



Board of Control Minutes – Stow City Hall

Mayor's Conference Room on Wednesday, November 25, 2015 at 9:03 a.m.

MEMBERS PRESENT:

Finance Director Baranek
Law Director Zibritosky
Assistant City Engineer Rayman
Service Director Wren

ALSO PRESENT:

Lisa Jarvis John Earle
Lieutenant Titus

The Board of Control Minutes are attached. Other items are:

THE BOARD REVIEWED ALL OVERRUNS FROM 10/23/15 – 11/19/15, WHICH AMOUNTED TO \$6,666.60.

Mr. Baranek moved for discussion of this item, Mrs. Zibritosky seconded this motion.

After this item was discussed, it was unanimously approved.

REQUEST FROM THE SERVICE DIRECTOR REGARDING WATER BILLING CONTRACT RENEWAL WITH BRIDGESTONE AMERICAS HOLDING, INC.

THE SERVICE DIRECTOR IS REQUESTING FINANCE COMMITTEE APPROVAL AUTHORIZING THE RENEWAL OF A CONTRACT FOR THE EXPENDITURE OF UP TO \$18,500.00 TO BRIDGESTONE AMERICAS HOLDING FOR UTILITY BILLING SERVICES FOR THE WATER BILLING DEPARTMENT. THIS RENEWAL IS FOR CONTRACT YEAR 2016.

BRIDGESTONE HAS AGREED ON THE SAME PRICE FOR 2016, AS CHARGED IN 2014 AND 2015. WE ARE ASKING APPROVAL TO ENTER INTO A RENEWAL

CONTRACT WITH BRIDGESTONE AMERICAS HOLDING FOR THE 2016 BILLING YEAR.

SERVICES INCLUDE PRINTING, INSERTING, BAR CODING, PESORTING, DELIVERY TO THE POST OFFICE AND PRODUCTION OF SEARCHABLE CD-ROMS.

Mr. Baranek 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 REQUESTING LEGISLATION APPROVAL TO AUTHORIZE THE EXPENDITURE OF UP TO \$60,000 TO BRIDGESTONE AMERICAS HOLDINGS, INC. FOR POSTAGE NEEDED FOR UTILITY BILLING SERVICES FOR THE CONTRACT YEAR 2016.

BRIDGESTONE CHARGES THE ACTUAL COST OF POSTAGE TO MAIL THE BILLS AT THE "BEST RATE" AVAILABLE THROUGH TH STOW POSTAL SERVICE.

Mr. Baranek moved for discussion of this item, Mrs. Zibritosky seconded this Motion.

After this item had been discussed, it was unanimously approved.

REQUEST FROM THE LANDSCAPE ARBORIST REGARDING THE LANDSCAPING AT 4275 STEELS POINTE ROW, FOR WARMUS BUILDERS FOR THE STEELS POINTE MEDICAL OFFICES, AND A REQUEST FOR APPROVAL TO RELEASE THE LANDSCAPING MAINTENANCE GUARANTEE IN THE AMOUNT OF \$1,366.00 BACK TO WARMUS BUILDERS.

Mr. Baranek 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 CITY OF STOW CHARTER, SECTION 4.11, STOW 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 \$30,586.00 TO STATEWIDE FORD LINCOLN MERCURY INC. FOR THE PURCHASE OF A 2015 FORD UTILITY POLICE INTERCEPTOR TO BE USED BY THE POLICE DEPARTMENT.

THESE VEHICLES ARE OUTFITTED WITH THE STANDARD POLICE PACKAGE. STATEWIDE FORD IS THE APPROVED STATE OF OHIO VENDOR.

THE DIRECTOR OF PUBLIC SERVICE ALSO CERTIFIES THAT THIS PURCHASE TO BE AN EMERGENCY MEASURE NECESSARY FOR THE IMMEDIATE PRESERVATION OF THE PUBLIC HEALTH AND SAFETY FOR THE REASON THAT THE CITY IS APPROACHING THE ORDERING DEADLINE FOR THE 2015 MODEL.

Mr. Baranek 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 AT&T SERVICES, INC. TELEPHONE, INTERNET AND ADVERTISING SERVICES FOR 2016.

PURSUANT TO CITY OF STOW CHARTER, SECTION 4.11, CODIFIED ORDINANCE 173.07 (A)(1)C AND 173.07 (B)(1)E, THE DIRECTOR OF PUBLIC SERVICE IS REQUESTING THAT LEGISLATION BE PREPARED AUTHORIZING THE EXPENDITURE OF UP TO \$159,000.00 FOR LOCAL AND LONG DISTANCE TELEPHONE, U-VERSE SERVICES AND ADVERTISING FROM AT&T SERVICES, INC. FOR THE CALENDAR YEAR 2016.

ALL CITY DEPARTMENTS USE THIS UTILITY VENDOR FOR TELEPHONE LINE, MISCELLANEOUS COMMUNICATION SERVICES AND U-VERSE SERVICE. YELLOW AND WHITE PAGE ADVERTISING SERVICES ARE ALSO PAID TO THIS VENDOR.

THE DIRECTOR OF PUBLIC SERVICE IS ALSO REQUESTING THE COUNCIL TO WAIVE THE RULE REQUIRING THREE READINGS PRIOR TO VOTING ON THIS LEGISLATION.

Mrs. Zibritosky moved for discussion of this item, Mr. Baranek seconded this Motion.

After this item was discussed, it was unanimously approved.

REQUEST FROM THE SERVICE DIRECTOR REGARDING A REQUEST FOR LEGISLATION FOR EAST OHIO GAS COMPANY FOR GAS SERVICE FOR 2016.

PURSUANT TO CITY OF STOW CHARTER, SECTION 4.11, CODIFIED ORDINANCE 173.07 (A)(1)C AND 173.07 (B)(1)E, THE SERVICE DIRECTOR IS REQUESTING THAT LEGISLATION BE PREPARED AUTHORIZING THE EXPENDITURE OF UP TO \$107,350.00 FOR GAS SERVICE FROM EAST OHIO

GAS COMPANY FOR THE CALENDAR YEAR 2016. THIS REQUEST IS BASED ON ESTIMATIONS FROM PAST USAGE.

ALL CITY FACILITIES USE THIS LOCAL PROVIDER FOR HEATING SERVICES.

THE SERVICE DIRECTOR CERTIFIES THIS PURCHASE TO BE AN EMERGENCY MEASURE NECESSARY FOR THE IMMEDIATE PRESERVATION OF THE PUBLIC HEALTH AND SAFETY FOR THE REASON THAT THIS UTILITY SERVICE MUST BE AVAILABLE AT ALL TIMES.

Mr. Baranek moved for discussion of this item, Mrs. Zibritosky seconded this Motion.

After this item had been discussed, it was unanimously approved.

REQUEST FROM THE LAW/HUMAN RESOURCE DIRECTOR REGARDING AN EAP AGREEMENT.

THE LAW/HUMAN RESOUCE DIRECTOR IS REQUESTING BOARD OF CONTROL APPROVAL TO AUTHORIZE THE MAYOR TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF STOW AND THE COUNTY OF SUMMIT FOR THE EMPLOYEE ASSISTANCE PROGRAM (EAP) ADMINISTERED BY EASE@WORK FOR THE PERIOD OF JANUARY 1, 2016 THROUGH DECEMBER 31, 2016. A COPY OF THE AGEEMENT IS ATTACHED.

THE \$15.30 COST PER EMPLOYEE IS CONSISTENT WITH THE 2015 RATE SCHEDULE. THE LAW/HUMAN RESOURCE DIRECTOR HAS REVIEWED THE PROPOSED AGREEMENT AND HAS APPROVED IT AS TO FORM.

THE FOLLOWING STATISTICS ARE GIVEN REGARDING EMPLOYEE UTILIZATION OF THIS PROGRAM IN 2015.

- WEBSITE ACTIVITY: 59 HITS AND 7 LOGINS
- CASES HANDLED: 22 CASES (23 IN 2014)
- INCREASE: 8.8% OF TOTAL EMPLOYEE BASE (UP 1% FROM 2014 (NATIONAL AVERAGE = 4% - 7%))
- RATIO: 82% EMPLOYEE-RELATED CASES; 18% FAMILY-RELATED.

Mr. Baranek moved for discussion of this item, Ms. Rayman seconded this motion.

After this item was discussed, it was unanimously approved.

REQUEST FROM THE LAW DIRECTOR REGARDING INDIGENT LEGAL SERVICES. PURSUANT TO SECTION 173.06, C.O.S. THE LAW DIRECTOR IS REQUESTING APPROVAL OF THE ATTACHED AGREEMENT FOR INDIGENT LEGAL SERVICES FOR THE YEAR 2016 WHICH IS A RENEWAL OF THE

AGREEMENT BETWEEN THE CITY OF STOW AND THE SUMMIT COUNTY PUBLIC DEFENDER'S COMMISSION. ALL OF THE TERMS OF THIS RENEWAL AGREEMENT ARE THE SAME AS PREVIOUSLY AGREED TO. THIS WILL BE UP TO AN AMOUNT NOT TO EXCEED \$15,000.00.

Mr. Baranek moved for discussion of this item, Ms. Rayman seconded this Motion.

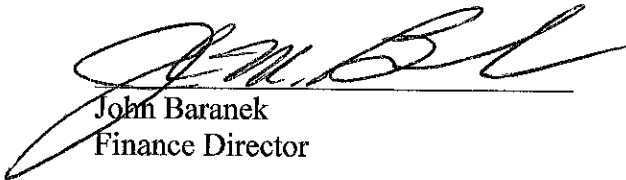
After this item was discussed, it was unanimously approved.

REQUEST FROM THE LANDSCAPE ARBORIST REGARDING A PERFORMANCE BOND IN THE AMOUNT OF \$225,000.00 AS A LANDSCAPE GUARANTEE AT BAKER'S GLEN AT 4561 DARROW ROAD FOR PULTE HOMES. THIS BOND HAS BEEN APPROVED AS TO FORM BY THE LAW DIRECTOR.


Mr. Baranek moved for discussion of this item, Mrs. Zibritosky seconded This motion.


After this item was discussed, it was unanimously approved.

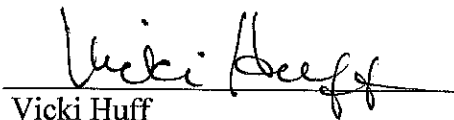
With no further business, Mr. Baranek moved for adjournment of the meeting, Ms. Rayman seconded this motion. The meeting was adjourned at 9:15 a.m.


John Baranek
Finance Director


Nicholas Wren
Service Director


Sheila Rayman P.E.
Assistant City Engineer


Amber Zibritosky
Law Director


Vicki Huff
Secretary

City of Stow
Sara Drew, Mayor
Board of Control
1/12/15

DEPT	VENDOR	DESCRIPTION	BID/QUOTE	AMOUNT
BLDG MAINT	LOWE'S HOME CENTERS INC	SBP-MISC SUPPLS/INCIDENTLS-111	BEST PRACTICAL SOURCE	\$5,000.00
		HARDWARE, TOOLS, MISC SUPPLIES		
		VARIOUS PROJECTS		
		SBP-MISC SPLS/INCIDENTLS-1405		\$4,500.00
Discuss:	Motion: <u>Mr. Baranek</u>	Second: <u>Ms. Rayman</u>	Abstain: _____	TOTAL PO AMOUNT: <u>\$9,500.00</u>
Approve:	Unanimously Passed: <input checked="" type="checkbox"/>	Passed: <input type="checkbox"/>	Denied: <input type="checkbox"/>	Held: <input type="checkbox"/>
<hr/>				
BLDG MAINT	MARS ELECTRIC CO	SBP-SERVICE/SUPPLIES FOR 2016	BEST PRACTICAL SOURCE	\$6,000.00
		ELECTRICAL SUPPLIES/SERVICE		
		FOR 2016		
Discuss:	Motion: <u>Mr. Baranek</u>	Second: <u>Ms. Rayman</u>	Abstain: _____	TOTAL PO AMOUNT: <u>\$6,000.00</u>
Approve:	Unanimously Passed: <input checked="" type="checkbox"/>	Passed: <input type="checkbox"/>	Denied: <input type="checkbox"/>	Held: <input type="checkbox"/>
<hr/>				
FINANCE	BRIDGESTONE AMERICAS HOLDING INC	2016 POSTAGE/WATER BILLING	CONTRACT	\$60,000.00
		2016 POSTAGE		
		FOR UTILITY BILLING		
Discuss:	Motion: <u>Mr. Baranek</u>	Second: <u>Mrs. Zibriftoosky</u>	Abstain: _____	TOTAL PO AMOUNT: <u>\$60,000.00</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>
FINANCE	BRIDGESTONE AMERICAS HOLDING INC	WATER BILLING 2016 RENEWAL	CONTRACT	\$18,500.00
		WATER BILLING CONTRACT RENEWAL		
		1/1/16-12/31/16		

Discuss: Motion: Mr. Baranek Second: Mrs. Zibriltosky Abstain: _____ **TOTAL PO AMOUNT: \$18,500.00**

Approve: Unanimously Passed: Passed: Denied: Held:

<u>FIRE</u>	<u>WARREN FIRE EQUIPMENT</u>	<u>VENT SAW, TEMPEST TV/400-051</u>	<u>BEST PRACTICAL SOURCE</u>	<u>AMOUNT</u>
	VENT SAW			\$2,148.00
	PART OF 2014 AFG GRANT			

Discuss: Motion: Mr. Baranek Second: Mrs. Zibriltosky Abstain: _____ **TOTAL PO AMOUNT: \$2,148.00**

Approve: Unanimously Passed: Passed: Denied: Held:

<u>FOX DEN</u>	<u>HELENA CHEMICAL CO</u>	<u>SBP-FERTILIZER & CHEMICALS</u>	<u>PREFERRED SOURCE</u>	<u>AMOUNT</u>
	CHEMICAL & FERTILIZERS - 2016			\$14,500.00
	FOR USE AT FOX DEN			

Discuss: Motion: Mr. Baranek Second: Mrs. Zibriltosky Abstain: _____ **TOTAL PO AMOUNT: \$14,500.00**

Approve: Unanimously Passed: Passed: Denied: Held:

<u>INCOME TAX</u>	<u>SHAMROCK GRAPHICS INC</u>	<u>POSTAGE FOR INDIV EFILE LTRS</u>	<u>PREFERRED SOURCE</u>	<u>AMOUNT</u>
\$4590.00				\$4,590.00
		POSTAGE FOR INDIV EFILE LETTER		

Discuss: Motion: Mr. Baranek Second: Mrs. Zibriltosky Abstain: _____ **TOTAL PO AMOUNT: \$4,590.00**

Approve: Unanimously Passed: Passed: Denied: Held:

<u>INCOME TAX</u>	<u>SHAMROCK GRAPHICS INC</u>	<u>2016 POSTAGE-EMPLOYER W/H</u>	<u>PREFERRED SOURCE</u>	<u>AMOUNT</u>
\$1017.45				\$1,017.45
		EST POSTAGE-2016		
		EMPLOYER W/H BOOKS		

Discuss: Motion: Mr. Baranek Second: Mrs. Zibriltosky Abstain: _____ **TOTAL PO AMOUNT: \$1,017.45**

Approve: Unanimously Passed: Passed: Denied: Held:

<u>DEPT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>BID/QUOTE</u>	<u>AMOUNT</u>
INFO SYS	C D W GOVERNMENT INC	APPLE IPADS AIR FOR FIELD USE	BEST PRACTICAL USE	\$1,644.51
		USE BY PD & FD		
		iPAD CASE		\$102.00

Discuss: Motion: Mr. Baranek Second: Mrs. Zibritosky Abstain: _____ **TOTAL PO AMOUNT: \$1,746.51**

Approve: Unanimously Passed: Passed: Denied: Held:

MAYOR **MAYORS ASSOC OF PORTAGE, SUMMIT** **MAPSS 2016 ANNUAL DUES** **SOLE SOURCE** **\$2,300.00**

\$2300.00 **MAPSS 2016 MEMBERSHIP DUES**

Discuss: Motion: Mr. Baranek Second: Mrs. Zibritosky Abstain: _____ **TOTAL PO AMOUNT: \$2,300.00**

Approve: Unanimously Passed: Passed: Denied: Held:

POLICE **STATEWIDE FORD LINCOLN MERCURY I** **FORD UTILITY POLICE INTERCPTR STATE OF OHIO** **\$30,586.00**

2016 FORD POLICE INTERCEPTOR
TO REPLACE TWO PD VEHICLES

Discuss: Motion: Mr. Baranek Second: Mrs. Zibritosky Abstain: _____ **TOTAL PO AMOUNT: \$30,586.00**

Approve: Unanimously Passed: Passed: Denied: Held:

POLICE **YOUNG'S SCREENPRINTING &** **T SHIRTS FOR K9 FUNDRAISING** **PREFERRED SOURCE** **\$1,145.00**

\$1145.00 **T-SHIRTS FOR K9 FUNDRAISING**
PROCEEDS BENEFIT K9 DIVISION

Discuss: Motion: Mr. Baranek Second: Mrs. Zibritosky Abstain: _____ **TOTAL PO AMOUNT: \$1,145.00**

Approve: Unanimously Passed: Passed: Denied: Held: