

CITY OF STREETSBORO, OHIO

BOARD OF CONTROL MEETING MINUTES

Wednesday, February 16, 2022

This Board of Control meeting was called to order on Wednesday, February 16, 2022 at 9:38 a.m. by Mayor Broska.

PRESENT: Bill Miller, Frank Beni, Matt Miller, Mayor Broska

ABSENT: None.

ALSO PRESENT: Katie Harrison, Water Dept. Administrator
Justin Czekaj, Municipal Engineer
Greg Mytinger, Parks and Recreation Director
Melissa Procop, Mayor's Executive Assistant
Patrick O'Malia, Economic Development Director
Caroline Kremer, Clerk

Disposition of Minutes

MOTION: TO APPROVE THE BOARD OF CONTROL MEETING MINUTES OF JANUARY 12, 2022 AS WRITTEN.

Moved by Bill Miller, seconded by Matt Miller. Upon voice vote, **motion carried.**

Parks and Recreation Contract w/Dunn for Meditation Classes

Mr. Mytinger said this was an independent contractor agreement for meditation classes for Parks and Recreation and Senior Citizens to be offered in the City.

MOTION: TO ACCEPT THE CONTRACT W/DUNN FOR MEDITATION CLASSES.

Moved by Bill Miller, seconded by Matt Miller. Upon voice vote, **motion carried.**

Parks and Recreation Contract w/GGLeague

Mr. Mytinger said this was an online gaming league. The Parks and Recreation Department was expanding its offerings to youth and teens. This group ran local leagues for a couple different platforms. Individuals could log on to the City's system and play other individuals from around the area to compete on platforms; similar to a youth league but it's gaming. Mr. Mytinger asked for approval of the contract to participate in the Spring session. The program was self-sustaining. There was a one-time set up fee of \$500 and then registration fees set by the Parks and Recreation Department to cover administrative costs. The cost would be covered by a #205- account for Contract Services. The participants would not physically come to the Parks and Recreation Department; they would log on through their own gaming consoles at home and use a code to get into the specific tournament or league they were playing in to play in a group setting from home.

Mr. Mytinger said there were a couple different platforms like Fortnite and a couple other ones that were multi-game so they could create teams of 4-5 people and play other teams from the area in a league format.

Mr. Beni said the contractor was to get 70% of the fees, but we didn't know what the fees were. Mr. Mytinger said the fees may vary depending on the game and the platform the individual participants subscribed to. He noted that Hudson and Solon each had a league and Streetsboro wanted to offer this type of activity in the same timeframe as the other local communities. Matt Miller said this was a sporting activity of the future so Streetsboro should join in.

MOTION: TO ACCEPT THE CONTRACT W GG LEAGUE.

Moved by Bill Miller, seconded by Matt Miller. Upon voice vote, **motion carried.**

Purchase Baseball Supplies from Beacon Athletics

Mr. Mytinger said this was an initial order for equipment, tools, bases, a pitching mound for Field 7, etc. for the baseball season. The total cost was above the \$5,000 threshold for a department head to authorize, so he asked the Board to approve this purchase to get ready for baseball season. The money was budgeted in the Materials & Supplies line. This was a one-time purchase from one vendor.

MOTION: TO APPROVE THE EXPENDITURE.

Moved by Bill Miller, seconded by Matt Miller. Upon voice vote, **motion carried.**

Parks and Recreation Contract w/Monda's Chupcakes

Mr. Mytinger said this was to get gourmet cupcakes for the Father-Daughter Dance coming up this weekend. Mr. Beni and Matt Miller noticed the contract had indicated payment was due by February 11, 2022, which had already passed. No payment had been sent yet. It would be paid in full after the Board's approval.

MOTION: TO APPROVE THE CONTRACT W/MONDA'S CHUPCAKES.

Moved by Bill Miller, seconded by Matt Miller. Upon voice vote, **motion carried.**

Parks and Recreation Contract w/Thomson for Youth Sport Score Keeping

Mr. Mytinger said this was an independent contractor agreement for youth sport score keeping for the basketball season.

MOTION: TO ACCEPT THE CONTRACT W/THOMSON FOR SCORE KEEPING.

Moved by Bill Miller, seconded by Matt Miller. Upon voice vote, **motion carried.**

Annual Membership w/Portage Development Board

Mrs. Procop said this was an annual fee of \$5,500 which had been the same for a while. This invoice was the second year of a three year commitment. It was budgeted for 2022 and would come out of the Contractual Services Statutory account.

MOTION: TO APPROVE THE ANNUAL EXPENDITURE.

Moved by Bill Miller, seconded by Matt Miller. Upon voice vote, **motion carried.**

Annual Expenditures for Citizenserve for Planning Department

Mrs. Procop said this was for the set-up fee and the license fee for the Planning Department to become part of the Citizenserve program. It was not initially budgeted for 2022 in the Planning Department, so a budget amendment would be done to replenish the Contractual Services line item after this was paid. The annual cost was \$8,400 and would be budgeted for in future years.

MOTION: TO APPROVE THE ANNUAL EXPENDITURE FOR 2022.

Moved by Bill Miller, seconded by Matt Miller. Upon voice vote, **motion carried.**

Annual Expenditures for Citizenserve for Engineering Department

Mr. Czekaj said this was also for set up and licensing fees, the same as the Planning Department. The annual expense of \$5,940.53 would be paid out of the Engineering Contractual Services line. The annual expense was based on the number of users per department.

MOTION: TO APPROVE THE ANNUAL EXPENDITURE FOR 2022.

Moved by Bill Miller, seconded by Matt Miller. Upon voice vote, **motion carried.**

Purchase Annual Water Billing Supplies

Mrs. Harrison said this was to purchase envelopes and bill forms from Safeguard Business Systems. Not to exceed \$9,000 for the year from the Water Materials & Supplies account line.

MOTION: TO APPROVE THE EXPENDITURE.

Moved by Bill Miller, seconded by Matt Miller. Upon voice vote, **motion carried.**

Authorize Annual Water Billing Postage Costs

Mrs. Harrison said this was an expenditure to the USPS Post Master in Kent, not to exceed \$12,000 for the year for postage to mail water bills and delinquent notices. Mayor Broska asked if the option of online water bills had affected the postage costs. Mrs. Harrison answered that the postage expense had not changed much because postage had gone up and less than 500 people had signed up for online water bills. A lot of people wanted the emailed bill and a paper copy. The postage expense in 2021 was almost \$9,000 and postage rates had increased again for 2022. The Water Department sent out about 5,000 water bills plus 1,000-1,500 delinquent notices each quarter. Matt Miller noted there was

\$14,500 budgeted for postage, so the request for a \$12,000 blanket Purchase Order for the year was reasonable. Mayor Broska suggested maybe considering a statement fee for those that wanted the hard copy bill mailed to them to encourage water customers to transition to the online statements.

MOTION: TO AUTHORIZE THE ANNUAL WATER BILLING POSTAGE EXPENDITURE.

Moved by Bill Miller, seconded by Matt Miller. Upon voice vote, **motion carried.**

Authorize Annual Quarterly Payments for Codification Updates

Mrs. Kremer said the City was getting the Codified Ordinances updated every quarter, so there was a billing statement every quarter. She asked for approval to cover the total annual expenditure not to exceed the budgeted amount of \$11,000. She didn't expect it to cost that much this year. She thought any Charter changes done at the end of 2022 would show up in the first quarter statement of 2023.

MOTION: TO APPROVE THE ANNUAL EXPENDITURE.

Moved by Bill Miller, seconded by Matt Miller. Upon voice vote, **motion carried.**

Annual Payment for GSLI ELITE Prospecting

Mr. O'Malia said if he waited for JobsOhio to bring him leads, he'd starve. He was asking for approval to pay this group to get projects that would actually come to Streetsboro. He said it was not an insignificant amount of money, but if he were to land even one project every five years, it would more than pay for itself. The \$8,500 cost would come out of Contractual Services.

MOTION: TO AUTHORIZE THE EXPENDITURE.

Moved by Bill Miller, seconded by Matt Miller. Upon voice vote, **motion carried.**

Purchase Titan D-10 Tool from JMS Tool Sales

Bill Miller said this was a computer hook up to scan the Service Department trucks. It was a yearly cost that would be budgeted each year in 101-81-5618 for \$6,000. The department would trade in an old tool for this updated one.

MOTION: TO APPROVE THE PURCHASE.

Moved by Mr. Beni, seconded by Matt Miller. Upon voice vote, **motion carried.**

Emergency Truck Repair to Plow Truck #911 from TSI Truck Specialists

Bill Miller said the truck had been fixed and returned in time for the recent snowstorm. The City was working to try to get this paid under warranty, but had needed the truck fixed, so it would be paid out of 101-81-5613 Vehicle Parts & Supplies. Water had gotten into the motor so they had to rebuild the motor. No one knows how the water got in the motor. This was the truck they replaced the hood on and it had been out for 5-6 months. The truck had been wrapped up while the hood was off. There

was a crack where the turbo hooked to the motor. They had already done the work with extensive notes and the truck was returned. The cost was \$13,180.52.

MOTION: TO AUTHORIZE THE EMERGENCY TRUCK REPAIR EXPENDITURE.

Moved by Mr. Beni, seconded by Matt Miller. Upon voice vote, **motion carried.**

Purchase Computer for Hydraulics for Plow Truck #902

Bill Miller said the computer system for Truck #902 went out so the liquid beet juice system was not working but the crew was still able to use the truck for salting the roads manually. The replacement computer system would work with a new tracking feature Mr. Miller wanted to get for the trucks maybe next year. The tracking system would be able to see where the plow trucks had been and if they salted or plowed. Often if a truck went down the department could miss a street because the fill-in truck/driver didn't know the area well. The tracking system would help avoid that problem and could confirm to residents when a plow truck was on their street.

MOTION: TO APPROVE THE EXPENDITURE UP TO \$8,500 FOR PARTS AND INSTALLATION OF A COMPUTER FOR HYDRAULICS FOR PLOW TRUCK #902.

Moved by Mr. Beni, seconded by Matt Miller. Upon voice vote, **motion carried.**

Purchase Officer Body Armor

Chief Wain was absent. Mrs. Kremer read the memo she had provided for the meeting packet. Chief Wain had requested approval for \$11,000 for body armor for 11 officers in 2022 from 101-11-5271.

MOTION: TO AUTHORIZE THE PURCHASE.

Moved by Bill Miller, seconded by Matt Miller. Upon voice vote, **motion carried.**

Annual Contract for Everbridge/Nixle Services

Mrs. Kremer read the memo Chief Wain had provided for the meeting packet. Chief Wain said there were over 7,700 individuals signed up to receive the Nixle alerts. The cost for the system for 2022 was \$6,457 from 101-81-5341.

MOTION: TO APPROVE THE PURCHASE.

Moved by Bill Miller, seconded by Matt Miller. Upon voice vote, **motion carried.**

Parks and Recreation Contract w/Venditti for Photography

Mr. Mytinger said this was a contract for photos for the Father-Daughter Dance and the Safety Land Programs. The charge was \$4.50 for each 4" x 6" Father-Daughter photo and \$7.00 for each 5" x 7" Safety Land photo. The participant fees covered the cost for these events.

MOTION: TO APPROVE THE CONTRACT.

Moved by Bill Miller, seconded by Matt Miller. Upon voice vote, **motion carried.**

Accept Quote/Contract for Shredding Services

Mr. Mytinger said this was a contract for the City's annual shredding event on June 11, 2022. It would not exceed \$800 from 101-81-5341 Contract Services.

MOTION: TO APPROVE THE PURCHASE.

Moved by Bill Miller, seconded by Matt Miller. Upon voice vote, **motion carried.**

Trim and Remove Trees in Town Square

Mr. Mytinger had provided a quote from Apex Solutionz Tree Service to do some tree removal and tree trimming at the NW corner of town square and select tree trimming on the other three corners of town square and other bush trimming behind the memorial that was too difficult for the City staff to get to. He said it was an amount not to exceed \$6,500 from 101-81-5341 Contract Services.

MOTION: TO APPROVE THE CONTRACT.

Moved by Bill Miller, seconded by Matt Miller. Upon voice vote, **motion carried.**

MOTION: TO ADD ANOTHER ITEM TO TODAY'S AGENDA REGARDING REPAIRS TO TRUCK #901.

Moved by Bill Miller, seconded by Matt Miller. Upon voice vote, **motion carried.**

Authorize M.O. Haulers and Recovery to do Repairs to Truck #901

Bill Miller said the truck had gone in for an exhaust leak, which he hoped would cost a few thousand dollars. As they worked on it they found other repairs were also needed totaling \$9,343.74. Bill Miller requested approval not to exceed \$10,000 from account #101-81-5613 to get this truck fixed. Bill Miller said he may need to request additional money to be added to that line later in the year since there had already been a lot of expensive repairs come up this year.

MOTION: TO APPROVE THE EXPENSE UP TO \$10,000.

Moved by Mr. Beni, seconded by Matt Miller. Upon voice vote, **motion carried.**

There being no further business to come before this Board, and upon motion by Bill Miller, seconded by Matt Miller, this meeting adjourned at 10:11 a.m.

ATTEST:

APPROVED:

Caroline L. Kremer, Clerk of Council

Glenn M. Broska, Mayor