

**REGULAR COUNCIL MEETING
OF THE COUNCIL OF THE CITY OF BROOK PARK, OHIO
TO BE HELD ON TUESDAY, APRIL 7, 2026
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 MARCH 16, 2026.
 - 2. REGULAR COUNCIL MEETING MINUTES HELD ON MARCH 16, 2026.
- D. REPORTS OF STANDING COMMITTEES:**
 - Aviation & Environmental Committee - DUFOUR
 - Board of Zoning Appeals - MENCINI
 - Finance Committee - SCOTT
 - Legislative Committee - ROBERTS
 - Parks & Recreation Committee – McCORKLE
 - Planning Committee - SCOTT
 - Safety Committee- POINDEXTER
 - Service Committee - GONZALEZ
- 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

N. SECOND READING OF ORDINANCES AND RESOLUTIONS:

1. ORD. NO. 11524-2026

AN ORDINANCE AUTHORIZING THE DESIGN, THE PREPARATION OF CONSTRUCTION DOCUMENTS AND THE ADMINISTRATION OF THE RECREATION CENTER AND CITY HALL EXTERIOR RENOVATIONS PROJECT AND THE MAYOR TO ADVERTISE FOR BIDS, AND ENTER INTO A CONTRACT FOR SAID PROJECT, AND DECLARING AN EMERGENCY.

Introduced by Mayor Orcutt.

O. THIRD READING OF ORDINANCES AND RESOLUTIONS:

P. ADJOURNMENT

SYNOPSIS OF LEGISLATION
FOR THE REGULAR COUNCIL MEETING OF APRIL 7, 2026.

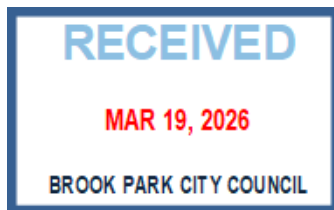
SECOND READING:

Ord. No. 11524-2026
(AMENDED)

AN ORDINANCE AUTHORIZING THE DESIGN,
THE PREPARATION OF CONSTRUCTION DOCUMENTS,
AND THE ADMINISTRATION OF THE RECREATION
CENTER AND CITY HALL EXTERIOR RENOVATIONS
PROJECT AND THE MAYOR TO ADVERTISE FOR
BIDS, AND ENTER INTO A CONTRACT FOR SAID
PROJECT, AND DECLARING AN EMERGENCY

SYNOPSIS: An ordinance to authorize the
Mayor to enter into a contract for
professional design services for the
Recreation Center and City Hall Exterior
Renovations Project.

PREPARED BY THE BROOK PARK LEGAL DEPARTMENT
March 19, 2026



P/C 3/3/26 Finance
CA 3/10/26
1st R 3/16/26
2nd R 3/17/26
3rd R _____
B/C _____

CITY OF BROOK PARK, OHIO

Ordinance No. 11524-2026

Introduced By: MAYOR ORCUTT

AN ORDINANCE AUTHORIZING THE DESIGN, THE PREPARATION OF CONSTRUCTION DOCUMENTS AND THE ADMINISTRATION OF THE RECREATION CENTER AND CITY HALL EXTERIOR RENOVATIONS PROJECT AND THE MAYOR TO ADVERTISE FOR BIDS, AND ENTER INTO A CONTRACT FOR SAID PROJECT, AND DECLARING AN EMERGENCY

WHEREAS, exterior renovations to the Brook Park Recreation Center and City Hall have been included in the Municipal Campus Master Plan and have been approved by the Planning Commission; and,

WHEREAS, along the west façade is it proposed to remove the saw tooth portion of the Center (Natatorium) and fill-in with storefront glass windows and doors; and,

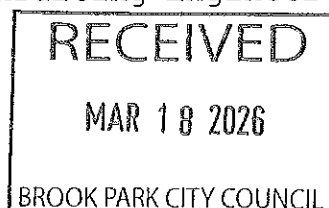
WHEREAS, it is proposed to remove the existing colored dimensional panels on the main gym and install fiber cement panels on the exterior of the entire building; and,

WHEREAS, it is proposed to paint the exterior of the entire building; and,

WHEREAS, the City desires to move forward with the proposed exterior renovations of the Recreation Center and City Hall as indicated above.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF BROOK PARK, COUNTY OF CUYAHOGA, AND STATE OF OHIO:

SECTION 1: The Mayor is hereby authorized to enter into a contract with the Consulting Engineer (Euthenics, Inc.) for



professional design services in connection with the municipal improvements that are being proposed with the Recreation Center and City Hall Exterior Renovations Project.

SECTION 2: The Consulting Engineer is hereby authorized to provide professional design services in accordance with proposal letters from Euthenics, Inc., dated February 10, 2026, for said project (Attachment 1).

SECTION 3: The Mayor is authorized to advertise for bids and enter into (a) contract(s) with the lowest and best bidder or bidders for the Recreation Center and City Hall Exterior Renovations Project.

SECTION 4: The money needed to complete the aforesaid transaction shall be paid from the Recreation Center Renovation Fund No. 553, theretofore appropriated or to be appropriated for said purpose.

SECTION 5: It is found and determined that all formal actions of this Council concerning and relating to 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 actions were in meetings open to the public, in full compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 6: This Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety, and welfare of the City of Brook Park, and for the further reason that City Council deems it necessary to proceed with the Recreation Center and City Hall Exterior Renovations

Project 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 upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force 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

February 10, 2026

Edward Orcutt, Mayor
City of Brook Park
6161 Engle Road
Brook Park, Ohio 44142

Re: City of Brook Park
Recreation Center and City Hall Exterior Renovations
Final Design and Construction Documents
Project Description and Scope of Work

Dear Mayor Orcutt,

It is our understanding that the City of Brook Park desires to renovate the exterior of the Recreation Center and City Hall. The "Re-Vision" was approved by Planning Commission at the October 6, 2025 meeting. The intent of the project is to refresh the appearance of the buildings by using contrasting neutral color tones and architectural treatments. Included below and attached is the project description and scope of work for professional design services necessary for the Recreation Center and City Hall Exterior Renovations Project.

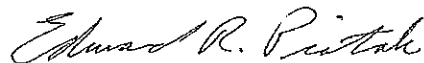
This phase of the "Re-Vision" includes but is not limited to the replacement of the panels on the Recreation Center with fiber cement panels, painting and the removal of the sawtooth portion of the structure on the west side of the natatorium portion of the building per the renderings in the Re-Visioning Planning Commission Application (attached hereto as Exhibit B). The west façade will be filled in with storefront glass and doors after the removal of the sawtooth structure.

Professional services to be provided include design, preparation of construction documents, bidding and negotiation phase services and contract administration services. Additional detail on the proposed services and their associated fees is outlined in Exhibit A.

If additional work or work of significantly increased complexity, clearly not contemplated in the original scope of services, is required, or if Euthenics, Inc. is required to abandon or perform or re-perform approved work, supplemental or modification agreements shall be negotiated providing for the cost and suitable profit for such work. If this Agreement is terminated during performance of the work, Euthenics, Inc. shall be paid for services rendered to the date of termination.

We appreciate the opportunity to provide this proposal and look forward to working with you on this project. Please call if you have any questions or need additional information.

Very Truly Yours,
EUTHENICS, INC.



Edward R. Piatak, P.E.
Consulting City Engineer

Encls.

F:\Jobs\187\202504 - Rec Center Ext Renovations\Admin\Rec Center Re-Visioning Letter - 02.10.2026.docx

**City of Brook Park
Recreation Center & City Hall Exterior Renovations**



**Professional Services
Manhour Estimate
2/10/2026**

Scope of Services	Project Manager	Engineer	Observer*	Clerical Misc.	Total Hours
Design Phase	32	12	0	6	50
Construction Document Preparation	12	16	0	6	34
Bidding Phase	12	0	0	4	16
Construction Phase	56	24	12	6	98
Contract Close-Out	6	0	4	6	16
Estimated Hours =	118	54	16	28	216

* Observer services during Construction and Close-Out Phases are estimates to be used for quantity verification only and not intended for contract specification conformance.

Full-Time Direct Labor
Overhead Rate = 146%
Net Fee Rate = 10%

Part-Time Direct Labor
Overhead Rate = 140%

Administration Services (Estimated) = \$31,515.00 (see above)

Architectural Services = \$144,600.00 (see attached - base)
 \$14,600.00 (see attached - optional)
 \$25,600.00 (see attached - optional)
 \$5,500.00 (see attached - reimbursable estimate)

Estimated Total = \$221,815.00



February 9, 2026

Edward R. Piatak
 Senior Vice President
 8235 Mohawk Drive
 Cleveland, Ohio 44136
 e-mail: erpiatak@euthenics-inc.com

RE: Proposal for Architectural Services
 Renovation of the Exterior of the Recreation Center
 City of Brook Park

Dear Ed:

At your request, the CPL Architects team has prepared the following proposal to develop the scope for the above-referenced project. We are proposing the Schematic Design Phase through Construction Administration services.

Project Understanding

Provide architectural design services for the proposed exterior renovation of the Recreation Center. The scope will include the replacement of the panels on the Recreation Center with fiber cement panels and the removal of the sawtooth portion of the structure on the west side of the building per the renderings in the Revisioning Presentation dated 11-5-24. All exterior windows will also be assessed for condition and recommendations for repairs or replacements. The west façade will be infilled with storefront glass and doors after the removal of the structure.

Scope of Services

Design

- Organize a site visit to review the project and surrounding areas and obtain a better understanding of the existing conditions and site context
- Develop a code survey for the project including only new 2024 Ohio Building Code (OBC) and the ICC A117.1-2017
- Prepare preliminary project schedule based on assumptions of next phases and regulatory agency approvals
- Develop a floor plan and elevations of the areas to be modified
- Provide the exterior material selection
- Provide a Schematic Design Package for review with project stakeholders
- Continue to develop the design concept
- Provide exterior building elevations and wall sections
- Provide a roof plan depicting the canopies
- Present the design concepts to you and your selected project Stakeholders for comments
- Incorporate the Stakeholder's comments into the Design Package
- *Optional: Prepare Statement of Probable Cost to be used for basis of public bidding*

Proposal for Architectural Services
 Exterior Renovation of the Recreation Center
 City of Brook Park

February 9, 2026
 Page 2

Deliverables

Design Development Package deliverables shall include:

- Site Plan
- Roof Plan
- Exterior Elevations (with key elements and materials to convey design intent)
- Wall Sections
- Project Schedule
- *Optional: Preliminary Statement of Probable Cost*

Construction Documents

- Prepare construction drawings and technical specifications
 - Front-end documents will be provided by the City
- Meet with the Stakeholders at 60% completion for review and approval of Construction Documents
- Conduct 100% review with the Stakeholders to obtain sign-off
- Issue completed construction documents for plans review to the City of Brook Park
- *Optional: Update Statement of Probable Cost to be used for basis of public bidding*

Deliverables

Construction Document Package deliverables shall include:

- Site Plan
- Roof Plan
- Exterior Elevations (with key elements and materials to convey design intent)
- Wall Sections and Details
- Drawing Specifications and Notes
- *Optional: Updated Statement of Probable Cost*

Bidding and Negotiation Phase

- Issue construction documents for public bid
- Issue addenda as required during bidding
- Attend a project site walk with the bidders
- Coordinate and attend contractor bid opening, tabulation, and scope reviews

Contract Administration

- Attend a pre-construction meeting
- Attend bi-weekly construction meetings and site visits, up to 8 visits
- Review Contractor's shop drawings and submittals
- Respond to Contractor's Requests for Information (RFI's)
- Issue Field Orders, Bulletins and Change Orders as required
- Review and process monthly Applications for Payment/Review Prevailing Wage Data
- Perform walk-thru of completed construction to observe conformance with contract documents and prepare punch-list
- Conduct tours of completed project with the Stakeholders
- *Optional: Daily inspections throughout construction duration (2 hour daily allowance for 4 months anticipated)*

Assumptions

1. Services proposed in this proposal are only for exterior work.
2. Any roof replacement will be provided by others associated with the existing roofing.
3. It is assumed that Planning Commission and Zoning Boards have already formally approved the alterations based on the previously provided Revisioning Presentation dated 11-5-24
4. The terms and conditions of AIA document B104-2017 are included in this proposal by reference.
5. CPL has authorization to contact and meet with local Regulatory Agencies on behalf of the Project.
6. It is assumed that the City or City representative(s) will provide front-end documents for purposes of bidding.
7. There are no mechanical, electrical, plumbing, or structural modifications anticipated in the scope of this project.
8. It is assumed that Euthenics will provide any civil engineering services necessary for the project as contracted directly to the City of Brook Park.
9. It is assumed that storm and sanitary utilities will be designed as gravity systems only.
10. CPL will submit the drawings for plan review and pay the plan review fee as a reimbursable. The selected contractor will pick up the permit and pay the permitting fee.
11. It is assumed that the City will contract with an Environmental Consultant separately as required for the scope of this project.
12. Our team shall have no responsibility for the presence, handling, removal or disposal of Hazardous Containing Materials (HCM) in any form at the Project site aside from environmental testing of sample areas, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances. The Owner shall inform our team of all known or suspected hazardous substances, materials or constituents that may be present at the site.
13. The Owner agrees, to the fullest extent permitted by law, to indemnify and hold the Architect and its subconsultants harmless from and against any and all damage, losses, or cost (including reasonable attorneys' fees and defense costs) caused in whole or in part by its acts, errors or omissions and those of anyone for whom they are legally liable. The Architect further agrees, subject to Risk Allocation below, to indemnify the Owner for damages arising from its own negligent errors acts or omissions. In recognition of the relative risks and benefits of the Project to both the Owner and the Architect, the Owner agrees, to the fullest extent permitted by law, to limit the Architect's total liability to the Owner or anyone making claims through the client, for any and all damages or claim expenses (including attorney's fees) arising out of this Agreement, from any and all causes, to the total amount of the Architect's fee.

Exclusions

1. There are no engineering services included in this proposal as we do not see the need for any engineering based on the scope.
2. Physical models, 3-D digital imaging, models, renderings, or other visualization strategies.
3. Any USGBC LEED® certification, documentation, LEED® requirements or similar sustainable requirements for the project are not included.
4. There is no landscape architecture included in this proposal.

Proposal for Architectural Services
Exterior Renovation of the Recreation Center
City of Brook Park

February 9, 2026
Page 4

Owner Provided Documentation

A copy of the current desired construction/project budget, if any and funding sources, including their requirements. The construction cost budget is estimated to be in the range of \$1,800,000.

Anticipated Schedule

The proposed project schedule will be prepared by CPL for your and City approval.

Project Team

Architectural

CPL

phone: (440) 891-8910

25 Main Street, Suite 200

Westlake, Ohio 44145

Don Rerko, AIA, NCARB

phone: (440) 346-8777

Vice President

e-mail: drerko@cplteam.com

Kiernan Weese, AIA, NCARB, MBA

phone: (440) 346-8772

Project Manager

e-mail: kweese@cplteam.com

Pamela Haberman, Assoc. AIA

phone: (440) 346-8774

Senior Project Designer

e-mail: phaberman@cplteam.com

Compensation

The CPL Team proposes to provide the above-listed base services for a lump-sum fee of \$144,600 (One Hundred Forty-Four Thousand Six Hundred Dollars), plus reimbursable expenses.

At the option of the owner, the optional Statements of Probable Costs can be provided for an additional lump-sum fee of \$14,600 (Fourteen Thousand Six Hundred Dollars)

At the option of the owner, the optional additional Construction Administration inspections can be provided on a time and materials not to exceed basis. We anticipate the total fee for this scope to be approximately \$25,600 (Twenty-Five Thousand Six Hundred Dollars), plus reimbursable expenses.

Invoices will be issued on a monthly basis for time expended toward the fee, plus reimbursable expenses, incurred during the preceding month. Invoices are considered due upon receipt. Invoices outstanding beyond 35 days may be subject to a late charge of 1.5% per month on the unpaid balance. Unpaid invoices beyond 45 days will result in suspension of work on the project.

Reimbursable Expenses

Reimbursable expenses are "out of pocket" expenses related to travel, printing, photographic reproduction of documents other than for in-house coordination, permits and approvals secured on behalf of the owner, express mail, and courier service. "Out of pocket" expenses will be invoiced at cost and are in addition to professional fees except as noted in the scope above.

Reimbursable expenses shall be billed at 1.10 times direct cost, and shall include:

- Plotting and Printing
- Postage of Packages and Delivery Services
- Government Review Fees (Planning/ARB, Zoning, Plans Review)
- All mileage associated with project billed at current IRS rates

Reimbursable expenses are estimated to be \$2,500 for the base services.

Proposal for Architectural Services
Exterior Renovation of the Recreation Center
City of Brook Park

February 9, 2026
Page 5

Reimbursable expenses are estimated to be \$3,000 for the optional Construction Administration inspections.

Additional Services or Change in Services

Additional Services or Change in Services required by the Client will be compensated on an hourly basis at the Consultant's standard billing rates at the time the services are rendered or another mutually agreed upon method. Written request and authorization are required prior to commencement of such services.

Summary

CPL is prepared to proceed with this project upon receipt of your written authorization to proceed. A contract can be written utilizing AIA Document B104-2017, or by providing a Purchase Order for this proposal. At the option of the Owner, this proposal can be used as a contract by returning one copy with an authorized signature to our office.

If you have any questions or need additional information, please do not hesitate to give us a call. We are excited and ready to begin work upon execution of our letter proposal. We greatly appreciate this opportunity.

Thank you for the opportunity to submit our proposal. Please contact me if you have any questions.

Sincerely,



Donald Rerko, AIA, NCARB
Vice President

cc: CPL Accounting
Kiernan Weese

Proposal for Architectural Services
Exterior Renovation of the Recreation Center
City of Brook Park

February 9, 2026
Page 6

Client Acceptance

I, _____, hereby state that I am authorized
PRINT NAME & TITLE **

by _____ to authorize CPL to proceed with the project
PRINT NAME OF OWNER

as stated in the above proposal and agree to remit payments within 35 days of invoice dates. By signing this authorization, I (we) take full responsibility for any and all charges made in this matter on my (our) behalf.

SIGNATURE/TITLE DATE

** Authorization must be completed by a person representing the entity responsible for payment.

Please initial below to select scope included in our services under this contract

___ Base Services (\$144,600 lump sum)

___ + Optional Statements of Probable Cost (+\$14,600 lump sum)

___ + Optional Construction Administration Inspections (+ est. \$25,600 time and materials)

Please Provide the Following Contact Information

Contact Person _____

Phone Number _____

Fax Number _____

e-mail Address _____

Billing Address _____

PO Number _____

s:\projects\city of brook park\rec center renovation\prp01_rev 2 rec center ext renovation 20260209.docx

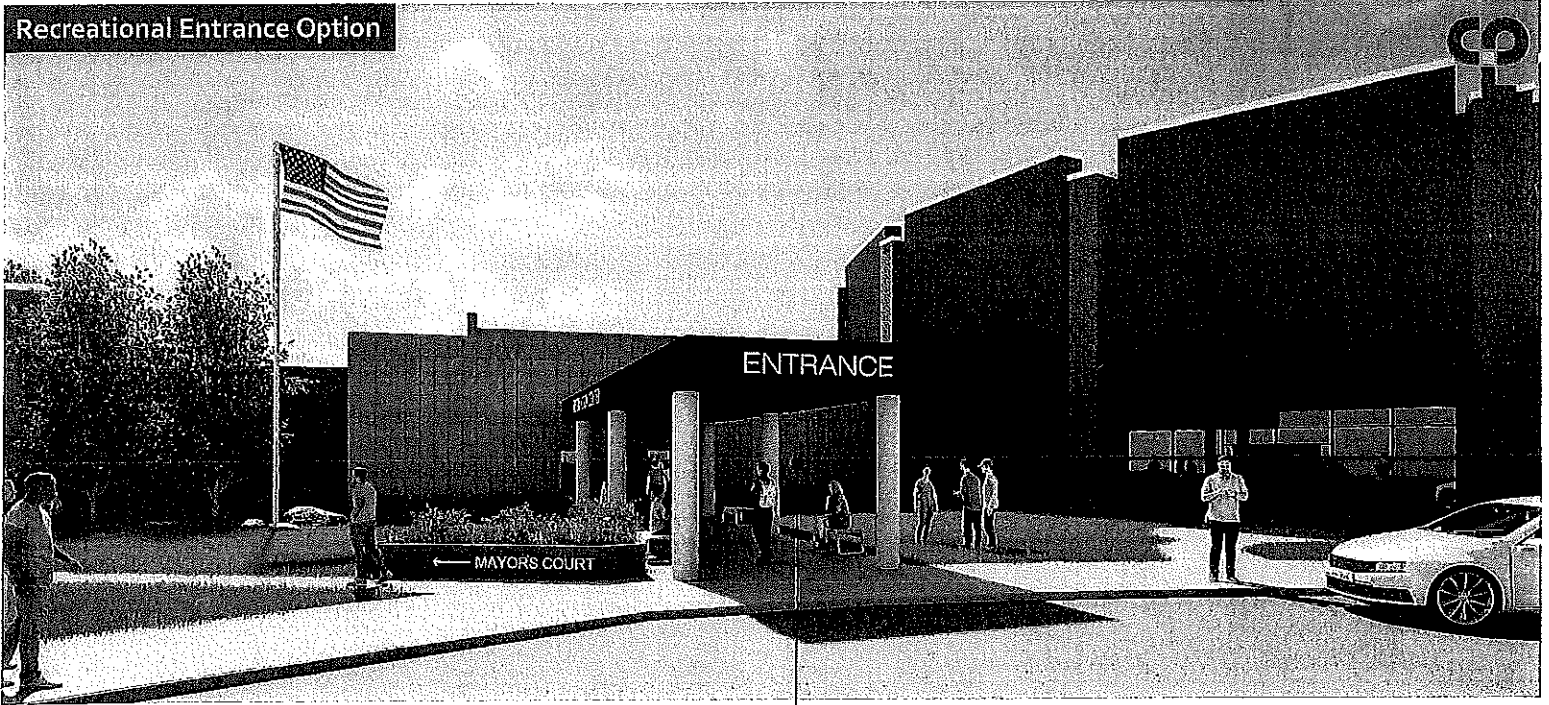
Rec Center Re-Vision

- Refresh Existing Conditions
- Contrasting Neutral Tones
- Achieve Timeless Appearance
- Foster Community



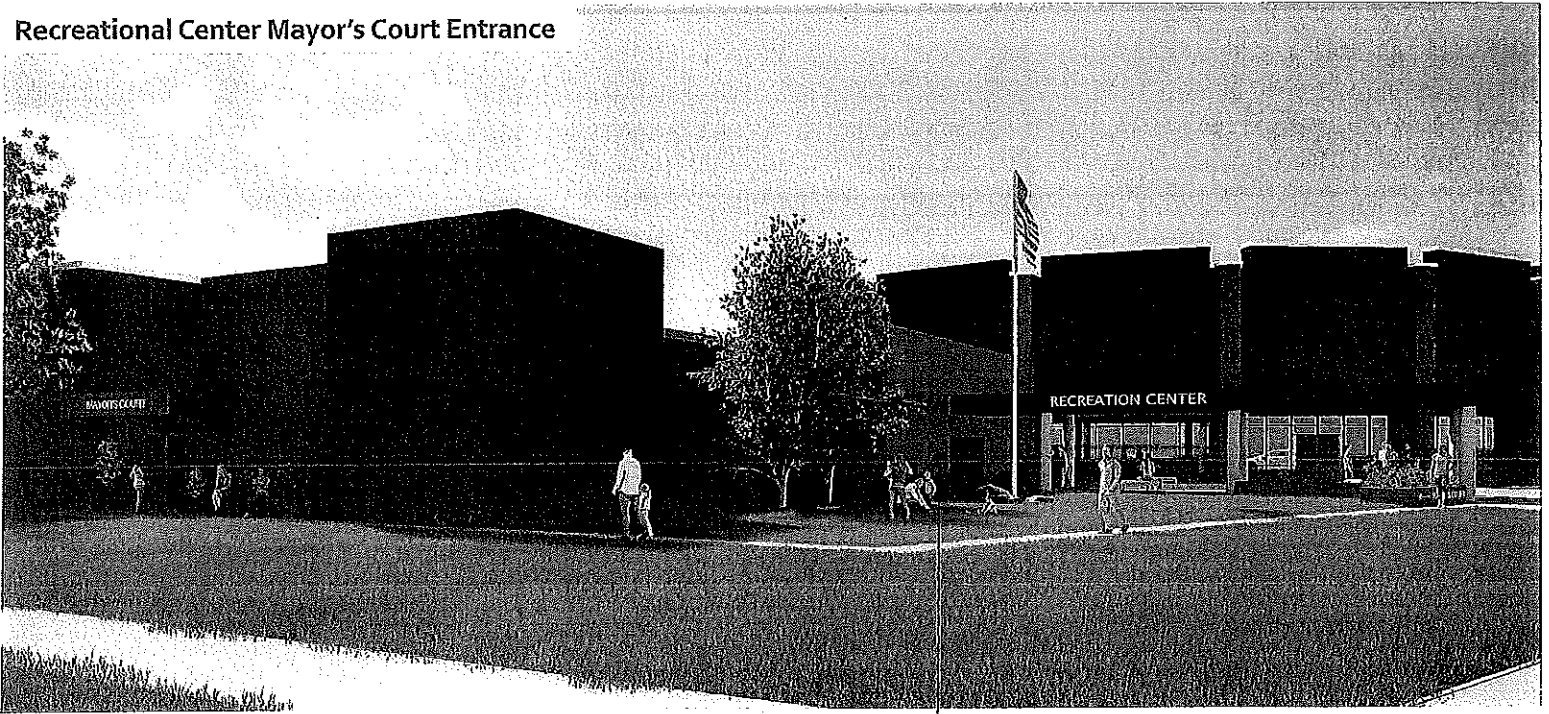
EXHIBIT "B"

Recreational Entrance Option



Light Grey

Recreational Center Mayor's Court Entrance



Light Grey

EXHIBIT "B"

Recreational Center City Hall Entrance

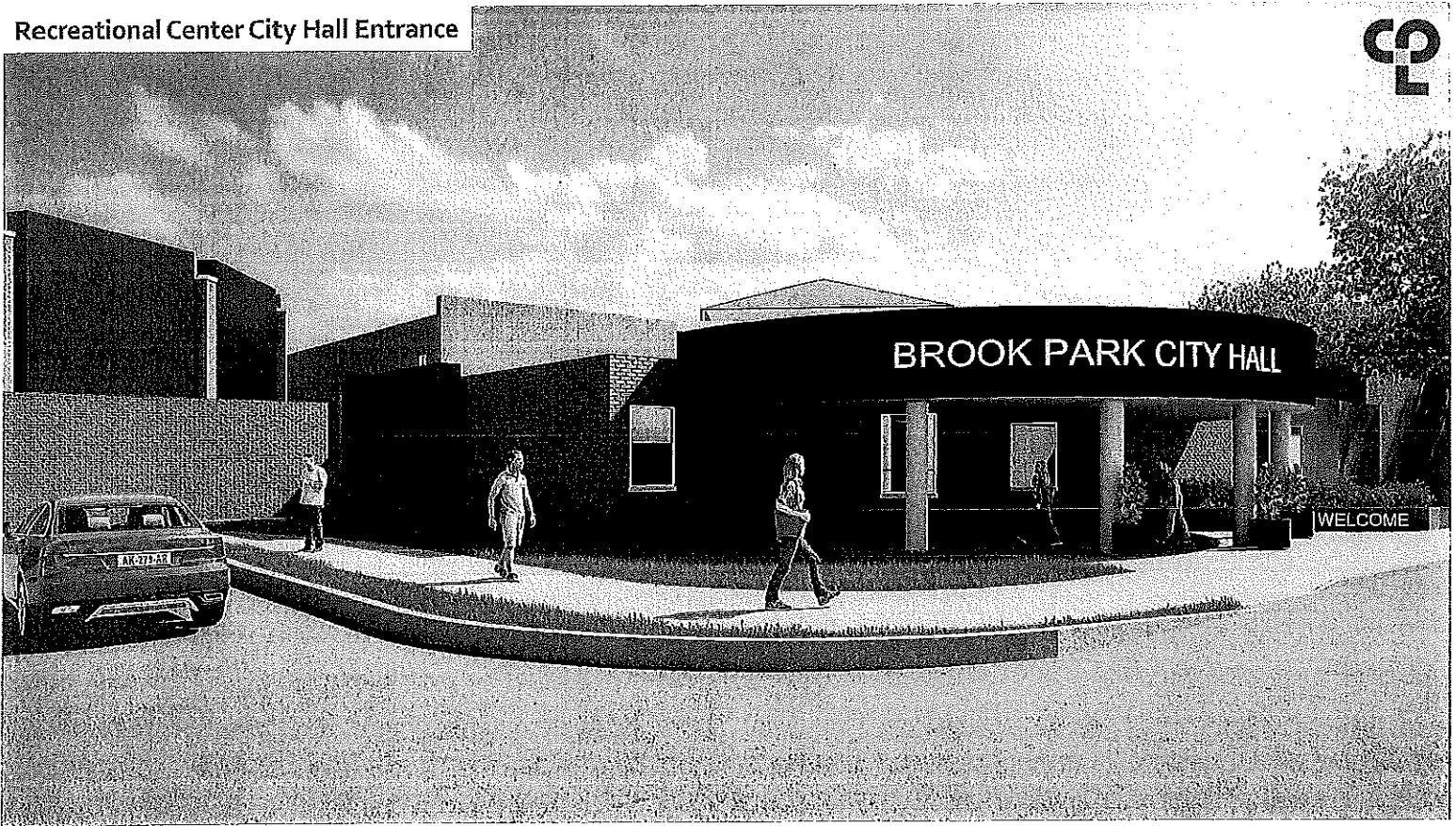


EXHIBIT "B"

Recreational Center Pool

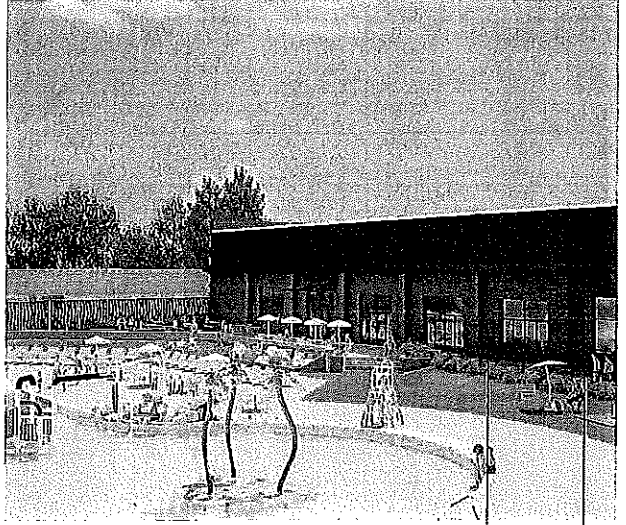
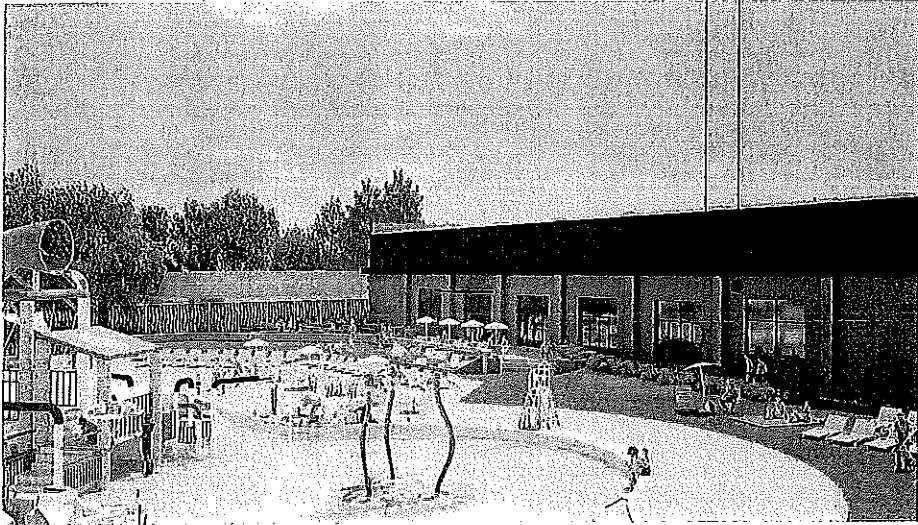


EXHIBIT "B"

Recreational Center Pool



Darker Grey
Light Grey



Dark Grey
Light Grey

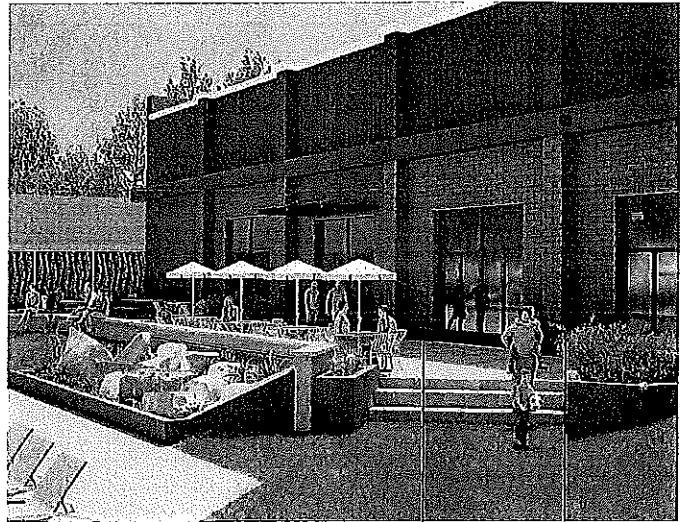
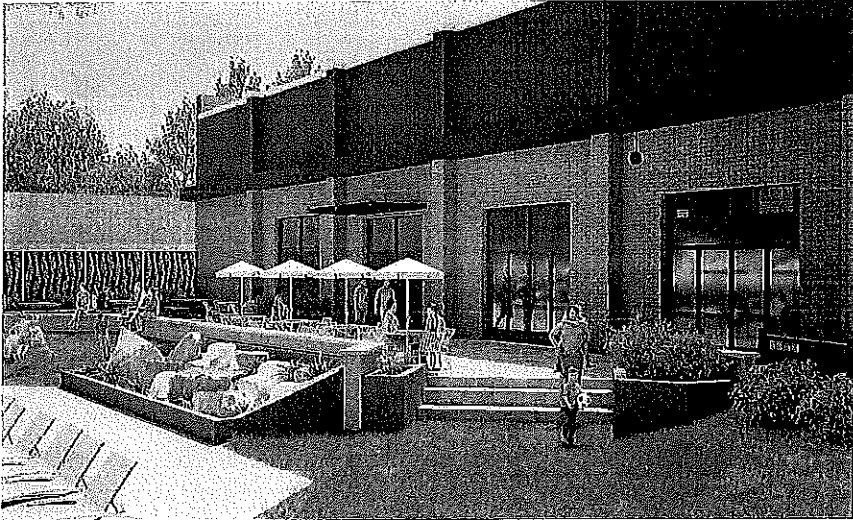
EXHIBIT "B"

Recreational Center Pool Patio



Darker Grey

Light Grey



Dark Grey

Light Grey

EXHIBIT "B"

Recreational Center Pool Patio

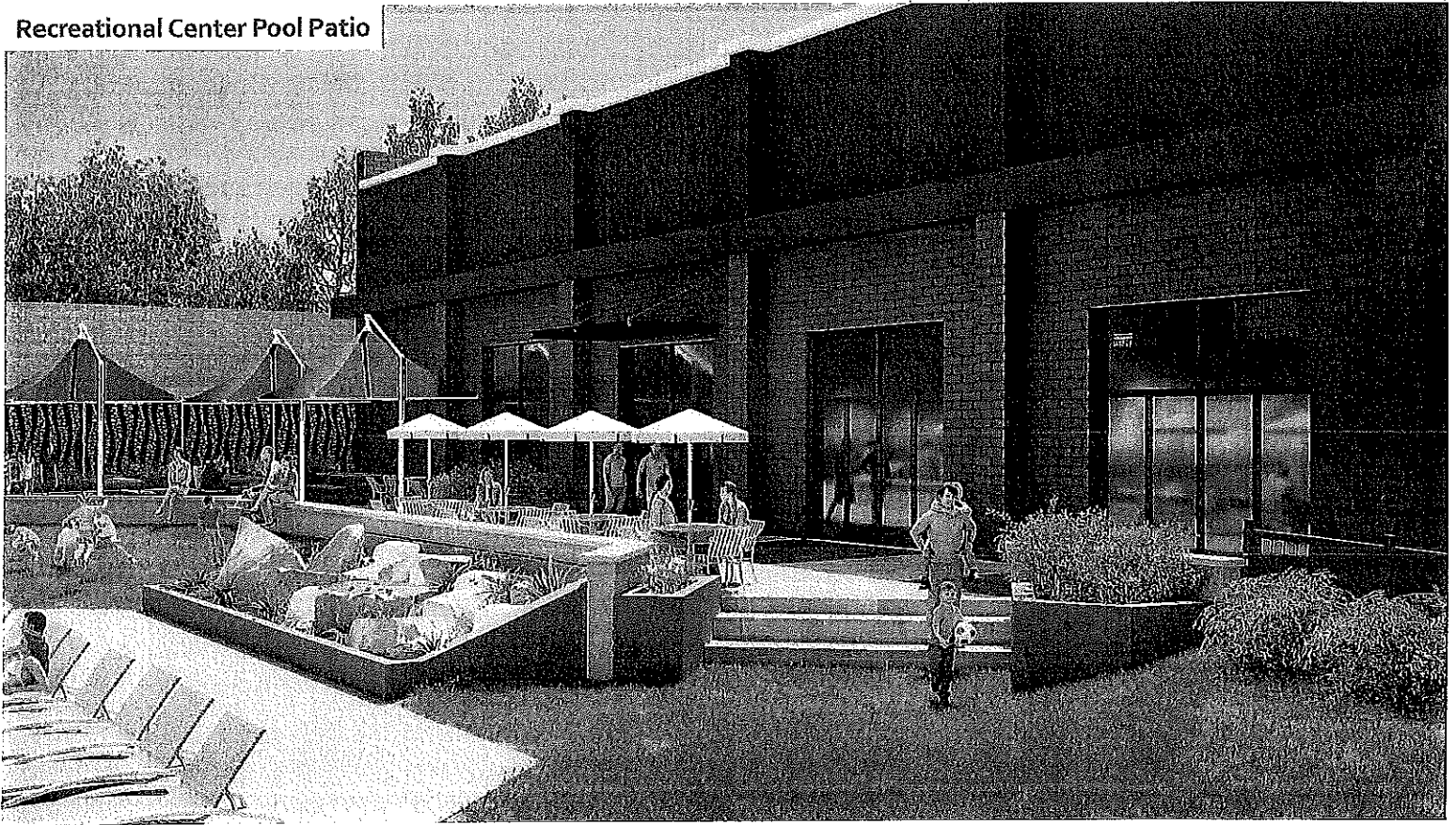


EXHIBIT "B"

Recreational Center Pool Patio

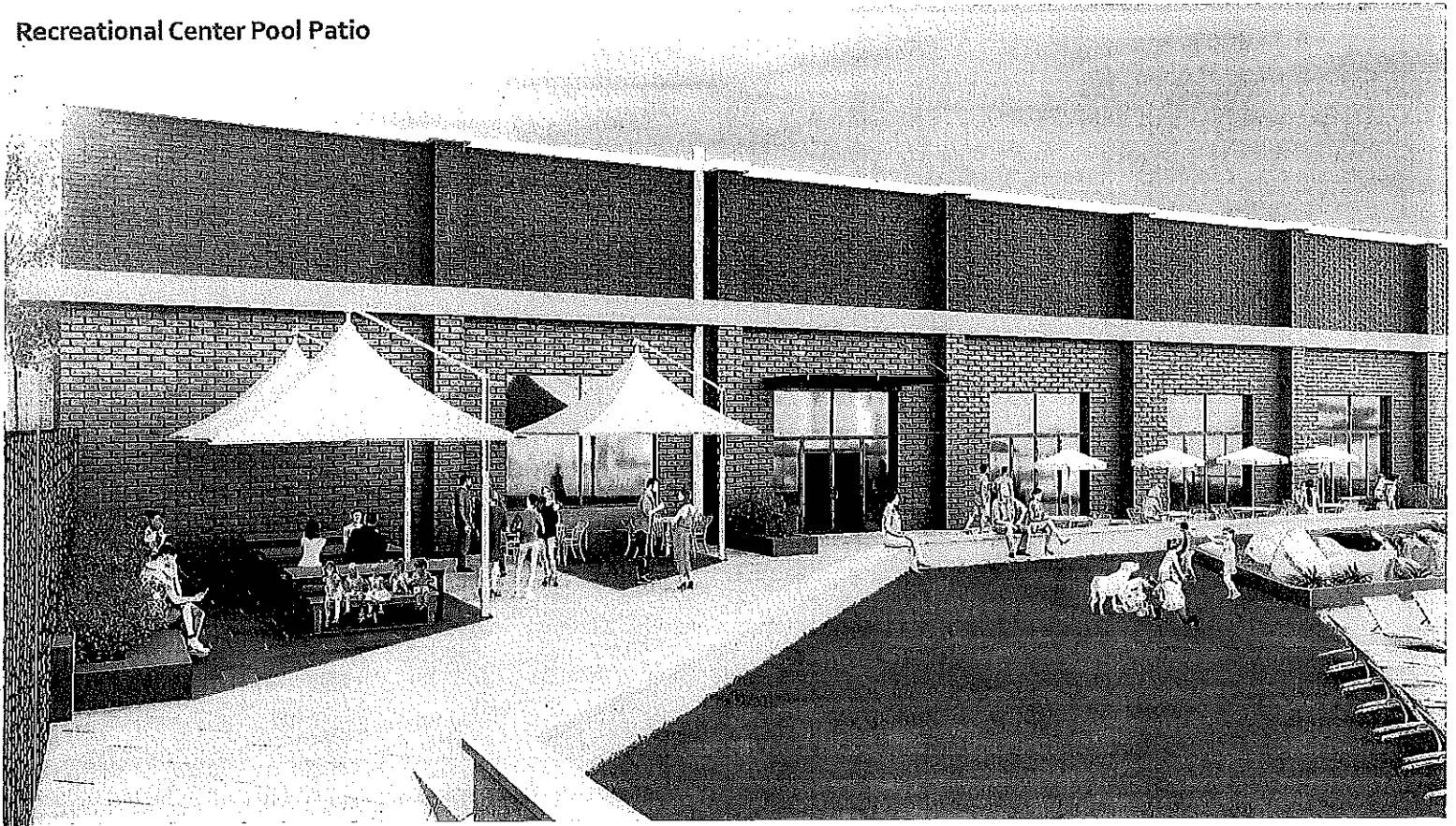
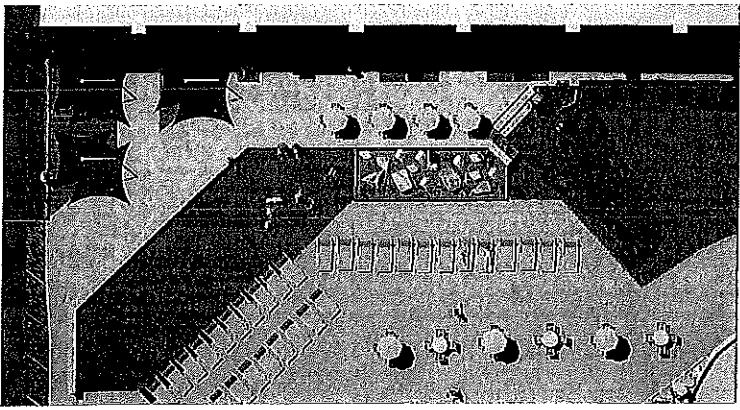


EXHIBIT "B"

Recreational Center Site

New Parking



Recreational Center Pool Patio

