



Village of Minerva Park  
Council Meeting: February 25, 2019  
AGENDA

**Pledge of Allegiance**

**Roll Call**

**Green Cards** Council President Schrimpf

**Minutes** 1.23.19 Lake Remediation Council and Planning and Zoning Meeting

**Legislation**

**Resolution 2019-03 Landscape Design Contract**

2<sup>nd</sup> Reading

**Resolution 2019-06 Pool Fees**

2<sup>nd</sup> Reading

**New Business**

**Old Business**

- ❖ Pool Repair
- ❖ Landscaping Contract

**Citizens' Comments**

**Adjourn**

**RECORD OF PROCEEDINGS  
VILLAGE OF MINERVA PARK**

Minutes of the

January 23, 2019 Lake Remediation Master Plan Meeting

**Lake Remediation Master Plan**

*The combined Planning and Zoning and Council Meeting was called to order at 7:00 p.m.*

**Roll Call:** Councilman Joe Curl, Councilwoman Tiffany Hughes, Councilwoman Lori Howard, Council President Schrimpf, Councilman Benedetti, Planning and Zoning Commission's Citizen-at-Large Lisa Craddock-Thitoff

**Engineer:** Mike Flickinger

**Engineer:** Randall Berkley

**Senior Certified Ecologist:** David Austin

- ❖ Mr. Flickinger stated that Mayor Eisentrout asked if Jacobs would submit a scope of work and submitting a fee proposal for developing a Lake Master Plan. Jacobs business development allocated money for this proposal, so the presentation is not being paid for by the Village Engineering Agreement. The goal of the meeting is not to provide definite answers, but to talk to the Village and understand what the Village goals are for the lakes from recreation, aesthetic, and water quality standpoints. With that information, the engineers will be able to more accurately prepare the scope and fee. They are not expecting to authorize any work at this meeting.

Mr. Flickinger said he has been with the Village since 2005 and the Lakes have been consistently brought up. In 2007, they attempted a similar project at a work session. He said that there have been Council members that have tried to tackle this project, but for one reason or other they never gained traction and nothing was moved forward.

The master plan is supposed to be a road map to the final product. It should identify where you currently are and how you want your lakes to be. An order of tasks will be recommended so that things are not done out of order, and to make sure that something is not counteracted what has previously been done. An advantage of a master plan is that it can span political terms, including councils and staffs. Mr. Flickinger said that in his experience, he has worked with thirty different iterations of council, and there's a lot of turnover. He said a benefit of this plan, it can be revisited and they are structured so you are able to keep track of where they are in the projects. For implementation, master plans are advantageous when you can break it down in a step-by-step process. Mr. Flickinger said that they were going to start the conversation to get the goals to see what the Village wants to do with the areas- whether water quality, or recreational goals.

Council President Schrimpf proposed going around the room with everyone having a chance to identifying their goals. She began with suggesting to look into what they can do to alleviate the wash that comes in from Cleveland Avenue after storms. There's a Facilities Sub-Committee

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that they are deciding what to do with the current Community Building and within that, one of the items that they have come up with is to have a deck or a dock that ties in the building to the lake. Another goal was to have low-cost maintenance. Council President Schrimpf suggested bringing the lake to a more manageable frame. Fishing and ice skating on the lake were also goals that were brought to her attention.

Councilman Benedetti agreed that fishing, ice skating, and brought up paddle boats. He said he didn't know what recreational capabilities the lakes have.

Citizen-at-Large Lisa Craddock-Thitoff brought up the health of the lakes and mentioned the trash that comes down, but also the health of the water. She liked the idea of low-cost maintenance. Recreation-wise she mentioned stocking the lake, boating, and skating. As far as natural aspects, having space for critters and plants. She wondered if it needs to be deeper in order to kayak.

Mayor Eisentrout stated that taking a good look at the shore line and the erosion problems were a goal. She would like to see it approached in a holistic way. She also would like to see the lake used recreationally. Any non-motorized vehicles can already use the lakes, such as canoes. At one point there was a kayak class on the lake. Mayor Eisentrout said that at the end of the day she would like to see a beautiful body of water that would be an asset to the Village. She stated that the Facility Sub-Committee will be making a recommendation, and to keep that in the back of everyone's mind.

Councilman Curl stated his introduction to Minerva Park was through the lakes and that they were very attractive as a place you'd want to live. He said the original park is fascinating and that he'd like to see a lot of the landscaping of the original park that should be incorporated with what this plan is. He mentioned a boat launching dock. He said that they lakes could be the jewel of Minerva Park.

Councilwoman Hughes stated that when she was a child, the lakes were fishable, and to not have that for her kids is disappointing. She stated that making the lake clean and safe for fish wildlife is number one. She agreed that having a master plan is good as long as they follow through. She stressed the water quality must be addressed. The lake being a recreational lake is 100% what she would like to see.

Councilwoman Howard stated that first they need to be looking at the health of the lake and cleaning the trash around the lake. She would like to see the lake deeper for different types of fish. She grew up ice skating on the lake and that it doesn't freeze like it used to. She mentioned having a natural look so it is not so stark when as it looks down the path. If the new facility was

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here, she would like to see an area for kids to come and fish. She said that she likes the naturalness of the lake not being a perfect oval and that it gives the lake personality, so she'd like to see that maintained.

Discussion ensued about the trees on the banks of the lakes and of the leaves that fall in the lake and what becomes of them. Mr. Flickinger said they were noticeable when the lakes were down for dam construction, if you went around and walked on them- they were compacted from years. Mayor Eisentrout said she would be interested in the tree maintenance along the shoreline- how to keep the trees trimmed back, but keep them anchored to the shore. She'd be interested to see how to do that while keeping them healthy. Councilman Curl said that most municipalities have self-cleaning storm-sewers and that he asked if it would be feasible if there could be designed where they are self-cleaning. Mr. Austin said that a master plan that looks at leaves would be a really important piece. Mayor Eisentrout said they have had a myriad of issues- phosphorus from fertilizers, algae, dumping into the ravine, trash from Columbus. Discussion ensued about what plant grew in the lakes when the lakes were down. The type of plant was not identified, but it did not die like anticipated.

Council President Schrimpf asked Mr. Austin about his background. He said he was trained as a water ecologist as well as a wastewater engineer. He works on bringing back reservoirs. He stated that ponds and giant reservoirs have a lot in common. He's looking at this project from both an ecology and an engineering standpoint.

Mr. Austin said the master plan should probably address what the depth of the lake should be, what could be managed. Discussion ensued about the depths of the lake. Mr. Flickinger said that EMH&T did a survey where they took water depth shots of both lakes. He said that some depths were 8ft but there were areas that were 2ft.

Part of the management plan could look at how fast the lakes fill up, or having the steps that can be taken upstream to stop it. Mr. Austin wondered if the budget could handle dredging. Mayor Eisentrout said her wish is to never have to dredge again, or at least only have mini dredging projects. Mr. Flickinger said that Minerva Park is an urban setting, so with urban settings comes road runoff. It can't be eliminated, but they could figure out how to manage or mitigate it.

Discussion ensued about the condition of the lake while the lakes were drained. Mr. Flickinger said they were emptied as far as conceivably possible. People were able to walk across it, there were a few puddles. There was a lot of trash. There were fish that were found and there was an agreement to take them to Alum Creek. Discussion ensued about species of fish.

Mayor Eisentrout asked where they would go after this meeting, what the next step would be.

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Mr. Austin said that it makes the most sense to look at the big picture of the lake. Mr. Austin said the silt buildup should be removed. He mentioned partial dredging and planning for leaf management. Mr. Flickinger said a benefit of the master plan is that all the information is tracked down and well documented and that Council wouldn't have to spend their free time collecting the information. Mr. Flickinger said that other entities could work on projects within the master plan, that it would not be exclusive to Jacobs to complete all the projects. The grant writer was brought up, and Mr. Flickinger expressed interest in working with him.

There was a hydraulics study of the culvert underneath Minerva Lake Road, so they have some information about the rainfall intensities of the watershed. They were looking to see if the capacity of the existing culvert was sufficient and it was concluded that the capacity is sufficient. They would be better off with multiple barrels, but the cost to do it was more than the benefits that they would get.

Discussion ensued about dredging the lake and draining the lake. Mr. Austin suggested that they might be able to partly drain the lake. He said that dredging can end up being very costly versus other options that are available, but if it's filling up, sometimes dredging is the answer. The method of using geotubes was discussed.

Council President Schrimpf described the creek that flows into the lake and how different properties have handled having a creek along their property. She expressed that there should be ways to capture silt and capture trash as it comes down from Cleveland Avenue. Lisa Craddock-Thitoff said that there is a lot of debris on the stream side of the rock dam. She wondered if that portion needs to be cleared out, if that would help with the issues.

Council President Schrimpf said people dump things into the sewer. Mr. Flickinger said as a community that they can control what they control and educate when necessary. Discussion ensued about enforcing discipline. Mayor Eisentrout brought up the goal-oriented maintenance programs.

Mayor Eisentrout introduced a resident who had something to contribute. The resident wanted to see something completed with the amphitheater. Mayor Eisentrout said that would be more for the landscape architect. He then brought up the runoff from upstream, he said it was considerable. He said that managing the edge of the lake seems to be problematic as well.

Mr. Flickinger brought up the importance of consulting with legal counsel regarding different stages. Mayor Eisentrout asked about the next step. Councilman Benedetti said they would discuss it at the Community Committee. Then, Mr. Flickinger will get together a scope of work and fee to create a master plan. Mayor Eisentrout asked if the ravine could be included in the

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master plan. Mr. Flickinger said that yes, his idea of what they would consider in the master plan would be from Cleveland Ave to the lake and from the north park down to the lake. He said they would be very clear about what was in the scope. Anything subsequent to the master plan that would come up, they would be able to have a separate agreement.

Mr. Flickinger said that what they have done internally covers this meeting and writing the scope of work. He said with the Community Committee meeting coming up, they won't be getting too detailed on their scope yet. Councilwoman Hughes mentioned not wasting the engineer's time. Council President Schrimpf thinks that if there is some short-term remediation, they need to see the big picture and scope first. Mr. Austin stated that there's not access to certain grants if there is no master plan. Councilman Benedetti said he just wants an excavator in the lake to dig up the muck and get it out of there. Councilwoman Howard said that that was fine, but it does not hurt to have the information. Mr. Austin said that any work on watersheds is expensive, that's why people in municipalities go after grants. Mr. Austin said that they should go after the water quality in the lake. They could then get the peak velocity of the water that's eroding, and they could get a demonstrated cost of what that is damaging to the Village. Councilman Benedetti thinks that Columbus would never do anything to stop the flow of water. Mr. Austin said that when it comes to going for a grant, they need to have the costs attached to it.

Mayor Eisentrout thanked everyone for attending the meeting, they plan to discuss the next steps at the Community Committee and go from there, as Mr. Flickinger won't dedicate time in developing a scope of work until there is further direction.

*The meeting adjourned at 9:35 p.m.*

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Mayor Lynn Eisentrout

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Fiscal Officer Kim Pulley

## RESOLUTION 2019-03

### A RESOLUTION AUTHORIZING AND APPROVING THE EXECUTION OF A CONTRACT WITH STUDIO 328 LLC FOR LANDSCAPE DESIGN SERVICES

**WHEREAS**, the Village of Minerva Park desires to have a comprehensive design for the greenspaces of the Village; and

**WHEREAS**, the Village Council received a proposal from Studio 328 LLC outlining a landscape design project; and

**WHEREAS**, the Village Planning & Zoning Commission has recommended the Village enter into an agreement with Studio 328 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 landscape design services related to the Village's green spaces in Exhibit A.

**Section 2.** The cost of the project shall not exceed \$10,200 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.** This resolution shall be in effect at the earliest period allowed by law.

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Lynn Eisentrout, Mayor

First Reading: February 11, 2019  
Second Reading: February 25, 2019  
Third Reading: March 11, 2019  
Passed: March 11, 2019

**ATTEST**

\_\_\_\_\_  
Kim Pulley, Fiscal Officer

**APPROVED AS TO FORM**

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Solicitor



## Landscape Design Services Contract

**Date:** 01-01-2019

**Client Name(s):** Village of Minerva Park

**Project Name:** Minerva Park Landscape Enhancements

**Contact:** Eric Fischer, Village Engineer  
efischer@minervapark.org

**Project Address:** Minerva Park Ohio

### Scope of Work

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**Studio 328 LLC**, herein after known as the “Designer”, agrees to provide the following services to The Village of Minerva Park, herein after known as the “Owner, for the above address:

- **Planting Plans:** The designer will provide to the Owner design drawings which may be used for submittal to governmental entities for zoning or other such approvals. These drawings can be used for bid purposes. These may include plans sketches, CAD drawings, and elevations to illustrate design intent. These drawings include locations, names and quantities of plant material as well as location and dimensions of proposed elements. is responsible for proper plant materials per ANSI Standards and proper plant installation per industry standards.

**The areas to be designed for this contract during calendar year 2019 include:**

1. Landscape Enhancements at Reserve ‘G’ as indicated on MI Homes Plat Plan.
2. Landscape Enhancements at Pond at Area ‘D’ as indicated on MI Homes Plat Plan.
3. Landscape Enhancements along the Dam, as permitted by Government agencies (as yet to be determined).
4. Memorial Tree Plantings as requested by the Owner.

**Note:**

This contract does not include installation. Drawings for the purposes of permits and/or shop drawings for construction of said project are the responsibility of the contractor.

This contract does not include submittals and submittal fees to governmental entities. Owner(s) will be responsible for said submittals and fees. See Terms and Conditions herein.

**Deliverables**

The Designer will provide to the Owner two (2) copies of the plans and documents per design stage. If applicable, the Designer may provide the Owner with materials samples and other product information.

**Design services Fee**

**\$10,200.00**

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(Billed Hourly at a rate of \$75 per hour not to Exceed)

Includes:

- Four (4) Site Visits for survey and analysis information as needed
- Twelve (12) P & Z or design meetings= One per Month for calendar year 2019
- Estimable Design Documents for the above areas on Scope of Work
- Review of Contractor Bids

### **Terms and Conditions**

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**Revisions:** Additional design areas as requested by the Client, beyond this scope, will incur additional fees to be paid at an hourly rate of \$75/hour. The Designer will not proceed with these additions without written consent by the Owner.



Additional design changes requested by the Owner after governing agency’s review will incur additional fees to be paid at an hourly rate of \$75/hour.

Additional design changes for value engineering as requested by the Owner will incur additional fees to be paid at an hourly rate of \$75/hour.

**Consulting Supplemental Services**

Upon Owner request (beyond scope defined herein), Studio 328 LLC will provide consulting hours at an hourly rate of \$75/ hour. Consulting hours may include but are not limited to the locating and shopping for materials, nursery visitations for plant selections, additional design consultation exceeding the scope of services provided herein, and value engineering of design, additional meetings beyond the (2) included in this contract.

**Owner Responsibilities**

Information Plats and building plans and grading plans will be provided by the Owner. As-builts drawings will be provided by the Owner. Any soils testing and or additional survey information needed will be provided by the Owner. This information is assumed to be accurate with regard to property lines, utilities, easements, etc. and Designer is not responsible for inaccuracies resulting from use of said materials.

**Payments**

Upon contract execution, all hours will be invoiced on a per monthly basis on the last day of the month. Invoices are due within 30 days of invoice date. Any balances unpaid after that time will accrue interest at a rate of 1% per month. Client is responsible for all collection costs incurred by Designer.

**Drawings and Documentation**

Plant information to be provided to client is based on Designer’s extensive plant knowledge and experience. Ultimate performance and appearance is dependent upon many environmental factors. Representation of plants in plans and sketches is based upon species at maturity.

Estimated costs are based upon the Designer’s present understanding of the proposed work. Final costs should be provided by the Contractor of the Owner(s) choosing. Owner is responsible for seeking final construction costs at time of desired installation.

The Contractor shall be responsible for contacting OUPS prior to Commencement of Construction.

The Designer shall not be responsible for, and shall not pay, any amount of incidental, consequential or other indirect damages. Design work may be terminated at any time by either party with written notification; resulting design costs will be billed only for those services rendered up to the time of termination. In no event shall the designer’s liability hereunder exceed the amount of user fees paid by user, regardless of whether user’s claim is based on contract, tort, strict liability, product liability or otherwise.

**Accepted By:**

**Owner**  
**Name** \_\_\_\_\_

**Signature**  
**Date** \_\_\_\_\_

**Designer**  
**Name** Rachael Harkleroad

**Signature**   
**Date** 01-01-2019

## RESOLUTION 2019-06

### A RESOLUTION SETTING THE FEES FOR MEMBERSHIP, DAY PASSES, AND POOL RENTAL FOR THE MINERVA PARK POOL FOR THE 2019 SUMMER SEASON

**WHEREAS**, the Village of Minerva Park operates the Minerva Park Pool, and

**WHEREAS**, rates for memberships and day passes must be set for the 2019 Summer Season.

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

**Section 1** The 2019 membership fees for residents of Minerva Park and for employees of the Village of Minerva Park are as follows:

<u># of Members</u>	<u>MP Resident Rates</u>
1	\$125
2	\$185
3	\$275
4	\$275
5	\$275
Each Additional	\$65 no discount
Pool Rental, Private Parties (must be a pool member or employee of Village of Minerva Park)	\$250 for 2 hours \$100 each additional hour

**Section 2** The 2019 membership fees for non-residents of Minerva Park are as follows:

<u># of Members</u>	<u>Full Rate</u>
1	\$135
2	\$195
3	\$295
4	\$295
5	\$295
Each Additional	\$75
Pool Rental, Private Parties (must be a pool member)	\$300 for 2 hours \$100 each additional hour

**Section 3** The 2019 membership fees for residents and non-residents of Minerva Park are as follows:

10 Guest Passes - 2017 Season	\$70 after 5pm is ½ punch
Day Pass - entire day	\$8
Day Pass - after 5:00 pm	\$6
Day Pass - Seniors (65+)	\$6
Family babysitter add	\$65
Seniors 65+	\$100 single \$150 couple
Children 2 & under	Free

**RESOLUTION 2019-06**  
**(Continued)**

**Section 4** 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 5** All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby repealed as to the inconsistent parts thereof.

\_\_\_\_\_  
Lynn Eisentrout, Mayor

First Reading: February 11, 2019  
Second Reading: February 25, 2019  
Third Reading: March 11, 2019  
Passed: March 11, 2019

**ATTEST**

**APPROVED AS TO FORM**

\_\_\_\_\_  
Kimberly Pulley, Fiscal Officer

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Solicitor