

BRUNSWICK CITY COMMITTEE-OF-THE-WHOLE

Agenda

SEPTEMBER 14, 2026

6:00 PM

Or Immediately Following Finance Committee

1. Discussion Items
 - (a) Review and approve the Council Office's 2027 Budget
 - (b) Discuss date for 2027 City Manager Budget & 5 Year Capital Plan Hearing
 - (c) Name new park located at 507 North Carpenter
2. Motion Items
 - (a) Motion authorizing a change order in the amount, not to exceed, \$40,000.00 to Set in Stone Contracting, LLC for the Laurel-Maxwell intersection Improvement Project.
3. Review Legislation
 - (a) **RES. NO. 42-2026** - A resolution authorizing the City Manager to enter into a three (3) year agreement with Any Domestic Work, Inc. to provide custodial services at City Hall and the Division of Police in a monthly amount not to exceed \$4,316.00. - **1st Reading** (To be brought from Committee-of-the-Whole, *Administration/Carl DeForest*)
 - (b) **RES. NO. 43-2026** - A resolution authorizing the City Manager to enter into a three (3) year agreement with Any Domestic Work, Inc. to provide custodial services at the Brunswick Community Recreation and Fitness Center in a monthly amount not to exceed \$6,370.00. - **1st Reading** (To be brought from Committee-of-the-Whole, *Administration/Carl DeForest*)
 - (c) **RES. NO. 46-2026** - An emergency resolution authorizing the City Manager to execute all necessary documents to convey specified easements to GTP Acquisitions Partners II, LLC in exchange for a one-time lump sum payment in the amount of \$50,000.00. - **1st Reading** (To be brought from Committee-of-the-Whole, *Administration/Dennis Nevar*)
4. General Discussion
5. Executive Session
 - (a) Motion to go into Executive Session to discuss the appointment, employment, dismissal, discipline, demotion or compensation of a public employee, to consider the purchase of property for public purposes, the sale of property at

competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property and pending or imminent litigation.

6. Adjournment

CITY OF BRUNSWICK

MAYOR
RON FALCONI

CITY MANAGER / SAFETY DIRECTOR
CARL S. DEFOREST

City Council's Budget Narrative 2027 Operating Budget

COUNCIL
MICHAEL J. ABELLA, JR
JOSEPH P. DELSANTER
NICHOLAS HANEK
KEITH A. KUCZMA
KRISTY PIPER
TIM SMITH
NATHANIEL WITSAMAN

Council Responsibilities

Brunswick City Council is the legislative and representative branch of the City elected by the voters of Brunswick. All legislative powers of the City are vested in the Council except as otherwise provided by law or the Charter. Council provides and exercises the performance of all duties and obligations imposed on the City by law. The City Council appoints a City Manager who executes the laws and administers the government of the City. The City Council appoints a Clerk of Council, who is a Master Municipal Clerk, to give notice of Council Meetings to its members and the public, create and maintain the records of its proceedings and perform such duties assigned by law, Charter, and/or the Council.

Budget Highlights:

City Council employs a full-time Clerk of Council and a Part-time Assistant Clerk of Council.

Associations, Conferences & Training costs have been controlled and held to a minimum for the past several years. The Associations, Conferences & Training line will stay at \$3,000 for 2027. The Clerk generally applies for scholarships from Clerk Associations, when available, to save money and has done so for several years. This line item also covers various membership fees, occasionally required workshops, and mileage.

The Equipment Service Contract line item provides funding for contracted services and software utilized by the Council Office. Council Clerks prepare a variety of educational, informational, and ceremonial materials for Council and the public. This line item includes the annual subscription to Canva, a graphic design software program used by the Clerk's Office to create professional and accessible materials for Council activities, community communications, and ceremonial purposes.

Codification line item has fluctuated up and down over the years. This account reflects the anticipated costs of the general codification of City ordinances and resolutions (Refer to Section 3.18 (b)).

Incidental line item covers legal ads, plaques, business cards, and nameplates for Council dais, name badges, keys, banners, miscellaneous mileage, or special occasion refreshments (i.e. oath of offices).

Office Supplies cover paper, copier staples, record books, calendars, batteries, flash drives, and miscellaneous supplies.

Postage covers only the postage to purchases made directly with an outside agency, such as USPS, Fed Ex, or UPS.



4095 CENTER ROAD - BRUNSWICK, OHIO 44212

CITY HALL PHONE: (330) 225-9144 - FAX: (330) 273-8023 - POLICE & FIRE PHONE: (330) 225-9111 - FAX: (330) 225-6002
<http://www.brunswick.oh.us>

Capital Purchase line item covers technology (Computers, tablets, laptops, etc.), carpets, desks, cabinets, furniture, Chairs, and software/programs in the Council's office. See the Capital Improvement Fund #901 spreadsheet for details and the five-year capital budget forecast for City Council. The purchase of (2) two larger television monitors with pc mode and any necessary cables has been requested for Council Chambers improvements. The current televisions are undersized for the room and unable to accommodate presentations with spreadsheets, charts, etc. The purchase would increase viewing and eliminate the need for a portable projector and screen.

City of Brunswick, Ohio
 Departmental Budget Worksheet
 For the Budget Year Ending, December 31, 2027

Fund: General Fund
Department: City Council
Fund Number: 001-0100

Line Item **Classification /**
Account Number **Account Title**

2026
Original Budget **Current Budget**

2027
Departmental Request **City Manager Recommendation**

<i>Personal Services</i>						
001-0100-51022	Council Members	\$ 121,473.00	\$ 121,473.00	\$ -	\$ -	
001-0100-51180	Council Clerk	59,511.00	59,511.00	-	-	
001-0100-51182	Council Clerk PT	27,257.00	27,257.00	-	-	
<i>Total Personal Services</i>			\$ 208,241.00	\$ 208,241.00	\$ -	\$ -
<i>Fringe Benefits</i>						
001-0100-52002	Longevity	454.00	454.00	-	-	
001-0100-52222	Deferred Compensation	2,381.00	2,381.00	-	-	
001-0100-52223	PERS	35,855.00	35,855.00	-	-	
001-0100-52225	No Medical Coverage	-	-	-	-	
001-0100-52226	Meditax	3,046.00	3,046.00	-	-	
001-0100-52228	Sick Buy Back	290.00	290.00	-	-	
001-0100-52231	Wellness	952.00	952.00	-	-	
001-0100-52240	Vacation Payout ((@ Severance)	-	-	-	-	
001-0100-52274	Workers Compensation	5,817.00	5,817.00	-	-	
001-0100-52275	Hospitalization	31,403.00	30,679.00	-	-	
001-0100-52280	Retirement Leave ORC Payout	-	-	-	-	
001-0100-53258	Association, Conference & Training	3,000.00	3,000.00	3,000.	-	
<i>Total Fringe Benefits & Training</i>			\$ 83,198.00	\$ 82,474.00	\$ -	\$ -
<i>Purchased Services</i>						
001-0100-54246	Postage	-	-	-	-	
001-0100-54253	Equipment Service Contract	-	-	300.	-	
001-0100-54272	Insurance	3,850.00	4,211.87	-	-	
001-0100-54279	Codification	20,000.00	20,000.00	12,000.	-	
<i>Total Purchased Services</i>			\$ 23,850.00	\$ 24,211.87	\$ -	\$ -
<i>Office Supplies & Materials</i>						
001-0100-55239	Incidentals	950.00	950.00	950.	-	
001-0100-55242	Office Supplies	850.00	850.00	850.	-	
<i>Total Office Supplies & Materials</i>			\$ 1,800.00	\$ 1,800.00	\$ -	\$ -
<i>Transfers Out</i>						
001-0100-99999	Transfer Out : Five-Year Capital Plan	-	-	-	-	
<i>Total Transfers Out</i>			\$ -	\$ -	\$ -	\$ -
Total Operation Appropriations			\$ 317,089.00	\$ 316,726.87	\$ -	\$ -
			2026	2027		
			Capital Plan Budget vs. Actual	Capital Request	Capital Recom.	
<i>Five Year Capital Plan Expenditures</i>						
901-0100-56252	Capital Outlay	-	-	8,500.	-	
<i>Total Capital Equipment</i>			\$ -	\$ -	\$ -	\$ -
GRAND TOTAL OF EXPENDITURES			\$ 317,089.00	\$ 316,726.87	\$ -	\$ -

Footnote:

Council Clerk, for many years, retired in December 2017. New Council Clerk hired with some overlap in 2017 but resigned Oct 2021. New Council Clerk hired Nov 8, 2021.

2025 & 2026 budget includes a significant increase in codification expenses for anticipated planning & zoning code updates to match comprehensive plan. Tuning of expenses yet to be determined.

2027 Budget includes an estimated 3.5% inflationary CPI index

City of Brunswick, Ohio
Five Year Capital Purchase Plan
Sub Fund - 901 Council

8/14/2026

	2027	2028	2029	2030	2031
Estimated Beginning Balance	\$ 38,763.02	\$ 30,263.02	\$ 30,263.02	\$ 25,263.02	\$ 25,263.02
Add: Set-Asides	-	-	-	-	-
Less: Capital Purchases	8,500.00	-	5,000.00	-	-
Estimated Ending Balance	\$ 30,263.02	\$ 30,263.02	\$ 25,263.02	\$ 25,263.02	\$ 25,263.02

Capital Purchase Plan Description	2027 Amount	2028 Amount	2029 Amount	2030 Amount	2031 Amount
Computer and Related Equipment:					
Computer Replacements			4,600.00		
Lap-Top Computers (Council)					
2 Additional Monitors			400.00		
Software					
Other:					
Digital Recording Equipment					
Office Furniture					
Chambers television replacement	8,500.00				
Miscellaneous Office Items					

PROPOSED MOTION



DATE: 9/14/2026

TO: Vice Mayor Nicholas Hanek and Members of City Council

FROM: Carl S. DeForest, City Manager
Paul Magovac

COPY: Mayor Ron Falconi

MOTION: Motion authorizing a change order in the amount, not to exceed, \$40,000.00 to Set in Stone Contracting, LLC for the Laurel-Maxwell intersection Improvement Project.

BACKGROUND: The original contract in the amount of \$1,237,707.50 was awarded to Set in Stone Contracting, LLC by City Council on April 13, 2026.

PURPOSE AND EXPLANATION: The additional requested funds are based on the estimated cost to complete the balance of the project as designed. The project is anticipated to be over the original awarded amount due to field revisions that were necessary to avoid conflicts with the existing underground utilities, mostly the water main. The design was based on the best available data for the location of underground utilities, and the information was incorrect in some cases. The storm sewer system was redesigned to accommodate the field conditions, which required modifying and relocating the existing structures, adding another storm sewer and adding additional structures.

IMPLEMENTATION SCHEDULE: Remaining work items on the project are installation of signage, pavement markings, casting adjustments, final grading, restoration, and punch list items. The project will be substantially complete by the end of September.

FINANCIAL INFORMATION:

FINANCIAL SUMMARY: The change order, not to exceed \$40,000, will increase the total contract amount from \$1,237,707.50 to a revised amount not to exceed \$1,277,707.50.

The additional \$40,000 costs will be allocated in accordance with the %s contained in the OPWC grant award as follows:

Account: 371-0551-56881: \$18,867.10 (OPWC Grant)
Account: 333-0551-56881: \$21,132.90 (City Share)
Additional change order amount not to exceed \$40,000.

RECOMMENDED ACTION: Passage of a motion which authorizes a change order in the amount of \$40,000.00 to Set in Stone Contracting, LLC for the Laurel-Maxwell Intersection Improvements Project.

**ADDITIONAL
INFORMATION:**

PROPOSED LEGISLATION



DATE: 9/14/2026

TO: Vice Mayor Nicholas Hanek and Members of City Council

FROM: Carl S. DeForest, City Manager
Gia D'Amico

COPY: Mayor Ron Falconi

LEGISLATION: **RES. NO. 42-2026** - A resolution authorizing the City Manager to enter into a three (3) year agreement with Any Domestic Work, Inc. to provide custodial services at City Hall and the Division of Police in a monthly amount not to exceed \$4,316.00. - **1st Reading** (To be brought from Committee-of-the-Whole, *Administration/Carl DeForest*)

BACKGROUND: Public bids were received and opened on August 11, 2026. Three bids were received. The lowest and best bidder was Any Domestic Work, Inc.

PURPOSE AND EXPLANATION: Custodial services are required at City Hall five (5) days a week and the Division of Police seven (7) days a week.

IMPLEMENTATION SCHEDULE: As soon as allowed by law and/or by March 1, 2027.

FINANCIAL INFORMATION:

FINANCIAL SUMMARY: This contract would become effective March 1, 2027, if approved. The monthly amount for City Hall and the Division of Police in total is \$4,316.00. Costs are expected to be broken down between the General Fund and the Police Fund, based on a calculation relating to the square footage and the number of days cleaned in the year. The costs for this contract will be subject to sufficient annual Council appropriations and properly certified purchase orders pursuant to ORC 5705.41(D). Preliminary cost breakdown is \$1,981.77 /month to #001-0441-54260 and \$2,334.23 /month to #114-0520-54260.

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. 42-2026

BY: Committee-of-the-Whole

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A THREE (3) YEAR AGREEMENT WITH ANY DOMESTIC WORK, INC. TO PROVIDE CUSTODIAL SERVICES AT CITY HALL AND THE DIVISION OF POLICE IN A MONTHLY AMOUNT NOT TO EXCEED \$4,316.00.

WHEREAS: The City of Brunswick received three (3) bids to provide custodial services at City Hall and the Police Department, in accordance with public bidding requirements; and

WHEREAS: The three (3) received public bids were opened on August 11, 2026, with Any Domestic Work, Inc. 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 Any Domestic Work, Inc., the lowest and best bidder, to provide custodial services at City Hall and the Division of Police in a monthly amount not to exceed \$4,316.00, 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
Laura E. Timura, MMC

PROPOSED LEGISLATION



DATE: 9/14/2026

TO: Vice Mayor Nicholas Hanek and Members of City Council

FROM: Carl S. DeForest, City Manager
Gia D'Amico

COPY: Mayor Ron Falconi

LEGISLATION: **RES. NO. 43-2026** - A resolution authorizing the City Manager to enter into a three (3) year agreement with Any Domestic Work, Inc. to provide custodial services at the Brunswick Community Recreation and Fitness Center in a monthly amount not to exceed \$6,370.00. - **1st Reading** (To be brought from Committee-of-the-Whole, *Administration/Carl DeForest*)

BACKGROUND: Public bids were received and opened on August 11, 2026. Two bids were received. The lowest and best bidder was Any Domestic Work, Inc.

PURPOSE AND EXPLANATION: The Brunswick Recreation and Community Fitness Center needs custodial services seven (7) days a week.

IMPLEMENTATION SCHEDULE: As soon as allowed by law and/or by March 1, 2027.

FINANCIAL INFORMATION:

FINANCIAL SUMMARY: This contract would become effective March 1, 2027, if approved. The monthly rate is \$6,370.00. The costs for this contract will be subject to sufficient annual Council appropriations and properly certified purchase orders pursuant to ORC 5705.410. The account #131-0830-54260.

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. 43-2026

BY: Committee-of-the-Whole

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A THREE (3) YEAR AGREEMENT WITH ANY DOMESTIC WORK, INC. TO PROVIDE CUSTODIAL SERVICES AT THE BRUNSWICK COMMUNITY RECREATION AND FITNESS CENTER IN A MONTHLY AMOUNT NOT TO EXCEED \$6,370.00.

WHEREAS: The City of Brunswick received two (2) bids to provide custodial services at the Brunswick Community Recreation and Fitness Center, in accordance with public bidding requirements; and

WHEREAS: The two (2) received public bids were opened on August 11, 2026, with Any Domestic Work, Inc. 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 Any Domestic Work, Inc., the lowest and best bidder, to provide custodial services at the Brunswick Community Recreation and Fitness Center in a monthly amount not to exceed \$6,370.00, 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
Laura E. Timura, MMC

PROPOSED LEGISLATION



DATE: 9/14/2026

TO: Vice Mayor Nicholas Hanek and Members of City Council

FROM: Carl S. DeForest, City Manager
Dennis Nevar

COPY: Mayor Ron Falconi

LEGISLATION: **RES. NO. 46-2026** - An emergency resolution authorizing the City Manager to execute all necessary documents to convey specified easements to GTP Acquisitions Partners II, LLC in exchange for a one-time lump sum payment in the amount of \$50,000.00. - **1st Reading** (To be brought from Committee-of-the-Whole, *Administration/Dennis Nevar*)

BACKGROUND: The City purchased property at 3321 Grafton Road for municipal purposes. The subject property was encumbered by a Communications Site Lease Agreement, the current term of which expires November 30, 2028, with options for renewal outlined in the Agreement. GTP Acquisitions Partners II, LLC, the tenant, has notified the City of its consideration of decommissioning the site and terminating the lease.

PURPOSE AND EXPLANATION: The purpose of the easement agreement is to allow the City and Tenant to enter into the Easement Documents for a one-time lump sum payment to the City in the amount of \$50,000.

IMPLEMENTATION SCHEDULE: As soon as allowed by law.

FINANCIAL INFORMATION:

FINANCIAL SUMMARY: The \$50,000 received for the easement would be recorded in the City's Capital Improvement Fund #300 and would be restricted for future capital improvements/projects.

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?
To allow the transaction to proceed in a timely manner.

**ADDITIONAL
INFORMATION:**

CITY OF BRUNSWICK, OHIO
RESOLUTION NO. 46-2026

BY: Committee-of-the-Whole

AN EMERGENCY RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS TO CONVEY SPECIFIED EASEMENTS TO GTP ACQUISITIONS PARTNERS II, LLC IN EXCHANGE FOR A ONE-TIME LUMP SUM PAYMENT IN THE AMOUNT OF \$50,000.00.

WHEREAS: On or about December 23, 2025, the City of Brunswick acquired the real property located at 3321 Grafton Road, Brunswick, Ohio and now known as Medina County Parcel No. 059-38B-11-002 (the “Property”), which Property was encumbered by a Communications Site Lease Agreement dated May 5, 1998, as amended (collectively the “Lease”), the current term of which expires on November 30, 2028.

WHEREAS: Pursuant to the Lease, there remains eight (8) additional renewal terms of five (5) years each (each a “Renewal Term”), which Renewal Terms are deemed to have been automatically exercised unless notice not to renew is received from Tenant at least sixty (60) days prior to the expiration of the then current term.

WHEREAS: On or about June 23, 2026, the City was contacted by a representative of GTP Acquisitions Partners II, LLC, the tenant under the Lease (the “Tenant”), who advised that the Tenant was considering decommissioning the site and terminating the Lease as of November 30, 2028 unless: (a) an amended Lease was negotiated at a reduced rate (without guarantee of non-termination for any subsequent Renewal Term); or (b) the City granted Tenant an option to purchase a perpetual and exclusive communications facility easement and perpetual and non-exclusive access and utility easement (collectively the “Easements”) in exchange for a one-time lump sum payment of \$50,000.00.

WHEREAS: Subject to the reservations of rights expressly retained by the City in the respective Option Agreement to Purchase Communications Easement and separate Easement and Assignment Agreement (collectively the “Easement Documents”), the portion of the subject Property to which the Easement Documents pertain is not needed for any municipal purpose.

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

SECTION 1: That the City Manager, upon approval of the Law Director, is authorized to execute and deliver the Easement Documents in exchange for a one-time lump sum payment in the amount of \$50,000.00.

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 to meet the timeframe required for the proposed transaction to proceed. 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
Laura E. Timura, MMC