

**CITY OF SAINT MARYS COUNCIL  
BUDGET WORKSHOP**

**NOVEMBER 4, 2024**

**CALL TO ORDER**

The scheduled Council Budget Workshop of the City of Saint Marys was called to order by Mayor Lyle Garner on Monday, November 4, 2024 at 6:00 p.m. The meeting was held in the Council Room of City Hall, 11 LaFayette Street. Notice of this meeting was sent to Council on November 1, 2024, posted at City Hall and published in the Daily Press.

**PLEDGE TO THE FLAG**

**ROLL CALL**

Present: Mayor Lyle Garner, Deputy Mayor Shane Schneider, Jerome Sorg, Nedward Jacob, Stephen Bagley, Anthony Gregory, Joe Sarginger, City Manager Joseph Fleming, and Recording Secretaries Lorrie Levenduski and Rachael Hughes.

City Staff: Finance Director Charles Nunamaker, Chief of Police Tom Nicklas, Tim Brennan, Director of Public Works, Travis Skrzypek, Deputy Director of Public Works, Matt Young, Senior Code Official.

**VISITORS**

Larry Smith and Keith Porco.

**CITIZEN COMMENTS ON  
AGENDA TOPICS**

There were no citizen comments on agenda topics.

**APPROVAL OF ARPA  
PROJECTS - Balance of  
American Rescue Plan Act  
(ARPA) funds**

Manager Fleming presented a request for approval of the remaining ARPA funds of \$236,522 to be used for the following:

\$41,800 Stormwater Drain Repair in front of the bays for the Crystal Fire Department on Erie Ave side. The project would reinforce the drainage area since we believe the weight of the trucks is collapsing the existing drain.

\$194,722 Construction of the Amphitheater at Shawmut Park.

The City recently was awarded funds in the amount of \$438,000 from the Local Share Assessment Grant to be used towards the project.

It was confirmed the remaining funds would need to be spent or under contract before the end of the year.

**Motion Passed**

Stephen Bagley made a motion to approve the above request, seconded by Shane Schneider and all were in favor.

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**BUDGET OVERVIEW AND  
SUMMARY**

Manager Fleming provided the following comments:

The annual budget is the most important document that Council will review for the year. He noted this budget is very complex but will be presented in an easier format this year.

He commended the new Finance Director Charles Nunamaker and City staff for their hard work. The 2025 budget was balanced and no increase in taxes was being requested.

**GENERAL FUND BUDGET**

The General Administration budget was discussed.

**General Administration**

General Administration costs within the General Fund consists of the following departments and/or programs: Mayor-Council, Manager, Financial Administration, Tax Collection, Solicitor Fees, Human Resources-Public Relations, Personnel Administration, and buildings costs for City Hall.

**Public Safety**

The Public Safety budget was discussed.

Public Safety contains the Police Department, EMA, Code Enforcement, and the Planning and Zoning Departments.

Police Department was reviewed.

No changes were made.

Code Enforcement/Planning and Zoning

No changes were made.

Emergency Management

No changes were made.

**Public Works**

The Public Works budget was discussed.

Public Works is responsible for the reconstruction and maintenance of City roads, snow removal; traffic signals and street signs; storm sewers and drains; curbs and sidewalks.

No changes were made.

Sanitation

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Sanitation includes expenditures to administer the utility billing and managing the sewage treatment plant, recycling costs and on-lot sewage inspections.

No changes were made.

Parking Facilities

Parking Facilities includes the expenditures related to the parking garage, municipal parking lots and on-street parking.

No changes were made.

Community & Economic Development

Community & Economic Development department serves as a communication between the City and the downtown business and local organizations. The department works with the community in developing economic development through grant revenue. Major funding is through the federal and state government.

No changes were made.

**Other Administration**

Other Administration contains Interfund Operating Transfers, Miscellaneous and Community Transfers.

No changes were made.

**CAPITAL FUNDS**

**Capital Reserve Fund**

The Capital Reserve fund and the CDBG fund accounts for all resources and expenditures concerning the acquisition, construction or improvements of capital facilities, acquisition of equipment and infrastructure cost by the municipality including special revenue funds and enterprise funds.

Funds from the General Fund are transferred to the Capital Reserve fund based on the City Policy.

This fund was created in the 2019 budget. Revenue to support these expenditures came from the increase in the Earned Income Tax imposed in 2019. 85% of the .2 tenths increase is allocated to this program. Half of this funding is for streets, roads and storm sewers and the other half is for bridges.



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Chief Nicklas explained the proposed replacement of the Officers' primary duty firearms were included in the Capital purchase request for the Police Department.

Officer Larry Smith and Keith Porco from Sinterfire described the current firearms are becoming obsolete and ammunition costs is increasing. The transition to a 9mm Glock pistol was recommended.

**Capital Reserve – Streets,  
Roads, and Bridges**

Tim Brennan, Public Works Director and Travis Skrzypek, Public Works Deputy Director provided details of the proposed bridge and road repairs. It was noted this is the 5<sup>th</sup> year of the road repair schedule, so 2025 will have the overlay of pavement on numerous streets.

**ENTERPRISE FUNDS**

Cost to manage and operate the Sewage Treatment Plant is paid through the Sewage Treatment Fund. This fund is an operating fund. For capital costs for the Sewage Treatment Plant, the cost is paid through the Sewer Fund and capital costs to upgrade and to maintain the sewer lines is paid through the I & I Fund and the Sewer Line Replacement Fund.

**Sewage Treatment Fund  
Budget**

There were no changes made.

**SPECIAL REVENUE  
FUNDS (Added to agenda)**

Charles Nunamaker explained the Special Revenue Funds are millage-based funds set by Council.

**Street Lighting Tax Fund**

There were no changes to the Street Lighting Fund.

**Fire Protection Fund**

There were no changes to the Fire Protection Fund

**Recreation Fund**

There were no changes to the Recreation Fund.

**Library Fund**

There were no changes to the Library Fund.

**Ambulance Fund**

There were no changes to the Ambulance fund.

**Fire Hydrant Fund**

There were no changes to the Fire Hydrant Fund.

**Debt Fund**

There were no changes to the Debt Fund.

**Shade Tree Fund**

There were no changes to the Shade Tree Fund.

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**Approval to order Public  
Works equipment**

Travis Skrzypek explained due to the long lead time for ordering a replacement for Truck #5, he requested permission to order the cab and chassis before the end of this year.

**Motion Passed**

Anthony Gregory made a motion to approve the request, seconded by Jerome Sorg, and all were in favor.

**ANNOUNCEMENTS**

Mayor Lyle Garner made the following announcement:

- The next budget workshop scheduled for Wednesday, November 6, 2024 has been cancelled.
- Next Council regular meeting will be held on Monday, November 18, 2023, at 7:00 p.m. at City Hall.

**ADJOURNMENT**

Stephen Bagley made a motion to adjourn the meeting, seconded by Shane Schneider. Meeting adjourned at 8.00 p.m.

  
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Recording Secretary

  
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Mayor