

OCTOBER 16, 2017

**CALL TO ORDER**

The regular monthly Council meeting of the City of Saint Marys was called to order by Mayor Robert Howard on Monday, October 16, 2017 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 October 12, 2017, posted at City Hall and published in the Daily Press.

**PLEDGE TO THE FLAG****ROLL CALL**

Present: Mayor Robert Howard, Deputy Mayor Gregory Gebauer, Gary Anderson Andrew Mohney, Bob Mohr, Lou Radkowski, Nedward Jacob, Manager Timothy Pearson and Solicitor Tom Wagner.

**VISITORS**

Visitors included: Richard Sadley, Carol Muhitch, Shad Boschert, Amy Cherry, Warren Stewart, Chris Pletcher, Margaret Brown and Mike Kronenwetter.

**APPROVAL OF MINUTES**

October 2, 2017

Motion Passed

Lou Radkowski made a motion to approve the minutes of October 2, 2017, seconded by Gary Anderson and all were in favor, except Nedward Jacob and Gregory Gebauer who abstained.

**REPORT ON EXECUTIVE SESSION:**

Mayor Howard stated an Executive Session was held immediately prior to tonight's meeting regarding real estate matters. No decisions were made.

**SPECIAL PRESENTATION:  
Golf Authority**

Cancelled

**SPECIAL PRESENTATION:  
Recreation Board**

Shad Boschert, representative of the Recreation Board, explained they are responsible for the oversight of the parks including maintenance and upkeep as well as seasonal staff and programming. Current staff consists of Program Directors, Assistant Directors and summer workers. He provided a lengthy list of programs and activities provided at the parks. He stated one obstacle the board faces is the ability to maintain the parks with their limited resources. He stated the board has some smaller capital projects and some preventative and routine maintenance already planned. However, current board members are relied upon for completion of these projects. In order to help the board become more efficient, the board voted to move forward with a part-time park manager position for the 2018 season. This position will provide the Recreation Board with day to day management of the parks, short and long term planning of capital improvements, development of a comprehensive maintenance plan for all the parks and serve as a liaison between the Recreation Department and the City. The proposed cost for the position was approximately \$30,000 per year. He explained large capital projects including the resurfacing of tennis and basketball courts. The Recreation Board was requesting additional funding for the 2018 budget.

Manager Pearson explained the new position would assist with the missing administrative piece for the Recreation Board. The position and increase in funding (.3 tenths of millage) was discussed during the 2017 budget, but there was some confusion within the Recreation Board and the funding never occurred. The board now had a consensus and was ready to move forward.

Council, the Manager and Recreation board attendees discussed the proposed position, capital projects, grant funding

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and the role of the new position in combination with City staff. Capital projects could be addressed with City Capital Improvement funds and combining with other organizations for grant funding, but they will still need an annual commitment of operational funds for the new position.

Council thanked them for the presentation.

**CITIZEN COMMENTS ON AGENDA TOPICS**

There were no comments on agenda topics.

**MAYOR'S REPORT**

Mayor Howard reported the following:

- Attended the Elk County Mayor's Association meeting.

**MANAGER'S REPORT**

Manager Pearson provided the following report:

- Attended the 118<sup>th</sup> Annual PML Summit in Erie with Councilman Radkowski
- Michele Bauer of St. Marys was awarded 1<sup>st</sup> place for the PML Essay contest
- Mertz Avenue project is concluding
- Base repair project is completed
- Tar and Chip program is concluding
- Leaf Collection program will begin soon
- Jackson Road potholes were repaired
- I & I report will be sent to Council this week

**SOLICITOR'S REPORT**

Solicitor Wagner had nothing to report.

**TREASURER'S REPORT**

Manager Pearson provided the following Treasurer's Report as of September 30, 2017:

Revenue collected for the General Fund was at 86 percent of budget up from last year of 85 percent and in 2015 were at 70 percent. General Fund Expenditures were at 58 percent of budget and last year were at 59 percent and in 2015 were at 69 percent. Real Estate tax revenue was at 96.6 of budget and last year was at 97 percent. Earned Income was at 78.6 percent of budget compared to last year of 77 percent of budget. Market Value for the Pension Plans increased this month and was above market value as of the end of September, 2016.

**LEGISLATIVE ACTION:**  
Request from Chamber of Commerce, re: Free Holiday Parking

Ann Pistner Gabler, the new Managing Director of the Chamber of Commerce, presented the following request for free holiday parking:

Friday, Nov. 17<sup>th</sup>, 2017 Light-Up night 4:00 to 8:00 p.m.  
Friday, Nov. 24<sup>th</sup> thru Tuesday, Dec. 26<sup>th</sup>, 2017

**Motion**

Gregory Gebauer made a motion to approve the above requests, seconded by Bob Mohr.

**Discussion**

Gary Anderson described previous issues with free parking and vehicles, some of which were downtown merchants, parked all day at the 15 minute meters around the Post Office.

Andrew Mohny commented some of the merchants along Erie Avenue park in front of their businesses all year long.

Gary Anderson commented, "but those merchants feed the meters".

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Ms. Gabler agreed and commented she believed people would still shop downtown even if they had to put a quarter in the meter, however, her recollection was her whole life there was free parking during the Holiday season. She stated her concern was what would happen if Council did not agree to free parking, how would people know? She further commented people would not feed the meters and would get a parking ticket and would be mad at the City.

Gary Anderson agreed but suggested the red 15 minute meters around the Post Office be excluded from free parking.

Nedward Jacob suggested free parking in the Parking Garage only, since parking revenue was down this year. The parking lots need paved, but he did not want to use bond funds or capital improvement funds. He believed parking should pay for itself.

Manager Pearson commented the notification of free parking signage for the parking garage and/or specific parking lots would be easier to control than specific on street meters.

Lou Radkowski agreed the parking garage and lots would be a good compromise.

Bob Mohr withdrew his second to the motion. Motion Died.

Gary Anderson made a motion for free holiday parking in the parking garage and parking lots, but on-street parking be metered (enforced), seconded by Bob Mohr.

Roll Call Vote – Motion Passed

On a roll call vote, Bob Mohr, Gary Anderson, Lou Radkowski and Mayor Howard voted in the positive and Nedward Jacob and Gregory Gebauer opposed and Andrew Mohny abstained. Motion Passed.

Manager Pearson will help provide notification for the change in free holiday parking to the public.

Free parking for Light-Up Night  
Motion Passed

Nedward Jacob made a motion to provide free parking for Light-Up Night on November 17th across the City, seconded by Gary Anderson and all were in favor, except Andrew Mohny who abstained.

2018 Budget Proposals

Manager Pearson explained he was not looking for formal approval of the 2018 budget proposals/requests but rather if Council wants the budget proposals placed in the City's 2018 budget that will be presented at the end of the month for Council's budget discussions. The proposals are as follows:

Elk County Humane Society	\$10,000 (annual line item)
Airport Authority	<b>3 – options given;</b> .5 tenths of millage – Which would require a referendum on the voter ballot in 2018 \$63,000 lump sum to balance budget 3 employees on City payroll
Elk County Fair	\$5,000

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Redevelopment Authority	Standard amount of \$7,000 or more if available
Recreation Board	\$30,000 or a .3 tenths increase in millage
Golf Authority	Unknown at this time

Nedward Jacob stated his concerns with funding the Airport Authority and suggested only \$20,000.

Solicitor Wagner commented the Manager did not need formal action, just a consensus of Council.

Lou Radkowski suggested the numbers be placed in the City budget as presented to see the impact to the City's budget.

Nedward Jacob was concerned with a tax increase to balance the budget.

Manager Pearson requested a consensus of Council, since a balanced budget would be presented with the amounts Council agrees on tonight. Once the budget is presented Council could make further adjustments. The decision tonight was to assist in preparing the City's budget for presentation at the end of the month. The intent was to try to expedite the sometimes lengthy budget workshops held in November.

Council discussed the issues with the Airport budget and the information provided.

Council discussed the referendum for the Airport millage. It was determined a decision was needed for the 2018 budget, since the referendum would only come into effect for the 2019 budget.

Solicitor Wagner explained Council could adopt an ordinance to place the referendum on the ballot or a citizen referendum which is done by obtaining enough signatures on a petition and then presents it to Council. He explained further, if the Airport Authority would want it on the ballot they have the ability to do it themselves without the consent of Council.

Lou Radkowski asked if Council had a problem with any of the other budget proposals and Nedward Jacob responded the Golf Authority can raise their membership and other fees if they need money. He suggested to drop the Golf Authority request.

Lou Radkowski asked about the Recreation Board request for .3 tenths of millage and Nedward Jacob responded he was fine with the request.

Bob Mohr requested the Elk County Fair request be dropped, since they have not yet determined funds they may receive from other municipalities.

Gary Anderson questioned the amount of the City's budget for kennel expenses before utilizing the Humane Society and Carol Muhitch responded it was not much of a budget for the building, but did not include the Animal Control Officer's costs.

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Solicitor Wagner commented previous to the Humane Society the City had what was basically considered a holding pen.

Motion

Manager Pearson again asked for a motion for a consensus of Council.

Lou Radkowski made a motion to include the following:

Elk County Humane Society	\$10,000
Airport Authority	\$20,000 maximum
Elk County Fair	\$5,000
Redevelopment Authority	\$7,000
Recreation Board	.3 tenth increase in millage
Golf Authority	Nothing

Discussion

The St. Marys Public Library, Elk County Council on the Arts and Shade Tree Commission will remain the same, seconded by Andrew Mohney.

Bob Mohr questioned the Elk County Fair amount and Gregory Gebauer clarified the amount was suggested during discussion and not in the motion.

Gregory Gebauer stated personally he would have liked the RDA to obtain more funding for projects.

Lou Radkowski responded he understood Councilman Gebauer's comment, but a completed budget was not available at this time.

Manager Pearson clarified the final decisions on funding will come later.

Lou Radkowski commented he wanted to see the completed budget, but they couldn't see a completed budget until this decision was made. He understood Bob Mohr's suggestion about the Elk County Fair funds, but reminded Council that the amount can be changed after the budget is presented.

Gregory Gebauer questioned the Airport amount, since the amounts could be changed and because Councilman Jacob was not sure of the amount they needed.

Nedward Jacob commented he had been trying for eight months to get a "straight answer" from the Airport Authority.

Manager Pearson confirmed the amounts can be changed, but he believed Councilman Jacob was the best person to suggest an amount for the Airport, since he was on Council's Airport Committee.

Lou Radkowski agreed.

Gregory Gebauer clarified if he did not agree with the amount for the Airport Authority, he would still have the opportunity to vote on just that amount and Manager Pearson responded the process will be the same as last year. The budget will be presented to Council at the end of October and budget workshops will be held to discuss any changes. If there is not a clear consensus of Council he will ask for a motion for clear direction on the line item.

Lou Radkowski commented Council was not obligated to

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anything at this time. These amounts were to be included in the presentation of the budget and then the actual decisions would be made on the line items.

## Motion Passed

Gregory Gebauer questioned if he believed any of the items should be increased, like the RDA, it could be done during budget talks and Manager Pearson responded that was correct.

All were in favor of the above listed amounts, except Gregory Gebauer who opposed.

## Unrestricted Fund Balance

Manager Pearson explained, as requested, the following was being presented again for Council's consideration:

Unassigned Unrestricted Fund Balance according to the City Audit - \$2,887,681

- Unrestricted Fund Balance recommended amount of 20 percent = \$1,311,693

Gary Anderson made a motion to fund the unrestricted fund balance in the amount of \$1,311,693 to be used in lieu of tax anticipation, seconded by Lou Radkowski and all were in favor.

- Capital Projects \$1,255,926

Nedward Jacob made a motion to move \$1,255,926 into the Capital Improvement Fund, seconded by Lou Radkowski and all were in favor.

- Trust Requests OPEB Liabilities \$215,694 and Compensated Absences \$104,368

After reviewing Council's request to create a trust account for the above items it was recommended a PLGIT account, which was determined to have less fees and be less restrictive.

Nedward Jacob stated his concerns and believed the amounts were already in the annual budget.

Gary Anderson made a motion to assign \$320,062 in a PLGIT account such that it can be returned to the General Fund next year, if required, seconded by Lou Radkowski.

Lou Radkowski commented it was noted in the packet of information that funds can be transferred back to the General Fund at any time and questioned if that information was accurate and Solicitor Wagner responded yes that was the policy.

Manager Pearson and Carol Muhitch agreed.

Bob Mohr questioned if the money would come from the general budget and Ms. Muhitch responded yes, this is the money that is in the General Fund right now.

Manager Pearson commented the money was in the Unassigned Unrestricted Fund Balance.

Ms. Muhitch stated she would set up a separate PLGIT account. From year to year, if someone retires it would require a transfer for health insurance and/or vacation into the General

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Fund once a year, which would enable a longer term investment and better interest.

Mayor Howard asked what the interest amount would typically be and Ms. Muhitch responded currently 1.16 percent, but believed there were different options.

Motion Passed

All were in favor of the motion as stated above, except Nedward Jacob who opposed.

**TOPICS FOR DISCUSSION:**

There were no topics for discussion.

**CITIZEN COMMENTS ON NON-AGENDA TOPICS**

There were no citizen comments on non-agenda topics.

**COUNCIL COMMENTS**

Councilman Anderson noted most of the street lights were done. He was glad to hear the I & I update would be sent to Council, since he believed it was the biggest issue facing the City. He also noted the Earned Income increases in the past five years were substantial and a testament to the viability of the City.

Councilman Radkowski commented the PML Summit in Erie was well worth the time to attend. He was told by others attending they have heard of St. Marys and gave compliments on how good the manufacturing base was here with a pool of dedicated individuals and companies. He also noted the PML Summit provided a lot of great information and networking opportunities.

**ANNOUNCEMENTS**

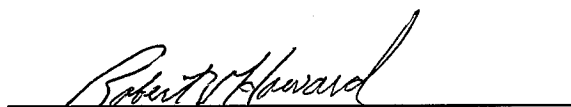
Mayor Howard made the following announcements:

- The next Council worksession will be held on Monday, November 6, 2017, at 7:00 p.m. at City Hall.
- Trick or Treat will be held on Tuesday, October 31, 2017 form 6:00 p.m. until 8:00 p.m. by porchlight invitation only.

**ADJOURNMENT**

Gary Anderson made a motion to adjourn the meeting. Meeting adjourned at 9:04 p.m.

  
 Recording Secretary

  
 Mayor