

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

FEBRUARY 4, 2021
5:30 p.m.

MAYOR JOHN LICASTRO
JOYCE BURKE-JONES, Chair
GINA HUFFMAN

KELLY RAE PAGE, COURT REPORTER

3

1 meeting for a bit at the beginning of January for
2 a bit, and asked that some revisions be made,
3 some ideas, and the scope can be expanded more
4 than just was initially identified in the RFP, so
17:32:17 5 this contract -- this RFP represents that.
6 So, let's see, I'm going to try, for
7 Pat's benefit, to share the RFP.
8 MAYOR LICASTRO: Actually a copy was
9 sent to Miss Meade.
17:32:39 10 MS. BURKE-JONES: Oh, it was? Okay,
11 good.
12 MS. MEADE: Yes. Diana did send it to
13 me in advance so I was able to see it. Thank
14 you.
17:32:46 15 MS. BURKE-JONES: That is wonderful.
16 Shall I put it --
17 MS. MEADE: I don't need it, but other
18 people who may not be on council may want to view
19 it.
17:32:59 20 MS. BURKE-JONES: Does anybody else need
21 it? Okay.
22 MS. HUFFMAN: Go for it, Joyce.
23 (Laughter.)
24 MS. BURKE-JONES: Okay. So let's just
17:33:20 25 go down, obviously, there are a number of little

2

1 MS. BURKE-JONES: It's 5:30, and I think
2 I'll call the meeting to order.
3 As I had mentioned -- I see Rod is on as
4 well.
17:30:38 5 As I mentioned, Keith has a last-minute
6 family issue he has to deal with and hopefully
7 will be on this meeting a little bit later, but
8 we will move forward.
9 Attendance, I don't think we have
17:31:00 10 anybody to call attendance, so I will see that
11 Gina Huffman is in attendance.
12 MS. HUFFMAN: Here.
13 MS. BURKE-JONES: I myself, Joyce
14 Burke-Jones, is in attendance. And so we will
17:31:19 15 call the meeting to order.
16 As I see here, we have Mr. Licastro, the
17 Mayor, is on, and Mr. McDonald and Mr. Taylor.
18 Council people are also available to this
19 meeting.
17:31:35 20 So we didn't get minutes of our last
21 meeting, so we will move ahead and approve those
22 as they become available.
23 So the item on our agenda is the RFP
24 Community Facilities Master Plan and Related Land
17:31:59 25 Use Strategy update. We discussed it in our

4

1 issues here, too. Please go ahead and mention
2 them if I have the inappropriate year or anything
3 else that's located here.
4 So, basically, we discuss -- and it
17:33:43 5 includes -- John, you were mentioning that you
6 wanted to see this be noon --
7 MAYOR LICASTRO: So at the bottom of the
8 page there is submission requirements, the date
9 is fine, but we received visit at noon, not late
17:33:59 10 in the day.
11 MS. BURKE-JONES: My only -- I took a
12 lot of things from old proposals when we used to
13 do 4:00, so that will be noon.
14 MAYOR LICASTRO: Why don't you scroll
17:34:14 15 down so people can see that, Joyce.
16 MS. BURKE-JONES: It's up at the top
17 here, but also down here at the bottom.
18 MAYOR LICASTRO: If you can make that on
19 the screen, too.
17:34:26 20 MS. HUFFMAN: I have a question.
21 MS. BURKE-JONES: Yes, Gina.
22 MS. HUFFMAN: Okay. So at the top you
23 have that there is going to be a pre-proposal
24 informational zone meeting on the 9th as a link.
17:34:40 25 Will we record that so people can go back and see

1 it later?

2 MS. BURKE-JONES: That would be very
3 good. I will make a note that we should make
4 sure that we can facilitate that.

17:34:54 5 MAYOR LICASTRO: Joyce, FYI, all of our
6 Zoom meetings are recorded.

7 MS. BURKE-JONES: So, anyway, so that's
8 good. So we will then have to be able to put a
9 little link of that recording online so that

17:35:11 10 people can access that.

11 MAYOR LICASTRO: We will.

12 MS. BURKE-JONES: Are you going to say
13 something, John?

14 MAYOR LICASTRO: I said we will do so.

17:35:22 15 MS. BURKE-JONES: Okay. Great. Let's
16 see here. I can't tell who's speaking.

17 MR. PUFFENBERGER: This is Jim, Joyce.
18 How are you? In your first paragraph in your
19 introduction, it mentions, "Recommendations are

17:35:38 20 needed to determine if the site is needed to
21 develop for income or utilized by the Village."

22 Do those things need to be mutually
23 exclusive? It may be a minor point, but it could
24 be used more as opposed to just for either/or.

17:35:59 25 MS. BURKE-JONES: Okay. And/or?
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1 MR. PUFFENBERGER: Yeah. I don't think
2 those things should be mutually exclusive.

17:36:35 3 MS. BURKE-JONES: Right. And this issue
4 -- okay, so we have the proposals going into the
5 fiscal officer, because we used to have all
6 things going into the clerk, and change that time
7 as well.

17:36:52 8 And then we discussed at our last
9 meeting about how we wanted to make sure that
10 communication was documented, and that it would

11 be best to, you know, have people ask questions
12 only in e-mails, not via the phone, and so that
13 we can also have documentation back as to what
14 was said, and there was -- there are two ways to
15 go, it can just be e-mailed to the individual
16 that asks, or we can post responses online. Is
17 there any --

17:37:15 18 MAYOR LICASTRO: Joyce, these are
19 questions that would not be addressed in the
17:37:31 20 pre-proposal informational meeting?

21 MS. BURKE-JONES: Correct. This would
22 be -- if anything, it's just kind of a simple
23 question about confirmation of exactly what we
24 said, but if it's truly something that might even
17:37:47 25 change the scope or it was -- the way it was

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1 being read was unintended, it would actually end
2 up being an addition to the RFP would be the
3 response.

17:38:05 4 MAYOR LICASTRO: So perhaps you should
5 put in language that says: "All questions or
6 concerns should be in e-mail format and will be
7 shared with all parties."

8 MS. BURKE-JONES: Okay. Might say
9 that --

17:38:18 10 MAYOR LICASTRO: Because if it's going
11 to change the scope other applicants need to know
12 that as well.

13 MS. BURKE-JONES: Oh, definitely when it
14 comes to the actual scope it needs to be. And,
17:38:28 15 again, the whole issue gets down to the fact that
16 it's nice to move forward with this e-mail, but
17 we're not sure who is going to be bidding on
18 this.

17:38:40 19 MAYOR LICASTRO: So when we get
20 questions like that we'll put them in a folder
21 and that way anyone that wants can see all the
22 questions and can react accordingly.

23 MS. BURKE-JONES: Correct.

17:38:51 24 So it gets down to, I know that you're
25 busy, John, and I am trying to find somebody that
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1 might be able -- just to be able to house all
2 those questions and ask the people if it's
3 necessary and then respond to them, instead of
4 having -- you, John, having to do that.

17:39:06 5 MAYOR LICASTRO: It's going to have to
6 go through my office. I'll make time for it.
7 This is a big deal. I'll use Don and Joe as
8 backups. It's got to go through my office
9 because it's the one central place.

17:39:17 10 MS. BURKE-JONES: I was just wondering
11 then if Joe can manage that?

12 MAYOR LICASTRO: No.

13 MS. BURKE-JONES: No?

17:39:26 14 MAYOR LICASTRO: Go through my office
15 and I will use whatever other personnel I need,
16 but it has to be central, and that's me.

17 MS. BURKE-JONES: Okay. We did later on
18 in this and we gave -- we said the responses
19 should be -- like in a day and a half you should
17:39:39 20 receive responses, so that gives some time, but
21 sometimes you need a day and a half because if
22 it's a difficult question and there may need to
23 be some discussion on the issue.

24 Okay. So we're moving along.

17:39:54 25 Background --

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1 MS. HUFFMAN: Can I add one thing, or a
2 comment? Mayor, even though it goes through you,
3 can there be, like, the backup? I don't know if
4 this is something Dan Aiken does.

17:40:14 5 MAYOR LICASTRO: You know, Gina, that's
6 a bit convoluted.

7 MS. HUFFMAN: I don't know.

8 MAYOR LICASTRO: They were consulted.

9 You know, have them go through me and I will
17:40:25 10 probably copy -- if it's appropriate to
11 engineering, I'll copy Don Beirut.

12 MS. HUFFMAN: That's what I'm asking.

13 MAYOR LICASTRO: I'll copy it, but have
14 them funnel through me and I'll go whatever path

17:40:35 15 makes sense.

16 MS. BURKE-JONES: You know, I know that
17 Don probably handles questions on road work. Or
18 do you handle questions from -- road work
19 questions?

17:40:46 20 MAYOR LICASTRO: Well, both of us
21 really. Anything that pertains to engineering --
22 some of this might pertain to Sue, and I can
23 funnel it to Sue. I'll engage whatever
24 professional or other employee or staff I need to
17:41:01 25 engage.

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1 MS. BURKE-JONES: Right.

2 MAYOR LICASTRO: I won't go out on a
3 limb, I promise.

4 MS. BURKE-JONES: Again, it's better in
17:41:10 5 these cases to not embellish answers or try to
6 keep it close to what is said here anyway.

7 MAYOR LICASTRO: Moi? Embellish, me?
8 No.

9 MS. BURKE-JONES: Well, you know the
17:41:25 10 more --

11 MAYOR LICASTRO: Yeah.

12 MS. BURKE-JONES: When you put it in an
13 e-mail you know exactly what you said and you
14 don't accidentally go to places that -- that's

17:41:39 15 what keeps me from going to places, so I don't --
16 MAYOR LICASTRO: We'll put the question

17 in the folder, and the response.

18 MS. BURKE-JONES: Exactly. Exactly.

19 MAYOR LICASTRO: Yeah.

17:41:49 20 MS. BURKE-JONES: So some background,
21 and there is some discussion because it all moves
22 into the fact because we have got this new
23 facility now we need to update our Master Plan
24 and Land View Study, and that's a format in which
17:42:06 25 -- then we explain about the -- explain about

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1 that study.

2 And we -- there is another issue, too, I
3 think we need to -- in our link about this
4 project, I think we need to have these documents
17:42:27 5 right there, the link to them right there in that
6 area, because I know we have the Master Plan
7 documents elsewhere, and if a person is trying to
8 find these documents it will be too difficult for
9 them to find them.

17:42:42 10 MAYOR LICASTRO: Most of these are on
11 the website. We can put them in a central
12 location for reference.

13 MS. BURKE-JONES: Right. And I know
14 there is a few more documents that we will have
17:42:52 15 just for them, but that will be helpful for them,
16 so they shouldn't have to be looking all over the
17 place for them.

18 MAYOR LICASTRO: Thank you. We can do
19 that.

17:43:01 20 MS. BURKE-JONES: Did somebody say
21 something?

22 MAYOR LICASTRO: We can do that.

23 MS. BURKE-JONES: Okay. Great. And
24 then we can let them know that we actually did
17:43:09 25 something after last study, instead of just

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1 putting it on a shelf, and we indicate that here.

2 And then we go into the scope of the
3 project and we do a little bit more defining of
4 the main focus which is the Village Hall,
17:43:34 5 Community Center and the --

6 MAYOR LICASTRO: Before you past that,
7 Joyce, so under "C" I have a comment, I thought
8 the statement, "The Village has more facility
9 square footage than it needs," is really an
17:43:49 10 opinion. Not that any of us disagree, but I
11 think this process should determine if that's
12 definitive. If you want to make it "perhaps has
13 more." I think making a statement like that --
14 this process should make that determination
17:44:02 15 rather than us offering it.

16 MR. McDONALD: We shouldn't poison this
17 with saying it has more than we need.

18 MS. BURKE-JONES: I'm only saying,
19 having done this kind of stuff for over 30 years,
17:44:13 20 I know that we -- the last thing we want to do,
21 we have already done two -- actually three --
22 let's just say two program studies, and we will
23 just end up with the same thing we had before if
24 we still go through the same process, and unless
17:44:40 25 we're willing to tell these people no, we will

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1 actually -- I can tell you what the result will
2 be. The result will be that we need all the
3 square footage we have including the additional
4 Bratenahl Center.

17:44:58 5 MR. McDONALD: That's a great idea.

6 MS. BURKE-JONES: And maybe it is, but
7 it should be communicated to us in a financial
8 way, because basically --

17:45:16 9 MR. McDONALD: Did you say communicated
10 in a financial way?

11 MS. BURKE-JONES: Well, what I mean is,
12 as you can see right here, we already -- right
13 now we have facilities, including the Bratenahl
14 Center, we have got \$3,000,000 worth of deferred
15 maintenance on facilities that are here.

16 MR. McDONALD: I'm having trouble --

17 MS. BURKE-JONES: What I'm saying is, we
18 can't -- there should be zero deferred
19 maintenance.

17:45:39 20 MAYOR LICASTRO: Joyce, I have a
21 suggestion. Why don't we have it read, "The
22 Village may have more facility square footage
23 that it needs or can afford." Don't make it
24 definitive, leave it open-ended and let them draw
17:45:55 25 a conclusion, but at least put it out there, but

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1 I would soften it.

2 MR. McDONALD: You are just giving these
3 guys --

17:46:08 4 MS. BURKE-JONES: Okay. This is a very
5 important aspect here, because as I have been in
6 these people shoes for a good part of my life,
7 and if the client says, "Oh, yeah, we need it" --

8 MAYOR LICASTRO: So insert the word
9 "may." Put the word "may" in.

17:46:35 10 MS. HUFFMAN: Can I make a suggestion
11 after you finish, Joyce?

12 MS. BURKE-JONES: Yes. A good client
13 also knows is able to say no sometimes, and for
14 certain reasons. If there is no reason to say
15 no, of course not. But if everything is, "Oh,
16 yeah, that would be nice," that is not doing the
17 job of an owner.

18 MR. McDONALD: That's what this group is
19 going to do.

17:47:04 20 MS. BURKE-JONES: It has happened in the
21 last two times. I can only use past experience.
22 Go ahead. Yes, Gina.

23 MS. HUFFMAN: So I understand, I
24 understand all points. I agree with both of you,
17:47:20 25 all of you.

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1 So here's what we have to consider,
2 though, really, we have had two studies and they
3 have resulted in similar things in terms of all
4 the square footage used.

17:47:33 5 If we look around at other communities,
6 look at what they're doing to their facilities,
7 they are streamlining them. They are.

8 And so we need to take that into
9 consideration and write that type of verbiage in
10 here some kind of way so that they don't deliver,
11 you know, the whole 30,000 square feet. You
12 know, we wish to be contemporary with our
13 thoughts, and what can be accommodating for what
14 we need.

17:48:08 15 Now, you know, I don't know how you are
16 going to get into a bullet point, but I think
17 that would satisfy what you are saying, Mayor,
18 and what you are saying, too, Tom.

19 I mean, there is no one community that I
17:48:23 20 know of that are building or refurbishing 30,000
21 square foot facilities. You name me one.

22 MR. McDONALD: When this property became
23 available to us we were talking about possibly
24 assisted living, we were talking about stuff that
17:48:42 25 we had not talked about.

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1 MS. HUFFMAN: I agree. Even with
2 assisted living, off the top of my head, I can
3 think of three assisted living facilities that
4 still have taken a building or established a
17:48:55 5 building that has been streamlined in such a way
6 that the square footage becomes more efficient
7 for what is needed and it still accommodates what
8 is needed as well.

9 So I don't think -- I think they're
10 saying may, you know, perhaps, but certainly in
11 light of looking at facilities to be streamlined
12 to accommodate a budget are some verbiage that I
13 think will hit the mark for those who actually
14 pursue this RFP.

17:49:11 15 MR. McDONALD: That verbiage should be
16 in the first paragraph. We need to have money to
17 do everything you suggested to us, but the Mayor
18 said if we put it in "C" "The Village may have."

19 MAYOR LICASTRO: "May have more facility
17:49:34 20 square footage than it needs or can afford." I
21 think that will be succinct and let people not to
22 go hog wild, and it addresses Gina's point about
23 streamlining, but, again, it leaves the
24 conclusion up to them, and it certainly let's
17:50:05 25 them know what might be true.

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1 MS. BURKE-JONES: And that's -- I can
 2 along with that.
 3 The topic, another subpoint here is
 4 there is no one here are they identified as
 5 (inaudible) used program.
 6 So I was under the -- I believe that we,
 7 ourselves, are capable of going through our
 8 existing two documents of programming and saying
 9 -- and saying, yeah, you know, we don't need this
 10 room, we don't need that room, we do need this
 11 room, whatever, and do it ourselves without
 12 spending the \$20,000 to have them do it.
 13 MAYOR LICASTRO: Joyce, we're
 14 considering things like assisted living.
 15 MS. BURKE-JONES: No, excuse me. I'm
 16 not talking about assisted living, I'm talking
 17 about saying do we need another -- a mayor's
 18 courtroom? We don't have to ask them about it.
 19 We have already done plenty of studies about
 20 that.
 21 MR. McDONALD: Let me ask you a
 22 question. Are you saying that we're not even
 23 mentioning that property down there in this? And
 24 if we are mentioning it in this, what are we
 25 going to do with it if they don't, if you say,

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1 "We don't want to put anything in there."
 2 MS. BURKE-JONES: No. If you notice
 3 what it says here, it says and, basically, we're
 4 trying to say, "Hey, we bought this because we
 5 think this is excellent for development."
 6 The best -- and we have studies that
 7 have indicated that. This is the best place for
 8 development we've got. Okay.
 9 MAYOR LICASTRO: Hold on. Hold on. So
 10 again, you know, I appreciate and respect your
 11 opinion. You know, there are other options than
 12 economic development that might be feasible. So,
 13 again, I wouldn't say we acquired the Bratenahl
 14 Center for development. We acquired the
 15 Bratenahl Center because we want to control the
 16 property. What we do with it is yet to be
 17 determined, and this study will give us guidance
 18 on what we should or shouldn't do.
 19 MS. BURKE-JONES: And that's exactly
 20 what we'll say. To determine it, as Jim has just
 21 said, to determine if we use it for development
 22 and/or used by Bratenahl. Okay?
 23 MR. McDONALD: The Village may have more
 24 facility square footage than it needs.
 25 MAYOR LICASTRO: Or can afford. I think

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1 we should change that and just move on. I think
 2 that's my concern.
 3 MS. HUFFMAN: At the end of the day,
 4 we're talking about space. We're really not --
 5 at this point in our conversation, to me, we're
 6 not focusing on what can be in there. We already
 7 know what kind of things can be in there, we're
 8 asking consultants to look at the space, giving
 9 us the space that we need or we're desiring to
 10 put things in it that we have in mind.
 11 And, surely, they will make suggestions
 12 about that, but it won't -- it won't have them
 13 focusing so much on what to put in there, if we
 14 spoiled them like that, like we want an assisted
 15 living, or we shouldn't even say things like
 16 that.
 17 MAYOR LICASTRO: We're not going to.
 18 But I think if we plant the seed, then we realize
 19 we may have more facility square footage than we
 20 need or can afford, and that will put them on the
 21 right path.
 22 MS. BURKE-JONES: Did you want to say
 23 something?
 24 MR. PUFFENBERGER: This may be a fine
 25 point, but I think there is a halfway point

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1 between making a definitive statement and saying
 2 "may", a word like "likely have" -- because that
 3 is absolutely true, we likely have, and I think
 4 that makes it a little -- it's not definitive,
 5 but it makes it a little stronger maybe.
 6 MAYOR LICASTRO: I won't get into
 7 semantics. I just didn't want to make a
 8 statement without offering a caveat, so whether
 9 it says "likely" or "may" I'm not going to
 10 quibble over that.
 11 MR. McDONALD: It would be a great place
 12 for a casino.
 13 (Laughter.)
 14 MS. BURKE-JONES: Jokingly, I always
 15 envisioned a gas station there.
 16 MAYOR LICASTRO: Oh, bite your tongue.
 17 Not a good idea. No, not a good idea.
 18 MS. BURKE-JONES: That is what we're
 19 trying to avoid.
 20 MAYOR LICASTRO: So have it read: "The
 21 Village likely has more facility square footage
 22 than it needs or can afford."
 23 MS. BURKE-JONES: Yes.
 24 MAYOR LICASTRO: All right?
 25 MS. HUFFMAN: Wait a minute. However,

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1 however, however, "It is our desire to be as
 2 contemporary as possible in the use of our
 3 space." Blah-blah-blah.
 4 I don't know what those words are, but
 17:55:12 5 we know what's going on around town with people
 6 refurbishing spaces and making them more
 7 streamlined, or whatever.
 8 MAYOR LICASTRO: I'm certain, given the
 9 trend we see in other communities, that will wash
 17:55:25 10 out in this process.
 11 MS. BURKE-JONES: So we go on here then
 12 and identify what we want and we try -- I know we
 13 talked about last time trying to reference the
 14 previous document that was prepared, how they had
 17:55:44 15 done it, so they can look into the document and
 16 see and reference that. And there was financial
 17 modeling prepared, it was not part of the report,
 18 as well, for the spaces that we should provide
 19 for them as well as the report, like for this
 17:56:06 20 fiscal analysis we also show the town meeting,
 21 November 2015.
 22 So, and then we have added the zoning
 23 that we've eliminated. We added the review of
 24 existing conditions again. I don't know, again,
 17:56:31 25 that refers to, remember they did analysis of all
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1 the buildings and how much -- how much
 2 maintenance was needed or -- I don't really know.
 3 Again, we had some significant work
 4 reviews done on the Bratenahl Center as well as
 17:56:51 5 on the Community Center, but maybe they should
 6 encapsulate that for presentation purposes for
 7 the report as well as maybe take another look at
 8 the Bratenahl Center again. I included it in
 9 here, although I don't think --
 17:57:06 10 MAYOR LICASTRO: I think that's well
 11 stated.
 12 MS. BURKE-JONES: Yeah. Okay. Good.
 13 Good.
 14 Then, okay, this is the program saying
 17:57:16 15 we're referencing the other program. And it does
 16 reference the fact that we are interested in the
 17 Bratenahl Center and how it might be utilized in
 18 the first five years because we have -- something
 19 has to happen, either we don't use it at all, and
 17:57:40 20 they don't occupy it all, and it just sits there
 21 in five years, and something may happen in five
 22 years and then what would be the eventual usage
 23 of it after five years and when the --
 24 MAYOR LICASTRO: Keep in mind, we have
 17:57:55 25 to offer them the option of using it for five
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1 years, even if they don't use it the first year
 2 or second year, we have to offer that for each of
 3 the five years.
 4 MS. BURKE-JONES: Exactly. That's why
 17:58:06 5 there is a contract in there showing -- again,
 6 showing the area that the -- for reference, the
 7 area that the school is definitely going to have
 8 and the only available area for us to use for
 9 however it might be used.
 17:58:22 10 And then -- then, of course, it says if
 11 -- if for some reason this -- this update program
 12 allocation -- if for some reason we decide that
 13 the -- that the Bratenahl Center is the -- we
 14 want that to be the hub of all activities for
 17:58:45 15 Bratenahl. Okay. That will, obviously, effect
 16 all the other ways that we have planned our
 17 facilities elsewhere in the community.
 18 So it's a trickle effect. Whatever we
 19 want to do at Bratenahl Center then will relate
 17:58:59 20 to other buildings, and we're asking them to then
 21 show that to us.
 22 MAYOR LICASTRO: Again, that's well
 23 phrased. This whole document is well drawn.
 24 MS. BURKE-JONES: Well, thank you. I
 17:59:11 25 hope it's not too much or too little, but thank
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1 you.
 2 And then the cost estimates - capital
 3 and will review -- reference the financial
 4 models. Does anybody have copies of those
 17:59:24 5 financial models? I had to dig a lot to find
 6 mine.
 7 MAYOR LICASTRO: If you have them share
 8 them with us.
 9 MS. BURKE-JONES: I'm getting silence,
 17:59:33 10 so I'm feeling that maybe the other people don't
 11 have those. It's all the different scenarios
 12 they have for -- I know people remember looking
 13 at them, different scenarios, and they also had
 14 evaluations of each individual building and
 17:59:53 15 operations, et cetera.
 16 Do you have a question, Tom?
 17 MR. McDONALD: When were they drawn and
 18 how old are they?
 19 MS. BURKE-JONES: They are the same
 18:00:01 20 models that were prepared when we did the study
 21 in 2015, so we want them to be updated.
 22 MAYOR LICASTRO: If you have them,
 23 Joyce, handy, send them off.
 24 MS. BURKE-JONES: We'll provide that to
 18:00:16 25 them so they understand the context of what we
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1 talk about. And, please, if anybody feels those
2 are inappropriate and don't want to use them as
3 an example, you need to indicate this here.

4 Then develop implementation plans,
18:00:34 5 that's pretty obvious here. And here we're
6 saying electronic and we're asking for three hard
7 copies, because most people use things electronic
8 anyway, but I figured the Village Hall would want
9 to have three for various files for utilization.

18:00:54 10 Then we do go here and talk about public
11 participation. Now you recall when we did the
12 other study, there were two presentations, never
13 did the third presentation. This one asks for
14 single presentation and gets down to how we're
18:01:14 15 going to be using this report, because it's not
16 only information for us, and so we can get
17 feedback and understand how we would like to
18 compete this report, but do you think we might
19 want to the utilize this for their bond issues or
18:01:37 20 -- what's your thoughts on this?

21 MS. HUFFMAN: Say it again, Joyce.

22 MAYOR LICASTRO: I'm not sure I follow
23 that, Joyce.

24 MS. BURKE-JONES: Are we going to use

18:01:50 25 this report updated, Facilities Plan and Land Use
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1 Strategy, as a document we might want to share
2 with people as we are moving forward with one of
3 the projects in --

4 MR. McDONALD: Are you talking about
18:02:04 5 sharing them with architects or construction?

6 MS. BURKE-JONES: No, I'm talking about
7 with community members.

8 MS. HUFFMAN: Absolutely, yes.

9 MR. McDONALD: That should be part of
18:02:14 10 the contract.

11 MS. BURKE-JONES: Okay. So we'll have
12 to keep that in mind, as we're looking at it,
13 that it explains things that somebody that may
14 have no context of what this is about but are
18:02:25 15 reading it because we're talking about getting
16 something somewhere that they can read it and
17 understand that.

18 Do you think we need to mention here
19 more than one meeting because it does cost money
18:02:36 20 to prepare for meetings and make presentations?

21 MAYOR LICASTRO: I would leave the door
22 open.

23 MS. BURKE-JONES: So we may have an
24 option for two meetings, a second meeting?

18:02:46 25 MAYOR LICASTRO: Yeah. I'd put that in
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1 there.

2 MS. BURKE-JONES: Okay. Option for
3 second. Again, we're asking them in the scope of
4 the proposal to make recommendations as to how --
18:02:55 5 what they might want to do as they're moving
6 forward. And that's what we're doing here. A
7 lot of -- try to keep it as open as possible.

8 And we are interested in a similar experience.

9 MAYOR LICASTRO: Joyce, did you have
18:03:18 10 Matty review this document?

11 MS. BURKE-JONES: Not yet. I will do
12 that next.

13 MAYOR LICASTRO: We need to have him do
14 that before we look at it at council.

18:03:28 15 MS. BURKE-JONES: Oh, definitely.
16 Without a doubt. As a matter of fact, that is
17 coming up in just a second. I have to deal with
18 how we're going to deal with the contract on
19 this. You might want to share the original
18:03:41 20 contract that we had, John, with Allegro. I

21 don't know what that contract was -- if it was a
22 good contract, or have we learned something and
23 want to make some changes to it.

24 It's helpful sometimes, I know if we
18:03:57 25 don't have a contract, also, for them to see, I

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1 know Dave Matty prefers them to have -- if it's
2 not in the RFP, we can't ask for it in the
3 contract.

4 So it requires us to add a bunch of
18:04:17 5 other little things in here. Like I was going to
6 mention here they need to prepare minutes of
7 meetings. It's kind of -- things like that end
8 up having to be added to this if we don't-- to
9 the RFP if we don't have a contract to share with
18:04:38 10 them when we send it out.

11 Does that make sense? No?

12 MAYOR LICASTRO: You know, I'm not sure
13 we can send out an old contract with this.

14 MS. BURKE-JONES: I'm not saying an old
18:04:49 15 contract, but it would be something for Dave
16 Matty to use in developing the actual final
17 contract.

18 MAYOR LICASTRO: I see what you're
19 saying. That's why he needs to weigh in on this.

18:05:00 20 MS. BURKE-JONES: Definitely. As a
21 matter of fact, I have a call into him today and
22 obviously I had no chance to respond.

23 So we will reference here, potentially,
24 if you see the contract, and even if we don't
18:05:19 25 have one available right away, a contract will be

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1 available, you know, online,
2 blah-blah-blah-blah-blah.
3 MAYOR LICASTRO: Actually, Joyce, what
4 usually happens is the winning proposal, they
5 come up with a contract and then we make certain
6 it meets our needs.

18:05:34

7 MS. BURKE-JONES: Well, I have had
8 problems with that. The problem is I -- I forgot
9 what contract it was that we let out, and then --
10 then Dave did not allow us to add things or make
11 clarifications to it because he felt that was not
12 indicated in the RFP.

18:05:51

13 MAYOR LICASTRO: I don't think we should
14 put the burden --

18:06:06

15 MS. HUFFMAN: I feel like we should
16 control it.

17 MAYOR LICASTRO: I don't agree. I think
18 they -- as part of their RFP, they should draft
19 the contract for us to review and tweak if
20 necessary, rather than us creating a contract.

18:06:17

21 MS. BURKE-JONES: Well, you know --
22 okay. I'll talk with Dave about that because
23 we've had some things that we were stuck with not
24 having things. Like you're going to do minutes

18:06:30

25 of meetings, it's going to cost extra money, no,
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1 can't add that to the contract. It's a simple
2 enough thing, and I think it's just Dave buying
3 into whatever it is we're going to be doing.

18:06:43

4 MR. McDONALD: We're assuming that the
5 people are going to respond to this are doing
6 this business all the time and they have
7 contracts for the same kind of projects, and
8 therefore they can start faster than we can.

9 MS. BURKE-JONES: You are absolutely
10 right. I'll check in with him.

18:06:56

11 So proposal evaluation. I also thought
12 I would add the four items that we had at the
13 beginning, I don't mention them too often.
14 They're real estate evaluation, experience, land
15 use planning, zoning evaluation, facility
16 assessment and planning, and fiscal impact
17 analysis, just so they know that they should be
18 -- we kind of mentioned it here, I guess that's
19 enough.

18:07:26

20 Then we say about interviews, and then
21 this is a schedule, and I know the contract will
22 not commence May 2019. Obviously, it came from
23 another -- that needs to be updated. But it's
24 all based on our -- our council schedule.

18:07:43

25 MAYOR LICASTRO: Yeah. I mean,
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18:08:11

1 something like this, we'll, obviously, have to
2 have a special meeting, like we have done in the
3 past, to interview applicants.

18:08:20

4 MS. BURKE-JONES: Yeah. That week of
5 April 5th, it also gives an opportunity to, you
6 know, we can make a decision that day, or we can
7 wait until our April meeting and somehow have
8 this approved at our May meeting and then -- so
9 the contract starts the day after our May
10 meeting.

18:08:40

11 MAYOR LICASTRO: It's a bit aggressive
12 of a timeline, but I think it's doable.

13 MS. BURKE-JONES: And I really wasn't
14 sure about the contract. It's best to try to
15 give an indication that we would like to move
16 forward with this, you know, as quickly as
17 possible. I don't want to say it's going to take
18 a year. It shouldn't.

18:08:53

19 I think the last time -- I think it took
20 about a half a year, wouldn't you say, John?

18:09:12

21 MAYOR LICASTRO: I think it did.

22 MS. BURKE-JONES: And, Jim, you were
23 involved in that, weren't you?

24 MR. PUFFENBERGER: Yeah, it took a year.

18:09:22

25 MS. BURKE-JONES: You think it took a
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1 year? So is it unrealistic to look at this as
2 happening by the end of this year?

18:09:36

3 MR. PUFFENBERGER: It's early February,
4 I don't think so. I would hope not.

5 MS. BURKE-JONES: We're saying October.
6 I highly doubt it's October. I see it more
7 likely in December. I would like to get some
8 kind of --

9 MAYOR LICASTRO: You have to have a
10 target.

18:09:49

11 MS. BURKE-JONES: Right. Exactly.

12 MAYOR LICASTRO: And if we get feedback,
13 it's not reasonable, we'll deal with that. I
14 think it's aggressive, but I think it's doable.

18:09:59

15 MR. PUFFENBERGER: It happened the last
16 time as well. The target was -- they indicated
17 the target a little bit too aggressive, and we
18 moved it. I think that's exactly what happened
19 last time. I think giving them an aggressive
20 target is the way to go, though.

18:10:15

21 MS. BURKE-JONES: Because of our review
22 and evaluation process, you know, we sometimes
23 extend the project longer, it's not necessarily
24 because of the client -- I mean because of the
25 consultant.

18:10:28

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1 Okay. So then we talk about the
 2 pre-proposal. I'll mention again that it will be
 3 online, and we say here the meeting is not
 4 mandatory, do you agree with that?
 18:10:43 5 MS. HUFFMAN: That's correct.
 6 MAYOR LICASTRO: Yeah. We can't force
 7 them. They'll be on it, but you can't make it
 8 mandatory.
 9 MS. BURKE-JONES: Sometimes we do, but I
 18:10:52 10 don't see why we should.
 11 MS. HUFFMAN: They'll have access to the
 12 recording, so --
 13 MS. BURKE-JONES: Well, sometimes this
 14 is how clients finally determine if they know who
 18:11:07 15 they who's bidding -- well, if they find out
 16 whoever has bid on this they know is a bidder,
 17 but I don't think it's not necessarily -- not
 18 bidder, but the bidding of a proposal.
 19 And this is where we talk about response
 18:11:21 20 and they can't ask questions before 72 hours.
 21 Now, and here again, the proposal, and I will
 22 change the time again to 12, and it goes to the
 23 fiscal officer, and then that can just -- she can
 24 distribute to -- and it's only electronic, as you
 18:11:44 25 notice, which seems to really work the best for
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1 us, so --
 2 MAYOR LICASTRO: Yes.
 3 MS. BURKE-JONES: And actually it takes
 4 a lot of extra time to do all that printing, et
 18:11:52 5 cetera, so it's really best for everybody.
 6 MAYOR LICASTRO: Section H, I would
 7 leave that up to Matty to come up with, make sure
 8 he signs off.
 9 MS. BURKE-JONES: And that's from past
 18:12:05 10 documents he has reviewed as well as the
 11 Condition Submission, those are items that he
 12 reviewed. Yeah. They're all from -- that he has
 13 reviewed and approved, but, again he needs to
 14 review that again.
 18:12:28 15 Any other issues?
 16 MAYOR LICASTRO: I think this is a
 17 well-drafted document. We made some tweaks, and
 18 let's rock and roll.
 19 MS. MEADE: I have a couple of comments.
 18:12:44 20 MS. BURKE-JONES: Yes. Let me check
 21 first, Pat, with Rod and Tom and Jim, who are
 22 committee members, but have you had a chance to
 23 communicate everything you feel?
 24 MR. McDONALD: Yeah.
 18:13:00 25 MR. PUFFENBERGER: Just a little
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1 grammatical thing, I noticed, if I may, just a
 2 small grammatical thing.
 3 MS. BURKE-JONES: Only one?
 4 MR. PUFFENBERGER: My sister was an
 18:13:14 5 English teacher, so these things --
 6 MS. BURKE-JONES: There has to be at
 7 least two or three per page here.
 8 MR. PUFFENBERGER: There is just an
 9 apostrophe missing in section B, and that's all.
 18:13:26 10 Fourth paragraph down, It says: "Utilizes it
 11 lease," it should say "it's lease," apostrophe S.
 12 MAYOR LICASTRO: That's getting to the
 13 weeds in that one.
 14 MR. PUFFENBERGER: That's what happens
 18:13:38 15 when your older sister is an English teacher.
 16 MAYOR LICASTRO: So circle it in red,
 17 put minus 5 and give back to Joyce.
 18 MS. BURKE-JONES: I think I mentioned to
 19 you before, before they had Spell Check, and I am
 18:13:56 20 that old, we would joke around asking how to
 21 spell words and we could come up with at least
 22 five ways of spelling any word in the
 23 architecture -- Okay.
 24 MR. PUFFENBERGER: I just want to say,
 18:14:14 25 Joyce, I think you did an outstanding job and
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1 thank you.
 2 MS. BURKE-JONES: Well, thank you.
 3 MS. HUFFMAN: Outstanding.
 4 MAYOR LICASTRO: Here, here.
 18:14:22 5 MS. BURKE-JONES: But, obviously, we
 6 cannibalized a few other documents here to -- no
 7 reason to come up with something absolutely new
 8 if you can't use things that worked well before.
 9 Okay. Good. And, Pat, yes. Now Pat.
 18:14:37 10 MS. MEADE: Okay. Just a couple of
 11 things, and, again, it looks really good.
 12 Things to consider, under background,
 13 you mentioned the population. I don't know if it
 14 would be helpful for potential bidders to know
 18:14:53 15 how many employees the Village has, if they're
 16 trying to figure out space issues and having an
 17 organizational structure or an organizational
 18 chart, so if they knew that you had 30 full-time
 19 employees, it might make a difference, or if you
 18:15:09 20 had a hundred employees, that they're trying to
 21 figure out what kind of space is needed.
 22 MS. BURKE-JONES: How many employees do
 23 we have right now, John?
 24 MAYOR LICASTRO: I think there are 30 or
 18:15:20 25 35 total.
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1 MR. BURKE-JONES: If you could have just
 2 let me know how many there are.
 3 MAYOR LICASTRO: As we go through the
 4 process, they'll be asking those questions.
 5 MS. BURKE-JONES: But it's helpful for
 6 them to know when they review it.
 7 MAYOR LICASTRO: We have an
 8 organizational chart, so we can get those from
 9 Miss Cooks.
 10 MS. MEADE: Good. And then on page 3
 11 under the header of "Action Resulting to Date"
 12 under the first bullet, just to be consistent,
 13 where you have the last line "no financed" with a
 14 "D" so it matches your next to last bullet on the
 15 end of page 3 where you've got "no financed" with
 16 a "D" as well.
 17 MS. BURKE-JONES: Okay.
 18 MS. MEADE: Are you following me?
 19 MS. BURKE-JONES: I know what you're
 20 referring to.
 21 MAYOR LICASTRO: It should be past
 22 tense. "Financed." Another minus 5.
 23 MS. MEADE: No. No. No.
 24 MS. BURKE-JONES: I figure I'm winning.
 25 MS. MEADE: And then on page 4, under
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1 guess that probably will work better under -- we
 2 ourselves will be leasing -- but "leasing to
 3 others." Okay. We'll just do that. "Lease to
 4 others."
 5 MS. MEADE: And then on page 5, about a
 6 little past halfway where it starts the paragraph
 7 "Community Facilities Master Plan," at the very
 8 end it's three hard copies. You may want to put
 9 that in bold as people scan through so it jumps
 10 out.
 11 I think the only other comment I had was
 12 under the "Public Participation." You had
 13 mentioned minutes -- I don't know if you also
 14 wanted to make sure that they budgeted or allowed
 15 for it because if they have to create any
 16 material like a PowerPoint or a slide deck or a
 17 handout, that all those kinds of costs are built
 18 into that public participation, whatever it might
 19 involve.
 20 MR. BURKE-JONES: I assume, but never
 21 assume. I'll mention in providing whatever is
 22 required.
 23 MS. MEADE: And then I think you caught
 24 all of the dates and the time changes, I wasn't
 25 sure on page 7 at the very top, the first line,
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1 the bullet: "Economic and Fiscal Impact
 2 Analysis," the next to last sub-bullet -- it
 3 says, "investigate possibility of leasing to" --
 4 I wasn't sure if you wanted to fill that in or if
 5 it was left intentional?
 6 MS. BURKE-JONES: Oh, I can't remember
 7 what I was about to say there. Somebody --
 8 MS. MEADE: You don't have to answer
 9 now. I just noticed -- I didn't know if it was
 10 left blank on purpose or if you meant to complete
 11 your thought.
 12 MR. McDONALD: They can fill the blank
 13 in.
 14 MS. BURKE-JONES: Oh, you know what it
 15 was, it was incubator. We were talking about --
 16 and I will come up with something else.
 17 MS. HUFFMAN: Was it developer?
 18 MS. BURKE-JONES: Well, lease to a
 19 developer, that would be another point.
 20 MR. PUFFENBERGER: You can leave it wide
 21 open and say simply "leasing to another entity."
 22 MS. BURKE-JONES: I think the point that
 23 Keith was trying to say was that the Village
 24 would actively have in their building spaces that
 25 we could have incubator firms working, so, but I
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1 "there will be a pre-proposal," just to make sure
 2 2018 got changed. I think you caught the rest of
 3 them.
 4 And it looks really good, Joyce, and
 5 committee.
 6 MS. BURKE-JONES: There was a lot of
 7 work done by the committee last time in reviewing
 8 it to expand the scope of what we were asking of
 9 the consultant.
 10 And you know what, it might have
 11 helpful, also, Mayor, if we could identify how
 12 much we paid for that initial report, because
 13 that might have helpful for the finance committee
 14 to --
 15 MAYOR LICASTRO: What report is this,
 16 Joyce? What report?
 17 MS. BURKE-JONES: The 2015 report. I
 18 don't know if we can track it, it's at the
 19 beginning of 2015 or the end of 2014. The
 20 original report.
 21 MS. MEADE: Was that Allegro and Chris?
 22 MS. BURKE-JONES: It was the Allegro
 23 report.
 24 MS. MEADE: I think, wasn't that around
 25 \$70,000?
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1 MS. BURKE-JONES: Could have been. I
 2 just know in our original RFP sending it out, I
 3 think we just said 50 or something, so it would
 4 be nice to know actually what that was, so we
 18:20:35 5 can --
 6 MAYOR LICASTRO: Well, you all have
 7 copies of that legislation, you guys approved it.
 8 I'm being coy.
 9 MR. PUFFENBERGER: See that filing
 18:20:47 10 cabinet there, it's right there.
 11 (Laughter.)
 12 MS. BURKE-JONES: Sometimes there may be
 13 addendums to the contracts and it can be added or
 14 subtracted from it, so it's helpful to look it up
 18:21:01 15 and just see --
 16 MAYOR LICASTRO: We love going in that
 17 safe and taking that stuff out. It's so much
 18 fun.
 19 MR. McDONALD: We've talked about this
 18:21:10 20 where they just come back and competitively
 21 price.
 22 MS. BURKE-JONES: Well, it was -- the
 23 thing is, too, these are bids.
 24 MR. McDONALD: I understand that.
 18:21:23 25 MS. BURKE-JONES: Yeah. But, yeah, so
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1 it is how much they're asking is going to make a
 2 difference, it will be one of the criteria. Did
 3 I mention the cost is one of the criteria we
 4 review?
 18:21:38 5 MR. McDONALD: Why would you give them a
 6 benchmark?
 7 MS. BURKE-JONES: Are you saying you
 8 would like to see a benchmark or not a benchmark?
 9 MAYOR LICASTRO: He's saying no.
 18:21:48 10 MS. BURKE-JONES: I'm just saying
 11 internally so we know what the other report is.
 12 It was determined in our last meeting that these
 13 did not show --
 14 MAYOR LICASTRO: Let's play that by ear.
 18:22:03 15 Let's look at the last one and determine -- we'll
 16 talk about it on the 17th.
 17 MS. BURKE-JONES: Right.
 18 MAYOR LICASTRO: Are we done? Can I go
 19 now?
 18:22:12 20 MS. BURKE-JONES: Yes, you may go. May
 21 I have a -- can we adjourn the meeting? May I
 22 have someone --
 23 MS. HUFFMAN: So moved.
 24 MS. BURKE-JONES: I second. All in
 18:22:29 25 favor?
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1 MS. HUFFMAN: Aye.
 2 MAYOR LICASTRO: Aye.
 3 Take care everybody. Thanks. Stay
 4 warm.
 18:22:34 5 MS. BURKE-JONES: You, too. Bye-bye.
 6 - - - - -
 7 (Whereupon, the meeting was adjourned at
 8 6:26 p.m.)
 9 - - - - -
 10
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1 CERTIFICATE
 2
 3
 4
 5
 6 I, Kelli R. Page, do hereby certify that as
 7 such Reporter I took down in Stenotypy all of the
 8 proceedings had in the foregoing transcript; that I
 9 have transcribed my said Stenotype notes into
 10 typewritten form as appears in the foregoing
 11 transcript; that said transcript is the complete
 12 form of the proceedings had in said cause and
 13 constitutes a true and correct transcript therein.
 14
 15 *Kelli R. Page*
 Kelli R. Page, Notary Public
 within and for the State of Ohio
 16 My commission expires October 30, 2025.
 17
 18
 19
 20
 21
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