

**REGULAR CAUCUS MEETING  
OF THE COUNCIL OF THE CITY OF BROOK PARK, OHIO  
HELD ON TUESDAY, JANUARY 12, 2021**

**I. APPROVAL OF MINUTES OF PRECEDING MEETINGS:**

1. REGULAR CAUCUS MINUTES HELD ON NOVEMBER 10, 2020.

**II. DISCUSSION:**

1. COUNCIL OFFICE PROCEDURES (Councilman Troyer) - PER COUNCIL PRESIDENT VECCHIO.
2. COUNCIL CLERK (Councilman Troyer) - PER COUNCIL PRESIDENT VECCHIO.
3. WEDO PARK RETENTION AND/OR DETENTION BASIN (Councilman Troyer) - PER COUNCIL PRESIDENT VECCHIO.
4. NATATORIUM ROOF AND WALLS (Councilman Troyer) PER COUNCIL PRESIDENT VECCHIO.
5. CITIZEN OF THE YEAR (Councilman Troyer) PER COUNCIL PRESIDENT VECCHIO.
6. 'HOME IMPROVEMENT MONTHS; WAIVER OF BUILDING PERMIT FEES' - PER COUNCIL PRESIDENT VECCHIO. **Note:** Moved by **motion** from the December 8, 2020 Caucus Prior to meeting.

**III. FINANCE COMMITTEE - CHAIRMAN, SCOTT:**

1. AN ORDINANCE AUTHORIZING THE MAYOR TO ISSUE AND ADVERTISE FOR A REQUEST FOR PROPOSALS FOR THE LISTING, MARKETING AND SALE BY AN OHIO LICENSED COMMERCIAL BROKERAGE FOR LAND OWNED BY THE CITY OF BROOK PARK AND LOCATED ON CEDAR POINT ROAD AND DECLARING AN EMERGENCY. Introduced by Mayor Gammella.
2. AN ORDINANCE AUTHORIZING THE MAYOR TO ISSUE AND ADVERTISE FOR A REQUEST FOR PROPOSALS FOR THE LISTING, MARKETING AND SALE BY AN OHIO LICENSED COMMERCIAL BROKERAGE FOR LAND OWNED BY THE CITY OF BROOK PARK AND LOCATED ON AEROSPACE PARKWAY AND DECLARING AN EMERGENCY. Introduced by Mayor Gammella.

**IV. SERVICE COMMITTEE - CHAIRMAN, SALVATORE:**

1. AN ORDINANCE AUTHORIZING THE MAYOR TO DISPOSE OF AN OBSOLETE CITY TRUCK THAT IS UNSAFE AND NO LONGER ROAD WORTHY AND DECLARING AN EMERGENCY. Introduced by Mayor Gammella.

**V. ADJOURNMENT:**

P/C 12-8-20 Finance  
CA 1-12-21  
1st R \_\_\_\_\_  
2nd R \_\_\_\_\_  
3rd R \_\_\_\_\_  
B/C \_\_\_\_\_

CITY OF BROOK PARK, OHIO

ORDINANCE NO: \_\_\_\_\_

INTRODUCED BY: MAYOR GAMMELLA

AN ORDINANCE

AUTHORIZING THE MAYOR TO ISSUE AND ADVERTISE FOR A REQUEST FOR PROPOSALS FOR THE LISTING, MARKETING, AND SALE BY AN OHIO LICENSED COMMERCIAL BROKERAGE FOR LAND OWNED BY THE CITY OF BROOK PARK AND LOCATED ON CEDAR POINT ROAD, AND DECLARING AN EMERGENCY

WHEREAS, the property, located on Cedar Point Road and is zoned U-6 Commercial, Research and Development District; and

WHEREAS, this property is currently owned by the City of Brook Park and has 4.8354 acres and consists of Permanent Parcel Number 341-04-003; and

WHEREAS, this site is located in a federally designated opportunity zone for investment and development purposes and

WHEREAS, the City has no other viable government use for the property; and

WHEREAS, due to the size and proximity to adjoining research, development and commercial properties, the City seeks proposals from interested parties to identify both the amount to be paid for acquisition as well as the future uses; and

WHEREAS, the maintenance of the property will be an additional expense for the City Service Department, as well as requiring security from our Police Department, insurance costs and other foreseen and unforeseen costs; and

WHEREAS, the City of Brook Park has prepared a Request for Proposals related to this property.

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

SECTION 1: That the Mayor is hereby authorized to advertise for and solicit proposals for the purchase and use of the property in accordance with the Request for Proposals which is attached hereto as Exhibit "A" and incorporated herein.

**SECTION 2:** The money needed for the aforesaid transaction shall be paid from funds theretofore appropriated for said purpose.

**SECTION 3:** 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 4:** That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare in the City, and for the further reason authorize the Mayor to advertise for a request for proposals for the listing, marketing and sale by an Ohio licensed commercial brokerage for land owned by the City; 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



(RFP) Request for proposal of Commercial Real Estate Services include the following:

- Assist clients with the purchase, sale or lease of commercial properties that will be used for business purposes.
- Representing either a buyer, seller or tenant a broker serves as a mediator between parties, ensuring that their client receives the best terms, conditions and value on their investment transaction.
- Property positioning, pricing and recommendations.
- Marketing and leasing strategy development.
- Exposure to brokerage community and potential tenants.
- Tenant qualification.
- Lease / Sale term negotiations.
- Building improvement suggestions.
- Collaboration with property managers, construction managers, architects. and designers.
- Advertise property nationally, LoopNet / Costar, email blasts, showings and phone calls.
- Be affiliated with national brokerage
- Marketing materials and signage for the sites.



P/C 12-8-20 Finance  
CA 1-12-21  
1st R \_\_\_\_\_  
2nd R \_\_\_\_\_  
3rd R \_\_\_\_\_  
B/C \_\_\_\_\_

CITY OF BROOK PARK, OHIO

ORDINANCE NO: \_\_\_\_\_

INTRODUCED BY: MAYOR GAMMELLA

AN ORDINANCE

AUTHORIZING THE MAYOR TO ISSUE AND ADVERTISE FOR A REQUEST FOR PROPOSALS FOR THE LISTING, MARKETING, AND SALE BY AN OHIO LICENSED COMMERCIAL NATIONALLY AFFILIATED BROKERAGE FOR LAND OWNED BY THE CITY OF BROOK PARK AND LOCATED ON AEROSPACE PARKWAY, AND DECLARING AN EMERGENCY

WHEREAS, the property, located on Aerospace Parkway and is zoned U-6 Commercial, Research and Development District; and

WHEREAS, this property is currently owned by the City of Brook Park and has 17.8 acres and consists of Permanent Parcel Numbers: 341-05-001, 341-30-004, 341-35-002, 341-36-008, 341-36-009 and 341-36-011; and

WHEREAS, this site of 17.8 acres is located in a federally designated opportunity zone for investment and development purposes; and

WHEREAS, the City has no other viable government use for the property; and

WHEREAS, due to the size and proximity to adjoining research, development and commercial properties, the City seeks proposals from interested parties to identify both the amount to be paid for acquisition as well as the future uses; and

WHEREAS, the maintenance of the property will be an additional expense for the City Service Department, as well as requiring security from our Police Department, insurance costs and other foreseen and unforeseen costs; and

WHEREAS, the City of Brook Park has prepared a Request for Proposals related to this property.

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

**SECTION 1:** That the Mayor is hereby authorized to advertise for and solicit proposals for the purchase and use of the property in accordance with the Request for Proposals which is attached hereto as Exhibit "A" and incorporated herein.

**SECTION 2:** The money needed for the aforesaid transaction shall be paid from funds theretofore appropriated for said purpose.

**SECTION 3:** 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 4:** That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare in the City, and for the further reason authorize the Mayor to issue and advertise for a request for proposals for the listing, marketing and sale by an Ohio licensed commercial brokerage; 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

RECEIVED  
JAN 10 1983  
I HEREBY APPROVE THE WITHIN  
INSTRUMENT AS TO LEGAL FORM  
AND CORRECTNESS

\_\_\_\_\_  
DIRECTOR OF LAW



(RFP) Request for proposal of Commercial Real Estate Services include the following:

- Assist clients with the purchase, sale or lease of commercial properties that will be used for business purposes.
- Representing either a buyer, seller or tenant a broker serves as a mediator between parties, ensuring that their client receives the best terms, conditions and value on their investment transaction.
- Property positioning, pricing and recommendations.
- Marketing and leasing strategy development.
- Exposure to brokerage community and potential tenants.
- Tenant qualification.
- Lease / Sale term negotiations.
- Building improvement suggestions.
- Collaboration with property managers, construction managers, architects. and designers.
- Advertise property nationally, LoopNet / Costar, email blasts, showings and phone calls.
- Be affiliated with national brokerage
- Marketing materials and signage for the sites.



P/C 12-15-20 SERVICE  
CA 1-12-21  
1st R \_\_\_\_\_  
2nd R \_\_\_\_\_  
3rd R \_\_\_\_\_  
B/C \_\_\_\_\_

CITY OF BROOK PARK, OHIO

ORDINANCE NO: \_\_\_\_\_

INTRODUCED BY: MAYOR GAMMELLA

AN ORDINANCE AUTHORIZING THE MAYOR TO  
DISPOSE OF AN OBSOLETE CITY TRUCK THAT IS UNSAFE  
AND NO LONGER ROAD WORTHY,  
AND DECLARING AN EMERGENCY

WHEREAS, the City of Brook Park has a truck that is no longer road worthy, in disrepair, and is unsafe to operate; and

WHEREAS, the Service Director has set up an account with McMahan's Scrapping that will offer a fair market value based upon daily metal pricing; and

WHEREAS, McMahan Scrapping will provide the towing service and deduct the towing cost from the gross proceeds; and

WHEREAS, it is in the best interest of the City of Brook Park to dispose of said vehicles and receive the value for same;

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

SECTION 1: The Mayor is hereby authorized and directed to dispose of obsolete city truck that is unsafe and no longer road worthy by delivering it with McMahan Scrapping as listed in the attached Exhibit "A."

SECTION 2: 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 3: This Ordinance is hereby declared to be an

emergency measure immediately necessary for the preservation of the public peace, health, safety and welfare of said City, and for the further reason to dispose of an obsolete city truck; 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 upon 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

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

\_\_\_\_\_  
DIRECTOR OF LAW

1988 L8000 FORD Truck #472 Vin# 1FDYK82ADKVA10479 (blown engine, rusted)

