

**MINUTES OF THE
BOARD OF PARK COMMISSIONERS
OF THE
CLEVELAND METROPOLITAN PARK DISTRICT
MARCH 20, 2025**

The Board of Park Commissioners met on this date, Thursday, March 20, 2025, 8:00 a.m., at the Board's office, 4101 Fulton Parkway, Cleveland, Ohio.

The roll call showed President Yvette M. Ittu, 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, Wade Steen, and Chief Legal and Ethics Officer, Rosalina M. Fini, were also in attendance.

APPROVAL OF MINUTES.

No. 25-03-034: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to approve the minutes from the Regular Meeting of February 20, 2025, which were previously submitted to the members of the Board, and by them read.

Vote on the motion was as follows:

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

Nays: None.

FINANCIAL REPORT.

Chief Financial Officer, Wade Steen, presented a Comparative Summary of Revenues & Expenditures 2025 vs. 2024 Year-To-Date, and for the Month Ended February 28. Also provided is a Schedule of Accounts Receivable and Investments, which along with the Comparative Summary is found on pages **103282** to **103289**.

ACTION ITEMS.**(a) 2025 Budget Adjustment No. 2**

(Originating Sources: Wade Steen, Chief Financial Officer/Brian M. Zimmerman, Chief Executive Officer)

The following amendments are requested for Board approval:

**CLEVELAND METROPARKS
Appropriation Summary - 2025**

Object Code	Object Description	Original Budget			Total Prior Budget Amendments	Proposed Amendment #2 3/20/2025	Total
		Baseline Budget	Carry Over Encumbrances	Total			
OPERATING							
51	Salaries	\$ 73,399,278	\$ -	\$ 73,399,278	\$ -	\$ (9,536) A	\$ 73,389,742
52	Employee Fringe Benefits	25,356,338	121,139	25,477,477	-	3,000 B	25,480,477
53	Contractual Services	20,467,911	1,996,507	22,464,418	140	62,650 C	22,527,208
54	Operations	33,738,465	4,189,319	37,927,784	67,860	270,201 D	38,265,845
	Operating Subtotal	152,961,992	6,306,966	159,268,958	68,000	326,315	159,663,273
CAPITAL							
571	Capital Labor	\$ 1,053,294	\$ 39,691	\$ 1,092,985	\$ -	\$ -	1,092,985
572	Capital Construction Expense	94,780,279	16,182,752	110,963,031	183,045	1,420,946 E	112,567,022
574	Capital Equipment	3,949,389	1,618,677	5,568,066	56,000	75,000 F	5,699,066
575	Zoo Animals	100,000	500	100,500	-	-	100,500
576	Land	2,500,000	59,573	2,559,573	-	-	2,559,573
	Capital Subtotal	102,382,962	17,901,192	120,284,154	239,045	1,495,946	122,019,146
TOTALS							
Grand totals		\$ 255,344,954	\$ 24,208,158	\$ 279,553,112	\$ 307,045	\$ 1,822,261	\$ 281,682,419

An explanation of adjustments, by category, can be found on pages **103290** to **103292**.

The net effect of all adjustments is an increase of \$1,822,261 which is funded by increased revenue, donations, grants, or received but previously unappropriated funds.

No. 25-03-035:

It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to approve 2025 Budget Adjustment No. 2 for a total increase of \$1,822,261 as delineated on pages **103290** to **103292**.

Vote on the motion was as follows:

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

Nays: None.

ACTION ITEMS (cont.)**(b) *Club Metro 2025 Financial Request***

(Originating Sources: Charlie Rosol, Club Metro President/Angelec Hillsman, Club Metro Treasurer)

Background

Club Metro, the non-profit employee club for Cleveland Metroparks, wishes to extend appreciation to the Board of Park Commissioners for its financial support of \$6,500.00 in 2024.

With financial support in 2024, Club Metro helped support employee activities through networking/social events (employee picnic, holiday party, tobogganing, etc.), charitable events, and support of Charity Choice.

Club Metro's 2025 membership currently includes 190 Cleveland Metroparks employees and retirees.

In 2024, Club Metro received \$10,916.63 from activity fees and \$8,120.00 from membership dues from current/new employees and retirees (at \$40.00/employee). An agreed upon procedures (AUP) engagement was performed for the year ended December 31, 2024. An AUP is an attestation engagement that involves performing specific procedures and reports any findings without providing an opinion or conclusion. The procedures performed included: reconcile the December 31, 2024 cash balance to bank statements; review and trace individual revenue transactions appearing in Club Metro accounting records to bank statement to validate the source and amount of at least 75% of all receipts and disbursements recorded in 2024; reconcile all amounts presented on the Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Balance of Club Metro to underlying accounting records, and note any activities subject to unrelated business income tax, excise tax or other tax, and review whether required filings with tax authorities are up to date. The AUP engagement was performed by Cleveland Metroparks Finance Staff and is on file with Club Metro President Charlie Rosol, Treasurer Angelec Hillsman, and Cleveland Metroparks Chief Financial Officer Wade Steen, with no irregularities reported. As of December 31, 2024, the current treasury balance is \$4,790.05.

Activities planned for 2025 may include but are not limited to: tobogganing, a summer picnic, a holiday party, float the river, hayride, support activities for Charity Choice, and more.

No. 25-03-036:

It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to authorize payment of \$6,500 to Club Metro for 2025, with Club Metro's pledge to match the funding of \$6,500 through membership dues and fees.

Vote on the motion was as follows:

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

Nays: None.

ACTION ITEMS (cont.)**(c) *Revised Investment Policy Adoption***

(Originating Sources: Wade Steen, CPA, Chief Financial Officer/Rosalina M. Fini, Chief Legal & Ethics Officer/Katie M. McVoy, Legal Counsel)

Pursuant to Article 1, Section 1(a) of the Board of Park Commissioner By-Laws, the Board must review Board-level policies at least every five (5) years or more often as necessary. The existing Board Investment Policy which is being reviewed two years after its last five-year review in 2023, does not contain substantial changes and may be adopted upon one public reading. The changes proposed to the Investment Policy provide consistency with all applicable Ohio Revised Code (“ORC”) sections. The following policy is before the Board for review of the minor changes and adoption:

Investment Policy

The Board of Park Commissioners of the Cleveland Metropolitan Park District (Cleveland Metroparks) funds are to be invested according to the investment principles of safety, liquidity and return. These principles are detailed in Cleveland Metroparks Investment Policy. The Investment Policy applies to the investment of all the financial assets of Cleveland Metroparks including, but not limited, to the following: general, capital, internal service and restricted funds. The Investment Policy further clarifies the Chief Financial Officer’s investment responsibilities to exercise the standard of prudence, establish internal controls, monitor credit risk, diversify, ensure proper custody and report monthly investments to the Board of Park Commissioners.

Staff have reviewed the policy and propose modest edits to include more specific statutory language and references to the ORC.

The revised Investment Policy can be found at pages **103293** to **103297**.

No. 25-03-037:

It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to adopt the revised “Investment Policy” for implementation pursuant to Article 1, Section 1(a) of the Board’s By-Laws.

Vote on the motion was as follows:

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

Nays: None.

(d) *Adoption of Revised Multiple Policies*

(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Rosalina M. Fini, Chief Legal & Ethics Officer/Anthony M. Joy, Chief Information Officer/Priscila A. Rocha, Legal Counsel/Gary A. Butzback, Controller/Ken Schabitzer, Captain/Dana L. Eppele, Real Estate Paralegal)

Pursuant to Article 1, Section 1(a) of the Board of Park Commissioner By-Laws, the Board must review Board-level policies at least every five (5) years. Existing Board policies which are being reviewed at the five-year anniversary and contain no substantial

ACTION ITEMS (cont.)

changes, may be adopted upon one public reading. The following policies are before the Board for review of the minor changes and adoption:

Processing Requests for Public Records

The purpose of the “Processing Requests for Public Records Policy” is to provide direction to all Cleveland Metroparks staff regarding how to process requests for public records and to strictly adhere to the Ohio’s Public Records Act. Modifications have been made to address changes to Ohio Law.

Electronic Execution of Contracts, Instruments and Documents

The purpose of the “Electronic Execution of Contracts, Instruments and Documents Policy” is to provide a more efficient delivery and execution of contracts, instruments and documents through electronic means in a manner that is consistent with the Uniform Electronic Transaction Act. Modest changes have been made to address digital signatures and case law updates.

The full Policies can be found at pages **103298** to **103304**.

No. 25-03-038: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to adopt the revised “Processing Requests for Public Records Policy” and the “Electronic Execution of Contracts, Instruments and Documents Policy” found at pages **103298** to **103304** for implementation pursuant to Article 1, Section 1(a) of the Board’s By-Laws.

Vote on the motion was as follows:

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

Nays: None.

(e) *Adoption of 2025 By-Laws*

(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Rosalina M. Fini, Chief Legal & Ethics Officer/Kyle Baker, Senior Legal Counsel & Director of Real Estate/Gregory L. Headley, Director of Risk Management/Katie M. McVoy, Legal Counsel/Priscila A. Rocha, Legal Counsel)

Background

Cleveland Metroparks is committed to continuously improving procedures and in order to implement a new Virtual Public Meetings Policy authorized by Ohio Law, staff is recommending the approval of By-Law changes at this March 2025 meeting.

Since By-Law changes are being brought forth at this time, staff is also recommending a few additional changes to address a consistent approach to contract amendments and to acknowledge higher insurance deductibles.

No. 25-03-039: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to adopt the 2025 By-Laws as reflected on pages **103305** to **103311**.

ACTION ITEMS (cont.)

Vote on the motion was as follows:

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

Nays: None.

(f) *Authorization of Land Acquisition: Harrison Property (± 18.4 acres) – Hinckley Reservation*

(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Rosalina M. Fini, Chief Legal & Ethics Officer/Kyle G. Baker, Director of Real Estate & Senior Legal Counsel/Stephanie A. Kutsko, Senior Real Estate Manager/Alexis E. Triozzi, Staff Attorney)

The Harrison Property is located north of Ledge Road and east of Kellogg Road in Hinckley Township and is adjacent to Hinckley Reservation (reference map, page **103312**). This ± 18.4-acre property is an important acquisition for Hinckley Reservation as it is adjacent to the Ledge Lake and Ledge Pool Recreation Area. This portion of Hinckley Reservation offers swimming, fishing, sand volleyball, and picnicking. Ledge Lake is a 3-acre lake that is stocked for fishing and provides access to hiking and bridle trails as well. The Harrison Property is located in one of Cleveland Metroparks priority watersheds, and the northern portion of the property includes two tributaries that feed into Johnson's Creek. The acquisition of the Harrison Property would contribute to Cleveland Metroparks goal of protecting stream corridors and preserving core habitat while providing an additional buffer to the Ledge Lake portion of Hinckley Reservation, preventing development directly adjacent to this popular destination.

After extensive negotiations, the Harrison family has agreed to sell the ± 18.4-acre property via fee simple title for \$735,000. Cleveland Metroparks has proposed a 2026 closing date to allow Cleveland Metroparks the opportunity to seek outside funding to assist with the acquisition costs. The Harrison family has agreed to a 2026 closing with the contingency that Cleveland Metroparks shall deposit \$495,000 in earnest money into escrow prior to the expiration of a due diligence period. The earnest money shall be released to the Harrison family following the completion of the due diligence period, subject to a mortgage being recorded on the Harrison Property to protect Cleveland Metroparks. Acquisition of the Harrison Property will preserve streams and habitat in an area of significant ecological value.

No. 25-03-040:

It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to authorize the acquisition of fee simple title of ± 18.4 acres as hereinabove described, from Kathleen A. Olson, Patricia A. Harding, James S. Harrison, Jr., Carol J. Rusnacko, Scott J. Harrison, and David W. Harrison, for a purchase price of \$735,000, 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

ACTION ITEMS (cont.)

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. Ittu, Messrs. Moore and Rinker.

Nays: None.

(g) *Authorization to Submit Grant Application and Commit Funds – Recreational Trails Program – Hinckley Reservation*

(Originating Sources: Natalie Ronayne, Chief Development Officer/Jim Rodstrom, Director of Construction/Kristen Trolio, Director of Grants)

The Recreational Trails Program (“RTP”) is a cooperation between the Ohio Department of Natural Resources (“ODNR”) and the Federal Highway Administration (“FHWA”) to fund trail projects in the State of Ohio. Eligible projects under RTP include the construction of connector and loop trails and trailheads, as well as maintenance and repairs to existing trails. Cleveland Metroparks received funds from this program in 2018 for construction of the Engle Road Connector Trail in Big Creek Reservation, in 2020 for construction of the Eastern Ledge Trail on the K. Hovnanian property in Euclid Creek Reservation, and in 2022 for the Garfield Pond Loop Trail.

Cleveland Metroparks proposes to submit an application to the 2025 RTP for completion of the Hinckley Lake Loop Trail. This project includes construction of two major sections of trail around Hinckley Lake totaling $\pm 4,700$ linear feet including $\pm 1,000$ linear feet of rerouted trail on the west side of the lake, a portion of which will be floating boardwalk to replace a segment of trail that is compromised and eroding. Once complete, guests can safely loop Hinckley Lake and access the lake’s amenities such as the Hinckley Lake Boathouse and Spillway swim area. The trail will comply with all applicable trail accessibility standards.

The proposed project budget for Cleveland Metroparks 2025 RTP application is below:

Recreational Trails Program	\$150,000
<u>Cleveland Metroparks</u>	<u>\$ 30,000</u>
TOTAL:	\$180,000

No. 25-03-041:

It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to authorize and agree to submit an application to the Ohio Department of Natural Resources for funding assistance from the Recreational Trails Program in the amount of $\pm \$150,000$ for the above described project in Hinckley Reservation; upon grant award notification, to authorize and agree to obligate matching funds in the amount of $\pm \$30,000$ to satisfactorily complete the project 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 any agreement(s) and execute any other documents as may be required to

ACTION ITEMS (cont.)

accept the grant award; form of document(s) to be approved by the Chief Legal & Ethics Officer; and finally, that the Board authorize a resolution as referenced on page **103313**.

Vote on the motion was as follows:

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

Nays: None.

- (h) ***Cleveland Harbor Eastern Embayment Resilience Strategy (CHEERS) – Authorization to Submit Grant Application to the National Oceanic and Atmospheric Administration (NOAA) Transformational Habitat Discretionary Grant Program and Commit Match (Originating Sources: Sean E. McDermott, P.E., Chief Planning and Design Officer/ Kelly Coffman, Principal Planner/Kristen Trolio, Director of Grants)***

Cleveland Metroparks and our partners have developed the Cleveland Harbor Eastern Embayment Resilience Strategy (“CHEERS”) concept and technical drawings over the past few years with support from the National Fish and Wildlife Foundation. Regulatory approvals for the overall project are underway, but the planning timeline by the U.S. Army Corps of Engineers to incorporate CHEERS into their dredge management plans extends until approximately 2030, with construction approvals requiring at least one additional year. However, current estimates identify the existing dredge material storage facilities will reach capacity by 2029 and thus, an early action project is needed.

The Habitat Loop portion of CHEERS has been identified as a timely solution to this urgent need. The Habitat Loop can be permitted separately from the overall CHEERS project and can provide crucial dredge capacity prior to the Port of Cleveland’s deadline of 2029. In addition, the Habitat Loop will provide proof of concept and demonstrate the range of benefits provided by CHEERS, including the creation of in-water and nearshore habitat for a variety of fish and bird species.

The project site is immediately north of Interstate 90. This early action will help protect I-90 from wave action and improve fish habitat by constructing shoreline wetlands, living breakwalls, and upland shoreline habitat. The project will also deliver on two priorities of the adjacent St. Clair Superior neighborhood in the City of Cleveland by expanding opportunities for fishing and creating places to touch the water in an area of naturalized shoreline.

The proposed project budget* is as follows:

NOAA Transformational Habitat	\$ 9,500,000
Cleveland Metroparks	\$ 1,000,000
City of Cleveland	\$ 1,400,000
Port of Cleveland	\$ 100,000
TOTAL	\$12,000,000*

*The project total will be refined as design advances and final cost estimates are prepared.

ACTION ITEMS (cont.)

No. 25-03-042: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to authorize and agree to submit an application to the National Oceanic and Atmospheric Administration for funding assistance from the Transformational Habitat Program in the amount of \$9,500,000 for the above described project; upon grant award notification, to authorize and agree to obligate matching funds in the amount of ±\$1,000,000 to satisfactorily complete the project 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 any agreement(s) and execute any other documents as may be required to accept the grant award; form of document(s) to be approved by the Chief Legal & Ethics Officer.

Vote on the motion was as follows:

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

Nays: None.

- (i) ***Professional Services Agreement – RFQu #6910/PID 118700 – CUY-Valley Parkway Bridge Rehabilitation, Rocky River Reservation – Professional Construction Inspection Services for Cleveland Metroparks***
(Originating Sources: Sean E. McDermott, P.E., Chief Planning and Design Officer/ Christopher Papp, P.E., Civil Engineer/Michele Crawford, Project Development Manager/Seth Keller, Project Manager)

Background

On August 18, 2022, the Board of Park Commissioners provided authorization (Resolution No. 22-08-119) to apply for Municipal Bridge Funding (“MBF”) in accordance with O.R.C. Section 302.21 from Ohio Department of Transportation (“ODOT”). Cleveland Metroparks was granted \$2,000,000 in MBF for Valley Parkway Bridge Rehabilitation (“Project”). The MBF funds up to 80% of eligible construction costs and for this funding cycle, also utilizes Toll Revenue Credits for another 15% of construction costs (up to a total request of \$2.5 million), leaving a 5% local share for construction costs. Funded construction costs include construction inspection and administration.

The existing bridge is a 158-foot long, two-span, non-composite prestressed box beam bridge. Constructed in 1969 and rehabilitated in 2000, the bridge has reached the end of its useful life. The bridge has a General Appraisal of 4 (Poor Condition) which is primarily due to deterioration of the prestressed concrete box beams and steel railings. The Project generally includes the replacement of the superstructure for the bridge that carries Valley Parkway over Rocky River in Rocky River Reservation. The new superstructure will consist of composite prestressed concrete box beams. The abutment backwalls will be replaced and the abutments and piers will have minor patching repairs. Also included is approach roadway, all-purpose trail work, railing, guardrail and a rock vane. A vehicular and pedestrian detour has been established.

ACTION ITEMS (cont.)

On February 20, 2025, the Board of Park Commissioners approved Schirmer Construction as the low bidder and authorized the Chief Executive Officer to enter a contract for construction of the Project (Resolution No. 25-02-022). On March 3, 2025, Schirmer began work with the closure of Valley Parkway.

The construction inspection is partially funded with federal funds, and, therefore, must follow the ODOT consultant selection process in compliance with Ohio Revised Code Sections 153.65 through 153.71 and Federal Regulation 23 C.F.R. 172. On February 3, 2025, Cleveland Metroparks issued a Request for Qualifications (RFQu #6910) for interested ODOT prequalified parties to submit qualifications for Professional Consulting Services for Cleveland Metroparks Construction Inspection for the Project in the form of a letter of interest (“LOI”) that was posted through the Programmatic Selection Process used by ODOT which requires responding firms to answer qualification questions within a set format.

RFQu Response and LOI Analysis

Cleveland Metroparks staff prepared RFQu #6910 and requested that the respondents demonstrate qualifications relative to Project’s scope, which includes providing comprehensive inspection and supplemental testing services for the Project. The professional services RFQu yielded five (5) responses from highly qualified consultant teams. Statements of qualifications were reviewed by a panel of Cleveland Metroparks staff, including Seth Keller, Michele Crawford, Sean McDermott, and Chris Papp, pursuant to Ohio Revised Code 153.69.

Through an independent evaluation of the qualifications, the review panel determined a short list of three firms based off of key personnel, understanding of the general project approaches, and ability to meet stated objectives. CTL Engineering, Inc. (“CTL”), DLZ Ohio, Inc. (“DLZ”), and Quality Control Inspections, Inc. (“QCI”) were the short-listed firms. These selected teams have vast project experience and familiarity with upcoming capital project service scopes and can provide services for construction inspection and administration as was outlined in the RFQu.

Cleveland Metroparks	
Professional Consulting Services for Cleveland Metroparks Construction Inspections, CUY- Valley Parkway Bridge Rehabilitation, Rocky River Reservation RFQu #6910	
Professional Service Firms	Short-List
CTL Engineering, Inc.	X
DLZ Ohio, Inc.	X
Environmental Design Group	
Quality Control Inspections	X
Terracon Consultants, Inc.	

Proposal Analysis

Due to the Project parameters, DLZ was deemed to be the most qualified for the Project. DLZ has personnel available with extensive experience with bridges, ODOT Local Public Agency (“LPA”) projects, and most recently bridge construction over the Rocky River. A fee proposal was requested from DLZ for the federally funded LPA administered Project. DLZ proposed a not-to-exceed cost of \$124,284 billed hourly which will cover the following items:

ACTION ITEMS (cont.)

- Schedule and administer all progress meetings.
- Review and approve the contractor's schedule.
- Administer the submittal process.
- Assist with DBE documentation and EEO/Prevailing Wage requirements.
- Establish and update the LPA files and support information.
- Organize all close out documentation and follow through on any ODOT audit deficiencies.
- Provide active contract administration and full-time on-site observation and documentation of the contractor's work.
- Complete daily construction activity reports (Inspector Daily Reports).
- Track weather conditions, materials, labor and equipment.
- Collect all material documentation.
- Utilize the project bill of materials (PBOM) to monitor and control the materials.
- Schedule verification testing as needed and required.
- Review and provide recommendations for project invoices, request for information and construction disputes.

No. 25-03-043:

It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to authorize the Chief Executive Officer to enter into a Professional Service Agreement for Valley Parkway Bridge Replacement, as per RFQu #6910, in the Rocky River Reservation with **DLZ, Inc.**, in the **amount not to exceed \$124,284** for construction administration and inspection services pursuant to the associated proposal dated February 24, 2025. Due to the use of federal funds, Cleveland Metroparks must utilize ODOT's standard letter agreement to engage DLZ, Inc. The letter agreement and the form of any additional agreements as may be reasonably necessary to effectuate the above to be approved by the Chief Legal and Ethics Officer.

Vote on the motion was as follows:

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

Nays: None.

- (j) ***Amendment No. 2/Guaranteed Maximum Price #2 – Contract #1746 – Construction Manager at Risk, RFP #6803-b, Old Lorain Connector Trail, Rocky River Reservation (Originating Sources: Sean E. McDermott, P.E., Chief Planning and Design Officer/Michele Crawford, Project Development Manager/Andrew Stahlke, Project Developer/Seth Keller, Project Manager)***

Background

On November 7, 2023, Cleveland Metroparks advertised a Request for Qualifications (RFQu #6803) for interested parties to submit qualifications related to the performance of Construction Manager at Risk for the Cleveland Metroparks Old Lorain Connector Trail,

ACTION ITEMS (cont.)

Rocky River Reservation (“Project”). The execution of the Project is summarized in a Project Development Agreement between West Park Kamm’s Neighborhood Development (“West Park Kamm’s”) and Cleveland Metroparks. On November 16, 2023, the Board authorized the execution of a Project Development Agreement (“PDA”) between West Park Kamm’s, Cleveland Metroparks, and Cleveland Clinic Foundation (“Clinic”) (Board Resolution No. 23-11-183) to collaboratively design and construct the Project.

The Project’s desired outcome is to create a roughly 1/3-mile-long paved multi-use path in the vicinity of Old Lorain Road connecting Riveredge Road in the City of Cleveland’s Kamm’s Corners neighborhood and Little Met Golf Drive in the Rocky River Reservation. Starting at the eastern termini, the trail will run along the south and west sides of the existing Cleveland Clinic Fairview Hospital parking structure south of Old Lorain Road, traversing vegetated and sloping terrain, before following Old Lorain Road downhill west to meet the existing sidewalk at the intersection of Old Lorain Road and Little Met Golf Drive. West Park Kamm’s was awarded \$750,000 in American Rescue Plan Act (“ARPA”) Community Grant Funding from Cuyahoga County District 2 for use on the Project and has also obtained a \$750,000 commitment from Cleveland City Council for use on the Project. The Cleveland Clinic has also contributed \$500,000 to the Project. Furthermore, the City of Cleveland contributed \$50,000 for planning and preliminary design of the Project.

On February 15, 2024, Cleveland Metroparks entered a Construction Manager (at Risk) contract with Nerone & Sons, Inc (“Nerone”) (Board Resolution No. 24-02-020). The awarded contract included \$14,000 for preconstruction stage compensation. On December 19, 2024, Cleveland Metroparks authorized the Chief Executive Officer to amend the Construction Manager at Risk contract for a Guaranteed Maximum Price #1 (GMP #1) (Board Resolution No. 24-12-175). GMP #1 allowed Nerone to begin tree clearing work to accommodate the annual restricted clearing window between November and March related to two endangered bat species.

Since the execution of GMP #1, Nerone has begun work on the Project with tree clearing and establishing a staging area for the work contemplated in Guaranteed Maximum Price #2 (“GMP #2”). With construction documents now achieving 100% completion, staff desires to solidify GMP #2 established by Nerone to reflect the work to be completed to construct the Project. GMP #2 includes earthwork, drainage, paving, railings, fencing, retaining structures, restoration and landscaping for the trail.

GMP #2 Establishment

Nerone has established GMP #2 based on 100% drawings provided by the design team and bids and estimates provided by Nerone and their subcontractors:

GMP # 2 ITEMS	COSTS
General Requirements	\$41,455
Staging Areas	\$37,048
SWPPP	\$36,800
Earthwork	\$533,883
Drainage	\$190,537
Concrete/Flat Work	\$69,200

ACTION ITEMS (cont.)

Asphalt	\$291,604
Fence & Gates	\$104,169
Modular Block Walls	\$362,888
Landscaping/Plantings	\$71,143
General Allowance	\$98,144
Specific Allowance – Restoration of Clinic Lot	\$25,000
Specific Allowance – Utility Coordination and Relocate	\$50,000
Specific Allowance – Topsoil Processing	\$30,000
GMP #2 COST OF WORK	\$1,941,871
GMP #2 FEES	
General Conditions (3.5%)	\$67,965
CMR Fee (1.0%)	\$19,419
GMP #2 FEE SUBTOTAL	\$87,384
GMP #2 TOTAL	\$2,029,255

Construction Schedule

Nerone's construction schedule associated with GMP #2 anticipates a May 2025 commencement and a May 2026 completion date. Cleveland Metroparks staff will monitor construction progress and provide updates to the Board.

No. 25-03-044: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to authorize the Chief Executive Officer to amend the Construction Manager at Risk Contract with **Nerone & Sons, Inc.**, for the construction of RFP #6803-b, Old Lorain Connector Trail, to reflect a GMP #2 in the amount of **\$2,029,255** which will be an amount in the addition to \$14,000 already awarded for Pre-Construction Stage Services and \$234,237 for GMP #1 for a total contract valued at **\$2,277,492**, in a form of contract to be approved by the Chief Legal and Ethics Officer.

Vote on the motion was as follows:

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

Nays: None.

(k) *Irishtown Bend Park – Project Development Agreements – Lakefront Reservation*
(Originating Source: Sean E. McDermott, P.E., Chief Planning and Design Officer)

The Irishtown Bend Vision Plan (2018) ("Plan"), a conceptual design framework for a new park ("Park") to be constructed following a hillside stabilization and bulkheading project along Irishtown Bend led by the Port of Cleveland ("Port"), was developed through a community-led process funded by a Transportation for Livable Communities Initiative study through the Northeast Ohio Areawide Coordinating Agency ("NOACA"). The Plan was sponsored by the Port in partnership with Ohio City Incorporated ("OCI") and L.A.N.D. studio, Inc. ("LAND"), and since its publication, LAND has been

ACTION ITEMS (cont.)

advancing planning and fundraising for the Park. Construction of the Park is planned to occur following the Port Stabilization Project, which was designed by Osborn Engineering Company (“Osborn”), commenced in August 2023 and is expected to conclude in the first quarter of 2026.

While Cleveland Metroparks’ involvement in the Park had previously been as a stakeholder and sponsor of the Cleveland Foundation Centennial Lake Link Trail at the base of the hillside, in September 2024, Cleveland Metroparks was awarded \$10.8 Million from the National Park Service’s Outdoor Recreation Legacy Partnership program for improvements to the Park. The application was submitted in partnership with LAND, and with this award and significant fundraising commitments pledged for the Park, Cleveland Metroparks will be taking on a more active role in the development and future management of the Park.

Cleveland Foundation Centennial Lake Link Trail

The Cleveland Foundation Centennial Lake Link Trail (“Trail”), stretching from the Towpath Trail near Scranton Road to the Willow Avenue Lift Bridge, has been constructed in phases, with segments opening in 2015, 2017, and 2021. The final segment along Irishtown Bend will include approximately 0.5 miles of all-purpose trail and a riverfront promenade. Cleveland Metroparks, through its consultant Osborn, recently completed Stage 1 (30%) plans for this segment of the Trail and will complete design and engineering in 2025. Cleveland Metroparks has federal Congestion Mitigation and Air Quality (“CMAQ”) construction funding through NOACA in the amount of \$3,335,239, which requires at least a 20% local match. Staff plans to request Clean Ohio Trail Funds through the Ohio Department of Natural Resources and additional CMAQ funding through NOACA during the next open application rounds, anticipated in March 2025.

Franklin Enhancements Project

Cleveland Metroparks also seeks to assume sponsorship of the Franklin Enhancements Project (“Franklin Project”) from NOACA at their request and with support from the City of Cleveland. The Franklin Project includes the construction of a sidewalk and other streetscape improvements ascending the Irishtown Bend hillside along Franklin Avenue. Funding is from a Congressionally Directed Spending award of \$750,000 that could not be incorporated into the overall Port Stabilization Project, which also includes realignment of roadway and construction of an all-purpose trail.

Cleveland Metroparks anticipates construction of the above projects to start in the first or second quarter of 2026 following the completion of the Port Stabilization Project.

Prior to commencement of construction, agreements and arrangements need to be solidified with project partners regarding project development, long term management, maintenance of park components, land rights such as lease interests, easements, and encumbrances, funding commitments, and many other intricate details. It is envisioned that a series of project development and other associated agreements will benefit the projects and establish roles and responsibilities between project partners. Project development and other associated agreements are envisioned between Cleveland Metroparks, LAND, OCI, the City of Cleveland, and the Port. Furthermore, project

ACTION ITEMS (cont.)

development or other associated agreements may be needed with the Northeast Ohio Regional Sewer District, West Creek Conservancy (and their subsidiaries and affiliates), and the Greater Cleveland Regional Transit Authority. Staff is requesting the flexibility to enter into project development and other associated agreements with these and other potential parties to effectuate the above-mentioned projects related to the Park.

No. 25-03-045:

It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to authorize the Chief Executive Officer to enter into respective project development and other associated agreement(s) with entities, agencies, and project partners including but not limited to L.A.N.D. Studio, Inc., the City of Cleveland, the Port of Cleveland, the Greater Cleveland Regional Transit Authority, the Northeast Ohio Regional Sewer District, Ohio City Incorporated, West Creek Conservancy (and their subsidiaries and affiliates), and other related parties, as reasonably necessary, for development of the Irishtown Bend Park Project and any other documents/agreements as may be necessary to effectuate the above, in form(s) to be approved by the Chief Legal and Ethics Officer.

Vote on the motion was as follows:

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

AWARD OF BIDS/RFPS/CO-OPS/SINGLE SOURCES.**No. 25-03-046:**

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

- (a) **RFP Renewal #6635:** **Data Analytics and Customer Data Platform** (see page **103263**);
- (b) **RFP #6864:** **Salary Survey and Compensation Plan Development** (see page **103265**);
- (c) **RFP #6911:** **Contract Lifecycle Management (CLM) Software System** (see page **103267**);
- (d) **Bid #6923:** **Seneca Golf Course Asphalt Path Improvements – Brecksville Reservation** (see page **103270**);
- (e) **Single Source #6932:** **Two (2) Used 2019 Toro Reelmaster 5410-D Fairway Mowers** (see page **103272**);
- (f) **Single Source #6935:** **Kentico Software Licensing** (see page **103273**); and,
- (g) **Single Source #6936:** **Professional Services: Government Relations and Consulting Services** (see page **103274**).

Vote on the motion was as follows:

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

Nays: None.

AWARD OF BIDS/RFPS/CO-OPS/SINGLE SOURCES (cont.)**RFP RENEWAL #6635 SUMMARY: DATA ANALYTICS AND CUSTOMER DATA PLATFORM****Background**

On January 31, 2022, Cleveland Metroparks released RFP #6635 for Data Analytics and Customer Data Platform. The proposal consisted of two (2) objectives:

Objective 1: Business Operations Integration and Dashboard

Objective 2: Customer Data Platform (CDP) Integration

To best suit the needs of Cleveland Metroparks, the proposal was designed so vendors could quote and submit proposals on either or both objectives.

The following table lists the scoring for vendors based on various proposal objectives.

Table 1 - Vendor Scores

	Assessment of vendor to deliver product, similar projects, experience, innovation (40)	Vendors implementation plan, stability, experience, references (15)	Local Presence (10)	Core Values (5)	Cost (30)	Total
Estrada	30	12	2	5	27	76
Vantage Agora	28	8	8	5	24	73
Tier One Analytics	35	5	2	5	22	69
OnActuate	25	13	2	5	23	68
Civis Analytics	20	5	2	5	29	61
V3iT Consulting Inc	15	10	2	5	28	60
Planet Technologies	20	5	2	5	25	57
The GBS Group	15	8	2	5	26	56
Dilytics	15	10	2	5	21	53

Based on Table 1, Estrada Consulting Inc. is the recommended vendor for Data Analytics and Customer Data Platform services. The initial contract cost was estimated at \$341,025 for a three (3) year contract period, with an option to renew for up to one (1) additional year for a total cost not to exceed \$541,025 for a four (4) year period. The Board approved Estrada Consulting Inc. for the prior three (3) year contract period (Resolution No. 22-05-076).

The Purchasing Division recommends the renewal of the contracted services from Estrada Consulting Inc. for one (1) additional one (1) year period, for a total four (4) year cost not to exceed \$541,025.

AWARD OF BIDS/RFPS/CO-OPS/SINGLE SOURCES (cont.)**RECOMMENDED ACTION:**

That the Board authorize the Chief Executive Officer to amend the existing agreement, in a form approved by the Chief Legal & Ethics Officer, between Cleveland Metroparks and **Estrada Consulting Inc.** for the most advantageous proposal to Cleveland Metroparks, as summarized above and maintained above and maintained in the proposal file for RFP Renewal #6635 Data Analytics and Customer Data Platform, for an additional one (1) year period, for a **total four (4) year cost not to exceed \$541,025**. In the event the log of consumption approaches 90 percent and is likely to surpass 100 percent of the estimate during the approved time period, an action item will be presented to the Board requesting an estimated increase.

(See Approval of this Item by Resolution No. 25-03-046 on Page 103262)

AWARD OF BIDS/RFPS/CO-OPS/SINGLE SOURCES (cont.)**RFP #6864 SUMMARY: SALARY SURVEY AND COMPENSATION PLAN DEVELOPMENT**

(Originating Sources: Harold G. Harrison, Chief Human Resources and Diversity Officer/Matthew P. Hawes, Director of Human Resources and Employment Counsel)

Background

Cleveland Metroparks current non-union compensation plan was originally designed and implemented in 2016 and has been maintained internally with periodic assistance of the consultant that designed the original plan. To ensure talent retention, employee satisfaction, market competitiveness, and pay equity, Human Resources determined that it was an appropriate time to conduct a new full-scale compensation study.

Accordingly, Human Resources solicited proposals (RFP #6864) from qualified consulting firms experienced in the analysis and development of job evaluation and compensation systems to assist Human Resources in designing, conducting, implementing, and maintaining a comprehensive total compensation study and plan. The selected consultant would be required to review current non-union job descriptions, consolidate job descriptions where appropriate, conduct market benchmarking, develop and assist with the implementation of a total compensation plan with fair and competitive wage ranges, assign job descriptions to appropriate pay ranges, and assign employees to appropriate job descriptions.

Proposals Received

Cleveland Metroparks received proposals from 14 consulting firms. Each proposal was evaluated to determine the best value utilizing the following criteria:

Weight	Criteria
40%	Quality of the plan of service describing the method of completing the scope of work described in the RFP.
30%	Previous experience with similar projects, knowledge and record of performance, including previous experience with Cleveland Metroparks or other park districts.
25%	The Proposer's proposed compensation to Cleveland Metroparks and pricing for services.
5%	Proposer's commitment to Cleveland Metroparks' core values, including sustainability and the diversity and inclusion statement.

Evaluation of Proposals

Human Resources prioritized the following criteria in evaluating the proposals:

- Overall cost of the engagement.
- The consultants prior experience with a diverse book of business, including similarly situated public sector employers, parks and recreation agencies, zoos and aquariums, and natural resources agencies.
- Extensive engagement with management and employees throughout the project implementation.
- Reliance on a market-based compensation analysis as opposed to a point-factor or other job rating system approach.
- Available resources to dedicate to timely completion of the project.

AWARD OF BIDS/RFPS/CO-OPS/SINGLE SOURCES (cont.)

Responsive consultants are listed below with the evaluation score for the above-cited criteria:

	Quality of Work Plan (40%)	Prior Experience (30%)	Pricing (25%)	Commitment to Core Values (5%)	Total Weighted Score
Bolton	5	5	4	5	4.75
Organizational Architects	4	4	5	5	4.3
CBIZ	5	5	2	5	4.25
MGT	5	5	2	5	4.25
Archer Company	3	5	5	5	4.2
HUB	4	5	3	5	4.1
Gallagher	4	4	4	5	4.05
JER HR Group	4	4	4	5	4.05
Mercer	5	5	1	5	4
McGrath HR Group	4	5	3	1	3.9
NFP/AON	4	5	1	3	3.5
BTS Consulting	3	3	4	1	3.15
Readyset	4	3	1	5	3
Precision Consulting	2	3	4	5	2.95

The top two consulting firms were interviewed by Human Resources senior management. After completion of the interviews, Bolton was identified as the selected vendor for this project.

RECOMMENDED ACTION:

That the Board authorize the Chief Executive Officer to enter into an agreement, in a form approved by the Chief Legal & Ethics Officer, between Cleveland Metroparks and Bolton Partners, Inc. for the best proposal, as summarized above and maintained in the proposal file for RFP #6864, to perform the salary survey and compensation plan development, **in an amount not to exceed \$93,200.**

(See Approval of this Item by Resolution No. 25-03-046 on Page 103262)

AWARD OF BIDS/RFPS/CO-OPS/SINGLE SOURCES (cont.)**RFP #6911 SUMMARY: CONTRACT LIFECYCLE MANAGEMENT (CLM) SOFTWARE SYSTEM**

(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Rosalina M. Fini, Chief Legal & Ethics Officer/Katie M. McVoy, Legal Counsel/Brittany B. Taylor, Governance Administrator and Contract Manager)

Background

Cleveland Metroparks executes over 1,000 new contracts annually. To more efficiently and effectively manage both the annual contracts as well as the thousands of existing contracts, Cleveland Metroparks' Legal Department analyzed the benefits of utilizing a contract lifecycle management (CLM) system. Those benefits include, but are not limited to, template and clause libraries, fast centralized access, assisted review, speedier review times, real-time collaboration, sophisticated accountability, reduction in human error, tracking compliance with terms and conditions, automated alerts, advanced security, and permission settings. After discussing these benefits with multiple departments, the Legal Department moved forward with a request for proposals.

Process & Proposals Received

Cleveland Metroparks solicited proposals from qualified vendors interested in entering into a contract to provide a CLM system for Cleveland Metroparks from March 20, 2025 through March 19, 2028 with an option to renew for up to three (3) additional years.

On September 6, 2024, Cleveland Metroparks issued RFP #6878, Contract Lifecycle Management (CLM) Software System. While eight (8) vendors responded, none provided Cleveland Metroparks with the services it required at an appropriate price point. Cleveland Metroparks, therefore, issued RFP #6911, Contract Lifecycle Management (CLM) Software System, on January 3, 2025. Twelve (12) vendors responded; six (6) provided compliant proposals. Responsive vendors are listed below with the evaluation criteria/scores.

Vendor	Capabilities/ Expertise with Subject Matter (30%)	Prior Experience and Work History (25%)	Quality of Proposal (20%)	Overall Cost (20%)	Core Values (5%)	TOTAL (100%)
Agiloft	28	22	20	18	4	92
CDW-G/DocuSign	28	25	16	16	4	89
Cobblestone	25	22	18	20	4	89
Forsys Inc./Conga	27	22	10	2	4	65
Blood and Treasure/AXDRAFT	27	22	18	6	4	77
Pantheon/Odyssey	20	22	14	18	4	78

* The following vendors also submitted proposals, but did not supply all required documentation: IntelAgree; Purchasing Technology Corp/Biddingo.com; Requordit; Sequent/Ironclad; SoftPath Technologies; Tech Brain Solutions.

Evaluation of Proposal

Cleveland Metroparks Legal (Rose Fini, Katie McVoy, Kyle Baker, Brittany Taylor, & Priscila Rocha), Finance/Purchasing (Barbara Meyer, Charlie Rosol), and ITS (Anthony Joy, Phillip

AWARD OF BIDS/RFPs/CO-OPS/SINGLE SOURCES (cont.)

Ruzicho) staff considered the following criteria for each proposer relative to the solution they put forth to satisfy the requirements of the respective RFP:

- Capabilities/Expertise with Subject Matter: demonstrated experience with similar projects, knowledge of and expertise with contract management
- Prior Experience and Work History: work history, including examples and references of previous clients
- Quality of Proposal: proposal's articulation and detailing of "end-to-end" approach of planning, designing, implementing and supporting project
- Overall Cost: proposed pricing for services
- Core Values: proposer's commitment to Cleveland Metroparks' core values

Three of the six proposers (Agiloft, CDW-G/DocuSign, and Cobblestone) provided demonstrations of their systems. (Cleveland Metroparks saw demonstrations from three additional companies during the initial RFP.) At the conclusion of this phase, the committee verified pricing in greater detail, interviewed references, and engaged in follow-up discussions as needed for clarification.

Agiloft provided Cleveland Metroparks with the most comprehensive CLM solution at a price that was accessible to Cleveland Metroparks. Specifically, Agiloft presented Cleveland Metroparks with:

- A comprehensive CLM solution from contract request through termination of agreement, including signature, management of deliverables, management of renewals, and versioning
- An online storage solution for new and archived contracts
- Appropriate use of AI in the contract review phase
- Floating licenses for Cleveland Metroparks users who need only occasional access to the CLM system
- To further save Cleveland Metroparks money, Agiloft proposes using Spectrum Mobility for implementation

As a result, Cleveland Metroparks selected Agiloft based on its submittal of the best proposal in response to RFP #6911.

Cost Summary

Item	Cost
AI Platform Hosting for up to 12,500 Documents (24% discount)—Annually	\$ 11,400
Seven (7) Advanced CLM Assigned Power User Subscription Licenses (24% discount)—Annually	\$ 10,640
Ten (10) Advanced CLM Floating Power User Subscription Licenses (24% discount)—Annually	\$ 45,600
Total Annual Subscription Costs	\$ 67,640
Three-Year Total	\$202,920
One-Time Implementation Fee with Spectrum Mobility	\$ 49,800
3-YEAR TOTAL	\$252,720

AWARD OF BIDS/RFPS/CO-OPS/SINGLE SOURCES (cont.)

Although the amount proposed for the initial three (3) year term is \$252,720, a \$15,000 contingency will be added for changes in the scope of the work or additional work or licenses that may be needed during the initial term of the agreement.

Based upon the selection criteria outlined above and extensive evaluation of all proposals, Cleveland Metroparks staff recommends Agiloft, Inc. as the provider of CLM software and Spectrum Mobility, LLC for implementation. Agiloft offered the most comprehensive software solution and is the best candidate to meet the Legal Department's future performance needs. The initial term of the agreement with Agiloft shall be for three (3) years beginning March 20, 2025 through March 19, 2028 with an option to renew for three (3) additional years at the sole discretion of Cleveland Metroparks up to and including March 19, 2031. The term of the agreement with Spectrum Mobility will be from March 20, 2025 until implementation is completed, in summer or fall 2025.

RECOMMENDED ACTION:

That the Board authorize the Chief Executive Officer to enter into agreements, in a form approved by the Chief Legal & Ethics Officer, between Cleveland Metroparks and **Agiloft, Inc. and Spectrum Mobility, LLC** for the best proposal, as summarized above and maintained in the proposal file for RFP #6911 Contract Lifecycle Management (CLM) Software System, for a three (3) year contract with Agiloft, Inc. **in an amount of \$202,920** for the initial term of March 20, 2025 through March 19, 2028, with an option to renew the Agreement for up to three (3) additional years at the sole discretion of Cleveland Metroparks, and a contract with Spectrum Mobility, LLC in an amount of **\$49,800** for the term of March 20, 2025 through completion of the Services, with the contracts having a combined contingency of **\$15,000**.

(See Approval of this Item by Resolution No. 25-03-046 on Page 103262)

AWARD OF BIDS/RFPS/CO-OPS/SINGLE SOURCES (cont.)**BID #6923 SUMMARY: SENECA GOLF COURSE ASPHALT PATH IMPROVEMENTS – BRECKSVILLE RESERVATION**

(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 degraded asphalt cart paths at all golf courses. Based on those assessments, Furnace Run cart path at Seneca Golf Course was identified to warrant new asphalt. This improvement project includes the widening and asphalt paving of approximately 2.55 miles total of existing cart paths.

The scope of work includes the following:

Asphalt overlay of approximately 4,819 total square yards of 9 foot wide cart path which includes three foot widening of approximately 1,606 total square yards of existing 6 foot asphalt path prior to overlay. In addition, full depth asphalt of approximately 8,655 total square yards of 9 foot wide existing aggregate cart path. 10 square yards of butt-joint transition asphalt pavement planing.

Bids were received on March 12, 2025 and are tabulated below:

Bidder	Total Bid
Barbicas Construction Co.	\$338,488.00
Phillips Paving	\$345,700.00
Thompson Asphalt	\$358,800.00
Geauga Highway	\$388,900.00
Ohio Paving	\$392,400.00
Protect-A-Cote	\$396,396.00
Mc B. Paving	\$478,287.50
Ronyak Paving	\$545,000.00
Engineer's Estimate	\$400,000.00

Staff recommends awarding the bid to the lowest and best bidder, **Barbicas Construction Co.** Barbicas has performed as the prime contractor on the Park District's asphalt improvement program in 2016, 2017, 2018, 2019, and 2023, including golf cart paving at both Seneca and Shawnee Hills Golf Courses in 2024. In addition, they have successfully completed similar projects for other northeast Ohio public agencies. They have completed approximately \$5.0 M in paving contracts for Cleveland Metroparks over the past several years and specialize in county, municipal, and commercial paving as well as ODOT projects.

RECOMMENDED ACTION:

That the Board authorize the Chief Executive Officer to enter into a contract with **Barbicas Construction Co.** as the lowest and best bidder for Bid #6923, Seneca Golf Course Asphalt Path Improvements for the **total amount of \$338,488.** In the event that the

AWARD OF BIDS/RFPS/CO-OPS/SINGLE SOURCES (cont.)

bidder cannot satisfy their 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. 25-03-046 on Page 103262)

AWARD OF BIDS/RFPS/CO-OPS/SINGLE SOURCES (cont.)

SINGLE SOURCE #6932 SUMMARY: **TWO (2) USED 2019 TORO REELMASTER 5410-D FAIRWAY MOWERS** for Ironwood Golf Course

Background

The used fairway mowers will replace the two (2) older model Toro 5100 Fairway mowers at Ironwood Golf Course.

The chart below outlines the details of the purchase.

ITEM	Two (2) Used 2019 Toro Reelmaster 5410-D Fairway Mowers
Description	The fairway mowers will be fully serviced, topped with fluids, new filters, and reels sharpened, 4-WD kit installed, and a 90-day powertrain warranty
Unit cost, includes delivery	\$44,900
TOTAL ORDER (x2)	\$89,800

The replaced unit will go to online auction or replace units of lesser value that will go to online auction.

RECOMMENDED ACTION:

That the Board approve the purchase of two (2) used 2019 Toro Reelmaster 5410-D fairway mowers, as per Single Source #6932, equipped as specified in the above summary, from Cutter, for a total cost of \$89,800.

(See Approval of this Item by Resolution No. 25-03-046 on Page 103262)

AWARD OF BIDS/RFPS/CO-OPS/SINGLE SOURCES (cont.)**SINGLE SOURCE #6935 SUMMARY: KENTICO SOFTWARE LICENSING****Background**

Cleveland Metroparks is seeking contract amendments with Kentico software to renew the licenses that power Clevelandmetroparks.com and the employee intranet, respectively, for a five (5) year period through March 19, 2030 for a total cost not to exceed \$201,322.

Kentico is a proprietary software solution that has served as Cleveland Metroparks' content management system (CMS) for nearly a decade. The license and software cannot be procured via other channels and can only be purchased directly from Kentico. In addition to powering both websites, Kentico is the delivery channel for the Emerald Necklace Weekly e-newsletters, press releases, and other targeted marketing mailings, and it supports integrations with/connections to the Cleveland Metroparks e-commerce systems, online ticketing platforms, and mobile app.

Pricing schedule for the two licenses:

	Xperience by Kentico Advanced Tier License (Public Website)	Xperience by Kentico Standard Tier License (Employee Intranet)
Year 1	\$25,320	\$12,600
Year 2	\$26,080	\$12,978
Year 3	\$26,862	\$13,367
Year 4	\$27,668	\$13,768
Year 5	\$28,498	\$14,181
TOTAL	\$134,428	\$66,894

Cleveland Metroparks staff recommend renewing the Kentico licenses for a new five (5) year contract term to maintain continuity of the public website and employee intranet.

RECOMMENDED ACTION:

That the Board authorize the Chief Executive Officer to execute two contract amendments, as per Single Source #6935, as noted in the summary above, in a form approved by the Chief Legal & Ethics Officer, between Cleveland Metroparks and **Kentico Software** in an amount **not to exceed \$201,322** for two licenses for a five (5) year period through March 19, 2030.

(See Approval of this Item by Resolution No. 25-03-046 on Page 103262)

AWARD OF BIDS/RFPS/CO-OPS/SINGLE SOURCES (cont.)**SINGLE SOURCE #6936 SUMMARY: PROFESSIONAL SERVICES: GOVERNMENT RELATIONS AND CONSULTING SERVICES**

(Originating Sources: Natalie Ronayne, Chief Development Officer/Kristen Trollo, Director of Grants/Bisi Mikleus, Director of Development)

Background

In March 2024, Cleveland Metroparks entered into a contract with McCaulley & Company to provide government relations, federal advocacy, and consulting services to guide the Park District through the federal appropriations process. This work resulted in a \$1,108,950 appropriation via Congresswoman Shontel Brown. Throughout 2024, McCaulley & Company assisted with identifying federal funding opportunities that align with the mission and work of Cleveland Metroparks, arranged meetings with federal agencies and representatives for Cleveland Metroparks leadership, and assisted with communication with federal offices.

McCaulley has unique and longstanding relationships with key appropriations committee officials and key members of congress and associated staff. McCaulley also has proven expertise in navigating funding timelines efficiently; this has been and will continue to be extremely important as the federal funding climate shifts. Furthermore, McCaulley has provided Cleveland Metroparks with needed and thoughtful direction regarding these shifts over the past several months, and a continuity of service is critical as federal funding continues to change.

Staff recommends that Cleveland Metroparks enter into a contract with McCaulley & Company for 12 months of professional services in an amount not to exceed \$108,000 (\$9,000/month) to continue these government relations and consulting services.

RECOMMENDED ACTION:

That the Board authorize the Chief Executive Officer to enter into a Professional Service Agreement, as per Single Source #6936, with **McCaulley & Company** for government relations and consulting services in the **not-to-exceed amount of \$108,000**, for professional services described above in a form acceptable to the Chief Legal and Ethics Officer.

(See Approval of this Item by Resolution No. 25-03-046 on Page 103262)

GOODS AND SERVICES (\$25,000 - \$75,000) ACQUIRED
SINCE LAST BOARD MEETING (Presented 3/20/25)

Pursuant to Cleveland Metroparks By-Laws, Article 5 (Procurement), Section 5(a), “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 \$75,000. Any contracts where the cost exceeds \$25,000 or any purchase where the amount exceeds \$25,000, 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>
Background screening services for a one (1) year period beginning January 7, 2025 through January 6, 2026 with an option for one (1) year automatic renewals.	ADP	\$75,000.00	(7)
Employee assistance program for a three (3) year period beginning March 1, 2025 through February 28, 2028.	Ease@Work	\$75,000.00	(7)
Two (2) new Salsco HP11 greens rollers for Big Met and Sleepy Hollow Golf Courses.	Jerry Pate Turf and Irrigation	\$42,098.06	(7)
One (1) used 2019 Holder C70SC articulating tractor including attachments for street sweeper, vacuum system, snowplow, salt spreader, and dump bed.	Cuyahoga County	\$75,000.00	(3)
One (1) used 2021 John Deere HD 200 sprayer for Golf.	The Country Club of Hudson	\$42,000.00	(3)
Microsoft Unified (Client) support for a one (1) year period beginning March 1, 2025 through February 28, 2026.	Microsoft PSS	\$70,184.00	(2)
2025 park grills and tables for various locations.	Jamestown Advanced Products	\$34,212.10	(2)
One (1) new 2025 Chevrolet Trailblazer.	Serpentini Chevrolet	\$26,062.00	(7)

GOODS AND SERVICES (\$25,000 - \$75,000) ACQUIRED (cont.)

<u>REF. NO. / ITEM – SERVICE</u>	<u>VENDOR</u>	<u>COST</u>	<u>PROCEDURE</u>
Professional services for COBRA management services for a three (3) year period beginning January 1, 2025 through December 31, 2027.	Basic Benefits LLC	\$75,000.00	(3)
Wetlands mitigation impacts for Seneca Golf Course Phase IV project.	Wetlands Resource Center LLC	\$31,350.00	(5)
Electrical supplies for PCA chiller at the Zoo.	Mars Electric	\$28,354.57	(7)
Removal and installation services for new garage door at Seneca Golf Course maintenance garage at Brecksville Reservation.	Brown Overhead Door LLC	\$27,900.00	(7)
Diversity, equity and inclusion training for all non-managing full and part-time employees; additional services.	Working River Leadership Consulting	\$49,500.00 13,100.00 <u>2,800.00</u> \$65,400.00	(3)
Professional services for FMLA administration services for a three (3) year period January 1, 2025 through December 31, 2027.	Basic Benefits LLC	\$75,000.00	(3)
One (1) new 2025 Chevrolet Trailblazer AWD LT.	Serpentini Chevrolet	\$29,502.00	(7)
Professional services agreement for Mill Creek bank stabilization at Garfield Reservation.	Enviroscience, Inc.	\$63,750.00	(7)
Disbursements of AZA Andean Bear SAFE support funds for Bears and Birds bird friendly certified coffee and Andean Bear conservation corridors in central Peru.	Smithsonian Conservation	\$27,233.00	(3)

GOODS AND SERVICES (\$25,000 - \$75,000) ACQUIRED (cont.)

<u>REF. NO. / ITEM – SERVICE</u>	<u>VENDOR</u>	<u>COST</u>	<u>PROCEDURE</u>
Phase I Environment Site Assessment (ESA) for ODOT property Permanent Parcel No. 122-16-029 at Ohio & Erie Canal Reservation; additional services for Phase II.	Partners Environmental Consulting, Inc.	\$1,800.00 <u>57,545.00</u> \$59,345.00	(6)
2025 First class postage for Administration Building.	U.S. Postal Service	\$40,000.00	(3)
Professional consulting services to perform data collection and evaluation services for new civic action exhibit and program for Zoo Conservation Education; additional services.	Inform Evaluation & Research	\$19,999.00 <u>8,000.00</u> \$27,999.00	(6)
Professional construction inspection services for CUY Valley Parkway Bridge rehabilitation at Rocky River Reservation.	DLZ Ohio, Inc.	\$35,796.24	(7)
Three (3) panel Scout camera trailer with diesel generator and solar panels for Police.	Infinite Protection	\$48,000.00	(3)

===== **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, OMNIA, etc.
- (3) "**SINGLE SOURCE**" – Purchased from one source as competitive alternatives are not available.
- (4) "**PROPRIETARY**" – Products 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, manager, 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 (over \$5,000 up to \$25,000)**" – Originally estimated \$25,000 or less, quoted by three vendors.
- (7) "**COMPETITIVE QUOTE (over \$25,000 to \$75,000)**" – Chosen through the accumulation of three written quotes.

**CONSTRUCTION CHANGE ORDERS OR AMENDMENTS TO
PROFESSIONAL SERVICE CONTRACTS (3/20/25)**

Pursuant to Cleveland Metroparks By-Laws, Article 5 (Procurement), Section 5(b) and (c), “...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) \$75,000, or (ii) ten percent (10%) of the total cost of the contract at the time of the change order. 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. The aggregate value of all change orders authorized by the CEO shall not exceed fifty percent (50%) of the original contract value without prior approval of the Board. If the Board approves a revised contract value, then the aggregate value of all change orders issued after Board approval of the revised contract value shall not exceed fifty percent (50%) of the revised contract value without additional approval of the Board.”

I. “Amendment to Professional Service Contract. For professional service contracts greater than \$75,000, 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, are less than THE LESSER OF: (i) \$75,000, or (ii) ten percent (10%) of the total cost of the agreement at the time of the amendment. 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 aggregate value of all amendments authorized by the CEO shall not exceed fifty percent (50%) of the original contract value without prior approval of the Board. If the Board approves a revised contract value, then the aggregate value of all change orders issued after Board approval of the revised contract value shall not exceed fifty percent (50%) of the revised contract value without additional approval of the Board,” the following is provided:

<u>Contract</u>	<u>Item/Service</u>	<u>Vendor</u>	<u>Change Order or Amendment</u>
<u>Garfield Pond Program Center, Garfield Reservation</u> <u>Contract Amount:</u> Original Amount: \$1,856,000.00 Change Order No. 1 Amount: \$599,589.58 Change Order No. 2 Amount: \$74,695.47 Change Order No. 3 Amount: \$71,460.84 Change Order No. 4 Amount: \$69,025.99 Change Order No. 5 Amount: \$53,254.57 Revised Contract Amount: \$2,724,026.45	Additional services for stair patching, electrical bulletin changes, bollard, additional railing, additional painting of CMU, tile backsplash, fireplace changes and plumbing changes, electrical closeout items and downspout rain barrel diverter.	Schirmer Construction LLC	#5

AWARD OF BIDS/RFPs/CO-OPS/SINGLE SOURCES; GOODS AND SERVICES (\$25,000 - \$75,000) ACQUIRED; CONSTRUCTION CHANGE ORDERS.

The following were presented to the Board for award/acknowledgment: bid/RFP/co-op/single source tabulations, as shown on pages **103262** through **103274**; \$25,000 to \$75,000 purchased items/services report, pages **103275** through **103277**; and construction change orders, page **103278**.

APPROVAL OF VOUCHERS AND PAYROLL.

No. 25-03-032: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to approve vouchers, net payroll, employee withholding taxes, and procurement card charges, as identified on pages **103316** to **103446**.

Vote on the motion was as follows:

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

Nays: None.

No. 25-03-033: It was moved by Vice President Rinker, seconded by President Ittu and carried, to approve JP Morgan Mastercard-Arborwear dated February 1, 2025 to February 28, 2025 in the amount of \$306.13, as identified on pages **103447** to **103448**.

Vote on the motion was as follows:

Ayes: Ms. Ittu and Mr. Rinker.

Abstained: Mr. Moore.

Nays: None.

PUBLIC COMMENTS.

Public comments were offered by Marty Leshner of Olmsted Township. All such comments can be heard in their entirety by accessing the "About" section of Cleveland Metroparks website at <https://www.clevelandmetroparks.com/about/cleveland-metroparks-organization/boards-of-park-commissioners/board-meeting-archives>.

INFORMATION/BRIEFING ITEMS/POLICY.**(a) *First Reading: Virtual Public Meetings Policy***

(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Rosalina M. Fini, Chief Legal & Ethics Officer)

Enacted by House Bill 257 of the 135th Session of the Ohio General Assembly which is effective April 9, 2025, Ohio Revised Code Section 121.221 will permit members of public bodies to attend meetings or hearings virtually when the public body has adopted certain policies, including methods by which members of the public may observe and attend meetings and hearings. The Board of Park Commissioners of the Cleveland Metropolitan Park District desires to adopt a virtual public meeting policy that complies with ORC Section 121.221.

Pursuant to Article 1, Section 1(a) of its By-Laws, the Virtual Public Meetings Policy is submitted to the Board for consideration and First Reading.

The full Policy can be found at pages **103314** to **103315**.

(b) *Cleveland Metroparks 2024 Real Estate Report*

(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Rosalina M. Fini, Chief Legal & Ethics Officer/Kyle G. Baker, Director of Real Estate & Senior Legal Counsel/Stephanie A. Kutsko, Senior Real Estate Manager/Alexis E. Triozzi, Staff Attorney/Nathaniel M. Hoover, Land Conservation Manager/Lindsay A. Leightner, Conservation Stewardship Specialist/Dana L. Eppele, Real Estate Paralegal)

In 2024, Cleveland Metroparks acquired 146 acres in 13 transactions, bringing Cleveland Metroparks' total acreage to 25,350 acres. The 2024 acquisitions provided protection opportunities in 9 communities and 9 reservations, protecting forests, wetlands, and streams while creating new opportunities for recreation with additional trails and expanded connections. Cleveland Metroparks acquired \$7,824,125 in real estate, and Cleveland Metroparks provided 68% of the funding for that land value.

The land acquired in 2024 was largely acquired through the donation of conservation easements. Of the 146 acres, 137 acres were acquired through donations from West Creek Conservancy and the Cuyahoga Soil and Water Conservation District. Cleveland Metroparks also acquired two in-holdings in 2024, acquiring the last privately held property on Hinckley Lake in Hinckley Reservation, and one private property located south of Chippewa Road completely surrounded by Brecksville Reservation.

One key acquisition was the addition of the Marlin Investment Group property, which added 1.2 acres to the Columbus Road Peninsula just north of Rivergate Park and the Grain Craft property which Cleveland Metroparks acquired in 2023. The acquisition of the Marlin Investment Group property will allow the realization of the vision of providing dedicated public access along the east side of the Cuyahoga River. Cleveland Metroparks also continued to acquire land to further existing project areas, expanding upon the Mill Creek Falls area of Garfield Park Reservation and the Eastern Ledge Trail in Euclid Creek Reservation, and providing improved access to the former Parmadale campus in West Creek Reservation.

DATE OF NEXT MEETING.

The next Regular Meeting of the Board of Park Commissioners was scheduled by the Board for Thursday, April 17, 2025, 8:00 a.m. at the Board's office, 4101 Fulton Parkway, Cleveland, Ohio.

ADJOURNMENT.

No. 25-03-047: There being no further matters to come before the Board, upon motion by Vice President Moore, seconded by Vice President Rinker, and carried, President Ittu adjourned the meeting at 9:05 a.m.

Vote on the motion was as follows:

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

Nays: None.

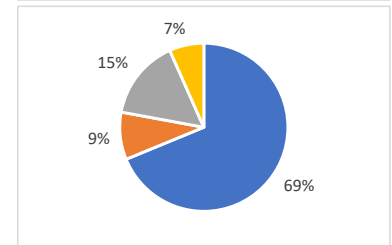
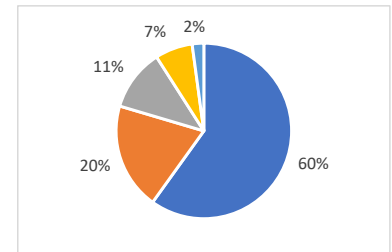
President.

Attest:

Secretary.

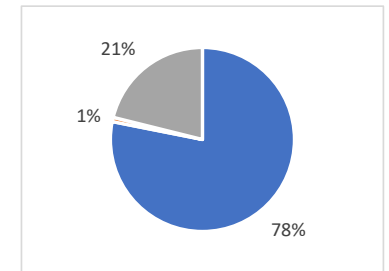
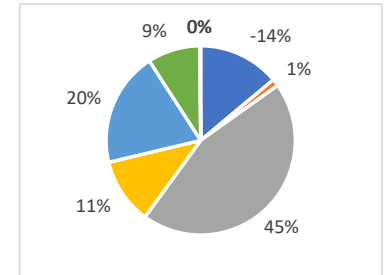
Cleveland Metroparks
Financial Performance
2/28/2025
CM Park District

	Actual February '24	Actual February '25	Fav (Unfav)	Actual YTD February '24	Actual YTD February '25	Fav (Unfav)
Revenue:						
Property Tax	22,544,134	12,959,000	(9,585,134)	30,159,805	17,115,471	(13,044,334)
Local Gov/Grants/Gifts	1,910,289	1,450,889	(459,400)	4,606,321	5,618,060	1,011,739
Charges for Services	1,820,194	1,250,678	(569,516)	3,885,860	3,249,640	(636,220)
Self-Funded	770,541	984,200	213,659	1,538,477	1,973,187	434,710
Interest, Fines, Other	<u>179,118</u>	<u>332,760</u>	<u>153,642</u>	<u>586,104</u>	<u>611,221</u>	<u>25,117</u>
Total Revenue	27,224,276	16,977,527	(10,246,749)	40,776,567	28,567,579	(12,208,988)
OpEx:						
Salaries and Benefits	5,999,172	6,414,048	(414,876)	12,097,865	16,168,207	(4,070,342)
Contractual Services	525,060	573,609	(48,549)	1,694,193	2,142,232	(448,039)
Operations	1,618,223	2,239,145	(620,922)	2,834,714	3,636,151	(801,437)
Self-Funded Exp	<u>830,363</u>	<u>851,230</u>	<u>(20,867)</u>	<u>2,099,671</u>	<u>1,561,231</u>	<u>538,440</u>
Total OpEx	8,972,818	10,078,032	(1,105,214)	18,726,443	23,507,821	(4,781,378)
Op Surplus/(Subsidy)	18,251,458	6,899,495	(11,351,963)	22,050,124	5,059,758	(16,990,366)
CapEx:						
Capital Labor	78,447	151,509	(73,062)	147,236	264,418	(117,182)
Construction Expenses	1,749,781	5,441,265	(3,691,484)	3,814,865	7,022,647	(3,207,782)
Capital Equipment	544,046	535,606	8,440	895,519	904,923	(9,404)
Land Acquisition	161,534	30,068	131,466	886,254	120,085	766,169
Capital Animal Costs	<u>3,431</u>	<u>7,061</u>	<u>(3,630)</u>	<u>2,336</u>	<u>7,218</u>	<u>(4,882)</u>
Total CapEx	2,537,239	6,165,509	(3,628,270)	5,746,210	8,319,291	(2,573,081)
Net Surplus/(Subsidy)	15,714,219	733,986	(14,980,233)	16,303,914	(3,259,533)	(19,563,447)



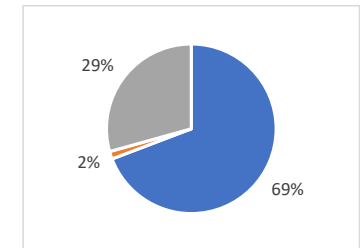
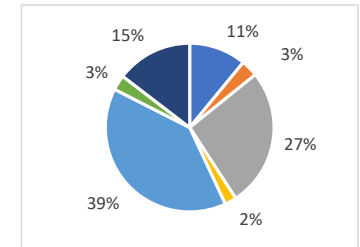
Cleveland Metroparks
Financial Performance
2/28/2025
Zoo

	Actual February '24	Actual February '25	Fav (Unfav)	Actual YTD February '24	Actual YTD February '25	Fav (Unfav)
Revenue:						
General/SE Admissions	160,053	(6,166)	(166,219)	157,172	(217,834)	(375,006)
Guest Experience	4,011	(9,132)	(13,143)	15,323	19,125	3,802
Zoo Society	0	0	0	848,790	702,417	(146,373)
Souvenirs/Refreshments	17,862	4,716	(13,146)	247,590	176,529	(71,061)
Education	241,386	298,965	57,579	266,257	306,569	40,312
Rentals & Events	62,414	63,225	811	145,642	140,325	(5,317)
Consignment	152	0	(152)	152	0	(152)
Other	<u>(247)</u>	<u>(73)</u>	<u>174</u>	<u>4,953</u>	<u>(2,543)</u>	<u>(7,496)</u>
Total Revenue	485,631	351,535	(134,096)	1,685,879	1,124,588	(561,291)
OpEx:						
Salaries and Benefits	1,314,274	1,348,038	(33,764)	2,662,236	3,336,233	(673,997)
Contractual Services	17,636	17,288	348	17,836	32,382	(14,546)
Operations	<u>491,025</u>	<u>536,609</u>	<u>(45,584)</u>	<u>913,813</u>	<u>902,128</u>	<u>11,685</u>
Total OpEx	1,822,935	1,901,935	(79,000)	3,593,885	4,270,743	(676,858)
Op Surplus/(Subsidy)	(1,337,304)	(1,550,400)	(213,096)	(1,908,006)	(3,146,155)	(1,238,149)
CapEx:						
Capital Labor	0	0	0	0	0	0
Construction Expenses	393,449	155,545	237,904	693,414	250,581	442,833
Capital Equipment	0	78,475	(78,475)	0	131,871	(131,871)
Capital Animal Costs	<u>3,431</u>	<u>7,061</u>	<u>(3,630)</u>	<u>2,336</u>	<u>7,218</u>	<u>(4,882)</u>
Total CapEx	396,880	241,081	155,799	695,750	389,670	306,080
Net Surplus/(Subsidy)	(1,734,184)	(1,791,481)	(57,297)	(2,603,756)	(3,535,825)	(932,069)
Restricted Revenue-Other	116,065	70,694	(45,371)	318,727	3,018,563	2,699,836
Restricted Revenue-Zipline	500	779	279	2,054	779	(1,275)
Restricted Expenses	<u>54,182</u>	<u>3,245,196</u>	<u>(3,191,014)</u>	<u>141,760</u>	<u>3,356,327</u>	<u>(3,214,567)</u>
Restricted Surplus/(Subsidy)	62,383	(3,173,723)	(3,236,106)	179,021	(336,985)	(516,006)



Cleveland Metroparks
Financial Performance
2/28/2025
Golf Summary

	Actual February '24	Actual February '25	Fav (Unfav)	Actual YTD February '24	Actual YTD February '25	Fav (Unfav)
Revenue:						
Greens Fees	103,999	7,220	(96,779)	114,061	20,340	(93,721)
Equipment Rentals	41,475	2,769	(38,706)	46,649	6,016	(40,633)
Food Service	68,590	27,288	(41,302)	72,103	49,421	(22,682)
Merchandise Sales	12,525	2,107	(10,418)	14,194	4,179	(10,015)
Pro Services	58,280	34,540	(23,740)	121,637	73,195	(48,442)
Driving Range	25,675	2,620	(23,055)	28,222	5,404	(22,818)
Other	<u>55,714</u>	<u>15,886</u>	<u>(39,828)</u>	<u>69,328</u>	<u>27,092</u>	<u>(42,236)</u>
Total Revenue	366,258	92,430	(273,828)	466,194	185,647	(280,547)
OpEx:						
Salaries and Benefits	361,471	368,346	(6,875)	713,643	935,515	(221,872)
Contractual Services	4,820	2,338	2,482	6,480	19,690	(13,210)
Operations	<u>148,781</u>	<u>251,481</u>	<u>(102,700)</u>	<u>231,007</u>	<u>396,429</u>	<u>(165,422)</u>
Total OpEx	515,072	622,165	(107,093)	951,130	1,351,634	(400,504)
Op Surplus/(Subsidy)	(148,814)	(529,735)	(380,921)	(484,936)	(1,165,987)	(681,051)
CapEx:						
Capital Labor	21,549	47,986	(26,437)	42,384	105,929	(63,545)
Construction Expenses	65,527	323,762	(258,235)	167,167	751,487	(584,320)
Capital Equipment	<u>101,498</u>	<u>42,000</u>	<u>59,498</u>	<u>101,498</u>	<u>141,000</u>	<u>(39,502)</u>
Total CapEx	188,574	413,748	(225,174)	311,049	998,416	(687,367)
Net Surplus/(Subsidy)	(337,388)	(943,483)	(606,095)	(795,985)	(2,164,403)	(1,368,418)



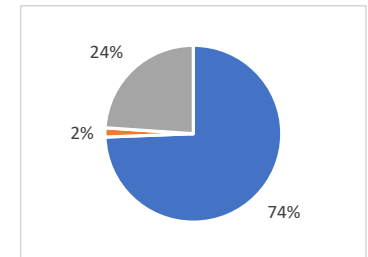
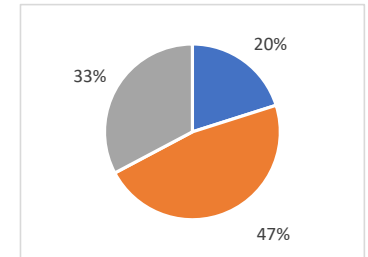
Cleveland Metroparks
Financial Performance
2/28/2025
Golf Detail

	Big Met (18)		Little Met (9)		Mastick Woods (9)		Manakiki (18)		Sleepy Hollow (18)	
	YTD February '24	YTD February '25	YTD February '24	YTD February '25	YTD February '24	YTD February '25	YTD February '24	YTD February '25	YTD February '24	YTD February '25
Operating Revenue	86,364	24,382	8,941	6,567	12,721	3,858	69,458	31,715	63,616	42,241
Operating Expenses	<u>134,974</u>	<u>193,280</u>	<u>20,204</u>	<u>31,632</u>	<u>28,411</u>	<u>43,553</u>	<u>108,352</u>	<u>190,272</u>	<u>145,451</u>	<u>204,981</u>
Operating Surplus/(Subsidy)	(48,610)	(168,898)	(11,263)	(25,065)	(15,690)	(39,695)	(38,894)	(158,557)	(81,835)	(162,740)
Capital Labor	0	0	0	0	0	0	42,384	79,211	0	11,727
Construction Expenses	0	0	0	0	0	0	164,412	149,680	0	15,551
Capital Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>92,500</u>	<u>0</u>
Total Capital Expenditures	0	0	0	0	0	0	206,796	228,891	92,500	27,278
Net Surplus/(Subsidy)	(48,610)	(168,898)	(11,263)	(25,065)	(15,690)	(39,695)	(245,690)	(387,448)	(174,335)	(190,018)

	Shawnee Hills (27)		Washington Park (9)		Seneca (36)		Ironwood		Golf Admin		Total	
	YTD February '24	YTD February '25	YTD February '24	YTD February '25	YTD February '24	YTD February '25	YTD February '24	YTD February '25	YTD February '24	YTD February '25	YTD February '24	YTD February '25
Operating Revenue	56,050	40,241	50,744	24,667	102,561	6,961	15,738	5,018	0	0	466,193	185,650
Operating Expenses	<u>93,727</u>	<u>140,498</u>	<u>51,922</u>	<u>90,181</u>	<u>134,086</u>	<u>158,037</u>	<u>71,595</u>	<u>115,822</u>	<u>162,407</u>	<u>183,380</u>	<u>951,129</u>	<u>1,351,636</u>
Operating Surplus/(Subsidy)	(37,677)	(100,257)	(1,178)	(65,514)	(31,525)	(151,076)	(55,857)	(110,804)	(162,407)	(183,380)	(484,936)	(1,165,986)
Capital Labor	0	0	0	0	0	5,430	0	9,561	0	0	42,384	105,929
Construction Expenses	0	0	0	181,624	2,755	391,551	0	13,082	0	0	167,167	751,488
Capital Equipment	<u>0</u>	<u>99,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>42,000</u>	<u>8,998</u>	<u>0</u>	<u>101,498</u>	<u>141,000</u>
Total Capital Expenditures	0	99,000	0	181,624	2,755	396,981	0	64,643	8,998	0	311,049	998,417
Net Surplus/(Subsidy)	(37,677)	(199,257)	(1,178)	(247,138)	(34,280)	(548,057)	(55,857)	(175,447)	(171,405)	(183,380)	(795,985)	(2,164,403)

Cleveland Metroparks
Financial Performance
2/28/2025
Enterprise Summary

	Actual February '24	Actual February '25	Fav (Unfav)	Actual YTD February '24	Actual YTD February '25	Fav (Unfav)
Revenue:						
Concessions	99,489	91,189	(8,300)	213,366	208,714	(4,652)
Dock Rentals	381,425	63,470	(317,955)	554,634	489,420	(65,214)
Other*	<u>167,131</u>	<u>123,044</u>	<u>(44,087)</u>	<u>330,277</u>	<u>340,051</u>	<u>9,774</u>
Total Revenue	648,045	277,703	(370,342)	1,098,277	1,038,185	(60,092)
OpEx:						
Salaries and Benefits	219,394	235,614	(16,220)	481,455	647,445	(165,990)
Contractual Services	7,984	5,181	2,803	11,207	14,523	(3,316)
Operations	<u>93,092</u>	<u>89,133</u>	<u>3,959</u>	<u>210,720</u>	<u>208,227</u>	<u>2,493</u>
Total OpEx	320,470	329,928	(9,458)	703,382	870,195	(166,813)
Op Surplus/(Subsidy)	327,575	(52,225)	(379,800)	394,895	167,990	(226,905)
CapEx:						
Capital Labor	0	0	0	0	0	0
Construction Expenses	0	0	0	11,920	0	11,920
Capital Equipment	<u>0</u>	<u>18,500</u>	<u>(18,500)</u>	<u>0</u>	<u>18,500</u>	<u>(18,500)</u>
Total CapEx	0	18,500	(18,500)	11,920	18,500	(6,580)
Net Surplus/(Subsidy)	327,575	(70,725)	(398,300)	382,975	149,490	(233,485)



*Other includes Chalet fees, parking, hayrides, aquatics, gift cards, misc.

Cleveland Metroparks
Financial Performance
2/28/2025
Enterprise Detail

Merwin's Wharf		EW Beach House		E55th Marina		E55th Restaurant	
YTD February '24	YTD February '25	YTD February '24	YTD February '25	YTD February '24	YTD February '25	YTD February '24	YTD February '25
Operating Revenue	225,482	194,128	0	0	487,047	423,255	0
Operating Expenses	<u>294,554</u>	<u>280,389</u>	<u>731</u>	<u>1,058</u>	<u>17,015</u>	<u>17,441</u>	<u>1,689</u>
Operating Surplus/(Subsidy)	(69,072)	(86,261)	(731)	(1,058)	470,032	405,814	(1,689)
Capital Labor	0	0	0	0	0	0	0
Construction Expenses	0	0	0	0	0	0	0
Capital Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Expenditures	0	0	0	0	0	0	0
Net Surplus/(Subsidy)	(69,072)	(86,261)	(731)	(1,058)	470,032	405,814	(1,689)

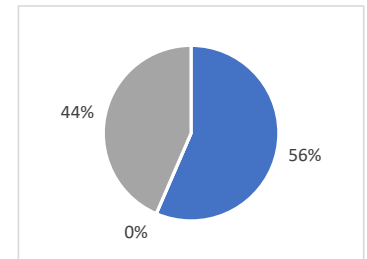
Wildwood		Euclid Beach		EmerNeck Marina		EmerNeck Restaurant	
YTD February '24	YTD February '25	YTD February '24	YTD February '25	YTD February '24	YTD February '25	YTD February '24	YTD February '25
Operating Revenue	31	17	82	23	116,827	121,293	20,423
Operating Expenses	<u>1,098</u>	<u>1,248</u>	<u>186</u>	<u>473</u>	<u>6,008</u>	<u>13,662</u>	<u>35,604</u>
Operating Surplus/(Subsidy)	(1,067)	(1,231)	(104)	(450)	110,819	107,631	(15,181)
Capital Labor	0	0	0	0	0	0	0
Construction Expenses	0	0	0	0	0	0	0
Capital Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Expenditures	0	0	0	0	0	0	0
Net Surplus/(Subsidy)	(1,067)	(1,231)	(104)	(450)	110,819	107,631	(15,181)

Edgewater Pier		Wallace Lake		Hinckley Lake		Huntington		Boat Dock	
YTD February '24	YTD February '25	YTD February '24	YTD February '25	YTD February '24	YTD February '25	YTD February '24	YTD February '25	YTD February '24	YTD February '25
Operating Revenue	84	30	0	0	0	0	0	0	0
Operating Expenses	<u>100</u>	<u>52</u>	<u>311</u>	<u>60</u>	<u>(27)</u>	<u>0</u>	<u>2,900</u>	<u>371</u>	<u>371</u>
Operating Surplus/(Subsidy)	(16)	(22)	(311)	(60)	27	0	(2,900)	(371)	(371)
Capital Labor	0	0	0	0	0	0	0	0	0
Construction Expenses	0	0	0	0	0	0	0	0	0
Capital Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Expenditures	0	0	0	0	0	0	0	0	0
Net Surplus/(Subsidy)	(16)	(22)	(311)	(60)	27	0	(2,900)	(371)	(371)

Chalet		Ledge Lake		Parking		Enterprise Admin		Total	
YTD February '24	YTD February '25	YTD February '24	YTD February '25	YTD February '24	YTD February '25	YTD February '24	YTD February '25	YTD February '24	YTD February '25
Operating Revenue	204,415	246,225	7,080	3,060	36,807	24,872	0	1,098,278	1,038,186
Operating Expenses	<u>143,990</u>	<u>177,753</u>	<u>718</u>	<u>1,684</u>	<u>2,128</u>	<u>2,413</u>	<u>192,941</u>	<u>703,383</u>	<u>870,196</u>
Operating Surplus/(Subsidy)	60,425	68,472	6,362	1,376	34,679	22,459	(192,941)	394,895	167,990
Capital Labor	0	0	0	0	0	0	0	0	0
Construction Expenses	0	0	0	0	0	0	11,920	11,920	0
Capital Equipment	<u>0</u>	<u>18,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>18,500</u>
Total Capital Expenditures	0	18,500	0	0	0	0	11,920	11,920	18,500
Net Surplus/(Subsidy)	60,425	49,972	6,362	1,376	34,679	22,459	(204,861)	382,975	149,490

Cleveland Metroparks
Financial Performance
2/28/2025
Nature Shops and Kiosks

	Actual February '24	Actual February '25	Fav (Unfav)	Actual YTD February '24	Actual YTD February '25	Fav (Unfav)
Retail Revenue	89,421	18,567	(70,854)	133,501	35,711	(97,790)
OpEx:						
Salaries and Benefits	25,632	27,880	(2,248)	51,365	68,518	(17,153)
Contractual Services	0	0	0	1,489	0	1,489
Operations	<u>49,379</u>	<u>37,141</u>	<u>12,238</u>	<u>58,641</u>	<u>52,765</u>	<u>5,876</u>
Total OpEx	75,011	65,021	9,990	111,495	121,283	(9,788)
Op Surplus/(Subsidy)	14,410	(46,454)	(60,864)	22,006	(85,572)	(107,578)
CapEx:						
Capital Labor	0	0	0	0	0	0
Construction Expenses	0	0	0	0	0	0
Capital Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total CapEx	0	0	0	0	0	0
Net Surplus/(Subsidy)	14,410	(46,454)	(60,864)	22,006	(85,572)	(107,578)



**CLEVELAND METROPARKS
ACCOUNTS RECEIVABLE AND INVESTMENTS SCHEDULES
FOR THE MONTH END FEBRUARY 2025**

ACCOUNTS RECEIVABLE

Current	Past Due					Total
	1-30 Days	30-60 Days	61-90 Days	Over 90 Days		
\$207,557	\$130,507	\$100	\$14,841	\$121,692		\$474,697

Date Placed	Bank	Description	Days of Duration	Rate		Date of Maturity	Interest Earned	EOM Balance
02/01/25	Key Bank Capital Markets	Portfolio (A)	27	9.520%	(C)	02/28/25	98,960.00	\$14,306,489
02/01/25	STAR Ohio	State pool (B)	27	4.39%		02/28/25	195,560.00	\$61,485,684

(A) KBCM - Net Change in Portfolio \$-51,801.29. Ending Account Value \$14,306,489.

Investment balance ranged from \$13,409,499 to \$14,306,489 in February 2025.

(B) State Treasurer's Asset Reserve (STAR Ohio)

Investment balance ranged from \$57,290,124 to \$61,485,684 in February 2025.

(C) The calculated rate includes any realized appreciation on bonds that matured during the period.

Source: Wade Steen, Chief Finance Officer
03/05/25

CLEVELAND METROPARKS
Appropriation Summary - 2025

Object Code	Object Description	Original Budget			Total Prior Budget Amendments	Proposed Amendment #2 3/20/2025	Total
		Baseline Budget	Carry Over Encumbrances	Total			
OPERATING							
51	Salaries	\$ 73,399,278	\$ -	\$ 73,399,278	\$ -	\$ (9,536) A	\$ 73,389,742
52	Employee Fringe Benefits	25,356,338	121,139	25,477,477	-	3,000 B	25,480,477
53	Contractual Services	20,467,911	1,996,507	22,464,418	140	62,650 C	22,527,208
54	Operations	33,738,465	4,189,319	37,927,784	67,860	270,201 D	38,265,845
	Operating Subtotal	152,961,992	6,306,966	159,268,958	68,000	326,315	159,663,273
CAPITAL							
571	Capital Labor	\$ 1,053,294	\$ 39,691	\$ 1,092,985	\$ -	\$ -	1,092,985
572	Capital Construction Expenses	94,780,279	16,182,752	110,963,031	183,045	1,420,946 E	112,567,022
574	Capital Equipment	3,949,389	1,618,677	5,568,066	56,000	75,000 F	5,699,066
575	Zoo Animals	100,000	500	100,500	-	-	100,500
576	Land	2,500,000	59,573	2,559,573	-	-	2,559,573
	Capital Subtotal	102,382,962	17,901,192	120,284,154	239,045	1,495,946	122,019,146
TOTALS							
Grand totals		\$ 255,344,954	\$ 24,208,158	\$ 279,553,112	\$ 307,045	\$ 1,822,261	\$ 281,682,419

OPERATING

51 SALARIES

\$ (4,336) Transfer of appropriations from Seasonal Salaries to Contractual Services for Park Operations
 Net budget effect is zero

\$ (5,200) Transfer of appropriations from Seasonal Salaries to Contractual Services for Park Operations
 Net budget effect is zero

A \$ (9,536) Total increase (decrease) to Salaries

52 FRINGE BENEFITS

\$ 3,000 Transfer of appropriations from Unemployment Compensation to Contractual Services for Human Resources
 Net budget effect is zero

B \$ 3,000 Total increase (decrease) to Fringe Benefits

53 CONTRACTUAL SERVICES

\$ 84 Transfer of appropriations from Operations to Insurance/Bond Premiums for Park Board bond insurance
 Net budget effect is zero

\$ 5,200 Transfer of appropriations from Salaries to Maintenance Service Contracts for Park Operations
 Net budget effect is zero

\$ 57,366 Increase of appropriations in Miscellaneous Contractual Services for Zoo Education Workforce Development program
 Appropriation increase will be covered by existing and new CZS donations

C \$ 62,650 Total increase (decrease) to Contractual Services

54 OPERATIONS

\$ 4,336 Transfer of appropriations from Office Equipment Maintenance Services to Contractual Services for Finance
 Net budget effect is zero

\$ (84) Transfer of appropriations from Business Meeting Expense to Contractual Services for Park Board bond insurance
 Net budget effect is zero

\$ 10,000 Increase of appropriations in Program Supplies for Zoo Education Trumpeter Swan Conservation program
 Appropriation increase will be covered by new CZS donations

\$ 37,136 Increase of appropriations in Property Maintenance for Park Operations Lakefront Reservation Enhancement
 Appropriation increase will be covered by existing Lakefront Enhancement funds

\$ 20,050 Increase of appropriations in Herbicides for Park Operations Natural Resources Watershed Stewardship Center
 Appropriation increase will be covered by existing NEORSF funds

\$ 14,000 Increase of appropriations in Herbicides for Park Operations Natural Resources Wallace Hydrilla program
 Appropriation increase will be covered by Federal funds passed through the Ohio Department of Natural Resources

\$ 1,100 Increase of appropriation in Plant Material for Park Operations Acacia Restoration
 Appropriation increase will be covered by existing Charles Pack Trust restricted fund

\$ 183,853 Increase of appropriations in Miscellaneous Contractual Services for Zoo Education Workforce Development program
 Appropriation increase will be covered by existing and new CZS donations

\$ 2,810 Increase of appropriations in Printing Expense for Zoo Education Puerto Rican Crested Toad book
 Appropriation increase will be covered by new CZS donations

\$ (3,000) Transfer of appropriations from Capital Equipment to Exhibit Material and Expenses for Park Operations
 Net budget effect is zero

D \$ 270,201 Total increase (decrease) to Operations

\$ 326,315 TOTAL INCREASE (DECREASE) TO OPERATIONS

CAPITAL

572 CAPITAL CONSTRUCTION EXPENSES

\$ 281,752 Increase of appropriations for Capital Contracts for West Creek Greenway project
 Appropriation increase will be covered by new Federal Highway Administration program passed through ODOT-LPA program

\$	(75,000)	Transfer of appropriations from Capital Contracts to Capital Equipment for Park Operations Net budget effect is zero
\$	7,000	Increase of appropriations for Capital Contracts for Park Operations for the Lakefront Gordon Park comfort station Appropriation increase will be covered by existing funds in Holden trust grant restricted fund
\$	458,255	Increase of appropriations for Capital Contracts for Valley Parkway Bridge Replacement project Appropriation increase will be covered by new Federal Highway Administration program passed through ODOT-LPA program
\$	500,000	Increase of appropriations for Capital Contracts for Hawthorn Parkway Bridge project Appropriation increase will be covered by new Federal Highway Administration program passed through ODOT-LPA program
\$	190,194	Increase of appropriations for Capital Contracts for Baldwin Creek Dam project Appropriation increase will be covered by new NEORS D Stormwater Management Reimbursement Funds
\$	58,745	Increase of appropriations for Capital Contracts for Police Appropriation increase will be covered by new State Homeland Security EMA grant restricted funds

E	\$	1,420,946	Total increase (decrease) to Capital Construction Expenses
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574 CAPITAL EQUIPMENT

\$	75,000	Transfer of appropriations from Capital Construction Expenses to Miscellaneous Capital Equipment for Park Operations Net budget effect is zero
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F	\$	75,000	Total increase (decrease) to Capital Equipment
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\$	1,495,946	TOTAL INCREASE (DECREASE) TO CAPITAL
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\$	1,822,261	GRAND TOTAL - INCREASE (DECREASE) FOR AMENDMENT
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BOARD OF PARK COMMISSIONERS OF THE CLEVELAND METROPOLITAN PARK DISTRICT

POLICY STATEMENT

SUBJECT: INVESTMENT POLICY

EFFECTIVE DATE: March ~~____~~, ~~2023~~20, 2025

PURPOSE & OBJECTIVES

The Board of Park Commissioners of The Cleveland Metropolitan Park District ("Park District") directs that the Park District's funds are to be invested according to the following principles:

- A. *Safety*: Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To obtain this objective, diversification is required in order that potential losses on individual investments do not exceed the income generated from the remainder of the portfolio. All investments shall be investment grade securities meeting the requirements of "Investment Instruments" ~~and carrying a credited rating as described under "Credit Risk"~~.
- B. *Liquidity*: The Chief Financial Officer shall ensure that funds are constantly available to meet immediate payment requirements, including payroll and accounts payable.
- C. *Return*: The investment portfolio shall be designed to attain a market average rate of return throughout budgetary and economic cycles, taking into account investment risk constraints and the cash flow characteristics of the portfolio.

SCOPE

This Investment Policy applies to all of the financial assets of the Park District including but not limited to the General Fund, and all capital, internal service and restricted sub-funds.

POLICY

A. Prudence Required

1. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs. Investments should not be made for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.
2. The standard of prudence to be used by the Chief Financial Officer shall be the "prudent person" and shall be applied to the context of managing an overall portfolio. The Chief Financial Officer shall exercise due diligence and, ~~if such deviation is financially significant,~~ report to the Board of Park Commissioners any deviation of an investment's performance from original expectations in a timely fashion and undertake appropriate action to control adverse developments.

B. Internal Controls

The Chief Financial Officer shall establish a system of internal controls. ~~The internal controls will be reviewed annually by an~~An independent auditor. ~~will annually review the internal controls.~~ The controls should be designed to prevent and control loss of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets or imprudent actions by employees and officers.

BOARD OF PARK COMMISSIONERS OF THE CLEVELAND METROPOLITAN PARK DISTRICT

POLICY STATEMENT

SUBJECT: INVESTMENT POLICY

EFFECTIVE DATE: March ~~___, 2023~~20, 2025

C. Investment Instruments

The Park District may invest available interim funds in accordance with Ohio Revised Code §135.14 in the following instruments:

- United States treasury bills, bonds, notes or other obligations of, or guaranteed by, the United States or those for which the faith of the United States is pledged for payments of principal and interest thereon through a depository designated in accordance with Chapter 135 of the Ohio Revised Code, or as part of the State of Ohio's (the "State") investment pool, which fund is STAR Ohio as of the date of this policy, but may change.
- ~~Bonds, notes, debentures or other obligations or securities issued by any federal government agency or the Export-Import Bank of the United States.~~
- Interim deposits in the eligible institutions applying for interim monies as provided in Ohio Revised Code §135.08.
- Bonds and other obligations of the State, provided that the ~~treasurer or governing board~~Chief Financial Officer has completed training approved by the treasurer of the State, and, with respect to bonds or other obligations of political subdivisions, all of the following apply:
 - The bonds or other obligations are payable from general revenues of the political subdivision and backed by the full faith and credit of the political subdivision.
 - The bonds or other obligations are rated at the time of purchase in the three highest classifications established by at least one nationally recognized standard rating service and purchased through a registered securities broker or dealer.
 - The aggregate value of the bonds or other obligations does not exceed twenty per cent of interim moneys available for investment at the time of purchase.
 - The ~~treasurer or governing board~~Chief Financial Officer is not the sole purchaser of the bonds or other obligations at original issuance.
- Linked deposits provided in Ohio Revised Code §§135.61 to 135.67 as permitted by ORC §135.141.
- Written repurchase agreements issued to eligible institutions set forth in Ohio Revised Code §135.03 that set forth the terms and conditions of the agreement between the parties for a period not to exceed 30 days and the market value of securities subject to a written repurchase agreement must exceed the principal value of the written repurchase agreement by at least two percent and be marked to market daily.
- Fully ~~-~~collateralized certificates of deposit, ~~provided the conditions~~ in accordance with Ohio Revised Code §135.144 ~~are satisfied~~.
- Additional Eligible Investments. The Chief Financial Officer may invest up to forty per cent (40%) of the interim moneys available for investment in either of the following:

BOARD OF PARK COMMISSIONERS OF THE CLEVELAND METROPOLITAN PARK DISTRICT

POLICY STATEMENT

SUBJECT: INVESTMENT POLICY

EFFECTIVE DATE: March ~~___~~, ~~2023~~20, 2025

- (A) Commercial paper notes issued by an entity that is defined in division (D) of section 1705.01 or division (E) of section 1706.01 of the Revised Code and that has assets exceeding five hundred million dollars, to which notes all of the following apply:
- (i) The notes are rated at the time of purchase in the highest classification established by at least two nationally recognized standard rating services.
 - (ii) The aggregate value of the notes does not exceed ten per cent of the aggregate value of the outstanding commercial paper of the issuing corporation.
 - (iii) The notes mature not later than two hundred seventy days after purchase.
 - (iv) The investment in commercial paper notes of a single issuer shall not exceed in the aggregate five per cent of interim moneys available for investment at the time of purchase.
- (B) Bankers acceptances of banks that are insured by the federal deposit insurance corporation and that mature not later than one hundred eighty days after purchase.
- No investment shall be made pursuant to this section unless the Chief Financial Officer has completed additional training for making the investments authorized in this section. The type and amount of additional training shall be approved by the Treasurer of State and may be conducted by or provided under the supervision of the Treasurer of State.

~~D. Credit Risk~~

~~The Chief Financial Officer shall invest in securities that carry a Standard and Poor's rating of AA or higher or Moody's rating of Aa or higher.~~

E.D. Relationship with Financial Institutions

1. Depositories shall be selected through the banking service procurement process and shall include a formal request for proposals issued at least every five years, in accordance with the Ohio Revised Code.
2. In selecting depositories, the credit worthiness of each institution shall be considered, and the Chief Financial Officer shall conduct a comprehensive review of each prospective depository's credit characteristics and financial history.
3. The Chief Financial Officer may present to the Board applications by additional depositories to serve as interim depositories between the formal request for proposals every five years provided such applications comply with the Ohio Revised Code, including §135.08, and ~~is~~are in the interest of Cleveland Metroparks.

F.E. Diversification

The Chief Financial Officer shall diversify use of investment instruments to avoid incurring unreasonable risks inherent in overinvesting in specific instruments, individual institutions, or maturities.

BOARD OF PARK COMMISSIONERS OF THE CLEVELAND METROPOLITAN PARK DISTRICT

POLICY STATEMENT

SUBJECT: INVESTMENT POLICY

EFFECTIVE DATE: March ~~____, 2023~~ 20, 2025

G.F. Safekeeping and Custody

~~To protect against potential fraud and embezzlement, investment assets shall be secured through~~ Utilizing a third-party ~~custody and safekeeping accounts on behalf of~~ custodian is best practice for the investment of marketable securities and offers efficiencies when dealing with multiple brokers. The Park District ~~or State treasurer. Bearer instruments should be held only through~~ will utilize a third-party institutions. custodian when investing in marketable securities. The Chief Financial Officer shall be bonded to protect the public against possible embezzlement and malfeasance. All securities shall be purchased using the delivery versus payment procedure unless prevailing practices or economic circumstances dictate otherwise. If securities transferred are not represented by a certificate, payment shall be made only upon receipt of confirmation of transfer from the custodian by the treasurer or the Board of Park Commissioners. Ownership shall be protected through third-party custodial safekeeping. ~~Safekeeping procedures shall be reviewed annually by an~~ An independent auditor shall annually review safekeeping procedures.

H.G. Ethics

1. Park District Officers and employees involved in the investment process shall refrain from personal investment or business activity which could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.
2. The Chief Financial Officer shall disclose to the President of the Board of Park Commissioners and the Chief Legal & Ethics Officer any material interest in financial institutions which conduct business with the Park District, shall further disclose any large personal financial/investment positions in securities in which the Park District invests could be affected by Park District investments, and shall subordinate their personal investment transactions to those of the Park District, particularly with regard to the timing of purchases and sales. Employees shall report any relationship with a Park ~~District~~ District's financial institution pursuant to the bi-annual disclosure process.

H.H. Reporting Requirements

The Chief Financial Officer shall submit to the Board of Park Commissioners a monthly report of investments which shall contain all investments made during the period. This report shall disclose the financial institution used, the type of investment, principal amount invested, interest rate and the amount of interest earned/to be earned.

J.I. Financial Institution Acknowledgement

Financial institutions awarded a contract for the deposit of interim or active funds shall sign the following acknowledgement:

"I hereby acknowledge receipt of the Investment Policy of the Board of Park Commissioners of The Cleveland Metropolitan Park District."

Signed by: _____

BOARD OF PARK COMMISSIONERS OF THE CLEVELAND METROPOLITAN PARK DISTRICT

POLICY STATEMENT

SUBJECT: INVESTMENT POLICY

EFFECTIVE DATE: March ~~____~~, ~~2023~~20, 2025

Date: — _____

Institution: — _____

REFERENCE: -Uniform Depository Act: -Ohio Revised Code Chapter 135

REVISES AND REPLACES: -Investment Policy, March 15, ~~2018~~2023.

Approved:

Brian M. Zimmerman
Chief Executive Officer

~~Bruce G. Rinker~~Yvette M. Ittu, Board President

Approval Date

Review Date

**BOARD OF PARK COMMISSIONERS OF THE
CLEVELAND METROPOLITAN PARK DISTRICT
POLICY STATEMENT**

SUBJECT: PROCESSING REQUESTS FOR PUBLIC RECORDS

EFFECTIVE DATE: March 20, 2025

- I. **PURPOSE:** To provide direction to all members of the Board of Park Commissioners of the Cleveland Metropolitan Park District (“Cleveland Metroparks”) staff regarding how to process requests for public records and to strictly adhere to the Ohio Public Records Act.
- II. **DEFINITIONS:**
- A. “Public record” means a document kept by Cleveland Metroparks’ office, with certain exemptions as defined in ORC§149.43, and is one that is:
1. Stored on a fixed medium (paper, electronic, or other format); and,
 2. Created, received by, or comes under the jurisdiction of Cleveland Metroparks’ office; and
 3. That documents the organization, function, policies, decisions, procedures, operations or other activities of Cleveland Metroparks.
- B. “Requester” means the person or entity making the request for a public record from Cleveland Metroparks.
- III. **General Rules of Law:** All public records responsive to a public records request made pursuant to ORC §149.43 shall be promptly prepared or made available for inspection to any person at all reasonable times during regular business hours, with the exception of published holidays.
- A. “Prompt” and “reasonable” take into account the volume of records requested; the proximity of the location where the records are stored; the time required to retrieve, download, review, redact, and produce; and, the necessity for any legal advice regarding the records requested.
- B. Records will be organized and maintained so that they are readily available for inspection and copying.
- IV. **Receiving the Public Records Request:**
- A. Requests for public records may conveniently be made in the following methods:
1. On Cleveland Metroparks’ website at: <https://www.clevelandmetroparks.com/about/cleveland-metroparks-organization/policies-procedures/public-records-requests>;
 2. In person at 4101 Fulton Parkway, Cleveland, OH 44144;
 3. By phone by calling 216.635.3200; or,
 4. By mail to 4101 Fulton Parkway, Cleveland, OH 44144
- B. The requests are automatically routed to the designated Records Custodian in the Marketing, Police or Legal Departments depending upon the type of request.
1. **Records Custodian**
 - a. **General Requests:** Legal Department, Legal Counsel, par1@clevelandmetroparks.com, (216) 635-3200, 4101 Fulton Parkway, Cleveland, Ohio 44144
 - b. **Media Requests:** Marketing Department, Director of Communications, jlg1@clevelandmetroparks.com, (216) 635-3200, 4101 Fulton Parkway, Cleveland, Ohio 44144
 - c. **Police Requests:** Police Department, Records Administrator, met1@clevelandmetroparks.com, (440) 331-5530, 4600 Valley Pkwy, Fairview Park, OH 44126
 2. Each department will strive to acknowledge receipt of the request within two (2) business days.
- V. **Information from the Requester:** The Requester must identify the records requested with sufficient clarity to allow Cleveland Metroparks to identify, retrieve and review the records. The request must fairly and specifically describe what the requester is seeking. If it would benefit the Requester by enhancing Cleveland Metroparks’ ability to identify, locate, or deliver the public records sought by the Requester and after informing the Requester

**BOARD OF PARK COMMISSIONERS OF THE
CLEVELAND METROPOLITAN PARK DISTRICT
POLICY STATEMENT**

SUBJECT: PROCESSING REQUESTS FOR PUBLIC RECORDS

EFFECTIVE DATE: March 20, 2025

that a written request is NOT mandatory and that the Requester may DECLINE to reveal the Requester's identity or the intended use, the Chief Legal & Ethics Officer, or designee, may ask the Requester:

- A. To make the request in writing;
- B. For the Requester's identity; and
- C. To state the intended use of the information requested.

VI. Reviewing the Public Records Request: Upon receipt of the request for public records, the Chief Legal & Ethics Officer and any other relevant personnel shall evaluate the request to determine:

- A. Whether the request is for a "public record" which is kept by Cleveland Metroparks. Cleveland Metroparks does not have an obligation to create new records or perform new analysis of existing information.
- B. Whether the request is for a "public record" which is exempted from disclosure as enumerated in federal or state law.
- C. Whether any redactions are necessary to the public records.
 - 1. If redactions are required and are not plainly visible, notice must be given to the Requester about the redactions and the respective legal authority permitting the redaction.
- D. Whether the request is ambiguous or overly broad.
 - 1. If a Requester makes an ambiguous or overly broad request or has difficulty in making a request for copies or inspection of public records such that Cleveland Metroparks cannot reasonably identify what public records are being requested, the Chief Legal & Ethics Officer, or designee, may deny the request but shall provide the Requester with an opportunity to revise the request by informing the Requester of the manner in which records are maintained by Cleveland Metroparks and accessed in the ordinary course of the public office's or person's duties.
- E. Whether the request should be denied.
 - 1. If the request is denied, the Chief Legal & Ethics Officer, or designee, shall provide the Requester with an explanation, including legal authority explaining why the request was denied.
- F. If the initial request was in writing, the explanation also shall be provided to the requester in writing.
 - a. The reasonable amount of time it will take to promptly prepare and make available the record of inspection during regular business hours;
 - b. If copies are requested, the reasonable amount of time it will take to make copies available and the choices of medium (for example: paper copy, fax, compact disc, etc.) upon which the record can be duplicated as an integral part of the normal operations of Cleveland Metroparks' office.

VII. Responding to Requester Regarding Inspection: The Legal Department shall inform the Requester of the most reasonably prompt manner of providing access to inspect the public records and shall make provisions within Cleveland Metroparks' office for the logistics. If this notification is oral, the Legal Department shall document that said information was provided. A Cleveland Metroparks employee must accompany the Requestor during inspection to make certain original records are not taken or altered.

VIII. Process for Providing Copies:

- A. **Payment process:** If copies of the public records are requested, the Requester shall provide, in advance, the cost of duplicating the public record, unless the Cleveland Metroparks Chief Executive Officer determines that it is in the public interest to not collect the cost. If the Requester has requested the public record to be mailed, the cost of United States postage and other mailing supplies beyond a standard envelope will be charged to the Requester.
- B. **Cost:**
 - 1. The charge for paper copies is 4 cents per page.

**BOARD OF PARK COMMISSIONERS OF THE
CLEVELAND METROPOLITAN PARK DISTRICT
POLICY STATEMENT**

SUBJECT: PROCESSING REQUESTS FOR PUBLIC RECORDS

EFFECTIVE DATE: March 20, 2025

2. The charge for color paper copies is 15 cents per page.
3. The charge for downloaded computer files to a compact disc is \$3.00 per disc.
4. Duplication costs for other media will be determined at the time of the request.
5. Effective April 9, 2025, the charge for video records shall be the actual cost associated with preparing a video record for inspection or production, not to exceed seventy-five dollars (\$75) per hour of video produced, nor seven hundred fifty dollars (\$750) total.
 - a. “Actual cost,” with respect to video records only, means all costs incurred by Cleveland Metroparks in reviewing, blurring or otherwise obscuring, redacting, uploading, or producing the video records, including but not limited to the storage medium on which the record is produced, staff time, and any other relevant overhead necessary to comply with the request.
 - b. Requester shall pay the estimated actual cost before Cleveland Metroparks commences the process of preparing a video record for inspection or production.
 - c. Cleveland Metroparks shall provide the Requester with the estimated actual cost within five (5) business days of receipt of the public records request. If the actual cost exceeds the estimated actual cost, Cleveland Metroparks may charge a Requester for the difference upon fulfilling a request for video records if the Requester is notified in advance that the actual cost may be up to twenty percent (20%) higher than the estimated actual cost.
 - i. Cleveland Metroparks shall not charge a Requester a difference that exceeds twenty percent (20%) of the estimated actual cost.
6. There is no charge if copy costs total less than \$1.00.
7. There is no charge for documents that are e-mailed, except video records that are provided via an e-mail link.

C. **Acknowledgment of payment:** Payments received shall immediately be forwarded to Cleveland Metroparks' Finance Department with a copy of the invoice indicating the nature and amount of funds received. If the Requester tenders cash, a receipt shall be immediately issued by Cleveland Metroparks to the Requester at the time the cash is tendered and prior to the tendering of the record.

IX. **Request to Review Cleveland Metroparks Personnel File:** Any request made to review a current Cleveland Metroparks personnel file, or to obtain copies of records contained in a Cleveland Metroparks personnel file, shall be processed according to this Policy. The Legal Department will notify Cleveland Metroparks staff person whose file has been the subject of a public record request.

X. **Policy Not to Interfere with Regular Business Operations:** For the purposes of this Policy, documents and records which are normally exchanged on a regular basis in a normal course of business with Cleveland Metroparks' contractors, constituents and those engaged in a business relationship with Cleveland Metroparks are NOT required to be exchanged pursuant to the processes of this Policy. However, duplication costs may be applicable as determined by Cleveland Metroparks Chief Financial Officer.

XI. **Inclusion and Display of Policy:** This Policy must be included in Cleveland Metroparks Employee Handbook and must be displayed in a poster format in Cleveland Metroparks' Administrative office.

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XII. **Failure to Respond to a Public Records Request:** Cleveland Metroparks recognizes the legal and non-legal consequences of failure to properly respond to a public records request. In addition to the distrust in government that failure to comply may cause, Cleveland Metroparks' failure to comply with a request may result in a court ordering Cleveland Metroparks to comply with the law and to pay the Requester's attorney's fees and damages.

REFERENCE: Ohio Revised Code § 149.43, Ohio Attorney General's Office Sunshine Law Manual

Replaces and supercedes: Processing Requests for Public Records, March 18, 2020.

Approved:

Chief Executive Officer -Secretary

Board President

Approval Date

Review Date

**BOARD OF PARK COMMISSIONERS OF THE
CLEVELAND METROPOLITAN PARK DISTRICT
POLICY STATEMENT**

SUBJECT: Electronic Execution of Contracts, Instruments and Documents

EFFECTIVE DATE: March 20, 2025

I. PURPOSE: To provide a more efficient delivery and execution of contracts, instruments and documents through electronic means in a manner that is consistent with the Uniform Electronic Transaction Act that has been in effect since September 14, 2000.

II. DEFINITIONS

- A. “Agreement” means the bargain of the parties in fact, as found in their language or inferred from other circumstances and from rules, regulations, and procedures given the effect of agreements under laws otherwise applicable to a particular transaction.
- B. “Automated transaction” means a transaction conducted or performed, in whole or in part, by electronic means or electronic records, in which the acts or records of one or both parties are not reviewed by an individual in the ordinary course in forming a contract, performing under an existing contract, or fulfilling an obligation required by the transaction.
- C. “Clickwrap” or “Click through” means a method for affirmatively indicating consent and agreement to terms, conditions, policies, instruments, documents, and contracts by clicking an "I accept" or "I agree" button, checkbox, (or equivalent) to proceed that cannot be bypassed.
- D. “Computer program” means a set of statements or instructions to be used directly or indirectly in an information processing system in order to bring about a certain result.
- E. “Contract” means the total legal obligation resulting from the parties' agreement as affected by sections 1306.01 to 1306.23 of the Ohio Revised Code and other applicable law.
- F. “Electronic” means relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.
- G. “Electronic agent” means a computer program or an electronic or other automated means used independently to initiate an action or respond to electronic records or performances in whole or in part, without review or action by an individual.
- H. “Electronic record” means a record created, generated, sent, communicated, received, or stored by electronic means. A record or contract that is secured through blockchain technology is considered to be in an electronic form and to be an electronic record.
- I. “Electronic signature” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record. A signature that is secured through blockchain technology is considered to be in an electronic form and to be an electronic signature.
- J. “Digital Signature” means a type of electronic signature that uses a certificate-based digital ID issued by a trusted provider to verify signer identity and document integrity.
- K. “Information” means data, text, images, sounds, codes, computer programs, software, databases, or the like.

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SUBJECT: Electronic Execution of Contracts, Instruments and Documents

EFFECTIVE DATE: March 20, 2025

- L. “Information processing system” means an electronic system for creating, generating, sending, receiving, storing, displaying, or processing information.
- M. “Person” means an individual, corporation, business trust, estate, trust, partnership, limited liability company, association, joint venture, governmental agency, public corporation, or any other legal or commercial entity.
- N. “Record” means information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form.
- O. “Security procedure” means a procedure employed for the purpose of verifying that an electronic signature, record, or performance is that of a specific person or for detecting changes or errors in the information in an electronic record. “Security procedure” includes a procedure that requires the use of algorithms or other codes, identifying word or numbers, encryption, or callback or other acknowledgment procedures.
- P. “Transaction” means an action or set of actions occurring between two or more persons relating to the conduct of business, commercial, or governmental affairs.

III. POLICY

A. Electronic Execution.

1. Pursuant to Article I, Section 3(b) of the Bylaws, the Chief Executive Officer (CEO), or the CEO’s authorized designee, is authorized to sign each contract, agreement, amendment, legal instrument and document, and the CEO is hereby authorized and may elect to sign contracts, agreements, amendments, legal instruments and documents by use of electronic or digital signatures.
 2. The Board President and CEO are authorized and may sign Resolutions or other documents by electronic or digital signatures.
 3. The Chief Financial Officer and Chief Legal & Ethics Officer are authorized and may sign any document within their authority to review and approve by electronic or digital signature.
 4. Authorized staff may sign certain documents as approved by the CEO by electronic or digital signature.
- B. This policy does not limit Cleveland Metroparks’ right or option to conduct a transaction on paper or in non-electronic form, nor affect Cleveland Metroparks’ right or obligation to have contracts, agreements, amendments, legal instruments, or documents be provided or made available on paper when required by applicable policies, laws or regulations.

IV. PROCEDURES

- A. **Procedures for Electronic Execution of Contracts, Instruments, and Documents.** When utilizing the electronic signature, the signer shall use an electronic signature method that is of the quality and security commensurate with the risk and needed assurance of the authenticity of the signer. This determination shall be made after a review of the methodology by the Chief Legal & Ethics Officer (CLEO) and the Chief Information Officer (CIO).
1. The CIO shall be responsible for developing and, as may be necessary, amending the manner, format, and security procedures for electronic signatures and transactions. In addition, specifications for recording, documenting, and/or auditing the electronic signature as required for non-repudiation and other legal requirements shall also be addressed.

**BOARD OF PARK COMMISSIONERS OF THE
CLEVELAND METROPOLITAN PARK DISTRICT
POLICY STATEMENT**

SUBJECT: Electronic Execution of Contracts, Instruments and Documents

EFFECTIVE DATE: March 20, 2025

2. As a minimum, the procedures shall address the following topics:
 - a. The type of electronic signature required;
 - b. The manner and format in which the electronic signature must be affixed to the electronic record;
 - c. The identity of, or criteria that must be met by, any third party used by the person filing a document to facilitate the process.
 - d. Control processes and procedures as appropriate to ensure adequate preservation, disposition, integrity, security, confidentiality, and auditability of electronic records;
 - e. All digital products, services, and platforms operated by Cleveland Metroparks or on Cleveland Metroparks' behalf, deemed applicable by the CLEO and CIO, that require user acceptance of electronic terms, conditions, policies, instruments, documents, and contracts must implement clickwrap agreements.

- B. It is not the intent of this Policy to eliminate all risk, but rather to provide a process for undertaking an appropriate analysis prior to approving the use of electronic signatures or electronic transactions for specific Cleveland Metroparks' transactions; and, based on such analysis, to designate those Cleveland Metroparks' transactions in which electronic signatures or electronic transactions shall be required in place of handwritten documents.

References: Ohio Revised Code Chapter 1306. Uniform Electronic Transactions Act (UETA)

Replaces and Supersedes: Electronic Execution of Contracts, Instruments and Documents, March 18, 2020

Approved:

Chief Executive Officer-Secretary

Board President

Approval Date

Review Date

RESOLUTION NO. 4499 - Adopted August 1, 1977
 RESOLUTION NO. 4682 - Revised October 6, 1980
 RESOLUTION NO. 4867 - Revised June 17, 1985
 RESOLUTION NO. 4887 - Revised October 21, 1985
 RESOLUTION NO. 4986 - Revised March 21, 1988
 RESOLUTION NO. 5034 - Revised January 9, 1989
 RESOLUTION NO. 90-01-010 - Revised January 12, 1990
 RESOLUTION NO. 91-01-006 - Revised January 10, 1991
 RESOLUTION NO. 92-01-006 - Revised January 9, 1992
 RESOLUTION NO. 93-01-005 - Revised January 8, 1993
 RESOLUTION NO. 98-01-009 - January 9, 1998 (no revisions from May 7, 1997)
 RESOLUTION NO. 99-01-006 - January 14, 1999
 RESOLUTION NO. 94-01-007 - Revised January 13, 1994
 RESOLUTION NO. 95-01-009 - Revised January 5, 1995
 RESOLUTION NO. 96-01-006 - Revised January 9, 1996
 RESOLUTION NO. 97-01-007 - Revised January 9, 1997
 RESOLUTION NO. 97-05-130 - Revised May 7, 1997

RESOLUTION NO. 00-01-007 - January 6, 2000
 RESOLUTION NO. 01-01-007 - January 11, 2001
 RESOLUTION NO. 03-01-006 - January 9, 2003
 RESOLUTION NO. 06-01-005 - January 9, 2006
 RESOLUTION NO. 08-01-005 - January 10, 2008
 RESOLUTION NO. 13-01-006 - January 10, 2013
 RESOLUTION NO. 15-01-006 - January 8, 2015
 RESOLUTION NO. 16-01-004 - January 7, 2016
 RESOLUTION NO. 16-05-095 - May 26, 2016
 RESOLUTION NO. 17-01-004 - January 6, 2017
 RESOLUTION NO. 18-01-004 - January 18, 2018
 RESOLUTION NO. 20-01-006 - January 15, 2020
 RESOLUTION NO. 21-01-004 - January 14, 2021
 RESOLUTION NO. 21-12-179 - December 16, 2021
 RESOLUTION NO. 23-01-003 - January 19, 2023
 RESOLUTION NO. 23-12-198 - December 14, 2023
RESOLUTION NO. 25-03- - March 20, 2025

BOARD OF PARK COMMISSIONERS OF THE
CLEVELAND METROPOLITAN PARK DISTRICT
BY-LAWS

ARTICLE 1. BOARD OF PARK COMMISSIONERS

Section 1. Board of Park Commissioners. The commissioners, appointed in accordance with Section 1545.09 of the Ohio Revised Code (ORC), will constitute the Board of Park Commissioners of the Cleveland Metropolitan Park District (the “Board”) and shall have all of the powers and responsibilities enumerated in ORC Chapter 1545. Commissioners will serve without compensation, but will be allowed their actual and necessary expenses incurred in the performance of their duties pursuant to ORC §1545.05. The Board was created on July 23, 1917 by action of the Cuyahoga County Probate Court in accordance with provisions of ORC Chapter 1545, constitutes a separate political subdivision of the State of Ohio, and as such is not subject to the jurisdiction of any local form of government such as a county, municipality or township.

- a. Board Policies: The Board shall serve as the policy-making approval authority and shall review Board level policy at least once every five (5) years or more often as necessary. New Board policies shall have two public readings before being voted upon and adopted by the Board. Existing Board policies which are being reviewed at the five-year anniversary and contain no substantial changes, may be adopted upon one public reading.
- b. Park District Ordinances: The Board shall adopt, on an annual basis, and more frequently if necessary, Rules and Regulations that are numbered laws or decrees. Ordinances are developed by the Chief of Police, Chief Prosecuting Attorney and Chief Legal & Ethics Officer and submitted to the Board for adoption.

Section 2. Quorum. Two members constitute a quorum of the Board for any meeting. Actions of the Board may be by motion or resolution with affirmative votes of at least two members necessary in order to adopt any motion or resolution. The President may move, second and vote on any action.

Section 3. Officers and Appointments of the Board.

- a. The officers of this Board shall consist of a President and two Vice Presidents, and shall serve one year terms. Board members shall annually rotate through the officer positions at the first meeting of the calendar year as determined by the date of his or her appointment to the Board. Specifically, unless otherwise as is necessary, a newly appointed Board member shall serve one, one-year term as Vice President prior to serving as President. Once a Board member serves his/her term as President and if the Probate Judge appoints the Board member to an additional term, he/she shall then serve at least one, one-year term as Vice President prior to serving an additional

term as President. Pursuant to ORC §1545.07, an Executive Director-Secretary shall be chosen by the Board, and a Treasurer and outside legal counsel shall be chosen by the Board at the latest by the first meeting of the calendar year, to serve at the pleasure of the Board, and none of such positions shall be filled by members of the Board. This provision does not preclude additional legal counsel from being retained throughout the year pursuant to Article 5.

- b. The Executive Director-Secretary shall be known as the Chief Executive Officer (CEO) of the Cleveland Metropolitan Park District and shall serve as the secretary to the Board pursuant to ORC §1545.07. The CEO shall make an accurate and permanent record of the proceedings of the Board, affix his/her signature thereto after the proceedings have been approved, shall certify all vouchers approved by the Board for payment, shall set employee compensation including but not limited to tips/gratuities, commissions, merit bonuses, moving expenses, in accordance with the Board-approved compensation range established pursuant to Article 4, and shall sign, as authorized, all legal documents for and on behalf of the Board, and may authorize employees to serve in their official capacity on certain boards, commissions or offices. In the absence of the CEO from the office which is documented by a written statement, his/her designee, shall serve in the place of the CEO. The CEO may designate certain staff to execute template contracts which have been created or approved by the Legal Department. The CEO shall have the responsibility of approving operational and administrative policies which have been developed and updated by staff. These operational and administrative policies shall govern the day-to-day operations and shall be consistent with the policies formulated and adopted by the Board.
- c. The Treasurer shall be an ex officio officer of the Board and shall be known as the Chief Financial Officer (CFO), serve as custodian of their funds and serve as their fiscal officer pursuant to ORC §1545.07. The CFO will endorse all checks payable to the depository of the Board, depositing to the credit of the Board all monies received and shall certify sufficiency of funds for contracts and vouchers on behalf of the Board. The CFO shall sign all checks for payment of Board approved and CEO certified payables. The CFO shall also sign all payroll checks in compliance with the Administrative Procedure for Payroll Processing. In the absence of the CFO, his/her designee shall serve in the place of the CFO.

ARTICLE 2. MEETINGS OF THE BOARD

Section 1. Meetings. As used herein, "meeting" shall be defined as any prearranged discussion of the public business of the Board by a majority of its members.

Section 2. Business of the Board. Every meeting of the Board shall be open to the public, except the section of the meeting held in an Executive Session pursuant to applicable state law. The Board may meet virtually pursuant to the provisions of a separately adopted virtual public meetings policy.

Section 3. Posting Time and Place of Meetings. Regular or special meetings of the Board will be determined by the Board. The meetings will be held at such times and places as the Board will from time to time designate. Notice of the date, time and place of regularly scheduled meetings will be determined annually no later than the first meeting of the calendar year, subject to change at the Board's sole discretion, and that schedule will be posted on the Board's Web site and in the Administrative Offices located at 4101 Fulton Parkway, Cleveland, Ohio 44144.

Section 4. Notice of Regular and Special Meetings to the Public. Notice of any change in date, time, place or use of virtual technology of a regular meeting or hearing shall be posted on the Board's Website and in the Administrative Offices at least seventy-two (72) hours in advance of such meeting. The time, place and purpose of a special meeting shall be posted on the Board's Website and in the Administrative Offices at least twenty-four (24) hours in advance of such meeting, except in the case of an emergency meeting.

- a. Any person who desires to receive advance personal notice of any change in date, time, ~~or~~ place or use of virtual technology of a regular meeting or of any regular or special meeting of the Board at which any specific type of business is to be discussed may receive such advance notice by requesting in writing annually that the CEO put his or her name on a list, and by providing (1) a current email address; or (2) current phone number; or (3) self-addressed, stamped envelopes or postcards. Notice of emergency meetings of the Board requiring immediate official action will be given only to the news media that have requested notification immediately pursuant to ORC §121.22 and as the same may be amended.

Section 5. Notification of Regular, ~~and~~ Special or Virtual Meetings to the News Media. News media requesting notification of any meetings of the Board will provide the CEO with written designation of the person to whom notification will be given, including said person's name, phone number and e-mail address. The Board will provide at least seventy-two (72) hours advance notice of a meeting or hearing that will be held virtually, unless an emergency virtual meeting is planned which in that event the Board

will notify designated media immediately. The Board will, if at all possible, provide such notice only within normal working hours. It shall be the obligation of the news media requesting notification to keep this written designation current at all times.

Section 6. Special Meetings. Special meetings of the Board shall be held upon call of any member of the Board or the CEO. Notices of special meetings shall be mailed to each member at least twenty-four (24) hours before the time of such meetings or given by telephone, e-mail or personally served on each member at least three (3) hours before the time of such meeting. If any member of the Board is unavailable for a period of at least twenty-four (24) hours before such special meeting, failure of such member to receive notice of a special meeting shall not invalidate such meeting or any of its proceedings.

Section 7. Minutes of the Board. An accurate and permanent record of the proceedings and minutes of all meetings, regular and special, shall be kept and entered in a book to be known as the "Minutes of the Board"; and the record of each meeting in the "Minutes of the Board" shall be and constitute the only evidence of the acts of the Board at such meeting, when signed at the end of the record of such meeting by the presiding officer and CEO. The Resolutions shall be properly indexed. In addition, each meeting shall be recorded and those recordings kept in the Board archives as dictated by the records retention schedule. The CEO shall be the official custodian of all the records of the Board and shall be the proper person to certify any action of the Board.

Section 8. Minutes for Public Inspection. The minutes of the Board shall be open for public inspection and recorded after they have been read and approved by the Board. The minutes need only reflect the general subject matter of discussions in Executive Sessions which have been called and held pursuant to and in compliance with the applicable law.

Section 9. Business for Consideration of the Board. All petitions, applications and communications intended for the consideration of the Board (other than those presented by the members of the Board) must be in writing and shall not be considered nor acted upon by the Board unless placed in the hands of the CEO at least five (5) days before the meeting of the Board; provided, however, that the Board may grant exceptions to such requirement in its sole discretion. Public comment at board meetings is at the sole discretion of the Board and, if permitted, shall be received in a manner prescribed by the Board President.

Section 10. Absence of President. The President shall preside at all meetings. In the absence or disability of the President, a Vice President shall perform this duty. "Robert's Rules of Parliamentary Procedure" shall guide the proceedings of the Board when not expressly covered or provided for herein.

Section 11. Order of Business. The business of the Board will generally be considered as follows:

- a. Roll call.
- b. Minutes of previous meeting for approval or amendment.
- c. Presentation of Financial Statement.
- d. New Business/CEO's Report.
 - i. Approval of action items.
 - ii. Approval of resolution to pay expenses of the Board.
- e. Information/Briefing Items/Policy.
- f. Old business.
- g. Schedule for next meeting.

ARTICLE 3. ETHICS

Section 1. Ohio Ethics Laws. The Board and all of its employees are bound by Ohio's Ethics Laws as codified in Chapters 102 and 2921 of the Ohio Revised Code and as interpreted by the courts of Ohio and by the Opinions of the Ohio Ethics Commission and shall act in full compliance therewith. Additionally, the Board and all of its employees shall not violate any other provision of Ohio Law including, but not limited to, bribery and theft prohibitions.

Section 2. Conflict of Interest Process. In an effort to assist the Board's and its employees' compliance with the conflict of interest provisions of Ohio's Ethics Laws, a conflict of interest vetting process, which includes the review of a list of all Cleveland Metroparks current vendors and/or contractors, shall be completed biennially. In the event that a conflict of interest scenario would arise after the annual conflict of interest process was conducted, the Board member or employee shall disclose the potential conflict of interest to the CFO and Chief Legal & Ethics Officer to determine appropriate next steps.

ARTICLE 4. EMPLOYEES

The Board shall set the CEO salary, and the CEO shall set the CFO salary. The Board shall also fix the compensation range for all employees, and no person shall be employed in any position unless the compensation has been fixed for such position by the

CEO. The Board, in its discretion, may review the appointments of senior staff positions, prior to the person's employment, consisting of, *inter alia*, the Executive Director of Cleveland Metroparks Zoo, Chief Legal & Ethics Officer, Chief Human Resources Officer, Chief Operating Officer, Chief Planning and Design Officer, Chief Marketing Officer, Chief of Police, Chief Information Officer, and Chief Development Officer. Appointment of Police personnel shall be in conformance with ORC §1545.13.

ARTICLE 5. PROCUREMENT

Section 1. Procurement of Goods. In procuring any goods, the Board shall contract as a contracting authority under ORC §§[307.86](#) to [307.91](#).

Section 2. Procurement of Services.

- a. *Services with a cost of greater than \$5,000 and up to and including \$75,000*. In contracting for services, unless otherwise required under any of ORC §§9.33 to 9.334 or 153.65 to 153.71, inclusive, the CEO may, after considering no fewer than three quotes from persons or entities who could perform the contract and the competence, ability and availability of said person or entity, hire any such person or entity and authorize a contract therewith.
- b. *Services with a cost over \$75,000*. In contracting for services except the services of an accountant, attorney at law, physician, consultant, manager, surveyor, or appraiser, unless otherwise required under any of ORC §§9.33 to 9.334, inclusive, the CEO shall issue a Request for Proposal (RFP), Request for Qualifications (RFQu), Request for Information (RFI) or other competitive process to evaluate the competence, ability and availability of any person or entity and, upon the recommendation of the CEO, the Board may hire any such person or entity and authorize a contract therewith. For services of an accountant, attorney at law, physician, consultant, manager, or appraiser, Section 2(a) shall be followed.
- c. For services valued at or below \$5,000, the CEO is authorized to implement procurement process requirements.
- d. For services obtained pursuant to Sections 2(a) or (b), the CEO need not obtain three quotes or issue a RFP, RFQu, or RFI if: (a) the purchase is being made pursuant to a joint purchasing program similar to those addressed by ORC § 9.48; (b) the purchase is of services of a proprietary nature or are otherwise limited to a single source; or (c) the purchase is from the federal government, the state, another county or contracting authority of another county, or a board of education, educational service center, township or municipal corporation.
- e. *Professional design services*. In contracting for professional design services, the Board shall comply with §§ 153.65 — 153.99 of the Ohio Revised Code. "Professional design services" means services within the scope of practice of an architect or landscape architect registered under Chapter 4703 of the Revised Code or a professional engineer or surveyor registered under Chapter 4733 of the Revised Code.
- f. *Management Services*: In contracting for management services, the Board shall exercise extensive controls over the manager while ensuring that Park District property is used exclusively for public purposes. A management services agreement is an agreement entered between a third party and the Park District to provide management of a Park District facility, asset, event, operation, or program for a usage fee reducing the Park District's operational costs and increasing its efficiency.
 - i. For management service agreements, the CEO may approve a management services agreement for "new" management services on a trial, or pilot, basis to last no longer than three (3) years without conducting a RFP, RFQu, RFI or other competitive process. A "new" management services operation is defined as a management services operation the Board has not contracted for in the immediately preceding five (5) years at that location. After the trial or pilot period, an RFP, RFQu, RFI or other competitive process which evaluates multiple criteria (*i.e.*, including, but not limited to, quality, consistency with the Park District mission, level of revenue generated, etc.) shall be utilized to identify the person or entity to conduct the management services operation that has completed a trial or pilot time period.
 - ii. The CEO shall issue a RFP, RFQu, RFI or other competitive process for all management services that do not qualify as "new" to evaluate the competence, ability and availability of any person or entity, and award the agreement to the successful vendor or for those management service agreements projected to net the Park District an amount greater than \$100,000.00, upon the recommendation of the CEO, the Board, may hire such vendor and authorize a contract therewith.
 - iii. Contracts for management services under Section 2(f)(ii) of this Article may be for an initial term not to exceed five (5) years, except where substantial capital improvements to be paid by the management entity are involved. The initial term of up to five (5) years may be on a year-to-year basis. Any such contracts may be renewed by the Board on one or more occasions, but the total number of years of all such renewals combined may not exceed the number of years of the initial contract term, which initial contract term may

be on a year-to-year basis. Thereafter, any consideration of a further contract for the same service must first follow a competitive process, and then be accepted by the Board.

Section 3. *Sponsorships and Other Revenue-Generating Opportunities with Third Parties.*

a. Definitions:

- i. "Sponsorship" shall mean a mutually beneficial business arrangement between the Park District and a third party, whereby the third party provides cash and/or in-kind services or products to the Park District in return for access to the Park Districts' marketing potential and brand. Sponsorships may include, but is not limited to, sponsorship of one or more of the Park District's services, projects, events, facilities, or activities.
- ii. "Sponsorship agreement" shall mean a mutually beneficial, contractual agreement that reflects the business arrangement for the exchange of commercial and/or marketing benefits between the Park District and a sponsor for a specified period.
- iii. "Other revenue-generating opportunities" shall mean opportunities other than management services in which the Park District derives income from unique activities or opportunities that are related to the Park District's mission under ORC Chapter 1545 in collaboration with a third party.

b. Process: The Board may procure sponsorships and other revenue-generating opportunities by engaging in processes that involve an appropriately broad field of potential third parties in a manner that ensures open and effective competition.

- i. For those sponsorships and revenue-generating opportunities where there are no Park District costs, the Park District staff has broad discretion in determining the open and effective competition process to determine the best opportunity.
- ii. For those sponsorships and revenue-generating opportunities where the Park District is required to incur costs for goods, Article 5, Section 1 shall be followed.
- iii. For those sponsorships and revenue-generating opportunities where the Park District is required to incur costs for services, Article 5, Section 2 shall be followed.

Section 4. Procurement of Construction

- a. *Cost Up To and including \$75,000.* In contracting for anything to be constructed at a cost up to and including \$75,000 unless otherwise required under ORC §§ 153.12 to 153.14, 9.33 to 9.334, or 153.65 to 153.71, inclusive, the CEO may, after considering no fewer than three quotes from persons or entities who could perform the contract and the competence, ability and availability of said person or entity, hire any such person or entity and authorize a contract therewith. Performance and payment bond requirements for construction contracts in the amount of \$75,000 or less may be waived at the discretion of the CEO.
- b. *Cost Over \$75,000.* For anything to be constructed at a cost of greater than \$75,000, the Board shall award all construction contracts to the bidder it determines to be the lowest and best bidder or the best value proposer, as the case may be, in accordance with the applicable provisions of ORC §§ 153.12 to 153.14, 9.33 to 9.334, or 153.65 to 153.71 inclusive.

Section 5. Procurement Authority of CEO.

- a. *Authority up to and including \$75,000.* 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 \$75,000. Any contracts where the cost exceeds \$25,000 or any purchase where the amount exceeds \$25,000, 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.
- b. *Change Orders.* For construction contracts that are greater than \$75,000, 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 there is no additional cost (e.g., to amend a schedule) or the additional cost is less than THE LESSER OF: (i) \$75,000, or (ii) ten percent (10%) of the total cost of the contract at the time of the change order. Each change order by the CEO under this Section involving an increase in cost shall be reported to the Board at the next meeting of the Board following the execution of said change order. The aggregate value of all change orders authorized by the CEO shall not exceed fifty percent (50%) of the original contract value without prior approval of the Board. If the Board approves a revised contract value, then the aggregate value of all change orders issued after Board approval of the revised contract value shall not exceed fifty percent (50%) of the revised contract value without additional approval of the Board.

- c. *Amendment to Professional Service Non-Construction Contracts.* For all non-construction professional service contracts greater than \$75,000, the CEO is not authorized to enter into any amendment to a non-construction or other special services contract 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 contracts agreements, without prior approval by the Board in each instance, where there are no additional fees (e.g., to amend a schedule) or the additional fees for the agreement by the CEO pursuant to this Section are less than THE LESSER OF: (i) \$75,000, or (ii) ten percent (10%) of the total cost of the contract agreement at the time of the amendment. Each amendment by the CEO under this Section involving an increase in fees shall be reported to the Board at the next meeting of the Board following the execution of said amendment. The aggregate value of all amendments authorized by the CEO shall not exceed fifty percent (50%) of the original contract value without prior approval of the Board. If the Board approves a revised contract value, then the aggregate value of all change orders issued after Board approval of the revised contract value shall not exceed fifty percent (50%) of the revised contract value without additional approval of the Board.
- d. *Emergencies.* All goods and services must be procured in accordance with Sections 1, 2, 3 and 4 of this Article 5, except that when, due to an emergency beyond the control of the Board, or any of its officers, employees or agents, the CEO determines that the delay in utilizing the quoting, bidding or proposal process or the delay in bringing a contract in excess of \$75,000 to the Board for approval would create a real and present danger to the health, safety or well-being of the public, Board employees, or Park animals or turf or other significant resources, the CEO shall be deemed authorized, after considering the competence, ability, availability and price of any person, firm, or corporation, with respect to any services or goods, including without limitation services and goods, to hire the person, firm, or corporation and to execute a contract with such person, firm or corporation. In the case of purchases greater than \$75,000 the CEO shall report such actions to each member of the Board by telephone, e-mail or facsimile transmission within one workday of such actions and by written summary of such actions containing the determination and the reasons therefore at the next meeting of the Board for ratification of the emergency contract by the Board.

Section 6. No value or use.

- a. *Sale at Auction.* Personal property not needed for Park purposes, the estimated value of which is less than \$25,000, may be sold upon approval by the CEO at public auction or by informal quotations to the highest informal bidder. Personal property not needed for Park purposes, the estimated value of which is \$25,000 or greater, may be sold upon approval by the Board at public auction or by informal quotations to the highest informal bidder. The auctioning of property set forth in this Section 6(a) may be conducted via internet auction.
- b. *Sale other than at Auction.* Personal property not needed for Park purposes, the estimated value of which is \$2,500 or less but that is not obsolete or unfit for the use for which it was acquired, may be auctioned at a public auction, sold at a public sale or to a private purchaser at a market price or, if there is no market price, a reasonable price, or donated to an organization or individual deemed appropriate in the CEO's discretion.
- ~~c. *Donation or Disposal of Obsolete or Unfit Items.* Personal property that is obsolete or unfit for the use for which it was acquired or that has no useful value may be disposed of consistent with Section 6(b) or discarded, be auctioned at a public auction, sold at a public sale at market price or, if there is no market price, a reasonable price, discarded, or donated to an organization or individual deemed appropriate in the CEO's discretion.~~
- d. *Donation or Disposal of Items Not Saleable.* When the CEO or Board has offered personal property for sale at public auction or sale at least once pursuant to Subsection 6(a) or 6(b), and the property has not been sold, the CEO, for property valued at less than \$25,000, or the Board, for property valued at \$25,000 or more, may authorize the sale of the property at a private sale or to a private purchaser, discard the property, or donate the property to an organization or individual deemed appropriate in the CEO's discretion.

Section 7. Certification by CFO. All contracts will be certified by the CFO for sufficiency of funds.

Section 8. Rejection of Bids and/or Proposals. In awarding any contracts pursuant to Article 5 of the By-Laws, the Board may choose to reject all bids and/or proposals.

Section 9. No Split or division. No contract may be artificially split or divided so as to avoid any of the bidding requirements provided in these By-Laws.

ARTICLE 6. APPROVAL OF VOUCHERS

Section 1. Voucher for Payment. All vouchers in payment of bills shall be certified by the CEO and then ratified for payment by a resolution duly approved by the Board at the board meeting immediately following payment.

Section 2. Approval of Payment. The resolution authorizing payment shall not include any voucher which has not been first approved by the proper employee of the Board, as to its quantity, quality, price, validity and legality.

Section 3. Certification. The CFO shall not issue his/her check unless the voucher is certified by the CEO.

ARTICLE 7. PERMANENT FILES

No papers or documents belonging to the permanent files of the Board shall be taken out of the office of the Board, except upon approval of the Board, or upon legal process.

ARTICLE 8. SETTLEMENT AUTHORITY

Section 1. Value. The following Board employees or insurance carriers pursuant to the terms of an agreement approved by the Chief Legal & Ethics Officer shall have authority to settle claims arising against the Board for up to and including the following amounts: Insurance Carrier: \$10,000; Director of Risk Management--\$250,000; Chief Legal & Ethics Officer--\$750,000; CEO--\$250,000.

Section 2. Limit of Authority. No such claim shall be settled for more than \$250,000 without the prior approval of the Board through passage of a resolution.

All previous resolutions pertaining to the bylaws of the Board of Park Commissioners of the Cleveland Metropolitan Park District are hereby repealed.

Approved this 14th day of ~~March~~ December 2025~~3~~.

Board of Park Commissioners
Cleveland Metropolitan Park District

Attest:

President Yvette M. Ittu

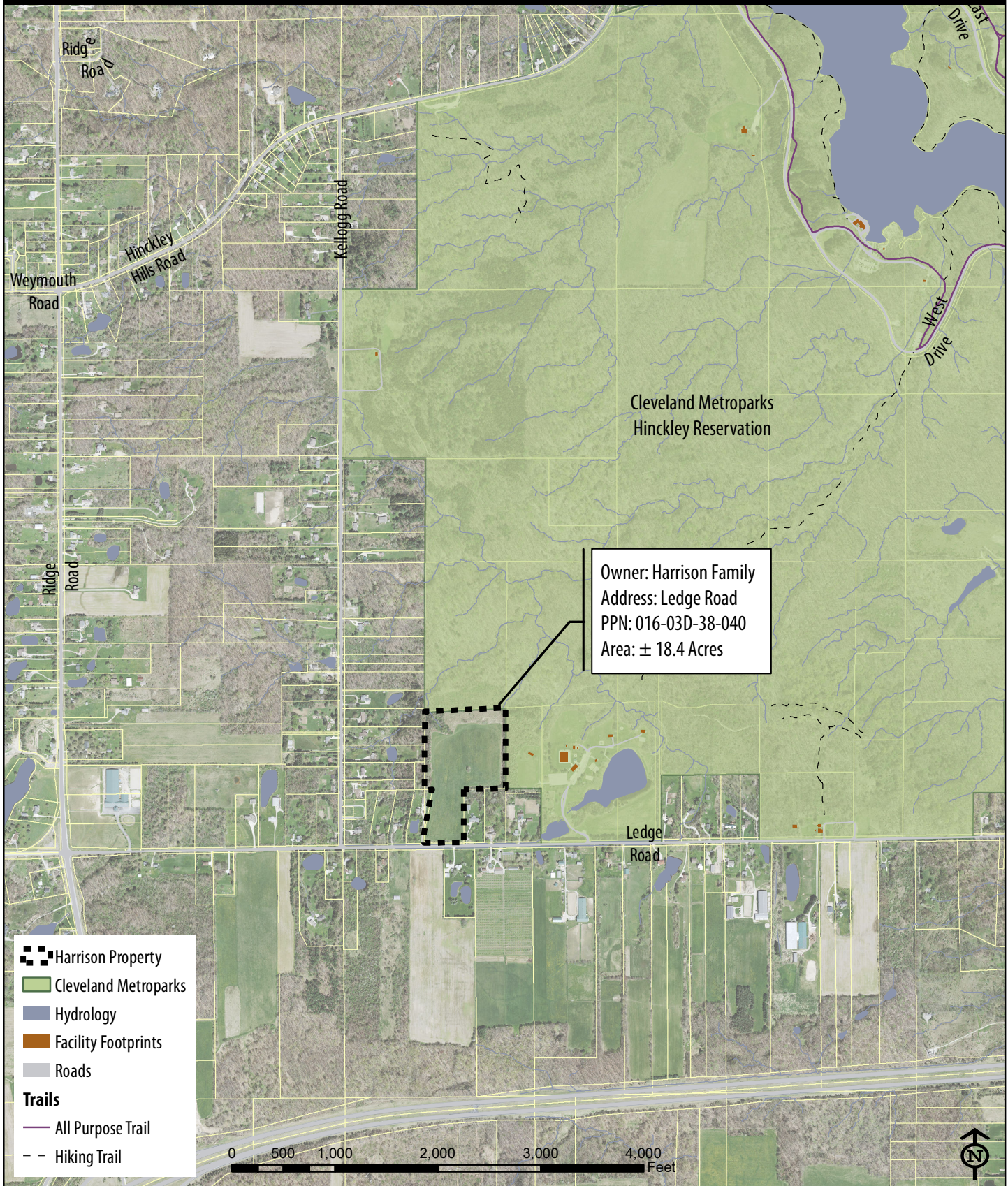
Brian M. Zimmerman, Chief Executive Officer

Vice President Bruce G. Rinker

Vice President Dan T. Moore

Hinckley Reservation

Harrison Property - Hinckley Township



**Resolution of Authorization
Recreational Trails Program
Hinckley Lake Loop Trail**

March 20, 2025

WHEREAS, the State of Ohio through the Ohio Department of Natural Resources, administers financial assistance for public recreation purposes, through the Recreational Trails Program, and

WHEREAS, Cleveland Metroparks plans to complete the Hinckley Lake Loop Trail in Hinckley Reservation, and

WHEREAS, Cleveland Metroparks desires financial assistance under the Recreational Trails 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 Department of Natural Resources 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.

Yvette M. Ittu, 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 20th day of March 2025, and that I am duly authorized to execute this certificate.

Brian M. Zimmerman
Chief Executive Officer

**BOARD OF PARK COMMISSIONERS OF THE CLEVELAND METROPOLITAN PARK DISTRICT
POLICY STATEMENT**

SUBJECT: Virtual Public Meetings Policy
EFFECTIVE DATE: April __, 2025

PURPOSE

To provide guidance for virtual public meetings of the Board of Park Commissioners of the Cleveland Metropolitan Park District (Board) in compliance with Ohio Revised Code §121.221.

POLICY

It is the policy of the Board to utilize virtual public meetings to facilitate the efficient business of the Board in compliance with ORC §121.221.

PROCEDURE**A. Virtual Meetings Are Permitted.**

1. The Board may hold and attend meetings and may conduct and attend hearings by means of video conference or any other similar electronic technology, and all of the following apply:
 - a. Any resolution, regulation, rule, or formal action of any kind has the same effect as if it occurred during an open meeting or hearing of the public body.
 - b. Notwithstanding division (C) of section [121.22](#) of the Revised Code, Board members who attend meetings or hearings by means of video conference or any other similar electronic technology shall be considered present as if in person at the meeting or hearing, shall be permitted to vote, and shall be counted for purposes of determining whether a quorum is present at the meeting or hearing.
2. When the Board conducts a meeting or hearing by means of video conference or any other similar electronic technology, the Board shall establish a means, through the use of electronic equipment that is widely available to the general public, to converse with witnesses, receive documentary testimony and physical evidence, and permit public comment, if applicable.

B. Public Access.

1. The Board shall provide the public access to a public meeting, and to any hearing held that the public would otherwise be entitled to attend, according to Ohio law, commensurate with the method in which the meeting or hearing is being conducted, including for example, livestreaming by means of the internet, television, cable, or public access channels, or by means of any other similar electronic technology.
2. The Board shall ensure that the public can observe and hear the discussions and deliberations of all the members of the Board, whether the member is participating in person or electronically. Members of the Board shall have sufficient internet or other electronic connection to allow the member to be seen and heard clearly, and shall be visible at all times.

C. Voting and Attendance.

1. All votes taken in the meeting or hearing shall be taken by roll call vote unless there is a motion for unanimous consent, and the motion is not objected to by a member of the Board. If a vote is taken

**BOARD OF PARK COMMISSIONERS OF THE CLEVELAND METROPOLITAN PARK DISTRICT
POLICY STATEMENT**

SUBJECT: Virtual Public Meetings Policy
EFFECTIVE DATE: April __, 2025

unanimously, the Board shall provide the public with information on how the members of the Board voted, including any members who abstained from voting.

2. Any member of the Board who intends to attend a meeting by means of video conference or other similar electronic technology shall notify the Board President of that intent not less than forty-eight (48) hours before the meeting, except in the case of an emergency defined as “an unforeseen combination of circumstances or the resulting state that calls for immediate action.”

D. When Virtual Meetings Are Not Permitted.

1. The Board may not hold, and no Board member may attend meetings or conduct and attend hearings by means of video conference or other similar electronic technology if any of the following apply:
 - a. The meeting or hearing involves a vote to approve a “major non-routine expenditure” defined as “a one-time or infrequent cost that Cleveland Metroparks incurred and does not expect to pay again which may have been caused by a significant change at Cleveland Metroparks or events outside of normal business operations.”
 - b. The meeting or hearing involves a vote to approve the hiring of either the Chief Executive Officer or the Chief Financial Officer;
 - c. The meeting or hearing involves a purpose to propose, approve, or vote on a tax issue or tax increase;
2. If, upon the notification of an upcoming Board meeting, and not later than forty-eight (48) hours before the meeting, two Board members, notify the Board President that an item in the agenda must be acted upon at a meeting conducted fully in person, upon the Board President's acknowledgment of receipt of the notification, the Board shall take action on the item of the agenda only at a meeting conducted fully in person.
3. The Board shall not hold a hearing, and Board members shall not attend a hearing, by means of video conference or other similar electronic technology without the consent of all parties to the hearing.

E. Notifications of Virtual Meetings

1. The Board shall provide notification of meetings and hearings pursuant to Article 2 of the Board of Park Commissioners of the Cleveland Metropolitan Park District By-Laws.

Reference: ORC 121.221

Yvette Ittu
Cleveland Metroparks President

Brian M. Zimmerman
Cleveland Metroparks Executive Director

Approval Date

Review Date

RESOLUTION NO. 25-03-032

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.

Wire Transfers dated February 14, 2025 in the amount of \$106,114.26

Printed Checks dated February 14, 2025 in the amount of \$2,293,254.22

Direct Disbursement dated February 21, 2025 in the amount of \$5,112.00

Printed Checks dated February 21, 2025 in the amount of \$2,577,351.25

Direct Disbursements dated February 28, 2025 in the amount of \$5,832.00

Wire Transfers dated February 28, 2025 in the amount of \$106,536.24

Printed Checks dated February 28, 2025 in the amount of \$596,121.58

Direct Disbursement dated March 7, 2025 in the amount of \$6,230.00

Printed Checks dated March 7, 2025 in the amount of \$667,086.34

Net Payroll dated January 26, 2025 to February 8, 2025 in the amount of \$1,579,320.98

Withholding Taxes in the amount of \$360,490.22

Net Payroll dated February 9, 2025 to February 22, 2025 in the amount of \$1,640,386.04

Withholding Taxes in the amount of \$383,518.44

Bank Fees/ADP Fees in the amount of \$17,043.87

Cigna Payments in the amount of \$787,955.51

ACH Debits (First Energy; Sales Tax) in the amount of \$188,337.32

OPERS \$1,232,069.00

JP Morgan Mastercard dated February 1, 2025 to February 28, 2025 in the amount of \$643,419.45

Total amount: \$13,196,178.72

PASSED: March 20, 2025

Attest: _____

President of The Board of Park Commissioners

Chief Executive Officer

RECOMMENDED ACTION: That the Board of Park Commissioners approves **Resolution No. 25-03-032** listed above.

RESOLUTION NO. 25-03-033

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.

JP Morgan Mastercard-Arborwear dated February 1, 2025 to February 28, 2025 in the amount of \$306.13

Total amount: \$306.13

PASSED: March 20, 2025

Attest: _____

President of The Board of Park Commissioners

Chief Executive Officer

RECOMMENDED ACTION:

That the Board of Park Commissioners approves **Resolution No. 25-03-033** listed above.