



Memorandum

TO: Members of the Sustainability Committee

FROM: Matt Carroll, Chief Administrative Officer

CC: Mayor David E. Weiss

DATE: February 5, 2026

RE: Recommendation to Enter into a Contract with Coventry Land Company LLC. in the Amount Not-to-Exceed \$55,313 for Sustainability Consulting Services for the Period March 1, 2026 through February 28, 2027.

Council's Sustainability Committee was established in 2019 to formalize sustainability policies and priorities for the City. The Committee is currently chaired by Council member Tenille Kaus and includes other Council members and residents as its members. Michael Peters of Coventry Land Company LLC is the consultant who serves as the Sustainability Coordinator for the City and works with the Sustainability Committee and its subcommittees. The contract with Coventry Land Company LLC expires on February 28, 2026, and it is recommended that the contract be renewed for an eighth year.

In 2019, Council began including funds in the General Fund budget for a Sustainability Coordinator to support the Sustainability Committee and provide assistance in making recommendations for, and implementing, energy-efficiency and cost-saving initiatives, and to research and recommend best practices for City-wide sustainability. Coventry Land Company LLC was selected in 2018 after a competitive request for proposal process to provide consulting services for sustainability initiatives. Funding has been included in the 2026 General Fund budget to continue these services.

In addition to managing the agenda for the monthly Sustainability Committee meetings, Mr. Peters' 2025 - 2026 accomplishments include, among others:

- Coordinating promotion of City's sustainability initiatives on shakeronline.com via social media, and in *Shaker Life* magazine.
- Oversight of the work and budgets for the three Sustainability Committee's subcommittees, including Grow not Mow sites, Shaker Schools composting program, promotion of rooftop solar, etc.
- Management of Rust Belt Riders composting program. This program was extended to all City residents in 2025.

Last year's contract was in the amount of \$53,842; an increase of 2.75% is requested for 2026-2027.

Based on Mr. Peters' accomplishments to date, his successful work with the Sustainability Committee, and to provide for continuity in the leadership of the City's sustainability initiatives, it is recommended that the Committee approve the recommendation for a contract with Coventry Land Company LLC in the not-to-exceed amount of \$55,313 for sustainability consulting services for the period March 1, 2026 through February 28, 2027. This action is requested on first reading and as an emergency so the contract with Mr. Peters can continue with no interruption.