

PROPERTIES COMMITTEE MEETING

May 24, 2021 8:00 A.M.

Members Present: Chairman Dennis Galicki, Councilwoman Nairn, Fiscal Officer Romanowski, Street Commissioner Alder, Chief Rizzo, Officer John Zippay, Mayor (Zoom)

Galicki called the meeting to order at 8:07 a.m.

The Fiscal Officer stated that the first items of business were to discuss the Service Department roof quotes and weed control. Following this discussion would be Zoom presentations at 8:30 a.m. and 9:15 from website contractors. The Car Show agreement was also on the agenda.

Galicki advised that the Street Commissioner had distributed the new roof quotes. He asked the Street Commissioner to summarize them and provide his recommendation. The Street Commissioner explained that in the process of getting quotes for a total roof replacement, the vendors said they could not obtain materials. The Street Commissioner stated he obtained five quotes which all have an evaluation of repair and/or replacement costs, if that was what the vendor chose to do. He did not try to steer the vendor any way, but he did ask for quotes. He stated that materials would be hard to come by for a total replacement. The Street Commissioner indicated that the necessary materials come from Canada and are difficult to get with the border closures. Galicki asked what this meant in terms of an estimated arrival, and the Street Commissioner explained the vendor would not give an estimate because of the supply problems. Galicki clarified that it was the membrane material that was unavailable. The Street Commissioner recommended that the Village proceed with a repair because the roof was only leaking in a few spots. The Fiscal Officer asked if the quotes were for the flat roof or for the whole building. The Street Commissioner stated it was just for the flat roof. Galicki explained that what he had anticipated was a quote for the entire building. Nairn stated that several of the vendors gave the quotes either way, just with the repair and then in the entirety. One recommended the entire roof not be replaced. The Street Commissioner explained that he did not want to muddy the water, and the quotes are just for the flat roof. Nairn asked if the quote for \$32,900 applied to the small repair. The Street Commissioner stated it would be to replace the flat roof. Nairn clarified that no one quoted to replace the roof on the entire building. The Street Commissioner stated the quotes were apples to apples and all the same.

Galicki asked for the Street Commissioner's recommendation, and the Street Commissioner recommended going with Lashley Builders for \$7,100 to remove the skylights, install $\frac{3}{4}$ Oriented Strand Board (OSB) plywood, frame it in, cover it with modified asphalt to match the existing roof, and seal the loose seams. The roof should then last no less than 10 years. This was the lowest and best bid for the repair, which is all that would be needed, according to the Street Commissioner. It would include covering the entire roof with a roof sealer.

Galicki said he was disappointed in the evaluations provided especially for commercial roof repairs. He would have anticipated a much more detailed evaluation of the roof and felt that many of the quotes were just an opinion rather than speaking to the material condition of the roof and life span. Nairn asked the Street Commissioner if the Village had used Lashley in the past, and the Street Commissioner stated that Lashley had done the Police Station and Village Hall. Nairn asked the Chief and Fiscal Officer if they were happy with the work, and both said yes.

Galicki asked why the roof to the bay that was added to the Service Department did not have a matching type of shingle color. The Street Commissioner stated that Council did not want to pay for the entire roof replacement at that time. The Fiscal Officer said this matter was discussed by Council in the past in terms of the NOPEC grant. However, the Village chose to do the lighting for the Service Garage last year. The Fiscal Officer asked what would be done with the remaining funds from the grant. Doors, door sweeps, and LED lighting for the parking lot were considered. The Fiscal Officer offered to see if the funds could be put in escrow, which had been done in the past. The Street Commissioner addressed utilizing discounted pricing from the Illuminating Company for the parking lot lights when the Village replaced the streetlights. The Fiscal Officer advised that Council had discussed having the streetlights replaced at no cost as they went out since this option would be free through the Illuminating Company.

Galicki would recommend to Council the repair of the flat roof by Lashley Builders for \$7,100.

Regarding weed control, the Street Commissioner obtained three proposals and recommended going with Weed Pro for \$1,692 for the entire season. This was \$423 for each application which would include Village Hall, Service Department, Police Station, Cemetery, corner lot, Crappe property, and 500 Bell Road. Galicki asked if it were too late for this season, and the Street Commissioner said no, and that the Service Department had done the early spring treatment for crab grass prevention. Galicki asked if this would be in the Street Commissioner's budget, and he said no. He asked the Fiscal Officer to investigate the funding before bringing the matter to Council. Galicki suggested discussing it at the June 14th Council meeting. He wanted to see this added to the 2022 funding requests for the budget.

Nairn asked why Weed Pro was preferable to True Green, other than the price. The Street Commissioner just went with the lowest bidder.

The Police Chief provided the committee with an agreement for the South Russell Police Association (SRPA) Car Show. The Chief advised that there was a requirement for Council to review the agreement and an insurance agreement as well. The SRPA could not sign the insurance policy until 60 days before the event, so he did not have it in hand. It will have a \$1,000,000 liability insurance policy through DRY Insurance. The event is proposed for August 1st. Galicki asked if the proposed agreement with the insurance documents would be available by the June 14th Council meeting. The Chief agreed and said Council could look at the preliminary agreement to see if there were any changes or requests. The Fiscal Officer offered to distribute it at the May 24th meeting for review by Council.

Zippay advised that the map included with the agreement showed roughly 220 cars, 12 garbage cans, nine porta potties, food trucks, East Coast Custard truck, and the new Command Vehicle for the Valley Enforcement Group. A major change from the previous Car Show would be to put the raffle tent in the center by the salt dome. He thanked the committee for its support and advised that the purpose of the Car Show was to support childhood cancer. Galicki asked if the vehicles paid an entrance fee, and Zippay advised it was \$20.00. The event is free to the public.

The committee had a teleconference presentation with Dynamics Online. The company's experience with government entities included the City of Beachwood, Orange Village, and Chagrin Valley Dispatch and consisted of developing and creating layouts for sites as well as implementing designs. Specific suggestions pertaining to functionality and usability of the Village's current site were reviewed by Dynamics Online personnel as part of their presentation. The Fiscal Officer asked how long the website

design would take and what the process would be. Would the Village's current website content be moved to the new site, or would all new content need to be created? The presenters advised that there would be two proposals. One would be a four to six weeks and the other six to eight weeks. They would not necessarily start from scratch but start with the current website and continue to refine it. The Chief addressed the limitations of the current platform. The presenters explained that Word Press is the overall platform for programming the website.

Specific design components were presented. The Chief asked for the total cost of the option providing the updates, and the Fiscal Officer stated \$8,975. The Fiscal Officer asked if the \$45 per quarter was for ongoing support. The presenter explained that it would be keeping the Word Press versions up to date for security purposes.

The presenter explained that the main difference between the two proposals involved the timing with either just addressing the most obvious things, launching it, and then working through the other content refinements post launch or doing all the items at once and then launching it. It would ultimately be a financial decision for the Village. The Chief said he would rather have a proposal to do the complete face lift and go live when it is done. The Fiscal Officer asked how long the new website would be current before the Village had to update it once again. The presenter thought a five-to-seven-year time frame would be a reasonable estimate.

After completion of the presentation, the Chief stated that to save the Village time with continuously trying to convert the site, he would rather have the company do the whole package. The committee agreed a fresh start would be best. The Chief further stated that it would then be easier for the Village to maintain it and add its own content. The Chief explained that the Village needed someone to create the change and then Village personnel would be capable of maintaining and updating it.

The committee discussed the difficulties with the Village's current website.

The committee then had a teleconference with Jim McClintock, Company 119. McClintock explained that working with Company 119 through the County website presented some limitations but a considerable savings. He showed the committee the proposed Bainbridge website. The Fiscal Officer clarified that the basic framework would be the same whether pictures, fonts, and content were changed. McClintock concurred. The same framework would be offered to all municipalities. The Chief verified that the website would resemble other municipalities in the county, and McClintock said yes. The Fiscal Officer verified the potential to upload forms to the site, and the Chief asked if they could be fillable PDF's. McClintock said they could be added onto the site, and the Chief asked if a resident could then fill out the form and print it out, and McClintock said yes. Galicki asked which municipalities had gone with the program, and McClintock said that Bainbridge was currently the only one. Galicki verified that the site was under construction and that Bainbridge was still using its old site. He asked when McClintock anticipated launching the site, and McClintock was pending the receipt of content from Bainbridge and he was not certain. If the Village chose to go with the county site, Galicki asked how long it would take to get the site up and running, and McClintock said it depended on the availability of the content.

The Chief asked about pricing, and the Fiscal Officer explained that the pricing came from the county, and she would get a copy of it. The Chief asked if the Village would be able to update the site and

upload content once it was up and running, or would the Village have to go through Company 119 for any modifications. McClintock explained that Village staff would be trained to do updates or changes. If it would prefer to have Company 119 do it, then the Village would be charged accordingly. The Chief asked if the \$690 charge for the annual updates for Word Press was required or something the Village could do. McClintock said it was not required.

The Fiscal Officer addressed the website hosting charges. The Village currently pays \$35.00 per month which includes technical assistance.

The Fiscal Officer asked McClintock to show the committee the calendar feature on the proposed Bainbridge website.

After the Company 119 presentation, the committee agreed there was a huge difference between the two companies. The committee discussed features it might want to see with the new website, and the struggles experienced with the current one. The Chief felt that Dynamics Online was a better option and provided more flexibility in setting up the site. Galicki referred to the last meeting where the committee viewed the Bainbridge site, but had not realized it was not the new site. He was concerned with why it was taking so long to launch the new Bainbridge site. The Fiscal Officer concurred and added that it was also unclear about the status of the sites for the Fiscal Auditor and County Commissioners. The Fiscal Officer noted that with Dynamics Online, the Village could have a totally new website in three months.

The Fiscal Officer explained that Dynamics Online would make a copy of what the Village currently has and then make the changes to launch it. If the Village wanted Company 119 to pull the information over, it would be an additional cost. It almost seemed that they wanted all new content.

Nairn said that Dynamics Online did the Chagrin Valley Dispatch site, and the Fiscal Officer clarified that it was not the website, but other software background work. The Fiscal Officer said she would ask for names of other clients and said that the presenter referred to the Chagrin Falls website, which the Fiscal Officer liked. From the Dynamics Online presentation, the Fiscal Officer felt that the company would help make the layout consistent throughout. The Police Chief thought the grid pattern would make website navigation much better.

Galicki explained that it would be necessary to explain to Council why there was a decision change. The lack of progress by Company 119 and the limitations of the site were an issue. Additionally, it would not be different than the other participants. The Fiscal Officer stated that the theory and cost savings of the county program were good, but it might be beneficial to skip the first round of creating the site because it did not appear to offer much and appeared to be taking too long to launch.

The Police Chief said he would commit the Police Department to provide the photography content and he and the Fiscal Officer would assist in providing content. The Chief wanted to confirm the ability to upload a form to the website and have it routed to an email was important and he would verify this capability with Dynamics Online.

Galicki asked for total cost for Dynamics Online, and the Fiscal Officer stated it was \$8,975 and \$45 per quarter to keep the Word Press updated. Galicki asked about a quote from the Village's current provider, and the Fiscal Officer explained his quote was \$8,100. The Police Chief reported that the

current provider was difficult to reach when problems arose. Galicki asked what was budgeted for the website, and the Fiscal Officer stated \$10,000.

Galicki encouraged the Chief and Fiscal Officer to help answer questions of Council regarding the recommendation to go with Dynamics Online.

Galicki asked about the status of the property accountability policy, and the Fiscal Officer reviewed that the policy had been distributed to Council at the April 26th Council meeting to determine if there were any questions or concerns. Galicki added that subsequent to this, the Mayor met with the Department Heads and took issue with the policy. The Fiscal Officer explained that the Mayor had concerns with the \$300 limit and wanted it set at \$1,000. The Chief stated that the Mayor wanted to have it higher in the beginning and then phase it down because of the excessive amount of inventory the Service Department may have. The Fiscal Officer explained that previously she had discussed the system with the Street Commissioner who had begun to inventory property and conveyed he would be fine with it. The Fiscal Officer explained to the Mayor that Village departments would be given from now until the end of the year to inventory property and then file it January of next year. It would be a starting point. Galicki added that if the dollar limit were set at \$1,000, there would be no accountability for the computers.

The committee discussed instituting the program through motion or legislation.

The committee discussed what items tags would be used on and whether it would be just items without serial numbers or all items.

The Chief also addressed logs for signing property in and signing it out by Village personnel.

Galicki asked the Fiscal Officer to discuss preparing legislation with the Solicitor for the May 24th meeting and if that was not possible, then for the June 14th meeting.

Nairn made a motion to adjourn the Properties Committee meeting at 10:15 a.m., seconded by Galicki. Voice vote – ayes, all. Motion carried.

Dennis Galicki, Chairman
Properties Committee

Prepared by Leslie Galicki