

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

DECEMBER 8, 2016

The Board of Park Commissioners met on this date, Thursday, December 8, 2016, 1:00 p.m., at the Board's office, 4101 Fulton Parkway, Cleveland, Ohio.

The roll call showed President Debra K. Berry, Vice President Dan T. Moore, and Vice President Bruce G. Rinker, to be present. It was determined there was a quorum. Chief Executive Officer, Brian M. Zimmerman, Chief Financial Officer, Karen Fegan, and Chief Legal and Ethics Officer, Rosalina M. Fini, were also in attendance.

APPROVAL OF MINUTES.

No. 16-12-193: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to approve the minutes from the Regular Meeting of November 17, 2016, which were previously submitted to the members of the Board, and by them read.

Vote on the motion was as follows:

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

Nays: None.

ACTION ITEMS.

- (a) ***Swearing in of Rangers***
(Originating Source: *Brian M. Zimmerman, Chief Executive Officer*)

Stephen A. Davis II

Stephen is a part-time patrol officer within the city of Vermillion, a position he has held since March 2016. He is a 2013 graduate of Muskingum University, awarded a Bachelor of Arts with a major in Communication. Stephen also attended the Lorain County College Police Academy, graduating in January 2016.

Luis A. Santiago

Luis is employed full-time as a Benefits Coordinator with the Cuyahoga County Veterans Services Commission. In addition, he is a reserve police officer with the city of Wakeman, commencing in June 2016. He received an Honorable Discharge from the U.S. Navy and is currently a member of the U.S. Navy Reserves. Luis attended the Ranger Academy at Polaris, graduating in April 2016.

Renee M. Sposit

Since February 2014, Renee has been a part-time patrol officer with the Sagamore Hills Police Department. She graduated in 2015 with a Bachelor of Criminal Justice from Tiffin University. Renee attended the Cuyahoga Community College Police Academy, graduating in December 2014.

- No. 16-12-194:** It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to appoint Stephen A. Davis II, Luis A. Santiago and Renee M. Sposit as full-time rangers for Cleveland Metroparks as authorized by Section 1545.13 of the Ohio Revised Code.

Vote on the motion was as follows:

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

Nays: None.

- (b) ***Authorization of Land Acquisition and Water Resource Restoration Sponsor Program (WRRSP) Funding Application: Jerome M. Ellerin Property (±21.4 acres) – South Chagrin Reservation***
(Originating Sources: *Brian M. Zimmerman, Chief Executive Officer/Joseph V. Roszak, Chief Operating Officer/Kyle G. Baker, Senior Assistant Legal Counsel/Isaac D. Smith, Conservation Program Manager/Stephanie A. Kutsko, Land Protection Manager/Kristen M. Trolio, Grant and Outreach Coordinator*)

Background

South Chagrin Reservation is an anchor reservation, consisting of 1,607 acres, in the eastern suburbs of Cuyahoga County, offering a variety of outdoor recreation and experiences for park users. The southeastern portion of South Chagrin Reservation

ACTION ITEMS (cont.)

includes a ±2 mile stretch of bridle trail that was constructed as a result of a 1998 acquisition of ±10 acres from the Lake Erie and Wheeling Railroad that links South Chagrin Reservation and Chagrin Falls. Adjacent to the trail is a ±38 acre undeveloped landholding consisting of a large category 3 wetland and headwater streams that has been targeted for preservation. The Village of Chagrin Falls has preserved ±16.6 acres of this landholding through a partnership with Western Reserve Land Conservancy and Cleveland Metroparks is proposing to preserve the remaining ±21.4 acres to protect the stream corridors and buffer the existing sensitive resources.

Recommended Fee Acquisition of ±21.4 Acres

Cleveland Metroparks has the opportunity to acquire an undeveloped ±21.4 acre property in the Village of Bentleyville (reference map, page **82738**). The property is owned by Jerome M. Ellerin and is adjacent to South Chagrin Reservation (“Ellerin Property”) and other protected properties held by Western Reserve Land Conservancy and Geauga Park District. After negotiations Mr. Ellerin has agreed to sell the ±21.4 acres via fee simple title for appraised value, plus consideration for property taxes due to a long closing timeline associated with the funding source, for a total purchase price of \$1,751,000. Acquisition of the Ellerin Property would preserve and protect tributaries to the Aurora Branch of the Chagrin River, high quality wetlands, and a diverse wildlife habitat.

Cleveland Metroparks has the opportunity to apply for funds through the Ohio Environmental Protection Agency’s (Ohio EPA) Ohio Water Pollution Control Loan Fund - Water Resource Restoration Sponsor Program (WRRSP) to acquire the Ellerin Property. If awarded, the WRRSP program will fund the appraised value of the Ellerin Property and due diligence costs. The proposed funding for the acquisition is shown below:

Costs:

Appraised Property Value:	\$ 1,715,000.00
Due Diligence Cost (title, environmental, closing costs, etc.):	7,750.00
Property Tax Consideration (2 years):	<u>36,000.00</u>
Total Costs	\$ 1,758,750.00

Funding:

WRRSP	\$ 1,722,750.00
Cleveland Metroparks	<u>36,000.00</u>
Total WRRSP Project	\$ 1,758,750.00

The acquisition is contingent on receiving WRRSP funding with Cleveland Metroparks contribution of \$36,000.00 toward acquisition of the Ellerin Property.

ACTION ITEMS (cont.)

No. 16-12-195: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to authorize the acquisition of fee simple title of ±21.4 acres as hereinabove described, from Jerome M. Ellerin, for a purchase price of \$1,751,000.00, contingent on funding as described above and 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 and Ethics Officer; further, that the Board authorize the submittal of a grant application to the Ohio EPA’s Ohio Water Pollution Control Loan Fund - Water Resource Restoration Sponsor Program (WRRSP) as described above; and lastly, to authorize and agree to obligate the funds required to satisfactorily complete the proposed project and become eligible for reimbursement under the terms and conditions of the WRRSP program.

Vote on the motion was as follows:

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

Nays: None.

(c) *Increase to TEC, Inc. Consulting Services regarding Administrative Office Renovations*
(Originating Source: Ronald D. Ciancutti, Director of Procurement)

At the Board meeting of August 8, 2016 the Board was informed of the \$49,500.00 expenditure with TEC Inc. Consulting Services on the “Items between \$10,000.00 - \$50,000.00” list for engineering services for the Administration Building addition and renovation.

Additional engineering services are required to update construction documents to reduce the scope of Phase 2 construction and furniture and replace aging HVAC systems.

In light of this the Board is hereby asked to approve an increase of \$9,800.00 to the award amount to accommodate the additional services. Since the original purchase order was for an amount less than \$50,000.00, the Board viewed the information item (on the \$10,000.00 - \$50,000.00 list) but did not approve the recommended action. The cross-over to the \$50,000.00 and above level now requires Board approval for a revised amount as follows:

ORIGINAL AWARD:	\$49,500.00
Additional consumption estimate	<u>9,800.00</u>
REVISED TOTAL AWARD	\$59,300.00

ACTION ITEMS (cont.)

Consequently, an increase in the total amount, as shown above, is recommended for approval by the Board at this time.

No. 16-12-196: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to authorize the increase of professional design services to TEC Inc. Consulting Services pursuant to the agenda originally approved on August 8, 2016, for a revised total estimate not to exceed \$59,300.00.

Vote on the motion was as follows:

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

Nays: None.

(d) *Agreement with Northeast Ohio Regional Sewer District*
(*Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Rosalina M. Fini, Chief Legal & Ethics Officer/Joseph Roszak, Chief Operating Officer/Terry Robison, Director of Natural Resources*)

Background:

On March 27, 2014, the Board of Park Commissioners of the Cleveland Metropolitan Park District (Board) authorized the filing on an *amicus curiae* brief in *Northeast Ohio Regional Sewer District v. Bath Township, et al.*, Supreme Court of Ohio Case No. 2013-1770, to advocate for an outcome that would advance strong regional stormwater management practices which would also enhance water quality in Cleveland Metroparks' streams, rivers and lakes and throughout Northeast Ohio. In addition, the Board authorized Cleveland Metroparks Chief Executive Officer to enter into an interagency agreement with the Northeast Ohio Regional Sewer District (NEORS) to advance their collaborative and joint efforts surrounding stormwater management and water quality. The drafting of the interagency agreement was held in abeyance during the pendency of the litigation.

On September 15, 2015, the Ohio Supreme Court upheld NEORS's authority to create and implement a stormwater management program. Since that time, NEORS has been working with its customers and member communities to implement Title 5 Stormwater Management Chapter of the NEORS Code of Regulations and Cleveland Metroparks and NEORS have been actively working to finalize their interagency agreement.

In order to promote a uniform application of Title 5, NEORS has asked Cleveland Metroparks to agree to pay a stormwater "fee" as opposed to "contributing to a fund" and would like to deem Cleveland Metroparks a "customer" instead of a "partner entity" as originally established in the March 27, 2014 Resolution. The fee would still be paid into the "Stormwater Management Reimbursement Fund" which will be used for stormwater

ACTION ITEMS (cont.)

management and water quality maintenance or construction projects performed within the jurisdictional boundaries or directly impacting lands or waters within Cleveland Metroparks, and NEORSD will still pay a matching contribution of Cleveland Metroparks' fee amount into the Fund. The staff, having reviewed NEORSD's request to utilize the Title V terminology, finds that the spirit of the collaboration codified between the parties in the March 27, 2014 Resolution is still met, and this accommodation will enable NEORSD to uniformly implement its Stormwater Management Program.

No. 16-12-197: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to authorize a modification of the terms of the interagency agreement between Cleveland Metroparks and Northeast Ohio Regional Sewer District (NEORSD) as previously authorized in the March 27, 2014 Resolution by allowing the NEORSD Code of Regulations Title 5 nomenclature to be included in the agreement and by requiring that NEORSD's annual contribution will match Cleveland Metroparks' stormwater management fee, which will be paid into the Stormwater Management Reimbursement Fund. The Chief Executive Officer is here by authorized to execute the interagency agreement once the form is approved by the Chief Legal & Ethics Officer.

Vote on the motion was as follows:

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

Nays: None.

- (e) ***Authorization of 2017 Compensation Range and Performance-Based Wage Adjustment for Non-Union Staff***
(Originating Sources: Brian Zimmerman Chief Executive Officer/Harold Harrison, Chief Human Resources Officer)

Pursuant to Article 4 of its By-Laws, the Board shall fix the compensation range for all employees. It is recommended that the Board approve a 1.0% cost of living adjustment to the market (midpoint) rates in the current non-union/regular employee compensation plan. This action will result in a non-union/regular compensation range of \$8,486.00 (\$4.08/hour) to \$237,350.00.

In addition, it is recommended that the Board approve a 3.0% performance-based wage adjustment for non-union/regular employees. Individual performance-based wage adjustments are awarded based on the forced distribution evaluation method. Total wage adjustments for non-union/regular employees will range from 1% to 4% depending on performance.

ACTION ITEMS (cont.)

The total cost to implement the recommended aggregate 3.0% wage adjustment for the 411 non-union/regular employees (289 full-time and 122 part-time) is ±\$643,365.00.

Finally, it is recommended that the Board of Park Commissioners fix the intermittent employee (seasonal, variable, and intern) compensation range at \$4.08/hour to \$29.00/hour. This includes a \$0.03 increase to the minimum due to an increase to the Ohio minimum wage for tipped employees.

No. 16-12-198: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to authorize a 1.00% cost of living adjustment to the market rates in the current non-union/regular employee compensation plan and a 3.0% aggregate performance-based wage adjustment for non-union/regular employees; that the Board fix the non-union/regular and grant-funded employee compensation range at \$8,486.00 (\$4.08/hour) to \$237,350.00 and the intermittent employee compensation range at \$4.08/hour to \$29.00/hour; the effective date of the aforementioned to be as of December 25, 2016.

Vote on the motion was as follows:

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

Nays: None.

(f) ***Change Order No. 7 – Contract No. 1182 – Mill Creek Connector Trail, Phase II, Ohio and Erie Canal Reservation***
(Originating Sources: Sean E. McDermott, P.E., Chief Planning and Design Officer, John Kilgore, P.E. – Manager of Facilities Engineering)

Background:

On May 29, 2014 the Board awarded a contract to Independence Excavating, Inc. (Independence) in the lump sum bid amount of \$3,293,000.00 for the construction of Phase II of the Mill Creek Connector Trail. Construction of the 1-1/4 mile all-purpose trail, which is now complete, involved a challenging elevation change of 130 feet requiring mass excavation and retaining wall structures.

During mass excavation activities in August of 2015 an undocumented utility was encountered within the proposed bearing foundation of the project's major retaining wall structure. Independence's work in and around the subject area was suspended until April of 2016, at which time the situation was rectified and work permitted to recommence.

Change Order No. 7:

Independence has submitted a claim in the amount of \$125,000.00 for costs related to the delay associated with the undocumented utility. The claim comprises of costs related to equipment demobilization and remobilization, material price escalation, additional testing, additional field office overhead, home office overhead, escalated labor rates and additional field supervision.

ACTION ITEMS (cont.)

Change Order No. 7 was preceded by Change Order No. 1 in the amount of \$4,956.93 for additional bridge abutment piling, Change Order No. 2 which was a credit of \$18,417.00 for a change in stone material type, Change Order No. 3 in the amount of \$118,630.66 for additional geogrid and retaining wall modifications, Change Order No. 4 in the amount of \$7,380.24 for additional plantings, Change Order No. 5 which was a credit of \$8,580.50 for the non-performance of an asphalt tack coat, and Change Order No. 6. in the amount of \$6,881.97 for additional requested erosion control features.

No. 16-12-199: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to approve Change Order No.7 with Independence Excavating, Inc. in an amount of \$125,000.00 as described above resulting in a revised, total contract amount of \$3,528,852.30 and further, that the Board authorize the Chief Executive Officer to execute Change Order No. 7, together with supplemental instruments or documents related thereto, if any, as deemed necessary or appropriate and in form acceptable to the Chief Legal and Ethics Officer.

Vote on the motion was as follows:

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

Nays: None.

(g) ***Professional Services Agreement Amendment No. 3 – Coastal and Shoreline Professional Design Services – Euclid Beach Pier – Construction Documents***
(Originating Source: Sean E. McDermott, P.E., Chief Planning and Design Officer)

Background:

On October 15, 2014 the Board authorized the Chief Executive Officer to enter into a professional services agreement with KS Associates, Inc. (KS) to cover the due diligence and preliminary engineering for the Euclid Beach Pier in accordance with their proposal dated September 17, 2014 for a not-to-exceed amount of \$149,555.00.

During due diligence performed for the pier, it was determined that a study was needed to address lake bottom variations at Villa Angela Beach and a resulting contract amendment (Amendment No. 1) was approved by the Board on March 26, 2015 in the amount of \$55,000.00.

Amendment No. 2, executed September 17, 2015 for no cost, adjusted the description of the modeling to be performed at Villa Angela Beach. Once the modeling was concluded construction documents for the improvements to Villa Angela Beach were then completed under a separate contract approved by the Board on October 1, 2015.

ACTION ITEMS (cont.)**Amendment No. 3:**

With the location and general program of the new Euclid Beach Pier solidifying, the preparation of construction documents is now the next step in the project development process. An amendment from KS was requested to consolidate both the remaining tasks from the original professional services agreement (as amended by Amendment No. 1 and No. 2) and also add the tasks related to the preparation of the necessary construction documents and necessary permitting. The re-defined and expanded scope of services now includes:

1. Preliminary Coordination and Planning
2. Finalize Preliminary and Schematic Design
3. Pier Demolition Documentation
4. Design Development
5. Environmental Permit Applications and Coordination
6. Preparation of 50% GMP Documents
7. Preparation of 100% Plans and Specifications
8. Preparation of Electrical & Water Distribution Plans and Specifications

The current proposal dated September 7, 2016 for the above mentioned tasks results in a lump sum fee increase of \$42,189.50. A final contract amendment will follow for the cost of construction administration services at which time the new Euclid Beach Pier construction commences.

No. 16-12-200:

It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to authorize the Chief Executive Officer to execute Amendment No. 3 to the professional services agreement with **KS Associates, Inc.**, for the development of construction documents as summarized above, for an additional lump sum amount of \$42,189.50, resulting in a total revised contract amount not-to-exceed \$246,744.50 in a form acceptable to the Chief Legal and Ethics Officer, pursuant to a proposal dated September 7, 2016.

Vote on the motion was as follows:

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

Nays: None.

DECEMBER 8, 2016

82731

AWARD OF BIDS:

THERE WERE NO BID ITEMS TO REPORT FOR THIS MEETING

SERVICES (\$10,000 - \$50,000) ACQUIRED
SINCE LAST BOARD MEETING (Presented 12/08/16)

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>
Professional services to search for recruitment of controller in the Finance Department.	Dise and Company	\$40,000.00	(5)
Venison processing.	Ketchem's Country Meats	\$33,072.00	(7)
Rental cars for grant work through natural resources division for a three years period.	Enterprise Rental Cars	\$30,000.00	(2)
Level 1 horseback riding series for 12 riders.	Valley Riding, Inc.	\$10,080.00	(3)
Online search and recruitment tool for Human Resources.	LinkedIn Corp.	\$10,694.25	(3)
Ohio raised beef to be used at Merwin's Wharf.	Blue Ribbon Meats, Inc.	\$50,000.00	(3)
Renewal of maintenance services on IDC/4GOV accounting software for six month period.	Aptean, Inc.	\$18,982.51	(3)
Access control system on four doors at Edgewater Beach House.	Integrated Precision Systems	\$11,106.98	(2)
Addition of equipment to complete walk up credit card processing at zoo for three year period through January 31, 2019.	Direct Payment Solutions	\$15,206.00 <u>4,030.00</u> \$19,236.00	(3)

SERVICES (\$10,000 - \$50,000) ACQUIRED (cont.)

<u>REF. NO. / ITEM – SERVICE</u>	<u>VENDOR</u>	<u>COST</u>	<u>PROCEDURE</u>
Additional changes to tiger crate. Not previously seen by Board as the total was below \$10,000.	JCS Livestock	\$ 9,201.72 <u>1,100.00</u> \$10,301.72	(7)
Professional structural engineering services for Brecksville Nature Center Auxiliary Building.	Osborn Engineering Company	\$13,750.00	(5)
Additional foundation and other engineering services for the zoo hay barn.	GPD Associates	\$31,950.00 <u>7,400.00</u> \$39,350.00	(5)
Additional resources needed beyond original estimate for sound, staging and lighting for 2016 “Boo at the Zoo.”	Vertical Sound	\$38,525.00 <u>7,704.89</u> \$46,229.89	(7)
Front end/back end development, reporting interface work, training and configuration for Natural Features Database.	GEO Solutions	\$41,000.00	(7)
Boiler replacement and installation for Manakiki Clubhouse in North Chagrin Reservation	Stack Heating and Cooling and Electrical	\$48,975.00	(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 (12/08/16)

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 No.</u>
<u>None</u>			

INFORMATION/BRIEFING ITEMS/POLICY.

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

Natalie Ronayne, Chief Development Officer

Natalie Ronayne has joined the staff of Cleveland Metroparks as its Chief Development Officer. Most recently, Natalie served as the Chief Advancement Officer of the Holden Forests & Gardens, an organization that was formed as the result of a merger between Cleveland Botanical Garden and The Holden Arboretum. Prior to the merger of these organizations, Natalie was President of Cleveland Botanical Garden. Among her notable accomplishments was her launch of the Garden's applied research program with national funding to advance the Garden's role in urban land restoration and conservation. Natalie also brings to her new role tremendous experience identifying grant opportunities, managing fundraising campaigns and cultivating relationships with both private and public donors. Natalie holds a Bachelor of Arts in Biology from Wittenberg University, and a Master of Environmental Policy and Management from Indiana University.

- b. ***Selection of Audit Firm for Cleveland Metroparks Annual Financial Audits for the Years 2016 – 2020***
(Originating Source: Karen Fegan, Chief Financial Officer)

The Ohio Revised Code (ORC) requires that the Auditor of State's (AoS) office perform an annual audit of all Public Offices. The ORC further provides that when the AoS determines they cannot audit a Public Office, he shall engage the services of an Independent Public Accountant (IPA) to perform the audit. Cleveland Metroparks was notified by the AoS that due to scheduling constraints, they were going to request the services of an IPA for our annual audit. The term of the contract is 5 years beginning with the audit for the year ending December 31, 2016.

The Auditor of State's office solicited Requests for Proposals (RFPs) from various accounting firms. The RFPs were graded by the AoS, awarding points based on the following categories:

1. Timeliness of the RFP submission (max 10 pts)
2. Quality of Prior Audit Reports filed with the AoS (max 5 pts.)
3. Quality of Workpapers reviewed by the AoS from prior audits (max 5 pts.)
4. Any Backlog of Current Audits (max 5 pts.)
5. Understanding of the Scope of the Audit (max 28 pts.)
6. Experience, Expertise and Training of the Firm (max 15 pts.)
7. Qualified MBE Firm (max 2 pts.)
8. Cost Proposal (max 10 pts.)

After the scores were tallied, the AoS shared the information with Cleveland Metroparks. Staff was then able to award a total of 5 points to one firm, and 0-4 points to the other firms.

INFORMATION/BRIEFING ITEMS/POLICY (cont.)

The cost proposals ranged from \$131,100 to \$242,086 for the full 5 year term of the contract (2016 audit - 2020 audit). In comparison, the cost from the AoS was \$30,791 for the 2015 audit alone.

	Clark Schaefer Hackett	Charles E. Harris	Plattensburg & Associates	James G. Zupka, CPA	Ciuni & Panichi
Total Points Awarded (max of 85)	79.61	75.74	73.42	79.04	71.08
Total Cost Proposal	\$131,100	\$132,290	\$138,125	\$160,300	\$242,086

The final decision, made by the AoS, was to award the five year contract to Clark, Schaefer, Hackett & Company.

- c. ***Cleveland Metroparks Nature Based Pre-School – A Natural Start***
(Originating Sources: Joseph V. Roszak, Chief Operating Officer/Wendy Weirich, Director of Outdoor Experiences)

Preschoolers have always been a key audience for Outdoor Education. A fully licensed nature-based preschool is a natural evolution for our efforts to inspire life-long nature lovers. This type of pre-school will prepare children for school while being outside for most lessons. Rocky River Nature Center Naturalist Beverly Walborn will tell us more about this exciting initiative.

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

The following were presented to the Board for award/acknowledgment: \$10,000 to \$50,000 purchased items/services report, pages **82732** through **82733**; and construction change orders, page **82734**.

APPROVAL OF VOUCHERS AND PAYROLL.

- No. 16-12-192:** It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to approve payroll and vouchers, employee withholding taxes, and ADP payroll, as identified on pages **82739** to **82807**.

Vote on the motion was as follows:

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

PUBLIC COMMENTS.

Ms. Marty Lesher of Olmsted Township read from a prepared statement. Ms. Lesher's comments can be heard in their entirety by accessing the "About Us" section of Cleveland Metroparks website under "Board Meetings/Board Meeting Archives."

DATE OF NEXT MEETING.

The next Regular Meeting of the Board of Park Commissioners was scheduled by the Board for Thursday, December 22, 2016, 8:00 a.m. at the Board's office, 4101 Fulton Parkway, Cleveland, Ohio.

ADJOURNMENT TO EXECUTIVE SESSION.

No. 16-12-201: At 2:15 p.m., upon motion by Vice President Moore, seconded by Vice President Rinker and carried, the meeting adjourned to an Executive Session for the purpose of discussing a Personnel Matter (Compensation), 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. 16-12-202: There being no further matters to come before the Board, upon motion by Vice President Moore, seconded by Vice President Rinker, and carried, President Berry adjourned the meeting at 3:24 p.m.

Vote on the motion was as follows:

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

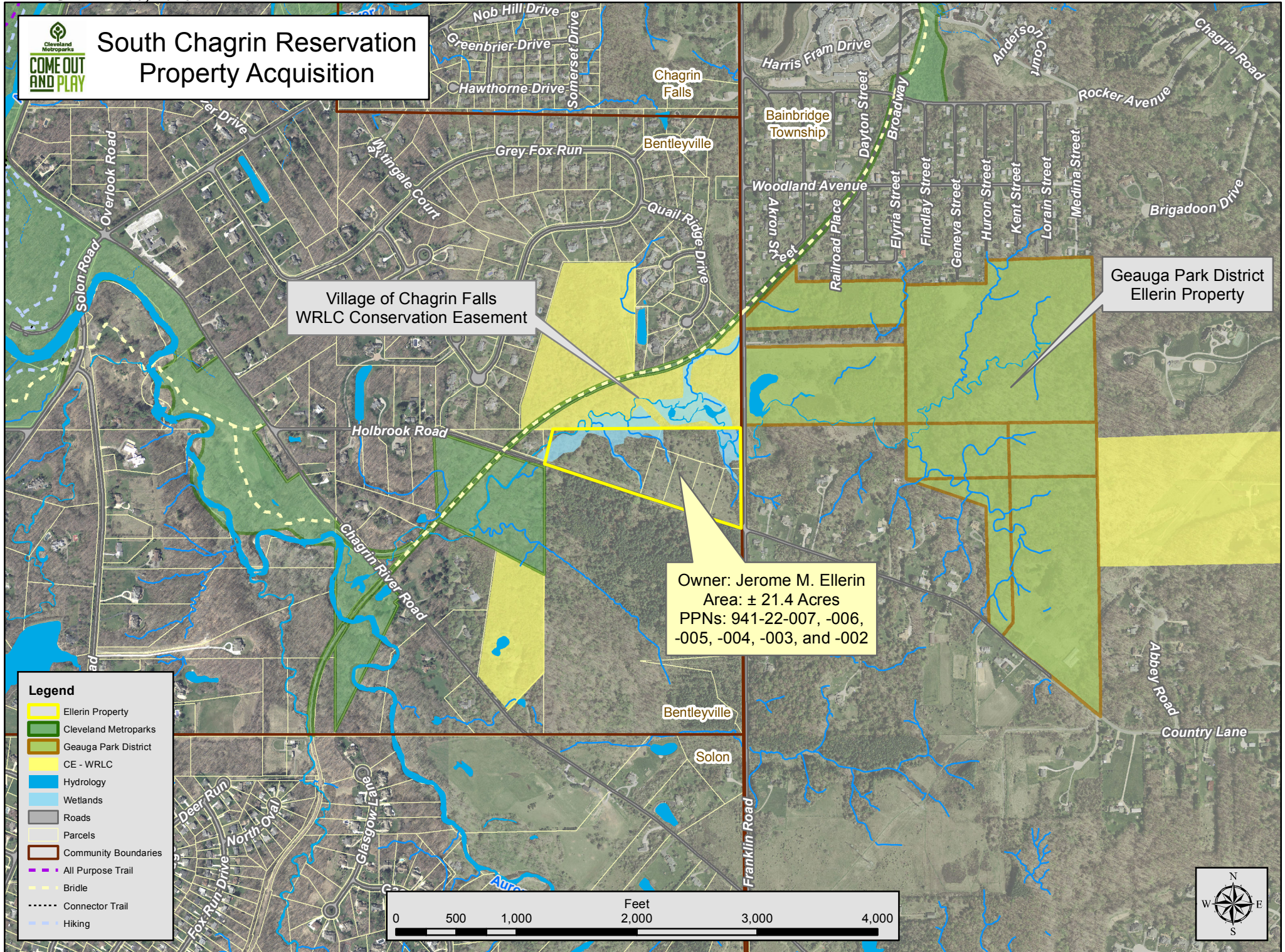
President.

Attest:

Secretary.



South Chagrin Reservation Property Acquisition

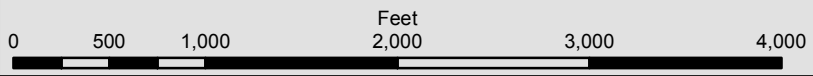


Village of Chagrin Falls
WRLC Conservation Easement

Gauga Park District
Ellerin Property

Owner: Jerome M. Ellerin
Area: ± 21.4 Acres
PPNs: 941-22-007, -006,
-005, -004, -003, and -002

- Legend**
- Ellerin Property
 - Cleveland Metroparks
 - Geauga Park District
 - CE - WRLC
 - Hydrology
 - Wetlands
 - Roads
 - Parcels
 - Community Boundaries
 - All Purpose Trail
 - Bridle
 - Connector Trail
 - Hiking



RESOLUTION NO. 16-12-192

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 following **Checks** dated November 16, 2016 in the amount of \$166,308.73; and **Checks** dated November 18, 2016 in the amount of \$515,333.79; and **Checks** dated November 22, 2016 in the amount of \$119,152.47; and **Checks** dated December 2, 2016 in the amount of \$531,191.34; and **Checks** dated December 8, 2016 in the amount of \$3,556,360.33; and **“Then and Now Certificates”** including **Visa Purchasing Card** purchases dated November 6, 2016 to November 26, 2016 in the amount of \$200,565.36; and **Visa Travel Card** purchases dated November 6, 2016 to November 26, 2016 in the amount of \$15,276.48; and **Purchases**, including but not limited to purchases of \$1,000.00 or more, as listed on the voucher summary for which certification of funds was not obtained before the purchase, be approved.

PASSED: December 8, 2016

Attest: _____
President of the Board of Park Commissioners

Chief Executive Officer

VOUCHER SUMMARY

	No. of Vendors	No. of Purchases	Average Vendor Amount	Average Purchase Amount	Code	
Bid Items	37	112	\$ 267017.09	\$ 72,162.62	C	Bid Items
Board Authorized Payments	39	110	\$ 436245.47	\$ 11,185.78	A	Board Authorized Payments
Director Approved Payments	52	127	\$ 270846.14	\$ 5,208.58	D	Director Approved Payments
Telephone-Written Quote Items	20	35	\$ 55,848.37	\$ 2,792.42	P	Telephone-Written Quote Items
Telephone Quote Items	53	83	\$ 100,509.46	\$ 1,896.40	T	Telephone Quote Items
Utilities	30	251	\$ 257,604.68	\$ 8920.16	U	Utilities
Health Insurance	1	2	\$ 2,463.63	\$ 2,463.63	H	Health Insurance
Other Exempt Items	76	83	\$ 1,065,524.65	\$ 14,000.05	E	Other Exempt Items
Non-Bid Items less than \$1,000	59	88	\$ 16,334.51	\$ 276.86	N	Non-Bid Items less than \$1,000
Purchases Obtained w/o Cert.	1	1	\$ 2,952.66	\$ 2,952.66	S	Purchases Obtained w/o Cert.
	368	892	\$ 4,888,346.66	\$ 13,283.55		\$ 5,491.21

- N - Purchases less than \$1,000 for vendors who do not accept a credit card; purchase order is printed
- T - Telephone quoted items from \$1,000 to \$5,000 (Various vendors of our choice are contacted to provide a verbal quotation on a specific item. A minimum of three phone quotes are observed.)
- P - Telephone quoted items from \$5,001 to \$10,000 (The lowest of three phone quotes must submit a written quote.)
- D - Items from \$10,001 to \$50,000 approved by Chief Executive Officer including Article XII purchases.
- E - Exempt items - (Taxes, assessments, credit card payments and permit fees which require timely payments, employee reimbursements, prisoner housing, court costs, refunds, petty cash, special purchase account, land acquisition expense up to \$5,000 to secure closing transactions and legal obligations of the board.)
- C - A complete descriptive bid specification is developed, advertised for public notice and awarded to the lowest and/or best bidder including Article XII purchases.
- A - Board authorized payments.
- U - Utilities
- H - Health insurance purchase in accordance with our negotiated bargaining agreements and other employee/group insurance premiums.
- S - Purchases obtained without certifications of funds.

RECOMMENDED ACTION:

That The Board of Park Commissioners approves **Resolution No. 16-12-192** listed above.