



Board of Control Minutes – Stow City Hall

Mayor's Conference Room on Wednesday, January 20, 2016 at 9:30 a.m.

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

ALSO PRESENT: Lisa Jarvis John Earle
 Chief Film Linda Nahrstedt
 Rob Kurtz Division Chief Metz
 Dale Germano

The Minutes of the Board of Control are attached.

Other items on the agenda were as follows:

REQUEST FROM THE DIRECTOR OF PUBLIC SERVICE REGARDING A REQUEST FOR LEGISLATION FOR KLABEN FORD LINCOLN INC. FOR GENERAL MAINTENANCE FOR FLEET FOR THE POLICE DEPARTMENT.

PURSUANT TO CODIFIED ORDINANCE 173.07 (a)(1)G AND 173.07 (b)(1)D; THE DIRECTOR OF PUBLIC SERVICE IS REQUESTING LEGISLATION BE PREPARED AUTHORIZING THE EXPENDITURE OF UP TO \$50,000.00 WITH KLABEN FORD LINCOLN INC. FOR YEAR 2016.

THIS LEGISLATION REQUIRES A DUAL CITATION. FORD IS THE SOLE SOURCE PROVIDER AND KLABEN IS THE PREFERRED FORD DEALER WITHIN THE SOLE SOURCE. INFORMAL QUOTES WERE RECEIVED FROM FOUR (4) COMPANIES WITH KLABEN FORD BEING THE SECOND LOWEST RESPONSIVE AND RESPONSIBLE BIDDER. THE REASON THAT KLABEN WAS SELECTED OVER SPITZER FORD (LOWEST BIDDER) IS THE FOLLOWING:

1. The Police department has a strong working relationship with Klaben, built on two years of satisfactory service to its police cars.

2. The cities of Hudson, Boston Heights, Munroe Falls, Kent and Kent State University have their police vehicles serviced at Kalben. Klaben also services the EMS vehicles for Boston Heights, Ravenna, Stow and Kent State University.
3. While Klaben was not the lowest price overall, they were the lowest for the most common services performed on our vehicles.
4. Klaben will deliver the vehicles back to us; while Spitzer does not do that, allowing us to keep patrolmen on the road instead of taking two officers out of service just to pick up a vehicle.
5. The overall price difference of \$80.64 between Klaben and Spitzer on all quoted services is insignificant when considering the other factors.

The Director of Public Service also certifies this purchase to be an emergency measure necessary for the immediate preservation of the public health and safety for the reason that the Police Department must maintain a reliable fleet of vehicles in order to insure a timely response to emergencies.

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 REQUEST FOR LEGISLATION FOR HALL PUBLIC SAFETY COMPANY FOR CRUISER EQUIPMENT AND INSTALLATION FOR 2016.

PURSUANT TO CITY OF STOW CHARTER, SECTION 4.11 AND CODIFIED ORDINANCE 173.07 (a) (1)(B) AND 173.07 (b)(1)D; THE DIRECTOR OF PUBLIC SERVICE IS REQUESTING LEGISLATION BE PREPARED AUTHORIZING THE EXPENDITURE OF UP TO \$20,000.00 TO HALL PUBLIC SAFETY COMPANY FOR EQUIPMENT AND INSTALLATION ON THE CURRENT POLICE DEPARTMENT VEHICLE FLEET. AS ALWAYS, WE WILL BE USING ANY EQUIPMENT THAT IS STILL SERVICEABLE FROM THE OLDER VEHICLES IN LIEU OF PURCHASING NEW EQUIPMENT.

HALL PUBLIC SERVICE HAS BEEN USED THE LAST EIGHT YEARS WITH GREAT SUCCESS. INSTALLATION OF THIS KIND OF SPECIALIZED EQUIPMENT REQUIRES A UNIQUELY TRAINED INDIVIDUAL. WE QUALIFY HIM AS OUR PREFERRED PROFESSIONAL SOURCE FOR THE FOLLOWING REASONS:

- What sets this vendor apart from the rest is the quality of workmanship and consistency.
- Hall public Service is the only vendor that provides on-site installation and install completed in two days per car.
- 24/7 for emergency repairs and again repairs are made on site.

THE DIRECTOR OF PUBLIC SERVICE REQUESTS THE WAIVER OF THE RULE REQUIRING THREE READINGS PRIOR TO VOTING ON THIS LEGISLATION.

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

After this item was discussed, it was unanimously approved.

REQUEST FROM THE DIRECTOR OF PUBLIC SERVICE REGARDING A REQUEST FOR LEGISLATION FOR OHIO MACHINERY FOR REPAIR 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 \$41,000.00 TO OHIO MACHINERY FOR PARTS AND REPAIR OF EQUIPMENT FOR THE CALENDAR YEAR 2016. THIS IS AN ESTIMATE FOR THE YEAR BASED ON THEIR USAGE FOR 2012-2015.

THE DIRECTOR OF PUBLIC SERVICE CERTIFIES THIS PURCHASE TO BE AN EMERGENCY MEASURE NECESSARY FOR THE IMMEDIATE PRESERVATION OF THE PUBLIC HEALTH AND SAFETY FOR THE REASON THAT ALL EQUIPMENT MUST BE IN WORKING ORDER AT ALL TIMES FOR USE BY THE FIRE DEPARTMENT.

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

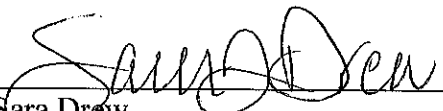
After this item was discussed, it was unanimously approved.


REQUEST FROM THE POLICE DEPARTMENT FOR AN APPROVAL OF A REQUISITION TO STATEWIDE FORD LINCOLN MERCURY, INC. FOR ONE (1) 2016 FORD UTILITY POLICE INTERCEPTOR, IN THE AMOUNT OF \$30,586.00.

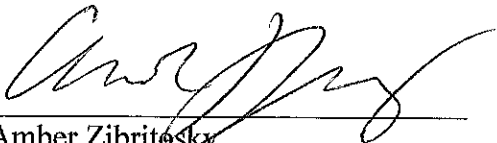
Mayor Drew moved for discussion of this item, Mrs. Zibritsky seconded this Motion.

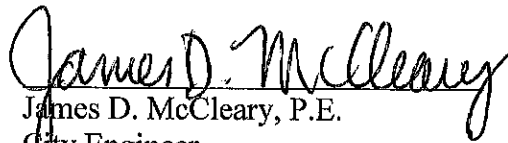
After this item was discussed, it was unanimously approved.

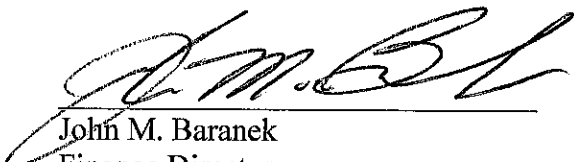
With no further business to discuss, Mayor Drew moved, Mrs. Zibritsky seconded to adjourn the meeting at 9:40 a.m.

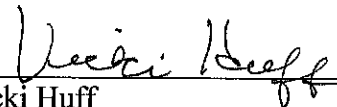

Sara Drew
Mayor


Nicholas Wren
Service Director


Amber Zibritsky
Deputy 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
1/20/16

<u>DEPT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>BID/QUOTE</u>	<u>AMOUNT</u>
BLDG MAINT	FAMOUS ENTERPRISES INC	SBP-SUPPLIES & MATERIALS	BEST PRACTICAL SOURCE	\$4,000.00
	MISC BUILDING SUPPLIES			
	FOR USE BY BUILDING MAINT			
Discuss:	Motion: Mayor Drew	Second: Mrs. Zibritosky	Abstain:	TOTAL PO AMOUNT: \$4,000.00
Approve:	Unanimously Passed: <input checked="" type="checkbox"/>	Passed: <input type="checkbox"/>	Denied: <input type="checkbox"/>	Held: <input type="checkbox"/>
<hr/>				
ENGINEERING	ENVIRO SCIENCE INC	CONSULTANT SVCS-VARIOUS	LOW QUOTE OF 3	\$14,608.72
	CONSULTANT SVCS-STORMWATER			
	PREV APPRVD IN 2015-CLOSED YE			
Discuss:	Motion: Mayor Drew	Second: Mrs. Zibritosky	Abstain:	TOTAL PO AMOUNT: \$14,608.72
Approve:	Unanimously Passed: <input checked="" type="checkbox"/>	Passed: <input type="checkbox"/>	Denied: <input type="checkbox"/>	Held: <input type="checkbox"/>
<hr/>				
ENGINEERING	S.E.T. INC	SBP-PARKING LOT SEALING	BEST PRACTICAL SOURCE	\$2,760.00
	PARKING LOT SEALING			
Discuss:	Motion: Mayor Drew	Second: Mr. McCleary	Abstain:	TOTAL PO AMOUNT: \$2,760.00
Approve:	Unanimously Passed: <input checked="" type="checkbox"/>	Passed: <input type="checkbox"/>	Denied: <input type="checkbox"/>	Held: <input type="checkbox"/>
<hr/>				
ENGINEERING	ENVIRO SCIENCE INC	MITIGATION MONITORING	PROFESSIONAL SERVICE	\$26,447.61
	MITIGATION MONITORING-RITCHIE			
	EPA REQUIRED/ ORD 2013-138			
Discuss:	Motion: Mayor Drew	Second: Mrs. Zibritosky	Abstain:	TOTAL PO AMOUNT: \$26,447.61
Approve:	Unanimously Passed: <input checked="" type="checkbox"/>	Passed: <input type="checkbox"/>	Denied: <input type="checkbox"/>	Held: <input type="checkbox"/>

DEPT	VENDOR	DESCRIPTION	BID/QUOTE	AMOUNT
ENGINEERING	SOIL AND MATERIALS ENGINEERS INC	SOIL TESTING/BAKER'S GLEN	BEST PRACTICAL SOURCE	\$13,000.00
		SOIL TESTING-BAKER'S GLEN DEV		
Discuss:	Motion: Mayor Drew	Second: Mrs. Zibriltosky	Abstain:	TOTAL PO AMOUNT: \$13,000.00
Approve:	Unanimously Passed: <input checked="" type="checkbox"/>	Passed: <input type="checkbox"/>	Denied: <input type="checkbox"/>	Held: <input type="checkbox"/>
ENGINEERING	TIMMERMAN GEOTECHNICAL GROUP	SOIL TESTING-BAKER'S GLEN DEV	SBP-SOIL TESTING-BAKERS GLEN	BEST PRACTICAL SOURCE
Discuss:	Motion: Mayor Drew	Second: Mrs. Zibriltosky	Abstain:	TOTAL PO AMOUNT: \$14,950.00
Approve:	Unanimously Passed: <input checked="" type="checkbox"/>	Passed: <input type="checkbox"/>	Denied: <input type="checkbox"/>	Held: <input type="checkbox"/>
FIRE	OHIO MACHINERY CO	ROUTINE VEH MAINT, PARTS/SVC	FIRE DEPT VEHS - LEGISLATION	SBP-PARTS & SERVICE
Discuss:	Motion: Mayor Drew	Second: Mr. McCleary	Abstain:	TOTAL PO AMOUNT: \$41,000.00
Approve:	Unanimously Passed: <input checked="" type="checkbox"/>	Passed: <input type="checkbox"/>	Denied: <input type="checkbox"/>	Held: <input type="checkbox"/>
INFOR SVC	AUTOMATED BUSINESS EQUIP CORP	EZ SCAN CHECK SCANNER MAINT.	2016 ANNUAL MAINT	BEST PRACTICAL SOURCE
\$1295.00		2016 ANNUAL MAINT		
Discuss:	Motion: Mayor Drew	Second: Mrs. Zibriltosky	Abstain:	TOTAL PO AMOUNT: \$1,295.00
Approve:	Unanimously Passed: <input checked="" type="checkbox"/>	Passed: <input type="checkbox"/>	Denied: <input type="checkbox"/>	Held: <input type="checkbox"/>
INFOR SVC	METROPOLITAN REGIONAL SERVICE	ANNUAL WIFI SVC FEES	YEAR 3 OF 3	CONTRACT
\$3240				
Discuss:	Motion: Mayor Drew	Second: Mrs. Zibriltosky	Abstain:	TOTAL PO AMOUNT: \$3,240.00
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>
LAW	WEST PUBLISHING CORP	WESTLAW NEXT ONLINE ACCESS	CONTRACT	\$4,284.00
	ONLINE & PRINT LEGAL REFERENCE			
	LAW DEPT USE-EST 2016 EXP			
		WEST COMPLETE (PRINT PRODUC		\$786.00
		SBP-USAGE CHARGES		\$500.00

Discuss: Motion: Mayor Drew Second: Mrs. Zibratosky Abstain: **TOTAL PO AMOUNT: \$5,570.00**

Approve: Unanimously Passed: Passed: Denied: Held:

MAYOR ILER KATIE E

PAYROLL SVC-CONTRACT EMP ILER, KATIE E

PAYROLL SVC-ILER, KATIE E PREFERRED SOURCE \$1,296.00

Discuss: Motion: Mayor Drew Second: Mrs. Zibratosky Abstain: **TOTAL PO AMOUNT: \$1,296.00**

Approve: Unanimously Passed: Passed: Denied: Held:

PARKS&REC MORRIS MICHAEL J

SUBSCRIPTION TO RECDESK ANNUAL SUB; PARKS & REC DEPT

RECDESK ANNUAL SUBSCRIPTION BEST PRACTICAL SOURCE \$5,300.00

Discuss: Motion: Mayor Drew Second: Mrs. Zibratosky Abstain: **TOTAL PO AMOUNT: \$5,300.00**

Approve: Unanimously Passed: Passed: Denied: Held:

PLANNING COLEMAN PROFESSIONAL SERVICES IN SBP-ZONING CERT SCANNING

SCANNING SERVICES LOW QUOTE OF 3 \$3,000.00

SCANNING ZONING CERTIFICATES

Discuss: Motion: Mayor Drew Second: Mrs. Zibratosky Abstain: **TOTAL PO AMOUNT: \$3,000.00**

Approve: Unanimously Passed: Passed: Denied: Held:

<u>DEPT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>BID/QUOTE</u>	<u>AMOUNT</u>
POLICE	HALL PUBLIC SAFETY CO	SBP-MAINT/INSTALL PARTS & LABI PREFERRED SOURCE		\$20,000.00
	MAINT/INSTALL PD VEHICLES			
	ELECTRONIC EQUIP - LEGISLATION			
Discuss:	Motion: Mayor Drew	Second: Mrs. Zibrifosky	Abstain:	TOTAL PO AMOUNT: \$20,000.00
Approve:	Unanimously Passed: <input checked="" type="checkbox"/>	Passed: <input type="checkbox"/>	Denied: <input type="checkbox"/>	Held: <input type="checkbox"/>
POLICE	KLABEN FORD LINCOLN INC	SBP-REPAIRS, PARTS, LABOR	PREFERRED SOURCE	\$50,000.00
	WARRANTY WORK & MAINTENANCE			
	POLICE FLEET - LEGISLATION			
Discuss:	Motion: Mayor Drew	Second: Mrs. Zibrifosky	Abstain:	TOTAL PO AMOUNT: \$50,000.00
Approve:	Unanimously Passed: <input checked="" type="checkbox"/>	Passed: <input type="checkbox"/>	Denied: <input type="checkbox"/>	Held: <input type="checkbox"/>
POLICE	DRELLISHAK & DRELLISHAK INC	FLIR THERMAL CAMERA W/ ACCE\$	BEST PRACTICAL SOURCE	\$3,550.00
	NIGHT VISION CAMERA			
	\$1500 DONATED BY WALMART			
Discuss:	Motion: Mayor Drew	Second: Mrs. Zibrifosky	Abstain:	TOTAL PO AMOUNT: \$3,550.00
Approve:	Unanimously Passed: <input checked="" type="checkbox"/>	Passed: <input type="checkbox"/>	Denied: <input type="checkbox"/>	Held: <input type="checkbox"/>
PURCHASING WEAVER INDUSTRIES		SBP-SECURE DOCUMENT DESTRL CONTRACT		\$1,200.00
	DOCUMENT DESTRUCTION SVC			
	ON-SITE SHREDDING			
Discuss:	Motion: Mayor Drew	Second: Mrs. Zibrifosky	Abstain:	TOTAL PO AMOUNT: \$1,200.00
Approve:	Unanimously Passed: <input checked="" type="checkbox"/>	Passed: <input type="checkbox"/>	Denied: <input type="checkbox"/>	Held: <input type="checkbox"/>

DEPT VENDOR
 SERVICE **S W R H PHYSICIANS INC**
 RANDOM DRUG TESTING
 QUARTERLY RANDOM TESTING

DESCRIPTION
 SBP-RANDOM DRUG TESTING
 SBP-CDL RNADOM DRUG TESTING

BID/QUOTE
 PREFERRED SOURCE

AMOUNT
 \$300.00
 \$300.00

Discuss: Motion: Mayor Drew Second: Mrs. Zibriltosky Abstain: _____ **TOTAL PO AMOUNT: \$1,700.00**

Approve: Unanimously Passed: Passed: Denied: Held: **\$500.00**

SERVICE KARVO PAVING CO WATER CUTS FORMAL BID \$31,000.00
 VARIOUS WATER CUTS
 FOR WATER DEPT PROJECTS

Discuss: Motion: Mayor Drew Second: Mrs. Zibriltosky Abstain: _____ **TOTAL PO AMOUNT: \$31,000.00**

Approve: Unanimously Passed: Passed: Denied: Held:

<u>DEPT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>BID/QUOTE</u>	<u>AMOUNT</u>
SERVICE	M CAMPBELL CONTRACTING L L C	CONCRETE REPAIRS	FORMAL BID	\$26,700.00
		CONCRETE REPAIRS		
		CONCRETE & CURB PROGRAM		

Discuss: Motion: Mayor Drew Second: Mr. McCleary Abstain: _____ **TOTAL PO AMOUNT:** _____

Approve: Unanimously Passed: Passed: Denied: Held: \$26,736.60

STREET	CERNI MOTOR SALES INC	V447 TRUCK REPAIRS	PREFERRED SOURCE	\$7,392.12
\$7392.12		REPAIRS OF VEH 447		
		TRUCK PARTS & SVC		

Discuss: Motion: Mayor Drew Second: Mrs. Zibriltosky Abstain: _____ **TOTAL PO AMOUNT:** _____

Approve: Unanimously Passed: Passed: Denied: Held: \$7,392.12

STREET	CINTAS CORP	SBP-STREET MECHANICS UNIFOR	LOW QUOTE OF 3	\$1,500.00
\$54.48		UNIFORMS FOR STREET MECHANICS		

Discuss: Motion: Mayor Drew Second: Mr. McCleary Abstain: _____ **TOTAL PO AMOUNT:** _____

Approve: Unanimously Passed: Passed: Denied: Held: \$1,500.00

STREET	LEIPOLD TIRE	SBP-TIRES & MISC SVC	BEST PRACTICAL SOURCE	\$3,775.00
\$208.00		TIRES & MISC SERVICES		
		SVC FOR CARS AND LIGHT TRUCKS		

Discuss: Motion: Mayor Drew Second: Mr. McCleary Abstain: _____ **TOTAL PO AMOUNT:** _____

Approve: Unanimously Passed: Passed: Denied: Held: \$3,775.00

URBAN FRST	LAKE COUNTY NURSERY	CERCIDIPHYLLUM JAPONICUM TRI	BEST PRACTICAL SOURCE	\$2,145.00
		TREES-2015 WATERSHED GRANT		
		LAKE ERIE WATERSHED CANOPY		

Discuss: Motion: Mr. McCleary Second: Mr. Baranek Abstain: _____ **TOTAL PO AMOUNT:** _____

Approve: Unanimously Passed: Passed: Denied: Held: \$2,145.00

DEPT VENDOR
 URBANFRST **R & J FARMS INC**
 TREES; 2015 ODNR LAKE ERIE
 WATERSHED GRANT

DESCRIPTION	BID/QUOTE	AMOUNT
ACEER C HEDGE 2" TREE	BEST PRACTICAL SOURCE	\$810.00
GINKGO PRINCETON SENTRY 2" T		\$471.00
GLEDITSIA STREET KEEPER 2" TRI		\$889.00
NYSSA SYLVATICA 2" TREE		\$1,729.00

Discuss: Motion: Mayor Drew Second: Mr. Baranek Abstain: _____ **TOTAL PO AMOUNT: \$3,899.00**

Approve: Unanimously Passed: Passed: Denied: Held:

WATER ADAMS WATER LABORATORY INC SBP-BACTERIA SAMPLING BEST PRACTICAL SOURCE \$12,000.00
 ROUTINE BACTERIA SAMPLING
 BASED ON 2015 EXPENDITURES

Discuss: Motion: Mayor Drew Second: Mr. Baranek Abstain: _____ **TOTAL PO AMOUNT: \$12,000.00**

Approve: Unanimously Passed: Passed: Denied: Held:

WATER J & B FLEET INDUSTRIAL SUPPLY SBP-VARIOUS SUPPLIES PREFERRED SOURCE \$2,500.00
 VARIOUS REPAIR HARDWARE
 FOR USE BY WATER DEPT

Discuss: Motion: Mayor Drew Second: Mrs. Zibritosky Abstain: _____ **TOTAL PO AMOUNT: \$2,500.00**

Approve: Unanimously Passed: Passed: Denied: Held:

DEPT VENDOR

DESCRIPTION

BID/QUOTE

AMOUNT

WATER	OHIO MACHINERY CO	SBP-SPARE PARTS FOR BACKHOE		\$2,000.00
		SPARE PARTS FOR CAT BACKHOE		
		FOR USE BY WATER DEPT		

Discuss: Motion: Mayor Drew _____ Second: Mrs. Zibriltsky _____ Abstain: _____ **TOTAL PO AMOUNT: \$2,000.00**

Approve: Unanimously Passed: Passed: Denied: Held:

WATER ENG	S.E.T. INC	SBP-SPRINGDALE RD WATERLINE	BEST PRACTICAL SOURCE	\$14,678.24
		SPRINGDALE RD WATERLINE PROJ		

Discuss: Motion: Mayor Drew _____ Second: Mr. McCleary _____ Abstain: _____ **TOTAL PO AMOUNT: \$14,678.24**

Approve: Unanimously Passed: Passed: Denied: Held: