

RECORD OF PROCEEDINGS

Minutes of

Delaware City Council

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held December 2 20 17

The Budget Work Session meeting of Council held December 2, 2017 was called to order at 8:48 a.m., in the City Council Chambers. The following members of Council were present: First Ward Chris Jones, Second Ward Lisa Keller, Third Ward Jim Browning, Fourth Ward Kyle Rohrer, At-Large George Hellinger, Vice-Mayor Kent Shafer, and Mayor Carolyn Kay Riggle who presided.

Staff Present: Darren Shulman, City Attorney; Dean Stelzer, Finance Director, Bruce Pijanowski, Police Chief, John Donahue, Fire Chief, Bill Ferrigno, Public Works Director/City Engineer, Ted Miller, Parks and Natural Resource Director, Dave Efland, Planning and Community Development Director, Jackie Walker, Assistant City Manager and Tom Homan, City Manager

ITEM 2: REVIEW OF PROPOSED 2018 BUDGET

A. Budget Overview – Tom Homan, City Manager and Dean Stelzer, Finance Director

Mr. Homan discussed the two presented budget and requested any feedback on the effectiveness for the Programmatic Budget.

B. Fire Department – John Donahue, Fire Chief

Chief Donahue discussed the accomplishments since the 2007 Strategic Plan that was customer driven. He discussed the four items that was identified in the 2007 process; Stations and Equipment, Personnel, Policy, and Communication. Chief Donahue discussed the plans to begin Station 304 in 2018 and to update the Strategic Plan. He discussed the plans to continue with the staffing of part time and full time employees. A discussion was held on if Narcan was included in EMS Supplies. Chief Donahue discussed that supplies include every medication, bandages and IV supplies. He discussed the approach of education, follow up services coordinated with the police department and treatment programs to combat the drug issues. Chief Donahue discussed the ISO rating and in January the rating will be upgraded.

Chief Donahue and Mr. Homan discussed the policy issue related to EMS Funding and that the City has joined a coalition with surrounding townships on how the County distributes reimbursement to the City.

C. Parks and Natural Resource – Ted Miller, Parks and Natural Resource Director

Mr. Miller discussed need to become more efficient with operational staff due to expansion of work including U.S. 23 interchange at Pennsylvania Avenue and Williams Street improvements. He discussed the expansion of landscaping and flower beds. Mr. Miller discussed the benefit of moving the department into the Public Works building and is expected to increase efficiency. Mr. Miller discussed the need to add lights to the downtown area and expand Wetland Park. Information was provided on current efforts to outreach the public for input on Ross Street Park. He discussed improvements at Mingo Park and current concrete work on the pool deck. Improvements also include new lighting and new furniture at Hilborn Room. Mr. Miller discussed the continued work on multi-use trail work and looking at continued links and funding sources for work at Central Avenue and also Bruce Road. Information was provided on the YMCA

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agreement and updating the agreement. The Oak Grove Cemetery Master Plan will begin in 2018 to increase efficiency and expansion options. He provided an update regarding the Urban Forestry and that all backlogged trees have been planted. He discussed a focus in 2018 to be pruning.

A discussion was held regarding the E. William St. pedestrian bridge work and landscaping needs in the area. In regards to the William St. improvements he discussed looking at options to replace trees and appropriate locations.

A discussion was held on Hidden Valley Golf Course. Mr. Miller discussed the recent success of the Little Brown Jug Tournament and increase need for youth programs. He discussed the work with the YMCA to look at different youth golf programs and what hours would be the most efficient. He discussed the need to replace some of the aging equipment in the future. A discussion was held with Council regarding the cost to operate the course. Information was discussed regarding the recommendations from the Sustainability Working Group and the amenities that the park provides to the Community. Councilwoman Keller discussed the need to have expenditures to match revenues and leave more in the fund balance. Mr. Miller discussed increase cost for supplies, such as, fertilizers. A discussion was held on using the golf course for other recreational uses. Discussion was held on the use of beer sales at the course and Mr. Miller provided the revenue from other courses that have beer sales at their course, as well as, potential costs.

Motion: Mrs. Keller motion to revise the 2018 golf course budget to include beer sales and the expenditures that will be required, seconded by Mr. Browning. Motion approved by a 7-0 vote.

Mr. Miller provided an update on the status of the basketball courts at Blue Limestone Park. Councilmember Hellinger requested information on plans for the house at the cemetery. A discussion was held on potential uses for the house and the location.

D. Planning and Community Department – Dave Efland, Planning and Community Development Director

Mr. Efland provided a summary from development plans in 2017 and plans for 2018. Mr. Efland projects increase in residential permits in 2018. Mr. Efland discussed upcoming 2018 projects and plans. A discussion as held on the impact that the retroactive school levy passage will impact development. Mr. Efland reviewed the estimated population increase. He provided information on the Downtown Façade Grant Program and that since 2012 there have been 27 projects completed through this program. Mr. Efland provided an update on the bids received for the Comprehensive Plan. Councilwoman Keller discussed policy issues regarding the BIA fees and if the fees should be to speed up the process of planning development or slow it down. She voiced a concern over the impact of development regarding economic development, and the need to focus on other white collar jobs. Councilwoman Keller also voiced a concern over the need for increase amenities and park services for new development. Council requested to speak on goals of Economic Development and the Planning and Community Development at an upcoming retreat, as well as, impact fees.

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Mayor Riggle requested a break at 10:17 p.m. and reconvened the meeting at 10:25 p.m.

E. Public Works/Airport/Engineering – Bill Ferrigno, Public Works Director/City Engineer

Mr. Ferrigno discussed the budget for the Airport and informed Council that fuel sales remain strong and staffing is adequate. He discussed the plans to use a consultant to create a business plan based on effective uses of the airport and trends in the industry. He informed Council of the tenant list to rent the T-Hangers. A discussion was held with Council on increasing the rental rates. Policy discussion was held on how the airport benefits the County and to discuss possible future County operations. Mr. Homan recommended that further discussion be held with the Commissioners at a joint meeting with Council. A discussion was also held on housing corporate jets.

Mr. Ferrigno discussed the Building and Maintenance budget and that increase in staffing has allowed better turn around and response time. He discussed the focus on building security and the aging HVAC systems. He discussed the need to keep the Gazette and the previous Engineering Building up to a minimal standard and to keep the building rodent free. Mr. Ferrigno discussed a change in vendor to the custodial services and the difficulty finding a vendor that passes the background requirements.

Mr. Ferrigno discussed the Fleet Maintenance budget and discussed the need to keep employees trained on latest technology.

Mr. Ferrigno reviewed the Solid Waste Budget and the plans to reroute the collection dates in 2018. He discussed the success of the pilot program for bulk pick up. Council was informed of successes and continued issues with downtown refuse collection. He discussed that some of the issues were related to merchants not in agreement.

A discussion was held regarding leaf collection in the city and that the current plan is for residents to place leaves in brown bags for pick up. Mr. Ferrigno discussed the potential amount of staff hours to do curb pick up with a vacuum. He discussed what other cities do for pick up. Council requested a cost estimate to have leaf pick up twice a year. Councilmember Hellinger discussed having the city pick leaves up around storm sewer grates.

Mr. Ferrigno discussed the Traffic and Engineering Budget and discussed the plans to evaluate the 2018 fee structure and looking at cloud based storage. He also discussed the Striping Program. Mayor Riggle discussed the importance of striping for safety concerns.

Mr. Ferrigno discussed the cost to repave roads and the impact from the failed transportation levy. He discussed the current storage for salt and the snow and ice management.

F. Police Department – Bruce Pijanowski, Police Chief

Chief Pijanowski discussed the plans to replace old fire arms and that the weapons would be traded in for credit. He also discussed the plans to update the records management system and create more space for the

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documents. A discussion was held on the cost and man power needed for special events. Chief Pijanowski discussed the need for staff to patrol special events for safety and liability concerns. Council discuss the possibility of having a Special Events Fund allocated for this.

ITEM 3: ADJOURNMENT

Motion: Vice-Mayor Shafer motioned to adjourn the meeting. The meeting adjourned at 12:01 p.m.



Mayor Carolyn Kay Riggle



Elaine McCloskey, Council Clerk