

MINUTES OF A COUNCIL CAUCUS
Monday, December 3, 2012 at 8:00 p.m.
Mayfield Village Civic Hall

cc: Mayor
Council
Dept. Heads

The Council of Mayfield Village met in Caucus Session on Monday, December 3, 2012. Council President Buckholtz called the meeting to order at approximately 8:05 p.m.

ROLL CALL: Present: Mr. Buckholtz, Mrs. Cinco, Mrs. Mills, Mr. Marrie, Mr. Marquardt, Mr. Delguyd and Dr. Parker

Also Present: Mayor Rinker, Mr. Wynne, Ms. Calta, Mr. Cappello, Lieutenant Jablonski, Chief Mohr, Mr. Metzger, Mr. Marrelli, Mr. Thomas, Mr. Dinardo, Mr. Esborn, Ms. Wolgamuth and Mrs. Betsa

Absent: None

IN COMMITTEE (STATUS)

. **Planning and Zoning**
- **East Commons Office Development**

Mr. Marquardt reported, we took a vote tonight in Planning and Zoning on the East Commons Preliminary Development Plan. You should have information in your packets this week. This item will be up for Council's approval at the next Council meeting.

. **Safety and Service**

Mrs. Cinco reported, Safety and Service met this evening. All items are on the Caucus agenda.

. **Activities Committee**

Mrs. Mills reported, we had our Tree Lighting yesterday. It was very well attended. Even if it was kind of drippy wet, it was very nice. The children did a good job.

I would like to thank the Service Department for their help with the main entranceway. I just give them a command and they get the work done. It's very good.

I want to remind everyone that this coming Sunday at 7:00 p.m. in the Community Room we will start the Hanukah services.

Council President Buckholtz asked, how did the topography work out for the Tree Lighting?

Mrs. Mills replied, it was all here at the Civic Center.

Mr. Thomas added, the choir sang on the front steps of Civic Hall. Everyone was told to turn when the tree was lit up. Doug turned on all the lights, both over here and across the street. It was great timing.

MAYOR

Mayor Rinker was down in Charleston. They take Advent very seriously down there. In Marion Square, even though they had no snow, they had Christmas trees and I noted that the little Christmas trees were all decorated by grade school classes. We did that for a number of years.

Mrs. Mills stated, we did, but that corner is so windy. Unless the ornaments are really put on there it is difficult to do. The only time you see them is in the daytime. You don't see them at night. Also, we would have to check with the teachers, with their work schedule.

Mayor Rinker stated, just a suggestion. But I was struck by it.

Mrs. Mills added, their weather is a little bit nicer in Charleston than up here. I will bring it up though.

COUNCIL PRESIDENT

. 2013 Council Schedule

Council President Buckholtz stated, everyone should have received a schedule of Council meetings for next year. The January meetings are a little bit difficult. I cannot be there for the first Monday. Someone else couldn't either, so we talked about having it on January 14th. Is everyone available on that date for the Organizational Meeting? The way we have it now is the option of the 14th and Tuesday the 22nd for Council or the 14th and 28th for Council. Please look over the list and get back with Mary Beth so that we can finalize the schedule.

FINANCE

Mr. Wynne reported, we are coming up on all the year-end items that need passage.

. Annual Software Support for Data Base, Payroll and Finance - 2013 (Creative Microsystems - \$5,799)

Mr. Wynne reported, this is our accounting/payroll software company. This is the annual charge for software and customer service support for all of our systems.

. **Resolution to advance property taxes**

Mr. Wynne reported, we will have to pass a Resolution to send to the County requesting they advance property tax dollars to us next year as they receive them versus waiting until the end of the collection period.

. **Resolution requesting Cuyahoga County Fiscal Officer to Adjust the Amended Official Certificate of Estimated Resources for 2012**

Mr. Wynne reported, we will have to finalize our revenue budget with the County and adjust the Amended Official Certificate of Estimated Resources for 2012.

. **Transfers**

Mr. Wynne reported, I put in Council's packets over the weekend a detailed list of all of the transfers that will need passage. They are pretty much everything we had budgeted for with the exception of two. As you recall, we talked about the estate tax proceeds we received that were not anticipated for about \$525,000. I am putting \$500,000 of that into the Sanitary Sewer Improvement Fund. Also, after that, within the past few weeks, we got another \$135,000 in inheritance tax on a more recent estate. What I propose on the transfers is \$600,000 additional instead of \$500,000 additional into the Sanitary Sewer Improvement Fund. We did a lot of Drainage & Infrastructure Projects this year, so I wanted to take another \$25,000 and put that money back into the Infrastructure Improvement Fund for the money we spent this year to build that back up to a normal level.

With regard to the Sanitary Sewer Fund, Council President Buckholtz stated, I know we still have sewers to do and the DOPWIC money is pretty much a thing of the past.

Mayor Rinker clarified, we still apply. We will probably get some benefit from it. We are putting in a lot more money in order to do that.

Mr. Wynne stated, with this transfer, we will have about \$1.3 million in that fund which is the amount we committed to spend out of our own pocket on our recent application for funding for the Eastgate/Meadowood area.

Mayor Rinker stated, it's leveraging a little bit differently than what we used to be able to do, but it still gives us some benefit.

Council President Buckholtz stated, I was just going to, without getting into it, but stormwater relief, stormwater management which is more committing the \$25,000, but that money is all going to cover the sanitary sewer.

Mayor Rinker replied, the infrastructure is typically stormwater. I don't know if it's been anything but, but that's really not our stormwater program. Stormwater and sanitary really are

synonymous, especially now that Regional Sewer is going to be initiating finally the fee structures, we are probably going to find that we will develop strategies, policies to conform with how that whole system will work. They will be very comparable between sanitary and storm. I've got a feeling that ultimately we will call them different names, but they are going to be somewhat distinguishable.

Council President Buckholtz stated, one cleans with combined sewer overflow, one sometimes cleans up some of the problems of the other.

Mayor Rinker stated, Doug and I were just talking about something we are starting to see between Mayfield Heights and Highland Heights where it looks like there are infiltration issues on our borders and we are starting to study just how best to tackle that with the two adjacent communities and the County. All I am saying is that we shouldn't be too quick to dismiss stormwater strictly as the infrastructure committee. I think we are going to find the scope and scale of it will continue to be relatively large.

. **Final appropriations for January 1, 2012 through December 31, 2012**

Mr. Wynne reported, we have to finalize our budget for 2012.

. **Temporary Appropriations for January 1, 2013 through March 31, 2013**

Mr. Wynne reported, we have to set our temporary budget for 2013 while we finalize the budget for next year.

. **MCIC – December 17, 2012 at 8:00 p.m.**

Mr. Wynne reported, Mayfield Community Improvement Corporation has to have its annual meeting at our next meeting for the election of officers for the coming year.

Council President Buckholtz thanked Mr. Wynne. Any questions? There were none.

POLICE DEPARTMENT

. **Prisoner housing for remainder of 2012 (City of Bedford Heights – not to exceed \$4,900)**

. **Monthly TAC fees for CAD and Olen for 2013
(TAC Management - \$945.00 per month - \$11,340 annual)**

Council President Buckholtz asked if there were any questions on the above items. They are pretty straightforward. Annual housekeeping.

FIRE DEPARTMENT

- . **Annual hydrant fee – 2013 (City of Cleveland Water Department - \$7,994.14)**

Chief Mohr stated, this can be put on first read.

- . **Thermal Imaging Cameras**

Chief Mohr reported, per the memo, this item will replace two cameras that are 10 years old plus and are wearing out. These meet the new standards.

SERVICE DEPARTMENT

- . **Trackless Snow Blower attachment for sidewalk snowplow (Jack Doheny Supply – not to exceed \$10,000).**

Mr. Metzger reported, we need to replace our snow blower attachment for our sidewalk machine. We purchased that in 1973. It's 40 years old. We have banded it together. It has given up. We are looking to replace it.

PLANNING DEPARTMENT

Going back to Mr. Marquardt's report on the Planning and Zoning Commission, Mr. Esborn reported, because the Commission approved the motion, at the next meeting of Council in December, there will be an item on the agenda to affirm that vote of Planning and Zoning. Mr. Esborn asked Mr. Marquardt, the questions the applicants had as they were leaving was should they prepare a presentation for that meeting for Council's vote? Do you have any thoughts on that?

Mr. Marquardt replied, I cannot imagine that is necessary.

Mr. Esborn stated, the motion made was specific and tailored. We need to update it to show changes that were made at the meeting. Once we get that out, if there is anyone who really thinks that the applicants need to be here to answer any questions, we can request that.

Council President Buckholtz stated, I don't know if that was a personal opinion of Mr. Marquardt because you have seen the presentation already and don't want to sit through it again, but I wouldn't mind seeing a few things on it.

Mr. Marquardt stated, it's a preliminary proposal. This thing has been all over the place.

Council President Buckholtz asked, so you think there will be a final site plan that's yet to come and maybe that would be a good time?

Mr. Esborn replied, right. The Council vote this month will just need to affirm the preliminary site plan approval.

Council President Buckholtz stated, whatever you guys think is best.

Ms. Calta stated, I think the applicant should at least be here though to answer any questions. I would not recommend that he not need to be here.

Mr. Esborn stated, my second item is I have discussed with Premier Commercial Real Estate the tour I mentioned for Council of the commercial buildings on Beta and Alpha. It looked like January was looking better than December for that tour. I will monitor how the January Council schedule shakes up and try to coordinate schedules in January.

PARKS & RECREATION

. Renewal of services with Community Partnership on Aging for 2013

Mr. Thomas reported, everyone should have received the information in your packets and scrutinized it. We have a wonderful working relationship with Stacy, the Executive Director of that program.

As you know, we approved \$39,000 from May 1st through the end of this year for the program. All they have budgeted for us for 2013 is \$38,175.00. When Stacy quoted us in 2012, she built in service hours that they anticipated using as well as it is based on our enrollment we have as far as individuals using the program.

If you look at the chart, you can see Mayfield Heights, a new participant in the program like we are; they have been there for one year; their budget for 2012 was \$225,430.00. For 2013, it's \$211,000.00. As I mentioned, ours was \$39,000 from May 1st through the end of this year and for all of 2013, it will be \$38,175.00. If you look at the other communities, Highland Heights, Lyndhurst and South Euclid, all of them have been with this program since 1978. As a result, they know those communities very well and are able to anticipate what their needs are in regards to the budget. There was a slight increase on all of those for 2013.

I wanted to mention too that with full membership, we will have a seat on the Council of Governments which is basically their Board. We will have a voice in how we perceive this program to be. We did not, as you recall, replace the Human Services Department Head. As a result, this cost of approximately \$38,000 is very close to what we would have paid that individual for a full year. It's very close to that cost as well.

There's a lot of corroboration and collaboration that we have with the Community Partnership. For example, we have offered in a joint project a lunch and movie that we do here. We had a total of 85 participants take part in those two programs we did in October and November.

Stacy and her crew are hands-on individuals. They were instrumental in getting our kitchen cleaned to meet the needs of the Health Department in order to do this program. Through Doug's efforts and his staff, we were able to get this kitchen to meet the needs of the Health Department as well as the Community Partnership program having a movie license. We would have had to go out and get that. With their cooperation and collaboration, we were able to use their movie license.

Again, we do a lot of collaboration with Stacy and her staff. They are very much a hands-on department and we feel that with their efforts and the costs that we are having for this year, we recommend we offer this program again for our seniors. We know we have to be aggressive in our marketing plan. Both Stacy and her departments realize that. We feel this program deserves another full year.

Mr. Delguyd stated, I recall when we first talked about this, was transportation something that could be carved out of the program?

Mr. Thomas replied, it can be. But again, you know, if you look at the statistics, we had 41 trips from May through the end of October. We still have November and December yet as far as statistics. I know there was a question about where these individual trips go. We are going to get that information. It could be doctor's appointments or shopping trips or meal programs.

Mr. Delguyd asked, so those aren't 41 organized planned events? Those are individual?

Council President Buckholtz stated, they are not field trips.

Mrs. Cinco stated, we don't know if it's the same person or persons using it multiple times.

Council President Buckholtz stated, it would be interesting to see that.

Mrs. Cinco agreed. We need more data.

Mr. Delguyd stated, like 5 people taking 9 trips or if it was 41 individuals taking trips?

Mr. Thomas stated, again, if you go out and contract that type of service out, there's going to be additional costs that we have now as part of this package at \$38,000.

Mayor Rinker stated, I think what it all suggests is try to benchmark and compare and contrast what would be ala carte and what it is combined.

Mr. Thomas stated, we can do that.

Mrs. Mills reported, we are having a Commission on Aging meeting tomorrow at 11:30 at the Community Center office. Stacy is always at those meetings. Safety and Service directed Bill to get some answers from Stacy before she comes to the meeting. I will make sure that Donna gets this information in our packets by Friday with the Minutes which should be pretty sufficient for us to make up our minds and have a little better discussion on this.

Council President Buckholtz asked, any questions?

Mr. Delguyd replied, I have one more. There were 85 attendees for the two events for the programming. When they are talking about people attending programs, are those Mayfield Village residents?

Mr. Thomas replied, Mayfield Village and the cities that are part of this program. If we didn't have their participation, we may have had to cancel the program because we don't have enough.

Mr. Delguyd stated, I was just wondering if there are 85 people in Mayfield Village participating.

Mr. Thomas replied, no, the 85 people are not all from Mayfield Village. I would like to say that, but to be honest with you, no.

Mrs. Mills stated, one of the questions Safety and Service wanted to know is the residents' participation, the trips to and from, where they went, and who they were. Are they one in the same person? I would rather doubt it, but it would be interesting to see what their use is. Is it a medical use? Is it just to come to the Community Room and play cards? Just general questions like that.

Council President Buckholtz stated, one of the questions I had was just working together, I made the same mistake that you did when you were saying trips and I was saying, well, you have transportation and they talk about 41 trips and up here, Community Partnership on Aging trip program, delivered trips for 11 travelers. Is that just shuttling trips or field service trips?

Mr. Thomas replied, excursions.

Council President Buckholtz asked, okay, so how does that interface with Commission on Aging where you guys are always busy going on trips?

Mrs. Mills stated, like Bill said, the cooperative thing that happens, they advertise in their big brochure. Bill, why don't you get her to bring some of those newsletters they publish? That might give the people an insight into exactly what they do. We are having a bus trip this Wednesday going to the Reeves House in Dover. That is open to anybody in this Partnership. Without this, Mayfield Village residents alone could not do this. A chartered bus holds 56. We

wouldn't get that many people. Even if we would rent the bus just for say 25 people, the cost would be so prohibitive that people wouldn't go anyway.

Council President Buckholtz asked, so what you are really saying is because of size and participation, we are getting the benefit of what these other communities are paying 6 figures for? We are getting the same thing for \$38,000.

Mr. Thomas replied, that is correct. It well outweighs itself.

Council President Buckholtz stated, I read the last paragraph about wanting to market it more and get more people involved.

Mr. Thomas stated, we have only been working with that organization for 8-9 months. I think we have to give this a chance.

Council President Buckholtz stated, this is something we have talked about for so many years.

Mrs. Cinco agreed. Safety and Service did say that at the end, let's give it another good year. But in the meantime, let's get some numbers.

ENGINEER

Highland Road sidewalk – request for change order (\$3,000)

Mr. Cappello reported that there were some items that went over in quantity. All of it was the site restorations. We went a little further in grading and making sure drainage worked. We had a little bit more piping and a little bit more walk, so we are requesting a change order not to exceed \$3,000.

Council President Buckholtz asked if there were any questions. The only question I had, the Mayor was not at the last meeting when a gentleman spoke. He was talking about the sidewalk going up to SOM. I thought, hey, they are there with the cement, can't they just pour it? And then I realized that was not the way sidewalks are built. Are we someday looking at that?

Mayor Rinker replied it was discussed at the meeting before that one.

Council President Buckholtz stated, I wasn't at that meeting.

Mayor Rinker continued, it's interesting that a lot of times when you do something all of a sudden people take notice. We had been very careful to canvass residents in the first place. We found that out when Dr. Parker worked on the sidewalk on Wilson Mills. It takes a lot of hand holding ultimately, but there are three properties between SOM and the underpass. As soon as we started the work here they all said, we would like to see it too. We can do it in the right of

way, so already Tom and Doug are working on plans to make those connections and working with the Police Department on the crossing because we are going to have to look at the intersection of Highland and SOM and create a crosswalk on the north side to make that connection. I don't know if it changes the timing sequence at all. I suspect we will find out. That's something we are already putting in to the budget for 2013 so we can finish it up.

LAW DIRECTOR

Legislation:

- **Declaring necessity of a transfer of an amount not to exceed \$50,308 from the Raleigh Drive/Culvert #9 Fund of the Village to the Bond Retirement Fund of the Village**

Ms. Calta stated, I believe this project is closed out and the transfer is required to be approved by Council, but Ron can elaborate on this.

Mr. Wynne reported, unlike the other transfers I talked about earlier which was primarily for the General Fund or other funds, we already transferred money from the General Fund to the Raleigh Drive/Culvert #9 Fund for that project. It came in under budget. There were some funds left in there. In order to take that money and return it, you need special Council approval and separate legislation. It doesn't get returned to the General Fund, but what it does is gets sent to the Bond Retirement Fund to be paid down on our debt and just reduces the transfer needed from the General Fund to the Bond Retirement Fund for the year.

Council President Buckholtz asked, is that by law?

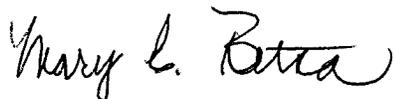
Mr. Wynne replied, yes.

ANY OTHER MATTERS

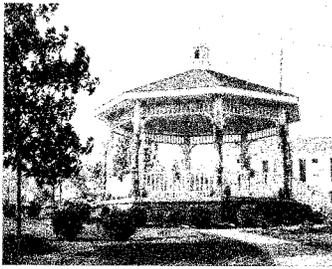
Council President Buckholtz asked if there were any other matters. There were none.

There being no further business, the meeting adjourned at approximately 8:35 p.m.

Respectfully submitted,



Mary E. Betsa, Clerk of Council



MAYFIELD VILLAGE

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COUNCIL CAUCUS AGENDA

Monday, December 3, 2012 – 8:00 p.m.
Mayfield Village Civic Hall

GENERAL

IN COMMITTEE (STATUS)

- Planning and Zoning
 - East Commons Office Development

BUILDING DEPARTMENT

MAYOR

COUNCIL PRESIDENT

- 2013 Council Schedule

ADMINISTRATION

FINANCE

- Annual Software Support for Data Base, Payroll and Finance - 2013
(Creative Microsystems - \$5,799)
- Resolution to advance property taxes
- Resolution requesting Cuyahoga County Fiscal Officer to Adjust the Amended Official Certificate of Estimated Resources for 2012
- Transfers
- Final appropriations for January 1, 2012 through December 31, 2012
- Temporary Appropriations for January 1, 2013 through March 31, 2013
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- . **Prisoner housing for remainder of 2012 (City of Bedford Heights – not to exceed \$4,900)**
- . **Monthly TAC fees for CAD and Olen for 2013
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FIRE DEPARTMENT

- . **Annual hydrant fee – 2013 (City of Cleveland Water Department - \$7,994.14)**
- . **Thermal Imaging Cameras ATTACHMENT ON THE WAY**

SERVICE DEPARTMENT

- . **Trackless Snow Blower attachment for sidewalk snowplow (Jack Doheny Supply – not to exceed \$10,000).**

PLANNING DEPARTMENT

PARKS & RECREATION

ENGINEER

ARCHITECT

LAW DIRECTOR

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ANY OTHER MATTER BEFORE COUNCIL