

## CITY OF SAINT MARYS COUNCIL WORKSESSION

AUGUST 3, 2015

**CALL TO ORDER**

A Council worksession of the City of Saint Marys was called to order by Mayor Robert Howard on Monday, August 3, 2015 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 July 30, 2015, posted at City Hall, and published in the Daily Press.

**PLEDGE TO THE FLAG**

Boy Scout Troop 199 led the Pledge of Allegiance

**ROLL CALL**

Present: Mayor Robert Howard, Nedward Jacob, Gregory Gebauer, Gary Anderson, Lou Radkowski, Sally Geyer, Bob Mohr, Acting Managers Todd Caltagarone and Tim Brennan and Attorney Bradley Kraus. Solicitor Thomas Wagner was excused.

**VISITORS**

Visitors included: Joann Seltzer Alex Seltzer, Dylan Weidow, Stephen Rupperecht, Zach Seltzer, Joe Wolfe, Ryan Sharrow, Joe Rupperecht, Amy Cherry, Karen and Lance Mohny, Dick Dornisch and Tina Gradizzi.

**APPROVAL OF MINUTES**  
July 20, 2015  
Motion Passed

Sally Geyer made a motion to approve the minutes of July 20, 2015, seconded by Gary Anderson and all were in favor.

**REPORT ON EXECUTIVE SESSIONS:**

Mayor Howard stated an executive session was held on Monday July 20, 2015 following the Council meeting regarding legal matters. No decisions were made.

**SPECIAL PRESENTATION:**  
Richard Dornisch, re: 175<sup>th</sup>  
celebration of the founding of St.  
Marys

Richard Dornisch, former Councilman, presented details of previous celebrations held in St. Marys since his involvement began in 1946. He described the St. Marys combined Victory and Centennial celebration, 125<sup>th</sup> and 150<sup>th</sup> celebrations and the national bi-centennial and sesquicentennial celebrations. He described his various levels of involvement in all of the celebrations and noted to his knowledge no tax monies were ever used for these types of celebrations. He described various fundraising efforts that were previously utilized including the printing of a unique Airman's Booklet, the beginning of a series of collectable plates and even a powdered metal produced collectable coin. He emphasized the importance of a good Chairman in order to communicate and organize effectively with the entire community. He also suggested that Council members not be involved in an official capacity. He described the many changes that have occurred in the community in recent years and believed a celebration was needed.

Council thanked Mr. Dornisch for his presentation.

**ADDITIONAL TOPICS FOR DISCUSSION:**

There were no additional topics added to the agenda.

**CITIZEN COMMENTS ON AGENDA TOPICS**

There were no citizen comments on agenda topics.

**LEGISLATIVE ACTION:**  
Requests from St. Marys  
Chamber, re: "Wing Fling"

Ashley O'Dell from the St. Marys Area Chamber of Commerce presented the following requests for the "Wing Fling" scheduled for Friday, August 21, 2015:

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Waiver of the Open Container Law from 5:00 p.m. until 10:00 p.m. (no glass containers allowed)

Close the municipal parking lot between Market Street and South St. Marys Street from 5:00 p.m. on Thursday, August 20<sup>th</sup>, 2015 until 10:00 p.m. on Friday, August 21<sup>st</sup>, 2015 and a designated area of Market Street from 1:00 p.m. until 10:00 p.m. on Friday, August 21<sup>st</sup>, 2015.

Sally Geyer made a motion to approve the above requests for the 2015 Wing Fling, seconded by Gregory Gebauer.

Bob Mohr questioned if glass or plastic containers would be used and Ms. O'Dell responded all of the bars have been informed to not use glass containers and only use plastic or cans.

Sally Geyer commented the glass containers were removed a few years ago.

Gregory Gebauer questioned if there would be anyone "policing" the use of glass containers and Ms. O'Dell responded yes.

Gregory Gebauer questioned if the event was problematic with the Police Department and Chief of Police/Acting City Manager Caltagarone responded no, the only issue was the purchase of alcohol from the establishments and then taking it into the street and that issue had been resolved.

Lou Radkowski questioned if the committee was responsible for clean-up and Ms. O'Dell responded yes and in prior years the street sweeper ran throughout the area the next morning.

Gregory Gebauer stated the street sweeping could be coordinated with the Acting Managers.

Gregory Gebauer also questioned an issue with parking tickets being received during the event and Ms. O'Dell responded the attendees were made aware of the parking enforcement hours.

All were in favor to approve the request from the Chamber for the "Wing Fling".

## September Council meetings

Mayor Howard stated Council's scheduled worksession on Monday, September 7<sup>th</sup> needed to be re-scheduled due to the Labor Day Holiday.

It was determined the meeting was already rescheduled at the first Council meeting of the year.

No action was necessary.

## Community Economic Development Projects

Mayor Howard stated the Economic Development Committee reviewed two applications for funding through the new Downtown Economic Development Program. Each request was for \$4,000 for inside improvements for the following new businesses:

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210 Beauty Salon, located at 210 Chestnut Street  
 Tablespoons Café and Deli, located at 10 Erie Avenue

It was the recommendation of Acting Co-City Managers, W. Todd Caltagarone and Timothy Brennan to fund the two above listed projects.

Motion

Sally Geyer made a motion to approve the requests as recommended, seconded by Nedward Jacob.

Roll Call Vote – Motion Passed

On a roll call vote all were in favor to approve the requests as recommended.

Unrestricted Fund Policy

Carol Muhitch, Finance Director, explained an unrestricted fund policy was originally discussed during last year's budget workshops and then again at the first of the year as part of the Capital Improvement Plan/Program.

The policy is a guideline to manage the unrestricted fund balance which is the excess revenue over expenditures that accumulate year to year in the general fund that have no restrictions. This balance can be committed, assigned or unassigned.

The unassigned fund balance provides cash flow to pay expenditures for the first three months of the year until tax revenue is received. It can be used to cover revenue shortfalls or expenditure overages, or for unexpected expenses and emergencies.

The Government Finance Officers Association (GFOA) recommends two months of the next budget year's operating expenditures or revenue (16.7%) as a target level. The proposed policy was set up as 15 to 18 percent of next years' budget expenditures. The amount would be determined during budget discussions and the target level must be the same from year to year.

Any amount over the 18 percent could then be committed or assigned. The assigned fund balance would stay in the general fund and could be assigned to anticipate increases in costs that could have a major impact on the operating budget. The committed fund balance would be transferred to the capital reserve fund for capital projects. Once funds are transferred into the capital reserve fund they cannot be transferred back out. This helps establish the capital projects budget for next year and allows the general fund to provide for operating costs.

Motion

Sally Geyer made a motion to approve the Unrestricted Fund Balance for the General Fund, seconded by Bob Mohr.

Discussion

Nedward Jacob requested an explanation of the difference between the committed and assigned funds and Carol Muhitch responded committed funds are approved by Resolution or Ordinance. Once the funds are committed to the Capital Reserve fund for Capital projects the monies must stay in that fund. If Council is not sure of an amount to commit she suggested they consider assigning funds instead.

Nedward Jacob questioned if all of the reserves would be

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assigned in one year and Carol Muhitch responded she wouldn't recommended it and suggested only half of anything over the 18 percent be assigned.

Lou Radkowski questioned if the 18 percent was a maximum amount and Carol Muhitch responded no, if Council preferred, the amount could be higher. She further explained financial variables to determine the minimum and the maximum amount.

Motion Passed

All were in favor to approve the Unrestricted Fund Balance Policy.

**TOPICS FOR DISCUSSION:**

Parking Passes

Acting Manager Todd Caltagarone explained currently there was not an option for a 24 hour parking pass within the City's Code and Fee Resolution. Recently a resident requested the ability to park overnight in the parking garage on an occasional basis. The only option available was a monthly permit for overnight parking. He requested approval from Council to draft an amendment to the City Code and Fee Schedule to accommodate these types of requests.

Nedward Jacob requested to include changing the daily parking permits from 6:00 a.m. to 6:00 p.m. to 8:00 a.m. to 8:00 p.m. which he believed matched the current hours of parking enforcement.

Council briefly discussed the matter and it was determined to draft the changes and bring the matter back to Council for their consideration.

Code Book Revisions

Matthew Pfeufer, Zoning Officer and Code Enforcement Official, presented a list of changes/corrections to the City Code Book. Chapter 20, Solid Wastes was being presented at tonight's meeting for Council's review and comments.

Mr. Pfeufer explained most of the revisions/changes were due to other State laws that supersede the City's enforcement.

Council discussed the revisions and requested the items that referred to recycling, leaf collection and the distribution of leaf bags that are not superseded by state laws be revised at a later time.

Mr. Pfeufer will be presenting other portions and/or Chapters that require revisions and/or changes at future Council worksessions and at the end of the year the list will be presented in its entirety for Council's consideration.

Council Committee Updates  
Early Intervention Committee

Gary Anderson stated the committee had forwarded their list of recommendations to the Acting Managers for their review.

Emergency Management  
Committee

Tina Gradizzi, Community and Economic Development Coordinator, explained Tim Pearson, Emergency Management Coordinator, was continuing to work on Phase One of the generator project. Phase Two was pending a response on a grant application.

Oil & Gas Activity Committee

Attorney Bradley Kraus stated he did not have an update but believed a committee meeting was to be scheduled soon.

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Bob Mohr questioned if a joint meeting with Council and the Planning Commission was still going to be scheduled and Gregory Gebauer responded he was still in favor of the meeting.

After a brief discussion, it was determined the Solicitor present the proposed revision to Council at their next meeting on August 17 and then the Committee and the Solicitor attend the September 1, 2015 Planning Commission meeting.

2015 City Goals Committee

Pending a new Manager.

Capital Improvement Planning Committee

Capital Improvement Planning Committee – will be meeting before the 2016 budget discussions.

Economic Development Committee

Lou Radkowski thanked Council for supporting new businesses with their approval of the projects. He stated seven applications were received and reviewed by the committee and recommended by the Acting Co-Managers. The committee normally meets on the third Monday of the month at 4:30 p.m. and a summary report will be sent out.

Liaison Committee between Council and Acting City Managers  
Search for new Manager Committee

Nedward Jacob stated the committee will be meeting with the Managers this week.

There was no update on the Search for a new Manager Committee.

**CITIZEN COMMENTS ON NON-AGENDA TOPICS**

There were no citizen comments on non-agenda topics.

**COUNCIL COMMENTS**

Bob Mohr  
High Grass

Bob Mohr commented there was high grass at properties that had a Realtor sign in the yard and he believed the Code Book should be changed to tighten the rules up.

Lou Radkowski

Lou Radkowski stated his approval of federal defunding of Planned Parenthood services and his support of Pro-life principles.

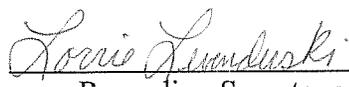
**ANNOUNCEMENTS**

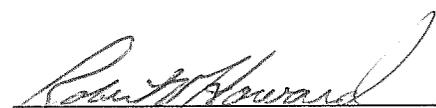
Mayor Howard made the following announcement:

- The next Council meeting will be Monday, August 17, 2015 at 7:00 p.m. at City Hall.
- An Executive Session will be held immediately following tonight's meeting regarding personnel matters.

**ADJOURNMENT**

Gary Anderson made a motion to adjourn the meeting. Meeting adjourned at 8: 09 p.m.

  
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Recording Secretary

  
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Mayor