

**JOINT ~ COM DEV & FINANCE COMMITTEE MEETING MINUTES**  
**from MONDAY, DECEMBER 12<sup>TH</sup>, 2022** [meeting began at 6:23 P.M.]

**CD PRESENT:** Chair Callahan, Mitchell, Schneider, Lipian and Oswald

**FINANCE PRESENT:** Chair Stewart, Tollett, Cerra, Davis, Schneider

**OTHER COUNCIL MEMBERS:** Simmons, Corbin

**OTHERS PRESENT:** Mayor Whitfield, Law Dir. Deery, Asst Dir. Calvert, Interim Safety Service Dir. Williams, Fin. Dir. Pileski, Asst. Fin. Dir. Farrell, Engineer McKillips, Lise Day, Police Chief Pelko, Building Official Farkas, CD Dir. Scott, Supt. Korzan, Com. Mngr. Showalter, Water Lead Jacobs, P&R Dir. Reardon, Fire Chief Pronesti, IT Mngr. Rothgery, Utilities Mgr. Connor

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**1. Approval of the Joint Meeting Minutes ~November 14<sup>th</sup> and 28<sup>th</sup>, 2022.**

**Moved by Mrs. Mitchell seconded by Mr. Cerra to approve the meeting minutes.**

**2. The matter amending the American Rescue Plan Essential Services & Small Business Policy & Procedure Manual.**

Referred By: Council President Stewart

President Stewart explained that initially a policy was created in compliance with the CARES ACT, he is requesting that the same type of policy be established regarding ARPA funds. Director Scott will provide program specific requirements. Dir. Scott explained that the Essential Services program has provided one round of funding to date from applications that were due in December 2021. There are several non-profits that are under sub-recipient agreements totaling \$365,000.00, under the essential services. Recently Neighborhood Alliance was awarded an additional \$150,000.00 for their kitchen program. To date there is a total of \$515,000.00 encumbered under the program, leaving a balance of \$485,000.00 remaining. In November a capital improvement program was proposed to support the Neighborhood Alliance request. A request was received from a non-profit organization for \$500,000.00 for facility improvements. An application was received for \$100,000.00 for a public service program through essential services. A request was made from a local church requesting funds to open a daycare. In addition another church request for funding was made, however the request was not confirmed. Law Director Deery suggested that the program be amended to allow for capital improvement projects, as the original ordinance did not provide the allowance. Mrs. Mitchell asked what are the guidelines or qualifications for the sub-recipients? Ms. Scott explained that a need related to covid has to be identified and what the proposed program or project is going to do to resolve that need as a direct result of covid. The non-profit must have an uei number, they must be registered with cm.gov, and exhibit financial capacity. Mr. Williams explained that what was proposed was to create a capital program due to the uniqueness between essential services and capital services. Everyone in the capital program who is applying, must be an owner of the property. Law Director Deery requested clarification on whether a referral had been submitted for a capital services program or not, in addition clarification was requested from Finance Director Pileski regarding appropriated funds through the end of the calendar year. Mr. Pileski confirmed, \$485,000.00 will need to be included in the 2023 permanent appropriation, in addition a capital improvement fund was created for Neighborhood Alliance and \$150,000.00 has been encumbered. Mr. Williams shared that a round of essential services grants were awarded, but there were no intentions of a second round. The request was to move all funds from essential services to the capital fund. Mrs. Mitchell asked are the opportunities open to anyone in the city or is there a target area? Ms. Scott responded the opportunities are open to

any non-profit in the city as long as there beneficiary and the intent of their capital need is going to address something related to covid. Mrs. Mitchell asked what would be requested specifically of the non-profits and how would they have been affected by covid? Ms. Scott provided an example with the Neighborhood Alliance, regarding food insecurity as a need. The new kitchen will provide food service throughout the community. The request would address a community need. Mr. Williams added that some of the non-profits had issues such as the need for roof repairs, in an effort to continue to provide the services that they provide. President Stewart questioned would it not be easier to amend the policy to add the capital improvement or any other line item that would affect when the applications are submitted. Mr. Williams explained that the ownership requirement would need to be added, and combining the programs would open up to new applicants. President Stewart asked what was being done with other applications? Ms. Scott confirmed, no applications had been received after the deadline from the first round of funding. Mr. Williams stated that at the next community development committee meeting they would be prepared to present the capital program. Ms. Scott confirmed that a draft program was created and tabled, it had not been reviewed by the law department. Law Director Deery shared that the law office would review the program material presented, however the next committee meeting is not scheduled prior to the first meeting in January 2023, the earliest for full council to review would be the end of January. Mr. Lipian asked for clarification that essential services is to be moved under the direction of council or some other quasi-legislative body. President Stewart confirmed that regarding the capital improvement he wants to make sure that what is currently in place for the 2022 budget are being addressed and that the city of Elyria is in compliance. Law Director Deery, clarified, there are two approaches, 1.) A new program: capital program, as discussed this evening, to make an amendment specifically to address capital projects as part of ARPA since the legislation does not specifically address capital improvements and 2.) That applications be approved by the economic development committee or similarly composed committee for purposes of consistency, openness and to avoid any appearance of impropriety to insulate the city. Mr. Lipian inquired about the capital improvement pieces of the program and exceptions to the rule. Law Director Derry responded capital needs are not contemplated by city council's ordinance. Mr. Lipian stated "that there seems that there's a mechanism of oversight for this exception and where it comes to council seems like it's functioning pretty well...". He stated he was examining the use of the word transparency. He asked had there been good interactions with the Mayor seeking council's input on various essential services applications and the desires of council in a general good collaborative relationship established? President Stewart welcomed Mayor Whitfield to respond. The original blueprint was created for the CARES Act, that's what was used regarding ARPA funds. Mr. Stewart explained from a councilmatic perspective it is to provide insight.

**Mr. Lipian moved, second by Mr. Oswald to adjourn this evening's Community Development portion of the Meeting at 6:50 P.M.**  
**MOTION CARRIED**

*[The evening's meetings continued with the Finance Committee Meeting].*

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