

CITY OF STREETSBORO, OHIO

BOARD OF CONTROL MEETING MINUTES

Wednesday, December 13, 2023

This Board of Control meeting was called to order on Wednesday, December 13, 2023 at 2:02 p.m. by Mayor Broska. Mayor Broska led the Pledge of Allegiance.

PRESENT: Bill Miller, Mayor Broska, Frank Beni

ABSENT: Matt Miller

ALSO PRESENT: Kate Harrison, Water Department Administrator
Justin Czekaj, Municipal Engineer
Greg Mytinger, Parks and Recreation Director
Shawna Lockhart-Reese, HR Manager
Patrick O'Malia, Economic Development Director
Caroline Kremer, Clerk

Disposition of Minutes

MOTION: TO ACCEPT THE BOARD OF CONTROL MEETING MINUTES OF NOVEMBER 8, 2023 AS WRITTEN.

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

Authorize 2024 Neptune Meter Reading Maintenance Agreement

Mrs. Harrison said this was for the annual maintenance agreement with Neptune for the current water meters. The annual cost of \$5,486 would come out of account #501-52-5338 Contractual Services. After the water meter change out to Kamstrup in 2024, Neptune will prorate the annual maintenance charge. This was just to ensure everything was working well while the City was still using the Neptune system until the change over was completed.

MOTION: TO APPROVE THE ANNUAL EXPENDITURE OF \$5,486.00.

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

Authorize 2024 Ohio EPA Public Water System License

Mrs. Harrison said this was the annual Ohio EPA license to operate. The annual cost of \$7,267.56 would come out of account #501-52-5339 Licensing Fees and was due in early January 2024.

MOTION: TO APPROVE THE ANNUAL EXPENDITURE OF \$7,267.56.

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

Authorize 2024 Expenditure with PM Graphics for Water Bill Printing

Mrs. Harrison said this was a request not to exceed \$8,000 out of account #501-52-5611 Materials and Supplies and #501-52-5338 Contractual Services for the 2024 printing of flyers and envelopes for water billing during the year.

MOTION: TO APPROVE THE ANNUAL EXPENDITURE NOT TO EXCEED \$8,000.00.

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

Additional Postage Expenditure for 2023 Water Billing/Meter Project

Mrs. Harrison said because of the water meter replacement project, the Water Department would be mailing out explanation letters to all the water customers. This request was to increase the postage expenditure authorization for 2023 to cover the January billing and this additional cost that was not anticipated when the annual 2023 postage expenditure was approved at the end of 2022. The authorization would increase from \$14,500 to \$18,000 from account #501-52-5532 Postage. The bills would be mailed in January 2024, but were for the last quarter of 2023, so they were paid out of the 2023 budget.

MOTION: TO APPROVE THE ADDITIONAL EXPENDITURE.

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

Authorize 2024 Annual Expenditures for Water Billing Postage

Mrs. Harrison requested approval not to exceed \$16,000 for postage in 2024 from account #501-52-5532 Postage. This should cover mailing of the four quarterly billings, four delinquent billings, permit fee, postage due, and any other postage costs in 2024 for the Water Department.

MOTION: TO APPROVE THE ANNUAL EXPENDITURE OF \$16,000.00.

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

Additional Direct Marketing Expenditure for 2023 Notices Regarding Meter Replacement Project

Mrs. Harrison said this was to increase the previous approval of \$5,500 for Direct Marketing to not to exceed \$8,800 to cover the costs associated with the meter replacement project from account #501-52-5338 Contractual Services.

MOTION: TO APPROVE THE ADDITIONAL EXPENDITURE.

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

Authorize 2024 Annual Expenditure to Direct Marketing for Water Billing Mailings

Mrs. Harrison asked for authorization to spend not to exceed \$8,000 from account #501-52-5338

Contractual Services for the four quarterly bills, four delinquent bills, and any Water Department flyers that may be needed in 2024.

MOTION: TO APPROVE THE ANNUAL EXPENDITURE NOT TO EXCEED \$8,000.00.

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

Parks and Recreation Contracts

Contract w/M. Summers for Senior Art Classes

Megan Summers would continue to provide senior art classes; there was no increase in prices. All these contracts would be paid out of the 205- or 217- accounts, which were paid by the participants.

MOTION: TO APPROVE THE CONTRACT.

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

Contract w/M. Summers for Youth Art Classes

Megan Summers would provide art classes for school aged children, which was paid out of a different line item than the classes for senior citizens.

MOTION: TO APPROVE THE CONTRACT.

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

Contract w/D. Anderson for Dance Classes

This instructor has provided youth dance classes for many years.

MOTION: TO APPROVE THE CONTRACT.

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

Contract for Silver Sneakers Yoga Classes

This instructor has also provided yoga instruction for a number of years for Silver Sneakers members.

MOTION: TO APPROVE THE CONTRACT.

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

Contract w/Mad Science for Science Programs

Mad Science of Northeast Ohio has provided various science programs (Mad Science, Crayola Imagine, Brickology, etc.) as after school programs at the school building for years, which were quite popular.

MOTION: TO APPROVE THE CONTRACT.

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

Contract w/M. Joelson for Chess Instruction

This was another after school program that was gaining popularity.

MOTION: TO APPROVE THE CONTRACT.

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

Contract w/Rookie Sports for Youth Sports Instruction

This was for instruction in various youth sports (floor hockey, lacrosse, tennis, pickleball, etc.). Parks and Recreation had been contracting with this organization for a few years now.

MOTION: TO APPROVE THE CONTRACT.

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

Contract w/T. Alleshouse for Yoga Classes

This was another yoga class opportunity, usually evenings. The class was currently held at the schools but would move to the Community Center once the new facility was opened in 2024.

MOTION: TO APPROVE THE CONTRACT.

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

Contract w/D. Venditti for Photography Services

This was for photos at the Father-Daughter Dance and Safety Land and the participants would each receive a 4 x 6 or 5 x 7 photo of their event.

MOTION: TO APPROVE THE CONTRACT.

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

Annual Contract w/Westlaw to Access Online Legal Resources

Mr. Beni thought the invoice was about \$375, but he did not know if that was the annual cost or quarterly and Mrs. Procop was tied up in a conference call. The Law Department had used this service for years. The topic was put on hold until Mrs. Procop could join the meeting.

Contract w/KSU Professors for Business Condition Forecasts

Mr. O'Malia said he and the Finance Director were requesting authorization for \$14,000 for this contract with Kent State University to produce some economic forecasting for the local industrial based businesses. He explained the more people the businesses hired and the more they paid, the

better off the City finances would be from the income tax revenue. He said when the economy entered a recession the manufacturers tended to lay off workers (which hurt the City finances), but if the City could give the local businesses a six month advance lead time regarding what was predicted for their industry it may help them be prepared and lay off less people. This report would also help the Finance Director do more accurate budget forecasts. In addition to Kent State University agreeing to produce written reports for the City to review, Kent would also come to the City twice a year (once for a round-table with all the businesses to be able to ask questions of economists, and once for a Council meeting so the Council Members could ask questions, if they wanted).

Mr. O'Malia said the money was budgeted for 2023, but he could wait and do the Purchase Order in 2024 if the Mayor preferred to allow more carryover at the end of 2023. Mayor Broska agreed to do the contract and PO in 2023, but the economic forecast report and meetings would be in 2024.

MOTION: TO AUTHORIZE THE CONTRACT FOR \$14,000.00.

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

Amend Expenditure to Refurbish Valve Exerciser Machine

Bill Miller said this job had been approved earlier, but they discovered there was more work to be done on the machine, so the cost had increased from \$10,000 to \$12,000 which would be paid from account #501-52-5743 Equipment. Bill Miller mentioned that a new machine would cost \$100,000. He hoped to get another 10 years out of the current machine with this \$12,000 refurbishment; it was already 13 years old.

MOTION: TO AUTHORIZE THE EXPENDITURE.

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

Contract w/Wertz Geotechnical Engineering for City Hall Site Borings

Mr. Czekaj said this was for foundation design and geotechnical investigation for the new City Hall. They would be taking borings and doing tests pits. They would work with levelHEADS to design the foundation. The cost was \$6,800 out of the Engineering Contractual Services account.

MOTION: TO APPROVE THE EXPENDITURE OF \$6,800.00.

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

Agreement w/Clemans/Nelson & Associates to Update Civil Service Rules

Mrs. Lockhart-Reese said this was a contract to review the current Civil Service Rules. The contract would include a pre-meeting work session with the Civil Service Commission, and a wrap up meeting. The \$6,250 cost would come out of the Civil Service Contractual Services account.

MOTION: TO APPROVE THE CONTRACT FOR \$6,250.00.

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

Annual Contract w/Westlaw to Access Online Legal Resources (continued)

Mrs. Procop had texted in that the annual cost for Westlaw services in 2024 would be \$5,500. Mr. Beni thought that was similar to what he remembered from the past; maybe there was a slight increase. He thought the cost came out of the Law Department Contractual Services account.

MOTION: TO APPROVE THE CONTRACT FOR \$5,500.00.

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

There being no further business to come before this Board, and upon motion by Bill Miller, seconded by Mr. Beni, this meeting adjourned at 2:24 p.m.

ATTEST:

APPROVED:

Caroline L. Kremer, Clerk of Council

Glenn M. Broska, Mayor