

**REGULAR COUNCIL MEETING
OF THE COUNCIL OF THE CITY OF BROOK PARK, OHIO
TO BE HELD ON TUESDAY, FEBRUARY 4, 2025
7:30 P.M.**

- A. ROLL CALL OF MEMBERS**
- B. PLEDGE OF ALLEGIANCE**
- C. APPROVAL OF MINUTES OF PRECEDING MEETINGS:**
 - 1. CAUCUS PRIOR TO MEETING MINUTES HELD ON JANUARY 7, 2025.
 - 2. REGULAR COUNCIL MEETING MINUTES HELD ON JANUARY 7, 2025.
- D. REPORTS OF STANDING COMMITTEES:**
 - Aviation & Environmental Committee - Dufour
 - Board of Zoning Appeals - Mencini
 - Finance Committee - Scott
 - Legislative Committee - Scott
 - Parks & Recreation Committee - Mccorkle
 - Planning Committee - Poindexter
 - Safety Committee - Troyer
 - Service Committee - Roberts
- E. REPORTS OF SPECIAL COMMITTEES:**
 - Southwest General Health Center Trustee - Mencini
 - Berea Board of Education Representative - Mccorkle
 - Technology & Innovation Council Representative -Dufour
- F. REPORTS OF BOARDS AND COMMISSIONS:**
- G. INTRODUCTION OF RESOLUTIONS OF COMMENDATION:**
- H. REPORTS AND COMMUNICATIONS FROM THE MAYOR:**
- I. REPORTS AND COMMUNICATIONS FROM DEPARTMENTS, COMMISSIONS, AND OTHER PUBLIC OFFICIALS:**
- J. OTHER COMMUNICATIONS AND PETITIONS, AND VERBAL APPROVAL: {INTRODUCTION OF NEW LEGISLATION}:**

K. **MISCELLANEOUS BUSINESS, APPOINTMENTS, CONFIRMATIONS:**

L. **REMARKS FROM THE AUDIENCE ON ANY SUBJECT MATTER:**

M. **ORDINANCES AND RESOLUTIONS FIRST READING**

1. ORD. NO. 11454-2025

AN ORDINANCE AUTHORIZING THE CONSULTING ENGINEER TO PREPARE PLANS AND BID DOCUMENTS AND THE MAYOR TO ADVERTISE FOR BIDS, AND ENTER INTO A CONTRACT(S) FOR THE SYLVIA DRIVE AND FRY ROAD RECONSTRUCTION PROJECTS(S) AND DECLARING AN EMERGENCY.

N. **SECOND READING OF ORDINANCES AND RESOLUTIONS:**

O. **THIRD READING OF ORDINANCES AND RESOLUTIONS:**

P. **ADJOURNMENT:**

**SYNOPSIS OF ORDINANCES AND RESOLUTIONS
FOR THE COUNCIL MEETING HELD ON FEBRUARY 4, 2025**

FIRST READING:

Ord. No. 11454-2025

AN ORDINANCE AUTHORIZING THE CONSULTING ENGINEER TO PREPARE PLANS AND BID DOCUMENTS AND THE MAYOR TO ADVERTISE FOR BIDS AND ENTER INTO A CONTRACT(S) FOR THE SYLVIA DRIVE AND FRY ROAD RECONSTRUCTION PROJECTS AND DECLARING AN EMERGENCY.

SYNOPSIS: An Ordinance authorizing the Mayor to enter into a contract(s) for the Sylvia Drive and Fry Road reconstruction project, as part of the 2025 Roads Program.

**PREPARED BY THE BROOK PARK LEGAL DEPARTMENT
January 30, 2025**

CITY OF BROOK PARK, OHIO

PIC 1-27-25 Service
CA Special 1-28-25
1st R 2-4-25
2nd R _____
3rd R _____
C/O _____

ORDINANCE NO. 11454-2025

INTRODUCED BY: MAYOR ORCUTT

**AN ORDINANCE
AUTHORIZING THE CONSULTING ENGINEER TO PREPARE PLANS AND BID
DOCUMENTS AND THE MAYOR TO ADVERTISE FOR BIDS, AND ENTER INTO
A CONTRACT(S) FOR THE SYLVIA DRIVE AND
FRY ROAD RECONSTRUCTION PROJECT(S)
AND DECLARING AN EMERGENCY**

WHEREAS, Sylvia Drive, between Mercer Drive and Michael Drive is in a state of disrepair and has been identified as a candidate for full depth reconstruction;

WHEREAS, Fry Road, between Birchcroft Drive and Holland Road is also in a state of disrepair and has been identified as a candidate for full depth reconstruction;

WHEREAS, the City desires to move forward with the full depth reconstruction of both segments of roadways identified above and are included as part of the 2025 Roads Program.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Brook Park, State of Ohio, that:

SECTION 1: The Consulting Engineer is hereby authorized to prepare plans and specifications and the Mayor is authorized to advertise for bids and enter into a contract(s) with the lowest and best bidder or bidders for the Sylvia Drive and Fry Road Reconstruction Project(s).

SECTION 2: The Consulting Engineer is hereby authorized to provide Engineering, Bidding, and Construction Administration services in connection with the Sylvia Drive and Fry Road Reconstruction Project(s). Payment for the aforementioned services shall be in accordance with the Exhibit "A" and Exhibit "B" attached hereto.

SECTION 3: The money needed to complete the aforesaid transaction shall be paid from the 2024/2025 Street Improvement Fund No. 551, theretofore appropriated or to be appropriated for said purpose.

SECTION 4: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 5: This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety of said City, and for the further reason that City Council deems it necessary to proceed with the Sylvia Drive and Fry Road Reconstruction Project(s) as soon as possible, therefore, provided this Ordinance receives the affirmative vote of at least five (5) members elected to Council, it shall take effect and be in force immediately from and after its passage and approval by the Mayor; otherwise, from and after the earliest period allowed by law.

PASSED: _____

PRESIDENT OF COUNCIL

ATTEST: _____
CLERK OF COUNCIL

APPROVED: _____
MAYOR

DATE

I HEREBY APPROVE THE WITHIN
INSTRUMENT AS TO LEGAL FORM
AND CORRECTNESS.

DIRECTOR OF LAW

SCOPE OF WORK, ESTIMATED MANHOUR AND FEE BREAKDOWN

**ENGINEERING AND SURVEYING SERVICES
 SYLVIA DRIVE RECONSTRUCTION (1,100 FT.)**

EXHIBIT "A"

SCOPE OF SERVICES	Total Hours
FIELD SURVEY	
Locate existing monumentation & parcel references	12
Run Bench Circuit/Establish Control	6
Topographic Survey	22
Misc. Utility Survey	18
Office Support	16
	74
PLAN DEVELOPMENT	
Research existing records	8
Generate Basemap from field data and record plans	28
Title Sheet	8
Schematic Plan	22
General Notes	22
Maintenance of Traffic Notes and Details	24
Detour Plan	18
Plan & Profile (Scale: 1"=20')	68
Intersection Details	8
SWPP Plan, Notes Details	26
Standard/Miscellaneous Details	18
Utility Coordination	20
Quantities & Cost Estimates	14
OEPA NOI Application	10
Project Manual	38
Clerical/Misc.	6
	338
BIDDING PHASE	
Bidding Services	18
Respond to Contractor Questions	14
Prepare Addendum/Coordination	16
Analyze Bids/Recommendation	10
	58
CONSTRUCTION ADMINISTRATION	
Construction Administration/Management	74
Site Visits during Construction	100
Shop Drawings/Pay Estimates/Final Quantities	68
Final Walk Through and Close-Out	34
	276
CONSTRUCTION (ESTIMATE)	\$1,082,967.00
FIELD SURVEY*	\$10,986.00
PLAN DEVELOPMENT*	\$42,154.00
BIDDING PHASE*	\$7,566.00
CONSTRUCTION ADMINISTRATION (ESTIMATE)*	\$38,593.00
CONSTRUCTION OBSERVATION (ESTIMATE)	\$20,000.00
PAVEMENT CORES (ALLOWANCE)	\$3,500.00
CONCRETE TESTING (ALLOWANCE)	\$8,250.00
ADVERTISING, PERMITS, FEES, INSPECTIONS, ETC.	\$1,700.00
DIRECT EXPENSES	\$250.00
	\$1,215,966.00

* - SERVICES PROVIDED BY EUTHENICS

SCOPE OF WORK, ESTIMATED MANHOUR AND FEE BREAKDOWN

**ENGINEERING AND SURVEYING SERVICES
 FRY ROAD RECONSTRUCTION (620 FT.)**

EXHIBIT "B"

SCOPE OF SERVICES	Total Hours
FIELD SURVEY	
Locate existing monumentation & parcel references	8
Run Bench Circuit/Establish Control	3
Topographic Survey	12
Misc. Utility Survey	10
Office Support	8
	41
PLAN DEVELOPMENT	
Research existing records	4
Generate Basemap from field data and record plans	14
Title Sheet	6
Schematic Plan	10
General Notes	4
Maintenance of Traffic Notes and Details	8
Detour Plan	18
Plan & Profile (Scale: 1"=20')	34
Intersection Details	16
SWPP Plan, Notes Details	10
Standard/Miscellaneous Details	12
Utility Coordination	10
Quantities & Cost Estimates	12
OEPA NOI Application	6
Project Manual	10
Clerical/Misc.	6
	180
BIDDING PHASE	
Bidding Services	18
Respond to Contractor Questions	14
Prepare Addendum/Coordination	16
Analyze Bids/Recommendation	10
	58
CONSTRUCTION ADMINISTRATION	
Construction Administration/Management	60
Site Visits during Construction	78
Shop Drawings/Pay Estimates/Final Quantities	54
Final Walk Through and Close-Out	32
	224
CONSTRUCTION (ESTIMATE)	
FIELD SURVEY*	\$671,510.00
PLAN DEVELOPMENT*	\$6,051.00
BIDDING PHASE*	\$22,308.00
CONSTRUCTION ADMINISTRATION (ESTIMATE)*	\$7,566.00
CONSTRUCTION OBSERVATION (ESTIMATE)	\$30,524.00
PAVEMENT CORES (ALLOWANCE)	\$18,000.00
CONCRETE TESTING (ALLOWANCE)	\$3,500.00
ADVERTISING, PERMITS, FEES, INSPECTIONS, ETC.	\$8,250.00
DIRECT EXPENSES	\$1,700.00
	\$125.00
	\$769,534.00

NOTE: MH/FEES BASED UPON SIMULTANEOUS
 AUTHORIZATION OF EXHIBIT "A"

* - SERVICES PROVIDED BY EUTHENICS