

**MINUTES OF A COUNCIL CAUCUS**  
**Monday, July 2, 2012 at 8:00 p.m.**  
**Mayfield Village Civic Hall**

The Council of Mayfield Village met in Caucus Session on Monday, July 2, 2012. Council President Pro Tem Marrie called the meeting to order at approximately 8:00 p.m.

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

Also Present: Mr. Wynne, Ms. Calta, Mr. Cappello,  
Chief Edelman, Lieutenant Girbino, Mr. Metzung,  
Mr. Marrelli, Mr. Dinardo, Mr. Thomas, Mr. Esborn  
Ms. Wolgamuth and Ms. Garbo

Absent: Mr. Buckholtz, Dr. Parker and Mayor Rinker

**IN COMMITTEE (STATUS)**

**Safety and Service Committee**

Mrs. Cinco reported, we had Safety and Service tonight. Most of the items are on the agenda for Council Caucus. I will go over them quickly. We talked about the Fire Investigative Unit, the Reserve Ambulance, the patient load system for Mayfield Village ambulances which we got a grant from the Ohio BWC. It is requested that the Senior Snow Removal Program for 2012-2013 go out to bid. We discussed Wiley Park site preparation and sidewalks. We were informed of the tree program for the Aintree area. The Village Green expansion with a map was distributed. Minutes will be forthcoming.

Mr. Marrie stated, I received a copy of an e-mail. The Citizen's Advisory Committee does not report on Caucus night. It reports on Council night. I don't want to go in to all of this, because there's much, but just to repeat what Ron had said at the Council meeting, a lot of this, Jean, is real premature. They are still meeting. We haven't talked at all as a group. Ron and the Chief need to do more talking. Nothing is settled yet. Some of these questions can and will come up, I am sure, but they certainly can't come up tonight. Frankly, I doubt very much if they will be done at the regular Council meeting. I will keep this. Everyone has a copy of it. I would like to see you give a copy of it, or I will give a copy of it, to the Chief of Police.

Mrs. Mills stated, Fire should have it too, Tom.

Mr. Marrie stated, we will get it to both Chiefs. In fact, give it to them right now.

Mr. Wynne replied, I will give it to them tomorrow.

Mr. Marrie stated, okay. Then I will report on the Citizen's Advisory Committee at the regular Council meeting. I do have one request from you though. Dave Hunter has had a lot of statements and numbers. I certainly would like to see a copy of it or make sure that the Chief or Ron get it. They need a copy of the numbers and where he got them from. I have no idea where they came from and I am sure you don't either.

Mrs. Triner replied, I know where some of them came from.

Mr. Marrie asked, so they are not flying blind so they know what he is talking about, could you please get a copy of that from Dave? I know you mentioned in your e-mail that he is out of town, so when he comes in town, okay?

Mrs. Triner replied, he is away for three weeks.

Mr. Marrie stated, okay, well, whenever then. Just make a note of it and take it from there. Thank you very much.

#### **ADMINISTRATION**

Ms. Wolgamuth stated, I have just a couple of things before we talk about Mr. McKnight. I just wanted to mention that URS made our Stage I submittal to ODOT for the Greenway Trail. This is it. It's very large. Too large to e-mail. So if anyone would like to see it, I will have a copy in my office. We can make copies if anyone's interested. It's really detailed engineering drawings and hydrology reports. That's available.

I also wanted to mention that the portable stage last week into Reserve Hall. It went in very smoothly. It's in. It looks beautiful. They are currently setting up for next weekend. They will be opening *Little Women*, the musical. That opens next Friday and runs for two weekends.

#### **. Appointment of James S. McKnight as Landscape Architect**

Ms. Wolgamuth reported, with respect to Mr. McKnight, you all should have gotten a memo detailing how we found Mr. McKnight. So far he has done the renderings for across the street, the Wiley Playground and the amphitheater. I think everyone would agree that those visuals are really helpful. We used them in the Town Hall presentation. We have reviewed them in Finance meetings and tonight at Safety and Service. This legislation would only take the hourly rate that we are currently paying him to do it on a project basis. It would just be more like how we have the Architect or Engineer. He would just bill us hourly per month.

Council President Pro Tem Marrie asked, any questions?

Mr. Marquardt asked, why do we think we need to put a position on staff?

Mrs. Wolgamuth replied, the position was already created. It was already in the Codified Ordinances.

Ms. Calta replied, there is a position in the Codified Ordinances that just hasn't been filled. We did tailor this legislation more in line with Village projects. The Code, I would say, is written more for any project that might come in from, an application that might come in from anyone in the Village. This Ordinance is tailored for Village projects. Diane hit the nail on the head with the fact that we have all of these projects that have continuously come up so instead of doing it on a project by project basis, we have somebody there that we can consult and then you just pay them for the time that he will work as opposed to doing it on a project by project basis.

Mr. Delguyd replied, I guess I don't understand the difference between, we hired him on a project by project basis. If you look in the Ordinance there is what I am assuming is the hourly rate. So what's the difference between what we are doing right now? Are we just saying we are going to exclusively use him? If we exclusively use him, we don't go out and bid every time?

Ms. Wolgamuth replied, we don't go out to bid for this kind of service anyway. I think it's just that we are not doing multiple requisitions and purchase orders to the same person. Cost-wise it wouldn't be any different. It's just more efficient from the finance end because we would just have one open p.o. for the year and we would draw against that p.o. versus doing a separate purchase order. It's really no different. It's just more efficient, I think.

Mr. Wynne replied, it's similar to what we do with the law firm we use for collective bargaining situations. We don't come to Council every time there's a collective bargaining issue that comes up but we have a standing approved legislation that allows us to utilize their services at whatever the rate is per hour when the event arises. This is pretty much the same way.

Mr. Marquardt stated, the position in the Ordinance is more for evaluation of architectural design.

Ms. Calta replied, as they come in to the Building Department, correct.

Mr. Marquardt continued, right. They are not for design work really.

Ms. Calta stated, I don't know that I would make that distinction. I think the best person to answer that question would be the landscape architect. If a project comes in and the landscape architect is reviewing the project versus working for the Village on Village projects, I would say his work would be different because it's starting at a different point. If you want to make that distinction, you could say, if he's working on a Village project, he may be designing as opposed to when he's reviewing he may not be exclusively designing, he may just be consulting, if you want to make a distinction there. The idea is for him to be working on Village projects and

designing and consulting and doing everything that he does. I really can't speak to what he does because it's out of my realm of the law. I wish I could jump in and do some designing work, but I will leave that to the architects and the landscape architect. I don't know if anybody has been able to speak with him if he's available to answer any questions at Council. I am sure we can put you in contact with him.

Ms. Wolgamuth stated, I can certainly ask him to come to the Council meeting on the 16<sup>th</sup>.

Mr. Marrie asked, is that fine Bill?

Mr. Marquardt replied, sure, yes.

Ms. Calta stated, then I will defer all questions to him.

Mr. Marquardt stated, I think it's more a matter of an interpretation of what's in the Charter.

Mr. Delguyd stated, the way you described it, I would see that it's two different jobs. There's someone there on behalf of us to review landscape architect projects. That's a segregation of duties and control that he's supposed to be overseeing. The person who's actually designing is one in the same person.

Mr. Marquardt replied, I don't think Ron Dinardo designs any of our buildings.

Ms. Calta stated, sometimes he may feel like he does. That's why I wanted to put as much as I could in to the Ordinance, but if there's any recommendations on revisions to it, that was the purpose of making a distinction in the Ordinance.

Mr. Marrelli stated, I would also like to use his services for the projects as the Ordinance is written for review. We don't have a landscape architect to do reviews. I would be forwarding that project to him for review.

Mr. Delguyd replied, I don't have any problem with that. That's exactly what the position calls for, to have someone on staff.

Mr. Metzung replied, it would help, as opposed to Service being an ad hoc landscape architect, which we are not.

Mr. Marquardt stated, but they do a fine job at it.

Mr. Metzung replied, thank you. But it's nice to have a professional on site. I can go to the cul de sac here at Aintree. We used a gentleman from Brenner's who came in and did the work; He kind of came in before. He's one of the residents. Had we had someone on staff prior to that, he would have done that work. It's not as if we don't use them from time to time. Now we just have one more central person as opposed to this person or that person or whatever.

Mr. Delguyd stated, this just runs through the end of the year. It will have to be renewed January 1<sup>st</sup>.

Mr. Metzger agreed. And we do use Ron for design work.

Mr. Dinardo added, having a Landscape Architect on staff fills in a lot of the gray area. There are a lot of times we are working on something or consulting on something where Tom and I are talking and it would be nice to have that person come in and do these things and kind of present the image to Council. It helps visualize what the intent is. I personally think it's a good idea to have a landscape architect as part of our staff and be able to consult.

Council President Pro Tem Marrie asked, would he help on P&Z also when a project is presented?

Mr. Dinardo replied, he could. The Library, the high school, some of those projects, it would have been very helpful to have him on staff. We did it internally through our Architectural Review Board, but it would have been beneficial.

Council President Pro Tem Marrie asked, any other questions? There were none. This will be moved over to Finance.

## **FINANCE**

### **Property and Casualty Insurance**

Mr. Wynne reported, this renews on July 1<sup>st</sup>. I have had a couple of meetings with our insurance consultants and gone over the policies. I have had a discussion with our Law Department on a couple of line items of coverage. We are just about wrapped up with how we are going to renew it. It looks like our premium for the year will be \$71,215. I will get a memo to Council about this by the end of the week. This will be about \$6,000 higher than last year. Half of that increase is the result of the two changes we are making, one to our crime coverage. We are going to go from \$100,000 to \$1,000,000 and then under employment practices, we will also raise the coverage in the event of a wrongful termination lawsuit. We are going to go from \$10,000 to \$50,000 of coverage for those two line items. Again, \$6,000 is the increase and half of it is the result of line item changes and the other half is just the result of experience and the price increase.

Mr. Delguyd asked, you say crime, that's not a Police Department crime?

Mr. Wynne replied, no, if a Village employee committed a fraudulent act, we only had \$100,000 in coverage to cover that. In light of some of the things that have been out in the media over the

years, you have heard of cases of multi-million dollar instances, so we are going to go from \$100,000 to \$1,000,000.

Mr. Delguyd asked, and then the wrongful termination, is that a per occurrence?

Mr. Wynne replied, it's \$50,000 per occurrence, \$100,000 aggregate. We are still benefitting from a really soft insurance market. Back in 2007, our general business insurance was costing us \$104,000 a year. When the economy tanked, the insurance prices dropped over the years. It was \$104,000 in 2007, \$93,000 in 2008 and then \$88,000. It's in the mid-60's now, so we are still getting the benefit of a soft market, but they do feel eventually that that is going to turn. Our agent goes to market, so to go to market with other agents, we would get quotes from the same company.

. **TIRC meeting**

Mr. Wynne reported, our Tax Incentive Review Committee meeting is scheduled for July 26<sup>th</sup> downtown at the County building. Myself, a representative from the School, the School Treasurer, Scott Snyder, Mr. Dinardo and Mr. Jochum who are on our Committee will be going down to meet with the County to go over the status of all of our TIF Agreements and where those stand.

. **2013 Budget**

Mr. Wynne reported, on July 17<sup>th</sup>, we are required to submit this to the County. It is a real preliminary budget, what we think 2013 is going to look like. It's a very very brief budget. No where near the detail that you see at the end of the year. I am in the process of putting that together. You will get a copy of it. It's just going to assume flat revenue for next year and a 3% increase in operating expenses. I will back out some of the significant one-time items that we got this year that we know we are not going to be repeating again next year.

. **Various Purpose Improvement Note – due August 30, 2012**

Mr. Wynne reported, the various purpose improvement note for \$2.9 million matures on August 30<sup>th</sup>, but we are going to pay down \$500,000 on that and will be selling a new Note for \$2.4 million out in the market

. **RITA – Cost of Collections**

Mr. Wynne reported, on the RITA cost of collections, every month we pay RITA, or they withhold it from our tax collections, 3% of our collections as a retainer. Once they analyze their actual operating expenses, we generally get a refund. We budgeted a refund of about \$170,000 this year which is what we traditionally get. Their actual operating expenses, the cost to us came in at only 1.14% so we got a refund of \$270,000 which was \$100,000 more than anticipated.

Mr. Delguyd asked, is there anything we can do to control those operating costs, or is it just kind of how they operate?

Mr. Wynne replied, there are certain things you do here. If there are things we can do here and they don't have to do, we do it just to reduce their cost. Most of the things like the processing of tax returns, that's all part of that. That's not us.

. **Political Subdivision Participation Agreement – Cuyahoga County Benefits Regionalization Program (Revised)**

Mr. Wynne reported, Council has already approved this. This is our agreement with the County for the new medical plan. It was approved by Council back in March. I got contacted by the County last week who informed me that the Agreement they gave us, there were two parts to the Agreement, the insurance premium, an \$8 per employee per month charge to a company called EBI who is the organization that administers the plan for the County. The agreement that Council approved in March that they gave us included those two items added together. Now the County Council said that they need to be separated. We are resubmitting the Agreement that you have already approved. It's identical in all respect except for the pricing which will reflect a price per month of \$8 less for each one of the categories in the Agreement.

Council President Pro Tem Marrie asked if there were any questions. There were none.

**POLICE DEPARTMENT**

. **Bid results: sale of police vehicles (straw vote requested)**

Chief Edelman reported, we got the bid results in on the last two vehicles. I would like to ask Council for a straw vote tonight so that I can proceed with getting rid of those old cars. The winning bid on the 2009 with the last 6 of the VIN 133861 was \$3,777.78. On the 2009 with the last 6 of the VIN 133862, the winning bid was \$4,077.78. I would like to ask that Council approve these today.

Council President Pro Tem asked for a roll call on the straw bid.

Bids accepted and sale approved by straw vote.

Further reporting, Chief Edelman reminded everyone that next Monday is opening day of the construction on Mayfield Road in Gates Mills. They will be closing eastbound traffic on Mayfield Road and Wilson Mills will become one of the detours, probably the main detour, which will make afternoon rush hour a challenge to say the least. We will have officers working traffic lights during that time between the freeway and SOM Center Road. We will expect additional traffic back-ups because at the bottom of the hill in Gates Mills, there are two stop signs. Even during the best of time, traffic backs up during rush hour. I am working with Gates

Mills to see if we can alleviate some of those problems as well. I will keep you posted. The best I can do right now is just to advise everyone to take a lot of deep breaths.

Council President Pro Tem Marrie asked, they will be closed for months too, right?

Mr. Cappello advised, 80 days.

Council President Pro Tem Marrie asked if there were any questions. There were none.

## **FIRE DEPARTMENT**

### **. Fire Investigation Unit Contract**

Lieutenant Girbino reported, this item is the contract we have with the other cities in the Hillcrest area on providing fire investigation services. It's a renewal of an existing contract that has been around for several years.

### **. Reserve Ambulance Contract**

Lieutenant Girbino reported, this is for pulling out our reserve ambulance to other communities. It simply spells out the requirements, obligations, and responsibilities to utilize our ambulance and borrowing from us, including making some repairs and replacement equipment and proof of insurance.

### **. Patient Loading System for MV ambulances (grant from Ohio BWC)**

Lieutenant Girbino reported, this is a grant from the Bureau of Workers' Compensation to be received. That grant was in the amount of \$34,588 for the purchase of a power ambulance cot loading system for both of our ambulances. This is a great system. It is going to be a backsaver. It is going to save injuries while on the job. It will be used in addition with motorized ambulance cots we will have to purchase for that system. We will be using some funds from our budget. \$20,000 which was budgeted for a grant that we were involved in in Lyndhurst that we didn't use and \$30,000 from the budget that we were going to use for an ambulance to purchase this year which we are holding off until next year.

Mr. Marrie asked, the balance is coming from the grant?

Lieutenant Girbino replied, yes.

Mr. Marrie asked, any questions? There were none.

**SERVICE DEPARTMENT**

**Wiley Park – site preparation and sidewalk (C.A. Agresta - \$9,427.75)**

Mr. Metzger reported, as discussed earlier at Safety and Service, the new playground at Wiley Park, it's new location, it will need some excavation work for a level playing field for the playground. Right now, it will be placed on the slope of a hill. We need to excavate some material and to make a level area, another 12 inches below all of that for the mulch and everything that goes with that. We have received the price of \$4,900.

Also, we need to put some drain tile around the outside of that to create a hole and introduce all of the water in that direction. We need to get that water out so another \$775 to do that. We are very fortunate in that when Wiley was built there were an awful lot of drain lines running up to the creek. If we had one available, it would reduce the cost of that.

The third item is a walkway that we need to make this playground ADA accessible. We will run a walkway from the playground back to the pavilion about 481 feet. We have a price on that for \$3,700.00. I am seeking some other quotes. We have a gentleman here in the Village who can do it a little cheaper.

Mr. Marrie asked, when you do get your quotes, present it to Finance then at that time.

Mr. Metzger reported, I also have the tree trimming program. We are working with our new arborist. He is going to work with a local tree trimmer to start thinning out some of the trees in the Aintree area and raise them up. We want to make this part of a continuous program. We are not looking to do \$40,000 a year one year and then the next year. We are looking to spend a certain amount every year and make this a continuing program. Frank Stupczky will be working on that to get that started. We have quote of \$115 a tree. I will bring that to Finance next week.

Also, at Safety and Service we passed out the first phase of what across the street will be. I think everyone has seen that which is the removal of the building, the placing of grass. The additional cost that we are going to get now is we have already done the parking lot that is on the south side of the Community Room to where we have that as part of our road program.

Additionally, what we are looking to do this year would be to place a sidewalk around the community room to place a walkway connecting the parking lot to the gazebo. We are going to place some grass pavers so that we can continue to place the trailer in its present location. The parking lot will be removed. We want to have these grass pavers so that we can drive and retrieve it and take it in and out when we need to without destroying the grass. We want to put some brick in front of the trailer so that people have a place to stand and then replace the curbing and the sidewalks from the two whole driveway aprons were. That's what we hoped to get done this year.

Mr. Marrie asked, I am assuming the walkways would be ADA also?

Mr. Metzger replied, yes. The walkways will be concrete. The walkways around the building will be just regular concrete sidewalks. We are looking to continue the pavers from the gazebo to the parking lot.

Council President Pro Tem Marrie asked if there were any questions. There were none.

#### **PARKS & RECREATION**

##### **Senior Snow Removal Program – 2012-2013**

Mr. Thomas reported, this is our annual senior snow removal program for the 2012-2013 season. We are looking for Council's approval to go out to bid. We start the process with the contractors in August so we will need to get information out to the residents in September. We will need the approval of Council.

Council President Pro Tem Marrie stated, supply a memo to who you are going to send the bids out to. Any other questions? There were none.

#### **LAW DIRECTOR**

Ms. Calta updated Council on the letter that went to the Library some months ago. We will be meeting with Mr. Roger Riachi, the General Project Manager who works for the Library and is coordinating all of their projects including the Mayfield Village Library project. He has informed me that he is available to meet next week. We are going to set that up. He has informed that he has good news for the Village.

Mr. Delguyd asked, that's it?

Ms. Calta replied, that's pretty much a direct quote. I think it actually said I will be happy.

Mr. Marrie asked, is it a big bag or a little bag of money?

Ms. Calta replied, I wish I could say more, but I would not be able to accurately describe what he is thinking at the moment. I can only convey that he says it is good news.

Council President Pro Tem Marrie replied, all right. Hopefully he has wonderful news for us.

**ANY OTHER MATTERS**

Mrs. Cinco asked Mr. Metzger, when are they doing the street striping? Mr. Metzger replied, it's out to bid. We will be opening the bids this Thursday. Parking lot striping will probably be done next weekend. We are moving our driveway over to help facilitate the new move.

Council President Pro Tem Marrie stated, that will be a great safety move. Any other questions from anyone else on Council? There were none.

Mrs. Triner asked to address Council.

Council President Pro Tem Marrie stated, not at Caucus, only at Council. Out of courtesy, I will give you a minute or two, but that's it, okay?

**Jean Triner**

First, I would like to express my appreciation for Kayla Price because she printed some information in the *Sun Messenger* that was useful relative to shared services. To answer your question, that's part, I have something here from Dave Hunter.

I also wanted to express appreciation to you and the CAC for the presentation on shared services.

Finally, I would like to express appreciation to Ron and the Mayor for sharing information that they did at the Town Hall. I was a few minutes late. I don't think the shared services was covered in that.

Council President Pro Temp Marrie stated, as I said before, it can't. You are asking for questions. No one has answers.

Mrs. Triner continued, I appreciate that. I will where I can cite sources to you, for you, as to the information that went out. I don't know whether the Finance Committee is going to be talking about it.

Council President Pro Temp Marrie stated, no, it won't. You can't, none of the Committees, Jean can talk about this because they have nothing to talk about. They have no facts, no figures, no estimates, no agreements. To my knowledge, I don't even know if the Mayor has been put up to date. Probably not, because they haven't finished meeting with Gates Mills. It's like a contract with nothing on it. You can't comment about it.

Mrs. Triner replied, I know it does take time to respond to an RFP. I just thought if there is something proactively being done to form some coalitions with maybe –

Council President Pro Tem Marrie stated, there probably will, but there's nothing now. I am right back to what I said a minute ago, it's just preliminary.

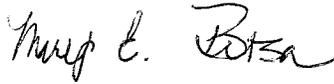
Mrs. Triner replied, I appreciate it. I just know, August 3<sup>rd</sup>, it's pretty close.

Council President Pro Tem Marrie stated, thank you.

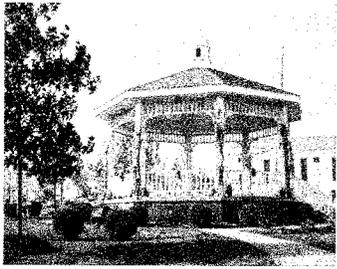
Mrs. Triner replied, thank you. I am going to submit to Mary Beth my memo to be circulated.

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

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary E. Betsa".

Mary E. Betsa, Clerk of Council



# MAYFIELD VILLAGE

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## COUNCIL CAUCUS AGENDA

Monday, July 2, 2012 – 8:00 p.m.  
Mayfield Village Civic Hall

### GENERAL

### IN COMMITTEE (STATUS)

### BUILDING DEPARTMENT

### MAYOR

### COUNCIL PRESIDENT

### ADMINISTRATION

- Appointment of James S. McKnight as Landscape Architect

### FINANCE

- Property and Casualty Insurance
- TIRC meeting
- 2013 Budget
- Various Purpose Improvement Note – due August 30, 2012
- RITA – Cost of Collections
- Political Subdivision Participation Agreement – Cuyahoga County Benefits Regionalization Program (Revised)

### POLICE DEPARTMENT

- Bid results: sale of police vehicles (straw vote requested)

**FIRE DEPARTMENT**

- **Fire Investigation Unit Contract**
- **Reserve Ambulance Contract**
- **Patient Loading System for MV ambulances (grant from Ohio BWC)**
- **Legislation to continue participation in the Hillcrest Regional Fire Investigation Strike Force**

**SERVICE DEPARTMENT**

- **Wiley Park – site preparation and sidewalk (C.A. Agresta - \$9,427.75)**

**PLANNING DEPARTMENT**

**PARKS & RECREATION**

- **Senior Snow Removal Program – 2012-2013**

**ENGINEER**

**ARCHITECT**

**LAW DIRECTOR**

**ANY OTHER MATTER BEFORE COUNCIL**