

## CITY OF SAINT MARYS COUNCIL WORKSESSION

FEBRUARY 4, 2013

## CALL TO ORDER

A Council worksession of the City of Saint Marys was called to order by Mayor Sally Geyer on Monday, February 4, 2013 at 7:00 p.m. The meeting was held in the Council Room of City Hall, 11 LaFayette Street. Notice of this meeting was sent to Council on January 31, 2013, posted at City Hall, and published in the Daily Press.

## PLEDGE TO THE FLAG

## ROLL CALL

Present: Mayor Sally Geyer, Nedward Jacob, Daniel Hepner, Gregory Gebauer, Richard Dornisch, Gary Anderson, Bob Roberts, Manager David Greene and Solicitor Thomas Wagner.

## VISITORS

Visitors included: Grace Jesberger, Paul Jesberger, Bob Howard, Warren Stewart, Mark S. Wagner, Lad Kornacki, Todd Caltagarone, Katie Weidenboerner, Darlene Lynch and Heather Cherry.

Travis Skrzypek and Mike Kraus did not sign in.

## APPROVAL OF MINUTES

January 21, 2013

Gary Anderson made a motion to approve the minutes of January 21, 2013, seconded by Nedward Jacob and all were in favor.

January 24, 2013 – Special meeting

Bob Roberts made a motion to approve the minutes of January 24, 2013, seconded by Daniel Hepner.

Mayor Geyer requested the following corrections:

## Corrections

Under Call to Order- Replace Monday with Thursday

Under Legislative Action- Add the following terms of the Police Contract:

Wage Increases 2013 2.5%, 2014 2.5%, 2015 3.0 % and 2016 3.0%

Significant changes to the hospitalization program which included the implementation of the high deductible program, the employees would contribute toward the deductible and also towards the premium amounts.

## Motion Passed

All were in favor to approve the January 24, 2013 minutes with the above noted corrections, except Gary Anderson who abstained.

## CITIZEN COMMENTS ON AGENDA TOPICS

Darlene Lynch, owner of Apollo Theater, commented she believed the parking public needed to be made aware of the hours of operation for parking enforcement. She suggested a plaque be placed on the meter head of the parking meters, listing the hours of operation, in addition to the information currently posted within the meterhead.

Council discussed the possible options to provide awareness for the hours of operation and the issues and reasons for the numerous two hour meters.

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**SPECIAL PRESENTATION:**

N.J. Hess and Associates, re:  
Proposal to develop Human  
Resource Programs

Nancy Hess, of N.J. Hess Associates, presented a proposal to develop job descriptions, an employee handbook and a compensation program. She provided the following details:

Task One: Revisit job descriptions to capture and document actual job duties and responsibilities.

Reason: Compliance with employment regulations continues to create a compelling case for managers to ensure that job descriptions are up-to-date and accurate.

Task Two: Update the personnel policies and create an employee handbook that provides clear expectations in the workplace.

Reason: The single most effective way to demonstrate that employees have received communication about expectations for conduct and behaviors in the workplace is to show evidence that they have an up-to-date policy manual.

Task Three: Develop a pay policy and structure to include a minimum, midpoint and maximum pay rate based on the market.

Reason: Compensation policies and programs strive to create a level playing field within the organization and a system of fairness in the setting of pay. Internal equity is examined to determine how jobs compare within the organization with respect to knowledge and skill required and is balanced with external market data.

**SPECIAL PRESENTATION:**

Wastewater Treatment Plant and  
Collection Line System

Travis Skrzypek, GIS Coordinator, provided an update, including a video and cost breakdown, regarding the recent cured in place pipe, "slip lining", project for sanitary sewer lines within the City. He explained it was a very cost effective process with a 50 year life expectancy and did not require excavation of resident's yards or City streets.

Council discussed the process of deciding which lines to repair, future budgeted projects, problem areas within the City, the inflow and infiltration of a large amount of water into the system and lateral line responsibility.

Lad Kornacki, Wastewater Treatment Plant Supervisor, provided a Plant Comparison fact sheet listing plant size, flow, buildings, equipment and employees. He stated the flow into the plant was 46 percent sewage and 54 percent was inflow and infiltration. The inflow and infiltration was the biggest controlling factor for WWTP operation and had a significant impact on the WWTP budget.

Mike Kraus, Maintenance Supervisor, explained maintenance and preventative maintenance procedures and the issue with peak flows into the plant because of inflow and infiltration.

Council discussed the costs to maintain the WWTP and the collection line system because of the major affect the inflow and infiltration had on the system.

**LEGISLATIVE ACTION:**

Police Policy Change

A Police Policy change was presented for approval revising the policy regarding Neuro-Muscular

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Incapacitation (NMI) or more commonly known as "TASER". The change only involved a recommended name change from "NMI" or "Electronic Control Weapon" to "Conducted Electrical Weapon".

Motion

Gregory Gebauer made a motion to approve the recommended changes to the "TASER" policy, seconded by Gary Anderson.

Discussion

Daniel Hepner questioned a revision date and Chief Caltagarone responded the date of approval by Council would be the revision date.

Richard Dornisch clarified the revision was strictly a name change only.

Motion Passed

All were in favor to approve the policy changes.

**TOPICS FOR DISCUSSION:**  
Parking Meters

Council had a lengthy discussion regarding parking meter enforcement, meter time extension, hours of enforcement, informational plaques, color coding and uniformity of all meters providing one hour of time for twenty-five cents.

Motion

Nedward Jacob made a motion to change every parking meter to provide one hour of parking time for twenty-five cents, seconded by Bob Roberts.

Discussion

Bob Roberts questioned the cost to convert the parking meters and Nedward Jacob stated there were meters currently at the Repair shop that could be changed.

Manager Greene stated the cost was \$35.00 per meter.

\*correction- (remove)suggested all the meters be at least 2 hour meters (add) suggested meters be longer than 2 hours

Gregory Gebauer commented he believed the 2 hour, 30 minute and 15 minute meters were the problem and \*suggested all the meters be at least 2 hour meters. He provided examples of activities that would exceed 2 hours and would not provide an opportunity to "feed the meter".

Daniel Hepner explained previously the downtown merchants approached Council and requested the four hour meters be changed to two hour meters. He believed the best solution that was presented tonight was the coloring coding of meters to distinguish the length of time of the meter and the placement of a sticker or plaque on the meter that would state the hours of operation.

Warren Stewart commented he wanted the two hour meters across from his business so the other business employees and owners did not park there all day. Since the two hour meters were installed they now all park in the twelve hour meters in the Depot Street lot.

Nedward Jacob responded the reason they are parking in the Depot Street lot was because the meters provided two and a half hours of parking for twenty-five cents.

Amended Motion Passed

Nedward Jacob amended his motion to move the twenty-five cent per hour parking meters from the Parking Garage and replace the parking meters on the lower portion of the Depot Street municipal parking lot, amended second by Bob Roberts and all were in favor.

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Bob Roberts requested a quote for the cost to recalibrate the meters to twenty-five cents an hour and Manager Greene responded there were approximately 22 meters that could be converted to twenty-five cents an hour for thirty-five dollars each.

Motion

Bob Roberts made a motion to convert 25 parking meters to provide one hour of time per twenty-five cents for a "not to exceed" cost of \$35.00, seconded by Nedward Jacob.

Discussion

Nedward Jacob requested a price to replace the clear plastic on the meters and Manager Greene responded it was five dollars each.

Motion Passed

All were in favor to approve the conversion of the meters.

Update on Fee Schedule Meeting

Mayor Geyer stated the recent meeting of the Fee Schedule Committee was held on January 28, 2013. She stated they found numerous items that needed clarification and/or removed.

Nedward Jacob stated he previously believed the City's permit fees were too high, but after obtaining comparison information from other local municipalities he found out other municipalities were charging the same or up to 90 percent higher than St. Marys.

Once the fee schedule was updated it would be presented to Council for their approval.

**CITIZEN COMMENTS ON  
NON-AGENDA TOPICS**

Warren Stewart  
Parking Garage

Warren Stewart again questioned the Parking Garage funding stated deficit of \$410,000 and a Sales Agreement between the Parking Authority and the developer that stated a 314 stall Parking Garage would be built.

Manager Greene explained there were two parcels of property sold to the developer from the Parking Authority for a total of \$152,800. The contingency of the developer building a 314 stall parking garage was contained in the agreement, but it was not built because Council amended the size of the parking garage to 181 stalls due to the increase in costs. The deficit of 410,000 was due to non-reimbursable expenses from the RACP Grant for architectural and engineering expenses. In the original proposal for the Parking Garage there was \$500,000 in CDBG funds, which could have paid for the architectural and engineering expenses, but if the CDBG funds would have been used then the City could not charge to park in the Parking Garage. There would be no revenue to provide for maintenance or upkeep to the garage. The Council at that time had agreed not to utilize the CDBG funds for that reason.

The agreement to build the 314 stall garage was with the Parking Authority and if a lawsuit would have been filed the developer would have joined the City in the lawsuit. Because Council agreed to a smaller parking garage the Parking Authority would have also been suing the City.

The developer obtained over 7.5 million dollars in funding for the project in 2005. The garage was not built until 2011 and the pricing for the garage was substantially

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increased. The parking garage was delayed in part that a new location had to be found for Industrial Pipe and Steel Supply Company and the time delay and price increases meant the City could not build the original planned 314 stall parking garage.

**COUNCIL COMMENTS**

Councilman Gebauer

Councilman Gebauer commented the sidewalks around City Hall were not shoveled.

Councilman Gebauer also requested the savings from the change in the Healthcare Plan be added to the Capital Reserve Fund.

Councilman Jacob

Councilman Jacob commented the ATA was leasing their portion of the parking garage, not the City.

Mayor Geyer

Mayor Geyer commented she would like to see a tax break for the residents due to the recent cost savings.

**ANNOUNCEMENTS**

Mayor Geyer made the following announcements:

- The next Council meeting will be Monday, February 18, 2013 at 7:00 p.m. at City Hall.

**ADJOURNMENT**

Gary Anderson made a motion to adjourn the meeting. Meeting Adjourned at 9:16 p.m.

*Louis Swendushki*  
Recording Secretary

*Sally Geyer*  
Mayor