VILLAGE OF RICHFIELD
Crossroads of Community and Commerce

REGULAR SESSION OF COUNCIL
MINUTES

OCTOBER 18, 2016

Council Vice President Hudak called the meeting to order at 6:30 pm. The Pledge of Allegiance followed.

ROLL CALL: Healey, Hudak, Kahoe, Lanford, and Lyons. ABSENT: Ellis, Swan.
OTHERS PRESENT: Mayor Beshara, Police Chief Morgan, Fire Chief Mihalek, Parks and Recreation Director Jocek, Planning & Zoning and Interim Service Director Frantz, Finance Director Turk and Law Director Hanna. Absent: None. Vice President Hudak stated that Ellis and Swan had notified Council that they would be absent for health reasons.

APPROVAL OF MINUTES:

MOTION: TO APPROVE THE MINUTES FROM OCTOBER 4, 2016 REGULAR AS SUBMITTED.
Moved by Lanford seconded by Lyons. Upon roll call motion passed unanimously

COMMUNICATIONS AND PETITIONS: None.

MAYOR'S REPORT:

The Mayor stated:

- Final paperwork is being prepared for the sale of property to Nexen Tire. It should be completed by the end of the month.
- Tim Baker is present to answer any questions during caucus that Council has on Resolution 71-2016.
- Department Heads and Administration are working on the budget in preparation of its presentation at the November 1st meeting.
- Last weekend was the concert by J. Nye.
- The Village is getting ready for the holidays.
- A request to appoint Nick Kostandaras to the opening on Records Commission.

MOTION: TO APPROVE THE APPOINTMENT OF NICK KOSTANDARAS, SR. TO THE RECORDS COMMISSION FOR THE EXPIRED TERM OF DOLORES LEFFLER.
Moved by Healey seconded by Lanford. Upon roll call motion passed unanimously

DEPARTMENT HEAD REPORTS:

Chief Morgan – Police
Report stood as submitted.

Report

The 911 Cellular app has been renamed "Richfield Safe". There was some confusion when residents were attempting to locate the app in the respective app stores.

The new app is available for download at these locations:

The Apple iTunes store

Google Play

Chief Mihalek – Fire

Report stood as submitted.

Report

The Richfield Fire Department would like to raise awareness for the Month of October as Breast Cancer Awareness Month. Our members are wearing their uniform shirts this month with the addition of a pink ribbon on the sleeve to raise awareness and to promote a cure for this disease which will affect 12% of every woman in the United States.

We would also like to raise awareness to replace your smoke detectors every 10 years. There is a manufacture date on every detector. If you need assistance, please call the fire department.

Lastly, we would like to thanks Brecksville Fire Department, University Hospitals Medevac, Richfield Police Department, and the Richfield Service Department for their assistance at a fatal accident on October 14th. The victim required extrication from the vehicle with our hydraulic tools on the scene which is very labor intensive and extensive medical care. With additional resources providing a safe and secure scene for us to operate and additional resources to secure the car and extricate the victim, we can give the best possible care all our patients.

Director Jocek – Recreation

Report stood as submitted with the addition of saying that the concert by Jay Nye was fabulous with songs from Dean Martin and Frank Sinatra. It was held inside at the Masonic. Mr. Nye will be doing a holiday concert on December 5th.

Report

- There was a Fall concert at Masonic Hall this past Thursday. The music was from the "Rat Pack" and performed by local resident Jay Nye. We had a nice turnout for the concert.

  Please plan on attending the next concert to be held on December 15 at 7:00 pm at Masonic Hall.

- The Recreation Department has many new upcoming programs. One of these is a Social Security program that is for people who plan on retiring in the future but have not retired yet. It will be Nov. 17th at 6:00 pm at the Recreation Center.

- On Thursday, Oct. 20 we will be haunting the Richfield Woods. If you aren't too scared, please plan on coming by. We will be open Thursday, Friday, Saturday, Oct 20,21,22 and Friday and Saturday, Oct. 28, 29 from 6-10 pm.

- Please take a trip to Eastwood Preserve and see the two new Eagle Scout projects that we have added to the park. There is a new potting bench that was constructed by James Soroczak near the lower garden and two new benches constructed by Alex Bajzer on the south path system in Eastwood Preserve. The Eagle projects have been a real asset to the Richfield Village Parks.

Vice President Hudak asked whether Halloween would be celebrated on October 31st. Director Jocek indicated that a parade will start at 5:45 pm and end at the Fire Station with celebration activities. Director Jocek also indicated that the Haunted Rec has moved to Richfield Woods for two weekends. Mrs. Lanford asked if the barn was being used. Director Jocek indicated that there are activities inside and outside at Richfield Woods. Weather may be an issue but will be dealt with as appropriate.

Interim Director Frantz – Service

Director Frantz – Planning and Zoning

Report stood as submitted with attention being drawn to 3921 Brecksville Road renovation in the requirement of change orders forthcoming due to the new flooring system being required since there was no vapor barrier on the concrete. The upgrade could cost up to $52,000, but an option that would cost $19,000 is being reviewed. This system is rated like an airplane hangar flooring system. Vice President Hudak asked what area the new flooring would be utilized in. Director Frantz indicated that it for the entire building.

Report:

Service

1) The annual street striping program will likely be starting the week of the 17th and is anticipated to be completed by the end of October. We will stripe 17 streets, which represents just under nine miles of roadway.

2) The sidewalk extension project from 303 to Hawthorne has started with the tree/brush removal being completed by early next week. In the process of clearing the brush and trees surrounding the large culvert pipe near 303, we discovered the entire base of the culvert being undermined by water. To slow the erosion process and provide channel stabilization, we have authorized the contractor to upsize the rip-rap to much larger materials. This condition of this culvert, along with some others I recently have been made aware of, has led me to request GPD Group to formally inspect all the Village culverts to determine their age and condition. We have leftover funds available from the NPDES mapping project that can cover the engineer's costs. This evaluation will help the village inventory its culverts and prioritize which ones need addressing for a future budget year. Any immediate priorities will be discussed with Council should we find any.

3) I met with the Village Engineer and Spano Construction to discuss the stormwater management issue at the UPS Overnight facility off of Brecksville Road. The Village Engineer is working on some conceptual sketches to address the matter and the contractor will be providing a quote based on the engineer's work. This is an item that was discussed with Council at its last meeting and is anticipated to be on the first agenda of Council in November to authorize the emergency work. I will keep Council apprised of the matter as it proceeds.

4) We are installing a temporary solution to the troubled ramp at the Historical Society building so their meeting on the 18th can proceed as planned. This is a temporary solution and will not address the matter long-term. I am planning to add this item into the capital budget for 2017.

5) The construction at 3921 Brecksville Road is continuing to progress but a flooring problem surfaced in the last week. Since we are rebuilding the structure, we are maintaining a good portion of the existing concrete slab. Unfortunately, the slab does not have a vapor barrier and the existing concrete tested at 95% moisture levels. The flooring system planned to treat the existing concrete is moisture dependent, meaning if the moisture level is above 80%, the flooring system can't be used. The contractor has identified an alternative system that can support 100% moisture levels but the cost to upgrade to this system ranges between $19,000 and $43,000. I have spent considerable time discussing this issue with the Project Architect, the Mayor and Council President. The $19,000 upgrade is actually a better flooring system than the higher end $43,000 application. Given this, we are moving forward with the less expensive flooring application because it actually is better suited for the higher traffic, heavy duty work being performed in the garage. I can discuss this further with Council during the meeting.

6) The senior path project is starting Monday, October 17th and should be completed in less than two weeks. We are meeting on-site Monday to layout the exact location of the path and confirm the final details Monday afternoon. This project should be completed before the next Council meeting.

7) We held a staff meeting with all the Service Department employees at 3921 Brecksville Road to provide them with a tour of the building. The changes were well received and a fair amount of discussion centered around Phase II of the Service Department transition to property. Costs associated with Phase II of the project will be presented to Council during the up-coming budget discussions.

Planning

8) The Planning Commission met on October 11th and approved two signs for Mobility Works located in Kinross Lakes office park and the second was a wall sign for the new tenant at the former Bencin building. The Commission also discussed a proposed amendment to the approved preliminary site plan for the Constantine development. Because minor issues still remained with the plan and the proposed amendment, the Commission tabled the request until the developer could meet with myself and the Village Engineer to work out any remaining items. We did meet on the 14th and discussed the items and came to resolution on all the issues. The plan is moving forward and I anticipate it being back on the

Commission's agenda in early November. I will keep Council apprised as the plan progresses. Final approval will eventually be requested of Village Council pursuant to the Subdivision Regulations.

9) We conducted a preconstruction meeting with National Interstate Insurance to begin the process of them constructing an approximate 120,000 square foot office building on their Kinross Lakes complex. We anticipate construction of the building starting the next couple weeks. The ground-breaking ceremony for the new building is expected to be moved from next week to November 10th. We will let Council know the exact time once it is established.

Recommendations/Considerations: None

Legislation: Approval of the Columbia Road legislation

Director Turk – Finance

Report stood as submitted.

Report

2017 Budget Update

The Mayor and Finance met with the department heads to go over their 2017 budget requests. This data is being compiled and will be presented at the Finance Committee October 18th. The Interim Service Director is working on the capital improvement requests and will present that to the Committee also. The goal is to have first reading of the 2017 budget at the November 1st Council meeting and adoption of the budget at the December 6th Council meeting.

ADP Time and Attendance Module

ADP provided a demonstration of its time and attendance module to the departments. We have been working with ADP to explore the automation of our time and attendance process to track and manage employees time in a more efficient manner. The demonstration seemed to be favorable to the departments. The cost to proceed with the base module is a one-time set-up fee of $1,037 and then an annual incremental estimate of $7,679 and they are willing to provide two months for free. The base module can accommodate all employees with the exception of the nine 24-hour shift Fire Department employees. These employees will have to continue to be processed manually as is done currently. The enhanced module that can accommodate all the employees including the Fire Department 24-hour shift employees would cost a one-time set-up fee of $15,615 and then an annual incremental estimate of $26,243 and they would also provide two months for free. The incremental cost for the enhanced module for nine employees seems excessive. We will discuss this with the departments and the Mayor before making a final decision.

Ohiocheckbook.com Status

Back in June the State Treasurer's Office had created the Village's website and populated it with our account data. We did notice some of the data was misaligned in that the explanations did not match up with the payees or the payments did not align to the proper departments. The Auditor acknowledged that the interface of the data was misaligned and that they would have to work on correcting the interface. We just asked for an update and are awaiting a response. Once they correct the interface and we are satisfied that the information is correct we will approve the set up so that the State can place the data out on their website for public viewing. The information will contain the 2015 data and hopefully in February of next year the 2016 data can be downloaded in the site.

Recommendations/Considerations:

Council's consideration of suspension of the second and third readings and consideration of approval of the additional appropriation Resolution. The request is to appropriate monies for legal expenses related to the Economic Development projects. National Interstate Insurance has agreed to reimburse $25,000 of these legal fees.

Legislation:

A. ***Resolution No. 72-2016 To Make Appropriations for Current Expenses and Other Expenditures*** This resolution is being submitted for first reading with consideration for the suspension of the 2nd and 3rd readings and for its adoption at the October 18, 2016 Council meeting. Overall appropriations are being increased by $31,000 and are related to the legal expenses associated with the Economic Development projects. We have paid $11,093 in fees to-date and have a $14,500 bill pending and the remaining appropriation in the fund is $8,906. The requested allocation of $15,500 will cover the existing expense and the forecasted expenditure s anticipated through the remainder of the year. National Interstate Insurance has agreed to reimburse $25,000 of these legal fees. In addition, I also need to appropriate and transfer $15,500 of cash from the Income Tax fund into the Economic Development fund to cover the anticipated legal services related to the various projects.

B. ***Resolution No. 70 - 2016 To Authorize the Necessary Tax Levies and Certify Them to the County Auditor.*** This resolution is being submitted for second reading. This is an annual request accepting the amounts and tax rates as determined by the County Budget Commission, and authorizing the necessary tax levies and certifying them to the Summit County Fiscal Officer. Adoption of the resolution would take place at the November 1st meeting. Political subdivisions of the State must provide approved resolutions to the County Fiscal Officer by November 11, 2016.

Law Director Hanna
No report.

REPORT OF COMMITTEES:
Mr. Kahoe – Tree and Landscape Committee; Building & Grounds; Insurance
No report.

Mr. Ellis- Safety Committee; Fire Dependency Board
Absent.

Mr. Hudak- Finance, Cemetery Board
No report.

President Swan- Planning & Zoning Commission; RJRD
Absent.

Mr. Lyons – Township Liaison
No report.

Mrs. Lanford – Human Services Commission
No report.

Mrs. Healey – Parks & Recreation Board Representative
Mrs. Healey reported that the Jubilee committee met October 12th and that their next meeting will be November 9th at 6:30 pm.
Mrs. Healey reported that Tree and Landscape Committee met today and worked on plans for Arbor Day and Christmas. The next meeting will be November 28th at 5:30 pm.

CAUCUS (Council's discussion of agenda items, including motions to modify agenda)

(See CAUCUS DISCUSSION under Ordinance 66-2016, 68-2016 and Resolution 65-2016)

COMMENTS FROM THE FLOOR ON AGENDA ITEMS ONLY - None.

ORDINANCES AND RESOLUTIONS.

First Readings:

RESOLUTION 72-2016 Offered by All of Council

A RESOLUTION TO MAKE APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE VILLAGE OF RICHFIELD, STATE OF OHIO, DURING THE YEAR ENDING DECEMBER 31, 2016 AND DECLARING AN EMERGENCY.

CAUCUS DISCUSSION: None.

Second Readings:

RESOLUTION 70-2016 Offered by All of Council

A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR.

CAUCUS DISCUSSION: None.

RESOLUTION 71-2016 Offered by All of Council

A RESOLUTION AUTHORIZING THE MAYOR AND THE FINANCE DIRECTOR TO ENTER INTO AN AGREEMENT WITH SUMMIT COUNTY FOR THE RICHFIELD SITE OF THE SUMMIT COUNTY REGIONAL RADIO SYSTEM AS SET FORTH IN THE CONTRACT ATTACHED AS EXHIBIT A, AND DECLARING AN EMERGENCY.

CAUCUS DISCUSSION: Mr. Lyons asked Tim Baker for the scope of this project. Tim Baker reported that the objective was to switch to the County System of broadcast as the current Village system is outdated and analog. The County researched the best locations for the two towers that are needed. The sites selected were: 1) the current one at the Village and one on Boston Mills. ATT owns the tower and the Village owns the land. The County will need access so there needs to be an agreement between them and the Village (Resolution 71-2016) and our agreement with ATT needs to be amended (another Resolution not yet ready). The goal is to go over to the County system and eliminate our system. This would give the Village better communications.

Third Readings: None.

UNFINISHED BUSINESS: Mrs. Healey thanked the Mayor and Director Frantz for getting the temporary fix in place at the Historical Society for today's meeting.

Vice President Hudak noted that the work has been started on the sidewalk along Brecksville Road and the path to the Senior Center.

Mayor Beshara thanked the Garden Club, Constantines and Village Landscape Department for repotting the garden pots that are placed around the Village. Hopefully the fall flowers will hold up throughout autumn.

Vice President Hudak asked about the tree in the Village square. Director Frantz indicated that it seems to be healing from the damage it sustained, at least well enough to be decorated for this holiday season.

NEW BUSINESS: None.

COMMENTS FROM THE FLOOR None.

WORK SESSION

Discussion Topics

1. Cemetery Expansion – J Knopp, landscape architect, presented expansion plans approved by the Cemetery Board for both West Richfield Cemetery and Fairview Cemetery. Both of the

plans have phases that allow for expansion of in ground burial areas and columbariums (similar to mausoleums). Current facilities at both facilities are full or almost full. There are funds in the Cemetery Fund (donations included) to assist in completing these expansions. Michael Pantaleano, Cemetery Board Chair, was also present.

WEST RICHFIELD CEMETERY

Project Budget

PHASE1- EXPANSION OF WEST INGROUND BURIAL AREA

ITEM QUAN UNIT UNIT COST TOTAL COST

1 CONTRACTOR'S GENERAL CONDITIONS 1 LS $ 10,000 2 CLEARING AND GRUBBING 0.25 AC $ 15,000 $ 3,750 3 STRIP, STOCKPILE, SPREAD TOPSOIL 1,000 CY $ 6 $ 6,000 4 EXCAVATION/ GRADING- GRAVE SITES 1,000 CY $ 10 $ 10,000 5 ASPHALT ENTRY DRIVE - 20' SUBGRADE UP 6,300 SF $ 4 $ 25,200 6 CONCRETE WALK 1,50 0 SF $ 5 $ 7,500 7 LAYOUT/SITE MONUMENTS 1 LS $ 2,500 $ 2,500

8 LAWNS AND PLANTINGS 1 LS $ 20,000 $ 20,000

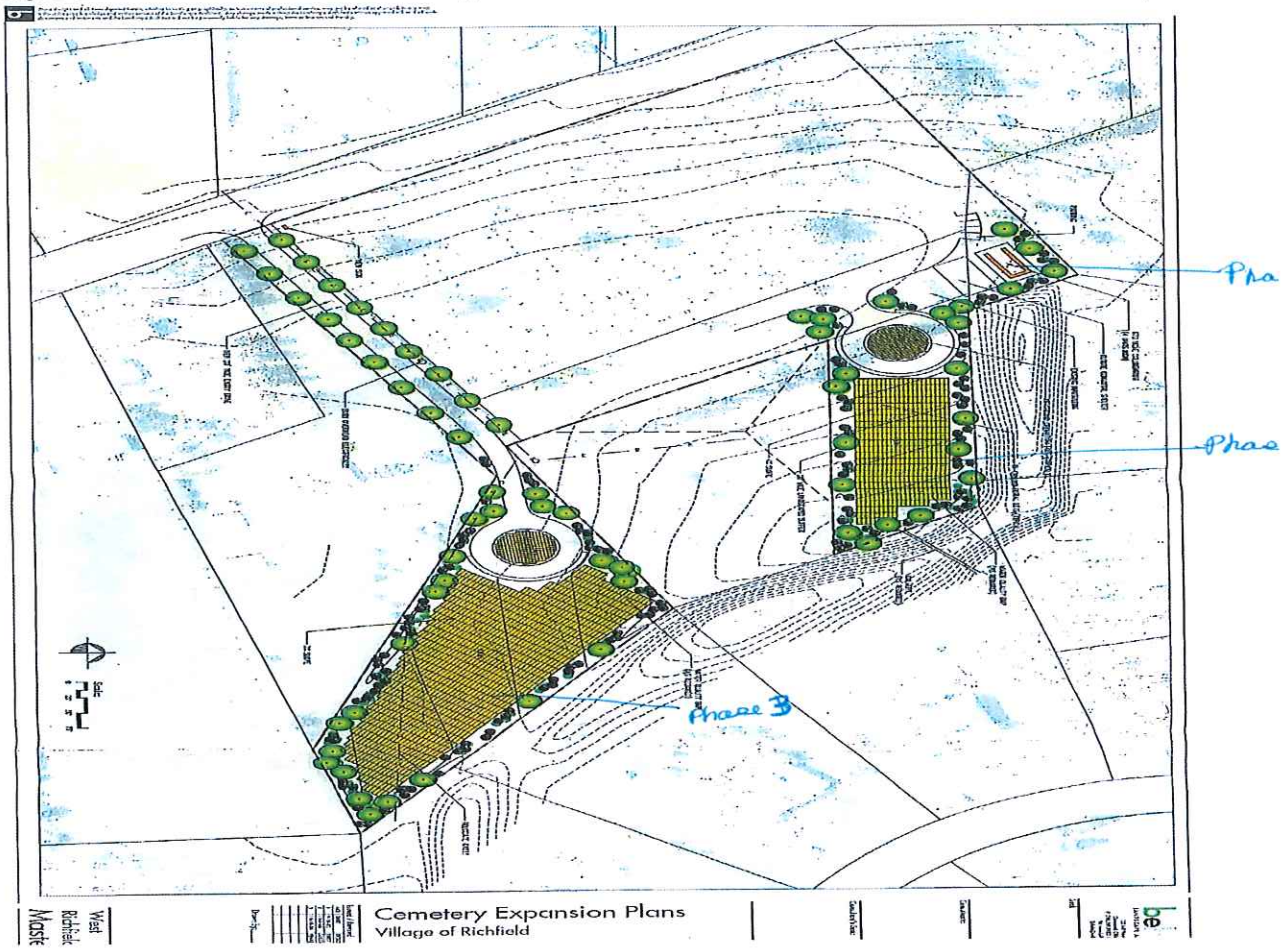
9 SITE FURNJSHNGS/ SIGNAGE 1 LS $ 5,000 $ 5,000

10 STORM AND WATER QUALITY BMP'S 1 LS $ 25,000 $ 25,000

SUBTOTAL	$ 11 4,950
CONTINGENCY (1 5%)	$ 17,243
DESIGN FEES	$ 13,219.25
TOTAL	$ 145,412

PHASE 2- EXPANSION OF ABOVE GROUND COLU M BARIU M

ITEM	QUAN	UNIT	UNIT COST	TOTAL COST
1 CONTRACTOR'S GENERAL CONDITIONS	1	LS		$ 25,000
2 SELECTIVE CLEARNG AND GRUBBING	1	LS	$ 1, 000	$ 1,000
3 STRIP, STOCKPILE, SPREADTOPSOIL	100	CY	$ 6	$ 600
4 EXCAVATION/ GRADING	100	CY	$ 20	$ 2,000
5 NICHES	670	EA	$ 500	$ 335,000
6 ASPHALT PARKING	800	SF	$ 5	$ 4,000
7 CONCRETE WALKS	2,000	SF	$ 5	$ 10,000
8 LAWNS AND PLANTINGS	1	LS	$ 5,000	$ 5,000
9 SITE FURN ISHNGS/ SIGNAGE	1	LS	$ 5,000	$ 5,000
			SUBTOTAL	$ 387,600
			CONTINGENCY (15%)	$ 58,140
			DESIGN FEES	$ 44,574
			TOTAL	$ 490,314



FAIRVIEW CEMETERY

Project Budget

PHASE 1- EXPANSION OF INGROUND BURIAL AREA

ITEM	QUAN	UNIT	UNIT COST	TOTAL COST
1 CONTRACTOR'S GENERAL CONDITIONS	1	LS		$ 30,000
2 CLEARING AND GRUBBING	4	AC	$ 14,000	$ 56,000
3 STRIP, STOCKPILE, SPREAD TOPSOIL	3,500	CY	$ 6	$ 21,000
4 EXCAVATION/GRADING - GRAVE SITES	25,000	CY	$ 10	$ 250,000
5 ASPHALT ENTRY DRIVE - 20' SUBGRADE UP	900	LF	$ 100	$ 90,000
6 LAYOUT/SITE MONUMENTS	3,200	EA	$ 3	$ 9,600
7 LAWNS AND PLANTINGS	1	LS	$ 50,000	$ 50,000
8 SITE FURNISHNGS/SIGNAGE	1	LS	$ 10,000	$ 10,000
9 GRAVE MARKER REPAIR	1	LS	$ 5,000	$ 5,000
10 STORM AND WATER QUALITY BMP'S	1	LS	$ 50,000	$ 50,000
			SUBTOTAL	$ 571,600
			CONTINGENCY (15%)	$ 85,740
			DESIGN FEES	$ 65,734
			TOTAL	$ 723,074

PHASE 2- EXPANSION OF ABOVE GROUND COLUMBARIUM

ITEM	QUAN	UNIT	UNIT COST	TOTAL COST
1 GENERAL CONDITIONS	1	LS		$ 35,000

2 SELECTIVE.CLEARING AND GRUBBING	1	LS	$ 5,000	$. 5,000
3 STRIP, STOCKPILE, SPREAD TOPSOIL	500	CY	$ 6	$ 3,000
4 EXCAVATION/ GRADING	1,000	CY	$ 20	$ 20,000
5 NICHES	1,026	EA	$ 550	$ 564,300
6 CONCRETE WALKS	8,000	SF	$ 6	$ 48,000
7 CONCRETE STEPS	430	TF	$ 35	$ 15,050
8 LAWNS AND PLANTINGS	1	LS	$ 20,000	$ 20,000
9 SITE FURNISHNGS	1	LS	$ 3,500	$ 3,500

ASSUMPTIONS:

8 All work completed in 2016.

9 No environmental/ecological impediments.

10 No unusual subsurface conditions.

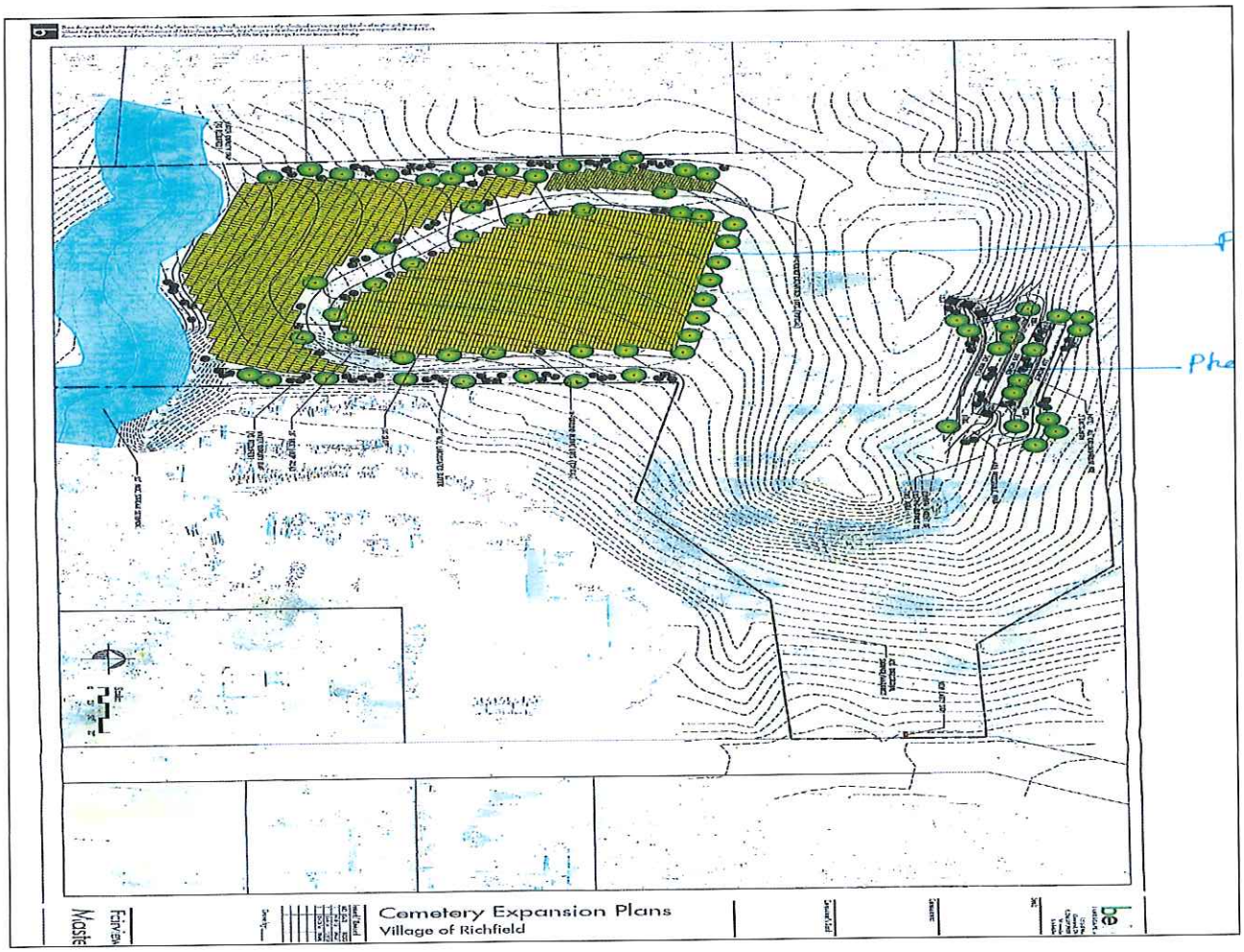
SUBTOTAL $ 713,850

CONTINGENCY (15%) $ 107,078

DESIGN FEES $ 82,092.75

TOTAL $ 903,020

4 Work is contracted assuming payment of prevailing wages.



2. Road behind Town Hall – David Neumeyer, GPD PE, provided a detailed proposal fee for engineering design services for the Village drive extension. The proposed fee is $120,184 (not to exceed). He would like to do the surveying during the winter months before vegetation starts growing. There was discussion to see if this could be put into the 2016 budget so that the work could begin immediately (Resolution 72-2016 could be amended to accommodate this need.)

Mr. Brian M. Frantz, AICP Director of Planning & Zoning Interim Service Director Village of Richfield
4410 W. Streetsboro Road Richfield, Ohio 44286

RE: Proposal for Professional Services Village Hall Roadway Extension Detailed Engineering Design

October 18, 2016
201609701

Dear Mr. Frantz:

GPD Group is pleased to provide this fee proposal for engineering design services for the village drive extension. This proposal is based on conversations with the Village of Richfield, and conceptual layouts provided by the Village, performed by Robert Morgan Landscape Architects.

Project Understanding

The purpose of this project is to extend the existing village hall drive from its current terminus to Broadview Road. In addition, the Village would like to investigate the possibility and cost to relocate the existing library drive to tie into this new roadway. GPD Group will design two
8 conceptual horizontal alignments and three (3) conceptual typical sections along with preliminary cost estimates.

During detailed design, GPD will provide grading plans for the "full build" condition, as per the preliminary layouts provided. It is not in this scope for the design of ball courts or parking areas.

- Design of approximately 1,800 feet of new, uncurbed roadway.
- Present to the Village two (2) conceptual options to provide direction and insight to allow GPD to progress to detailed design.
- The proposed roadway will be designed to minimize environmental impacts.
- A grading plan will be designed to accommodate the full build conditions or new ball fields and parking lots. The design of these accommodations is not included in this scope of services.

Scope of Services

- Survey, Basemapping and Data Collection

-Existing plan/property research and field surveying
-OUPS ut ilit ies notification, data gathering and coordination
-Basemapping production
-Field survey of the preferred alignment
-Identify all trees 12" diameter and larger
-Environmental - wetland delineation within the project area

8 Preliminary Design & Feasibility (Including analysis of Library Drive Option)
-Develop horizontal and vertical alignments
-Typical sections
-Conceptual cross sections
-Conceptual grading plan

-Soil borings, geotechnical report and subgrade treatment recommendatio
-Pavement design
-Schematic plan
-Preliminary quantities
-Conceptual drainage plan
-Probable construction cost estimates
-Preliminary plan submittal to Village
-Pro gre ss meeting with Village

9 Detailed Design

-Title sheet
-Schematic plan
-Typical sections
-General notes
-Maintenance of traffic
-Estimated quantities - general and subsummaries
-Plan and profile
-Cross sections
-Grading plan - rough and finished - entire site
-Environmental - waterway permitting
-Intersection details
-Drainage plan - culverts, ditches and underdrain
-Traffic control plan - signing and striping
-Updated probable construction cost estimate
-Plan submittal to Village
-Progress meeting with Village

10 Final Design

-Title sheet
-Typical sections
-General notes
-Updated final quantities - general and subsummaries
-Project site plan - swp3
-Plan and profile
-Cross sections
-Grading plan - entire site

-Intersection details
-Drainage plan - culverts, ditches and underdrain
-Traffic control plan - signing and striping
- Updated probable construction cost estimate
-Bid specification book
-Plan and spec submittal to Village
-Progress meeting with Village

Proposed Fee

GPD Group proposes to perform the above described scope of services for a fee not to exceed of **$120,184.** We anticipate the expenditure of approximately **1,476** manhours to complete these services within an expected duration of **7** months.

We thank you for the opportunity to present our proposal to assist the Village of Richfield with this infrastructure improvement. We are available to answer any questions you may have and to begin our services immediately upon authorization. Please do not hesitate to all me at 330.572.2496 office or

216.408.3080 cell or contact via email at dneumeyer@gpdgroup.com Thank you for your consideration of GPD Group.

Sincerely, GPD Group

David E. Neumeyer, PE Project Manager

(7:32 pm Hanna left)

3. Finance Committee of the Whole – Director Turk handed out a Department Financial History and a 2017 Mayor's Recommended Budget preliminary copy dated October 17th. This item was not discussed.

VILLAGE OF RICHFIELD
DEPARTMENTAL FINANCIAL
HISTORY

DEPARTMENT	2014 ACTUAL	2015 ACTUAL	%	2016 BUDGET	%	2016 ESTIMATE	%	2017 BUDGET	%	2018 FORECAST	%
POLICE	2,385,945	2,329,916	-2.3%	2,434,362	4.5%	2,311,394	-0.8%	2,403,198	4.0%	2,543,903	5.9%
DISPATCH	636,172	681,316	7.1%	789,936	15.9%	754,246	10.7%	755,083	0.1%	786,051	4.1%
FIRE	1,700,272	1,733,053	1.9%	1,787,757	3.2%	1,714,423	-1.1%	1,800,114	5.0%	1,840,025	2.2%
ZONING	222,459	238,122	7.0%	277,960	16.7%	261,066	9.6%	269,534	3.2%	276,763	2.7%
HUMAN SERVICES	89,792	112,541	25.3%	146,390	30.1%	122,921	9.2%	124,796	1.5%	126,454	1.3%
ADMINISTRATION	1,014,832	1,052,155	3.7%	1,297,941	23.4%	1,254,862	19.3%	1,280,801	2.1%	1,338,152	4.5%
MAYOR'S	89,778	97,374	8.5%	110,062	13.0%	98,158	0.8%	0	-	0	
SEWER	1,236,058	1,151,887	-6.8%	1,304,970	13.3%	1,141,901	-0.9%	1,266,302	10.9%	1,282,448	1.3%
STREET MAINTEN	2,033,819	2,008,940	-1.2%	2,236,775	11.3%	2,094,992	4.3%	2,234,723	6.7%	2,318,283	3.7%
PARKS & RECREAT	266,714	218,494	-	255,108	16.8%	243,731	11.6%	260,043	6.7%	265,391	2.1%
INCOME TAX	435,862	343,347	-	407,802	18.8%	358,087	4.3%	382,354	6.8%	392,491	2.7%
TOTAL	**10,111,703**	**9,967,145**	-1.4%	**11,049,063**	10.9%	**10,355,781**	3.9%	**10,776,948**	4.1%	**11,169,961**	3.6%

Notes: 2017 Variances

Police - D.A.R.E. program being discontinued schools going into another direction. School resource officer requires no funding due to credits. Dispatch - Contractural services reflects the new Priority Dispatch program annual maintenance fee.

Fire - Full-time wages reflects the annualization of the day Lieutenant who started in July, 2016. Expecting physicals for two full-timers and two part-timers. Administration - State audit fees incurred every two years. Included $8,000 for an automated time and attendance module for payroll processing.

Mayor's Court - With the Clerk retiring at the end of the year this reflects the disbanding of the Court and utilizing Akron's Municipal Court.

Sewer - Full-time wages reflect the hiring of one maintenance technician @ $52,799 annually plus benefits; the annualization of the maintenance technician hired in November 2016. $10,000 in operating supplies for bi-oxide.

Street Maintenance - Full-time wages reflects the annualization of the Director who left in August 2016 and the full-time employment of a custodian/maintenance worker. Part-time wage reduction reflects the elimination of the part-time custodian. Seasonal wages reflect the addition of three additional workers for 3 months. Utilities are increased by 1/3 to reflect the new service garage. Small tools reflect $2,900 for the landscape department.

Recreation - Increasing misc. contract to $13,000 to reflect expanded programing.

Income Tax - Reflects a $6,000 salary adjustment for the Assistant Finance Director to reflect additional responsibilities assumed and an $11,007 increase in refunds.

Notes: 2016 Variances

Police - Contracts reflect the new 911 Cellular contract for $14,200 and repair/maintenance is down $8,600 reflecting the newer equipment.

Dispatch - Overtime costs up $10,743 due to the payout of comp time. Part-time costs are up due to increased training hours due to the Emergency Medical Dispatch and coverage for a three week medical leave. Increased 911 upgrade due to the new EMD software for $32,118 and increased training budget to $3,900 to provide required EMD training; and $1,394 to replace chairs.

Fire - Includes a day Lieutenant hired July, and eliminates the part-time administrative assistant and reduces part-time staffing needs by $28,390.

Zoning - Increases the part-time Adminstrative Assistant to full-time to complete the administrative work, the Boards' minute taking work, and to undertake zoning inspections.

Human Services - Includes a salary adjustment to $12.75/ hour ($1, 098) for the administrative staff person who handles the finances, records, & computer work; & additional 18 hours of part-time help per week ($10,000) to accommodate the expansion of programing and increased community participation.

Administration - Includes salary increases for Council ($24,917 + fb) & Mayor ($23,804 + fb). Contracts include the senior pathway report from Robert Morgan $5,603. Sewer - Increases sewer repairs to $75,523 up $22,267 due to aging equipment.

Service -Street striping up to $17,560, contractual agreements reflect the $12,000 Krosky settlement; beautification expenditures also up $11,971.

Notes: 2015 Variances

Police - Includes 19 bullet proof vests for $13,131 with some being covered by a grant, $14,798 higher for repairs, $6,750 higher phone bills. Legal and fuel costs dropped by $34,370 and $20,022, respectively and part-time salaries drop by $23,068.

Dispatch - Hospitalization up $45,674.

Fire - Hospitalization costs up $18,508; legal costs up $16,222, phone costs up $10,674. Fuel costs down $10,487. Zoning - Legal costs up $20,255.

Human Services - Furnishings up $10,387 to replace carpeting with Amvets donations.

Administration - Salaries up $9,286 for 2% increase and to adjust Finance Department clerk ($2,930), hospitalization up $22,078, legal services up $26,284, economic development up $14,436, and EMS refunds to Township up $19,517.

Mayor's Court - Increasing the magistrate fee to $175 from $150 per session. The fee has not been increased for eight years. Hospitalization costs up $8,278. Sewer - NEORSD and sewer repair costs down $75,544 and $9,997, respectively.

Service -Hospitalization costs up $30,395, Building maintainance up $15,826, street light costs up $15,829, street stripping up $4,940, drainage materials up $8,578, and beautification costs up $13,941.

Parks - Contracts down $46,682 primarily due to $40,000 loan to RJRD in 2014.

Director Frantz presented the proposed Capital Improvement Budget Worksheet:

2017 Capital Improvement Budget Worksheet Village of Richfield 10/18/2016

Cars and Major Equipment	Mayor's Budget	Mayor's Rev. Bud.	Council's Budget	Comments	
FD - Ambulance replacement	$275,000	$275,000		Fire Truck Fund D04-01B-252.00	
FD - Two AED units	$3,000	$3,000	$0		
PD - 2 Ford Explorer Interceptor vehicles & 1 unma	$114,000	$114,000	$0	$38,000 a piece 96,680; 96,977; 48,000 miles D01-01A-252.03	
PD - Remodel dispatch center & create interview ro	$150,000	$150,000	$0		
PD - 25 Body Cameras	$84,000	$84,000	$0	Docking station/software included. Carry forward 2016	
PD - Badge replacement	$12,000	$12,000	$0		
PD - Barcode inventory system evidence	$3,000	$3,000	$0	Move to 2017	
SD - Ford F350 replacement/Truck 16	$45,000	$45,000	$0	2000 with 104,000 miles. Moved from 2016	Carry over from 2016
SD - International 4700 Dump Truck	$175,000	$175,000	$0	Replacement for 2002, 107,317 miles. Moved from 2016	Carry over from 2016
SD - 1&1/2 ton bucket truck	$145,000	$145,000	$0	1999 truck with 57,445 miles with a lot of work hours	Carry over from 2016
SD - 1&1/2 dump truck with plow	$90,000	$90,000	$0	1997 truck with 68,000 miles	Carry over from 2016
SD - 1 ton crewcab w/utility box	$65,000	$65,000	$0	2006 truck with 56,632 miles	Carry over from 2016
SD - Chain saw, backpack blower & weed wips	$1,700	$1,700	$0		
SD - Ice machine	$1,800	$1,800	$0		
SD - Gasboy system	$15,000	$15,000	$0	Replaces townhall gasboy and can move to 3921 with phase 2	
RD- Hay wagon	$5,000	$5,000	$0		
TOTAL	**$1,184,500**	**$1,184,500**	**$0**		
Building/Property Projects	**Mayor's Budget**	**Mayor's Rev. Bud.**	**Council's Budget**		
Design/engineer bid specs for Columbarium	$25,000	$25,000	$0	To come out of the Cemetery Fund. Encumbered in 2015	Design complete
Review Sevices needs/layout existing site.	$100,000	$100,000	$0	Serv. Facil. Fund. Review needs and begin layout on existing	Waiting for Bldg / ground
Pave Rec Center parking lot & curbs	$40,000	$40,000	$0	Move to 2017	Carry over from 2016
Eastwood Barn engineer design	$10,000	$10,000	$0	Out of Recreation Facilities Fund D09-03B-250.36	Under contract
Eastwood Barn repair and rebuild	$75,000	$75,000	$0	Out of Recreation Facilities Fund. Will look for grants.	
Johnson Barn Sewer tie-in	$10,000	$10,000	$0	Cited by FD D09-03B-251.25	Design done for bathrooms
Johnson Barn Water - drill well softener	$20,000	$20,000	$0	Cited by FD D09-03B-251.25	getting quote for well, survey complete
Johnson Barn Bathroom install	$100,000	$100,000	$0	Cited by FD D09-03B-251.25	Design done, 50K carry over from 2016
Johnson Barn Parking Lot Paving & Drainage	$40,000	$40,000	$0	Move to 2017	Carry over from 2016
Richfield Woods playground equipment	$15,000	$15,000	$0		
Rec parking lot light and poles (LED)	$25,000	$25,000	$0		
Richfield Woods parking lot lights (LED)	$4,000	$4,000	$0		
Fellowship Hall paint repair outside	$10,000	$10,000	$0	D01-07E-235.13	$10K Carry over from 2016
Historical Society - Relocate ramp and repair porch	$75,000	$75,000	$0	D01-07E-235.18	$20K carry over from 2016
Master Plan for Whole Site Gazebo	$30,000	$30,000	$0		Carry over from 2016
Remove/Pour final two concrete fire bays	$20,000	$20,000	$0	D01-01B-252.34	Finish 2016 project
Plumbing work apparatus bays FD	$8,000	$8,000	$0		
Garage door maint. FD - Sensors & remotes	$4,500	$4,500	$0		
Fire Kitchen - Proper vent, microwave & oven	$15,000	$15,000	$0	D01-01B-252.34	Pricing need additional $
Moving Knopp House	$25,000	$25,000	$0	Assumes move to private owner	Historic District relocation
Pavillion - Fire pour concrete floor	$2,000	$2,000	$0	Move to 2017	Carry over from 2016
Pedigo House paint	$8,000	$8,000	$0	If road is built, remove	Carry over from 2016
Library - Driveway entrance	$15,000	$15,000	$0	D01-07E-251.00	Survey complete; finalizing purchase
Carter/Pedigo - Trail completion & Parking	$250,000	$250,000	$0	Awaiting final cost estimate from R. Morgan	
Senior-Stove Kitchen vent/refinish cupboards	$100,000	$100,000	$0	Cited by FD. Use donation funds + new stove cost D01-07E-251.07	Awaiting formal quote from GPD
Sign for Admin. Bldg.	$5,000	$5,000	$0	D01-07E-235.12	Getting quotes, carry over $5K 2016
TV/Screens for Council Chambers	$20,000	$20,000	$0	Move to 2017	Carry over from 2016
TOTAL	***$1,051,500***	***$1,051,500***	***$0***		

Utilities/Projects	Mayor's Budget	Mayor's Rev. Bud.	Council's Budget		
Service garage phase II - 3921 construction	$5,000,000	$5,000,000	$0	Move to 2017	Carry over from 2016
Study 303 & Broadview turn lanes	$10,000	$10,000	$0	Move to 2017	Carry over from 2016
Wheatley Road/Kinross Extension	$550,000	$550,000	$0	YES Plus $200,000 in grants. Council approved in 2015. SIB	Carry over from 2016
Wheatley Road/Kinross extension permit fee	$5,000	$5,000	$0		
Pavement condition rating (PCR)	$15,000	$15,000	$0		
Broadview Rd./303 loop detection/pre-emption	$40,000	$40,000	$0		
Brecksville Rd./303 loop detection/pre-emption	$40,000	$40,000	$0		
Brecksville Rd./303 LED light conversion	$20,000	$20,000	$0		
Brecksville Rd. Guardrail upgrade w/design	$125,000	$125,000	$0		
Brecksville Rd./Highlander crosswalk	$60,000	$60,000	$0		
Motor Road apron replacement	$40,000	$40,000	$0		
Humphrey Road paving & culvert replacement	$300,000	$300,000	$0		
NPDES management	$7,500	$7,500	$0		
Sidewalk extension Broadview to Appleridge	$25,000	$25,000	$0	Out of Sidewalk Fund D05-06G-255.01	Under construction
Culvert analysis - Hawthorne	$20,000	$20,000	$0	D01-05E-234.02	
Storm Sewer Engineering 3600 Brecksville	$40,000	$40,000	$0	D01-05E-234.02	Move to 2017, carry over 201
Motor Rd. drainage study & ditch elimination	$75,000	$75,000	$0	D01-05E-234.02	Move to 2017, carry over 201
Center of Town/Broadview Road Water	$100,000	$100,000	$0	Not enough money in water impr. Fund if rest approved D01-07A-	Carry over from 2016
Briarwood review of lines & condition	$50,000	$50,000	$0	Out of Water Improvement Fund D03-05C-256.11	To be done with sewer
Briarwood sanitary contribution	$300,000	$300,000	$0	Out of Water Improvement Fund D03-05C-256.11	To be done with sewer
Columbia Road traffic forecast & ingress/engress	$45,000	$45,000	$0		
Engineer drive behind Townhall	$120,000	$120,000	$0	Part of $1.3 million	Carry over from 2016
Drive Extension behind Townhall	$1,300,000	$1,300,000	$0	SIB loan 3%, 10 years. No payments until 2018	Carry over from 2016
Cameras Richfield Woods (3)	$30,000	$30,000	$0		
Tennis Courts, Basketball Courts, Play	$700,000	$700,000	$0	4.5% loan, 25 years Move to 2017	Carry over from 2016
Treelawn/Fox Run/White Pine Design	$100,000	$100,000	$0	Out of Sanitary Sewer Impr Fund-Not ready	Carry over from 2016
Briarwood Pump Station	$300,000	$300,000	$0	Out of Sanitary Sewer Fund $1.8 M total project.3.64%, 25 years, OWDA loan D02-05D-243.04	Carry over from 2016
Air Release shut off valves	$50,000	$50,000	$0	Out of Sanitary Sewer Improvement Fund D02-05D-252.13	Carry over from 2016
	$9,467,500	**$9,467,500**	**$0**	**Total Utilities**	
TOTAL	**$11,703,500**	**$11,703,500**	**$0**	**Grand Total**	
Council Requests	Mayor's Budget	Mayor's Rev. Bud.	**Council's Budget**		
Total Expenses	**Mayor's Budget**	**Mayor's Rev. Bud.**	**Council's Budget**		
	$13,939,500	**$13,939,500**			
	$13,939,500	**$13,939,500**	**$0**	**GRAND TOTAL**	

Items discussed:

Pavement Condition rating (PCR) – This would be an assessment of the Village roads (technical analysis). This would assist in prioritizing the roads in a 5-year plan. The cost

would be less in subsequent years. Currently this is done by a Service employee looking at the roads and deciding which ones fit the budget.

NPDES management – This is for storm water management.

Treelawn/Fox Run/White Pine design – This was to be taken out as no one is requesting this project.

Two AED units – This should be increased to four.

Eastwood Barn repair and rebuild – This can be removed as it appears possible to get donors and grants to cover the cost.

Library Driveway Entrance – The cost can be reduced from $15,000 to $10,000.

Additional items not included on the worksheet: A sign at Grant & Broadview and another one at Carter-Pedigo. Removal of the brick house (this might be able to be included in this years budget.)

Mr. Lyons asked if the projects that would/could be financed be pulled out of the budget and put together so that only the amount relative to 2017 and future years could be shown so that the 2017 budget amount is not inflated by the total cost.

There will be a Finance Committee of the Whole at the next meeting or a mutually available time.

Old Business – None.

New Business – None.

ADOURNMENT: Vice President Hudak adjourned the meeting at 9:12 pm.

Respectfully submitted,

Carolyn Sullivan
Council Clerk

Approved by,

Roger Davis Swan
President of Council