

BRUNSWICK CITY COMMITTEE-OF-THE-WHOLE

Agenda

APRIL 27, 2026

5:55 PM

Or Immediately Following
Building & Building Code Committee

1. Discussion Items
2. Motion Items
 - (a) Motion to go out to bid for HVAC systems to be replaced for Division of Police and kitchen area of City Hall.
 - (b) RFP for an audit verifying Breezeline's (Cogeco) calculation of video service provider fees paid to municipal corporations and townships.
 - (c) A motion to amend the Council Rules to allow for publication of a Council vacancy in a newspaper of general circulation within the City, posting to the City's website, and to remove the requirement to mail written notice of the Special Meeting for interviews via Regular First Class U.S. mail to each applicant.
3. Review Legislation

RES. NO. 25-2026 - A resolution authorizing Vice-Mayor/Council President Nick Hanek to execute a first amendment to employment agreement relative to the employment of City Manager/Safety Director Carl S. DeForest. **1st Reading** (To be brought from Committee-of-the-Whole, *Administration/Dennis Nevar*)

RES. 29-2026 - A resolution commending Brandon Lambert for his dedicated service to the City of Brunswick and its City Council.- **1st Reading** (To be brought from Committee-of-the-Whole, *Council/Nicholas Hanek*)
4. General Discussion
5. Executive Session
 - (a) Consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance where such information is directly related to a request for economic development assistance that is to be provided or administered under any provision of Chapter 715., 725., 1724., or 1728. or sections [701.07](#), [3735.67](#) to [3735.70](#), [5709.40](#) to [5709.43](#), [5709.61](#) to [5709.69](#), [5709.73](#) to [5709.75](#), or [5709.77](#) to [5709.81](#) of the Revised

Code, or that involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project, as necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project.

- (b) Consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

6. Adjournment

PROPOSED MOTION



DATE: 4/27/2026

TO: Vice Mayor Nicholas Hanek and Members of City Council

FROM: Carl S. DeForest, City Manager
Grant Aungst

COPY: Mayor Ron Falconi

MOTION: Motion to go out to bid for HVAC systems to be replaced for Division of Police and kitchen area of City Hall.

BACKGROUND:

PURPOSE AND EXPLANATION: The purpose of this action is to select a licensed HVAC commercial contractor to replace the HVAC systems for the Police Department, the jail area and the kitchen of City Hall. The contractor will complete work by the end of 2026.

IMPLEMENTATION SCHEDULE:

FINANCIAL INFORMATION:

FINANCIAL SUMMARY: The City's funding plan for this project is to use the remaining grant amounts from the 2025 & 2026 NOPEC grants in the City Hall Expansion Fund #336, with the remainder of funding coming from the Capital Improvement Fund #300. The bids will be analyzed once they are received and compared to the legal budget at that time.

RECOMMENDED ACTION:

ADDITIONAL INFORMATION:

PROPOSED MOTION



DATE: 4/27/2026

TO: Vice Mayor Nicholas Hanek and Members of City Council

FROM: Carl S. DeForest, City Manager
Tom Keppler

COPY: Mayor Ron Falconi

MOTION: RFP for an audit verifying Breezeline's (Cogeco) calculation of video service provider fees paid to municipal corporations and townships.

BACKGROUND:

PURPOSE AND EXPLANATION: The purpose is to verify the accuracy of Breezeline's (Cogeco) calculation of the video service provider (VSP) fees it paid to two to seven (2-7) municipal corporations or townships. The City is acting as the lead entity of a joint audit. The number of participating entities may vary depending on their impression of the received proposals. Proposals must comply with ORC 1332.33.

IMPLEMENTATION SCHEDULE:

FINANCIAL INFORMATION:

FINANCIAL SUMMARY: Costs and the number of participating entities are currently unknown. As the proposals are received and evaluated, follow-up discussions with each participating entity will occur.

RECOMMENDED ACTION:

ADDITIONAL INFORMATION:

REQUEST FOR PROPOSALS

FOR

**AN AUDIT VERIFYING BREEZELINE 'S (COGECO) CALCULATION
OF VIDEO SERVICE PROVIDER FEES PAID TO MUNICIPAL
CORPORATIONS AND TOWNSHIPS**

**City of Brunswick
4095 Center Road
Brunswick, Ohio 44212**

2026

**Carl S. DeForest
City Manager / Safety Director**

**RFP Number: 2026 -002
Date: April 14, 2026**

Introduction:

The City of Brunswick is seeking proposals to conduct an audit for the purpose of verifying the accuracy of Breezeline’s (Cogeco) calculation of the video service provider (VSP) fees it paid to two to seven (2 -7) municipal corporations or townships.

Specifications:

The City is acting as the lead entity of a joint audit of Breezeline’s (Cogeco) VSP payments. The number of participating municipal corporations or townships may vary depending on their impression of received proposals. Each participating entity will pay a share of the cost directly to the approved auditor. The audit period shall be three (3) years before the start of the audit. Proposals must comply with Ohio Revised Code 1332.33 – Video service provider fee audit.

Selection Process:

City officials and staff will review all proposals and recommend the preferred proposal for the City Council’s consideration, it being understood and acknowledged that the City Council can reject any and all proposals at its sole and absolute discretion.

Form of the Proposal:

Submit written proposal to the below mailing address, or via email to tkeppler@brunswick.oh.us. In addition to a written proposal, the respondents may also be required to submit additional explanations and / or clarifications to their proposal including the assumptions from which the proposal was derived. The respondents are reminded to be clear and concise in their response to avoid misunderstandings in the evaluation of proposals. All proposals which meet the minimum submission requirements will be reviewed and evaluated for completeness and responsiveness according to standards and selection criteria determined by the City. Factors for consideration will be evaluated from information supplied in response to the Request for Proposal.

Proposals must be submitted **no later than 5:00 pm on Monday, June 1, 2026** to:

Tom Keppler, Manager of the Division of Information and Public Communication,
City of Brunswick
4274 Manhattan Avenue
Brunswick, Ohio 44212

THE CITY OF BRUNSWICK

PROPOSED MOTION



DATE: 4/27/2026

TO: Vice Mayor Nicholas Hanek and Members of City Council

FROM: Carl S. DeForest, City Manager
Nicholas Hanek

COPY: Mayor Ron Falconi

MOTION: A motion to amend the Council Rules to allow for publication of a Council vacancy in a newspaper of general circulation within the City, posting to the City's website, and to remove the requirement to mail written notice of the Special Meeting for interviews via Regular First Class U.S. mail to each applicant.

BACKGROUND: The rules require updating as electronic communications are now more prominent and timely. Some of the newspapers currently requiring publication may no longer be in circulation.

PURPOSE AND EXPLANATION: The proposed changes would allow for publication of a Council vacancy in a newspaper that is of general circulation within the City as well as the City's Official Website. Applicants would no longer be required to receive a mailed letter regarding the Special Meeting. They would then be notified by phone and email, which is more timely.

IMPLEMENTATION SCHEDULE:

FINANCIAL INFORMATION:

FINANCIAL SUMMARY:

RECOMMENDED ACTION:

ADDITIONAL INFORMATION:

I. **FILLING OF COUNCIL VACANIES** (Charter Section 3.06)

- A. **Notice of Vacancy:** As soon thereafter as a vacancy in Council occurs pursuant to Section 3.06 of the Charter, the Clerk of Council shall cause to be published a notice of vacancy with a stated application receipt deadline, ~~in the next edition in a newspaper of general circulation within the City, and posted on the City's Official Website. of the Brunswick Sun Times, the Post and in the Medina County Gazette.~~ Notice shall also be broadcast on local access cable television.
- B. **Scheduling of Interviews:** At the next Regular Meeting of Council following the occurrence of a vacancy, a Special Council Meeting shall be immediately scheduled to conduct interviews of all individuals who submit a timely application, ~~with written notice of the Special Meeting to be mailed via Regular First Class U.S. mail to each applicant.~~
- C. **Conduct of Interviews:** Interviews shall be limited to fifteen (15) minutes unless a majority of Council deems a different limitation necessary or advisable. Council may adjourn to Executive Session to conduct all interviews and discussions.
- D. **Voting:** All voting shall occur in a public session.

THE CITY OF BRUNSWICK

PROPOSED LEGISLATION



DATE: 4/27/2026

TO: Vice Mayor Nicholas Hanek and Members of City Council

FROM: Carl S. DeForest, City Manager
Nicholas Hanek

COPY: Mayor Ron Falconi

LEGISLATION: **RES. NO. 25-2026** - A resolution authorizing Vice-Mayor/Council President Nick Hanek to execute a first amendment to employment agreement relative to the employment of City Manager/Safety Director Carl S. DeForest. **1st Reading** (To be brought from Committee-of-the-Whole, *Administration/Dennis Nevar*)

BACKGROUND: By Resolution No. 27-17, adopted on April 24, 2017, Carl S. DeForest was engaged to serve as the City Manager/Safety Director of the City of Brunswick pursuant to the terms and conditions of the Employment Agreement.

PURPOSE AND EXPLANATION: This Resolution is intended to revise the Employment Agreement as to the terms of Section 12(3) of the Agreement regarding unused Sick Leave balance, as stipulated in the First Amendment to Employment Agreement, Exhibit "A."

IMPLEMENTATION SCHEDULE: As earliest as allowed by law.

FINANCIAL INFORMATION:

FINANCIAL SUMMARY: Pursuant to Ohio Revised Code Section 5708.38 (C), an appropriation measure is required to be in place prior to the contractual obligation payment being made. A separate piece of legislation establishing appropriations is conducted annually and can be subsequently amended at times throughout the year. Appropriation measures are established for each office, department, and division, and broken down by personal services and other.

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, OHIO
RESOLUTION NO. 25-2026

BY: Committee-of-the-Whole

A RESOLUTION AUTHORIZING VICE-MAYOR/COUNCIL PRESIDENT NICK HANEK TO EXECUTE A FIRST AMENDMENT TO EMPLOYMENT AGREEMENT RELATIVE TO THE EMPLOYMENT OF CITY MANAGER/SAFETY DIRECTOR CARL S. DEFOREST.

WHEREAS: On or about May 8, 2017, this Council and Carl S. DeForest entered into an Employment Agreement, as authorized by Resolution No. 24-17 adopted on April 24, 2017, wherein Mr. DeForest was engaged to serve as the City Manager/Safety Director of the City of Brunswick pursuant to the terms and conditions contained therein.

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

SECTION 1: That Vice-Mayor/Council President Hanek is hereby authorized and directed, upon approval of the Law Director, to execute a First Amendment to Employment Agreement in the form as attached hereto as Exhibit "A".

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
Laura E. Timura, MMC

**FIRST AMENDMENT TO
EMPLOYMENT AGREEMENT**

THIS FIRST AMENDMENT TO EMPLOYMENT AGREEMENT (this "**First Amendment**") is made as of _____, 2026 (the "**Effective Date**") by and between the Council of the City of Brunswick, Ohio (the "**Employer**") and City Manager/Safety Director Carl S. DeForest (the "**Employee**").

RECITALS

A. On or about May 8, 2017, the parties hereto entered into an Employment Agreement (the "**Agreement**"), as authorized by Resolution No. 27-17 adopted on April 24, 2017, wherein Employee was engaged to serve as the City Manager/Safety Director of the City of Brunswick pursuant to the terms and conditions contained therein. All capitalized terms used but not otherwise defined herein shall have the meanings given to them in the Agreement.

B. The parties hereto desire to amend the Agreement as set forth herein.

AGREEMENT

In consideration of the mutual covenants herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree, intending to be legally bound, as follows:

1. That the Sick Leave provisions contained in Section 12(3) of the Agreement shall be revised to read as follows:

“(3) When Employee’s employment with Employer ends due to Employee’s retirement, Employee may redeem, provided he is pensionable, unused Sick Leave by accepting 100% of the cash equivalent value of all total gross accumulated unused Sick Leave hours as certified by the Director of Finance. Further, in order to receive a Sick Leave conversion payment under this Section, the Employee must be eligible to receive a pension from any State of Ohio pension system (i.e., he must be “pensionable”).”

2. **Ratification; Conflict.** Except as amended herein, the terms and conditions of the Agreement shall continue in full force and effect and the undersigned parties do hereby ratify and confirm the Agreement, as modified hereby. To the extent any provision in this First Amendment conflicts with any other term or provision of the Agreement, this First Amendment shall control.

3. **Counterparts.** This First Amendment may be executed in multiple counterparts, each of which shall constitute an original, and all of which taken together shall constitute one and the same agreement. To facilitate execution of this First Amendment, the parties may execute, deliver and exchange counterparts of the signature pages by facsimile transmission or by electronic mail in “portable document format” (.PDF) or similar form, which will be valid and binding.

IN WITNESS WHEREOF, the parties have executed this First Amendment to Employment Agreement as of the date first set forth above.

CITY OF BRUNSWICK, OHIO

CARL S. DEFOREST

Nick Hanek, Vice-Mayor/Council President

Carl S. DeForest, City Manager/Safety Director

Approved as to form:

Dennis A. Nevar, Law Director

THE CITY OF BRUNSWICK
PROPOSED LEGISLATION



DATE: 4/27/2026

TO: Vice Mayor Nicholas Hanek and Members of City Council

FROM: Carl S. DeForest, City Manager
Nicholas Hanek

COPY: Mayor Ron Falconi

LEGISLATION: **RES. 29-2026** - A resolution commending Brandon Lambert for his dedicated service to the City of Brunswick and its City Council.- **1st Reading** (To be brought from Committee-of-the-Whole, *Council/Nicholas Hanek*)

BACKGROUND: Councilman Lambert has resigned from Brunswick City Council after four years of service.

PURPOSE AND EXPLANATION: Council wishes to recognize Councilman Lambert for his dedication, integrity, and commitment to the residents of Brunswick.

IMPLEMENTATION SCHEDULE: Immediately after passage by the required number of votes.

FINANCIAL INFORMATION:

FINANCIAL SUMMARY:

RECOMMENDED ACTION:

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

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

ADDITIONAL INFORMATION:



CITY OF BRUNSWICK, OHIO
RESOLUTION NO. 29-2026

By: Committee-of-the-Whole

A RESOLUTION COMMENDING BRANDON LAMBERT FOR HIS DEDICATED SERVICE TO THE CITY OF BRUNSWICK AND ITS CITY COUNCIL.

WHEREAS: Brandon Lambert has faithfully served the community for more than four years as a member of Brunswick City Council; and

WHEREAS: Brandon Lambert has served with dedication, integrity, and commitment to the residents of Brunswick; and

WHEREAS: During his service, he served as the Chairman of the Economic Development Committee and as a member of both the Finance and Planning & Zoning Committees.

SECTION 1: That the Brunswick City Council hereby expresses its sincere gratitude and deep appreciation for his service and dedication in carrying out his responsibilities and duties as a member of City Council.

SECTION 2: That City Council extends its warmest wishes to Brandon and his family for continued success, good health, and happiness in all future endeavors.

SECTION 3: 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 _____

ADOPTED: _____ AYES _____ NAYS _____

ATTEST: _____
Clerk of Council
Laura E. Timura, MMC