

SPECIAL SESSION

February 3, 2022

The Council of the City of Chardon met in Special Session on Thursday, February 3, 2022 at 6:30 P.M. in Council Chambers of the Chardon Municipal Center.

Christopher Grau, Mayor & President of Council presiding.

The meeting opened with the pledge of allegiance and roll call.

Members of Council present: Andrew Blackley, Deborah Chuha, Christopher Grau, David Lelko, Kyle Martin, Heather Means, Daniel Meleski.

Members of Council absent: None.

Others present: City Manager Randal Sharpe, Law Director Benjamin Chojnacki, Finance Director Mate Rogonjic, Clerk of Council Amy Day, Public Service Director Paul Hornyak, Police Chief Scott Niehus, Park and Recreation Director Adam Rogers, Community Development Administrator Steven Yaney, Deputy HR/Finance Director Heidi Delaney, Clerk of Courts Vicki Dailey, Mark Iacofano, Majeed Markhlouf.

EXECUTIVE SESSION

Mr. Blackley moved and Mrs. Chuha seconded to adjourn to Executive Session at 5:01 PM for conferences with the attorney for the public body concerning disputes involving the public body that are the subject of pending or eminent court action, and to consider the sale or other disposition of public property and invite Randy Sharpe, Benjamin Chojnacki, Mate Rogonjic, Steve Yaney, Amy Day and Majeed Makhoulf into the session. Upon roll call vote the motion passed unanimously.

Discussion occurred regarding the sale or disposition of property.

Discussion occurred concerning disputes involving the public body that are the subject of pending or eminent court action.

Meeting reconvened at 6:34 PM.

Regarding the FY 2022 Annual Budget, City Manager, Randy Sharpe, provided an overview of the process for preparing and adopting the budget.

Finance Director, Mate Rogonjic, began reviewing the budget document through a Power Point presentation. He reviewed the budgeted ending fund balances in the four main operating funds which each need to maintain a 10% reserve balance.

Mr. Rogonjic showed the general fund ending balances compared to the original budgeted ending balances for the last 10 years, noting that the City collected more than was budgeted in revenues and spent less than what was budgeted in expenditures.

Mr. Rogonjic reviewed the revenue estimates for 2022 compared to actual revenue from the last 4 years for all funds.

Mr. Rogonjic reviewed income tax revenue over the last 5 years broken down between withholding, individual and net profit

taxes. He explained that the City finished 2021 much better than anticipated, mostly due to 2021 income tax collections which were significantly higher (12.5%) than projected. He noted that 80% of the income tax revenue came from net profit and withholding collections.

Deputy HR/Finance Director, Heidi Delaney, reviewed the anticipated 2022 fund expenditures by function and type compared to the prior 4 years.

Mrs. Delaney reviewed notable items in the personnel expenditures which included: a potential 3.5% wage increase for bargaining and non-bargaining staff members, slightly increased cost of the medical insurance plan, filling the vacant Lieutenant and Patrol Officer positions in the Police Department, as well as eliminating the Parking Enforcement Officer position and adding two additional full-time Patrol Officer positions.

Mrs. Delaney reviewed notable items in the operating expenditures including: funding of a residential sidewalk repair and maintenance program with 2022 representing the first year that the City will independently administer the program, funding of a street maintenance program, elimination of the funding for the Chardon Square Retail Business Grant Program and Chardon Tomorrow, contracting with Retail Strategies for economic development planning, creating a comprehensive plan for Parks and Recreation, rehabbing well #15, studying, repairing, and upgrading the camera system throughout the City, redesigning the City's network configuration, and conducting the National Citizen Survey to obtain feedback from residents.

Ms. Means asked for details about the survey.

Mr. Sharpe stated that the survey cost is \$17,000, and discussions have not been had on when the survey would take place.

Mr. Rogonjic reviewed capital projects for 2022 totaling \$3,521,600.

Mr. Rogonjic reviewed the budgeted 2022 revenues and expenditures as compared to prior years.

Municipal Court Clerk, Victoria Dailey, spoke to review the court's proposed revenue and expenditures for 2022. She noted that there may be some additional security expenses that were not included in the budget due to unforeseen circumstances.

Law Director, Benjamin Chojnacki, reviewed the notable expenditures in the Legal Department budget for 2022.

Police Chief, Scott Niehus, reviewed the notable expenditures in the Police Department 2022 budget.

Questions were asked about the status of replacing the parking enforcement officer.

Chief Niehus stated that there are no current plans to replace the parking enforcement officer which has been vacant for over a year. He noted that current police patrol officers are able to perform some of the functions that had previously been done by the parking enforcement officer.

Mr. Rogonjic stated that the revenue generated from the position was less than \$5,000 per year.

Mr. Sharpe stated that reinstating the parking enforcement officer position, even part-time, is something that will be considered if the need arises in the future.

Mr. Sharpe reviewed the 2022 Fire and EMS budget.

Mr. Blackley inquired about the need for a water softener at the fire station.

Mr. Sharpe explained that the softener is a replacement needed to protect appliances.

Public Service Director, Paul Hornyak, reviewed the notable expenditures in the water & sewer operating, street maintenance, cemetery, and lands and buildings 2022 budgets.

Mr. Lelko inquired about available staffing to show available plots in the cemetery.

Mr. Hornyak stated that there is no longer a full-time cemetery sexton, but there are a number of staff that are able to locate available cemetery plots when there is an inquiry.

Mr. Lelko asked about the proposed location and size of the granite columbarium for the cemetery.

Mr. Sharpe stated that the exact location is yet to be determined, but it will be in the old section of the cemetery.

Community Development Administrator, Steve Yaney, reviewed notable expenditures in the Planning and Zoning Department budget for 2022.

Recreation Director, Adam Rogers, reviewed the notable expenditures in the Park and Recreation Department budget for 2022.

Mr. Blackley inquired about the request for qualifications for the recreation master plan.

Mr. Rogers stated that the City put out an RFP and received two responses.

Mr. Lelko asked when the idea for a master plan was discussed at Council.

Mr. Sharpe stated that the idea was brought up during the 2021 budget.

Mr. Rogers stated that was discussed with the Park and Recreation Board.

Mr. Lelko stated noted that the recreation master plan is a large expense and the future of the Recreation Department is a topic that should be discussed in more detail.

Mr. Rogers stated that he wants to evaluate the Recreation Department and get feedback from the community as part of the recreation master plan.

Mr. Lelko inquired about the programs listed in the budget book with no revenue.

Mr. Rogers stated that there are varying reasons programs listed have no revenue, but most were programs the City has tried to

run in the past. He stated that the recreation master plan will highlight areas that can be improved upon.

Mr. Sharpe reviewed the notable expenditures in the 2022 Manager's budget.

Mr. Sharpe reviewed the notable expenditures in the 2022 Legislative budget.

Mr. Lelko noted that he does not support the National Citizen Survey included the Manager's budget.

Mr. Sharpe reviewed the notable expenditures in the 2022 General Administration budget.

Mrs. Delaney reviewed the notable expenditures in the 2022 budget for the Finance Department and Water and Sewer Billing.

Mr. Sharpe concluded the budget presentation by thanking the Finance Department staff for their work preparing the budget, and thanked Council for their support and trust.

Council thanked staff for the preparation of the budget.

ORDINANCE NO. 3196

AN ORDINANCE TO MAKE ANNUAL APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF CHARDON, STATE OF OHIO DURING THE FISCAL YEAR ENDING DECEMBER 31, 2022 AND DECLARING AN EMERGENCY was read for the first time by title only.

Mr. Blackley moved and Mr. Meleski seconded the rules be suspended and the Ordinance be read for the second and third time by title only. Upon roll call vote the motion passed unanimously.

Ordinance No. 3196 was then read for the second and third time by title only.

Mr. Meleski moved and Mrs. Chuha seconded for the adoption of Ordinance No. 3196.

Mr. Rogonjic stated that the ordinance approves the permanent 2022 budget as was just discussed with Council.

Upon roll call vote the motion passed unanimously.

Regarding amendment to the classification and pay plan, Mr. Sharpe stated that the plan reflects a 3.5% wage increase for non-bargaining employees that was included in the 2022 budget. In addition, it reflects changes the Lieutenant's pay band and removes the parking enforcement officer's position from the plan.

Ms. Means moved and Mr. Blackley seconded to approve the classification and pay plan as presented by the City Manager. Upon roll call vote the motion passed unanimously.

Mr. Lelko asked when the increases take effect.

Mr. Sharpe stated that the changes take effect for non-bargaining employees on March 28th.

ANY OTHER BUSINESS

Mr. Sharpe reported on upcoming activities at the Geauga Theater.

ADJOURN

Mr. Blackley moved and Mrs. Chuha seconded to adjourn. Upon voice vote the motion passed unanimously.

The meeting adjourned at 8:43 PM.

Attest:

CHRISTOPHER GRAU, Mayor
President of Council

AMY DAY
Clerk of Council