

Minutes of the Finance Committee of Stow City Council Meeting held on Thursday, February 10, 2022 at 5:53 p.m.

Any members of the public wishing to have a public comment read at a standing committee or Council meeting must provide their name, address, and comment in writing to the Clerk of Council no later than 3 P.M. the day of the meeting. Comments may be delivered in person, by mail or emailed to clerkofcouncil@stow.oh.us. Any written public comments will be read by the Clerk of Council or another appropriate meeting participant during the requested meeting.

Public comments must come directly from the person requesting the comment to be read and cannot be compiled or vetted by a third-party representative. Any public comments requested to be read shall provide their name and address for the record and shall be read in the same reasonable time permitted to those speaking in person. Any public comments submitted by persons other than the indicated (signed) party will not be read.

Committee Members Present: McIntire, Feldman & Riehl

Committee Members Absent: Harrison

Other Council Members Present: Fiocca, Lowdermilk & Licata

City Officials Present: Mayor Pribonic, Chief of Staff/Service Director Wren, Finance Director Costello, Police Chief Film, Fire Chief Stone, City Engineer McCleary, Deputy Engineer Jones, Law Director Syx, Planning Director Leppo, Clerk of Council, Villers and Deputy Clerk of Council Mottram

Press Representatives: None

**Call to Order**

Vice-Chairman McIntire called the meeting to order.

**Approval of Minutes**

Motion made by Riehl seconded by Feldman for approval of Minutes of the Finance Committee Meeting of January 27, 2022. Vote – Yeas: McIntire, Feldman, and Riehl. Nays: None. Motion carried unanimously.

**Budget/Financial Reports**

Mr. Costello reported that the Bill Listing was submitted to Council for 2.5 million. He stated the State Auditors were conducting the audit for 2021. He requested a favorable approval for the Utility Billing Clerk II legislation to fill the vacancy in his department. Mr. McIntire had a few questions regarding the financial report and the SKIP playground funding. Mr. Costello would provide answers to his questions the following week.

**Business Item(s)**

T-135 AN ORDINANCE AMENDING CHAPTER 173, C.O.S., ENTITLED “BOARD OF CONTROL,” IN ORDER TO UPDATE SECTION 173.06 “AUTHORIZATION OF EXPENDITURES; BIDS REQUIRED” AND SECTION 173.10 “STATE BIDDING PURCHASE” THEREOF, GOVERNING PURCHASES FOR THE CITY OF STOW.

(Held FC: 11/11/21, 12/1/21, 12/16/21, 1/13/22, 1/27/22)

Mr. Wren stated that this legislation would increase the Board of Control limits from \$15,000 to \$20,000. The increase would put the City more in line with the amounts at other cities. He also noted that with inflation, under the current threshold more items are required to have legislation. The increase in the limit would reduce approximately 90 items for legislation and streamline the process for purchasing.

Mr. McIntire asked how many of the expenditures are capital improvements funding. Mr. Wren stated that most items for capital improvements are above \$20,000. Mr. McIntire requested a list of the funds that would reduce legislation. Mr. Wren stated that most of the items under \$20,000 are from operating funds. Mr. Lowdermilk had a few questions relating to the capital items. Mr. Wren will provide more information to Council.

Mr. McIntire held this item in Committee.

T-218 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH SOUTHEASTERN EQUIPMENT CO, INC., AND AUTHORIZING EXPENDITURES FOR THE PURCHASE OF A 20-TON EQUIPMENT TRAILER, FOR USE BY THE WATER DEPARTMENT, WITHOUT THE NECESSITY OF PUBLIC BIDS, AND DECLARING AN EMERGENCY.

Mr. McIntire stated that this items would be amended in the future.

Mr. McIntire stated that T-218 would be held in Committee.

T-231 AN ORDINANCE AUTHORIZING THE MAYOR TO MAKE AND ENTER INTO A CONTRACT WITH TAYLORMADE GOLF COMPANY, INC, A SOLE SOURCE PROVIDER, FOR RESALE MERCHANDISE FOR THE PRO SHOP AT FOX DEN FOR THE CALENDAR YEAR 2022, WITHOUT THE NECESSITY OF PUBLIC BIDS.

Mr. Wren requested authorization for the expenditure of up to \$30,000.00 for resale merchandise for the Pro Shop at Fox Den for the calendar year 2022.

Fox Den has developed an expense history with this company that requires Council authorization. This vendor is a Sole Source and therefore an exception to the rules of bidding as stated in Section 173.07. Fox Den sells this popular brand of golf equipment with a mark-up contingent on what the market will bear.

Motion made by Riehl seconded by Feldman to forward to this evening’s Regular Council and assign an Ordinance number to T-231. Vote – Yeas: McIntire, Feldman, and Riehl. Nays: None. Motion carried unanimously.

T-232 AN ORDINANCE AUTHORIZING AN EXPENDITURE FOR THE PURCHASE OF RESALE CONCESSION AND MISCELLANEOUS SUPPLIES FOR FOX DEN GOLF COURSE, FROM US FOODS, INC., WITHOUT THE NECESSITY OF FORMAL PUBLIC BIDS.

Mr. Wren requested legislation to authorize the expenditure of up to \$40,000.00 to US Foods for the purchase of resale concessions and miscellaneous supplies for Fox Den Golf Course. Informal bids were received with US Foods coming in the lowest. One of the benefits of being a GolfNow customer is discounts with select vendors.

Motion made by Riehl seconded by Feldman to forward to this evening's Regular Council and assign an Ordinance number to T-232. Vote – Yeas: McIntire, Feldman, and Riehl. Nays: None. Motion carried unanimously.

T-233 AN ORDINANCE AUTHORIZING THE MAYOR TO MAKE AND ENTER INTO A CONTRACT WITH AECOM TECHNICAL SERVICES, INC., WITHOUT THE NECESSITY OF PUBLIC BIDS, FOR PROFESSIONAL DESIGN SERVICES RELATED TO THE GRAHAM ROAD RESURFACING PROJECT, AND DECLARING AN EMERGENCY.

Mr. McCleary requested legislation to authorize the Mayor to enter into a professional services agreement in the amount of \$26,250.00 with AECOM Technical Services, Inc. for design services. The City of Stow has been awarded \$787,500.00 in Federal Funding for the Graham Road Resurfacing – FY2023 Project. The City of Stow has selected AECOM for design, engineering, and construction plans to be completed and combined with SUM-CR29-5.72 Graham Road/Fishcreek Road Intersection Improvement Project.

AECOM completed the SUM-CR29-5.72 plans and has the ability to insert the Graham Road Resurfacing plan into the overall project. This would keep the projects on schedule to be awarded during the first quarter of ODOT Fiscal Year 2023 (Tentatively September, 2022).

Mr. McIntire clarified that these projects would start in July in line with ODOT's fiscal year 2023.

Motion made by Riehl seconded by Feldman to forward to this evening's Regular Council and assign an Ordinance number to T-233. Vote – Yeas: McIntire, Feldman, and Riehl. Nays: None. Motion carried unanimously.

T-234 AN ORDINANCE AUTHORIZING THE DIRECTOR OF PUBLIC SERVICE TO ADVERTISE AND SOLICIT BIDS, ON BEHALF OF THE CITY OF STOW, FOR THE FOLLOWING STORM SEWER PROJECTS:

CHARRING CROSS STORM IMPROVEMENTS; 2425 SILVER SPRINGS DRIVE; DISTRICT 1 TRUNK STORM SEWER REPLACEMENT PHASE 1; DISTRICT 22 ARNDALE STORM IMPROVEMENTS; AND MISCELLANEOUS STORM SEWER REPAIR PROJECTS;

AUTHORIZING AND ADOPTING PLANS AND SPECIFICATIONS PREPARED BY OR FOR THE CITY OF STOW THEREFOR; AUTHORIZING THE MAYOR TO MAKE AND ENTER INTO CONTRACTS FOR SAID SERVICES SO LONG AS PROPER AUTHORIZATION IS FIRST OBTAINED IN ACCORDANCE WITH SECTION 173.05, C.O.S.

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Mr. Jones stated that the City of Stow is completing plans and specifications in order to solicit bids for storm water improvements, replacements and repairs in multiple areas throughout the city and includes as follows:

- Charring Cross Storm Improvements – Upsize the downstream storm sewer from a 24" to a 42" HP pipe in the 3400 block of Charring Cross Drive. This will help alleviate flooding coming off a city owned parcel between Hiwood and Charring Cross. The estimated cost of this project is \$350,000
- 2425 Silver Springs Drive – Improve the drainage course from the existing 42" RCP to reduce rear yard flooding and mitigate erosion issues threatening to expose two Energy Transfer petroleum pipe lines and Dominion Energy Pipeline behind 2425 Silver Springs Drive. The estimated cost of this project is \$50,000.
- District 1, Trunk Storm Sewer Replacement Phase 1 – Remove and replace the existing 81"x59" Arch CMP storm sewer with an Aluminized 81"x59" storm sewer. The replacement will begin just south of Graham Road and terminate at the Marhofer detention basin. The replacement is due to the gross deterioration of the existing storm sewer. The estimated cost of this project is \$400,000
- District 22 Arndale Storm Improvements – The project includes the extension of a 30" storm sewer north of 4346 Darrow and the use of berms and ditches to direct storm water runoff behind residents along Arndale Road east of Darrow Road. This will help alleviate flooding to residents along Arndale Road. The estimated cost of this project is \$400,000.
- Misc. Storm Sewer Repair Projects – These projects include the scour repair under an existing full-height headwall located in the city owned Silvercrest Retention Basin, the replacement of a full-height headwall behind 2984 Fox Burrow that is near failure,

Mr. Feldman asked Mr. Jones if these projects would be lining up with the road programs. Mr. Jones stated that the Engineering and Service Department work to align their projects to avoid repaving the roads.

Motion made by Riehl seconded by Feldman to forward to this evening's Regular Council and assign an Ordinance number to T-234. Vote – Yeas: McIntire, Feldman, and Riehl. Nays: None. Motion carried unanimously.

T-235 AN ORDINANCE AUTHORIZING THE DIRECTOR OF PUBLIC SERVICE TO ADVERTISE AND SOLICIT BIDS, ON BEHALF OF THE CITY OF STOW, FOR THE FOLLOWING WATERLINE IMPROVEMENT PROJECTS:

ELMWOOD AVENUE; ELM ROAD; EDGEWOOD DRIVE; PARADISE DRIVE; AND BEECH ROAD;

AUTHORIZING AND ADOPTING PLANS AND SPECIFICATIONS PREPARED BY OR FOR THE CITY OF STOW THEREFOR; AUTHORIZING THE MAYOR TO MAKE AND ENTER INTO CONTRACTS FOR SAID SERVICES SO LONG AS PROPER AUTHORIZATION IS FIRST OBTAINED IN ACCORDANCE WITH SECTION 173.05, C.O.S.; AND DECLARING AN EMERGENCY.

Mr. Jones stated that the City of Stow is completing plans and specifications in order to solicit bids for waterline improvements, replacements, and repairs in multiple areas throughout the city. This includes the following projects:

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- Elmwood Avenue – This project includes the replacement of 6” unlined waterline. The replacement of current waterline will span 3,000 feet on Elmwood Ave. from its intersection with Williamson Rd., heading east towards the Charring Cross Dr. intersection. The project will have improvements on the water network by replacing the existing 6” pipe with 8” pipe, as well as eliminating current waterline that has a buildup of mineral deposits within the pipe. The estimated cost of this project is \$660,000.
- Elm Road – Replacement of approximately 1,950 feet of existing 6” unlined waterline built in 1953 with 8” pipe. The project will begin just north of the intersection of Elm Rd. and Wetmore St. and will continue north on Elm Rd. to the west entrance of the Marc’s Store Plaza. This replacement is due to an excess amount of mineral buildup along the interior walls within the current waterline. The estimated cost of this project is \$429,000.
- Edgewood Drive – This project includes the replacement of 6” diameter unlined waterline that is currently in use on Edgewood Dr. Replacement using 8” waterline will begin south of the intersection of Graham Rd. and Edgewood Dr. and traverses 2,580 feet south to the intersection of Wetmore St. and Edgewood Dr. The project will increase water flow by eliminating the pipe with mineral deposit buildup. The estimated cost of this project is \$567,600.
- Paradise Drive – This project will include the replacement of current unlined waterline on Paradise Dr. The replacement of 8” waterline on Paradise Dr. will take place from the intersection of Oak Rd running east to Elm Rd. This project will replace 880 feet of pipe that contains an excess amount of mineral buildup along the interior walls within the current waterline. The estimated cost of this project is \$193,600.
- Beech Road – This project includes replacement of approximately 540 feet of unlined waterline built in 1953 on Beech Rd. The project will begin at the intersection of Elm Rd. and Beech Rd. and will continue east on Beech Rd. to its intersection with Darrow Rd. This project is due to mineral buildup that has accumulated overtime on the interior walls of the current waterline. The estimated cost of this project is \$118,800.

These public infrastructure projects will be constructed with the City of Stow capital budget. The estimated cost of the five projects combined is \$1,969,000.

The approval of this legislation is crucial to the improvement of the current pipe network systems within the city, and is vital to ensuring maximum water flow to residents.

Motion made by Riehl seconded by Feldman to forward to this evening’s Regular Council and assign an Ordinance number to T-235. Vote – Yeas: McIntire, Feldman, and Riehl. Nays: None. Motion carried unanimously.

**T-236 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE VILLAGE OF SILVER LAKE FOR STORM WATER IMPROVEMENTS ON ENGLEWOOD ROAD LOCATED IN BOTH THE CITY OF STOW AND THE VILLAGE OF SILVER LAKE; AND AUTHORIZING EXPENDITURES THEREFOR.**

Mr. Jones stated that The Village of Silver Lake has contracted to complete roadway, drainage and water distribution improvements on Englewood Road. A small portion of the project includes upgrading and extending the storm sewer at the south end of Englewood Road on the east side of the road. The new system will improve drainage and flooding issue to Silver Lake and Stow residents. The City of Stow has agreed to support this portion of work with the city's storm water utility fee. This allocation was approved in the 2022 Budget approved by Council.

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The Village of Silver Lake will be responsible for the maintenance of the storm sewer system within Silver Lake and the City of Stow will be responsible for the maintenance of the storm sewer system in the City of Stow.

This legislation authorized the Mayor to enter into an agreement with the Village of Silver Lake for up to \$200,000 for Storm Water Improvement on Englewood Road.

Mr. Lowdermilk asked a few questions regarding the storm water changes for the project. Mr. McIntire asked a few questions to clarify the project and maintenance responsibility of each City. Mr. McIntire had concerns with the funding and maintenance responsibility for this project. Mr. Lowdermilk asked questions regarding the sidewalk installation for the Stow residents. He was referring to petitions for a sidewalk installation for Stow residents as part of the project. Mrs. Syx explained the process of the petitions for the sidewalks. This project involves two cities therefore the process would take time. Mrs. Syx stated that she was in the process of negotiating a Memorandum of Understanding with the City of Silver Lake for this project.

Mr. McIntire stated that T-236 would be held in Committee.

**T-237 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH ATLANTIC EMERGENCY SOLUTIONS, INC., AND AUTHORIZING EXPENDITURES FOR THE PURCHASE OF REPLACEMENT FIRE HOSE, NOZZLES, ADAPTERS AND RELATED APPLIANCES, FOR USE BY THE FIRE DEPARTMENT.**

Chief Stone submitted the noted pertaining to the grant request in the committee packet. He summarized that request to use grant funds for the purchase to Atlantic Emergency Solutions. The equipment purchase would allow the City of Stow's equipment to be compatible with surrounding communities and be beneficial with mutual aid assistance in other Communities. The manufacture will no longer be able to supply the current equipment.

Motion made by Riehl seconded by Feldman to forward to this evening's Regular Council and assign an Ordinance number to T-237. Vote – Yeas: McIntire, Feldman, and Riehl. Nays: None. Motion carried unanimously.

**T-238 AN ORDINANCE AUTHORIZING THE MAYOR TO MAKE AND ENTER INTO A CONTRACT WITH THE SUMMIT COUNTY PUBLIC DEFENDER COMMISSION, A PROVIDER OF CRIMINAL DEFENSE SERVICES, FOR THE YEAR 2022, WITHOUT THE NECESSITY OF PUBLIC BIDS; AUTHORIZING THE FINANCE DIRECTOR TO APPROPRIATE, ENCUMBER AND PAY FUNDS FOR SAID SERVICES AS SET FORTH HEREIN; AND DECLARING AN EMERGENCY.**

Mrs. Syx stated that this is an annual contract with the Public Defender office. The fee did not increase and remains at \$170 per case.

Motion made by Riehl seconded by Feldman to forward to this evening's Regular Council and assign an Ordinance number to T-238. Vote – Yeas: McIntire, Feldman, and Riehl. Nays: None. Motion carried unanimously.

T-239 AN ORDINANCE AUTHORIZING AN EXPENDITURE FOR THE PURCHASE OF DIESEL, UNLEADED AND HEATING FUEL FOR USE AT THE FOX DEN GOLF COURSE FOR THE CALENDAR YEAR **2022**, FROM C.U.E. VENDOR, PORTS PETROLEUM COMPANY, INC., AND DECLARING AN EMERGENCY.

Mr. Wren requested legislation to authorize the expenditure of up to \$30,000.00 for diesel, unleaded and heating fuel with Ports Petroleum; a CUE awarded vendor, for the calendar year 2022. Ports Petroleum is an approved CUE (Community, Education, University) Vendor for fuel.

Mr. Lowdermilk asked if the building was asked if the building was heated with heating fuel. Mr. Wren stated that it is not cost effective for Dominion Energy to run a gas line to the building.

Motion made by Riehl seconded by McIntire to forward to this evening's Regular Council and assign an Ordinance number to T-239. Vote – Yeas: McIntire, Feldman, and Riehl. Nays: None. Motion carried unanimously.

**MOTIONS:**

SiteOne Landscape Supply Holding-Fertilizers & Chemicals – Fox Den

Mr. Wren requested Finance Committee approval to authorize the expenditure up to \$19,700.00 to SiteOne Landscape Supply Holding for fertilizers and chemicals for the grounds at Fox Den for the calendar year 2022.

This vendor is the Preferred Vendor for a variety of chemicals, fertilizers and irrigations supplies to be used at Fox Den Golf Course and therefore an exception to the rules of bidding as stated in Section 173.07 We used specific vendors for specific chemicals or fertilizers.

Motion made by McIntire seconded by Riehl to authorize the expense for SiteOne Landscape Supply Holding. Vote – Yeas: McIntire, Feldman, and Riehl. Nays: None. Motion carried unanimously.

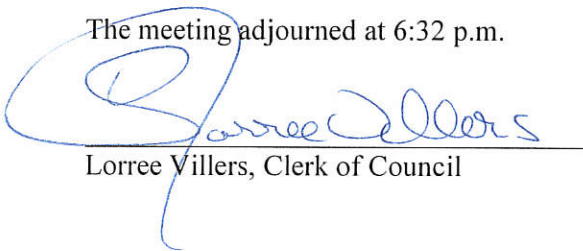
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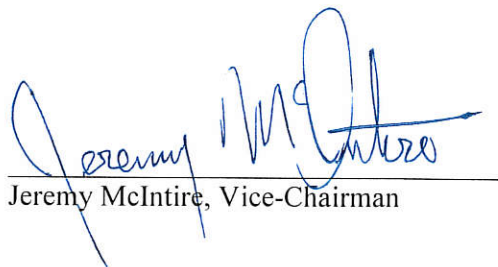
None.

**Adjournment**

Motion made by Riehl seconded by Feldman to adjourn. Vote – Yeas: McIntire, Feldman, and Riehl. Nays: None. Motion carried unanimously.

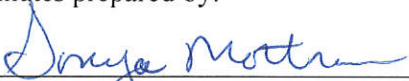
The meeting adjourned at 6:32 p.m.

  
Lorree Villers, Clerk of Council

  
Jeremy McIntire, Vice-Chairman

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Minutes prepared by:

  
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Sonya Mottam, Deputy Clerk of Council