County is in the process of taking over 3 of the facilities, so Solon will be the only available facility. Chief Hammett added that the City pretty much has to enter into Contract with Solon to house its prisoners or build a new jail facility in order to accommodate the required minimum jail housing capacity (which the City was cited for).

Mrs. Weiss asked what factors determined the downgrade and how did the City have the 12-day classification before.

Chief Hammett replied that the primary reason the City was downgraded to zero capacity was space. Facilities are required to have some much square footage of space per detained person and our current jail can’t meet that capacity. The State comes out with a modified version of standards they inspect for every year, sometimes these standards are precipitated by what occurs in other institutions in the area, for example over crowding. Chief Hammett noted he did not know if that was the case with this inspection, but that it has been a recurring problem for years; all the State does is provide the Cities with the list of standards.

Mrs. Cameron asked Chief Hammett how many persons was the City previously able to house.

Chief Hammett replied 5 persons; 3 male cells and 2 female cells.

Mr. Sims asked in follow up to Mrs. Weiss’ question as to what changed, noting he didn’t think he had heard that anything had changed.

Chief Hammett stated that nothing on the City’s end changed; but the State inspects different categories every year. Some years the State doesn’t emphasize crowdedness and other times they do.

Mr. Sims referred back to the letter from the Bureau of Adult Detention that was dated almost 1 year ago. The letter indicated that the City was in compliance with a list of standards. The letter further states that the University Heights’ City Jail (12 days) is in complete compliance with 100% of the essential standards and 100% of the importance standards selected for this year’s inspection make it a compliant jail.

Chief Hammett stated the important sentence of the letter is the sentence that states the number of prisoners the City can house there.

Mr. Sims said the letter stated that the City has the capacity for 5; but that they were recommending zero.

Chief Hammett stated that sentence is what the City has to go by.

Mr. Sims continued to noted that the City has a 100% compliant jail; yet the State is recommending zero 12-day holds.

Chief Hammett acknowledge that it was confusing, adding that he could only inform Council of his personal experiences in the past with jail litigation cases (not University Heights).

Mr. Sims noted the Bureau of Adult Detention Bureau of Adult Detention letter was dated February 14, 2017 and asked if the matter had been discussed in the Safety Committee.

Chief Hammett replied that it took the City this long to find a facility in reference to the date that the letter was received and that he wasn’t sure that it had been before the Safety Committee or that the Safety Committee had even met since the letter was received.

Mr. Sims stated that he was curious that something of this significance and not knowing if other Council members had heard about it but that it was just being heard by him for the first time almost 1 year later, that
was a concern for him. Mr. Sims also asked if the City had followed up with the Department of Rehabilitation and Corrections to try to figure out the rationale for the change. Noting personally if there was an audit that showed a difference he would follow-up and asked why. Mr. Sims asked Chief Hammett if the City had a specific answer as to why.

Chief Hammett responded that they did follow-up and ask questions, although the Bureau of Adult Detention doesn’t always provide clear concise responses to questions. Basically they say this is just what you have to do.

Mr. Sims asked how was the contract for Solon to house prisoners negotiated; what was the process, who was talked to – how did the contract come about.

Chief Hammett replied that he had been in casual conversation with Solon over the last year to inform him when they would have space at their facility.

Mr. Sims continued stating that the contract indicates that if agreed to the cost would be $81,600 per year compared to the current cost $83,622 to operate the city current jail for a difference of about $2,000. If Sims asked if the $2,000 difference included the additional cost relating to the medical, physiological, dental, visual care, prescription, medication and other extra extraordinary cost or services that may arise.

Chief Hammett replied yes; some of that cost is included in the contract. The medical cost may be separate because the City has a contract with a Physician.

Mr. Sims stated he would be interested in knowing what that dollar figure would be on top of the contract cost. Mr. Sims also asked about the contract clause item #8 that speaks about revenue collection from any third party regarding sentenced prisoners.

Chief Hammett replied that is based on State code, where the County would be responsible for the payment.

Mr. McConville stated that the way he interpreted it as it being medical cost as well as ambulance billing, etc.

Mr. Sims asked about contract item #9; does the City currently carry any insurance or will there be an additional cost to the City.

Chief Hammett replied that it was his understanding that there would be no additional cost.

Mr. Sims continued to ask if the City would have to take out a new policy to satisfy that prevision of the contract.

Chief Hammett responded that he was told the City wouldn’t have to take out a new policy.

Mr. Sims noted that the contract indicated that the City had to certify $90,000 initially for the contract; even though the contract is for $81,000 are we anticipating approximately $8,500 in additional cost.

Chief Hammett replied that the City wasn’t anticipating that and that the amount that is charged to the City is based on the numbers of prisoners, time of confinement, etc. If we go over that based figure, and we could then they are saying that they want the City to have set aside the additional funds.

Mr. Sims asked if the City had one prisoner would it still have to have those monies set aside.

Mr. McConville replied that the prevision goes both ways where there is a range of prisoners. There is a basement figure and a ceiling figure; if the City is below the basement figure then we will get $10,000 back, if the City is above the ceiling then we will pay an additional $10,000.

Mayor Infeld commented that the Police Department building was built in 1952/53 the building and jail standards were different. The current jail cells have very tight space and just doesn’t meet today’s standards of what a newly built jail would have. So, every year the report has made note of various things but stated the City could continue to operate the jail. The Administration has always known that at some point we wouldn’t be allowed to continue to hold prisoners in our facility. The other issue is that the City will not have matrons here because the dispatchers double as the jail matrons and when we transfer to the dispatch center we will no longer have dispatchers in the department.

Chief Hammett added that another one of the State standards is that the prisoners have to be monitored by sight and sound from the same facility as the jail. Which means that once the dispatchers are moved to the dispatch center a patrol officer would have to be taken off the street detail to say in the department to conduct the monitoring of the prisoner.
Mayor Infeld commented that when someone is a prisoner of the City it is the City’s responsibility to provide for any medical cost for prisoners so it is hard to quantify and project future cost.

Mr. Wiseman noted he couldn’t decide at the moment if entering into this contract was a good or bad idea due to the amount of information that he doesn’t have. Mr. Wiseman continued and asked if the City was legally required to have another facility or if we could continue to use our current jail facility.

Chief Hammett replied that he would not want to be on the opposite end of any deposition explaining to any attorney as to why if the City were to continue to use the current facilities and we turned down sending a prisoner to another facility for housing based on the letter the City received. Chief Hammett added that one lawsuit would cost a lot more than this contract and that he didn’t think it was worth taking the risk.

Mr. Wiseman said he appreciated Chief Hammett’s assessment of the risk but noted that to him it looked like the letter was stating that City was 100% compliant. And, although they recommend that we don’t have any prisoners the letter list the City as a 12-day facility and congratulated the City on being 100% compliant. So, to Mr. Wiseman it looked like the City could have a prisoner for up to 12-days in our current facility.

Mr. Hammett replied until something happens.

Mr. Wiseman commented he understood Chief Hammett’s zeal to stay away from litigation but that there were rules and requirements. Either the City is required to send the prisoners somewhere else or we prefer to send the prisoners somewhere else. As a Councilman, Mr. Wiseman wanted to know what the actual legal footing the City has and not just not wanting to get sued; noting that he (Mr. Wiseman) didn’t want that either. Before entering into any contract is should be known what the City is required to do.

Mr. McConville stated that although there was ambiguity in the letter his analysis was that there is a letter from the Regulatory Agency that recommends that the City doesn’t house anyone. And, that presents additional potential exposure in connection with housing prisoners for any extended period of time. In addition to that the City is moving to a dispatch that is located off-site and in order to maintain a facility that houses prisoners for any extended period of time we would have to have a police officer monitoring them around the clock 24/7. Lastly, all things being equal the cost looked to be relatively the same.

Mr. Wiseman noted that the letter was written in February 2017 and for the last 8 months the City has had prisoners on site and didn’t run out in March to a new facility. Mr. Wiseman asked; how many prisoners has the City had since that time, how many days were they held, what has the City been in compliance with. Noting that Chief Hammett may have the answers to those questions, Mr. Wiseman commented to Chief Hammett that he was asking Council to make a decision based on written information other than the provided ambiguous letter and his assertions that the City has no choices. Mr. Wiseman stated that he would expect to have received some type of report that discussed; how many prisoners the City has had, how many times the City has been cited for having an unsanitary jail, etc. all that is important information. Mr. Wiseman stated he didn’t understand why the City wasn’t talking with Cleveland Heights, Shaker Heights or South Euclid about prisoner housing.

Chief Hammett replied that they are all going to other facilities, Shaker Heights is going to Solon.

Mayor Infeld commented that she understood Mr. Wiseman’s questions. But, the City is skipping compliance with the law when it receives a letter stating what it stated. There is a strong movement of municipalities like University Heights with older facilities to be compliant with the law. Mayor Infeld applauded Chief Hammett for searching out the right nearby partner so allowing for the transport of prisoners with as little time as possible.

Echoing Mr. Wiseman’s and Mr. Sims’ questions Mrs. Weiss asked Chief Hammett to bring answers to the next Council meeting for the following questions: on average how many prisoners does the City have per week; since we will be relieving our officers of jail duties allowing them to do their other duties how much in salaries will the department be over the $81,600 that would be paid to Solon; is there an option where the cells could be renovated to code; wouldn’t we still have to temporarily house prisoners.

Chief Hammett replied approx. 170 to 175 prisoners are booked yearly and occasionally all 5 cells are filled. The department would be over approximately $56,622. As far as reconfiguring the jail cells, that would be a question for the City Engineer. The goal is to take most of the prisoners directly to the Solon Jail.

Mrs. Cameron asked Chief Hammett about his response to Mr. Wiseman when he stated that he wouldn’t want to be responsible to explain the circumstances by which he would have rejected a housing offer for an inmate in lieu of coming them in University Heights Police Department. Mrs. Cameron asked Chief Hammett under what circumstances would there be a reason to say I’ve called where I could call and found a more permanent
placement place for a prisoner but I’m going to tell that facility forget about my call and just keep the prisoner here in University Heights’ facilities. Mrs. Cameron asked Chief Hammett if there was a case when he would ever do that.

Chief Hammett responded only if a facility turned him down and wouldn’t accept the prisoner. If we don’t have a contract with them in place, agencies will turn us down if they recognize the prisoners name or if they have medical issues and we aren’t contracted with them.

Mr. Sims commented on the $56,000 Chief Hammett spoke about would seem to be a savings to him and not an additional cost as the Chief said in regards to some of the staff taking on other responsibilities. Mr. Sims asked the City had considered a multi-year contract.

Chief Hammett replied not really, the provided contract is what Solon presented to us.

Mrs. Pardee commented that there had been a lot of good questions and that she wished there had been a Safety Committee meeting to have had all the questions answered and discuss before coming to a full Council meeting to vote.

Mayor Infeld remarked that it could go to the Safety Committee for review.

Mrs. Pardee continued to say she applauded the Chief for being proactive and that she appreciates that the Chief found a facility. Although she wishes it were closer to University Heights, she understood it’s the only facility this side of town. Mrs. Pardee said Council could table this item and refer it to the Safety Committee.

Chief Hammett reminded everyone that the City would soon be moving to the Joint Dispatch Center so there is immediate need to approve the contract.

Mayor Infeld added that this could still go to committee, but there would be guaranteed over-time for the officer to cover watching the jail when there are prisoners because the jail matrons will no longer be in house.

Mayor Infeld asked Council to consider the fact that the Administration has done a lot of work and put forth a lot of effort to present the best option that they thought would serve the City and the Police Department and for Council to consider this is being done for the betterment of the City.

**MOTION BY MR. WISEMAN, SECONDED BY MRS. CAMERON to table the approval of entering into Contract with the City of Solon, Ohio for prisoner housing services until the next City Council meeting.**

Mr. Wiseman commented that although Mr. Ertel has offered to schedule a Safety Committee in the upcoming week by tabling the approval Council will have three weeks before the next Council meeting. And, that will give Council plenty of time to provide Chief Hammett with their questions and enough time for the Chief to provide the answers back to Council before the next meeting. Mr. Wiseman thank Chief Hammett for his work and noted his concerns that Council would have been better served in this process from the beginner or at least midway. This is a big decision.

Mr. Sims made a comment so that his earlier comment is clear. Both the Mayor and Police Chief are correct that everyone has long had a sense that our jail was inadequate, so that wasn’t the question. Mr. Sims said his question was that the letter regarding this specific action was dated February, 2017 and with this Council meeting being the first that he knew that the City was in a position that it needed to close the facility and send the prisoners somewhere else. That is the distinction; yes, Mr. Sims knew the jail was inadequate but he wasn’t aware that the City had been informed that it needed to take action to get the prisoners somewhere outside of the 12-day jail situation. Mr. Sims said his point was that as far as a City that has been known since February, 2017, the letter is dated February, 2017 and it speaks to the 2016 audit. So in the intervening months Mr. Sims thought Council would have been given the heads up.

Chief Hammett clarified that the Bureau of Adult Detention doesn’t have the authority to shut you down but they have the authority to make a City’s life miserable in the event something happens. Only the Health Department or Building Department can legally shut down a jail facility.

Mrs. Weiss asked what happens when the University Heights prisoners have to go to Shaker Heights Court, will our officers have to drive out to Solon to pick them up and drive them to Shaker Heights and what will be done with the vacant jail cell space?
Chief Hammett answered that they will be arraigned by video and that Solon is already set-up for that. The vacant jail cell space may be used as an extension of the property storage room.

The motion that was on the floor was recapped and voted on.

**MOTION BY MR. WISEMAN, SECONDED BY MRS. CAMERON** to table the approval of entering into Contract with the City of Solon, Ohio for prisoner housing services until the next City Council meeting. On roll call, all voted “aye.”

**B. Ordinance 2017-38 Amending Codified Ordinance Section 1280.10 Entitled “Rental of One and Two-Family Dwelling Units in U-1 and U-2 Districts” for the Purpose of Regulating Rental Properties (on first reading)**

Mayor Infeld stated that this Ordinance that the Community Development Coordinator, Patrick Grogan-Myers has been working on for several months. Mr. Grogan-Myers attends meeting with peer cities through the First Suburbs Consortium Housing Committee where they have been trying to develop a way to deal with rental properties in inner-ring communities.

Mr. Patrick Grogan-Myers stated that he has been working with peer cities as to what are some of the best practices the cities should be sharing as communities when looking at the housing stock and how to maintain quality housing stock in the area. One issue that was touched on and looked at in the housing and development communities was looking at rentals and how they lead to delinquent property taxes.

Mrs. Pardee said she appreciated this to keep the housing market strong and asked Mr. Grogan-Myers if they had done any research to determine approximately how many rental properties the city currently has that are delinquent on their property taxes.

Mr. Grogan-Myers replied he didn’t have solid figures and is working on that. We do have a starting point.

Mr. Sims clarified Mr. Grogan-Myers had been working on this Ordinance for a year.

Mr. Grogan-Myers replied that he had been working with a group of peers creating a dialogue between the communities; trying to first understand how we work as individual communities because each has different approaches and then trying to understand some commonalities.

Mr. Sims asked Mr. Grogan-Myers if he had extended any of his conversation to City Council in anyway specifically the Building Committee, which is in place to make sure that these type of conversations can happen. Mr. Sims noted that he wasn’t even sure what this Ordinance was exactly set to accomplish. Adding that he thought it would have been clearer and probably more substantial and Council could have had a part in crafting such an Ordinance as opposed to reacting to an Ordinance if it had been given the opportunity to participate in the process.

Mayor Infeld thanked Mr. Sims and said that his comment sounded similar to the comments that were made by him and Mr. Wiseman to Chief Hammett about the jail contract. Mayor Infeld added that the Administration manages all tax dollars and delivery of city services. When the Administration sees something that is deficient in order to help the City Council in their efforts to decide legislation, the Administration will actually draft that legislation and present it at a Council meeting. City Council always has the opportunity to refer that legislation to committee.

Mayor Infeld explained that the City has rental properties and the Administration has found that sometimes the rental properties are behind on their property taxes and that there are ordinances in place that dictate the appearance of rental properties and as well as owner occupied properties. The ordinances give the Administration certain mechanism/levers it can use to get the rental properties to become compliant in terms of community standards of appearance. There are also criminal ordinances regarding rental properties and the behavior of its occupants. This ordinance would be considered a housing ordinance that talks about the property taxes alone and what mechanisms the City can use to bring those properties out of the rental market if they are delinquent with their property taxes. For example, if a house is being rented to tenants and the property taxes have not been paid this ordinance will allow the Administration to either not issue a rental permit or remove the existing rental permit for the upkeep of community standards.

Mr. Sims stated that the Mayor’s explanation helped him out, because on the face and without any type of briefing he had no idea what this legislation was designed to accomplish or how it improved or was different from what the City already had. And to the Mayor’s point as to how the City operates; Mr. Sims stated that unfortunately that is the way the City operates and it should get to the point where Council has legislation
before them that they don’t understand or haven’t never seen before when there are a million opportunities in advance so when it is presented at a Council meeting, Council has an understanding of the legislation and is on board with that legislation and then Council can proceed as opposed to being placed in a position where it looks like Council is for the lack of a better word “stalling the process” and sending it to committee because Council hadn’t seen the legislation and doesn’t understand it (legislation). Mr. Sims continued to say if work on this particular legislation has been occurring for a year there is no justification for the fact that there’s been on insight provided to Council what so ever.

Mayor Infeld replied that Council had the Ordinance for nearly one week and that the changes to the existing Ordinance was highlighted in bold and that there were only three minor changes that were made.

Mr. Ertel asked if there was a particular reason why rental properties were being targeted, do they have a higher percentage of delinquent taxes than other units.

Mr. Grogan-Myers replied no not a higher percentage. But if the City is expecting residents who aren’t making income off their properties to pay their property taxes then those who are provided permits to rent out their properties should be required to pay their property taxes as well.

Mr. McConville added the other issue that the Ordinance speaks to is that it prevents the practice whereby a third-party owner purchases a home through mortgage financing and never pays any taxes on the home all the while they are renting the home out and collecting rent in excess of a mortgage that they may or may not be paying. This creates an income stream all the while they (third party owner) lets the house go until someone from the County figures out what is going on and files a lawsuit, which often times is 7 to 8 years. The foreclosure process can take a year up to two years. These are ghost properties and this Ordinance allows the City to become aware of that practice going on because the individual either has to come into City Hall to file for a rental permit or if they haven’t filed and the City figures it out, it (City) has a means of enforcement.

Mr. Ertel asked what the penalty was for renting a property without a rental permit.

Mayor Infeld replied the penalty was double what the permit fee would be and noted that Council could change the permit fee and penalty fee by legislation.

Mr. Wiseman stated he would like to send this legislation to the Building Committee, which he chairs to hear what other ideas are out there from other cities and see if there is some sort of serious deterrent other than charging someone an additional $150 or so.

**MOTION BY MR. WISEMAN, SECONDED BY MRS. CAMERON to table Ordinance 2017-38 Amending Codified Ordinance Section 1280.10 Entitled “Rental of One and Two-Family Dwelling Units in U-1 and U-2 Districts” for the Purpose of Regulating Rental Properties and to refer it to the Building Committee for further discussion. On roll call, all voted “aye.”**

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

There was no need for an executive session.

**Directors’ Reports:**

**Finance Department:** Mr. Sheehan wasn’t present at the meeting. But Mrs. Pardee inquire when the Mayor and Mr. Sheehan would be ready to start the budget process for 2018.

**Law Department:** Mr. McConville reported to Council that medical marijuana dispensary licenses are scheduled to be issued during the month of November and many communities are taking legislative action. Those actions have been typically in one of three forms; the passage of moratoria to study the issue, passing legislation to prohibit a medical marijuana dispensary from being located within the municipality and then there are municipalities passing regulatory licensing framework for those facilities.

Mr. McConville recommend that this issue goes into committee as well and that at some point before the end of the year we try to get an Ordinance passed based Council’s preference.

Mr. Sims stated he recalled this being discussed before Council in a similar manner and if he recalled correctly the recommendation was to wait to see what the State of Ohio was going to do. Mr. Sims added that he didn’t know if the speculation was that the State was going to impose some overall standard or rule in a certain way such that we needed to wait on their (State’s) findings. At this point if licensing is going to start in November
and then if we put in legislation after the State has implemented something would the City’s legislation have any standing.

Mr. McConville said he couldn’t recall specifically, but he did know that recently municipalities including University Heights has started receiving phone calls from people inquiring, so it is prudent to take some action. If the State has any ruling prior to University Heights it would not have any issue on ours.

Mrs. Weiss stated that she had followed up with Mr. Kevin Patrick-Murphy since his presentation to Council about medical marijuana and he has informed her that the dispensaries can’t be within 500ft. of a school or place of worship. There is only one place in University Heights where a dispensary could happen, if it does. Mrs. Weiss agreed that University Heights should have some sort of legislation and noted that South Euclid has jumped on the band wagon and has applications for three dispensaries very close to the only possible location in University Heights. So in any event at this point University Heights would not be approved. Mrs. Weiss also agreed that University Heights should still have legislation regarding this and she would be happy to place this on the Governmental Affairs agenda.

The discussion of possible legislation regarding medical marijuana was referred to the Governmental Affairs Committee.

**Service Department:** Mr. Pokorny reported that curbside leaf pickup has started.

**Building Department:** Mr. McReynolds had no report.

Mrs. Weiss asked Mr. McReynolds if there was a foreclosed home on the corner of South Belvoir and Washington because the yard is very over grown and when does the City start having the grass cut.

Mr. McReynolds said the City has hired an outside firm that handles properties where the yards aren’t being maintained after proper notice has been provided to the homeowner. Mr. McReynolds was not sure about the status of the house on the corner of South Belvoir and Washington but would check.

There were no other Director reports.

**Building Committee:** Mr. Wiseman had no report. Mayor Infeld asked him to schedule a meeting soon because the Administration would like to get started on the legislation regarding rental properties, poor condition of rental properties and the nonpayment of property taxes for those properties.

**Finance Committee:** Mrs. Pardee said the Finance Committee will start the budget process as soon as the budget is prepared so that it can have two readings and be passed before the end of 2017.

**Governmental Affairs Committee:** Mrs. Weiss stated a meeting will be scheduled mid to end of November.

**Recreation Committee:** Mrs. Cameron reported that the semi-annual “all geared up” bike-a-thon fall event was a huge success with lots of people, families and fun.

**Service and Utilities Committee:** Mr. Sims stated that the committee will meet once the budget, capital plans, funding surrounding Service and Utilities are complete he will call for a meeting.

There were no other committee reports.

**MOTION BY MR. ERTEL, SECONDED BY MR. WISEMAN to adjourn the meeting.** On roll call, all voted “aye.”

There being no further business, the meeting was adjourned.

\[Signature\]
Susan K. Infeld, Mayor

\[Signature\]
Kelly M. Thomas, Clerk of Council