

BRUNSWICK CITY COMMITTEE-OF-THE-WHOLE

Agenda

DECEMBER 9, 2019

6:55 PM

In Caucus Room

or immediately following the Services, Utilities, Technology & Cable Committee Meeting

1. Discussion Items
 - (a) Medina Metropolitan Housing Authority (MMHA) year-to-date statistics for the emergency housing programs.
2. Motion Items
 - (a) Motion authorizing a change order to Set in Stone Contracting, LLC in the amount of \$23,552.44 for the 2019 Catch Basin Repair Program;
 - (b) Motion to allow the City Manager to enter into an agreement with the Brunswick City Schools to operate the "Pride Bites" concession stand at the Brunswick Recreation Center
3. Review Legislation
 - (a) **RES. NO. 96-17** - A resolution authorizing the City Manager to enter into a three (3) year agreement with Always Green Landscaping, LLC to provide grass/weed mowing, debris clean-up services and branch trimming in an annual amount not to exceed \$26,900.00 pursuant to submitted bid prices. - **1st Reading** (To be brought from Committee-of-the-Whole, *Administration/Paul Barnett*)
 - (b) **RES. NO. 97-19** - An emergency resolution authorizing the City Manager to enter into a three (3) year agreement with NEO Landscape Management to provide cemetery maintenance and caretaker services in an annual amount not to exceed \$13,024.98 pursuant to submitted bid prices. - **1st Reading** (To be brought from Committee-of-the-Whole, *Administration/Paul Barnett*)
 - (c) **ORD. NO. 98-19** - An ordinance amending Section 1072.03 of the City of Brunswick Codified Ordinances by increasing fees for opening, closing and maintaining graves. - **1st Reading** (To be brought from Committee-of-the-Whole, *Administration/Paul Barnett*)
4. General Discussion
5. Adjournment

THE CITY OF BRUNSWICK

DISCUSSION



DATE: 12/9/2019

TO: Vice Mayor Michael Abella Jr. and Members of City Council

FROM: Carl S. DeForest, City Manager

COPY: Mayor Ron Falconi

DISCUSSION: Medina Metropolitan Housing Authority (MMHA) year-to-date statistics for the emergency housing programs.

BACKGROUND: To date, emergency programs have assisted 223 households in the City of Brunswick. Financial assistance in the amount of \$54,071.07 has been provided. Many households are provided case management services by the program which result in the crisis being resolved without the need for financial assistance.

September 19, 2019 an email was sent with a request for a continuation of the \$5,000.00 in administrative funding for the program. If you did not receive the request please let me know; I'm happy to send again and/or answer any questions you may have.

PURPOSE AND EXPLANATION:

IMPLEMENTATION SCHEDULE:

FINANCIAL INFORMATION:

FINANCIAL SUMMARY:

RECOMMENDED ACTION:

ADDITIONAL INFORMATION:

THE CITY OF BRUNSWICK
PROPOSED MOTION



DATE: 12/9/2019

TO: Vice Mayor Michael Abella Jr. and Members of City Council

FROM: Carl S. DeForest, City Manager
Paul Barnett

COPY: Mayor Ron Falconi

MOTION: Motion authorizing a change order to Set in Stone Contracting, LLC in the amount of \$23,552.44 for the 2019 Catch Basin Repair Program;

BACKGROUND: Additional work was necessary on this project due to the discovery of separated storm sewer pipes adjacent to catch basin repairs in multiple locations. Also, a number of catch basin boxout replacement areas had to be increased in size due to advanced deterioration of adjacent concrete.

PURPOSE AND EXPLANATION: This change order will increase the contract amount from \$91,881.00 to \$115,433.44.

IMPLEMENTATION SCHEDULE: Should authorization be granted at the December 9, 2019 Committee of the Whole meeting the final invoice for the project will be approved shortly thereafter.

FINANCIAL INFORMATION: Catch Basin Change Order - - Stormwater Enterprise Fund #224 - 224-0420-54265 - -

FINANCIAL SUMMARY: Change order will increase the contract amount by \$23,552.44, provided authorized by City Council. A "Then and Now" Certificate in accordance with ORC 5705.41D must also be completed and approved prior to payment. The Finance Director will present City Council and the City Manager a "Then and Now" Certificate for their consideration on December 9, 2019.

RECOMMENDED ACTION: Passage of a motion which authorizes a change order in the amount of \$23,552.44 for the 2019 Catch Basin Repair Program

ADDITIONAL INFORMATION:

THE CITY OF BRUNSWICK

PROPOSED MOTION



DATE: 12/9/2019

TO: Vice Mayor Michael Abella Jr. and Members of City Council

FROM: Carl S. DeForest, City Manager
John Piepsny

COPY: Mayor Ron Falconi

MOTION: Motion to allow the City Manager to enter into an agreement with the Brunswick City Schools to operate the "Pride Bites" concession stand at the Brunswick Recreation Center

BACKGROUND: In 2019, the City of Brunswick entered into an agreement with the Brunswick City Schools to operate the Pride Bites concession stand at the Brunswick Recreation Center. The agreement expires 12/31/2019. The Administration and the Brunswick City Schools are in agreement that we would like to renew this agreement for 2020.

PURPOSE AND EXPLANATION:

IMPLEMENTATION SCHEDULE: The agreement would cover the calendar year of 2020.

FINANCIAL INFORMATION:

FINANCIAL SUMMARY: There are no financials associated with this agreement.

RECOMMENDED ACTION: It is the administrations desire that City Council pass this motion.

ADDITIONAL INFORMATION:

DATE:	12/9/2019
TO:	Vice Mayor Michael Abella Jr. and Members of City Council
FROM:	Carl S. DeForest, City Manager Paul Barnett
COPY:	Mayor Ron Falconi
LEGISLATION:	RES. NO. 96-17 - A resolution authorizing the City Manager to enter into a three (3) year agreement with Always Green Landscaping, LLC to provide grass/weed mowing, debris clean-up services and branch trimming in an annual amount not to exceed \$26,900.00 pursuant to submitted bid prices. - 1st Reading (To be brought from Committee-of-the-Whole, <i>Administration/Paul Barnett</i>)
BACKGROUND:	Bids were opened on November 21, 2019 with two bidders. Always Green Landscaping is the lowest and best bid of the two received. Enclosed is a copy of the bid tabulations. The current contract expires December 31, 2019. This work is for mowing of properties throughout the city that have high weeds and grass, branch and debris cleanup needs that violate city code. It also provides for continual mowing of various city owned properties.
PURPOSE AND EXPLANATION:	The purpose of this legislation is to provide for the contracting of mowing, branch trimming and debris clean up throughout the city for violations of the city code and also provide continual mowing of various city owned properties.
IMPLEMENTATION SCHEDULE:	Work to begin spring of 2020 and continue through December 31, 2022.
FINANCIAL INFORMATION:	Grass Cutting/Property Maintenance Contract - - General Fund #001 - 001-0880-54261 - - 26900
FINANCIAL SUMMARY:	\$26,900 per year for 3 years for a total of \$80,700. The costs for the first year of the contract have been budgeted and included in the 2020 budget approved by City Council. A certified purchase order in accordance with ORC 5705.41 D must be approved prior to any services being rendered. For years 2 and 3 of the contract, pursuant to ORC 5705, sufficient Council appropriations and a certified purchase order must be in place prior to services being rendered.
RECOMMENDED ACTION:	One Reading No

Two Readings	No
Three Readings	Yes
Emergency	No
Suspension of Rules	No

If emergency or suspension of the rules, why the request?

**ADDITIONAL
INFORMATION:**

CITY OF BRUNSWICK - BID NO. 2019-12
GRASS AND WEED MOWING, DEBRIS CLEARING AND BRANCH TRIMMING

			2020						
	Rates/hour	Cost @ Est.	Rates/hour	Cost @ Est.	Rate/month	Total COP	Rate/month	Total Annual	Estimated
Proponent	Vacant lot	350 Hours	Residential lot	950 Hours	COP	per year	Paper St.	Paper St. (7 Month)	Annual Total
Existing 2019 Contract									
Always Green Landscaping	\$18.00	\$6,300.00	\$18.00	\$17,100.00	\$350.00	\$2,450.00	N/A	N/A	\$25,850.00
Always Green Landscaping	\$18.00	\$6,300.00	\$18.00	\$17,100.00	\$350.00	\$2,450.00	\$150.00	\$1,050.00	\$26,900.00
Outlast Landscaping	\$80.00	\$28,000.00	\$80.00	\$76,000.00	\$500.00	\$3,500.00	\$45.00	\$315.00	\$107,815.00

			2021						
Always Green Landscaping	\$18.00	\$6,300.00	\$18.00	\$17,100.00	\$350.00	\$2,450.00	\$150.00	\$1,050.00	\$26,900.00
Outlast Landscaping	\$80.00	\$28,000.00	\$80.00	\$76,000.00	\$500.00	\$3,500.00	\$45.00	\$315.00	\$107,815.00

			2022						
Always Green Landscaping	\$18.00	\$6,300.00	\$18.00	\$17,100.00	\$350.00	\$2,450.00	\$150.00	\$1,050.00	\$26,900.00
Outlast Landscaping	\$95.00	\$33,250.00	\$95.00	\$90,250.00	\$650.00	\$4,550.00	\$55.00	\$385.00	\$128,435.00

	Bid Deposit/Bond Provided	Minimum Required						3 Year Totals
Always Green Landscaping		\$2,300.00		\$2,690.00				\$80,700.00
Outlast Landscaping		\$10,000.00		\$10,781.50				\$344,065.00

CITY OF BRUNSWICK, OHIO
RESOLUTION NO. _____

BY:

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A THREE (3) YEAR AGREEMENT WITH ALWAYS GREEN LANDSCAPING, LLC TO PROVIDE GRASS/WEED MOWING, DEBRIS CLEAN-UP SERVICES AND BRANCH TRIMMING IN AN ANNUAL AMOUNT NOT TO EXCEED \$26,900.00 PURSUANT TO SUBMITTED BID PRICES.

WHEREAS: The City of Brunswick received two (2) bids for the provision of grass/weed mowing, debris clean-up services and branch trimming in accordance with public bidding requirements; and

WHEREAS: The two (2) received public bids were opened on November 21, 2019, with Always Green Landscaping, LLC determined to be the lowest and best bidder.

WHEREAS: THE COUNCIL OF THE CITY OF BRUNSWICK HEREBY RESOLVES:

SECTION 1: That the City Manager, with the approval of the Law Director, is hereby authorized and directed to enter into a three (3) year Agreement with Always Green Landscaping, LLC, the lowest and best bidder, for the provision of grass/weed mowing, debris clean-up services and branch trimming in an annual amount not to exceed \$26,900.00 pursuant to submitted bid prices, subject to annual appropriations by City Council as required by law.

SECTION 2: That this Resolution shall take effect and be in force from and after the earliest period allowed by law.

PASSED: 1st Reading_____

2nd Reading_____

3rd Reading_____

ADOPTED: _____ AYES _____ NAYS _____

ATTEST: _____
Clerk of Council
Fijabi Julien-Gallam, CMC

THE CITY OF BRUNSWICK

PROPOSED LEGISLATION



DATE: 12/9/2019

TO: Vice Mayor Michael Abella Jr. and Members of City Council

FROM: Carl S. DeForest, City Manager
Paul Barnett

COPY: Mayor Ron Falconi

LEGISLATION: **RES. NO. 97-19** - An emergency resolution authorizing the City Manager to enter into a three (3) year agreement with NEO Landscape Management to provide cemetery maintenance and caretaker services in an annual amount not to exceed \$13,024.98 pursuant to submitted bid prices. - **1st Reading** (To be brought from Committee-of-the-Whole, *Administration/Paul Barnett*)

BACKGROUND: Bids were opened on November 21, 2019 with one bidder. NEO Landscape is the lowest and best bid. Enclosed is a copy of the bid tabulations. The current contract expires December 31, 2019. This work is for the maintenance and internment services at two city owned cemeteries.

PURPOSE AND EXPLANATION: The purpose of this legislation is to provide for the contracting of mowing, trimming and internment services at the two City owned cemeteries.

IMPLEMENTATION SCHEDULE: A contractor needs to be available starting January 1, 2020 and continue through December 31, 2022 to provide service as needed.

FINANCIAL INFORMATION: NEO Landscape - - General Fund #001 - 001-0440-54260 for Mowing/Maintenance 001-0440-54264 for internments - - 13024.98

FINANCIAL SUMMARY: \$9,499.98 per year for 3 years for a total of \$28,499.94 for Mowing/Maintenance. \$3,525.00 per year for 3 years for a total of \$10,575.00 for Internments. The combined total of \$13,024.98 per year for 3 years for a total of \$39,074.94.

The cost of the first year of this contract has been budgeted and included in the 2020 budget approved by City Council. A certified purchase order is required to be approved prior to services being rendered.

For years 2 and 3 of this contract and pursuant to ORC 5705, sufficient Council appropriations and a certified purchase order must be in place prior to the services being rendered.

RECOMMENDED

ACTION:

One Reading	Yes
Two Readings	No
Three Readings	No
Emergency	Yes
Suspension of Rules	Yes

If emergency or suspension of the rules, why the request?

Emergency Suspension with two readings is requested to allow this legislation to be in effect on January 1, 2020 in case an internment is necessary. The existing contract end date is December 31, 2019.

**ADDITIONAL
INFORMATION:**

Cemetery Maintenance and Caretaker Services Bids 11-21-2019

Revised 11-21-2019

	Existing Contract NEO Landscape			Bid From NEO Landscape Management		
Mowing /Maintenance	Proposed Rate Per Month		X 7 Months per year	Proposed Rate Per Month		X 7 Months per year
2020	1,200.00		8,400.00	1,357.14		9,499.98
2021				1,357.14		9,499.98
2022				1,357.14		9,499.98
Open and Close Graves	Proposed Rate Per Burial	Estimated Burials Annually	Estimated Cost	Proposed Rate Per Burial	Estimated Burials Annually	Estimated Cost
Adult Weekdays	350.00	2.00	700.00	475.00	2.00	950.00
Adult Weekends (Sat. and Sun.)	400.00	1.00	400.00	575.00	1.00	575.00
Infant Weekdays	300.00	1.00	300.00	475.00	1.00	475.00
Infant Weekends (Sat. and Sun.)	325.00	1.00	325.00	575.00	1.00	575.00
Cremations	200.00	2.00	400.00	475.00	2.00	950.00
	Total Burials		2,125.00			3,525.00
Estimated Annual Total Cost						
2020			10,525.00			13,024.98
2021			10,525.00			13,024.98
2022			10,525.00			13,024.98
	Grand Total for 3 Years		31,575.00			39,074.94

Note: The existing rates for the existing contract are from the 2019 contract.

CITY OF BRUNSWICK, OHIO
RESOLUTION NO. 97-19

BY: Committee-of-the-Whole

AN EMERGENCY RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A THREE (3) YEAR AGREEMENT WITH NEO LANDSCAPE MANAGEMENT TO PROVIDE CEMETERY MAINTENANCE AND CARETAKER SERVICES IN AN ANNUAL AMOUNT NOT TO EXCEED \$13,024.98 PURSUANT TO SUBMITTED BID PRICES.

WHEREAS: The City of Brunswick received one (1) bid for the provision of cemetery maintenance and caretaker services for Westview and Bennett's Corners Cemeteries in accordance with public bidding requirements; and

WHEREAS: The one (1) received public bid was opened on November 1, 2019, with NEO Landscape Management determined to be the lowest and best bidder.

WHEREAS: THE COUNCIL OF THE CITY OF BRUNSWICK HEREBY RESOLVES:

SECTION 1: That the City Manager, with the approval of the Law Director, is hereby authorized and directed to enter into a three (3) year Agreement with NEO Landscape Management, the lowest and best bidder, for the provision of cemetery maintenance and caretaker services in an annual amount not to exceed \$13,024.98 pursuant to submitted bid prices, subject to annual appropriations by City Council as required by law.

SECTION 2: That this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety or welfare, and for the additional reason that immediate passage is necessary as the current Agreement expires as of December 31, 2019. Therefore, the same shall be in full force and effect from and after its passage by the required number of votes or from the earliest time allowed by law.

PASSED: 1st Reading_____

Rules Suspended: AYES _____ NAYS _____

ADOPTED: _____ AYES _____ NAYS _____

ATTEST: _____
Clerk of Council
Fijabi Julien-Gallam, CMC

THE CITY OF BRUNSWICK

PROPOSED LEGISLATION



DATE: 12/9/2019

TO: Vice Mayor Michael Abella Jr. and Members of City Council

FROM: Carl S. DeForest, City Manager
Paul Barnett

COPY: Mayor Ron Falconi

LEGISLATION: **ORD. NO. 98-19** - An ordinance amending Section 1072.03 of the City of Brunswick Codified Ordinances by increasing fees for opening, closing and maintaining graves. - **1st Reading** (To be brought from Committee-of-the-Whole, *Administration/Paul Barnett*)

BACKGROUND: The last change to the City Codified Ordinance for Cemeteries was on October 3 of 2011. There have been no cost increases since 2011.

PURPOSE AND EXPLANATION: The purpose of the changes are to adjust the rates charged for services to align them with the cost increases for the proposed 2020 thru 2022 maintenance contract. The rates have not changed since 2011 and will be too low to cover the costs to provide the service.

IMPLEMENTATION SCHEDULE: 3rd reading and a 30 day waiting period.

FINANCIAL INFORMATION:

FINANCIAL SUMMARY: This legislation would include increased charges as noted in the attachment (proposed changes to Codified Ordinance Section 1072). These charges are recorded as receipts/revenue on the City's books.

RECOMMENDED ACTION:

One Reading	No
Two Readings	No
Three Readings	Yes
Emergency	No
Suspension of Rules	No

If emergency or suspension of the rules, why the request?

**ADDITIONAL
INFORMATION:**

Proposed Codified Language Changes
Revised 12/3/2019

1072.03 CHARGES FOR OPENING, CLOSING AND MAINTAINING GRAVES.

Except as may from time to time be provided by Council in exceptional and meritorious cases, the following charges shall be in effect for the opening and closing of graves and the maintenance thereof:

(a)

	Adult	Infant	Cremated Remains	Monument-Foundation	
				Single/Double	
Resident	\$500.00 600.00	\$300.00 600.00	\$275.00 600.00	\$50.00 75.00	\$75.00 100.00
Nonresident	600.00 \$700.00	350.00 \$700.00	325.00 \$700.00	50.00 \$100.00	75.00 \$125.00

(b) An additional charge shall be in effect for the opening and closing of graves on a legal holiday or weekend of ~~seventy-five~~ **one hundred** dollars (~~\$75.00~~ **100.00**) for adult burials and ~~fifty~~ **one hundred** dollars (~~\$50.00~~ **100.00**) for infants and cremated remains.
 (Ord. 116-03. Passed 11-10-03.)

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CITY OF BRUNSWICK, OHIO
ORDINANCE NO. 98-19

BY: Committee-of-the-Whole

AN ORDINANCE AMENDING SECTION 1072.03 OF THE CITY OF BRUNSWICK CODIFIED ORDINANCES BY INCREASING FEES FOR OPENING, CLOSING AND MAINTAINING GRAVES.

WHEREAS: THE COUNCIL OF THE CITY OF BRUNSWICK HEREBY ORDAINS:

SECTION 1: That Section 1072.03 of the Codified Ordinances is hereby amended to read as follows:

“1072.03 CHARGES FOR OPENING, CLOSING AND MAINTAINING GRAVES.

Except as may from time to time be provided by Council in exceptional and meritorious cases, the following charges shall be in effect for the opening and closing of graves and the maintenance thereof:

(a)

	Adult	Infant	Cremated Remains	Monument-Foundation	
				Single/Double	
Resident	\$500.00 600.00	\$300.00 600.00	\$275.00 600.00	\$50.00 75.00	\$75.00 100.00
Nonresident	600.00 \$700.00	350.00 \$700.00	325.00 \$700.00	50.00 \$100.00	75.00 \$125.00

(b) An additional charge shall be in effect for the opening and closing of graves on a legal holiday or weekend of ~~seventy-five~~ **one hundred** dollars (~~\$75.00~~ **100.00**) for adult burials and ~~fifty~~ **one hundred** dollars (~~\$50.00~~ **100.00**) for infants and cremated remains.”

SECTION 2: That this Ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: 1st Reading _____

2nd Reading _____

3rd Reading _____

ADOPTED: _____ AYES _____ NAYS _____

ATTEST: _____
Clerk of Council

