

MINUTES OF THE MEETING OF THE  
**CITY OF BRECKSVILLE COUNCIL COMMITTEE MEETING**

HELD: December 03, 2024

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**Virtual Meeting Notice**

For the safety of our staff and residents, to listen to the live stream of the meeting please go to: <https://www.facebook.com/233577357056186/live/> or the City's website: [www.brecksville.oh.us](http://www.brecksville.oh.us). Questions and comments may be e-mailed to [ttabor@brecksville.oh.us](mailto:ttabor@brecksville.oh.us) or by phone to (440) 526-2609 and will be forwarded to the appropriate personnel for a response.

**BUILDINGS & GROUNDS COMMITTEE**

**Call to Order**

**6:03 PM**

**Chairperson Mark Jantzen**

**Members Beth Savage, Brian Stucky**

**Roll Call**

**Present: Jantzen, Savage, Stucky.**

**Items for Consideration:**

**B&G 1. Buildings & Grounds November 19, 2024 Committee Meeting Minutes**

Motion made by Jantzen, Seconded by Stucky.

Voting Yea: Jantzen, Savage, Stucky.

**B&G 2. Service Garage Fire Reconstruction Project** - Recommend to Council approval of an Ordinance accepting the proposal of ECS Midwest for Construction Materials Testing and Special Inspections in the amount of \$9,950.00 for the Service Garage Fire Reconstruction Project. *Account # C1100150-32020 Project ID BI240003*

Service Director Kickel said this cost is related to the Service Garage Fire Reconstruction Project and will be reimbursed by the insurance company. The work is for material testing and special inspections. Service Director Kickel said he is recommending approval of a proposal from ECS Midwest, LLC for special inspections and construction materials testing for reconstruction of the Service Garage. The scope of service will include soil, concrete and masonry testing and inspections of all structural steel, wood framing, and light gauge framing.

Motion made by Jantzen, Seconded by Stucky.

Voting Yea: Jantzen, Savage, Stucky.

**B&G 3. Playground Equipment** - Recommend to Council approval of an Ordinance authorizing the purchase of playground equipment for the Kids Quarters Improvement Project.

Kathy Jankowski, ASLA with Knight & Stolar, Inc presented the proposed equipment and design of Phase 2 of Kids Quarters.

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Recreation Director Engle said the department is requesting City Council's approval to proceed with the purchase of the playground equipment and going out to bid for the Kids Quarters Project Phase 2.

Motion made by Jantzen, Seconded by Stucky.

Voting Yea: Jantzen, Savage, Stucky

**B&G 4. Kids Quarters Bid Authorization** - Recommend to Council authorizing the public bidding process for construction of the Kids Quarters Project.

Recreation is also seeking Council's authorization to go out to bid for the installation and site work portion of the Kids Quarters project. We would like to go out to bid in January.

Motion made by Jantzen, Seconded by Stucky.

Voting Yea: Jantzen, Savage, Stucky.

**Motion to Adjourn**

6:46 PM

Motion made by Jantzen, Seconded by Stucky.

Voting Yea: Jantzen, Savage, Stucky.

**FINANCE COMMITTEE**

**Call to Order**

**Chairperson: Beth Savage**

**Members: Dan Bender, Ann Koepke**

**6:46 PM**

**Roll Call**

**Present: Bender, Koepke, Savage.**

**Items for Consideration:**

**FIN 1. Finance November 19, 2024 Committee Meeting Minutes**

Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage.

**FIN 2. Finance Committee 11-20-2024 Meeting Minutes**

Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage.

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**44:00**

**FIN 3. Heritage Home-** Recommend to Council approval of an Ordinance authorizing the Mayor to enter into a Professional Services Agreement with the Cleveland Restoration Society to provide eligible Brecksville homeowners with the ability to participate in the Heritage Home Program.

Council Member Savage said Council received information provided by the Heritage Home Program in response to requests from Brecksville residents. Council Member Stucky confirmed this program may be cancelled or not renewed based on the effectiveness of the program. Council Member Savage said yes, it is renewed annually.

Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage.

**44:44**

**FIN 4. Appropriations** - Recommend to Council approval of an Ordinance making appropriations for expenses of the City of Brecksville during the fiscal year ending December 31, 2024.

Finance Director Starosta said these appropriations are for 2024 which includes changes related to utility payments.

Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage.

**FIN 5. Appropriations** - Recommend to Council approval of an Ordinance making appropriations for current expenditures and other expenditures of the City of Brecksville.

Finance Director Starosta said these appropriations are for 2025 in accordance with the budget information provided to Council.

Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage.

**46:22**

**FIN 6. Community Center Membership Updates** - Recommend to Council approval of an Ordinance amending Section 136.07 of the Codified Ordinances accepting the 2025 Community Center Membership Rates.

Recreation Director Engle said the rate increases were recommended by the Recreation Commission and provided for Council review in November, prior to consideration of the 2025 Budget proposal. Council requested tabling the proposal in November for consideration today.

Council Member Bender said he agreed with keeping the increase for seniors to \$10.00 as most are on fixed incomes. Council Member Ganim said the Recreation Commission, while

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not in favor of increasing rates, understands the need to keep up with the higher costs to operate the facility. Council Member Koepke said the membership rates are not raised every year and have remained the same for the past several years.

Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage.

**49:38**

**FIN 7. Transfers** - Recommend to Council approval of a Resolution making necessary transfers between certain funds for the fiscal year ending December 31, 2025.

Finance Director Starosta said the transfers are for the calendar year 2025 and will not be posted until 2025. When the property tax amounts are received additional transfers will be made to the Fire Department Fund.

Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage.

**51:00**

**FIN 8. Electric Charges** -Recommend to Council approval of an increase to blanket purchase order #2024000024 in the amount of \$33,000.00, for electric utility bills. Account # 2400710-29020, \$25,000 increase. Account # 1100330-29020, \$6,000 increase. Account # 1100172-29020, \$2,000 increase.

Finance Director Starosta said individual departments determine the expected utility expense for the year. These increases reflect the amount of expected utility costs through 2024.

Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage.

**53:04**

**FIN 9. Natural Gas Charges** -Recommend to Council approval of an increase to blanket vendor purchase order#2024000023 in the amount of \$1,500.00, from \$241,337.00 to \$242,837.00 for natural gas bills. Account # 1100330-29020.

Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage.

**FIN 10. Water & Sewer Charges** -Recommend to Council approval of an increase to blanket vendor purchase order #2024000072 for Water & Sewer Charges in the amount of \$12,000.00. Account # 2400710-29030, \$6,000 increase. Account # 1100330-29030, \$6,000 increase.

Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage.

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**56:19**

**FIN 11. 2025 Blanket Purchase Orders** - Recommend to Council approval of the 2025 blanket purchase orders.

Purchasing Director Bartkiewicz said the requested blanket purchase orders have been prepared with the proposed decreases, increases and deleted orders from 2024.

Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage.

**57:00**

**FIN 12. Service Agreement** - Recommend to Council approval of a Resolution authorizing the Mayor to enter into a Master Sales & Services Agreement with Canon Solutions America, Inc., as an OMNIA Partners Purchasing Organization authorized vendor.

Purchasing Director Bartkiewicz said this requires Council approval for the agreement with Canon to provide printer services.

Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage.

**57:52**

**FIN 13. Purchase Order Increase Canon Financial** - Recommend to Council approval of an increase to purchase order #24000066 in the amount of \$18,200.00, from \$17,112.00 to \$35,312.00, for copier leases and overages from Canon Financial Services, Inc. *Account # 1100135 – 22010*

Council member Jantzen asked why the increase was so large. Council Member Koepke asked if other vendors were considered? Purchasing Director Bartkiewicz said a lease agreement was entered into in November 2023. The City requires current and retroactive approval to pay the bills for the 60 month lease.

Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage.

**59:04**

**FIN 14. Lease** - Recommend to Council approval of a Resolution authorizing a site lease agreement renewal with Vasu Communications Inc.

Service Director Kickel said Vasu Communications constructed the tower and allows the City space on the tower.

Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage.

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**59:55**

**FIN 15. Flexible Spending Account** - Recommend to Council approval of a Resolution authorizing an agreement on behalf of the City of Brecksville for the Flexible Spending Account.

Finance Director Starosta said the switch from a previous provider Wage Works to Medical Mutual provided cost savings.

Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage.

**1:00:55**

**FIN 16. Human Services** - Recommend to Council approval of an increase to blanket purchase order # 20243005 in the amount of \$3,000.00 for special events at Human Services. *Account # 1100330 24100*

Human Services Director Dr. Paciorek said the increase is for additional costs incurred for the remainder of 2024.

Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage.

**1:02:07**

**FIN 17. Professional Bills** - Recommend to Council approval of a motion authorizing payment of monthly professional bills as follows:

Matty, Henrikson & Greve LLC \$11,907.33, Squire Patton Boggs \$19,433.93, Kulchystsky Architects, LLC \$1,870.00, William Logan \$4,000.00, Mansour Gavin LPA \$52.50, Donald G. Bohning & Associates, Inc. \$16,965.75, Sixmo \$525.00, MAS Financial Advisory Services, LLC. \$12,000.00 Total of all Invoices \$66,754.51.

Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage.

**1:03:11**

**Other Matters deemed appropriate**

**Motion to Adjourn**

7:06 PM

Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage.

**LEGISLATION COMMITTEE**

**1:03:27**

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**Call to Order**

**Chairperson: Dan Bender**

**Members: AJ Ganim, Mark Jantzen**

**7:07 PM**

**Roll Call**

**Present: Bender, Ganim, Jantzen.**

**Items for Consideration:**

**LEG 1. Legislation November 19, 2024 Committee Meeting Minutes**

Motion made by Bender, Seconded by Jantzen.

Voting Yea: Bender, Ganim, Jantzen.

**Other Matters deemed appropriate**

**Motion to Adjourn**

7:07 PM

Motion made by Bender, Seconded by Jantzen.

Voting Yea: Bender, Ganim, Jantzen.

**1:04:17**

**SAFETY-SERVICE COMMITTEE**

**Call to Order**

**Chairperson: Ann Koepke**

**Members: Mark Jantzen, Beth Savage**

**7:07 PM**

**Roll Call**

**Present: Jantzen, Koepke, Savage.**

**Items for Consideration:**

**SAF 1. Safety Service November 19, 2024 Committee Meeting Minutes**

Motion made by Koepke, Seconded by Jantzen.

Voting Yea: Jantzen, Koepke, Savage.

**1:04:39**

**SAF 2. Purchase Gas and Diesel Fuel** - Recommend to Council approval of year 2 pricing for of various grades of gasoline and diesel fuel for the term of 1/1/2025 to 12/31/2025 for the City of Brecksville through a Joint Municipal Purchasing Consortium.

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Motion made by Koepke, Seconded by Jantzen.  
Voting Yea: Jantzen, Koepke, Savage.

**1:05:11**

**SAF 3. Grant** - Recommend to Council approval of a Resolution authorizing the Fire Chief to complete the grant process for the FY 2024 Assistance to Firefighters Grant for the purchase of Personal Protective Equipment.

Council Member Koepke said if the City receives the grant a small portion of the expense will be the responsibility of the City of Brecksville.

Motion made by Koepke, Seconded by Jantzen.  
Voting Yea: Jantzen, Koepke, Savage.

**1:06**

**SAF 4. Blossom Field House Trash Removal** - Recommend to Council approval of an increase to blanket purchase order #20245103 in the amount of \$763.80, from \$2,500.00 to \$3,263.80 for Blossom Field House trash disposal. *Account # 2400710-21030*

Motion made by Koepke, Seconded by Jantzen.  
Voting Yea: Jantzen, Koepke, Savage.

**1:06:32**

**SAF 5. Temporary General Labor Agreements** - Recommend to Council approval of an Ordinance authorizing the Mayor to enter into an agreement with Safe Staffing as supplementary sources for temporary general labor staffing for the Brecksville Service Department.

Motion made by Koepke, Seconded by Jantzen.  
Voting Yea: Jantzen, Koepke, Savage.

1:07:11

**Other Matters deemed appropriate**

**Motion to Adjourn**

7:10 PM

Motion made by Koepke, Seconded by Jantzen.  
Voting Yea: Jantzen, Koepke, Savage.

**1:07:26**



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**STREETS & SIDEWALKS COMMITTEE**

**Call to Order**

**Chairperson: Brian Stucky**

**Members: Dan Bender, AJ Ganim**

**7:10 PM**

**Roll Call**

**Present: Stucky, Bender, Ganim.**

**Items for Consideration:**

**S&S 1. Streets & Sidewalks November 19, 2024 Committee Meeting Minutes**

Motion made by Stucky, Seconded by Bender.

Voting Yea: Bender, Ganim, Stucky.

**S&S 2. Easement** - Recommend to Council approval of a Resolution accepting a Right of entry and Easement Agreement from MPLX Terminals, LL, a Delaware limited liability company for Permanent Parcel Number 605-21-013 in the amount of \$10.00.

Engineer Wise said the easement has been reviewed and approved by Law Director Matty and himself. Council Member Stucky asked how long before work begins and how long until completion. Engineer Wise said the contractor will need to order material which may be a couple weeks and depending on weather conditions it may be a couple weeks after that. Council Member Stucky asked if there would be traffic control on SR 21. Engineer Wise said there will be one lane northbound while work is being completed.

Motion made by Stucky, Seconded by Bender.

Voting Yea: Bender, Ganim, Stucky.

**1:09:57**

**S&S 3. Snowville Road Appraisal** - Recommend to Council approval of a Resolution accepting the proposal of C.P. Braman & Co., Inc in the amount of \$4,950.00 for the Snowville Road Lowering Project. *Account # C4800171-35010 Project ID RD240002*

Engineer Wise said he was working on the road grading and profile completed prior to requesting the appraisals for the project.

Motion made by Stucky, Seconded by Bender.

Voting Yea: Bender, Ganim, Stucky.

**1:11:02**

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**S&S 4. Oakes Road Sidewalks** - Recommend to Council approval of a Resolution accepting the proposal of Euthenics, Inc. in the amount of \$42,000.00 for the design of sidewalks on Oakes Road from Barr Road to the Blossom Hill Complex entrance. *Account # C4800171-35020*  
*Project ID SD240001*

Purchasing Director Bartkiewicz said a request for qualifications was made with (2) responses from qualified companies. A request for proposal was made to Euthenics. Council Member Stucky asked if there was a grant received for this project. Purchasing Director Bartkiewicz said yes, \$268,000.00 was received for Safe Routes to School Funding, an ODOT Administered Funding Program which has very rigorous standards for inspections. Engineer Wise said the project will cover the frontage of the Blossom Hill Property on Oakes Road with sidewalks to Barr Road. There will be roadway, swale and sidewalks. Grading will be required onto the Blossom Hill Property. Euthenics has been advised to avoid as much tree clearing as possible.

Mayor Kingston said this is part of the connectivity plan that was drafted several years ago. Council agreed to submit for the grant and continue with the Blossom Trail and connecting to other existing sidewalks.

Council Member Stucky provided a map of existing sidewalks in the community.

Purchasing Director Bartkiewicz said the original amount was estimated \$257,000.00. The cost may be higher than originally planned. The grant is for construction only, not engineering or planning. Engineer Wise said the sewer will also be checked to make sure it is in good condition.

Finance Director said she has \$40,000.00 in engineering cost and \$300,000 in the budget for 2025 and then take off the grant money of \$250,000.

Motion made by Stucky, Seconded by Bender.

Voting Yea: Bender, Ganim, Stucky.

**1:21:50**

**Other Matters deemed appropriate**

Engineer Wise reported the SR 21 project is substantially complete with a few items requiring work in the spring. The road is functional and open to traffic.

**Motion to Adjourn**

7:26 PM

Motion made by Stucky, Seconded by Bender.

Voting Yea: Bender, Ganim, Stucky.

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**UTILITIES COMMITTEE**

1:22:57

**Call to Order**

**Chairperson: AJ Ganim**

**Members: Ann Koepke, Brian Stucky**

**7:26 PM**

**Roll Call**

**Present: Ganim, Koepke, Stucky.**

**Items for Consideration:**

**UTL 1. Utilities November 19, 2024 Committee Meeting Minutes**

Motion made by Ganim, Seconded by Koepke.

Voting Yea: Ganim, Koepke, Stucky.

**UTL 2. Sentinel Drive Culvert Replacement** - Recommend to Council approval of a motion authorizing Donald G. Bohning & Associates, Inc. to provide engineering & surveying services in the amount of \$33,500.00 as it relates to the Sentinel Drive Culvert Replacement Project. *Account # C4800171-35050 Project ID SW240002*

Finance Director Starosta authorized the release of engineering funds for the project. Engineer Wise said this is similar to the Highland Drive Culvert Replacement Project done earlier this year.

Motion made by Ganim, Seconded by Koepke.

Voting Yea: Ganim, Koepke, Stucky.

1:26

**UTL 3. Sentinel Drive Culvert Replacement Project** - Recommend to Council approval of an Ordinance accepting the proposal of CTL Engineering, Inc. in the amount of \$4,800.00 for the Sentinel Drive Culvert Replacement Project. *Account # C4800171-35050 Project ID SW240002*

Engineer Wise said soil boring will be needed in the area to determine cost expectations.

Motion made by Ganim, Seconded by Koepke.

Voting Yea: Ganim, Koepke, Stucky.

1:26:20

**Other Matters deemed appropriate**

Engineer Wise said the Highland Drive Culvert was approved by the County. The plans have been completed and expect to put a bid request out in early 2025 with the project completed at the end of summer.

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**Motion to Adjourn**

7:30 PM

Motion made by Ganim, Seconded by Koepke.

Voting Yea: Ganim, Koepke, Stucky

1:27:15

**COMMITTEE OF THE WHOLE**

**Call to Order**

**Bender, Caruso, Ganim, Jantzen, Koepke, Savage, Stucky.**

7:30 PM

**Roll Call**

**Present: Bender, Caruso, Ganim, Jantzen, Koepke, Savage, Stucky.**

**Items for Consideration:**

**CoW 1. November 19, 2024 Committee Meeting Minutes**

Motion made by Caruso, Seconded by Savage.

Voting Yea: Bender, Caruso, Ganim, Jantzen, Koepke, Savage, Stucky.

**Other Matters deemed appropriate**

Rita Brown asked if Council is reconsidering Community Center Rates, she would like to know what is considered when making the increases.

Council President Caruso said the rates are reviewed annually and the Recreation Director collects information from surrounding community centers. The City of Brecksville has been able to keep the rates low and membership rates have not been increased for several years, since 2020. Recreation Director Engle said the scope of programming has expanded as well as the cost of materials and products has greatly increased. Council President Caruso said the Community Center is heavily subsidized by the City. Council Member Koepke said the increase hits hard, as it has not been noticed in five years.

1:34:48

**CoW 1. Executive Session - Convene an executive session to discuss matters pertaining to imminent litigation.**

Motion made by Caruso, Seconded by Savage.

Voting Yea: Bender, Caruso, Ganim, Jantzen, Koepke, Savage, Stucky.

**Motion to Adjourn**

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7:56 PM

Motion made by Caruso, Seconded by Savage.

Voting Yea: Bender, Caruso, Ganim, Jantzen, Koepke, Savage, Stucky.

**Mayor and Safety Director:** Daryl Kingston

**City Council Members:** Dominic Caruso; President , Beth Savage; Vice President;

Dan Bender; AJ Ganim, Mark Jantzen, Ann Koepke, Brian Stucky.

**Clerk:** Tammy Tabor