

THE CITY OF STREETSBORO, OHIO  
**FINANCE COMMITTEE MINUTES**

Monday, August 23, 2021

This Finance Committee Meeting was called to order on Monday, August 23, 2021 at 7:23 p.m. by Justin Ring, Chairman.

**PRESENT:** Mike Lampa, Justin Ring, Jon Hannan, Anthony Lombardo, Jennifer Wagner, Chuck Kocisko, Julie Field

**ABSENT:** None.

**ALSO PRESENT:** Glenn Broska, Mayor  
Troy Beaver, Police Lieutenant  
Rob Reinholz, Fire Chief  
Bill Miller, Service Director  
Justin Czekaj, City Engineer  
Patrick O'Malia, Economic Development Director  
Sara Fagnilli, Assistant Law Director  
Shawna Lockhart-Reese, HR Manager  
[by Zoom video conferencing:]  
Jenny Esarey, Finance Director  
John Cieszkowski, Planning Director  
Greg Mytinger, Parks and Recreation Director  
Caroline Kremer, Clerk of Council

**Disposition of Minutes**

**MOTION: TO ACCEPT THE REGULAR FINANCE COMMITTEE MEETING MINUTES OF JULY 26, 2021 AND SPECIAL FINANCE COMMITTEE MEETING MINUTES OF AUGUST 9, 2021 AS WRITTEN.**

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

**Citizens' Comments**

Tamia Woods, 1625 McGuinness Avenue and new President of the Meadow View Homeowners' Association, said a problem with the water system had been mentioned at the previous meeting tonight and she wanted to follow up on that. Mr. Miller explained it was the developer's responsibility to make the water valve boxes meet specifications. The City continually sent the developer a list of issues, he'd fix a couple things, then the City would reinspect, so it seemed the developer was working on the issues, but it was not at a fast pace, but he was getting to them. Ms. Woods said an issue she had been having with the developer was that he would "half do things" and then it would lead the HOA to do things that cost them money that she felt the HOA should be putting into the development

in a different way. For example, the HOA hired landscapers because the developer didn't grade the common areas well, which should have been taken care of. She wondered how the residents and the City could work together to make sure the developer did the things he should do.

Mr. Ring thought the recent legislation putting Site Development Regulations in place regarding final grade inspection, etc. should help with this, but Mr. Czekaj clarified that common areas were not included; that recent legislation was specifically for individual site plans for homes, condos, etc. Mr. Ring wondered where the common areas were regulated. Mayor Broska thought construction agreements addressed the common areas. He told Ms. Woods, if there were specific areas not up to par, she could let Mr. Czekaj know the address, so he could check it. Mayor Broska said Ryan Homes and the other developers at Meadow View had been very cooperative. Mr. Ring said, as a resident of Meadow View, Ms. Woods could reach out to him or Mrs. Field, as the Ward representative, to get any messages to the City. Mrs. Field clarified that if there was an issue with something in the development being incomplete or incorrect, Ms. Wood would need to discuss it with Mr. Czekaj.

Ms. Woods said she had a corner lot and paid an extra premium to have more lot, and she was told there were protected wetlands behind her home so no one would ever move there, but now they were trying to build houses near her. She wondered how to find out more about this. Mr. Ring didn't think the City could do anything; it would be a civil issue between her and Ryan Homes regarding the contract she had with them.

Ms. Woods said the neighbors to the common area were willing to maintain the area, although everyone paid HOA fees, but right now it was dirt and they felt the developer needed to at least grade and seed the space. She realized the phases were coming to an end, but things still needed finished. She was trying to learn how things worked and how to prevent certain things from happening in the future, so everyone could work together for the benefit of the development. Mrs. Field thanked Ms. Woods for coming tonight to represent her neighbors.

### **Monthly Financial Report**

Ms. Esarey said the July financial reports were distributed on August 2, 2021. Things were looking good for the year so far. There were budget amendments for a few departments to take care of some salary issues so everything should even out for the year. General Fund expenses and Total expenses were above target but there were encumbrances beyond the end of July and the bonds had been included. General Fund revenues and Total revenues were also both above target, so things were looking well. August income tax collections were at 75% when the target was 66% and she hoped that trend continued.

### **Old Business**

#### **Discuss Stage for Streetsboro Bicentennial**

Mike Kuhstos, 758 Diane Avenue and Bicentennial Committee Chair, gave an update on the Bicentennial plans. He thanked the Fire Department for including the Streetsboro Bicentennial logo on the mural at the new fire station which indicated that big things were happening next year. Mr. Kuhstos reported that there had been a change to the Bicentennial schedule. The birthday party/celebration would be changed from 3 days over Labor Day weekend 2022 to Saturday, August 20 and Sunday, August 21, 2022. Although previous significant Streetsboro birthday celebrations had

been held on Labor Day, and the Bicentennial Committee wanted to stick to tradition, it was truly difficult to secure any concessions or attractions for that weekend. The new dates in August (2 days instead of 3) would reduce the costs and make scheduling concessions and attractions much easier.

Mr. Hannan asked, now that it was scheduled to two days instead of three and would be cheaper, how much money would be needed for this project. He said the City had already proposed putting \$100,000 toward this, plus donations, and the Bicentennial Committee would be seeking sponsorships, so he wondered how much money was needed. Mr. Ring said the Committee should try to keep within the budget, but Council would discuss more if it was absolutely necessary.

Mr. Kuhstos clarified that at the last Council meeting it was discussed that the stage size/cost would be dictated by the talent. He was working with Live Nation to secure talent and a lot of the artists were pulling back and cancelling tours because of COVID-19 again, so Mr. Kuhstos and Live Nation would revisit their options again in October 2021. Mr. Hannan said it still needed clarified if the City would rent the stage (once the size was determined) or if the Bicentennial Committee would do it. Mr. Ring preferred the Bicentennial Committee and the 501(c)(3) Heritage Foundation to do it and not put the liability on the City. Mr. Kocisko clarified that the event would need to be insured, not just the stage and he had contacts for the Bicentennial Committee if they wanted them; he emphasized that the insurance needed to be acquired as soon as possible and not wait.

Mr. Kuhstos said the stage rental had been discussed with the City because there had been a stage at City Park, which has been removed, so it was discussed that the City would provide a stage for Streetsboro Family Days along with the Bicentennial celebration. The Bicentennial Committee would provide for the sound and lights and the talent, but were not expecting to pay for the stage rental. There was ongoing discussion about the City building a stage/amphitheater, but it was not expected to be completed in time for the 2022 summer celebrations. Mr. Kocisko wanted clarification on what the \$100,000 mentioned by the City would cover. He said \$20,000, which had been suggested for fireworks, was a lot of money for that portion of the celebration and recommended \$10,000 was sufficient for a good show. Mr. Kuhstos noted that the new Bicentennial celebration dates were considered off-season for the fireworks, so maybe the Bicentennial Committee could get more for less money. Mr. Kocisko lamented that it might be difficult for the Bicentennial Committee and Streetsboro Family Days to both collect donations from the community businesses for events so close together.

Mr. Lampa summarized that the City was going to rent a stage for Streetsboro Family Days for 2021 since the old stage had been removed from City Park, and had budgeted for it, but the Family Days event was cancelled because of COVID-19, and he had mentioned that the City would need to rent a stage again for Streetsboro Family Days and the bicentennial in 2022. Mr. Ring still preferred the Bicentennial Committee rent the stage (not the City) with the money the City was giving them. Mr. Kuhstos said the stage they were considering was 24' x 32', which cost \$9,000 for the first day and \$4,500 for each additional day (about \$16,000-\$18,000 for a 3 day event). Mr. Lampa noted that the City had some economic incentive agreements in place for donations totaling \$13,000 (Simplay3-\$2,000, Buckeye Quality Meats-\$1,000, and Geis-\$10,000) with possibly more to come. Mr. Kuhstos noted that there may be some business in town that may want to donate money for the stage as a sponsorship, but the Bicentennial Committee had not got to the point of exploring that yet.

Mr. Lampa asked for clarification on how the City's planned expense of \$100,000 would be handled; would the money be given to the 501(c)(3) as a lump sum (\$50,000 in 2021 and \$50,000 in 2022) so the Committee could spend it on deposits and other expenses that were coming up soon? Ms. Esarey need to do some research on the topic but thought the Auditors would need to have backup/invoices for the expenditures of the taxpayer dollars. Mr. Kuhstos said there would be a paper trail for everything for the Auditors. Ms. Esarey said once the City had more details and specifics, she could ask the Auditors and attorneys for procedures and then City Council would need to authorize legislation for the "donation(s)" to the 501(c)(3) organization for the large expenditures. Mr. Ring said this needed figured out quickly because the Bicentennial Committee would need to start making some deposits pretty quickly. Mr. Hannan and others thought the City planned to make a lump sum donation so the Committee would have more flexibility and each purchase would not have to go through City Council to get approved by legislation; the Committee would just need to provide the receipts and records of the purchases.

Mrs. Fagnilli said this discussion should not be taking place in a City Council Finance Committee Meeting. There should be an administrative meeting of the parties and the State Auditor's Office to determine the mechanism to make this work, and determine what Council authority was needed. Once that meeting was concluded, the topic could be placed on the Council agenda for any needed Council action. Mr. Ring mentioned the money received from the economic incentive agreements should be able to be transferred to the 501(c)(3) while the administration was working out how to handle the transfer of the taxpayer money. Mr. Kuhstos noted there was some money that could be advanced from the Heritage Foundation accounts for deposits and such until this could all be worked out. Mr. Ring commented that cities paid for special events all the time, so there must be a way to do it.

Mr. Kocisko explained how Streetsboro Family Days paid for things and tracked their revenue and expenditures. He suggested a City credit card for Bicentennial purchases and for tracking the expenditures. He supported the administration meeting to work it all out.

### **New Business**

#### **Discuss City Hall**

Mr. Ring said this topic was added to today's agenda because Council had recently passed legislation to finish the driveway/parkway to service the new fire station and the rest of that property and he wanted to start the discussion about that property.

Mayor Broska said he'd had various discussions with various Council Members and it seemed, without taking a vote, that everyone was on the same page. He said this process would be broken down into four phases and they all would be done relatively quickly, not over the next decade. Phase 1) construction of the new fire station, which was complete. Phase 2) the driveway/parkway, which had been designed to give the most flexibility for the future development of the site. The Mayor felt a Master Plan of the entire site should be drawn up so everyone would know where things would go and what amenities would be included, and then from the Master Plan the City could move on to Phase 3) which could be the City Hall at or near the back of the property adjacent to the fire station (size to be determined). Phase 4A) build a field house (not a recreation center) for an indoor soccer field, 2 full size basketball courts, rooms for martial arts and exercise classes, with the Parks and Recreation

Office and a Senior Center. Mayor Broska said the Senior Center should be with the field house because it was under the auspices of the Parks and Recreation programs, and because the field house would not be utilized that much Monday-Friday 8 a.m. to 2 p.m. and the senior residents could use the space for their activities and exercise programs. There had been numerous requests for something for the children of the community, so the administration was considering adding a splash pad in conjunction with the field house. A community pool was too cost prohibitive at \$6 million to \$8 million. Phase 4B) would be the strip of land, about 4.5 acres, that ran behind SR 14 and the Streetsboro Green Apartments which could become a downtown park with a themed playground, walking track around the perimeter, and space for an ice skating rink in winter.

The City already owned the property. A City Center project had been considered for the area but it did not come to fruition and the property was not realistic for retail, and the City was looking at the Core Concept to develop another island area of town. Mayor Broska said the acreage the City already owned would become “our City” with all the parking behind the buildings so the City Hall, the field house, the fire station, the splash pad and park area would all be visible from SR 43; it would be a centerpiece for the community.

Mayor Broska said if the administration and Council worked on it, and figured out how to get this done, it could be acted on quickly. Mr. Czekaj already had the driveway/parkway being planned and they hoped to get the drive all completed by the end of the year. The driveway/parkway would not end in a cul-de-sac to give more flexibility for the other amenities that could go into that area as a future City Center as the City of Streetsboro Municipal Complex as a place for people to gather.

Mr. Ring said he supported keeping that area as a municipal complex because the City already owned the land. He said for what the City paid in rent for City Hall at 555 Frost Road, it was not a big leap to build a City Hall near the center of town. He thought the community would get excited about having a facility to use, especially in the winter, for youth sports, etc. He really liked the idea and wanted to keep moving forward on the project.

Mr. Lampa said he was also on-board with this idea. He liked the idea of being able to have two things going on at the same time, one at City Park and another at this Municipal Complex area. He liked that the senior residents and the children were all considered and provided for. He thought the area was a good size for these amenities and a public gathering space, plus there was a safety facility right next door. Mr. Kocisko suggested a gazebo in the park space for weddings or formal photo ops.

Mr. Ring did not expect to start making formal plans today, he just wanted to initiate the discussions. Mayor Broska said the administration would start meetings with experts in this field and when there was something more concrete to move forward with, they would bring it to City Council for approvals. He intended to keep moving forward with this vision; it was good to have a focus that the administration and Council could see together. He said with a Master Plan of multiple features there would be costs involved, but one of the great things about this was that the property had already been surveyed and considered and that work/information was already the City’s intellectual property that it owned, which would save an enormous amount of money. Individual buildings and features would need surveyed (at a cost), but at a lesser level. He hoped to have something for Council within a few more weeks.

Mrs. Field said it seemed this may be the first time since she joined City Council at the end of 2011 that she felt the administration and all of Council were on the same page regarding an issue. She hoped to keep the ball rolling because this was an exciting project. She appreciated that residents of all ages were being included.

T-7087 Approve Amounts and Rates

Ms. Esarey said this was a normal, annual piece of legislation done after the Tax Budget each year. The 2022 Tax Budget was passed with Ord. No. 2021-79. This legislation today would approve the inside millage that was included in the 2022 Tax Budget for the General Fund, Bond Retirement Fund, and Police Pension Fund. This legislation today allowed Portage County to do Streetsboro's real estate tax collections. The County had provided the estimated receipts.

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

Moved by Mr. Lampa, seconded by Mrs. Field. Upon voice vote, **motion carried.**

T-7088 Authorize Contracts for Water Testing

Mr. Miller said this was for the normal water testing. There had been a few extra samples required by the EPA, which took the total cost for this year above the Board of Control threshold. This was for the normal bacteria testing through Portage County and the lead and copper testing through Hoffman Analytics. He asked that this be passed tonight as emergency legislation.

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

Moved by Mr. Lampa, seconded by Mrs. Field. Upon voice vote, **motion carried.**

T-7089 Authorize Quarterly Payments to Walter H. Drane

Mrs. Kremer explained that usually Council authorized an annual payment to Walter Drane to update the Code, which was done in January 2021 to pay for the updates done in 2020. Then in early 2021 it was decided Streetsboro would start getting the Code updated quarterly so the online version was more accurate more often. Now there were quarterly payments due to Walter Drane for these updates, so that would make the costs in 2021 about double since we would be paying for about two year's worth of updates this year. This legislation would authorize making the payments and the next agenda item would include a budget amendment so there would be enough money in the line item to cover the January 2021 payment and all the changes that will happen during 2021. In 2022 it will again be just one year worth of payments, done quarterly.

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

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

T-7086 Amend 2021 Annual Appropriations [#10]

Ms. Esarey said this was mostly normal ins and outs. It seemed like a lot of adjustments, but it was just the time of year that she reviewed the budget to make sure payroll lines were sufficient and made

the necessary adjustments. The City had received the first tranche of the Local Fiscal Recovery Fund (\$863,044).

Mr. Ring asked about sponsorships for the 9.11 Remembrance Run that did not seem to be reflected in this budget amendment. Mr. Mytinger said the American Legion and VFW had considered offering \$3,000 for T-shirts, etc. and another individual was considering donating \$100, but only \$1,000 of City funds had been included in this budget amendment. Ms. Esarey said by the September Finance Committee Meeting they would have registrations and other things finalized and be able to record the donation portion of that event, and then be able to donate the money to the Police and Fire organizations.

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

Moved by Mr. Lampa, seconded by Mrs. Field. Upon voice vote, **motion carried.**

Executive Session

**MOTION: TO RECESS INTO EXECUTIVE SESSION TO CONSIDER AN ECONOMIC DEVELOPMENT PACKAGE.**

Moved by Mr. Hannan, seconded by Mrs. Field. Upon roll call, **motion carried unanimously and the meeting recessed at 8:22 p.m.**

**MOTION: TO RECONVENE FROM EXECUTIVE SESSION.**

Moved by Mr. Lampa, seconded by Ms. Wagner. Upon voice vote, **motion carried and the meeting reconvened at 9:11 p.m.**

Citizens' Comments

[Citizens' Comments were at the beginning of the meeting tonight.]

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 Mrs. Field, seconded by Mr. Lombardo, this meeting adjourned at 9:12 p.m.

ATTEST:

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Caroline L. Kremer, Clerk of Council

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Justin Ring, Chairman