

THE CITY OF STREETSBORO, OHIO
SPECIAL FINANCE COMMITTEE MINUTES

Monday, November 8, 2021

This Special Finance Committee Meeting was called to order on Monday, November 8, 2021 at 7:22 p.m. by Justin Ring, Chairman.

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

ABSENT: Chuck Kocisko [joined by Zoom at 7:23 p.m.]

ALSO PRESENT: Glenn Broska, Mayor
Frank Beni, Law Director
Patricia Wain, Police Chief
Rob Reinholz, Fire Chief
Bill Miller, Service Director
John Cieszkowski, Planning Director
Patrick O'Malia, Economic Development Director
Shawna Lockhart-Reese, HR Manager
Katie Harrison, Water Dept. Administrator
Caroline Kremer, Clerk of Council
[by Zoom video conferencing:]
Jenny Esarey, Finance Director
Justin Czekaj, Engineering Director

MOTION: TO EXCUSE MR. KOCISKO.

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

Special Business

Review 2022 Annual Appropriations/Budget

[Mr. Kocisko joined the meeting by Zoom at 7:23 p.m.] Mr. Ring said Ms. Esarey had done a good job in her budget reports describing or explaining any changes from the previous year. Mr. Ring asked why the appropriation for salt/snow/ice was significantly reduced for 2022. Mr. Miller explained the salt barn was full plus there was more stockpiled in the City, and the price of salt had gone down.

Mr. Ring asked that the travel budget for the Economic Development Department be increased from \$1,000 to \$5,000 so the Economic Development Director had money readily available if the need arose for any opportunity to bring money to the City. Mrs. Field and the rest of Council supported this appropriation increase. Mrs. Field could update the budget and have it ready for the November 22, 2021 meeting.

Mr. Ring said he noticed \$30,000 had been budgeted in 401-81-5721 for Library Capital Improvements and in previous years it had been much less, so he wondered what was planned in 2022. Ms. Esarey said it was for a reroof and siding/paneling at the library. Mr. Ring also noticed there was a large increase in the Service Department Building Improvements. Mr. Miller said that was to re-side the old salt barn after it was straightened.

Mr. Kocisko commented that the City didn't own the library building, but Ms. Esarey said the City was responsible for all the repairs. There was some further discussion on who was responsible for what expenses at the Pierce-Streetsboro Library.

Ms. Esarey mentioned that the administration had discussed that 101-33-5121 Senior Center Director Salary would not be for a Director, so she would update the budget with a new line item for the position salary, if it was OK with City Council. Mr. Ring and the other Council Member approved the update. Ms. Esarey also mentioned that the adjustments in the Pay Ordinance that was to be discussed later in the agenda tonight and approved by Council before the end of the year were not reflected in the proposed 2022 budget. She could make the updates to the salaries and the related Medicare and pension increases for the November 22, 2021 Council meetings, or she could make budget amendments early next year after the Pay Ordinance was adopted. Mr. Ring commented that he would have liked to see the numbers reflected in the proposed budget, but he didn't think those Pay Ordinance changes should be in the budget until after the Pay Ordinance was adopted.

Ms. Esarey would make the changes just discussed and email the updated proposed 2022 budget to Council prior to the November 22, 2021 meetings.

MOTION: TO MOVE THIS TO THE NOVEMBER 22, 2021 REGULAR FINANCE COMMITTEE MEETING.

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

T-7126 Contract for City Stage/Amphitheater Construction Plans

Mr. Ring had talked to Mr. Mytinger about this issue prior to the meeting because Mr. Mytinger still needed to collect some more information before this could be voted on (a part of the quote for a survey had been missed), so it should be moved to the November 22, 2021 Regular Finance Committee Meeting.

MOTION: TO MOVE THIS TO THE NOVEMBER 22, 2021 REGULAR FINANCE COMMITTEE MEETING.

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

T-7127 Authorize Repairs to Holiday Lighting Display

Mayor Broska said Mr. Mytinger had found someone that could repair and refurbish the existing holiday lighting displays instead of purchasing new, very expensive, displays. The cost to refurbish the existing displays with new LED lights was about \$4,000, and he hoped they would last another 25 years.

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

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

T-7129 Adopt 2022 Pay Ordinance

Mrs. Lockhart-Reese said the proposed 2022 Pay Ordinance had been distributed to Council in their meeting packets based on the discussions at the October 25, 2021 Finance Committee Executive Session. She asked that it be moved to tonight's Regular Council Meeting for first reading.

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

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

T-7130 Accept Policy and Procedure Manual & Employee Handbook

[It was confirmed that Mr. Kocisko was not able to vote by Zoom any longer although he could participate in the discussion; the authorizing legislation had expired.] Mrs. Lockhart-Reese said over the last several months the administration had updated the Employee Handbook, and had drafted policies and procedures for the City. It would be an online system where employees would be able to view policies online instead of having a paper handbook. The employees could obtain a hardcopy if they wanted. She asked that it be moved to tonight's Regular Council Meeting for first reading. Mrs. Field thanked Mrs. Lockhart-Reese for undertaking this extraordinary project.

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

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

Discuss Contract w/LGS to Perform 2021 GAAP Conversion Services

The sound for Zoom wasn't working so Ms. Esarey couldn't explain this item. Mayor Broska stated this was a standard thing the City had to do annually to prepare for the yearly State audits. The price had increased slightly from last year.

MOTION: TO MOVE THIS TO THE NOVEMBER 22, 2021 REGULAR FINANCE COMMITTEE MEETING.

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

T-7128 Create the Community Reinvestment Area (CRA) Fund #223-

Mr. O'Malia explained that the City had a CRA for a while, but had not used it. Now that the City had started using the CRA and was able to collect fees (along with the jobs and income tax revenue) the Finance Director had to create a fund to deposit those monies into. Mr. O'Malia hoped the City would be able to use some of these fees to offset the Economic Development Department's draw on the General Fund.

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

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

Announcements

The Regular Council Meeting will immediately follow this meeting.

There being no further business to come before this Special Finance Committee, and upon motion by Mr. Hannan, seconded by Mr. Lampa, this meeting adjourned at 7:41 p.m.

ATTEST:

Caroline L. Kremer, Clerk of Council

Justin Ring, Chairman