

**CITY OF SAINT MARYS COUNCIL
BUDGET WORKSHOP**

NOVEMBER 1, 2018

CALL TO ORDER

The scheduled Council Budget Workshop of the City of Saint Marys was called to order by Mayor Louis Radkowski on Thursday, November 1, 2018 at 6:00 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 October 30, 2018, posted at City Hall and published in the Daily Press.

PLEDGE TO THE FLAG

ROLL CALL

Present: Mayor Louis Radkowski, Deputy Mayor Gregory Gebauer, Nedward Jacob, Chris Pletcher, Andrew Mohny, Margie Brown, Bob Mohr, Recording Secretary Lorrie Levenduski.

Manager Timothy Pearson was excused.

City Staff: Chief of Police Tom Nicklas Public Works Director Tim Brennan, Public Works Deputy Director Travis Skrzypek, Finance Director Carol Muhitch and Public Relations Officer Hannah Brock.

VISITORS

Visitors included: Ann Gabler, Warren Stewart and Sally Geyer.

APPROVAL OF MINUTES
October 15, 2018
Motion Passed

Margie Brown made a motion to approve the minutes of October 15, 2018, seconded by Andrew Mohny and all were in favor.

**CITIZEN COMMENTS ON
AGENDA TOPICS**

Sally Geyer, former Mayor and Councilwoman presented a list of questions for Council and requested answers be provided to her.

Mayor Radkowski stated the questions would be answered as soon as possible.

LEGISLATIVE ACTION:
Request from Chamber of
Commerce for free Holiday
Parking

Ann Pistner Gabler from the Chamber of Commerce presented the following request for free Holiday Parking:

Free Parking on Friday, November 16th, 2018 for Light Up Night.

Free Parking beginning on Friday, November 23, 2018 thru Wednesday, December 26th for the Holiday Season.

Ms. Gabler stated last year the parking lots were approved for free parking and on street metered was not. Tom Nicklas, Chief of Police noted it was very confusing for people.

Chris Pletcher asked if this matter was discussed during the Parking Committee meeting and Margie Brown responded no, they discussed necessary meters and costs involved.

Andrew Mohny noted there is an overall confusion with the parking meters.

Motion

Gregory Gebauer made a motion to approve the free parking request as stated above throughout the downtown as per the letter received.

Question

Bob Mohr asked why until the 26th of December and Ms. Gabler responded the day after Christmas is a busy shopping day.

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Motion seconded

The motion was seconded by Margie Brown.

Discussion

Chris Pletcher asked how much a month of free parking was worth and Carol Muhitch responded about \$4,000.

Chief Nicklas commented his staff believed in the past six years of approved free parking, it was never the same twice.

Mayor Radkowski commented over the years Council had tried to find the "sweet spot" for free parking, but believed there didn't seem to be one.

Mayor Radkowski wanted to clarify the loss of revenue as \$4,000 for the month of December.

Carol Muhitch responded she had just deposited one of the two deposits made each month in the amount of \$2,500, but noted people still feed the meters and that money is collected in December.

Chief Nicklas commented the Parking Enforcement Officer will still have to check if the meters need emptied in December.

Deputy Mayor Gregory Gebauer commented people probably still do feed the meters because they aren't aware of the free parking.

Nedward Jacob noted the City will also lose the money collected for the parking permits which is between two and three thousand dollars and Chief Nicklas agreed.

Chris Pletcher stated he was reluctant to give the entire month of free parking given the dollar value but would consider other options.

Ms. Gabler noted she would still shop downtown even if she had to put money in the meter.

Bob Mohr suggested considering approving a week before Christmas.

Margie Brown noted most people that she had talked to believe the City should allow free parking during the holidays.

Nedward Jacob stated the City gives a lot of free parking.

Chris Pletcher stated maybe the parking committee could make recommendations for next year.

Andrew Mohney stated he would abstain from the vote.

Roll Call Vote- Motion Failed

On a roll call vote, Margie Brown and Deputy Mayor Gebauer voted in the positive and Chris Pletcher, Bob Mohr, Nedward Jacob and Mayor Radkowski voted in the negative. Andrew Mohney abstained. Motion Failed 4 to 3.

Motion

Chris Pletcher made a motion to approve free parking on the weekends only during the specified time period and for Light-Up Night.

Mayor Radkowski clarified the motion.

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Andrew Mohny suggested the motion was too confusing and believed the approval should be all or nothing.

Motion Died for lack of a second

There was no second. Motion Died.

Motion

Nedward Jacob made a motion to approve the request throughout the downtown as stated in the original request above for Light-Up Night and the Holiday Season, seconded by Margie Brown.

Roll call vote – Motion Passed

On a roll call vote, Nedward Jacob, Margie Brown, Deputy Mayor Gebauer and Mayor Radkowski voted in the positive and Chris Pletcher and Bob Mohr, voted in the negative. Andrew Mohny abstained. Motion Passed 4 to 2.

**BUDGET DISCUSSIONS:
BUDGET PACKET
OVERVIEW AND
SUMMARY**

Finance Director Carol Muhitch explained the 2019 City Budget was being presented tonight in a new format due to confusion with the old format. The new format was similar to the audit to show comparisons. The table of contents provides a breakdown of funds, the new format also included a summary and overview. The new format was a more consolidated view, but still provided a historical view of the funds.

**SPECIAL REVENUE
FUNDS**

Carol Muhitch explained Special Revenue Funds were millage-based funds imposed by ordinance. There were seven different funds and equaled 32 percent of total real estate tax millage. There were no changes to the Special Revenue Funds tax millage rates and are the same as last year.

Street Lighting

Council, Travis Skrzypek, Tim Brennan and Carol Muhitch discussed the Street Lighting fund and it was noted the anticipated \$60,000 in savings due to the LED upgrades from last year proved to be a good estimate.

Council did not propose any changes to the Street Lighting funds.

Fire Protection Fund

Council and Carol Muhitch discussed the Fire Protection Fund and it was noted there was a savings in the worker's Compensation costs. The Fire Department has a capital fund policy and transfers annually to their capital fund. The amount has increased from \$40,000 to \$80,000. Carryovers also transfer to the Capital Fund.

Council did not propose any changes to the Fire Protection Fund.

Recreation Fund

Council and Carol Muhitch discussed the Recreation Fund. It was noted the Recreation Board has also established a capital fund. The concession stands now have a computerized system and generate more revenue. Other areas will utilize the system to assist with recording sales. Council expressed their concerns with a proposed change in the Parks and Recreation Manager position from part time to full time. It was noted 75 percent of the costs would come from the Recreation Fund and 25 percent would come from the General Fund. Salary and benefits of the position were also discussed.

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Mayor Radkowski stated the position change would be further discussed during the General Fund discussion at the next budget workshop.

Council did not propose any changes to the Recreation Fund, but wanted to further discuss the Park Manager position.

Library Fund

Council and Carol Muhitch discussed the Library Fund. It was noted the St. Marys Public Library receives the funds collected.

Council did not propose any changes to the Library Fund.

Ambulance Fund

Council and Carol Muhitch discussed the Ambulance Fund.

It was noted the funds collected go to the St. Marys Area Ambulance Service.

Council did not propose any changes to the Ambulance Fund.

Fire Hydrant Fund

Council and Carol Muhitch discussed the Fire Hydrant Fund. It was noted the annual average addition of fire hydrants was three. Reserves cover the fund shortage for now. Council discussed the size of the water line and how it determines the capacity of the fire hydrant and that the cost is the same for every hydrant.

Council did not propose any changes to the Fire Hydrant Fund.

Debt fund

Council, Tim Brennan and Carol Muhitch discussed the Debt Fund. It was noted the debt fund pays for PIB loan payments, Fire Apparatus payment, interest on the Airport Industrial Park loan and the bond payment. A transfer from the General fund for the PIB loans and Fire Protection Fund for the fire truck/apparatus loan also funds the debt fund.

Tim Brennan briefly explained the PIB loan details.

Council did not propose any changes to the Debt Fund.

PUBLIC SAFETY: Police Department

Chief Nicklas explained the Police Department budget only showed an increase due to contractual wage and benefit increases. Operational line items were adjusted but increases were offset with decreases. Capital purchases would be reviewed at the next budget workshop.

Carol Muhitch noted a correction needed on the operating capital expenditures from \$59,000 to \$75,000.

Chief Nicklas explained the increase was due to a miscalculation of the five-year projection on equipment expiration dates, which was also a contractual requirement.

Council did not propose any changes to the Police Department budget.

PUBLIC WORKS – Roads and Streets

Public Works Director Tim Brennan explained the operational part of the public works budget showed an increase due to pending contractual wage and benefits and an increase in stone and salt costs for winter maintenance.

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There was a discussion on snow events and call out procedures.

Council did not propose any changes to the Public Works – Roads and Streets.

SANITATION

Mr. Brennan explained Sanitation was solid waste collection and recycling costs. Carol Muhitch stated the Health and Safety item was for the on-lot sewage inspector costs. Sanitation also included utility billing collection costs and admin fees to run the sewage treatment plant.

The utility billing and professional services costs, mandated recycling and the leaf collection program were discussed.

Council did not propose any changes to Sanitation.

**ENTERPRISE FUNDS -
Sewage Treatment Fund**

Tim Brennan explained the Sewage Treatment fund had an increase due to pending contractual increases in wage and benefits. An increase in professional services was due to working towards renewing some of the required permitting which increases laboratory services.

Carol Muhitch stated there was an increase in insurance costs.

Tim Brennan will obtain more information on the permitting costs under professional services.

There was a discussion on sewer billing rates and it was requested the consultant's report information be obtained to discuss it further.

There was a discussion on the need for dedicated funding for sewer line replacement costs. It was requested to obtain information on a range of increases in rates with a comparison of revenue generated for a separate fund for sewer line engineering and replacement costs and how many feet of sewer line replacement.

Public Works will gather the requested information.

Council did not propose any changes to the Sewage Treatment Fund.

Recap of open items

Mayor Radkowski provided a recap of open items from the discussion as follows:

- Further discussion of the proposed full time Parks and Recreation Manager position
- Permitting fee details for increase in WWTP professional Services
- Obtaining the consultant report for sewer billing rate and structure
- Run the numbers for dedicated funding for sewer line replacement

Discussion and Questions

Council had questions on the purchase of a new Code Enforcement truck and utilizing police department vehicles.

They also discussed answering the questions presented by Ms. Geyer and it was determined the questions would be forwarded to the Manager for his response and the Mayor would follow up with her.

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Council also had questions on the new Community Services Specialist position.

There will be follow-up discussion on the topics at the next budget workshop.

ANNOUNCEMENTS

Mayor Radkowski made the following announcements:

- Next Council Budget Workshop will be held on Monday, November 5, 2018, at 6:00 p.m. at City Hall.

ADJOURNMENT

Nedward Jacob made a motion to adjourn the meeting, seconded by Andrew Mohny. Meeting adjourned at 7:56 p.m.



Recording Secretary



Mayor