

OFFICIAL MINUTES

THE COOPERATIVE COUNCIL OF GOVERNMENTS ANNUAL MEETING

DATE: March 12, 2025

LOCATION: Meeting in Person: 6001 Cochran Road, Suite 333, Solon, Ohio 44139
Meeting via Zoom: <https://zoom.us/j/6210017133>
Zoom Meeting ID: 621 001 7133

Call to Order:

Mr. Cales called the meeting to order at 12:05 P.M.

Roll Call:

Present: Seth Cales, Greg Cordek, Frank Corlett, Jeff Mori

Others: David J. Akers, Stephen Hull (Zoom), Keith McDevitt (Zoom), David Robbins

Motion to Approve Minutes from 2025.01.22 CCOG Annual Meeting:

Motion: Mr. Cordek

Second: Mr. Cales

Discussion: None.

Ayes: 4

Nays: 0

Discussion – CCOG Financials:

The Board reviewed the February 28, 2025 Statement of Financial Position and Statement of Activity. CCOG's cash position as of February 28, 2025 was \$131,850.58 vs. \$30,595.69 on February 29, 2025. CCOG's year-to-date (YTD) revenue totaled \$111,485.37, representing a positive variance of \$130.37 from the \$111,355 YTD budgeted revenue. YTD expenditures of \$574.90 represent a negative variance of \$(381.90) versus the budgeted YTD expenses of \$193. YTD net operating revenue of \$110,910.47 represents a negative variance of \$(251.53) vs. the YTD net operating revenue budget of \$111,162.

Mr. McDevitt noted facilities and construction-related contracts are doing very well. Mr. Akers stated the bi-annual simple audit should start sometime this spring and will review the 2023 and 2024 fiscal years. Ms. Fuentes works closely with the auditors regarding any financial questions and the Equalis team provides any additional documentation that is requested. The auditors suggested establishing a CCOG website upon completion of the prior audit in the spring of 2023 and the CCOG website was completed and launched later that year. Mr. Akers provided the Voting Member distribution payment checks in the amount of \$33,000 for each Voting Member as budgeted.

Discussion – Voting Member Check-in & Utilization of Equalis Group Programs:

- ***Kenston Local Schools.***
 - Mr. Cales provided an update regarding Kenston's Permanent Improvement budget and noted the maintenance team has already contacted Ms. Stoots. He anticipates the final budget will include near-term investments in parking lots, roofing, and playground equipment.
- ***Cuyahoga County Public Library.***
 - The renovated Solon branch and newly built innovation center opens next week. The Library partnered with Swagelok to sponsor the innovation center.
 - Mr. Mori and his team are working on the list of annual maintenance improvements and intend to finalize the list next month and begin publishing bids.
 - Construction of the Parma Heights branch is underway and is scheduled for completion by the end of the year. There is a furniture design meeting this week and Mr. Mori will contact Ms. Stoots regarding Equalis contracts that are applicable to the final furniture design.
 - Mr. Cordek is developing a long-range capital plan to develop a long-term view of likely new builds and renovations. The final capital plan will be contingent on the disposition of HB 96, which could reduce state public library funding that currently comprises 28% of the Library's revenue.
 - An existing Purchase Order with CDW-G was returned due to tariff-related price increases. Mr. Robbins indicated he has heard little from suppliers regarding the tariffs, much less than he expected. Some suppliers are discussing a temporary tariff surcharge, rather than seeking to revise their entire contract pricing.
- ***City of Solon.***
 - The ERP payroll functionality go-live date was delayed until July to ensure the City has the internal capacity required for a successful implementation.
 - Mammoth is continuing its work on the community park transformation project.
 - Mr. Corlett spoke to Solon's facilities manager about Johnson Controls. Maintenance will submit another \$10,000 order today.
 - NAPA's inventory management solution is going well for the Service Department. The City & NAPA continue to experience growing pains regarding billing and NAPA staff are seeking direction from City auto technicians about where they previously acquired some parts not included in NAPA's existing inventory.
 - Mr. Corlett resigned from his City position effective April 4th and is opening GameDay Men's Health franchises in Solon, Independence, Rocky River, and Strongsville. The first location is in Solon and will open in May.

General Discussion & Strategic Priorities:

Procurement

- Mr. Robbins reviewed the new March 1, 2025 effective date contract awards in four categories and the three RFPs that have been published for July 1, 2025 effective date. Each of the current RFPs is a rebid of existing contract categories in which the current contracts will expire later this year.
- Mr. Cordek inquired about the Equalis approach to identify prospective vendors/RFP respondents and driving as much competition as possible. Mr. Robbins reviewed his efforts to research potential suppliers, including identifying suppliers who have earned contract awards from competitors, industry associations, and general research. He also leverages the Bonfire/EunaProcure database. Mr. Merkle

noted Mr. Robbins attended the National Recreation and Park Association (**NRPA**) conference in 2024 and connected with numerous potential respondents there.

Current Activities

NEW CONTRACTS

Contract Effective Date Agency	Category Name	Proposals Received	Awardees
3/1/2025	Computing Equipment	4	Acer, Lenovo, and Lenovo Global Technology
3/1/2025	Internet Services and Related Infrastructure Solutions	5	Zayo Group, Hughes Network
3/1/2025	IT Managed Services	25	Cogent InfoTech, Forward Edge, TPx
3/1/2025	Scoreboards, Digital Displays, and Signage with Related Services	5	Watchfire, Brady Signs

RFP Published

Contract Effective Date	Category Title	Suppliers Outreach	Committed	Undecided
7/01/2025	Sports Surfacing	33	12	2
7/01/2025	Playground Equipment	76	6	5
7/01/2025	Sports & Facility Lighting	33	5	0

2

- Mr. Akers reviewed the Board's roles in the procurement process. Equalis presents resolutions to the Board seeking the approval of broadly defined categories (e.g., Information Technology rather than Personal Computers), which the Board discusses and then votes on. These resolutions authorize the development and publication of solicitations within those broadly defined categories. Following the completion of the solicitation publication, proposal evaluation, and contract award process, the Board votes on a resolution approving and ratifying contract awards to winning suppliers.
- Mr. Robbins discussed the categories currently under evaluation for November 1 effective dates.
 - Mr. Mori asked if the Plumbing category is intended for new construction, maintenance and repair, or equipment. Mr. Robbins responded the scope for each category is initially broadly defined and is narrowed based on market research, input from the business development team, market research, and input from industry suppliers. He anticipates the Plumbing solicitation will be less focused on HVAC and more focused on water and plumbing, but he is still working out the details.
 - Mr. Corlett suggested including fire suppression capabilities in the solicitation.
 - Mr. Cordek asked if any new Board resolutions are required to authorize any of these solicitations. Mr. Robbins will confirm, but believes each proposed solicitation is already authorized by prior Board resolutions.

Upcoming Solicitations

Anticipated RFP Publication: July/August
Contract Effective Date: November 1, 2025

• Rebids

- Generators
- MRO
- **One Card Solutions
- **Records Management & Shredding
- **Modular, Pre-Cast, Pre-Engineered Buildings

• New Categories

- Plumbing Services
- Sports Facility Management
- Courtroom Software
- Parks and Rec Software
- Event Seating

3

- Gwynette County Public Schools is serving as a lead agency for a school bus solicitation that is currently in process. Proposals are due on April 1st and the Question & Answer period just closed. There is interest from both national manufacturers and regional/super regional dealers. Georgia school districts prefer to utilize a locally sourced school bus contract, rather than the Georgia state term contracts.
- Mr. Corlett noted the City is involved in union negotiations each year. Currently, the City is looking at police gear such as helmets and riot gear. These are expensive categories and Solon will likely purchase the equipment through federal GSA contracts. The selection of equipment and suppliers is driven by the police department.
- Mr. Merkle provided an update regarding Region 10's most recent contract awards and ongoing furniture solicitation, which has generated significant supplier interest.

Motion to Approve Resolutions 2025.03.1 to 2025.03.4, ratifying and approving contracts awarded in the March 1, 2025 contract effective date solicitation wave.

Motion: Mr. Cales
Second: Mr. Mori

Discussion: None.

Ayes: 4
Nays: 0

Marketing & Supplier Engagement

Mr. Akers discussed the website changes implemented to enhance the Job Order Contracting navigation. He also provided a KaizenIQ update, including recent enhancements and the increase in registered users and solicitations generated. Mr. Akers completed the credential request form for Mr. Cordek.

Sales

Mr. McDevitt indicated 2024 was a great year and 2025 is off to a strong start. He compared February 2024 sales numbers and Key Performance Indicators (**KPIs**) to February 2025. We are experiencing a breakout year for Johnson Controls, and seeing continued growth with Gordian, LandTek, and Ameresco.

Discussion – New Board President:

Today is Mr. Corlett's final meeting as a member of the CCOG Board and as Board President. The City of Solon will select a replacement Board member to fill the City's vacated Board seat. Mr. Cales spoke with Mr. Akers and Mr. Corlett about the Board President role and offered to serve.

Motion to Elect Mr. Cales as Board President Effective Immediately:

Motion: Mr. Cordek

Second: Mr. Mori

Discussion: None.

Ayes: 4

Nays: 0

Nantucket Trivia:

Nantucket Island is located 30 miles at sea from Hyannis on the southern coast of Cape Cod. The island is 3 miles deep and 13 miles wide.

Motion to Adjourn: 1:08 PM.

Motion: Mr. Cales

Second: Mr. Mori

Discussion: None.

Ayes: 4

Nays: 0

Next Board Meeting:

The next CCOG Board of Directors Meeting is scheduled for May 14, 2025, from 12 P.M. to 1:30 P.M. Board Members will have the option to attend in person or via Zoom.

Attachments to Minutes:

- *Summary - CCOG Board of Directors (Board Meeting Materials) – 2025.03.12.pdf*

Respectfully submitted:

David J. Akers, CCOG Secretary