

THE CITY OF STREETSBORO, OHIO
FINANCE COMMITTEE MINUTES

Monday, January 22, 2024

This Finance Committee Meeting was called to order on Monday, January 22, 2024 at 8:12 p.m. by Justin Ring, Chairman.

PRESENT: Jon Hannan, Justin Ring, Anthony Lombardo, Steve Michniak, Marianne Glenn, Jennifer Wagner, Lisa McDaniel

ABSENT: None.

ALSO PRESENT: Glenn Broska, Mayor
Frank Beni, Law Director
Rich Polivka, Police Lieutenant
Robert Reinholz, Fire Chief
Matt Miller, Finance Director
Bill Miller, Service Director
Justin Czekaj, Municipal Engineer
John Cieszkowski, Planning Director
Patrick O'Malia, Economic Development Director
Greg Mytinger, Parks and Recreation Director
Shawna Lockhart-Reese, HR Manager
Matt Coffman, IT Network Administrator
Melissa Procop, Mayor's Executive Assistant
Caroline Kremer, Clerk of Council

Disposition of Minutes

MOTION: TO ACCEPT THE REGULAR FINANCE COMMITTEE MEETING MINUTES OF NOVEMBER 27, 2023, THE SPECIAL FINANCE COMMITTEE MEETING MINUTES OF DECEMBER 11, 2023, AND THE REGULAR FINANCE COMMITTEE MEETING MINUTES OF DECEMBER 18, 2023 AS WRITTEN.

Moved by Mr. Hannan, seconded by Mr. Lombardo. Upon voice vote, **motion carried.**

Monthly Financial Report

- Quarterly Credit Card Report

Matt Miller said the only item that had changed on the Credit Card Report since last quarter was that Amazon had increased the City's credit line. The City had not asked for an increase.

This was the year-end financial report for 2023. He reported the General Fund expenses were below budget at about 94%. City wide expenses across all the funds were well under budget at about 93.57%. The revenues were over budget: General Fund at about 106.9%, and City wide was 108.6%. Overall, the revenues for the City were about \$36 million and the total expenditures were

at about \$35.7 million. The cash holdings on hand in the bank accounts for December 31, 2023 went up by 6% even with moving money for the Community Center and for different City infrastructure compared to December 31, 2022. The RITA income tax collections were up vs. last year by almost \$450,000 mostly because of withholding. Withholding being up by about 3% meant there were a lot of jobs in Streetsboro. The income taxes account for about 78% of the General Fund.

The General Fund, not counting the large transfers for the large projects being undertaken, went up about \$2.2 million over the course of 2023. He had provided an analysis in the December 2023 Monthly Financial Report email regarding the unencumbered balance in the General Fund because the General Fund was where the City used its savings to fund different projects. He said in the report there was an analysis of where the Finance Department saw the General Fund balance (above the 25% minimum) going into 2024.

Old Business

None.

New Business

Reschedule May Finance Committee Meeting

MOTION: TO RESCHEDULE THE MAY FINANCE COMMITTEE MEETING FROM MONDAY, MAY 27, 2024 (Memorial Day) TO MONDAY, MAY 20, 2024 AT 7:00 P.M.

Moved by Mr. Hannan, seconded by Mrs. Glenn. Upon voice vote, **motion carried.**

T-7536 Authorize Multi Factor Authentication for Police Department - Hardware

T-7537 Authorize Multi Factor Authentication for Police Department - Software

Mr. Coffman said LEADS required that the Police Department have multi factor authentication on all computers at the Police Department, so this was multi-tiered because they needed to have hardware tokens and software to make the multifactor authentication work. It would be on all computers and each Police Department employee would have a hardware token to receive their code.

Mr. Ring said there were other, cheaper ways to do multi-factor authentication instead of hardware tokens. Mr. Coffman agreed, but the City could not require the officers to use their personal cell phones per the union contract, so this method was the necessary option. These hardware tokens would cost \$6,500 and should last five years.

MOTION: TO MOVE T-7536 TO TONIGHT'S REGULAR COUNCIL MEETING.

Moved by Mr. Hannan, seconded by Mr. Lombardo. Upon voice vote, **motion carried.**

MOTION: TO MOVE T-7537 TO TONIGHT'S REGULAR COUNCIL MEETING.

Moved by Mr. Lombardo, seconded by Mr. Hannan. Upon voice vote, **motion carried.**

T-7538 Purchase Security Cameras for the Service Department Entrances

Mr. Coffman said right now there were no security cameras at the Service Department. There had been a few issues where things had walked away, so it's been discussed to put cameras at all the entrances. They selected Ubiquiti cameras because that was what the network backbone was now. They reviewed several quotes and determined Ubiquiti to be most cost effective. It would cost almost \$20,000 for the system for 12 total cameras, which Mr. Ring thought was expensive. The bullet cameras gave more clarity and the ability to zoom out further than the dome cameras. This would cover three front doors, two back doors, the new building in the back, and the location where the refueling pump station will be. Mr. Hannan and Mrs. Glenn agreed this seemed to be an expensive proposal and preferred a cheaper option. Mr. Lombardo asked if there was a cheaper option that would still accomplish what was needed. Mr. Coffman thought this was the best vendor but maybe could change a couple of the bullet cameras to dome cameras to reduce the cost. Mr. Michniak commented that he would prefer the clearer, more expensive cameras, that actually show faces and license plate numbers instead of poor-quality video that was almost useless.

Ms. Wagner asked if the cameras would be monitored 24/7. Mr. Coffman explained that the Police Department would have access to the cameras so they could view them at any time, but not actually monitored 24/7. Mr. Hannan asked if the cameras would also be viewable at the Service Department office. Mr. Coffman said it was all by Internet and the staff could log in from anywhere to view the cameras. Council decided to save some money by getting three instead of five bullet cameras and nine dome cameras instead of seven.

Bill Miller confirmed the new gas pump station would have its own computer system for secure access, but the cameras would be an added layer of protection. Mayor Broska added that infrequently, but it has happened, where the computers had gone down and had to be bypassed to still get the fuel needed for the Service trucks to do their job.

MOTION: TO AMEND SECTION 1 OF T-7538 TO READ “NOT TO EXCEED 3 BULLET CAMERAS AND 9 DOME CAMERAS” INSTEAD OF “NOT TO EXCEED 12 CAMERAS.”

Moved by Mr. Michniak, seconded by Mr. Hannan. Upon voice vote, **motion carried.**

MOTION: TO MOVE THIS TO TONIGHT’S REGULAR COUNCIL MEETING AS AMENDED.

Moved by Mr. Hannan, seconded by Mr. Michniak. Upon voice vote, **motion carried.**

T-7539 Go to Bid for Construction of Floyd North Bicentennial Park

Mr. Mytinger said this was to go out to bid for the construction of the Floyd North Bicentennial Park located off Aurora Hudson Road. He wanted to get this started ASAP because portions of it were associated with a State capital grant that State Rep. Gail Pavliga helped the City get and the grant money needed to be used by June 2024.

MOTION: TO MOVE THIS TO TONIGHT’S REGULAR COUNCIL MEETING.

Moved by Mr. Michniak, seconded by Mr. Hannan. Upon voice vote, **motion carried.**

T-7540 Accept Portage County Health Aging Grant

Mr. Mytinger said this was a grant from Portage County for healthy aging. It would allow the City to do digital inclusion assistance and healthy wellness activities at the Senior Center at no cost to Portage County residents who apply through the program.

MOTION: TO MOVE THIS TO TONIGHT'S REGULAR COUNCIL MEETING.

Moved by Mr. Michniak, seconded by Mr. Lombardo. Upon voice vote, **motion carried.**

T-7541 Accept BWC Grant for LUCAS Machine

Chief Reinholz said the Fire Department had received a BWC grant for \$9,000. The price of the unit was about \$12,000, so the City would only need to cover \$3,000. The Department would trade in an old LUCAS machine; the electronics were out of date.

MOTION: TO MOVE THIS TO TONIGHT'S REGULAR COUNCIL MEETING.

Moved by Mr. Michniak, seconded by Mr. Lombardo. Upon voice vote, **motion carried.**

T-7542 Authorization to Submit AMATS Grant Application for Trail Lake Park to Seneca Park Connectivity Study

Mr. Cieszkowski had provided two separate applications the City wanted to submit to AMATS for Connecting Communities Grant funds. The Trail Lake Park to Seneca Ponds Park Connectivity Study had one map with a red path marked on it. These were non-matching funds grants; there was no matching fund required on the part of the City. AMATS was offering up to \$40,000 for each funded application. The first application was for a pedestrian/path connection between Trail Lake Park and Seneca Ponds Park. The intention was to keep the path connection on either City, County, or other public entity land as much as possible.

Mr. Ring noticed the second application that included a connection study between Thomas Heritage Park and Seasons Road was a portion of the connection study in the first application; he thought this was a duplication. Mr. Cieszkowski said if the City did not get funding for both, the City wanted to at least start the connection. Mr. Ring said he was not a fan of going across anyone's private property, whether the City paid them or not. He did not like government intruding on private property. He felt the indicated walking path was 200 feet from someone's back door and that was too intrusive for Mr. Ring.

Mr. Ring thought the Connecting Communities Grant funds could be used for many different things and wondered if these paths were the best options the City could use the grant for. Maybe there were sidewalks this grant could pay for. Mr. Cieszkowski said the grant was just for connecting parks with walking trails. He had been on the grant task force that reviewed the applications for the last 3 or 4 years and the grants had been awarded to projects similar to these. It was for alternative forms of transportation, not just vehicular: it was for paths, complete streets, non-motorized

transportation (bike paths) types of connections. The connection from the schools to SR 14 would be designed as a complete street with sidewalks and bike lanes incorporated, so it would still qualify for funding. Mr. Ring supported the connection from the schools to SR 14 and felt it should have been considered when the high school was built.

Mr. Cieszkowski commented that the paths drawn on the map were conceptual for desired connections and not an exact placement because these were applications for studies to determine the “point A” and “point B” locations and the best way to get there. Mr. Ring commented that he was supportive of free studies that would provide the City with information that could be kept for future use, but he wanted it known that he was not in favor of using private property.

Mr. Michniak also supported the studies as a first step to these connections that could be an asset to the community. Mr. Michniak said if a walking trail/bike path was built on public property and even if it was relatively close to a home, that was not invasive. He felt there were worse things that could go on public property next to a home because a walking trail/bike path was pretty low impact. He would not vote down something like this that was 200 feet off someone’s property as Mr. Ring had said he would do. There were some spots along these indicated paths that the City would have to acquire, which Mr. Michniak said would take some consideration because it could get very expensive. Mr. Michniak said he was 100% supportive of applying for the grants to do the studies to get more information.

Mr. Hannan said it had been discussed in the recent Master Plan Update meetings to do a possible connection along the railroad track on the west side of town. He wondered why these proposals were presented and not the one using the railroad track that most likely would not go through private property. Mr. Cieszkowski said part of the reasoning was from conversations he had gleaned from attending AMATS technical advisory committee and policy committee meetings. They had outlined the program and explained the difficulties there had been utilizing railroad rights of way, particularly if it was an active line. He didn’t think the line in Streetsboro was very active, but it was used once or twice per day, so this was trying to accomplish what was outlined in the Master Plan Update, but staying away from an active railroad right of way that was probably impossible to implement as a path project. Mr. Hannan asked, if a grant was awarded, could the connectivity study look at the railroad right of way so the City could say it investigated that option, or would it just focus on the area submitted. Mr. Cieszkowski thought the study would focus on the area that was submitted, but maybe he could ask the consultant to take a look as one of the options that was analyzed through our application to see if it made sense or how feasible it might be to use the railroad right of way.

Mr. Hannan asked if the complete street type path that was being considered for connecting the schools would have a traffic light signal or be a right in and right out only intersection, because the Mayor had said the school buses might use that street. Mr. Cieszkowski said that was all to be determined through the study.

Paul Yupa, 8749 Seasons Road, asked if there was any further connectivity being considered that would extend the trails beyond the parks. Mr. Cieszkowski answered that he thought the County had plans that would extend the connections north of Seneca Ponds Park and south of Trail Lake Park. Mr. Mytinger added that there had been discussions about taking the trails toward Hudson,

possibly Hudson Springs Park. There had been discussions with Portage County on where to take the trails south past Trail Lake Park once it was out of Streetsboro's jurisdiction; those decisions would be up to the County. He said the City would make Portage County a partner in this study because it would be connecting those two parcels. Mr. Yupa was concerned that the County was included in the discussions so the trails could continue beyond Streetsboro and not just dead end and become a path to nowhere.

Mr. Yupa asked for more details about the public square connectivity study, and if this was in the proposed new Master Plan Update. Mr. Cieszkowski said they proposed an east bypass to connect Wiencek Road south to SR 14 at some point. And the west bypass proposed was to connect SR 303 south through Thomas Heritage Park to get to Seasons Road. The study would clarify what private property might be involved, what options were available, what hurdles would exist and how to potentially overcome them. Mr. Cieszkowski said there was a conceptual connection between SR 303 and Seasons Road on the west side and SR 303 and SR 14 on the east side.

Mr. Yupa said in the past there was a connection considered along Tim Farling's property where the easement was along the park by the shopping center (Target) to Market Square Drive to Ferguson Road. He was concerned about any traffic tying into Ferguson Road because it was just a chip/seal road and maybe not appropriate for a bypass south around Public Square. Mayor Broska said the proposed west bypass would not be a road for vehicular traffic, it would be a path. Mr. Yupa would hate for these paths to just end without plans beyond these maps to add value to doing it. He added that although it was stated that there was no cost to do these studies, there was always a cost to the taxpayer, but maybe there was a benefit beyond this. Mr. Ring felt the only cost for these studies would maybe be the staff time.

Mrs. McDaniel had a concern about the connection from SR 303 to Seasons Road. She felt walking or biking near the curbs on Seasons Road could be hazardous and the speed people drove on SR 303 could also be hazardous. She loved the idea of the new bus route. She also agreed with Mr. Yupa that there was no such thing as free money; it was the federal taxpayer's money paying for these studies. She wondered if the studies were completed and then Streetsboro decided not to do anything with the information, what would that do regarding any future grants. Mr. Cieszkowski did not have an answer; this had never come up in his experience/duties on the grant application task force. Mrs. McDaniel said she wanted these proposed paths to stay on City property.

Mrs. McDaniel asked if it would be possible, before applying for these grants, to reconsider and work within the land the City owned. She was not in favor of the proposed paths that would cut through private property at some point. She wondered if there would be a way to apply for these grants and look at alternative options that would give connectivity that was within the land the City already owned. Mr. Cieszkowski said he could write the grant narrative to that effect. He said the intent was not to analyze the ownership and figure out the exact location of these paths in advance of making the application; the whole reason the City would make the application for the study was so the study would bear that out. Mrs. McDaniel wanted to avoid any repercussions for future grant opportunities if the study results supported using private property and the City decided not to do that and not move forward. Mr. Cieszkowski said the City would not be obligated to implement every (or any) element of a study that was undertaken.

Mr. Yupa said Portage County had land near Thomas Heritage Park that was not developed and that may be an area for a future connection someday in the future

Mayor Broska commented that it was not uncommon to have a study undertaken and then when the study was complete to not apply for grant funding. These AMATS grants were very competitive because AMATS covered multiple counties. In the last round of AMATS grants the City applied for, AMATS only approved the top 3 or 5 projects out of 15 or 20 that were submitted. He said this money was taxpayer money that was set aside by the federal government to increase the connectivity for the people. People want pathways. Ultimately the goal was to connect to Liberty Park which connected to the Emerald Necklace that was part of the Cleveland Metroparks system and to go through Portage County to connect to the Summit County bike/hike trail. This probably would not happen in our lifetime, but we won't even know if this was feasible unless there was a study, and there was taxpayer money available for this connectivity goal to have an 8' path to go out and enjoy nature. If Streetsboro did not apply for these grants to see if these things were feasible, we would never know. Streetsboro would never be able to do these alone and Chris Craycroft at the Portage Park District had said she would be happy to work with Streetsboro to make these things come to fruition. Streetsboro didn't even know if it would get a grant. Mayor Broska said these were great projects and he didn't understand why there was so much discussion over the possibility of a study.

Mr. Hannan suggested using the easement Mr. Yupa mentioned along Thomas Heritage Park straight down to Ferguson and then along the right of way of Seasons Road to try to avoid going through private property to connect to the Portage Park District property instead of the blue path on the map. He said he would have liked to see a map with property lines to know where the City and County land was and how much was private property. Mr. Cieszkowski said he had not started writing the grant narrative yet because he wanted to get Council's thoughts before doing that. He would indicate that it was Streetsboro's wish to stay within City, County, or other quasi-public entity owned land as much as possible. Mr. Ring said the study would determine the actual path. Mrs. McDaniel said property lines were available on the County Auditor's website and the City and County owned quite a lot of the land, but there were plenty of private properties too that would be impacted.

Mr. Hannan asked if the other connector road from Weincek Road would have sidewalks, etc. Mr. Cieszkowski said that is what the application would indicate. Mr. Hannan was concerned the study would only consider the path that the application indicated and not look further for other options, so if the City wanted to pursue these as indicated by the Master Plan Update, Mr. Hannan wanted the other option submitted too. Mr. Mytinger noted that there were a couple of different options to connect Thomas Heritage Park to Seasons Road and he expected the study would look at those options to see what the best option was. The study might recommend a pathway that might go through some private property and then suggest that if that property ever came up for sale, then it might be in the best interest of the City to purchase that property. If it didn't, then that portion didn't get done. That's how Stark Parks had done a lot of their master planning connectivity through their county; some of their connectivity pathways had been in suggestion phase for 30+ years until something could actually happen. Without the plan and thought process behind it, the connections would never happen.

Mrs. McDaniel asked if the second application [T-7543] for the bypasses around the public square could be reduced to just the complete street/east bypass and not do a study for the west bypass from SR 303 to Seasons Road (it was already included in the first application [T-7542]). Mr. Cieszkowski had included that portion in T-7543 in case the City was not awarded the grant money to study T-7542. Mr. Cieszkowski said the applications could be amended because the grant narratives were not finalized yet. He added that he needed to include with the grant applications a Resolution of Support from Council, that's why he was here tonight because there was not another City Council meeting prior to the application submission deadline. Mr. Michniak suggested applying for all of these to see what would be awarded. Mr. Cieszkowski said he had initially gone to the Mayor with six or seven thoughts and narrowed it down to these. He didn't think it would hurt the application to have an east and a west bypass in one application.

MOTION: TO MOVE THIS TO TONIGHT'S REGULAR COUNCIL MEETING.

Moved by Mr. Hannan, seconded by Mr. Lombardo. Upon voice vote, **motion carried with Mrs. McDaniel opposing the motion.**

T-7543 Authorization to Submit AMATS Grant Application for City Square Bypass Connectivity Study

MOTION: TO MOVE THIS TO TONIGHT'S REGULAR COUNCIL MEETING.

Moved by Mr. Hannan, seconded by Mr. Lombardo. Upon voice vote, **motion carried with Mrs. McDaniel opposing the motion.**

Report on PO Balances that Needed "Rolled Over" to 2024

Matt Miller said this was informational for Council. The City had updated its accounting system recently and the way this system handled Purchase Orders that were still outstanding at the end of December required accompanying budget to roll them into the next year, so the accounting system created a budget adjustment entry just like the usual monthly budget adjustments presented by the Finance Department for Council approval. This automatic adjustment happened every year. The older system just kind of did it automatically, so he just wanted to point it out to Council in case they were reviewing the budget adjustment column on the Expense Summary Report and didn't remember actually approving that much budget adjustment; it's because it was from the prior year POs. This would include the open POs for the Community Center because we were still paying on it, for example. This was mostly informational for Council because the accounting software system had recently changed.

T-7532 Amend 2024 Annual Appropriations [#1]

Matt Miller said this was the first budget adjustment for 2024. It included many of the items that were already discussed at the meetings tonight (Community Center furnishings, City Center, splashpark, etc.).

MOTION: TO MOVE THIS TO TONIGHT'S REGULAR COUNCIL MEETING.

Moved by Mr. Michniak, seconded by Mr. Lombardo. Upon voice vote, **motion carried.**

Executive Session

MOTION: TO RECESS INTO EXECUTIVE SESSION TO CONSIDER PENDING LITIGATION.

Moved by Mr. Michniak, seconded by Mr. Hannan. Upon roll call vote, **motion carried unanimously and the meeting recessed at 9:23 p.m.** Mr. Ring explained executive session to the high school students in the audience.

MOTION: TO RECONVENE FROM EXECUTIVE SESSION.

Moved by Mr. Michniak, seconded by Mr. Hannan. Upon voice vote, **motion carried and the meeting reconvened at 9:44 p.m.**

T-7544 Authorizing Hiring Zashin & Rich - Attorneys

MOTION: TO MOVE THIS TO TONIGHT'S REGULAR COUNCIL MEETING.

Moved by Mr. Michniak, seconded by Mrs. Glenn. Upon voice vote, **motion carried.**

T-7545 Amend Contract w/Weston Hurd re Labor Relations Matters

MOTION: TO MOVE THIS TO TONIGHT'S REGULAR COUNCIL MEETING.

Moved by Mr. Michniak, seconded by Mrs. Glenn. Upon voice vote, **motion carried.**

Citizens' Comments

None.

Announcements

A Regular Council Meeting will immediately follow this meeting.

There being no further business to come before this Finance Committee, and upon motion by Mr. Hannan, seconded by Mr. Lombardo, this meeting adjourned at 9:45 p.m.

ATTEST:

Caroline L. Kremer, Clerk of Council

Justin Ring, Chairman