



CITY OF TWINSBURG, OHIO

CAPITAL IMPROVEMENTS BOARD MINUTES

September 29, 2016

CALL TO ORDER:

Recording error. Recording started after swearing in of new member.

ROLL CALL:

Present: Dennis Kaplan, Gregory Solomon, Allison Doyle, Matt Cellura,

Absent: David Painter

Council members present: Sam Scaffide, Maureen Stauffer, Brian Steele,

Also present: Karen Howse, Mayor Yates, Pete Metropolis

SWEARING IN OF NEW BOARD MEMBERS:

New board member, Gregory Solomon is sworn in.

ELECTION OF CHAIRPERSON & VICE CHAIR PERSON:

MOTION TO NOMINATE MATT CELLURA FOR CHAIRPERSON.

Motion made by Allison Doyle. Motion seconded by Dennis Kaplan.

Motions passes unanimously.

Dennis Kaplan volunteers to be Vice Chairperson - All in favor.

AUDIENCE PARTICIPATION:

None

APPROVAL OF MINUTES:

MOTION TO APPROVE THE OCTOBER 8TH, 2015 MINUTES AS WRITTEN.

Motion made by Dennis Kaplan. Motion seconded by Allison Doyle.

Motions passes unanimously.

CAPITAL IMPROVEMENT BOARD PROCEDURES

Mr. Cellura explains that this first meeting is an informational meeting to review all of the Capital Improvement documents that have been emailed to them.

Ms. Howse states that the CIB meetings and Finance Committee meetings are scheduled as follows:

- Oct 6, 2016: 7:30 PM CIB
- Oct 11, 2016: 5:30 PM Finance Committee
- Oct 13, 2016: 7:30 PM CIB
- Oct 18, 2016: 5:30 PM Finance Committee
- Oct 25, 2016: 5:30 PM CIB to present recommendations to Finance Committee

Mr. Cellura explains that the second meeting will be the detailed discussions to review each item and present questions to department heads.

The third meeting will be the meeting where each item is voted on by members of the CIB.

Ms. Howse explains that the overall Capital Improvement budget that is charged to 820 is significantly down from last year. Last year the number was close to \$7 million. The Mayor has been meeting with department heads and determining which items are needed, which items could be deferred, and which items can be financed differently. The proposed amount this year is currently \$2,165,855.

Mayor Yates offers to discuss any item that the board would like explanations for.

REVIEW 2017 CAPITAL REQUESTS

Mr. Cellura reads each line item of the Capital Improvement requests.

820 Capital Account:

Land & Development:

Tree Program 80,000

City Sidewalk Program 100,000

- Mr. Cellura notes that in addition to the Sidewalk Program, there is also a leveling item in the summaries. Mayor Yates explains that the sidewalk program is for the work that the city contracts out, for full replacements with concrete work. The city purchased leveling equipment last year that our service department has now been trained on. The service department is currently going out to neighborhoods and drilling, pumping concrete and leveling. In the past, this responsibility has fallen to the homeowners. It is a nice service to residents, and the sidewalks are being repaired to be much safer. With this new service, we may not need the entire \$100,000 for this project.

Ravenna Sidewalk 500,000

- This item has been on the capital list for a couple years. Mayor Yates met with the last homeowner for the work right agreement, and we should be able to move forward with this in 2017.

Landscape Sign 91/Glenwood 30,000

This is part of the 91 project.

Asbestos Mitigation & Demo- Old School 250,000

- This amount has come down significantly (from approximately \$600,000). The mayor explains that this amount is for the asbestos mitigation. The city will apply for a grant next year to help with this. It has not yet been decided how to proceed with this property. The CIC has purchased a large parcel in that area. Mr. Kaplan discusses that it may be more cost effective to demo the entire building than to do selective demolition for remediation.

Soil Remediation-Darrow Rd 200,000

- This is for the property where the dentist office was at the roundabout. A gas station was at this location many years ago. This amount is set aside to check for and address any environmental issues.

Police: (standard leases)

Yr 1 Vehicle Lease 8 Cruisers	125,615
Yr 2 Vehicle Lease 2 Detective Cars	8,000
Yr 1 vehicle Lease 2 Detective Cars	8,000

Fire:

The fire engine has been removed from the Capital Improvement budget request. The mayor has met with Chief Morgan and they are going to explore a possible long term lease, since fire trucks typically have a 20 year life span. Chief Morgan is also looking into the possibility of purchasing a used vehicle.

Service:

5-Ton Dump Truck	176,740
HVAC Unit Replacement Community Center	50,000
Roof Replacement Community Center	70,000
HVAC Controls Upgrade – City Hall	45,000

- A portion has been upgraded this year. This is for the remaining portion.

Sewer:

Catch Basin & Culvert Replacement	400,000
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Parks & Rec:

Waterpark Slide Plumbing Replacement	8,000
ADA Accessible Pool Chair Lift	7,500
Speaker Sound System repair @ Waterpark	4,000

Senior Van 50,000

- Ms. Doyle and Mr. Cellura believe that a senior van has been purchased within the past couple of years. Ms. Howse reads the explanation provided by the department head, and it appears that the Ford E 350 van with a lift was purchased recently. This new request is to replace a 2006 Dodge Sprinter van that is used for transport when a lift is not needed.

Golf Maintenance:

Aerator Replacement	26,000
Topdresser Replacement	17,000
Utility Golf Cart	10,000

Mr. Cellura and Mayor Yates explain to Mr. Solomon that vehicles and equipment are kept and maintained by city mechanics for 10 - 20 years prior to being replaced.

Ms. Howse reviews the purpose of various capital funds and how they are funded. In the past, the city would fund the capital improvements by a share of city income tax. (at first 50/50, then 60/40, and eventually 80/20). Ms. Howse explains that after Chrysler left the city changed that model.

The General Fund account numbers are in the 100's. The Special Revenue funds are numbered over 200. The city can put money into Special Revenue funds, but cannot move or transfer money out of these funds without a court order, because they are for a specific purpose.

The percentage share of the income tax has been removed from the current model. Until a new formula is established that is conducive to our current situation, the Capital Improvement fund is fed as needed from the General Fund.

The Enterprise Funds (Sewer, Fitness, Golf) generate some revenue on their own, but require a transfer from the General Fund to support it. At this point, the Sewer Revenue Fund generates enough money that it does not need a general fund transfer. Fitness and Golf will need to be subsidized by a transfer from the General Fund.

Special Revenue Accounts:

Sewer:

Roof Replacement – Chemical Bldg	25,000
Roof Replacement – RAS Bldg 1&2	25,000
Maintenance Vehicle – Gator	9,500

Golf Maintenance:

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Fitness:

Exercise Equipment	15,000
Heater Replacement	7,500
Pool Pak Control Repair	15,000
Copier Replacement	7,200

Pool Locker Rm Rehab / Replacement	68,000
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- Mayor Yates explains that the number is lower than last year's request because there is some 2016 money encumbered that will carry over into 2017. There was not enough time to get the project done before the swim team season, so the project will go out to bid and will start in March or April 2017.
- Mr. Cellura asks if the original estimate of approximately \$150,000 is still on track. Mayor Yates and Ms. Howse explain that it appears to be; the money has just been split between 2016 and 2017 budgets.

Sound System (Fieldhouse, Pool, Fitness)	11,000
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Shared Funds:

Infrastructure:

These numbers refer to the SCMR account only. Refer to handouts for total project costs.

SCMR

2016 Road Program 1,350,000

- Each road is typically done every 12-16 years. Ms. Mohr has a schedule based on the life cycle of the roads. Mayor Yates explains that the city completed 26 roads last year. Next year we will not do as many roads, due to the large sections of Ravenna Rd that will be done. Approximately 12 residential streets are scheduled to be completed in 2017, along with the sections of Ravenna Rd. The mayor has met with the Public Works department to determine the list of residential streets that will be scheduled to be completed over the next two years, so that residents will know where their street is on the schedule.

ODOT Utility Replacement	20,000
ODOT SR91 PH 2	890,000
ODOT SR91 Change	50,000
2016 Road Striping	75,000
Crestwood Dr	570,000
SR91 Sanitary	
Storm Sewer Cleaning	100,000
Emergency Repairs	150,000

MISCELLANEOUS:

- Mr. Kaplan explains to Mr. Solomon that the CIB can request road breakdowns from Ms. Mohr. Ms. Mohr has provided this breakdown in past years.
- Ms. Doyle explains to Mr. Solomon that ODOT will help finance some roads (that are state routes) when the roads get to a certain ODOT rating. Mayor Yates explains that the residential streets are the responsibility of the city.
- Mr. Cellura tells the board members that if they would like any specific department heads to attend the next meeting in order to provide more clarification or to answer any questions, to just let them know. He further states that all questions should be emailed to Ms. Howse, who will then forward them to the appropriate department head(s) and copy all CIB members on the responses.
- Ms. Doyle thanks Ms. Howse for the documents that have been provided to the CIB. She appreciates that they include detailed explanations from the department heads, five year forecasts, and changes that have been made by the mayor and department heads prior to even getting to the CIB. Mr. Cellura also expresses his appreciation for the documents, and for improving the Capital Improvement Board’s process each year.

Next meeting dates: October 6, 2016 @ 7:30 PM to discuss items line by line.
October 13, 2016 @ 7:30 PM to vote on each line item.

ADJOURNMENT:

MOTION TO ADJOURN AT 8:12 PM.

Motion made by Mr. Cellura. Motion seconded by Ms. Doyle. Motion passes unanimously and meeting is adjourned.