

THE FINANCE Committee held a meeting on Tuesday, May 28th, 2024 beginning at 7:20 P.M

Committee Members Present:

CD: Chair Mitchell, Schneider, Oswald, Lipian
Finance: Chair Tollett, Davis, Schneider, Cerra, Siwierka
Utilities: Chair Mitchell, Davis, Oswald, Armstrong
Absent: Callahan (Excused) and Stewart (Excused)

Administration and Department Heads Present: Mayor Brubaker, Law Dir Deery, Safety Service Dir Pyanowski, Asst Finance Dir Farrell, Engineer Schneider, Building Official Farkas, CD Dir Scott, CD Manager Almobayyed, and Clerk of Courts Rothgery

1. Approval of the April 29th and May 13th, 2024 Finance Meeting Minutes.

Mrs. Davis moved and seconded by Mr. Schneider to approve these minutes.

MOTION CARRIES

2. The matter of the creation of a part-time IT Administrator for Elyria Muni Court.

Referred By: Muni Court Clerk Rothgery

Clerk Rothgery said that over at the courts they have had 2 IT personnel for a number of years, they do work for the Clerk's Office, both Judges' offices and both magistrates' offices. They are generally paid from the General Fund, Muni Court Tech Fund and Legal Research Fund. The Clerk controls the Court Tech Fund and the Judges' control the legal research fund. The IT Director/Chief Deputy, Matt Krosse retired a couple of months ago and they would like to create a part-time position in the payroll ordinance to allow him to continue doing some of the institutional projects. If we didn't have him, they would have to seek an outside computer consultant to do that. The money has been appropriated for this new part-time position.

Mrs. Siwierka asked if there already is a full-time IT person?

Clerk Rothgery said they had two and Mr. Krosse retired and when he comes back part-time it will be like having one and a half.

Chair Tollett asked what the effective date would be?

Finance Dir Farrell said it would be pay period 13, June 2nd.

Motion made by Mrs. Siwierka and second by Mr. Cerra to authorize an ordinance to add the 'said' position to the salary ordinance at a rate of \$40.78 per hour.

MOTION CARRIES COMMITTEE REPORT WRITTEN

3. The matter of resurfacing parking lots of Fire Stations 1 and 3 and resurfacing the parking lot of the East Falls Riverwalk.

Referred By: Engineer Schneider *[this was passed by Utilities on 5/22/2024]*

Engineer Schneider said they want to move forward with bidding out for construction of resurfacing of the parking lots at Fire Stations #1 and #3 and the East Falls Riverwalk. They will resurface the asphalt. They will package it all together and bid out as one project.

Finance Dir Farrell said the amount will be not to exceed \$140,000 which will come out of the 2016 half percent income tax fund. The Fire Station lots were on the original list for resurfacing and with the bid for the City Hall parking lot coming in lower, there is enough leftover to cover the East Falls Riverwalk parking lot.

Engineer Schneider said when projects are bid out early in the season, some contractors give better pricing and if we leave our schedules open, that helps those contractors fill their schedules. There were nine bidders for the City Hall parking lot job and we were able to get a good cost.

**Motion made by Mrs. Davis second by Mr. Cerra to authorize an ordinance to authorize the Mayor to go out for bid and award a contract for the ‘said’ projects.
MOTION CARRIES COMMITTEE REPORT WRITTEN**

4. The matter of a contract for the TLCI Phase 5 Project.

Referred By: Engineer Schneider *[this was passed by Utilities on 5/22/2024]*

Engineer Schneider said earlier this year, Council approved to enter into an agreement with ODOT for the TLCI project which is for improvements in the downtown area. This is a NOACA funded program for Transportation Livable Communities Initiative. They will replace some bad concrete sidewalks around City Hall and add some bike racks and benches and crosswalks which will be determined on how the bids come in. This is a 100% grant that we received for \$271,000 and the City will pay an extra \$30,000 for construction management and the total will be \$301,000 to complete the project. The City’s portion will come out of muni motor vehicle or General Fund.

Mr. Chad Schneider asked about the bike racks, said ECP is doing something with adding bike racks as well, is this the same or separate?

Engineer Schneider said this is separate.

Mr. Oswald asked who figures out what has to be done?

Engineer Schneider said it’s complicated, the TLCI Grant has different metrics in the grant application. If you put in a bike rack, you get a point, do something for pedestrians, you get a point, signage another point. There are different metrics, the more you do the better. New street lighting gave extra points.

So, the decisions are made by the Engineering Dept along with the City Administration.

Engineer Schneider said this is grant money, but the City will have to pay a portion which will come out of the muni motor vehicle fund. The grant portion will pay most and anything above and beyond would be City portion.

Finance Dir Farrell said there is a department that is currently set up in the General Fund for TLCI projects, that is where they will appropriate the funds and it's on this evening's Appropriation Changes. \$270,000 of it will be reimbursed.

Motion made by Mr. Schneider second by Mr. Cerra to authorize an ordinance to authorize the Mayor to go out for bid and award a contract for the 'said' project, not to exceed \$301,000 and emergency clause is requested.
MOTION CARRIES COMMITTEE REPORT WRITTEN

5. The matter of a NOPEC 2024 Energized Community Grant Application.

Referred By: Mayor Brubaker

Dir Pyanowski said this is the annual grant through NOPEC and this year our award amount is \$98,033. We're looking to accept that and complete the process.

Mrs. Siwierka asked if we're going to spend down the other monies, the \$77,000 that has to be spent by the end of November?

Dir Pyanowski said the intention is to use that money towards the window replacement in City Hall.

Mrs. Siwierka asked what the \$98,000 is earmarked for?

Dir Pyanowski said he doesn't know what that will be used for. They will spend down the one and then that will give time to find the next project.

Motion made by Mr. Cerra second by Mrs. Davis to authorize an ordinance to authorize the Mayor to apply for and accept the 'said' grant. Emergency clause.
MOTION CARRIES COMMITTEE REPORT WRITTEN

Finance Dir Farrell asked to discuss the matter of appropriation changes after they talk about Agenda Item Number 7 on the which is what the appropriation change will be for.

7. The matter of discussion of real property near the Elyria Police Department.

Referred by: Safety Service Director Pyanowski *[Standing Referral]*

Dir. Pyanowski said they previously asked for authority to purchase 113 Parkview, which has transferred and has been completed. Now they are asking for 109 Parkview. They have had conversations with the owner and got a signed purchase agreement, just today. The purchase agreement was contingent on approval by Council. The purchase price is \$69,000 and it is owner occupied and they've agreed to accept transfer on July 1st and take possession on October 1st and for those 3 months the resident will live there rent free. That helped to keep the purchase price down. Legal Counsel Mark Craig helped them negotiate this transaction. They are looking for authorization to move forward with a not to exceed amount of \$73,000.

Mr. Oswald asked if the resident will continue to pay their utilities?

Dir Pyanowski said yes and once the City takes possession they will have everything disconnected and then will look at the demo process.

Motion made by Mr. Cerra second by Mr. Schneider to authorize an ordinance to authorize the Mayor to enter into the 'said' real estate transaction for the address of 109 Parkview Ct. and not to exceed \$73,000. Emergency Clause requested.
MOTION CARRIES COMMITTEE REPORT WRITTEN

6. The matter of Amendments to the 2024 Permanent Appropriations.

Referred By: Finance Directors Pileski and Farrell *[Standing Referral]*

Finance Dir Farrell asked to discuss that matter after they talk about number 7 on the Agenda which is what the appropriation change will be for.

Finance Dir Farrell said there are two this evening and both in the General Fund. First is the TLCI Grant, operating and maintenance from -0- to \$301,210. The second is in General Fund Building & Lands Dept. Capital Outlay, a revision of plus \$73,000 for the purchase of 109 Parkview Ct.

Motion made by Mr. Cerra and second by Mrs. Davis to authorize the approval of the 'said' amendments to the 2024 permanent appropriations.
MOTION CARRIES COMMITTEE REPORT WRITTEN

Chair Tollett asked for a motion to adjourn.

Motion made by Mrs. Davis and second by Mr. Siwierka to adjourn this evening's Finance Committee Meeting at 7:45 P.M.
MOTION CARRIES

Respectfully Submitted by,
Colleen Rosado, Secretary/Administrative Assistant