



**CITY OF TWINSBURG, OHIO**

**CAPITAL IMPROVEMENTS BOARD MINUTES**

**September 11, 2018**

**CALL TO ORDER:**

Meeting called to order by Mr. Painter at 6:05PM

**ROLL CALL:**

**Present:** Angelo Carcioppolo, Dennis Kaplan, David Painter, Gregory Solomon, Bill Furey

**Absent:** None

**Other Council members present:** Scott Barr

**Also present:** Sarah Buccigross, Mayor Yates

**AUDIENCE PARTICIPATION:** None

**APPROVAL OF MINUTES FROM 9/19/17**

**MOTION TO APPROVE THE SEPTEMBER 19, 2017 MINUTES AS WRITTEN**

Motion made by Mr. Painter. Motion seconded by Mr. Carcioppolo

Motion passes unanimously.

**INTRODUCTIONS & CHAIRPERSON NOMINATIONS**

Mr. Painter offers to continue his role as chairperson. Mr. Kaplan makes the motion.

Mr. Solomon seconds the motion.

Motion passes unanimously.

**REVIEW 2019 CAPITAL IMPROVEMENT REQUESTS & PROCESS**

Ms. Buccigross reviews the packets that were distributed to the board members. She explains that \$3.5 million of capital requests were submitted. Initial cuts were made with department heads, bringing that number down to \$1.2. Of that \$1.2 million, \$377,240 of that is for ongoing lease payments. That brings the amount remaining for capital requests to \$722,760.

Ms. Buccigross explains that the items in red on the sheet have already been cut by the department heads. There is a document in the packet that provides explanations from the department heads for their requests.

Mr. Furey asks Mayor Yates what the process was for coming up with the goal number of \$1.2 million. All department heads came together as a group to discuss the needs and wants of each department and had an open discussion to determine which items could be held off and which items were important to the city as a whole. The department heads made many cuts to their own requests.

Since board members have not reviewed the packets, Mr. Painter recommends that board members review all of the information individually at home and come together at the next meeting to discuss. He asks that board members review the information with a discerning eye and be good stewards of the community's money.

**Service Department:** The service department requests are due mostly to aging equipment. Ms. Buccigross asks if the members would like Mr. Campbell to come to Thursday's meeting to provide further explanation to his requests. Mr. Solomon suggests that the members review items first, before determining if further department head explanations are needed.

**Engineering Department** – It was determined that the concrete at the fire station and city hall could be held off. The sidewalk program and tree program were reduced. The FEMA (flood homes) project was reduced to include only the property that we are currently committed to. There is discussion regarding the tree and sidewalk program. Some work is done by the service department.

**Parks & Rec Department:** The diving board item is a necessity, due to an inspection code violation. Mr. Painter asks for further explanation on the event tent. It is explained that the city currently rents tents several times a year for various events, at the cost of a couple of thousand dollars each year. The tent purchase would allow the tent to be used at many city events, not just parks and rec events.

Mr. Painter would like board members to email Ms. Buccigross any specific department head questions. Ms. Buccigross would then obtain the information and pass it along to the CIB members. This would eliminate the need for the department heads to have to provide explanations in person.

Mayor Yates explains the need to replace aging partitions in the restrooms, and the concrete at the senior center.

**Police Department:** The radio has been on the list for several years. It was supposed to be part of the Communications Center remodel. The item was removed from that project to lower the cost of the project that year.

Mr. Furey asks if the city has drug fund money that can be used. Mayor Yates explains that drug money must be used for training and education.

Members ask for a more detailed explanation of what the system will do. Chief Morgan explains that this is for a microwave link to connect our local system to the county system.

**Fitness Center:** Ms. Buccigross explains that Mr. Schroeder is looking into a four year lease of equipment in order to stay competitive with other area facilities. Mr. Carcioppolo asks if this is an ongoing lease. Mayor Yates explains the expense of replacing fitness equipment each year. This leasing program would replace all equipment every four years. The lease would include training our maintenance person to maintain the equipment. Ms. Buccigross believes this is a lease to own program. More information will be obtained by Mr. Schroeder.

Mayor Yates discusses that there is a group of residents that have requested the replacement of the hot tub. He also discusses the Synergy Room and why there is a request for turf and a garage door for the area.

Mr. Painter asks why the replacement of pool vents would cost \$11,000. Mayor Yates and Ms. Buccigross explain that this is a safety issue that needs to be addressed. The vents are underground and involve the HVAC system as well, so they are more expensive.

**Fire Department:** Ms. Buccigross discusses the options of an \$86,000 ten year lease vs. a \$150,000 five year lease for a new fire truck. It would be a lease to purchase, and the truck has a 20 year life expectancy. The current truck would have a significant cost next year to bring it up to code with a required 25 year inspection. If we did a ten year lease, we would make sure there was language in it to allow us to pay it off early without penalty, if we are able to.

**Golf Maintenance:** There is a request for greens roller. We currently do not have one. This would improve the quality of our greens, making them firmer and faster.

**IT:** Virtual hosting for the police department. The IT department would be able to provide additional information.

**Capital Infrastructure Program:** Ms. Buccigross reviews the infrastructure program items.

**5 Year Capital Outlook:** A document is provided to CIB members that detail the five year capital projects requests from department heads.

**MISCELLANEOUS:** CIB members will email any specific questions to Ms. Buccigross prior to Sept. 14<sup>th</sup>'s meeting. There is discussion that our City Charter requires CIB to meet four times per year. The fourth meeting only requires one member to present their recommendations to the finance committee.

**NEXT MEETING:** September 13, 2018 at 6:00 PM

**ADJOURNMENT:**

Motion to adjourn made by Mr. Kaplan. Seconded by Mr. Painter  
Meeting adjourns at 6:50 PM