

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

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

**ROLL CALL OF MEMBERS:**

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

**PRESENTATIONS:** None.

\*\*\*\*\***COMMITTEES**\*\*\*\*\*

\*\*\*\*\*

**ROADS & DRAINS:** None. /**SAFETY:** Excused. /**BUILDINGS, LANDS, VEHICLES & EQUIPMENT:** None. /**ORDINANCE:** None. /**FINANCE:** None. /**PARK BOARD:** None.

\*\*\*\*\***ADMINISTRATIVE**\*\*\*\*\*

\*\*\*\*\*

**MAYOR:** Mayor Radeff reports we met with Enterprise and they gave us a power point breakdown. There are parts we like and parts we are not exactly excited about, but it’s a great option. We met with a company about grant writing and GIS as well. We have another meeting for more specifics on that. David and I met with HR today and we are going to start putting together an employee handbook. Councilman DeBottis asks we are going to have someone come give a presentation on the leasing? Mayor Radeff responds yeah, if we decide we want to move forward, we will have them come in before we agree to anything. It’s an expensive commitment. Councilman DeBottis asks can we have an example of the lease vs. what a purchase would be? Mayor Radeff replies absolutely, that is what Mitch is breaking down now. /**SERVICE DIRECTOR:** Service Director Hastings reports through the years we have been working on the connectivity project and the city currently has three grants funding different phases. One phase is from the covered bridge to the community center and that is through an ODOT grant at about \$800,000. The next phase is picking up on that and going to Harris Rd. That’s through transportation for livable communities at another quarter million. Then we skip forward into the neighborhood of Elm St. through Cove Beach. That will

include improvements to State Route 301 and pedestrian crossing and the traffic light. That's about \$1.5 million. The city has matching funds for that and construction doesn't start until 2025 and continues through 2026. In talking with administration, the city has a series of expenditures that collectively will exceed what I would otherwise be authorized to write. The law director is of the opinion that we will consolidate these per project and I am going to present that to city council. I would also comment on the controversy at State Route 301 and 6 and the turning lane. I did a lot of research into the engineering that was behind it and there were actually traffic studies, reports, etc. that I will forward to the mayor and police chief. Unfortunately, it was not determined as a necessity to have that turning lane there. There are also concerns on the ability to have the right size lanes for both straight traffic and turning. We are definitely going to address it. An option we are looking at is a green paint that would identify the bike lanes and such. That won't happen until 2025, but in the short term we are looking at signage. Councilwoman Gee asks how have the pipes held up in this cold spell? Service Director Hastings replies we did have one water break in the Knolls and we had a couple service calls for frozen lines in the home. We can go out and thaw meters, obviously we don't go into the homes. **FINANCE DIRECTOR:** Finance Director Fallis reports I'm collecting data from the police chief and mayor regarding different costs for police vehicles. We will do a purchase vs. lease analysis and see what might be the better route. There is a lot involved in that. **LAW DIRECTOR:** Law Director Graves has no report.

**COMMUNICATIONS:** None.

**OLD BUSINESS:** Economic Development Committee. Short discussion had with the following key questions/comments. President Rosso says David sent out an update. It should go through ordinance and then come back. Councilwoman Gee says I have been looking at this and it really matches what we already have on the record except it's adding more people. We haven't been able to fill the one we already have. The secretary for this board would be council's secretary. President Rosso replies no she won't, that was supposed to be taken out. Councilwoman Gee asks so it won't be anymore extra work on our clerk of council? President Rosso responds I will say this, I would not be surprised if she does the minutes for that committee, she will not work for the chairman of that committee, just like planning and zoning. If they get out of control, they can go find their own secretary. Councilwoman Gee says the way I read it; they are able to ask for any of the administration to attend their meetings. I understand as it's happened with planning, but this is adding more work onto the whole administration including our service director. Are we really considering all the extra time? And we have trouble filling boards already. We couldn't fill this one with five people, how are we going to fill

it with more? Law Director Graves replies the current revised version goes back to five. The only real substantive change is the ability to have one member be a non-resident. Councilwoman Gee says I would like to see the non-resident be a business owner in our city. President Rosso says we need to get the best people to do the job regardless of where they are at. Councilman Cizl says first we heard of this it was brought forward by the councilman that is no longer here. Was there a group of interested people besides him that wanted to see this move forward? Mayor Radeff replies oh yeah. I have gotten a list of all the boards and it is a priority for me to not only fill boards, but to make sure we are getting the right people in the right spot. Whether this is the board we pass, or we keep the old one, I have every intention of filling it. I was very much behind Adam on this. Finance Director Fallis says I was on a community development board and I know that there is a Lorain County Development Dept. and perhaps that might be a source of somebody that lives outside of Sheffield Lake but has experience in that area. Finance Director Fallis lists a few possible resources. Mayor Radeff says I am meeting with some groups this week to pick their brains. Councilman DeBottis says I noticed with us being so unique here, we are limited on land. I know some cities that were unique like us and stagnant. There were some government agencies that came in, did a study of the city and came up with a 15-20 year plan and then said from this point on, if you follow this plan, you should see growth. There used to be government agencies that used to do those to help with the base of this type of development. President Rosso asks didn't we tie in with Lorain and get some grants through the port authority? With the shopping center and boat launch. This is why this needs discussed more in the committee meeting. Law Director Graves states many years ago, we did pass legislation declaring the entire city to be a community redevelopment area. We do have the capacity to award CRA tax exemptions/abatements. There are a lot of tools ready to go, but need the boards populated. I think the Lorain Port Authority has services that if there is a business in Sheffield Lake, they can offer them a financial program to improve heating, venting and AC systems.

**NEW BUSINESS:** Councilman DeBottis asks how many applicants do we have for Ward 2? Council Clerk Randolph replies three. Councilman DeBottis says I noticed on other city's websites you can click a tab and submit an application automatically in the system. Once it is in, you can log in and see the application immediately and start the process as far as reviewing, etc. I think it would be a good resource for us to have. Would it take much to update? Mayor Radeff replies I think it's a great idea and I am in the process of trying to get a meeting with the people that run our website. I found out we don't own our website. There are some things we want to change on the website, but every time I do it, they bill us separately. So, I am trying to meet with them to figure it out. Councilman Wtulich asks for openings for our police, fire and service, can people put resumes in online now? Mayor Radeff says I don't think so. They send them to the chief and he goes over them. Councilman DeBottis says I think it's important that if someone asks how many applicants do we have, we should

be able to answer fast. President Rosso says we have three applicants and we will interview as a group. I do not want anyone calling them individually and interviewing them their selves.

**ORDINANCES AND RESOLUTIONS: Councils Agenda –**

**COUNCIL #043- TABLED-** AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME) REGARDING ANIMAL CONTROL, AND THE DECLARING OF AN EMERGENCY.

**COUNCIL #044- TABLED-** AN ORDINANCE REPEALING CHAPTER 155 OF THE CODIFIED ORDINANCES OF THE CITY OF SHEFFIELD LAKE AND ORDINANCE NUMBER 3-23 REGARDING ANIMAL CONTROL OFFICER AND THE DECLARING OF AN EMERGENCY.

Very lengthy discussion with the following key points. Mayor Radeff says I have met with David and the police chief and we have been discussing this. All this is saying is that we have talked with the union and they have agreed to allow us to have this position. That is all we are looking for a vote on; if you are ok with us changing their agreement in order to allow this. President Rosso says this is not a new position, it is adding new tasks/job functions under an existing position. Law Director Graves says it will allow the mayor to assign a temporary, additional assignment within the various classifications of the ACME bargaining unit. It is not a new classification. Mayor Radeff says this is not the final how everything will work out. The administration will figure out where we are gonna put the dog/house it, responsibilities, etc. We have been talking with the county and I will have every thing cleaned up before I start letting anything happen. Councilwoman Gee says we need to hold off on 043 until we decide if we are doing 044. President Rosso says if this passes and they pick a person and assign the tasks, it is a \$2 an hour increase/raise all the time. It is not just when they are out picking up a dog. It is roughly \$4,100 in salary. Also, this really is just dogs we are talking about, not true animal control. I'm leery of someone calling the police dept. at 6 o'clock and they call person x in and now they get time and a half for a minimum of four hours and that is per the union contract. Last year when Kelsey was doing this, she came out on MLK day. In theory, she should have been paid four hours at double time in this agreement. I'm leery of the police calling in whenever and not getting it cleared by anyone. Mayor Radeff replies the specific conversation we had is that after hours every call has to get cleared by me. Unless it's a crazy emergency, I don't anticipate that. My understanding is that typically when people are home, at night and on weekends, it's much less likely your dogs get out. President Rosso says but there's nothing in here that says they have to call the mayor first. My other concern is I don't know how we can pick a full-time employee that we have working full-time and busy and we say go take time off to do this. Mayor Radeff states it comes down to do you want the city to go out and get dogs that are loose or not? The county, which we talked to, will not come here. When citizens call and ask who is getting this dog,

our answer is either we have someone assigned to do that or we're just not doing it. President Rosso says previously there was a part-time position of dog catcher in the police that got paid whenever they were called to come out and do the duties of dog catcher and paid as needed. He was also a full-time dispatcher. I'm just worried we are muddling two jobs. I want to know we aren't going to get burnt. Mayor Radeff replies I understand. Whether you pass or don't pass it, I just don't want anyone to have an assumption that these dogs are getting picked up, because I don't have anyone to do that. President Rosso responds I think we need to address it; I just don't know if this is the right way to do it. Councilman Wtulich says I think it's a huge benefit to the city to have someone that is already working here that we can call out to do this rather than have to hire someone separate just as a dog catcher. It's kind of like when we switched the water and road people to do both jobs. Rather than having to hire someone separate and give them benefits, etc. even if it is more money to this person, there's gotta be some savings there. Councilwoman Gee says everyone keeps saying this is only a dog warden, but Council #043, section 1 says animal control. We have to go by what the ordinance is. I do not see the necessity. We have never looked into contracting this out. Years ago, the city had a man they called and they came out, picked them up and handled everything. That might be a lot cheaper way, then we don't have the expense of kennels. This past week on Facebook, the dog kennel said they were full and not taking anymore dogs. In a case like that, what do we do? Also, it talks about people saying I don't want the dog anymore and our animal control officer has to take it. I'm afraid we are opening up a whole box here. President Rosso replies this legislation really does not address keeping the dogs, kennels, etc. it just says there is an MOU that the mayor has the authority to add these tasks to a current union job. I think we need some process to handle dogs. Councilwoman Gee asks how much does our longest employee, lead, in the water dept. get per hour extra if they go out on calls in blizzards, etc.? Service Director Hastings replies they have multiple licenses over there and you are paid per license. I believe the maximum is \$1. President Rosso says but that is only going out and doing their job. They aren't going out and doing another function of that job that is not compensated. Mayor Radeff says as far as the money, that is something we already talked to their union about and that is between them. President Rosso says as you know, after week two this (original animal control officer ordinance), got put on hold because of union issues. Kelsey, who was doing it, has the role of Clerk of Courts, and then when she went out to get this extra \$150 to be the animal control person, she was then getting paid to do two jobs when she was only doing one. Every time after that, she used her breaks, lunch or took vacation time. We never paid her to do two things and I'm not sure we ever paid her anything. Councilman Cizl says I commend Kelsey for alleviating the problem by using vacation/lunchtime. No employee should be sacrificing their time and rights to do another job. I appreciate her doing that, and I don't think that's the right thing to do for the city. My understanding is there is one person, Kelsey, qualified to do this position that is currently an employee. Regardless of her current title, how can she leave her job

during her salaried time to perform a second job? The only way I can find a solution is to pay her more. So, are you amending her job description so she can do that? You are writing a job for a certain person. If that person decides not to do it anymore or leaves, then what do you have? Law Director Graves states this is just creating the opportunity/option to assign these additional duties to a bargaining member. It's no different then the way Sheffield Village handles the school resource officer. One member of the police dept. is assigned to be the resource officer and gets paid extra to do that. It can change and you can put someone else there. President Rosso says but that is a full-time job. One job that he does full-time, he's not doing two. Councilman DeBottis asks say there is a call at 11pm, are we going to send her out to do this? If so, my question is safety. Do we send a young lady out to do this without an accompanying police officer? With the shortage of officers, to take one off duty to assist, I mean, I would feel more comfortable if she is being assisted. That is one concern I have. President Rosso replies Kelsey mentioned that she always meets the officer that made the call in, but that is part of the job, there is a danger to it. I would like it mentioned somewhere about at the direction of the mayor so there is no confusion. Councilwoman Gee says where it talks about time, it says officer should work a minimum of 15 hours per week, it doesn't say a maximum. Also, a dog warden in Sheffield Lake can not carry a firearm, am I right? Law Director Graves replies I believe you're right. Mayor Radeff says we talked to the county today and none of them do. Councilwoman Gee says we have never even looked into outsourcing this. What if there is someone in Lorain County that would be interested and already have a vehicle and kennels, etc. and cost us a lot less money? I think we should look into that. Councilman Wtulich replies I don't think you are going to find anybody cheaper than \$2/hour. Councilman Kovach says I believe we should leave animal control on our books. It is a well thought out ordinance and someday down the road, we may need one. Council decides to untable at Tuesday's meeting and remove from the agenda and send to ordinance committee.

**MEETING ADJOURNED:** With no further business before this council, Motion by Kovach /Second by Wtulich to adjourn at 8:33pm. 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 January 16, 2024.

---

COUNCIL PRESIDENT  
*Rick Rosso*