

**CITY OF HIGHLAND HEIGHTS
MINUTES OF A COUNCIL MEETING
AS A COMMITTEE OF THE WHOLE
HELD: MARCH 26, 2019
7:00 PM**

PRESENT: Mayor Brunello; Council Representatives D'Amico, DiLalla, Hargate, Lombardo, Mastrangelo, Murphy, Stickan; Clerk of Council Cahill; Service Director Evans; Engineer Mader, Finance Director Filippo; Law Director Paluf

AGENDA

Review of Asphalt Program bids
Street Sweeping Services
Drainage Policy
Open Checkbook
Budget Amendments

APPROVAL OF MINUTES: The reading of the Minutes of the Committee of the Whole Meeting held March 5, 2019 was dispensed with. A motion was made by Mrs. Murphy to accept the Minutes as written; seconded by Mr. Lombardo. Ayes: D'Amico, Hargate, Lombardo, Mastrangelo, Murphy, Stickan. Abstain: DiLalla. Motion carried.

APPROVAL OF MINUTES: The reading of the Minutes of the Committee of the Whole Meeting held March 12, 2019 was dispensed with. A motion was made by Mrs. Murphy to accept the Minutes as written; seconded by Ms. D'Amico. Ayes: D'Amico, Hargate, Lombardo, Mastrangelo, Murphy, Stickan. Abstain: DiLalla. Motion carried.

Asphalt Program Bids

Mr. Mader submitted a memo dated March 21st with the 2019 Asphalt Road Program and Community park Resurfacing Bid Results and Award Recommendation. Mr. Mader stated three contractors purchased the plans and only two bids were returned. Specialized Construction was the low bidder at \$352,470.00 which was considerably less than the Engineer's Estimate of \$394,000. Specialized Construction has performed work in the city numerous times and are recommended for the project.

Mr. Evans stated the asphalt work in the Park was bid out on two separate occasions and the bids were rejected as they were over the Engineer's Estimate. It is the goal to have the work completed in the Park by June 1st; therefore, Mr. Evans is requesting a suspension of the readings and adopt the Resolution on Council's agenda this evening.

Mrs. Murphy questioned if the work to be performed at the Park is an asphalt overlay on the gravel lot. Mr. Evans stated yes, an overlay for the gravel lot where there will be new parking. The bid alternate is a thin layer overlay of the chip seal surface in front of the pool entrance. There are two different areas of gravel that will have an overlay.

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Mr. Mader explained this is the same work that was bid out last year. Mr. Mader stated the bids received this year are approximately \$10,000 less than the bid received last fall.

Mr. Mastrangelo stated the Resolution does not include the observation costs. Mr. Mader explained the observation is a cost through the Engineer's office, not the general contractor. It is a separate bid item for the contractor to itemize a minimum number of hours. If the minimum number of hours is exceeded, the City has the ability to charge the contractor for the additional cost to the city.

Mr. Evans explained to Mr. Mastrangelo's question that this year's Road Program has three parts. There is the concrete portion, which is repair of the side streets in Aberdeen, Maypine and the southside. The concrete will be bid as a separate project. The Asphalt and Concrete programs are large enough to be bid separately. The Street Striping is the third portion of the Road Program and work will be performed in July.

Mr. Mastrangelo questioned why the Concrete Program will be going out to bid in late April. Mr. Mader explained the sidewalk program was recently approved to become part of the Concrete program. The request for the suspension and award of the contractor legislation on first reading is due to the June 1st deadline. The asphalt plants will not be open until April 15th. The construction will be completed before the Park opens for summer activities. Mr. Mastrangelo stated his displeasure with voting on projects that have received limited discussion. Mr. Mader stated Council receives information on where the scope of the work will be performed in the Concrete program before the bid procedure begins.

Mr. Evans stated he supports discussions on next year's road program in late summer or early fall. Council will need to determine the amount to allocate to the road program and then the planning will begin.

Street Sweeping Services

Mr. Evans submitted a memo dated March 15th, proposing Reilly Sweeping Inc. to perform sweeping services for the city in 2019. Reilly performed sweeping services since 2017. The amount of \$25,000 will allow for three complete sweeping circuits of the city and additional spot areas if needed. Mr. Evans is pleased with their timely response and quality of work.

Mayor Brunello confirmed that the sweeping services were performed in the City Park. Mr. Evans stated yes, the City Park is included in the sweeping services.

Mrs. Murphy questioned if another quote was obtained. Mr. Evans stated the County Department of Public Works proposed performing sweeping services at a rate of \$200 per hour. Reilly's hourly service is at a rate of \$126.00 per hour.

Drainage Policy

Drainage Committee Chairman Mrs. Murphy stated the Drainage Committee members, Ms. D'Amico, Mr. Lombardo, along with Mr. Evans, Mr. Zibbel, Mr. Mader and Mr. Grabfelder worked on drafting the Drainage Policy. The Policy was created as it was recognized that there was a disconnect between the expectations of the resident in terms of assistance in their drainage issues and what the city is able to do. The Committee brainstormed, reviewed policies from other entities and developed a policy that will be very beneficial to the residents and administration. The goal was to develop a method of investigation whereby all parties would understand how an investigation of a problem would be conducted. At times, services may include consultation and advice. The Policy would establish a chain of procedure that will benefit residents and staff.

Mr. Evans stated the Policy establishes criteria for the city to determine the type of work that can be performed on private property. The third paragraph of the Policy states, drainage on private property is a private matter except for areas that meet the specific criteria. The Policy also states that the city's assistance on a private property matter maybe limited to advice from the staff offering options to the property owner. The Policy lists guidelines to treat all property owners in the same manner.

Ms. Stickan stated as past-Chair of the Drainage Committee, she supports the policy and appreciates the work performed by all parties. The Policy will offer continuity for clear standards and a formal guide for residents and staff.

Mayor Brunello complimented the Committee and Staff for creating this document.

Mr. DiLalla stated the Policy will add structure and guidance to drainage issues. Mr. DiLalla stated the Policy states for eligible drainage matters there may be financial assistance available. Mr. DiLalla questioned if there is a fund in the budget to accommodate those eligible claims. Mr. Evans stated the Regional Sewer District leverages funds for local stormwater projects. There is an appropriation in the budget for those eligible claims that will be funded from Regional Sewer District revenue.

Mr. Paluf stated the explanation for public and private property is well defined. Private property is not the city's responsibility unless there certain criteria is met.

Mrs. Murphy requested a Resolution for the next Regular Meeting to adopt the Drainage Policy.

Budget Amendments

Director Filippo submitted a memo dated March 19th explaining the budget amendments. The Council Office expenditure was increased \$1,000 for new computer equipment. The new budget booklets were distributed.

Mr. Mastrangelo questioned why there was an increase in the General Fund. Director Filippo stated the revenue was increased due to an increase in municipal income taxes received. The increase was due to a business allocating bonuses to its employees.

OPEN CHECKBOOK

Ms. Taylor Wright Corbin and Mr. Doug Brown from Ohio Treasurer Robert Sprauge's Office made a presentation to Council on the Open Checkbook Program.

Ms. Corbin explained it is voluntary for local governments to participate in the Open Checkbook Program and there is no cost. The program is voluntary and the frequency to uploading information is also voluntary. The program is easy to use with SSI software.

Ms. Corbin demonstrated how to use the program using the City of Beachwood's information as they are a participating municipality. Any participating local government's checkbook can be accessed. There is a "tour" of the site available which is recommended for first time users to navigate the site.

Director Filippo stated his concern is with the vagueness of the entries. The basic general ledger expense line items do not have the detail of the expenditure. Ms. Corbin stated the level of detail is restricted to ensure only public records will be viewed.

Mr. DiLalla questioned if supporting documents could be uploaded to clarify a transaction. Ms. Corbin stated documents can be attached such as meeting minutes; 5-year forecasts or support documents adding greater detail. The site can also be linked to the City's website Finance tab.

Mrs. Murphy questioned the feedback received from other cities. Ms. Corbin stated the feedback has been favorable from the citizens.

Ms. Stickan stated Council and Mayor Brunello has expressed support of this program to provide transparency to the residents. A Resolution will be prepared and reviewed by the Law Director. Ms. Stickan thanked Ms. Corbin and Mr. Brown for the presentation.

Ms. Corbin stated once the information is received from the city, the site will be built within a week. The City will review the site and changes, or customization can be made before the site is launched.

ADJOURNMENT: A motion was made by Ms. D'Amico and seconded by Mr. Mastrangelo to adjourn the meeting at 7:58 p.m. Ayes all; motion carried.