

THE CITY OF STREETSBORO, OHIO

**FINANCE COMMITTEE MINUTES**

Monday, November 22, 2021

[Prior to the meeting Mrs. Verner, along with her dog, Gizmo, thanked the brave men of the Streetsboro Fire Department for saving Gizmo from the house fire at her home last Tuesday.]

[Prior to the meeting Mr. Hannan welcomed the high school students in the audience and explained the meeting proceedings to them.]

This Finance Committee Meeting was called to order on Monday, November 22, 2021 at 7:00 p.m. by Justin Ring, Chairman. There was a moment of silence in place of an invocation; Mr. Ring asked everyone to keep Mrs. Field and her family in their thoughts due to a recent family emergency. Mayor Broska led the Pledge of Allegiance.

**PRESENT:** Mike Lampa, Justin Ring, Anthony Lombardo, Jon Hannan, Chuck Kocisko

**ABSENT:** Julie Field, Jennifer Wagner [joined at 7:10 p.m.]

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

**MOTION: TO EXCUSE MRS. FIELD AND MS. WAGNER.**

Moved by Mr. Hannan, seconded by Mr. Lampa. Ms. Wagner was expected to join the meeting about 15 minutes late. Upon voice vote, **motion carried.**

**Disposition of Minutes**

None. The September 27, 2021 Regular Finance Committee Meeting minutes listed on tonight's agenda were already accepted at the October 25, 2021 Finance Committee Meeting.

**Monthly Financial Report**

Ms. Esarey said the October financial reports were distributed on November 1, 2021. Salaries and

wages were looking good. General Fund expenses, including encumbrances, were under budget and Total expenses, including encumbrances, were slightly over budget. General Fund and Total revenues were over budget. Income tax was expected to be at 91.66% collected through November, but was at 93%. Overall the budget was doing well and the income tax was a little higher than expected, so things were going well.

**MOTION: TO RECESS THIS MEETING TO GO INTO THE REGULAR COUNCIL MEETING FOR MAYORAL APPOINTMENTS.**

Moved by Mr. Hannan, seconded by Mr. Lampa. Upon voice vote, **motion carried and the meeting recessed at 7:02 p.m.**

[Ms. Wagner joined the meetings at 7:10 p.m.]

**MOTION: TO RECONVENE THIS MEETING.**

Moved by Mr. Hannan, seconded by Mr. Lampa. Upon voice vote, **motion carried and the meeting reconvened at 7:10 p.m.**

**Old Business**

Discuss Employee Health Saving Account (HSA)

Mr. Ring said this item could potentially involve compensation so it would not be discussed here but be added to tonight's Executive Session discussion later in this meeting.

**New Business**

T-7132 Purchase of BS&A Water Billing Software

Mr. Miller said this was the new billing software for the Water Department that was discussed at the last meeting to make the department more efficient.

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

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

T-7133 Purchase Work Order/Asset Management Program from Dude Solutions

Mr. Miller said this was also discussed at the last meeting for improvements to the Service/Water Departments.

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

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

T-7134 Adopt 2022 Annual Appropriations/Budget

Ms. Esarey said during the Finance Committee Meeting last month there were two items that were discussed to be changed from the initial presentation of the 2022 Annual Budget: Economic Development Travel account line was to be increased from \$1,000 to \$5,000 and the title of the Senior Center Director was to be changed to a new account number and new title. Ms. Esarey made those

changes, updated and provided the new line item appropriations/budget, the General Fund carryover balance, and the budget template. In the carryover balance she also included the \$136,200 transfer that would be part of the discussions this evening for the older ODOT projects. The Estimated Resources and Estimated Capital Improvements summaries remained the same. There were no questions from Council.

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

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

T-7126 Contract for City Stage/Amphitheater Construction Plans

Mr. Mytinger explained this topic had originally been presented earlier, but was withdrawn from the last meeting. He had received an updated proposal from The Thrasher Group with an explanation of the problems with the first proposal. The updated not to exceed amount for the construction plans was \$49,990. It included the survey ground work, the site plans, and the bid documents for the proposed community amphitheater.

Mr. Ring understood what occurred and why the proposal was changed, but it was a large change. He still wanted to proceed with the project. He felt the price was probably always this price it had just been written wrong when presented earlier, but he was disappointed because the City had chosen this group because of the pricing, and now it was going to cost significantly more than the other quotes and they got this job on numbers that were wildly inaccurate.

Ms. Esarey said, if this was to move forward, there was currently not enough money in the line item to cover this. There was only about \$28,334.66 in account #401-32-5714, so if Council decided to move forward with this, an additional appropriation adjustment of about \$25,000 would need to be added to Exhibit "A" of agenda item n. tonight to accommodate this expenditure.

Mr. Lampa said he also understood the reasons for the proposal changes, but wondered if Thrasher Group negotiated anything with the City with the revised proposal. Mr. Mytinger said he had met with representatives from Thrasher Group and they had discussed options for the survey work and tried to find ways to help the City reduce costs because it was their error. Unfortunately a representative from Thrasher Group who had planned to attend this meeting by Zoom was unable to join the meeting tonight to answer questions. Mr. Mytinger explained that the City had already paid Thrasher Group just under \$20,000 for the conceptual design, this next step for \$49,990 was to create the documents to submit for construction bids. The project was currently estimated to cost \$1.5 million to \$1.75 million, but once these construction plan documents were created the City would have a better engineer's estimate of projected costs for the project.

Mr. Kocisko commented that the person at Thrasher Group that had made the error on the original proposal was let go, but Mr. Kocisko wondered about the supervisor that didn't catch the error before the proposal was submitted to Streetsboro. Mr. Kocisko wondered what would happen if unknown things were found after the construction started; was there a contingency plan? Mr. Czekaj explained that this proposal was for design services, so there was no need for a contingency amount; that would be more related to construction activities when there was a possibility of finding something

unforeseen. At the time of construction, the City could consider if it needed an environmental assessment to see if there were any issues with the property (i.e. possible remains of a former gas station). The amount presented with this proposal was a not to exceed amount for the construction design plans.

The T-7126 Ordinance had been drafted for the previous meeting with the old proposal amount of \$17,900. It would need to be amended with the new proposal information. The account #401-32-5714 stayed the same.

**MOTION: TO AMEND SECTION 2 OF T-7126 AND CHANGE IT TO READ “NOT TO EXCEED \$50,000”.**

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

Mr. Kocisko said Council was discussing building a stage near the police station, but he wanted to talk about a stage for City Park for 2022. It had been brought up and the discussion included conversation about renting a stage, or getting a portable stage, and what would be the future of Streetsboro Family Days. Mr. Kocisko was concerned that if the City didn't get a portable stage to use in City Park nearer the library/schools and all there was to use was the amphitheater near the police station it could be the demise of Streetsboro Family Days. He wondered if the City could build a portable stage to use for Streetsboro Family Days and store it somewhere between uses. There had been discussion about the City paying for the stage. There was discussion about the City renting a stage for about \$7,000 to \$9,000 for the 4 day event. Mr. Kocisko said Streetsboro Family Days didn't want to go out of business because a lot of people (the children, families, and some businesses) depended on Streetsboro Family Days because it was a positive thing in Streetsboro and had become something they were used too. Mr. Kocisko asked if Council would consider paying for a portable stage for Streetsboro Family Days that could be used for other events even once the amphitheater was constructed. Mr. Kocisko said he wasn't against an amphitheater, just the location near the police station. He was skeptical of the survey results selecting that location because the survey only went out to 300-400 people. He encouraged the City to build or rent a portable stage for 2022 and beyond for Streetsboro Family Days to use at the other side of City Park from the amphitheater.

Mr. Ring recalled that Council had talked about spending the money and renting a stage for a year or two while coming up with the idea for an amphitheater. He said if the City could build a portable stage and own it, for the same amount as renting a stage for two years, he would support that because it could be used for other things too. He wasn't sure if that was feasible. He thought the City should contribute something to Streetsboro Family Days every year because it was a community event that brought the residents together; it was a pseudo Home Days, that most other communities supported for their residents. If that contribution was renting a stage or building a stage for a similar amount of money, he was not opposed to that. He thought, depending on amounts, numbers, and sustainability, that eventually Streetsboro Family Days should eventually need to sustain itself. He almost felt that Mr. Kocisko was kind of holding the City hostage by saying Streetsboro Family Days would be cancelled if the City didn't provide a stage in their preferred location; it may be a reality, but Mr. Ring didn't know if that was the City's fault or responsibility. He was willing to have the discussions on building a stage and figuring out the costs.

Mr. Lampa said he loved Mr. Kocisko's passion and he loved Streetsboro Family Days. Mr. Lampa said he'd provided a quote during a previous discussion for a portable stage that was larger than the old stage at City Park that would have cost \$23,000 to purchase, but Council had indicated the City should maybe just rent one. Mr. Lampa had preferred to buy it because if a stage had to be rented for Streetsboro Family Days in July 2022 and for the Bicentennial in August/September 2022 and for Streetsboro Family Days again in July 2023, it might be cheaper to just buy it outright. It could probably be stored at the old Carter Lumber building. Mr. Lampa didn't want to buy a stage just for Streetsboro Family Days; it would be able to be used for other events in other locations around the City. Mr. Lampa agreed with Mr. Ring in that Streetsboro Family Days may need to change and adjust to the existing/upcoming situations; things change all the time and people have to learn to work around it. If/when the City built an amphitheater, there should still be a way for Streetsboro Family Days to continue to provide entertainment. He was willing to be on the Streetsboro Family Days committee to help brainstorm ways to accommodate the changes to City Park.

Mr. Kocisko responded that it was a fact, not a threat, that Streetsboro Family Days would go away if there was no way to put a stage in City Park nearer the schools. He said he wasn't trying to put the City against Streetsboro Family Days or vice versa; either they get a stage or they're out; it wasn't up to him. He was just saying that if there wasn't a stage for performances/entertainment in the park area, and the only entertainment would be at the new amphitheater, there was no way Streetsboro Family Days would exist. The beer sales were 53% of the Streetsboro Family Days revenue. He said the patrons would not go from the police station area to the beer area in the park which had to take care of the people that eat in the park. He thought about the issue long and hard because there were so many people/volunteers that had been involved with Streetsboro Family Days and had put their heart and souls into it, and produced great results. The patrons even come from out of state to follow the entertainers and they stay in Streetsboro hotels and buy from Streetsboro stores and gas stations. There was no event like Streetsboro Family Days 20 years ago and they thought it was a necessity to create such a thing; it started in 2001 with the first festival in 2003. Streetsboro Family Days already existed on its own; the City did not give any money toward the festival, except no charge for the permits. In most cities, their summer festivals were put on by the city. Most people in Streetsboro did not understand that Streetsboro Family Days was done by a private, non-profit charitable organization that had to go out and raise funds and existed with money from beer sales, tent sales, etc. and it was not done by the City. He said it was difficult to say that Streetsboro Family Days would not be in existence 3-4 years from now, but it was a fact.

Mr. Lampa and Mr. Ring agreed they would be interested in investigating buying a stage. Mr. Ring understood the City did not give any money toward Streetsboro Family Days and had said most other communities participated in some kind of donation to their Home Days, and he would support Streetsboro doing that because it was a community event.

**MOTION: TO MOVE T-7126 CONTRACT FOR STAGE/AMPHITHEATER CONSTRUCTION PLANS AS AMENDED TO TONIGHT'S REGULAR COUNCIL MEETING.**

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

T-7135 Contract w/LGS to Perform 2021 GAAP Conversion Services

Ms. Esarey said this was discussed at the last meeting for adoption this evening for LGS to perform the GAAP conversion service for the 2021 calendar year.

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

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

T-7136 Annual Lexipol Subscription for Law Enforcement Policy Manual + Bulletins

Chief Wain asked for \$9,816.66 out of the Police Special Fees and Dues account line for the annual Lexipol dues and support subscription. Lexipol was the provider for the Police policy which they based on best practices and all current case law. Lexipol also assisted with training for each of the officers with daily training reports to keep up to date with policy and practices within the department. The use of Lexipol policies and bulletins was seen favorably by the Ohio Plan, the department's insurance company, and the Ohio Collaborative, which was the governor's best practices for the police departments in Ohio.

Mr. Ring mentioned that he had seen Chief Wain in the Virtual Town Hall where Lexipol was brought up and he appreciated her participation and her responses in that forum.

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

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

T-7137 Authorize Metro SWAT Agreement

Chief Wain said in the early 1990s the City of Streetsboro joined the Metro SWAT team, which was a mutual aid team of 20-30 agencies in Summit County and Portage County that had come together because each agency was too small to have their own SWAT Team. She said by joining forces together the group had a full contingent for any critical incident that may arise. She felt the minimal fee paid each year (around \$5,000 depending on how many agencies were on the team and Streetsboro's current population) was the best insurance policy the City could have. The board had changed for the SWAT team, so they had requested a new agreement to be signed. Nothing about the team had changed. There were currently two Streetsboro officers on the SWAT team. A Streetsboro officer that resigned in the past year had also been on the team as a negotiator. Chief Wain hoped to have another officer on the team once the Department was back up to full staff. Each city paid for their own officer's time for a SWAT call out.

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

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

T-7138 Authorize Contract with Portage County for Indigent Defendants

Mrs. Fagnilli said this was an annual contract the City entered into with the County to provide legal counsel for those that could not afford it, that were entitled to have counsel appoint for a criminal

case.

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

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

T-7139 Pay City Share of old ODOT Projects

Mr. Czekaj said these were two projects (Frost Road and SR 303) that happened prior to him joining Streetsboro, but they needed to be paid. The administration had worked to get the costs reduced and/or covered under other funding sources, but was unsuccessful in the end and Streetsboro owed the money to the State. There needed to be a correction on the ordinance.

**MOTION: TO AMEND SECTION 2 FROM ACCOUNT #401-61-5718 TO #401-61-5726.**

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

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

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

T-7140 Authorize Donation to Heritage Foundation/Bicentennial Committee

Ms. Esarey said this had been discussed previously. The money had been moved into the fund and this legislation was prepared in order for the transfer of money to occur. This would be to donate the \$50,000 as Council recommended. She clarified that once this passed, the City would cut a check to the Heritage Foundation, and then the Heritage Foundation would be able to pay whatever they need to pay. The Heritage Foundation would need to submit quarterly reports to the City regarding their accounting of all the funds.

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

Moved by Mr. Lampa, seconded by Mr. Hannan. Mr. Kocisko thought three months between financial reports was kind of long to wait to see where the money was spent. Mr. Justin said this was a donation and the Heritage Foundation/Bicentennial Committee were spending it how they wanted (music, fireworks, etc.); the City wasn't controlling it. Mr. Kocisko was confident the money wasn't just going into someone's pocket, but felt the reporting of the expenditures should be more often. Upon voice vote, **motion carried.**

T-7141 Transfer \$100,000 to Water Reserve re Shelly Settlement

Ms. Esarey said there had been a brief discussion about this issue with regard to the 2022 budget. Mr. Beni had confirmed the settlement was over and the City had received the first payment of \$100,000 in December of 2020. In order to get the money out of the Deposit Escrow Fund and into the Water Reserve Fund to use for the water projects as planned, this ordinance was needed because it occurred in the prior year. This would allow the Finance Department to make the transfer from the Deposit Escrow Fund to the Water Reserve Fund. Each of the future \$100,000 payments would be deposited

directly into the Water Reserve Fund. The reason the first one was not was because the actual settlement had not been finalized when the money was received.

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

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

T-7142 Amend Ord. No. 2021-134 Water GIS

Mr. Miller said they were working on installing the new GIS system. Verizon had been listed on the ordinance, but to put the security on to the laptops, Verizon didn't do it themselves, they used Connective Solutions Group, so the Water GIS ordinance needed to be amended to include Connective Solutions Group. The drafted amendment to Section 1 of the Water GIS ordinance would also allow any other providers that might arise to be accommodated. There wasn't any extra money mentioned; there was money for the project, the administration just needed to be able to add vendors and get this project done efficiently.

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

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

T-7143 Amend Ord. No. 2021-77 Licensing

Mr. Miller said this was to add licenses for the Water Department and Service Department. It all came out of the same fund. This would get TTx to do some of the work. It had been authorized to \$10,000, but needed to go up to \$12,000 to cover the expenses.

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

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

T-7131 Amend 2021 Annual Appropriations [#13]

Ms. Esarey explained this was for normal ins and outs. The only thing different was moving money from the General Fund to the Capital Fund to cover the 2 ODOT projects just discussed (Frost Road and SR 303). The amphitheater item to be approved would require an increase in appropriations for account #401-32-5714 for \$22,000. The appropriation could be a little larger so the account wouldn't be \$0 after the amphitheater expenditure in case Mr. Mytinger had other projects to finish before the end of the year. Mr. Mytinger said there was only one month left in the year and he didn't foresee any other Capital Improvement needs for 2021.

**MOTION: TO AMEND ACCOUNT LINE #401-32-5714 TO INCREASE IT BY \$27,000 SO THERE WOULD STILL BE ABOUT \$5,000 LEFT IN THE ACCOUNT AFTER THE AMPHITHEATER EXPENDITURE.**

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

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



**AMENDED.**

Moved by Mr. Lampa, seconded by Mr. Hannan. Upon voice vote, **motion carried**. Ms. Esarey would provide an updated Exhibit "A" to the Clerk.

Executive Session

**MOTION: TO RECESS INTO EXECUTIVE SESSION TO CONSIDER AN ECONOMIC DEVELOPMENT PACKAGE, PERSONNEL – HIRING, AND COMPENSATION.**

Moved by Mr. Hannan, seconded by Mr. Lombardo. Upon roll call vote, **motion carried 6-0 and the meeting recessed at 7:59 p.m.**

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

Moved by Mr. Hannan, seconded by Mr. Lampa. Upon voice vote, **motion carried and the meeting reconvened at 9:04 p.m.**

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. Lampa, seconded by Mr. Hannan, this meeting adjourned at 9:04 p.m.

ATTEST:

\_\_\_\_\_  
Caroline L. Kremer, Clerk of Council

\_\_\_\_\_  
Justin Ring, Chairman