

CITY OF BRECKSVILLE CITY COUNCIL SPECIAL MEETING

HELD: November 18, 2025

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BUILDING & GROUNDS COMMITTEE

Call to Order

Chairperson: Mark Jantzen

Members: Beth Savage, Brian Stucky

7:00 PM

Roll Call

Present: Jantzen, Savage, Stucky.

Items for Consideration:

B&G 1. Committee Meeting Minutes Buildings & Grounds November 4, 2025

Motion made by Jantzen, Seconded by Stucky.

Voting Yea: Jantzen, Savage, Stucky.

Other Matters deemed appropriate

Adjourn

7:01 PM

Motion made by Jantzen, Seconded by Stucky.

Voting Yea: Jantzen, Savage, Stucky.

FINANCE COMMITTEE

Call to Order

Chairperson: Beth Savage

Members: Dan Bender, Ann Koepke

7:01 PM

Roll Call

Present: Bender, Koepke, Savage.

Items for Consideration:

FIN 1. Committee Meeting Minutes Finance November 4, 2025

Council Member Bender said under Finance item no.3 should be HSA not HAS.

Motion to approve as amended made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage.

FIN 2. Recreation and Human Services Program Rates - Recommend to Council approval of a motion authorizing changes to the 2026 program rates.

Recreation Director Engle said most of the proposed increases are due to official's rates and the artistic swimming program. The program has been restructured to use more land, classroom time outside the pool and then more pool time on the deck. Another increase that you may have seen is our Taekwondo program and those prices have not been adjusted for four years. The Community Center Taekwondo program still at a very, very fair rate compared

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to other programs in the vicinity of our Community Center. Council Member Jantzen asked if there is an expectation for what the total change in revenue will be as that package result here? Recreation Director Engle said sports for anything that involves an official, baseball, basketball, volleyball, soccer, those will all stay fairly consistent.

Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage.

- FIN 3.** Community Center Membership Rates - Recommend to Council approval of an Ordinance authorizing the inclusion of Membership Pass rates for Non Resident Students.

Recreation Director Engle said there is a request to add a membership pass for non resident high school students, generally 14 years and older. Adding this option will allow students sharing the school district, and possibly on the same team, to work out and practice together. Council Member Bender asked if there was an impact on membership as a result of the previous changes. Recreation Director Engle said the membership has been consistent at 5600 resident members and 800-850 non residents. Council Member Ganim said the addition of non-resident membership has produced an additional \$300,000.00 in revenue.

Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage.

- FIN 4.** Purchase Order Increase - Recommend to Council approval of an increase to PO# 20259617 in the amount of \$8,000.00 for Community Center - General Programming

Recreation Director Engle said the addition of more students and the addition of theater performances require additional funds for the vendor payroll.

Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage.

- FIN 5.** Contractor Registration - Recommend to Council approval of an amendment to Section 1311.08 authorizing changes to Contractor Registration.

CBO Packard said contractors working in the city are required to register with the Building Department. The current rates have remained the same for approximately 19 years. The increase in fees, from \$75.00 to \$125.00 are in the middle of the rates charged by surrounding communities.

Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage.

- FIN 6.** Appropriation - 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.

Finance Director Starosta said a request to amend the estimated resources from income tax collections is for an increase of \$477,000.00. The budget for withholding tax collections is increasing by \$630,000. While withholding accounts are generally higher than the prior year,

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the addition of businesses in the south end of town are adding to the increase. The net profit tax budget is increasing \$375,000.00.

Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage.

- FIN 7.** Agreement - Recommend to Council approval of a Resolution authorizing the Mayor to enter into a Subrecipient Agreement with the Cuyahoga County Land Reutilization Corporation for the FY 2024-2025 Building Demolition and Site Revitalization Program for the demolition of Central School.

Purchasing Director Bartkiewicz said following the submission to the land bank for the demolition of Central School building, the city will need to submit a sub recipient agreement with the land bank. That agreement will allow the land bank to submit Brecksville's application to the Ohio Department of Development. Council Member Savage asked if there is a time component to this. Purchasing Director Bartkiewicz said the current agreement ends at the end of the year. The land bank is in the process of obtaining a time extension with the Ohio Department of Development to extend until June 30th. Council Member Jantzen asked if there are strings attached to this step in the process. Purchasing Director Bartkiewicz said this is the sub-recipient agreement for the grant funds. The Department of Development requires the land bank to submit to the state in order to confirm the project will move forward.

Council Member Jantzen asked if this commits the City to anything. Purchasing Director Bartkiewicz said it is a grant agreement, it is committing the City to utilize the grant.

Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage.

- FIN 8.** Blanket Purchase Order -Recommend to Council a Resolution establishing blanket purchase order and super blanket purchase order dollar limit as required by Ohio Revised Code Section 5705.41(D) ;and declaring an emergency.

Purchasing Director Bartkiewicz said the City is seeking authorization via legislation to establish dollar limits for blanket and super blanket purchase orders. Currently the process that the city is using, the purchasing department has been submitting a list of blanket purchase orders to Council each December for approval via motion. The city is required by ORC to establish by legislation a dollar limit for blanket purchase orders. We're looking to have a limit of \$50,000 set for blanket purchase orders and super blanket purchase orders, and also looking for council to approve a higher amount for other types of blanket purchase orders. A super blanket purchase order is a type of purchase order that the Ohio Revised Code permits for the use of funds towards certain items like fuel, oil, food items, and basically items that are regularly purchased from a specific vendor. Super blanket purchase orders function the same way, but typically it's a more regular expenditure when super blankets are used. Purchasing Director Bartkiewicz said water, sewer, electric would be considered a super blanket. Also, in this same process of establishing dollar limits for the blanket purchase orders, we have consolidated the number of blanket purchase orders from 187 down to 128, and we're hoping to gain some efficiency through this process as well, while also gaining compliance with ORC.

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Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage.

- FIN 9.** Agreement - Recommend to Council approval of an Ordinance authorizing purchase of gasoline and diesel fuel from Petroleum Traders through a Joint Municipal Improvement Consortium

Purchasing Director Bartkiewicz said a bid opening was held via the Purchasing Consortium for Fuel, which consists of six communities. The bids were opened, and the lowest and best bidder for both diesel and gasoline was Petroleum Traders. They are the current supplier of our gasoline, and we expect to be spending less on gasoline and diesel than we are currently spending. In terms of the differential that's used in the bid, it doesn't mean that we'll necessarily pay less total, but the amount that's deducted from the opus average, which is basically the average that's used plus the differential that's used in the bid to determine the price per gallon for diesel and gasoline. So we're going to be in a better position than we are right now.

Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage.

- FIN 10.** IT Equipment - Recommend to Council approval of a motion authorizing a requisition in the amount of \$30,000 for various vendors for the purchase of twenty-one (21) UPS units and eight (8) workstations.

Purchasing Director Bartkiewicz said the Information Technology Department is looking to make a purchase of some capital equipment before the end of the year. The purchase request will replace 21 UPS units and also eight workstations for a total cost of a little bit over \$26,000.00 with an added contingency for a total of \$30,000.

Council Member Savage asked if this was budgeted.

Purchasing Director Bartkiewicz said yes.

Council Member Jantzen asked how often and what is the process that the City swaps out our computer hardware. Purchasing Director Bartkiewicz said our PCs and workstations and such, our IT Department manages the inventory and they determine which units and workstations need to be swapped out or replaced. Purchasing Director Bartkiewicz said each year they do have a system for doing that and offered to have the IT Department provide some additional information on how they do that, but typically that's managed by the IT department.

Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage.

Other Matters deemed appropriate

Adjourn

7:19 PM

Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage.

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LEGISLATION COMMITTEE

Call to Order

Chairperson: Dan Bender

Members: AJ Ganim, Mark Jantzen

7:19 PM

Roll Call

Present: Bender, Jantzen, Ganim.

Items for Consideration:

LEG 1. Legislation Committee Meeting Minutes November 4, 2025

Motion made by Bender, Seconded by Ganim.

Voting Yea: Bender, Ganim, Jantzen.

LEG 2. Appointment - Recommend to Council approval of a Resolution appointing Michael J Tusai II as a full-time firefighter/paramedic in the City of Brecksville Fire Department.

Mayor Kingston said Mike Tusai has been with the City of Brecksville for 19 years as a part-time firefighter paramedic. Some of the part-time firefighters have not been working as much as they are needed and we would like to hire part time firefighters to help cover shifts when necessary.

Motion made by Bender, Seconded by Ganim.

Voting Yea: Bender, Ganim, Jantzen.

LEG 3. Appointment — Recommend to Council approval of a Resolution appointing Sayf S. Shetawi as a part-time firefighter/paramedic in the City of Brecksville Fire Department.

Council Member Jantzen asked if this is a full time new position or replacing someone that left the City.

Mayor Kingston said this is a replacement appointment. The City has a contingent of thirteen firefighters and three lieutenants.

Motion made by Bender, Seconded by Ganim.

Voting Yea: Bender, Ganim, Jantzen.

Other Matters deemed appropriate

Adjourn

7:23 PM

Motion made by Bender, Seconded by Ganim.

Voting Yea: Bender, Ganim, Jantzen.

SAFETY-SERVICE COMMITTEE

Call to Order

Chairperson: Ann Koepke

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Members: Mark Jantzen, Beth Savage

7:23 PM

Roll Call

Present: Koepke, Jantzen, Savage.

Items for Consideration:

SAF 1. Committee Meeting Minutes Safety-Service November 4, 2025

Motion made by Koepke, Seconded by Jantzen.

Voting Yea: Jantzen, Koepke, Savage.

Other Matters deemed appropriate

Adjourn

7:23 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

7:24 PM

Roll Call

Present: Bender, Stucky, Ganim.

Items for Consideration:

S&S 1. Committee Meeting Minutes Streets & Sidewalks November 4, 2025

Motion made by Stucky, Seconded by Bender.

Voting Yea: Bender, Ganim, Stucky.

S&S 2. Oakes Road Sidewalks - Recommend to Council approval of a motion to authorize the Purchasing Director to advertise for bids for CUY SRTS 2026 Brecksville (PID 120129) for the construction of sidewalks on Oakes Road from Barr Road to the Blossom Hill Complex entrance.

Engineer Wise said the City hired Euthenics, and Euthenics put together the plans for the Safer Routes to School, Fiscal Year 2026. The City has gone through all the ODOT reviews and received authorization to go forward with the bid from ODOT. The estimate is going to be set at about \$300,000 and if Council decides to move forward and authorize the Purchasing Director to advertise for public bidding it would be first advertised this Friday and then the advertisement would continue the next three consecutive weeks. The bids would be opened this year and award the project in the first meeting in 2026 if everything goes as expected. The sidewalks are going to go from the Blossom driveway where the trail project left off and that

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would take it all the way down to Barr Road. Engineer Wise said the sidewalk would be along the city frontage, the section expected to be \$300,000. That would be, again, only on the city frontage. And again, that section alone is just \$300,000. There is some grading, very minimal utility work, just some catch basin replacement. and some grading on our property. There has been some tie -ins already, so that the project isn't putting the sidewalk over top of a broken sewer. The whole sewer had been videoed, and had some spot repairs done. The crossings across the street, we had them done just to get those done before the sidewalk. The sewer is going to be lined.

Council Member Stucky asked Mayor Kingston to speak about the connectivity plan. Mayor Kingston said the City was able to secure funding through a Safe Routes to School Grant. It will continue, in and around Blossom as interest and funding allows. The project was discussed 3-4 years ago and it takes a while to get to this point in the project. Since it was City owned property, easements were not needed to be obtained for the sidewalk project.

Council Member Koepke said this is what would be the simplest part of the project, In the plan you see the amount of engineering work, and it's still coming out about \$220 bucks a linear foot, That's certainly something to recognize, This is a commitment that we're making for the city, and this is a great addition to this step, but there's a lot of barriers, as you mentioned, between time and cost to continue projects like this, but I think this is a great step.

The people who have this site that you can just throw sidewalks, It just doesn't happen. There's a true value to these and it's expensive. It is very expensive and that's kind of what took so long. If this was pay cash out of the general fund, it would be a little bit easier of a process. but, you know, being frugal with taxpayer dollars, we put a lot of effort in, Monica did, you know, put in a lot of effort trying to secure funding for any of these projects.

Council Member Koepke said when talking per linear foot, I will say it's actually more than that because we do have the legal fees, the engineers, the time spent by the city members, you know, city family here, we have, there are more costs than just what's going on today.

Council Member Koepke said she is a proponent for sidewalks, and it did take a long time, but now we have so much more sidewalk. This connects to the schools, this connects all the way down to 82, this connects to the parkway. While it does take time, these little stretches do help, because then we have something to add to it.

Motion made by Stucky, Seconded by Bender.

Voting Yea: Bender, Ganim, Stucky.

Other Matters deemed appropriate

Engineer Wise said the plans for the Oakes Road Sidewalk has been provided to Council. The plans are done by Euthenics for the Safe Routes to School 2026. The plan has gone through ODOT reviews and authorization from ODOT to bis had been granted. The estimated cost for the project is \$300,000. If Council approves, the bid advertisement will be published on Friday and will be published for the following three weeks. Engineer Wise said the bid opening would take place in 2025 and the plan awarded at the first meeting in 2026. The sidewalk would go

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from the Blossom driveway and go to Barr Road all construction will be on the City frontage.

Adjourn

7:32 PM

Motion made by Stucky, Seconded by Bender.

Voting Yea: Bender, Ganim, Stucky.

UTILITIES COMMITTEE

Call to Order

Chairperson: AJ Ganim

Members: Ann Koepke, Brian Stucky

7:33 PM

Roll Call

Present: Ganim, Koepke, Stucky.

Items for Consideration:

UTL 1. Committee Meeting Minutes Utilities November 4, 2025

Motion made by Ganim, Seconded by Koepke.

Voting Yea: Ganim, Koepke, Stucky.

Other Matters deemed appropriate

Adjourn

7:33 PM

Motion made by Ganim, Seconded by Stucky.

Voting Yea: Ganim, Koepke, Stucky.

COMMITTEE OF THE WHOLE

Bender, Caruso, Ganim, Jantzen, Koepke, Savage, Stucky.

7:33 PM

Roll Call

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

Items for Consideration:

CoW 1. Committee Meeting Minutes Committee of the Whole November 4, 2025

Motion made by Caruso, Seconded by Savage.

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

CoW 2. Executive Session - Convene an executive session to discuss matters related to the sale of real estate.

CoW 2. Executive Session - Convene an executive session to discuss matters pertaining to the sale of real property.

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Present: Dan Bender, President Dominic Caruso, AJ Ganim, Mark Jantzen, Ann Koepke, Beth Savage, Mayor Kingston, Law Director Matty, Assistant Law Director Sabol, Finance Director Starosta.

Motion made by Caruso, Seconded by Savage.

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

7:53 PM

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, Stucky.

Other Matters deemed appropriate/Reports

Adjourn

7:53 PM

Motion made by Caruso, Seconded by Savage.

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