



**CITY OF BROADVIEW HEIGHTS  
RESOLUTION NO. 2025-126**

INTRODUCED BY: MAYOR ALAI AND THE ENTIRE COUNCIL

**A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN  
AGREEMENT BETWEEN THE CITY OF BROADVIEW HEIGHTS AND THE  
CUYAHOGA COUNTY BOARD OF ELECTIONS FOR THE USE OF THE CITY  
FACILITIES FOR THE NOVEMBER 4, 2025 ELECTIONS IN THE CITY OF  
BROADVIEW HEIGHTS AND DECLARING AN EMERGENCY**

WHEREAS, the City Council has determined that it is in the best interest of the City to enter into an agreement between the City of Broadview Heights and the Cuyahoga County Board of Elections for the use of the city facilities for the November 4, 2025 elections in the City of Broadview Heights.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BROADVIEW HEIGHTS, COUNTY OF CUYAHOGA AND STATE OF OHIO:

SECTION 1. The Mayor is hereby and herein authorized to enter into an agreement between the City of Broadview Heights and the Cuyahoga County Board of Elections for the use of the city facilities for the November 4, 2025 elections in the City of Broadview Heights as delineated in Exhibit "A" attached hereto and made a part hereof as if fully rewritten.

SECTION 2. This Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public Elections, peace, safety and welfare for the reason stated in the Preamble hereof, and provided it receives the affirmative vote of five (5) or more of the members of Council and signature of the Mayor; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

Passed and Adopted by the Council on this 15<sup>th</sup> day of September, 2025

Robert Boldt, President of Council

September 15, 2025

Samuel J. Alai, Mayor

Date

Robin Parsons

Attest: Robin Parsons, Clerk of Council

September 15, 2025

Date

# VOTE CUYAHOGA COUNTY BOARD OF ELECTIONS

Henry F. Curtis, IV  
Chairman

Melody J. Stewart  
Member

Lisa M. Stickan  
Member

Terence M. McCafferty  
Member

Anthony W. Perlati  
Director

Anthony N. Kaloger  
Deputy Director

August 7, 2025

BROADVIEW HTS COMMUNITY BUILDING  
9543 Broadview Road  
Broadview Hts, OH 44147

Dear Mayor Sam Alai,

The Cuyahoga County Board of Elections (CCBOE) requests the use of your facility as a voting location for the General Election scheduled for Tuesday, November 4, 2025.

**Dates & Times:** The dates/times your building will need to be open and available for use are listed below:

Monday	November 3, 2025	from 3:00 p.m. - 5:45 p.m. for the delivery of additional supplies.
Monday	November 3, 2025	from 5:45 p.m. until all setup duties are completed.
Tuesday	November 4, 2025	from 5:00 a.m. until the counting of votes is completed.

- **Return the attached Contract.** Attached, you will find the Electronic Contract Agreement for use of your facility for the November 4<sup>th</sup> General Election. We kindly ask that you return the agreement by **August 25, 2025**.
- **Verify that no other events are scheduled.** Please ensure that no other events are scheduled, which may interfere with election activities, during the dates and times listed above, and that pathways leading to the voting location are clear of debris to ensure voters and election officials can safely enter and exit the voting area.
- **Look for delivery and pick-up dates.** The CCBOE will send further correspondence, via email, indicating the expected dates for delivery and pick-up of election supplies and equipment for the election.
- **Invoice for reimbursement:** Immediately following the election, please forward an invoice for reimbursement of any custodial overtime costs incurred in supporting the election **within 30 days**.

If you have any questions, please do not hesitate to contact Election Support at 216-443-6420.

Thank you in advance for your cooperation.

Sincerely,

Election Support Department  
[belections@cuyahogacounty.gov](mailto:belections@cuyahogacounty.gov)  
216-443-6420

# Agreement for Place of Election

O.R.C. 3501.18, 3501.29

THIS AGREEMENT, made and entered into on August 7, 2025, by and between the BOARD OF ELECTIONS of Cuyahoga County, Ohio ("BOE"), and BROADVIEW HTS COMMUNITY BUILDING ("Licensor")

WITNESSETH, THAT SAID LICENSOR, through the below-signed representative, warranting to have the rights and capacity to grant the license herein to the BOE, for and in consideration of the mutual promises contained herein and fee set forth below to be paid to Licensor by the BOE, hereby grants a license unto said BOE, to occupy and use, but not otherwise control, maintain or assume liability to third parties for the condition of, the premises known and described as follows:

## BROADVIEW HTS COMMUNITY BUILDING - 9543 BROADVIEW ROAD

("Premises") for the purpose of a Polling Location during the election to be held therein under the laws of the State of Ohio, on the following day(s):

Day	Date	Time	Purpose
Monday	November 3, 2025	3:00PM-5:45PM	Delivery of Supplies
Monday	November 3, 2025	5:45PM-Complete	Election Setup
Tuesday	November 4, 2025	5:00AM-Complete	Election

The BOE may cancel upon oral or written notice to Licensor given at least 24 hours prior to commencing to occupy the Premises whereupon all duties under this Agreement shall terminate, including payment of the Fee. This instrument obligates the Licensor to allow for the public's orderly political expression outside a 100-foot perimeter from the entrance during Public Voting at the Premises per Ohio Revised Code 3501.35 and 3501.30. This expression includes distributing literature, obtaining petition signatures, holding up election placards, and similar political activities.

The Licensor shall:

- Not act or engage in any conduct that gives the appearance of impropriety, exhibits political bias or taints the elections process by reason of partisanship of any kind, perceived or otherwise, at the Premises during the days and times identified above.
- Keep all areas of ingress and egress into the voting location clear of obstructions on the dates listed above. This includes snow and other hazardous weather conditions.
- Notify the BOE of any construction or building maintenance including mechanical systems or the parking area that is scheduled to occur within sixty (60) days leading up to and including the dates listed above.
- Store voting equipment and supplies in a secure area up to 11 business days prior and 11 business days following the dates listed above, with delivery and pick-up to occur within normal hours of operation for the Licensor and on mutually agreeable dates between BOE and Licensor.
- Provide the BOE with a primary point of contact and at least one secondary point of contact. This includes 24-hour phone accessibility during the dates listed above.
- Be eligible for reimbursement of its actual direct costs for reasonable janitorial services resulting from the BOE's use, but only if the BOE receives a verified invoice itemizing the hourly rate, time worked and number of employees actually performing such janitorial services within 30 days of the date last appearing above.

IN WITNESS WHEREOF, said parties have here subscribed their names and date of signature.

**This Agreement must be signed and returned as soon as possible.**

*THE BOARD OF ELECTIONS*

Of Cuyahoga County, Ohio

*Henry F. Curtis IV, Chairperson*

*Melody J. Stewart, Member*

*Lisa M. Stickan, Member*

*Terence M. McCafferty, Member*

Licensor by:

By:

  
\_\_\_\_\_  
Premises Representative                      Date

  
**Anthony W. Perlatti**                      8/7/2025  
\_\_\_\_\_  
Director of the Board of Elections                      Date