

REGULAR SESSION

January 12, 2017

The Council of the City of Chardon met in Regular Session Thursday, January 12, 2017 at 6:30 P.M. in Council Chambers of the Chardon Municipal Center.

Nancy McArthur, President of Council presiding.

The meeting opened with the pledge of allegiance and roll call.

Members of Council present: Andrew Blackley, Deborah Chuha, Chris Grau, David Lelko, John Mallen, Nancy McArthur, Jeffrey Smock.

Members of Council absent: none.

Others present: City Manager Randy Sharpe, Finance Director Mate Rogonjic, Clerk of Council Amy Day, Law Director James Gillette, Police Chief Scott Niehus, City Engineer Doug Courtney, Public Service Director Paul Hornyak, Planning and Zoning Administrator Steven Yaney, Bill Hess, Mike Williams, Joe Koziol, Tom Nolfi, Kevin Sablar, John Frindt, Alec Gliebe, Ann Wishart, Jimmy Hartory.

APPROVAL OF MINUTES -

Mr. Smock moved and Mrs. Chuha seconded to approve the minutes of the December 8, 2016 Regular Session as presented.

Upon roll call vote the motion passed unanimously.

MANAGER'S REPORT

Mr. Sharpe reported that concrete pipe is in the process of being removed from the property at 229 Center Street.

Mr. Sharpe reported that the Heritage Home Program fielded six (6) inquiries and conducted two (2) site visits in 2016. Their staff spent 7.4 hours on these tasks with a total project value of \$42,550.

Mr. Sharpe reported on the leaf collection for 2016 and stated that nine (9) trips were made around the City and 117 loads were collected.

Mr. Sharpe reported that an ordinance is on the agenda authorizing the City Manager to enter into a contract with Pease-Kerr Insurance Partners for property and liability insurance. The premium of \$117,019.00 represents a decrease of \$1,495.00 from the prior year.

Mr. Sharpe reported that staff is in the process of finalizing the selection for an information technology consultant and he anticipates announcing the selection at the February meeting.

Mr. Sharpe reported that the clearing and grading of Meadowlands Drive has been completed.

Mr. Sharpe reported that Environmental Design Group has begun work on a conceptual design where the Railroad Trunk Sewer and the Maple Highlands Trail Extension Project align. This will allow the City to begin discussion with the affected property owners.

Mr. Sharpe reported that the City Engineer is completing plans and specifications for the Moffet Ave, Canfield Dr., and Chardon Park Estates Street Improvement Projects.

PLANNING COMMISSION REPORT

Mr. Blackley reported that the Planning Commission did not meet in December and their next meeting is scheduled for January 17th.

Economic Development Report -

Planning and Zoning Administrator, Steve Yaney, reported on economic development during the fourth quarter of 2016.

COUNCIL COMMITTEE REPORTS

Service Committee -

Mr. Mallen reported that the Committee met jointly with the Legislative Committee and discussed amending Chapter 905 of the City's codified ordinances to exempt sidewalk installation under nine (9) qualifying criteria.

Mr. Gillette reviewed the criteria that would have to be met in order for a property owner to petition the City to eliminate the need for sidewalks on their street.

Chris Grau stated that the Legislative Committee recommended the proposed sidewalk installation amendments.

Mr. Gillette stated that he would have legislation prepared for Council's consideration in February.

Mr. Courtney reviewed the scope of the work for the Chardon Park Estates, Moffett Avenue, Canfield Drive and Canfield Drive Extension Project.

Mr. Courtney reviewed the scope of the Meadowlands Drive Extension project.

Mr. Blackley added that the Service Committee would like to begin reviewing infill sidewalk priorities and costs and asked staff to prepare background material for the Committee.

Mr. Smock suggested that the review of the infill sidewalks be done jointly with both the Service and Finance Committees.

HEARING OF PERSONS BEFORE COUNCIL

THOSE PERSONS ON THE AGENDA - none.

GENERAL PUBLIC -

Mike Williams, representing the Chardon United Methodist Church, reported on the church's disaster ministry program. He stated that the Chardon United Methodist Church has been established as a Level 1 Emergency Disaster shelter and invited the community to attend disaster training on February 4, 2017 to help people become prepared in the event of a disaster.

OLD BUSINESS

Regarding a revised sidewalk program repayment schedule, Public Service Director, Paul Hornyak, reviewed the proposed changes to the sidewalk program that includes two (2) additional repayment options for residents. Sidewalk maintenance repair costs between \$5,000 to \$7,499 would have a repayment period of six (6) years and sidewalk expenses between \$7,500 to \$10,000 would have eight (8) years.

No member of Council had any objection to the proposed repayment schedule.

Regarding conducting a National Citizens Survey, Mr. Sharpe reported on some of the details he obtained in researching a community-wide survey.

Mr. Lelko stated that in looking at the sample questionnaire, while the answers to some of the questions may be interesting to know, he expressed concern that they may not be relevant to the City's operations and budget. He asked if the City has the ability to customize the survey and remove or add questions.

Mr. Sharpe stated that questions can be removed and added but the company warned that too many questions should not be removed because the City would not be getting the valid statistical information for each measurement.

Mr. Grau stated that a questionnaire could be a useful tool in providing information to the public.

Mr. Blackley stated that while some of the questions do not relate to the City's budget, they could be an economic development tool and could be shared with others who may find the information useful.

Mayor McArthur stated that the information will provide feedback on the quality of life in the City.

Mr. Lelko stated that he is concerned about getting enough specific questions answered because of the limitation on the number of questions that can be asked on the survey.

Mr. Smock stated that he would like to see more financial questions in the survey.

Mayor McArthur stated that the survey is meant to be done every couple of years and if there are questions that could not be included in the first survey, they could be included in the next one.

Mr. Sharpe stated that he has no objection if some members of Council desired to review the questions and choose which to add and remove.

Council began discussing the order in which to conduct the strategic plan and the survey.

Mr. Lelko stated that Council needs to decide if they want to do a survey and if so, when the survey should be done in relation to the strategic plan.

Mr. Grau moved and Mr. Blackley seconded to proceed with planning a community-wide survey.

Upon roll call vote the motion passed unanimously.

Discussion occurred regarding when to begin the strategic planning process.

Mr. Lelko suggested that a few strategic planning sessions be held where Council and Department heads discuss future needs of the community and then formulate the questionnaire. He added that he thinks it would be beneficial for the strategic plan consultant to weigh-in on how the survey will coordinate with the strategic plan.

Mr. Sharpe reviewed the general format of the strategic planning sessions based on the information he has received from various companies which includes conducting separate interviews of members of Council and then having a day or two of combined meetings. After that, they would put the plan together and present a draft.

Mr. Lelko stated that he anticipated the strategic plan using a facilitator to discuss future needs of the community with Council and Department heads.

Mr. Sharpe stated that he does not see the strategic plan getting into that level of detail.

Mayor McArthur stated that the strategic plan is a high-level plan and does not get into a lot of detail. It is a vision plan for the future of the community and is not a blueprint on how to get there.

Mr. Lelko stated that Council needs to get to the detail at some point and those discussions need to be had.

Mr. Sharpe stated that the strategic plan will provide a plan of where Council wants the community to be and then subsequent discussions could be had about how to get there.

Mr. Lelko suggested that the facilitator be asked when they would prefer the survey be conducted.

Mr. Sharpe stated that he can narrow down the potential companies to do the strategic plan and is willing to review the companies with any members of Council interested in providing their input before the next meeting.

Mayor McArthur and Mr. Lelko expressed their interest in providing feedback on the selection.

Mr. Sharpe stated that he anticipated having a company selected at the next Council meeting and will provide their recommendation on when the survey should be conducted.

NEW BUSINESS

No member of Council had any objections to the issuance of a new D2 liquor permit for Tamarkin Co. DBA Getgo, 318 Center Street.

LEGISLATION

ORDINANCE NO. 2957

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT/AGREEMENT WITH PEASE-KERR INSURANCE PARTNERS FOR THE PROPERTY, INLAND MARINE, EDP, CRIME, BOILER AND MACHINERY, AUTOMOBILE LIABILITY, COMPREHENSIVE MUNICIPAL LIABILITY, LAW ENFORCEMENT LIABILITY, PUBLIC OFFICIALS LIABILITY AND UMBRELLA EXCESS LIABILITY COVERAGES, AND DECLARING AN EMERGENCY was read for the first time by title only.

Mr. Smock moved and Mrs. Chuha seconded the rules be suspended and the Ordinance be read for the second and third time by title only. Upon roll call vote the motion passed unanimously.

Ordinance No. 2957 was then read for the second and third time by title only.

Mr. Smock moved and Mr. Grau seconded for the adoption of Ordinance No. 2957.

Mr. Sharpe reported that the City's insurance broker has researched and reviewed the proposed insurance policy and is recommending the policy be renewed.

Upon roll call vote the motion passed unanimously.

ORDINANCE NO. 2958

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO SIGN A CONTRACT WITH THE C.W. COURTNEY COMPANY TO PROVIDE PROFESSIONAL SERVICES FOR THE RAILROAD TRUNK SEWER AND CHERRY AVENUE IMPROVEMENTS PROJECT AND DECLARING AN EMERGENCY was read for the first time by title only.

Mrs. Chuha moved and Mr. Blackley seconded the rules be suspended and the Ordinance be read for the second and third time by title only. Upon roll call vote the motion passed unanimously.

Ordinance No. 2958 was then read for the second and third time by title only.

Mr. Blackley moved and Mr. Smock seconded for the adoption of Ordinance No. 2958.

City Engineer, Doug Courtney, reviewed the projected location and scope of the Railroad Trunk Sewer Project which is a large piece of the City's sanitary sewer master plan.

Mr. Blackley asked about the establishment of sewer districts to help finance the project.

Mr. Sharpe stated that staff has begun discussions about to whom the project will serve and how the costs should be distributed.

Mr. Smock stated that he anticipates discussing the project further when the Finance Director is ready to discuss the water and sewer rate study.

Mr. Courtney stated that staff has been discussing who will directly be served by the improvements.

Upon roll call vote the motion passed unanimously.

REVIEW OF EXPENDITURES

Mr. Smock reported that all expenditures were in order.

EXECUTIVE SESSION -

Mr. Mallen moved and Mr. Smock seconded to adjourn to Executive Session at 8:05 p.m. for the purpose of discussing appointments to Boards and Commissions. Upon roll call vote the motion passed unanimously.

Discussion occurred regarding appointments to Boards and Commissions.

Meeting reconvened at 8:34 PM.

APPOINTMENTS TO BOARDS AND COMMISSIONS

Mr. Blackley moved and Mrs. Chuha seconded to approve the Board and Commission appointments as follows:

SHADE TREE COMMISSION

Andrew Krage

NEW TERMS

1/1/17-12/31/19

CIVIL SERVICE COMMISSION

Mike Ostovic

1/1/17-12/31/19

HOUSING COUNCIL

Marc Burr

1/1/17-12/31/19

Jefferey Campbell, Jr.

1/1/17-12/31/19

Thomas Dea

1/1/17-12/31/19

Jeffrey Kooyman

1/1/17-12/31/19

Edward Lawrence

1/1/17-12/31/19

Sally Robertson

1/1/17-12/31/19

AUDIT COMMITTEE

Jefferey Campbell, Sr.

1/1/17-12/31/19

GEAUGA COUNTY COMMUNITY IMPROVEMENT CORPORATION

Nancy McArthur (Mayor)

1/1/17-12/31/17

GEAUGA COUNTY FAMILY FIRST COUNCIL

Nancy McArthur

1/1/17-12/31/17

PLANNING COMMISSION

Dean Peska to fill the unexpired term of James Pruce ending 12/31/17.

Upon roll call vote the motion passed unanimously.

ANY OTHER BUSINESS TO COME BEFORE COUNCIL - none.

ADJOURN

Mr. Smock moved and Mr. Mallen seconded to adjourn. Upon voice vote the motion passed unanimously.

The meeting adjourned at 8:40 P.M.

Attest:

NANCY MCARTHUR, Mayor
President of Council

AMY DAY
Clerk of Council