

THE CITY OF STREETSBORO, OHIO
SERVICE COMMITTEE MEETING MINUTES

Monday, February 14, 2022

This Service Committee Meeting was called to order on Monday, February 14, 2022 at 7:14 p.m. by Jon Hannan, Chairman.

PRESENT: Justin Ring, Tony Lombardo, Jon Hannan, Jennifer Wagner, Julie Field, Steve Michniak

ABSENT: Mike Lampa

ALSO PRESENT: Glenn Broska, Mayor
Frank Beni, Law Director
Tricia Wain, Police Chief
Robert Reinholz, Fire Chief
Matt Miller, Finance Director
Bill Miller, Service Director
Justin Czekaj, Municipal Engineer
Patrick O'Malia, Economic Development Director
Shawna Lockhart-Reese, HR Manager
Caroline Kremer, Clerk of Council
[by Zoom video conferencing:]
John Cieszkowski, Planning Director
Greg Mytinger, Parks and Recreation Director
Melissa Procop, Mayor's Executive Assistant

MOTION: TO EXCUSE MR. LAMPA.

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

Disposition of Minutes

None.

Old Business

None.

New Business

T-7185 Authorize Plans and Specs & Go to Bid for Street Striping

Bill Miller said this was for a three year contract for street striping. As soon as the bids went out and then the City accepted a contract, they would develop a schedule for striping. They hoped to start striping earlier in the year so the paint would be out before May/June. There were a few different areas they wanted to put epoxy paint that was brighter and lasted longer so it was easier to see in the rain; and that was definitely in the bid specs.

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

Moved by Mr. Ring, seconded by Mrs. Field. Upon voice vote, **motion carried.**

Discuss e-Waste Collections

Mr. Lampa had asked for this topic to be on the agenda, but he was absent tonight. The message he had included in the packet was about scheduling an e-waste collection day, or allowing an agency to host a collection day in the City. Mayor Broska thought Portage County had scheduled an e-waste clean-up day and had invited Streetsboro to participate, but he did not know the date. Mr. Ring said there was no fee for these collection days because the collectors made money off of what they collected. Mr. Mytinger said Portage County Recycling District had arranged an e-waste collection day on February 25, 2022 from 8 a.m. to 1 p.m. at their recycling center on Mogadore Road; it was posted on their website. It had also been posted to the City social media sites. Mr. Ring thought Mr. Lampa had wanted to discuss bringing a collection point to Streetsboro.

T-7186 Contract with Spectrum

Mrs. Procop said this was a request for Council to approve a new contract with Spectrum to continue services and continue payment to them. The current contract had expired. Mr. Michniak noted there was no copy of the contract in the packet; he was concerned about approving a contract he didn’t get to read. Mrs. Procop said it was a month-to-month contract because the new IT Network Administrator was going to look into the entire network system for the entire City, and instead of entering into a new 3 or 5 year contract, Spectrum was allowing the City to go month-to-month with a continuing contract that could be terminated at any time, at the same cost currently being paid, until the City was able to make a decision. Mrs. Procop said she could provide the old contract if Mr. Michniak wanted to see it.

Mayor Broska clarified that Matt Coffman, the new IT Network Administrator, started today. He would review the City wide systems and there would be some significant changes now that there was an on-site IT person. The City had been using TTX. The terms and conditions of the Spectrum contract had not changed, so the terms of the contract Council had approved previously were still in effect and this legislation was just to continue those terms until Mr. Coffman could get things in order and make some decisions that might save the City some money.

MOTION: TO MOVE THIS TO TONIGHT’S REGULAR COUNCIL MEETING AS EMERGENCY LEGISLATION.

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

T-7187 Authorize Cyber Security Liability Insurance Policy

Mrs. Lockhart-Reese said this was to have a cyber security insurance policy put in place. The administration had been waiting for a bid from the Traveler’s Insurance Group when the City renewed the property and casualty insurance. This portion was only for the Cyber liability insurance; it was \$13,039 for 11 months. It was budgeted for 2022.

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

Moved by Mrs. Field, seconded by Mr. Lombardo. Upon voice vote, **motion carried.**

T-7195 Update the Athletic Field Rental Policy

Mr. Mytinger said they had reviewed the policy over the last couple of years and wanted to tighten things up regarding rental fees, payment timelines, and add the new volleyball and basketball courts in case they were rented in the future, and update the cancellation policy and the refund policy for tournaments and rentals.

Mr. Ring wondered if there would be hourly rentals for the volleyball courts if someone wanted to run an evening league or something. Mr. Mytinger explained that he planned to only have City leagues run at those courts; he didn’t want to get in the habit of allowing outside organizations run leagues on City property (for profit or not for profit). If there was a special circumstance of a volleyball tournament for a weekend or a couple days to raise funds for something, but a weekly league would be run by the City.

Mr. Michniak asked if fees were still waived for Streetsboro United and Streetsboro Jr. Baseball as was established by legislation years ago, based on the service they were providing to the City for running those leagues. Mr. Mytinger said yes, those organization currently did not pay for their field maintenance; these athletic field rental policies were only for outside organizations. Page 2 of the policy listed the priority uses of fields which gave those organizations primary use of those fields as non-profit organizations.

Mrs. Field noted the parks rules stated “parks open at 8 a.m. and close at dark” but now that there were lights at some of the fields, would that be adjusted? Mr. Mytinger said Page 4 of the policy had a Field 7 light policy to shut off lights at 11 p.m. per City ordinance, and it would be the same at the volleyball courts once those lights were set up. The start time at 8 a.m. was per the City ordinance for noise.

MOTION: TO MOVE THIS TO TONIGHT’S REGULAR COUNCIL MEETING FOR FIRST READING.

Moved by Mr. Ring, seconded by Mr. Lombardo. Upon voice vote, **motion carried.**

T-7188 Authorize Contracts for Engineering Services in 2022 & 2023

Mr. Czekaj said this was similar to the contracts that had been authorized in the past for general engineering services. In addition to GPD, the administration was adding Environmental Design Group as a consultant to provide those general engineering services. Mr. Ring wondered if each company would provide different/separate types of services. Mr. Czekaj said the intention was to have them both available when a need arose, however, Environmental Design Group had a stronger construction observation department that Streetsboro would utilize this year.

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

Moved by Mr. Ring, seconded by Mrs. Field. Upon voice vote, **motion carried.**

T-7189 Final ODOT Resolution for Frost Road Resurfacing

Mr. Czekaj said this was the final resolution to resurface Frost Road from Philipp Parkway to Sunny Lane. Construction was scheduled for fall of 2022. This was an OPWC project and Frost Road was bumpy and in need of resurfacing. Mayor Broska mentioned that the City was replacing a waterline along Frost Road, so the resurfacing would be after the watermain was done.

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

Moved by Mrs. Field, seconded by Mr. Lombardo. Upon voice vote, **motion carried.**

T-7190 ODOT Consent Agreement for SR 43 Widening

Mayor Broska said this was the final consent agreement between the City and ODOT for ODOT to proceed with the SR 43 project up to Frost Road; it will be the City's next big project. The SR 14 project should wrap up this year so the SR 43 project would start construction in spring 2023, probably. They would not be at the same time as the SR 14 or Frost Road projects.

Mr. Lombardo said there were some residents on Vantage Way asking why the SR 43 project would end south of Vantage Way and not extend past Vantage Way; they were concerned about traffic congestion. Mayor Broska said it was just not something the City had applied for; right now there wasn't a reason to do it; everything in its time. The initial concern all along was to connect the inner ring of the City into the center of the City. SR 14 connected all the way to Diagonal Road and brings that connectivity right to downtown. SR 43 would have connectivity from Frost Road down to the center of the City. The sidewalks in Vantage Way would connect with Frost Road eventually. Eventually he would like SR 303 to do the same thing.

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

Moved by Mrs. Field, seconded by Mr. Ring. Upon voice vote, **motion carried.** Mr. Ring and Mr. Michniak asked for clarification of the boundaries of this project because the legislation did not mention that it went to Frost Road, it only mentioned going to the turnpike bridge. Mayor Broska said it was not designed to stop at the bridge. Mr. Beni said this legislation language was provided by ODOT. The administration would look into this, and recommend amendments, if necessary, before it was passed. The project was set to bid in October, so there may be a little time for clarification. Council could just conduct first reading tonight and revisit it again at the February 28, 2022 meeting.

T-7191 Accept Certain Dedicated Streets in Meadow View

Mr. Czekaj said this was the final process for dedication and acceptance by the city for the phases of Meadow View listed. He said he and the Service Director agreed these should be dedicated and become City streets. None of these streets were in the current construction zone; they had all been completed and inspected and approved by Water, Service and Engineering Departments.

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

Moved by Mr. Ring, seconded by Mrs. Field. Upon voice vote, **motion carried.**

T-7196 Accept Boulder Creek Way as Dedicated Street

Mr. Czekaj said this was the same situation as Meadow View. Mr. Hannan asked why this was not written as emergency legislation and the Meadow View legislation was emergency. The Clerk was told, while building the agenda, that they were waiting on one more review before it could be finalized, so it could go through three readings. Mr. Beni added that he was not asked to make this one emergency legislation, but had been asked to make Meadow View emergency. He confirmed there were still some unanswered questions with regard to fire hydrants when this was drafted last week, but the questions had been answered. This could be amended to be emergency legislation. Mrs. Field preferred to go through the three reading process if this did not need to be emergency.

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

Moved by Mr. Ring, seconded by Mrs. Field. Upon voice vote, **motion carried.**

T-7192 Accept Portage County Land Bank Grant for House Demolition

Mr. O'Malia was pleased that he had found a way to help a resident. There had been a very bad house fire on Gaynelle Avenue and the owner did not have a homeowner insurance policy. Removing the burned out structure would cost them quite a bit of money, but the Land Bank has a demolition grant with a deadline coming up soon. This may help get this property taken care of by the land bank so the owners will not be out any money and it would clean up that neighborhood. Mrs. Field thanked Mr. O'Malia for finding this financial option.

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

Moved by Mrs. Field, seconded by Mr. Lombardo. Upon voice vote, **motion carried.**

T-7193 Frost Road Water Main Improvement Project

Mr. Czekaj said this was to put the transfers on Frost Road over to the other watermain and the City needed to get this done before doing the road paving. Mr. Ring asked if this was a portion of the larger \$8 million watermain projects for the whole City. He said the funding was not set for that yet, and he wondered where this was funded from. Mr. Czekaj said this portion of the project had been budgeted; it was already on the docket before he joined the City staff. Mr. Ring said it had been discussed to fund the \$8 million or \$9 million of projects over the next 3-4 years with a specific process with an extremely low interest rate, which would not be the case for very much longer with national interest rates expected to go up soon. GPD had already been authorized last year to apply for that process. Mr. Czekaj clarified that all the water projects were being designed now and they would be available. The hope was to get OPWC money or other grant funding sources and avoid getting a loan for the future projects and do it this year with the City's Water Fund. Mr. Ring said he preferred to not have to pay any interest if possible. That's why Council authorized an increase in the water rates too, to cover loan payments of about \$400,000 per year for 20 years and still afford to do other water projects too.

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

Moved by Mr. Ring, seconded by Mr. Lombardo. Upon voice vote, **motion carried.**

T-7194 Stone Road, Hale Drive, Harper Road Water Main Project

Mr. Czekaj said this was part of the discussion of the \$8 million or \$9 million of waterline projects over the next 3-4 years. This was the first portion planned for this year at about \$1.5 million. He had hoped to get additional monies from HB168 and be able to double the project, but did not get the additional monies, so this would be done with just the amount that was budgeted in the Capital Fund. Mrs. Field wondered what the next area to get waterlines would be. She also said Stone Road needed further paving; there had been an agreement with Hudson to share the cost of paving Stone Road. Mr. Czekaj said GPD was finalizing design of all the waterline projects throughout the City. If the City had received the HB168 money, the next waterline would have been on SR 303, Walters, Olga. He added that there would be minimal impacts to the roads so there wouldn’t be additional paving costs.

Mayor Broska noted the City was still waiting to hear from the Federal government on how the City was allowed to spend the infrastructure money that was approved. This was something the City could start with and when the federal rules were clarified the City could maybe do more. Mayor Broska agreed the City wanted to avoid borrowing the money.

Mr. Hannan asked if he needed to recuse himself from voting on this since he lived on one of the roads in this waterline project. Mr. Beni said No.

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

Moved by Mrs. Field, seconded by Mr. Lombardo. Upon voice vote, **motion carried.**

T-7197 Contract for Pavement Management Consulting Services

Mr. Czekaj said road rating was important to figure out the status of the roads and where repairs were needed and to explore potential techniques to extend the longevity of the pavement. This was a contract with a data driven consulting firm that evaluated the roadways using video and other technologies. Mr. Czekaj thought it would be great for the City. The rating was done for pavement sections, not for the whole road. He had used this service at his previous job and it was very worth the money.

Mr. Ring thought the City had already paid GPD a lot of money to put together road ratings. Mayor Broska said it was not a lot of money for the road PCR and the annual review. That rating was nothing near the scope that this consulting company could do. The PCR scale was 1-5, this would a 0-100 scale. Mr. Czekaj said the rating GPD provided was not wrong, but it gave a rating for the broad swath of the road, instead of figuring out where repairs were needed and what techniques could be done to extend the life of the pavement; this service was more all-encompassing, more in depth.

Mr. Michniak wondered if this was more of a software thing, that once they did the inventory it would be available for use by the administration for planning purposes. Mr. Czekaj said that was the main point of it. He confirmed they would actually drive all the roads that Streetsboro owned, operated, and maintained and use their technology and expertise to rate them and report on how the deterioration could be addressed to extend the life of the pavement. Mr. Czekaj noted that what GPD had done in the past did not go to waste and actually saved some money for this service. The initial cost would be \$24,000 plus \$2,000 each year for software licenses. This was a three year contract. After three years the City could negotiation for further years of service. Mrs. Field thought it was great to have a consulting service take care of this.

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

Moved by Mrs. Field, seconded by Mr. Lombardo. Upon voice vote, **motion carried.**

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 Mrs. Field, seconded by Mr. Lombardo, this meeting adjourned at 7:58 p.m.

ATTEST:

Caroline L. Kremer, Clerk of Council

Jon Hannan, Chairman