

**MINUTES OF THE
BOARD OF PARK COMMISSIONERS
OF THE
CLEVELAND METROPOLITAN PARK DISTRICT**

AUGUST 16, 2018

The Board of Park Commissioners met on this date, Thursday, August 16, 2018, 8:00 a.m., at the Board's office, 4101 Fulton Parkway, Cleveland, Ohio.

The roll call showed President Dan T. Moore and Vice President Debra K. Berry to be present. It was determined there was a quorum. Vice President Bruce G. Rinker arrived at the meeting at 8:45 a.m. Chief Executive Officer, Brian M. Zimmerman, Chief Financial Officer, William Chorba, and Chief Legal and Ethics Officer, Rosalina M. Fini, were also in attendance.

APPROVAL OF AMENDED MINUTES OF MAY 17, 2018.

No. 18-08-105: It was moved by President Moore, seconded by Vice President Berry and carried, to approve the Amended Minutes from the Regular Meeting of May 17, 2018 (Resolution No. 18-05-067), which were previously submitted to the members of the Board, and by them read.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Moore.
Nays: None.

APPROVAL OF MINUTES OF JULY 19, 2018.

No. 18-08-106: It was moved by Vice President Berry, seconded by President Moore and carried, to approve the minutes from the Regular Meeting of July 19, 2018, which were previously submitted to the members of the Board, and by them read.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Moore.
Nays: None.

FINANCIAL REPORT.

Chief Financial Officer, William Chorba, presented a Comparative Summary of Revenues & Expenditures 2018 vs. 2017 Year-To-Date, for the Month Ended July 31, Schedule of Accounts Receivable, Encumbrances and Investments Placed, as found on pages **86904** to **86912** and they were filed for audit.

ACTION ITEMS.

- (a) **2018 Budget Adjustment No. 5**
(Originating Sources: William Chorba, Chief Financial Officer/Brian M. Zimmerman, Chief Executive Officer)

The following amendments are requested for Board approval:

Object Code	Object Description	Original Budget			Total Prior Budget Amendments	Proposed Amendment #5 8/16/2018	Total
		Baseline Budget	Carry Over Encumbrances	Total			
OPERATING							
51	Salaries	\$ 49,001,929	\$ -	\$ 49,001,929	\$ (909)	\$ 25,100 A	\$ 49,026,120
52	Employee Fringe Benefits	18,199,468	18,271	18,217,739	(37,473)	5,000 B	18,185,266
53	Contractual Services	14,597,705	1,217,528	15,815,233	66,080	332 C	15,881,645
54	Office Operations	25,120,411	1,162,729	26,283,140	113,490	271,091 D	26,667,721
	Operating Subtotal	106,919,513	2,398,528	109,318,041	141,188	301,523	109,760,752
CAPITAL							
572	Capital Labor	1,075,000	-	1,075,000	-	-	1,075,000
572	Capital Materials	5,157,791	522,220	5,680,011	(125,162)	153 E	5,555,002
573	Capital Contracts	24,848,552	5,933,878	30,782,430	3,725,317	640,403 F	35,148,150
574	Capital Equipment	2,419,599	368,707	2,788,306	294,867	(13,724) G	3,069,449
575	Zoo Animals	75,000	2,100	77,100	-	-	77,100
576	Land	4,196,000	2,181	4,198,181	300,000	-	4,498,181
	Capital Subtotal	37,771,942	6,829,086	44,601,028	4,195,022	626,832	49,422,882
TOTALS							
Grand totals		\$ 144,691,455	\$ 9,227,614	\$ 153,919,069	\$ 4,336,210	\$ 928,355	\$ 159,183,634

An explanation of the adjustments, by category, can be found on pages **86913** to **86916**. The net effect of all adjustments is an increase of \$928,355, all of which is provided for by increased revenue, donations, grants, or other restricted funds.

- No. 18-08-107:** It was moved by Vice President Berry, seconded by President Moore and carried, to approve the 2018 Budget Adjustment No. 5 for a total increase of \$928,355 as delineated on pages **86913** to **86916**.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Moore.

Nays: None.

ACTION ITEMS (cont.)

- (b) ***Authorization of the 2019 Tax Levy Amounts and Rates***
(Originating Source: Bill Chorba, Chief Financial Officer)

By statute, the Board of Park Commissioners are required to adopt a resolution accepting the amounts and rates determined by the County Budget Commission and authorizing them to levy the taxes necessary. It is therefore requested that the Board adopt the following resolution.

**RESOLUTION ACCEPTING THE AMOUNTS AND RATES
AS DETERMINED BY THE BUDGET COMMISSION,
AND AUTHORIZING THE NECESSARY TAX LEVIES AND
CERTIFYING THEM TO THE COUNTY FISCAL OFFICER(S)**

WHEREAS, This Board of Park Commissioners, in accordance with the provisions of law, have previously adopted a Tax Budget for the next succeeding fiscal year, commencing January 1, 2019; and

WHEREAS, The Budget Commission of Cuyahoga and Medina Counties, Ohio, has certified their actions hereon to this Board, together with an estimate by the County Fiscal Officers of the rate of each tax necessary to be levied by this Board, and what part thereof is without and what part within the ten-mil tax limitation; therefore, be it

RESOLVED, By the Board of Park Commissioners of Cleveland Metroparks, of Cuyahoga and Medina counties, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Counties the rate of each tax necessary to be levied within and without the ten-mil limitation as follows:

SCHEDULE A

**Summary of Amounts Required from General Property Tax
Approved by Budget Commission and County Fiscal Officer's Estimated Tax Rates**

		County Fiscal Officer's Estimate of Tax to Be Levied	
	Estimate of amount to be derived from levies	Inside 10-Mill Limit	Outside 10-Mill Limit
General/Capital Funds	\$ (A)	.05	2.7

(A) To be provided by County Budget Commission in mid-December.

and be it further

ACTION ITEMS (cont.)

RESOLVED, that the Secretary of this Board be and is hereby directed to certify a copy of this Resolution to the County Fiscal Officer of said County.

No. 18-08-108: It was moved by Vice President Berry, seconded by President Moore and carried, to approve the resolution above.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Moore.

Nays: None.

(c) ***Authorization of Land Acquisition: Mode Property, Rocky River Reservation***
(±1.0 Acre)

(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Rosalina M. Fini, Chief Legal & Ethics Officer/Kyle G. Baker, Director of Real Estate & Senior Assistant Legal Counsel/Stephanie Kutsko, Land Protection Manager)

The Mode Property is located at 5883 Lewis Road in Olmsted Township and adjacent to Rocky River Reservation along the West Branch of the Rocky River (reference map, page **86917**). Cleveland Metroparks has the opportunity to acquire the Mode Property in fee simple title as Herbert C. Mode, Jr. has recently passed away and his daughter Monica Sharma, as the Executor of his Estate, contacted Cleveland Metroparks with an interest in selling the property. The acquisition of the Mode property will provide a buffer to the West Branch of the Rocky River. *The Emerald Necklace Centennial Plan, Cleveland Metroparks 2020, Rocky River Reservation Concept Plan* calls for the continued protection of the riparian forests and wetlands of the Rocky River. Over the years Cleveland Metroparks has acquired numerous properties along the East Branch of the Rocky River and the preservation of the Mode property will allow for the continuation of these riparian protection efforts along the West Branch of the Rocky River as well. The acquisition of this 1.0-acre property will enhance the reservation by protecting the riparian forest and eliminating an in-holding that has existed since the surrounding properties were acquired by Cleveland Metroparks in the 1920s and 1930s.

No. 18-08-109: It was moved by Vice President Berry, seconded by President Moore and carried, to authorize the acquisition of fee simple title of a ±1.0 acre property as hereinabove described, from Monica Sharma, Executor of the Estate of Herbert C. Mode, Jr., for a purchase price of \$42,500 subject to the approval of the environmental assessment report and evidence of title, including exceptions to title, by the Chief Legal and Ethics Officer;

ACTION ITEMS (cont.)

further, that the Board authorize the Chief Executive Officer to execute agreements, together with supplemental instruments related thereon, if any, as deemed necessary or appropriate and in form acceptable to the Chief Legal & Ethics Officer.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Moore.

Nays: None.

- (d) ***Authorization of Easement Acquisitions: Ontario Stone Corporation (±0.29 acres), Wendy Park Bridge – Lakefront Reservation***
(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Sean E. McDermott, Chief Planning & Design Officer/Rosalina M. Fini, Chief Legal & Ethics Officer/Kyle G. Baker, Director of Real Estate & Senior Assistant Legal Counsel/Isaac D. Smith, Conservation Program Manager)

When complete, Wendy Park Bridge will link the recently completed northern section of the Cleveland Foundation Centennial Lake Link Trail (opened in 2017) and the west bank of the Flats with Wendy Park and Lake Erie. Additionally, Wendy Park Bridge will provide an important regional trail connection between Lake Erie and the Towpath Trail via the Cleveland Foundation Centennial Lake Link Trail. Construction of the Wendy Park Bridge represents the culmination of decades of planning and multiple efforts to unlock access to the lakefront.

Construction of the Wendy Park Bridge will require acquisition of three easement interests from Ontario Stone Corporation to facilitate the construction and maintenance of the bridge. These easement interests are outlined as follows (reference map, page **86918**):

- A. Surface easement (± 0.2758 acres valued at \$125,650). This portion of the property is required to construct the bridge and trail connection.
- B. Aerial easement (± 0.0093 acres valued at \$2,100). The bridge will span over top of a small portion of Ontario Stone Corporation land, thus requiring an aerial easement.
- C. Aerial easement (± 0.0093 acres valued at \$2,100). The proposed bridge will span over top of a second small portion of Ontario Stone Corporation land, thus requiring an additional aerial easement.

An Ohio Department of Transportation (ODOT) prequalified appraiser valued the easement interests herein described at \$129,850, and Ontario Stone Corporation has agreed to sell these easement interests for the appraised amount, providing Cleveland Metroparks with the necessary easement interests required for this significant community connection.

ACTION ITEMS (cont.)

No. 18-08-110: It was moved by Vice President Berry, seconded by President Moore and carried, to authorize the acquisition of a ± 0.2758 acre surface easement, and two ± 0.0093 acre aerial easements necessary for construction and maintenance of the Wendy Park Bridge as hereinabove described, from Ontario Stone Corporation, for a purchase price of \$129,850 subject to the approval of the environmental assessment report and evidence of title, including exceptions to title, by the Chief Legal and Ethics Officer; further, that the Board authorize the Chief Executive Officer to execute agreements, together with supplemental instruments related thereon, if any, as deemed necessary or appropriate and in form acceptable to the Chief Legal & Ethics Officer.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Moore.

Nays: None.

- (e) ***Award RFP #6344-b: Bonnie Park Ecological Restoration and Site Improvement Project – Mill Stream Run Reservation – Design Builder***
(Originating Sources: Sean E. McDermott, P.E., Chief Planning and Design Officer/Tammy Oliver, Director of Project Development/Terry Robison, Director of Natural Resources)

Background:

On May 2, 2018 Cleveland Metroparks issued a Request for Qualifications (RFQ) for design-build teams to submit qualifications for the design and implementation the Bonnie Park Ecological Restoration and Site Improvement Project (Project). The restoration and improvement project include a partial or whole removal of the Bonnie Park Dam and will improve water quality and habitat quality within the Rocky River Watershed. As is allowed under Ohio law, Cleveland Metroparks staff is acting as the criteria architect on the Project.

The Bonnie Park Ecological Restoration and Site Improvement Project is funded by Ohio Environmental Protection Agency, Water Resource Restoration Sponsor Program. Additional project partners include the Northeast Ohio Regional Sewer District and Cuyahoga Soil & Water Conservation District.

The RFQ yielded five (5) responding design-build teams. The teams' statements of qualifications were reviewed by a panel of Cleveland Metroparks staff, including Sean McDermott, Tammy Oliver, Terry Robison, Chris Cheraso and Bob Burichin. Additionally, serving in advisory roles were project partners Paul Kovalcik and Meiring

ACTION ITEMS (cont.)

Borcherds from Northeast Ohio Regional Sewer District and Jared Bartley from Cuyahoga Soil & Water Conservation District. Through an independent evaluation of the qualifications, the review panel determined a short list of three teams and requested proposals from each. Following receipt of the proposal each short-listed team was interviewed. Following the interviews, the proposals from each short-listed design-build team were then ranked by the review panel in compliance with the Ohio Revised Code (ORC). As permitted by the ORC, both qualifications and proposed price are blended to produce a “best value” score. At Cleveland Metroparks election, qualifications are weighted at 70% and price at 30%. Below is a listing of the three short listed teams, and their correlating “best value” score.

Cleveland Metroparks Bonnie Park Ecological Restoration and Site Improvement Project –Mill Stream Run Reservation RFQ# 6344	
Design Build Firm	Short List
F. Buddie Contracting, Ltd.	
The Great Lakes Construction Co.	X
Mark Haynes Construction Inc.	X
RiverReach Construction	X
Schirmer Construction, LLC	

RFP# 6344-b Results:

Ranking	Design-Build Team	Price (sum)	(1) Price Component	(2) Qualifications Component	(1)+(2) Best Value Score
1	Mark Haynes Construction Inc./Hull & Associates, Inc.	\$399,660	30	63.7	93.7
2	RiverReach Construction /GPD Group/EnviroScience, Inc.	\$545,925	19	65.8	84.8
3	The Great Lakes Construction Co./Biohabitats, Inc.	\$643,300	11.7	67.9	79.6

The price reflected in the above table includes the preconstruction services fee, the due diligence and design fees, the preconstruction expenses, estimated general conditions costs (based on percentage of construction cost), construction stage design fees (based on percentage of construction cost), and the design-builder fee (based on percentage of construction cost). An estimated total project cost of \$1,880,239.65 was provided to the contractors as a common basis of expectation. Once construction documents are nearing finalization, Cleveland Metroparks staff will return to the Board to set a Guaranteed Maximum Price (GMP), at which time, inclusive of construction costs, the general conditions costs, construction stage design fees, and the design-builder fee will be finalized. Upon the negotiation of a contract with the recommended design-build firm, Mark Haynes Construction Inc. (Haynes), the preconstruction services fee, due diligence and design fee, and preconstruction expenses will be established at \$162,060.

ACTION ITEMS (cont.)**RFP Analysis:**

Staff recommends the design-build contract be negotiated and awarded to Mark Haynes Construction Inc. (“Haynes”). Although Haynes, who is based in Norwalk and has been in operation since 1982, has not contracted directly with Cleveland Metroparks they have performed effectively for the current Stage 3 of Towpath Trail construction in addition to performing positively for Lorain County Metro Parks, Cuyahoga Soil & Water Conservation District, and Northeast Ohio Regional Sewer District, among other peer organizations. Haynes’ abilities and approach to the project were well demonstrated in their qualifications, proposal and interview process. Their project team experience, understanding of the goals, and methodology will prove valuable in the execution of the Bonnie Park Ecological Restoration and Site Improvement Project. Haynes’ experience with similar and complimentary projects, along with the competitive price associated with their services, establishes their team as the “best value” when ranked against the other short-listed design/build firms. Notwithstanding, RiverReach Construction and The Great Lakes Construction Co. teams also submitted thorough proposals.

No. 18-08-111: It was moved by Vice President Berry, seconded by President Moore and carried, to authorize the Chief Executive Officer to enter into a Guaranteed Maximum Price contract with **Mark Haynes Construction Inc.**, being ranked as the “best value” for RFP# 6344-b, Bonnie Park Ecological Restoration and Site Improvement Project, Mill Stream Run Reservation, inclusive of \$162,060 for preconstruction services fee, due diligence and preconstruction stage design service fee, and preconstruction stage expenses. In the event that a GMP contract cannot be negotiated with the design-builder, a contract would then be negotiated, per Ohio Revised Code, with the next ranked design-builder, who the Board, in its discretion, has reflected in the minutes as being the next ranked design-builder. Form of contract to be approved by the Chief Legal and Ethics Officer.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Moore.

Nays: None.

(f) ***Ratification of Emergency Contract – Cleveland Metroparks Zoo Administration Building - HVAC Unit Replacement – Emergency #6373***
(*Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Sean E. McDermott, P.E., Chief Planning and Design Officer/Christopher W. Kuhar, Ph.D., Zoo Executive Director*)

Background:

The Zoo Administration Building is cooled and heated with a conventional forced air HVAC system. A main 50-ton roof top HVAC unit had been exhibiting mechanical issues that could not be overcome with piece-meal repair and has finally resulted in a

ACTION ITEMS (cont.)

complete unit failure. As a result, proper cooling temperatures are not achievable in the space. Furthermore, the subject HVAC unit supplies air to localized heating units when the system is in heat mode. Areas currently impacted in the building are Zoo Administration, Education, Zoo Society, volunteers and the Zoo Visitor Information desk area. Additionally, meeting rooms and program areas such Windows and The Auditorium, and the holding area for Zoo Ambassador Animals is also impacted. Currently 10 portable units have been brought in to temporarily condition high priority areas, including the ambassador animal space.

Emergency Quote Analysis:

Although not required in an emergency situation such as this, three replacement quotes were received to achieve competition and assurance of proper pricing. Quotes were received from Carrier (a unit of United Technologies Corporation) (\$74,500), Halo Mechanical, Inc. (\$87,800), and T.H. Martin, Inc. (\$101,500). The Carrier quote includes labor, material, and crane to remove and replace the current unit which was installed in 1995. Production of the unit will take 6-8 weeks upon receipt of the purchase order at the factory. Bidding of the project would have added an additional 6-8 weeks to the completion date, which would leave portions of the Zoo Administration Building without reliable air handling capabilities, including proper heating well after cold weather sets in. Due to the factors documented herein, rapid action was required and henceforth an emergency contract (Emergency #6373) was executed.

No. 18-08-112: It was moved by Vice President Berry, seconded by President Moore and carried, to ratify the Chief Executive Officer's action to enter into an emergency contract (Emergency #6373) with **Carrier (a unit of United Technologies Corporation)** in the lump sum amount of **\$74,500** executed August 7, 2018.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Moore.

Nays: None.

(g) ***Authorization to Enter into Grant Agreement and Commit Matching Funds (Ohio Environmental Protection Agency)***
(Originating sources: Joseph V. Roszak, Chief Operating Officer/Natalie Ronayne, Chief Development Officer/Jim Rodstrom, Director of Construction/Mike Wegas, Fleet Manager Manager/Kristen Trolio, Grants Manager)

The State of Ohio has received an allocation under the Volkswagen Mitigation Trust Fund, as part of the court-ordered settlement from Volkswagen's violations of the Clean Air Act. Funds are designated to repower or replace older diesel engines with new alternative fuel or electric engines to reduce vehicle emissions and improve air quality. The funds are allocated to specific counties in the State of Ohio, including Cuyahoga County. These funds are administered by the Ohio Environmental Protection Agency.

ACTION ITEMS (cont.)

Cleveland Metroparks has submitted an application to replace four diesel and gasoline-powered Class 5 trucks with hybrid vehicles. The four vehicles to be replaced are:

- 1997 Ford F350 that currently operates as part of maintenance of Euclid Creek Reservation
- 1997 Ford F350 that currently operates as part of maintenance of Rocky River Reservation
- 1997 Ford F350 that currently operates as part of maintenance of Lakefront Reservation
- 2007 Sterling/Mitsubishi 360-50 that currently operates in the Zoo

These vehicles will be replaced with hybrid electric diesel vehicles and will operate in the same capacity as the current vehicles. These new engines have been certified for conformity by the U.S. Environmental Protection Agency.

The project budget is as follows:

VW Mitigation Trust Fund	\$242,613
<u>Cleveland Metroparks</u>	<u>80,872</u>
TOTAL	\$323,485

The required resolution is on page **86919**.

No. 18-08-113: It was moved by Vice President Berry, seconded by President Moore and carried, to approve the authorization of the submittal of a grant application to the Ohio Environmental Protection Agency for funding assistance of ±\$242,613 through the Volkswagen Mitigation Trust Fund program as described above; to authorize and agree to obligate the funds required to satisfactorily complete the proposed purchases and become eligible for reimbursement under the terms and conditions of the program; and further, that the Board authorize the Chief Executive Officer to enter into agreements and execute any other documents as may be required to accept the grants upon award; form of document(s) to be approved by Chief Legal and Ethics Officer.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Moore.

Nays: None.

ACTION ITEMS (cont.)

- (h) ***Bedford Reservation: Authorization to Submit Grant Applications and Commit Funds***
(Originating Sources: Joseph V. Roszak, Chief Operating Officer/Natalie A. Ronayne, Chief Development Officer/Jim Rodstrom, Director of Construction/Kristen Trolio, Grants Manager/Kelly Coffman, Senior Strategic Park Planner/Chris Cheraso, Landscape Architect)

The National Recreation and Park Administration offers funding assistance for green infrastructure projects through the Great Urban Parks Campaign. This program seeks to improve both environmental and social components of urban parks through green infrastructure projects that include substantial community involvement. Cleveland Metroparks has submitted an application to this program for Dunham Park, the Park District's first managed parkland in the City of Maple Heights. Cleveland Metroparks is committed to improving the amenities in this park and this project will include pavement removal to reduce impervious surfaces, reconfiguration of the existing entrance drive to include an all-purpose trail, and addition of vegetated bioswales and a detention pond. A proposed site plan for this project is on page **86920**. This project will also include a significant volunteer component and will engage youth from MyCom, a youth development network that operates throughout Greater Cleveland.

The project costs are as follows:

NRPA :	\$200,000
<u>Cleveland Metroparks:</u>	<u>24,933</u>
Total Project:	\$224,933

- No. 18-08-114:** It was moved by Vice President Berry, seconded by President Moore and carried, to approve the authorization of the submittal of a grant application to the National Recreation and Park Administration for funding assistance of ±\$200,000 through the Great Urban Parks Campaign as described above; to authorize and agree to obligate the required matching funds and all funds required to satisfactorily complete the proposed projects and become eligible for reimbursement under the terms and conditions of the program; and further, that the Board authorize the Chief Executive Officer to enter into agreements and execute any other documents as may be required to accept the grants upon award; form of document(s) to be approved by Chief Legal and Ethics Officer.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Moore.

Nays: None.

ACTION ITEMS (cont.)

- (i) ***Change Order No. 1: Bid No. 6354 - 2018 Trail Asphalt Improvements***
(Originating Sources: Joseph V. Roszak, Chief Operating Officer/Jim Rodstrom, Director of Construction)

Background

On July 19, 2018 the Board awarded Barbicas Construction Co. a contract in the amount of \$467,466 for asphalt trail improvements in Acacia and Rocky River Reservations. Utilizing funding allocated within the budget, an additional area has been identified in Brookside Reservation for trail asphalt pavement improvements.

Contract and Change Order Summary

Original Bid Awarded July 19, 2018	Contract Amount \$467,466
Request for Change Order No. 1	
<u>Football Field Trail – Brookside Reservation:</u> 3-1/2” asphalt base and 1-1/2” asphalt surface of approximately 2,934 square yards (0.5 miles) of new all-purpose trail pavement in Brookside Reservation.	\$74,817
Total, Change Order #1	\$74,817
Total Revised Contract Including Change Order No. 1	\$542,283

The unit cost for this change order work computes to \$25.50 per square yard of new full-depth asphalt pavement installation which is comparable to the unit costs in the original awarded contract and comparable to the historic unit costs for similar paving work seen over the past few years.

2018 Budget Code: 4015001-572002-PA10005

- No. 18-08-115:** It was moved by Vice President Berry, seconded by President Moore and carried, to approve Change Order No. 1 with Barbicas Construction Co. in the amount of \$74,817 as described above resulting in a revised, total contract amount of \$542,283; further, that the Board authorize the Chief Executive Officer to execute Change Order No. 1.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Moore.

Nays: None.

ACTION ITEMS (cont.)

- (j) **Sole Source(s): Surplus Declaration(s), Auction Approval(s):**
A) Declaration of Surplus Equipment/Vehicles for 2018/2019 and Sale through GovDeals;
B) Permission for Live Auction (October 13, 2018); and
C) Purchase of Used Vehicles through Participation in Auction(s).
(Originating Sources: Joseph V. Roszak, Chief Operating Officer/William Chorba III, Chief Financial Officer)

A.) Surplus Declaration

GovDeals is an on-line clearinghouse for government surplus property. It provides a means for government agencies to post items for sale and for potential buyers to bid upon these items via an internet-based auction system. Recent results as follows:

	2014	2015	2016	2017	2018
Items Sold	128	101 (12/1)	144 (12/3)	114 (12/4)	52 (7/24)
On-Line Sale Value	\$38,401.79	\$42,534.99	\$76,051.10	\$86,256.31	\$30,859.19
Gov-Deals Cost (7.5%)	\$2,143.09	\$2,514.97	\$5,558.56	\$6,469.23	\$2,210.60

GovDeals proves to continue to be the lowest and best option even though the only other viable auction house, LightGov, LLC had a lower commission, as it has far fewer bidders and sells significantly fewer items. GovDeals has a contract with the National Joint Powers Alliance (NJPA), a consortium of which Cleveland Metroparks is a member.

Fleet Management continues to pass the entire GovDeals administrative fee of 7.5% on to the winning bidder in each instance so GovDeals invoices Cleveland Metroparks for those fees at 0%. This continues to work well with both the winning bidders and Cleveland Metroparks Fleet Management.

Fleet Management would like to continue this process while testing other auction suppliers in an effort to ensure Cleveland Metroparks is obtaining the best resale gain, paying competitive fees and searching enhanced services such as, managing listings, bidder questions and item logistics.

In 2019, it is recommended that the Park District continue the public sale of surplus equipment to the highest bidder, **primarily through an on-line auction utilizing the internet auction services** of GovDeals, Inc. to dispose of surplus items.

ACTION ITEMS (cont.)**B.) Surplus II – Declaration and Auction Permission**

However, some items would gain a better price through a live auction so in the fall of 2018 Cleveland Metroparks would like to hold a “Live Auction”, on site, at Rocky River Maintenance. This would be an opportunity for reservations to purge surplus items that typically do not make their way to the on-line auction process. The last live auction was 2007 in which Cleveland Metroparks sold 249 items with revenue of \$59,000.

Park Operations proposes holding a “Live” Surplus Auction on Saturday, October 13, 2018 at the Rocky River Management Center. It has been ten years since a live auction was held, and there is an abundance of surplus and unused equipment around the Park District. Examples might be: string trimmers, shovels, rakes, implements/attachments, etc.

As well as holding an auction, Cleveland Metroparks is also interested in participating in the same.

C.) Sole Source #6361 Summary: 2018/2019 Purchase of Used Vehicles and Equipment through Auction

Cleveland Metroparks is interested in a purchase, through auction, of pickup trucks, compact pickup trucks and service trucks to replace some of its aging fleet. Replacement focus will be vehicles from 1999-2004 or those that have repair costs that have exceeded 50% of the acquisition price. The majority of Cleveland Metroparks older fleet (1991-1994) are primarily dump trucks and may not be available for auction-purchase at this time (reason; Cleveland Metroparks is focusing on pickup trucks).

Leaning towards **2011 and newer** vehicles will provide a useful life of an additional 5-7 years and spread the replacement cost over a decade rather than the fleet maturing all at the same time (as is the current scenario). Replacing these vehicles with new would cost anywhere from \$240,000 - \$300,000. The goal through auction is to purchase 12 or more vehicles as well as equipment with a total value not to exceed \$250,000 for a period of two years.

No. 18-08-116:

It was moved by Vice President Berry, seconded by President Moore and carried, to authorize utilization of the internet auction services of GovDeals, Inc. for 2019, as described above, to dispose of 2019 Park District surplus equipment and vehicles, whereby equipment and vehicles for disposal would be authorized in writing as surplus by the respective Department Chief and the Chief Executive Officer prior to auction and subsequently require prior Board approval being secured for items with anticipated value over \$10,000;

ACTION ITEMS (cont.)

Further, that the Board authorize a live auction on October 13, 2018, as described above for 2018 selling items that normally do not make their way to the on-line process. Park District surplus equipment and vehicles, whereby equipment and vehicles for disposal would be authorized in writing as surplus by the respective Department Chief and the Chief Executive Officer prior to live auction; and

Further, that the Board approve the purchase of approximately 12-15 used vehicles and/or equipment at live auction from JJ Kane, as specified in the above Sole Source #6361, for a total amount not to exceed \$250,000 for a period of two years; and, that the Board authorize the Chief Financial Officer to generate and release a manual check in the amount of the total active auction purchase not to exceed \$250,000.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Moore.

Nays: None.

AWARD OF BIDS:**No. 18-08-117:**

It was moved by Vice President Berry, seconded by President Moore and carried, to authorize the following bid awards:

- (a) **Commodities Usage Report:**
 - **Sole Source #6330: 2018 Marine Fuel for Resale at East 55th Street Marina and Emerald Necklace Marina** (see page **86887**);
- (b) **Bid #6364: Scenic Park Bridge Deck Overlay – Rocky River Reservation** (see page **86888**);
- (c) **Bid #6367: 2018 Parkwide Painting** (see page **86890**);
- (d) **Bid #6368: Administration Parking Lot Improvements** (see page **86891**);
- (e) **Sole Source #6370: Manakiki and Sleepy Hollow Greens Drainage Installation** (see page **86893**); and
- (f) **Ohio Co-Op #6375: Five New 2019 4DR AWD Ford Explorer (Police Special) SUVs for Rangers (Replacement)** (see page **86894**).

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Moore.

Nays: None.

AWARD OF BIDS (cont.):

COMMODITIES USAGE REPORT - *“In the event the original estimate exceeds 90% consumption, an action item will be presented to the Board.”*

SOLE SOURCE #6330 SUMMARY: 2018 MARINE FUEL FOR RESALE AT EAST 55TH MARINA AND EMERALD NECKLACE MARINA

ORIGINAL ESTIMATE \$250,000

(90% = \$225,000)

The estimated encumbrance was based upon an estimated one (1) year spend of marine fuel at E. 55th and Emerald Necklace Marinas. Fuel consumption increased at both locations. Due to the construction of the fuel dock and station at the Cleveland Yacht Club (CYC) in the Rocky River, CYC boaters have been purchasing fuel from the Emerald Necklace Marina all summer. The requested commodity adjustment pays current invoices and anticipates remaining orders through the boating season.

ORIGINAL AWARD (2/15/18)	\$250,000.00
Additional Consumption/Final “Close-out” Estimate	<u>225,000.00</u>
REVISED TOTAL AWARD:	\$475,000.00

RECOMMENDED ACTION:

That the Board authorize the Chief Executive Officer to amend Resolution No. 18-02-031 to accommodate usage in excess of the original estimate as follows:

No. 18-02-031: It was moved by Vice President Rinker, seconded by Vice President Berry and carried, to award **Sole Source #6330** for the purchase of up to ~~\$250,000~~ **\$475,000** of 89 Octane fuel treated with ValvTect marine-additive product for dispensation/resale at the East 55th and Emerald Necklace Marina from certified distributor **Great Lakes Petroleum**.

Vote on the motion was as follows:

Ayes: Ms. Berry, Messrs. Moore and Rinker.

Nays: None.

(See Approval of this Item by Resolution No. 18-08-117 on Page 86887)

AWARD OF BIDS (cont.):**BID #6364 SUMMARY: SCENIC PARK BRIDGE DECK OVERLAY –
ROCKY RIVER RESERVATION**

(Originating Sources: Sean E. McDermott, P.E., Chief Planning and Design Officer/John C. Kilgore, P.E., Manager of Facilities Engineering)

Background:

Cleveland Metroparks maintains an inventory of forty-seven (47) ODOT (Ohio Department of Transportation) rated bridges that are utilized by the public. Each is inspected annually to identify needed maintenance and capital projects. Bridge RRBGR005, also known as the Scenic Park Bridge, was originally constructed in 1959 and rehabilitated in 1997. The annual inspection had noted the bridge as having a deteriorated wearing surface, the extent of which had been expanding over the last several years. The deterioration consisted of delamination and the start of chuck holes, which had been temporarily patched with asphalt. In addition, the concrete walkways and curbs were cracked and displaced, and the expansion joints are in need of re-sealing.

Plans were developed under the direction of staff that depict the complete removal and replacement of the existing 1-1/4" thick wearing surface on the bridge, perform deeper repairs if needed via contingency funds and replace broken sections of sidewalk and curbs. Also included is repair to the all-purpose trail approach slabs and replace the asphalt roadway bridge approach. While Valley Parkway will be necessarily closed at the bridge during repairs, Scenic Park / Emerald Necklace Marina will remain accessible from Detroit Avenue, and the Lakewood Dog Park, municipal facilities and all other Park facilities will remain open and accessible from the south. A signed detour between Detroit Avenue and Hogsback Lane will be put in place prior to Parkway closure and coordinated with the neighboring municipalities.

Bid Results:

On August 2, 2018, the following sealed bids were received for Bid #6364 – RRBGR005 Bridge Deck Overlay Replacement, Rocky River Reservation:

BID #6364			
RRBGR005 Bridge Deck Overlay Replacement, Rocky River Reservation			
Bidder:	Base Bid:	*Contingency 1 + 2:	Total Bid:
Bridge Specialists Inc.	\$134,009.47	\$5,985.00	\$139,994.47
DOT Construction Corp.	\$150,000.00	\$11,900.00	\$161,900.00
Great Lakes Construction Co.	\$156,782.00	\$9,100.00	\$165,882.00
Suburban Maintenance & Construction, Inc.	\$162,200.00	\$6,055.00	\$166,255.00
Schirmer Construction, LLC	\$170,400.00	\$6,545.00	\$176,945.00
Perk Company, Inc.	\$176,500.00	\$8,050.00	\$184,550.00

Engineer's Estimate = \$185,000

**Contingency 1 and 2 are for anticipated additional concrete repairs that might be uncovered after completion of demolition*

AWARD OF BIDS (cont.):**Bid Analysis:**

Following the receipt of the bids, staff performed a review, including an interview with the apparent low bidder, and recommends the acceptance and award of the RRBRG005 Bridge Deck Overlay Replacement, Rocky River Reservation to Bridge Specialists Inc., 860 Boardman – Canfield Road, Suite 203, Boardman, Ohio 33512. Bridge Specialists Inc. stated they had a thorough understanding of the project requirements and conditions of work. Bridge Specialists Inc. is a well-established general construction contractor in Northern Ohio and possesses all the relevant ODOT certifications to perform this project. Construction is expected to commence as soon as possible, with completion prior to October 19, 2018.

RECOMMENDED ACTION:

That the Board authorize the Chief Executive Officer to enter into a contract with **Bridge Specialists Inc.** as the lowest and best bidder for **Bid #6364 – RRBRG005 Bridge Deck Overlay Replacement, Rocky River Reservation**, Total Bid, in the not to exceed amount of **\$139,994.47**. In the event that the bidder cannot satisfy the bid the award will be given to the next successive bidder who the Board, in its discretion, has reflected in the minutes as being the next lower and best bidder who can satisfy the bid. The difference in cost and all related costs to the difference will be assumed by the original bidder and/or surety. Form of the contract to be approved by the Chief Legal and Ethics Officer.

(See Approval of this Item by Resolution No. 18-08-117 on Page 86887)

AWARD OF BIDS (cont.):**BID #6367 SUMMARY: 2018 PARKWIDE PAINTING**

*(Originating Sources: Joseph V. Roszak, Chief Operating Officer/
Jim Rodstrom, Director of Construction)*

Cleveland Metroparks Park Operations Department has taken inventory and condition assessments of the exterior paint and/or stain on various structures throughout the Park District, including structures at the Zoo and on golf courses. Based on those assessments, three structures were identified which warrant exterior paint and/or stain. Each structure is proposed to be properly washed, scraped, caulked (as needed), primed, and have two coats of paint and/or stain applied. Various structures also include repair or replacement of rotted wood siding before painting/staining operations begin.

The scope of work includes exterior painting and/or staining on the following buildings:

Base Bid:

1. Merwin's Wharf Restaurant-Approximately 4,500 sf of exterior wood siding
2. CanalWay Center-Approximately 15,100 sf of exterior wood siding/fence
3. East 72nd Cold Storage Building-Approximately 5,200 sf of exterior steel siding/roof

Bids were received on August 8, 2018 and are tabulated below:

Bidder Name	Lump Sum Base Bid
Feghali Brothers, LLC	\$86,000.00
Kastra, LLC	\$73,800.00
Engineer's Estimate	\$95,000.00

Staff recommends awarding the **Base Bid** to **Kastra, LLC**. Kastra has not performed any work directly for Cleveland Metroparks in the past; however, they have performed similar work for The Ohio State University, Marietta College, and Shaker Heights Schools as well as numerous other northeast and central Ohio public entities. They have been in business for 20 years and specialize industrial/commercial painting and sandblasting.

2018 Budget Codes: 4015001-573001-PA15002

RECOMMENDED ACTION:

That the Board authorize the Chief Executive Officer to enter into a contract with **Kastra, LLC** as the lowest and best bidder for Bid #6367, 2018 Parkwide Painting for the **total, lump sum amount of \$73,800.00**. In the event that the bidder cannot satisfy the bid, the award will be given to the next successive bidder who the Board, in its discretion, has reflected in the minutes as being the next lowest and best bidder who can satisfy the bid. The difference in cost and all related costs to the difference will be assumed by the original bidder and/or surety. Form of contract to be approved by the Chief Legal and Ethics Officer.

(See Approval of this Item by Resolution No. 18-08-117 on Page 86887)

AWARD OF BIDS (cont.):

BID #6368 SUMMARY: **ADMINISTRATION PARKING LOT IMPROVEMENTS
*(Originating Sources: Joseph V. Roszak, Chief Operating Officer/
 Jim Rodstrom, Director of Construction)***

In November of 2017, Cleveland Metroparks was awarded a \$245,435 grant from the Northeast Ohio Regional Sewer District for water quality treatment and detention of the stormwater runoff from the parking lot at Cleveland Metroparks Administration. The extended detention of the stormwater in the vegetated islands and pervious pavement will allow the suspended sediment and pollutants that the stormwater picks up as it runs across the pavement to settle out. In addition, the detention facilities and green infrastructure will provide storage of the stormwater with controlled discharge after rain events. After the stormwater components of the project are complete, all new asphalt pavement will be constructed over the entire parking lot.

This parking lot improvements bid reflects the following scope of work:

4. Removal of approximately 940 square yards of existing pavement, aggregate base, and concrete surface mounted concrete curbs.
5. Installation of 597 lf of various sized perforated and solid wall storm sewer pipe, 7 precast catch basins, and 1 manhole outlet structure with associated stone filter bedding and biosoil.
6. Installation of 134 lf of underground detention chambers with stone bedding and geotextile fabric.
7. 1,633 sy of new full-depth asphalt pavement.
8. 5,345 sy of 1-1/2" asphalt pavement grinding and overlay.
9. Excavation and construction of 100 square yards of pervious pavers with associated stone layered sub-grade, geogrid, and geotextile.
10. Topsoil, sodding, restoration, hydroseeding, and all other required erosion control measures.

Bids were received on August 8, 2018 and are tabulated below:

Bidder Name	Lump Sum Bid
Karvo Companies Inc.	\$293,500
Carron Asphalt Paving, Inc.	\$321,240
Ohio Paving & Construction Co.	\$284,000
Barbicas Construction Co.	\$382,444
Chagrin Valley Paving, Inc.	\$326,500
Infinity Paving Co.	\$360,634
Engineer's Estimate	\$300,000

AWARD OF BIDS (cont.):

Staff recommends awarding the **Lump Sum Bid to Ohio Paving & Construction Co.** Ohio Paving & Construction has successfully performed paving work for Cleveland Metroparks in 2015 and at E55th Marina and in 2016 at the York Road Archery Range. In addition, they have completed similar projects for other federal, public, and commercial agencies throughout this region and throughout the state of Ohio. They have been in business for 26 years and they specialize in site development, underground utility installation, and asphalt paving and maintenance.

2018 Budget Codes: 2015034-573002-AD18029, 4015001-573001-PA15001

RECOMMENDED ACTION:

That the Board authorize the Chief Executive Officer to enter into a contract with **Ohio Paving & Construction** as the lowest and best bidder for Bid #6368, Administration Parking Lot Improvements for the Lump Sum Bid amount of **\$284,000**. In the event that the bidder cannot satisfy the bid, the award will be given to the next successive bidder who the Board, in its discretion, has reflected in the minutes as being the next lowest and best bidder who can satisfy the bid. The difference in cost and all related costs to the difference will be assumed by the original bidder and/or surety. Form of contract to be approved by the Chief Legal and Ethics Officer.

(See Approval of this Item by Resolution No. 18-08-117 on Page 86887)

AWARD OF BIDS (cont.):**SOLE SOURCE #6370 SUMMARY: MANAKIKI AND SLEEPY HOLLOW GREENS DRAINAGE INSTALLATION**

DESIGNATION	Manakiki and Sleepy Hollow Golf Courses
PURCHASE PRICE and INSTALLATION	\$33,103.67 & \$33,103.68 TOTAL: \$66,207.35 (\$1.87 S/F)
Installation Services (include but are not limited to...)	Layout of a drainage system on 6-foot spacings; stripping of existing sod. Slit trenching 14-16 inches deep with laser grade control, removal of exaction. Installation of 2" c.p.t.; includes all connections. Backfill and compaction of trench profile with 60:20:20 sand organic USGA mix (Cleveland Metroparks will supply). Replace sod. Sodded trenches are left slightly mounded in prep for club to roll and prepare for opening.

Charge Codes: 4031403-4G02001-572002
4031503-5G97002-572002

The greens at Manakiki (greens #1, #3, #17) and Sleepy Hollow (greens #2, #6, #13) are clay based and do not allow for adequate drainage; rainfall will remain standing on the greens. For continuity, XGD Systems, LLC, has previously installed drainage to nine greens at Manakiki and proved to be an efficient drainage system. Executive Director of Golf, Sean McHugh-CGCS, does not know of any other company that performs this service.

With that said, staff recommends installation of a drainage system by XGD Systems, LLC.

RECOMMENDED ACTION:

That the Board approve the precision XGD Classic Greens Draining services as specified in the Sole Source #6370 summary, from **XGD Systems, LLC. for a cost to install of \$66,207.35.** Form of contract to be approved by the Chief Legal and Ethics Officer.

(See Approval of this Item by Resolution No. 18-08-117 on Page 86887)

AWARD OF BIDS (cont.):**OHIO CO-OP #6375 SUMMARY: FIVE (5) NEW 2019 4DR AWD FORD EXPLORER (POLICE SPECIAL) SUV'S FOR RANGERS (REPLACEMENTS)**

DESIGNATION	Rangers (4016030-574002)
UNIT(S) REPLACED	TBD in 2019
NEW UNIT BASE COST	\$26,999.00 each
Description	Each vehicle will be equipped with: 3.7L V6 TIVCT Engine, 6-Speck Auto Transmission, Exterior Color is Oxford White, Interior Color is Charcoal Black Cloth, Bucket Vinyl Rear Seats, Rear View Camera, Spot Light, and all standard equipment with a standard warranty, as per Quote and in full cooperation with State of Ohio Contract Number RS900718
Courtesy Lamp Disable	\$70.00
Keyed Alike	\$75.00
Power Heated Mirrors	\$60.00
Side Marked LEDS in Mirrors	\$495.00
Grill Lamp Wire	\$59.00
Rear Cargo Dome Light	\$50.00
Police Headlight Prep	\$124.00
RR DR Handles/Locks	\$34.00
Power Window Disable	\$24.00
Rear Mounting Plate	\$49.00
SYNC System	\$355.00
Trailer Hitch	\$725.00
Delivery Charge	\$285.00
UNIT TOTAL	\$29,404.00 ea.
TOTAL ORDER (x5)	\$147,020.00

It should be noted the vehicles will be purchased in 2019. Lebanon Ford Commercial Vehicle Center advised Cleveland Metroparks a letter of intent must be received by the middle of August 2018 to ensure (hold a spot) the vehicles will be in production by Ford.

The replaced units will go to on-line auction or replace units of lesser value that will go to on-line auction.

RECOMMENDED ACTION:

That the Board approve the purchase of **Five (5) New 2019 4DR AWD Ford Explorer (Police Special) SUV's**, equipped as specified in the above Ohio Co-Op #6375 summary, from **Lebanon Ford Commercial Vehicle Center**, for a total cost of **\$147,020.00** in full utilization of the Ohio Cooperative Purchasing Program, Contract Number RS900718.

(See Approval of this Item by Resolution No. 18-08-117 on Page 86887)

SERVICES (\$10,000 - \$50,000) ACQUIRED
SINCE LAST BOARD MEETING (Presented 08/16/18)

Cleveland Metroparks By-Laws, Article 5 (Procurement), Section 4 (a), as revised and approved by the Board of Park Commissioners on January 10, 2013, *"The CEO is authorized to enter into contracts and contract amendments for construction, change orders, and to purchase equipment, goods and services, and real estate, without prior approval of the Board in each instance, if the cost of the contract or contract amendment, for any single project, or the amount of the purchase, does not exceed \$50,000. Any contracts where the cost exceeds \$10,000 or any purchase where the amount exceeds \$10,000, and approved by the CEO, shall be reported to the Board at its next regularly scheduled meeting following the execution of said contract or said purchase,"* the following is provided:

<u>REF. NO. / ITEM – SERVICE</u>	<u>VENDOR</u>	<u>COST</u>	<u>PROCEDURE</u>
Various Produce (fruits/vegetables) for Zoo Animals for 2018.	Economy Produce & Vegetable Co.	\$ 3,000.00	(6)
		323.50	
		8,000.00	
		13,676.50	
		<u>15,000.00</u>	
		\$40,000.00	
Q12 Lidar to fill coverage void.	Kucera International, Inc.	\$16,000.00	(3)
Professional Services for mowing, raking, and bailing of 50 acre of hay field located off Boston Mills Road (two cuttings weather permitting). Services also include spraying of herbicide in the hay field.	Steve Mattes	\$40,750.00	(5)
Picnic for Cleveland Metroparks Zoo volunteers.	Aramark	\$12,158.97	(3)
Cleveland Metroparks engagement survey.	GALLUP	\$19,305.00	(3)
CISCO equipment for Cleveland Metroparks network.	Logicalis, Inc.	\$12,380.30	(3)
RFQ 6288 Design services for Astorhurst Disc Golf.	OHM Advisors	\$29,001.00	(5)

<u>REF. NO. / ITEM – SERVICE</u>	<u>VENDOR</u>	<u>COST</u>	<u>PROCEDURE</u>
Rental car for grant work for Natural Resources Division.	Enterprise Rental Car	\$12,150.00	(7)
Horseback Riding – First Series.	Valley Riding, Inc.	\$11,091.85	(3)
Verizon equipment orders throughout park district.	Verizon	\$10,300.00	(3)
Employee Assistance Program.	Center for Families and Children	\$12,001.00	(7)
Two Rainbird Par+ES station satellite boxes for golf course.	Wolf Creek Irrigation Co.	\$11,091.85	(3)
Two poly-V-Box salt spreaders.	Best Truck Equipment, Inc.	\$12,572.00	(7)
Flight cage netting for zoo.	Nets Unlimited	\$36,250.00	(7)
Additional construction consulting services regarding Gorge Parkway in Bedford Reservation.	SME, Inc.	\$25,000.00 <u>2,000.00</u> \$27,000.00	(7)

===== **KEY TO TERMS** =====

- (1) “BID” – Formal bid invitations sent and advertised in *The Plain Dealer* 15 days preceding the bid opening.
- (2) “COOPERATIVE” – Purchased through cooperative purchasing programs i.e. – State of Ohio, US Communities, etc.
- (3) “SOLE SOURCE” – Purchased from one source as competitive alternatives are not available.
- (4) “PROPRIETARY” – Merchandise purchased for resale directly from the brand’s manufacturer.
- (5) “PROFESSIONAL SERVICE” – Services of an accountant, architect, attorney at law, physician, professional engineer, construction project manager, consultant, surveyor or appraiser as outlined under Article 5, Sections 1-4 of the Board By Laws and defined by ORC 307.86.
- (6) “COMPETITIVE QUOTE (up to \$10,000)” – Originally estimated \$10,000 or less, quoted by three vendors.
- (7) “COMPETITIVE QUOTE (over \$10,000 to \$50,000)” – Chosen through the accumulation of three written quotes.

**CONSTRUCTION CHANGE ORDERS OR AMENDMENTS TO
PROFESSIONAL SERVICE CONTRACTS (08/16/18)**

Pursuant to Cleveland Metroparks By-Laws, Article 5 (Procurement), Section 4 (b) and (c), as revised and approved by the Board of Park Commissioners on January 10, 2013, "...the CEO is not authorized to enter into any change orders to construction contracts, without prior approval of the Board in each instance, except that the CEO is authorized to enter into change orders to construction contracts, without prior approval of the Board in each instance, where the additional cost is less than THE LESSER OF: (i) \$50,000, or (ii) ten percent (10%) of the cost of the contract. Each change order by the CEO under this Article shall be reported to the Board at the next meeting of the Board following the execution of said change order."

(c). "Amendment to Professional Service Contract. For professional service contracts greater than \$50,000, the CEO is not authorized to enter into any amendment to professional services or other special services agreement, without prior approval of the Board in each instance, except that the CEO is authorized to enter into amendments to professional services and other special services agreements for additional fees, without prior approval by the Board in each instance, where the additional fees for the agreement by the CEO pursuant to this Section, aggregate less than THE LESSER OF: (i) \$50,000, or (ii) ten percent (10%) of the cost of the agreement. Each amendment by the CEO under this Section shall be reported to the Board at the next meeting of the Board following the execution of said amendment.", the following is provided:

<u>Contract</u>	<u>Item/Service</u>	<u>Vendor</u>	<u>Change Order or Amendment</u>
<u>Euclid Beach Pier</u> \$2,026,119.15 <u>Revised Contract Amount:</u> Change order #1 adds \$18,342.28 and revises total to \$2,044,461.43.	Fabrication and installation of three custom pier arches including galvanizing and painting.	Nerone and Sons	Change Order No. 1

APPROVAL OF VOUCHERS AND PAYROLL.

No. 18-08-104: It was moved by Vice President Berry, seconded by Vice President Rinker and carried, to approve payroll and vouchers, employee withholding taxes, and ADP payroll, as identified on pages **86921** to **87111**.

Vote on the motion was as follows:

Ayes: Ms. Berry, Messrs. Moore and Rinker.

Nays: None.

PUBLIC COMMENTS.

Public comments were made by each of Laura McShane of Old Brooklyn, Ms. Marty Leshner of Olmsted Township, and Cecelia of the Edgewater neighborhood. All such comments can be heard in their entirety by accessing the “About” section of Cleveland Metroparks website at <https://clevelandmetroparks.com/about/cleveland-metroparks-organization/boards-of-park-commissioners>.

INFORMATION/BRIEFING ITEMS/POLICY.

- a. ***Chief Executive Officer’s Employee Guests***
(*Originating Source: Brian M. Zimmerman, Chief Executive Officer*)

Nicholas Hanko, Sr. Technician – Building Trades

Nicholas Hanko has been a member of the Building Trades team since September 2017. He brought to his position an extensive background in HVAC maintenance and installation. Just prior to coming to Cleveland Metroparks, Nick worked for Survoy’s Superior Service – Heating & Cooling in Brook Park, Ohio where he performed maintenance on commercial HVAC systems, coordinated jobs to be completed, reviewed schematics and HVAC drawings prior to installation, diagnosed system issues for commercial and residential systems, and worked on coolers, ice machines, and freezers, just to name a few. Nick is a graduate of Lorain County Joint Vocational School in Oberlin, Ohio, is a Sheet Metal and HVAC Systems graduate of Refrigeration Sales Corporation and has attended numerous HVAC and Electrical seminars over the course of his career.

Matthew E. Hannola, Accountant

Matthew Hannola’s career at Cleveland Metroparks actually began in 2014 when he worked as an intern in the Accounting Department. Most recently, Matt was employed as an Accountant in Cash Management for Progressive Insurance in Mayfield Village, Ohio where he was responsible for the daily reconciliation of incoming cash receipts to policy system which involved daily troubleshooting and research. He reconciled monthly

INFORMATION/BRIEFING ITEMS/POLICY (cont.)

accounts, and prepared month journal entries for Cash Management functions. During his employment at Progressive Insurance, Matt also became a Certified Public Accountant (CPA). Matt returned to Cleveland Metroparks in April 2017 as an Accountant in the Finance Department. In addition to his CPA status, Matt holds a Master of Business Administration in Accounting, and a Bachelor of Arts with a major in Accounting and a minor in Psychology, both from Baldwin Wallace University.

b. *Cleveland Hiking Club Centennial Trail*

(Originating Sources: Natalie A. Ronayne, Chief Development Officer/Karen Kannenberg, Principal Giving Director)

The Cleveland Hiking Club was founded on April 20, 1919. Since its founding the Club has been closely aligned with Cleveland Metroparks and was directly involved with identifying and establishing trails in Bedford, Brecksville, Hinckley and North Chagrin Reservations. Many of the Cleveland Hiking Club members were also involved with the creation of West Creek Reservation. Today, the Club includes more than 1,200 members and organizes approximately 400 hikes each month.

In celebration of its 100th Anniversary, the Cleveland Hiking Club made a gift to Cleveland Metroparks to support the new Lookout Ridge Trail in West Creek Reservation. Members of the Club have contributed more than \$16,000 to create this new all-weather trail that will lead hikers to a spectacular view of the forests within West Creek as well as Downtown Cleveland. In addition to its financial contribution, members of the Cleveland Hiking Club will volunteer their time to work alongside Cleveland Metroparks trails staff to build the Lookout Ridge Trail that will be completed in spring 2019.

Several members of the Cleveland Hiking Club were in attendance as Ms. Peggy Kosel presented Cleveland Metroparks with a check in the amount of \$16,000.

c. *Lake Erie Nature & Science Center Update*

(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Catherine Timko, Executive Director, Lake Erie Nature & Science Center)

Catherine Timko, Executive Director of Lake Erie Nature & Science Center (LENSC), was in attendance and provided a detailed update on Lake Erie Nature & Science Center and its affiliate relationship with Cleveland Metroparks. LENS Board President Phil Callesen was also acknowledged as being present in the audience.

INFORMATION/BRIEFING ITEMS/POLICY (cont.)

- d. ***2018 Reservation Plan Updates – Bradley Woods, Huntington, Mill Stream Run, and Rocky River Reservations***
(Originating Sources: Sean E. McDermott, P.E., Chief Planning and Design Officer, Kelly Coffman, Senior Strategic Park Planner)

Reservation Master Plans were completed in fall 2012 as part of the Emerald Necklace Centennial Plan. A rolling cycle of annual plan updates began in 2015. The cycle continues this year with Bradley Woods, Huntington, Mill Stream Run, and Rocky River Reservations. The plans help translate the Park District's Strategic Goals into actions at the reservation level and meet the National Recreation and Park Association's (NRPA) Commission for Accreditation of Park and Recreation Agencies (CAPRA) guidelines for planning activities.

Staff will present this year's draft updates, which have been informed by a team of internal stakeholders. The team includes representatives from park operations and management, planning and design, natural resources, marketing and communications, law enforcement, real estate, and outdoor experiences.

Public open houses will be held the following evenings from 5:30-7:00 PM:

- Tuesday, September 11, Bradley Woods – Codrington Shelter
- Wednesday, September 12, Huntington – Lake Erie Nature and Science Center
- Thursday, September 13, Rocky River – Emerald Necklace Marina
- Monday, September 17, Fat Heads Brewery, North Olmsted
- Tuesday, September 18, Rocky River Nature Center
- Wednesday, September 19, Mill Stream Run – Albion Woods Shelter

The draft plans will be posted on Cleveland Metroparks website. Comments will be reviewed and discussed with the stakeholder team to develop a final draft of the plans, which will be presented to the Board of Park Commissioners in December 2018.

- e. ***Focus on Wildlife: Update on Cleveland Metroparks/Michigan State University Camera Project***
(Originating Sources: Joseph V. Roszak, Chief Operating Officer/Terry L. Robison, PhD, Director of Natural Resources/Remington Moll, PhD Candidate, Michigan State University)

As outlined previously, since December 2015 Cleveland Metroparks and Michigan State University staff have placed over 200 wildlife cameras throughout the Park District as part of a long-term urban wildlife project to document the habits and habitat use by this region's wildlife species. The Focus on Wildlife project was intentionally designed to complement and build upon co-occurring research initiatives including the Plant Community Assessment Program (PCAP) and the Breeding Bird Survey. Close to 9 million images have been captured to date.

INFORMATION/BRIEFING ITEMS/POLICY (cont.)

Research objectives of the Focus project include i) documenting the distribution of coyotes, red foxes, and other wildlife in reservations, ii) monitoring rare species (e.g., gray foxes), iii) providing contextual information to aid in wildlife management (e.g., deer management and human-coyote conflict), and iv) contributing to basic ecological knowledge of urban wildlife dynamics. The project has resulted in two peer-reviewed publications in scientific journals, 19 presentations and posters at scientific meetings (including four presentation awards), 26 presentations for the public, and numerous outreach and citizen engagement initiatives. Future directions include efforts to improve the efficiency of deer population monitoring, continued research into human-wildlife relationships, expanding studies of wildlife disease incidence, and additional outreach initiatives aimed at engaging under-represented groups in the STEM fields.

Remington Moll, PhD Candidate of Michigan State University, provided a detailed presentation to the Board with respect to this project.

f. *Team Ampersand*

(Originating Sources: Anthony M. Joy, Chief Information Officer/Adam B. Harvey, Application and Web Services Administrator)

Team Ampersand, composed of Tyler Grant, Bethany Warner, Taniya Talukdar, and Craig Lawrie, won the inaugural Cleveland Metroparks Hackathon with their Virtual Trail tour system. This interactive application provided a Google Street-View style experience walking along a trail to Henry Church Rock. Additional features in this application allow guests to save & track their tours, and staff to add further interpretive elements to key spots along the trail. This technology could be expanded to provide interpretive access to guests who would be unable to experience the features available in Cleveland Metroparks.

g. *National Procurement Institute (NPI) Achievement of Excellence Award*

(Originating Source: William Chorba, Chief Financial Officer)

Cleveland Metroparks Procurement Team has been awarded the prestigious 23rd Annual Achievement of Excellence in Procurement® (AEP) for 2018 from the National Procurement Institute, Inc. (NPI). The AEP Award is earned by public and non-profit organizations that obtain a high application score based on standardized criteria. The AEP is awarded annually to recognize Innovation, Professionalism, E-Procurement, Productivity, and Leadership in the procurement function. This is the 9th time (8th consecutive) Cleveland Metroparks has won this award.

2018 had 201 successful applicants, including 45 counties, 65 cities, 27 higher education agencies, 26 school districts, 29 special districts, and 9 state agencies. Cleveland Metroparks was one of only two Ohio agencies, and one of the 29 special districts in the United States and Canada to win the award.

AWARD OF BIDS; CONSTRUCTION CHANGE ORDERS; STATUS RE: CAPITAL PROJECTS.

The following were presented to the Board for award/acknowledgment: bid tabulations, as shown on pages **86887** through **86895**; \$10,000 to \$50,000 purchased items/services report, pages **86896** through **86897**; and construction change orders, page **86898**.

DATE OF NEXT MEETING.

The next Regular Meeting of the Board of Park Commissioners was scheduled by the Board for Tuesday, September 18, 2018, 8:00 a.m. at the Trailside Program Center located within Brecksville Reservation, 9000 Chippewa Creek Drive, Brecksville, Ohio 44141.

ADJOURNMENT TO EXECUTIVE SESSION.

No. 18-08-118: At 9:57 a.m., upon motion by President Moore, seconded by Vice President Berry and carried, the meeting adjourned to an Executive Session for the purpose of discussing the Purchase/Acquisition of Real Property, as stated by Chief Legal and Ethics Officer, Rose Fini.

Vote on the motion was as follows:

- Aye: Ms. Berry
- Aye: Mr. Rinker
- Aye: Mr. Moore
- Nays: None.

No action was taken as a result of the Executive Session.

ADJOURNMENT.

No. 18-08-119: There being no further matters to come before the Board, upon motion by Vice President Rinker, seconded by Vice President Berry, and carried, President Moore adjourned the meeting at 10:46 a.m.

Vote on the motion was as follows:

- Ayes: Ms. Berry, Messrs. Moore and Rinker.
- Nays: None.

President.

Attest:

Secretary.

CLEVELAND METROPARKS
Appropriation Summary - 2018

Object Code	Object Description	Original Budget			Total Prior Budget Amendments	Proposed Amendment #5 8/16/2018	Total
		Baseline Budget	Carry Over Encumbrances	Total			
OPERATING							
51	Salaries	\$ 49,001,929	\$ -	\$ 49,001,929	\$ (909)	\$ 25,100 A	\$ 49,026,120
52	Employee Fringe Benefits	18,199,468	18,271	18,217,739	(37,473)	5,000 B	18,185,266
53	Contractual Services	14,597,705	1,217,528	15,815,233	66,080	332 C	15,881,645
54	Office Operations	25,120,411	1,162,729	26,283,140	113,490	271,091 D	26,667,721
	Operating Subtotal	106,919,513	2,398,528	109,318,041	141,188	301,523	109,760,752
CAPITAL							
572	Capital Labor	1,075,000	-	1,075,000	-	-	1,075,000
572	Capital Materials	5,157,791	522,220	5,680,011	(125,162)	153 E	5,555,002
573	Capital Contracts	24,848,552	5,933,878	30,782,430	3,725,317	640,403 F	35,148,150
574	Capital Equipment	2,419,599	368,707	2,788,306	294,867	(13,724) G	3,069,449
575	Zoo Animals	75,000	2,100	77,100	-	-	77,100
576	Land	4,196,000	2,181	4,198,181	300,000	-	4,498,181
	Capital Subtotal	37,771,942	6,829,086	44,601,028	4,195,022	626,832	49,422,882
TOTALS							
Grand totals		\$ 144,691,455	\$ 9,227,614	\$ 153,919,069	\$ 4,336,210	\$ 928,355	\$ 159,183,634

CLEVELAND METROPARKS**Appropriations 2018 - Legend - Amendment #5****OPERATING****51 SALARIES**

- \$ 25,000 Increase of appropriations for seasonal trails crew.
Appropriation increase covered by unencumbered 2017 & 2018 Trails Fund donations.
- 100 Increase of appropriations for Accrued Vacation.
Appropriation increase covered by 2017 CZS revenue not budgeted for use in 2018 and still available.

A \$ 25,100 Total increase (decrease) to Fringe Benefits

52 FRINGE BENEFITS

- \$ 5,000 Increase of appropriations for benefits for seasonal trails crew.
Appropriation increase covered by unencumbered 2017 & 2018 Trails Fund donations.

B \$ 5,000 Total increase (decrease) to Fringe Benefits

53 CONTRACTUAL SERVICES

- \$ 1,500 Transfer of appropriations from Vehicles to Misc. Contract Services for St. Martin de Porres contract.
Net budget effect is zero.
- (500) Transfer of appropriations from Misc. Contracts to Janitorial to cover shortfall.
Net budget effect is zero.
- (200) Transfer of appropriations from Maint. Service Contracts to Toilet Rental to cover shortfall.
Net budget effect is zero.
- (500) Transfer of appropriations from Misc. Contracts to Toilet Rental to cover shortfall.
Net budget effect is zero.
- 532 Transfer of appropriations from Enterprise Exp. To Maint. Service to replace fire alarm panel.
Net budget effect is zero.
- (500) Transfer of appropriations from Misc. Contracts to Janitorial Supplies to cover shortfall.
Net budget effect is zero.

C \$ 332 Total increase (decrease) to Contractual Services

CLEVELAND METROPARKS**Appropriations 2018 - Legend - Amendment #5****54 OFFICE OPERATIONS**

\$	2,638	Increase of appropriations to cover higher than expected Gasoline costs. Appropriation increase covered by 2017 CZS revenue not budgeted for use in 2018 and still available.
	16,000	Increase of appropriations to cover higher than expected Animal Food costs. Appropriation increase covered by 2017 CZS revenue not budgeted for use in 2018 and still available.
	12,071	Transfer of appropriations from Vehicles to Scholarships for additional underserved area needs. Net budget effect is zero.
	500	Transfer of appropriations from Misc. Contracts to Janitorial to cover shortfall. Net budget effect is zero.
	700	Transfer of appropriations from Misc. Contracts & Maint. Service Contracts to Toilet Rental to cover shortfall. Net budget effect is zero.
	(532)	Transfer of appropriations from Enterprise Exp. To Maint. Service to replace fire alarm panel. Net budget effect is zero.
	500	Transfer of appropriations from Mis. Contracts for janitorial supplies. Net budget effect is zero.
	5,262	Increase in appropriations for Minor Computer Equipment for software fees. Appropriation increase is covered by donation and beginning fund balances.
	10,000	Increase in appropriations for Grounds Management Supplies and Planter Materials due to new grant. Appropriation increase is covered by new grant from Ohio & Erie Canalway.
	223,952	Increase in appropriations for Fuel Resale and related sales tax and credit card expenses. Appropriation increase will be covered by resale of fuel.

D	\$	271,091	Total increase (decrease) to Office Operations
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\$	276,423	TOTAL INCREASE (DECREASE) TO OPERATIONS
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CAPITAL**572 CAPITAL MATERIALS**

\$	153	Transfer of appropriations from Capital Equipment. Net budget effect is zero.
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E	\$	153	Total increase (decrease) to Capital Materials
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CLEVELAND METROPARKS**Appropriations 2018 - Legend - Amendment #5****573 CAPITAL CONTRACTS**

\$ 564,283 Increase in appropriations for NEORS D Stormwater Maintenance Fund.
Appropriation increase will be reimbursed by NEORS D.

76,120 Increase in appropriations for virtual reality project.
Appropriation increase covered by donation.

F \$ 640,403 Total increase (decrease) to Capital Contracts

574 CAPITAL EQUIPMENT

\$ (13,571) Transfer of leftover appropriations to cover needed Contract Services & Scholarships.
Net budget effect is zero.

(153) Transfer of appropriations to Capital Materials.
Net budget effect is zero.

G \$ (13,724) Total increase (decrease) to Capital Equipment

\$ 626,832 TOTAL INCREASE (DECREASE) TO CAPITAL

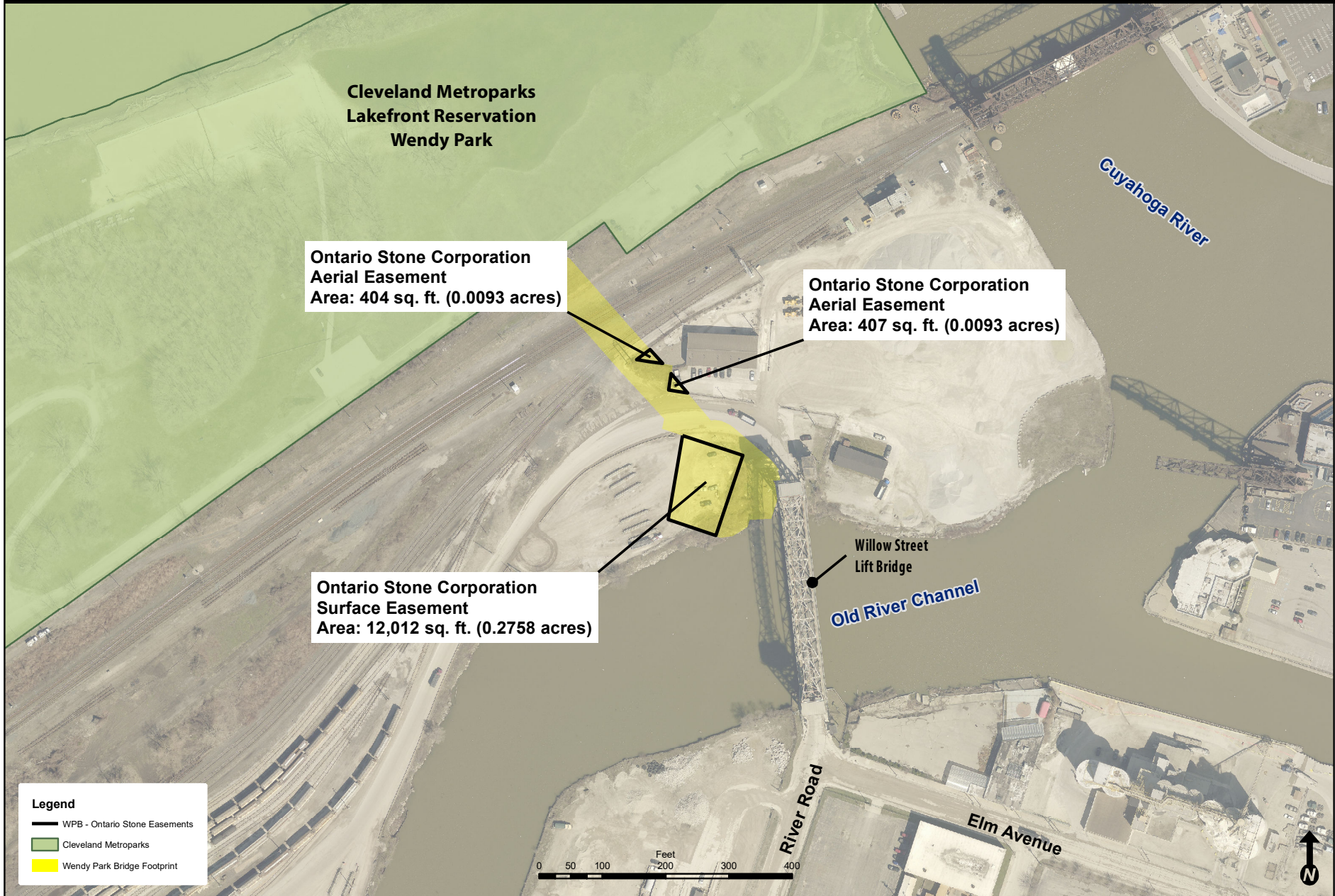
\$ 928,355 GRAND TOTAL - INCREASE (DECREASE) FOR AMENDMENT

Rocky River Reservation

Mode Property - Olmsted Township



Wendy Park Bridge - Ontario Stone Easements



**Resolution of Authorization
Volkswagen Mitigation Trust Fund**

August 16, 2018

WHEREAS, the State of Ohio through the Ohio Environmental Protection Agency, administers financial assistance for diesel engine replacements and retrofits, through the Volkswagen Mitigation Trust Fund program, and

WHEREAS, Cleveland Metroparks owns diesel vehicles that qualify for replacement under this program, and

WHEREAS, Cleveland Metroparks plans to replace four diesel and gasoline-powered vehicle with comparable hybrid vehicles, and

WHEREAS, Cleveland Metroparks desires financial assistance under the Volkswagen Mitigation Trust Fund program,

NOW, THEREFORE, be it resolved by the Board of Park Commissioners of the Cleveland Metropolitan Park District:

That the Board of Park Commissioners of the Cleveland Metropolitan Park District approves filing this application for financial assistance.

That Brian M. Zimmerman is hereby authorized and directed to execute and file an application with the Ohio Environmental Protection Agency and to provide all information and documentation required to become eligible for possible funding assistance.

That the Board of Park Commissioners of the Cleveland Metropolitan Park District does agree to obligate the funds required to satisfactorily complete the proposed project and become eligible for reimbursement under the terms of the grant program.

Dan T. Moore, President
Board of Park Commissioners

CERTIFICATE OF RECORDING OFFICER

I the undersigned, hereby certify that the foregoing is a true and correct copy of the resolution adopted by Cleveland Metroparks on the 16th day of August 2018, and that I am duly authorized to execute this certificate.

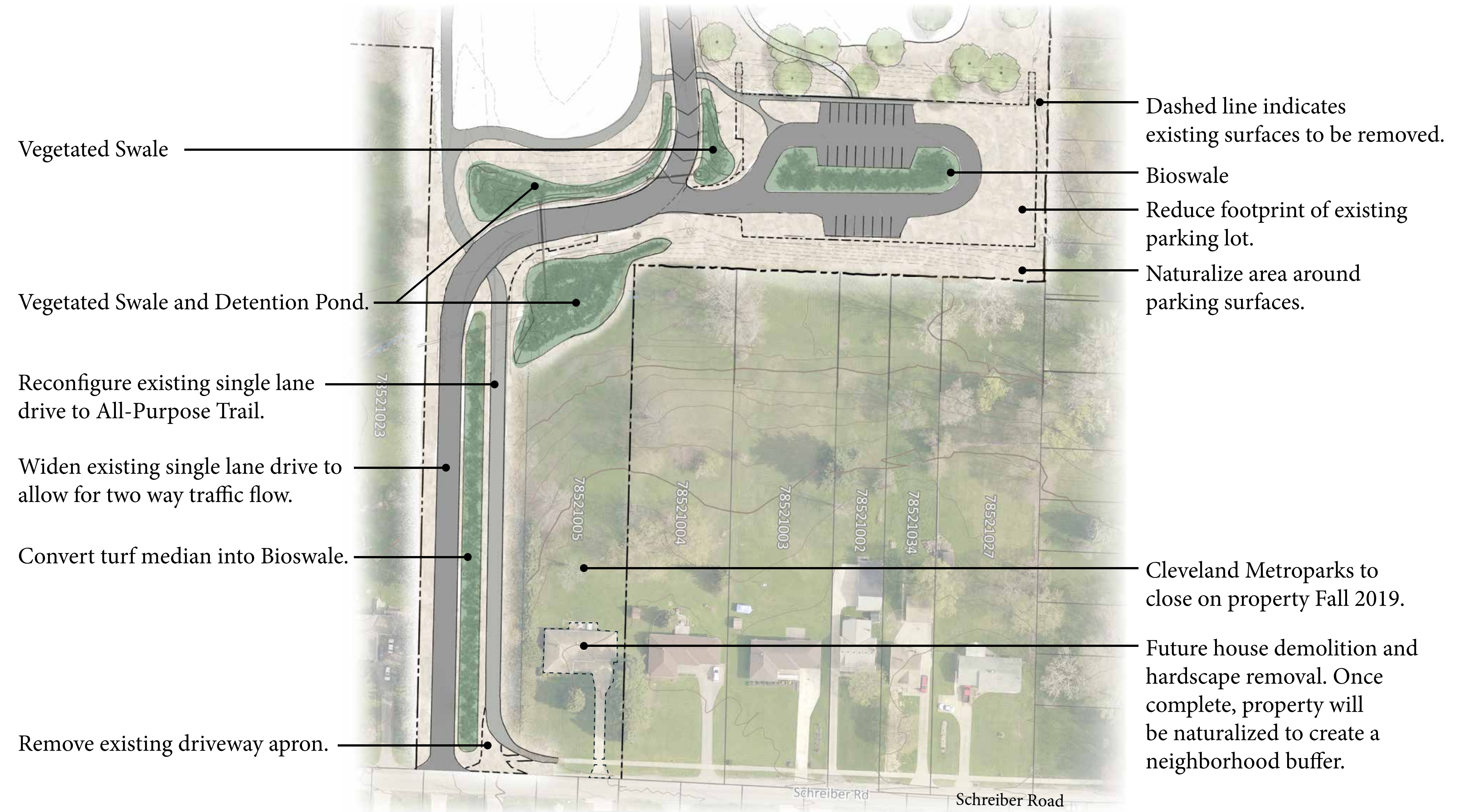
Brian M. Zimmerman
Chief Executive Officer

AUGUST 16, 2018

86920



Existing Conditions



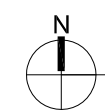
Proposed Improvements

Green Infrastructure Improvements

August 03, 2018

Dunham Park

Bedford Reservation



AUGUST 16, 2018

86921-87111

RESOLUTION NO. 18-08-104

The following vouchers have been reviewed as to legality of expenditure and conformity with the Ohio Revised Code.

Attest: _____

Chief Financial Officer

BE IT RESOLVED, that the payment of the following items, which may include Then and Now Certificates, are ratified by the Board of Park Commissioners. All expenditures have been reviewed and approved for payment by the Chief Financial Officer and Chief Executive Officer in accordance with the by-laws of the Board of Park Commissioners.

Checks dated July 13, 2018 in the amount of \$2,177,028.96

Checks dated July 20, 2018 in the amount of \$1,196,760.52

Checks dated July 27, 2018 in the amount of \$1,510,874.19

Checks dated August 3, 2018 in the amount of \$1,093,704.69

Net Payroll dated June 24, 2018 to July 8, 2018 in the amount of \$1,613,833.13

Withholding Taxes in the amount of \$373,833.29

Net Payroll dated July 9, 2018 to July 21, 2018 in the amount of \$1,574,179.12

Withholding Taxes in the amount of \$335,376.12

Bank Fees/ADP Fees in the amount of \$71,220.89

ACH Debits (First Energy; Sales Tax) in the amount of \$1,760,063.36

Visa/Travel Purchasing Card dated July 8, 2018 to August 4, 2018 in the amount of \$391,192.53

Total amount: \$12,098,066.80

PASSED: August 16, 2018

Attest: _____

President of The Board of Park Commissioners

Chief Executive Officer

RECOMMENDED ACTION:

That the Board of Park Commissioners approves **Resolution No. 18-08-104** listed above.