

## KIRTLAND CITY COUNCIL MINUTES

April 6, 2020

The meeting of Kirtland City Council was called to order at 7:00 p.m. by Council President Richard Lowery. Due to the current state of emergency regarding COVID-19, the meeting was held virtually via Zoom. Mr. Schulz led the prayer which followed the Pledge of Allegiance. The members of Council present were: Scott Haymer, John Lesnick, Richard Lowery, Jeffrey Ruple, Matthew Schulz, Joseph Smolic and Kelly Wolfe.

Administrative personnel present were: Mayor Kevin Potter, Law Director Matthew Lallo, Assistant Finance Director Louis Slapnick, City Engineer Douglas Courtney, Police Chief Lance Nosse and Fire Chief Anthony Hutton.

### MINUTES OF THE MARCH 23, 2020 COUNCIL MEETING:

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 6/0/1 (VOTING YEA: SCHULZ, SMOLIC, WOLFE, HAYMER, LESNICK AND LOWERY. VOTING NAY: NONE. ABSTAINING: RUPLE).**

### MINUTES OF THE MARCH 23, 2020 FINANCE COMMITTEE MEETING:

Mr. Lesnick moved to waive the reading of the minutes, with the second by Mr. Schulz. The motion of Council passed by unanimous vote. Mr. Lesnick moved to approve the Minutes, as presented, with the second by Mr. Schulz. **ROLL CALL: MOTION CARRIED 5/0/2 (VOTING YEA: SCHULZ, SMOLIC, HAYMER, LESNICK AND LOWERY. VOTING NAY: NONE. ABSTAINING: WOLFE AND RUPLE).**

### MINUTES OF THE MARCH 30, 2020 SPECIAL COUNCIL MEETING:

Mr. Ruple moved to waive the reading of the minutes, with the second by Mr. Smolic. The motion of Council passed by unanimous vote. Mr. Ruple moved to approve the Minutes, as presented, with the second by Mr. Smolic. Mr. Schulz noted that amendments are needed to the minutes on page 2, in the fourth and fifth paragraphs. Upon discussion, Mr. Schulz moved to amend the minutes to reflect the amendments to the fourth and fifth paragraphs on page 2, as noted in discussion. **ROLL CALL: MOTION CARRIED 7/0 (VOTING YEA: SCHULZ, SMOLIC, WOLFE, HAYMER, LESNICK, LOWERY AND RUPLE. VOTING NAY: NONE).** Mr. Schulz moved to amend the motion and approve the minutes as amended, with the second by Mr. Smolic. **ROLL CALL: MOTION CARRIED 7/0 (VOTING YEA: SCHULZ, SMOLIC, WOLFE, HAYMER, LESNICK, LOWERY AND RUPLE. VOTING NAY: NONE).**

### DEPARTMENT REPORTS:

**Fire Chief Anthony Hutton** reported that the Fire Department has been busy over the past few weeks. He noted that call volume has decreased with the current shelter in place orders and the college closed. However, the calls being received are more serious. There are active cases of COVID-19 in Kirtland, and the Fire Department has transported COVID-19 positive patients. The Department is taking all safety precautions for all on-duty members, including several safety measures implemented at the fire stations.

On the topic of PPE (Personal Protective Equipment), the Department currently has a decent supply and is working closely with the EMA and Health Department to make sure there is a continuous supply. Personnel are wearing PPE on every call that is dispatched. The Police Department is being notified of anyone sick in the homes that are responded to; the Police are also wearing the N95 masks.

**DEPARTMENT REPORTS (continued):**

Chief Hutton reported his department has been working closely with the Mayors and Managers Group, the Lake County Health Department, EMA, Lake Health, and the Lake County Fire Chiefs via several conference calls a week. Chief Hutton is immediately notified of any positive cases in Kirtland, the patients are tracked, and the information is entered into the dispatch computer. The information is then forwarded to responding crews, for safety reasons. The Health Department is also available to provide guidance if a firefighter has exposure or illness.

Concerning EMA, Chief Hutton is regularly in contact with Director Joe Busher. The EMA is working with the State EMA, coordinating supply chains and PPE. The Ohio National Guard was out on Friday at Lakeland College, as it is considered a site that will be used as a mobile hospital should the hospitals have overflow patients.

Chief Hutton stated the group also has weekly phone conferences with Lake Health, Kirtland's medical director and EMS coordinator, focused on keeping the ball rolling. There will be a conference call tomorrow, discussing nursing homes in Kirtland and Lake County and the response to those establishments, and how clusters would be handled, should they arise.

Lake County Fire Chiefs are participating in virtual meetings to discuss plans and keep everyone on the same page. There is a great deal of support for each other. Each department has handled different tasks, supporting each other as cases and situations arise.

Moving on, Chief Hutton reported the contractor came to Station One regarding the needed repair to the cracked wall. The contractor dug the area out and found it's more of a drainage issue than a structural issue. The building is 27 years old, and there has been water beneath the building thawing and freezing through the years. An engineer was brought in on the project, and a plan was created to stabilize the building without the need for underpinning. The project was budgeted for \$35,000.00, but should be completed for under \$10,000.00.

The Fire Department has worked on a regional AFG grant for radios with Cuyahoga and Geauga Counties. The Department has been working on another grant for turnout gear with the AFG. Now that the budget is done, Chief Hutton plans to move forward on the AFG grant for the diesel exhaust system. In good news, the Department received an anonymous donation this past week for a thermal imaging camera for the shift commander vehicle. For each fire that the Department is dispatched, the shift commander does a 360 (a full circle around the structure). The thermal imaging camera will allow the shift commander to see any hot spots in the structure.

Councilman Smolic asked about the Fire Department's involvement, in the event the college has to be used for a hospital. Chief Hutton explained the National Guard would work closely with Lake Health, and bring in their own ambulances. The Kirtland Fire Department would be a support group. Another option being discussed is use of the National Guard ambulances for the nursing home calls. Chief Hutton went on to say the local nursing home has been quiet, but that could change.

Councilman Ruple asked how many COVID-19 cases there are currently in Kirtland, to which Chief Hutton responded there are three.

On behalf of City Council, Council President Lowery thanked Chief Hutton and his team for the great work they do.

**DEPARTMENT REPORTS (continued):**

**Police Chief Lance Nosse** advised that the February and March monthly reports were distributed. Reiterating what Chief Hutton stated, the Police Department has taken several measures to limit exposure as well. Chief Nosse went on to say he's made several policy changes with the department concerning social distancing while performing their daily duties. Beyond that, the Police Department is continuing to enforce all laws that need to be enforced, and moving forward while implementing the new safety measures needed to keep both officers and the community safe. The Police Chiefs have spoken to Willoughby Municipal Court, Lake County Courts, and others, and have made changes to procedures pertaining to arrests, citations, and situations of that nature. All measures have been working so far, and to date there have been no illnesses in the Department.

Chief Nosse informed Council his department has a lot of the PPE mentioned earlier by Chief Hutton, including the N95 masks. There have been donations from several communities and community members, one example being the Willoughby School of Arts which has just donated 10 full face masks that have been incorporated in the cruisers, so every cruiser has one. The EMA provided additional masks. SAM's Club has been a huge support for disinfectant, water and hand sanitizer. The local Dollar General has donated similar items. Residents have shown support by donating many things, both monetary and physical items.

Chief Nosse reported he's not seen any social distancing problems in the community, and the businesses are doing what is expected. Residents are still walking, and that is highly encouraged. Chief Nosse stated everyone in the community is doing what they should, and he is grateful and hopes to continue moving forward in that direction.

Concerning active investigations, Chief Nosse advised Council there are a few things that have come through and are still being worked on.

The Police Department has also been applying for grants. One such grant is for new body cameras, as those that were donated from another community a few years ago need to be replaced.

The Department is still answering calls and is here to help the residents.

Council President Lowery thanked Chief Nosse and his team for the great work they're doing in the community.

The Service Administrator was not in attendance, but Mayor Potter noted that brush pick-up has begun.

**City Engineer Douglas Courtney** stated that concerning the 2019 drainage projects, the punch lists from the various projects have been consolidated and sent to Badger with a request for a completion timeline. There has been a sketch completed of Gildersleeve, based on site visit, and it has also been sent to Badger requesting a project completion date. Concerning Tibbets, a site visit was done with Badger and numerous things were discussed. This was included in a sketch and sent to Badger for confirmation that the sketch represented the discussions on site. The reports to Badger went out late last week, and no response has been received as of yet.

As for the streets, SME submitted their final report late last month. Mr. Courtney will discuss the findings with the Mayor once he's finished going over the report, and hopes to present the findings with Council at the next meeting.

Mr. Courtney had a conference call with the EPA on the 24th concerning the Old Town sewers. The EPA sent a revised draft Findings and Orders document. Mr. Courtney will discuss the document with the Mayor and Law Director soon. The only revision concerned the time extensions.

**DEPARTMENT REPORTS (continued):**

Mr. Courtney stated there is nothing to update regarding the recreation park slope failure.

Mr. Courtney received an e-mail from AES on March 27 concerning the bank stabilization at Wisner Road. The e-mail stated the COVID-19 situation should not impact the project schedule, which is May through June of this year.

With regard to the Hemlock Ridge water main project, Mr. Courtney stated a pre-construction meeting was held on March 25, and work was scheduled to start today.

Councilman Lesnick asked if there was any major damage due to the river overflow on State Route 306 last week, to which Mr. Courtney responded he confirmed with ODOT there was no damage to the bridge as a result of the flood. He stated he was contacted by Mike Herceg of ODOT, informing him ODOT has a project that will be placed on the programmatic to replace the structure of that bridge in 2023. The cost of the project will be 100 percent funded by ODOT. There will be no City cost sharing, unless the City decides to add things that are not federally eligible for the cost.

Mr. Lesnick asked about other bridges, and if they are the responsibility of the city, county, or state. Mr. Courtney responded he will have to research the bridges and where they are located. If a bridge is on a road that is not a county road or state highway it may fall under the city's responsibility.

Councilman Schulz asked if an addition of a multi-use path on any bridge would be 100 percent local funds or if federal funds could be used. Mr. Courtney said he discussed with Mike Herceg of ODOT specifically about adding sidewalks to the bridge on State Route 306; and if there was any work required below the superstructure to widen the bridge for the sidewalks, it would likely be 100 percent city cost.

**Assistant Finance Director Louis Slapnick** advised that end-of-month reports for January and February have been reconciled and posted to the City's website. The Finance Department will begin working on March in the upcoming days. The list for the GAAP convertors is being completed. This consists of the individuals that are converting the cash basis financials to an accrual basis. The Department is working very hard on the build-out for the new system.

Councilman Smolic asked Mr. Slapnick to expand on the build-out for the new system, acknowledging it is a large job. Mr. Slapnick explained the chart of accounts has been imported into the new system, and the Department is currently working on payroll data and getting the vendors situated.

Mr. Smolic thanked the Finance Department for the hard work they've put in over the past year on this project, specifically mentioning the work of Mr. Slapnick and Ms. Kovalchik.

**Law Director Matthew Lallo** referenced the ordinance on the agenda for tonight's meeting; he advised it has a provision that addresses a city ordinance, noting that Council has a right to waive the provision that requires the posting of all legislation in the Library, City Hall, and the Community Center. Due to COVID-19, the Library and the Community Center are closed, and the Library is not accessible for posting. Mr. Lallo referenced Ordinance Section 220.25, which allows City Council to modify that requirement. The Law Department asked that the ordinance be adopted as drafted, which will permit the Clerk of Council to post the legislation in City Hall for 15 days and online. This will waive the requirement that the posting be placed in the Library and Community Center due to the fact that they are closed to the public.

**DEPARTMENT REPORTS (continued):**

Councilman Schulz followed up with Mr. Lallo concerning a question he submitted by text message concerning the ability for Council President Lowery or Mayor Potter to use electronic signatures on Council documents with respect to the COVID-19 situation. Mr. Lallo responded he's not yet seen any changes in the law with respect to permitting electronic signatures. He suggested if a situation should arise requiring signatures, such as today's ordinance, Mr. Lowery could sign the ordinance if one is in his possession and e-mail it to Mayor Potter, who will sign as well, and he can then forward the completed document to the Clerk of Council for proper posting. This would be the recommendation at this point for proper signing of documents, as he's not to date seen anything that expressly permits or prohibits electronic signature services.

**MAYOR'S REPORT/ANNOUNCEMENTS:**

Mayor Potter thanked all those present for their reports, and welcomed all community members to the meeting.

Mayor Potter thanked Mr. Courtney and the Service Department for reacting so quickly when State Route 306 was recently flooded, and the Police Department for their fast response in shutting down the road and re-opening it at day's end. Mayor Potter stated he spoke with Tim Miller from Lake County Stormwater, to ensure the cost would be reimbursed by Lake County Stormwater.

Mayor Potter thanked all residents who donated canned food, dry food, and other supplies to the Community Center. Donations are still being accepted from 10:00 a.m. to 2:00 p.m. each weekday, and are passed along to those in need and affected by the COVID-19 situation. Cash donations are being accepted, along with checks made out to the Kirtland Area Service Council for retrieval. These monies are spent on further supplies and food as needed, as requests come in from the community.

Mayor Potter thanked a group of residents on Tibbetts Road who raised \$800.00 in an effort to assist with the needs of the Police and Fire Departments as the COVID-19 expenses start to rack up.

The Mayor noted that the Lake County Mayors and Managers meetings with the Health Department and the local emergency services workers and coordinators occur twice weekly by telephone. Noting that Chief Hutton is always included in those calls, Mayor Potter said it's good to see all the departments and agencies working so well together.

Mayor Potter thanked Mr. Lallo for always being available to answer legal questions throughout this time.

Mayor Potter advised there have been new developments in the Service Department. In 2018 the City's Fiscal Review Task Force, commissioned by the previous Mayor, identified a lack of accountability and efficiency in the City's Service Department as a significant issue. Over the past four months, Mayor Potter said he has conducted a review of the Service Department operations, which resulted in the following action: Mayor Potter will place a professional in the position of Director of Public Works. This title, traditionally held by the Mayor, will be relinquished, along with the yearly compensation of \$5,600.00 in order to place the leadership of the Department into the hands of an experienced and highly capable professional, who can assist with the Mayor's pledge to run the City as efficiently and resourcefully as possible. Three full-time positions, one half-time position, and a temporary interim pay adjustment have been eliminated to bring the staffing level in line with surrounding communities. These actions will improve accountability and efficiency, while reducing overall expenses and maintaining and improving city services moving forward.

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

The Mayor noted that the global pandemic and the resulting economic crisis make it more important than ever to provide taxpayers with an efficient government. Mayor Potter went on to say these decisions are difficult, and he does not take them lightly. However, he will continue to evaluate opportunities to make sure the residents remain safe and provide excellent services while preserving the community's fiscal health.

Mayor Potter thanked the department heads and staff for their hard work through this difficult time, mentioning that Chief Hutton and Chief Nosse have been working tirelessly to keep the department workers and community safe. He went on to say the Fire and Police personnel have done their jobs with conviction and courage, and should be commended.

Mayor Potter also thanked City Law Director Matt Lallo, and the Assistant Law Director Tom Lobe for the immense amount of guidance they have provided during these challenging times.

Mayor Potter said Council has been invaluable, and at a cost lower than other communities of comparative size.

Lastly, Mayor Potter thanked Finance Director Mary Kovalchik and Assistant Finance Director Louis Slapnickner for their valiant efforts in getting the City's finances in order and providing appropriate financial information to enable prudent decision-making.

Councilman Schulz advised Mayor Potter he received a message from residents on Loreto Ridge, inquiring about pothole patching. The message included photos, and Mr. Schulz said he would be willing to pass those along.

Mr. Schulz stated he attended an LTAP "lunch and learn" regarding COVID-19 responses in the central Ohio area. The subject matter consisted of lessons learned and information collected. LTAP is also offering a one-hour pavement preservation webinar in three days' time that may be of interest to the Service Department. LTAP is a Local Technical Assistance Program, and it is run through ODOT. There are many different programs offered, and interested parties can sign up to receive e-mails concerning upcoming training. He noted that the vast majority of the training is free and online.

Mr. Schulz requested the Mayor invite Jenna Hull and Zoning Inspector Wayne Baumgart to speak to Council once the pandemic passes. Ms. Hull could share the experiences of the senior center, with the seniors being more shut in and disconnected.

Councilwoman Wolfe asked Mayor Potter when Council could expect to hear what savings were accomplished by eliminating the service positions, what services will no longer be performed, and what services will now be contracted out. Mayor Potter began with the savings for 2021, which will be a savings of \$82,000.00/year. The savings for 2022 have not yet been determined, as it is currently a fluid situation. The Mayor noted that some of the lawn services have already been contracted out, and that will likely be expanded this year. Once the new Service Director has been put into position, he will create a daily/weekly/monthly work plan which will include the snow plowing, brush pickup, and ditch cleaning. Mayor Potter does not expect to see a reduction of those services.

Ms. Wolfe asked how many full-time and half-time employees are expected on payroll for the Service Department moving forward. Mayor Potter responded it is hard to say at this time; there are some in the Department eligible for retirement but may not choose to retire yet.

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

Responding to Councilman Ruple, Mayor Potter advised that the new Service Administrator is expected to begin as late as May 4, although it could be sooner. Once he has come on board, Council will need to pass legislation accepting Mayor Potter's resignation from that position of Public Service Director, along with the salary, and then accepting the appointment of the new Public Service Director to that position.

Councilman Schulz asked if the position of Public Service Director was advertised in the local paper as an open position, to which Mayor Potter said it was not.

**STANDING COMMITTEE REPORTS:**

None.

**CORRESPONDENCE:**

Council President Lowery advised that a notice was received from Aqua Ohio concerning the PUCO (Public Utilities Commission of Ohio) seeking approval to collect a system improvement charge. Mr. Lowery will forward the document to Mr. Lallo for review, and then Council can discuss it further.

Councilman Schulz advised that once the shelter-in-place order is lifted he would like to schedule a Utilities Standing Committee meeting to discuss these charges, as they do pop up approximately every 12-18 months, and the utility outages he has been reporting to Council.

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

**Amy Tardio, 10383 Loreto Ridge Drive**, began by saying she would like to have her street repaved. However, her main concern is there are workers that come and fill potholes but do not completely fill them in. Also, when there is work done on the potholes not all of them are filled. She has also noticed when workers come to fill in the holes it's normally after a rain and some of the holes have water in them and cannot be filled due to the water. Ms. Tardio went on to say there are several potholes on the street, which is off of Billings. She mentioned Billings is also pretty bad. There have been some repairs, and Ms. Tardio said she was grateful for those, but more need to be done. Noting that she sent pictures to Councilman Schulz, she stated that one pothole is approximately five to six feet across and possibly four to five inches deep.

Mayor Potter responded, stating the new Service Administrator and Public Service Director is certified in pavement management systems as well as pavement condition reporting and analysis. Going forward, when repairs are scheduled the Service Department will be better trained in technical skills to make determinations on how to better handle these situations. Currently the Department is doing the best job they can with what they have available to them, but the new Service Director will bring a new skill set to the Department, and create better outcomes for the roads in the city.

Ms. Tardio went on to ask why only some holes are fixed when the workers come out, to which Mayor Potter stated it would depend on how much material is available when the project is scheduled and determining which are most critical. However, one of the first tasks on the new Service Director would be to inventory what materials are on hand and available, and then to assess the skills the maintenance crew currently has and perform training if necessary.

**PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA (continued):**

Councilman Ruple added that he's had similar situations in the past as a resident and has contacted the City to request they come back out and re-do or patch more holes. He would suggest Ms. Tardio contact the Service Department.

**Carol Martz, 7475 Euclid-Chardon Road**, asked who the new Service Director is, what his qualifications are, and where a copy of the job description can be accessed. Mayor Potter said the new Service Director has yet to give notice with his current employer, so that name will not yet be released. In terms of qualifications and background: CDL license, heavy equipment operating, maintaining equipment and supplies, sewer and water line experience, blueprint reading, certified in public management, certified in management leadership, traffic signal technician, HAZMAT certified, pavement management systems, pavement condition analysis, traffic control technician, certified in intro to asphalt roadways, as well as a certified arborist. Mayor Potter stated that with the new Service Director, the City will be able to restructure and reorganize the Department efficiently.

Following up, Ms. Martz asked why the position was not posted. Mayor Potter responded that the Service Administrator position was posted last year, and rounds of interviews were conducted with a handful of applicants as well as three offers made for the position. Two declined and the one who accepted the offer worked only one week in the position. Mayor Potter went on to explain as he worked through the analysis the current appointee came to light for the position.

Ms. Martz then asked why the interim director was not interviewed, to which Mayor Potter responded there was a motivation and impetus to move forward. He went on to say he spoke with Duane Martz, noting that he served this city as well as possible after being thrown into the role last year. Mr. Martz cares about the City, as do all the Department workers. Mayor Potter explained that ultimately, in terms of qualifications and skill sets, the new appointee has decades of experience in that management role. This change is not intended as a slight to Mr. Martz, which was made clear privately and now publicly.

Council President Lowery added that the Service Department Standing Committee has asked for an opportunity to have a discussion with the appointee, and that has been granted. This will give the Committee a chance to ask questions and voice concerns.

**Matt Kahley, 10837 Crestwood Drive**, mentioned some of the employees that were laid off were suspended a few months ago. Mayor Potter advised that he cannot discuss those situations publicly. Mr. Kahley then mentioned there will be two in the Department retiring soon, and asked if the laid off employees would be reinstated when they retire. Mayor Potter responded, explaining it's not likely those positions will be filled immediately, if and when current employees retire.

Addressing Ms. Tardio's question on potholes, Mr. Kahley stated he is an employee of Willoughby Hills Service Department, and when they go in and repair potholes they do not fill them completely due to snowplows. If the pothole is filled high, or level, when a snowplow comes by the cold patch will pop out of the hole. Normal procedure is to leave 1/2 inch. Also, normally potholes in the center of the road are not repaired until the summer.

Mr. Kahley also mentioned that he and Jim Barnes run the baseball league. To update those present, they are holding off until May 1 to make a decision on the season. Most other cities are trying to push back and push the season out until June 1. The baseball tournament may be postponed or cancelled.

**Clint Buchanan, 8217 Kirtland-Chardon Road**, stated for the position that was eliminated, he understood that gentleman was responsible for cleaning all the City buildings and was also able to plow roads when needed. With the position being eliminated, he inquired how the city will keep up with those needs. Mayor Potter explained that, once on board, the new Service Director will identify staffing needs. The Mayor stated that the new appointee has a lot to share in approaching the plowing, salting and pre-treating.

**PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA (continued):**

Mr. Buchanan asked how the city's buildings were going to be cleaned moving forward. Mayor Potter responded that during the interim, due to COVID-19, it would not be appropriate to bring in an outside firm to clean. He noted that the staff can take out the garbage and handle cleaning needs. The Mayor noted that in the future, there will be services considered for those duties; he stated it will be a cost savings.

**Jim Barnes** asked Mayor Potter to restate what qualifications were expected of the Service Director and Administrator position. Mayor Potter listed the attributes as: CDL license, heavy equipment operator, background in maintenance, equipment, supplies and inventory, street management, sewer and water lines, blueprint breakdown, certified public manager, certified in management leadership, traffic signal technician, HAZMAT certified. Also the appointee has a vast knowledge of OSHA and OSHA safety concerns, which is a priority in that department. He also has a background in pavement management systems and conditions analysis, certified traffic control technician, certified in intro to asphalt roadways, and certified arborist as well. Mr. Barnes then asked if Mayor Potter was willing to disclose the contractor this individual worked for prior, to which Mayor Potter declined to disclose at this point in time.

**OLD BUSINESS:**

None.

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

None.

**RESOLUTION NO. 20-R-22  
(Mayor Potter)**

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**A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE OHIO DEPARTMENT OF TRANSPORTATION FOR THE PURCHASE OF SODIUM CHLORIDE (ROCK SALT), AND DECLARING AN EMERGENCY.**

The legislation was read by title only. It was noted in discussion that the deadline for participation is April 24; there is a Council meeting scheduled for April 20. Noting that it is imperative that the City has the ability to enter into this contract, Mayor Potter cautioned about waiting until the next meeting, in the event not enough Council members are present to pass the resolution as an emergency and meet the deadline. Mr. Smolic inquired about the tonnage that was used this past year and the current supply, noting that he believes the salt barn is full. Mayor Potter stated that is the reason for purchasing 1500 tons rather than 3000 tons as purchased in past years; he noted there is currently approximately 4500+ tons. He noted that the state bid salt price will not be known before the legislation is passed. Noting that he spoke with Mr. Slapnicker, the Mayor stated that ordering 1500 tons will be a significant savings from what was budgeted.

Council President Lowery noted that if the City misses this window of opportunity, there is no other opportunity to participate in the ODOT salt bid; if that opportunity is missed, the City will be buying salt at a much higher price when it is needed. Mr. Lesnick confirmed that the City definitely receives a better rate through ODOT. Mr. Lesnick stated that he would like the opportunity to determine if, due to the pandemic, there will be a provision to purchase less if it is later determined that the quantity specified is not needed, and the finances are down due to the pandemic. In discussion, it was noted that if the participation agreement is submitted now, it can be rescinded up until the April 24 deadline.

The legislation was placed on First Reading.

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### **COUNCIL COMMENTS:**

Councilman Lesnick mentioned the new website, and asked that anything with an associated date be placed on the community calendar so the information will be easier to find; for example brush pick-up. It was noted in discussion that pick-up for Ward 4 began today, and then Wards 1, 2, and 3 will be rotated through the rest of the month. Mayor Potter noted that he is requesting Ms. Petersburg include such information on the calendar.

Councilman Schulz noted that during budget discussion meetings, there was mention of scheduling Finance Committee meetings relating to revenues and expenses. Mr. Lesnick suggested meetings be scheduled a week or so after each financial report is published. Mr. Slapnicker advised that the reports are typically released within a week and a half of the end of the month. Mr. Lesnick requested that Finance Committee meetings automatically be scheduled after the second Council meeting, moving forward, beginning April 20, 2020. Mr. Slapnicker advised that the March report should be submitted to Council by the end of next week; he noted they will be available by the second Council meeting each month. Mr. Slapnicker stated that with the transition to the new system, the reports will be a little different than what Council is used to seeing, noting that the reporting is limited during the transition to the new system. Mr. Slapnicker noted that this is the first year that the Finance Department has released the January, February and March financials. Councilman Smolic informed the public that those reports dating back for the last four years can be viewed on the website under Financial Reports.

Ms. Wolfe asked the Mayor if there is a timeline on negotiations with the Wedding Barn and Cocca concerning incentives, since Council will be expected to vote on the legislation. Mayor Potter explained he's not yet had any conversations with the Finance Director or the Law Director in relation to the tax incentives. He noted that the Council President and Finance Committee Chair will be made a part of the process. Mayor Potter noted that negotiations should not be discussed in a public setting. Mr. Lallo agreed, stating the discussion is best suited to an executive session to maintain the privacy of the applicant's information, and is more conducive to honest and frank discussions. Mr. Lallo encouraged any applicant interested can come to Council and have a discussion in executive session for that purpose.

Councilman Schulz reminded everyone to fill out their Census information, as it is very important to the City and for money allotted to the community. Mr. Schulz noted that the State of Ohio has seen a \$250 million drop in gas tax revenue, due to the 50 percent drop in traffic on Ohio roads because of the pandemic. Responding to Mr. Lesnick, Mr. Schulz confirmed the tax on gasoline is a fixed amount and not tied to gas pricing.

Councilman Lesnick thanked Mr. Lallo for coordinating the virtual Council meeting, and commented that it's gone very smoothly for a first time.

### **CONTINUING CONCERNS:**

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

**Sheila Dikowicz, 7250 S. Raccoon Hill Drive**, submitted a question via chat. Ms. Dikowicz asked Chief Hutton to explain what measures Lake County Health Department has taken in respect to those residents who have tested positive for COVID-19 in reference to contacting those who they were in contact with prior to testing. Chief Hutton said the Health Department does "contact tracing". This involves investigating those they were in contact with for the three days prior to the onset of symptoms.

**CONTINUING CONCERNS (continued):**

Chief Hutton stated the Health Department also monitors people at home, checking in on them and determining when they are symptom-free. Typically this is seven days from the onset of symptoms; they consider patients cleared if they are symptom-free after three days of being confirmed positive. Lake County does not do follow-up testing. Chief Hutton explained that contact tracing is investigating and getting into contact with people these residents were in close contact with.

**Clint Buchanan, 8217 Kirtland-Chardon Road**, asked if the Zoom meetings will continue after COVID-19 has been cleared up, and if the work sessions prior to the meeting will also be broadcast via Zoom. Mr. Lallo explained that the new law allows for teleconferencing for these meetings only during the current state of emergency. Therefore, once the Governor lifts the state of emergency the meetings will have to be held in person. He stated that Zoom meetings will be utilized for work sessions and all public meetings, noting the exception for executive sessions.

**Mrs. Barnes** stated that CDC regulations require six feet distance between every person at all times. She went on to say she would love to know who in the community has been exposed to or diagnosed with COVID-19 and how close they are in her community, including where they have been and what door handles they have touched. Mrs. Barnes went on to request names of who has been diagnosed or exposed. Mr. Smolic reminded her that HIPPA laws will not allow that information to be released. As a member of the healthcare profession, Mr. Lowery stated the virus is a community-borne virus, which means it is in the communities and everywhere. It will continue to ramp up as it has in the last few weeks, and will continue for a significant period of time going forward. Mr. Lowery went on to explain there are no regulations to identify individuals by name or address, and he suggested the following: social distancing of 40 percent or more is how this will be beat. This is being done quite well throughout the state and Kirtland. The number one way, besides social distancing, to remedy this virus is to wash hands always and continuously. The third comment he suggested was to keep hands away from nose and mouth to prevent spreading.

**Jim Barnes** responded that his wife and his children have been sheltering in place. However, Mr. Barnes stated he works in the essential world of highway construction/sanitary in the City of Cleveland. Due to his job, he's exposed on a daily basis. Mr. Barnes asked Mr. Lowery, as a healthcare worker, what steps he should take to protect his family. Mr. Lowery responded the best way to reduce the infection going forward is to social distance, keep hands clean and away from the face, and staying home when not feeling well or with a fever or dry cough. These are the best and only ways to keep this disease from continuing to spread.

**Keith McCrory, 8117 Euclid Chardon Road**, submitted a question via chat. Mr. McCrory asked why there was such an urgency to fire the Service Department personnel, and if it would have been better to wait for the recommendations of the new Service Director; if it would have been more respectful and decent to give said employees a notice of the impending position terminations, possibly in meetings between the affected personnel and their supervisor; and why that respect was not given to these citizens of Kirtland who have worked hard to benefit our City. Mayor Potter responded that he's spent the past four months analyzing the department, in conjunction with the Task Force's report, to determine where the Service Department was heavy in personnel and made decisions on that basis. He noted that after a certain period of time, he recognized the needs of the city moving forward. Mayor Potter noted that while it is desired to give the most amount of notice, there is not always an opportunity in a situation like this. He noted that once the research has been done and advisors have been consulted, decisions are made and need to be moved on.

**CONTINUING CONCERNS (continued):**

**Neil Ribelli, 37652 Jordan Drive, Willoughby**, wanted to give Council and those present an idea of the status of the asphalt industry today. Mr. Ribelli, after asking a few questions on the 2020 budget, asked what roads needed repaved, or if it's only Springer. Mayor Potter responded that in January the City was presented with an opportunity by the County Commissioners; they were going to dole out money to communities, based on license plate registrations, and Kirtland's share of the money was \$52,000.00. To obtain the money, there had to be a road project to attribute the money to, and Springer was chosen. Mr. Ribelli discussed equipment and stated there are options other than paving to fix the asphalt, and he offered his expertise in the field with upcoming projects. Mayor Potter stated that he would be happy to meet with Mr. Ribelli to discuss this with him further.

**ADJOURNMENT:**

Mr. Lesnick moved to adjourn. Mr. Schulz inquired if the comments in "Chat" will be recorded. Mr. Lallo responded that he believes they will be recorded; he will look into it. He noted that he tried to read them into the record. Mr. Smolic provided the second to the motion. The motion of Council passed by unanimous vote and the meeting adjourned at 9:10 p.m.

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President of Council

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Clerk of Council