

**MINUTES OF CITY COUNCIL WORKSESSION
SHEFFIELD LAKE, OHIO
April 16, 2024**

The regular meeting of the City Council Worksession was held Tuesday, April 16, 2024. President Rosso called the meeting to order at 7:05 PM.

ROLL CALL OF MEMBERS:

Present: President Rosso, Kovach, Stark, Wtulich, DeBottis, Petrucci, Gee, Cizl, Mayor Radeff, Law Director Graves, Service Director Hastings.
Excused: Finance Director Fallis.
Attending: Citizens.

PRESENTATIONS: None.

*******COMMITTEES*******

ROADS & DRAINS: None, but the public meeting for sewers will be before this meeting at 6:45. **/SAFETY:** None. **/BUILDINGS, LANDS, VEHICLES & EQUIPMENT:** None. **/ORDINANCE:** None. **/FINANCE:** None. **/PARK BOARD:** Representative Kovach states for discussion this evening, I'm proposing that we put together some legislation to attach all the trails to the actual park system. I think it will be beneficial as far as acquiring grants.

*******ADMINISTRATIVE*******

MAYOR: Mayor Radeff has no report. Councilwoman Gee thanks the mayor and service director for coming to Monday morning coffee. **/SERVICE DIRECTOR:** Service Director Hastings reports I worked with the law director to put together the annual bid legislation and hopefully will be available for Tuesday's meeting. With that will be the attachment of the road list. Some of our target streets, although not the official list, are Treadway south of Richelieu, consideration of Cliff/North Buckeye Dr., also north of Lake Rd. at Harris, Forestlawn between West Dr. and Dillewood, that would tie in with the Warwick improvements. We are looking at Parkview as well as Parkway. I'm hopeful, although not on the road list, to get Alameda Phase 2 started. Law Director Graves asks can you explain the annual bid? Service Director Hastings replies every year the city purchases gasoline, diesel fuel, aggregates, stone, etc. We then devise a target asphalt list. Every year we bid that out and companies bid on it and the best and lowest bidder receives it. Councilman DeBottis asks on the bids, are all the streets bid out at one time or is it one street at a time? Service Director Hastings replies we have a list that is anywhere from 6-10 streets. Law Director Graves replies they bid on asphalt

installation per linear foot. We aren't bidding road repairs for certain streets; we are bidding asphalt placement. Service Director Hastings states I am still waiting for direction on our boat launch. I do have some surveys done on existing conditions for sand, so we might put the docks in before we are able to dredge. We have moved along quite well on the design for the replacement of the water main in Day Ditch. The engineer is very close to having the design done for informal bidding for Forestlawn Ditch. The mayor had me start the process for Shumaker Ditch. The area hasn't been surveyed for quite a long time and there is a lot of private property there. It's better we have that identified. We are looking at the replacement of a section of water main section on West Shore from Lake Rd. to Hawthorne. We have the water hydraulic study done for the water tower. With that information, we can nail down the optimum spot for a water tower. Our next phase would be to pursue the design of the tower. Councilman DeBottis asks the dead end of Forestlawn, there is about a 20–30-yard section that was never completed by Marion, are there any plans to punch through there? Would that help drainage? Service Director Hastings replies it wouldn't necessarily help the drainage. I did get a recent complaint on that. The ditch can be addressed regardless of whether the city punches it through. Councilman DeBottis says the way it's set up, it looks like water goes that way and then comes to an abrupt stop. Service Director Hastings says we did maintenance on that ditch probably 8 years ago and then we had a couple water main breaks. I thin the spoils from that have made their way into the ditch as well as trees and debris. It was brought to our attention and we are gonna look. Councilman DeBottis says in the winter they plow against that and it piles up. Then when the thaw comes, it runs back this way towards the homes because it has nowhere to go. Service Director Hastings responds maintenance can still be performed regardless of if the street is there. Councilwoman Petrucci says also on Ferndale on the east end off of Irving Park, there is the walking trail and right on the other side there are two blue posts back there. Do you have any idea what those are for? Service Director Hastings replies probably identifying water mains. **FINANCE DIRECTOR:** Finance Director Fallis excused. **LAW DIRECTOR:** Law Director Graves has no report. Lengthy discussion on recreational director with the following key questions/comments: Councilman Cizl asks with council #017 what is the logic of recreation director vs. community center manager where we would create a new position and then have two positions or combining them? Mayor Radeff replies the point was to be able to use the budget already set aside for the community manager and be able to use that into the rec director. So, instead of having to take between \$20-25,000 in addition to the \$7,500 for the manager, I would be able to use the \$7,500 towards that so it's less on the overall budget. The hope is to be as sparing as I can with the budget. Service

Director Hastings says some thoughts were the recreation director would have the opportunity to work out of the community center where the Office on Aging monopolized that space there. Then the idea you could run recreation programs out of a community building. I've had the privilege of having both of those jobs and it does lend to complement each other well. Councilman DeBottis asks it says range of \$15-25,000 per year, has that been narrowed down or is that still the range? Mayor Radeff says the goal with the range is to not lock myself in to starting them with the highest up front with the idea we understand it's going to be an evolving position. My expectations are going to increase as we go on. We want to make sure there is opportunity because if not, every single year we are going to have to come back and ask for an increase in salary. It saves time and having to keep coming back and forth to council. It also helps with experience and gives us that leeway based off responsibilities, etc. Service Director Hastings says the part time grant administrator also has the same criteria where the mayor could bring them in at a range of \$15-25,000 and it worked out well. They came in at the lower end and based off productivity, he had that ability to increase without a council resolution. It's an established practice throughout part time positions. President Rosso says \$15-25,000 with the current manager making \$7,000 means we are really only paying a rec director between \$8-18,000, because that \$7,000 is already in the budget. We used to do this for the directors before we tied their pay increases into the union increases, and whatever it was, say \$5-10,000, the very next year when everyone else was getting 3%, the administration just moved them up to the top and council had nothing to say about it. I am opposed to giving ranges, I would rather come back every year for an increase or tie it to one of the contracts. You lose control when you do a range and you may as well assume it's going right to the top as soon as possible. Councilman DeBottis asks if we start them at \$25,000 and they needed an increase, then what would happen? President Rosso replies they would have to come to council. The way the legislation reads, down the road if the duties of the rec director change, and say we bring back the civic service manager, they will still be getting paid as doing both jobs. Councilwoman Gee says so far everyone has told us that the job description was taken off the internet and was gonna be tweaked. Until we really know what their job description is, I'm uncomfortable with that broad of a pay. I would rather know what they are doing. President Rosso says based off legislation, it would be to oversee, plan, implement and promote recreational programs offered by the city. Law Director Graves says in legislation, you outline the broad duties of the position. There is no other position in the city where council sets the job description except maybe the Clerk of Council. Job descriptions are set by department heads. Also, with the comment of community center manager position coming back, I'm not sure if you repeal a

position if the pay ordinance goes away as well and if you reestablish the position, I'm not sure you revive the pay ordinance of the position that was eliminated. Councilwoman Stark says with the pay range, I know that's what a lot of companies are doing now. Say we change this and decide not to go with pay range and we start them out at \$15,00 and get someone well qualified, does that mean it has to come back to us if we want to now pay them \$18,000? President Rosso replies yep. Councilwoman Stark says that is why I would want to do the range and why most companies do that now based on experience. I will tell you after interviewing that the person we have in mind, we would want to start them out at the \$20-25,000 range based off experience, etc. President Rosso says I understand what you are about businesses, but a business' goal is to make money. You don't run a government like a business. Is \$10,000 gonna break us and would it probably not be that? Would it probably be \$5,000 based off the mayor's recent comment? I just want council to be aware if they bring them in at \$20,000 and next year, they bump them up to \$25,000, it's out of our hands. Councilman Wtulich asks I'm wondering if we suggest changing the established rate to \$23,000 or \$22,500 before it goes to the third reading if it's not gonna pass and get held up. President Rosso says I am just saying that we are empowering the administration to do what they see fit in that range. Councilwoman Petrucci asks currently, how many hours does the community center manager put in per week? Service Director Hastings responds I was the manager for 18 years and averaged about 15 hours a week. Amanda Harett (current manager) replies I was told around 10ish hours. Some weeks I do less than that, one week I did 34 hours. It depends what is going on, it fluctuates. Service Director Hastings says that building is virtually dead during the day besides little craft groups, etc., but nothing like the hustle and bustle that was there. That was the idea of combining them, adding more duties, more opportunities for the community. The city has this gem of a building sitting there during the day and it could be so much better utilized. Councilman DeBottis asks is this person we hire for this position going to have set hours? Service Director Hastings replies the idea is they have goals on programming, so I think they have a lot more on campus hours to begin. Councilman DeBottis asks would this be their only job or would they have a full-time job and this would be secondary? Mayor Radeff responds I don't expect anybody to live off of \$15,000-25,000 a year. We expect they will have another job. We made it clear in the interview process that we understand that, but there's gonna have to be availability. Service Director Hastings says not only did we get a list of good candidates, everyone of them had pretty outstanding flexibility. Mayor Radeff says it's an at will job, if the results aren't there, we find someone else. President Rosso says my other thing is if it's 15 hours for community manager and then we only have another 15 hours to spend as

rec director, because you cannot go over 30 hours in a part-time job on a regular basis or you have to provide insurance. Law Director Graves replies it may or may not apply because I'm not sure we are at 50 or more full time employees. Generally speaking, you are correct. President Rosso says then that limits it to 15 hours to do the recreation job. Law Director Graves states it's a part time salary position. Making it available doesn't necessarily mean we have to pay for it (insurance). Councilman Cizl says the community center is flourishing and booked for over a year, I would assume the community manager is in charge of setting up, tearing down, locking up, etc. Mayor Radeff replies no, the people who rent it do that. Short discussion about the cleaners/renters. President Rosso asks who would this position report to? Service Director Hastings replies the mayor. President Rosso says I just want to make sure there is no confusion that Park Board thinks this person works for them. Councilman Kovach asks in regard to the present community center manager, if she is not the successful candidate to receive this job, I think she is going to be eligible for unemployment. Law Director Graves replies no comment. Councilwoman Petrucci says I looked at the duties of the current manager and the duties of the director of recreation and it's obviously a continuation of the duties of the current manager onto the new job description. It looks like D is where you really wanna see this person to oversee, plan and promote recreational programs offered by the city, it's where you really wanna see them develop and spend time? Mayor Radeff replies yes. The goal is not to change anything that is already going on there, this person's job is to actively start creating more opportunities. On the survey, of the 463 people that responded, 80% of them said recreation was important and of them 67% said that our opportunities in the city were ok or poor. It seems to be something that people are asking for. President Rosso says he is not focusing on just programs for children, this is senior activities, etc. Mayor Radeff states one of the main things is people wanted community events/activities. We want to meet the needs of all citizens, not just one age group. Councilwoman Gee says on the front page, third whereas, it discusses the \$20,000 for recreational programs. Are we going to be losing that because we've got a rec director? It sounds like we really need that for programming if we get a rec director. President Rosso replies we only have \$5,000 in the 2024 budget for recreation programs. That \$20,000 was appropriated in 23 and never used. Law Director Grave says when the 24 budget was voted on, that appropriation was reduced from \$20,000 to \$5,000 and rec director from \$5,000 to zero. Councilman Gee asks is the \$5,000 gonna be enough for the rec director to even work with doing these things? Mayor Radeff replies we put that because the next step is we have to appropriate some of that money for this year. There is money that just was not appropriated this year that was appropriated last year and it's not that the

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money is gone, it just wasn't appropriated. There is also a line for event planning. Short discussion on current lines/appropriations/plans. President Rosso says I believe money is available, we just have to do the paperwork and move it to the right accounts so we can spend it. Councilwoman Petrucci asks of the \$20,000 appropriated for recreation programs, any idea how much of that we used? President Rosso replies none.

COMMUNICATIONS: None.

OLD BUSINESS: Councilman Kovach says in regard to the porta potties, we are not paying for them, they just have not been picked up. Service Director Hastings says correct. We had a 7-day contract paid in advance. They are a week late in picking them up. Councilman Cizl says we had a long meeting last week and the two public hearings which are up on the website, but the third file of the council meeting is so large that it was never put up. I can't get my computer to access it. I will keep playing with it.

NEW BUSINESS: Councilwoman Gee asks is all the work done downstairs? Service Director Hastings replies he is applying primer right now, so it's close but not complete.

ORDINANCES AND RESOLUTIONS: Councils Agenda –

COUNCIL #011- TABLED READING- AN ORDINANCE VACATING PORTIONS OF PARKVIEW DRIVE, IVANHOE AVENUE AND FERNDALE AVENUE AND THE DECLARING OF AN EMERGENCY.

COUNCIL #017- THIRD READING- AN ORDINANCE REPEALING SECTION 969.02 REGARDING COMMUNITY CENTER MANAGER AND ESTABLISHING THE POSITION AND RATE OF PAY FOR THE POSITION OF RECREATION DIRECTOR FOR THE CITY OF SHEFFIELD LAKE.

MEETING ADJOURNED: With no further business before this council, Motion by Kovach /Second by Wtulich to adjourn at 8:07pm. Yeas All.

CLERK OF COUNCIL AFFIRMATION: This Meeting Of The City Council Of The City Of Sheffield Lake, Ohio Was Held And Conducted Under All Rules And Regulations Governing The Sunshine Laws Of The State Of Ohio As They May Apply. All meetings are recorded and available in council offices.

CLERK OF COUNCIL/COMMITTEES
Brandy Randolph

MAYOR
Rocky Radeff

I, Brandy Randolph, duly appointed Clerk of Council of Sheffield Lake DO HEREBY CERTIFY that this is a true and exact copy of the Minutes of WORKSESSION of April 16, 2024.

COUNCIL PRESIDENT
Rick Rosso