

**NORTH RIDGEVILLE CITY COUNCIL  
MEETING MINUTES  
March 15, 2021**

**CALL TO ORDER:** 7:00 p.m.

President DeVries called the Monday, March 15, 2021, Council meeting to order.

**INVOCATION:**

Led by President DeVries.

**PLEDGE OF ALLEGIANCE:**

Led by President DeVries.

**ROLL CALL:**

Present were Council members President Martin DeVries, Holly A. Swenk, Dennis Boose, President Pro-Tem Bruce Abens, Clifford Winkel, Jason R. Jacobs, and James R. Maleski.

Also present were Mayor Kevin Corcoran, Law Director Brian Moriarty, Engineer Dan Rodriguez, Auditor April Wilkerson, Clerk of Council Nancy Linden, and Assistant Clerk of Council Shari Ma.

**MINUTES - Corrections (if any) and approval:**

President DeVries asked if there were any corrections to the City Council meeting minutes of March 1, 2021. No discussion was offered. The minutes stand approved as submitted.

President DeVries noted that Council received Board of Zoning and Building Appeals meeting minutes of February 25, 2021.

**LOBBY:**

President DeVries opened the lobby session. He stated participants utilizing Zoom and YouTube are now able to type or ask any questions. He further explained how community members, visitors, or residents may make comments during the meeting. He also provided instructions on how to access Council meetings through the City's website by clicking the City Council link, and on how to get questions answered at [www.nridgeville.org](http://www.nridgeville.org).

No questions or comments were offered.

**ADMINISTRATORS REPORTS:**

**A. Mayor:** Mayor Corcoran announced that Wednesday, March 17, 2021, is St. Patrick's Day which allows everyone an opportunity to celebrate the heritage of others. He then went on to recommend that City Council appoint Paul Graupmann to the Planning Commission to fill the appointment left vacant by Jason Jacobs, who was appointed to Council At-Large after Michelle Hung took her seat as County Commissioner. Mayor Corcoran stated that Paul would be a great asset to the Planning Commission committee and the community as he has lived in North Ridgeville for the last 35 years. He brings over 40 years of government service experience to the table; is currently serving as the associate commander at Lorain County Community College's Police Training Academy; and is an active member of the Rotary Club of North Ridgeville.

**Mayor's appointments to the following:**

1. Planning Commission (1)

Moved by Mayor Corcoran and seconded by Boose to appoint Paul Graupmann to the Planning Commission.

A voice vote was taken and the motion carried.

Yes – 7                      No – 0

Mayor Corcoran stated he welcomes all City residents who would like to join him at the monthly Coffee and Conversation on Tuesday, March 23, 2021, from 8:30 a.m. - 9:30 a.m. in Council Chambers. He advised everyone who would like to attend to please wear a mask and practice social distancing to keep everyone as safe as possible.

Next, Mayor Corcoran stated that the Rotary Club of North Ridgeville will be sponsoring their annual Easter Egg Hunt at the Ranger Stadium on Saturday, March 27, 2021. The event has staggering start times depending on the age group to allow for social distancing and to minimize the number of participants gathered at one location. The schedule is as follows:

- Age one to three, gates open at 11:45 a.m. with the hunt starting at noon;
- Age four to five, gates open at 12:45 p.m. with the hunt starting at 1:00 p.m.;
- Age six to seven, gates open at 1:45 p.m. with the hunt starting at 2 p.m.; and
- Age eight to nine, gates open at 2:45 p.m. with the hunt starting at 3:00 p.m.

Masks are required for ages six and up, and as a reminder, please bring a basket to collect the eggs.

Mayor Corcoran, as a reminder, stated City Hall offices will be closed on Friday, April 2, 2021, in observance of the Good Friday holiday.

Mayor Corcoran requested Council consider passing T 34-2021 with the emergency clause in place in order to move forward with the purchase and implementation of the new software. The software license agreement with Link Computer Corporation will streamline the billing process for the Utilities Department.

Mayor Corcoran requested that Council consider passing, with the emergency clause, T 25 and T 26 so that the City can move forward with implementing the changes to the codified ordinances effective immediately and implement the new procedures in a timely manner.

Mayor Corcoran stated four ordinances will be introduced on the floor and he requested Council to accept T 41-2021, T 42-2021, T 43-2021, and T 44-2021 under first readings.

Moved by Mayor Corcoran and seconded by Maleski to add T 41-2021, T 42-2021, T 43-2021, and T 44-2021 to the March 15, 2021 agenda.

A voice vote was taken and the motion carried.

Yes – 7

No – 0

**B. Safety-Service Director:** Safety-Service Director Armbruster stated as the weather gets warmer, food and ice cream trucks will begin doing business. Food trucks in the City of North Ridgeville must have permits from the Lorain County Board of Health as well as the City of North Ridgeville Fire Department. According to regulation code, various operational components on food trucks need to be inspected and in compliance. According to N.R.C.O. Section 857, food trucks are not permitted within 50 feet from a commercial or residential structure without prior Fire Department approval. It is the Administration's intention to offer people the opportunity to have food trucks as a meal option.

Safety-Service Director Armbruster summarizes his main points regarding food trucks and concluded his report.

**C. Engineer:** Engineer Rodriguez stated the 2021 advertising for the catch basin repair contract has begun and he anticipates open bidding will be on March 30, 2021.

The Stoney Ridge contractor has completed all of the storm-sewer work and completed the initial grading. A separate restoration crew will begin restoring any lawns that need to be replaced within the next several weeks.

The 2020 Fire Hydrant Project is almost complete, with approximately six remaining fire hydrants to go. The contractor responsible will begin restoring lawns in the upcoming weeks.

**D. Auditor:** Auditor Wilkerson stated the 2020 annual audit is scheduled to begin next week. James G. Zupka, CPA, Inc., will conduct the annual audit.

**E. Other Reports:** President DeVries noted City Council received the February 2021 Building Department Report, the February 2021 Fire Department Report, the February 2021 Police Department Support Car Report, and the 2020 Annual Water Comparison Report.

Councilwoman Swenk stated that Council did not receive the February 2021 Police Department Support Car Report.

Councilman Boose stated that he did not see the February 2021 Police Department Support Car Report.

**COUNCIL COMMITTEE REPORT(S):** None.

**CORRESPONDENCE:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**RECESS:**

Moved by Boose and seconded by Winkel to dispense with recess.

A voice vote was taken and the motion carried.

Yes – 7                      No – 0

**FIRST READINGS:**

**Ordinance and Resolution submittal(s)**

Clerk of Council Linden:

T 34-2021      AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF NORTH RIDGEVILLE, OHIO, TO ENTER INTO A SOFTWARE LICENSE AGREEMENT WITH THE LINK COMPUTER CORPORATION FOR THE UTILITIES DEPARTMENT, NOT TO EXCEED \$49,000.00.  
*(Introduced by Mayor Corcoran)*

Moved by Mayor Corcoran and seconded by Boose to dispense with the second and third readings for T 34-2021.

A voice vote was taken and the motion carried.

Yes – 7                      No – 0

Moved by Boose and seconded by Swenk to adopt T 34-2021.

Moved by Boose and seconded by Swenk to add the emergency clause in order to expedite the new billing system in a timely manner.

A voice vote was taken on the emergency clause and the motion carried.

Yes – 7                      No – 0

Councilman Boose stated he recommends the service agreement (Exhibit A) in section 7.2 describe what the word “late” means. The service agreement is unclear as to what is meant for the word “late”. The service agreement states the customer will pay a late fee, but it is not clear what “late” means; for example, would a few days late due to U.S. Postal Services be considered late? Councilman Boose strongly suggests the City get clarity on what is meant by the term “late”.

Mayor Corcoran stated he does not have a problem getting a specified time period added to the agreement.

President DeVries stated Council would move forward with the motion and add the Ordinance changes regarding the late period.

Councilman Boose stated he is not suggesting a change to the agreement; Mayor Corcoran has the authorization to make the change independently if Council passed the Ordinance.

A roll call vote was taken on the adoption, with the emergency clause, and the motion carried. T 34-2021 becomes **Ordinance No. 5807-2021**.

Yes – 7

No – 0

Clerk of Council Linden:

T 35-2021 AN ORDINANCE AMENDING N.R.C.O. SECTION 1444.05 PLAN APPROVAL FEES BY ADDING TWO SUBSECTIONS.

(Introduced by Mayor Corcoran)

President DeVries referred T 35-2021 to the Administrative Committee.

Auditor Wilkerson asked if ordinance No. 5806-2021 (corrected to 5807-2021) was the correct ordinance number for T 34-2021.

Assistant Clerk of Council stated she would check the records.

Engineer Rodriguez stated the Ohio EPA now requires the City to announce information regarding storm water. He suggested that if residents have any ditches on their property they should clean out any debris that accumulated over winter before the rainy storm season begins.

Councilman Boose stated if the elderly need help with cleaning debris, they are to contact the City of North Ridgeville, and someone from the City will come out and help them clear out the debris.

Assistant Clerk of Council Ma stated the correct ordinance number for item T 34-2021 is 5807-2021.

President DeVries stated for the record T 34-2021 is now ordinance number 5807-2021.

Clerk of Council Linden:

T 36-2021 AN ORDINANCE AMENDING CERTAIN SUBSECTIONS OF N.R.C.O. SECTION 1444.04 BUSINESS, INDUSTRIAL AND COMMERCIAL USES.

(Introduced by Mayor Corcoran & Councilman Winkel)

President DeVries referred T 36-2021 to the Administrative Committee.

Clerk of Council Linden:

T 37-2021 AN ORDINANCE AMENDING N.R.C.O. SECTION 1444.15 ADDITIONAL PROPERTY INSPECTIONS BY CITY ENGINEER; ISSUANCE OF CERTIFICATES OF OCCUPANCY UPON PAYMENT OF FEES BY ADDING A SUBSECTION.

(Introduced by Mayor Corcoran & Councilman Winkel)

President DeVries referred T 37-2021 to the Administrative Committee.

Clerk of Council Linden:

T 38-2021 A RESOLUTION AUTHORIZING THE MAYOR TO APPLY TO THE OHIO DEPARTMENT OF NATURAL RESOURCES FOR FUNDING UNDER THE NATUREWORKS GRANT PROGRAM.

(Introduced by Mayor Corcoran)

President DeVries asked Councilman Boose to provide history on T 38-2021.

Councilman Boose stated the Ohio Department of Natural Resources, Natureworks Grant Program had been used by the City in the past. Most recently, the grant funding was used to install the fitness trail in the Shady Drive complex. The grant request, T 38-2021, will be used to replace the playground located in South Central Park. The existing playground will be taken down and replaced with a new playground, including additional enhancements. Depending on the amount of the grant, North Ridgeville will make a sizeable donation to pay for a portion of the enhanced costs. The anticipated project completion deadline is spring of 2022. Due to the timeliness of this Ordinance, an emergency clause is not necessary at this time.

Clerk of Council Linden:

T 39-2021 AN ORDINANCE AMENDING CERTAIN SECTIONS OF N.R.C.O. CHAPTER 1228 IMPROVEMENTS.

(Introduced by Mayor Corcoran)

Clerk of Council Linden:

T 40-2021 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT ACCORDING TO LAW AND IN A MANNER PRESCRIBED BY LAW FOR THE MILLS CREEK NORTH CONDO WATER MAIN REHABILITATION INCLUDING APPURTENANCES, NOT TO EXCEED \$650,000.00.

(Introduced by Mayor Corcoran)

T 41-2021 AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF NORTH RIDGEVILLE TO PURCHASE A CAMERA FOR THE SERVICE DEPARTMENT FROM THE STATE BID LIST OR STATE CO-OP, OR TO ADVERTISE FOR BIDS AND ENTER INTO A CONTRACT WITH AN OUTSIDE VENDOR ACCORDING TO LAW AND IN A MANNER PRESCRIBED BY LAW, NOT TO EXCEED \$130,000.00.

(Introduced by Mayor Corcoran)

Moved by Mayor Corcoran and seconded by Boose to dispense with the second and third readings for T 41-2021.

A voice vote was taken and the motion carried.

Yes – 7

No – 0

Moved by Mayor Corcoran and seconded by Swenk to adopt T 41-2021.

Moved by Mayor Corcoran and seconded by Swenk to add the emergency clause in order to move forward to purchase the necessary equipment and avoid costly repairs.

A voice vote was taken on the emergency clause and the motion carried.

Yes – 7                      No – 0

A roll call vote was taken on the adoption, with the emergency clause, and the motion carried. T 41-2021 becomes **Ordinance No. 5808-2021**.

Yes – 7                      No – 0

T 42-2021      AN ORDINANCE AUTHORIZING THE MAYOR OF NORTH RIDGEVILLE, OR HIS DESIGNEE, TO SEEK QUOTES FOR THE LEASE PURCHASE OF NEW EQUIPMENT AND ANY AUXILIARY ITEMS AND TO ENTER INTO A 5-YEAR LEASE PURCHASE AGREEMENT, NOT TO EXCEED \$275,000.00.

*(Introduced by Mayor Corcoran)*

Moved by Mayor Corcoran and seconded by Boose to dispense with the second and third readings for T 42-2021.

A voice vote was taken and the motion carried.

Yes – 7                      No – 0

Moved by Boose and seconded by Winkel to adopt T 42-2021.

Moved by Boose and seconded by Winkel to add the emergency clause in order to move forward with purchasing the necessary equipment to keep the City streets safe for the welfare and safety of the citizens.

A voice vote was taken on the emergency clause and the motion carried.

Yes – 7                      No – 0

Councilwoman Swenk stated the money for this purchase was budgeted previously for 2021 appropriations.

President DeVries confirmed Councilwoman Swenk’s comment.

A roll call vote was taken on the adoption, with the emergency clause, and the motion carried. T 42-2021 becomes **Ordinance No. 5809-2021**.

Yes – 7                      No – 0

T 43-2021 AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF NORTH RIDGEVILLE TO ADVERTISE FOR BIDS AND NEGOTIATE A CONTRACT ACCORDING TO LAW AND IN A MANNER PRESCRIBED BY LAW FOR THE RENTAL OF EQUIPMENT AND RELATED SERVICES FOR ROAD REPAIR AND MAINTENANCE TO BE USED BY THE SERVICE DEPARTMENT.

(Introduced by Mayor Corcoran)

T 44-2021 AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF NORTH RIDGEVILLE, OHIO, TO ADVERTISE FOR BIDS AND NEGOTIATE A CONTRACT FOR A TWELVE-MONTH PERIOD, ACCORDING TO LAW AND IN A MANNER PRESCRIBED BY LAW, FOR THE PURCHASE OF ROADWAY MATERIALS TO BE USED BY THE CITY OF NORTH RIDGEVILLE, OHIO.

(Introduced by Mayor Corcoran)

**SECOND READINGS:**

Clerk of Council Linden:

T 27-2021 A RESOLUTION TO APPROVE, WITH MODIFICATION, THE APPLICATION MADE BY JAMES W. AND LORETTA A. KING REGARDING CERTAIN LAND OWNED BY THEM WHICH HAS BEEN DESIGNATED AS AN AGRICULTURAL DISTRICT BY THE OFFICE OF THE COUNTY AUDITOR.

(Introduced by Mayor Corcoran; First Reading 03/01/2021)

Clerk of Council Linden:

T 30-2021 AN ORDINANCE AMENDING ORDINANCE NO. 5267-2015 REGARDING THE CITY'S INVESTMENT POLICY.

(Introduced by Mayor Corcoran; First Reading 03/01/2021)

**THIRD READINGS:**

Clerk of Council Linden:

T 25-2021 AN ORDINANCE AMENDING CERTAIN SECTIONS OF N.R.C.O. CHAPTER 215 LIEN PROCEDURES.

(Introduced by Mayor Corcoran; First Reading 2/16/2021; Second Reading 03/01/2021)

Moved by Abens and seconded by Swenk to adopt T 25-2021.

President DeVries asked for questions or comments.

Councilman Boose stated on the amendment (page 2 section 1) the new section states, "Notice of intent to lien shall be sent by certified mail to the record owner, by regular mail concurrently to the same, or by personal service." Currently, the City of North Ridgeville sends a notice of lien by certified mail and by regular mail. Councilman Boose then explained that in his line of work, it is customary to send the owner certified mail notifying them of the lien so that a record of delivery exists, even if it goes unclaimed.



Councilman Boose specifically asked if it is okay to provide a lien by personal service and is it okay the City of North Ridgeville does not have certified mail.

Law Director Moriarty stated the City of North Ridgeville has compared the decision to utilize personal service with ordinances from neighboring cities. The notice in question is simply putting the resident on notice that a potential lien is coming. The redundancy of sending the same notice by mail, personal services, and then certified mail is costly, and as a result, the City decided to take out attachments and no longer send certified mail, which will save money.

Councilman Boose asked if the personal service would be sure to leave the correspondence with the correct individual(s).

Law Director Moriarty stated the personal service would ensure they are leaving the correspondence with the correct person.

Councilman Boose asked if personal services would get a signature for the correspondence.

Law Director Moriarty stated yes, a signature will be required.

President DeVries asked for questions or comments.

Moved by Mayor Corcoran and seconded by Boose to add the emergency clause in order to move forward to get the necessary procedures in place.

A voice vote was taken and the motion carried.

Yes – 7                      No – 0

A voice vote was taken on the emergency clause and the motion carried.

Yes – 7                      No – 0

President DeVries asked for questions or comments.

A roll call vote was taken on the adoption, with the emergency clause, and the motion carried. T 25-2021 becomes **Ordinance No. 5810-2021**.

Yes – 7                      No – 0

Clerk of Council Linden:

T 26-2021    AN ORDINANCE AMENDING N.R.C.O. SECTION 1444.15 ADDITIONAL  
PROPERTY INSPECTIONS BY CITY ENGINEER; ISSUANCE OF  
CERTIFICATES OF OCCUPANCY UPON PAYMENT OF FEES.

*(Introduced by Mayor Corcoran; First Reading 2/16/2021; Second Reading 03/01/2021)*

Moved by Boose and seconded by Maleski to adopt T 26-2021.

Moved by Mayor Corcoran and seconded by Winkel to amend by substitution.

Mayor Corcoran specified the changes to the amendment. He stated the amendment replaced the word “costs” with the word “fees” in section 1 (a), (b), and (d). The recommended change is consistent with the description of the ordinance.

A voice vote was taken and the motion carried.

Yes – 7                      No – 0

Moved by Mayor Corcoran and seconded by Maleski to add the emergency clause in order to move forward and get the policy in place in a timely manner.

Engineer Rodriguez stated as a result of City inspectors conducting multiple inspections on the same property an increase in fees is needed to cover the additional amounts the City incurs when multiple visits are required.

President DeVries thanked Engineer Rodriguez for his comment.

Mayor Corcoran stated the City has implemented a similar procedure for the Building Department as well.

President DeVries thanked Mayor Corcoran for his comment.

A voice vote was taken on the emergency clause and the motion carried.

Yes – 7                      No – 0

President DeVries asked for questions or comments.

Councilwoman Swenk stated the Certificate of Occupancy is needed in most mortgage companies when closing on a property; therefore, this procedure is essential and should move forward.

A roll call vote was taken on the adoption, with the emergency clause, and the motion carried. T 26-2021 becomes **Ordinance No. 5811-2021**.

Yes – 7                      No – 0

**MEETING ANNOUNCEMENTS:**

- The next regular Council meeting will be on Monday, April 5, 2021, at 7:00 p.m. in City Council Chambers.

**ADJOURNMENT:**

President DeVries adjourned the meeting at 7:39 p.m.

Approval of minutes on April 5, 2021:

  
PRESIDENT OF COUNCIL

  
CLERK OF COUNCIL