

**PROPERTIES COMMITTEE MEETING
APRIL 21, 2021 9:30 A.M.**

Members Present: Chairman Dennis Galicki, Councilwoman Nairn, Fiscal Officer Romanowski

Galicki called the meeting to order at 9:45 a.m. Galicki first addressed the Inventory Policy. The Fiscal Officer provided the committee with a draft policy which states that items that will be included are valued at \$300 or more unless it is an item of significance. Galicki stated he viewed the draft as a good place to start and acknowledged it would have to be approved by Council. Galicki asked that a copy of the draft be shared in the Council packets and he will address it at the April 26th Council meeting. In answer to Nairn's request for clarification, the Fiscal Officer explained that the draft policy she provided includes the documents given to individuals to acknowledge receipt of property, the inventory itself, and the disposal sheet. There would be a process. The disposal form, for example, would be used to document how the Village got rid of an item. Also included in the policy would be a statement that no Village owned property, equipment, etc. is to be used for personal use. Galicki stated that in the future, he hoped a more robust policy would be developed regarding the use of technology such as with the issued laptops. Nairn suggested that the sentence, "No Village owned property, equipment, etc. is to be used for personal use," should appear in bold at the top of the pages of the policy. Considering the disappearance of the Building Department computer, she thought this was important. The committee settled on putting the caveat on the Receipt of Computer Equipment page and on the policy.

Regarding park benches, Galicki stated this would be addressed at the upcoming Parks Committee meeting on April 28th. In particular, the committee will discuss the issue of the benches being in perpetuity, i.e., once donated, is it always donated? The committee would also be discussing the potential transition from wooden benches to a composite material which might have a longer life. The Fiscal Officer advised that in the Cemetery, if a headstone breaks, the Village does not own the headstones and would not be responsible to fix it. In light of this, she questioned whether the Village should be replacing the benches when they were a gift to the Village. Galicki agreed and thought this needed clarification. He added that the same would apply to donated trees and whether the Village is responsible to replace a tree when it dies.

Galicki addressed the Service Garage roof. He reported that he had not received the condition reports and estimates for replacement of the roof. Galicki added that he had reached out to the Street Commissioner after the last Properties Committee meeting and the Street Commissioner acknowledged he understood what was requested. Until the Street Commissioner provides this information for the committee to evaluate, everything is stopped. The Fiscal Officer reminded the committee that the NOPEC grant needed to be submitted by the end of June. Galicki stated that when the Street Commissioner had the required information for the committee, he was willing to call a meeting to review it. Lacking an apples-to-apples estimates from more than one contractor and lacking an additional report of the entire roof, it is difficult for the committee to make the decision. Galicki said that he would reach out again to the Street Commissioner about the estimate process. The Fiscal Officer asked Galicki if he could get clarification on the tarps

being used on the building and recalled there had been discussion on getting a door for the opening.

Regarding the Village website, the Fiscal Officer forwarded her research information. She clarified that she and the Chief were unable to address the website currently due to other responsibilities and hoped that the committee could reach out and talk to the companies she identified to get an idea of how the Village should go forward. She clarified that she would work with the company to setup the new website and would still do the day-to-day website updates. The Fiscal Officer explained that it was just a matter of needing help in determining whether it made more sense for the Village to use the county's website collaborative or to use a private contractor. Nairn asked why it was necessary to update the website when it was only seven years old. Galicki explained that in the world of the internet, this was a long time. The Fiscal Officer explained, for example, that the website is currently not compatible with cell phones. She said that websites should be updated every four to five years because the technology is always changing. Galicki said in reviewing the county's system, he was leaning towards this proposal. However, he encouraged the day-to-day users to look at the options closely. He explained that the county system would provide consistency and that there is a company contracted throughout Geauga County to assist in putting it together. This provides consistency with the other Geauga County municipalities and townships. The Fiscal Officer explained that through the County Auditor, she found that the Village could be included with the Geauga County website at a reduced rate. The Village would get all the benefits of what had been created for the other communities. She stated that the Chief had some concerns because in the past, individual municipalities could not do their own updates but had to request the changes be made by the county. Now, it is as if the website is the Village's while using the county's pricing. She could contact the county to get pricing. The Fiscal Officer added that she could also contact the other company she had researched, Dynamic. Dynamic offered unique options. For example, it could include a mapping services that would help the business area. Galicki noted that the county site has a Building Department page that has all the forms available to residents and contractors. The Fiscal Officer explained that with the county website, if the Village were to have a new page designed, it would pay for that page. Then, any other participating municipality could use it. Likewise, any of the designs requested by other communities could be used by the Village. The communities share and divide the costs. Galicki saw this as an advantage and discussed the Bainbridge website as an example. The Fiscal Officer added that with changes in technology, it might not be necessary for the Village to have to address this every six or seven years because as a whole, the county website most likely would be updated and there would be no need to revamp. Galicki saw this as a benefit. He reiterated that he would like the end users to take a look at this. Nairn asked how the Fiscal Officer found out about Dynamics, and the Fiscal Officer explained that were recommended by Chagrin Valley Dispatch.

The Fiscal Officer spoke of having the Village's legislation as well as minutes from all the Boards and Committees online. Galicki saw this access as a benefit for residents.

Galicki did not want to spend a lot of time contemplating the website. He wanted to possibly have a collective meeting with the main players to discuss the options and then present a proposal to Council. The Fiscal Officer added that Business Marketing Engine, the Village's

current website administrator, also provided a quote. Nairn agreed that there could be a lot of advantages in going with the county. Nairn asked if there was money budgeted for the website, and the Fiscal Officer stated yes and thought \$8,000 had been budgeted.

The Fiscal Officer spoke of past problems with the county website but stated that was one person doing the website as opposed to the company that has designed the current site. Galicki stated there is more capability and knowledge that resides with the current contractor than what was previously used. It was all cobbled together. Now, the framework and services are provided and whatever information a municipality would want to post, the Village would have those controls.

Regarding the Police Department Car Show, she relayed that the Solicitor thought the Police should execute an agreement with the Village since they are their own entity as a 501(c)(3). The Village has an agreement with the Farmers Market and MC Art Studio, and the Solicitor believes the Village should be consistent. The MC Art Studio agreement could be adapted for use. Galicki stated a motion would be necessary to formalize the Car Show and acknowledged the need for consistency and an agreement. Galicki would contact the Solicitor for a draft proposal.

The Fiscal Officer also advised that there is discussion of the use of Food Trucks at the Car Show, which require Conditional Use permits. She asked Galicki to discuss this with the Solicitor as well.

Galicki discussed setting up the next committee meeting to discuss the service building roof and website. The committee agreed to meet Wednesday, May 12, 2021 at 9:30 a.m.

Nairn acknowledged the Fiscal Officer's work with the Inventory Policy. Galicki addressed the implementation of the Inventory Policy. Nairn thought it should be sooner rather than later and thought the initial inventory would be the most difficult one. The committee acknowledged that it would be challenging for the Service Department, and Nairn advised that the tools should be carefully inventoried. Galicki said as a start to keep the process from becoming too onerous, every tool should not be inventoried. The Fiscal Officer offered that the policy is \$300, and it is up to the Department Heads to determine items of significance. Galicki added that the term, "highly pilferable," could also be used. He said that there must be a starting point and it can always be modified. The Fiscal Officer suggested providing the departments with the policy now and giving them until January to give it to her.

Nairn made a motion to adjourn at 10:41 a.m., seconded by Galicki. Voice vote – ayes, all. Motion carried.



Dennis Galicki, Chairman
Properties Committee

Prepared by Leslie Galicki