

**NORTH RIDGEVILLE CITY COUNCIL  
ADMINISTRATIVE COMMITTEE MEETING MINUTES  
COUNCIL CHAMBERS – 6:30 p.m.  
MONDAY, OCTOBER 7, 2019**

**To Order:**

Chairwoman Michelle Hung called the Administrative Committee meeting to order at 6:30 p.m.

**Attendance:**

Members present: Chairwoman Michelle Hung, Councilman Robert Chapek and Councilman Gregg Westover.

Also present: President Kevin Corcoran, Assistant Clerk of Council Tara L. Peet, Auditor Jeff Wilcheck, Law Director Brian Moriarty, Councilman Dennis Boose, Councilman Martin DeVries, Clerk of Council Nancy Linden, Councilman Bruce Abens and Safety-Service Director Jeff Armbruster.

**Approval/corrections to minutes:**

Chairwoman Hung asked if there were any corrections to the minutes of April 1, 2019. No discussion was offered. The minutes stand approved as submitted.

**Discussion regarding T 98-2019:**

Chairwoman Hung stated the Council had worked the past two years to get ready for the addition of the Economic Development Director position. She noted that the new department head ordinance was 5596-2018. She noted the position was briefly mentioned in last year's budget process and the goal was to hire the Human Resource Director first. Chairwoman Hung also added that the legislation needed introduced first to begin the discussion on whether the position is actually needed or funded. Funding for the position would occur during budget discussions next month. Chairwoman Hung stated this committee meeting was not a budget meeting.

She asked President Corcoran to speak on the history and creation of the ordinance.

President Corcoran stated the position has been discussed on and off for a long time. He added he tried to introduce the position when he first was elected to Council but was told that the money was not available. There was an attempt to create a part-time grant writer and a part-time economic director position, but there was no support or interest. President Corcoran stated he felt it was the right time in the cities growth. He had discussions a few months back with the Auditor to account the position for the budget discussions in November. He also stated he asked the Human Resources Director to put together a job description for the position. If Council agrees to put the position in place, interviews can begin next year.

Councilman Chapek asked if it will be funded by pushing this piece of legislation through.

President Corcoran stated just because the position is created doesn't mean it will be funded or filled.

Chairwoman Hung stated the intent was to create the position and add it to the 2018 department head ordinance.

President Corcoran stated in creating the 2018 department head ordinance, the intent was to create uniformity and also change how some of the fringe benefits were paid out. In the long run, he saw it as a plug and play were the position just needed added to the ordinance.

Councilman Westover asked who does grant writing currently.

President Corcoran stated most of the department heads. He reminded the Committee that Council does not legislate the job description, but rather it is an administrative function.

Councilman Westover asked if there was a full-time need for the position.

President Corcoran stated he thought so. He noted there is a limited amount of land available and if it isn't filled with business, then it will be filled with residential. If the City is serious about attracting business, the position should be full-time.

Councilman Westover asked if it was known the number of vacant lots on Center Ridge Road.

Safety-Service Director Armbruster stated there is plenty of property behind Garden Village, homes that sit in commercial areas and land behind those homes. He noted there is an interest from potential businesses, but only a few are willing to move now such as O'Reilly's and Montessori due to the road construction.

Chairwoman Hung asked for any comments from the administration.

Safety-Service Director Armbruster stated this position has been discussed for years and years and is 100% behind it. He noted it will provide opportunities for grants that many departments do not even attempt to apply for due to time constraints.

Councilman Boose stated he agreed with President Corcoran in that it is time to move this forward. The conversation has been ongoing for years. He noted that a company was hired some time ago on a part-time basis and it took them six months to even find North Ridgeville. He appreciated the job description and felt it would mold a skill set for the position. He also noted that he felt the position with aid in helping businesses stay in North Ridgeville as well. Councilman Boose stated there is a definite need to increase the business tax base in the community.

Holly Swenk, 36259 Center Ridge Road: stated she felt that the position is a full-time demand based on her previous work experience and she felt an assistant needed budgeted.

President Corcoran and Chairwoman Hung explained how the budget process worked to Ms. Swenk. They noted that the process occurs during open Finance Committee meetings in November to discuss the budget. President Corcoran noted they did this process with the Human Resource Director where they hired her first and planned to hire an assistant in the future.

John Vrtachnik, 5553 Main Avenue: asked about what kind of business the City is looking to attract and further asked about the salary range for the position.

Chairwoman Hung stated those are subject matters for budget discussions that are open to the public.

Safety-Service Director Armbruster stated he felt the City was in a good place to attract business with major highways such as the turnpike and I-480.

Moved by Chapek and seconded by Westover to recommend City Council adopt T 98-2019 as submitted.

A voice vote was taken on the motion and it carried.

Yes – 3                      No – 0

**Adjournment:**

Chairwoman Hung adjourned the meeting at 6:52 p.m.

Date Approved: \_\_\_\_\_

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Tara L. Peet, MMC  
Assistant Clerk of Council