

**PORT CLINTON CITY COUNCIL MINUTES
SPECIAL MEETING**

The June 17, 2025, special meeting of the Port Clinton City Council was held in the Linda Hartlaub City Hall Chambers. Lisa Sarty, President of Council presided, and the meeting opened at 6:05 p.m.

Mr. Tarolli moved to appoint Beth Gillman as acting Council Clerk; seconded by Ms. Hovis. All agreed.

The roll was called, and the following council members were present: Pat Hovis, Beth Gillman, Margaret Phillips, Cathy King, Richard Morgan and Avery Robinson. Jerry Tarolli excused.

Discussion:

To discuss the financial options for a twelve-month period regarding the acquisition of the new City Hall building and possible reuse of the current City Hall building.

Mr. Below provided each Council member with a proposal from CPL Architecture, Ron Cocco for a preliminary assessment of the current square footage of 1868 E. Perry Street to also include available square footage at 201 Madison Street (NWS Building). The quote for services is \$44,000. The proposal includes probable construction costs for 201 Madison Street. The high range of full interior demo and reconstruction to meet City Hall needs is \$2,010,000. The low range partial interior demo and reconstruction is \$1,075,000.

If we choose to use CPL Architecture the Criteria Architect would provide a preliminary plan with a broad scope and schematic design based on the City's needs.

Then there would be a request for qualifications provided by the public contractors. A deadline for submitting proposals from contractors with similar scope of work experience will be provided. Then the City would competitively award the contract for the renovation of 201 Madison Street.

The closing of 201 Madison Street is scheduled for July 28, 2025.

The reason for this meeting is to present the proposal and advise that there will be an ordinance in the near future. The ordinance will be a bond anticipation note similar to the ordinance for the W. Lakeshore Drive revetment project which is mostly funded and managed by ODOT. The future ordinance will be for future acquisition of 201 Madison Street, to also include the closing costs of \$790,000. The ordinance will also include the Criteria Architect proposal of \$44,000. Once the competitive bids have been submitted an additional ordinance will be presented. City Hall and Port Clinton Police Department staff will be moving to 201 Madison Street.

At the next Council meeting, June 24, 2025, there will be an ordinance presented to cover the above costs. The ordinance will be for a bond anticipation note and authorize the Auditor to "not exceed a certain dollar amount".

There will be additional ordinances in the future once bid submittals are provided for the renovation of 201 Madison Street. The future ordinance will be for long-term bonds with a 20-year pay-off term.

Mr. Morgan inquired did we anticipate over \$2,000,000 for renovation of 201 Madison Street.

Mr. Below advised that this is a preliminary opinion at a high range (with all the bells and whistles) and low range provided also. The Administration was not surprised by the price range.

Mr. Morgan inquired, do we know approximate payment each year for a 20-year bond?

Mr. Below advise there are several unknown variables (interest rates unknown). In the end, whatever the number is it won't be something the city cannot afford.

Ms. Phillips inquired if the current City Hall location will be sold or leased.

Mr. Below stated there has been some interest. However, the city has not received any offers as of yet. We have plenty of time to figure it out.

Ms. Phillips inquired what do we think we can sell the current city hall location to set off the purchase of 201 Madison Street.

Mr. Below advised there will be an appraisal to the current city hall location and 201 Madison Street. At that time a selling price will be available.

Mrs. Gillman inquired if this was the only architectural firm available.

Mr. Below advised that there were two available. Mr. Colston and Mr. Nusser interviewed both. They were more impressed with CPL Architecture's credentials and availability.


Mr. Below stated the proposal provided is an estimate. The final budget to be approved will be in a contractual agreement that Council will need to approve with a budget cap included.

The ordinance bond anticipation note (BAN) will be presented on June 24, 2025, Council meeting will have a "not to exceed amount". The number provided will be on the high range to cover any scenarios, unexpected costs and who knows what could happen if inflation spikes.

The ordinance that will be presented on June 24, 2025, to the Council, Administration will be requesting Council to consider adopting at the first reading. This will allow notes to be issued, Bond Council to be satisfied and all in order for the closing for 201 Madison Street on July 28, 2025.

ADJOURNMENT

With no further business to discuss Ms. Phillips moved to adjourn; seconded by Ms. Hovis. With all those in favor, the meeting was adjourned at 6:20 p.m.


Sandra Ostheimer
Clerk of Council


Lisa Sarty
President of Council



June 16, 2025

VIA EMAIL ONLY

pcssd@portclinton-oh.gov

Mr. Tracy Colston
Safety Service Director
City of Port Clinton, Ohio
1868 E. Perry Street
Port Clinton, OH 43452

**Re: Proposal for Initial Criteria Architect Design Services
Interior & Exterior Alterations to Existing NWS Building
201 Madison Street
Port Clinton, OH 43452**

CPL No: P25.18259.00

Dear Mr. Colston:

CPL Architecture has prepared this proposal to provide Criteria Architect design services for the project referenced above. To facilitate your review of our proposal, it has been organized as follows:

- Scope of Work
- Scope of Services
- Proposed Design Team
- Fee Proposal
- Qualifications and Assumptions
- Authorization/Agreement

SCOPE OF WORK

Proposed miscellaneous Interior and Exterior Alterations to existing NWS Office Building in Port Clinton, Ohio that will include:

1. Interior demo and redesign to achieve desired multi floor layout for City Hall & Police Station operations
2. Potential redesign/replacement of existing exterior facade.
3. Repair/replace exterior windows where needed.
4. Abatement of ACM material where needed in areas of new work.
5. Repair / replacement of HVAC Equipment where needed
6. Upgrade/ replace HVAC Building Automation System (BAS)
7. New backup emergency power system



8. Revise / repurpose existing banking drive-thru service
9. Achieve compliance to new Ohio Existing Building Code

SCOPE OF SERVICES

Programming/Visioning

- Organize a start-up meeting with consultants and Owner's representative
- Prepare preliminary Project Schedule
- Develop Preliminary Opinion of Probable Construction Cost
- Develop electronic drawing data base of the existing building plans and elevations from archival drawings and field verification site visits
- Prepare and develop, with Owner input, preliminary Space Allocation and Program of Requirements

Site Analysis

- Field verification and documentation of existing conditions
- Assist City in obtaining quotes from vendors to conduct hazardous materials survey of the building.
- Review and evaluate Commercial Building Inspection Report contracted separately by the City of Port Clinton.

Schematic Design

- Meet with Owner and representatives to discuss project criteria
- Develop conceptual plans and designs
- Generate engineering design concepts for infrastructure
- Develop preliminary interior space utilization and design concept
- Refine the Project Schedule
- Refine Preliminary Opinion of Probable Construction Cost

Note: The Scope of Services includes the following consulting disciplines:

- Architectural/General trades
- Mechanical Engineering (Fire Protection, Plumbing, HVAC)
- Electrical Engineering (Power, Lighting, Fire Alarm, Technology)
- Structural Engineering

PROPOSED DESIGN TEAM

Architectural

CPL Architecture
6125 South Broadway
Lorain, Ohio 44053

phone: (440) 759-4030
e-mail: rcocco@CPLteam.com

Ron Cocco, AIA – Principal
Steve Jurelis – Principal/Lead Architect
Chris Cocco – Project Designer

Structural & MEP consultants if needed will be determined following start-up meeting



FEE PROPOSAL

CPL proposes to provide the above-listed services for a Lump Sum Fee, plus reimbursable expenses as requested.

1. Programming / Site Analysis / Schematic Design \$44,000.00

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

- Plotting and Printing
- Postage of Packages and Delivery Services, if required
- Milage associated with the project, billed at current IRS rates

Reimbursable expenses are estimated to cost \$1,000

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

Hazardous Material Sampling, Testing and Report:

This service is not included in the above proposed fee, but it will be contracted separately by the City of Port Clinton with assistance of CPL. Estimated Cost: \$5,000

QUALIFICATIONS AND ASSUMPTIONS

The following qualifications and assumptions are being made:

- Our team shall have no responsibility for the identification, presence, handling, removal or disposal of Hazardous Containing Materials (HCM) in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances. The Owner shall inform our team of all known or suspected hazardous substances, materials or constituents that may be present at the site.
- It is assumed that all major utilities and central systems are adequate to support the project.
- Preliminary Opinion of Probable Construction Cost:

1. Area (Approx.) Breakdown of Existing City Hall & Police Station (E. Perry Street)
Police Station Operations.....6,700 SF
City Hall Operations.....7,235 SF

TOTAL EXISTING GROSS AREA: 14,232 SF



2. Area (Approx.) Breakdown of NWS Building (Madison Street)	
Basement.....	500 SF +/-
First Floor.....	5,657 SF
Second Floor.....	5,146 SF
Third Floor	<u>3,547 SF</u>

TOTAL EXISTING GROSS AREA: 14,850 SF

3. Opinion of Probable Construction Cost: Means Cost Data

High Range / Full interior demo and reconstruction:	1
4,350 SF @ \$140 / SF	\$ 2,010,000

Low Range / Partial interior demo and reconstruction:	
4,350 SF @ \$75 /SF	\$ 1,075,000

CPL is prepared to proceed with Criteria Architect Design Services upon receipt of your written authorization to proceed. Engagement of our services can begin by providing a Purchase Order for this proposal.

Please send all electronic correspondence concerning contracts, purchase orders, insurance, or payments to rcocco@CPLteam.com.

Thank you for the opportunity to submit this proposal, and we would welcome becoming a key member of your project team. Please contact me if you have any questions.

Sincerely,

Ron Cocco, AIA
Principal

cc: D. Rerko



AUTHORIZATION/AGREEMENT

I, _____, hereby state that I am authorized

PRINT NAME & TITLE **

by _____ to authorize CPL to proceed with the scope of

PRINT NAME OF OWNER

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

SIGNATURE/TITLE

DATE

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

Please Provide the Following Contact Information

Contact Person _____

Phone Number _____

Fax Number _____

e-mail Address _____

Billing Address _____

PO Number _____