

KIRTLAND CITY COUNCIL MINUTES

January 3, 2018

The meeting of Kirtland City Council was called to order at 7:03 p.m. by Council President Kevin Potter. Mr. Lowery led the prayer which followed the Pledge of Allegiance. The members of Council present were: John Lesnick, Richard Lowery, Kevin Potter and Joseph Smolic. Absent: David Kirek, Matthew Schulz and Robert Skrbis.

Administrative personnel present were: Mayor Douglas E. Davidson, Law Director Daniel Richards, Finance Director Keith Martinet, City Engineer Philip Kiefer, Police Chief Lance Nosse and Fire Chief Anthony Hutton.

MINUTES OF THE DECEMBER 18, 2017 WORK SESSION:

Mr. Lesnick moved to waive the reading of the minutes, with the second by Mr. Smolic. The motion of Council passed by unanimous vote. Mr. Lesnick moved to adopt the Minutes, as presented, with the second by Mr. Smolic. **ROLL CALL: MOTION CARRIED 4/0 (VOTING YEA: LESNICK, LOWERY, POTTER AND SMOLIC. VOTING NAY: NONE).**

MINUTES OF THE DECEMBER 18, 2017 COUNCIL MEETING:

Mr. Lowery moved to waive the reading of the minutes, with the second by Mr. Smolic. The motion of Council passed by unanimous vote. Mr. Lowery moved to approve the Minutes, as presented, with the second by Mr. Smolic. **ROLL CALL: MOTION CARRIED 4/0 (VOTING YEA: LESNICK, LOWERY, POTTER AND SMOLIC. VOTING NAY: NONE).**

DEPARTMENT REPORTS:

Fire Chief Anthony Hutton advised that the monthly report has been distributed. Responding to Council President Potter, Chief Hutton stated that most of the calls have been squad calls; he noted that they responded to a fire last night in Eastlake.

Police Chief Lance Nosse advised that the monthly report has been distributed. Councilman Smolic inquired about calls related to the recent cold weather. Chief Nosse stated that there have been a lot of disabled vehicles; he noted that vehicles cannot be left running unattended. The Chief noted that there has been a small increase in accidents, but there have been no major injuries and no fatalities.

Chief Hutton noted that, with all the snow, Kirtland's roads have been good in comparison with other communities; he stated that the Road Department does an excellent job.

Councilman Lesnick inquired if there have been any major equipment breakdowns. Chief Nosse stated that they are working on some issues with the fire tones for the radio. Councilman Lowery inquired whether there are concerns about the radio system not being functional. Chief Hutton stated that they are functional with regard to emergency calls. Mayor Davidson stated that in the 2018 budget requests there is a PSAP system for the Police Department, with a cost of \$125,000, along with other significant equipment.

DEPARTMENT REPORTS (continued):

Mr. Lowery inquired whether there is grant money available for the radio system. Chief Hutton stated that approximately five years ago, when the County changed systems, the City was awarded a grant to cover all the Fire Department radios. Chief Hutton stated that they are working to submit the Assistance to Firefighters' Grant to upgrade the base stations, which is the problem. The Chief noted that a meeting was held with the radio service company to discuss the City's needs; he stated that the radio upgrade for the base station will likely cost over \$100,000.

Responding to Councilman Lowery, Chief Hutton stated that there have not been any mechanical issues with the squads during the cold weather. The Chief stated that they try to keep the squads on a five-year rotation, noting that one of the two front-line squads is within one year old and the other is five to six years old. He noted that icy driveways present a challenge.

Answering Councilman Smolic, Chief Hutton stated that the PSAP is a 911 receiving station, noting that it was purchased second-hand many years ago. The Chief noted that the base stations were also purchased second-hand 20 years ago.

Responding to Councilman Lowery, Chief Hutton stated that the Assistance to Firefighters' Grant started after September 11, 2001; he noted that since that time Kirtland has received over one million dollars in funds from that grant. The Chief stated that there are program guidelines and priority items, noting that the Department matches those with its needs.

City Engineer Philip Kiefer advised that his monthly report for December has been distributed. Council President Potter inquired whether there are any new developments relating to the Joseph Street and Maple Street area. Mr. Kiefer stated that he and Carm Catania met with the Lake County Health Department in December to review the results; he noted that there are 44 connections to that sewer, and he estimates that 80 percent take septage in rainy weather when the system maxes out. Noting that the additional information was not included in the monthly report, Councilman Lesnick inquired about updating the report to provide more detail. Mayor Davidson stated that questions on a project can be addressed, but providing complete detail on every item would result in an increase in billable hours from CT Consultants. The Mayor advised that when there is additional information regarding this matter, a public hearing will be held; he noted that he will communicate the updates to Council.

Answering Council President Potter, Mr. Kiefer stated that Lake County Health Department will put together a presentation to inform the public, Mr. Kiefer stated that it is too early to determine an assessment fee, noting that there are different ways to sewer the area and different costs; the cost will also be dependent on whether others in the area will participate in the program.

Answering Councilman Lowery, Mr. Kiefer stated that there are 44 connections, noting that there may be more than one connection from a property. Mr. Kiefer stated that it is not known exactly which properties are connected.

Councilman Lesnick inquired if there is an expected completion date for the Kirtland Recreation Park project, noting that the report indicates that the County Engineering Department is reviewing this. Mr. Kiefer stated that he has not been advised of any dates; he noted that the County will handle the advertising and bidding of the project. Mayor Davidson stated that the County Engineer has approved the design. Mayor Davidson stated that the funding will primarily be Lake County Stormwater Management, noting that the City spent its portion on the other part of the project.

Councilman Lesnick inquired if the grant for Wisner Road covers the entire project. Mr. Kiefer stated that the grant pays 55 percent of the construction costs, and the City will provide in-kind work and equipment toward the City's portion. Mr. Kiefer stated that Lake County Stormwater Management committed to pay cash in addition to the in-kind services provided by the City.

DEPARTMENT REPORTS (continued):

Finance Director Keith Martinet advised that he will be providing reports to the County, and the County will be reporting back to him. Mr. Martinet stated that he plans to have the budget to Council in time for three readings, noting that there will be discussion on the budget.

Councilman Lesnick stated that he appreciates the time Mr. Martinet spent with him, but he still has questions and inquired about a meeting to review the budget process, using the 2017 budget and financial report to pave the way for understanding the 2018 proposed budget. Mayor Davidson advised that the budget will have three readings, including the presentation; he noted that the Department Heads can answer questions. The Mayor stated that questions can be submitted by e-mail. Mayor Davidson stated that the timing of the budget is according to Charter, and the content of the budget is important since there are critical items that need to be included. The Mayor stated that once the budget is before them, the Finance Committee (Council as a Whole) can schedule additional meetings as needed. Discussion ensued in this regard; Mr. Martinet noted that fund accounting can be challenging.

Law Director Daniel Richards did not present a formal report. Councilman Smolic noted that he will e-mail some questions to Mr. Richards relating to the off-street parking issue discussed at the Planning and Zoning Standing Committee meeting on December 18. Mr. Smolic noted that there is a much clearer definition of a recreational vehicle than a commercial vehicle. Mr. Richards stated that when the Ordinance was amended several years ago, this provision relating to off-street parking in a residential district was included, and he raised the question of definition; he stated that in the desire to proceed with passage of the entire code, the planner at that time suggested that the City address the issue of definition at a later date. Mr. Richards stated that there now have been complaints, which could not be addressed to the satisfaction of the residents complaining because of the ambiguity in the code. Mr. Richards stated that following a great deal of study, the Planning and Zoning Commission recommended the proposed Ordinance.

MAYOR'S REPORT/ANNOUNCEMENTS:

Mayor Davidson advised that the senior relationship manager from NOPEC met with him and Helen Petersburg; he noted that the City will be the recipient of a community events sponsorship program check for approximately \$1500, which will benefit the Friends of the Library and the gazebo green activities.

The Mayor stated that the City is within two names of completing the Fiscal Task Force. Noting that a question was asked regarding the amount of time involved, the Mayor noted that approximately eight hours of meetings are anticipated, plus viewing documents and putting the final product together, for a total of approximately twelve to fifteen hours, with a somewhat higher number of hours for the Chair position. Mayor Davidson stated that it is an unpaid position, providing a valuable product for the City. The Mayor stated that the task force will work largely independently, noting that they will have the opportunity to view the public documents and talk to the Department Heads. Councilman Lesnick stated that he is naming Tom Friedl for the task force. Council President Potter noted that Mayor Davidson indicated that a Resolution is not necessary to form the committee. Mayor Davidson stated that Mr. Slapnicker will use the Willoughby format, noting that he is a good administrator as President of the Municipal Finance Association. Discussion followed with regard to the financial documentation that will be accessible to the task force.

Councilman Lowery inquired about guidelines for the task force; the Mayor advised that the guidelines are in the mission statement and in the agenda. Councilman Lesnick inquired whether there will be a presentation; Mayor Davidson stated that he will inquire if Mr. Slapnicker is available to attend an upcoming work session.

STANDING COMMITTEE REPORTS:

Councilman Lowery stated that a meeting of the Planning and Zoning Standing Committee was held on December 18, noting that the Committee is still discussing the off-street parking issue. Mr. Lowery noted that it would be helpful to have the Law Director and Zoning Inspector attend a meeting with the Committee. Councilman Smolic stated that he is working on some corrections, noting that he will send them to the Law Director for review.

CORRESPONDENCE:

None.

PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA:

None.

OLD BUSINESS:

<u>ORDINANCE NO. 17-O-36</u> (Council President Umholtz)	-	(Tabled) - AN ORDINANCE AMENDING SECTION 1268.04(d) OF THE CODIFIED ORDINANCES OF THE CITY OF KIRTLAND, RELATING TO OFF-STREET PARKING IN RESIDENTIAL DISTRICTS.
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The legislation remains tabled.

NEW BUSINESS:

<u>RESOLUTION NO. 18-R-1</u> (Mayor Davidson)	-	A RESOLUTION DECLARING INTENT TO CONDUCT AN INTERNET AUCTION FOR THE SALE OF UNNEEDED, OBSOLETE OR UNFIT PERSONAL PROPERTY OF THE CITY OF KIRTLAND.
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Read by title only and placed on First Reading.

CONTINUING CONCERNS:

None.

COUNCIL COMMENTS:

Councilman Lesnick inquired about the personal property mentioned in Resolution No. 18-R-1. Police Chief Nosse advised that some of the items to be auctioned include the old VHS tape recorders and players, along with a couple televisions that have the VHS recorders/players. Chief Nosse stated that other items from the Police Department include the center consoles and other equipment specifically designed for the Crown Victoria, which is no longer made.

Council President Potter thanked the Mayor and Department Heads for working with the new Council.

PUBLIC COMMENTS:

None.

ADJOURNMENT:

Mr. Lowery moved to adjourn, with the second by Mr. Lesnick. The motion of Council passed by unanimous vote and the meeting adjourned at 7:52 p.m.

President of Council

Clerk of Council