

Finance Committee
Monday, November 9, 2020
5:30 p.m., Rotunda

In attendance: J. Coyne - Chairman, E. Heffinger, P. Rose, and J. Shields, D. Simpson, J. Hazeltine and Bill Lamb.

Also present: Mayor Hanwell, Greg Huber, Patrick Patton, Keith Dirham, Nino Piccoli, Chief Kinney, Kathy Patton, Jansen Wehrley, Kimberly Marshall, Miles Reed, Dino Sciulli, Cindy Lastuka and Stan Scheetz.

1. Assignment of Requests for Council Action

2. 20-219-11/9 – Health Insurance Renewal – Medical Mutual of Ohio

Mayor Hanwell stated that MMO originally quoted a 15% increase and part of that is the claims history of the last calendar year. We were able to get that down to 9% with the work of Dino's office. Rate comparison since 2005 on how the city has done overall until now that came back at 3.9%. There is a chance that the city can get an additional up to 5% but that will be based on looking not only at 12 month usage but also an extra 3 months. If we can keep our claim history down like we have in previous years there is a potential to see the 9% come down. Mr. Shields moved to approve, seconded by Mr. Simpson. Motion passed 7-0.

3. 20-220-11/9 – Advance Request

Mr. Dirham stated advances are just inner funds where we borrow from one fund to another for a grant project and we are rolling that over. Mr. Shields moved to approve, seconded by Mr. Simpson. Motion passed 7-0.

4. 20-221-11/9 – Repay Advances Request

Mr. Dirham stated this is the authorization to repay it. Mr. Shields moved to approve, seconded by Mr. Simpson. Motion passed 7-0.

5. 20-222-11/9 - Budget Amendments

#2020-051 – Various

Keith stated there is a bunch of things here and we are getting towards the end of the year so we are covering lines that we are going to be short on. Mr. Shields moved to approve, seconded by Mr. Simpson. Motion passed 7-0.

#2020-052 – Grants Projects

Keith stated this one is specifically for grants. Mr. Shields moved to approve, seconded by Mr. Simpson. Motion passed 7-0.

#2020-053 – Repay PY17 CDBG Advance

Keith stated this is an advance we spoke about earlier and the appropriation to repay it. Mr. Shields moved to approve, seconded by Mr. Simpson. Motion passed 7-0.

6. 20-223-11/9 – Coronavirus Emergency Supplemental Funding Program – Muni Court
Cindy Lastuka stated they applied for a grant earlier this year and were awarded \$46,000 and need the Mayor to sign the pre award condition form so the state can release the money to us. This is not part of the CARES Act. Emergency needed to try and push this through as fast as they can so they don't lose this funding. Mr. Shields moved to approve with the emergency clause, seconded by Mr. Simpson. Motion passed 7-0.

7. 20-224-11/9 – Amend S&B Code – MCRC Part Time Pay Rate Schedule
Mr. Wehrley stated this is to help cover the increase in Ohio Minimum Wage to reflect the new 2021 wage of \$8.80. Included in that revision is the facility monitor position which is the next item on the agenda. Mr. Shields moved to approve, seconded by Mr. Simpson. Motion passed 7-0.

8. 20-225-11/9 - Amend S&B Code – MCRC Part Time Position Creation
Jansen Wehrley stated since the retirement of Mike Wright at the Rec Center, they are currently short 3 full time staff and the busy season is approaching for the Rec Center. The main reason behind this position is to combine the front desk attendant and the building monitor position into a new position called facility monitor. Civil Service Commission reviewed the proposed changes and the job descriptions and so has Mr. Huber. Emergency clause is needed because there is an immediate need with the staffing changes and future expanded hours to get these positions created and filled. Mr. Wehrley stated right now they are not eliminating the facility attendant position just basically taking the duties of the two jobs and combining them into one. We did not turn in a request to eliminate the building monitor position because they felt creating this new position and having somebody that is cross trained, we will approach at a later date to eliminate that position as long as everything goes as they intend it to. Mayor Hanwell stated that with COVID it's hard to tell if they will be able to keep the positions if not at full capacity.

Mr. Simpson said he appreciates Jansen taking on this endeavor and he will support his request. Mr. Shields stated he was at this Civil Service Meeting while this was discussed and it was a long meeting, they had many questions and a lot of this we are just going to have to feel our way through it until things try to get back to normal. Mr. Shields moved to approve with the emergency clause, seconded by Mr. Simpson. Motion passed 7-0.

9. 20-226-11/9 – Increase Expenditure – Vances Outdoors – Police Dept. (CARES)
Chief Kinney stated this is an increase to our P.O. for Vances they are one of their equipment suppliers. Mr. Shields moved to approve, seconded by Mr. Simpson. Motion passed 7-0.

10. 20-227-11/9 – Expenditure Over \$15,000 – Premier Fire Rescue – Fire Dept. (CARES)
Chief Painter stated this is for a fit testing machine for their face masks. They have an outside vendor test it once a year. With almost daily to weekly cleaning there is concern from the manufacture that they can fail so he would like to get their own testing machine to make sure the seals on the masks are working properly. Emergency is needed to get it ordered in time for the CARES Act. Mr. Shields moved to approve with the emergency clause, seconded by Mr. Simpson. Motion passed 7-0.

11. 20-228-11/9 - Expenditure Over \$15,000 – AED's Stryker Medical – Fire Dept. (CARES)
*Removed from agenda.

12. 20-229-11/9 - Expenditure Over \$15,000 – Wertz Geotechnical Engr. - Engineering

Mr. Patton explained that this request is to increase the P.O. to \$18,500.00. Mr. Shields moved to approve, seconded by Mr. Simpson. Motion passed 7-0.

13. 20-230-11/9 – Consent Legislation w/ ODOT – Sign Replacement in City

Mr. Patton stated next summer ODOT will be doing a project to replace the route markers on the state and federal routes through town, this project is at no cost to the city they are just asking for consent to do the project in the city limits. Mr. Rose questioned what sort of maintenance will the city be responsible for. Pat stated they never do any maintenance on ODOT signage projects. Mr. Shields moved to approve, seconded by Mr. Simpson. Motion passed 7-0.

14. 20-231-11/9 – Discussion: MCRC Re-Opening Changes

Jansen stated he wanted to bring this to council for review, it affects the operations at the rec center. Jansen provided a handout explaining some of the major changes he is looking to do. Facility Monitor hours to be changed to 6 am to 8 pm. Proposing opening earlier on Saturdays from 8 am to 4 pm, also looking to change hours on Sundays and opening earlier at 8 am. Building capacity increase to 150 people, increase leisure pool capacity from 25 to 45. We started taking basketball registration for the basketball program and looking to modify the schedules and limit spectators, discussing with the school about looking into facility rental somewhere else. Proposing changing age restrictions right now you have to be 16 and looking into doing maybe 13 years old. Basically we are looking to take down some of the barriers, open up as much as we can responsibly and safely by working collaboratively with the schools and our existing staff to increase the frequency of cleaning and sanitizing to hopefully start on the rebound as quickly as possible.

Mayor Hanwell stated they are using this winter period to plan for more activities both trying to couple the parks and rec together.

15. 20-232-11/9 – CARES Act – Small Business Grants

Kimberly Marshall stated this is for council to consider funding 32 small business grant applications in the dollar amount of \$179,450.00 from the CARES Act funding that the city received. Funding has to be encumbered by November 20th and that is why the emergency clause is needed.

Mr. Heffinger questioned how the decision was made for the amount per business, was that based on their requests because there are some very drastic numbers. Kimberly stated it is all over the board and all of it is based on what they requested and what they received already.

Mr. Coyne stated he feels the administration fee Kimberly asked for is reasonable, it has to be used prior to the December deadline, the other question is if a grant were to fail for some reason where should that money go and he feels it should go back into Police or Fire salaries there is not enough time to relook at it. Mr. Shields moved to approve with the emergency clause, seconded by Mr. Simpson. Motion passed 7-0.

16. 20-233-11/9 – Amend S&B Code – New MCRC Superintendent Position

Jansen stated there are a lot of changes at the Rec Center and he has spent a lot of time meeting with staff both as a group and individually. Jansen spoke with them to gain a better understanding of their abilities as well as what they liked and didn't like about different organizational structures. With the current pandemic the Rec Center is losing money daily. We currently have three fulltime positions vacant, the Program Specialist for over a year now, the

Director position and the Recreation Supervisor. With those vacancies there is obviously some costs savings. The staff all understand that we all have to do a little more so that we can continue operating at current staffing levels and figure out ways to bring in more revenue. One thing that was clear to him is that they have some very good staff members at the Recreation Center and there are certainly some people with the abilities to step up as leaders for the Rec Center.

Jansen stated he submitted a request to create a Recreation Center Superintendent position for the Rec Center that would supervise all the day to day activities as well as be responsible for the budget, the financial management, including all payroll, purchasing and reporting. Obviously the Rec Center is an enterprise fund and the finances are of utmost importance as well as service to the patrons that also helps drive that. This job description has a considerable amount of job duties that pertain to financial background with responsibilities to be the point person for the number of relationships that we have with the school and other organizations, reviewing the Joint Operating Agreement as well as working with the various people.

Creating a new position although it may be temporary to him it's of value because all those details that were currently missing are now in that job description. This was presented to the Civil Service Commission and it was discussed that if it was created and filled that we would make a temporary promotional appointment and review the job and operations of the Rec Center including all other job descriptions over the next six months because we can't predict the future, it might very well get worse before it gets better. Jansen stated he has the ability and time to devote to the rec center now because it is his off season, he is committed to this. For him the important thing is to have that point person identified at the rec center so he can inform all the contacts that do business at the rec center as well as communicate that with the patrons and start implementing some of the ideas that the staff has and continue to navigate through this. The emergency clause is requested because of the vacancies they have and they need an individual placed in this position.

Mayor Hanwell stated they already have this person assigned doing these duties so would the finance committee make this retroactive to today. This person has assumed these responsibilities already.

Mr. Shields moved to approve with the emergency clause and to be retroactive beginning today, seconded by Mr. Simpson. Motion passed 7-0.

17. 20-234-11/9 – Extending Public Defender Contract for 2021

Mr. Huber stated the agreement with the public defender has worked well, the resolution would simply need to extend the contract term to December of 2021. Mr. Shields moved to approve, seconded by Mr. Simpson. Motion passed 7-0.

Discussion: Payout of Vacation Time.

Mr. Dirham stated in order for an employee to cash out unused vacation time under the code and union contracts they would have had to use 120 hours during the year and then they can cash out any excess they have over the cap the max that they are allowed to carry. Keith is asking to waive the 120 hour requirement for 2020. Due to the pandemic and the tornado this year, a lot of people have not been able to use their time. Mr. Coyne stated in order to do that the next council meeting we will have to go from finance to council because the deadline for them to use it is December 5th.

Mr. Rose asked for an approximate dollar amount, the closest he can get.

18. Executive Session: (imminent Litigation)

It was moved by Mr. Shields and seconded by Mr. Simpson to enter into Executive Session at 6:16 p.m., to consider conferences with the City's Law Director concerning disputes involving the City which are the subject of pending or imminent court action to include the Mayor, the Law Director and Judge Gary Werner. The roll was called and the motion passed with the yea votes of B. Lamb, J. Shields, D. Simpson, J. Hazeltine, P. Rose, E. Heffinger, J. Coyne.

Executive session adjourned at 7:16 p.m. There being no further business before the Finance Committee, the meeting adjourned at 7:16 p.m.

John M. Coyne, Chairman