

THE CITY OF STREETSBORO, OHIO  
FINANCE COMMITTEE MINUTES

Monday, June 27, 2022

[Prior to this meeting a new full-time firefighter/medic, Jayson D. Flask, was sworn in to replace Rick Owens who would retire on July 7, 2022. The Mayor announced that Larry Shoemaker, who has been with the City Service Department for 28 years, was appointed Assistant Service Director on June 20, 2022.]

This Finance Committee Meeting was called to order on Monday, June 27, 2022 at 7:31 p.m. by Justin Ring, Chairman.

PRESENT: Justin Ring, Anthony Lombardo, Jon Hannan, Jennifer Wagner, Julie Field, Steve Michniak

ABSENT: Mike Lampa

ALSO PRESENT: Glenn Broska, Mayor  
Frank Beni, Law Director  
Patricia Wain, Police Chief  
Robert Reinholz, Fire Chief  
Matt Miller, Finance Director  
Bill Miller, Service Director  
Justin Czekaj, Municipal Engineer  
John Cieszkowski, Planning Director  
Greg Mytinger, Parks and Recreation Director  
Patrick O'Malia, Economic Development Director  
Shawna Lockhart-Reese, HR Manager  
Matt Coffman, IT Network Administrator  
Melissa Procop, Mayor's Executive Assistant  
Caroline Kremer, Clerk of Council

**MOTION: TO EXCUSE MR. LAMPA.**

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

**Disposition of Minutes**

**MOTION: TO ACCEPT THE REGULAR FINANCE COMMITTEE MEETING MINUTES OF MARCH 28, 2022, APRIL 25, 2022, AND MAY 23, 2022 AND THE SPECIAL FINANCE COMMITTEE MEETING MINUTES OF JUNE 13, 2022 AS PRESENTED.**

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

## **Monthly Financial Report**

Matt Miller said the May reports had been distributed by email. A new thing he was looking at in his reports on a monthly basis was when the revenues exceed expenses. He said in May 2022 the City brought in \$1.1 million more than it expended. The General Fund expenses were at about 45% with a target of 42%, but last month had been about 4% more and 2021 had been at about 54% so it was good that the City was currently spending less. The revenue was above target for 2022. The income tax collections were up about \$800,000 from last year, plus about \$43,000 because of a rebate from RITA. He noted the Water Department revenue was about 45% with a target of 42%, but Mr. Ring thought that was because the water rate to the customers had been increased after the 2022 budget had been set. Matt Miller said the Water Department expected the revenue to go up for the 3<sup>rd</sup> and 4<sup>th</sup> quarter collections like it usually did. The Water Department was preparing for a water rate increase from the County for next year of about 3.5%.

## **Old Business**

None.

## **New Business**

### **Discuss Parks and Senior Community Center Complex**

This topic was forwarded to this meeting from the June 9, 2022 Work Session. Mayor Broska said they had finally found someone that could evaluate the building at 525 Frost Road behind the current City Hall. He said 525 Frost Road was about 20 years old and was starting to reach end of life for a wide variety of things like the roof and the HVAC. Replacing the roof could cost \$500,000 to \$1 million; replacing the HVAC could be up to about \$80,000 per unit and there were six units for that building. He wanted to research this and see if these things would be needed and if the City should decide to purchase this building. Mr. Mytinger had done a lot of work regarding the Senior Center and a Community Center at City Park. Mayor Broska still thought the Community Center and Senior Center project should be done at City Park instead of trying to incorporate it into a City Hall at the far NW end of the City. He thought it would be most convenient for those customers, and he did understand there was a financial factor involved. If the City acquired 525 Frost Road and there was extra space, it could be subleased out as an entertainment/banquet center as a revenue source for the City. They were still working on costs for a Community Center and Senior Center building, and were still in the due diligence period on determining where the City wanted to go with these projects. When he got an evaluation report on the condition/status of 525 Frost Road, he would bring it to City Council so everyone could be prepared for certain expenses if the City decided to purchase that building, or negotiate those expenses in the sale. He said if we had to, City Hall could move into that building without doing any renovations, and do some renovations over time because it was already set up for offices.

Mayor Broska said Mr. Mytinger had suggested that over the next 3-5 years when the City had carryover above the required minimum 25%, that money could be put in a City Hall fund to build up a savings. Mayor Broska said ideally, he preferred to have a City Hall at the City property in the center of town by the fire station, but the current economics may indicate going to 525 Frost Road may be best. He thought the Community Center and Senior Center might come in around \$2 million to \$2.5 million and that the City could well afford that and still have additional funding that could be used for a down payment or to make any changes to a new City Hall and still not go into the 25%

minimum carryover that was mandated. He said they still needed to find a direction and then go in that direction, but he believed the best area for the Senior Center and the Parks and Recreation offices was at City Park. Whether there was a City Hall on City property adjacent to the fire station or at 525 Frost Road, either way he would be happy; “we just need to get a permanent home, that we can be proud of, and will fit us for years to come.”

Mr. Mytinger said LevelHEADS, Inc. had done an architect presentation of a proposed building in City Park for the Parks and Recreation offices, Senior Center and Community Center. They had also prepared a small proposal of the next steps to hire them to help the City get the next phase of office space/meeting space/community center in City Park. There had been discussion on square footage, building design, construction materials, etc. but in order to really get to the next part, the City needed to hire someone to help the City figure it all out and get the best building possible for Streetsboro’s situation including budget concerns. Mr. Mytinger had LevelHEADS, Inc.’s proposal and they had said it could be as quick as a five-week turn-around time, if that’s the way Council wanted to go. Mr. Mytinger reminded everyone that the current lease for the Parks and Recreation Department and Senior Center expired in about 12 months and there were some temporary spots they could relocate to until a new building was ready. It was an aggressive plan, but Mr. Mytinger thought it was a great plan and a great thing for the City. There was a preliminary five-year plan/outlook they had of what could possibly happen, but they wanted to nail down some more information and some more numbers of what a five-year long-term plan could look like for the City with the Parks and Recreation Department, Senior Center, Community Center at City Park to take care of that need right now and then put five years of planning and processing and small incremental development into the idea of a City Hall downtown that might not break ground until 2027 or 2028 or whenever it might work, but to not give up on it.

Mr. Czekaj added that in Engineering, planning was everything, so he was working on planning waterlines for the next five year, and looking at roads. Right now there was not a long-term plan to fund these office building construction projects, so he hoped by the next Council meeting the department directors would be able to come up with a plan and give Council the information they needed to make some decisions on the best direction to go for the City.

Mr. Ring wondered if the City would have to sign another five year lease at 555 Frost Road, which he did not favor. Mayor Broska responded that there were options but it would be up to the Council Members to decide what direction to go. Mayor Broska said he wanted a permanent home for all the City offices. His number one thing on his plan was to get the Senior Center and Community Center built in the Park. He thought it was an important thing to give back to the citizens and it would be a convenient location with access to the open space, and to help with baseball and other programs. He said the Community Center could be made so that in the future the City could add to it. The Parks and Recreation and Senior Center offices could be a nice brick and block structure with the additional flexible space built with maybe less expensive construction materials. He would love to have the City Hall near the fire station, but if economics did not permit that, he was prepared to look at the building at 525 Frost Road.

Mr. Ring said City Council needed the hard numbers regarding building a Parks/Senior Center/Community Center, purchasing 525 Frost Road, and building a new City Hall near the fire

station to be able to make a decision on what to do. Mrs. Field wanted to be sure the City would get what it needed within whatever budget was set. She did not want to do less than what was needed or cut corners just because the City couldn't afford it. She wanted to do it right, "and if we can't do it right, then we need to wait." She liked the plan to prioritize the residents and give back to the community with a Community Center/Senior Center in City Park, but didn't feel Council could really discuss it until there were more figures available.

Mayor Broska mentioned that a driveway was still needed for the fire station; they were currently using a temporary driveway. Even if the City decided not to build a City Hall near the fire station, there would still be an investment of a driveway in that area with an extension beyond the fire station for possible future development of maybe a splash pad or all-inclusive playground or additional athletic fields. He felt that area could be made into a centerpiece for the community. He noted that the longer the decisions were put off the more the costs would go up, just from regular inflation, but Mr. O'Malia was still working to bring business to town and even if there was a fear of a recession the revenue was up for the year and things looked promising.

Mr. Mytinger said the Board of Control could approve the contract with LevelHEADS (\$16,500 + up to \$1,000 in reimbursable) if that was Council's wished to go ahead with that process. Mr. Ring said at the work session it seemed Council was supportive of getting the information LevelHEADS could provide, and even if the City didn't do the project, it would still own the information and could use it in the future. Mr. Czekaj thought the administration could provide enough information at the next Council Meeting so Council could give the administration direction on which way to go.

**MOTION: TO SEND THIS TO THE JULY 11, 2022 SERVICE COMMITTEE MEETING.**

Moved by Mrs. Field, seconded by Mr. Michniak. If the administration didn't have the assessment of 525 Frost Road done by then, the topic could be move to another meeting. Upon voice vote, **motion carried.**

#### Present 2023 Tax Budget

Matt Miller said this was done every year and had to be reported to Portage County per Ohio Revised Code by July 15 each year. This enabled the County to levy and collected property taxes for the City. He asked that this be forward for passage as emergency legislation at the July 11, 2022 Regular Council meeting in time to meet the deadlines. Mr. Ring confirmed this was not the annual line item budget; that would not be reviewed until the fall. This was just a very rough estimate because it was only mid-year; it could be amended in January 2023.

**MOTION: TO MOVE THIS TO THE JULY 11, 2022 REGULAR COUNCIL MEETING AS EMERGENCY LEGISLATION.**

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

#### T-7257 Accept Donation to Bicentennial from Popeyes

Mr. O'Malia said this money was supposed to go to the Bicentennial Committee, but because it was contractually obligated for Popeyes as a condition of the City giving Popeyes an economic incentive,

the check was written to the City of Streetsboro and needed to be accepted and credit to the City's books.

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

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

T-7258 Annual Agreement w/Citizenserve

Mrs. Lockhart-Reese said this was the annual renewal for Citizenserve. Citizenserve was software that the Building Department, Planning and Zoning Department, and Engineering Department used to manage their online permitting, application forms, etc. There was an increase in cost for the new year because the City had additional licenses/users, but the cost per user was still the same.

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

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

T-7259 Authorize Renewal and Upgrade Contracts w/Spectrum

Mr. Coffman said this was to upgrade the Spectrum services for the whole City. It was for the fiber internet plus the interconnectivity between each building, the ELAN circuits. This would get the City more current than it was currently. It would give everybody a little bit of increased speed, and with everything that had been pushed onto the cloud, this was something he felt the City had to do.

Mr. Ring and Mr. Coffman discussed internet speeds and cost options. Mr. Coffman thought the proposal presented was the cheapest way to go.

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

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

T-7260 Authorize Contract Extension w/Lake Business Products

This item was requested to be removed from the agenda; it was no longer needed.

T-7256 Amend 2022 Annual Appropriations [#8]

Matt Miller said this was for the usual monthly adjustments presented as ins and outs. He noted there were some accounting errors to fix on the Bicentennial Fund; a transfer in was needed. There had been a lot of reconciling with the Bicentennial Fund so he was comfortable with cutting a check for \$50,000 to the Heritage Foundation. He said the Heritage Foundation was doing a great job with the bookkeeping and banking for the Bicentennial expenses. He said there were some appropriation adjustments listed to move eminent domain money, and to fund the new Assistant Service Director position.

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

Moved by Mr. Hannan, seconded by Mrs. Field. 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 Mrs. Field, seconded by Mr. Hannan, this meeting adjourned at 8:03 p.m.

ATTEST:

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Caroline L. Kremer, Clerk of Council

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Justin Ring, Chairman