



Village of Minerva Park Council
Meeting: August 15 , 2022 7:00 PM
AGENDA

Roll Call

Pledge of Allegiance

Minutes

August 11 Council Meeting Minutes

CORRECTION TO MAYOR'S RECOMMENDATION OF NEW MEMBER TO PLANNING & ZONING COMMISSION

EXECUTIVE SESSION TO DISCUSS REAL ESTATE MATTERS

LEGISLATION

ORDINANCE 24-2022

AN ORDINANCE ACCEPTING A CERTAIN BD FROM WEAVER COMMERCIAL CONTRACTOR INC FOR REMODELING AND CONSTRUCTION OF THE MINERVA PARK MUNICIPAL BUILDING AND DECLARING AN EMERGENCY (2nd reading-intent to pass as an emergency)

RESOLUTION 2022-20

A RESOLUTION AUTHORIZING A CONTRACT FOR LEAF PICKUP (3rd reading)

RESOLUTION 2022-22

A RESOLUTION AUTHORIZING THE MAYOR AND FISCAL OFFICER TO ENTER INTO CONTRACT WITH JACOBS ENGINEERING/CM2H HILL FOR THE 2022 LAKE MASTER PLAN PROPOSAL AND DECLARING IT AN EMERGENCY (3rd reading)

RESOLUTION 2022-24

A RESOLUTION AUTHORIZING AND APPROVING THE EXECUTION OF A CONTRACT WITH FLOWLINE, LLC FOR INSPECTION, CLEANING AND VIDEO RECORDING OF CERTAIN SANITARY SEWERS (1st reading)

RESOLUTION 2022-25

A RESOLUTION AUTHORIZING AND APPROVING THE EXECUTION OF A CONTRACT WITH FLOWLINE, LLC FOR INSPECTION, CLEANING AND VIDEO RECORDING OF CERTAIN STORM SEWERS (1st reading)

OLD BBUSINESS

NEW BBUSINESS

ADJOURN

RECORD OF PROCEEDINGS
VILLAGE OF MINERVA PARK

MINUTES OF THE

AUGUST 11, 2022

COUNCIL MEETING

Mayor Southard called the meeting to order at 7:02PM

Roll Call: Present: Councilpersons Shrestha, McNamara; Camara, Brugger, Wolf **Absent:** Koss

Also in attendance: Planner Eric Fischer, Village Engineer Mike Flickinger, Police Chief Matt Delp,

Minutes:

- 🌳 Council President Wolf moved to approve 7/28 minutes; Councilperson Shrestha 2nd; passed with five “aye” votes
- 🌳 Council President Wolf moved to approve 7/28 minutes; Councilperson Camara 2nd; passed with four “aye” votes; Councilperson Brugger abstained as he was absent from the work session

P & Z APPOINTMENTS

- 🌳 Mayor Southard moved to appoint Terri O’Connor to a voting position on P & Z; Council President Wolf 2nd; approved with five “aye” votes
- 🌳 Mayor Southard moved to appoint Tommy Sasfy (to be corrected to Tommy Grant) to a non-voting position on P & Z; Council President Wolf 2nd; approved with five “aye” votes

VILLAGE OFFICIAL REPORTS 4:07

POLICE REPORT: Chief M. Delp 4:10

- 🌳 Report in packet; nothing to add

FISCAL OFFICER: Reported by Mayor Southard 4:32

- 🌳 Nothing to report; plans in the works to begin discussions of 2023 budget

ENGINEER: M. Flickinger 5:38

- 🌳 Task Order 14-Westerville Schools: working with school & planner on drainage issues near new school
- 🌳 TO 18- 2021 Storm Sewer (E Shore Ct): punch list created; waiting for part to finish repairs
- 🌳 TO 19-General Engineering Svc: met w/Infotech re Bid Express Software for use in village; can be used for bids, RFP or general purchasing; free to Village
- 🌳 TO 20- 2022 Storm Sewer (Jordan Rd): walked site w/Councilperson Koss; meeting set 8/17/22 6 PM to review options with residents
- 🌳 TO 22-2022 CCTV: rcvd bids from Flowline; recommendations emailed to Mayor

LEGAL COUNSEL: J. Shamp not in attendance

VILLAGE PLANNER: E. Fischer 17:51

- 🌳 Email sent regarding discussions to be held about alternates received for base bid for building; brief explanation of each alternate presented

ZONING OFFICER: J. Canty 21:50

- 🌳 Report in packet

VILLAGE OFFICIAL REPORTS (cont)

PLANNING & ZONING: B. Wolf 22:10

- 🌳 Planner Fischer reported as Council President Wolf was not able to attend 8/3 meeting due to work obligations
- 🌳 discussion held regarding code for fences and pools

MPCA: N. Shrestha 23:18

- 🌳 Meeting was held 8/10;
- 🌳 Working with legal & fiscal regarding sale of Village Swag
- 🌳 Upcoming events: Movie Night 8/13, 9/3 OSU Watch Party; 9/17 Northland Unity Festival 9/18 Block Party, 9/24-25 Garage Sale & Garage Sale in September
- 🌳 Planning for push on memberships

VILLAGE COMMITTEE REPORTS 26:42

COMMUNICATIONS: N. Shrestha 26:45

- 🌳 Email updates now going out-weekly & weekend updates
- 🌳 Committee helped publicize Pancakes w/Police; thanks to Sahara Columbus & MPPD for a great event!
- 🌳 Chatting w/Council Thurs 9/29; council members suggested spending of TIF revenue/capital improvement project spending
- 🌳 Suggests updates to website when new things happen-make easier to navigate?
- 🌳 Survey- looking for input regarding questions to be included

FINANCE: B. Wolf 31:43

- 🌳 No meeting held since last report; next meeting will be to begin discussion of 2023 budget

STREETS: S. Koss (reported by T. Southard 32:14

- 🌳 Meeting to be held 8/17 6pm with residents of Jordan, Park Lane Ct, Park Land Dr re Storm Sewers; site review to be presented & options presented to residents
- 🌳 Leaf bids received; brief discussion held-upcoming legislation to be amended to include contractor name and amount
- 🌳 Info from flowline received re CCTV-legislation forth coming

COMMUNITY: J. Camara 44:23

- 🌳 Asked by residents about “adult time” at pool: sign a waiver & swim unsupervised as pool hours changing 8/15; per legal, cannot have guest swim w/o a lifeguard present-will be looked into for 2023
- 🌳 9/4 hot dog grill for residents @ pool 1-3 PM while supplies last

SAFETY: D. McNamara 48:05

- 🌳 Working w/Chief to set date for meeting to discuss signage in the Village

VILLAGE COMMITTEE REPORTS cont.

LEGISLATION: M. Brugger 15:46

- 🌳 Next meeting to be held 8/18 at 6:30 PM to discuss leash law

MAYOR'S REPORT: T. Hughes (Reported by Council President Wolf) 17:25

- 🌳 Working on several projects: bldg. reno., amphitheater, lakes; excited to see some projects completed & others moving forward

CITIZEN COMMENTS: 19:20

- 🌳 Tony Benedetti of Berry Lane Ct
 - Community Bldg.: concerns about planning process, location of community room, moving during construction, budget, and needs of the Village compared to what is in architectural renderings

LEGISLATION: 59:18

ORDINANCE 19-2022

AN ORDINANCE TO AMEND THE CODIFIED ORDINANCES OF THE VILLAGE OF MINERVA PRK, OHIO TO INLCUDE SECTION 618.19 CLEAN UP OF ANIMAL DEFECATION (3rd reading)

Councilperson Brugger moved to approve Ordinance 19-2022; Councilperson Camara 2nd; passed

Ayes: Shrestha, Camara, Wolf, Brugger, McNamara

Nays: None **Abstentions:** None **Absent:** Koss

ORDINANCE 24-2022

AN ORDINANCE ACCEPTING A CERTAIN BID FROM WEAVER COMMERCIAL CONTRACTOR INC. FOR REMODELING AND CONSTRUCTION OF THE MINERVA PARK MUNICIPAL BUILDING AND DECLARING AN EMERGENCY (1st reading-intent to pass as an emergency)

RESOLUTION 2022-20

A RESOLUTION AUTHORIZING A CONTRACT FOR LEAF PICKUP (2nd reading)

- 🌳 After discussing the bids, Councilperson Brugger added "Buckeye Lawn Barbers" as the bidder, and \$28,000 as the amount

RESOLUTION 2022-22

A RESOLUTION AUTHORIZING THE MAYOR AND FISCAL OFFICER TO ENTER INTO CONTRACT WITH JACOBS ENGINEERING/CM2H HILL FOR THE 2022 LAKE MASTER PLAN PROPOSAL AND DECLARING IT AN EMERGENCY (2nd reading)

RECORD OF PROCEEDINGS
VILLAGE OF MINERVA PARK

MINUTES OF THE

July 14, 2022

COUNCIL MEETING

LEGISLATION: cont.

RESOLUTION 2022-23

A RESOLUTION TO AMEND THE RULES OF COUNCIL AND CALENDAR AS WAS APPROVED IN RESOLUTION 2022-01 AND DECLARING AN EMERGENCY (1st reading-intent to waive readings and pass as an emergency)

Councilperson Brugger moved to waive readings 2 & 3 for Resolution 2022-23; Councilperson Camara 2nd; passed

Ayes: Wolf, Shrestha, Camara, McNamara, Brugger

Nays: None **Abstentions:** None **Absent:** Koss

Councilperson Brugger moved to pass Resolution 2022-23 as an emergency; Councilperson Camara 2nd; passed

Ayes: Brugger, McNamara, Camara, Shrestha, Wolf

Nays: None **Abstentions:** None **Absent:** Koss

OLD BUSINESS: 1:06:31

- 🌳 Hawthorn ES has asked that residents not have unleashed dogs in the field behind their playground; Planner Fischer states that-since this is school property-the district would have to be responsible for signage

NEW BUSINESS: 1:07:33

- 🌳 Council President Wolf expressed congratulations on behalf of Council to the Mayor on her recent nuptials.
- 🌳 Councilperson Camara pointed out that feeding of geese is prohibited by code; perhaps the Village should post some signage?
- 🌳 Mayor has been in communication with AquaDoc; they will be providing a set of options for ponds

Council President Wolf moved to adjourn; Councilperson Camara 2nd; meeting adjourned at 8:12 pm after unanimous “aye” vote

Tiffany Hughes, Mayor

Jeffrey Wilcheck, Fiscal Officer

Ordinance 24-2022

AN ORDINANCE ACCEPTING A CERTAIN BID FROM WEAVER COMMERCIAL CONTRACTOR INC. FOR REMODELING AND CONSTRUCTION OF THE MINERVA PARK MUNICIPAL BUILDING AND DECLARING AN EMERGENCY

WHEREAS, the Village of Minerva Park advertised for competitive bids as required by Ohio law beginning on July 15th 2022 and notified all parties that said bids would be opened on July 29, 2022 at 2:00 PM; and

WHEREAS, the Village received 1 bid, the lowest and best of which was submitted by Weaver Commercial Contractor Inc. for an amount not to exceed \$3,153,000.00; and

WHEREAS, Village staff recommends that Council accept the bid of Weaver Commercial Contractor.

NOW, THEREFORE, be it ordained by the Council of the Village of Minerva Park, Franklin County, State of Ohio, that:

- Section 1. The bid submitted by Weaver Commercial Contractor is found to be the lowest and best bid received for the construction and renovation of the Minerva Park Municipal Building, in an amount not to exceed \$3,153,000.00.
- Section 2. The Mayor is authorized to enter into a contract on behalf of the Village of Minerva Park with said Contractor.
- Section 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinances were adopted in an open meeting of this Council, and that any and all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements of the laws of the State of Ohio.
- Section 4. All prior legislation, or any parts thereof, which is/are inconsistent with this Ordinance is/are hereby replaced as to the inconsistent parts thereof.

Section 5. This Ordinance is hereby declared an emergency necessary for the public good due to volatility in the construction materials market and the need for construction to begin as soon as possible and shall be effective immediately upon passage.

Tiffany Hughes, Mayor

First Reading: August 11, 2022
Second Reading: August 15, 2022
Third Reading: August 25, 2022
Passed:

ATTEST:

APPROVED AS TO FORM:

Jeffrey Wilchek, Fiscal Officer

Jesse Shamp, Village Solicitor



Tabulation of Bids

Project name Village of Minerva Park Community Building
 GM project no. 20062.01

Date July 29, 2022
 Time 2:00:00 p.m.

Bids opened by Taylor Luth

Name of contractor	Acknowledgement of Addenda 1	Bid Guaranty and Contract Bond	Item 1 General Construction	Alternate 1 (Police Carport)	Alternate 2 (Electronic Message Center)	Alternate 3 (Woodland Mix Plantings)	Alternate 4 (Asphalt Shingle)	Alternate 5 (Manual Transfer Switch)	Alternate 6 (Concrete Steppers)	Alternate 7 (Glycol Snow Melt System)	Total
Weaver Commercial Contractor	Yes	Yes	\$3,153,000.00	\$91,800.00	\$48,580.00	\$30,680.00	-\$55,500.00	\$34,730.00	\$4,220.00	\$90,100.00	\$3,397,610.00
Published Estimate	\$2,950,000.00										

RESOLUTION 2022-20

A RESOLUTION AUTHORIZING A CONTRACT WITH BUCKEYE LAWN BARBERS FOR LEAF PICKUP

WHEREAS, The Village of Minerva Park desires to proceed with the 2022 Leaf Pickup Program;

WHEREAS, The Village Requested bids for the 2022 Curbside Leaf Removal Program; and,

WHEREAS, The Village Council finds the proposal received from Buckeye Lawn Barbers was received within the established time frame and is the lowest and best proposal that met the specifications.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF MINERVA PARK, OHIO, THAT:

Section 1. The Mayor and Fiscal Officer are hereby authorized and directed to enter into a contract with

Buckeye Lawn Barbers for leaf pickup from approximately October 19, 2022 through December 16, 2022.

Section 2. The cost of the leaf pickup program is \$ 28,000.00.

Section 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that any and all deliberations of this Council that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements of the laws of the State of Ohio.

Section 4. This resolution shall take effect and be in full force from the earliest period allowed by law.

Tiffany Hughes Mayor

First Reading: July 28, 2022
Second Reading: August 11, 2022
Third Reading: August 15, 2022
Passed: August 15, 2022

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor

Village of Minerva Park

2829 Minerva Lake Rd. Columbus, OH 43231

614-882-5743

www.minervapark.org



Village of Minerva Park

MAYOR
Tiffany Hughes

FISCAL OFFICER
Jeffrey Wilchedk

2022 Curbside Leaf Removal Specifications

Overview

- Vendor to provide residential curbside leaf pick up and disposal for all residential and municipal properties within the Village of Minerva Park, approximately 780 homes plus the Village Community Building and Pool (map included with proposal materials). This is the old and new section of the Village. This to include clean out of street gutters throughout the Village once in mid November and before the conclusion of the contract. Final inspection will be done by Village Staff at the conclusion of the contract to release final payment.
- Estimated start date is October 16, 2022 and estimated end date is December 16, 2022. Pick up day of the week to be determined with contingency plan for weather, etc.
- The Village will remind residents (and their landscapers that rake leaves) that no objects other than leaves should be piled up for collection and that on-street parking is discouraged during the leaf pick up period. This communication will occur via the Village website, community newsletter, Instagram, text message, and the Village and Minerva Park Community Association's Facebook pages.
- Vendor is to furnish labor materials, all equipment and tools, fuel, management skills, instrumentalities, a truck of adequate size to facilitate continuous leaf collection and disposal and all other things necessary in collection and disposal of leaves.

Insurance Requirements

It is expected that the vendor will maintain insurance coverage with limits not less than those specified here:

- General Liability
 - Minimal Amounts & Limits
 - \$1,000,000 per occurrence
 - \$1,00,00,00 in the aggregate
- Automobile Liability
 - Coverage
 - Bodily Injury
 - Property Damage

	Minimum Amts. & Limits
	\$100,000 per person
	\$300,000 per occurrence
	\$50,000 per occurrence
- Workers
 - Compensation Minimum Amounts as State Law Requires
- Umbrella Excess Liability Insurance
 - \$1,000,000 per occurrence
 - \$1,00,00,00 in the aggregate

COUNCIL MEMBERS

David McNamara
Mark Brugger

Nicole Shrestha
Jason Camara

Brian Wolf
Anastasia Koss

Important Dates

Proposal not received via US Postal Service or hand delivered with receipt to the Village will not be considered. Proposals not received on or before Monday August 8 at 3:00 will not be considered.

Proposals should be mailed to the following address:

Attn: Tiffany Hughes
2829 Minerva Lake Road
Columbus OH, 43231

It is anticipated that a vendor will be selected and a recommendation made to the Village Council at the August 11, 2022 meeting.

Contact Information

Tiffany Hughes
Mayor
614-256-3971

RESOLUTION 2022-22

A RESOLUTION AUTHORIZING THE MAYOR AND FISCAL OFFICER TO ENTER INTO CONTRACT WITH JACOBS ENGINEERING/CM2H HILL FOR THE 2022 LAKE MASTER PLAN PROPOSAL AND DECLARING IT AN EMERGENCY

WHEREAS, there presently exists a need for improvements to the North and South Lakes within the Village of Minerva Park

WHEREAS, The Village has sought a proposal from Jacobs Engineering/CM2H HILL for a Master plan for the lakes

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF MINERVA PARK, OHIO, THAT:

Section 1. The Council hereby authorizes the Mayor and Fiscal Officer to enter into contract with Jacobs Engineering/CM2H Hill for the 2022 Lake Master Plan Proposal

Section 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that any and all deliberations of this Council that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements of the laws of the State of Ohio.

Section 3. Cost not to exceed \$75,000

Section 4. All prior legislation, or any parts thereof, which are inconsistent with this Resolution is/are hereby repealed as to the inconsistent parts thereof.

Section 5.

Council declares this to be an emergency measure necessary for the health, safety and welfare of the residents of Minerva Park, such emergency arising out of the need to immediately begin the proposal for the remediation of the lakes for the health and safety of residents of the Village. Wherefore, this Resolution shall take effect and shall be in force immediately upon passage by Council

Tiffany Hughes, Mayor

First Reading: July 28, 2023
Second Reading: August 11, 2022
Third Reading: August 25, 2022
Passed: August 25, 2022

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor

RESOLUTION 2022-24

A RESOLUTION AUTHORIZING AND APPROVING THE EXECUTION OF A CONTRACT WITH FLOWLINE, LLC FOR INSPECTION, CLEANING AND VIDEO RECORDING OF CERTAIN SANITARY SEWERS

WHEREAS, the Village Engineer has recommended the Village begin a program to inspect and document the current condition of the Village's sanitary sewer system; and,

WHEREAS, the Village has received a quote for the inspection, cleaning, and recording of Jordan Road, Park Lane Drive, and Park Lane Court from Flowline, LLC.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF MINERVA PARK, OHIO, THAT:

Section 1. The Mayor and Fiscal Officer of the Village of Minerva Park are hereby authorized and directed to enter into an agreement for the inspection, cleaning, and recording of sanitary sewers on Jordan Road, Park Lane Drive, and Park Lane Court with Flowline, LLC.

Section 2. The cost of the project shall not exceed \$33,000 without further approval of Council.

Section 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that any and all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements of the laws of the State of Ohio.

Section 4. That this resolution is hereby declared to be an emergency measure, necessary for the preservation of the public health, safety and welfare and specifically for the need to have a contract in place and to start the project within the proposed time; WHEREFORE, this resolution shall take effect and be in force from and after its passage.

Tiffany Southard, Mayor

First Reading: August 11, 2022
Second Reading: August 25, 2022
Third Reading: September 8, 2022
Passed: September 8 2022

ATTEST

APPROVED AS TO FORM

Leah Cline, Fiscal Officer

Jesse Shamp, Solicitor

RESOLUTION 2022-25

A RESOLUTION AUTHORIZING AND APPROVING THE EXECUTION OF A CONTRACT WITH FLOWLINE, LLC FOR INSPECTION, CLEANING AND VIDEO RECORDING OF CERTAIN STORM SEWERS

WHEREAS, the Village Engineer has recommended the Village begin a program to inspect and document the current condition of the Village's storm sewer system; and,

WHEREAS, the Village has plans to inspection, cleaning, and recording of the next section of the Village from Flowline, LLC,

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF MINERVA PARK, OHIO, THAT:

Section 1. The Mayor and Fiscal Officer of the Village of Minerva Park are hereby authorized and directed to enter into an agreement for the inspection, cleaning, and recording of storm sewers with Flowline, LLC.

Section 2. The cost of the project shall not exceed \$51,000 without further approval of Council.

Section 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that any and all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements of the laws of the State of Ohio.

Tiffany Southard , Mayor

First Reading: August 11, 2022
Second Reading: August 25, 2022
Third Reading: September 8, 2022
Passed: September 8 2022

ATTEST

Jeffrey Wilcheck, Fiscal Officer

APPROVED AS TO FORM

Jesse Shamp, Solicitor