

THE CITY OF STREETSBORO, OHIO
SERVICE COMMITTEE MEETING MINUTES

Monday, June 12, 2023

This Service Committee Meeting was called to order on Monday, June 12, 2023 at 7:24 p.m. by Julie Field, Chairman.

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

ABSENT: [Vacancy-Ward 1]

ALSO PRESENT: Glenn Broska, Mayor
Frank Beni, Law Director
Richard Polivka, Police Lieutenant
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
Dave McCallops, EDG Civil Engineer, Principle in Charge
Travis Mathews, EDG Landscape Architect, Design Lead
Caroline Kremer, Clerk of Council

Disposition of Minutes

MOTION: TO ACCEPT THE REGULAR SERVICE COMMITTEE MEETING MINUTES OF JANUARY 9, 2023, FEBRUARY 13, 2023, MARCH 13, 2023, AND APRIL 10, 2023 AS WRITTEN.

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

Old Business

None.

New Business

Update Report on City Center Project

Mayor Broska said Dave McCallops and Travis Mathews, representatives from Environmental Design Group (EDG), were present to describe a representation of the City Center Project and to explain T-7430 Authorize Going to Bid for City Center Project Site Infrastructure, the next item on tonight's agenda.

Mr. Czekaj said this was an exciting time for Streetsboro. The groundbreaking for the Community Center had gone well. Today was to provide an update on the City Center. Last year the City had gone through the master planning phase to get a sense and idea of what the downtown really wanted to be. After the master plan was done and presented to City Council, the administration went forward with a design contract with Environmental Design Group (EDG) to actually make it a reality. The design contract with EDG was let in October 2022 and would bring the master plan to fruition. They had not strayed far from the master plan that City Council had seen, but now it was much more detailed; and the original costs of the overall project at that time was \$4.2 and they had not strayed far from that estimate.

Mr. Czekaj said last year Council was presented with a phased diagram of how the City Center master plan would be broken up for construction, which was a little confusing. Now it was simplified and reduced down to three phases: 1) the infrastructure phase to have everything prepped and complete for everything else, 2) the amenities package (splashpad, playground, restroom facilities), and 3) the City Hall, which was not part of today's discussions at all. Mr. Czekaj mentioned that people would soon see dirt moved from the Community Center site where it was not needed to be stockpiled at the City Center site where it will be needed for the future construction there. Mr. Czekaj said the EDG representatives would present an overview of how far things had come and what the future of Streetsboro would look like. Discussions of money and timing could be had after this presentation.

Mr. McCallops gave a short history on how this had evolved and where it stood today, then Mr. Mathews would present his 3-D renderings to give a sense of what the City Center would actually look like. Mr. McCallops explained that the master plan was not set in stone, but gave guidance for how the site should look and provided a framework to work within. Originally the plan had a field house, a Senior Center, an oval (about the size of a football field) to be used as a gathering space for events or to hang out. Now the plan, as of April 2023, developed since EDG came under contract in October 2022 had a City Hall to the west, the existing fire station to the south, and the oval, but the field house and Senior Center were no longer included with the Senior Center to be constructed with the Community Center at City Park. The amount of amenities had been increased with a larger playground, splashpad, pavilion, restrooms, etc. The SE corner would have additional stormwater management and the creation of a passive park with trails, bridges and beautiful natural wetlands. The current plan for June 2023 was presented to Planning Commission and included building the infrastructure for the oval area (with gazebo etc. to be done in the future) and the amenities to the east (playground, splashpad, restrooms, shade structure/pavilion) and some stormwater management. There was still space for ballfields and play space.

Today's presentation was for the infrastructure package for utilities, underground stormwater, underground sanitary, water lines, electric lines, mass grading, parking lots, pavement, and a new drive for the fire station. Later would be the amenities package for the splashpad, playground, restrooms, shade structure, a sitting area for caregivers to watch their children, landscaping, and lighting. Mr. McCallops said, now that the infrastructure package was ready to go out to bid, they would start working on the final details of the amenities package to be brought to Council maybe late summer or fall 2023 to go out to bid as well.

Travis Mathews showed the 3D renderings of the amenities in day and night versions for a better visual understanding of what was planned by the Mayor and his team. The rendering showed a detailed realistic image of the splashpad, the soft-surface all-inclusive playground, the restroom facility, and the seating/picnic area between the play spaces. The renderings showed a flexible space available to host a City-wide event with enough lighting for evening events. Mr. Mathews said the soft-surface play area would have swing sets, a zip-line, a climbing feature, play structures for younger aged children and for older aged children that were ADA accessible. As part of the master plan for the City Center there was a promenade through the center that connected the activity zone with the centralized restroom through the central oval greenspace to a future City Hall. The restroom would not have men's and women's restrooms but individual restrooms for families with a drinking fountain and a space to recognize donors if people contributed money to the project. Mr. Mathews mentioned that the illustration of the splashpad showed jets of water bubbling up from the surface, but future play components could be plugged into those spots in this system later without major renovation if the City chose to expand the features or rearrange the elements. He said the splashpad and playground was designed with some whimsy and included elements with a rocket ship theme. The soft-surface playground had a combination of fiber mulch soft surface and a rubberized surface. The picnic tables in the seating area had metal shade umbrellas that were permanent and did not need to be taken down in windy weather. All of this was ADA compliance for all abilities to use.

Mr. Mathews summarized that the City Center was to ultimately be a cornerstone of the community, but it was to be a phased approach. It would become a destination for the residents to gather in a safe environment near the fire station and future City Hall.

Mrs. Field commented that the renderings looked great and it was very exciting. She asked what was going in place of the large size field house that had been previously considered for this area. Mr. Mathews explained that when they were first looking at the master plan and incorporating the large field house and a Senior Center, there was still the goal to have a splashpad and a playground, but because of the scale of the field house, the splashpad and playground were significantly smaller. When it moved to having more of an outdoor amenity area without the field house or the Senior Center it was possible, within the current budget, to expand the scope and scale of the splashpad as well as the playground, so that was now encompassing the area where the field house was to be. Adjacent to that was a multi-purpose field: a relatively level green space for impromptu football, youth soccer, possibly a temporary non-permanent ice-skating rink in winter, flexible space outside of the central oval greenspace for additional programming in the future.

Mrs. Field understood the field house was outside of the City's budget, but in NE Ohio the weather wasn't dependable three-fourths of the year and people spent a lot of time indoors. She wanted to make sure as the City looked ahead to possibly plan for what could be done in the future if the field house could not be done now. She wondered why the master plan wouldn't save some space for potentially doing a field house in the future. She said the residents had indicated an interest in an indoor track, and there was always a need for field space for all kinds of sports (volleyball, wrestling, soccer, baseball, etc.). She wanted to be diligent and look ahead in case it was possible to build a field house 10-20+ years down the road, there should be some space planned for it. Mr.

Ring and Mayor Broska felt there was space at City Park or Clare Wilcox Park for a future field house. Mrs. Field felt it was prudent to plan for it; whatever the location or timeline, it should be planned for and designated. The citizens had asked for it and the City was getting bigger, so it was only wise to plan for it. Mr. Mathews said it had been discussed and determined with the steering committee during the evolution of the current master plan that maybe there were other opportunities to incorporate the field house and Senior Center elements into the City but not in this City Center location.

Mr. Mathews said the use of the flexible multi-purpose greenspace or the oval greenspace depended on the programming that was developed. Other towns have been able to arrange winter activities like an ice-skating rink, ice carving events, or holiday festivals so the space could be used all year long. The master plan was arranged with the bathroom, parking, etc. to offer things to support whatever activities the community may want to arrange at the City Center Complex.

Currently they were designing storm sewer, sanitary sewer, electric, water service, roadways, parking, etc. for the first infrastructure phase with the amenities phase and a City Hall building in mind too so anything built now would not have to be torn out and redone for the future projects.

Mr. Hannan thanked EDG for the presentation. He asked if there was to be a designated fire lane at the main entrance drive as had been depicted on an earlier master plan. He was concerned there would be traffic congestion for the fire vehicles if there was a large event at the City Center complex. Mr. Czekaj explained that they had discussed it and arranged for wider lanes going out and timing/programming the traffic signal so if there was an emergency the cars would get cleared out of the way. They had originally considered putting in the fire lane with a boulevard with plantings, but this design without the boulevard they felt would be adequate for emergency access. Mr. Hannan was still concerned because the Fire Department call volume was high and would only increase and there could be issues at certain times. Chief Reinholz commented that he was concerned about the pinch point where it was only two lanes; he didn't think it would be advantageous to use the oval to go out the north side of the site. Mayor Broska said the oval would only be one way, counterclockwise, and the current design should be sufficient. There was some more discussion about possible traffic congestion concerns for the fire vehicles.

Mr. Hannan was also concerned that there did not seem to be a whole lot of parking spaces if there was a busy farmers' market, concert, or other large-draw event. He didn't want people to park in front of the fire apparatus bays, or on the grass, like they did at City Park before more parking was built. Mr. Mathews said they worked to develop a parking study that focused on the peak times the splash pad and playground would be used and determined there would be a net of 170+ parking spaces for the City Center, which didn't include any additional parking spaces that would exist after the future City Hall was added to the site. There were also opportunities to expand the parking to the north and south of the site for an additional 36 parking spaces. Mr. Mathews said because the fire station was integrated into the City Center site, during any real large event the fire station may have to be monitored to prevent people from blocking the bays.

Mr. Hannan asked if enough space had been left for the right-sized building for the future City Hall location with parking for staff/visitors. The rendering seemed to have the location land-

locked and he wanted to be sure it would be big enough for all the City Hall needs. Mr. Mathews answered that they used an architect on their team and programmed what the City Hall would be so they could right-size it based on this snapshot in time of what the amenities needed to be in the City Hall; they didn't actually design it but considered how much space the building would need to occupy in the future. He said the master plan was the framework and as the project evolved through detailed design and more details were determined, then it would right-size itself. For planning purposes, they had tried to understand its mass and footprint and how it would occupy the site, plus staff/visitor parking. Mr. McCallops add that they also looked at what the future of the City would look like in population and how that compared to other cities of the same size and what additional staff might be needed. It was programed as a single story building with no basement with plenty of space around it for future expansion up, down, or out if needed.

Mr. Ring also expressed concern about the access drive for the fire station because even now during rush hours SR 43 could back up in front of the fire station drive, so he would prefer a "fire lane only" drive because that was the only ingress/egress for the fire station. If there was another drive to SR 14, maybe it wouldn't be such an issue, but there was concern about traffic congestion during a big event at the City Center with the current layout, which was not going to be a daily concern, but even one delay of the emergency vehicles throughout the year was a concern.

Mr. Czekaj clarified for Mr. Ring that the infrastructure package (storm sewer, sanitary sewer, electric, water service, roadways, parking, etc.) would be first, then the amenities package (splashpad, shade structure, the soft-surface all-inclusive playground, the restroom facility, and the seating/picnic area between the play spaces) was next, then the passive park with walking paths would be later, but the stormwater basin had to be done now along with the infrastructure package to manage the storm water. Mr. Czekaj said they were working on getting grants to do the passive park area instead of using City Capital Improvement Funds; some of the work in that area could even be done by City staff.

Mr. Ring asked where a \$4.2 million dollar budget for the City Center came from. Mr. Czekaj said it was in the original master plan and that was still the budget they were working with. The Infrastructure package would cost about \$1.86 million. Mr. Ring was trying to understand where and when the money was coming from. He said the City currently had about \$6 million to play with, with \$3.5 million going toward the Community Center in City Park, and \$1.86 toward the first phase of the City Center, leaving about \$700,000; so where was the other \$1.7 million going to come from to pay for the amenities package? Matt Miller said the original budget for 2023 had \$1.4 million for the fire station driveway and paving the City Center oval. To get the other \$469,000 for this year, the City had to cancel the roadwork reconstruction on Miracle Lane between the rebuilt culvert and Field 7 at City Park. Mr. Czekaj said they preferred to have the Community Center done before doing the roadwork instead of both at the same time to prevent the new roadwork from being torn up during the Community Center construction, so they thought it could wait until next year, to free up some funds to do this infrastructure project this year.

Matt Miller said part of the costs for the amenities package had been moved around, some goes to this year, some goes to next year. There had been weekly Capital Fund meetings with the administration to figure out the construction of things for the 5-year capital plan. The budget books

Council had received included a 5-year plan and Mr. Ring had questioned some of that at that time. Mr. Ring stated that the City would not have the money to do the amenities package next year and probably wouldn't have it in two years to pay for it in cash without dipping into the required 25% minimum carryover, which he was not willing to do. He wondered when the City would be able to fund this project in cash because he didn't want to hamper other Capital projects or services for this "want." Matt Miller said they were working on the phases and a lot was action—reaction; whatever Council approved could be done, then they could build a plan. He said the City planned about \$3 million in the budget every year and planned purchases from there for paving, vehicles, etc. Mr. Ring didn't want these paving, vehicle, and other "needs" to suffer. Matt Miller said it would be great to have the money to do everything, but it was what was the initiative of the administration and Council. Mr. Ring said when the City Center was originally presented a while ago, it was supposed to be a multi-phase multi-year project and take time to build out and save up for each portion; not build a Community Center, splashpad and all this in two years. The whole goal was to be able to pay cash for all this stuff, but he felt the administration was trying to do it all very quickly and in two years the City would have \$7.5 million spent and that was definitely not the plan to begin with and he was not comfortable taking the carryover balance all the way down to \$0 above the required 25% minimum or lower. He was struggling with how the City was going to pay the next portion in cash.

Matt Miller said ever since the new fire station was built, there had been an initiative to give the Fire Department a better driveway, and then it expanded a little bit to include the oval and parking. He said they could do an update on the 5-year Capital Improvement plan. Mr. Ring would like to see a plan of where the money was coming from to pay for the extra \$2.4 million for the amenities part, and what programs might not be done because of that. He didn't want other things to suffer. He said if the answer was that the City was going to have more cash from additional income tax, great, but he wasn't sure that was the case.

Matt Miller said his job as Finance Director was to keep track of everything for Council for all that the administration was planning, and they usually had weekly meetings for him to try and get a grip on where the money was. He didn't really care what was planned, he just kept track of the money and by him being a part of the planning he could fulfill his role of monitoring the money. They would articulate a plan for the next five years. Mr. Ring said, with the last five-year plan he saw, he had been concerned about the rapid expense of money this year because it wasn't sustainable. Mr. Ring noted that the postponing of the \$500,000 for the Miracle Lane paving didn't really free up the money, it just moved it to next year; it would have to be encumbered in 2024 as a follow up to the Community Center and would take away from the 2024 Capital budget.

Mrs. Field clarified that tonight's discussion was for the \$1.86 million for the infrastructure package, and the next agenda item was the legislation to authorize going to bid for the infrastructure package. Mr. Czekaj said the originally idea was to not do all of the parking now, but construct it at a later date, but if the City were to do it all at once it would be much cheaper than just doing the oval now and remobilizing at a later date to do the parking, so that's what they wanted to do now and get it all done at once so they could use the oval and field for events or a gathering space right away even without the amenities (knowing that would come in the near future), and push the Miracle Lane paving, at a separate location, out until later.

Mayor Broska said the administration was hoping to start the amenities package phase next spring depending upon the availability of funding. Mrs. Field said, even if the Finance Director didn't have an opinion on what projects were done, City Council needed him to let Council know how the City could afford to do all this. Matt Miller said a benefit of the 5-year Capital Improvement meetings was that the administration was in constant communication regarding the sequencing of projects and related issues, like redoing the gas pumps at the Service Garage. He said things with the City Center had changed considerably since the initial master plan and he had needed to get updated pricing on all the items that had changed.

Mr. Czekaj said the intention for tonight's meeting was to present Council with the updated City Center plan and show Council what the future site would be. The second part was to hopefully get City Council's authorization to go out to bid so the infrastructure package could be built. They were not planning on giving figures or anything for the amenities package because it was still only at 60% designed. With the Capital Improvement meetings they were working to get there so the administration could comfortably present a package the City could do, or know that it couldn't do yet. Mr. Ring said that presented a problem for him because he didn't want to spend \$1.86 million on an infrastructure package when there wasn't a complete plan for the amenities package, and then maybe the amenities package never comes to fruition and the City had spent \$1.86 million on infrastructure it couldn't use, when it could have used that money somewhere else. He said it wasn't acceptable to agree to spend \$1.86 million and now know when or how much it would cost to complete the whole site because it wasn't priced out yet; he said that was not a good way to plan. Mr. Czekaj said that was not what the administration was saying. They were creating a gathering space with the infrastructure package and it would still be usable space. If next year the City could only afford to put the bathroom in (for about \$350,000), then that's what they'd do and it would still be usable space with community connection and a gather space and getting the things that were needed, it would just take time to get there. The infrastructure package was not wasted money, it would result in a usable gathering space that could be used immediately.

Mrs. Field thought the infrastructure needed to happen for the other pieces to come in the future, and there was a great plan outlined, and she liked that Mr. Czekaj had mentioned that if the City couldn't afford all of the amenities next year and could only do the bathroom, that was a good option. It would still be a usable space and everything would be laid out for the future amenities. She thought starting construction on all the amenities next spring might be aggressive, but if the City could financially afford do that, the infrastructure work will have been completed. She said as a Council the body had generally been very conservative financially and by paying cash for the Community Center it spoke volumes about everyone's intentions to be fiscally aware. She said she trusted the process and she was supportive of going ahead to authorize the infrastructure package as the first step to this.

Mayor Broska said the administration was not done exploring other opportunities for funding. There were grants and other things they could go for. It had been mentioned from the beginning that they would work to find alternatives to reduce the costs on this project; maybe not for the infrastructure phase, but for the playground and the splashpad. He said as an all-inclusive playground there may be opportunities for funding from "ADA accessible" sources. He said if the

City would try to build the fire station today, it would not be possible because construction costs had about doubled and it was good to have done it when they did. He said the administration was not advocating putting the City in a position where it could not do something that was needed, but at the same time he wanted to be able to give something to the citizens. The City had already done a lot of things for itself, and he believed the citizens were looking for something like this gathering space. Putting in the oval, the sidewalks, and the parking would open that space for use. They would continue to be conservative on the way they would do things for this project, and if the phases had to be extended out over time a little, then that's what they would do. He didn't want to just stop doing anything because the City didn't have the money in cash to do it all right now, but to keep moving ahead.

Mr. Lombardo thanked EDG for the renderings, they were great. He was concerned about cutting the departments budgets to try to have money for this project; he wanted to be sure that was not the intention. He was also concerned about the fire lane. He understood not putting in a dedicated lane would save some money in paving, but he felt it was important to have for the future with possible multiple large events at the City Center, the increasing number of emergency calls, and increased traffic on SR 43 into the future. He didn't want to have a delay in a response call and then have to go back and tear up the drive/curbs to install a new dedicated lane. Other than those concerns, he liked the proposal and wanted to move forward and he thanked the administration for their efforts on this project.

Ms. Wagner wanted to find out what it would cost to add the fire lane drive and then Council could decide what to do. Mr. McCallops said they could get those costs and would continue to work with the team (including the Fire Chief) with today's feedback and come back with some alternatives to address the concerns. Mr. Lombardo realized it would cost more money but he said it was needed and the City should do it the right way. Mr. Czekaj mentioned that the City was saving some money but putting the fire station driveway where the old thick driveway was. He added that they had consulted with traffic engineers to develop the proposal they had presented today to Council, but would explore a dedicated fire lane or any other alternative.

There was some discussion about one-way or two-way circulation around the oval and the parking options, especially at the north end of the site. Mr. Mathews said it was designed to be flexible, so if the one-way traffic wasn't working as initially pavement-marked, it could go to two-way circulation without any additional cost of widening the roadway and reconfiguring parking.

Mr. Hannan appreciated the presentation and felt the responses to the questions presented tonight seemed to have all been considered beforehand, so it was well thought out. EDG appreciated the feedback and would take it all back for their team meeting. EDG passed out copies of tonight's slide show [see attached].

T-7430 Authorize Going to Bid for City Center Project Site Infrastructure

This topic had just been discussed under the previous agenda item. Mr. Czekaj added that this was for authorization to go out to bid, but the City could not award a contract until a budget amendment had been approved by City Council at a future Finance Committee Meeting. At the advice of EDG there would be a long lead time to submit bids and they hoped for some very competitive pricing.

This would be a two-year project that would go into spring of 2024. Mrs. Field thank Mr. Czekaj and his team for all the work on this and all the explanations tonight.

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

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

T-7431 Replat Hannum Crossing Phase 10/Rename North Jennifer Lane to Campbell Lane

Mr. Czekaj said this was a request of the residents and the developer because delivery vehicles were having difficulty finding North Jennifer Lane because there was a Jennifer Lane and they did not connect. The administration decided to move forward and replat to Campbell Lane and solve the problem. The name, Campbell Lane, was chosen by the developer. There were only a few homes this change would affect. GPS maps did not recognize “North Jennifer Lane” and packages were not being delivered and people could not find their friends’ homes. Mr. Cieszkowski added that the City had tried multiple times to alert Google to change their maps, but nothing had worked. Mr. Czekaj expected this to solve the problem.

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

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

T-7432 Authorize Payment of Ronyak Paving Retainer for 2020 OPWC Project

Mr. Czekaj said this was a legacy item that just never got paid. He wasn’t sure what happened, but they sent a recent request for payment. Matt Miller and Mr. Czekaj had looked through the records to see if it had been paid, but didn’t find anything in their research. It seems the City owes this money.

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

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

T-7433 Participatory Legislation for ODOT Project/Frost Road East of SR 43

Mr. Czekaj said this was the ODOT required participatory legislation for the Frost Road paving project from SR 43 to Page Road. This project was being funded at 90%.

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

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

T-7434 Authorize Contract to Replace Deer Meadow Monument Sign

Mayor Broska said after a long time, the City had come to a settlement with the insurance company. The City had collected quotes for the project and had selected a contractor but needed approval from City Council because the cost was over \$20,000. If this was approved tonight, the damaged monument sign could finally be replaced, not at the City’s cost. The monument sign was in the City right-of-way, which was the only reason the insurance company would pay for it.

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

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

T-7435 Reappoint Director of Public Service

Mayor Broska asked to reappoint Bill Miller as Director of Public Service.

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

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

T-7432 Authorize Payment of Ronyak Paving Retainer for 2020 OPWC Project (continued)

It was clarified that the total amount owed was \$24,000. OPWC did not pay a portion of it; they had paid out their portion already. Mr. Michniak noted that a WHEREAS in the Ronyak legislation that mentioned that OPWC would reopen the project to pay a portion would need to be removed. Mr. Beni confirmed that WHEREAS was from a previous piece of legislation. It was determined that the amendment to remove the WHEREAS could be done at the Regular Council meeting since T-7432 had already been forwarded to the Council Meeting.

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. Hannan, seconded by Mr. Lombardo, this meeting adjourned at 8:45 p.m.

ATTEST:

Caroline L. Kremer, Clerk of Council

Julie Field, Chairman