

**MINUTES OF THE  
BOARD OF PARK COMMISSIONERS  
OF THE  
CLEVELAND METROPOLITAN PARK DISTRICT  
DECEMBER 18, 2025**

The Board of Park Commissioners met on this date, Thursday, December 18, 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. 25-12-176:** It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to approve the minutes from the Regular Meeting of November 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 November 30. Also provided is a Schedule of Accounts Receivable and Investments, which along with the Comparative Summary is found on pages **105424** to **105431**.

**ACTION ITEMS.****(a) 2025 Budget Adjustment No. 11**

*(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 #11 12/18/2025	Total
		Baseline Budget	Carry Over Encumbrances	Total			
OPERATING							
51	Salaries	\$ 73,399,278	\$ -	\$ 73,399,278	\$ 410,995	\$ 52,253 A	\$ 73,862,526
52	Employee Fringe Benefits	25,356,338	121,139	25,477,477	42,820	-	25,520,297
53	Contractual Services	20,467,911	1,996,507	22,464,418	(160,898)	(38,735) B	22,264,785
54	Operations	33,738,465	4,189,319	37,927,784	647,395	(225,367) C	38,349,812
	Operating Subtotal	152,961,992	6,306,966	159,268,958	940,312	(211,849)	159,997,421
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	30,308,869	355,000 D	141,626,899
574	Capital Equipment	3,949,389	1,618,677	5,568,066	1,096,924	137,200 E	6,802,189
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	31,405,792	492,200	152,182,147
TOTALS							
Grand totals		\$ 255,344,954	\$ 24,208,158	\$ 279,553,112	\$ 32,346,104	\$ 280,351	\$ 312,179,567

An explanation of adjustments, by category, can be found on pages **105432** to **105434**.

The net effect of all adjustments is an increase of \$280,351 which is funded by increased revenue, donations, grants, or received but previously unappropriated funds.

**No. 25-12-177:**

It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to approve 2025 Budget Adjustment No. 11 for a total increase of \$280,351 as delineated on pages **105432** to **105434**.

Vote on the motion was as follows:

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

Nays: None.

**ACTION ITEMS (cont.)****(b) *Authorization and Revision to Change Fund and Petty Cash Fund***  
*(Originating Source: Wade Steen, Chief Financial Officer)*

Cleveland Metroparks has a need for a Change Fund to be able to operate revenue-producing amenities. Additionally, the Park District has a need for a Petty Cash Fund to be able to make emergency cash and other necessary purchases (in accordance with the Petty Cash Administrative Procedure). State auditors require that the Board of Park Commissioners reauthorize existing, and approve revisions to, Change and Petty Cash Fund amounts.

Therefore, Cleveland Metroparks is requesting that the Board of Park Commissioners authorize a revised Change Fund of **\$88,950** and a Petty Cash Fund of **\$40,250** distributed as follows (edits or updates are indicated by ***bold italics***):

**Change Fund**

<b>Location</b>	<b>Division Number</b>	<b>Custodian/Title</b>	<b>Current 2025</b>	<b>Proposed 2026</b>
Administrative Deposit Account, Finance Department	12010	Gary Butzback, Controller	\$ 50	\$ 50
Nature Shops - North Chagrin	13301	Kim Damiano, Retail Assistant II	300	<b><i>400</i></b>
Nature Shops - Rocky River	13303	Donna Repasy, Retail Assistant II	400	400
Nature Shops - Hinckley Lake	13305	Melissa Pinto, Manager of Hinckley Lake Boathouse and Store	900	900
Retail - Special Events Off-Site	13306	Donna Repasy, Retail Assistant II	250	250
Nature Shops - Edgewater	13310	Kim Damiano, Retail Assistant II	200	<b><i>400</i></b>
Ledge Pool	15702	Christy Moore, Aquatics Director; Allison Eastman, Aquatics Manager; Toni Moore, Administrative Specialist 2	1,000	1,000
North Chagrin Nature Center	15602	Amber Walden, Center Manager; Lynn Barron, Information Specialist	50	50
Brecksville Nature Center	15603	Min Keung, Center Manager; Susan McCann Stroemple, Information Specialist	50	50
Rocky River Outdoor Education	15604	Val Fetzer, Nature Center Manager; Joyce Masterson, Information Specialist	50	50

**ACTION ITEMS (cont.)**

<b>Location</b>	<b>Division Number</b>	<b>Custodian/Title</b>	<b>Current 2025</b>	<b>Proposed 2026</b>
CanalWay Visitor Center	15605	Terry Joyce, Center Manager; Jo Ann Kubicki, Information Specialist	150	150
Watershed Stewardship Center	15606	Jake Kudrna, Center Manager; <i>Amy Jordan</i> , Information Specialist	50	50
Outdoor Recreation	15608	Rachel Nagle, Outdoor Recreation Manager; Kerry Braskie, Information Specialist	200	200
Chalet (includes hayrides)	15703	Amy McRitchie, Concession Manager	3,000	3,000
East 55 <sup>th</sup> Marina	15706	Jarrold McCarthy, Director of Enterprise; August Schill, Marina Manager; Nicholas Detlev, Assistant Marina Manager	1,500	1,500
Emerald Necklace Marina	15707	Jarrold McCarthy, Director of Enterprise; Mike Bobincheck, Marina Manager; Nicholas Detlev, Assistant Marina Manager	1,500	1,500
Wildwood Marina	15708	Jarrold McCarthy, Director of Enterprise; August Schill, Marina Manager; Nicholas Detlev, Assistant Marina Manager	1,000	1,000
Wallace Lake Concessions	15802	Amy McRitchie, Concession Manager	4,000	4,000
Huntington Concessions	15803	Katelin Beltavski, Assistant Restaurant Manager; Katie Lanzo, Floor Manager; Josh Horning, Executive Chef; Laura Hale, Special Events Catering Supervisor	6,000	6,000
The Pier Edgewater Concessions	15805	Amy McRitchie, Concession Manager	1,500	1,500
Hinckley Spillway Concessions	15806	Amy McRitchie, Concession Manager	1,000	1,000
Euclid Beach Concessions	15807	August Schill, Marina Manager; Nicholas Detlev, Assistant Marina Manager	1,000	<b>500</b>

**ACTION ITEMS (cont.)**

<b>Location</b>	<b>Division Number</b>	<b>Custodian/Title</b>	<b>Current 2025</b>	<b>Proposed 2026</b>
<i>Tinker's Creek Eats &amp; Treats</i>	<i>15808</i>	<i>Bryan VanLoan, General Manager of Food &amp; Beverage</i>	<i>0</i>	<i>1,000</i>
Merwin's Wharf	15850	Ben Rockower, General Manager of Restaurant Food Service; <b><i>Sam Mitchell &amp; Kelly Kilian, Asst. General Managers</i></b>	4,000	4,000
East 55 <sup>th</sup> Restaurant	15851	<b><i>Kevin Johnson</i></b> , General Manager of Restaurant Food Service;	3,000	3,000
EN Marina Restaurant	15852	Katelin Beltavski, Assistant Restaurant Manager; Katie Lanzo, Floor Manager; Josh Horning, Executive Chef; Laura Hale, Special Events Catering Supervisor	4,000	<b><i>5,000</i></b>
Edgewater Beach House	15853	Katelin Beltavski, Assistant Restaurant Manager; Katie Lanzo, Floor Manager; Josh Horning, Executive Chef; Laura Hale, Special Events Catering Supervisor	8,000	8,000
Zoo	17401	Starr Kelley, Guest Strategy Manager; Beth Hadbavny, Guest Strategy Supervisor	20,000	20,000
Big Met Clubhouse	31101	John Pustai, Golf Course Manager; Brendan McLaughlin, Golf Clubhouse Manager	1,500	<b><i>2,000</i></b>
Big Met Concessions	31102	Bryan VanLoan, General Manager of Food & Beverage; Ben Smith, Chef; Zachary Bohn, Restaurant Manager, Golf Operations	1,500	<b><i>2,000</i></b>
Little Met Clubhouse	31201	John Pustai, Golf Course Manager; Jared Budner, Golf Clubhouse Manager	800	<b><i>1,000</i></b>
Little Met Concessions	31102	Bryan VanLoan, General Manager of Food & Beverage; Ben Smith, Chef; Zachary Bohn, Restaurant Manager, Golf Operations	1,000	1,000

**ACTION ITEMS (cont.)**

<b>Location</b>	<b>Division Number</b>	<b>Custodian/Title</b>	<b>Current 2025</b>	<b>Proposed 2026</b>
Mastick Woods Clubhouse	31301	John Pustai, Golf Course Manager; Jared Budner, Golf Clubhouse Manager	800	<b><i>1,000</i></b>
Manakiki Clubhouse	31401	Bill Roeder, Golf Course General Manager; Ben Ladaika, Clubhouse Manager	1,500	<b><i>2,000</i></b>
Sleepy Hollow Clubhouse	31501	Marc Pucky, Golf Course General Manager; Rena M. Galeti Golf Clubhouse Manager	1,500	<b><i>2,500</i></b>
Sleepy Hollow Concessions	31502	Bryan VanLoan, General Manager of Food & Beverage; Ben Smith, Chef; Zachary Bohn, Restaurant Manager, Golf Operations	1,000	<b><i>2,500</i></b>
Shawnee Hills Clubhouse	31601	Brad Vecchio, Golf Course General Manager; <b><i>Jared Budnar, Clubhouse Supervisor/Pro</i></b>	1,500	1,500
Shawnee Hills Concessions	31602	Bryan VanLoan, General Manager of Food & Beverage; Ben Smith, Chef; Zachary Bohn, Restaurant Manager, Golf Operations	1,000	1,000
Washington Golf Learning Center Clubhouse	31701	Steven J. Shavel, Golf Course General Manager; Steven Morgan, Golf Professional/ Camp & Events Coordinator	1,000	<b><i>1,500</i></b>
Seneca Clubhouse	31801	Kevin Kolesar, Golf Course General Manager; Daniel N. Ratliff, Golf Clubhouse Manager/Pro	1,500	<b><i>2,000</i></b>
Seneca Concessions	31802	Bryan VanLoan, General Manager of Food & Beverage; Ben Smith, Chef; Zachary Bohn, Restaurant Manager, Golf Operations	1,500	1,500
Ironwood Golf Clubhouse	31901	Stephen E. Maclay, Golf Course General Manager; Mike Franko, Golf Professional/ Clubhouse Manager	1,000	<b><i>1,500</i></b>

**ACTION ITEMS (cont.)**

<b>Location</b>	<b>Division Number</b>	<b>Custodian/Title</b>	<b>Current 2025</b>	<b>Proposed 2026</b>
Ironwood Concessions	31902	Bryan VanLoan, General Manager of Food & Beverage; Ben Smith, Chef; Zachary Bohn, Restaurant Manager, Golf Operations	1,000	1,000
<b>Total Change Fund</b>			\$81,250	<b><i>\$88,950</i></b>

**Petty Cash**

<b>Location</b>	<b>Division Number</b>	<b>Custodian/Title</b>	<b>Current 2025</b>	<b>Proposed 2026</b>
Administrative Petty Cash, Finance Department	12010	Gary Butzback, Controller	\$ 20,000	\$ 20,000
Special Purchase Account, Finance Department	12010	Gary Butzback, Controller	20,000	20,000
Nature Shops - North Chagrin	13301	Stephen Devney, Retail Assistant II	50	50
Nature Shops - Rocky River	13303	Donna Repasy, Retail Assistant II	50	50
Nature Shops - Hinckley Lake	13305	Melissa Pinto, Manager of Hinckley Lake Boathouse and Store	50	50
Nature Shops - Edgewater	13310	Jayson Callahan, Retail Assistant	100	100
<b>Total Petty Cash Fund</b>			\$40,250	\$40,250

**No. 25-12-178:** It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to reauthorize existing and approve revisions to Change/Petty Funds amounts as listed above.

Vote on the motion was as follows:

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

Nays: None.

**ACTION ITEMS (cont.)****(c) 2026 Appropriations Budget**

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

According to State statute, the Board of Park Commissioners must adopt Cleveland Metroparks' 2026 appropriations budget on or before December 31, 2025.

Budget proposals were submitted by each of the Chiefs for their respective departments. A comprehensive budget was compiled considering operations for 2026, covering the entire span of the current tax levy.

A summary of the budgeted appropriations for 2026 are as follows:

CLEVELAND METROPARKS Appropriation Summary - 2026					
Object Code	Object Description	Original Budget			
		New Spending Authorization	Unspent Prior Authorization*	<u>Estimated</u> Carry Over Encumbrances	<u>Estimated</u> Total
OPERATING					
51	Salaries	\$ 72,891,838	\$ -	\$ 13,926	\$ 72,905,765
52	Employee Fringe Benefits	25,704,801	-	40,111	25,744,912
53	Contractual Services	21,412,860	-	2,727,746	24,140,605
54	Office Operations	35,693,137	-	5,461,023	41,154,160
	Operating Subtotal	155,702,636	-	8,242,806	163,945,441
CAPITAL					
571	Capital Labor	1,000,000	-	-	1,000,000
572	Capital Construction Expenses	36,625,235	29,951,105	42,998,108	109,574,448
574	Capital Equipment	4,636,300	-	1,537,411	6,173,711
575	Zoo Animals	100,000	-	-	100,000
576	Land	592,150	-	129,002	721,152
	Capital Subtotal	42,953,685	29,951,105	44,664,521	117,569,311
TOTALS					
Grand totals		\$ 198,656,321	\$ 29,951,105	\$ 52,907,327	\$ 281,514,753

\* includes Unrestricted and Restricted Funds



**ACTION ITEMS (cont.)**

Additionally, pursuant to Article 4 of its By-Laws, the Board of Park Commissioners shall fix the compensation range for all employees. To account for increases to the State of Ohio minimum wage, cost of living increases, and to maintain market competitiveness, it is recommended that the 2026 budget approved by the Board include the following:

- A Regular Employee compensation range from \$5.50/hour (tipped employee minimum) to \$381,903/annual for 2026, plus other benefits such as life insurance, deferred compensation, and/or continuing education/training, and
- An Intermittent Employee compensation range from \$5.50/hour (tipped employee minimum) to \$40.00/hour for 2026.

**No. 25-12-179:** It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to approve the 2026 proposed appropriations budget, as reflected above, inclusive of the fixing of the 2026 compensation range for all employees.

Vote on the motion was as follows:

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

Nays: None.

- (d) ***Single Source(s): Surplus Declaration(s), Auction Approval(s):***  
***A) Declaration of Surplus Equipment/Vehicles for 2026 and Sale through GovDeals;***  
***B) Permission for “Live” Auction (Fall 2026); and,***  
***C) Single Source #6994 – 2026 Purchase of Used Vehicles and Equipment through Auction(s)***  
*(Originating Sources: Joseph V. Roszak, Chief Operating Officer/Michelle McHale, Director of Procurement/Mike Wegas, Fleet Manager)*

**A.) Surplus Declaration**

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

	2021	2022	2023	2024	2025
Items Sold and End Date of Auction	85 (12/18)	122 (11/16)	112 (11/1)	122 (11/12)	139 (12/2)
On-Line Sale Value	\$103,461.75	\$196,375.66	\$135,644.57	\$212,894.48	\$186,879.10

GovDeals continues to be the lowest and best option for hosting online auctions. GovDeals has a contract with Sourcwell (contract number 111424-GDI), a consortium of which Cleveland Metroparks is a member.

**ACTION ITEMS (cont.)**

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

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

In 2026, it is recommended that the Park District continue the public sale of surplus equipment to the highest bidder, through either GovDeals or another online auctioneer that provides Cleveland Metroparks best value.

**B.) Surplus II – Declaration and Auction Permission**

Some items would gain a better price through a live auction; so, in the fall of 2026 (specific date TBD), Cleveland Metroparks would like to hold a “live” auction, on site, at Rocky River Maintenance Center. This would be an opportunity for reservations to purge surplus items that typically do not make their way to the online auction process.

Items for the live auction that are valued at \$25,000 or above as designated in Article 5, Section 6(a) of the By-Laws as requiring Board approval shall first be approved by the Board prior to auction. Items for live auction valued at less than \$25,000 shall be approved by the CEO.

**C.) Single Source #6994 Summary: 2026 Purchase of Used Vehicles and Equipment through Auction(s)**

Cleveland Metroparks is interested in the purchase, through live or online auctions, of pickup trucks, compact pickup trucks, service trucks, off-road equipment, other vehicles, and related equipment to replace some of its aging fleet.

Purchasing **2019 and newer** vehicles and related equipment, when possible, will provide a useful life of an additional five (5) to seven (7) years and spread the replacement cost over a decade rather than the fleet maturing all at the same time (as is the current scenario). Replacing older vehicles with new vehicles would cost anywhere from \$340,000-\$400,000, while auction costs should be substantially less. The goal through auction is to purchase vehicles as well as equipment with a total value not to exceed \$350,000 for a one (1) year period.

**No. 25-12-180:**

It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to authorize utilization of the internet auction services of GovDeals, Inc. or another online auctioneer determined by Cleveland Metroparks staff to provide best value for 2026, as described above, to dispose of Park District surplus equipment and vehicles, whereby equipment and vehicles for disposal valued under \$25,000 would be authorized in writing as surplus by the respective Department Chief and

**ACTION ITEMS (cont.)**

the Chief Executive Officer prior to auction, and equipment and vehicles for disposal valued at \$25,000 and above would receive Board approval prior to auction, at no cost to Cleveland Metroparks; and,

To authorize a “Live” auction in the fall of 2026, as described above, whereby Park District surplus equipment and vehicles identified by staff as appropriate for live auction valued under \$25,000 would be authorized in writing as surplus by the respective Department Chief and the Chief Executive Officer prior to live auction, and equipment and vehicles for disposal valued at \$25,000 and above would receive Board approval prior to auction; and,

To approve the purchase of used vehicles and/or equipment at public live or online auctions, as specified in the above Single Source #6994 and pursuant to ORC 307.86(N), for a **total amount not to exceed \$350,000**, for a one (1) year period. Further, that the Board authorize the Chief Financial Officer to generate and release a manual check or checks in the amount of the total active auction purchase(s) not to exceed \$350,000.

Vote on the motion was as follows:

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

(e) ***Adoption of 2026 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/Michelle McHale, Director of Procurement)*

**Background**

Cleveland Metroparks staff is committed to continuously improving procedures and offers the proposed modifications to the By-Laws for 2026. Specifically, the changes will address the process to authorize the amendment of purchasing goods and provide a uniform process for the CFO’s execution of documentation required for the donation of certain gifts.

Excluding the headings, the proposed new language is underlined for quick reference.

**No. 25-12-181:**

It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to adopt the 2026 By-Laws as reflected on pages **105435** to **105441**.

Vote on the motion was as follows:

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

**ACTION ITEMS (cont.)**

- (f) ***Ohio Department of Development – Demolition of Structures on Permanent Parcel No. 101-16-001 – Authorization to Submit Grant Application and Commit Funds***  
*(Originating Sources: Natalie Ronayne, Chief Development Officer/Sean E. McDermott, Chief Planning & Design Officer/Rosalina M. Fini, Chief Legal & Ethics Officer/Kyle G. Baker, Director of Real Estate & Senior Legal Counsel/Kristen Trolie, Director of Grants/Nate Hoover, Land Conservation Manager)*

On May 23, 2024, Cleveland Metroparks acquired Permanent Parcel No. 101-16-001 from Marlin Investment Group, LLC (the “Property”). The Property is located on Merwin Avenue south of Center Street (reference map, page **105442**), includes four structures that total 27,174 square feet, and is the subject of this grant application.

The Building Demolition and Site Revitalization Program (“Program”) administered by the Ohio Department of Development (“ODOD”) provides funds for demolition of commercial and residential buildings that are not brownfields. The Cuyahoga County Land Reutilization Corporation (“Cuyahoga County Land Bank”) is Cuyahoga County’s designated agency to receive and prioritize applications from local entities for subsequent submittal to ODOD. Cleveland Metroparks has applied to the Cuyahoga County Land Bank for funds to demolish the above-mentioned structures on the Property.

The proposed budget is as follows:

Ohio Department of Development	\$515,063
Cleveland Metroparks	\$171,687*
<b>TOTAL</b>	<b>\$686,750</b>

\*Matching funds include \$60,000 in acquisition costs and \$26,750 in environmental assessment fees, which have already been paid.

**No. 25-12-182:**

It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to approve the submittal of a grant application to the Ohio Department of Development via the Cuyahoga County Land Bank for ±\$515,063 for demolition related activities at the above-described property through the Building Demolition and Site Revitalization Program as described above; upon grant award notification, to authorize and agree to obligate the required matching funds of ±\$171,687 as described above and all funds required to satisfactorily complete the proposed project and become eligible for reimbursement under the terms and conditions of the Program; and, that the Board authorize the Chief Executive Officer to enter into agreement and execute any other documents as may be required to accept the grant upon award and effectuate the above; form of document(s) to be approved by Chief Legal and Ethics Officer.

Vote on the motion was as follows:

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

Nays: None.

**ACTION ITEMS (cont.)****(g) Professional Services Agreement – RFQu #6969/PID 119874 – CUY-Old Highland Rd Bridge, Euclid Creek 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, Director of Project Development/Seth Keller, Project Manager)*

**Background**

On February 16, 2023, the Board of Park Commissioners provided authorization (Resolution No. 23-02-028) 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 the Old Highland Road Bridge Replacement (“Project”). The MBF funds up to 95% of eligible construction costs and for this funding cycle, leaving a 5% local share for construction costs. Funded construction costs include construction inspection and administration.

The Project includes the replacement of a deteriorated bridge which formerly carried Old Highland Road over Euclid with a precast reinforced concrete arch structure on a drilled shaft foundation. The bridge functions as an access drive to the Upper Highland Picnic Area but was once Highland Road (now referred to “Old Highland Road”). The existing deteriorated reinforced concrete bridge is being replaced with a precast reinforced concrete arch structure on drilled shafts. The Project maintains the existing horizontal alignment and slightly raises the existing profile. The Project also includes approach roadways, an all-purpose trail, drainage, utility, guardrail, scour protection, channel modification and other miscellaneous site work.

The construction inspection is partially funded by 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 September 22, 2025, Cleveland Metroparks issued a Request for Qualifications (RFQu #6969) 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 #6969 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

<b>Cleveland Metroparks</b>	
Professional Construction Inspection Services for Construction Inspections, CUY-Old Highland Rd Bridge, Euclid Creek Reservation RFQu #6969/PID 119874	
<b>Professional Service Firms</b>	<b>Short-List</b>
American Structurepoint Inc.	X
CTL Engineering, Inc.	
DLZ Ohio, Inc.	X
Quality Control Inspections	X
Terracon Consultants, Inc.	

**ACTION ITEMS (cont.)**

professional services RFQu yielded five (5) responses from highly qualified consultant teams. Pursuant to Ohio Revised Code 153.69, statements of qualifications were reviewed by a panel of Cleveland Metroparks staff, including Seth Keller, Michele Crawford, Sean McDermott, and Chris Papp.

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. American Structurepoint Inc., 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.

**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 completed the Valley Parkway Bridge Rehabilitation project. A fee proposal was requested from DLZ for the federally funded LPA administered Project. DLZ proposed a not-to-exceed cost of \$235,466 billed hourly which will cover the following items:

- 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. 25-12-183:**

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 Services Agreement for CUY-Old Highland Rd Bridge, as per RFQu #6969, in the Euclid Creek Reservation with **DLZ, Inc.**, in the **amount not to exceed \$235,466** for construction administration and inspection services pursuant to the associated proposal dated November 25, 2025. Due to the use of federal funds, Cleveland Metroparks must

**ACTION ITEMS (cont.)**

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 shall 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.

(h) ***Single Source #6998 – Cleveland Public Power Three-Phase Service Upgrade – Barge 225, Euclid Creek Reservation***

*(Originating Sources: Sean McDermott, Chief Planning & Design Officer/Michele Crawford, Director of Project Development/Keith Carney, Project Manager/Andrew Stahlke, Project Developer)*

**Background**

On July 9, 2024, Cleveland Metroparks entered into a contract with DS Architecture ("DS") and their subconsultant team pursuant to RFQu #6836 for professional design services for Barge 225 ("Project"). DS was selected as the top-ranked firm to perform professional design services for the Project, and a contract was authorized by the Board on June 20, 2024 (Board Resolution No. 24-06-076) in the amount of \$238,228.00 for due diligence, conceptual development, schematic design and design development phases.

As the design progressed, a phased approach was implemented in order to advance a partial opening of Barge 225 while fundraising for the full renovation continued. The first phase includes site electrical and gas utility improvements and connections over water from the Wildwood Marina Building to Barge 225 to operate the existing heating and cooling systems. It was known that the existing electrical service at the Wildwood Marina Building would be inadequate to operate the existing heating and cooling system of the Project, which required three-phase power. On August 19, 2025, the Project team met with Cleveland Public Power ("CPP") to discuss extending and upgrading existing electrical service. CPP determined that service could be upgraded via a new line and poles from Lakeshore Blvd. along East Park Drive, terminating at Cleveland Metroparks property along Neff Road.

This request will cover costs to complete the design as well as construction for the new service performed by CPP in the amount of \$80,096.05.

**No. 25-12-184:**

It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to authorize the Chief Executive Officer to authorize payment to **Cleveland Public Power** per Single Source #6998 for the engineering and construction fee as described above in the not to exceed amount of **\$80,096.05**; and further, that the Board authorize the Chief Executive Officer to enter into related agreements and execute any other

**ACTION ITEMS (cont.)**

documents as may be required to effectuate the above; form of document(s) to be approved by Chief Legal and Ethics Officer.

Vote on the motion was as follows:

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

Nays: None.

(i) ***Change Order No. 3 – Contract #1837 – Mandel Community Trail – Trail Lighting Installation – Lakefront Reservation***

*(Originating Sources: Sean E. McDermott, P.E., Chief Planning and Design Officer/Michele Crawford, Project Development Director/Andrew Stahlke, Project Developer)*

**Background**

On August 17, 2023, the Board authorized a development agreement (Resolution No. 23-08-135) between Cleveland Metroparks, the City of Cleveland, and Cuyahoga County to work in partnership towards the development of the North Marginal Trail (“Mandel Community Trail”). Since that time construction of the 2.7 mile shared use path between E. 9<sup>th</sup> Street and East 55<sup>th</sup> Street (the “Project”) has progressed with Cuyahoga County administering construction with their contractor, Independence Excavating, Inc. (“Independence”). The Project is set for completion in 2026.

Independence was awarded the Project by Cuyahoga County in 2024 as the lowest and best bidder among five (5) bidders through their public RFB# 14474 and subsequently awarded the contract for construction of the Project by way of Cuyahoga County Resolution No. R2024-0262. The Jack, Joseph, and Morton Mandel Foundation (“Mandel Foundation”) has awarded additional funds to Cleveland Metroparks for additional trail features and improvements including trail illumination between E. 9<sup>th</sup> Street and Martin Luther King Jr. Boulevard. Independence has already in their Project bid established competitive line-item costing that can be extended and updated for market conditions for use in illumination additions which fits squarely the utilization of a single source contract.

Michael Baker International (“Michael Baker”), the engineer of record on the Project, is preparing the engineering plans for the trail illumination and their contract was authorized by the Board on June 19, 2025 (Resolution No. 25-06-099).

On August 21, 2025, the Board awarded a construction contract (Resolution No. 25-08-130) to Independence for installation of duct banks, pull boxes, and light pole bases for 8,600 linear feet of trail in the amount of \$477,235. Independence will install the trail illumination infrastructure under the guidance of the Cuyahoga Department of Public Works per the project development agreement (or other related agreement(s)) along with the balance of the original work included in the Project. At the time of the August 2025 proposal it was known that multiple additional change orders would be needed to add to the contract as design work progressed and could be priced and added to the Project scope.



**ACTION ITEMS (cont.)**

On October 15, 2025, the Board amended the contract (Resolution No. 25-10-151) to reflect Change Order No. 1 in the amount of \$229,790 to add anticipated components to the trail illumination infrastructure as design work has progressed between E. 9<sup>th</sup> Street and E. 55<sup>th</sup> Street. On November 20, 2025, the Board amended the contract (Resolution No. 25-11-169) to reflect Change Order No. 2 in the amount of \$1,127,210 to include the final components of the trail illumination system between E. 9<sup>th</sup> Street and E. 55<sup>th</sup> Street.

Independence continues to make substantial progress with the Project and trail illumination to date and in order to stay on schedule, components of the second phase of trail illumination system between E. 55<sup>th</sup> Street and Martin Luther King Jr. Boulevard with long lead times are required to be purchased at this time. Change Order No. 3 is described below.

**Change Order No. 3**

Michael Baker has established the estimated values below for Change Order No. 3 for the purchase of 15' tall and 30' tall light poles associated with trail illumination between E. 55<sup>th</sup> Street and Martin Luther King Jr. Boulevard:

<b>Light Poles, East 55<sup>th</sup> Street to Martin Luther King Jr. Blvd.</b>				
<b>Description</b>	<b>Quantity</b>	<b>Units</b>	<b>Unit Price</b>	<b>Net Amount</b>
Light Pole, 30' Fiberglass	50.00	EACH	\$6,000.00	\$300,000.00
Light Pole, 15' Fiberglass	8.00	EACH	\$5,500.00	\$44,000.00
			<b>TOTAL</b>	<b>\$344,000.00</b>

Staff will return to the Board with forthcoming change orders to add additional components of the trail illumination and security monitoring system once designed by Michael Baker and priced by Independence.

**No. 25-12-185:**

It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to authorize the Chief Executive Officer to amend the Contractor Contract, as per Single Source #6968, with **Independence Excavating, Inc.**, for the construction of the Mandel Community Trail Lighting, Lakefront Reservation to reflect Change Order No. 3 in the amount of **\$344,000** which will be an amount in addition to **\$1,834,235** **already awarded for a total contract value of \$2,178,235**, in a form acceptable to the Chief Legal and Ethics Officer.

Vote on the motion was as follows:

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

Nays: None.

**ACTION ITEMS (cont.)**

- (j) ***Ratification of Amendment No. 1 – Contract 1813 – Cleveland Metroparks Special Testing and Inspections – Lakefront Reservation Professional Design Services***  
(Originating Sources: Sean E. McDermott, P.E., Chief Planning and Design Officer/Michele Crawford, Director of Project Development/Seth Keller, Project Manager)

**Background**

On March 7, 2025, Cleveland Metroparks issued a Request for Qualifications (RFQu #6913) for interested parties to submit qualifications for Professional Consulting Services for Cleveland Metroparks Special Testing and Inspections, Park-wide for a maximum period of five (5) years, through 2030. Construction projects subject to this program are distributed throughout all eighteen (18) reservations comprising the Cleveland Metroparks system. Proposals will be requested on a project-by-project basis by the consultant deemed most qualified for the project scope as the projects are individually identified.

Through the evaluation process, staff identified a short-list of three firms and requested interviews to become familiar with key personnel and understand the general project approaches and ability to meet stated objectives. Short-listed firms will be invited to submit pricing proposals to Cleveland Metroparks on a per project basis. For the Patrick S. Parker Community Sailing Center (“Project”), Terracon Consulting, Inc. (“Terracon”) was deemed the most qualified of the three (3) short-listed firms. A proposal was requested from Terracon to perform the special testing and inspection services for the Project, which included the observation and testing for earthwork, shallow foundation, reinforcement cast-in place concrete, structural masonry and post installed anchor bolts. On April 17, 2025, the Board of Park Commissioners authorized the Chief Executive Officer to enter into a Professional Services Agreement (Board Resolution No. 25-04-057) for special testing and inspection, as per RFQu #6913 in the amount of \$77,095.

**Proposal Analysis – Amendment No. 1**

A proposal was requested from Terracon for the necessary additional special testing services that will need to be performed as the Project proceeds as identified below:

**Earthwork Observation and Testing:**

- Sample and test materials proposed for fill and/or backfill for compaction characteristics.
- Observe undercutting and proofrolling operations to identify soft and/or yielding areas.
- Perform in-situ nuclear density testing to determine moisture content and percent compaction of fill and/or backfill soils based on the laboratory testing.

**Reinforced Cast-In-Place Concrete Observations and Testing:**

- Observe the placement of reinforcing steel for quantity, size, configuration, lap, and cover.
- Verify the use of an approved and specified concrete mix.
- Observe and record placement and curing/protection techniques.
- Sample fresh concrete and perform field tests including slump, air content and/or temperature.

**ACTION ITEMS (cont.)**

- Cast concrete test specimens of structural concrete, laboratory cure and test for compressive strength.

**Structural Steel Observation and Testing:**

- Verify use of specified materials during construction.
- Perform visual observation and assessment of bolted connections.
- Perform visual inspection of field welds.
- Perform torque testing of bolted connections.
- Perform ultrasonic testing on 10% of welded connections.

**Additional Alternative Services****Exterior Drive/Pavement Earthwork Observation and Testing:**

- Sample and test materials proposed for fill and/or backfill for compaction characteristics.
- Observe undercutting and proofrolling operations to identify soft and/or yielding areas.
- Perform in-situ nuclear density testing to determine moisture content and percent compaction of fill and/or backfill soils based on the laboratory testing.

**Exterior Drive/Pavement Concrete Observations and Testing:**

- Observe the placement of reinforcing steel for quantity, size, configuration, lap, and cover.
- Verify the use of an approved and specified concrete mix.
- Observe and record placement and curing/protection techniques.
- Sample fresh concrete and perform field tests including slump, air content and/or temperature.
- Cast concrete test specimens of structural concrete, laboratory cure and test for compressive strength.

**No. 25-12-186:**

It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to ratify the Chief Executive Officer's execution of Amendment No. 1, as per RFQu #6913 with Terracon Consulting, Inc, for professional services as summarized above for an additional not-to-exceed amount of \$36,374.60, which will be in addition to the already awarded amount of \$77,095, for the testing and inspection services as outlined above for a total revised contract value of \$113,469.60.

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. 25-12-187:**

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

- (a) **Bid #6965:**                      **Janitorial Cleaning Services** (see page **105407**);
- (b) **Single Source #6992:**      **Native Plant Material** (see page **105408**);
- (c) **Co-Op #6993:**                  **Information Technology Equipment and Services** (see page **105410**);
- (d) **Single Source #6995:**      **Paid Media Advertising for 2026** (see page **105412**);
- (e) **Single Source #6996:**      **Cloud-Based Software Suite for Dispatch, Records Management, Mobile Access, Jail Operations and Civil Process Tracking for Cleveland Metroparks Police** (see page **105413**);
- (f) **Single Source #6997:**      **Drone as First Responder (DFR) BRINC MSI Takeoff Program for Cleveland Metroparks Police** (see page **105415**); and,
- (g) **OMNIA Co-Op #6999:** **Purchase and Installation of Play Space Equipment and Related Services for Gordon Park Improvements** (see page **105416**).

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.)**

**BID #6965 SUMMARY:** **JANITORIAL CLEANING SERVICES** for various locations throughout Cleveland Metroparks for a two (2) year period beginning January 1, 2026 through December 31, 2027 with an option to renew for up to an additional two (2) year period from January 1, 2028 through December 31, 2029

**Background**

In October 2025, Cleveland Metroparks solicited bids for janitorial cleaning services for various locations throughout the Park District including Merwin's Wharf, various Nature Centers, Golf Clubhouses, and Ohio & Erie Canal Management Center (OEC) for up to seven (7) days a week. Janitorial cleaning services include, but are not limited to, emptying trash receptacles, cleaning and sanitizing bathroom fixtures, refilling soap, hand sanitizer, paper towel and toilet tissue dispensers, sweeping and mopping floors, wiping down restroom walls, partitions and doors, cleaning tables, chairs, countertops and furniture, and general dusting.

Bid invitations were provided to ±200 potential vendors for janitorial cleaning services, and Purchasing received four (4) viable responses. Based on service coverage, cost efficiencies, and overall best value, the Purchasing Division recommends Vocational Services, Inc. for janitorial cleaning services. The bid prices will show a cost reduction of 1-4% compared to the current contract.

The new contract term is for a two (2) year period beginning January 1, 2026 through December 31, 2027 with an option to renew for up to an additional two (2) year period from January 1, 2028 through December 31, 2029 at Cleveland Metroparks' sole discretion. Based on current service locations and monthly costs, plus the ability to add locations throughout the contract period, the initial two (2) year cost is approximately \$250,000, with a total four (4) year cost of approximately \$500,000 upon renewal.

**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 **Vocational Services, Inc.** for janitorial cleaning services for a two (2) year period beginning January 1, 2026 through December 31, 2027, for an approximate cost of \$250,000, with an option to renew for up to a two (2) year period for an approximate total cost of \$500,000. In the event the log of consumption approaches 90 percent and is likely to surpass 100 percent of the estimate during the time period, an action item will be presented to the Board requesting an estimated increase.

**(See Approval of this Item by Resolution No. 25-12-187 on Page 105406)**

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

**SINGLE SOURCE #6992 SUMMARY:** **NATIVE PLANT MATERIAL** for a two (2) year period beginning January 1, 2026 through December 31, 2027

<b>HIGHLIGHTS AT A GLANCE</b>
2024-2025 YTD Expenditures = \$119,112.95
2026-2027 Estimate = \$200,000.00

This item provides availability for native plant material to be purchased on an “as-needed” basis for a two (2) year period beginning January 1, 2026 through December 31, 2027 for various locations throughout the Park District. The award will provide flexibility to purchase from various suppliers based on need and quality of products.

The introduction of non-native or plant material from undesirable geographic origins can influence the integrity of a restoration project as well as the surrounding area by passing along foreign genetic material or introducing invasive non-native material.

Using native plants to restore the landscape can help enhance habitat resiliency and minimize impact of species loss. Due to local environmental filters, natives establish self-sustaining plant communities that require less maintenance due to their adaptation to a local region and tolerance for freezing, drought, common diseases, and herbivores.

Native plant species are key to successful ecosystem restoration. Native plants help increase local habitat capacity for providing numerous ecological benefits and services. Specific relationships exist including associations of mycorrhizae with plants, invertebrates with woody debris, pollinators with flowers, and birds with structural habitat that can only be rebuilt by planting native plants.

All native plant material will include species with an existing naturally occurring range found in northern Ohio. Material must be from known genetic stock originating from a reasonable geographical proximity to Cleveland, Ohio and documentation of provenance or location of seed source must be provided upon request.

The anticipated vendors have demonstrated the integrity of maintaining regional genetic material in their native plant material. Their stock has proven to be of high quality and meets all of Cleveland Metroparks Natural Resources’ expectations.

This award will provide flexibility to purchase from various native plant suppliers. Furthermore, this will allow park staff to purchase various native plant material based on discretion, quality, and factors beyond price for all our locations. Individual requirements for native plant material are typically vendor specific.

**Anticipated Vendors and Possible Product** (included but are not limited to):

- **Bareroot Materials:** Vallonia Nursery, Jasper-Pulaski Nursery, and Buckeye State Nursery
- **Shrubs:** Native Roots, Inc. and Woody Warehouse Nursery Inc.
- **Containerized Trees:** Woody Warehouse Nursery Inc. and Applied Ecological Services

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

- **Herbaceous Plugs/Pots:** Native Roots, Inc., Ohio Prairie Nursery Ltd., Spence Restoration Nursery, Nodding Onion Gardens Native Plant Nursery, Natural Communities LLC, Archewild, Stantec Native Plant Nursery, Natives in Harmony, Scioto Garden Ventures, Meadow City, and Pizzo Native Plan Nursery
- **Native Seed Plant Mix:** Ohio Prairie Nursey Ltd., Natural Communities LLC, Ernst Conservation Seed and Stantec Native Plant Nursery

**RECOMMENDED ACTION:**

That the Board approve the purchase of native plant material as per Single Source #6992 for a two (2) year period beginning January 1, 2026 through December 31, 2027, from **various vendors**, for a **total cost not to exceed \$200,000**. In the event the log of consumption approaches 90 percent and is likely to surpass 100 percent of the estimate during the time period, an action item will be presented to the Board requesting an estimated increase.

**(See Approval of this Item by Resolution No. 25-12-187 on Page 105406)**

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

**CO-OP #6993 SUMMARY:** **INFORMATION TECHNOLOGY EQUIPMENT AND SERVICES** for a two (2) year period beginning January 1, 2026 through December 31, 2027

<b><i>HIGHLIGHTS AT A GLANCE</i></b>
2024/2025 YTD Estimated Expenditure - \$4,431,300.00
2026/2027 Estimate - \$4,000,000.00

This recommendation makes available certain equipment and services on an “as-needed” basis for a two (2) year period beginning January 1, 2026 through December 31, 2027 to the Information Technology Services Department (ITS) for the purchase of multiple items which may include but are not to be limited to: desktop computers, laptops, servers, storage area network (SAN) storage devices, switches, firewall, phone system equipment, wireless equipment, audio/visual equipment, and other related technologies and services.

In 2024 and 2025, multiple items were procured from various vendors such as: Dell, Logicalis, CDWG, MCPc, and Integrated Precision Systems. The purchases from these vendors approved in this summary are part of a cooperative agreement (*i.e.*, either the State of Ohio, GSA pricing, or other purchasing cooperative programs).

The 2026/2027 expenditure estimate includes but is not limited to network switch replacements, server and storage infrastructure additions, replacement and/or additional surveillance camera systems and audio-visual exhibits. New locations that are brought online also generally require upfront investment. New locations will include Zoo Primate Forest, Patrick S. Parker Community Sailing Center, and other ancillary buildings/acquisitions.

The award will provide flexibility to purchase from various vendors based on need and availability. Furthermore, this recommendation will allow the ITS Department to purchase products and services more quickly and efficiently on state term or other purchasing cooperatives.

**Vendors and Possible Equipment/Services** (included but not limited to):

- **Dell:** Dell represents the vast majority of the desktop computers and laptops for the 1000+ device fleet. Items procured from Dell also include server systems that run the data center, along with all necessary storage and most backup. In addition, Dell is the fiscal agent for Microsoft licensing purchasing and as such, all purchase orders to Microsoft go through the Dell organization.
- **Logicalis:** Network switches, wireless access points, routers, firewalls, and necessary VoIP equipment.
- **CDWG:** Anti-Virus Software, renewals of various hardware and software, Microsoft Surface Devices, and other various technologies.
- **MCPc:** Microsoft Software, endpoints (desktops, laptops), and various hardware.
- **Integrated Precision Systems (IPS):** Access Control systems, security cameras, gate and door access.
- **AVI/SPL:** Audio/Visual components, media systems



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

That the Board approve the purchase of Information Technology Equipment & Services per Co-Op #6993 from various vendors that participate in purchasing cooperative programs for a two (2) year period beginning January 1, 2026 through December 31, 2027, for a total cost not to exceed \$4,000,000. In the event the log of consumption approaches 90 percent and is likely to surpass 100 percent of the estimate, an action item will be presented to the Board requesting an estimated increase.

**(See Approval of this Item by Resolution No. 25-12-187 on Page 105406)**

**AWARD OF BIDS/RFPS/CO-OPS/SINGLE SOURCES (cont.)****SINGLE SOURCE #6995 SUMMARY: PAID MEDIA ADVERTISING FOR 2026**

<b>--- HIGHLIGHTS AT A GLANCE ---</b>
2025 YTD Estimated Expenditure = \$825,000.00
2026 Estimate = \$1,350,000.00

**Background**

The 2025 YTD estimated expenditure reflects invoices paid to date, plus remaining fourth quarter advertising and outstanding invoices.

This item provides for paid media advertising to be used/secured on an “as-needed” basis throughout 2026 in support of the following initiatives: grow attendance/usage for zoo, golf, parks, rental facilities and retail.

The media advertising mix and vendor allocations will be based on ability to effectively and efficiently reach the relevant target market(s) specific to each initiative.

The following is a summary of the advertising mediums and anticipated vendors. Actual expenditures for a given vendor will depend on market driven factors determined at the time of the actual advertising buys; therefore, the recommendation authorizes an overall “not to exceed” amount of \$1,350,000 versus a specific spend allocation by medium and/or vendor.

**Advertising Mediums & Anticipated Vendors** (not limited to):

- **Digital** (Online Display/Paid Search/Mobile): Meta, Google, WeddingWire
- **Outdoor** (Billboards/Transit): Clear Channel Airports, Lamar, Outfront Media
- **Radio**: Cleveland Guardians Radio Network, Audacy (i.e., WDOK, WKRK), iHeartMedia (i.e., WHLK, WMJI), Radio One (i.e., WENZ, WZAK), WCPN, WKNR
- **Print**: Call and Post, Code M Magazine, Crain's, Destination Cleveland, Great Lakes Publishing, La Prensa, Northeast Ohio Boomer, Northeast Ohio Parent
- **Television**: Spectrum Reach, WEWS, WJW, WKYC, WUAB/WOIO

**To the extent possible, media buys are purchased utilizing funds contributed by branded product sponsors** (i.e., CrossCountry Mortgage, Key Bank, MetroHealth and the general Marketing fund).

**RECOMMENDED ACTION:**

That the Board approve the purchase of various single source paid media advertising buys, Single Source #6995, for a **total cost not to exceed \$1,350,000**. In the event the log of consumption approaches 90 percent of the estimate and is likely to surpass 100 percent of the estimate during the time period, an action item will be presented to the Board requesting an increase.

**(See Approval of this Item by Resolution No. 25-12-187 on Page 105406)**

**AWARD OF BIDS/RFPS/CO-OPS/SINGLE SOURCES (cont.)****SINGLE SOURCE #6996 SUMMARY: CLOUD-BASED SOFTWARE SUITE FOR DISPATCH, RECORDS MANAGEMENT, MOBILE ACCESS, JAIL OPERATIONS AND CIVIL PROCESS TRACKING FOR CLEVELAND METROPARKS POLICE**

The Cleveland Metroparks Police Department seeks Board approval to enter into a one-year agreement, auto renewing for one year, with Sundance Systems, Inc. to implement a cloud-based software suite for law enforcement and public safety operations. The software package includes integrated modules for dispatch, records management, mobile access, jail operations, and civil process tracking. Its centralized, scalable platform enhances data accessibility, inter-agency coordination, and real-time decision-making, making it a strong solution for modernizing public safety infrastructure.

**Background**

In December 2020, the Cleveland Metroparks Police Department transitioned from a self-service to a regional dispatch center, significantly improving communication and resource coordination for police and medical responses. This shift included a partnership with Chagrin Valley Dispatch and the adoption of its supported Records Management System (RMS), TAC, replacing the discontinued Emergitech RMS.

After the integration, Chagrin Valley Dispatch operations moved from TAC to Motorola's PremierOne CAD (Computer Aided Dispatch) and RMS (Records Management System) platforms. Unfortunately, numerous partner agencies have stopped using the Motorola solution, and Motorola is now discontinuing the product line.

Cleveland Metroparks' existing platforms do not offer the full range of services that the Police Department seeks to ensure continuity of service, safeguard public safety, and maintain the confidence of our partner agencies.

The majority of partner agencies have already transitioned to Sundance Systems, Inc. platforms for both CAD and RMS functions. Sundance Systems, Inc. now supports seventeen Cleveland Metroparks communities, with three more joining in early 2026. Adopting the Sundance cloud-based software will allow Cleveland Metroparks Police to share real-time data on suspects, vehicles, and emergencies across twenty-one communities – a significant increase of community scope versus the Motorola PremierOne solution.

Moreover, the Sundance RMS software has demonstrated the ability to deliver critical data on demand and supports robust information sharing across partner agencies. Its superior reporting capabilities, responsive technical support, and commitment to continuous improvement underscore Motorola's shortcomings in meeting the department's operational and service delivery needs.

The Sundance proposal for the Hosted CAD-BRIDGE/RMS/MDT cloud-based system includes a required down payment equal to one-quarter of the total first-year cost. The first-year total cost is \$84,300, which includes \$34,500 one-time fees for setup, configuration, historical data

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

conversion, and training, along with a \$49,800 annual fee for support and maintenance. This proposal includes a one-year renewal option for \$49,800 for support and maintenance.

**RECOMMENDED ACTION:**

That the Board authorize the Chief Executive Officer to enter into a one (1) year agreement, in the form approved by the Chief Legal & Ethics Officer, with **Sundance Systems, Inc.** for a cloud-based software suite for dispatch, records management, mobile access, jail operations and civil process tracking for a cost of \$84,300, with an auto renewal for an additional one (1) year period (which auto renewal can be cancelled by Cleveland Metroparks) for the amount of \$49,800, for a total two (2) year cost of approximately \$134,100.

**(See Approval of this Item by Resolution No. 25-12-187 on Page 105406)**

**AWARD OF BIDS/RFPS/CO-OPS/SINGLE SOURCES (cont.)****SINGLE SOURCE #6997 SUMMARY:    **DRONE AS FIRST RESPONDER (DFR)  
BRINC MSI TAKEOFF PROGRAM FOR  
CLEVELAND METROPARKS POLICE******Background**

In 2024, the Cleveland Metroparks Police Department partnered with BRINC Drones, Inc. to purchase the Responder Safeguard System (Drone) and support services. The Responder Safeguard System includes purpose-built drones and software that provide real-time intelligence to dispatchers and responders to facilitate safe and rapid response. Drones are transforming emergency response protocols by providing visual access to a scene within minutes, often arriving before officers or paramedics. Drones can stream live videos to dispatchers, guide responders to specific locations as well as transport life-saving equipment such as Deployable Personal Flotation Devices (PFDs), EpiPens and Narcan.

The BRINC MSI Takeoff Program is a strategic partnership between BRINC Drones, Inc. and Motorola Solutions, Inc. aimed at facilitating the implementation of drones in public safety by seamlessly integrating BRINC's Drone as First Responder (DFR) technology into Motorola's ecosystem which will work with Cleveland Metroparks' dispatch software. Dispatchers can quickly deploy drones in response to emergency calls and radio dispatches, providing critical situational assessments before responders arrive.

The proposal for the BRINC MSI Takeoff Program is for a four-year period and includes two BRINC Drone as First Responder (DFR) drones, hardware, software, training and support. The first year of the program is at no cost to Cleveland Metroparks. Following the initial year, the annual fee is \$119,998 for a total cost of \$359,994 for the four-year contract period.

Year	Item Number	Description	QTY	TERM	Sale Price	Ext. Sale Price
Year 1 Subscription	BRINC	Responder w/Station DFR (Single Site)	2	4 Years	\$0.00	\$0.00
		Safeguard LITE				
<b>Sub Total:</b>						<b>\$0.00</b>
Year		Description				Annual Price
Year 2 Subscription		2 Responder w/Station DFR (Single Site)				\$119,998.00
Year 3 Subscription		2 Responder w/Station DFR (Single Site)				\$119,998.00
Year 4 Subscription		2 Responder w/Station DFR (Single Site)				\$119,998.00
	<b>Grand Total</b>					<b>\$359,994.00</b>

**RECOMMENDED ACTION:**

That the Board authorize the Chief Executive Officer to enter into a four-year agreement, in the form approved by the Chief Legal & Ethics Officer, with **Motorola Solutions, Inc.** for the Drone as First Responder (DFR) BRINC MSI Takeoff Program for Cleveland Metroparks Police for a **total cost of approximately \$359,994**. In the event the log of consumption approaches 90 percent and is likely to surpass 100 percent of the estimate during the time period, an action item will be presented to the Board requesting an estimated increase.

**(See Approval of this Item by Resolution No. 25-12-187 on Page 105406)**

**AWARD OF BIDS/RFPS/CO-OPS/SINGLE SOURCES (cont.)****OMNIA CO-OP #6999 SUMMARY: PURCHASE AND INSTALLATION OF PLAY SPACE EQUIPMENT AND RELATED SERVICES FOR GORDON PARK IMPROVEMENTS**

*(Originating Sources: Sean E. McDermott, P.E., Chief Planning and Design Officer/Amanda Meier, Landscape Architect)*

**Background**

In an effort to revitalize Gordon Park in the Lakefront Reservation, Cleveland Metroparks has secured a generous donation from the Jack, Joseph and Morton Mandel Foundation. Their donation along with Cleveland Metroparks' capital dollars will provide funding for the first phase of improvements within Gordon Park. Included within the first phase of improvements is a proposed 16,800 square foot play space. The desire is to develop a play area within Gordon Park for children to both learn about the neighboring great lake and play with structured and natural elements. The team has developed a custom Robinia wooden mayfly climber, that provides an educational play element while paying tribute to Lake Erie's ecosystem. The play equipment will provide play value for ages 2-5 as well as ages 5-12.

MKSK, the design consultant for the first phase of improvements, has commissioned ParkVision, as a subconsultant, for the design and construction of the proposed play area. ParkVision has developed a plan for the play area along with selected play equipment and site materials. The Kompan, Inc. play equipment will be purchased and installed by ParkVision, the regional distributor.

**Recommendation**

Cleveland Metroparks staff recommends the purchase of the play space equipment manufactured by Kompan, Inc. in full cooperation with Omnia Cooperative Purchasing Program, Contract number 2017001135 (as per a bundled quote) as outlined below:

<b>Vendor</b>	<b>Description</b>	<b>Total</b>
Park Vision	Play structure components: <ul style="list-style-type: none"> <li>- Double zipline</li> <li>- 3 bay swing set</li> <li>- Age 5-12 parkour climber</li> <li>- Age 2-5 parkour climber</li> <li>- Larger tower with slide and net</li> <li>- Custom fish climbing panels</li> <li>- Rope bridge</li> <li>- Custom Mayfly climber</li> <li>- Steel shade structure</li> </ul> Freight Included	\$815,445.00
	Construction of the entire play area which includes labor and material to perform site work, drainage, equipment and play surface installation	\$822,750.00
	Omnia Partners Program adjustment	(282,275.63)
	<b>Total Amount</b>	<b>\$1,355,919.37</b>

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

That the Board approve the purchase and installation of the play equipment from ParkVision, as per **OMNIA Co-Op #6999**, as described in the above summary, for a sum not to exceed **\$1,355,919.37** in full utilization of the OMNIA Partners Cooperative Purchase Program Contract Number 20170001135. Form of agreement(s) to be approved by the Chief Legal and Ethics Officer.

**(See Approval of this Item by Resolution No. 25-12-187 on Page 105406)**

**GOODS AND SERVICES (\$25,000 - \$75,000) ACQUIRED**  
**SINCE LAST BOARD MEETING (Presented 12/18/25)**

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:

<b><u>REF. NO. / ITEM – SERVICE</u></b>	<b><u>VENDOR</u></b>	<b><u>COST</u></b>	<b><u>PROCEDURE</u></b>
One (1) 2026 Chevrolet Equinox EV SUV for Fleet.	Serpintini Chevrolet	\$27,420.00	(7)
2025 estimated lab fees for veterinary diagnostic testing for the Zoo.	Indexx Distribution Inc.	\$31,000.00 <u>12,000.00</u> \$43,000.00	(3)
Professional services for parkwide pump station evaluations.	CTI Engineers, Inc.	\$47,862.00	(5)
AI monitoring of animal behavior for Tropical Bears at the Zoo.	DigitalT3 LLC	\$25,000.00	(3)
Replacement purchase of one two-yard stationary trash compactor and one forty-yard receiving container for Zoo.	Waste Equipment Sales & Service, Inc.	\$51,104.00	(2)
Outdoor furniture package for Patrick S. Parker Community Sailing Center.	Tropitone Furniture Co.	\$74,410.71	(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 (12/18/25)**

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:

<b><u>Contract</u></b>	<b><u>Item/Service</u></b>	<b><u>Vendor</u></b>	<b><u>Change Order or Amendment</u></b>
<b><u>Cold Storage Pole Buildings – Shawnee Hills and Sleepy Hollow Golf Courses and South Chagrin Reservation</u></b>  <u>Contract Amount:</u> Original Amount: \$354,000.00 <b>Change Order No.1 Amount: \$7,141.00</b> Revised Contract Amount: \$361,141.00	Upgrade of roof sheathing on each building from OSB to 5/8” plywood to accommodate metal roof fasteners.	Country View Construction	#1
<b><u>PID No. 18700 – CUY Valley Parkway Bridge Rehabilitation, Rocky River Reservation</u></b>  <u>Contract Amount:</u> Original Amount: \$1,968,772.03 Change Order No. 1 Amount: \$27,529.00 Change Order No. 2 Amount: \$44,295.62 <b>Change Order No. 3 Amount: \$17,122.17</b> Revised Contract Amount: \$2,057,718.82	Final quantity reconciliation for various items on the contract.	Schirmer Construction LLC	#3

**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 105406 through 105417; \$25,000 to \$75,000 purchased items/services report, page 105418; and construction change orders, page 105419.

**APPROVAL OF VOUCHERS AND PAYROLL.**

**No. 25-12-175:** 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 105443 to 105582.

Vote on the motion was as follows:

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

Nays: None.

**PUBLIC COMMENTS.**

Public comments were offered by Marty Leshner of Olmsted Township and Nick Matteo of Willoughby. 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/board-of-park-commissioners/board-meeting-archives>.

**INFORMATION/BRIEFING ITEMS/POLICY.****(a) 2025 Reservation Plan Updates**

*(Originating Sources: Sean E. McDermott, P.E., Chief Planning and Design Officer/  
Kelly Coffman, Principal Planner)*

Reservation Plans translate the six core goals of the System Plan into specific actions for each reservation. The plans are updated on a rotating basis in accordance with the Commission for Accreditation of Park and Recreation Agencies (“CAPRA”) recommendations. Reservation Plans for Brookside, Garfield Park, Ohio and Erie Canal, Washington, and West Creek Reservations were updated this year.

The draft plans were presented in September, prior to a series of six Community Open Houses. The final drafts are now being shared with the Board for any additional comments. The plans represent the work of internal stakeholders from park management, planning and design, natural resources, marketing and communications, law enforcement, development, information technology, legal, and outdoor experiences. Public comments and coordination with elected officials and staff from the communities surrounding the five reservations are also reflected in the plans.

The Reservation Plans define actions, identify priorities, and honor the special characteristics of each reservation. The plans will be published and posted online in late 2025 and form a key component of the overall System Plan. The update process continues in 2026 at Big Creek, Mill Stream Run, Rocky River, Bradley Woods, and Huntington Reservations.

**(b) 2025 North Chagrin and Willoughby Hills Trail Connections**

*(Originating Sources: Sean E. McDermott, P.E., Chief Planning and Design Officer/  
Kelly Coffman, Principal Planner)*

Cleveland Metroparks Planning and Design staff regularly coordinates with surrounding communities as part of the Reservation Planning process to help improve access for bicyclists and pedestrians to assure shared goals for trail development. Conversations between Cleveland Metroparks and the City of Willoughby Hills (“Willoughby Hills”) have been underway since 2016, with a goal of improving access to North Chagrin Reservation. Willoughby Hills prepared a Sidewalk and Multi-Use Feasibility Study with input from Cleveland Metroparks and in coordination with the most recent North Chagrin Reservation Plan (2023).

Willoughby Hills was awarded \$500,000 via the Ohio Department of Transportation’s Systemic Safety Program and Pedestrian & Bicycle Special Solicitation and additional funding through the Ohio Department of Natural Resources Clean Ohio Trail Fund. Willoughby Hills has committed \$125,000. Willoughby Hills’ project connects the existing multi-purpose trail on State Route 91 (SOM Center Road) in Mayfield Village 1.2 miles north to US 6 (Chardon Road) and 0.5 miles east on US 6 to Buttermilk Falls

**INFORMATION/BRIEFING ITEMS/POLICY (cont.)**

Parkway and, with the partnership of Cleveland Metroparks, will provide three new access points to the North Chagrin Reservation for bicyclists and pedestrians.

Cleveland Metroparks is committing to constructing three segments of all purpose trail (“APT”) within North Chagrin Reservation:

1. A segment of APT along Sunset Lane connecting Buttermilk Falls Parkway to State Route 91/SOM Center Road;
2. A segment of APT at the Strawberry Lane parking lot connecting the existing APT to State Route 91/SOM Center Road; and,
3. A segment of APT along Buttermilk Falls Parkway connecting the existing APT terminus north to US 6/Chardon Road.

The project is reflected in the City’s Master Plan and Cleveland Metroparks’ North Chagrin Reservation Plan and will provide a framework for connection to the future Chagrin River Trail proposed in the Chagrin Connects Trail Plan. The anticipated timeline for Willoughby Hills’ portion of the project is design in 2026, R/W acquisition (temporary access from St. Noel Church at a culvert) in 2026, and construction in 2027.

**(c) 2025 Year in Review**

*(Originating Sources: Brian Zimmerman, Chief Executive Officer/Kelly Manderfield, Chief Marketing Officer)*

As 2025 concludes, Cleveland Metroparks is marking a year of significant achievement as part of its Second Century of Stewardship System Plan. Strategic efforts helped enhance the guest experience and connect guests to nature, including the Wallace Lake Improvement Project, Tinker’s Eats & Treats and new trails across the Emerald Necklace. Major capital projects progressed ahead of 2026 openings, including the Patrick S. Parker Community Sailing Center, Hinckley Lake Dam Rehabilitation and the first phase of Primate Forest at Cleveland Metroparks Zoo. Key partnerships, including on the Cleveland Cavaliers NBA City Edition, and generous community support also helped to expand programming, elevate events and improve the Park District’s impact and brand recognition. A video presentation will share 2025 accomplishments and highlights across the organization.

**DATE OF NEXT MEETING.**

The next Regular Meeting of the Board of Park Commissioners was scheduled by the Board for Thursday, January 15, 2026, 8:00 a.m. at the Board’s office, 4101 Fulton Parkway, Cleveland, Ohio.

**ADJOURNMENT TO EXECUTIVE SESSION.**

**No. 25-12-188:** At 8:56 a.m., upon motion by Vice President Moore, seconded by Vice President Rinker and carried, the meeting adjourned to an Executive Session for the purpose of discussing a Personnel Matter (Employment), as stated by Chief Legal and Ethics Officer, Rose Fini.

Roll-call vote on the motion was as follows:

Aye: Ms. Ittu.  
Aye: Mr. Rinker.  
Aye: Mr. Moore.  
Nays: None.

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

**ADJOURNMENT.**

**No. 25-12-189:** 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 9:22 a.m.

Vote on the motion was as follows:

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

Attest:

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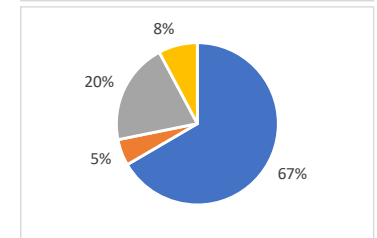
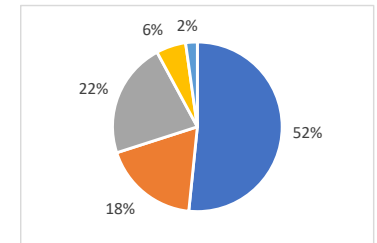
President.

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Secretary.

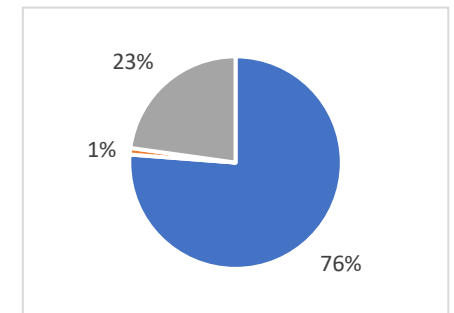
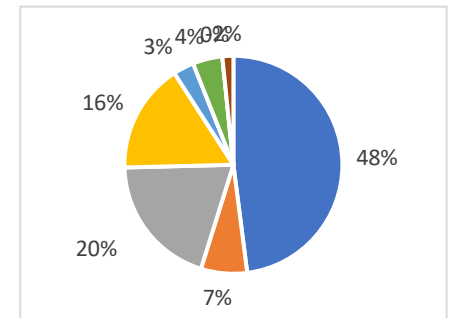
Cleveland Metroparks  
Financial Performance  
11/30/2025  
CM Park District

	Actual November '24	Actual November '25	Fav (Unfav)	Actual YTD November '24	Actual YTD November '25	Fav (Unfav)
<b>Revenue:</b>						
Property Tax	83,852	844	(83,008)	98,234,238	97,483,695	(750,543)
Local Gov/Grants/Gifts	1,246,240	1,088,190	(158,050)	16,526,786	34,747,358	18,220,572
Charges for Services	1,600,115	1,617,995	17,880	42,780,711	41,679,652	(1,101,059)
Self-Funded	860,983	961,489	100,506	8,707,076	10,706,075	1,998,999
Interest, Fines, Other	<u>298,131</u>	<u>347,905</u>	<u>49,774</u>	<u>4,544,963</u>	<u>4,240,112</u>	<u>(304,851)</u>
<b>Total Revenue</b>	<b>4,089,321</b>	<b>4,016,423</b>	<b>(72,898)</b>	<b>170,793,774</b>	<b>188,856,892</b>	<b>18,063,118</b>
<b>OpEx:</b>						
Salaries and Benefits	6,280,204	6,833,054	(552,850)	78,844,528	84,313,890	(5,469,362)
Contractual Services	673,442	755,004	(81,562)	6,045,077	6,625,894	(580,817)
Operations	2,107,875	1,731,989	375,886	24,570,725	25,753,841	(1,183,116)
Self-Funded Exp	468,945	807,621	(338,676)	<u>9,614,072</u>	<u>9,879,846</u>	<u>(265,774)</u>
<b>Total OpEx</b>	<b>9,530,466</b>	<b>10,127,668</b>	<b>(597,202)</b>	<b>119,074,402</b>	<b>126,573,471</b>	<b>(7,499,069)</b>
<b>Op Surplus/(Subsidy)</b>	<b>(5,441,145)</b>	<b>(6,111,245)</b>	<b>(670,100)</b>	<b>51,719,372</b>	<b>62,283,421</b>	<b>10,564,049</b>
<b>CapEx:</b>						
Capital Labor	208,807	110,579	98,228	1,013,485	1,348,136	(334,651)
Construction Expenses	3,840,675	6,575,792	(2,735,117)	33,286,675	66,374,178	(33,087,503)
Capital Equipment	1,016,261	368,646	647,615	7,636,942	4,768,364	2,868,578
Land Acquisition	3,106	(151,580)	154,686	5,724,999	555,518	5,169,481
Capital Animal Costs	<u>18,014</u>	<u>855</u>	<u>17,159</u>	<u>32,683</u>	<u>19,434</u>	<u>13,249</u>
<b>Total CapEx</b>	<b>5,086,863</b>	<b>6,904,292</b>	<b>(1,817,429)</b>	<b>47,694,784</b>	<b>73,065,630</b>	<b>(25,370,846)</b>
<b>Net Surplus/(Subsidy)</b>	<b>(10,528,008)</b>	<b>(13,015,537)</b>	<b>(2,487,529)</b>	<b>4,024,588</b>	<b>(10,782,209)</b>	<b>(14,806,797)</b>



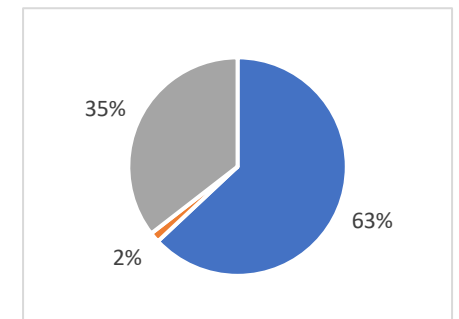
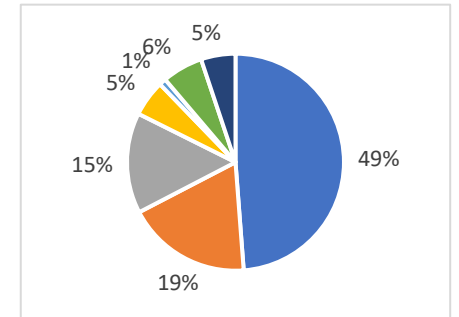
**Cleveland Metroparks**  
**Financial Performance**  
**11/30/2025**  
**Zoo**

	Actual November '24	Actual November '25	Fav (Unfav)	Actual YTD November '24	Actual YTD November '25	Fav (Unfav)
<b>Revenue:</b>						
General/SE Admissions	490,292	602,296	112,004	7,933,884	7,156,822	(777,062)
Guest Experience	(19,602)	(20,178)	(576)	1,049,725	1,021,993	(27,732)
Zoo Society	0	0	0	3,110,197	2,951,623	(158,574)
Souvenirs/Refreshments	195,127	205,421	10,294	3,005,409	2,428,178	(577,231)
Education	19,835	4,638	(15,197)	357,079	461,180	104,101
Rentals & Events	28,842	33,995	5,153	584,107	656,262	72,155
Consignment	82	0	(82)	48,568	0	(48,568)
Other	(125,630)	(235,620)	(109,990)	(131,209)	(242,899)	(111,690)
<b>Total Revenue</b>	<b>588,946</b>	<b>590,552</b>	<b>1,606</b>	<b>15,957,760</b>	<b>14,433,159</b>	<b>(1,524,601)</b>
<b>OpEx:</b>						
Salaries and Benefits	1,339,632	1,447,868	(108,236)	16,644,565	17,522,527	(877,962)
Contractual Services	28,815	33,367	(4,552)	207,794	228,026	(20,232)
Operations	<u>721,726</u>	<u>466,569</u>	<u>255,157</u>	<u>5,440,334</u>	<u>5,241,033</u>	<u>199,301</u>
<b>Total OpEx</b>	<b>2,090,173</b>	<b>1,947,804</b>	<b>142,369</b>	<b>22,292,693</b>	<b>22,991,586</b>	<b>(698,893)</b>
<b>Op Surplus/(Subsidy)</b>	<b>(1,501,227)</b>	<b>(1,357,252)</b>	<b>143,975</b>	<b>(6,334,933)</b>	<b>(8,558,427)</b>	<b>(2,223,494)</b>
<b>CapEx:</b>						
Capital Labor	0	1,195	(1,195)	8,365	15,442	(7,077)
Construction Expenses	244,666	2,471,379	(2,226,713)	4,260,339	8,032,488	(3,772,149)
Capital Equipment	440,000	238,632	201,368	830,196	1,217,052	(386,856)
Capital Animal Costs	<u>18,014</u>	<u>855</u>	<u>17,159</u>	<u>32,683</u>	<u>19,434</u>	<u>13,249</u>
<b>Total CapEx</b>	<b>702,680</b>	<b>2,712,061</b>	<b>(2,009,381)</b>	<b>5,131,583</b>	<b>9,284,416</b>	<b>(4,152,833)</b>
<b>Net Surplus/(Subsidy)</b>	<b>(2,203,907)</b>	<b>(4,069,313)</b>	<b>(1,865,406)</b>	<b>(11,466,516)</b>	<b>(17,842,843)</b>	<b>(6,376,327)</b>
Restricted Revenue-Other	238,800	521,858	283,058	6,984,876	14,061,177	7,076,301
Restricted Revenue-Zipline	11,863	6,311	(5,552)	456,911	397,479	(59,432)
Restricted Expenses	<u>262,222</u>	<u>(3,518,834)</u>	<u>3,781,056</u>	<u>1,995,971</u>	<u>19,104,969</u>	<u>(17,108,998)</u>
<b>Restricted Surplus/(Subsidy)</b>	<b>(11,559)</b>	<b>4,047,003</b>	<b>4,058,562</b>	<b>5,445,816</b>	<b>(4,646,313)</b>	<b>(10,092,129)</b>



**Cleveland Metroparks  
Financial Performance  
11/30/2025  
Golf Summary**

	Actual November '24	Actual November '25	Fav (Unfav)	Actual YTD November '24	Actual YTD November '25	Fav (Unfav)
<b>Revenue:</b>						
Greens Fees	194,029	154,206	(39,823)	7,064,217	7,346,931	282,714
Equipment Rentals	87,560	71,592	(15,968)	2,832,928	2,798,856	(34,072)
Food Service	76,822	75,218	(1,604)	2,142,405	2,256,722	114,317
Merchandise Sales	45,034	64,200	19,166	747,212	811,536	64,324
Pro Services	135	0	(135)	182,320	155,994	(26,326)
Driving Range	19,069	19,258	189	839,276	914,461	75,185
Other	<u>17,943</u>	<u>41,447</u>	<u>23,504</u>	<u>793,206</u>	<u>773,546</u>	<u>(19,660)</u>
<b>Total Revenue</b>	<b>440,592</b>	<b>425,921</b>	<b>(14,671)</b>	<b>14,601,564</b>	<b>15,058,046</b>	<b>456,482</b>
<b>OpEx:</b>						
Salaries and Benefits	478,758	536,622	(57,864)	6,624,913	6,948,063	(323,150)
Contractual Services	18,326	6,652	11,674	137,701	165,631	(27,930)
Operations	<u>329,377</u>	<u>223,217</u>	<u>106,160</u>	<u>3,724,165</u>	<u>3,912,710</u>	<u>(188,545)</u>
<b>Total OpEx</b>	<b>826,461</b>	<b>766,491</b>	<b>59,970</b>	<b>10,486,779</b>	<b>11,026,404</b>	<b>(539,625)</b>
<b>Op Surplus/(Subsidy)</b>	<b>(385,869)</b>	<b>(340,570)</b>	<b>45,299</b>	<b>4,114,785</b>	<b>4,031,642</b>	<b>(83,143)</b>
<b>CapEx:</b>						
Capital Labor	64,980	64,365	615	269,521	670,323	(400,802)
Construction Expenses	221,761	924,867	(703,106)	2,839,447	5,623,955	(2,784,508)
Capital Equipment	<u>0</u>	<u>180</u>	<u>(180)</u>	<u>1,725,847</u>	<u>817,560</u>	<u>908,287</u>
<b>Total CapEx</b>	<b>286,741</b>	<b>989,412</b>	<b>(702,671)</b>	<b>4,834,815</b>	<b>7,111,838</b>	<b>(2,277,023)</b>
<b>Net Surplus/(Subsidy)</b>	<b>(672,610)</b>	<b>(1,329,982)</b>	<b>(657,372)</b>	<b>(720,030)</b>	<b>(3,080,196)</b>	<b>(2,360,166)</b>





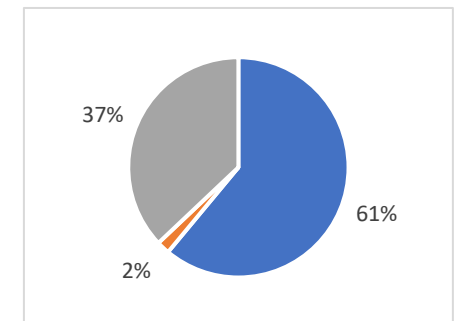
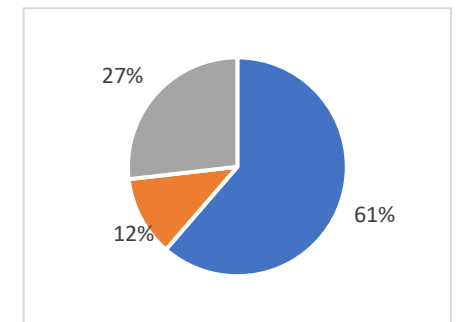
Cleveland Metroparks  
Financial Performance  
11/30/2025  
Golf Detail

	Big Met (18)		Little Met (9)		Mastick Woods (9)		Manakiki (18)		Sleepy Hollow (18)	
	YTD November '24	YTD November '25	YTD November '24	YTD November '25	YTD November '24	YTD November '25	YTD November '24	YTD November '25	YTD November '24	YTD November '25
Operating Revenue	2,199,140	2,331,634	743,671	773,671	499,804	555,344	1,803,086	1,893,524	2,814,293	2,951,477
Operating Expenses	<u>1,548,008</u>	<u>1,752,141</u>	<u>396,698</u>	<u>435,742</u>	<u>406,674</u>	<u>370,865</u>	<u>1,144,982</u>	<u>1,254,315</u>	<u>1,959,271</u>	<u>2,055,992</u>
Operating Surplus/(Subsidy)	651,132	579,493	346,973	337,929	93,130	184,479	658,104	639,209	855,022	895,485
Capital Labor	0	0	1,474	0	0	0	188,382	217,817	13,287	140,114
Construction Expenses	0	0	12,402	0	0	0	1,394,197	201,115	29,966	218,806
Capital Equipment	<u>37,725</u>	<u>21,049</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>891,030</u>	<u>112,786</u>	<u>166,656</u>	<u>63,236</u>
Total Capital Expenditures	37,725	21,049	13,876	0	0	0	2,473,609	531,718	209,909	422,156
Net Surplus/(Subsidy)	613,407	558,444	333,097	337,929	93,130	184,479	(1,815,505)	107,491	645,113	473,329

	Shawnee Hills (27)		Washington Park (9)		Seneca (36)		Ironwood		Golf Admin		Total	
	YTD November '24	YTD November '25	YTD November '24	YTD November '25	YTD November '24	YTD November '25	YTD November '24	YTD November '25	YTD November '24	YTD November '25	YTD November '24	YTD November '25
Operating Revenue	1,777,629	2,071,677	890,938	875,529	2,520,459	2,197,113	1,352,545	1,402,345	0	5,736	14,601,565	15,058,050
Operating Expenses	<u>1,177,352</u>	<u>1,268,566</u>	<u>607,643</u>	<u>679,149</u>	<u>1,463,219</u>	<u>1,460,364</u>	<u>964,994</u>	<u>976,287</u>	<u>817,938</u>	<u>772,983</u>	<u>10,486,779</u>	<u>11,026,404</u>
Operating Surplus/(Subsidy)	600,277	803,111	283,295	196,380	1,057,240	736,749	387,551	426,058	(817,938)	(767,247)	4,114,786	4,031,646
Capital Labor	17,513	9,149	0	2,200	42,746	269,115	1,897	24,776	4,223	7,154	269,522	670,325
Construction Expenses	534,855	6,637	0	223,909	817,138	4,865,209	18,028	106,747	32,861	1,533	2,839,447	5,623,956
Capital Equipment	<u>217,227</u>	<u>175,495</u>	<u>49,177</u>	<u>8,554</u>	<u>101,746</u>	<u>91,672</u>	<u>34,886</u>	<u>169,500</u>	<u>227,400</u>	<u>175,269</u>	<u>1,725,847</u>	<u>817,561</u>
Total Capital Expenditures	769,595	191,281	49,177	234,663	961,630	5,225,996	54,811	301,023	264,484	183,956	4,834,816	7,111,842
Net Surplus/(Subsidy)	(169,318)	611,830	234,118	(38,283)	95,610	(4,489,247)	332,740	125,035	(1,082,422)	(951,203)	(720,030)	(3,080,196)

**Cleveland Metroparks  
Financial Performance  
11/30/2025  
Enterprise Summary**

	Actual November '24	Actual November '25	Fav (Unfav)	Actual YTD November '24	Actual YTD November '25	Fav (Unfav)
<b>Revenue:</b>						
Concessions	90,309	96,208	5,899	4,025,802	3,997,327	(28,475)
Dock Rentals	29,573	38,840	9,267	865,106	772,628	(92,478)
Other*	<u>72,020</u>	<u>74,253</u>	<u>2,233</u>	<u>1,861,386</u>	<u>1,746,990</u>	<u>(114,396)</u>
<b>Total Revenue</b>	<b>191,902</b>	<b>209,301</b>	<b>17,399</b>	<b>6,752,294</b>	<b>6,516,945</b>	<b>(235,349)</b>
<b>OpEx:</b>						
Salaries and Benefits	200,760	231,985	(31,225)	3,876,516	3,968,731	(92,215)
Contractual Services	7,919	4,085	3,834	106,958	124,616	(17,658)
Operations	<u>107,301</u>	<u>80,326</u>	<u>26,975</u>	<u>2,550,588</u>	<u>2,409,065</u>	<u>141,523</u>
<b>Total OpEx</b>	<b>315,980</b>	<b>316,396</b>	<b>(416)</b>	<b>6,534,062</b>	<b>6,502,412</b>	<b>31,650</b>
<b>Op Surplus/(Subsidy)</b>	<b>(124,078)</b>	<b>(107,095)</b>	<b>16,983</b>	<b>218,232</b>	<b>14,533</b>	<b>(203,699)</b>
<b>CapEx:</b>						
Capital Labor	1,115	0	1,115	7,504	25,479	(17,975)
Construction Expenses	840	2,227	(1,387)	32,084	103,904	(71,820)
Capital Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>20,091</u>	<u>(20,091)</u>
<b>Total CapEx</b>	<b>1,955</b>	<b>2,227</b>	<b>(272)</b>	<b>39,588</b>	<b>149,474</b>	<b>(109,886)</b>
<b>Net Surplus/(Subsidy)</b>	<b>(126,033)</b>	<b>(109,322)</b>	<b>16,711</b>	<b>178,644</b>	<b>(134,941)</b>	<b>(313,585)</b>



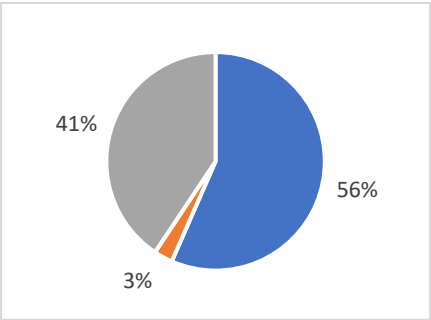
\*Other includes Chalet fees, parking, hayrides, aquatics, gift cards, misc.

Cleveland Metroparks  
Financial Performance  
11/30/2025  
Enterprise Detail

	Merwin's Wharf		EW Beach House		E55th Marina		E55th Restaurant			
	YTD November '24	YTD November '25	YTD November '24	YTD November '25	YTD November '24	YTD November '25	YTD November '24	YTD November '25		
Operating Revenue	2,182,646	2,363,334	486,668	503,462	1,036,657	861,239	591,066	0		
Operating Expenses	<u>2,017,517</u>	<u>2,018,797</u>	<u>373,765</u>	<u>393,574</u>	<u>484,863</u>	<u>364,164</u>	<u>464,071</u>	<u>2,848</u>		
Operating Surplus/(Subsidy)	165,129	344,537	112,903	109,888	551,794	497,075	126,995	(2,848)		
Capital Labor	3,764	1,520	0	0	0	785	0	0		
Construction Expenses	20,164	81,251	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>		
Total Capital Expenditures	23,928	82,771	0	0	0	785	0	0		
Net Surplus/(Subsidy)	141,201	261,766	112,903	109,888	551,794	496,290	126,995	(2,848)		
	Wildwood		Euclid Beach		EmerNeck Marina		EmerNeck Restaurant		Astorhurst Concession	
	YTD November '24	YTD November '25	YTD November '24	YTD November '25	YTD November '24	YTD November '25	YTD November '24	YTD November '25	YTD November '24	YTD November '25
Operating Revenue	12,418	17,617	2,231	1,727	447,586	441,046	467,645	481,635	0	39,781
Operating Expenses	<u>34,356</u>	<u>47,029</u>	<u>7,368</u>	<u>6,927</u>	<u>343,235</u>	<u>291,288</u>	<u>447,286</u>	<u>489,368</u>	<u>0</u>	<u>58,720</u>
Operating Surplus/(Subsidy)	(21,938)	(29,412)	(5,137)	(5,200)	104,351	149,758	20,359	(7,733)	0	(18,939)
Capital Labor	0	0	0	0	0	0	0	0	0	0
Construction Expenses	0	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>	<u>0</u>
Total Capital Expenditures	0	0	0	0	0	0	0	0	0	0
Net Surplus/(Subsidy)	(21,938)	(29,412)	(5,137)	(5,200)	104,351	149,758	20,359	(7,733)	0	(18,939)
	Edgewater Pier		Wallace Lake		Hinckley Lake		Huntington		Boat Dock	
	YTD November '24	YTD November '25	YTD November '24	YTD November '25	YTD November '24	YTD November '25	YTD November '24	YTD November '25	YTD November '24	YTD November '25
Operating Revenue	43,518	55,109	24,684	218,219	0	0	590,259	636,725	2,518	3,785
Operating Expenses	<u>45,343</u>	<u>64,855</u>	<u>36,610</u>	<u>255,371</u>	<u>320</u>	<u>0</u>	<u>434,879</u>	<u>485,734</u>	<u>1,956</u>	<u>1,989</u>
Operating Surplus/(Subsidy)	(1,825)	(9,746)	(11,926)	(37,152)	(320)	0	155,380	150,991	562	1,796
Capital Labor	0	0	0	0	0	0	0	0	0	0
Construction Expenses	0	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>	<u>0</u>
Total Capital Expenditures	0	0	0	0	0	0	0	0	0	0
Net Surplus/(Subsidy)	(1,825)	(9,746)	(11,926)	(37,152)	(320)	0	155,380	150,991	562	1,796
	Chalet		Ledge Lake		Parking		Enterprise Admin		Total	
	YTD November '24	YTD November '25	YTD November '24	YTD November '25	YTD November '24	YTD November '25	YTD November '24	YTD November '25	YTD November '24	YTD November '25
Operating Revenue	293,653	325,035	174,779	211,791	395,967	356,440	0	0	6,752,295	6,516,945
Operating Expenses	<u>335,170</u>	<u>332,416</u>	<u>152,422</u>	<u>164,744</u>	<u>22,962</u>	<u>34,245</u>	<u>1,331,939</u>	<u>1,490,343</u>	<u>6,534,062</u>	<u>6,502,412</u>
Operating Surplus/(Subsidy)	(41,517)	(7,381)	22,357	47,047	373,005	322,195	(1,331,939)	(1,490,343)	218,233	14,533
Capital Labor	0	0	0	0	0	0	3,741	23,174	7,505	25,479
Construction Expenses	0	0	0	0	0	0	11,920	22,653	32,084	103,904
Capital Equipment	<u>0</u>	<u>20,091</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>20,091</u>
Total Capital Expenditures	0	20,091	0	0	0	0	15,661	45,827	39,589	149,474
Net Surplus/(Subsidy)	(41,517)	(27,472)	22,357	47,047	373,005	322,195	(1,347,600)	(1,536,170)	178,644	(134,941)

Cleveland Metroparks  
Financial Performance  
11/30/2025  
Nature Shops and Kiosks

	Actual November '24	Actual November '25	Fav (Unfav)	Actual YTD November '24	Actual YTD November '25	Fav (Unfav)
Retail Revenue	68,185	87,999	19,814	566,313	531,551	(34,762)
OpEx:						
Salaries and Benefits	26,854	30,949	(4,095)	338,147	399,130	(60,983)
Contractual Services	0	2,207	(2,207)	0	19,644	(19,644)
Operations	<u>28,652</u>	<u>16,576</u>	<u>12,076</u>	<u>322,649</u>	<u>286,717</u>	<u>35,932</u>
Total OpEx	55,506	49,732	5,774	660,796	705,491	(44,695)
Op Surplus/(Subsidy)	12,679	38,267	25,588	(94,483)	(173,940)	(79,457)
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)	12,679	38,267	25,588	(94,483)	(173,940)	(79,457)



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

**ACCOUNTS RECEIVABLE**

Current	Past Due					Total
	1-30 Days	30-60 Days	61-90 Days	Over 90 Days		
\$607,148	\$183,313	\$0	\$10,000	\$213,422		\$1,013,883

Date Placed	Bank	Description	Days of Duration	Rate		Date of Maturity	Interest Earned	EOM Balance
11/01/25	Key Bank Capital Markets	Portfolio (A)	29	4.060%	(C)	11/30/25	46,201.67	\$14,161,284
11/01/25	STAR Ohio	State pool (B)	29	4.35%		11/30/25	186,930.41	\$48,418,873

(A) KBCM - Net Change in Portfolio \$0. Ending Account Value \$14,751,671

Investment balance ranged from \$14,115,082 to \$14,161,284 in November 2025.

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

Investment balance ranged from \$58,231,943 to \$48,418,873 in November 2025.

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

Source: Wade Steen, Chief Finance Officer  
12/02/25

**CLEVELAND METROPARKS**  
**Appropriation Summary - 2025**

Object Code	Object Description	Original Budget			Total Prior Budget Amendments	Proposed Amendment #11 12/18/2025	Total
		Baseline Budget	Carry Over Encumbrances	Total			
OPERATING							
51	Salaries	\$ 73,399,278	\$ -	\$ 73,399,278	\$ 410,995	\$ 52,253 A	\$ 73,862,526
52	Employee Fringe Benefits	25,356,338	121,139	25,477,477	42,820	-	25,520,297
53	Contractual Services	20,467,911	1,996,507	22,464,418	(160,898)	(38,735) B	22,264,785
54	Operations	33,738,465	4,189,319	37,927,784	647,395	(225,367) C	38,349,812
	Operating Subtotal	152,961,992	6,306,966	159,268,958	940,312	(211,849)	159,997,421
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	30,308,869	355,000 D	141,626,899
574	Capital Equipment	3,949,389	1,618,677	5,568,066	1,096,924	137,200 E	6,802,189
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	31,405,792	492,200	152,182,147
TOTALS							
Grand totals		\$ 255,344,954	\$ 24,208,158	\$ 279,553,112	\$ 32,346,104	\$ 280,351	\$ 312,179,567

**OPERATING**

**51 SALARIES**

\$ (2,747) Transfer of appropriations from Seasonal Salaries to Contractual Services for Park Operations  
 Net budget effect is zero

\$ 55,000 Transfer of appropriations from Operations to Seasonal Salaries for Park Operations  
 Net budget effect is zero

**A** \$ 52,253 Total increase (decrease) to Salaries

**53 CONTRACTUAL SERVICES**

\$ 2,747 Transfer of appropriations from Salaries to Maintenance Service Contracts for Park Operations  
 Net budget effect is zero

\$ 6,500 Transfer of appropriations from Operations to Other Contractual Services for Zoo  
 Net budget effect is zero

\$ 572 Transfer of appropriations from Operations to Other Contractual Services for Park Operations  
 Net budget effect is zero

\$ (4,705) Transfer of appropriations from Other Contractual Services to Operations for Zoo  
 Net budget effect is zero

\$ (43,849) Decrease of appropriations from Other Contractual Services for Zoo to closeout AmeriCorps VISTA grant  
 Appropriation was provided from CZS donations

**B** \$ (38,735) Total increase (decrease) to Contractual Services

**54 OPERATIONS**

\$ (120,000) Transfer of appropriations from Web Site Expenses to Capital Equipment for Information Technology Services  
 Net budget effect is zero

\$ (6,500) Transfer of appropriations from Training/Conference Registration Fees to Contractual Services for Zoo  
 Net budget effect is zero

\$ (50,000) Transfer of appropriations from Property Maintenance Supplies to Capital Construction Expenses for Park Operations  
 Net budget effect is zero

\$ (55,000) Transfer of appropriations from Web Site Expenses to Salaries for Park Operations  
 Net budget effect is zero

\$ (5,000) Transfer of appropriations from Web Site Expenses to Capital Construction Expenses for Park Operations  
 Net budget effect is zero

\$ (572) Transfer of appropriations from Enterprise Expenses to Contractual Services for Park Operations  
 Net budget effect is zero

\$ 7,000 Increase of appropriations in Program Supplies for Park Operations for volunteer chemistry kit at Watershed Stewardship Center  
 Appropriation increase will be covered by already received Conservation fund donation

\$ 4,705 Transfer of appropriations from Contractual Services to Program Supplies for Zoo  
 Net budget effect is zero

**C** \$ (225,367) Total increase (decrease) to Operations

**\$ (211,849) TOTAL INCREASE (DECREASE) TO OPERATIONS**

**CAPITAL**

**572 CAPITAL CONSTRUCTION EXPENSES**

\$ 300,000 Increase of appropriations in Capital Contracts for SMRF program at Garfield Park Reservation  
 Appropriation increase will be covered by new NEORSF funding

\$ 50,000 Transfer of appropriations from Operations to Capital Contracts for Park Operations  
 Net budget effect is zero

\$ 5,000 Transfer of appropriations from Operations to Capital Contracts for Park Operations  
 Net budget effect is zero

**D** \$ 355,000 Total increase (decrease) to Capital Construction Expenses

**574 CAPITAL EQUIPMENT**

\$ 120,000 Transfer of appropriations from Operations to Technology Equipment for Information Technology Services  
 Net budget effect is zero

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\$ 17,200 Increase of appropriations in Utility Vehicle/Golf Cart for an accessible golf cart  
Appropriation increase will be covered by existing balance in the Accessibility Fund

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<b>E</b>	\$ 137,200	Total increase (decrease) to Capital Equipment
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\$ 492,200	TOTAL INCREASE (DECREASE) TO CAPITAL
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\$ 280,351	GRAND TOTAL - INCREASE (DECREASE) FOR AMENDMENT
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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. 25-03-039 - March 20, 2025  
RESOLUTION NO. 25-12- - December 18, 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, and in those limited circumstances when financial institutions request the CFO execute terms, conditions or other legally binding documents, the CEO may designate the CFO to execute said documents. 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, 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, 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. The CEO is authorized to set additional policies for procuring goods, provided such policies are consistent with 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. The CEO is authorized to set a policy by which certain purchases up to and including \$75,000 are delegated to staff, provided such a policy includes spending levels not inconsistent with Section 2 and includes appropriate oversight of such purchases.
- 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 Non-Construction Contracts. For all non-construction contracts greater than \$75,000, the CEO is not authorized to enter into any amendment to a non-construction contract, without prior approval of the Board in each instance, except that the CEO is authorized to enter into amendments to contracts, 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 are 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 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.

e.d. Increases to the Procurement of Goods. For the purchase of goods greater than \$75,000 previously approved by the Board, the CEO is not authorized to approve an increase to the total cost of the goods or add additional goods to the order, without prior approval of the Board in each instance, except that the CEO is authorized to approve an increase to the total cost of the goods or add additional goods to the order, without prior approval of the Board in each instance, where the increase in purchase price or cost of the additional goods is consistent with ORC §§307.86 – 307.91 and is less than THE LESSER OF: (i) \$75,000, or (ii) ten percent (10%) of the total cost of the goods at the time of the purchase. Each increase in the total cost of the goods or addition of additional goods under this Section shall be reported to the Board at the next meeting of the Board following such authorization. The aggregate value of all authorizations by the CEO under this Section shall not exceed THE LESSER OF: (i) \$75,000, or (ii) fifty percent (50%) of the original purchase price of the goods authorized by the Board.

d.e. 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. *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.

- 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--\$50,000; Chief Legal & Ethics Officer--\$75,000; 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 1820<sup>th</sup> day of ~~March~~ December 2025.

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



# Ohio Department of Development - Demolition of Structures

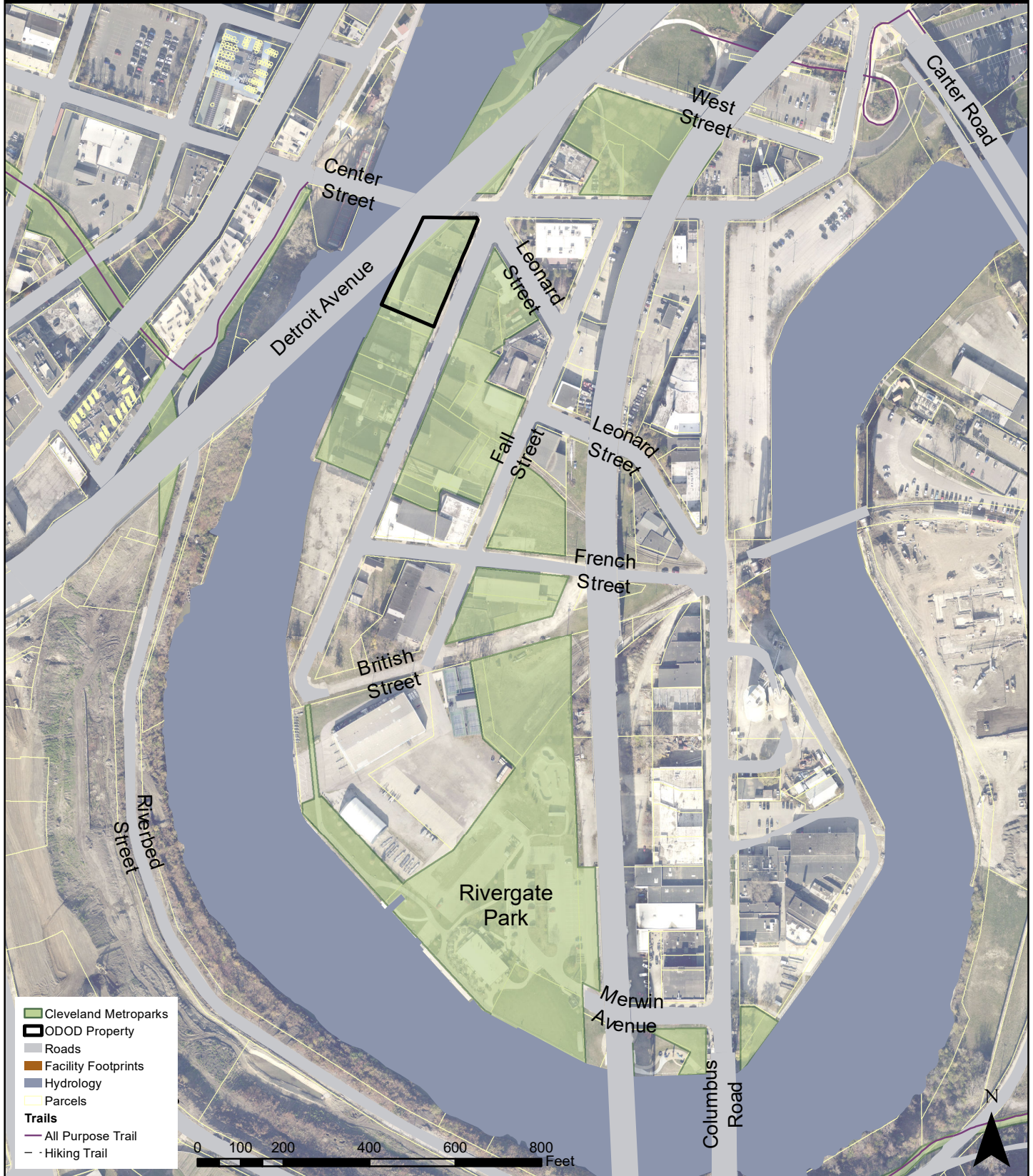
Lakefront Reservation

Address: 1600 Merwin Avenue, Cleveland

PPN: 101-16-001



**Cleveland  
Metroparks**





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.

**Printed Check** dated November 10, 2025 in the amount of \$152,802.67

**Printed Checks/EFT's** dated November 14, 2025 in the amount of \$856,239.08

**EFT** dated November 17, 2025 in the amount of \$125,000.00

**Direct Disbursements** dated November 21, 2025 in the amount of \$112,282.27

**Wire Transfers** dated November 21, 2025 in the amount of \$12,422.40

**Printed Checks/EFT's** dated November 21, 2025 in the amount of \$2,787,023.24

**EFT's** dated November 26, 2025 in the amount of \$1,300,050.23

**Direct Disbursements** dated December 5, 2025 in the amount of \$117,942.83

**EFT's** dated December 5, 2025 in the amount of \$177,679.75

**Printed Checks** dated December 8, 2025 in the amount of \$1,624,694.71

**Net Payroll** dated October 19, 2025 to November 1, 2025 in the amount of \$1,698,445.63

**Withholding Taxes** in the amount of \$383,425.10

**Net Payroll** dated November 2, 2025 to November 15, 2025 in the amount of \$1,878,510.93

**Withholding Taxes** in the amount of \$429,636.05

**Bank Fees/ADP Fees** in the amount of \$41,851.48

**Cigna Payments** in the amount of \$746,478.05

**ACH Debits (First Energy; Sales Tax)** in the amount of \$185,049.26

**JP Morgan Mastercard** dated November 1, 2025 to November 30, 2025 in the amount of \$869,774.98

**OPERS** in the amount of \$1,298,590.07

**Total amount:** \$14,797,898.73

PASSED: December 18, 2025

Attest: \_\_\_\_\_

President of The Board of Park Commissioners

\_\_\_\_\_  
Chief Executive Officer

**RECOMMENDED ACTION:** That the Board of Park Commissioners approves **Resolution No. 25-12-175** listed above.