

**NEED SIGN IN SHEET**  
**DRAFT**  
**CITY OF UNIVERSITY HEIGHTS, OHIO**  
**COUNCIL COMMITTEE OF THE WHOLE**  
**March 30, 2022**  
**Need sign in sheet**

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Vice Mayor Michele Weiss called the meeting to order at 6:00 p.m. Present were: Councilmen Christopher Cooney, Justin Gould, Brian King, and John Rach; Councilwomen Barbara Blankfeld and Sheri Sax; Mayor Michael Brennan; Service Director Jeff Pokorny; Finance Director Dennis Kennedy; Representatives from GBD, and City Engineer Joseph Cuini.

**Agenda Items**

**1. Formalize a sub-council of the Whole Committee named Facilities and Infrastructure committee**

The proposed committee will deal with all facilities and infrastructure matters. There was some discussion about what to actually call the sub-committee. It was agreed that this committee should not be called a task force, but rather advisory with the intent of having experts advise Council on infrastructure and facilities matters. Because there are “advisory” committees already established, it made sense to so name the sub-committee advisory as well. Mayor Brennan agreed to the broader idea presented that the committee create something now and as the meetings progress, there can be a more formalized structure later. He added that the committee could be comprised of architects, engineers and others who may also have ideas to contribute, including minorities and underserved people.

**Motion by Mrs. Weiss, second by Mrs. Blankfeld, to formalize a sub-council of the whole committee titled Joint Advisory Facilities and Infrastructure. On roll call, all voted “aye” and the motion was approved.**

**2. Discussion of service facilities assessment**

Mrs. Weiss stated that this is to be a global discussion on service and administration with the facilities assessment and that in a few weeks, the safety forces will be reviewed. As a follow-up to the Mayor’s posting on Facebook, Mrs. Weiss mentioned that volunteers are welcome. Mayor Brennan noted that those interested can reach out to his office at [information@universityheights.com](mailto:information@universityheights.com).

A comprehensive line items document was distributed and discussed. This meeting is to hear from the Service Director, Mr. Jeff Pokorny, to gain an understanding what the department’s needs are. This meeting is not to evaluate costs.

It was pointed out that at this time, the City is unaware of a site where new facilities will be and that these ideas presented are preliminary. A lengthy discussion ensued regarding the Service Department and following are some of the needs addressed in no particular order.

- Additional salt storage space is needed
- A vehicle wash bay is needed
- The area for part storage and tires needs to be larger
- There is no receptionist/secretarial area, nor a copier or work area
- There are no locker rooms
- There is not a women's rest room and there are no shower facilities
- A signage room/work space needs to be identified (this function was previously handled by the police department)
- There is no area for the supervisor's office; space is shared with the telephone operator
- No meeting and training and/or break room

Consideration was also given to perhaps the Service Department may not be on the same site as the City Hall, but currently that is unknown because a site has not yet been identified.

Councilman Gould discussed cost per square footage and questioned why some columns relating to cost were left blank. It was pointed out that this meeting was to address needs and cost information would be provided later. It was agreed to listen to the concerns and requirements for the Service Department with detailed costs discussed later.

### **3. Discussion of administrative facilities assessment**

Mayor Brennan and Vice Mayor Weiss acknowledge that determination of a site for the future City Hall complex has not been identified, and that necessary funds acquired will determine many factors discussed. Mayor Brennan noted that the entire complex will have to be replaced, including police and fire departments, and all other departments. Mayor Brennan reported on some local municipalities which have rebuilt and the cost of same. Some of the needs for administration were identified as follows in no particular:

- Building and Housing departments need conference room; possibility of sharing was considered
- Shower facilities would be welcome in City Hall, along with restrooms for staff and the public
- The size of all offices was discussed and the need to be consistent with same
- Offices for the Law Director and Prosecutor do not exist
- Privacy issues were discussed for the Finance Department, i.e., no space to conduct sensitive and confidential matters, i.e., workers' comp, human resources, payroll, union matters, etc.
- Storage for files needed
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**Council Committee of the Whole**  
**March 30,2022 – Page 3**

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- Conference room availability/lack was mentioned, pointing out that currently Council Chambers doubles as a meeting room; the annex is used sometime as well as the Wiley School location. It was pointed out that the lower-level conference room was not suitable for meetings and is primarily used for storage
- The possibility of a kitchen and conference rooms was discussed with the intent of these functions could be shared.
- Security issues were addressed; there is none currently for City Hall

Many issues were discussed and I was hoped that volunteers can add ideas to further the process. Vice Mayor Weiss stated that this was a good start

A motion was made and second to adjourn the meeting. On roll call, all voted “aye”. The meeting adjourned.

Submitted by,

Jeune Drayton  
Assistant Clerk of Council

