

**MEADVILLE CITY COUNCIL**  
**Regular Meeting**  
**March 5, 2024**

<p><b>Call to Order</b></p>	<p>The in-person meeting of City Council was called to order at 6:05 p.m. by Mayor Kinder. Deputy Mayor McKnight and Councilmembers Gretchen Myers, Jim Roha and Autumn Vogel answered on the call of the roll. City staff present were Manager Maryann Menanno, City Solicitor Tim Wachter, Finance Director Tim Groves, Zoning &amp; Code Enforcement Administrator/Building Code Official Gary Johnson and Recording Secretary Darla Boca. Junior Councilmembers Agatha Crowley and Daniel Servey sat as representatives for the evening. Junior Councilmembers Tatum Gorney and Elias Ramsey were also in attendance.</p>
<p><b>Public Comment on Agenda Items</b></p>	<p>None.</p>
<p><b>Notice of Executive Session Meeting</b></p>	<p>Solicitor Wachter noted that there was an executive session held at 5:30pm, prior to the regular council meeting. The meeting was for legal and personnel reasons.</p>
<p><b>Approve Minutes</b></p>	<p>Councilmember Roha moved to approve minutes from the February 20, 2024, meeting. Councilmember Myers seconded. The roll call was unanimous.</p>
<p><b>Communication to Council</b></p>	<p>None.</p>
<p><b>Presentation</b></p> <p>Love Your Neighbor &amp; Get to Know Your Neighbor</p>	<p>Jan Feleppa gave a brief presentation about an upcoming workshop that will be held at the FCCA. The weekly luncheon series will run for 5 weeks beginning on Wednesday, March 13<sup>th</sup> from 11:30 to 1:00 and is titled “Love Your Neighbor &amp; Get to Know Your Neighbor.” Ms. Feleppa, Jackie Roberson and Melissa Burnett will lead participants through the sessions that are meant to move participants through a personal journey while engaging with fellow members of the community. Ms. Feleppa indicated that Mayor Kinder had participated in the first offering of the program in 2023. The expectation was for maybe 15 participants and between 40-45 actually attended. Individuals from various pillars in the community have been invited to work to bring the community together. Ms. Feleppa stressed that this was not a program to change people’s own ideologies or views, rather to broaden one’s thinking in understanding those neighbors that have differing views.</p> <p>Mayor Kinder added that the program was great. It’s important for those in a small town to work to bring people together. Meadville is a place where we cares about each other. Understanding our own bias and doing better tomorrow.</p> <p>Ms. Feleppa indicated that all in the community are welcome to attend, and while participants could choose which session, they are encouraged to attend them all, as they build upon each other.</p>

<p><b>Manager’s Report</b></p> <p>RTKR Update</p> <p>Update on Police Body Cameras</p> <p>Donation to City Library</p>	<p>Ms. Menanno noted there have been 16 Right to Know Requests for 2024. Still waiting for a billing from Knox.</p> <p>Update on body cameras – last week TechWorx was in to set up a dedicated server for the police department, just working out the kinks of the new software. Monday, March 11<sup>th</sup>, Motorola will be in to connect the Motorola software. At that point, Chief Stefanucci will be getting training on the body cameras and how they are used. He will then review the policies for use of the body cameras with the police officers. Proceed with the additional training that they will need in the use of the body cameras. If everything goes well, April 1<sup>st</sup> is the target for the body cameras to go live. The biggest hangup we had was the single source procurement – we use Motorola as our carrier for the in-car databases and such. The state had a little bit of an issue with us wanting to continue with just the one carrier. We had to get special permission from the state to use just a single source of product procurement. Councilmember Vogel asked if this was instead of doing a bid and Ms. Menanno answered yes.</p> <p>Ms. Menanno thanked Damian Newsome for the donation of a book that highlighted the 50<sup>th</sup> Anniversary of Talon. The book was Mr. Newsome’s mother’s and she had worked for Talon.</p> <p>Councilmember Vogel questioned a communication to council from a community member and why it was not brought up. Ms. Menanno indicated that the communication didn’t relate to anything on the agenda, so it would not be brought up at the Council meeting. Councilmember Vogel expressed that wasn’t her understanding of communications to Council. Mayor Kinder interceded with asking if that could be changed upon the consensus of council and Ms. Menanno responded yes. Councilmember Vogel stated she tells community members to write a letter or email and address to Council so that it could be made aware of it, so now we need to get it added to the agenda in order for it to be discussed. Ms. Menanno answered that it would need to be added to the agenda if it didn’t pertain to any of the business at hand but pertained to items that had been previously discussed. Councilmember Vogel added if we want it to come up in a public meeting, we should have it added to the agenda.</p>
<p><b>Old Business</b></p>	<p>None on the agenda.</p> <p>Deputy Mayor McKnight brought up a request from an elderly lady to have the benches from Huidekoper Park put into Bicentennial Park as there are not many benches there, especially during the summer when the canoers are there or there is more than one family, there are no other benches to use. Menanno noted that Bicentennial Park will be under construction later this year with new playground equipment and additional benches added. The meeting for the schedule will be held this week.</p> <p>Councilmember Vogel wanted to know if there will be photos of progress</p>

	<p>being made at Huidekoper taken and posted for the community to see. Ms. Menanno indicated that Nathan Zieziula from Public Works will take pictures to show the progress.</p>
<p><b>New Business</b></p> <p>Motion – Scheduling City of Meadville Clean Up Day for Saturday, May 18<sup>th</sup></p> <p>Resolution – Ratify Submission – USDA Rural Business Development Grant Application – Meadville Market House - \$99,500</p>	<p>Deputy Mayor McKnight motioned to schedule the Clean-Up Day. Councilmember Vogel seconded.</p> <p>Ms. Menanno stated that this will be the typical clean-up day. Will run from 8:00am to 12:00pm on Saturday, May 18<sup>th</sup> and will be at a cost of \$10 per carload. Once approved, will coordinate with the HOPE Resident Council in 5<sup>th</sup> Ward to help with their cleanup down there.</p> <p>The roll call was unanimous.</p> <p>Councilmember Vogel moved to ratify the submission for the USDA Rural Business Development Grant pertaining to the Market House for \$99,500. Councilmember Myers seconded.</p> <p>Ms. Menanno indicated that this would be for a Master plan for the Meadville Market House. There are two different quotes and the scope of work requested. One quote is for the Market House summary. One is from an architect firm for an interior conditions report. Will note that these two firms, Altair and designLab Architects, for the grant you have to get a quote to get an idea and show proof of what the cost may be. The actual work would need to be procured through the normal procurement process. It is not guaranteed that either of these entities would get the contract to do the work.</p> <p>Councilmember Roha asked that the grant for the study is necessary to qualify for future grants for the roof. Ms. Menanno answered not necessarily for the roof, but if you wanted to do any lighting changes or interior windows, anything of that nature they we would seek grant funding for those things – would like to be able to point back to a plan that was designed by a consultant. The roof, we are going out for a separate grant through PHMC to cover that cost. Councilmember Roha asked if there would be a need for an additional study for the exterior. Ms. Menanno answered that the Market Authority did have an exterior conditions assessment done last year by designLab and in that, paid by CBDG funding, it did show the estimated cost of the new roof and all the components that would be needed to perform the upgrade to the roof.</p> <p>Councilmember Vogel indicated that was great. She is excited to see it has gone this way. Would anticipate that these studies would give some prioritization to what things should happen when, that sometimes improvements can happen hodge-podge or based on how people see them as their own priorities. It would be great if the Market Authority had the funds to support getting such a robust, comprehensive plan for inside the Market House. There have been a lot of good improvements, so it would be nice to see it reflected in the space. There were USDA Rural Development</p>

<p>Resolution – Authorizing Revision of FY2020 Community Development Block Grant</p>	<p>folks that came here last year, and they said that the Market House would make a really great applicant because of all the businesses it supports.</p> <p>The roll call was unanimous.</p> <p>Deputy Mayor McKnight moved to authorize the revision of the FY2020 Community Block Grant. Councilmember Myers seconded.</p> <p>Ms. Menanno indicated that the grant in FY2020 was submitted for \$324,118 to the DCED. Those funds have for the most part been expended. There are four different pots for the remaining project funds from East Steers Street, Walnut Street, Plateau Drive and Crawford County Coalition on Housing Needs projects to the previously approved activity Code Enforcement. The rationale is that we have hired a third part-time Code Enforcement Inspector for the interior and emergency interior inspections, this will help to offset some of the additional costs of on boarding him.</p> <p>Councilmember Vogel asked if that meant these projects came in under budget and Ms. Menanno responded correct.</p> <p>Mayor Kinder asked Ms. Menanno to tell when people would start to get those homes inspected that are having emergencies. Ms. Menanno deferred to Zoning/Code Enforcement Officer Johnson. Mr. Johnson indicated that Scott Barnes has been in for onboarding and training with the other inspectors, he has also been out on a couple of inspections. One inspection has been closed out already and have another that is pending. Anyone can call and talk to Scott Barnes, our new interior inspector. Mayor Kinder asked if there would be an opportunity to meet him, or just to find him in the building. That it would be nice to get to meet him and put a face to the name. Mayor Kinder said it is fantastic that those inspections have started up again.</p> <p>The roll call was unanimous.</p>
<p>Resolution – Authorizing Revision of FY 2021 Community Development Block Grant</p>	<p>Deputy Mayor McKnight moved to authorize the revision of the FY2021 Community Development Block Grant. Councilmember Myers seconded.</p> <p>Ms. Menanno stated that the grant in FY 2021 was submitted for \$330,745 to the DCED. That work has been completed with funds remaining of \$2,891.47. Would like to move that to the previously approved CBDG program administration, this will go to cover staff time to complete surveys at Huidekoper, wage surveys for the contractors and any other time that city staff spends on the CDBG program.</p> <p>The roll call was unanimous.</p>
<p>Resolution – Appointing G. Michael Grill as Building Code Official for the City of Meadville</p>	<p>Deputy Mayor McKnight moved to appoint G. Michael Grill as Building Code Official for the City. Councilmember Roha seconded.</p> <p>Ms. Menanno stated that Gary Johnson would be retiring from the city after 17 years of service and Mr. Grill will fill that interim role until a new inspector is hired with all the proper certifications.</p>

<p>Resolution – Authorize Signatures – UCC Plan Review and Inspection Services – City of Meadville &amp; Construction Code Inspectors, Inc.</p>	<p>The roll call was unanimous.</p> <p>Councilmember Roha moved to authorize signatures with UCC plan Review &amp; Inspection Services. Deputy Mayor McKnight seconded.</p> <p>Ms. Menanno indicated that this is the company that Mike Grill works for, and part of appointing Mike Grill as building code inspector. This is only until there is a full-time and trained inspector hired by the City.</p> <p>Councilmember Roha asked if the firm would carry its own E&amp;O insurance. Ms. Menanno responded yes.</p> <p>The roll call was unanimous.</p>
<p>Resolution -Authorize Signatures – Building Code Official Fee Schedule – City of Meadville &amp; Construction Code Inspectors, Inc.</p>	<p>Councilmember Roha moved to authorize signatures for the Building Code Official Fee Schedule between the City and Construction Code Inspectors, Inc. Deputy Mayor McKnight seconded.</p> <p>Ms. Menanno stated that this is part of the building code inspector, Mike Grill, that the increase is approximately 10% increase. Some items remain the same. To cover the cost of having Mr. Grill. Covers cost of them doing the work and any services. The fee schedule would be updated again once a new person is hired.</p> <p>The roll call was unanimous.</p>
<p>Resolution – Authorize Signatures – Post-Retirement Transition Assistance Agreement – City of Meadville &amp; Gary Johnson</p>	<p>Deputy Mayor McKnight moved to authorize signatures on the agreement between the City and Gary Johnson. Councilmember Roha seconded.</p> <p>Ms. Menanno indicated that this agreement would allow the new Zoning person or anyone within the City to call Mr. Johnson with questions during the set time frame. Mr. Johnson’s service will be instrumental in onboarding the new individual.</p> <p>Councilmember Myers asked how long we envisioned the onboarding process to be. Ms. Menanno indicated it depends on who is hired, what credentials they have, how quickly they can become certified – if necessary, when the training is held through the state. Councilmember Myers followed up by asking if the window would be longer than a year. Ms. Menanno responded that we would like to get the position filled as quickly as possible and that should be up and running before the end of the year as a worst-case scenario. Would want to transition as quickly as possible to the new hire. The training and the BCO certification will be the biggest problem as that is dependent on the state schedule for when they offer the training. We have a couple of interviews scheduled this week, so hopefully something pans out from them.</p> <p>The roll call was unanimous.</p>

<p>Resolution – Recognizing Gary Johnson Upon Retirement</p>	<p>Councilmember Roha motioned for the resolution recognizing Gary Johnson upon his retirement. Deputy Mayor McKnight seconded.</p> <p>Ms. Menanno read the resolution recognizing Mr. Johnson for his 17 years of service to the City in various roles and that Mr. Johnson was truly retiring – for real – this time.</p> <p>Mr. Johnson thanked Council.</p> <p>Mayor Kinder expressed that she would miss the feeling that someone is falling down the steps every time Mr. Johnson would come down the steps.</p> <p>The roll call was unanimous.</p>
<p><b>Public Comment on Non-Agenda Items</b></p>	<p>None</p>
<p><b>Councilmember Statements</b></p>	<p>Junior Councilmember Crowley: <i>Looking forward to getting a grant to improve the Market House. Renna informed me that there is a Vision Forward Workshop on Saturday, March 9<sup>th</sup> at Hatch Hallow with collage and other art projects that is open to the community and we would like everyone to attend if they are available.</i></p> <p>Junior Councilmember Servey: <i>Thank you again for this opportunity. I'm excited to see the developments on the parks, especially Huidekoper which was in need of repairs, good to see some work getting done on it.</i></p> <p>Councilmember Roha: <i>Extend best wishes to Gary for a long, happy and healthy retirement.</i></p> <p>Councilmember Myers: <i>Just "Bye" to Gary.</i></p> <p>Deputy Mayor McKnight: <i>Best wishes to Gary – enjoy your time off. Thank again the junior Councilmembers for sticking with it, I see two additional young people here. I'm really impressed to see how serious you are taking this.</i></p> <p>Councilmember Vogel: <i>Thanks for coming. I appreciate that the junior council comes on their off weeks. Thanks to the public that came tonight, I appreciate you all. We had a really great turnout last week for the public info session about the Community Revitalization Corporation that is launching, the City is a partner in that. There were probably 60 or more people that showed up at Active Aging to give input on downtown development and what they want to see prioritized. It was nice that it was interactive – there was a wide range of people from different backgrounds that showed up – that was great. Thanks to Gary.</i></p>

	<p>Mayor Kinder:  <i>Want to thank Jan Feleppa for coming and telling us about Love Your Neighbor. It's encouraging that there are so many people in this community that are working towards that. We should all be trying to get there. They have breakfast on Saturdays, that's free. There's soup on Saturdays at the UU, that's free. It's a testament of the good people that live here in Meadville. We do care about each other, and we want to see this place do better each day. I want to commend Gary for 17 years. I got to see him work through some really tough times and being treated very badly while he was at work. And he still did his job and did it in a way that people did not feel like he was treating them badly or against them. Gary, you are a testament to the type of person we want representing Meadville. I truly appreciate you and being able to stick it out for so long because, as I told you, I don't believe anyone should be treated that way. You're a really good man and I appreciate you. We'll be sad to see you go, but nothing will make me happier than to see you thriving and just enjoying your life. Enjoy your retirement and thank you again for being here, for being in Meadville, and making it better.</i></p>
<p><b>Adjournment</b></p>	<p>With no further business to come before Council, Councilmember Roha moved to adjourn. Deputy Mayor McKnight seconded, and the roll call was unanimous. The meeting was adjourned at 6:47 p.m.</p>

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Maryann Menanno, Interim City Clerk

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Jaime Kinder, Mayor