

**MINUTES – REGULAR SESSION**  
**Board of Park Commissioners & Governing Board of the**  
**LORAIN COUNTY METROPOLITAN PARK DISTRICT**

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**Date:** Thursday, February 29, 2024  
**Time:** 11:08 a.m.  
**Place:** Carlisle Visitor & Administrative Center  
**Present:** Commissioners: Sherrill M. McLoda, Chairman  
Joseph E. Hribar, Vice-Chairman  
Kenneth M. Lieux  
Legal Counsel: Dennis M. O'Toole  
Director/Secretary: James E. Ziemnik  
Park Staff: Jennifer L. Bracken, Assistant Director  
Bonnie J. Burns, Administrative Services Manager/Treasurer  
Michael S. McAndrews, Planning Supervisor  
Mariah Deitz, Public Information Officer  
Absent: Paul J. Hruby, Jr., Assistant Director/Chief Ranger  
Joani Longbrake, Secretary  
Visitors: None

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**OPENING OF MEETING**

Roll call by Director/Secretary: Sherrill M. McLoda – Aye  
Joseph E. Hribar – Aye  
Kenneth M. Lieux – Aye

Chairman McLoda declared all members present and opened the meeting.

**OLD BUSINESS:**

- A. Approval of the Minutes of the January 25, 2024 Regular Session. The Minutes were distributed prior to the meeting, enabling the commissioners to read them in advance. Commissioner Hribar motioned and Commissioner Lieux seconded the motion for approval; motion passed unanimously this 29th day of February, 2024.
- B. The Director/Secretary advised the Board of the Statement of Accounts.
- C. **Resolution 2024-10.** Payment of accounts payable. Motion by Commissioner Lieux for adoption of Resolution for payment of line items on the Cash Disbursements Journal for the period of January 1 to January 31, 2024 and on the Aged Payables reports dated January 31 and February 28, 2024; and ratification of payments on Exhibit A; seconded by Commissioner Hribar. The Chairman then called for the individual line-item votes of the Commissioners to be approved for payment by at least a majority of the Commissioners, and be certified by the Treasurer and Secretary of the Board of Park Commissioners for issuance of checks for payment. The line-item votes of the Commissioners were cast as follows:

Commissioner McLoda: Affirmative for all line items on the Cash Disbursements Journal for the period of January 1 to January 31, 2024 and on the Aged Payables reports dated January 31 and February 28, 2024 and affirmative for ratification of payments on Exhibit A.

Commissioner Hribar: Affirmative for all line items on the Cash Disbursements Journal for the period of January 1 to January 31, 2024 and on the Aged Payables reports dated January 31 and February 28, 2024 and affirmative for ratification of payments on Exhibit A.

Commissioner Lieux: Affirmative for all line items on the Cash Disbursements Journal for the period of January 1 to January 31, 2024 and on the Aged Payables reports dated January 31 and February 28, 2024 and affirmative for ratification of payments on Exhibit A.

**RESOLUTION 2024-10:**

BE IT RESOLVED by the Board of Park Commissioners of the Lorain County Metropolitan Park District that we deem it necessary and in the best public interest to ratify the payments on Exhibit A and to direct and authorize the issuance of checks for payment of all line items on the Cash Disbursements Journal for the period of January 1 to January 31, 2024 and on the Aged Payables reports dated January 31 and February 28, 2024, as approved for payment by vote of at least a majority of the Board of Park Commissioners. The Cash Disbursements Journal, Aged Payables

reports, Exhibit A, and the commissioners' votes are hereby made a part of the Minutes of this meeting on February 29, 2024.

Sherrill M. McLoda – Aye  
Joseph E. Hribar – Aye  
Kenneth M. Lieux – Aye

ATTEST \_\_\_\_\_ APPROVED \_\_\_\_\_  
James E. Ziemnik, Director/Secretary Sherrill M. McLoda, Chairman

**NEW BUSINESS:**

- A. **Resolution 2024-11.** The Board of Park Commissioners certified the Annual Financial Report for the fiscal year ending December 31, 2023 and authorized filing the report with the Auditor of State and publishing such portions as prescribed by the State Auditor; motioned by Commissioner Hribar, seconded by Commissioner Lieux, passed unanimously this 29th day of February 2024.

**RESOLUTION 2024-11:**

BE IT RESOLVED by the Board of Park Commissioners of the Lorain County Metropolitan Park District that we deem it necessary and in the best public interest to certify the Annual Financial Report for the fiscal year ending December 31, 2023 and authorize filing the report with the Auditor of State and publishing such portions as prescribed by the State Auditor.

ATTEST \_\_\_\_\_ APPROVED \_\_\_\_\_  
James E. Ziemnik, Director/Secretary Sherrill M. McLoda, Chairman

- B. **Resolution 2024-12.** The Board of Park Commissioners adopted the 2024 Permanent Budget; motioned by Commissioner Lieux, seconded by Commissioner Hribar, passed unanimously this 29th day of February 2024.

**RESOLUTION 2024-12:**

BE IT RESOLVED by the Board of Park Commissioners of the Lorain County Metropolitan Park District that we deem it necessary and in the best public interest to adopt the 2024 Permanent Budget.

ATTEST \_\_\_\_\_ APPROVED \_\_\_\_\_  
James E. Ziemnik, Director/Secretary Sherrill M. McLoda, Chairman

- C. **Resolution 2024-13.** The Board of Park Commissioners accepted the 2023/2024 Tax Rate Calculations (dated January 3, 2024) from the Lorain County Auditor Tax Settlement Department; motioned by Commissioner Hribar, seconded by Commissioner Lieux, passed unanimously this 29th day of February 2024.

**RESOLUTION 2024-13:**

BE IT RESOLVED by the Board of Park Commissioners of the Lorain County Metropolitan Park District that we deem it necessary and in the best public interest to accept the 2023/2024 Tax Rate Calculations (dated January 3, 2024) from the Lorain County Auditor Tax Settlement Department.

ATTEST \_\_\_\_\_ APPROVED \_\_\_\_\_  
James E. Ziemnik, Director/Secretary Sherrill M. McLoda, Chairman

- D. **Resolution 2024-14.** The Board of Park Commissioners accepted the terms of the donation, grant, or trust on 2024 Donation Exhibit #1, the same having been approved by Journal Entry of the Probate Court and directed the Director/Secretary to reflect said acceptance in the record of donations of the Park District; motioned by Commissioner Lieux, seconded by Commissioner Hribar, passed unanimously this 29th day of February 2024.

**RESOLUTION 2024-14:**

BE IT RESOLVED by the Board of Park Commissioners of the Lorain County Metropolitan Park District that we deem it necessary and in the best public interest to accept the terms of the donation, grant, or trust on 2024 Donation Exhibit #1, the same having been approved by Journal Entry of the Probate Court and direct the Director/Secretary to reflect said acceptance in the record of donations of the Park District.

ATTEST \_\_\_\_\_ APPROVED \_\_\_\_\_  
James E. Ziemnik, Director/Secretary Sherrill M. McLoda, Chairman

- E. **Resolution 2024-15.** The Board of Park Commissioners acknowledged the donation, grant, or trust on 2024 Donation Exhibit #2 and authorized legal counsel to make application to Probate Court for approval pursuant to Ohio Revised Code and secure Journal Entry of the Probate Court; motioned by Commissioner Hribar, seconded by Commissioner Lieux, passed unanimously this 29th day of February 2024.

**RESOLUTION 2024-15:**

BE IT RESOLVED by the Board of Park Commissioners of the Lorain County Metropolitan Park District that we deem it necessary and in the best public interest to acknowledge the donation, grant, or trust on 2024 Donation Exhibit #2 and authorize legal counsel to make application to Probate Court for approval pursuant to Ohio Revised Code and secure Journal Entry of the Probate Court.

ATTEST \_\_\_\_\_ APPROVED \_\_\_\_\_  
James E. Ziemnik, Director/Secretary Sherrill M. McLoda, Chairman

- F. **Resolution 2024-16.** The Board of Park Commissioners authorized the extension of the current agreement with Private Security Alarm Services of Grafton for monitoring, inspection, and servicing the security alarms at all Park District facilities for one year beginning March 1, 2024; motioned by Commissioner Lieux, seconded by Commissioner Hribar, passed unanimously this 29th day of February 2024.

**RESOLUTION 2024-16:**

BE IT RESOLVED by the Board of Park Commissioners of the Lorain County Metropolitan Park District that we deem it necessary and in the best public interest to authorize the extension of the current agreement with Private Security Alarm Services of Grafton for monitoring, inspection, and servicing the security alarms at all Park District facilities for one year beginning March 1, 2024.

ATTEST \_\_\_\_\_ APPROVED \_\_\_\_\_  
James E. Ziemnik, Director/Secretary Sherrill M. McLoda, Chairman

- G. **Resolution 2024-17.** The Board of Park Commissioners authorized the Director/Secretary to execute Amendment to the Forest Hills Golf Center Concessionaire Agreement with TSP Enterprises to extend the term of the Agreement for an additional period of five (5) years commencing March 1, 2024 and ending at the close of business on February 28, 2029, and all with the approval of legal counsel as to form; motioned by Commissioner Hribar, seconded by Commissioner Lieux, passed unanimously this 29th day of February 2024.

**RESOLUTION 2024-17:**

BE IT RESOLVED by the Board of Park Commissioners of the Lorain County Metropolitan Park District that we deem it necessary and in the best public interest to authorize the Director/Secretary to execute Amendment to the Forest Hills Golf Center Concessionaire Agreement with TSP Enterprises to extend the term of the Agreement for an additional period of five (5) years commencing March 1, 2024 and ending at the close of business on February 28, 2029, and all with the approval of legal counsel as to form.

ATTEST \_\_\_\_\_ APPROVED \_\_\_\_\_  
James E. Ziemnik, Director/Secretary Sherrill M. McLoda, Chairman

- H. **Resolution 2024-18.** The Board of Park Commissioners accepted the Administration's recommendation of Schirmer Construction, LLC of North Olmsted, Ohio for professional design and build services for the French Creek Greenway – Trail and Boardwalk Connection Project (Abbe Road to French Creek Drive) at a cost not to exceed \$690,660.66 and authorized the Director/Secretary to enter into agreement with said company, all with the approval of legal counsel as to form; motioned by Commissioner Lieux, seconded by Commissioner Hribar, passed unanimously this 29th day of February 2024.

**RESOLUTION 2024-18:**

BE IT RESOLVED by the Board of Park Commissioners of the Lorain County Metropolitan Park District that we deem it necessary and in the best public interest to accept the Administration's recommendation of Schirmer Construction, LLC of North Olmsted, Ohio for professional design and build services for the French Creek Greenway – Trail and Boardwalk Connection Project (Abbe Road to French Creek Drive) at a cost not to exceed \$690,660.66 and we authorize the Director/Secretary to enter into agreement with said company, all with the approval of legal counsel as to form.

ATTEST \_\_\_\_\_ APPROVED \_\_\_\_\_  
James E. Ziemnik, Director/Secretary Sherrill M. McLoda, Chairman

- I. **Resolution 2024-19.** The Board of Park Commissioners authorized extension of the contract with Jackson-Dieken Associates Inc. of Westlake for law enforcement, public officials and property/liability insurance for the Park District for an additional year effective March 1, 2024 to March 1, 2025; motioned by Commissioner Hribar, seconded by Commissioner Lieux, passed unanimously this 29th day of February 2024.

**RESOLUTION 2024-19:**

BE IT RESOLVED by the Board of Park Commissioners of the Lorain County Metropolitan Park District that we deem it necessary and in the best public interest to authorize extension of the contract with Jackson-Dieken Associates Inc. of Westlake for law enforcement, public officials and property/liability insurance for the Park District for an additional year effective March 1, 2024 to March 1, 2025.

ATTEST \_\_\_\_\_ APPROVED \_\_\_\_\_  
James E. Ziemnik, Director/Secretary Sherrill M. McLoda, Chairman

- J. **Resolution 2024-20.** Upon being advised that three responsive proposals were received for Managed Information Technology Services for the Park District, the Board of Park Commissioners accepted the proposal received from Iler Networking & Computing of Sheffield Village, Ohio, which the scoring team determined was the most highly qualified company, and authorized the Director/Secretary to enter into a one-year agreement with said company beginning upon execution of the agreement, with an option of up to four one-year extensions (total agreement period not to exceed five years), all with approval of legal counsel as to form; motioned by Commissioner Lieux, seconded by Commissioner Hribar, passed unanimously this 29th day of February 2024.

**RESOLUTION 2024-20:**

BE IT RESOLVED by the Board of Park Commissioners of the Lorain County Metropolitan Park District that upon being advised that three responsive proposals were received for Managed Information Technology Services for the Park District, we deem it necessary and in the best public interest to accept the proposal received from Iler Networking & Computing of Sheffield Village, Ohio, which the scoring team determined was the most highly qualified company, and we authorize the Director/Secretary to enter into a one-year agreement with said company beginning upon execution of the agreement, with an option of up to four one-year extensions (total agreement period not to exceed five years), all with approval of legal counsel as to form.

ATTEST \_\_\_\_\_ APPROVED \_\_\_\_\_  
James E. Ziemnik, Director/Secretary Sherrill M. McLoda, Chairman

- K. Reports, requests, and comments of the Director/Secretary
- L. Questions, requests, and comments from the Commissioners to the Management
- M. Questions, requests, and comments from the public to the Commissioners and to the Management
- N. Reports, requests, and comments of Legal Counsel
- O. Commissioner Hribar motioned and Commissioner Lieux seconded the motion to adjourn into Executive Session at 11:50 a.m. for the purpose of discussing personnel in accordance with Ohio Revised Code Section 121.22 (G) (1) through (6), and all members concurred. Roll call:

Sherrill M. McLoda – Aye  
Joseph E. Hribar – Aye  
Kenneth M. Lieux – Aye

- P. Chairman Lieux declared that the Executive Session was completed at 12:56 p.m. and returned to Regular Session. No action was taken in the Executive Session.

- Q. **Resolution 2024-21.** The Board of Park Commissioners authorized the extension of the Director/Secretary's term of employment an additional year according to the terms and conditions contained in the Addendum to Employment Agreement and incorporated into this motion, retroactive to January 1, 2024, and authorized the Chairman to sign the Addendum on behalf of the Park District, all with the approval of legal counsel as to form; motioned by Commissioner Hribar, seconded by Commissioner Lieux, passed unanimously this 29th day of February 2024.

**RESOLUTION 2024-21:**

BE IT RESOLVED by the Board of Park Commissioners of the Lorain County Metropolitan Park District that we deem it necessary and in the best public interest to authorize the extension of the Director/Secretary's term of employment an additional year according to the terms and conditions contained in the Addendum to Employment Agreement and incorporated into this motion, retroactive to January 1, 2024, and we authorize the Chairman to sign the Addendum on behalf of the Park District, all with the approval of legal counsel as to form.

ATTEST \_\_\_\_\_ APPROVED \_\_\_\_\_  
James E. Ziemnik, Director/Secretary Sherrill M. McLoda, Chairman

R. There being no further old or new business, the Chairman entertained a motion for adjournment. Commissioner Lieux motioned and Commissioner Hribar seconded the motion for adjournment. There being no objections or dissenting votes, the meeting adjourned at 12:57 p.m.

ATTEST \_\_\_\_\_ APPROVED \_\_\_\_\_  
James E. Ziemnik, Director/Secretary Sherrill M. McLoda, Chairman