

THE CITY OF STREETSBORO, OHIO
SERVICE COMMITTEE MEETING MINUTES

Monday, April 8, 2024

This Service Committee Meeting was called to order on Monday, April 8, 2024 at 8:10 p.m. by Anthony Lombardo, Chair.

PRESENT: Jon Hannan, Anthony Lombardo, Lisa McDaniel, Jennifer Wagner, Marianne Glenn, Steve Michniak

ABSENT: Justin Ring

ALSO PRESENT: Glenn Broska, Mayor
David Nott, Law Director
Patricia Wain, Police Chief
Rob Reinholz, Fire Chief
Matt Miller, Finance Director
Bill Miller, Service Director
Justin Czekaj, Municipal Engineer
John Cieszkowski, Planning Director
Patrick O'Malia, Economic Development Director
Greg Mytinger, Parks and Recreation Director
Shawna Lockhart-Reese, HR Manager
Caroline Kremer, Clerk of Council

MOTION: TO EXCUSE MR. RING.

Moved by Mr. Hannan, seconded by Mr. Michniak. Upon voice vote, **motion carried.**

Disposition of Minutes

MOTION: TO ACCEPT THE REGULAR SERVICE COMMITTEE MEETING MINUTES OF NOVEMBER 13, 2023 AS PRESENTED.

Moved by Mr. Hannan, seconded by Mr. Michniak. Upon voice vote, **motion carried.**

Old Business

Update on the Water Meter Replacement Program

Bill Miller said the replacement program was about halfway through the residential homes. They had done over 2,000 meters already. They were starting to hang second notice tags. They were working through the daily issues as they arose. Nothing was ever easy, but they were trying to keep it going as smooth as possible.

Mrs. Glenn said she had been contacted by two different residents this weekend that were scheduled for the meter replacement but the technicians were no show no call, and no one answered the Envocore phone number because they don't work weekends. The residents were frustrated because they stayed home for this, and it seemed not having someone answer the phone on the weekend when work was scheduled was a problem that needed resolved. The residents were contacted Monday (today) to reschedule the work, but it was frustrating over the weekend. Bill Miller said they were working through those types of issues and those residents were dealt with.

Mayor Broska had suggested to Bill Miller that maybe there could be a contact number at the City that people could call if they couldn't get an answer at Envocore on the weekend. Mrs. Glenn said most of the time, from what she could see from Facebook comments, it was going well and the residents were having a good experience with this project, but this was a concern that needed addressed. Bill Miller said they would get something worked out.

Mr. Lombardo asked if the City was charged when the City staff did a meter replacement instead of Envocore. Bill Miller answered that if the City staff replaced a residential meter, the City was not charged for it; that would come off the total bill from Envocore. The City would only pay for the ones they did. The City staff had done about 270 meters so far. Some were to resolve a scheduling problem to resolve the issue for the resident right away to help the situation.

New Business

T-7586 Annual Vehicle Repair Parts, Supplies and Services

Bill Miller said this was a new ordinance, but it was similar to the waterline repairs, parts and supplies and hydrant parts and supplies ordinances that were done each year. There was enough spent from the Vehicle Parts and Supplies line that an annual ordinance should be done to cover those costs for the year for vehicle maintenance. This ordinance could go through three readings; it was not emergency legislation, but would be done annually into the future.

MOTION: TO MOVE THIS TO TONIGHT'S REGULAR COUNCIL MEETING.

Moved by Mr. Hannan, seconded by Mr. Michniak. Upon voice vote, **motion carried.**

T-7581 Accept Donations for StoryWalk in City Park

Mr. Mytinger said this was an ordinance to accept donations from three separate entities to help put in a permanent StoryWalk in City Park. The StoryWalk would start at the library and go around a circle and end back at the library. It would be done in partnership with Friends of Streetsboro Parks and Friends of Streetsboro Library. He mentioned that an amount in Section 3 needed changed: Friends of Streetsboro Parks had donated \$500 instead of \$1,000. He said the Parks and Recreation Department was excited to accept this money and get this project started this summer.

MOTION: TO AMEND SECTION THREE TO CHANGE \$1,000 TO \$500.

Moved by Mr. Hannan, seconded by Mr. Michniak. Upon voice vote, **motion carried.**

MOTION: TO MOVE THIS TO TONIGHT'S REGULAR COUNCIL MEETING AS AMENDED.

Moved by Mr. Hannan, seconded by Mr. Michniak. Upon voice vote, **motion carried.**

T-7582 Accept Ohio Parks and Recreation Association Foundation Grant

Mr. Mytinger said this was a grant through the Ohio Parks and Recreation Association. The City had applied to them for the remaining balance of the estimated costs of completing the StoryWalk. The City had received an award of \$2,225 to finish the total estimated cost of the StoryWalk project. All the organizations that contributed to the StoryWalk project would have their logos printed on the StoryWalk boards throughout the park path.

MOTION: TO MOVE THIS TO TONIGHT'S REGULAR COUNCIL MEETING.

Moved by Mr. Hannan, seconded by Mr. Michniak. Upon voice vote, **motion carried.**

T-7583 Purchase Items for Floyd North Bicentennial Park

Mr. Mytinger said the City would work with a contractor to build Floyd North Bicentennial Park. Once that was done, things would be needed in the park like picnic tables, trash cans, and a grill, so this was legislation to purchase those items. This was probably the third purchase of items from Dave Williams and Associates Recreation (DWA Recreation), so it put the total expenditure with this vendor over the Board of Control threshold and it needed Council authorization.

MOTION: TO MOVE THIS TO TONIGHT'S REGULAR COUNCIL MEETING.

Moved by Mr. Michniak, seconded by Mr. Hannan. Upon voice vote, **motion carried.**

T-7584 Amend Cintas Contract to Add Mats for Community Center

Mr. Mytinger thought there was a five-year contract with Cintas and he wanted to add mats for the new Community Center at the already agreed to pricing. They planned to have two mats at the entrance, two mats at the back of the building and maybe a couple by the offices, (maybe a total of five or six mats to be added to the monthly service). Mr. Mytinger wasn't certain of the exact additional cost this would be for the City.

MOTION: TO MOVE THIS TO TONIGHT'S REGULAR COUNCIL MEETING.

Moved by Mr. Hannan, seconded by Mrs. Glenn. Upon voice vote, **motion carried.**

T-7585 Contract w/Compass Point Planning to do Sign Code Update

Mr. Cieszkowski said recently the City put out an RFP seeking proposals from sign companies. The City's Sign Code was quite dated. A few sections had been revised throughout the years to address glaring issues, but it really needed a full Sign Code update. He asked for Council's approval to expend up to \$13,000 for this project. A good majority of the variances that came before the Board of Zoning and Building Appeals were sign related variances. Mr. Cieszkowski and Jimmy Hoppel, Assistant Planner, reviewed the two proposals received and selected Compass

Point Planning. The money had been included in the 2024 budget. Mr. Cieszkowski provided a copy of Compass Point Planning's proposal for today's packet.

Mr. Hannan asked about the timeline for this project. Mr. Cieszkowski said it would take about six months from the date the contract was executed. If a review committee was needed to work on this project, Mr. Hannan said he would be interested in being a part of that committee. Mr. Cieszkowski said that could be accommodated.

MOTION: TO MOVE THIS TO TONIGHT'S REGULAR COUNCIL MEETING.

Moved by Mr. Hannan, seconded by Mrs. McDaniel. Upon voice vote, **motion carried.**

Discuss 2024 CDBG Allocation Grant Application

Mr. O'Malia said the deadline to submit to the County for the upcoming two-year round of CDBG funds was this Friday. He said all CDBG programs must be one of three national objectives either directly benefiting low-moderate income people, slum and blight clearance, or planning for a national emergency. The City only gets about \$127,500 every two years. Last week Mr. O'Malia, Mayor Broska and Mrs. Glenn met with the Regional Planning Commission people and tried to identify ways to stretch these limited funds. At that meeting it was decided to allocate \$52,400 for the demolition program, and allocate the remaining \$75,000 for the Senior/low-moderate income grass cutting program. The City was proposing dropping the leaf program since it was very underutilized, and the snow removal program because by the time the funds were available it would miss one out of every two winters. Mrs. Glenn said she didn't advocate getting rid of the Senior snow removal program, but because of the way the CDBG program was set up and scheduled, it was a poor use of the limited CDBG funds. She was in favor of funding a reasonable Senior snow removal program out of the General Fund. The thought was that grass needed to be cut more than once every three weeks, so allocating more toward the grass cutting program it was hopeful that the City could have a contractor do it more often.

It was often referred to as a Senior program, but age or disability was only a part of the requirements and the person must fall under income guidelines too. This was a supplemental program; it was not designed to maintain the grass as some homeowners may prefer to see it.

Mr. Lombardo wondered if there were any options to help eligible residents with snow plowing in limited situations. Mayor Broska had mentioned at the meeting with the Regional Planning Commission folks that the City might look into using some money from the General Fund for that purpose. Mayor Broska added that the administration had talked about it. The last two years did not have that much snow, so if some CDBG money was allocated for that service and then not used, it would have to go back. He almost wanted to see something on a per-push basis that eligible residents could sign up for and have an outside agency respond on an as-needed basis that would be paid out of money budgeted in the General Fund. The City did not have the manpower to provide the service on a regular basis. Mr. Lombardo said a Senior snow removal program could be revisited at another time.

Discuss Getting an EMC Sign

Mr. Hannan said the regulations had been done and were set; he wanted to know where the City was going from here and how to get the process started for a new sign at Public Square. The original sign was put up in 1969. It continued to serve its purpose as is, but there were better ways to provide needed messages without physically placing the letters/words on the board. Mr. Hannan understood there was a donation, the regulations had been passed, the Schools had already put up an EMC sign, so it was time the sign in the middle of the City was updated and modernized.

Mr. Hannan had provided some examples of EMC signs from local communities, but the Streetsboro regulations don't allow for electronic graphics, only text on black background. Mr. Hannan had talked to Bill Miller and learned that, depending on what the City decided to do with the base, the Service Department staff may be able to help with the work. Mr. Hannan wasn't sure what the lifespan of the two pillars of the existing sign might be and if they could be kept, or not. He also wasn't sure if the square had the proper electric service to handle a new EMC sign. The size and style of a new sign still needed to be determined. The Parks and Recreation Department updated the messages on the sign and should have some input on the design of the new sign. Mr. Cieszkowski could help regarding the new regulations and the permit process.

Mr. Mytinger thought the next step for this would be deciding the size and design. The permissible size of the EMC portion of the sign would be about 40 square feet (about 5' x 8'). The current sign was just shy of 80 square feet and the EMC portion could be 50% of that. Mr. Mytinger said the City would need someone to help design what of the existing sign would be kept, if anything. He wasn't sure if the City should just pick a sign company and move forward, or if there should be RFQs. Mr. Hannan suggested using the same sign company the School used because that company would know the City's regulations already.

Mr. Hannan thought the School had paid about \$27,500 for their new EMC sign with the base being a separate cost, and he thought the City had received a donation for about \$30,000 through an economic development agreement, so he said the City would need to be careful with budget. Mr. Mytinger said the decision to keep the old existing pillars or go all new was a decision he was not willing to make. Mr. Hannan wanted to see proposals with retrofitting the new EMC sign with the two old pillars, and an option with an all new base, which he thought the sign company could help design. Mr. Mytinger noted that if the whole process would cost over \$50,000, the project would have to be bid out, with specs and design drawings, etc. It was clarified that the City had budgeted \$60,000 in 2024 and had received the \$30,000 donation last month, so there was about \$90,000 to work with. Mr. O'Malia thought the economic development agreement language regarding the donation was very vague "for beautification" and was not specifically for a sign.

Mr. Cieszkowski clarified for Mayor Broska that the total sign area could be a maximum of 79 square feet and 50% of the 79 sq. ft. could be EMC (39.5 sq. ft.). Mayor Broska asked if the City could request a variance for more space, but Mr. Hannan said with an EMC you would get more out of less space because you could do unlimited messages that could scroll after each other, and the bigger the sign the more expensive it would be. The other 50% would be static (unchangeable); it could say "City of Streetsboro" or whatever the City wanted it to be, in letters large enough to be seen across the square.

Mrs. McDaniel questioned if the City needed a new sign at the square. She didn't think many people were getting their information about the community from that sign vs. social media or school emails or Parks and Recreation emails. She wondered if the \$30,000 donation might be better spent on another type of "beautification" project, because maybe a sign at the square was an outdated way to share community information. Mayor Broska said his office got calls all the time about information on that sign board and he felt the sign was a necessary tool for disbursing community information.

Mr. Mytinger recommended that, if the City was contemplating spending \$90,000 on this project, then the City should put out an RFQ for a sign company and/or a design company that could come up with suggestions and the City could chose the one with the best pricing for this big project. The whole square would need updating for better electric service to handle the sign and the Christmas decorations, updated landscaping, etc. to all help beautify the square. Mr. Mytinger suggested he write up an RFQ to get the project initiated. Submitting an RFQ did not cost the City anything.

Mrs. Glenn supported getting a new sign, because she was concerned that trying to retrofit the old brick work would not look good. Mr. Lombardo did not want to keep the old pillars; he supported getting something new and updated. He thought \$90,000 was a lot for this project but he wanted it to look good and last another 50-60 years before it would need updated again. Mr. Lombardo wondered if the sign on the square would match with the new signage going in for the new City Center/City Hall or would they be completely different.

Mayor Broska mentioned that there had been some complaints the last several years about always destroying the past to build something new, so maybe there should be attempts made to incorporate the two old pillars that had been a part of Streetsboro's history for almost the last 60 years into the new sign design.

Citizens' Comments

None.

Announcements

A Regular Council Meeting will immediately follow this meeting.

There being no further business to be addressed by this committee, and upon motion by Mr. Michniak, seconded by Mrs. Glenn, this meeting adjourned at 8:56 p.m.

ATTEST:

Caroline L. Kremer, Clerk of Council

Anthony Lombardo, Chairman