

## KIRTLAND CITY COUNCIL MINUTES

March 23, 2020

The meeting of Kirtland City Council was called to order at 7:00 p.m. by Council President Richard Lowery. Mr. Schulz led the prayer which followed the Pledge of Allegiance. The members of Council present were: Scott Haymer, John Lesnick, Richard Lowery, Matthew Schulz and Joseph Smolic. Absent: Jeffrey Ruple and Kelly Wolfe.

Administrative personnel present were: Mayor Kevin Potter. Law Director Matthew Lallo was in attendance by telephone conference.

### MINUTES OF THE MARCH 2, 2020 WORK SESSION:

Mr. Smolic moved to waive the reading of the minutes, with the second by Mr. Lesnick. The motion of Council passed by unanimous vote. Mr. Smolic moved to approve the Minutes, as presented, with the second by Mr. Lesnick. **ROLL CALL: MOTION CARRIED 5/0 (VOTING YEA: SCHULZ, SMOLIC, HAYMER, LESNICK AND LOWERY. VOTING NAY: NONE).**

### MINUTES OF THE MARCH 2, 2020 COUNCIL MEETING:

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 approve the Minutes, as presented, with the second by Mr. Smolic. **ROLL CALL: MOTION CARRIED 5/0 (VOTING YEA: SCHULZ, SMOLIC, HAYMER, LESNICK AND LOWERY. VOTING NAY: NONE).**

### DEPARTMENT REPORTS:

Council President Lowery stated that due to the current situation with COVID-19 and the need for social distancing, the Mayor has requested that the Department Heads submit written reports to the Mayor and Council. Noting that those reports have been received, Council President Lowery noted that comments and questions can be mentioned as Council goes through those reports.

**Report from Fire Chief Anthony Hutton.** Councilman Lesnick noted that Chief Hutton mentioned a discrepancy between the budget and his proposal; his proposal did not include ongoing current liabilities for comp time, which was almost the same number as what the Chief included for promotions. Therefore the budget numbers are the same, but he did not believe these were included. (Copy of report attached for the record.)

**Report from Police Chief Lance Nosse.** Mayor Potter stated that it is important to note that in his report, the Chief mentions that there has been no increase in crime in the community due to the nature of the current circumstances. (Copy of report attached for the record.)

**Report from Economic Development Manager Monica Drake.** Council President Lowery noted that Ms. Drake sent Council e-mail correspondence regarding low interest loans for financially challenged businesses in the community. Mayor Potter noted that late Friday afternoon, he requested that Ms. Petersburg post this information on the City's Facebook page so that the small businesses in the community will know these loans are available. The Mayor noted that Ms. Petersburg will copy the post from the Small Business Administration so anyone interested can use the link provided.

**DEPARTMENT REPORTS (continued):**

**Report from Service Administrator Duane Martz.** Councilman Lesnick noted that Mr. Martz advised that salt usage has been down quite a bit and the City should not have to purchase as much salt next year, which will result in savings for the City. He noted that the City will start the year with a full salt bin (approximately 4500 tons). (Copy of report attached for the record.)

Councilman Schulz inquired whether Mr. Martz had an opportunity to see the video regarding a front-end loader, which would make it easier and safer for loading of salt. Mayor Potter stated that he believes Mr. Martz saw the video. Mr. Schulz stated that if there is interest, he can obtain more information.

**Report from City Engineer Douglas Courtney.** Councilman Smolic noted that the report was very well written. (Copy of report attached for the record.)

**Law Director Matthew Lallo** noted that it has been a hectic week as a result of COVID-19 and Federal laws that have been passed affecting government and businesses. He stated that effective April 2, if parents have to stay home to take care of their children due to school closings, employers would be responsible for paying 2/3 of their salary for up to 12 weeks, as a separate provision of FMLA and it does not count toward the 12 weeks per year. He noted that this would not apply if provisions can be made to allow them to work remotely. Mr. Lallo stated that also going into effect on April 2, if someone is under Federal, State or local isolation or awaiting results of a test or awaiting a diagnosis, they can receive up to 80 hours of sick time if a full-time employee. Part-time employees receive sick time of their average weekly hours. He noted this does not affect the employee's accrued sick time. He noted that there are still a lot of unanswered questions.

Mr. Lallo stated that the Attorney General back-tracked on some of the initial reports regarding open meeting laws. Hopefully in the next few days the State legislature will pass legislation modifying the open meetings act to allow some flexibility with the "in-person" meeting requirement. Mr. Lallo stated he will keep the City apprised of the situation as it progresses.

With regard to the legislation on tonight's agenda relating to the 2020 Lake County Road Improvement Grant, Mr. Lallo advised that in order to waive the three readings and pass the legislation tonight, all five Council members would need to vote affirmatively. He mentioned the deadline of March 30 for the City to return the adopted legislation in order to receive the funds.

Answering Councilman Lesnick, Mr. Lallo clarified that the legislation for transfers of funds should be passed after passage of the appropriation.

Councilman Schulz requested that the Law Director provide information in writing regarding the two laws that go into effect on April 2. Mr. Lallo agreed to provide the information in writing; he also noted that the Department of Labor will be issuing documentation that all employers must post on or before April 2; he noted that the language is being finalized.

**MAYOR'S REPORT/ANNOUNCEMENTS:**

Mayor Potter stated that this is an incredibly difficult time for the community, the region, the state, the country and the world. He stated that thoughts and prayers are with all those on the front lines, including the City's first responders. He noted that the current situation is fluid and changing day-to-day. The Mayor noted that he is in contact with Chief Hutton two to three times per day by phone, in addition to e-mails, and conference calls with the Northeast Ohio Mayors and Managers, Lake County Mayors and Managers, Lake County Health Department and the State of Ohio.

**MAYOR'S REPORT/ANNOUNCEMENTS (continued):**

Mayor Potter noted that in addition to the human health impact, it is a very real economic threat. Mayor Potter stated this is a somber time, but it is showing communities' resiliency. He mentioned the "Kirtland Cares" effort that has been initiated out of the Kirtland Community Center. The Mayor noted that weekdays from 10:00 a.m. until 2:00 p.m., residents are invited to drop off canned food, dry food, medical supplies, first-aid supplies, laundry detergent, etc. He noted that there are bound to be people in the Kirtland community that will have need. Noting that the seniors are the most vulnerable in the community, Mayor Potter stated that the senior center has been shut down. He stated it was not an easy decision, since many seniors depend on the social interaction, but it was necessary for protection of human health.

The Mayor thanked Council President Lowery, who is on the front lines of the situation. He noted the importance of following the recommendations of the Lake County Health Department and the CDC, and he stated appreciation for the concern shown by Council members and other members of the community. Mayor Potter also thanked Jenna Hull, who he has asked to spearhead the "Kirtland Cares" effort; she has been taking care of the Facebook posts and working with Helen Petersburg. He commended Ms. Petersburg for her volunteerism and willingness to respond in an instant updating the website and Facebook posts; he noted that her input has been invaluable.

Mayor Potter commended the Service Department, noting that they have been coming to City Hall every morning to clean to an extra degree, including wiping down all door handles and surfaces. He noted that Mr. Martz has offered his help as a City employee and as a resident.

The Mayor noted that thus far there are no known cases of COVID-19 in Kirtland. He noted that gratitude is owed to the City's first responders.

Mayor Potter stated there is legislation on tonight's agenda to accept the \$52,000 grant from the County for a selected road project; he noted that Springer Drive has been added into the capital budget request. He stated that Ordinance 20-O-21 accepts the grant money, and it must be returned to the Lake County Commissioners by the end of the month. The Mayor requested that Council waive the three readings and adopt the legislation so the grant funds can be obtained.

The Mayor stated that he met with the Road Paving Task Force last Saturday, noting that the follow-up meeting was postponed due to the events that have transpired. He noted that the Task Force is going to do a field survey of the same five roads that the City asked SME to study.

Mayor Potter stated that he, Mr. Lallo and Mr. Courtney will hold a conference call tomorrow with the EPA regarding the Old Town septic issues. He noted that the purpose of tomorrow's call is to "reset". He noted that last year Council passed legislation to enter into negotiations with the EPA relative to the Old Town septic issues, and that the previous Administration and City Engineer signed the orders. The Mayor noted that in January, the EPA contacted the City. He noted that the "clock" has not started, and the call tomorrow should provide information regarding when the EPA expects the clock to start. Mayor Potter noted that tomorrow's call with the EPA will be an opportunity for him to introduce the new Law Director and City Engineer.

In review of the budget over the past couple weeks, Mayor Potter stated that he, Councilman Schulz, Councilman Lesnick and Councilman Smolic met with Service Administrator Duane Martz, Finance Director Mary Kovalchik and Assistant Finance Director Louis Slapnick to review the capital requests and capital budget related to the Service Department. He noted there will not be much equipment awarded to the Service Department this year; there is discussion regarding opportunities with other communities to share and borrow equipment to take care of the ditches and roads.

**STANDING COMMITTEE REPORTS:**

It was noted that there are no Standing Committee meetings scheduled at this time.

There was brief discussion regarding the "Kirtland Cares" effort. Mayor Potter suggested that Council members may wish to post the information regarding this effort on their personal Facebook pages.

Councilman Lesnick inquired of the Law Director regarding any upcoming legislative changes regarding meeting protocol. Mr. Lallo stated he has been in communication with the State Legislator, Senators, Governor's office staff and other local agencies regarding changes to the Open Meetings Act. He noted that it currently requires "in-person" meetings. Mr. Lallo stated that all legislation passed during any meeting that does not conform to the current Open Meetings Act would be invalidated if there was a lawsuit. Mr. Lallo stated there are a number of people that are trying to get the State Legislature to re-write that portion of the law on an emergency basis, to allow for video conferencing or live-streaming. Mr. Lallo stated he believes there will be changes by the end of the week; hopefully there will be a different forum available before the next meeting. Mayor Potter noted that a remote meeting was tested last week, and it would allow the public to be a part of the meeting.

**CORRESPONDENCE:**

Council President Lowery reported on the following:

1. From the Ohio EPA, correspondence dated March 4, 2020 and March 6, 2020, regarding Division of Surface Water Public Notice of Section 401 applications; and correspondence dated March 5, 2020, relating to public notice of NPDES permits or modifications.

**PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA:**

None.

**OLD BUSINESS:****PUBLIC COMMENTS ON AGENDA ITEMS OF OLD BUSINESS:**

Council acknowledged receipt of a letter from Councilwoman Kelly Wolfe, who was unable to attend tonight's meeting, with regard to Ordinance No. 20-O-16.

**ORDINANCE NO. 20-O-16**  
**(Mayor Potter)**

- **(Second Reading) - AN ORDINANCE SETTING THE  
APPROPRIATION FOR THE YEAR 2020.**

The legislation was read by title only. Council President Lowery read into the record the letter from Councilwoman Wolfe, which was sent by e-mail at 6:48 p.m. today (copy attached for the record). Responding to Councilman Lesnick, Law Director Lallo advised that the City must pass a budget by March 31, according to Ohio Revised Code; otherwise the City will lose control of its funding and ability to govern itself. Referring to the Governor's "Stay at Home" order after midnight tonight, Mr. Lesnick inquired how a public meeting can be held. Mr. Lallo replied that hopefully, the passage of a state law in the very near future will address this issue. Mr. Lallo stated it is his recommendation that Council pass the appropriation Ordinance so the City does not lose the ability to govern or to appropriate funds for the City.

**OLD BUSINESS – ORDINANCE NO. 20-O-16 (continued):**

Noting that this is the second meeting the appropriation has been on the agenda, Council President Lowery stated that the public has had ample opportunity to comment and has not been denied access to the discussions. Mayor Potter noted that there is one member of the public in attendance at tonight's meeting, along with the local newspaper reporter. He noted that the City did not dissuade the public from attending. The Mayor stated for the record that this Council has done nothing outside of the normal provisions of the law to offer the opportunity to the public.

With regard to Councilwoman Wolfe's comment relating to the annual road plan, Mayor Potter stated that the Springer Drive project is included in the capital summary, along with the tar and chip, which will use all of the road paving funds.

Discussion ensued regarding the proper way to proceed with passage of the budget. It was noted that a special meeting has already been scheduled for Monday, March 30, 2020, at 7:00 p.m. for Third Reading of the appropriation Ordinance. Mayor Potter noted that verification is needed that the legal requirement is met for publication of the special meeting.

Noting that there are two Council members not in attendance due to sickness, Mayor Potter stated concern that other members of Council may become ill and not be able to attend the meeting scheduled for next week. He stated concern that postponing passage of the appropriation until a meeting next week assumes that there will be five members of Council present and that he is not in isolation and is available to sign the Ordinance. Mr. Lallo stated that four members of Council are required to constitute a quorum, noting that a meeting can be held with less than four members but nothing can be passed. He noted that 24 hours' notice is needed for a special meeting, and the scope of the meeting is limited to what is stated in the notice. He stated that an emergency meeting is similar, except it waives the 24-hour notice; a quorum of Council is still needed to pass anything.

Mayor Potter noted that the City is in uncharted territories in terms of public health and economically. He noted that he believes cities throughout the state, and throughout the country, will need to amend their appropriations sometime this year. The Mayor noted that the appropriation is typically amended as things change throughout the year.

Councilman Lesnick suggested that when the monthly report is received from the Finance Department, Council should meet to review the budget, because the expenditures may have to be revised monthly as a result of revenues.

There was discussion regarding moving forward with meetings in relation to COVID-19. Council President Lowery stressed the need for social distancing for a period of time, as prescribed by the CDC.

With the breaking of ground for the new cell tower, Councilman Schulz inquired if there is any provision in the budget for revenue from the tower. Mayor Potter advised that the budget will not reflect the income until the tower becomes operational and the City receives the first payment.

Councilman Schulz inquired if there will be a holding period relative to allowing purchase orders to go forward. Mayor Potter noted that last spring the new Finance Director and Assistant Finance Director came close to putting a moratorium on purchase orders, and the Department Heads did a phenomenal job adhering to that and clearing those with Administration and Finance. The Mayor noted that for any request above a certain amount, he contacts Mrs. Kovalchik or Mr. Slapnick for verification. He stated that the level of scrutiny needed in the current situation will be increased. The Mayor noted that he would certainly contact the Finance Committee Chair if something were to arise with the City's fiscal state. He stated that he is open to suggestions in moving forward.

**OLD BUSINESS – ORDINANCE NO. 20-O-16 (continued):**

Councilman Lesnick noted that the new accounting system will make it easier to get information regarding line items in the budget. He stated that the pandemic will have an effect on the budget. Mr. Lesnick stressed the need for checks and balances after the budget is approved.

There was discussion regarding the Mayor's purchase order authority for purchases of \$25,000 or less, and the possibility of lowering that amount in the future.

Councilman Schulz requested that the Mayor provide Council with a list of items that he would consider cutting. Mayor Potter said it is a subject that would need to be discussed. Mr. Schulz stated the need to look at short-term spending reductions and the findings of the Fiscal Task Force review.

Councilman Lesnick said he sent an e-mail mentioning that the budget is based on what was spent last year plus the increases for collective bargaining agreements. Mr. Lesnick noted that meetings will need to be held with regard to curbing expenses. Discussion ensued regarding the need to cut spending.

Referring to the capital budget, Councilman Schulz inquired if the \$25,000 for parking lot resurfacing is funded from the senior/recreation levy. Councilman Lesnick noted that the funds can come from the City levy, not from the County levy. Mr. Lesnick noted that to keep the cost down, that work may be done by the Service Department. Mr. Schulz stated it is important to let the public know how levy funds are being spent.

Councilman Schulz noted that the appropriation ordinance was on the City's website, but he was unable to find the budget draft on the website. Mr. Schulz stated that it would be valuable to have this available online. Mayor Potter noted that going forward, with the new Finance software, Council and the public should be able to see this information sooner. Council President Lowery suggested that the budget draft be placed on the website so it is available to the public. Responding to Mayor Potter, Law Director Lallo confirmed that the budget draft is a public document.

Going forward, Council President Lowery stated that any questions that come up before next Monday's meeting should be addressed to Councilman Lesnick as Finance Committee Chair, the Finance Director and Assistant Finance Director. Mr. Lesnick noted he will answer general procedure questions; details regarding the budget will need to be addressed by Mrs. Kovalchik or Mr. Slapnicker.

The legislation was placed on Second Reading.

**RESOLUTION NO. 20-R-17** - (Second Reading) - A RESOLUTION AUTHORIZING  
(Mayor Potter) TRANSFERS OF FUNDS, AND DECLARING AN  
EMERGENCY.

The legislation was read by title only and placed on Second Reading.

**NEW BUSINESS:****PUBLIC COMMENTS ON AGENDA ITEMS OF NEW BUSINESS:**

There were no public comments.

**NEW BUSINESS (continued):**

<b><u>ORDINANCE NO. 20-O-21</u></b> <b>(Mayor Potter)</b>	-	<b>AN ORDINANCE ACCEPTING THE "2020 LAKE COUNTY ROAD IMPROVEMENT AND ECONOMIC DEVELOPMENT GRANT," AND DECLARING AN EMERGENCY.</b>
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The legislation was read by title only. Mr. Schulz moved to waive the three readings, with the second by Mr. Lesnick. **ROLL CALL: MOTION CARRIED 5/0 (VOTING YEA: SCHULZ, SMOLIC, HAYMER, LESNICK AND LOWERY. VOTING NAY: NONE).** Mr. Schulz moved to declare an emergency and adopt, with the second by Mr. Smolic. **ROLL CALL: ADOPTED 5/0 (VOTING YEA: SCHULZ, SMOLIC, HAYMER, LESNICK AND LOWERY. VOTING NAY: NONE).**

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**COUNCIL COMMENTS:**

None.

**CONTINUING CONCERNS:**

Council President Lowery noted that this is an opportunity for the public to address Council about any continuing concerns.

**Ron Fenstermaker, 8851 Billings Road,** commended the work everyone has been doing, noting that it has been a trial year with the new Finance Director. Mr. Fenstermaker stated that he is one of the residents who had asked for the budget and appropriations. He stated that a lot of his questions were asked by Councilman Schulz. Noting that it was mentioned there were two meetings, Mr. Fenstermaker stated that the public does not know what to come and ask, because there are no details available. He noted this is no different than in the past; however, in talking about transparency, the public should have an opportunity to look at this material, as Council President Lowery mentioned tonight, which will generate questions. Mr. Fenstermaker stated he had about 15 questions, and about 8 of them were answered tonight. He thanked Council for their time.

Councilman Lesnick suggested that questions should be e-mailed to Council, so the answers can be provided.

Council President Lowery mentioned that next Monday's meeting is a public meeting, so there will be an opportunity for questions from the public.

**ADJOURNMENT:**

Mr. Lesnick moved to adjourn, with the second by Mr. Smolic. The motion of Council passed by unanimous vote and the meeting adjourned at 8:30 p.m.

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President of Council

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Clerk of Council

## Denise Roelle

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**From:** Tony Hutton <THutton@kirtlandfire.com>  
**Sent:** Monday, March 23, 2020 8:45 AM  
**To:** Denise Roelle  
**Subject:** Council Report

Council Members,

As you are aware, the COVID-19 Pandemic has been the top priority for the fire department the last couple weeks. We have increased firefighter safety measures and we are following all the CDC, ODH and Medical Control guidelines.

All of our ambulances are equipped with N95 masks, surgical masks, gowns, gloves, goggles and disinfectant supplies. We also have reserve supplies in storage. Our concern is the when we exhaust our supply, we will be able to get more. We are working closely with EMA Director, Joe Busher to try to assure PPE will be available to Lake County FD's.

During the past week we have noticed a decrease in emergency calls. I believe people sheltering at home, less travel on the roads and the fact that LCC, Kirtland Local Schools and several other businesses are closed has dramatically reduced the daytime population of Kirtland, thereby, decreased our call volume.

The fire department is as prepared as we can be. All personnel have been trained and equipped to deal with the situation. We will do our best to keep our employees and their families safe.

One note on the 2020 Budget. In 2019, we gave a promotional exam to promote one Captain in 2019 and three Lieutenants in 2020. Although the promotion of the three Lieutenants were in my 2020 budget proposal, they were not included in my 2020 final budget. I understand this will be a difficult year financially for the city. I have also presented an option to retire/rehire as the Fire Chief. This retire/rehire plan would save the city around \$15,000 per year and more than offset the cost of the promotions. We do have the ability to extend the Civil Service list one additional year into July, 2021.

I would request we keep this option on the table and have further discussion later this year.

Thanks and stay safe,

Anthony P. Hutton, OFE  
Fire Chief  
Kirtland Fire Department  
9301 Chillicothe Rd.  
Kirtland, Ohio 44094  
(440) 256-4706  
[thutton@kirtlandfire.com](mailto:thutton@kirtlandfire.com)



City of  
**Kirtland**

9301 Chillicothe Rd.  
Kirtland, OH 44094

**Division of Police**

Chief Lance R. Nosse

March 23, 2020

To: Mayor Potter and Kirtland City Council

Subject: Police Department Report

Good afternoon, here is a brief update on how the Police Department is doing and a short departmental report. Like everyone, we have taken many steps to shorten our exposure of this horrible virus. I'm sure everyone is aware City hall is closed to non-essential visitors. We are still operating as we have been regarding incident reports and other necessary police matters. I have suspended non-essential matters like civilian fingerprinting, solicitor permits and the like. I have implemented a proactive approach in patrol being visible on the streets as much as possible. So far, all of our employees appear healthy and currently are no reported symptoms related to the virus. We are currently fully staffed and ready for whatever may come. I have also reached out to surrounding departments since we are all in the same situation and we are working on plans in the event we need to share services and or personnel.

As for the question concerning crime increasing due to this pandemic? I can assure you at this time there has not been a spike or increase of crime reported to date. I have been in personal contact with many residents and business owners and I am happy to report that all seem to be adhering to the Governor's orders and limiting personal contact.

On a positive note, we finally received the police vehicle that was ordered last April. The vehicle came in last week and is currently striped and detailed. This vehicle is a Ford SUV like the other two SUV's previously ordered. I am hopeful the vehicle will be on the road in early April as we have to wait for the installation of all the equipment to be completed.

As always, please feel free to contact me or the Police Department at any-time with any questions or concerns. Please stay safe and healthy!

Sincerely,

Lance R. Nosse, CLEE

## Denise Roelle

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**From:** Duane Martz  
**Sent:** Monday, March 23, 2020 12:36 PM  
**To:** Denise Roelle  
**Cc:** Kevin Potter  
**Subject:** Service report

### Service Department Report 3-23-2020

In regards to the COVID-19 outbreak. We extensively clean our offices, lunchroom, shop & vehicles everyday in an effort to stay as disinfected as possible. City hall and the community center are cleaned and disinfected daily as well. The Service department has returned to one shift (day) as of 3-16-2020. We are currently going through the city repairing damage left from plowing and cleaning leftover road debris from the lawns. We have also started our ditch clearing program. "Ditching" starts now and runs through late fall. The department is continuously working on our equipment and everything is ready for the upcoming brush collection starting in early April continuing all month long. Concerning salt: As the winter program is nearing it's end. The salt usage for the 2019-2020 season has been approximately 2100-2200 tons to this point. With the extremely light snow & ice this season, we were able to purchase the minimum amount of salt per 2019 contract (2700) tons. This should leave us with an almost full salt barn. (4300-4500) ton going into next winter. I hope to have all the salt for this season ordered, delivered and stock piled by the end of this week. If you have any questions, please don't hesitate to contacted me.

Duane Martz

Service Administrator

Phone: 440-256-1234 ext. 11 Fax: 440-256-4709

Email: [dmartz@kirtlandohio.com](mailto:dmartz@kirtlandohio.com)

CITY OF KIRTLAND

9301Chillicothe Road

Kirtland, Ohio 44094

*City of Faith and Beauty*

**From:** Doug Courtney <[dcourtney@cwcourtney.com](mailto:dcourtney@cwcourtney.com)>  
**Sent:** Monday, March 23, 2020 10:56 AM  
**To:** Kevin Potter <[KPotter@kirtlandohio.com](mailto:KPotter@kirtlandohio.com)>  
**Cc:** Christopher Courtney <[ccourtney@cwcourtney.com](mailto:ccourtney@cwcourtney.com)>; Helen Petersburg <[hpetersburg@kirtlandohio.com](mailto:hpetersburg@kirtlandohio.com)>  
**Subject:** Engineer's report for Council

Kevin,

Since our hire on 3/2, we have been spending time getting familiar with the City of Kirtland, the municipal code and with the city's processes. Projects we have been focused on are listed below with a brief summary, as necessary.

1. 2019 Drainage Projects
  - a. Contract documents and work sites have been reviewed
  - b. Site meetings were conducted with Badger Transfer on Tibbetts and Gildersleeve sites.
  - c. Badger Transfer invoices have been reviewed and payment recommendations made
2. Streets
  - a. Reviewed reports by CT (2018) and SME (2020)
  - b. Participated in a meeting with SME to review their report
3. Old Town Sewer
  - a. We have reviewed OEPA Findings & Orders and other documents
  - b. Conference call with EPA scheduled for 3/24
4. Kirtland Recreation Park
  - a. Conducted a site visit with Duane Martz and Badger Transfer to review the slope failure
5. Wisner Road Bank Stabilization (CRWP / OEPA 319 Grant)
  - a. General coordination with CRWP and reviewed plans
  - b. Visited the location of work
6. Hemlock Ridge Water Main (AQUA)
  - a. General coordination with AQUA and review of the plan
  - b. Pre construction conference call scheduled for 3/25
7. Various other items
  - a. Performed 1 review/approval of home site plans (8142 Charlesderry)
  - b. Reviewed and prepared concept plan for drainage correction at 11011 Woodlake
  - c. Received plans for Event Barn at 9199 Chillicothe. Plan review completion TBD
  - d. Received plans for conditional use stream restoration at 10180 Orchard. Plan review completion TBD.

We continue to get familiar with the City's code and processes. Given the current state of play with the Governor's stay at home order, we are likely to experience a slow down as we assess the possibility of converting our staff to work at home.

Please feel free to contact me with any questions.

Doug...

**DOUGLAS G. COURTNEY, PE**


**THE C.W. COURTNEY COMPANY AND GARRETT & ASSOCIATES**


Civil & Municipal Engineering, Land Surveying, Land Planning & Construction Management

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Direct: 440.683.5745

The C.W. Courtney Company 

Douglas Courtney 

Dear Mayor Potter and Members of Council,

I am sorry that I am unable to attend tonight's council meeting due to sickness. I view the discourse we have on important issues such as tonight's budget discussion as an important part of our civic duty. It is due to the current circumstances that I am unable to take part in that discussion. I do feel however, that my concerns need to be heard and discussed before the vote on the passage of Ordinance No. 20-O-16.

First, I would like to thank the Finance Director/Department for the new format. I am looking forward to working within this new system. Secondly, I would like to thank the Department heads for their work put into their budgets and requests.

My first concern regards the process-due to the delay in which the budget was handed out, we now have to declare an emergency and rush through the process without ample discussion and the public seeing the actual documents. This is one of the most important resolutions we pass all year and I believe there should be an opportunity for a public hearing. That also includes a discussion by Council as to what gets cut.

My second concern relates to the fact that according to our Charter, Chapter 236.12 part (a) an annual road plan is supposed to accompany our budget. It does not accompany the budget. Are we in violation of our own laws?

We have not discussed strategies to cut expenses or increase our revenues-we have not visited the Fiscal Task Review Plan.

We do not have emergency reserves.

Department requests were denied but we will still need these pieces of equipment/vehicles so our departments can do their jobs. These issues will become more costly in the future-more replacements equals more money.

What will we do if our revenues dramatically decrease over the course of this year?

These are items in which I think we need to discuss and wish I were present to be able to take part in the discussion.

Thank you for your consideration.

Respectfully,  
Kelly Wolfe