

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

PLACE: CONCORD WOODS

DATE: April 16, 2025

I. Roll Call and Pledge

Meeting was called to order at 5:00 p.m. with Board members Gretchen Skok DiSanto, President, Frank Polivka and John Redmond, Vice Presidents. Staff included: Paul Palagyi, Executive Director; Vince Urbanski, Deputy Director; Mark Zicarelli, Legal Counsel; Tom Adair; Chris Brassell; Tom Koritansky; Jim Sivak; Lindsay Pschirer; Sharon Metzung; Seth Begeman; Lee Homyock; Karen Reis; Nick Gustin; Jen Irwin; Liz Mather; Seth Oldham; and Tammy Chiappone.

Mrs. Skok DiSanto led those in attendance in the Pledge of Allegiance.

II. Approval of the Agenda

Motion by Mr. Polivka to approve the Board Meeting Agenda. Seconded by Mr. Redmond. Motion passed unanimously.

III. Minutes

A. Regular Meeting March 19, 2025

Motion by Mr. Redmond to approve the Minutes of the Regular Meeting, March 19, 2025. Seconded by Mr. Polivka. Motion passed unanimously.

IV. Meeting Open to the Public

Bryson Durst, The News-Herald

V. Old Business

VI. Finance Report

A. March 2025

2025-020

Mr. Brassell read the Finance Report for March 2025.

Motion by Mr. Polivka to approve the Finance Report for March 2025. Seconded by Mr. Redmond. Motion passed unanimously.

VII. New Business

A. Other

1. Bid #2025-022, Hemlock Ridge Park Service Drive Improvements

Mr. Palagyi explained Bid #2025-022, Hemlock Ridge Park Service Drive Improvements. Mr. Palagyi said we will construct new stream crossings to facilitate a service drive access back into the Hemlock Ridge property. He said this bid will allow us to create three crossings and gain access to the back portion of the property where we will construct tails over the next several years.

Motion by Mr. Redmond to award Bid #2025-022, Hemlock Ridge Park Service Drive Improvements to Siteworx Unlimited, LLC in the amount of \$147,177 including allowance for unforeseen conditions. Seconded by Mr. Polivka. Motion passed unanimously.



**Bid Opening: April 9, 2025  
10:00 a.m.**

### **Hemlock Ridge Park Service Drive Improvements 2025-022**

	CMG	Cistones Excavating Services, LLC	Lake County Landscape & Supply, Inc.	Ohio Paving & Concstruction Co., Inc.
	Willoughby Hills, OH	Kent, OH	Painesville, OH	Willoughby, OH
Addendum Acknowledged	X	X	X	X
Bid Bond/Check	X	X	X	X
Item 1 - Lump Sum Bid	\$129,200.00	\$139,000.00	\$185,000.00	\$175,000.00

	Platform Cement	Siteworx Unlimited	Srokowski Construction
	Mentor, OH	Highland Heights, OH	Cleveland, OH
Addendum Acknowledged	X	X	X
Bid Bond/Check	X	X	X
Item 1 - Lump Sum Bid	\$216,900.00	\$127,980.00	\$159,600.00

2. RFP 2025-021, Janitorial Services

Mr. Palagyi explained RFP 2025-021, Janitorial Services. He said this new two-year contract will have an option for two one-year extensions.

Motion by Mr. Polivka to award RFP 2025-021, Janitorial Services to J.T. Dillard, LLC doing business as Jan-Pro for an annual contract cost of \$32,184. Two-year 2025 award amount is \$65,628. Seconded by Mr. Redmond. Motion passed unanimously.

3. Resolution 2025-015, 2025 OWPA Vintage Ohio Event Agreement

Mr. Palagyi explained Resolution 2025-015, 2025 OWPA Vintage Ohio Event Agreement.

Motion by Mr. Redmond to approve Resolution 2025-015, OWPA Vintage Ohio Event Agreement. Seconded by Mr. Polivka. Motion passed unanimously.

4. Resolution 2025-016, CEI Electric Easement at Hemlock Ridge Park

Mr. Palagyi explained Resolution 2025-016, CEI Electric Easement at Hemlock Ridge Park for the installation, operation and maintenance of electric service.

Motion by Mr. Polivka to approve Resolution 2025-016, CEI Electric Easement at Hemlock Ridge Park. Seconded by Mr. Redmond. Motion passed unanimously.

5. Resolution 2025-017, Employee Handbook Revisions

Mr. Palagyi explained Resolution 2025-017, Employee Handbook Revisions. He said that we have made some minor updates to comply with federal and state regulations and also clarified the language in some sections to address frequently asked policy questions.

Motion by Mr. Redmond to approve Resolution 2025-017, Employee Handbook Revisions. Seconded by Mr. Polivka. Motion passed unanimously.

6. Resolution 2025-018, OPBA Agreement

Mr. Palagyi explained Resolution 2025-018, OPBA Agreement.

Motion by Mr. Polivka to approve Resolution 2025-018, OPBA Agreement pending legal counsel review. Seconded by Mr. Redmond. Motion passed unanimously.

Mrs. Skok DiSanto thanked the Rangers for their hard work in keeping the parks safe.

VIII. Executive Director's Report

Mr. Palagyi said it has been a busy spring so far and staff have done a good job cleaning up after the storms.

Mr. Palagyi said we have many events coming up such as the Madhatters Canoe & Kayak Race, Lamb Jam and Earth Day.

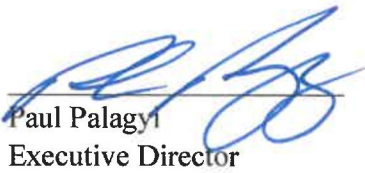
IX. Executive Session

Mr. Palagyi said there was not a need for Executive Session.

X. Adjournment

Motion by Mr. Polivka to adjourn the regular meeting at 5:07 p.m. Seconded by Mr. Redmond. Motion passed unanimously.

Respectfully Submitted,

  
Paul Palagyi  
Executive Director

  
Gretchen Skok DiSanto  
President