

MINUTES OF THE LAKE METROPARKS REGULAR MEETING  
(The following is a summary of Board Meeting Minutes. Transcripts available upon request.)

PLACE: CONCORD WOODS

DATE: November 17, 2021

I. Roll Call and Pledge

Meeting was called to order at 5:00 p.m. with Board members Frank Polivka, President; and Vice Presidents Gretchen Skok DiSanto and John Redmond. Staff included: Vince Urbanski, Deputy Director; Mark Zicarelli, Legal Counsel; Chris Brassell; Tom Adair, Tom Koritansky; Chief Sivak; Karen Reis; Seth Begeman; Dan Burnett; Lee Homyock and Tammy Chiappone.

Mr. Polivka led those in attendance in the Pledge of Allegiance.

Judge Bartolotta announced the reappointment of Frank Polivka to another three-year term.

II. Approval of the Agenda

Motion by Mrs. Skok DiSanto to approve the November 17, 2021, Board Meeting Agenda. Seconded by Mr. Redmond. Motion passed unanimously.

III. Minutes

A. Regular Meeting October 20, 2021

Motion by Mr. Redmond to approve the Minutes of the Regular Meeting, October 20, 2021. Seconded by Mrs. Skok DiSanto. Motion passed unanimously.

IV. Meeting Open to the Public

Judge Mark Bartolotta  
Chad Felton, The News-Herald

V. Old Business

No old business.

VI. Finance Report

2021-042

A. October 2021

Mr. Brassell read the Finance Report for October 2021.

Motion by Mrs. Skok DiSanto to approve the Finance Report for October 2021.  
Seconded by Mr. Redmond. Motion passed unanimously.

VII. New Business

A. Other

1. Resolution 2021-027, Presentation of Fiscal Year 2022 Budget Request

Mr. Urbanski and Mr. Brassell explained Resolution 2021-027, Presentation of Fiscal Year 2022 Budget Request.

Mr. Urbanski said this budget request does not include any major changes in the direction of the agency. The district wide expenditure request reflects an increase of 4.77% (\$1,286,678) over last year's total budget. This includes an increase to the General Fund of 4.99% (\$1,040,678). He said, "These expenditures will allow us to continue to live within our means going forward assuming annual increases to our operating budget of 2.5% and increases of less than 0.5% in non-tax revenue streams."

Mr. Brassell thanked the staff for their work on the budget including the Health and Life Fund, Drug Enforcement, and the Financial Forecast.

Mr. Urbanski said that annual park visitation increased by more than 30,000 (0.75%) visits for the period of September 1, 2020, through August 30, 2021, which comes on the heels of a significant jump in visitation the prior year.

Mr. Urbanski said the budget also includes the CIP projects that were discussed previously with the Board. The most notable CIP projects for 2022 are the engineering and bidding of the proposed Lakefront Trail heading west from Painesville Township Park, a new trail between the end of Bacon Road and Lake Erie Bluffs, new access into the Lehtonen Property across from Girdled Road Reservation North, a new program shelter at Penitentiary Glen Reservation, expanded parking at Canine Meadow, and a new finance package.

Motion by Mr. Redmond to table Resolution 2021-027, Presentation of Fiscal Year 2022 Budget Request. Seconded by Mrs. Skok DiSanto. Motion passed unanimously.

2. Bid #2021-038, Golf Car Lease

Mr. Urbanski explained Bid #2021-038, Golf Car Lease.

Motion by Mrs. Skok DiSanto to approve Bid #2021-038, Golf Car Lease for an annual amount of \$129,384 to South East Golf Cars. Seconded by Mr. Redmond. Motion passed unanimously.

2021-044 **Tabulation for Bid #2021-038 Golf Car Lease Maintenance Agreement**  
**November 3, 2021**

<b>Vendor</b>	<b>Lake Erie Golf Cars LLC</b>	<b>NO BID</b>
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<b>Vendor</b>	<b>South East Golf Car Company</b>					
<b>ITEM</b>	<b>Time Frame</b>	<b>Qty</b>	<b>Model Year/Equipment Type</b>	<b>Unit Price</b>	<b>Annual Cost</b>	<b>Payment May-October</b>
1A	March 1, 2022-March 1, 2026	141	2022 Rental Cars with Sun Tops & Windshields (gasoline)	\$879.00	\$123,939.00	\$20,656.50
1B	Please bid the cost of above (1A) equipment with the addition of bag covers			\$909.00	\$128,169.00	\$21,361.50
1C	Please bid the cost of the above (1A) equipment with the addition of message holders			\$879.00	\$123,939.00	\$20,656.50
1D	Please bid the cost of the above (1A) equipment with the addition of bag covers & message			\$909.00	\$128,169.00	\$21,361.50
<b>ADDITIONAL OPTIONS</b>						
<b>Item</b>	<b>Time Frame</b>	<b>Qty</b>	<b>Model Year/Equipment Type</b>	<b>Unit price</b>	<b>Annual Cost</b>	<b>Payment May-October</b>
2	March 1, 2022-March 1, 2026	5	Non-Rental with Utility bed and windshields (gasoline) Less than 4 years old	\$789.00	\$3,945.00	\$657.50
<b>Item</b>	<b>Time Frame</b>	<b>Qty</b>	<b>Model Year/Equipment Type</b>	<b>Unit price</b>	<b>Annual Cost</b>	<b>Payment May-October</b>
3	March 1, 2022-March 1, 2026	1	Range Picker (gasoline), less then 4 years old	\$1,500.00	\$1,500.00	\$250.00

<b>Vendor</b>	<b>South East Golf Car Company</b>	<b>Request for Approved Equals - Tempo</b>				
<b>ITEM</b>	<b>Time Frame</b>	<b>Qty</b>	<b>Model Year/Equipment Type</b>	<b>Unit Price</b>	<b>Annual Cost</b>	<b>Payment May-October</b>
1A	March 1, 2022-March 1, 2026	141	2022 Rental Cars with Sun Tops & Windshields (gasoline)	\$918.00	\$129,438.00	\$21,573.00
1B	Please bid the cost of above (1A) equipment with the addition of bag covers			\$947.00	\$133,527.00	\$22,254.50
1C	Please bid the cost of the above (1A) equipment with the addition of message holders			\$918.00	\$129,438.00	\$21,573.00
1D	Please bid the cost of the above (1A) equipment with the addition of bag covers & message			\$947.00	\$133,527.00	\$22,254.50
<b>ADDITIONAL OPTIONS</b>						
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3	March 1, 2022-March 1, 2026	1	Range Picker (gasoline), less then 4 years old	\$1,500.00	\$1,500.00	\$250.00

3. Bid #2021-039, Parks Plus Quarterly Printing

Mr. Urbanski explained Bid #2021-039, Parks Plus Quarterly Printing. Mr. Urbanski said the recommendation is EP Graphics in an amount not to exceed \$61,130 in 2022. If we exercise the extension options the amount would not exceed \$64,187 in 2023, and \$67,396 in 2024.

Motion by Mr. Redmond to approve Bid #2021-039, Parks Plus Quarterly Printing to EP Graphics in an amount not to exceed \$61,130 in 2022. Seconded by Mrs. Skok DiSanto. Motion passed unanimously.

2021-046

<b>The Printing of Parks Plus! Quarterly Publication</b>					
<b>2021-039 Bid Tabulation November 3, 2021</b>					
<b>EP Graphics, Inc.</b>	<b>First Issue Spring</b>	<b>Second Issue Summer</b>	<b>Third Issue Fall</b>	<b>Fourth Issue Winter</b>	<b>Total Primary Bid Price</b>
price per issue per bid specifications 16 pages	\$7,965.00	\$7,965.00	\$8,085.00	\$8,085.00	\$32,100.00
price per issue per bid specifications 24 pages	\$9,475.00	\$9,475.00	\$9,620.00	\$9,620.00	\$38,190.00
price per issue per bid specifications 32 pages	\$11,910.00	\$11,910.00	\$12,100.00	\$12,100.00	\$48,020.00
price per issue per bid specifications 40 pages	\$13,660.00	\$13,660.00	\$13,865.00	\$13,865.00	\$55,050.00
price per issue per bid specifications 48 pages	\$15,165.00	\$15,165.00	\$15,400.00	\$15,400.00	\$61,130.00
price per issue per bid specifications to add 4 pages to any of the above totals	\$1,700.00	\$1,700.00	\$1,730.00	\$1,730.00	N/A
<b>No Other Bids</b>					

VIII. Executive Director's Report

Mr. Urbanski reported that 55 percent of the Country Lights tickets have been sold so far.

Mr. Urbanski said that the paving at Jordan Creek Park is finished.

IX. Executive Session

Mr. Urbanski said there is not a need for an Executive Session.

X. Adjournment

Motion by Mrs. Skok DiSanto to adjourn the Regular Meeting at 5:25 p.m. Seconded by Mr. Redmond. Motion passed unanimously.

Respectfully Submitted,

  
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Vince Urbanski, Deputy Director

  
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Frank J. Polivka, President