Mayor Michael Dylan Brennan called the regular meeting to order at 7:07 p.m.

Roll Call:

Present:  
- Mrs. Susan Pardee
- Mrs. Pamela Cameron
- Mr. Phillip Ertel
- Mr. John Rach
- Mrs. Michele Weiss
- Mr. Mark Wiseman

Absent:  
- Mr. Steven Sims

Also Present:  
- Law Director Luke McConville
- Clerk of Council Kelly Thomas
- City Engineer Joseph Ciuni
- Police Chief Dustin Rogers
- Fire Chief Robert Perko
- Service Superintendent Jeffrey Pokorny
- Communications and Civic Engagement Mike Cook
- Economic Development Susan Drucker
- Housing/Community Development Coordinator Patrick Grogan-Myers

MOTION BY MRS. PARDEE, SECONDED BY MR. WISEMAN to excuse the absence of Mr. Sims. On roll call, all voted “aye.”

Approval of Minutes from April 15, 2019

On page 4, first paragraph Mr. Rach corrected the last sentence to read “. . . where a new building could be built.”

On page 6, under item “E” Mrs. Pardee noted that the word distract should be “district” and the motion should read “seconded by Mrs. Weiss.”

MOTION BY MR. ERTEL, SECONDED BY MRS. WEISS to approve the Council minutes from April 15, 2019 as corrected. On roll call, all voted “aye.”

Comments from Audience

Ms. Christine Targoss, 4189 Bushnell voiced her concerns about the watermain break on Bushnell noting that at 4169 and 4241 the yard hasn’t been restored yet. Ms. Targoss also commented that the traffic is moving to fast on the street.

Mrs. Shelia Hubman, 2528 Ashurst asked about the various fees for the swimming pool.

Mayor’s Report

Since our last meeting: I participated in the Cleveland Rape Crisis Center Sing Out luncheon. I’d like to thank Judge KJ Montgomery for getting me involved in this extraordinary event for this worthy cause.

Councilman John Rach, Communications & Civic Engagement Coordinator Mike Cook and I toured the construction sites at Roxboro and Monticello Middle Schools. Much progress has been made, but there is still much to be done over the summer before they reopen next school year.
I attended the State of the County, and listened to County Executive Armond Budish’s vision for combating climate change at the county level. Among the particulars is an initiative to plant more trees, which here in UH we are already doing, but we welcome working with county to do more.

We are working with the county to switch over to the ReadyNotify system for emergency alerts, and we will be organizing an event to sign up for the Ready Notify system. While Ready Notify is now fulfilled by CodeRed, the program is more robust and allows for more and different ways to be contacted, so we will be asking everyone who signed up before to sign up anew.

We are seeking volunteers to serve on this year’s Beautiful Homes Awards Committee oversee by the CIC. If you wish to be considered for appointment to this year’s Beautiful Home Awards Committee, you are welcome to apply. We are asking all interested prospective applicants to please provide a written statement of interest setting forth the reasons they wish to be appointed to the committee. This may be emailed to Rachel Mullon at rmullen@universityheights.com or mailed to or dropped off at City Hall. The deadline is **Friday, May 17, 2019**

Michele Weiss and I passed out bags at Heinen’s for Earth Day. Phil Ertel made an appearance as well.

We had our entrance conference for the annual audit. I attended the Fast Forward Cuyahoga event to encourage innovation and tech startups, featuring speakers from all over the country, including San Francisco, San Antonio, and South Bend.

Our Arbor Day ceremony with JCU was washed out. Our traditional arbor day planting with Gesu is being rescheduled as well.

University Heights participated in the Bike Expo at The Wine Spot on Lee Road, organized by outgoing UH Bicycle Committee Chair, Scott Kuboff.

We swore in a new police officer, Mark Delpra. More on that from Chief Rogers.

We are working on the city’s employee handbooks, and we have the benefits section completed for administrative adoption.

We met with representatives from the Dominion Energy Gas Project. They are ahead of schedule. Laying new pipe and tie ins to residents will be completed this month, with grass and sidewalk restoration completed by mid to late June.

I participated in the Reaching Heights Adult Spelling Bee with Mayor Carol Roe and Councilman Marty Gelfand. We misspelled the word OBUSL in the third round.

I attended the Ohio Association of Public Safety Directors Conference in Mansfield, and was briefed and provided updates over several matters, including law enforcement matters with respect to medical marijuana.

I attended All Geared-Up family bicycling event at Canterbury Elementary and joined in on the family bike ride.

And the new issue of the Mosaic is out!

Coming up are numerous things the various directors will cover, or will be covered in the bicycle resolution up for adoption this evening, but a few things I want to mention specifically: the chicken keeping seminar is Tuesday May 14 from 6 to 8pm here at the Board of Education Meeting Room. If you are considering keeping a backyard chickencoop, attendance at an approved seminar is required by local ordinance. This is that seminar. Even if you aren’t sure whether you want to keep chickens, come out and learn more. Bethany Majeski of the NatureCenter of Cleveland MetroParks will be presenting.

This Wednesday I will be travelling with fellow NEO Mayors to Columbus to meet with state officials with our state representatives on various matters of concern regarding our cities.

Thursday afternoon is the HHCC Expo – Susan Drucker will tell us more, but I will be stopping out. Thursday night is the Rain Barrel Workshop. If you want a rain barrel for your home, here is a great way to get one at cost and build one yourself with the help of Amy Roskilly of the Cuyahoga Soil and Conservation District – that’s from 6 to 7:30PM in the service yard.
Reminder for all city employees and members of council, that Friday May 31, at JCU from 10am to 1:15pm is Public Records training.

Mayor Brennan read a Proclamation he signed in honor of the life and legacy of Lee K Abbott, writer, professor, mentor, beloved husband, father, grandfather and former resident of University Heights, Ohio.

Agenda Items:

A. Motion Authorizing the Mayor to enter into an agreement with Guide Studio, Inc. for Design Development for Phase 1 Signage and Implementation of Phase 1 signage, in the amount of $15,000.00

Mayor Brennan reported that Guide Studio has been conducting ongoing work on the City’s rebranding and although the $15,000 was the cap of the Mayor’s spending authority the overall work with Guide Studio exceeds the $15,000. The rebrand project has been a project that both the Mayor and City Council have been working on together. There are already some preliminary sketches of what the new signs in the City could look like. There are preliminary sketches for the welcome sign, banners, street signs, signs at Purvis Park and the Walter Stinson Community Park. Mayor Brennan stated that this agreement will authorize the actual design and drawings of specific signs to be determined as a group with respect to what will be actually drawn and then submitted to possible fabricators for production. Guide Studio will also work with the fabricator to ensure that the envisioned design properly and fully implemented. The focus of phase 1 is for the main monument entrance signage which are currently the white colonial type signs with the door knocker, the secondary signs which are the metal colonial style that are on streets where the full larger monument sign would not fit; lastly this phase would include the designing of signs for Purvis Park, Walter Stinson Community Park, City Hall and the Silesby Road Pocket Park. Mayor Brennan noted that this is not the final decision of sign placements and changes can be made.

Mrs. Pardee asked if there were rendered idea drawings for the signage.

Mayor Brennan replied that there are conceptional renderings but they are not actual design drawings with precise measurements, materials, structures. The renderings are artistic conceptional renderings.

Mrs. Pardee asked if the $15,000 was to finalize the drawings and if the committee would come back together to finalize the conceptional drawings/plans and also identify the locations for signage.

Mayor Brennan replied that the $15,000 is for the purpose of picking which of the signs the City wants to proceed with and so that the fabricator can follow those plans. Then the phase 2 portion would be for Guide to work with the fabricators to make sure that the signs are appropriately placed and that they meet the design criteria and ensure that specifications are not changed and that materials aren’t subbed out.

Mrs. Pardee asked if the process would be where the committee would review renderings to come up with ideas and then those renderings would be presented to City Council.

Mayor Brennan replied that once the drawing and materials are decided and there is a fairly good idea of what drawings would be it will then go to Architectural Review Commission for review and then the drawings will be made public.

Mrs. Pardee spoke to the importance of having enhanced crosswalks especially on busy streets and noted her hopes that the committee will consider them for future plans.

Mr. Rach asked the Mayor to explain what phase 2 consisted of, noting that the components of phase 2 mimicked phase 1.

Mayor Brennan stated that phase 1 signage was in two (2) parts; the design/development portion and the implementation portion. At the same time, phase 1 also refers to the portion of the welcoming to the City signage and other certain features having their own signage, i.e. parks. The Administration would like to place the banners now but is not doing so at this point. Although one of the critical
placements for a welcome sign is at the Cedar Green corridor but with the construction project going on it does make sense to wait one year to place any signage.

Mr. Rach commented that he thought that what was done as far visioning (reviewing the identity of the City, branding, etc.) was phase one. Mr. Rach added that this is a major visioning overhaul for the City and in his opinion, he felt that the review of the designs and plans must go to the ARB for further review before implementation.

Mayor Brennan added that budgetary and instead of doing everything at once the project was broken up into phases of how the signage and banners would be implemented and replaced. Phase 2 would be the schematic design and presentation design. Phase 3 would then be the bidding and implementation. Mayor Brennan noted that he was committed to have the plans be reviewed by the ARB Commission.

Mrs. Weiss noted that the Administration should also make sure that the signs would not need any Special Permits or Variances from the Board of Zoning Appeals.

Mr. Rach noted that the banners would be classified as city information signs and not street banners.

MOTION BY MR. RACH, SECONDED BY MRS. CAMERON authorizing the Mayor to enter into an agreement with Guide Studio, Inc. for the Design Development for Phase 1 Signage and Implementation of Phase 1 Signage as noted on page 22 of the Guide Studio report in the amount of $15,000. On roll call, all voted “aye.”


Item B was removed from the agenda prior to the Council meeting.


Item C was removed from the agenda prior to the Council meeting.

D. Ordinance 2019-22 Repealing Previous Non-Bargaining Employee Compensation and Fringe Benefit Ordinances

Mr. Goffe stated that this ordinance also pertains to Administrative adopted employee policies and procedures. During the Committee of the Whole meeting it was noted that there were conflicts between previous ordinances, best practices, other external laws and the contemplated benefit section of the employee handbook. Discussion was held as to whether or not to revisit the other sections regarding compensation at a later date but as presented the ordinance currently drafted it would repeal of the non-bargaining employee payroll, compensation and benefit ordinances. Another item for consideration is that Council stipulates that the Clerk of Council would be subject to the administratively adoptive employees’ policies and procedures. A question was raised during the Council Committee of the Whole as to whether or not that should also be amended where both the Law Director and City Prosecutor would also be subject to the adoptive employees’ policies and procedures.

Mr. McConville commented that he did not see any reason why the Law Director and City Prosecutor would not be subject to the employees’ policies and procedures. Mr. McConville added that he felt that there should be at least one (1) current pay scale ordinance that remains in effect.
Anything that is not currently in effect or being utilized should be repealed. With respect to the current ordinance, that should not be repealed. Mr. McConville added that he had no problems repealing anything that old.

Mr. Wiseman asked what was the urgency in repealing the employee compensation and benefit ordinance now and before the revised employee handbook is completed.

Mayor Brennan replied that there were aspects in regards to employee benefits and vacation time that the Administration is hamstrung on. Mayor Brennan continued to say this would need to be discuss in executive session because it deals with personnel.

Mr. Wiseman said he would be in agreement of discussing this in executive session because that were a lot of unanswered questions.

Mr. McConville suggest that a motion be made to move this agenda item to the end of the meeting.

MOTION BY MR. WISEMAN, SECOND BY MRS. CAMERON, to move agenda item “d” Ordinance 2019-22 Repealing Previous Non-Bargaining Employee Compensation and Fringe Benefit Ordinances to the end of the agenda to allow Council to discuss it in executive session first. On roll call, all voted “aye.”

E. Ordinance 2019-23 Authorizing the Creation of a Property Maintenance Grant Program to be Administered by the City’s Housing and Community Development Department

Mr. Grogan-Myers noted that once the Housing Department was established they began to review what resources were available for low income and senior residents to make corrections to their homes. The grant program will have the following requirements: 1.) owner has to also be an occupant of the house; 2.) only one grant per year not to exceed $2,500 any amount over that has to be assumed by the homeowner; the owner has to put in 10% of the project; 3.) show proof that they are current on their property taxes or are on a payment plan; 4.) meet 2018 income limits that are provided by the US Department of Housing and Urban Development; 5.) the repairs have to be the results of a housing exterior violation; 6.) homeowner has to provide 3 quotes; 7.) the contractor has to be registered; 8.) provide a brief project description

Mr. Rach asked how will the applicants be chosen and if there would be a grading process would be in order to determine who receives the grant.

Mr. Grogan-Myers replied that the program would operate on a first come first serve policy. But noted that the applicant must meet all the qualifications for the program.

Mrs. Pardee asked how will the residents be notified about this and other programs available for home repairs.

Ordinance 2019-23 was placed on first reading.

F. Ordinance 2019-26 Enacting Codified Ordinance Section 1620.05 Entitled “Inspection Required Prior to Occupancy,” Mandating Pre-Occupancy Fire Safety Inspections for Commercial Building

Chief Perko stated that this ordinance will ensure that when new businesses open and receive their occupancy permits that the inspections are completed in line with State of Ohio codes as well as the City codes. And that building passes all inspections prior to the business opening.
Mr. McConville added that a working relationship between the Fire Department and Building Department will develop by codifying the requirement for pre-occupancy fire safety inspections for commercial buildings.

Mr. Rach noted that this was discussed in the previous Safety Committee meeting.

Ordinance 2019-26 was placed on first reading.

G. Resolution 2019-24 Proclaiming (I) May 2019, Bike Month; (II) May 8, 2019 Bike to School Day; (III) May 13-19, Bike to Work Week; and May 17, 2019, Bike to Work Day in the City of University Heights

Mayor Brennan stated that this is a joint effort with the City of Cleveland Heights. On May 15 there will be a ride to silence event where hundreds of cities internationally will participate to honor those killed or injured while riding their bikes on public streets. The ride will travel from University Heights through Cleveland Heights to University Circle where they will meet up with cyclist from the westside cities. On May 17 the Heights Bicycle Coalition will be providing free coffee and refreshments to bicycle commuters during the morning rush hours outside of the University Heights City Hall and on Edgehill in Cleveland Heights.

MOTION BY MR. RACH, SECONDED BY MRS. CAMERON approving Ordinance 2019-24 Proclaiming (I) May 2019, Bike Month; (II) May 8, 2019 Bike to School Day; (III) May 13-19, Bike to Work Week; and May 17, 2019, Bike to Work Day in the City of University Heights. On roll call of suspension of the rules, all voted “aye.” Roll call on passage, all voted “aye.”

H. Ordinance 2019-25 Submit a Grant Application to The Ohio Department of Natural Resources (ODNR) for Funding of The Furvis Park Tennis Courts Rehabilitation Project

Mr. Grogan-Myers reported that four (4) years ago the City received funding to redo the other four (4) tennis courts and this application is in efforts to seek funding for the remaining four (4) courts. The original tennis courts were built in 1962. If the City is awarded funding it will receive up to a 75% reimbursement from the state.

Resolution 2019-25 was placed on first reading.

I. Motion Authorizing the Extension of the Contract for Recycling Services with Kimble Transfer & Recycling

Mr. Pokorny stated that the current recycling program is managed through Cuyahoga County Solid Waste District which bids outs the contracts for the eastside and westside consortiums. The current contract is with Kimble Transfer & Recycling in Twinsburg, Ohio. That contract had a three (3) year term with options to add another an additional year four and five. Approval of this extension would be the city’s option for year number two (2) and would run through September 30, 2020. The city generates approximately 300 tons of recycled aluminum cans, glass, metal cans, etc. yearly.

MOTION BY MRS. PARDEE, SECONDED BY MR. ERTEL authorizing the Extension of the Contract for Recycling Services with Kimble Transfer & Recycling. On roll call, all voted “aye.”

J. Motion to Authorize the Extension of the Solid Waste Disposal Service Contract with BFI of Ohio

Mr. Pokorny stated that the city entered in to contract with BFI in 2015 for a three (3) year contract with the option to add two (2) additional years. Last year the city was in its second (2) optional year
and disposed 5,000 tons of rubbish for a cost of $40.68 per ton, with this year's second (2) year option the cost will be $41.90 per ton. Mr. Pokorny recommend approving entering into the city's additional second year option.

**MOTION BY MR. RACH, SECONDED BY MR. WISEMAN** to authorize the Fire Department to Apply for Assistance to Firefighters Grant (AFG) Program from the Federal Emergency Management Agency (FEMA) for the Purchase of Diesel Exhaust Extraction Units for All Apparatus in Fire Department Bay Floor Area. On roll call, all voted “aye.”

**K. Motion to Accept Bid from CA Agresta for the 2019 TLCI / PID 105223 Project as the best/lowest bid and the Entering into Contract with same in an amount not to exceed $260,704.00**

Mr. Ciuni stated that this project is for the mid-block crossings and striping for bike lanes on Warrensville Center Road. The project has funding from NOACCA with ODOT approval in the amount of $100,000. Mr. Ciuni reported that two (2) bids were received with the low bid being $260,740. The project will include two (2) mid-block crossing, solar powered rapid flashing beacons when the crossing buttons are pressed, Warrensville will be restriped for two (2) bike lanes on each side of Warrensville Center Road and a new pedestrian crossing will be installed on Warrensville where the Boston Market/Whole Foods driveway is. Mr. Ciuni added that due to the level of funding the contract for the administration of this project inspection has to be completed by a third outside engineering company (not GPD Group).

Mr. Rach added that this project has been under review for several years. Three years ago, there was a committee setup "the NOACCA Pedestrian and Bike Friendly Lane Committee". The committee was comprised of residents, elected officials, Architectural Review Board, Planning Commission, Board of Zoning Appeals, business leaders and community advocates. Mr. Rach stated he was glad to see this moving forward.

**MOTION BY MRS. WEISS, SECONDED BY MR. WISEMAN** to authorize Accept Bid from CA Agresta for the 2019 TLCI / PID 105223 Project as the best/lowest bid and the Entering into Contract with same in an amount not to exceed $260,704.00. On roll call, all voted “aye.”

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

Mayor Brennan stated there was a need for an executive session for personnel matters.

**MOTION BY MR. WISEMAN, SECONDED BY MRS. PARDEE** to hold an executive session immediately following this regular meeting for the purpose of discussing personnel matters. On roll call, all voted “aye.”

**Directors’ Reports**

**Finance Director – Mr. Goffe** reported that the auditors have been at city hall and will return after GAAP conversion is completed. Mr. Goffe also noted that the City will need to file for a 60-day extension to file the GAAP paperwork and changing the due date from May 30 to the end of July 2019. That extension will move the closing audit to August 2019.

**Law Department – Mr. McConville** stated that he was working on the following legislation: fire prevention, peddlers, parking and the use of indoor furniture outdoors.

**Police Department – Chief Rogers** provided a Department hiring update. A new patrol officer was sworn-in. A Sargent’s Promotional exams will occur in June. Lastly, the construction project on Cedar Road between South Green and Richmond Roads that starting May 7 traffic will be switching from the south side of the street to the north side of the street.
Fire Department – Chief Perko reported that the Cuyahoga County Fire Chiefs Association received County Funding grant for Incident Commander Training and University Heights has three members that are part of this training. The department has instituted a new pre-incident program in how the department responds to building in times of emergencies and the updating of the plans regarding responding to buildings. The department’s annual report is ready for distribution.

Service Department – Mr. Pokorny stated that Spring clean-up is complete, residents should now bag their brush and leaves in kraft bags for collection. Purvis pool has been filled and will be ready for its opening day on Memorial Day.

City Engineer – Joseph Ciuni reported that the watermain project is complete on Groveland and the tree lawns have been restored. The watermain project of Washington will begin soon and will take approximately 90 days.

Communications and Civic Engagement – Mike Cook reported that the new edition of the City’s magazine is out and on its way to resident’s mailboxes. Mr. Cook stated that he will be representing the City at the Heights Chambers Business Expo. The Memorial Day Parade planning is progressing and on track.

Economic Development - Susan Drucker reported that a potential Developer for University Square has completed their market analysis study and have been asked for a time extension which is a positive sign. The potential developer is currently conducting their physical inspection of all of the buildings with their architect. Mrs. Drucker added that she should heard back from them by the beginning of June 2019. The Heights Chamber of Commerce’s Business Expo is on Thursday, May 9 from 3pm to 7pm at the Hilton Garden Inn in Mayfield Village.

Housing/Community Development Coordinator – Patrick Grogan-Myers stated that on May 14 at 6:30pm there will be a Community Development Block Grant (CDBG) Public Hearing at the City Hall annex offices, 2245 Warr. Ctr. Road, Suite 105. The meeting will review future prospective projects for the City.

There were no other director reports.

Standing Committees

Finance Committee – Mrs. Pardee reported that there was an entrance pre-audit meeting on April 23, 2019 with the audit team. During that meeting the audit reports were reviewed and discussion regarding the need to file for an extension was held. The committee will meet on June 5 at 7pm to discuss the salary legislation, the potential to setup a 5-year financial forecast and special assessments.

Safety Committee – Mr. Rach stated that the Safety Committee meeting will be on May 21 to further discuss Fire Prevention and on street/overnight parking permits.

Committee of the Whole – Mrs. Pardee stated that the Council Committee of the Whole met just prior to this Council meeting at 6pm and discussed: council committee structure – currently the committee structure is setup to provide support for the Administration and to expedite the legislative process. For each department director there is a council committee that works along the side so if there is legislation it can be provided to committee for discussion before going to the entire body of council for consideration. The current Mayor has grown the administration and with new directors so council is a little out of line so the council committee need to be realigned to better serve the Mayor, Administration and Council. The following committees will continue: Finance, Service and Safety Committees. The Building Committee will become the Building/Housing Committee. Civic Information Committee will change to Community Outreach Committee, that committee will work with the Communications Director. There will be an Economic Development Committee. Committees will be further discussed at the July 22nd Council Retreat. For now, the committees will remain as they currently are. When Council reconvenes in September the new committees will start and then in January the new Vice-Mayor will select new council persons for each committee.

There were no other committee reports.

MOTION BY MR. WISEMAN, SECONDED BY MRS. PARDEE to return to regular session. On roll call, all voted "aye."
MOTION BY MRS. PARDEE, SECONDED BY MR. WISEMAN to adjourn the meeting. On roll call, all voted “aye.”

There being no further business, the meeting was adjourned at 9:42pm.

Michael Dylan Brennan, Mayor

Kelly M. Thomas, Clerk of Council