

CITY OF TWINSBURG, OHIO

CAPITAL IMPROVEMENTS BOARD / FINANCE COMMITTEE MINUTES

September 5, 2023

Call to Order

Sharyn Price called the meeting to order at **5:34 pm**.

1. Roll Call:

Present: Shelley Shipley, Sharyn Price, John Blust, Maureen Stauffer

Also present: Sam Scaffide – Mayor, Counsel Member – Daisy Walker
Sarah Buccigross – Finance Director

2. Audience Participation: None presented

3. DEPARTMENT HEADS-2023 BUDGET REQUESTS:

- Service Department: Equipment – Dennis Szydlowski, Director of Service/Fred Bissell, Fleet Manager
 - The Service Department’s capital requests are funded via the Capital Improvement Fund (820) as well as various other departments.
 - It is the City’s goal this year to limit Fund 820 to a \$1.0 million transfer from the General Fund for all capital projects.
 - Historically, over the last 5 years, the Service Department has received \$392,115 a year on average towards capital.
 - In 2023 their approved requests totaled \$588,000
 - There is one pre-committed project that will be year 2 of 3 for \$190,000

- For 2024, the Service Department is requesting \$524,000 in new projects
 - *5-Ton Truck (2) Year 2 of 3:* \$190,000
 - *Community Center Roof Replacement:* \$43,000
Will be removed, since we received some insurance money for storm damage.
 - *Senior Center Roof Replacement:* \$43,000
Will be moved to 2025 requests.
 - *Service Department Man Doors:* \$30,000
Need to replace 7 doors due to unrepairable condition, rusted frames, outdated hardware. Necessary for security reasons and to keep heating/cooling costs down
 - *Toro Field Pro Ballfield Tractor:* \$60,000
We upgraded all ballfields in the City, consisting of field regrading and adding a new mix of clay, sand and silt. The current machine is too heavy and oversized and will destroy the clay placed on the field. The new machine is smaller.
 - *Steam Cleaner:* \$12,000
Need to replace the current 1998 model used in the service bay.
 - *Bucket Truck:* \$205,000
The unit we need to replace is from 1997. It will take about 2 years from the time it is ordered to get the new unit, delaying will increase cost for new unit.

- *Chipper: \$90,000*
This will replace a unit that was sold last year. It was a backup unit and needs to be replaced.
 - *Water Trailer: \$15,000*
The current one is small and has to be refilled multiple times to get everything watered and only one crew can work. We now have more flowers and vegetation that need watered, this will be more efficient and will not need refilling. It will allow two crews to work.
 - *Alta Link Copier Machine: \$10,000*
The current IT printer is from 2015. It is getting harder to find replacement parts and cost per page is more expensive.
 - *Zero Turn Mower: \$16,000*
Replacing a 2018 mower. It is very expensive trying to maintain very old mowers, so it better to sell them and get new ones.

- Waste Water Treatment Plant: Nate Zuege, Wastewater Superintendent
 - The WWTP operates via Enterprise Fund (sewer revenue) for the plant operation, but also has its own built-in capital component.
 - Over the last 5 years, on average the WWTP has spent \$73,066 per year in capital expenses to keep the plant running successfully.
 - For 2023 there is \$1.6 million appropriated for capital expenses; this included an amendment approving the \$1.3 million Ohio Water Development Authority Loan the City received for the design phase of the WWTP Improvement Project.
 - The estimated project total for the WWTP Improvement Project is \$15.5 million which the City is pursuing a loan through OWDA which would span 30 years and would be paid from our annual user fees. This project is slated to be bid mid to late summer 2024.

- Waste Water Treatment Plant is requesting \$140,000 in capital requests for the e 2024 budget year.
 - *Aeration Tank Dissolved Oxygen(DO) Probe: \$30,000*
Want to replace six of them, which will be able to get more accurate results to help reduce electrical consumption by the blowers that add air to the tanks.
 - *Belt Filter Press Roller: \$30,000*
Two units are 45+ years old, and the rollers are worn out
 - *Emergency Portable Pump/Trailer Rehab Project: \$53,000*
We don't currently have a pump that is reliable to use for an emergency bypass. The pump used now is 46+ years old, did not work during two situations this year.
 - *Lease to Own Biochemical Oxygen Demand Sensor: \$17,000*
Right now testing the strength of the water takes 5 days to get the results which may be too late to correct the problem. The new one will have a digital display that will allow the operators to correct things immediately.
 - *Replacement Impeller and Seal for Tinker's Lift Station Pump): \$10,000*

- Infrastructure: Amy Mohr, Director of Engineering
 - The City utilizes several funds for infrastructure projects due to the nature of its funding request (segregation of funds for specific funding sources).
 - These infrastructure projects have historically been spread over the following funds: Street Construction Maintenance Repair (SCMR-210); Municipal Motor Vehicle (214); Permissive Tax (216); State Highway (220); Federal Grant (282); State Grant (282); Water Utility (512); Sewer Improvement (514) and Capital Improvement (820).
 - Not all of these funds require supplementation from the General Fund as they receive revenue from specific sources (gasoline excise taxes; grant funding, user fees, etc.)
 - The SCMR Fund and the Capital Improvement Fund receive a transfer from the General Fund.
 - Last year, the SCMR Fund received \$1.2 million from the General Fund; its 5 year average is \$525, 035 per year.

- The Infrastructure requests total \$5,877,600 in capital requests for the 2024 budget year
 - *Road Program:*
Repaving roads as determined by the Engineering department. Will include the parking lot at the fire department and sidewalk repair, manhole replacement, etc.
 - *2024 Road Striping Program:* \$200,000
 - *Highland Road:* \$580,000
 - *ODOT State Route 82 Paving:* \$600,000
 - *Ravenna/Shepard Intersection Construction:* \$3,436,000
 - *OPWC Storm Sewer Lining:* \$460,000
 - *OPWC Sanitary Interceptor:* \$506,600
 - *Emergency Repairs:* \$95,000

4. MISCELLANEOUS: None

5. ADJOURNMENT: Maureen Stauffer motioned to adjourn. Shelley Shipley seconded the motion. The motion passed unanimously. Meeting adjourned at 6:49 pm