

THE VILLAGE OF BRATENAHL  
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BRATENAHL, OHIO 44108  
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PUBLIC IMPROVEMENTS COMMITTEE MEETING  
CONDUCTED VIA ZOOM

JANUARY 7, 2021  
5:30 p.m.

JOYCE BURKE-JONES, Chair  
KEITH BENJAMIN  
GINA HUFFMAN

NANCY L. MOLNAR, RPR, CLR

3

1 sometimes -- I think sometimes it's lost with the  
2 punctuation. And on page 11, line item 2, but it  
3 might be as low as 30,000.

17:33:23 4 MS. HUFFMAN: This is for December the  
5 3rd, right?

6 MS. BURKE-JONES: Correct, December the  
7 3rd. And on page 18, line item 9, I think it's  
8 clear if you like next year. And start with a  
9 capital T, it's just clearer. On that same page,  
10 24, in our budget moving in our 2021 budget.

11 Yes? Capital S. Those are numbers if it's  
12 occupied, but if it's not occupied and then the  
13 rest of the sentence. 20, line 14, there is no  
14 presentation for this. Page 36, line item 15,  
15 she says we need a plan.

16 Long meeting. Page 58, line item 11,  
17 they want it. Capital T in that. Page 62, line  
18 item 13, details of it. Then the beginning of  
19 the center, I just want. Line item 17, we'll be  
20 done. Capital W in we've done studies before.  
21 Page 58, line 11, they want it. Did I just say  
22 this? Capital T in that. And on line 13 -- did  
23 I already say all this? Excuse me, I didn't have  
24 it capitalized.

17:35:53 25 That's it. Do you agree with those

2

1 MS. BURKE-JONES: I guess we can call  
2 the meeting to order. And Gina Huffman and Keith  
3 Benjamin are in attendance. So we have no one to  
4 give roll call and I don't think it's necessary  
5 with the three of us.

17:31:30 6 In the agenda, we don't have approval of  
7 last meeting's minutes. I have a few revisions.  
8 Did anybody else have a revision to our meeting,  
9 not the one with council, but the meeting at the  
10 beginning of the month of December?

11 MS. HUFFMAN: No.

12 MR. BENJAMIN: Was I at that meeting?

13 MS. BURKE-JONES: Yes, you were. That  
14 was the one where we actually were talking about  
15 the agenda item today.

17:32:04 16 MR. BENJAMIN: I knew there was one  
17 toward the one toward the end of the year, I was  
18 not at. I can't remember which one.

19 MS. BURKE-JONES: Yes. But basically I  
20 just did on page 3, line 12, "much of the  
21 discussion has been", instead of back, past. And  
22 line 16 it starts with ago. And just starts a  
23 new sentence.

24 MR. BENJAMIN: Okay. I see that.

17:32:42 25 MS. BURKE-JONES: And then it's just

4

1 clarifications or revisions?

2 MS. HUFFMAN: Yes.

3 MS. BURKE-JONES: May I have a motion to  
4 accept December 3rd's minutes?

17:36:09 5 MS. HUFFMAN: So move.

6 MS. BURKE-JONES: May I have a second?

7 MR. BENJAMIN: Second.

8 MS. BURKE-JONES: All those in favor?

9 MS. HUFFMAN: Aye.

17:36:16 10 MR. BENJAMIN: Aye.

11 MS. BURKE-JONES: Aye. Those pass. So  
12 we'll move on to the agenda for this evening. As  
13 you recall, we discussed at our last council  
14 meeting that we were going to prepare an RFP that  
15 first documented -- that would make  
16 recommendations for programatic elements for the  
17 Bratenahl Center. And secondly, also provide the  
18 Village with what potential opportunities we have  
19 for development and income from the facility.

17:37:07 20 Based on that, the topics of the RFP is  
21 basically what kind of scope are we looking for?  
22 And, again, we are doing this in context with the  
23 facility Master Plan, community facility Master  
24 Plan that was completed in 2015, so that the  
25 consultant that is hired will provide these

1 updates in context with that report and to be  
 2 used with this report. So the scope of service  
 3 are five items.  
 4 MS. MEADE: Joyce, can you share that on  
 5 the screen, because I don't have a copy. Can you  
 6 e-mail it?  
 7 MS. BURKE-JONES: Sure, I will e-mail it  
 8 to you. It's a really -- it's a rough draft.  
 9 Whatever the results of this meeting are, we will  
 10 provide this for Council meeting so that we can  
 11 get it.  
 12 MR. BENJAMIN: Do you want me to see if  
 13 I can share my screen?  
 14 MS. BURKE-JONES: That would be  
 15 wonderful.  
 16 MS. MEADE: Thank you.  
 17 MR. BENJAMIN: Let me see if I can pull  
 18 it up here. Go ahead and keep talking while I  
 19 get it to work.  
 20 MS. HUFFMAN: Do have to be a co-host or  
 21 no?  
 22 MR. BENJAMIN: It's letting me share. I  
 23 just have to find the file now that's on the  
 24 laptop, because I have it on my iPad.  
 25 MS. BURKE-JONES: All right. Thank you  
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1 very much. There's five, or we might add or  
 2 subtract. The first is formulate a land use  
 3 development strategy for the Bratenahl Center  
 4 site. Identify plausibility of development and  
 5 anticipated tax revenues possible to realize.  
 6 Does that make sense?  
 7 MS. HUFFMAN: Yes.  
 8 MS. BURKE-JONES: Do we agree with that  
 9 scope? Is that clear as to what we're asking for  
 10 from a development perspective?  
 11 MS. HUFFMAN: I think it is. It hits  
 12 both points, identify plausible development  
 13 opportunities and then, you know, what kind of  
 14 revenue we can draw from them.  
 15 MS. BURKE-JONES: Okay.  
 16 MS. HUFFMAN: Is that correct?  
 17 MS. BURKE-JONES: Yes. On number 2,  
 18 identify Village programs that can be served in  
 19 the facility. Prepare conceptual floor plans  
 20 identifying usage for the first five years as  
 21 final utilization -- I should say no, if final  
 22 utilization is different. Provide cost estimate  
 23 to implement.  
 24 MS. HUFFMAN: What were your thoughts  
 25 there, Joyce?  
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1 MS. BURKE-JONES: This was, again, in  
 2 the context of -- in the context of the report.  
 3 Oh, wonderful. Thank you so much. So  
 4 we're talking about 2 there.  
 5 MR. BENJAMIN: Can we go back to 1?  
 6 MS. BURKE-JONES: Okay. Please.  
 7 MR. BENJAMIN: So formulate a land use  
 8 development strategy for the Bratenahl Center  
 9 site. And identify plausibility of development  
 10 and anticipated tax revenues possible to realize.  
 11 So we're looking at private. This would  
 12 be sort of the private option if we were at some  
 13 point down the road looking to market and sell  
 14 this property to a private developer; is that  
 15 correct?  
 16 MS. BURKE-JONES: Exactly.  
 17 MR. BENJAMIN: All right. I just wanted  
 18 to clarify that and make sure that that's --  
 19 that's what we were talking about. We're not  
 20 talking about an exterior land development  
 21 strategy.  
 22 MS. HUFFMAN: No.  
 23 MR. BENJAMIN: Right.  
 24 MS. BURKE-JONES: Just to the site. Do  
 25 you want to say plausibility of private  
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1 development? Would that be clearer?  
 2 MR. BENJAMIN: Yeah, for future. Yeah,  
 3 I think if we add formulate a land use  
 4 development strategy or identify plausibility of  
 5 potential private development and anticipated tax  
 6 revenues.  
 7 MS. BURKE-JONES: Okay. And again, that  
 8 information will be provided us in a similar  
 9 context as to how it was provided to us in the  
 10 2015 Master Plan report.  
 11 MR. BENJAMIN: And obviously I think  
 12 part of this strategy, too, is because we are --  
 13 and it's kind of hard to estimate at this point  
 14 land value and land costs and development costs  
 15 five years out, because according to our  
 16 agreement, we are to maintain this property for  
 17 five years prior to doing anything with it.  
 18 MS. BURKE-JONES: Right. We still can  
 19 get a --  
 20 MR. BENJAMIN: An estimate.  
 21 MS. BURKE-JONES: We can get an  
 22 estimate --  
 23 MR. BENJAMIN: Yeah.  
 24 MS. BURKE-JONES: -- versus getting  
 25 nothing because we're utilizing that ourselves.  
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1 MR. BENJAMIN: Right.  
 2 MS. BURKE-JONES: Okay. And then we  
 3 were moving on to 2. That was the program  
 4 aspect. And that would then be in the context of  
 5 what was provided within the report. Remember  
 6 there were those floor plans. They had -- at  
 7 least in the 2015 report, they developed program  
 8 space requirements and then applied them to the  
 9 floor plans. So that same thing would happen for  
 10 the Bratenahl Center if we would utilize it for  
 11 our programs.

12 MR. BENJAMIN: So do we need to identify  
 13 potential uses in this RFP or should we just kind  
 14 of let it be more vague at this point?

15 MS. BURKE-JONES: Well, we did -- part  
 16 of the whole purpose of doing the Community  
 17 Center study was to develop a program for  
 18 recreation and community needs, so we do have  
 19 that information.

20 MR. BENJAMIN: So, for example, taking  
 21 into account the last meeting that we had and Sue  
 22 and Dave's comments regarding here are the pros  
 23 of utilizing this facility as a Community Center  
 24 and here are the cons and why it would not be  
 25 good to be utilized as a recreation center, i.e.,

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1 there's no gym, all those things like that. So I  
 2 guess it's identifying what the best use is for  
 3 this building and this facility.

4 MS. BURKE-JONES: Exactly. And it was  
 5 hard to explain, too, again, because I think in  
 6 another line here we talk about the update  
 7 program allocation changes in other facilities  
 8 affected by above recommendation. Meaning we're  
 9 looking at all the programs in the context of the  
 10 Bratenahl Center. What, of all the programs we  
 11 have, will go in there.

12 MR. BENJAMIN: Okay.

13 MS. BURKE-JONES: What shouldn't go in  
 14 there. And if it doesn't go in there, how does  
 15 that affect the Community Center and the usage  
 16 there as it relates to that.

17 MR. BENJAMIN: Okay. I see. And then  
 18 Section 3 kind of is -- or we're not at number 3  
 19 yet, but that's sort of companion in terms of  
 20 looking at our other facilities and what could  
 21 potentially move here. You know, is it used as  
 22 an administration building? Does administration  
 23 move over to this new center and Village Hall  
 24 becomes primarily police? Does court move over,  
 25 things like that. Do we have our Council

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1 meetings, like I believe they used to be held,  
 2 back in this building again.

3 I guess my question is do we want to  
 4 look at not only Village programs, but potential  
 5 public/private partnerships? You know, how can  
 6 we best -- what uses would this be best in terms  
 7 of leasing out, for example, for a, you know,  
 8 what if part of the building was used as an  
 9 incubator site for businesses, things like that.

10 MS. HUFFMAN: So wouldn't that be --  
 11 wouldn't that be part of the highlight for 3? So  
 12 depending on, you know, what we can put --  
 13 depending on what programs we have all over the  
 14 place, no matter where they are, whether they're  
 15 at the Rec Center, whether they could be or maybe  
 16 not be at the Bratenahl Center, we certainly  
 17 could figure out, like you're saying, Keith, what  
 18 could go in there if something else is better  
 19 suited somewhere else.

20 MR. BENJAMIN: I'm just trying to  
 21 clarify in the RFP so that when a consultant  
 22 looks at this, there's at least some  
 23 understanding of what we're looking for. So  
 24 maybe it should be identify Village, Village  
 25 and/or private/public programs that can be served

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1 in the facility.

2 MS. BURKE-JONES: Something like that or  
 3 if when I'm changing this, this could even be  
 4 another number or a sub number to one of these,  
 5 so it shows up?

6 MR. BENJAMIN: Sure. And then we could  
 7 always do -- and Gina and I have talked about  
 8 this for the HR. We could always have -- once we  
 9 get this RFP out, sort of have a pre-bid meeting  
 10 where some of these questions --

11 MS. HUFFMAN: Get answered.

12 MR. BENJAMIN: -- where anyone who is  
 13 looking to submit a proposal, we can expound  
 14 further.

15 MS. BURKE-JONES: Definitely.

16 MR. BENJAMIN: So there's clarity on  
 17 these issues.

18 MS. BURKE-JONES: And we will definitely  
 19 provide them the report, the previous report, so  
 20 they can understand the context as well. Without  
 21 the previous report, it means nothing.

22 MR. BENJAMIN: For example, what if an  
 23 incubator went in there? What if there was a  
 24 nonprofit that was interested in locating in this  
 25 building that provides some revenue for us?

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1 Where in that building would that best be  
 2 utilized, things like that.  
 3 MS. BURKE-JONES: Also, how we would get  
 4 those -- procure those leases as well, because  
 5 that sometimes is a problem. We've got all this  
 6 space, but then going out and actually getting  
 7 them to occupy the space, we don't hire somebody  
 8 to help us do that.  
 9 MR. BENJAMIN: Yeah. Sometimes it's  
 10 brokers that you would involve, other times we  
 11 would advertise it ourselves.  
 12 MS. HUFFMAN: Ourselves, yeah.  
 13 MR. BENJAMIN: Put it out there. The  
 14 School District in Cleveland Heights and now the  
 15 library in Cleveland Heights owns the Coventry  
 16 School building, which is multiuse. There's  
 17 several nonprofits in that building and a theater  
 18 company in that building and some other functions  
 19 for space. And it was also designed by Richard  
 20 Fleischman, so the building looks fairly  
 21 consistent.  
 22 MS. BURKE-JONES: Yeah, I remember that.  
 23 Okay. Good. All right. So I'll try to clarify  
 24 that so it's clear for people who understand  
 25 that, but that's a good add to that, which is not  
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1 number 1?  
 2 MR. BENJAMIN: Yes.  
 3 MS. BURKE-JONES: Yes.  
 4 MS. HUFFMAN: Okay.  
 5 MS. BURKE-JONES: Okay. And 2 or 3  
 6 should somehow make it so on 3 see above and then  
 7 on number 2 see number 3, you know, so that  
 8 people understand it's interrelated.  
 9 MR. BENJAMIN: Yeah, we could do that.  
 10 If you want to do I think what you had said a few  
 11 minutes ago, separate to add -- when we were  
 12 talking about private development, public/private  
 13 development, so number 2 is on its own, Village  
 14 program. And then we can add 2A or make it 3 and  
 15 move the numbers down and add identify  
 16 public/private and/or public/private partnerships  
 17 that can be served in the facility, prepare  
 18 conceptual floor plans.  
 19 MS. BURKE-JONES: Same thing again,  
 20 okay.  
 21 MS. HUFFMAN: Okay.  
 22 MS. BURKE-JONES: And then move on to 3,  
 23 which relates to -- 3 again really relates to --  
 24 well, it relates both of them. How that would  
 25 affect our other facilities and what would happen  
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1 evident here.  
 2 MR. BENJAMIN: By the way, Joyce, I just  
 3 wanted to thank you. I mean, the RFP is really  
 4 great.  
 5 MS. BURKE-JONES: A lot of it is based  
 6 -- obviously, since we did have the report, this  
 7 utilized some pieces of the RFP that we used for  
 8 the previous report, but thank you very much.  
 9 MS. HUFFMAN: So can I just clarify? So  
 10 number 1 is good. Number 2, we're adding wording  
 11 about potential long-term or public/private  
 12 opportunities; is that correct?  
 13 MS. BURKE-JONES: Yes.  
 14 MS. HUFFMAN: Okay.  
 15 MS. BURKE-JONES: And also notice, and  
 16 in this part two, we're talking about that there  
 17 may be a different use in the first five years  
 18 versus after five years.  
 19 MS. HUFFMAN: Okay. Yes.  
 20 MS. BURKE-JONES: So we want to make  
 21 sure that --  
 22 MR. BENJAMIN: In number 1, we are  
 23 adding the word private after "plausibility of".  
 24 MS. BURKE-JONES: Exactly. Okay.  
 25 MS. HUFFMAN: Plausibility of. Oh, in  
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1 in the other facilities.  
 2 MR. BENJAMIN: Correct.  
 3 MS. BURKE-JONES: Number 4, update  
 4 long-range community facilities plan with cost  
 5 estimates. That's really the cost estimate  
 6 aspect of it. As you recall in the original  
 7 report, they came up with various scenarios that  
 8 we could consider. I think there were four  
 9 different scenarios. And this would then  
 10 basically add one or more scenarios to that as  
 11 well. Does that make sense?  
 12 MS. HUFFMAN: Say it to me again, Joyce.  
 13 MS. BURKE-JONES: In the original  
 14 report --  
 15 MS. HUFFMAN: Okay.  
 16 MS. BURKE-JONES: -- there were four  
 17 scenarios prepared.  
 18 MS. HUFFMAN: Oh, okay.  
 19 MS. BURKE-JONES: This then would be  
 20 added or revise those scenarios previously  
 21 prepared.  
 22 MS. HUFFMAN: Okay. Update them.  
 23 MS. BURKE-JONES: Yes.  
 24 MS. HUFFMAN: Or strengthen them more.  
 25 MS. BURKE-JONES: Right. Eliminate  
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17:54:02

1 and/or add to that. Maybe it would be helpful in  
 2 this where we could, say, actually reference  
 3 certain aspects of the report. Would it be  
 4 helpful to actually reference pages of the  
 5 report?  
 6 MS. HUFFMAN: Yes.  
 7 MR. BENJAMIN: Oh, that's a great idea.  
 8 MS. HUFFMAN: That's a great idea.  
 9 MS. BURKE-JONES: Okay.  
 10 MR. PUFFENBERGER: Joyce, can I ask you  
 11 a question?  
 12 MS. BURKE-JONES: Yes, Jim.  
 13 MR. BENJAMIN: Hi, Jim.  
 14 MR. PUFFENBERGER: Hi, everybody.  
 15 MS. BURKE-JONES: Thank you for joining  
 16 our meeting.  
 17 MR. PUFFENBERGER: I've just been  
 18 listening in, but when you talk about long-range  
 19 plans, are you specifically talking about post  
 20 five year?  
 21 MR. BENJAMIN: For private development.  
 22 MR. PUFFENBERGER: Yeah. So should that  
 23 be defined that it's -- rather than just say long  
 24 range, say post five year?  
 25 MS. BURKE-JONES: Okay.  
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1 MR. PUFFENBERGER: Does that make sense?  
 2 MR. BENJAMIN: Well, both. I think  
 3 number 1, number 1, the formulate a land use  
 4 development strategy is for future private  
 5 development. Number 4 is public. Bratenahl, if  
 6 we were to keep this building, what are the  
 7 long-range community facilities plans or  
 8 public/private in terms of leasing it out to a  
 9 nonprofit or, you know, a portion of the building  
 10 out to a nonprofit, things like that, correct?  
 11 MS. BURKE-JONES: Yes, so we'd have  
 12 both. All right. Sorry, if you don't have the  
 13 -- if you can envision, if remember in that  
 14 report, that page that had the four scenarios,  
 15 they had dollars implied with this. We could  
 16 have also development in there where it would  
 17 have revenues as well.  
 18 MR. PUFFENBERGER: And post five years  
 19 there's access to the theater room and that sort  
 20 of thing that can even be used for periodic  
 21 events like presentations and concerts and  
 22 whatever.  
 23 MS. BURKE-JONES: Exactly.  
 24 MS. HUFFMAN: So up to and through the  
 25 five-year period?  
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1 MR. BENJAMIN: Yes.  
 2 MS. BURKE-JONES: Yes.  
 3 MS. HUFFMAN: Okay.  
 4 MS. BURKE-JONES: Ultimately, I kind of  
 5 think that it is -- we're ultimately talking  
 6 mostly about beyond five years.  
 7 MR. BENJAMIN: Well, instead of long  
 8 range, why don't we just say update community  
 9 facilities plan?  
 10 MS. BURKE-JONES: Okay.  
 11 MR. BENJAMIN: Because some of this we  
 12 could do next year even, you know.  
 13 MS. BURKE-JONES: Good.  
 14 MR. BENJAMIN: I mean, we could start  
 15 having some public meetings there next year if we  
 16 wanted to. It's just identifying what would need  
 17 to be done to include the facility or if it's  
 18 needed.  
 19 MS. BURKE-JONES: Right. And we have  
 20 all the dollars and what needs to be done,  
 21 because VAA did that. So, again, though,  
 22 remember the like lecture hall is not part of the  
 23 area that we have in the first five years.  
 24 MR. BENJAMIN: Right.  
 25 MS. BURKE-JONES: But we do have that  
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1 big multipurpose area.  
 2 MR. BENJAMIN: So can we negotiate the  
 3 lecture hall to even be available in the evening  
 4 outside of when Cleveland is utilizing it?  
 5 That's probably a legal question. We probably  
 6 have to go back and update a shared use  
 7 agreement.  
 8 MS. BURKE-JONES: I'll call Dave  
 9 tomorrow and ask him about that, because they may  
 10 actually be -- it may not be looking like that.  
 11 They could do anything with that. They may have  
 12 kids furniture all over it.  
 13 MR. BENJAMIN: Right.  
 14 MS. BURKE-JONES: But let me just check  
 15 what opportunities there are, if that could be a  
 16 multi -- both of our spaces. Okay.  
 17 Number 5, this is where, you know, we  
 18 talk about how we're going to stage this whole  
 19 thing. What happens the first five years and  
 20 then what funding issues, opportunities and the  
 21 challenges we have in this. Could this be more  
 22 clearly stated?  
 23 MS. HUFFMAN: I was going to say you  
 24 have question marks.  
 25 MS. BURKE-JONES: Well, this was where I  
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1 have more questions for you guys. And this also  
2 got down to the scope of this. So the question  
3 being how much does this actually do and this  
4 would be possibly a cutting place.

17:59:34 5 MR. BENJAMIN: Right.

6 MS. BURKE-JONES: It wouldn't  
7 necessarily have to have this section.

8 MR. BENJAMIN: I mean, we could  
9 always -- you know, the first four for sure, I  
10 think, are absolutes for this RFP.

11:59:45 11 MS. HUFFMAN: I agree.

12 MR. BENJAMIN: We can ask for alternate,  
13 as an alternate, number 5. And just let me make  
14 sure I'm getting this, what you're expressing  
15 here. Would this be basically to update the  
16 current community facilities' Master Plan and  
17 land use strategy to include this building, the  
18 Bratenahl Center building?

18:00:01 19 MS. BURKE-JONES: All these 1 through 4,  
18:00:25 20 I think we added a section in here, are  
21 incorporating the Bratenahl Center into the  
22 report, the Master Plan.

23 MR. BENJAMIN: Okay.

18:00:42 24 MS. BURKE-JONES: Number 5 is only  
25 coming up with the nuts and bolts of  
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1 implementation.

2 MR. BENJAMIN: So in order to do A, we  
3 have to do 1, 2 and 3?

18:00:57 4 MS. BURKE-JONES: Yeah. Yeah, more of a  
5 how to type of a thing.

6 MR. BENJAMIN: We need kind of a  
7 roadmap, so I'm in favor of it.

18:01:10 8 MS. BURKE-JONES: I mean, you're  
9 absolutely right, we can make that an  
10 alternative. If dollars become more of an issue,  
11 obviously this is a little bit later, although we  
12 do have to understand what we're doing this year,  
13 next year, et cetera.

14 MR. BENJAMIN: Right.

18:01:21 15 MS. BURKE-JONES: Okay. I'll see, in  
16 thinking about this, if I can state this a little  
17 bit more clearly and send it out to you all so  
18 you can take a look at it before the Council  
19 meeting. And you can make your comments if you  
18:01:41 20 think it needs more clarification so we can go  
21 ahead and approve this to go out.

22 MR. BENJAMIN: Also, I have a question  
23 that just popped into my head that might have  
24 nothing to do with this, but do we normally, when  
18:02:01 25 we're looking at these buildings, have Cleveland  
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1 Fire, their fire inspector or marshal come out to  
2 look at issues pursuant to safety and upgrades of  
3 safety materials and things like that, ingress,  
4 egress, all that kind of stuff?

18:02:29 5 MS. BURKE-JONES: Part of the team will  
6 include architects, engineers, who would be  
7 familiar with the code for buildings and what  
8 would be needed.

9 MR. BENJAMIN: Okay.

18:02:43 10 MS. BURKE-JONES: So they would handle  
11 any of the safety issues in my perspective. I  
12 think usually we bring in municipal officials  
13 when they have the nuts and bolts in there.

14 MR. BENJAMIN: Right.

18:03:02 15 MS. BURKE-JONES: And they can look at  
16 the specifics and go, you know, you need a better  
17 exit sign, that type of a thing.

18 MR. BENJAMIN: All right. No, I mean,  
19 this is a little bit different from my  
18:03:12 20 experience, because the communities I've worked  
21 for, we've had our own safety, our own fire  
22 department, so we always involve them in planning  
23 strategies and things like that, so it was a  
24 question.

18:03:26 25 MS. BURKE-JONES: Yeah, we're not as  
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1 fortunate as you. Definitely when we're actually  
2 proposing changes and developing contract  
3 documents or developing what we're doing them in  
4 the next phase for whatever we do, we will be  
18:03:44 5 looking into that type of detail.

6 MR. BENJAMIN: All right.

7 MS. BURKE-JONES: But that was a good  
8 idea. As you can see, part of this scenario,  
9 too, we have D, Public Participation. Now, this  
18:03:56 10 is another thing that doesn't have to be part of  
11 the scope, but if you recall in our report, the  
12 2015 report, we did have a town hall, which we  
13 got input from the public for.

14 MR. BENJAMIN: Right. So if possible, I  
18:04:15 15 mean, I do think we absolutely want to have  
16 public participation as part of this project.

17 And I kind of like to see even having two  
18 presentations. One sort of a charrette or  
19 visioning at the beginning of this project with  
18:04:40 20 the public. There may be ideas and things that  
21 we haven't thought of that a member of the public  
22 might. And then we can kind of incorporate some  
23 of those ideas, you know, if they're tangible  
24 into, you know, into the plan, the planning  
18:04:59 25 process. And then at the end have the consultant  
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1 make the presentation of their recommendations.  
 2 MS. BURKE-JONES: Very good. Okay. I  
 3 will add verbiage so they understand it's a  
 4 charrette perspective and it's not two  
 5 presentations, town hall presentations of  
 6 completed ideas.  
 7 MR. BENJAMIN: Right.  
 8 MS. BURKE-JONES: So, Gina, do you  
 9 concur with the need for public participation?  
 10 MS. HUFFMAN: Absolutely. I'm sorry you  
 11 guys, I had to take that, but, yes, I believe we  
 12 should have some type of community engagement or  
 13 public participation so we get as close to the  
 14 bullseye as possible.  
 15 MR. BENJAMIN: Yeah. And part of this  
 16 is it's important to get resident ideas and input  
 17 to begin with, but also obviously in the future  
 18 if we're going to go back to the taxpayers and  
 19 ask them to help fund these improvements, we're  
 20 going to need their buy in.  
 21 MS. HUFFMAN: Yes, absolutely. I agree.  
 22 MS. BURKE-JONES: Good. Now, again,  
 23 this scope assumes that the programatic aspect is  
 24 identified already. We had the Community Center  
 25 program and recreation program put together by  
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1 Doty Miller, so we can tell them. They did a  
 2 whole matrix of how many meeting rooms we needed  
 3 of various sizes and offices, et cetera, so they  
 4 don't have to go and talk to our people to figure  
 5 out what is needed. As well as the report,  
 6 again, we have the option to easily just -- I  
 7 think we gave two options in the Doty Miller  
 8 study of what programming. So we would obviously  
 9 have to say to them it's option A programs would  
 10 be included.  
 11 MR. BENJAMIN: Right.  
 12 MS. BURKE-JONES: And they would move  
 13 forward. The same thing with the 2015 report,  
 14 there was also some definition of what  
 15 administration additions needed to be added. And  
 16 they also were talking about the Village Hall, so  
 17 I think we can just do some simple clarification  
 18 without them having to program that. Are we in  
 19 agreement with that?  
 20 MR. BENJAMIN: Yes.  
 21 MS. HUFFMAN: Yes.  
 22 MS. BURKE-JONES: Okay. Because having  
 23 them sit down with everybody and reanalyze all  
 24 the spaces we need can take a lot of time. So I  
 25 think we've kind of gone there and done that.  
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1 MR. BENJAMIN: We've done that. And  
 2 let's make the -- that report and the Allegro  
 3 report can be made, you know, and -- what am I  
 4 trying to say?  
 5 MS. HUFFMAN: An addendum?  
 6 MR. BENJAMIN: An addendum to the RFP or  
 7 let's put it some place prominently online where  
 8 anyone who is interested can find it --  
 9 MS. BURKE-JONES: Perfect.  
 10 MR. BENJAMIN: -- who might be  
 11 submitting a proposal for this.  
 12 MS. BURKE-JONES: Yes. Those two,  
 13 definitely. I think also probably the  
 14 presentation, the presentation that was made,  
 15 also, the town hall meeting presentation would  
 16 be, also, because that's part of the report.  
 17 Maybe we do an intro just so they understand the  
 18 context of what that was, because obviously that  
 19 was based on investigating whether we should have  
 20 a consolidated campus, which we did not -- which  
 21 we ended up deciding not to pursue. So we don't  
 22 want to confuse them on that topic, but it also  
 23 provides good information as to what we analyzed  
 24 as the potential usage for the land strategies in  
 25 other areas of the Village.  
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1 Okay. So that basically talks about the  
 2 scope that we want. And for anybody else, such  
 3 as Pat, and I can't see right now who else is in  
 4 this meeting, did you want to just kind of move,  
 5 Keith, to just kind of show the first, second,  
 6 third pages on this?  
 7 MR. BENJAMIN: Oh, sure.  
 8 MS. BURKE-JONES: Again, I know Pat has  
 9 asked for a copy of this. I will send this to  
 10 you, Pat. But it basically just kind of gives a  
 11 basic introduction for them.  
 12 MS. MEADE: Can I make a couple of  
 13 comments or questions?  
 14 MS. BURKE-JONES: Sure. Sure, Pat.  
 15 MS. MEADE: Since I haven't seen all of  
 16 it yet, it may be on one of those pages. I  
 17 didn't know if you needed to talk about zoning  
 18 issues, because it might make someone -- if it's  
 19 zoned for something today, some people may or may  
 20 not be interested if it can't be rezoned for  
 21 retail or rezoned for something else nonprofit.  
 22 So they may want to know that. And I don't know  
 23 if it's included or if you want to say we're  
 24 flexible to rezoning if needed.  
 25 MS. BURKE-JONES: I think I had zoning  
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1 in there somewhere, but I'll make sure if I  
2 didn't have it, I know there was some discussion  
3 about as requirements for consultants, they have  
4 a thorough background in zoning changes and that  
5 sort of thing. I didn't really think that that  
6 was necessarily important.

7 MS. MEADE: You don't want to miss out  
8 of potential bidders --

9 MS. BURKE-JONES: Definitely.

10 MS. MEADE: -- because they don't know.

11 MR. BENJAMIN: Right. And also that  
12 would be -- I would like to see recommendations  
13 in -- I can't know find the page now. Oh, in the  
14 private development strategy for what would be

15 the best use. So if we were to sell that  
16 property, would it be, you know, best as office?  
17 Would it be best as -- I don't think retail, but  
18 retail? Would it be best for as residential?

19 And then the consultant would identify,  
20 based on our zoning code, here are the things  
21 that the Village would have to do to make sure  
22 that the property is compliant with our zoning  
23 code.

24 MS. BURKE-JONES: Okay. Right. I'll  
25 get that in there.

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1 MR. BENJAMIN: I'm sorry if I  
2 interrupted Pat.

3 MS. MEADE: No, that's okay. Again,  
4 forgive me if it's in here and I haven't seen it.  
5 I didn't know if you were going to offer a tour  
6 to any and all bidders one date in time so they  
7 could all walk the property and assess it and  
8 that might help them put together a better  
9 proposal?

10 MR. BENJAMIN: That is something that  
11 normally would happen, but living in different  
12 times right now.

13 MS. HUFFMAN: Right.

14 MR. BENJAMIN: But certainly if we can  
15 figure out how to do that, we might combine that  
16 with sort of a pre-bid meeting or something like  
17 that.

18 MS. BURKE-JONES: Right.

19 MS. MEADE: Which goes to my next point.

20 I didn't know if there was anything in here if  
21 people wanted to submit questions, are you going  
22 to have any process where they can submit them by  
23 e-mail? And again, if people had to -- and then  
24 you post them on the website so any potential  
25 bidder could go on the website and they'd all

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1 have access to the same questions and answers for  
2 a level playing field.

3 MS. BURKE-JONES: You're absolutely  
4 right. There's a whole issue that hasn't been  
5 dealt with here. That's later on.

6 MR. BENJAMIN: Yeah. And, you know,  
7 there's two ways to go about doing it. One is  
8 the method that Pat brought up, which is that,  
9 you know, you would do a Q and A and have all of  
10 the questions and all of the answers publicly  
11 available to all interested parties.

12 And then the second way would be to do a  
13 pre-bid meeting, where all of the parties who are  
14 interested could attend that and ask questions  
15 and get answers. So either one of those ways is  
16 suitable. We can do it either way.

17 MS. BURKE-JONES: And even if we had,  
18 which I'm totally -- I think a pre-bid meeting is  
19 appropriate in whatever form, as you said, in  
20 this COVID time, but I think, also, answers,  
21 questions should be given not to -- they  
22 shouldn't be able to just call somebody. I feel  
23 more comfortable with them submitting questions  
24 and answers being given that everybody has access  
25 to.

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1 MR. BENJAMIN: To be fair, it all should  
2 be -- everything should be in writing.

3 MS. BURKE-JONES: Right. So that  
4 everybody has fair information.

5 MS. HUFFMAN: They have the same  
6 information.

7 MS. BURKE-JONES: Right. Exactly, the  
8 same information. And we know what answers are  
9 being given out, make sure that the answers are  
10 true to the form as to what the intent is for the  
11 proposal.

12 MS. HUFFMAN: So to that point, made me  
13 think about the human resources strategy as well,  
14 as we kind of have been talking about for pre-bid  
15 meetings. To that point, when there are  
16 follow-up questions and we want to make sure that  
17 we craft answers for the follow-up questions, I  
18 think the point people in this case should be the  
19 committee.

20 MS. BURKE-JONES: I would agree with  
21 that.

22 MS. HUFFMAN: In terms of getting the  
23 questions and coming up with a response, I think  
24 it should perhaps come from us, the response to  
25 the questions that we're getting and the

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1 questions should come to us, too.  
 2 MR. BENJAMIN: Yeah, it depends on how  
 3 technical the question is.  
 4 MS. HUFFMAN: Right.  
 5 MR. BENJAMIN: So we might want our  
 6 engineer assisting us.  
 7 MS. HUFFMAN: Correct. Right.  
 8 MS. BURKE-JONES: So we're making a  
 9 suggestion here under G, you know, that the whole  
 10 thing is where is it being submitted? Who is  
 11 shepherding this through, answering the  
 12 questions, making sure everybody, you know, if  
 13 anything additional is being issued, that it's  
 14 issued to everybody that has asked for it.  
 15 MS. HUFFMAN: Because I can't answer the  
 16 question like Joyce is going to answer the  
 17 question, you know, but certainly as a group in  
 18 responding to the question, we have the best  
 19 person who can formulate an answer and then  
 20 explain it to us in layman's terms. I'm just  
 21 giving an example.  
 22 MS. BURKE-JONES: And they might have  
 23 good questions.  
 24 MS. HUFFMAN: They will have good  
 25 questions.

1 MS. BURKE-JONES: Okay.  
 2 MS. MEADE: I did have two other points.  
 3 MS. BURKE-JONES: Go ahead, Pat.  
 4 MS. MEADE: I don't interrupt. So if  
 5 you guys are still talking, just know to come  
 6 back to me when you're done. It's okay to  
 7 continue?  
 8 MS. BURKE-JONES: All right. Thanks.  
 9 MS. MEADE: Go ahead and continue or  
 10 hold up because you're still talking?  
 11 MS. BURKE-JONES: Yes, go ahead and  
 12 continue. I think that's all right.  
 13 MS. MEADE: Again, I wasn't sure, I see  
 14 Limitations of Liability. I don't know if  
 15 there's a caveat or disclaimer statement on there  
 16 that basically says there's no promise if the  
 17 work will be contracted. You're just seeking  
 18 proposals, so I don't want anyone to think that  
 19 this is definitely going to be awarded to  
 20 someone.  
 21 MR. BENJAMIN: Yeah, I moved up the  
 22 document now so you should be able to see it.  
 23 MS. BURKE-JONES: Yeah, it's on the  
 24 second to last sentence, "The Village reserves  
 25 the right to reject any or all proposals."

1 MS. MEADE: Perfect. Then the last  
 2 thing was under number 1 when you talk about  
 3 formulating a land use development plan and  
 4 revenue, just for clarification, because some  
 5 people could interpret that differently. I don't  
 6 know how you feel. I don't know if you want to,  
 7 again, clarify a little bit further in saying  
 8 interior/exterior or building improvement, so,  
 9 again, they kind of -- some people may interpret  
 10 those words a little bit differently. So just  
 11 something to consider and that was all I had.  
 12 MS. BURKE-JONES: Great.  
 13 MR. BENJAMIN: Yeah, and to that point,  
 14 you know, I don't know if there are exterior  
 15 improvements that can be made to the building,  
 16 you know, for outdoor recreation or whatever.  
 17 MS. MEADE: Or the parking lot might be  
 18 repurposed in some way or the green space might  
 19 be repurposed. So, again, those words of kind of  
 20 ambiguous, so I didn't know if a little bit more  
 21 clarification or detail might be helpful so  
 22 people can, you know, how big can they dream?  
 23 MS. BURKE-JONES: And basically, yeah, I  
 24 think I kind of made it ambiguous because kind of  
 25 any or all, because definitely technically, you

1 know, the development of that Bratenahl Center  
 2 site could extend the entire site, you know,  
 3 we're not talking about limitations to the  
 4 existing building.  
 5 MS. MEADE: It could be a Starbucks  
 6 because it's right off of I-90.  
 7 MS. BURKE-JONES: Right. You never  
 8 know, but I think that's part of the thing is we  
 9 don't want that. (Laughter.) But yeah, it's not  
 10 limitation to the building, it's what could  
 11 happen? And that's the other thing that's not  
 12 included in here. We need to provide a site  
 13 plan, I think, probably and plans in this.  
 14 MR. BENJAMIN: Oh, yes, absolutely.  
 15 MS. BURKE-JONES: Again, that's just one  
 16 of the things so that basically they should be  
 17 able to, without even coming to the site, be able  
 18 to get information of the scope of this entire  
 19 project. They shouldn't have to come to the  
 20 site, because then they're going to ask again  
 21 where are the plans? Where is the site? We  
 22 should be providing them so they can understand  
 23 the potential just by looking at the documents we  
 24 provide them.  
 25 Does that make sense to you all?

1 MR. BENJAMIN: Yes.  
 2 MS. BURKE-JONES: Okay.  
 3 MS. HUFFMAN: Yes.  
 4 MR. BENJAMIN: I do have one suggestion  
 5 for G.  
 6 MS. BURKE-JONES: Yes.  
 7 MR. BENJAMIN: You were talking about  
 8 earlier, why don't we make G -- well, I guess,  
 9 let's decide, do we want to have a pre-bid  
 10 meeting and schedule that pre-bid meeting?  
 11 MS. BURKE-JONES: Yes.  
 12 MR. BENJAMIN: Let's set a date. We'll  
 13 set a date. Put that in G.  
 14 MS. BURKE-JONES: Right.  
 15 MR. BENJAMIN: The heading of G could be  
 16 pre-bid meeting -- or not pre-bid meeting.  
 17 Pre-proposal meeting/proposal submission  
 18 deadline. And then sort of the first paragraph  
 19 would be, you know, the Village will hold a  
 20 pre-proposal meeting to answer any questions that  
 21 consulting companies may have for this project.  
 22 And then we could list the date and time to be  
 23 held via Zoom or whatever it is. And then the  
 24 second paragraph then stays the same in terms of  
 25 the deadline.

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1 MS. BURKE-JONES: Frequently in a case  
 2 like this, we would provide actually a schedule  
 3 of events, because then afterwards they want to  
 4 know -- we do make reference somewhere about the  
 5 potential of having interviews. So we would also  
 6 give a potential interview schedule would be week  
 7 of such and such.  
 8 MS. HUFFMAN: Do you all want to pick  
 9 the dates? I have my calendar out. Some  
 10 tentative dates to think about, because we do  
 11 have a calendar of events to schedule around  
 12 this?  
 13 MS. BURKE-JONES: Let's think about  
 14 this.  
 15 MS. HUFFMAN: The submission date is the  
 16 22nd, right?  
 17 MS. BURKE-JONES: Well, this again, we  
 18 do not own the building yet. We will be taking  
 19 action at our Council meeting on the 20th, and so  
 20 we will be, you know, owning it at least at that  
 21 point in time or shortly thereafter.  
 22 So, basically, I think that the 22nd is  
 23 probably -- that still works. If we issue this,  
 24 we could issue this. It would get approval for  
 25 this RFP with revisions or whatever it is and we

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1 sent this out, so this went out sometime -- I  
 2 would have to look at the Plain Dealer and that  
 3 sort of thing scheduled for advertising, but  
 4 let's say that it could end up happening as late  
 5 as, let's say, the 29th or something, it doesn't  
 6 get into the paper.  
 7 MS. HUFFMAN: Okay.  
 8 MS. BURKE-JONES: So one, two, three,  
 9 that would give three weeks, three and a half  
 10 weeks. The 22nd happens to be a Monday, if we  
 11 actually want -- and then somewhere we have to  
 12 give -- well, Keith, you have experience in this,  
 13 but we have to give at least a week and a half  
 14 for people to get the proposal to even understand  
 15 that this project is around, right?  
 16 MR. BENJAMIN: Yeah. I mean, I would  
 17 give from the date of advertisement a minimum of  
 18 two weeks before we would do a pre-bid meeting.  
 19 MS. BURKE-JONES: And then you usually  
 20 give at least, I mean, a week and a half after  
 21 that.  
 22 MR. BENJAMIN: Yeah. I generally just  
 23 do two weeks following that.  
 24 MS. BURKE-JONES: Yeah, so we're talking  
 25 about then, so it ends up being like the Friday

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1 is the 26th. March 1st is actually the time they  
 2 would be submitting something.  
 3 MR. BENJAMIN: Then I would agree that I  
 4 do think if at all possible, you know, this is  
 5 such a, you know, it's an interesting site and  
 6 it's an interesting design because it was built  
 7 as a school building. I do think it really helps  
 8 for anyone who is interested in submitting a  
 9 proposal for them to actually go on site and see  
 10 the building, if possible.  
 11 MS. BURKE-JONES: And we could schedule  
 12 that.  
 13 MR. BENJAMIN: We could either do it,  
 14 you know, a week before we have the pre-bid  
 15 meeting to answer questions. We might want to do  
 16 the tour of the building prior to Q and A.  
 17 MS. HUFFMAN: So the 11th? That's a  
 18 Thursday.  
 19 MR. BENJAMIN: Or if we did a pre-bid  
 20 meeting in person like in the gym, we could do  
 21 that as well and then, you know, let people go on  
 22 the tour.  
 23 MS. HUFFMAN: Can I throw something out?  
 24 MS. BURKE-JONES: Sure.  
 25 MS. HUFFMAN: I don't know if this is

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1 feasible, but if we did a pre-bid meeting via  
 2 Zoom like, I don't know, the 11th, the 16th, and  
 3 then from that point on they can schedule a date  
 4 when they want to come and tour the building with  
 18:27:26 5 maybe our Service Director between that time and  
 6 the 1st.  
 7 MR. BENJAMIN: I guess my issue with  
 8 that is, you know, if they're walking through the  
 9 building and answering, you know, everyone is  
 18:27:42 10 going to have -- I would rather have them all  
 11 there at one time so that any questions they have  
 12 that they're asking, everyone is there to hear  
 13 it.  
 14 MS. HUFFMAN: Okay.  
 18:27:54 15 MS. BURKE-JONES: Right.  
 16 MS. HUFFMAN: So tours first.  
 17 MR. BENJAMIN: So to do a tour, I mean,  
 18 we're not going to have more than five or six  
 19 responses to this RFP most likely. At least from  
 18:28:09 20 those that are actually in Cleveland, the  
 21 Cleveland area.  
 22 Jim, do you have any thoughts on this  
 23 issue?  
 24 MS. BURKE-JONES: He may have left the  
 18:28:23 25 meeting. I know he said he could be --  
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1 MR. PUFFENBERGER: No, I'm still here.  
 2 I'm sorry, I didn't hear the last few comments.  
 3 MR. BENJAMIN: We're just talking about,  
 4 you know, having sort of a tour of the facility  
 18:28:39 5 for anyone who is interested in submitting an RFP  
 6 for this project. And then either having an in  
 7 person Q and A pre-bid meeting or we could  
 8 obviously do that virtually as well on Zoom.  
 9 MR. PUFFENBERGER: Keith, I did hear you  
 18:29:03 10 say something about uniqueness of this building.  
 11 And I think that warrants a tour. I think  
 12 respondents should see the building, because it  
 13 is not only a unique building, but it's a unique  
 14 location. And I think that's important.  
 18:29:17 15 I think I heard you say something about  
 16 doing it all at once with all potential  
 17 respondents doing it at the same time. Obviously  
 18 the times we're in might make that difficult, but  
 19 that would be the ideal way to do it.  
 18:29:32 20 MR. BENJAMIN: I just don't want to get  
 21 into a situation where they're on a tour and  
 22 whoever is giving the tour, I'm just going to say  
 23 it's Joe, for example, Joe is giving the tour and  
 24 one perspective bidder asks a question about the  
 18:29:48 25 use of the facility or an improvement and he  
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1 gives an answer, but then that other bidder on  
 2 the next tour doesn't have access to that  
 3 information or know that that question was asked.  
 4 I'm just trying to keep it fair.  
 18:30:05 5 MR. PUFFENBERGER: Yeah, I think it is.  
 6 MS. HUFFMAN: My impression was based on  
 7 the uniqueness of the building just looking at  
 8 the building and getting a feel for it and then  
 9 coming to the pre-bid meeting and everyone  
 18:30:23 10 hearing all the questions posed to the committee.  
 11 MR. BENJAMIN: Yes. And we could also  
 12 do that, too. We could say, you know, this is  
 13 just a tour of the building. Please hold any  
 14 questions you have for a pre-bid meeting or  
 18:30:40 15 whatever.  
 16 MS. BURKE-JONES: But frankly, when  
 17 you're going around, you try to get as key  
 18 information you can. That's what these people  
 19 do. You're right, that is an issue, which is why  
 18:30:55 20 usually, I mean, you would have that everybody  
 21 goes together.  
 22 MR. PUFFENBERGER: I do think -- if I  
 23 may, I do think it would be beneficial if a  
 24 member of Council be present during that tour as  
 18:31:08 25 well to sort of monitor activity and get any  
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1 impressions they might get. I think that would  
 2 be beneficial to have.  
 3 MS. BURKE-JONES: I agree, Jim, that's  
 4 essential actually, but I am a little concerned  
 18:31:33 5 myself because of the COVID thing, because that's  
 6 taking people into close quarters together.  
 7 MS. HUFFMAN: My only issue is I am not  
 8 going to be able to answer a question like Joyce  
 9 is going to answer a question on a tour.  
 18:31:48 10 MR. BENJAMIN: Right. We don't take  
 11 questions at the tour. If they have questions,  
 12 write them down, make note of them, and then  
 13 let's have the pre-bid meeting virtually with  
 14 Zoom and all of those questions could be asked  
 18:32:04 15 with everybody there.  
 16 MR. PUFFENBERGER: Yeah, I don't think a  
 17 Council member, with the exception of Joyce  
 18 maybe, should be answering those questions, any  
 19 of us probably should be.  
 18:32:13 20 MR. BENJAMIN: Right. I'm not  
 21 comfortable with most of these.  
 22 MS. BURKE-JONES: Okay. So what we're  
 23 saying is whoever takes anybody through a  
 24 walkthrough is sworn to silence and says nothing.  
 18:32:32 25 (Laughter.)  
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1 MS. HUFFMAN: Right. I'm just the tour  
2 guide. (Laughter.)

3 MS. BURKE-JONES: If they're going to  
4 fall over something, don't say anything, let them  
5 fall. (Laughter.)

6 MR. PUFFENBERGER: Yes, I can easily  
7 plead ignorance. (Laughter.)

8 MR. BENJAMIN: And, again, these are  
9 professional consultants, so they get this.  
10 They'll understand.

11 MS. BURKE-JONES: Right. And so  
12 basically as kind of like this is when you ask  
13 the questions and only if there's an  
14 extraordinarily important question that comes up  
15 after the pre-bid meeting, we issue the question  
16 and the answer to all those that are preparing  
17 proposals. Is that how it goes?

18 Did I hear you say something, Pat?

19 MS. MEADE: That was actually Bullet, my  
20 dog. This is a little deeper, but my question is  
21 I'm guessing that the RFP will be posted on the  
22 website and then the Q and A will also be posted  
23 on the website after the pre-proposal meeting?

24 MS. BURKE-JONES: In the submission, we  
25 should provide all the dates of when things are  
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1 going to happen.

2 MR. BENJAMIN: Correct.

3 MS. BURKE-JONES: And we'll reference in  
4 our advertisement, we shall always reference back  
5 to our website. We have to make sure our website  
6 is accurate and up-to-date on any issues that may  
7 change.

8 I know there's always a problem, a  
9 hesitancy, what happens if something is changed?  
10 You advertise and something is changed and people  
11 don't know enough to go to the website or we  
12 aren't able to give people answers to questions.  
13 And usually you've got another week to submit  
14 your proposal or something. But usually if we  
15 reference the website and tell them to be in  
16 constant, you know, check out the website all the  
17 time for potential revisions to schedule or  
18 changes, that should cover it.

19 Do you guys agree?

20 MR. BENJAMIN: Yes.

21 MS. MEADE: I do think the RFP should be  
22 on there, because some people may find it on the  
23 website and not want to participate in any of the  
24 other ways if you're not making any of it  
25 mandatory, that it's optional.

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1 MR. BENJAMIN: I agree. Absolutely.

2 MS. MEADE: Again, the questions and  
3 answers could be find on the website for those  
4 that might have COVID-related issues and want to  
5 keep a safe distance. So I think we need to  
6 make, just my opinion, that that should be  
7 another available tool for people if they desire.

8 MR. BENJAMIN: Yes. I envision this as  
9 the Q and A, we'll have the pre-bid meeting, that  
10 would be to answer questions and answers. That  
11 would be via Zoom. And, you know, if we need to  
12 take minutes of that, we can take minutes or have  
13 Nancy available, I'm assuming, too.

14 MS. MEADE: Could you post a Zoom  
15 meeting as a video on the website and they could  
16 watch it?

17 MS. HUFFMAN: Oh, the recording?

18 MR. BENJAMIN: That's above my pay  
19 grade.

20 MS. BURKE-JONES: I've written that down  
21 to investigate.

22 MR. BENJAMIN: It's an option.

23 MS. BURKE-JONES: Ultimately, I would  
24 like to make sure that people do not have to go  
25 to a meeting, an in-person meeting or actually  
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1 physically go to the site to be able to submit a  
2 proposal. We should provide them enough  
3 documents, you know, that leads to get a very  
4 good idea of what's going on.

5 MR. BENJAMIN: Yeah. The legal notice  
6 that we're going to advertise is just going to  
7 say, you know, it's going to be sort of a couple  
8 hundred words, RFP, a legal notice RFP, then it  
9 should say, you know, the RFP is available by  
10 visiting our website.

11 MS. BURKE-JONES: Exactly.

12 MR. BENJAMIN: On whatever page we're  
13 going to put it on, the home page or whatever it  
14 is.

15 MS. MEADE: You may want to -- when it  
16 comes to your questions, however you decide, you  
17 know, if you're going to have that pre-meeting to  
18 take Q and A and then whether you decide to post  
19 them on the website or whatever, you may want to  
20 include an open and closed period for questions  
21 so like the day before the deadline, you don't  
22 have three bidders calling up whomever, e-mailing  
23 whoever the contact is going to be asking  
24 questions. So you may want to have an open and  
25 close period for your questions.

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1 MS. BURKE-JONES: Again, we should  
2 include all this stuff in a schedule --

3 MR. BENJAMIN: Yep.

4 MS. BURKE-JONES: -- that we're  
18:37:58 5 providing, so it's all very clear what that is  
6 and people understand the process of doing this  
7 and we understand the process of doing this.

8 MS. MEADE: I just think it's unfair to  
9 put any of you in a position for somebody who is  
18:38:15 10 coming to the party late and then they've got 20  
11 questions and you're running around and they're  
12 in a panic to try and get the proposal in and  
13 it's going to take -- you may have to track down  
14 some people. That's not fair to you.

18:38:29 15 MS. BURKE-JONES: Well, on that note,  
16 Pat, that's where we really don't want to be  
17 answering questions after the pre-bid meeting,  
18 you know.

19 MS. MEADE: Make that the close date.  
18:38:47 20 Let it be open once you advertise it to that day  
21 you have your pre-bid meeting and all questions  
22 then are closed. And if questions come in after,  
23 you just don't respond and you make that clear.

18:39:00 24 MS. BURKE-JONES: And as someone that  
25 has submitted bids, as I know other people have  
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1 on this Zoom meeting, I could see where something  
2 could come up after that time. I want to think  
3 about it.

4 MS. MEADE: Okay.

18:39:14 5 MS. BURKE-JONES: But I definitely agree  
6 with you. And usually in proposals when we get  
7 down to this detail, when I was working with the  
8 county, we did do a cut off, you know, no  
9 questions, because we knew we couldn't respond  
18:39:31 10 within -- we'd have to give three days to respond  
11 and everybody would have to have a few days to  
12 understand what that response was in the context  
13 of the proposal.

14 MS. MEADE: And some questions might  
18:39:43 15 require legal consultation.

16 MR. BENJAMIN: Yep. Legal or zoning or  
17 building.

18 MS. MEADE: Engineering.

19 MR. BENJAMIN: Engineering, absolutely.

18:39:54 20 MS. BURKE-JONES: Guys, you're making  
21 this way too hard.

22 MS. MEADE: Trying to be helpful.

23 MS. BURKE-JONES: No, Pat. Definitely,  
24 this is all stuff that we should be adding to

18:40:09 25 this. And we will be -- it's just that this is  
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1 not -- this is not a \$50 million building or fee,  
2 you know, so we don't have to make it -- let's  
3 try to make it as simple as possible, but  
4 definitely I believe that all these steps are  
18:40:36 5 necessary. And we need to provide a schedule in  
6 the RFP for them to understand what they have to  
7 do by when.

8 MR. BENJAMIN: And then my only other  
9 comment on this RFP is that -- and we talked  
18:40:58 10 about this before, is that we remove on page 1,  
11 we remove the project budget.

12 MS. BURKE-JONES: Right. I think we'll  
13 talk. And we'll touch base with legal to make  
14 sure that if there's any need -- that we're  
18:41:24 15 covered if we want to adjust the scope of this  
16 contract, that we still can do so.

17 MR. BENJAMIN: Right.

18 MS. BURKE-JONES: And not have to send  
19 something else out.

18:41:37 20 MR. BENJAMIN: Not have to rebid it,  
21 right, which is why if there's something in here  
22 that we want to do as sort of a bid alternate, we  
23 include that and get a separate cost.

18:41:51 24 MS. BURKE-JONES: Yeah, or even in the  
25 presentation, which would be the next step, you  
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1 know, if we actually want to speak with these,  
2 whatever groups appear to be responsive enough  
3 for us to talk with, they may have a great idea  
4 that we may want to add to this.

18:42:09 5 MR. BENJAMIN: Right.

6 MS. BURKE-JONES: And make sure that  
7 somehow we're able to adapt this, whether it's  
8 provide that to everybody to augment their  
9 proposal or whatever is appropriate, so that's  
18:42:24 10 another thing to add.

11 MR. BENJAMIN: All right.

12 MS. BURKE-JONES: So this needs a good  
13 deal of --

14 MS. HUFFMAN: A little bit, that's all.

18:42:37 15 MS. BURKE-JONES: It's all here in  
16 concept. It's just do you think we can have a  
17 very, very short meeting before Council, a Public  
18 Improvements meeting before Council just to  
19 outline any issue, any changes you see to this  
18:43:02 20 reissue?

21 MR. BENJAMIN: Sure.

22 MS. BURKE-JONES: So if we have to  
23 wordsmith anything, we could wordsmith it in the  
24 20 minute or half an hour meeting so we can  
18:43:13 25 continue on with the process.

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1 MS. HUFFMAN: Okay.

2 MS. BURKE-JONES: At that time, too,

3 then we could simply -- if there are any calendar

4 changes or making sure of availability, that sort

18:43:26 5 of thing, we can work out at that point in time.

6 MR. BENJAMIN: Yeah, let's not waste any

7 time. Let's get this done so we can get this

8 going.

9 MS. BURKE-JONES: Or at least ask your

18:43:40 10 availability between now and the presentation as

11 we're making the schedule so we can just check on

12 availability. I know, Gina, you got your

13 calendar out and ready to go, but I'm not sure

14 that we really have the right amount of weeks and

18:43:57 15 time necessary. I'd much rather see when we need

16 to advertise and be able to accurately project

17 something, because something is going to need to

18 be changed.

19 MS. HUFFMAN: Okay.

18:44:08 20 MS. BURKE-JONES: And we might as well

21 have all the necessary information before we

22 commit to those dates, but we'll try to

23 coordinate time in the next week or two. Does

24 that make sense?

18:44:24 25 MS. HUFFMAN: Yes.

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1 MR. BENJAMIN: Yes.

2 MS. BURKE-JONES: So we're not all with

3 our calendars at the meeting. Okay. Anything

4 else as it relates to this?

18:44:37 5 MR. BENJAMIN: No. Thank you for

6 putting this together again.

7 MS. BURKE-JONES: And thank you for your

8 thoughtful comments. I ask that of our committee

9 members. Anybody else on this Zoom meeting that

18:44:53 10 wants to make additional comments or suggestions

11 on this RFP?

12 MR. PUFFENBERGER: I don't. I just want

13 to add my thanks for the work you put into this.

14 I think it's outstanding. I think, you know, you

18:45:05 15 commented there were a lot of things that need to

16 be changed. There really aren't. You did an

17 outstanding job from the outset, so this is good.

18 MS. BURKE-JONES: Well, thank you.

19 Thank you. I think we have some really great

18:45:16 20 suggestions here.

21 On a side note, I have asked the Mayor,

22 since this is our Public Improvements meetings, I

23 have asked the Mayor what's the status of the

24 projects that we wanted to get going this year.

18:45:31 25 And he will give us an update on our projects, on

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1 our community projects, on our fence projects, as

2 to how that's going, because we should really be

3 getting things out to bid.

4 MR. BENJAMIN: All right. Because the

18:45:54 5 Huffman/Benjamin fence better be up by Memorial

6 Day.

7 MS. HUFFMAN: Yeah.

8 MS. BURKE-JONES: It's got to meet its

9 two-year schedule implementation. (Laughter.)

18:46:03 10 MR. PUFFENBERGER: We've already ordered

11 the plaque, so hopefully. (Laughter.)

12 MS. BURKE-JONES: At this moment, I

13 don't think anything has been done. So obviously

14 something started, you know, should get started

18:46:18 15 on all these areas.

16 MS. HUFFMAN: It better be up.

17 MS. BURKE-JONES: Hey, why not make it

18 another year? (Laughter.) Anyway, that was a

19 joke for the transcript. (Laughter.)

18:46:35 20 Anyway, so may I have a motion then to

21 adjourn the meeting?

22 MR. BENJAMIN: So move.

23 MS. BURKE-JONES: Second?

24 MS. HUFFMAN: Second.

18:46:44 25 MS. BURKE-JONES: All in favor? Aye.

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1 MS. HUFFMAN: Aye.

2 MR. BENJAMIN: Aye.

3 MS. BURKE-JONES: The meeting is

4 adjourned and I can't see my calendar right now

18:46:52 5 for the time. My calendar.

6 MR. PUFFENBERGER: It's 6:46.

7 MS. BURKE-JONES: The meeting is

8 adjourned at 6:46. And have a good evening. See

9 you all in two weeks.

18:47:08 10 MR. PUFFENBERGER: Good night,

11 everybody.

12 MR. BENJAMIN: Take care everybody.

13 Bye-bye.

14 MS. HUFFMAN: Take care.

15 (Meeting adjourned at 6:47 p.m.)

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## 1 CERTIFICATE

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4 I, Nancy L. Molnar, do hereby certify that  
5 as such Reporter I took down in Stenotypy all of  
6 the proceedings had in the foregoing transcript;  
7 that I have transcribed my said Stenotype notes  
8 into typewritten form as appears in the foregoing  
9 transcript; that said transcript is the complete  
10 form of the proceedings had in said cause and  
11 constitutes a true and correct transcript therein.

12

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Nancy L. Molnar

16

Nancy L. Molnar, Notary Public

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within and for the State of Ohio

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19 My commission expires July 15, 2023.

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