

Board of Control Minutes – Stow City Hall

Mayor's Conference Room on Wednesday, June 25, 2014 at 9:30 a.m.

MEMBERS PRESENT: Mayor Sara Drew
 Law Director Zibritosky
 Service Director Wren
 City Engineer McCleary
 Finance Director Baranek

ALSO PRESENT: Drema Meffley Chief Stone
 John Earle Linda Nahrstedt
 Sean Shotts Don Brooker

The Minutes of the Board of Control are attached.

Other items on the agenda were as follows:

REQUEST FROM THE MAYOR REQUESTING THAT A RESOLUTION BE PREPARED AUTHORIZING THE APPROVAL AND ADOPTION OF THE SUMMIT COUNTY HAZARD MITIGATION PLAN. AS REQUIRED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY ("FEMA"), LOCAL GOVERNMENTS MUST ADOPT A HAZARD MITIGATION PLAN IN ORDER TO BE ELIGIBLE TO RECEIVE HAZARD MITIGATION GRANT PROGRAM ("HMGP") FUNDING.

THE PLAN WAS FORMULATED BY THE SUMMIT COUNTY EMERGENCY MANAGEMENT AGENCY ("SCEMA") AND IS TO BE UPDATED EVERY (5) YEARS. FURTHERMORE, THE PLAN WAS REVIEWED BY THE SAFETY FORCES AND THE PUBLIC SERVICE DEPARTMENT TO ENSURE ACCURACY AS IT PERTAINS TO OUR MUNICIPAL OPERATIONS. DUE TO THE SHEER VOLUME OF THE DOCUMENT, NICHOLAS WREN, DIRECTOR OF PUBLIC SERVICE, SENT AN E-MAIL ON WEDNESDAY, JUNE 18, 2014 THAT INCLUDED AN ATTACHMENT OF THE DOCUMENT.

THE OBJECT OF THE PLAN IS TO PROVIDE THE CITIZENS OF SUMMIT COUNTY WITH THE NECESSARY ASSESSMENTS AND RECOMMENDATIONS IN ORDER TO IMPLEMENT ACTIONS WHICH REDUCE OR ELIMINATE LONG-TERM RISKS TO HUMAN LIFE AND PROPERTY FROM HAZARDS.

FURTHERMORE, THE PLAN HAS BEEN DEVELOPED TO ACT AS A GUIDE FOR GOVERNMENTAL ENTITIES TO ADDRESS HAZARD PREVENTION NEEDS, OPPORTUNITIES, AND ACTIVITIES THAT WILL CREATE A DISASTER RESISTANT SUMMIT COUNTY.

THE MAYOR IS REQUESTING THAT AN EMERGENCY MEASURE BE ADDED TO THIS LEGISLATION NECESSARY FOR THE IMMEDIATE PRESERVATION OF THE PUBLIC HEALTH AND SAFETY IN ORDER TO ENSURE THAT OUR CITY IS ELIGIBLE TO RECEIVE FUNDING THROUGH THE HAZARD MITIGATION GRANT PROGRAM.

Mayor Drew moved for discussion of this item, Mrs. Zibritosky seconded this Motion.

After this item was discussed, it was unanimously approved.

REQUEST FROM THE DIRECTOR OF PUBLIC SERVICE REGARDING A LEGISLATION REQUEST FOR RUSH TRUCK CENTERS OF OHIO, INC. – INTERNATIONAL PARTS AND SERVICE.

PURSUANT TO CITY OF STOW CHARTER, SECTION 4.11 AND CODIFIED ORDINANCE 173.07 (A) (1)F AND 173.07 (B)(1)C; THE DIRECTOR OF PUBLIC SERVICE IS REQUESTING LEGISLATION BE PREPARED AUTHORIZING THE EXPENDITURE OF UP TO \$29,000.00 WITH RUSH TRUCK CENTERS, AN ODOT APPROVED VENDOR, FOR THE PURCHASE OF INTERNATIONAL PARTS AND SERVICE NEEDED TO MAINTAIN THE STREET DEPARTMENT VEHICLE FLEET.

RUSH TRUCK CENTERS IS AN APPROVED ODOT VENDOR FOR LARGE EQUIPMENT AND THE CLOSEST INTERNATIONAL DEALER.

THE DIRECTOR OF PUBLIC SERVICE IS REQUESTING THAT AN EMERGENCY MEASURE BE ADDED TO THIS LEGISLATION NECESSARY FOR THE IMMEDIATE PRESERVATION OF THE PUBLIC HEALTH AND SAFETY FOR THE REASON THAT THE CITY MUST BE ABLE TO MAINTAIN THE REPAIR EQUIPMENT IN A TIMELY MANNER.

Mayor Drew moved for discussion of this item, Mrs. Zibritosky seconded this Motion.

After this item was discussed, it was unanimously approved.

REQUEST FROM THE ASSISTANT CITY ENGINEER REGARDING CONSULTANT SERVICES FOR MARHOFER – WILLIAMSON STORM SEWER IMPROVEMENT PHASE II – ENGINEERING DESIGN AND SURVEY.

IN DECEMBER 2013, HAMMONTREE AND ASSOCIATES, LTD. PERFORMED AND INSPECTED THE 3,700 LINEAR FEET OF CORRUGATED METAL AND CONCRETE STORM SEWER KNOWN AS THE MARHOFER-WLLIAMSON SEWER SYSTEM. THE SEWER BEGINS AT GRAHAM ROAD, JUST EAST OF THE INTERSECTION WITH DARROW ROAD AND TRAVELS SOUTH, ESSENTIALLY PARALLEL TO DARROW ROAD THROUGH RESIDENTIAL PROPERTY, AND TERMINATES AT THE NEW CONCRETE CULVERT ON DARROW ROAD, JUST SOUTH OF SR 59. THE SEWER RANGES IN SIZE FROM 72" TO 96". AT THAT TIME, A REPORT WAS PREPARED PRIORITIZING THE REPAIR AND/OR REPLACEMENT OF SECTIONS OF PIPE ILLUSTRATING DETERIORATION.

CONTINUATIONS OF THE CONSULTANT SERVICES ARE NECESSARY TO COMPLETE PHASE II. THIS WILL INCLUDE A SURVEY TO SPATIALLY LOCATE THE SYSTEM AND COMPLETION OF A HYDRAULIC ANALYSIS TO DETERMINE THE ADEQUANCY OF THE CURRENT SEWER SIZE AND DESIGN OF UPGRADED SEWER AS NECESSARY. IN ADDITION, THE FEASIBILITY OF DETENTION FACILITIES WITHIN THE CONTRIBUTING WATER SHED WILL BE DETERMINED AND DESIGNED.

THE ASSISTANT CITY ENGINEER IS REQUESTING THE AUTHORIZATION OF THE MAYOR TO ENTER INTO A CONTRACT WITH HAMMONTREE AND ASSOCIATES, LIMITED TO PROVIDE PROFESSIONAL SERVICES FOR PHASE II STORM SEWER IMPROVEMENT DESIGN ENGINEERING AND SURVEYING, IN THE AMOUNT OF \$34,980.00, FOR THE MARHOFER-WILLIAMSON STORM SEWER.

THE ASSISTANT CITY ENGINEER IS ALSO REQUESTING AN EMERGENCY MEASURE BE ADDED TO THE LEGISLATION FOR THE IMMEDIATE PRESERVATION OF PUBLIC HEALTH AND SAFETY.

Mayor Drew moved for discussion of this item, Mrs. Zibritosky seconded This motion.

After this item was discussed, it was unanimously approved.

REQUEST FROM THE ASSISTANT CITY ENGINEER REGARDING THE AUTHORIZATION TO SOLICIT BIDS FOR TREESIDE DRIVE CULVERT REPLACEMENT PROJECT.

THE CITY OF STOW IS COMPLETING PLANS AND SPECIFICATIONS IN ORDER TO SOLICIT BIDS FOR THE TREESIDE DRIVE CULVERT REPLACEMENT PROJECT.

THIS PROJECT WILL BE BUILT WITH CITY OF STOW STORM WATER FUNDS.

THE ASSISTANT CITY ENGINEER IS REQUESTING APPROVAL FOR AN EMERGENCY MEASURE NECESSARY FOR THE IMMEDIATE PRESERVATION OF THE PUBLIC HEALTH AND SAFETY DUE TO THE DETERIORATING STRUCTURE.

Mayor Drew moved for discussion of this item, Mrs. Zibritosky seconded This motion.

After this item was discussed, it was unanimously approved.

REQUEST FROM THE CEMETERY DEPARTMENT FOR AN APPROVAL OF A REQUISITION TO WORLDWIDE PARTS SOURCE LLC FOR MOTOR PARTS FOR THE CEMETERY BOBCAT AND DELIVERY CHARGES, IN THE AMOUNT OF \$1,997.32.

Mayor Drew moved for discussion of this item, Mrs. Zibritosky seconded this Motion.

After this item was discussed, it was unanimously approved.

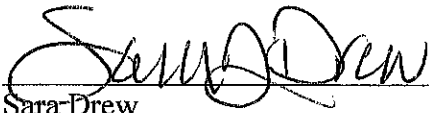
REQUEST FROM THE CEMETERY DEPARTMENT FOR AN APPROVAL OF A REQUISITION TO R & R ENGINE MACHINE FOR REBUILDING THE BOBCAT MOTOR FOR THE CEMETERY, IN THE AMOUNT OF \$3,000.00.

Mayor Drew moved for discussion of this item, Mrs. Zibritosky seconded This motion.


After this item was discussed, it was unanimously approved.

Mr. Baranek moved to approve the Board of Control Minutes of June 11, 2014, seconded by Mayor Drew. Unanimously approved.

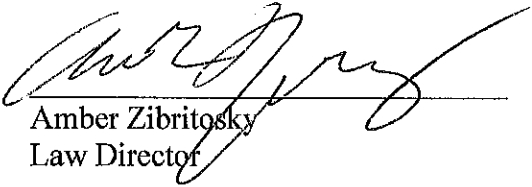
With no further business to discuss, Mr. Baranek moved, Mayor Drew seconded to adjourn the meeting at 9:43 a.m.



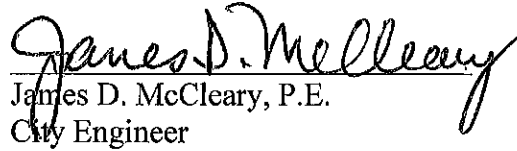
Sara Drew
Mayor



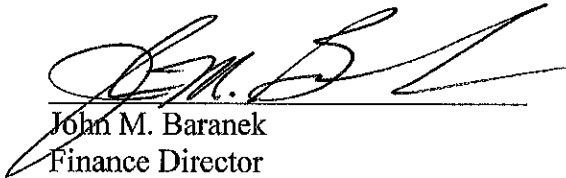
Nicholas Wren
Service Director



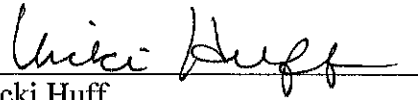
Amber Zibritosky
Law Director



James D. McCleary, P.E.
City Engineer



John M. Baranek
Finance Director



Vicki Huff
Secretary

City of Stow
Sara Drew, Mayor
Board of Control
6/25/14

<u>DEPT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>BID/QUOTE</u>	<u>AMOUNT</u>
BLDG MAINT	WILLIAMS W W MIDWEST INC	EMERGENCY GENERATOR RENTA	PREFERRED SOURCE	\$2,163.00
\$2,163.00		FOR EMERGENCY CALL-IN @ THE SAFETY CENTER		
Discuss:	Motion: Mr. Baranek	Second: Mayor Drew	Abstain:	<u>TOTAL PO AMOUNT: \$2,163.00</u>
Approve:	Unanimously Passed: <input checked="" type="checkbox"/>	Passed: <input type="checkbox"/>	Denied: <input type="checkbox"/>	Held: <input type="checkbox"/>
ENGINEER	HANMONTREE & ASSOC LTD	CONSULTANT SERVICES	BEST PRACTICAL	\$31,800.00
	MARHOFERWILLIAMSON PROJECT			
	NEEDS LEGISLATION			
		10% CONSULT CONTINGENCY		\$3,180.00
Discuss:	Motion: Mayor Drew	Second: Mr. Baranek	Abstain:	<u>TOTAL PO AMOUNT: \$34,980.00</u>
Approve:	Unanimously Passed: <input checked="" type="checkbox"/>	Passed: <input type="checkbox"/>	Denied: <input type="checkbox"/>	Held: <input type="checkbox"/>
FINANCE	MOODYS INVESTORS SERVICE	PROFESS SV - REFUNDING BOND; PROFESSIONAL SOURCE		\$13,000.00
\$13,000.00		FOR VARIOUS PURPOSE REFUNDING BONDS		
Discuss:	Motion: Mayor Drew	Second: Mr. McCleary	Abstain:	<u>TOTAL PO AMOUNT: \$13,000.00</u>
Approve:	Unanimously Passed: <input checked="" type="checkbox"/>	Passed: <input type="checkbox"/>	Denied: <input type="checkbox"/>	Held: <input type="checkbox"/>

<u>DEPT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>BID/QUOTE</u>	<u>AMOUNT</u>
FOX DEN	NORTHERN OHIO GOLF COURSE	GHIN FEES	SOLE SOURCE	\$1,680.00
\$1,680.00	GOLF HANDICAP INFORMATION NETWORK			
		SBP SCORECARDS		\$75.00

Discuss: Motion: Mayor Drew Second: Mr. Baranek Abstain: _____ **TOTAL PO AMOUNT: \$1,755.00**

Approve: Unanimously Passed: Passed: Denied: Held:

FOX DEN **MCCAULLEY CONNER A** **SBP PRIVATE GOLF LESSONS** **BEST PRACTICAL** **\$4,000.00**

\$1,863.85 GOLF PRO PROVIDING LESSONS TO PUBLIC AT FOX DEN COURSE

Discuss: Motion: Mayor Drew Second: Mrs. Zibritsky Abstain: _____ **TOTAL PO AMOUNT: \$4,000.00**

Approve: Unanimously Passed: Passed: Denied: Held:

DEPT VENDOR
 INFO SERV **G H A TECHNOLOGIES INC**
 BACKUP SOLUTION FOR CITY
 FACILITIES - MEMO ATTACHED

<u>DESCRIPTION</u>	<u>BID/QUOTE</u>	<u>AMOUNT</u>
BARRACUDA BACKUP SERVER	LOW QUOTE OF 3	\$4,890.82
BARRACUDA ENERGIZE UPDATES		\$1,473.65
EXTENDED SERVICE AGREEMENT		\$1,801.31
BARRACUDA MESSAGE ARCHIVER		\$2,445.16
BARRACUDA ENERGIZE UPDATES		\$1,105.03
EXTENDED SERVICE AGREEMENT		\$900.24

Discuss: Motion: Mayor Drew Second: Mr. McCleary Abstain: _____ **TOTAL PO AMOUNT: \$12,616.21**
 Approve: Unanimously Passed: Passed: Denied: Held:

LAW **PROFESSIONAL LOGISTICS COLL C** SBP PAYROLL SV - LAW ASST BID - FORMAL \$2,000.00
 ASSISTANT FOR LAW SECRETARY
 \$12.47/HR EMP - \$16.21/HR SV

Discuss: Motion: Mayor Drew Second: Mr. Baranek Abstain: _____ **TOTAL PO AMOUNT: \$2,000.00**
 Approve: Unanimously Passed: Passed: Denied: Held:

<u>DEPT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>BID/QUOTE</u>	<u>AMOUNT</u>
<u>STREET</u>	LEPPO INC FOR STREET DEPARTMENT EQUIPMENT	SBP PARTS & EQUIPMENT	SOLE SOURCE	\$2,500.00
Discuss:	Motion: <u>Mayor Drew</u>	Second: <u>Mr. McCleary</u>	Abstain: _____	TOTAL PO AMOUNT: <u>\$2,500.00</u>
Approve:	Unanimously Passed: <input checked="" type="checkbox"/>	Passed: <input type="checkbox"/>	Denied: <input type="checkbox"/>	Held: <input type="checkbox"/>
<u>STREET</u>	MCCORMICK LYNN PANHANDLER SIGNS & NEW/RT 8 SIGNS IN NAME OF RYLANDER	SBP SIGNAGE	SOLE SOURCE	\$1,500.00
Discuss:	Motion: <u>Mayor Drew</u>	Second: <u>Mr. McCleary</u>	Abstain: _____	TOTAL PO AMOUNT: <u>\$1,500.00</u>
Approve:	Unanimously Passed: <input checked="" type="checkbox"/>	Passed: <input type="checkbox"/>	Denied: <input type="checkbox"/>	Held: <input type="checkbox"/>
<u>STREET</u>	OLIGER SEED COMPANY NEEDED TO OPERATE THE HYDROSEEDER	GRASS SEED & SUPP - 1602	BEST PRACTICAL - AVAIL	\$708.56
		GRASS SEED & SUPP - 1502		\$708.57
		GRASS SEED & SUPP - 2016		\$708.57
Discuss:	Motion: <u>Mayor Drew</u>	Second: <u>Mr. Baranek</u>	Abstain: _____	TOTAL PO AMOUNT: <u>\$2,125.70</u>
Approve:	Unanimously Passed: <input checked="" type="checkbox"/>	Passed: <input type="checkbox"/>	Denied: <input type="checkbox"/>	Held: <input type="checkbox"/>
<u>STREET</u>	HENDERSON PRODUCTS INC ADD'L EQUIPMENT FOR NEW DUMP/SALT TRUCK BEING BUILT	SBP DUMP TRUCK EQUIPMENT	BID - STATE OF OHIO	\$7,442.00
Discuss:	Motion: <u>Mayor Drew</u>	Second: <u>Mr. Baranek</u>	Abstain: _____	TOTAL PO AMOUNT: <u>\$7,442.00</u>
Approve:	Unanimously Passed: <input checked="" type="checkbox"/>	Passed: <input type="checkbox"/>	Denied: <input type="checkbox"/>	Held: <input type="checkbox"/>

<u>DEPT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>BID/QUOTE</u>	<u>AMOUNT</u>
STREET	RUSH TRUCK CENTERS OF OHIO INC	SBP TRUCK PARTS & SERVICE	BEST PRACTICAL - PROX	\$14,000.00
\$2,066.45		CLOSEST DEALER FOR PARTS/SV		
		NEEDS LEGISLATION		

Discuss: Motion: Mayor Drew Second: Mr. Baranek Abstain: TOTAL PO AMOUNT: \$14,000.00

Approve: Unanimously Passed: Passed: Denied: Held:

<u>WATER</u>	<u>WOOD INVESTMENT PROPERTY LLC</u>	<u>SBP TV & DRAINS</u>	<u>LOW QUOTE OF 3</u>	<u>\$3,000.00</u>
	FOR WATER PROJECTS			
	THROUGHOUT THE CITY			

Discuss: Motion: Mayor Drew Second: MRS. ZIBRITOSKY Abstain: TOTAL PO AMOUNT: \$3,000.00

Approve: Unanimously Passed: Passed: Denied: Held:

<u>WATER</u>	<u>SUBURBAN TESTING LABS</u>	<u>QTRLY WATER SAMPLING</u>	<u>LOW QUOTE OF 3</u>	<u>\$1,444.00</u>
	REQ'D USEPA TESTING			
	UNREGULATED CONTAMINANTS			

Discuss: Motion: Mayor Drew Second: MR. McCLEARY Abstain: TOTAL PO AMOUNT: \$1,444.00

Approve: Unanimously Passed: Passed: Denied: Held: