

THE CITY OF STREETSBORO, OHIO
SERVICE COMMITTEE MEETING MINUTES

Monday, March 11, 2024

This Service Committee Meeting was called to order on Monday, March 11, 2024 at 7:42 p.m. by Jon Hannan, Vice Chairman.

PRESENT: Justin Ring, Jon Hannan, Lisa McDaniel, Marianne Glenn, Jennifer Wagner

ABSENT: Anthony Lombardo, Steve Michniak [joined at 7:45 p.m.]

ALSO PRESENT: David Nott, Law Director
Patricia Wain, Police Chief
Rob Reinholz, Fire Chief
Matt Miller, Finance 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
Caroline Kremer, Clerk of Council

MOTION: TO EXCUSE MR. MICHNIAK AND MR. LOMBARDO.

Moved by Mr. Ring, seconded by Ms. Wagner. Upon voice vote, **motion carried.**

Disposition of Minutes

MOTION: TO ACCEPT THE SPECIAL SERVICE COMMITTEE MEETING MINUTES OF OCTOBER 23, 2023 AND FEBRUARY 26, 2024 AS WRITTEN.

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

Old Business

Discuss Love Locks Program/Location

Mr. Ring said this had been discussed in March 2023 as maybe going near the new Community Center and now that the Community Center was very near completion, he had asked to bring this topic back to the agenda. Mr. Mytinger previously had some thoughts about an arched fence system that may work. He said after Miracle Lane was done there were plans to extend the walkway across from the Community Center toward the woods behind the playgrounds. They could add an arch with some benches off to the side of that walking area in the wooded area. He was still considering options and was not ready to proceed with this project yet. [Mr. Michniak joined the meeting at 7:45 p.m.]

Mr. Ring commented that Debbie Yorke, who had initiated the idea with Mr. Ring, had said she had someone who was willing to donate a sign, but it still needed to be determined what the sign would say. Mr. Ring felt a sign should be rather simple with maybe a small adjoining plaque explaining what the area was for. Mr. Mytinger said there were options to think about and he would work on it after Miracle Lane was done. Mr. Mytinger thought the entire project would be under \$2,000, especially if the signage was donated. It was just the timing of the project that needed to still be determined. He had Debbie Yorke's contact information and would continue to keep in touch with her regarding location and signage. Mr. Mytinger would bring the topic back to Council when there was something further to discuss.

New Business

Present 2023-24 Master Plan Update

Mr. Cieszkowski said there were 138 pages to the updated document. This had taken seven months of effort by the Master Plan Review Commission, and four months of review by the Planning Commission, and now, per Charter, City Council had three months from the date it was received by the Clerk of Council to make changes and adopt whatever version of the plan City Council felt best. Mr. Cieszkowski listed some general highlights in the document and some differences between this update and the 2018-19 update:

- There was a significant difference in the plan organization with four main sections in this document, which Mr. Cieszkowski felt was more user friendly than the previous version. Much of the same information was there, it was just updated and expanded upon.
- There were updated goals objectives and strategies. There was some overlap with the last plan update, because in a five-year period between updates not a lot of major things changed unless there was something significant that dictated a change.
- One of the biggest changes was the implementation table in this plan which included a timeframe for completion and a priority assigned to each of the goals objectives and strategies.
- The appendices were updates.
- There was an addition of a Land Use Opportunities Map on page 40.
- An added Zoning Opportunities Map on page 42.
- An updated Future Land Use Map categories intent and characteristics on page 52, 53.
- There were upgrades in the public participation that was undertaken for this plan update because there was an online survey that had a visual preference element to it. There were about 927 responses to the survey. There was also a Community Forum with over 60 attendees, including some Council Members.

Mr. Cieszkowski had provided the motion sheets from the Master Plan Review Commission and the Planning Commission, the draft document dated January 25, 2024, and the proposed Future Land Use Map along with a document that outlined the reasons for the proposed changes. He understood the Council Members had several questions and comments and needed time to review the documents, so there was no legislation tonight; this was to simply transmit the plan to City Council with three-reading legislation to come. The document was received by the Clerk of Council on March 4, 2024 so Council had 3 months from that date to vote on the 2024 Master Plan Update.

Mr. Hannan asked if there were any changes from the Master Plan Review level to the Planning Commission level. Mr. Cieszkowski said there were no significant changes but any changes by the Planning Commission were highlighted in yellow in the version Council received; they were

insignificant in scope and scale. Most of the comments at Planning Commission were affirming the work of the Master Plan Review Commission, not substantive changes to the Future Land Use Map or any other element of the draft plan.

Mr. Ring briefly reviewed the plan when he received the Council packet last week and had a list of questions and concerns and clarifications that he wanted to go through with Council and Mr. Cieszkowski, so he requested a Council Work Session open to the public for this topic maybe in a month after all of Council had some time to study this 138-page document and compare it to the old plan. The other Council Members supported that idea.

MOTION: TO SCHEDULE A SPECIAL COUNCIL WORK SESSION TO FOCUS ON THIS TOPIC FOR TUESDAY, APRIL 2, 2024 AT 6 P.M. IN COUNCIL CHAMBERS.

Moved by Mr. Ring, seconded by Mrs. McDaniel. Upon voice vote, **motion carried.** Mr. Cieszkowski welcomed any questions from Council Members prior to that date too.

T-7572 Enact New Section 151.02 re Parks Facility Fees and Rental Policies

Mr. Mytinger said they planned to start taking reservations on April 1 and have the first official rental event on April 15. That would give some time to create some marketing materials to promote the Community Center. The legislation presented tonight had rental rates for the Community Center rooms and increased pavilion rental rates (from \$30 to \$45) to update the rates and keep pace with other local communities because the rates had not been updated in over a decade. When not reserved the picnic pavilions were open to the public on a first-come first-served basis.

Mr. Ring noted that the rental policies and guidelines had been discussed at a previous meeting and a lot of changes were requested, but he did not see those here. Mr. Mytinger responded that those policies and guidelines were not going to be adopted by legislation so any future adjustments as the new spaces were used and things arose could be adjusted without having to go through the Council process; this legislation was just for the pricing of the rentable spaces. Mr. Ring felt the policies and guidelines should go through Council and not just be an internal administrative document, even if the Law Department had said it didn't have to go to Council. Mr. Ring said the title of the legislation stated it was enacting park facility fees and rental polies so those revised policies should be before Council. Mr. Mytinger said Council could do first reading tonight, if Council was comfortable with the fees, and he would provide the revised policies for emergency adoption at the next Council Meeting on March 25, 2024.

Mrs. McDaniel asked why every written rental contract was to be signed by the Mayor and approved by the Law Director, not just between the renter and the Parks and Recreation Director. Mr. Mytinger said that was the recommendation of Mr. Janis, Assistant Law Director, but he also wondered how exactly that was to be administered. Mrs. McDaniel said other communities did not do it that way. Mrs. McDaniel questioned the requirements listed if alcohol was to be served after 6 p.m. Mr. Mytinger also questioned that, but Mr. Janis was not here tonight to explain his reasoning, and Mr. Mytinger had not had time to discuss it with him or Mr. Nott.

Mrs. McDaniel had mentioned at the previous meeting that community organizations should be able

to use the facility at a much-discounted rate or free of charge, but did not see that included here. She was told it was in the other policy and guidelines document. She had found that another community kept a list of such organizations so it was not subjective and clear to whoever may be the Director. Mr. Hannan asked Mr. Nott to speak to Mr. Janis and Mr. Mytinger to get these issues addressed before the next meeting.

Mr. Michniak suggested moving this to tonight's Regular Council Meeting as first reading only, but there was no second to the motion.

MOTION: TO MOVE THIS TO THE FINANCE COMMITTEE AND REGULAR COUNCIL MEETING AS EMERGENCY FOR MARCH 25, 2024 FOR FURTHER REVIEW.

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

T-7573 Approve Cavanaugh to Provide CMR Services for New City Hall

Mr. Czekaj said the City had done the CMR selection process and Cavanaugh was chosen to provide CMR services for the new City Hall. This ordinance was to put it in writing so Cavanaugh would feel comfortable to continue their services while the City finalized their contract. The lawyers were working on the contract language and Mr. Czekaj assumed there would be a contract ready for Council's approval at the next meeting.

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

Moved by Mr. Ring, seconded by Mrs. McDaniel. Upon voice vote, **motion carried.** At the next meeting Mr. Czekaj expected to present City Council with a contract for Cavanaugh which would then be amended later with the Guaranteed Maximum Price (GMP). Cavanaugh had graciously been attending the meetings without a contract while it was all being worked out. There would be two future ordinances for this project.

Citizens' Comments

None.

Announcements

A Regular Council Meeting will immediately follow this meeting.

There being no further business to be addressed by this committee, and upon motion by Mr. Ring, seconded by Mr. Michniak, this meeting adjourned at 8:15 p.m.

ATTEST:

Caroline L. Kremer, Clerk of Council

Jon Hannan, Vice Chairman