



Approved 5/2/19

**City of Cleveland Heights
Refuse & Recycling Task Force**

**4/18/19 Meeting Minutes
Cleveland Heights City Hall – Council Chambers – 7:00 p.m.**

Introduction of Task Force Members

Vice City Manager Susanna Niermann O'Neil greeted the task force and introduced Vice Mayor Melissa Yasinow who also serves as chair of the safety and municipal services committee of City Council

Vice Mayor Yasinow greeted the task force and thanked them for their service and commitment to the matter.

Councilmen Mike Ungar greeted the task force and thanked them for the service that they are providing to the residents of Cleveland Heights.

Councilmen Craig Cobb greeted the task force and thanked them for their service.

Ms. Collette Clinkscale discussed the agenda and some of the meeting schedules.

Mr. Joe Kickel presented a brief presentation regarding the objective of the task force, the composition of the task force, the need to assign a chairperson, an overview of refuse & recycling department, and an overview of some of the proposed meeting objectives.

Mr. Kickel asked if any members were interested or willing to serve as the Chairperson.

Members asked what are the responsibilities of the Chairperson?

Mr. Kickel informed the members that the Chairperson would direct the meeting, and that all questions would be directed to the Chairperson.

Ms. Constance Johnson and Ms. Carin Miller volunteered.

Mr. Kickel asked if either member would be willing to serve as the Vice Chairperson.

Ms. Miller offered to serve as the Vice Chairperson.

Mr. Kickel announced that Ms. Johnson will serve as the Chairperson and Ms. Miller will serve as the Vice Chairperson.

Mr. Kickel handed the meeting over to Ms. Johnson and asked that she address the matter of meeting scheduling, frequency, etc.

Ms. Johnson asked if there is a set end date.

Mr. Kickel informed her that it is six months from today.

Mr. Jordan Davis expressed concern that eight meetings will not be enough to deal with the scope of the task and that the working sessions may require more time than initially scheduled.

Mr. John Blackwell expressed concern that two members were not present and that it may be the result of the meeting being on Thursday.

Ms. Johnson asked which days of the week work best for the members.

Ms. Hope Wright inquired about room availability due to other boards and committees meeting on other days of the week.

Ms. Niermann O'Neil informed the group that Thursday was selected because it is the only day that the room will always be available.

Mr. Davis asked if the group was committed to the room.

Ms. Niermann O'Neil responded that the group would want a room large enough to accommodate the task force as well as the public.

Mr. Davis asked about the size of the table in the executive conference room.

Ms. Niermann O'Neil responded that the table could seat ten and that the room is much smaller.

Ms. Blackwell said that he had a prior commitment on Thursdays, but that he will make it work.

Ms. Johnson asked if the group was okay with holding bi-weekly meetings.

Ms. Miller mentioned that she thought she heard that there was another group that meets every other Thursday.

Ms. Miller offered to do a doodle poll to check member availability.

Ms. Johnson said that the 7:00 p.m. start time was a bit late and that 6:00 – 6:30 would be better for her.

Ms. Cathi Lehn said that 6:30 – 7:00 start time would be fine with her.

Ms. Susan Clement said that she was committed to the group and that she would come on the day and time determined by the group.

Ms. Wright said that if Mr. Blackwell has a potential conflict with the meetings maybe the group should give him some sort of time preference.

Mr. Blackwell said that he is committed to the group and the earlier the better for him such as 6:00 to 6:30.

Mr. Davis suggested a meeting length.

Ms. Johnson established the meeting start time at 6:00 p.m.

Ms. Johnson suggested a 90 minute meeting duration and asked the group for feedback.

Mr. Davis agreed that setting a “soft ending” to the meeting is a good idea.

Ms. Johnson asked if anyone had any comments to make regarding the proposed meeting schedule.

Ms. Miller believes that there may be a bit of overlap between meeting three and four.

Mr. Davis said that Ms. Diane Bickett will bring a lot of information regarding other communities and that meeting four is meant to be more tailored to Cleveland Heights.

Ms. Kelly Menaker asked if Ms. Bickett is the person who previously spoke about costs of converting operations, expressing that comparing the costs to other communities, as well as understanding the City’s costs is extremely important.

Ms. Clinkscale informed the group that Ms. Bickett is confirmed to present to the group on May 16th.

Mr. Davis asked if a meeting could be dedicated to financial review.

Mr. Kickel asked if everyone received the initial meeting invites, and then offered to send out bi-weekly invites for the next meetings.

Mr. Davis said that he thought that Ms. Miller was going to do that.

Ms. Miller said that she is hearing that we are now deciding to go with bi-weekly meetings.

Ms. Johnson said that she understands that we are trying to establish a meeting structure, and that structure can be modified to meet the needs of the group.

Mr. Kickel said that he was going to send out meeting invites to block out the time, and that it was his understanding that the meetings would be held on Thursday nights, bi-weekly from tonight, starting at 6:00 p.m. for an hour and a half

Ms. Miller said that the meeting scheduling can be done that way

Ms. Lehn informed the group that she has a conflict on June 20th, which is the week celebrating 50 years since the Cuyahoga River caught on fire.

Ms. Lehn also said there is another event on June 20th at Jacobs pavilion about water resources.

Ms. Miller said that if she is looking at meeting every other week then the dates would be 5/2, 5/16, 5/30, 6/13, 6/27, 7/11, and 7/25

Ms. Johnson agreed

Ms. Lehn informed the group that on May 8th and 9th there is a plastic recycling expo downtown and that it is free of charge at the convention center.

Ms. Miller asked if there are any red flags with the proposed dates.

Ms. Wright said that she cannot be here for the next meeting.

Mr. Davis said that May 2nd is also a “red flag” day for him as well.

Mr. Blackwell said that he would be away on the 27th of June.

Ms. Miller said that this is why the group may want to consider utilizing a doodle poll to confirm availability, and suggested that the group should set a limit of how many people should be available.

Ms. Menaker said that she thinks that everyone should be available during working sessions.

Ms. Johnson told Ms. Miller to go for it and send the survey out for the previously discussed dates.

Mr. Kickel also informed the group that the City does have the capability for individuals to teleconference in to the meeting.

Ms. Johnson asked to include the option to phone-in for doodle survey.

Ms. Miller asked if there should be an established minimum for the group.

Ms. Johnson said that a quorum would be necessary.

Vice Mayor Yasinow informed the group that you need a majority for a quorum which would be 6 people out of the 10 voting members.

Ms. Miller said that the reason she asked about the quorum is because life happens, and sometimes people confirm that they are going to be at a meeting and something might come up.

Ms. Menaker asked if the next meeting would be at City Hall or, are members meeting on site at the garage facility, and would the time have to change to meet when the facility is open.

Ms. Clinkscale said that the facility will be open at the time established for the meetings.

Mr. Kickel informed the group that they should meet at City Hall and that the City will provide transportation to the Service Garage Facility.

[Unclear/Unknown] Question asked about if members of the public wish to “tag along” to the service garage visit.

Ms. Johnson said that she cannot see a problem but could any of the members see an issue with it.

[Member of the Public] responded “first amendment”

Vice Mayor Yasinow informed the group that when Council took a lolly-the-trolley tour of the Noble Corridor, some members of the public followed in their own personal vehicles.

Councilman Ungar said that it is an open record/open meeting.

Mr. Kickel said that if everyone cannot be accommodated with the vans provided, additional members of the public are more than welcome to follow the group to the Service Garage Facility.

Mr. Blackwell asked if there was a safety issue.

Mr. Kickel said that there is no safety issue.

Mr. Kickel said to be sure to wear old shoes or something that you don't mind getting dirty.

Ms. Clinkscale said to wear comfortable clothing as well.

Mr. Davis informed the group that he took a tour similar to this in September with a group of people about the same size, and his concern is that additional members of the public may detract from the limited amount of time that the members will have at the Service Garage Facility, and that the facility is noisy, and may be hard to focus on the information that the task force needs.

Mr. Kickel echoed Councilman Ungar's sentiment, that the meetings are public meetings and that if a member of the public wishes to attend the visit they are more than welcome.

Mr. Kickel pointed out that there is only one member of the public in attendance at the meeting currently.

Mr. Kickel said that at this time of the day, the Transfer Station is closed, and the Service Garage is closed so noise will be at a minimum.

Ms. Johnson sought to clarify from Mr. Davis that when he previously visited the facility it was noisy, and that he was not able to get all of the information that he sought.

Ms. Johnson sought to further clarify from Mr. Kickel that the visit to the facility will be after hours, and that we do not have the authority to bar the public from joining the task force in the visit.

Ms. Johnson said that the group needs to be focused on the matters during the visit and respectful of the speakers to get as much information as possible in the amount of time that has been allotted.

Ms. Menaker asked if something is missed can something be revisited?

Ms. Clinkscale said that the staff is here to accommodate the task force.

Ms. Johnson said that she likes the way Ms. Menaker is thinking and that meetings 6, 7, and 8 will be revisiting matters.

Mr. Davis said that they have the advantage of Ms. Clinkscale and Mr. Tony Torres on the task force to follow up if further information is needed.

Mr. Davis also asked if it would be a good idea to re-visit information or matters from the previous week on the meeting agenda.

Ms. Johnson suggested the idea of not a recap but a review of “old business”.

Ms. Johnson suggested that the “old business” review should be brief in order to keep the meeting moving forward.

Ms. Miller suggested that time limits should be added to the agenda items.

Ms. Clement asked if minutes will be taken, and provided to the group.

Mr. Kickel said yes, he will provide minutes, and also informed the group that the meetings are being recorded, and that he will add old business to the agenda.

Ms. Johnson proceeded to ask if there were any public comments?

[None]

Ms. Johnson asked if there are any questions or concerns from the task force members.

Ms. Menaker asked that the group include the discussion about the pollution to the water system and how the current method of collection adds to pollution of the water system.

Ms. Johnson asked if Ms. Bickett can address this?

Ms. Clinkscale informed the group that she can address any questions regarding water pollution.

Mr. Davis informed the group that the water treatment plant will have their annual open house on May 11th.

Ms. Johnson said thank you for coming tonight.

Mr. Davis made a move to adjourn.

Ms. Miller made a motion to adjourn.

Mr. Blackwell seconded the motion.

Ms. Johnson waived the formality of a vote and declared the meeting adjourned.