

THE FINANCE Committee held a meeting on Monday, April 9th, 2024 beginning at 6:26 P.M

Committee Members Present:

CD: Chair Callahan, Mitchell, Schneider, Oswald

Finance: Chair Tollett, Davis, Schneider, Cerra

Others: Armstrong Not in attendance: Siwierka, Stewart, Lipian

Administration and Department Heads Present: Mayor Brubaker, Safety Service Dir Pyanowski, Finance Dir Pileski, Asst Finance Dir Farrell, Law Dir Deery, Public Works Supt Conner, Engineer Schneider, Building Official Farkas and Police Chief Pelko

1. Approval of the Finance Meeting Minutes from March 25th, 2024

Motion moved by Mr. Cerra and second by Mrs. Davis to approve said minutes.

MOTION CARRIES

2. The matter of delinquent utility accts to be certified to the Lorain County Auditor.

Referred By: Public Works Supt Conner

Supt Conner said there is a list of accounts that total \$10,782.66. This list was approved by the EPU Resolution Board on April 5th. These will go as property tax liens for the delinquent utility bills.

Mr. Schneider said he noticed there is one large bill for a multi-family and he asked if this is an on-going issue?

Supt Conner said there has been issues with this account pretty much every quarter. And they received another payment from the owner of High Point in The Park for a one-month bill, which was around \$9,000.

Chair Tollett read the committee report and asked for a motion.

Motion made by Mr. Cerra and second by Mr. Schneider authorizing a resolution for 'said' list of charges to be certified as liens to the Lorain County Auditor.

MOTION CARRIES COMMITTEE REPORT WRITTEN

3. The matter of declaring [6] Kronos time clocks to be declared no longer fit for municipal use and to be disposed of by the best means possible.

Referred By: IT Dir Rothgery

IT Dir was not in attendance so Dir Pyanowski spoke on this matter and said these are older, outdated time clocks.

John Farrell added that these clocks were installed when City Hall was built and were never really used. We would like to get what we can for them so they will try to sell them by the best means possible.

Chair Tollett said this is two parts; resolution and ordinance and he read the first committee report and asked for a motion.

**Motion made by Mr. Cerra and second by Mrs. Davis authorizing a resolution authorizing the Safety Svc Dir to declare ‘said’ property unfit for municipal use.
MOTION CARRIES COMMITTEE REPORT WRITTEN**

**Motion made by Mrs. Davis and second by Mr. Cerra authorizing the Safety Svc Dir to dispose of ‘said’ property by best means possible.
MOTION CARRIES COMMITTEE REPORT WRITTEN**

4. The matter of the purchase of [5] Ford Utility Interceptor Vehicles to be used for Police Patrol.

Referred By: Police Chief Pelko

Chief Pelko said they are requesting to purchase five 2025 Police vehicles. Total amount is \$241,670 and they will be purchased from Statewide Ford. These vehicles will be used for Patrol. The money has been appropriated and will be purchased from State bid pricing. It will pass as emergency clause due to lead time and to secure pricing.

There were no questions and Chair Tollett read the Committee Report and asked for a motion.

**Motion made by Mrs. Davis and second by Mr. Schneider to authorize the Mayor to enter into an agreement for the purchase of the ‘said’ vehicles. Emergency.
MOTION CARRIES COMMITTEE REPORT WRITTEN**

5. The matter of an increase in the price for the Sutphen pumper truck which was approved by Ordinance No. 2024-39.

Referred By: Fire Chief Pronesti

Chief Pronesti was not in attendance and Dir Pyanowski spoke on this matter. Dir Pyanowski said they need approval for the difference in price to go to \$980,437. The amount that was previously approved was if we were paying cash for the truck, but on further review, if the truck is being financed, the cost is higher. They’ve been in contact with the company and they are ready to move forward with the contract. But they need the approval to authorize this increase.

**Motion made by Mr. Cerra, second by Mr. Schneider authorizing an ordinance to authorize the increase of the cost of the Pumper Truck from \$950,000 to \$980,000. Emergency clause applies.
MOTION CARRIES COMMITTEE REPORT WRITTEN**

6. The matter of advertising for bids and entering into a contract for Tree Service for the City.

Referred By: Safety Svc Dir Pyanowski

[This was passed by Utilities on 4/3/24]

Safety Svc Dir Pyanowski said the City has an on-going tree service that is renewed every two years. We have a forestry service but this is for trees that are larger than our crews can handle or maybe different projects where multiple trees have to be taken down and also for emergency tree removal. This is ongoing and it needs to be bid out. This was supposed to have been done at the end of last year, and we've extended the contract with the prior provider while we are preparing to bid it out. We do need it to pass as an emergency.

Dir Pyanowski agrees, he said our forestry folks are very responsive, Scott does a nice job at leading the team. This contract is for the jobs that we just handle in-house.

Chair Tollett read the Committee Report and asked for a motion.

**Motion made by Mr. Cerra and second by Mr. Schneider to authorize the Mayor to advertise for bids and enter into a contract for tree service, emergency clause.
MOTION CARRIES COMMITTEE REPORT WRITTEN**

Chair Tollett said he wanted to give a quick synopsis of matters of #7 and #8.

Agenda item #7: This is a request from the EPD and the Federal Government to create a new fund and name it 'EPD Equitable Sharing Fund.

The purpose of this fund is to deposit EPD's share of seized property obtained in joint Investigations. Up until now they've been depositing these funds into the Law Enforcement Fund, but the Federal Government requires they not be comingled with other deposits.

Agenda item #8: This request is to transfer \$94,680.41 which has been deposited into the Law Enforcement Fund into this newly created EPD Equitable Sharing Fund.

7. The matter of creating a new special revenue fund named 'EPD Equitable Sharing Fund'.

Referred By: Finance Dir Farrell

Dir Farrell said that Chair Tollett did a fine job of explaining this matter. Dir Farrell said the funds that are appropriated to transfer out of Law Enforcement is \$94,680.41.

Chair Tollett read the Committee Report and asked for a motion.

**Motion made by Mrs. Davis and second by Mr. Schneider for an ordinance to authorizing the creation of the 'said' fund.
MOTION CARRIES COMMITTEE REPORT WRITTEN**

8. The matter of the transfer of funds from the Law Enforcement Fund to the newly created 'EPD Equitable Sharing Fund'.

Referred By: Finance Dir Farrell

Chair Tollett read the Committee Report and asked for a motion.

Motion made by Mrs. Davis and second by Mr. Schneider for an ordinance to authorize the transfer of the 'said' funds.

MOTION CARRIES COMMITTEE REPORT WRITTEN

9. The matter of Amendments to the 2024 Permanent Appropriations.

Referred By: Finance Directors Pileski and Farrell *[Standing Referral]*

Fin Dir Farrell said there is 1 item this evening.

- Earlier we discussed the increase in the cost of the Fire Pumper Truck from \$950,000 to \$981,000 from the General Fund Fire Department increasing the Capital Outlay from \$950,000 to \$981,000.

Chair Tollett read the Committee Report and asked for a motion.

Motion made by Mr. Cerra and second by Mrs. Davis to authorize the approval of the discussed amendments to the 2024 Permanent Appropriations.

MOTION CARRIES COMMITTEE REPORT WRITTEN

10. The matter of the discussion of using space within City Hall to be used for 'pop-up' businesses. Referred By: Mayor Brubaker

Mayor Brubaker said this might be the most exciting thing this evening. There is a space downstairs that was cleaned out and was painted recently. That area has been used for storage over the years. He said that he had been thinking of ideas and spoke with Dir Calvert and came up with the idea of using that space for something good. They came up with the idea of offering the space to a small business owner as a 'pop-up' business. He and Dir Calvert discussed timeframes and decided on a 90-day time frame to allow a small 'pop-up' business to use the space for their business. He met with Law Dir Deery and Breunig and it was their recommendation to bring it to Committee for discussion. Dir Breunig has met with Dir Calvert to discuss an agreement and the application process. The space will not be used for food or beverage businesses. They will not allow any food being sold, even if prepared somewhere else and sold here due to liabilities. They will also not allow CDBD or Vape products or alcohol, drugs, fireworks, none of those kinds of items.

During the ECP event a few weeks ago Mayor Brubaker met business owner, Kianga Holland of Kreation by Kianga. He spoke to her and he immediately connected with this business, which would be a good opportunity for this space.

He spoke to her about this opportunity for her business as our first 'pop-up' business in City Hall. She was all on board with this.

Dir Calvert and Ms. Holland met to talk about this opportunity. Ms. Holland does have insurance. The idea is to enter into an agreement, whether it's for \$1.00 or no charge at all and to enter into an agreement with an entity to allow that space to be used as a 'pop-up' business. It will only be open during City Hall hours, 8:00 A.M. to 4:30 P.M. It will not be open on weekends. The area has a sliding gate and a door that locks. The City won't be responsible for any of her merchandise, but that will be part of the agreement. Mayor said what he purchased from her is a box that was created with a matching coffee mug that she designed and it also included some candies and goodies. He said he purchased it as a gift for someone and it was well received. Mayor Brubaker said he thought this business would be a good test pilot for this type of program. Mayor introduced Kianga Holland so she could speak to the committee about this opportunity.

Kianga Holland said she is the owner and operator of Kreation by Kianga. She said the box that the Mayor was speaking of is a box that she created called the 'hug' box. The mug in the box says it's a hug and a mug. And she added a slate coaster in the box and it says a hug for your mug. A pair of warm socks are included in the box along with Hershey's chocolates and it also comes with a card. That is one of the things she has curated for her business which she started in October. She has worked in hospitality her entire life and she worked for Apple for several years and she has a strong customer service background. Customer service and making people smile is her passion. These gifts that she will have in her popup store will be mugs, t-shirts, tumblers, plants, keychains, ornaments. She will spread cheer to everyone coming into City Hall and to everyone that's downtown. She's hoping to get exposure for her business and to one day become a business owner in Elyria.

Chair Tollett thanked Ms. Holland and said there is a huge market for this.

Mrs. Mitchell thanked Mayor Brubaker because he didn't have to bring this to the committee, but she appreciates that he did and she loves this idea and she wishes Ms. Holland much success.

Mr. Armstrong asked how we will choose the next business once the 90 days is up?

Mayor Brubaker said they will have an application process and as long as that next one fits into the guidelines, that next person in line will go next for their 90 days. They won't pick and choose, it will be by the application process unless they get hundreds of applications, then they may look at a different avenue.

Mayor wants the committee to keep in mind that his discussion originated with the Law Dir's office and they all agreed bringing to Finance Committee would be the right thing.

Mrs. Davis asked if there is a price range for these items?

Ms. Holland said her keychains start at \$3, mugs will be \$10 to \$15, t-shirts will be offered, she is currently designing those, the hug boxes are \$20. Nothing will be higher than \$30.

Mr. Schneider said he wishes her the best of success in the 90-day period and he hopes she'll be able to get a store front after this. He asked Mayor Brubaker asked if there will be signage on the west side of the building because a lot of foot traffic doesn't go past the Building and Water Depts.

Mayor Brubaker said they are looking at potentially putting a small sandwich sign outside and there will be an opportunity for the business to but a sign in the window of that space. It will also go Facebook and social media as well.

Mr. Oswald asked what department will handle the application process?

Ms. Holland said she can make custom mugs with a picture of your cat or dog, also custom tote bags and custom keychains.

Mr. Armstrong asked if she has a catalogue of all the items that she offers?

Ms. Holland said she has a website, an Etsy page and she will have a catalogue available when she is set up, which she is working on.

Mrs. Mitchell asked the Mayor that when her 90 days are up she'll need a place to go and does he have a place in mind?

Mayor Brubaker answered Mr. Oswald's question, applications will be done thru Dir Calvert. And to Mrs. Mitchell, that objective over that 90 days is to be working with our downtown spaces to find her a home for the business, provided this pop-up opportunity projects enough for Ms. Holland to make that commitment. Part of the redevelopment of downtown is to find homes for businesses.

Chair Tollett complimented the Mayor on this great idea and thanked Ms. Holland.

Mr. Cerra said the mini mall on Broad Street would be a perfect spot for something like this and he wishes Ms. Holland nothing but the best.

Chair Tollett asked for a motion to adjourn this evening's Finance meeting.

Motion made by Mr. Schneider and second by Mrs. Davis to adjourn this evening's Finance Committee Meeting at 7:05 P.M.

MOTION CARRIES

Respectfully Submitted by,
Colleen Rosado, Secretary/Administrative Assistant