COMMITTEE OF THE WHOLE

AGENDA

Council Chambers
3760 Darrow Road
Stow, OH

NOVEMBER 5, 2026

TIME: 6:30 P.M.

Council Members: Kyle Herman (At-Large), Chair; John Baranek (Ward 3), Vice-Chair; Cyle Feldman (At-Large), Matt Riehl (Ward 1), Kelly Coffey (Ward 2), Mario Fiocca (Ward 4), and Kim Young (At-Large).

Meeting will begin immediately following the Finance Committee meeting.

Meeting will be Live Streamed at https://stowohio.org/244/City-Council
Click on "view event" next to corresponding meeting and on You Tube @CityofStowOhio

1. **Call to Order**

2. **Roll Call**

3. **Approval of Minutes**

   a. from October 22, 2026
   2026-10-22 Committee of the Whole Miniutes - DRAFT.pdf

4. **Law Director's Report**

5. **Consideration of Business Items**

   a. 2026-173 AN ORDINANCE AMENDING CERTAIN SECTIONS OF CHAPTER 119 OF THE CODIFIED ORDINANCES OF STOW, ENTITLED "CAPITAL IMPROVEMENT PLAN", PARTICULARY SECTION 119.04 ENTITLED "PREPARATION AND SUBMISSION OF THE CAPITAL IMPROVEMENT PLAN BUDGET AND CAPITAL IMPROVEMENT PLAN" AND SECTION 119.06 ENTITLED "PROGRESS AND CLOSURE OF CAPITAL IMPROVEMENT PROJECTS."
   2026-173 Chapter 119 - Amending_Capital_Budget_Timelines.pdf

   b. 2026-174 AN ORDINANCE AUTHORIZING THE DIRECTOR OF PUBLIC SERVICE TO ADVERTISE AND SOLICIT BIDS, ON BEHALF OF THE CITY OF STOW, FOR A WATER LINE ON HUDSON DRIVE EXTENSION, AUTHORIZING AND ADOPTING PLANS AND SPECIFICATIONS PREPARED FOR THE CITY OF STOW THEREFOR; AND AUTHORIZING THE MAYOR TO MAKE AND ENTER INTO CONTRACTS AND RELATED DOCUMENTS FOR SAID SERVICES SO LONG AS PROPER AUTHORIZATION IS FIRST OBTAINED IN ACCORDANCE WITH SECTION 173.05 C.O.S. AND DECLARING AN EMERGENCY
   2026-174 Auth_to_Solicit_Bids_-_Hudson_Drive_Ext_Waterline.pdf

   c. MOTION: Approve City Council Meeting Schedule for 2027
   2027 Council Meeting Schedule Prayer List - DRAFT.pdf

   d. MOTION: Directing the Clerk to send notice to the Ohio Division of Liquor Control indicating no request for a hearing regarding for Permit 10020924-1 issued to Stow Corners LLC at 4300 LakePointe Corporate Dr.

2026-11-05 COW Motion - Liquor Permit 10020924-1 Stow Corners LLC.pdf

6. Executive Session

a. Employment of a Public Employee 121.22 (G)(1) - 2

7. Public Comment Period

8. Adjournment

ALL PERSONS WITH DISABILITIES:

The City of Stow will make the transition of all city business accessible via any reasonable accommodation. Please contact the Clerk of Council or Commission Secretary 48 hours in advance for the necessary arrangements.

PLEASE TURN OFF ALL CELL PHONES BEFORE THE MEETING

(Agendas, Minutes, Packets and Legislation posted at www.stowohio.gov)

Minutes of the Committee of the Whole held on Thursday, October 22, 2026, 6:04 pm

Call to Order

Roll Call

Council Members Present:	John Baranek, Kyle Herman, Cyle Feldman, Matt Riehl, Kelly Coffey, and Kim Young
Council Members Absent:	Mario Fiocca
City Officials Present:	Kelly Toppin, Angela Revay, Don Brooker, Mike Jones, Drew Reilly, Steve Hooten, Pete Wearstler, Heather Prusha, Mike Lang Jr., and Sonya Mottram

Approval of Minutes

- from October 8, 2026

  2026-10-08 Committee of the Whole - DRAFT.pdf

  Motion made by Kelly Coffey, seconded by Matt Riehl, to approve. Vote – Yeas: John Baranek, Kyle Herman, Cyle Feldman, Matt Riehl, Kelly Coffey, Kim Young. Nays: None. Motion carried unanimously.

Law Director's Report

Mr. Reilly said that the meeting was his last as the city's law director because he was moving to a private-sector position in economic development and public finance. He said he had not made the decision lightly and had considered what was best for his family. Looking back on his four and a half years with the city, he highlighted work on the administrative hearing board, a reasonable-accommodation process for residents with disabilities, the Commission on Inclusion, the Environmental Sustainability Commission, and the AMP Entertainment District. He also cited the 2025 charter review, responsible-bidding and contracting provisions, consolidation of prosecution services—including adding Twinsburg and Munroe Falls under the city's law department—and the Public Arts Master Plan. He was especially proud that the city had been represented as an All-America City finalist in Denver. Mr. Reilly urged council members and the public to vote yes on Issue 34, saying the law director's pay was not competitive and that at least two other attorneys in the law department earned more. He thanked his department, particularly Deputy Law Director Steve Hooten, and said he was confident Hooten would lead the department well as acting law director.

Mr. Herman thanked Mr. Reilly for his service and leadership, then invited comments. Mr. Feldman thanked Mr. Reilly for making time to listen, advise, and help which included with

personal matters. He went on to praised Mr. Hooten's flexibility, knowledge, and competence. Mr. Baranek said he had enjoyed working with Mr. Reilly and credited him with helping the city accomplish a great deal and wished him well. Mr. Baranek also said he looked forward to working with Mr. Hooten. Mrs. Coffey began by thanking Mr. Reilly for answering her many questions and calls and congratulating him on his new position.

Consideration of Business Items

- Presentation: 2026 Annual Report on Staffing - Human Resources - Chapter 132.03(c)(7)

  2026 Annual Report - Total Employees Per Department 2026. - V2pdf

  2026 Annual Staffing Report.pdf

  Ms. Arnold apologized that she did not have the presentation available to display but offered to review it while council members viewed it on their own screens. She began explaining that the annual report was required to cover several staffing topics, starting with anticipated staffing for 2026. Ms. Arnold said the 2025 staffing report had anticipated nine positions across seven classifications for 2026. These included three school resource officers and one position each for amphitheater programming, building maintenance, parks maintenance, engineering inspection, police, and part-time Parks and Recreation staffing.
  Council members asked several questions regarding the report.
  Merit budget and proposed positions**:** Mrs. ReVay said finance anticipated budgeting 6% for eligible employees' 2027 merit increases, while noting that not everyone would receive the full amount. Mrs. Coffey confirmed that the proposed positions including an engineering inspector, part-time community center maintenance worker, and economic development coordinator, as well as two engineer backfills would return for further discussion before approval, even if the operating budget passed.
  Engineering inspector: Mr. Feldman asked what the new inspector would do. Mr. Jones explained that the inspector would oversee work in the right-of-way and public improvement projects, check that contractors followed city standards, and help manage sidewalk projects. He said the department had operated with one inspector for about ten years and that engineers often had to cover field inspections. He went on to say, Young Road sidewalk project had required part-time inspection help, Darrow Road had been handled by the department's sole inspector, Tony Avolio, and engineering staff also covered work when needed. Mr. Feldman asked who inspected fiber drilling. Mr. Jones said inspection was shared among available engineering staff, with part-time help used when necessary. He confirmed that engineering had shut down Spectrum work after an inspector found it was proceeding without a permit and the department issued a stop-work order.
  Merit increases: Mr. Feldman asked about the average non-bargaining increase. Ms. Arnold said it had been 5% in 2026 and clarified that bargaining-unit increases were set by collective bargaining agreements. Mr. Baranek requested a side-by-side schedule of individual non-bargaining employees' increases for 2024, 2025, and 2026 to date. Ms. Arnold noted that increases depended on employees' anniversary dates and agreed that the comparison could be prepared.

- MOTION: Hire one (1) full-time firefighter in the Fire Department to replace a vacancy due to a resignation

2026-10-22 COW Motion - Permission to hire - Fire - Hiring Replacement Letter.pdf

Cheif Lang requested to hire one (1) firefighter in the fire department due to a resignation.

Motion made by Cyle Feldman, seconded by Matt Riehl, to approve to Hire one (1) full-time firefighter in the Fire Department to replace a vacancy due to a resignation. Vote – Yeas: John Baranek, Kyle Herman, Cyle Feldman, Matt Riehl, Kelly Coffey, Kim Young. Nays: None. Motion carried unanimously.

Executive Session

- Employment of a Public Employee 121.22 (G)(1)
- Purchase or Sale of Property 121.22 (G)(2)

Motion made by Kelly Coffey, seconded by Cyle Feldman, to recess into executive session . Vote – Yeas: John Baranek, Kyle Herman, Cyle Feldman, Matt Riehl, Kelly Coffey, Kim Young. Nays: None. Motion carried unanimously.

Council recessed at 6:21 PM.

Council reconvened at 6:49 PM.

- 2026-171 AN ORDINANCE CONFIRMING THE MAYOR'S APPOINTMENT OF ALISON SKILTON AS RECEPTIONIST FOR THE MAYOR'S OFFICE OF THE CITY OF STOW, ESTABLISHING COMPENSATION FOR SAID APPOINTEE, AND DECLARING AN EMERGENCY.

2026-171 - Alison Skilton - Receptionist

Motion made by John Baranek, seconded by Cyle Feldman, to assign a number and forward to new business on this evening's regular council meeting. Vote – Yeas: John Baranek, Kyle Herman, Cyle Feldman, Matt Riehl, Kelly Coffey, Kim Young. Nays: None. Motion carried unanimously.

- 2026-172 AN ORDINANCE AUTHORIZING THE MAYOR TO MAKE AND ENTER INTO A PURCHASE AGREEMENT AND RELATED DOCUMENTS, ON BEHALF OF THE CITY OF STOW, WITH ENVIROSCIENCE INC, FOR THE PURPOSE OF SELLING A PORTION OF ONE PARCEL OF LAND, IN THE CITY OF STOW, OHIO AND IDENTIFIED BY THE SUMMIT COUNTY AUDITOR AS PARCEL NO. 56-19701, AND DECLARING AN EMERGENCY.

2026-172 Sales Agreement - Enviroscape

Motion made by Kelly Coffey, seconded by Cyle Feldman, to assign a number and forward to new business on this evening's regular council meeting. Vote – Yeas: John Baranek, Kyle Herman, Cyle Feldman, Matt Riehl, Kelly Coffey, Kim Young. Nays: None. Motion carried unanimously.

Public Comment Period

There were no public comments this evening.

Adjournment

Motion made by John Baranek, seconded by Matt Riehl, to adjourn. Vote – Yeas: John Baranek, Kyle Herman, Cyle Feldman, Matt Riehl, Kelly Coffey, Kim Young. Nays: None. Motion carried unanimously.

The meeting adjourned at 6:50 PM.

Clerk

Chairman

REQUESTED BY FINANCE
APPROVED BY COW
ORDINANCE NO. 2026-173 INTRODUCED BY HERMAN

AN ORDINANCE AMENDING CERTAIN SECTIONS OF CHAPTER 119 OF THE CODIFIED ORDINANCES OF STOW, ENTITLED "CAPITAL IMPROVEMENT PLAN", PARTICULARY SECTION 119.04 ENTITLED "PREPARATION AND SUBMISSION OF THE CAPITAL IMPROVEMENT PLAN BUDGET AND CAPITAL IMPROVEMENT PLAN" AND SECTION 119.06 ENTITLED "PROGRESS AND CLOSURE OF CAPITAL IMPROVEMENT PROJECTS."

WHEREAS, the City of Stow wishes to amend certain sections of Chapter 119 of the Codified Ordinances of Stow relating to the presentation of the Capital Improvement Plan Budget and Progress and Closure of Capital Improvement Projects to reflect more realistic timelines;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF STOW, COUNTY OF SUMMIT AND STATE OF OHIO:

SECTION 1. That Section 119.04, entitled "Preparation and Submission of the Capital Improvement Plan Budget and Capital Improvement Plan" which currently reads:

119.04 PREPARATION AND SUBMISSION OF THE CAPITAL IMPROVEMENT PLAN BUDGET AND CAPITAL IMPROVEMENT PLAN.

The Mayor, Department of Finance, and the Department of Public Service shall meet to develop a proposed Capital Improvement Plan Budget for the succeeding fiscal year and a proposed Capital Improvement Plan. As may be necessary, input from Boards and Commissions established by the City Charter or Codified Ordinance(s) shall be requested and considered when developing the proposed Capital Improvement Plan. The proposed Capital Improvement Plan shall include a priority system developed by the Director of Finance and the Director of Public Service. The Mayor shall submit the proposed Capital Improvement Plan Budget and the proposed Capital Improvement Plan to the Finance Committee on or before its first regular meeting in July of each year.

be, and the same is, hereby amended to read:

119.04 PREPARATION AND SUBMISSION OF THE CAPITAL IMPROVEMENT PLAN BUDGET AND CAPITAL IMPROVEMENT PLAN.

The Mayor, Department of Finance, and the Department of Public Service shall meet to develop a proposed Capital Improvement Plan Budget for the succeeding fiscal year and a proposed Capital Improvement Plan. As may be necessary, input from Boards and Commissions established by the City Charter or Codified Ordinance(s) shall be requested and considered when developing the proposed Capital Improvement Plan. The proposed Capital Improvement Plan shall include a priority system developed by the Director of Finance and the Director of Public Service. The Mayor shall submit the proposed Capital Improvement Plan Budget and the proposed Capital Improvement Plan to the Finance Committee on or before its first regular meeting in ~~July~~ **August** of each year.

SECTION 2. That Section 119.06, entitled "Progress and Closure of Capital Improvement Projects" which currently reads:

119.06 PROGRESS AND CLOSURE OF CAPITAL IMPROVEMENT PROJECTS.

(a) On or before June 1 of each year, the Finance Director, shall provide to the City Council a progress report identifying the current status, any delays or issues that have arisen, and anticipated completion date for each Capital Improvement Project funded in the current Capital Improvement Plan Budget, and all previously funded projects including those funded in whole or in part by grants that have not been completed. Such report shall be delivered to the Council Clerk and presented to the Finance Committee at its regular meeting.

(b) On or before January 31 of each year, the Director of Finance, shall deliver to all City Council members, and present to the Finance Committee at its first regular meeting in February, a list of all Capital Improvement Projects completed within the preceding calendar year and ready for closure. The Finance Committee shall immediately thereafter introduce legislation closing all completed projects and directing those remaining funds, if any, be returned to account of origin or otherwise appropriated as determined by Council.

be, and the same is, hereby amended to read:

119.06 PROGRESS AND CLOSURE OF CAPITAL IMPROVEMENT PROJECTS.

(a) On or before ~~June~~ **July** 1 of each year, the Finance Director, shall provide to the City Council a progress report identifying the current status, any delays or issues that have arisen, and anticipated completion date for each Capital Improvement Project funded in the current Capital Improvement Plan Budget, and all previously funded projects including those funded in whole or in part by grants that have not been completed. Such report shall be delivered to the Council Clerk and presented to the Finance Committee at its regular meeting.

(b) On or before ~~January~~ **March** 31 of each year, the Director of Finance, shall deliver to all City Council members, and present to the Finance Committee at its first regular meeting in ~~February~~ **April**, a list of all Capital Improvement Projects completed within the preceding calendar year and ready for closure. The Finance Committee shall immediately thereafter introduce legislation closing all completed projects and directing those remaining funds, if any, be returned to account of origin or otherwise appropriated as determined by Council.

SECTION 3. This Council finds and determines that all formal actions of this Council concerning and relating to the passage of this ordinance were taken in an open meeting of this Council and that all deliberations of this Council and of any of its committees or subcommittees that resulted in those formal actions were in meetings open to the public in compliance with the law.

SECTION 4. That this Ordinance was adopted pursuant to Section 4.11 Charter, and, pursuant to Section 4.13, Charter, shall take effect thirty days after its adoption by Council and approval by the Mayor, otherwise at the earliest period allowed by law.

ADOPTED BY COUNCIL_____

ATTEST_____ _____
Sonya Mottram, CLERK OF COUNCIL Kyle Herman, PRESIDENT OF COUNCIL

FILED WITH MAYOR_____ APPROVED_____
John Pribonic, MAYOR

FILED WITH CLERK_____

APPROVED AS TO FORM EFFECTIVE DATE_____

_____
Steven M. Hooten, ACTING LAW DIRECTOR

I, Sonya Mottram, Clerk of Council, do hereby certify that copies of the foregoing were posted in accordance with Section 4.12 of the Charter and 125.01 C.O.S.

REQUESTED BY RESIDENT
APPROVED BY COW

ORDINANCE NO. 2026-174 INTRODUCED BY HERMAN

AN ORDINANCE AUTHORIZING THE DIRECTOR OF PUBLIC SERVICE TO ADVERTISE AND SOLICIT BIDS, ON BEHALF OF THE CITY OF STOW, FOR A WATER LINE ON HUDSON DRIVE EXTENSION, AUTHORIZING AND ADOPTING PLANS AND SPECIFICATIONS PREPARED FOR THE CITY OF STOW THEREFOR; AND AUTHORIZING THE MAYOR TO MAKE AND ENTER INTO CONTRACTS AND RELATED DOCUMENTS FOR SAID SERVICES SO LONG AS PROPER AUTHORIZATION IS FIRST OBTAINED IN ACCORDANCE WITH SECTION 173.05 C.O.S. AND DECLARING AN EMERGENCY

WHEREAS, The Director of Public Service requests permission to advertise and solicit bids, on behalf of the City of Stow, for a water line on Hudson Drive Extension, and to adopt plans and specifications prepared for the City of Stow therefor, and authorizing the Mayor to make and enter into contracts and related documents for said services, so long as proper authorization is first obtained in accordance with Section 173.05, C.O.S.; and

WHEREAS, it is necessary for the City to comply with the competitive bid precepts of Ohio law and the enactments of this Council governing the awarding of contracts; and

WHEREAS, it is necessary for this Council to clearly indicate its assent, so long as the same is accomplished in accordance with law; and

WHEREAS, Stephen and Deana Cheatwood, owners of property located at 3691 Hudson Drive Extension, wish to have a public water line placed along the private road and have proposed to recoup the City of Stow an amount equal to half of the cost of the proposed water line; and

WHEREAS, Stephen and Deana Cheatwood shall assign to the City any easements previously acquired for the construction of the water line and Stephen and Deana Cheatwood shall acquire any additional easements to facilitate construction; and

WHEREAS, currently the easements as presented are for 10 ft, and the City requires a perpetual 20 ft easement for the construction and continued maintenance and access of a City-maintained water line; and

WHEREAS, Stephen and Deana Cheatwood shall enter into a contract for repayment with the City after bids have been completed but prior to the start of any construction; and

WHEREAS, this Ordinance shall not be in effect until all necessary easements have been obtained and assigned to the City; and

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF STOW, COUNTY OF SUMMIT AND STATE OF OHIO:

SECTION 1. That the Engineer be, and he hereby is, authorized to advertise and solicit

bids, on behalf of the City of Stow, for a water line on Hudson Drive Extension, and to adopt plans and specifications prepared for the City of Stow therefore. The Law Director shall review the completed bid package(s) for legal form and correctness prior to advertisement.

SECTION 2. That the Mayor be, and he hereby is, authorized to make and enter into contracts and related documents with the professional services bidders for said services, in accordance with Section 173.09, C.O.S., and as specified in Section 1 hereof, according to law, so long as the proper authorization for such contracts have first been secured, in accordance with Section 173.05, C.O.S., and adequate appropriations exist.

SECTION 3. That this Council does hereby adopt, ratify, and confirm the plans and specifications, profiles and estimates of cost hereby delegated to be prepared for the City of Stow, under the authority of the Director of Public Service.

SECTION 4. This Council finds and determines that all formal actions of this Council concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council and that all deliberations of this Council and of any committees or subcommittees that resulted in those formal actions were in meetings open to the public in compliance with the law.

SECTION 5. That this Ordinance was adopted pursuant to Section 4.11, Charter, and is hereby declared to be an emergency measure necessary for the immediate preservation of the public health and safety for the reason of completing the project in a timely manner and pursuant to Section 4.13, Charter, shall take effect upon its adoption by Council and approval by the Mayor, otherwise at the earliest period allowed by law.

ADOPTED BY COUNCIL_____

ATTEST

_____ _____
Sonya Mottram, CLERK OF COUNCIL Kyle Herman, PRESIDENT OF COUNCIL

FILED WITH MAYOR _____ APPROVED_____
John Pribonic, MAYOR

FILED WITH CLERK _____

APPROVED AS TO FORM EFFECTIVE DATE_____

_____
Steven M. Hooten, ACTING LAW DIRECTOR

I, Sonya Mottram, Clerk of Council, do hereby certify that copies of the foregoing were posted in accordance with Section 4.12 of the Charter and 125.01 C.O.S.

City of Stow
Tradition Centered. Future Focused.

Council Chambers
3460 Darrow Rd., Stow OH

2027

City Council Meeting Schedule

Prayer List

Monday, January 4, 2027	Organizational	Mayor
January 14, 2027		
January 28, 2027		
February 11, 2027	2026 Capital Improvement Projects Close-out	
February 25, 2027		
March 11, 2027	Mayor "State of the City Address"	
April 8, 2027		
April 22, 2027		
May 13, 2027		
May 27, 2027		
June 10, 2027		
June 24, 2027		
July 8, 2027	5-year Capital Budget Plan Introduced	
August 12, 2027	(second Thursday)	
August 26, 2027		
September 9, 2027		
September 23, 2027		
October 14, 2027	2028 Operating Budget Introduction Comprehensive Road Plan	
October 28, 2027	5-year Capital Budget Plan Adoption Annual Staffing Report Due	
November 11, 2027	2028 Operating Budget Adoption	
December 9, 2027		

*Regular meetings are scheduled in Council Chambers unless specified at **7:00 PM**. At least one meeting will be held each month per Charter.*

DRAFT

STOW CITY COUNCIL
ATTN CLERK
3760 DARROW RD
STOW OH 44224

NOTICE TO LEGISLATIVE AUTHORITY

10020924-1 PERMIT NUMBER	**TRFO** TYPE		TO **Stow Corners LLC** **STOW CORNERS LLC** **4300 LakePointe Corporate Dr** **Stow OH 44224**
ISSUE DATE:			
FILING DATE: **10/14/2026**			
PERMIT CLASSES: **D-1 D-3 D-3A D-2**			**Muni/Village/Twp: Stow**
77187 TAX DISTRICT	**OCT**	RECEIPT NO	

FROM **10/15/2026**

04980427-1 PERMIT NUMBER		TYPE	**LAKEVIEW I LTD** **LAKEVIEW I LTD** **4300 LAKEPOINTE CORPORATE DR** **STOW OH 44224**
ISSUE DATE:			
FILING DATE:			
PERMIT CLASSES:			**Muni/Village/Twp: Stow**
77187 TAX DISTRICT	**OCT**	RECEIPT NO	

MAILED 10/22/2026 **RESPONSES MUST BE POSTMARKED NO LATER THAN 11/22/2026**

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES: **OCT TRFO 10020924-1**
(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT THE HEARING BE HELD ☐ IN OUR COUNTY SEAT ☐ IN COLUMBUS

WE DO NOT REQUEST A HEARING ☐

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature) (Title) - ☐ Clerk of City Council ☐ Township Fiscal Officer (Date)

(Printed Name) (Email Address) (Telephone No.)