

Minutes of the Finance Committee of Stow City Council Meeting held on Thursday, March 24, 2022 at 5:36 p.m.

Any members of the public wishing to have a public comment read at a standing committee or Council meeting must provide their name, address, and comment in writing to the Clerk of Council no later than 3 P.M. the day of the meeting. Comments may be delivered in person, by mail or emailed to clerkofcouncil@stow.oh.us. Any written public comments will be read by the Clerk of Council or another appropriate meeting participant during the requested meeting.

Public comments must come directly from the person requesting the comment to be read and cannot be compiled or vetted by a third-party representative. Any public comments requested to be read shall provide their name and address for the record and shall be read in the same reasonable time permitted to those speaking in person. Any public comments submitted by persons other than the indicated (signed) party will not be read.

Committee Members Present: McIntire, Feldman, Harrison, Riehl

Committee Members Absent: None

Other Council Members Present: Fiocca, Lowdermilk, Licate

City Officials Present: Mayor Pribonic, Chief of Staff/Service Director Wren, Finance Director Costello, Finance and Budget Director John Earle, Police Captain Snavelly, Fire Chief Stone, Law Director Syx, City Engineer McCleary, Assistant City Engineer Mike Jones, Planning Director Leppo, IS Manager Paxton, Water Department Shaver, Deputy Clerk of Council Mottram and Clerk of Council Villers.

Press Representatives: None

Call to Order

Chairman Harrison called the meeting to order.

Approval of Minutes

Motion made by McIntire seconded by Feldman for approval of Minutes of the Finance Committee Meeting of March 10, 2022. Vote – Yeas: McIntire, Feldman, Harrison, Riehl. Nays: None. Motion carried unanimously.

Budget/Financial Reports

Mr. Costello reported the Billing of Listing was distributed for \$1.8 million. He notified Council that the Tax Department would have extended hours and residents had the ability to efile their tax returns. Residents

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who worked from home could submit a letter to the tax office. The State has not made a decision on how to handle work from home income tax reporting.

Mrs. Harrison rearranged the agenda this evening. The minutes were typed according to the agenda.

Business Item(s)

T-236 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE VILLAGE OF SILVER LAKE FOR STORM WATER IMPROVEMENTS ON ENGLEWOOD ROAD LOCATED IN BOTH THE CITY OF STOW AND THE VILLAGE OF SILVER LAKE; AND AUTHORIZING EXPENDITURES THEREFOR.

On February 10, 2022, Mr. Jones stated that The Village of Silver Lake had contracted to complete roadway, drainage and water distribution improvements on Englewood Road. A small portion of the project included upgrading and extending the storm sewer at the south end of Englewood Road on the east side of the road. The new system would improve drainage and flooding issue to Silver Lake and Stow residents. Stow had agreed to support this portion of work with the City's Storm Water Utility Fee approved in the 2022 Budget. The Village of Silver Lake would be responsible for the maintenance of the storm sewer system within Silver Lake and the City of Stow would be responsible for the maintenance of the storm sewer system in the City of Stow. T-236 authorized the Mayor to enter into an agreement with the Village of Silver Lake for up to \$200,000 for Storm Water Improvement on Englewood Road. On March 10th, Mr. Jones provided a presentation to explain the area and scope of the work.

On March 24th, Mrs. Harrison noted that the City did not receive enough petitions from the sidewalk petition. The sidewalks will not be a part of the project. Mr. McIntire had a few follow-up questions to the Engineering staff.

Motion made by Feldman seconded by Riehl to forward to this evening's Regular Council Meeting. Vote – Yeas: Harrison, McIntire, Feldman Riehl. Nays: None. Motion carried unanimously.

T-256 AN ORDINANCE AMENDING ORDINANCE NO. 1994-348, COMMONLY KNOWN AS THE PART-TIME AND SEASONAL PAYROLL ORDINANCE, AND ALL AMENDMENTS THERETO, TO UPDATE THE PAY SCALE AND BENEFITS OFFERED TO SUCH EMPLOYEES, AND DECLARING AN EMERGENCY.

Mr. Wren explained that the purpose of the changes was to update the pay matrix for the part-time personal. It has not been updated since 2009. Mrs. Harrison asked for a reconsideration regarding the vacation policy for permanent part-time employees for accrued earning of vacation. Mr. Wren stated that he could revisit the vacation.

Motion made by Harrison seconded by McIntire to forward to this evening's Regular Council Meeting. Vote – Yeas: Harrison, McIntire, Feldman, Riehl. Nays: None. Motion carried unanimously.

T-257 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH OPENGOV, INC., A PROFESSIONAL SERVICES PROVIDER, AND AUTHORIZING EXPENDITURES FOR THE CALENDAR YEAR **2022**, FOR THE PURCHASE OF THE OPENGOV CITIZEN SERVICES SOFTWARE, FOR USE BY THE BUILDING, PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENTS, WITHOUT THE NECESSITY OF PUBLIC BIDS, AND DECLARING AN EMERGENCY

Mr. Leppo requested legislation to authorize the expenditure of up to \$79,450.00 to OpenGov Inc. for the following:

Migration Services – The one-time fee of \$49,950.00 is to migrate the current outdated Franklin system onto the proposed OpenGov platform. It was paramount to have all information in one centralized database to continue operations accurately. The system we currently use was integrated into the multi-departmental workflow in 1996 and consists of decades of permits, notes, site plans, building reviews and a multitude of other miscellaneous files. All of this information must be accurately migrated into any system put in place.

OpenGov Citizens Service – This service would serve as the backbone of the Planning & Development, Building and multiple other departments. It consisted of a 2022 prorated fee of \$29,500.00 with an approximate full annual fee of \$44,250.00 to be expected in subsequent years (2023+). OpenGov would allow the City to modernize the end-to-end permitting process from applicant submission to permit issuance and inspection. The City’s residents and the business community can expect to have a similar experience applying for a permit as they would while shopping on one of the leading online e-commerce platforms today. Those individuals who would still like to apply in person will be available as well. Once the OpenGov platform is online, residents and businesses will be able to:

- Submit and pay for permits through an intuitive web portal
- Track and monitor the status of their applications; save in-progress application drafts
- Request inspections
- Review their historical permits, payments, inspections, and in-progress applications
- Message City staff throughout the application approval process
- Receive and print their permits at home

OpenGov has a proven track record of success in the State of Ohio and is currently working with leading communities like the City of Wooster; the City of Upper Arlington, City of Hudson, Colerain Township, Boardman Township, Portage County, the City of Fairfield, OH; City of Bexley, OH; City Forest Park, OH; City of Hilliard; Plain City, OH; City of Johnstown, OH; Union County, and the City of Mentor amongst others.

In addition to bringing the market’s best-in-class cloud-based permitting, licensing, and code enforcement solution to our residents, the OpenGov platform would also modernize the permitting process for City Staff. We expect OpenGov to deliver the following improvements to our day-to-day operations:

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- Streamline review and approval of applications by automating our internal workflows and approval process
- Improve operational efficiency by leveraging native reporting and executive-level dashboards with built-in KPI management to measure the department's performance
- Leverage route optimization software for scheduling the most efficient route for inspectors
- Provide inspectors a mobile-friendly application with offline mode capability so while in the field they can review the application, historical records, and ultimately pass or fail the inspection with supporting documentation like images of the construction site
- Combine the department's historical records into a common platform for a comprehensive review of historical data when making a determination on an application
- Streamline communication with the applicant throughout the approval process with built-in messaging for real-time communication
- Improve communication and transparency with our community by providing them a portal to review key figures and information relating to approved and historical permits (based on the City's discretion)

Mr. McIntire had a few follow-up questions regarding the reduction of paper and form errors with the use of the new software. Mr. Leppo stated that it would significantly reduce paper use and the system will not allow the incomplete applications to be submitted. Mr. Lowdermilk asked about the back-up system for the software which Ms. Paxton explained it was on the cloud.

Motion made by Harrison seconded by Feldman to forward to this evening's Regular Council Meeting. Vote – Yeas: Harrison, McIntire, Feldman, Riehl. Nays: None. Motion carried unanimously.

T-258 AN ORDINANCE AUTHORIZING EXPENDITURES FOR THE PURCHASE OF THREE (3) 22-FOOT TILT DECK EQUIPMENT TRAILERS, FROM KAUFMAN TRAILERS OF NC, INC., FOR USE BY THE WATER, STREET AND PARK MAINTENANCE DEPARTMENTS, WITHOUT THE NECESSITY OF PUBLIC BIDS, AND DECLARING AN EMERGENCY.

Mr. Wren requested legislation to authorize the expenditure of up to \$25,842.00 to Kaufman Trailers of NC Inc. for the purchase of (3) 22 ft. tilt deck equipment trailers to be used by the Water, Street and Park maintenance Departments. This expense was part of the Capital Budget. This would replace V362, V342 & V145.

Kaufman Trailer was less than State of Ohio pricing. The price comes in less because this will be a directfactory purchase.

Motion made by McIntire seconded by Riehl to forward to this evening's Regular Council Meeting. Vote – Yeas: Harrison, McIntire, Feldman, Riehl. Nays: None. Motion carried unanimously.

T-259 A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A COMMUNITY REINVESTMENT AREA (CRA) TAX INCENTIVE AGREEMENT WITH SEASONS BUSINESS CENTER SIX, LLC FOR THE CONSTRUCTION OF A 254,474 SQUARE FOOT INDUSTRIAL BUILDING, KNOWN AS SEASONS BUSINESS CENTER SIX, IN THE SEASONS BUSINESS PARK – WEST AT THE WEST SIDE OF STATE ROUTE 8, SOUTH OF SEASONS ROAD, AND FOR THE ASSOCIATED SCHOOL DISTRICT COMPENSATION AGREEMENT.

Mr. Leppo explained that the Seasons Business Center 6, LLC plans to construct a 254,474 square foot office/industrial building at the Seasons Business Park – West site located on the west side of SR 8 south of Seasons Road. They had submitted a Community Reinvestment Area (CRA) Agreement Application to the City of Stow to assist with this project.

As part of this proposed agreement, the applicant will be responsible for creating a total of 60 new jobs and \$2,000,000 in new payroll by the end of the third year of the agreement. This new payroll would generate an estimated \$40,000 annually in payroll tax after the third year of the agreement. This property is located in the income tax sharing zone with the City of Akron.

The estimated investment in real property improvements in this building is \$16,795,284. The applicant has requested a 100% exemption for a 15 year period on the increase in real property taxes due to the construction of this new industrial building. Estimating the appraisal for the new building to be approximately equal to 90% of the real property improvement costs, and using the Tax Year 2022/Collection Year 2023 rates, this project will generate an estimated \$355,737 in annual real property taxes. Approximately \$220,189 of this amount is attributable to the Stow-Munroe Falls School District millage and \$50,260 is attributable to City of Stow millage.

As part of this agreement Seasons Business Center 6, LLC will be enter into a School District Compensation Agreement with the City of Stow that will result in the District receiving an annual payment of 50% of the taxes the School would have received without an abatement (\$110,095).

If the CRA Agreement with Seasons Business Center 6, LLC was approved as proposed, they would experience an estimated annual savings of \$245,643 on the new property taxes resulting from this new building. Considering the projected School District Compensation Payment, the applicant will realize a net annual benefit equal to a 69% exemption on the real property taxes on this new building.

Motion made by Harrison seconded by Riehl to forward to this evening's Regular Council Meeting. Vote – Yeas: Harrison, McIntire, Feldman, Riehl. Nays: None. Motion carried unanimously.

T-260 AN ORDINANCE PROVIDING FOR THE ISSUANCE AND SALE OF \$500,000 OF NOTES, IN ANTICIPATION OF THE ISSUANCE OF BONDS, FOR THE PURPOSE OF PAYING A PORTION OF THE COSTS OF CONSTRUCTING, FURNISHING, EQUIPPING AND OTHERWISE IMPROVING A NEW STOW MUNICIPAL COURT FACILITY AND EQUIPPING AND IMPROVING ITS SITE, AND DECLARING AN EMERGENCY.

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Mr. Earle requested legislation be submitted to Council for the following purposes regarding the City's debt:

To authorize the issuance of a renewal note for the Courthouse project in the amount of \$500,000. The note was originally issued for \$5,000,000 in 2007 as part of the overall financing for the new Municipal Court building in Stow. It would reduce (paid-down) from \$900,000 this year.

The total combined (with the Hanson property T-261) renewal note issue amount will be \$2,100,000. It would be placed with Huntington Bank with a one-year rate of 1.6%.

Motion made by Harrison seconded by Riehl to forward to this evening's Regular Council Meeting. Vote – Yeas: Harrison, McIntire, Feldman, Riehl. Nays: None. Motion carried unanimously.

T-261 AN ORDINANCE PROVIDING FOR THE ISSUANCE AND SALE OF \$1,600,000 OF NOTES, IN ANTICIPATION OF THE ISSUANCE OF BONDS, FOR THE PURPOSE OF PAYING COSTS OF ACQUIRING REAL PROPERTY IDENTIFIED BY THE SUMMIT COUNTY FISCAL OFFICER AS PERMANENT PARCEL NOS. 56-13295 AND 56-13296 AND CONSISTING OF APPROXIMATELY 36 ACRES KNOWN AS 2861 CALL ROAD IN THE CITY FOR THE PURPOSE OF PROVIDING A DRIVING RANGE FOR THE CITY'S FOX DEN GOLF COURSE AND FOR OTHER MUNICIPAL PURPOSES, AND DECLARING AN EMERGENCY.

Mr. Earle requested legislation be submitted to Council for the following purposes regarding the City's debt:

To authorize renewal of the Land Acquisition (Golf Course) note in the reduced amount of \$1,600,000. It was issued in 2021 in the amount of \$2,000,000 for the purchase of the Hanson property. The total combined (with the Courthouse T-260) renewal note issue amount will be \$2,100,000. It will be placed with Huntington Bank with a one-year rate of 1.6%.

Motion made by Harrison seconded by Riehl to forward to this evening's Regular Council Meeting. Vote – Yeas: Harrison, McIntire, Feldman, Riehl. Nays: None. Motion carried unanimously.

T-265 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A 10-YEAR CONTRACT WITH UTIL SERV CO, INC. (UTILITY SERVICE CO., INC.), A PROFESSIONAL SERVICES PROVIDER, AND AUTHORIZING EXPENDITURES FOR THE PURCHASE OF A TRIHALOMETHANE REMOVAL SYSTEM FOR THE CITY CENTER WATER TOWER, WITHOUT THE NECESSITY OF PUBLIC BIDS, AND DECLARING AN EMERGENCY

Mr. Shaver requested legislation be prepared authorizing a ten (10) year contract with Utility Service Co Inc. for the purchase of a Trihalomethane Removal System (TRS) for the City Center Water Tower. The first four (4) years are valued at \$646,435.00 to recoup original investment, years 5-10 would be adjusted to reflect actual cost of service with a maximum adjustment of 5%.

Chlorine is used in the treatment process of drinking water. The longer the chlorine is in the drinking water, it generates a disinfectant byproduct called THM (trihalomethane). This byproduct is considered a carcinogenic. THM is more prevalent in the warmer temperatures. The only way to remove THM is through

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a mixing and ventilation system. This system will remove over half of the THMs. Utility Service Company Inc. THM Removal Systems are customized for each tank and the tank's operating conditions to maximize effectiveness of the THM removal while minimizing costs. They are the leader in the industry for THM removal. All the surrounding communities are currently using them as well.

Trihalomethane (THM) removal is monitored by the EPA and fines are involved for non-compliance. They do not mandate how the removal is to take place. This expense was part of the Capital Budget.

Mr. Wren certified this purchase to be an emergency measure necessary for the immediate preservation of the public health and safety for the purpose of providing safe water for the City and due to the fact that this price is scheduled to increase 15-20% in April.

Motion made by Harrison seconded by McIntire to forward to this evening's Regular Council Meeting. Vote – Yeas: Harrison, McIntire, Feldman, Riehl. Nays: None. Motion carried unanimously.

MOTIONS:

Lexipol, LLC – Upgrade of Department's Policy and Procedure Manual

Captain Snavely requested Finance Committee approval to authorize the expenditure up to \$15,258.82 to Lexipol LLC for upgrade of department's policy and procedure manual. Includes supplemental manual(s), daily training bulletins and annual subscription fee.

Motion made by Harrison seconded by McIntire to approve the expenditure for Lexipol, LLC. Vote – Yeas: Harrison, McIntire, Feldman, Riehl. Nays: None. Motion carried unanimously.

Hiring – Deputy Engineer – Engineering Dept.

Mr. McCleary requested permission to fill the full-time position of Deputy City Engineer:

2022 Compensation Structure:

Pay Grade 10 \$25.95-\$34.37

Reason for Request: Replacement in the Engineering Department

Mr. McCleary stated that the position was needed to oversee a growing number of engineering projects.

Motion made by Harrison seconded by McIntire to approve the hiring of a Deputy Engineer in the Engineering Department. Vote – Yeas: Harrison, McIntire, Feldman, Riehl. Nays: None. Motion carried unanimously.

Hiring – Police Officer – Police Dept.

Captain Snavely notified Council that Officer Nicholas Moore has given us his two week notice that he will be resigning. His last day was March 22, 2022. Captain Snavely requested that the Police Department be authorized to hire one police officer from the civil service eligibility list to replace Officer Moore. The process to hire a police officer can take several months to complete. It includes a background investigation, polygraph exam, psychological testing, panel interview, drug screening and physical exam. We are currently authorized to have 44 full-time police officers.

Motion made by Harrison seconded by McIntire to approve the hiring of a police officer for the Police Department. Vote – Yeas: Harrison, McIntire, Feldman, Riehl. Nays: None. Motion carried unanimously.

Hiring – Accounting and Records Supervisor – Finance Dept.

Mr. Costello informed Council that Reed Urie, the City's long-time Accounting and Records Supervisor, has advised him of her intent to retire later this year. He requested permission to fill her full-time position so that we may begin the process of transitioning to a qualified Finance Department replacement.

Reed performs a number of critical tasks for the City. First and foremost, she supervises the City's overall accounting function, with responsibility for balancing the City's accounts each month and at year end. She maintains the City's budgetary personnel database and provides the periodic accounting/budgetary reports to City Council and Department Heads after ensuring that all accounts are properly reconciled and closed for the appropriate month and year.

Daily coordination of the City's Group Health Benefit Plan and our investment program are also among Reed's ongoing responsibilities. In addition, she serves as the backup payroll specialist, which is very important for the Finance Department, and she assists with the administration of various employee benefits or entitlements such as unemployment and workers' compensation.

Mr. Costello stated that it was imperative that we hire someone now to train under Reed for these critical functions.

Motion made by Harrison seconded by Riehl for the hiring of a replacement for the Account and Records Supervisor in the Finance Department. Vote – Yeas: Harrison, McIntire, Feldman Riehl. Nays: None. Motion carried unanimously.

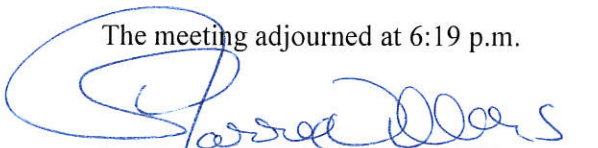
REMONSTRACNE PERIOD

None.


Adjournment

Motion made by Harrison seconded by McIntire to adjourn. Vote – Yeas: Harrison, McIntire, Feldman, Riehl. Nays: None. Motion carried unanimously.

The meeting adjourned at 6:19 p.m.



Lorree Villers, Clerk of Council



Sindi Harrison, Chairman

Minutes prepared by:



Sonya Mottram, Deputy Clerk of Council