



## City of Ashtabula

Ashtabula City Council Regular Meeting  
Monday, October 18, 2021 at 7:00 PM  
Council Chambers  
4717 Main Avenue

### Minutes

#### Opening of Regular Meeting

##### Call to Order

The meeting of the Ashtabula City Council was called to order at 7:00 p.m. by Council President Roskovics.

##### Prayer

Ward 3 Councilor Young offered the opening prayer.

##### Pledge of Allegiance

The Pledge of Allegiance was recited.

##### Roll Call

**Members Present:** Ward 1 Councilor Kym Foglio, Ward 2 Councilor Calvin Crawford, Ward 3 Councilor Laydean Young, Ward 5 Councilor Jane Haines, President John Roskovics **Absent:** Ward 4 Councilor Octavia Harris, Vice President Michael Speelman **Officers Present:** City Manager James Timonere, City Solicitor Cecilia Cooper, Finance Director Traci Welch, Clerk of Council Stacy Senskey

**Motion:** Ward 1 Councilor Foglio moved to excuse Ms. Harris and Mr. Speelman from the meeting; Ward 3 Councilor Young seconded.

##### Discussion:

##### VOTE

**Yeas:** President Roskovics, Ward 1 Councilor Foglio, Ward 2 Councilor Crawford, Ward 3 Councilor Young, Ward 5 Councilor Haines **Nays:** None

The motion carried.

##### Sunshine Law Certification

A quorum was established as defined by Ashtabula City Council Rules of Order. The meeting met the requirements of the Ohio Sunshine Laws, Open Meetings Act.

##### Presentations/Announcements

##### Approval of Minutes

October 4, 2021, Public Hearing  
October 4, 2021, Regular Meeting

Clerk of Council Senskey presented minutes from the Public Hearing and Regular Meeting on October 4, 2021.

**Motion:** Ward 1 Councilor Foglio moved to waive the reading of the minutes; Ward 5 Councilor Haines seconded.

**VOTE:** To waive the reading of the minutes.

**Ayes:** Ward 1 Councilor Foglio, Ward 2 Councilor Crawford, Ward 3 Councilor Young, Ward 5 Councilor Haines, President Roskovics  
**Nays:** None

Hearing no corrections to the minutes, they were approved as presented.

## **Administrative Reports**

### **City Manager**

- The City will observe Trick or Treat on October 30 from 5:00 to 7:00 p.m. Residents are asked to leave their porch light on to participate and motorists should be cautious of children along the roadways.
- The final stages are underway for the Lake Avenue paving project. Weather permitting, the paving should be completed in two weeks.
- Leaf bag pickup will be in the Wards this week.
- Questions about the paving levy arose during the Finance & Personnel Committee meeting last week. City Manager Timonere provided a report to Council to review the paving revenue and expenses for 2020 and 2021 to date, report attached. The total paving expense for the past two years is \$2.56 million, while the revenue from the Paving Levy is \$1.68 million. He emphasized monies in Paving Levy Fund 212 are used exclusively for paving city roads. Additional funds for paving come from grants and the Permanent Improvement Fund 412. The city's engineer estimates the cost of finishing Route 20 west to the Saybrook Township line to be \$650,000. The estimate for paving the entirety of Route 531 from West 9th Street to the Ashtabula Township line on Lake Road is \$1.3 million. Since they are state routes, the City may be able to share the costs with the Ohio Department of Transportation.
- Permanent Improvement Fund 412 monies are also being allocated for much-needed equipment purchases.
- Council President Roskovics thanked City residents for passing the paving levy.
- Ward 1 Councilor Foglio is still receiving complaints about the bike lane and West Avenue. City Manager Timonere mentioned discussions with the Metroparks included possible solutions of ending the bike lane at West 52nd Street or more preferably, paving a pedestrian path on the grassy area and making a center-turning lane on West Avenue. They have also talked about putting barriers in the road. Speeding complaints in the area have been reduced since installing the bike lane on West Avenue. Multiple public hearings were held for resident input about the bike lane design prior to its final approval.
- A recent meeting with Petmin representatives determined the project is ongoing. Their top executives are from South Africa and are experiencing continued travel and expense issues relating to the COVID pandemic.

### **Street Vacation – East 5<sup>th</sup> St. South of Lake Avenue**

**Formal Request: An ordinance to authorize the vacation of property located on E5th Street south of Lake Road for two (2) sixteen (16) foot easement areas.**

**Motion:** Ward 1 Councilor Foglio moved to Approve; Ward 2 Councilor Crawford seconded.

**Discussion:** This refers to easements in the vicinity of Fastenal.

**VOTE**

**Yeas:** President Roskovics, Ward 1 Councilor Foglio, Ward 2 Councilor Crawford, Ward 3 Councilor Young, Ward 5 Councilor Haines  
**Nays:** None

The motion carried.

**Police Dispatching Agreements**

**Formal Request: An ordinance to authorize the continuance of police dispatching services for the Village of Andover, Jefferson Village, the Village of Orwell, and Roaming Shores.**

**Motion:** Ward 1 Councilor Foglio moved to approve the City Manager's Request; Ward 3 Councilor Young seconded.

**VOTE**

**Yeas:** President Roskovics, Ward 1 Councilor Foglio, Ward 2 Councilor Crawford, Ward 3 Councilor Young, Ward 5 Councilor Haines  
**Nays:** None

The motion carried.

**Ziegler Heating - Municipal Building Air Conditioning - Change Order #1**

**Formal Request: An ordinance to execute Change Order #1 with Ziegler Heating, with a mailing address of 5223 North Ridge West, Ashtabula, OH 44004 for the purpose of providing additional parts and labor for the Municipal Building Air Conditioning Unit in the amount not to exceed \$2,400.00. Funding for this expense will be taken from the 412 fund.**

**Motion:** Ward 1 Councilor Foglio moved to Approve; Ward 2 Councilor Crawford seconded.

**VOTE**

**Yeas:** President Roskovics, Ward 1 Councilor Foglio, Ward 2 Councilor Crawford, Ward 3 Councilor Young, Ward 5 Councilor Haines  
**Nays:** None

The motion carried. The legislation for this request will be presented at a future meeting.

**Rescind Ordinance No. 2021-61 – Bob Ross Auto Group**

**Formal Request: To rescind Ordinance No. 2021-61 authorizing the purchase of a GMC 3500 Truck through State Purchasing with Bob Ross Auto Group in the amount of \$37,867.00.**

**Motion:** Ward 1 Councilor Foglio moved to approve the City Manager's Request; Ward 3 Councilor Young seconded.

**Discussion:** The dealer was not able to fulfill the order in a timely manner, therefore Ordinance No. 2021-61 authorizing the purchase needs to be rescinded. City Manager TImonere will review other avenues to purchase a truck for use by the Water Pollution Control Department.

**VOTE**

**Yeas:** President Roskovics, Ward 1 Councilor Foglio, Ward 2 Councilor Crawford, Ward 3 Councilor Young, Ward 5 Councilor Haines  
**Nays:** None

The motion carried. The legislation for this request will be presented at a future meeting.

**Finance Director**

**Formal Request: An ordinance to create a new fund (220) "Court's Special Projects Fund" in order to implement an audit recommendation**

**Motion:** Ward 1 Councilor Foglio moved to approve the Finance Director's request; Ward 3 Councilor Young seconded.

**VOTE**

**Yeas:** President Roskovics, Ward 1 Councilor Foglio, Ward 2 Councilor Crawford, Ward 3 Councilor Young, Ward 5 Councilor Haines  
**Nays:** None

The motion carried.

**Formal Request: A resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor.**

**Motion:** Ward 1 Councilor Foglio moved to approve the Finance Director's request; None seconded.

**VOTE**

**Yeas:** President Roskovics, Ward 1 Councilor Foglio, Ward 2 Councilor Crawford, Ward 3 Councilor Young, Ward 5 Councilor Haines  
**Nays:** None

The motion carried.

**City Solicitor**

City Solicitor Cooper reported Ashtabula Municipal Court statistics that were submitted to the Ohio Supreme Court. In the month of September, 45 felony, 122 misdemeanor, and 18 OVI (Operating a Vehicle Impaired) cases were filed. She is collecting the year-to-date figures for Ashtabula Municipal Court's number of resolved cases of those types.

**Clerk of Council**

Clerk of Council Senskey shared the news of General Colin Powell's passing. She received his book *It Worked For Me* after successfully completing a 4-month course with the High Performance Leadership Academy, the first educational course she enrolled in, to earn points toward becoming a Certified Municipal Clerk. His examples of courage, stories of success, and his leadership rules were part of the course and he shared his rules in hopes of making today's leaders and the leaders of tomorrow better. They are:

1. It will look better in the morning.
2. Get mad, then get over it.
3. Avoid having your ego so close to your position that when your position falls, your ego goes with it.
4. It can be done.
5. Be careful what you choose. You may get it.
6. Don't let adverse facts stand in the way of a good decision.
7. You can't make someone else's choices. You shouldn't let someone else make yours.
8. Check small things.
9. Share credit.
10. Remain calm. Be kind.
11. Have a vision. Be demanding.
12. Don't take counsel of your fears or naysayers.
13. Perpetual optimism is a force multiplier.

In his book, he wrote, "I have learned from most of the people I've met, and I have tried to inspire the people I have led. Life and leadership can't be about me. They have to be about us. They have to be about people."

A reminder to the voters registered in Wards 3A & 4A - your new polling place is the Ashtabula County YMCA located at the Five Point Intersection - 263 West Prospect Road. Voting booths will

be set up in the all-purpose room near the swimming pool. If you have any questions, you can call the Ashtabula County Board of Elections at 440-576-6915 or the YMCA at 440-997-5321.

## City Council Committee Reports

### Community Development/Economic Development/Parks & Recreation

Committee Chair Haines reported on the October 12 meeting, minutes attached. Approved by the committee was a request from the Lift Bridge Community Association for permission to place a historical memorial in Point Park. Committee Chair Haines asked for support from the full Council.

**Motion:** President Roskovics moved to approve placing a National Park Service historical memorial at Point Park; Ward 3 Councilor Young seconded.

**Discussion:** none

#### **VOTE**

**Yeas:** President Roskovics, Ward 1 Councilor Foglio, Ward 2 Councilor Crawford, Ward 3 Councilor Young, Ward 5 Councilor Haines  
**Nays:** None

Motion carried. The next meeting is scheduled for Tuesday, November 9th at 4:00 p.m.

### Finance & Personnel

Committee Chair Foglio gave a report on the October 15 meeting, minutes attached. The next meeting is scheduled for Friday, November 19 at 8:30 a.m.

### Public Works

Committee Chair Crawford announced the meeting scheduled for October 25 was canceled. The next meeting is scheduled for November 22 at 5:00 p.m.

### Safety Forces

The next meeting is scheduled for Monday, October 22 at 8:45 a.m.

### Legislation

#### Additional Formal Requests

#### Public Communications on Legislation

#### Overview / Discussion

Council President Roskovics gave a brief overview of the legislation.

#### Request for Consent Agenda Format

Council President Roskovics asked for a motion to dispose of the Regular Business Legislation by Consent Agenda.

**Motion:** Ward 1 Councilor Foglio moved to approve the disposal of the legislation by consent agenda; Ward 2 Councilor Crawford seconded.

**Discussion:** none

#### **VOTE**

**Yeas:** President Roskovics, Ward 1 Councilor Foglio, Ward 2 Councilor Crawford, Ward 3 Councilor Young, Ward 5 Councilor Haines  
**Nays:** None

The motion carried.

### Reading

**Ordinance No. 2021-100 AN ORDINANCE VACATING THE CITY'S INTEREST IN A PORTION OF EAST 5TH STREET SOUTH OF LAKE ROAD, STATE ROUTE 531 AND TWO 16 FOOT**

**EASEMENT AREAS WITHIN THE BOUNDARIES OF LAKE ROAD, STATE ROUTE 531 SOUTH TO EAST 6TH STREET AND EAST OF PAPER STREET, MARUBA AVENUE (City Manager)**

**Ordinance No. 2021-101 AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO CONTRACTS WITH THE VILLAGES OF ANDOVER, JEFFERSON, ORWELL AND ROAMING SHORES TO CONTINUE TO PROVIDE POLICE DISPATCHING SERVICES (City Manager)**

**Ordinance No. 2021-102 AN ORDINANCE TO CREATE NEW FUND (220) "COURT'S SPECIAL PROJECTS FUND" IN ORDER TO IMPLEMENT AN AUDIT RECOMMENDATION (Finance Director)**

**Resolution No. 2021-103 A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR (Finance Director)**

**Motion:** Ward 1 Councilor Foglio moved to waive the reading of the legislation in its entirety ; Ward 3 Councilor Young seconded.

**Discussion:** Waive the reading of the legislation in its entirety.

**VOTE**

**Yeas:** President Roskovics, Ward 1 Councilor Foglio, Ward 2 Councilor Crawford, Ward 3 Councilor Young, Ward 5 Councilor Haines

**Nays:** None

The motion carried.

**Motion:** Ward 1 Councilor Foglio moved to waive the Charter Requirements of two readings of the legislation; Ward 3 Councilor Young seconded..

**Discussion:**

**ROLL CALL** Waive the Charter Requirements of two readings of the legislation

**VOTE**

**Yeas:** President Roskovics, Ward 1 Councilor Foglio, Ward 2 Councilor Crawford, Ward 3 Councilor Young, Ward 5 Councilor Haines

**Nays:** None

The motion carried.

**ROLL CALL** Adoption of legislation

**VOTE**

**Yeas:** President Roskovics, Ward 1 Councilor Foglio, Ward 2 Councilor Crawford, Ward 3 Councilor Young, Ward 5 Councilor Haines

**Nays:** None

The legislation was approved.

**Unfinished Business**

**New Business**

**Tell Us Something We Don't Know**

Council President Roskovics delivered a welcome letter prior to Ashtabula Body & Fender, located at 233 W 49th Street, near South Park. He is pleased to see so many businesses opening in the City.

**Public Communications on General Matters**

Mr. David DeGennaro spoke about the bike lane on West Avenue. The topic was covered during the City Manager's report.

Mr. Leonard Deneen spoke of his concerns about bicycles in the streets without lights. He is concerned the cyclists are not looking for cars. He proposes the Council enact an ordinance to require lights and reflective clothing on bicycles and riders when riding after dark. City Manager Timonere commented the subject may already be covered in the current state of Ohio traffic code and will report back at the next Council meeting.

Mrs. Jodi Mills volunteers for the G. O. Community Development Corporation (GO CDC) and updated Council about their boot distribution on Saturday, October 23, from 10:00 a.m. to 2:00 p.m. The City Health Department will be on hand for a covid vaccine clinic. As an incentive to get vaccinated, \$100 Visa gift cards will be given to those who qualify, courtesy of Paramount Advantage. On Saturday, October 30, Helping Independent Parents, whose purpose is to provide independent parents with baby necessities, is hosting an open house from 10:00 a.m. to noon at GO CDC, 3703 Station Avenue. Former ward 4 Councilperson Julie Latimer is in charge of the program.


### **Executive Session (if needed)**

### **Adjournment**

The meeting was adjourned at 8:09 p.m. by Council President Roskovics. Ashtabula City Council will meet again on Monday, November 1 in Council Chambers. The Pre-Council meeting will begin at 6:30 p.m. followed by the Regular Council Meeting at 7:00 p.m.

Clerk of Council, Stacy H. Senskey

Attested By:

  
\_\_\_\_\_  
President of Council, John S. Roskovics

Date Approved:

  
\_\_\_\_\_  
  
\_\_\_\_\_







## City of Ashtabula

Ashtabula City Council

Community Development/Economic Development/Parks & Recreation Committee Meeting

Tuesday, October 12, 2021 at 4:00 PM

Council Chambers

4717 Main Avenue

Minutes

### Opening of Committee Meeting

#### Call to Order

The meeting of the Community Development/ Economic Development/ Parks & Recreation Committee was called to order at 4:00 p.m. by Committee Chair Haines.

#### Roll Call

**Members Present:** Committee Chair/Ward 5 Councilor Jane Haines, Committee Vice-Chair/Ward 4 Councilor Octavia Harris, Committee Member/Council President John Roskovics **Absent:** none **Officers Present:** City Manager Jim Timonere, Clerk of Council Stacy Senskey

#### Sunshine Law Certification

#### Welcome and Acknowledgement of Visitors

#### City Manager's Report

City Manager Timonere is meeting with staff members from Petmin this week for an update on the project. He has also been working with the investors of the Riverbend Hotel. The Castle Block project is moving along nicely, and the Carlisle building project will soon begin. The City is assisting the Lift Bridge Community Association and the Ashtabula Downtown Development Association with their winter activities.

The Lift Bridge Community Association (LBCA) requested permission to place a historical memorial at Point Park on Walnut Boulevard. Because of Ashtabula Harbor's Underground Railroad history, an application to become part of the "Network to Freedom" was made to the National Park Service. The application process cannot proceed without the City of Ashtabula's permission.

**Motion:** Committee Member Roskovics moved to approve a request to support the LBCA; Committee Vice-Chair Harris seconded.

#### Discussion:

#### VOTE

**Yeas:** Committee Chair Jane Haines,  
Committee Vice-Chair Octavia  
Harris, Committee member John  
Roskovics

**Nays:** None

This request will be presented to the full Council membership at the next Regular Council meeting.

## **Parks & Recreation Committee Report**

### **September & October 2021 meeting minutes**

The minutes are attached. However, the City Manager noted some discrepancies. The archway sign will not begin until next spring. A remote control tractor was borrowed for recent hill-clearing projects but a purchase is not planned. The weeds at Kaden Park were cleared by City employees, though initially, the City was asked to leave them. Committee member Roskovics feels other parks should be considered for a basketball court and not Nappi Field. A playground at Smith Field is not recommended because power lines restrict the height of the equipment.

## **New Business**

### **Wayfinding Discussion**

Committee Chair Haines had a recent trip to Conneaut and noticed directional signs placed on curb corners, pointing in the direction of general items such as business districts, museums, or parks, and would like to see something similar to help promote the City of Ashtabula. Committee member Roskovics noted Conneaut is experiencing increased tourism just like Ashtabula. Committee Vice-Chair Harris approves of researching the idea further. While working for the Ashtabula Chamber of Commerce, the City Manager was part of a sign project financed through grants the Lift Bridge Community Association (LBCA) applied for and received. The signs were not business-specific, similar to Conneaut. He suggested answering these questions:

1. Are we having a problem directing people to areas within the City?
2. What areas/items do we want to identify?
3. Where do we want the signs placed?
4. How do we approach a signage project?

Committee Chair Haines identified the City's main business districts as being Bridge Street, Main Avenue, Lake Avenue, and Route 20 (Prospect Road). She believes five or six key spots for signage would be an ideal sales tool for encouraging people to take notice. The City Manager said funding through grants is possible and will check available sources. The Committee members plan to research the topic further.

## **Unfinished Business**

The Committee was updated about:

1. Lakefront residential zoning legislation - the original version was revised and will soon be presented to City Solicitor Cooper for review. City Manager Timonere suggested having a town hall meeting once the new legislation is prepared.
2. Food truck legislation - The current Codified Ordinances cover food trucks in Chapter 759 Temporary Stores. City Manager Timonere recommends revising the chapter to not include food trucks and create a separate chapter for food trucks that will benefit the City and the food truck owners.
3. A moratorium on discount retail stores - Council to discuss with City Solicitor Cooper.
4. The parks and homelessness situation - The different agencies have done outreach in the parks and gained relevant information. City Manager Timonere scheduled a meeting with them and others next week. There are many misconceptions about people's backgrounds and circumstances. The goals of the group are to assist those in need with finding housing

and keep problems out of the parks or other areas. The Committee members would like increased communication from the group of agencies and resources to gain a better understanding of the situation.

**Next Meeting**

**November 9, 2021 4:00 p.m.**

**Adjournment**

The meeting was adjourned at 4:45 p.m. by Committee Chair Haines.

Submitted Clerk of Council, Stacy H. Senskey  
by:

---

PARKS AND RECREATION BOARD  
MEETING WEDNESDAY,  
SEPTEMBER 8, 2021  
Clifford Kaden Presidential Park

Board members present: Earl Tucker, Ken Vanyo, Mary Graves, Margaret Distler

Absent: Mary Kiehl, Trevor Sprague

Guests: Kevin-Ambercombe Aibrecht

Earl: Concerts at Walnut Beach went very well. Looking forward to the Summer 2022 concert series.

After some discussion, tabled in depth discussion until next month's meeting.

Kevin Ambercombe: Is interested in taking over the concession stand at Walnut Beach next summer.

Aibrecht  
Would bring breakfast back, have lunch basics of hot dogs and hamburgers. Earl directed Kevin how to look into getting a bid into the city and talked about the potential of the concession stand.

Earl: Talked about the selfie boat that is now located at Walnut Beach. Mr. Morrison contacted the city and wants to do a donated project for the beach in the way of an archway into Walnut Beach. Painted wrought iron and a few flood lights. Limited on the number of lights because of residences nearby.

Solar lighting is a possibility. Project should be done by the end of October 2021. City manager is in talks with Conneaut and Geneva cities about a shared purchase of a tractor drive brush hog.

Downtown parks: Homeless still an ongoing issue; Local agencies are looking into what more can be done. Mini housing may be a possibility.

Earl will be drafting a letter to the city about the conditions and overgrown grass at Clifford Kadon

Presidential Park. Committee would like to have a second look at funding and cost for the lifeguard

stand project. People are using the pickleball court at Topkey Library. Smith Field: Would like a

playground. The Parks and Rec Board would like to have a resource officer hired and walking Walnut Beach next summer.

Minutes: Minutes of the August meeting were read, motion to accept by Margret Distler; second by

Mary Graves, motion carried.

Next meeting Tuesday, Oct. 5, 2021 at Key Bank Building

Meeting adjourned 6:35pm.

Mary Graves, Acting Secretary

**PARKS AND RECREATION BOARD MEETING  
TUESDAY, October 5, 2021**

Board members present: Earl Tucker, Mary Kiehl, Mary Graves, Margaret Distler, Ken Vanyo  
Absent: Trevor Sprague

Minutes: minutes of the September meeting were read, one correction (last name of guest was Albrecht not Abercrombie) Motion to accept the minutes with correction by Maggie, second by Mary, motion carried.

Earl:

Has asked Finance Director for an update on our account.

New sign for Walnut Beach is in the works, being donated by Mr. Morrison.

Nappi Field – might not be usable for basketball court, will wait to hear back from CM.

Kaden Park – new sign up and looks nice. Grass & weeds have been cleared.

Point Park – hillside has been cleared, looks very nice.

Committee had discussion on other options if Nappi Field is not available for basketball courts in the Harbor. Lifeguard stand for Walnut Beach is still being discussed, needs to be scaled back. Also need to research Mobi mats for Walnut beach – wheelchair accessible.

Smith Field – committee still interested in adding exercise stations.

Next meeting Wednesday, November 3, 2021 ...note change in meeting date due to election day.

Meeting adjourned 6: 30pm.

Mary Kiehl, Secretary



**City of Ashtabula**  
Ashtabula City Council  
Finance & Personnel Committee Meeting  
Friday, October 15, 2021 at 8:30 AM  
Council Chambers  
4717 Main Avenue

Minutes

**Opening of Committee Meeting**

**Call to Order**

The meeting of the Ashtabula City Council Finance & Personnel Committee was called to order at 8:30 a.m. by Committee Chair/Ward 1 Councilor Kym Foglio.

**Roll Call**

**Members Present:** Ward 1 Councilor Kym Foglio, Ward 5 Councilor Jane Haines, President John Roskovics **Absent:** **Officers Present:** City Manager Jim Timonere, City Solicitor Cecilia Cooper **Officers Absent:** Clerk of Council Stacy Senskey **Staff Present:** Assistant Finance Director Carolyn Sheldon

**Sunshine Law Certification**

**Welcome and Acknowledgement of Visitors**

**Finance Director's Report**

**September Month End Reports**

Finance Director Welch reported there is nothing uncommon with the September financial reports. She hopes to present the 2022 budget soon since all the departments turned in their budgets in a timely manner. The goal is to hold a public hearing for the budget in December. City Manager Timonere compares the net revenues and expenses for the year to determine if the City's spending is on track. The Recovery Act funds were planned to stretch through the next four years, but since the City's portion was reduced, he expects the funds to last two years. Finance Director Welch added they don't want to spend the Recovery Act funds frivolously because revenue never changes, and expenses always go up.

The reason some funds, such as the Self-Insurance Fund and State Highway Fund, Law Library, are "in the red" is because expenses are encumbered for the whole year, and will always show a deficit until the revenue catches up. By the end of the year, it will no longer be a negative number.

Income tax receivables have increased due to the extra efforts of a new staff member. She has done a remarkable job collecting past-due income tax. City Manager Timonere continues to track unemployment figures. As of October 2nd, 351 people are on continued unemployment claims in Ashtabula County. It is still a concern because of the numerous help-wanted signs around the City. There are plenty of jobs available.

## **City Manager's Report**

Positions within the City have been filled fairly easily. Only six or eight people participated in the fire entrance exam. They all passed, but it is preferable to have more applicants. Throughout the City, other skilled positions are open and a few applications have been received. Those applications received haven't met the qualifications required for the positions. Employees hired at the Waste Water Treatment Plant were given one year to receive licensure.

City Manager Timonere sees a potential dilemma in providing continuity of services to the public in the event of large absenteeism due to flu or covid.

### Paving question from Committee

Finance Director Welch explained the City has collected \$850,930 from the paving levy net revenue this year. The figure is comprised of the 2nd half collection of the previous year. The Permanent Improvement (PI) Fund has been used for paving in the past, but the levy was requested in order to use the PI fund for other needed expenses, such as large equipment needed for different departments. City Manager Timonere has been able to extend grant money because of the paving levy, reducing the City's expenses. Finance Director Welch added there will be a carry-over of \$446,685 in the Paving Levy for next year. Paving the southern portion of Lake Avenue won't begin until 2023 or 2024 because City Manager Timonere intends to apply for grant funding for the project. The grant application is due at the beginning of the year. The paving thus far has been on the smaller, less-traveled streets and may not have been seen by a majority of City residents. The biggest paving expenses will be on the main corridors, but once paved, more residents will be able to appreciate how their paving levy dollars were spent. Not a lot of paving was done in the years before City Manager Timonere, so the City has a surplus of roads to repair and repave. He also does his best to seek grant funding to extend the funds. Typically, he will wait to receive grant funds in order to spend half of what it would cost the City without the grant. Aqua agreed to pave one lane of West Avenue. Koski is also their contractor, so the project should be successful.

## **Unfinished Business**

### **Internal written policy for issuing credits or refunds, including setting a limit of years.**

Finance Director Welch is working with City Solicitor Cooper to develop an internal policy on how far back to go for issuing credits and refunds. The past Finance Director did not go back more than two years but the procedure did not have a written policy. An ordinance will be created once the policy has been determined.

### **New Business**

### **An ordinance template authorizing the Finance Director to write off uncollectible charges when properties are transferred.**

Finance Director Welch is working with City Solicitor Cooper to prepare the ordinance.

**An ordinance template authorizing the Finance Director the ability to return uncollectible write-off checks.**

Finance Director Welch is working with City Solicitor Cooper to prepare the ordinance. The Finance Department has returned check item outstanding since 2015. The State Auditor says it needs to be written off and an ordinance would be required.

**Resolution templates authorizing the transfer of unclaimed monies from their respective funds to the Unclaimed Money Agency Fund to be held for a period of five years or until claimed and authorizing the transfer of unclaimed monies held in the Unclaimed Money Agency Fund for a period of five or more years per Ohio Revised Code 9.39.**

Finance Director Welch is working with City Solicitor Cooper to prepare these resolutions. Examples of unclaimed funds include bonds, credits on sewer accounts, uncashed payable checks, uncashed income tax refunds, among other things.

**Next Meeting**

**November 19, 2021 at 8:30 a.m.**

**Adjournment**

The meeting was adjourned at 9:10 a.m. by Committee Chair Foglio.

Submitted by: Clerk of Council, Stacy H. Senskey

---