



COMMITTEE OF THE WHOLE
September 2, 2025

Roll Call

Present: Dan Bender, Dominic Caruso, AJ Ganim, Mark Jantzen, Ann Koepke, Beth Savage.
Absent: Stucky.

Items for Consideration:

CoW 1. Committee Meeting Minutes Committee of the Whole August 19, 2025

Motion made by Caruso, Seconded by Savage.

Voting Yea: Bender, Caruso, Ganim, Jantzen, Koepke, Savage.

CoW 2. Executive Session - Convene an executive session to discuss a matter of pending litigation and matters pertaining to preparing for, conducting, or reviewing collective bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.

Present: Dan Bender, President Dominic Caruso, AJ Ganim, Mark Jantzen, Ann Koepke, Beth Savage, Mayor Kingston, Law Director Matty, Assistant Law Director Sabol and Legal Counsel for the City of Brecksville.

Motion made by Caruso, Seconded by Savage.

Voting Yea: Bender, Caruso, Ganim, Jantzen, Koepke, Savage.

Motion to adjourn executive session and return to the regular meeting made by Caruso, Seconded by Savage.

Voting Yea: Bender, Caruso, Ganim, Jantzen, Koepke, Savage.

Other Matters deemed appropriate/ Reports

Adjourn

7:55 PM

Motion made by Caruso, Seconded by Savage.

Voting Yea: Bender, Caruso, Ganim, Jantzen, Koepke, Savage.

BUILDING & GROUNDS COMMITTEE

Call to Order

Chairperson: Mark Jantzen

Members: Beth Savage, Brian Stucky

6:34 PM

Roll Call



Present: Jantzen, Savage.
Absent: Stucky.

Items for Consideration:

B&G 1. Committee Meeting Minutes Buildings & Grounds August 19, 2025

Motion made by Jantzen, Seconded by Savage.
Voting Yea: Jantzen, Savage.

B&G 2. Fall Tree Order - Recommend to Council approval of a motion authorizing the purchase of 58 trees in the amount of \$10,717.00 for fall planting. Account # 2520530 22010

Motion made by Jantzen, Seconded by Savage.
Voting Yea: Jantzen, Savage.

B&G 3. Service Department Kitchen and Office Repairs and Upgrades - Recommend to Council approval of a motion authorizing a blanket vendor purchase order in an amount not to exceed \$25,000.00 for various vendors for repairs and upgrades to the Services Garage kitchen, Foreman's Office, and Dispatch Office, and authorization for the expenditure of \$6,366.71 for the purchase of cabinetry from Home Depot. Account # C4900170-32020. Project ID BI250007

Service Director Kickel said these renovations are being done along with the restroom and locker room renovations. The kitchen area is being renovated as part of the projects. Council member Koepke said the plan calls for (4) microwaves, (2) refrigerators and a stove, and asked if these are all of the purchases. Service Director Kickel said the items listed are to be purchased. Service Director Kickel said one of the employees will be donating a stove. The lunchroom serves 34 employees. The restroom has been upgraded from (2) restroom stalls to (4) restroom stalls to serve 34 employees. Service Director Kickel said after 37 years the upgrades are needed. Council Member Savage said this project was not included in the 2025 budget, however funds are available and agrees this is a good improvement.

Motion made by Jantzen, Seconded by Savage.
Voting Yea: Jantzen, Savage.

B&G 4. Pool Maintenance - Recommend to Council approval of an increase to purchase order #20255711 in the amount of \$3,600.00 for maintenance to the UV system used by the Recreation Department. Account # 2400720-26010.

Motion made by Jantzen, Seconded by Savage.
Voting Yea: Jantzen, Savage.

Other Matters deemed appropriate

Adjourn



7:30 PM

Motion made by Jantzen, Seconded by Savage.

Voting Yea: Jantzen, Savage.

FINANCE COMMITTEE

Call to Order

Chairperson: Beth Savage

Members: Dan Bender, Ann Koepke

7:30 PM

Roll Call

Present: Bender, Koepke, Savage

Items for Consideration:

FIN 1. Committee Meeting Minutes Finance August 19, 2025

Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage.

FIN 2. Appropriations - Recommend to Council approval of an Ordinance to Amend Ordinance No. 5758, making appropriations for current expenses of the City of Brecksville during the Fiscal Year Ending December 31, 2025, making necessary appropriation and revenue adjustments.

Assistant Finance Director Lemasters said there is an employee that works in both the Building and Engineering Departments from time to time their actual work schedule misaligns with the budget. This

adjustment will provide for actual needs between the two departments. There was a formula error in the Building Department calculation requiring an increase to the payroll. Assistant Finance Director Lemasters said the proposed adjustments are due to where an employee works versus where we budgeted them. A Service Department employee may work in refuse one day and street repair and maintenance the next. The Department usually has to adjust for actual activity around this time of year. The net change to the budget for these departments is \$28,000.

Assistant Finance Director Lemasters said all of the utility accounts have been reviewed for projected needs throughout the remainder of the calendar year. A reduction to utility accounts within the General Fund of \$145,696.41. The vast majority of this reduction is due to the close out of the 2024 carryover purchase order.

Assistant Finance Director Lemasters said the City has priced the Miller/77 Bond issue and the anticipated closing date is September 17, 2025. The associated debt service schedule calls for a principal and interest payment to be made this December. The proposed budget amendment will provide for these payments.



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Assistant Finance Director Lemasters said if approved movement of funds between capital and operating to provide for the school district compensation.

Assistant Finance Director Lemasters said the city received the first payment of TIF funds for the South End TIF district. This amendment will provide for estimated resources of \$168,759.66.

Additionally, the City needs to pay for the associated collection fees and a \$2,000.00 budget for auditor's fees is estimated.

Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage.

FIN 3. Transfers - Recommend to Council approval of a Resolution making necessary transfers between certain funds for the Fiscal Year Ending December 31, 2025.

Assistant Finance Director Lemasters said this legislation will approve the typical fourth quarter transfers and advances.

Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage.

FIN 4. Utility Providers: Recommend to Council approval of a motion to increase Blanket Purchase Order No. 20259624 in the amount of \$2,500 for water and sewer utilities, Blanket Purchase Order No. 20259622 in the amount of \$14,000 for natural gas utilities, and Blanket Purchase Order No. 20259623 in the amount of \$30,000 for electric utilities.

Purchasing Director Bartkiewicz said the Finance Department reviews the blanket purchase orders and determined accounts that require increases due to usage.

Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage.

FIN 5. Fireworks: Recommend to Council approval of a motion accepting the proposal and approve purchase requisitions for American Fireworks to provide fireworks displays for the City's Homedays and Tree Lighting Events in 2026 for \$41,000, in 2027 for \$41,000, and in 2028 for \$43,050. Account #1100150 - 24030

Purchasing Director Bartkiewicz said in 2025 the City completed the third year of a 3 year agreement. A request for proposals was submitted to different vendors in the area. The City received two proposals, one was from American Fireworks, and they again were the lowest and best response coming in at \$41,000 a year for 2026 and 2027 and then a slight 5% increase



for the third year at \$43,500.00.

Motion made by Savage, Seconded by Koepke.
Voting Yea: Bender, Koepke, Savage.

- FIN 6.** Polygraph Testing - Recommend to Council approval of a Resolution authorizing the execution of a Then and Now Certificate by the Fiscal Officer and payment to Security & Polygraph Consultants, Inc. in the amount of \$4,725.00 for Polygraph Tests for the Position of Firefighter/Paramedic. Account #1100130 - 21030.

Fire Chief Bender said an entrance exam was given and forty-nine of the fifty-one applicants passed the test. Twenty-one applicants were moved to the next phase of polygraph testing, and were moved to the certified list of candidates, which will be valid for two years. Mayor Kingston said ten interviews have been scheduled

Motion made by Savage, Seconded by Koepke.
Voting Yea: Bender, Koepke, Savage.

- FIN 7.** Payment Processing Agreement - Recommend to Council approval of a Resolution authorizing an agreement with CGS Forte Payments, Inc. for processing Building Department payments that function with the Building Department's CitizenServe software currently being implemented.

Assistant Finance Director Lemasters said this agreement will allow for electronic payments to the Building Department and is compatible with the CitizenServe software being implemented.

Council Member Koepke asked if payments can still be made in cash or credit card in person. Assistant Finance Director Lemasters said yes.

Motion made by Savage, Seconded by Koepke.
Voting Yea: Bender, Koepke, Savage.

- FIN 8.** Professional Bills - Recommend to Council approval of monthly professional bills.

Approve the payment of monthly professional bills as follows: Professional Bills -Motion to approve the payment of monthly professional bills - Matty, Henrikson & Greve LLC \$19,250.83, Kulchystsky Architecys, LLC \$63.75, William Logan \$4,000.00, Mary Hanna, Esq. \$700.00, Donald G. Bohning & Associates, Inc. \$21,181.14, Sixmo \$1,775.00 , Daniels 7 Rhodes, LLC \$1,377.50 Total of all Invoices \$48,348.22.

Motion made by Savage, Seconded by Koepke.
Voting Yea: Bender, Koepke, Savage.



Other Matters deemed appropriate

Adjourn

7:41 PM

Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage.

LEGISLATION COMMITTEE

Call to Order

Chairperson: Dan Bender

Members: AJ Ganim, Mark Jantzen

7:41 PM

Roll Call

Present: Bender, Jantzen, Ganim.

Items for Consideration:

LEG 1. Legislation Committee Meeting Minutes August 19, 2025

Motion made by Bender, Seconded by Jantzen.

Voting Yea: Bender, Ganim, Jantzen.

LEG 2. Enacting Municode Supplement No. 4 - Recommend to Council approval of an Ordinance enacting and adopting a Supplement to the Codified Ordinances of the City of Brecksville.

Clerk Tabor explained this is the update incorporating adopted legislation to the Codified Ordinances for the third quarter in 2025.

Motion made by Bender, Seconded by Jantzen.

Voting Yea: Bender, Ganim, Jantzen.

LEG 3. Building Code - Recommend to Council approval of an Ordinance enacting and adding a new Section 1314.24 to the Building Code to include a Service Fee for processing transactions by electronic means.

Assistant Finance Director Lemasters said that Section 1314.24 of the Building Code, if approved will enact and include a service fee for electronic transactions.

Motion made by Bender, Seconded by Jantzen.

Voting Yea: Bender, Ganim, Jantzen.

Other Matters deemed appropriate

Adjourn



7:43 PM

Motion made by Bender, Seconded by Jantzen.

Voting Yea: Bender, Ganim, Jantzen.

SAFETY-SERVICE COMMITTEE

Call to Order

Chairperson: Ann Koepke

Members: Mark Jantzen, Beth Savage

7:44 PM

Roll Call

Present: Jantzen, Koepke, Savage.

Items for Consideration:

SAF 1. Committee Meeting Minutes Safety-Service August 19, 2025

Motion made by Koepke, Seconded by Jantzen.

Voting Yea: Jantzen, Koepke, Savage.

SAF 2. Fire Department - Recommend to Council approval of a motion to increase blanket purchase order no. 20259501 in the amount of \$4,000 for cellular services for the Fire Department. Account #2900260-29550

Motion made by Koepke, Seconded by Jantzen.

Voting Yea: Jantzen, Koepke, Savage.

Other Matters deemed appropriate

Mayor Kingston thanked the Police and Fire Departments and neighboring communities for their assistance over the weekend in helping to find a missing child. Seven Hills and Independence volunteered their staff, K-9 officers and drones to help find the missing child. She was found safe.

Adjourn

7:45 PM

Motion made by Koepke, Seconded by Jantzen.

Voting Yea: Jantzen, Koepke, Savage.

STREETS & SIDEWALKS COMMITTEE

Call to Order

Chairperson: Brian Stucky

Members: Dan Bender, AJ Ganim



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Present: Bender, Ganim.
Absent: Stucky.

Roll Call

7:45 PM
Present: Bender, Ganim.
Absent: Stucky

Items for Consideration:

S&S 1. Committee Meeting Minutes Streets & Sidewalks August 19, 2025

Motion made by Ganim, Seconded by Bender.
Voting Yea: Bender, Ganim.

B&G 2. 2025 Concrete Supplies - Recommend to Council approval of an increase to blanket purchase order No. 20256911 in the amount of \$8,000.00 for concrete materials and supplies. Account #2020410-26130.

Service Director Kickel said this is a routine request. Many water main breaks required repair to concrete, the increase should cover concrete expenses through the end of the year.

Motion made by Ganim, Seconded by Bender.
Voting Yea: Bender, Ganim.

Other Matters deemed appropriate

Adjourn

7:47 PM
Motion made by Ganim, Seconded by Bender.
Voting Yea: Bender, Ganim.

UTILITIES COMMITTEE

Call to Order

Chairperson: AJ Ganim
Members: Ann Koepke, Brian Stucky

Roll Call

7:47 PM
Present: Ganim, Koepke.
Absent: Stucky.



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Items for Consideration:

UTL 1. Committee Meeting Minutes Utilities August 19, 2025

Motion made by Ganim, Seconded by Koepke.
Voting Yea: Ganim, Koepke.

Other Matters deemed appropriate

Adjourn

7:48 PM
Motion made by Ganim, Seconded by Koepke.
Voting Yea: Ganim, Koepke.