

THE CITY OF STREETSBORO, OHIO  
**SERVICE COMMITTEE MEETING MINUTES**

Monday, February 13, 2023

This Service Committee Meeting was called to order on Monday, February 13, 2023 at 7:17 p.m. by Julie Field, Chairman.

**PRESENT:** Justin Ring, Mike Lampa, Jon Hannan, Anthony Lombardo, Jennifer Wagner, Julie Field, Steve Michniak

**ABSENT:** None.

**ALSO PRESENT:** Glenn Broska, Mayor  
Frank Beni, Law Director  
Patricia Wain, Police Chief  
Kevin Grimm, Fire Captain  
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

**Disposition of Minutes**

**MOTION: TO ACCEPT THE REGULAR SERVICE COMMITTEE MEETING MINUTES OF OCTOBER 10, 2022 AND DECEMBER 12, 2022 AS WRITTEN.**

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

**Old Business**

None.

**New Business**

Discuss Update to “Welcome to Streetsboro” Signs

Mr. Hannan said he had reached out to Mr. Mytinger and Mayor Broska because he really liked the Streetsboro Bicentennial logo that had been added to the signs as people entered Streetsboro. He wanted to add a panel or something to those “Welcome” signs that would recognize the State Champions from the local high school. He has seen similar signs at other communities and thought it would be a relatively cheap way to acknowledge those accomplishments in Streetsboro. He had asked Mr. Mytinger to get the list of names from the School and maybe get some prices.

Mr. Mytinger talked to Randy Tevepaugh, Streetsboro City Schools Athletic Director, and learned there were six individuals that had won an individual State championship between 1985 – 2019, and one State championship team (Wrestling) in 1997. Mr. Mytinger asked if Council wanted an individual circle plaque for each of these, or one larger sign listing them all, or a separate large sign near the “Welcome to Streetsboro” signs before he researched prices.

Mrs. Field said she loved this idea of recognizing the stand out athletes. She suggested a sign that could have names added for future accomplishments. Mr. Lampa commented that he did not want to clutter the “Welcome” signs and any plaque or listing added to the “Welcome” signs would probably be too small to read the athletes’ names. Mr. Michniak agreed. He suggested a sample mock up be presented to Council before researching prices. Mr. Lampa suggested using the flags/banners along Market Square to recognize each individual champion instead of at the “Welcome to Streetsboro” signs. Mr. Mytinger suggested an acknowledgment of the team State champions on the “Welcome” sign and the individuals could go with the high school’s honor board of State champions. Mrs. Field supported getting sample mock ups of different options and price ranges.

Mr. Michniak noted that there had been a separate sign for years on SR 303 for John Purcell, the 1985 State Wrestling Champion. Mr. Hannan said he was supportive of any form of recognition; it would just come down to costs. He noted that in the last 40 years there had only been about 8 champions that represented Streetsboro at the State level, so it was an honor. He noted Mike Hall was an All-American too. Mayor Broska preferred to have a separate sign adjacent to the “Welcome to Streetsboro” sign that could be added to when there was a new champion, but he questioned the relevance. The accomplishments were noteworthy but some of them were 20+ years ago. He mentioned a display similar to Mantua that had a chain link fence with the emblems for the community clubs that could also include these athletes that could be near the entrance to Streetsboro, but not on the “Welcome” sign.

It was mentioned that the flags/banners on the streetlight poles had a shorter lifespan. The veteran’s banners were scheduled to be displayed two years, but Mr. Mytinger was considering extending the program term. The Destination Streetsboro banners would be installed next because the Bicentennial banners were coming down soon, and then seasonal banners would be installed for winter. Mr. Lampa wondered if the City would need permission to post the names of the student athletes. Mrs. Field asked Mr. Mytinger to get pricing for a separate sign adjacent to the “Welcome” signs and to get pricing for the banners.

**MOTION: TO FORWARD THIS ITEM TO THE MARCH SERVICE COMMITTEE MEETING.**

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

T-7381 Adopt 4<sup>th</sup> Quarter 2022 Code Updates

Mrs. Kremer said this was the quarterly approval to accept the Code updates that Walter H. Drane Company had done. The Internet version of the Code was up to date on line.

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

Moved by Mr. Lampa, seconded by Ms. Wagner. Upon voice vote, **motion carried.**

T-7375 Hire Consultant for Master Plan Review

Mr. Cieszkowski said this was the revised proposal from CT Consultants that addressed the input provided by Council at the last meeting. The revisions included: increasing the number of Master Plan Review Commission (MPRC) meetings from 6 to 8, decrease the project fee by \$2,000 (from \$50,000 to \$48,000), adding an additional meeting fee and broke that out for meeting fees of the MPRC versus Planning Commission or City Council. The 8 meetings were with the MPRC. The monthly touchpoint meetings, the key stakeholder interviews, and a public facilitation/community forum (likely at a booth at Streetsboro Family Days) were in addition to the 8 meetings. Mr. Cieszkowski had reviewed what happened at the last Comprehensive Plan Update: there was a total of 8 MPRC meetings, so this proposal was in line with what had been done in the past. Mr. Cieszkowski said the proposed price was difficult to compare with last time because the hourly rate the County charged last time took into account the \$11,000 membership fee.

Mr. Ring appreciated the revision to the proposal. He commented that the earlier version had included a meeting with Planning Commission and a meeting with City Council with the initially proposed 6 meetings; this revised proposal actually had 8 meetings with the MPRC including the kick-off meeting. Mr. Ring felt this was a good compromise.

Mr. Michniak noted there would be community input at the forum at Streetsboro Family Days. He asked if the \$2,000 savings came from dropping the community survey from the consultant agreement and doing it in-house.

Kris Hopkins, Lead Planner with CT Consultants, said she had been doing land use plans for 30+ years. She explained the revised meeting structure. The meeting with Planning Commission and the meeting with City Council were moved into the MPRC 8-month time frame because City Council had indicated they felt Mr. Cieszkowski could present the topic at those meetings. The interviews were still in this proposal and included individual meetings with each of the Master Plan Review Commission members to explore their ideas and to hear from other key stakeholders the City administration may like for CT Consultants to speak to at the beginning of the process. Mrs. Field had a couple people to suggest for the interview process. Ms. Hopkins said CT Consultants had held booths at other communities for public input and it had been interactive and successfully brought in information from the public at large. During the last Plan Update when there was a community forum booth at Streetsboro Family Days, they heard from less than 100 people regarding the Plan. The goal this year would be to hear from a larger number of people and answer any questions they may have.

Mr. Lampa asked if the proposal cost had been reduced \$2,000 because CT Consultants would not be administering the survey. Ms. Hopkins said that was how they wrote the revised proposal because Mr. Cieszkowski had suggested that he and his staff could do the actual administration and review and synthesize the outcome of the comments. The proposal noted that CT Consultants would

assist with crafting the survey at the beginning and help determine what questions to ask. An on-line survey could be done using Constant Contact or Survey Monkey. Mr. Cieszkowski thought the 2019 update used the Constant Contact mailing list that the Parks and Recreation Department already had, and may use that mailing list again plus seek out additional people maybe through a survey link on the Water bills. Mrs. Field thanked Ms. Hopkins for coming tonight and for making the requested adjustments.

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

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

T-7382 Contract to Remove Trees at City Park

Mr. Mytinger said there was a quote from H&H Land Clearing to clear some trees in City Park for the construction of the new Community Center. He asked for approval for a cost not to exceed \$20,000.

Mr. Michniak asked if the City had shopped selling the lumber since a lot of the trees were so large and have the tree removal company pay the City for the lumber. Mr. Cieszkowski said he talked with four companies to do the work and they provided varying costs for clearing the land. He had not had time to research the resale value of the lumber. He added that a lot of the very large trees were actually quite old sugar maple trees and hollow inside.

Mr. Mytinger clarified that it was estimated that 94 trees would be removed from the proposed Community Center site. He added that a lot of the large trees on either side of Miracle Lane were really at their end of life, limbs were already falling off, they were not growing any higher, and many were already hollow in the center. Mr. Ring wondered if any of the younger trees could be relocated. Mr. Mytinger said they were just clearing the site to be able to build the building. Mr. Lampa understood the hesitancy to remove so many trees, but he was supportive of building the new building because of what it could bring to the community. He said this contract needed to be approved soon before the endangered Indiana bats woke up from hibernation and started to migrate mid March.

Mrs. Field asked that a notice be sent out about this tree removal project at City Park because some people may be upset and the reason should be clarified. Mr. Lampa suggested posting a picture of the future building to reduce the complaints. Mr. Hannan noted that the Parks and Recreation Department had a tree planting program that could be promoted to help replace the removed trees.

Paul Yupa, 8749 Seasons Road, suggested the City contact a lumber company in the area to see what trees could be sold; to see if there was any income that could be gained from this project to maybe help offset the cost of the Community Center, or to use to purchase other small trees to be placed around the City. Mr. Czekaj commented that a lot of times when there is a large land clearing project the contractor will work into the price any potential resale of the trees/lumber. He added that the City had received quotes from \$12,000 to \$62,000 for this project. He and Mr. Mytinger thought this contractor was using the lumber sale price to offset their expenses so they could offer a lower quote to the City.

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

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

T-7383 Amend Ord. No. 2023-18 Parks to Purchase an F-350 Truck

Mr. Mytinger said Parks and Recreation got authorization to purchase a 2023 Ford F-350 truck last month, to be received in August 2023, but in the meantime the existing truck decided it cannot last that long so the Parks and Recreation Department would like to amend the previously approved ordinance to buy a new 2022 Ford F-350. The 2022 truck that is in-stock has an existing extended 10' plow and a sprayed on bed liner so those things would not need to be purchased, so only the lift would need to be done after-market. The 2022 truck’s purchase price would be \$63,330 so it was still under the previously authorized \$70,000 purchase.

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

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

T-7384 Accept Donation of Copier

Mr. O’Malia said the Streetsboro Chamber of Commerce had decided to no longer maintain a physical office and the Director would work from home, therefore they no longer need the large photocopier and would like to donate it to the City.

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

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

Discuss SR 43 and Duncan Way Turn Lane Design

Mr. Czekaj said last year Council requested that Mr. Czekaj investigate the design for the intersection of Duncan Way and SR 43. There was a safety study done for the SR 43S corridor and there was a low likelihood of that whole corridor getting funded any time soon. There were some concerns regarding assured clear distance accidents at the Duncan Way intersection, not necessarily related to the geometry of the road. Mr. Czekaj had investigated a redesign and found that the design would cost about \$85,000. Construction costs were currently estimated to be about \$500,000 and it was unlikely the City would fund that construction, but it was also unlikely that the City could get funding for that project at this time (definitely not get funding for the design of the project). Mr. Czekaj had wanted to provide this update. There was another program recently started by AMATS (Safe Streets for All) and Mr. Czekaj had emailed the director of AMATS to see if this project would qualify for this new funding program, but the funding mechanism wasn’t even set up yet, so even if this project might qualify it would be far into the future. He shared this with Council and asked for their direction. He felt, with the goals and objectives the City was trying to achieve right now, this did not fit into the City’s budget, but could be considered in a future budget year.

Mr. Ring thanked Mr. Czekaj for looking into this issue. He said his neighborhood would like a safer intersection, but agreed it was not a priority over other projects already laid out. He asked Mr.

Czekaj to continue to keep an eye out for AMATS or other funding options for this issue. He suggested maybe trying to budget for this project in the 2024 or 2025 budget. He agreed the intersection wasn't necessarily dangerous due to the road design, but due to "user error" and drivers not paying attention it could be an issue at times.

Mayor Broska said because it could be a dangerous intersection at times, it had been suggested to get some yellow "blinky" lights to alert drivers to pay attention. The S curve area on SR 43S had always been somewhat dangerous because of short sight distances, but it had gotten better over the years. The turn lane at Crescent Drive helped a lot. Mr. Ring and Mr. Lombardo thought the yellow "blinky" lights might be a good short term solution while the City works toward a more permanent fix. Mr. Czekaj would report back to Council when there was an update to be given.

#### T-7385 Go to Bid for Miracle Lane Culvert Replacement Project

Mr. Czekaj said this was budgeted for 2023. He had originally budgeted to pave over the culvert, however, with the Community Center coming up, they decided to push the paving to later in the fall and maybe be able to pave the entire section of road from Field 7 in City Park over the new culvert. He said they would go out to bid for just the culvert replacement, with stone laid on top for later improvement this fall.

Mr. Ring suggested combining the parking lot paving for the new Community Center later this year with this road paving for a cost savings, but Mr. Czekaj said the companies that build parking lots and the companies that build roads were two separate companies with completely different equipment, so it would not work.

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

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

#### T-7386 Authorize Lot Consolidation of City Property

Mr. Czekaj explained there was a property line that ran very close to the proposed Community Center; it split the City Park and the Service Department parcels. Since the City owned both parcels the administration wanted to consolidate them into one parcel.

Mr. Ring asked if there were any negative issues or any developmental concerns with combining these parcels. Mr. Czekaj said no; the Community Center project would be easier if it was one parcel. Mr. Cieszkowski added that one of the specific conditional use requirements for governmentally owned properties in the R-2 zoning district (where the Community Center will be located) was that no activity areas be located any closer than 200' to a property line. This was the same property line that ran through the corner of the police station and it was asked to be cleaned up when the Planning Department looked at signage for the police station. This lot consolidation was needed in order for the site to comply with the conditional use requirements for the Community Center. Mr. Ring felt it made sense to be combined into one lot since it was all City property.

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

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

**Citizens' Comments**

None.

**Announcements**

A Special Finance Committee Meeting will immediately follow this meeting.

There being no further business to be addressed by this committee, and upon motion by Mr. Lampa, seconded by Mr. Hannan, this meeting adjourned at 8:07 p.m.

ATTEST:

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Caroline L. Kremer, Clerk of Council

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Julie Field, Chairman