

THE CITY OF STREETSBORO, OHIO
FINANCE COMMITTEE MINUTES

Monday, February 28, 2022

[Prior to the meeting Chrissy Motz, 825 David Drive, gave a report of the Special Olympics Polar Plunge on Saturday, February 26, 2022. Her team raised over \$11,000 for Special Olympics.]

[Prior to the meeting Rachel Mullen, representative from Secretary of State Frank LaRose's Office, gave a commendation to Patrick O'Malia for winning the 2021 National Economic Development Creative Place Making Award. State Representative Gail Pavliga also recognized Patrick O'Malia and gave a legislative update from the State.]

This Finance Committee Meeting was called to order on Monday, February 28, 2022 at 7:10 p.m. by Justin Ring, Chairman. Mrs. Field gave an invocation and then Mayor Broska led the Pledge of Allegiance.

PRESENT: Jon Hannan, Mike Lampa, Tony Lombardo, Justin Ring, Jen Wagner, Steve Michniak, Julie Field

ABSENT: None.

ALSO PRESENT: Glenn Broska, Mayor
Frank Beni, Law Director
Tricia Wain, Police Chief
Rob 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
Dan D'Agostino, Residential Building Official
Mike Kuhstos, Bicentennial Committee Chair
Caroline Kremer, Clerk of Council

Disposition of Minutes

MOTION: TO ACCEPT THE SPECIAL FINANCE COMMITTEE MEETING MINUTES OF OCTOBER 25, 2021 AND THE REGULAR FINANCE COMMITTEE MEETING MINUTES OF NOVEMBER 22, 2021 AS PRESENTED.

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

Monthly Financial Report

Matt Miller said the January financial reports had been emailed to Council on February 14, 2022. The Revenue at 7.75% was close to target (8.3%). Being the first month of the year, there was not a lot to analyze. The Expenditures were high because a lot of Purchase Orders were opened for the new year, good attendance bonuses for last year were issued, and a lot of prepaid expenses were paid or encumbered. The General Fund carryover was still looking strong at about 56%.

Old Business

None.

New Business

T-7200 Amend Chapter 149 for Building Department Fee Schedule

Mr. D'Agostino said this was to adjust some fees that were not adjusted the last time updates were made. The majority of these were for the commercial end of the permitting processes, not so much for the residential permits except for a few minor items. These changes would bring Streetsboro into line with the neighboring communities and allow the Building Department to function.

MOTION: TO SEND THIS TO TONIGHT'S REGULAR COUNCIL AS EMERGENCY LEGISLATION.

Moved by Mr. Michniak, seconded by Mr. Hannan. Mrs. Field wondered why this was written as emergency legislation and not for three readings. Mr. D'Agostino said it needed to be in place before this year's construction season which would start getting busy within a month. It had taken some time to review the permit prices of the other communities and set the new Streetsboro rates. Upon voice vote, **motion carried.**

T-7201 Adjustments to Certain Funds to Correct Errors in Prior Years

Matt Miller said this was something they had located in the financial reports from October of last year. Because 2021 had been closed, legislation was required in order for them to change the accounting in the system. He felt it was needed because Streetsboro wanted to make sure to let the auditors know that this error was found and was corrected in the system.

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

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

T-7205 Authorize Improvements to Streetsboro Pierce Library

Mr. Mytinger said this was for authorization with Final Touch Construction to do some improvements to the library. He had received three quotes for the library, Parks maintenance garage, and restrooms. Final Touch Construction offered a discount if they were awarded all three projects. The improvements to the library included replacing downspouts, gutters, and rotting siding to spruce up the building before the bicentennial celebration this summer. The maintenance garage and restrooms would get new roofing. Mr. Mytinger said he felt Final Touch Construction had provided the lowest and best quote.

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

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

T-7206 Authorize Improvements to City Park Garage and Restrooms

This was the same as the previous discussion.

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

Moved by Mr. Michniak, seconded by Mr. Lampa. Upon voice vote, **motion carried.** Mr. Hannan asked why these were going through three readings and not starting right away. Mr. Mytinger said there was no time constraint, so even after three readings and working around baseball games, the work should be completed before the summer events in City Park. Mr. Ring said he preferred not to do emergency legislation if it wasn’t needed.

T-7202 Go to Bid to Resurface Tennis Courts

Mr. Mytinger said this was to get approval to go to bid to resurface the 2 existing side by side tennis courts. The new resurfacing project would include pickleball courts on top of the tennis courts and also the addition of a concrete walking path from the new sand volleyball courts up to the tennis courts which would continue the walking path throughout the park. There would be 4 pickleball courts with portable nets to be rolled out to play pickleball.

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

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

T-7203 Grant Application for Safe Routes to Schools

Mayor Broska said the City was asking for a grant to put sidewalks down SR 303. The City had applied previously to have the same treatment done to SR 303 that was being done on SR 14 and SR 43 but was unsuccessful. It would be another couple of years before the City could afford to do the project, so Streetsboro was requesting the Safe Routes to Schools grant.

Mr. Czekaj added the Safe Routes to Schools was an actual plan that was available to anyone that would like it. He hoped this project would get funded for \$807,000. The administration was asking today just for permission to apply for the grant. This project would include Wiencek Road and Annalane Drive.

Mr. Hannan wondered if this project would be in conjunction with the SR 303 project. Mayor Broska said Streetsboro was turned down for the SR 303 project because it was not highly rated. He said the plan always was to connect the outer parts of the City to the inner part of the City with sidewalks and this would probably be the best chance. He said the City would probably not be able to apply for the SR 303 project for at least a couple more years, and even if it was to be awarded, it would be another

five years before it would be constructed.

Mr. Czekaj noted that if the City got the Safe Routes to Schools money for the project, the design would include what to do with the ditches where the sidewalks were installed since curbs and gutters were not planned. Sidewalks were just planned for one side of Wiencek Road and Annalane Drive, but possibly both sides of SR 303 at this time. Mr. Ring wondered if the sidewalks would be in the way if the City did get funded for the SR 303 widening project in the future. Mr. Czekaj replied that the future SR 303 corridor project would be kept in mind while designing the sidewalks so nothing would have to be removed. He noted you can put sidewalks in where ditches exist; it was just a design element they could handle when they got to that point.

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

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

T-7204 Refund Overpaid Water Bills

Bill Miller explained that a customer had been paying her water bill for years with an automatic withdraw through her bank without ever seeing the bill. The City had been mailing the bill to another address since about 2012. Now the accumulated credit had reached about \$1,600 and the customer would like the overpayment refunded. There was a budget amendment prepared for tonight to put the amount in place. There wasn’t a mechanism in place to accommodate her request for a refund, so Bill Miller brought this to Council. Bill Miller wasn’t aware there was any other customer on this type of payment plan or with this type of credit balance; it didn’t show up in the CMI system, but he would ask the representative of the new software system next week if this was something that could be flagged.

Mr. Michniak wondered how this came to light. Bill Miller said the customer had been working with their bank and the bank suggested the customer call the City. The Water Supervisor had confirmed the credit balance amount.

MOTION: TO SEND T-7204 TO TONIGHT’S REGULAR COUNCIL MEETING AS EMERGENCY LEGISLATION.

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

T-7207 Consultant Contract for Residential & Retail Market Analysis

Mr. O’Malia explained he and Mr. Cieszkowski had gotten a proposal to hire a consultant to help the Planning Department and the Economic Development Department because there were multiple thing they could address together and save taxpayer money. When the Core Concept Plan was discussed, there were several questions from the dais on what density was needed to have a proper mixed use development. This consultant could do the market study to answer that question. This study could help give some justification for not allowing certain business that were currently permitted along the main business corridor. There were currently a number of vacant retail store locations and Mr. O’Malia said his profession was trained to look for a return on investment when considering a tax credit, and very often a full-service, sit down restaurant that may be a wanted community amenity

was not actually going to make the City a lot of money, so he wasn't able to give the market cap and the sales potential to that type of business, but this consultant contract may be able to provide that.

Mr. Cieszkowski added that the market analysis would help the City make defensible changes to the zoning, not only in the new Core District, but elsewhere in the City. He thought it was important to have some sort of scientific or research related basis for making those decisions and this consultant service would give the City that.

Mr. Ring wondered if the City was planning to enter into a joint retail economic agreement with some of the neighboring communities. Mr. O'Malia answered that he had taken it as far as he could reasonably expect to the next level up and there had been thus far slow to no response, and it didn't look like it was going to happen.

Mr. Lampa asked if Mr. Majewski, who had worked with Streetsboro on the Core Concept Plan, could do this service. Mr. Cieszkowski said Mr. Majewski was not a market analyst, although Mr. Majewski agreed there was value in doing these studies.

Mr. Michniak noted the contract was for \$56,000, but the department heads had asked for an additional \$4,000 for a total budget of \$60,000. Mr. O'Malia said there was a possibility of additional expenses for public educational meetings if it went to a form based code instead of a more prescriptive traditional zoning so the department heads preferred to have the authorization for the higher amount instead of having to come back to Council to ask for additional authorization. Mr. Michniak also noted the contract stated it would cost an additional \$15,000 to look at/study hotel planning and usage. He asked if that was something Mr. O'Malia or Mr. Cieszkowski was considering. Mr. O'Malia said they were not asking for that amount, but if the City wanted to not permit any more hotels, there was a separate study that could be done to make that decision more justifiable. Mr. Michniak thought it seemed the market was taking care of the amount of hotels in the community at this time.

Mrs. Field summarized that this study could provide for some results that could help put some teeth into the City's zoning, and Mr. O'Malia could use the study results to help promote the features of Streetsboro to potential businesses or investors and therefore the cost of the study was worthwhile.

Mr. Michniak asked if Streetsboro would have the full rights to the data and the use of the data to share with developers; would there be any follow up fees to access the data? Mr. O'Malia said the study would have no value to him if he could not share the data results with developers. He had the legislation prepared for three readings, so there would be time to bring the consultant in with a Zoom call to help answer any questions Council may have. Mr. O'Malia thought there were no additional costs and the City would have the right to utilize the data, but he would confirm it. He thought a report would be provided with market conditions that would be valid/consistent for a few years. Mr. Michniak asked the Law Director to review the contract again to make sure the City was protected and wouldn't run into problems down the road.

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.**

T-7198 Amend 2022 Annual Appropriations [#2]

Matt Miller said this was just to move money between line items. Due to the union contracts being approved last month, there needed to be some money moved into PT Uniforms for the Fire Department, there was some more money expected to go into the Engineering Department based on the increase in construction fees recently approved. There were also some miscellaneous things out of Capital Improvement Fund for the Parks and Recreation Department that needed funded.

Mr. Lampa asked about the increase in the Capital Improvement Fund for project bids that came in higher than anticipated. Mr. Mytinger explained that the quote for reroofing the Parks maintenance garage and restrooms had come in higher than was originally budgeted last August prior to all the increases in the construction industry. In August 2021 he had appropriated \$30,000 for the library improvement project and \$30,000 for the Parks maintenance garage and restrooms. This year the quote came in at a total of \$65,000 with the library project at \$24,000. He needed Council approval to increase the Parks Capital Improvement line to cover the cost of the projects because he couldn't just use the unneeded library project appropriation for the other projects.

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

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

T-7199 Amend 2022 Annual Appropriations [#3 Payroll]

Matt Miller said these appropriation adjustments were specifically for the three union contracts passed last month, along with the Pay Ordinance that was passed in December 2021, which had not been included in the 2022 annual budget that was passed in November 2021. There were adjustments to Salary, Medicare, Pension, and Wage account lines to cover payroll for the year.

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

Moved by Mr. Lampa, seconded by Mr. Lombardo. 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 Mrs. Field, this meeting adjourned at 7:43 p.m.

ATTEST:

Caroline L. Kremer, Clerk of Council

Justin Ring, Chairman