



Village of Minerva Park
Council Meeting: April 22, 2019
AGENDA

Pledge of Allegiance

Roll Call

Green Cards Council President Schrimpf

Minutes April 8, 2019 Council Meeting

Legislation

Resolution 2019-10 Credit Card Policy

3rd Reading

Resolution 2019-11 Appointment of BF

1st Reading (intent is to waive the three readings and pass as an emergency)

Resolution 2019-12 Flowline Contract

1st Reading

Resolution 2019-13 ODNR Grant Consulting Application

1st Reading (intent is to waive the three readings and pass as an emergency)

Resolution 2019-14 Architecture Contract

1st Reading

Ordinance 6-2019 Supplemental Appropriations

2nd Reading

Ordinance 7-2019 Accepting Public Works

2nd Reading

New Business

Old Business

Citizens' Comments

Adjourn

**RECORD OF PROCEEDINGS
VILLAGE OF MINERVA PARK**

Minutes of the

April 8, 2019

Council Meeting

Mayor Eisentrout called the meeting to order at 7:00 p.m.

Pledge of Allegiance

Roll Call: Councilwoman Howard, Council President Schrimpf, Councilman Benedetti, Councilman Star, Councilman

Mayor: Lynn Eisentrout

Police Chief: Matt Delp

EMS/Fire Chief: Rick Hoechstetter

Engineer: Mike Flickinger

Village Planner: Eric Fischer

Legal Counsel: Gene Hollins

Green Cards:

- ❖ Green cards are available to address Council.

Minutes:

Councilman Benedetti moved to approve the March 25, 2019 minutes; Councilwoman Hughes seconded; passed.

Code Enforcement Officer's Report:

- ❖ The March 2019 report is attached. Mayor Eisentrout said for any suggestions to be made to the Code Enforcement Officer.

EMS/Fire:

- ❖ The revenues have almost hit \$20,000 and that means they have fulfilled the requirement for the year for funding the next vehicle. This is the fastest pull since they have started tracking.

Police:

- ❖ The Council should have the report.
- ❖ The new hire will be sworn in on April 15, 2019.
- ❖ Car 3 was struck by another cruiser in a pursuit, insurance is covering.

Engineer:

- ❖ The 2019 Sanitary Sewer Improvements Project was scheduled to advertise today, it will also advertise on April 15th and April 22nd. The deadline for bids is April 30, 2019 at noon.
- ❖ They have learned in the televising of the East Shore Ct project is that the remaining 116 of corrugated metal pipe is filled up with roots and has no bottom. The pipe has a negative slope and about a third of the pipe is robbed of the capacity. Additionally, the catch basin in the 2866 East Shore Ct property the connection comes in at the bottom of the pipe, so it's always submerged. They are waiting on the final documentation for the condition of the other four segments of pipes they televised, but what they do know confirms the problems they discussed in January. They can look at replacing pipe (\$82,000 price tag, roughly) or they could potentially extend the channel farther

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North. Both of those have their positives and negatives. Mr. Flickinger said that they can have a conversation what they should do once they get the other part from Flowline. Councilman Curl asked if the open ditch could be a temporary fix and if a pipe could be added at a later time without having to re-excavate. Mr. Flickinger did not think that there was a quick fix. Councilman Benedetti asked about the storm sewer map, that it looked like there were sections of storm sewers that go nowhere. Mr. Flickinger said that is what the field data shows. Discussion ensued if there was other information out there from ODOT.

- ❖ There has been some storm sewer mapping on the East Shore Ct area. There's about 900ft of sewer that they have. Based on survey data, the Village has approximately 24,000ft of storm sewers. The Village needs to do some long-range planning to figure out how to budget the televising work. Councilwoman Hughes said that there's a lot of people having problems and that the Village should step in when there are contractors that won't help because they say it's commercial and not residential. Mr. Flickinger said that part of the problem is the whole Village is basically one big storm sewer system and to do a whole analysis of it, it takes a lot of time and money.
- ❖ Council President Schrimpf asked if a special committee should be set up to study and track complaints. Councilwoman Hughes said she's had a lot of detailed emails with what residents have done. Mr. Flickinger said that most municipalities have a tracking system, but not necessarily a committee. Mr. Flickinger cautioned about sporadic data and televising versus a systematic televising. Mr. Flickinger needs some guidance from the Village through the Streets Committee on how much they want to spend. The schedule of televising needs to be decided.
- ❖ Councilman Benedetti asked about the storm sewers' flow from Cleveland Ave to the creek. Mr. Flickinger said that generally things flow from West to East but not everything from Cleveland Ave goes into the Village. Discussion ensued about water flow.
- ❖ Councilwoman Howard said that when it's raining on Wildwood, that the way it's paved, the water isn't guided into the sewer. Mr. Flickinger said that's always been a problem with how the streets have been paved over time. Councilman Star said that if they have to pay for a fix for the road that he does not want to be paying for a band aid as well as a fix.
- ❖ Discussion ensued about rainfall.
- ❖ They have done 169 sanitary house connection inspections in the M/I Development. They are overbudget on Task Order #8. They have about 8 hours of time left.
- ❖ Task Order #10 had the analysis of the 2018 CCTV work. The other task had some GIS for the Village to compile all the data to have it one place to make it easier for the Village to manage. They have all the sanitary sewer system information that is available. All the inspection reports, videos, and analysis are connected. This will help with the budgeting and planning perspective. All of the storm sewer information that was in the existing part of the Village and from the M/I home drawings. All of the water line information from the development is included, but they don't have the rest of the Village water line drawings. Discussion ensued about where the water line drawings were and Mr. Flickinger said they can discuss on how to get it into the system. They might have money left to do a Pavement Condition Assessment. They will have to have a discussion in the future where to put the data. Discussion ensued about GIS (Geographic Information Systems).
- ❖ The Alder Vista scope of work needs to be discussed. Mr. Fischer said that the construction will start between June and July. They also need to discuss curbs at the Streets meeting. Councilman Curl asked about the standards of curb. Mr. Flickinger said they use the City of Columbus' standard curb and gutter. They all follow a standard that's accepted in central Ohio.

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Fiscal Officer:

- ❖ RITA does have Black Sycamore in their system. The auditor does have a list of all the M/I Streets. They are tracking them, it was just an error that they will take care of. Council President Schrimpf would like to have RITA explaining what the situation was and what they intend to do to make sure it doesn't happen again. Councilman Benedetti asked what other choices they have for collecting taxes other than RITA. Mr. Hollins replied that the City of Cleveland does that. Mayor Eisentrout said that RITA spends a lot of money on their system and website and process of collecting taxes. They will schedule someone from RITA will come to speak to Council in May.

Legal Counsel:

- ❖ Mr. Hollins had nothing additional to add from Saturday's work session and will answer any questions.

Planning and Zoning:

- ❖ They will start talking about sign ordinances and RV parking.
- ❖ Planning and Zoning will be deciding where the basketball court will be. Mr. Fischer said by Alder Vista & Maplewood there are orange cones where they have been laid out to give an idea of where it will be.

Village Planner:

- ❖ The subdivision is moving along quickly.
- ❖ On Minerva Lake Rd there's a vacant lot where they are putting in a house.
- ❖ Mr. Fischer said that there are houses in phases in 5 and 6 that people are moving into.
- ❖ As for legislation, the public improvements ordinance is on the agenda for a first reading.
- ❖ Councilwoman Hughes asked about the Landscape Architect timeline. Mr. Fischer said probably by the end of April.

MPCA:

- ❖ The community association was going to put down a cement path with a shed and they were going to connect that together with a pit at the pool. That project got put on hold and they need to find a cement contractor to fill that pit.
- ❖ The community association wants to know where to put the shed. Mayor Eisentrout said they just need to tell her what they plan to do.

NCC:

- ❖ They presented an award to Kevin Parks, a reporter from This Week News.
- ❖ Columbus Metropolitan Library had 5,000 children participate in their winter reading challenge.
- ❖ A non-emergency line was spoofed and the scammer was calling to say they were collecting electric bills.
- ❖ 161 Cleanup is on Saturday April 13, 2019.
- ❖ Best Practices for NCC had a roundtable discussion.

Mayor's Report:

- ❖ Mayor Eisentrout contacted some mason companies for proposals to rebuild the entrance marker at the Ponderosa entrance. The owner of the car will have insurance pay for the entrance.

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- ❖ The pool opening is different this year thanks to Councilwoman Howard. Patterson Pool is doing extensive pool repairs including smoothing out the pool floors, painting the pool ladder, and repairing the pool walls. Mayor Eisentrout thanked Councilwoman Howard, Councilwoman Hughes, Councilman Benedetti, resident Jeff Howard and pool manager John Friedel for cleaning out leaves in debris in the pool for Patterson Pool.
- ❖ A letter was written to the District Three Public Works Integrating Committee (part of MRPC) about their current rules regarding awarding funding. The Director's Findings and Orders mandate that villages undertake extensive and expensive repairs and improvements to their wastewater systems. Villages cannot create the same economy of scale that larger communities can generate. Larger communities have a greater base to spread the costs of these mandated improvement than smaller municipalities. The price per unit of project will be less for cities where Villages need to break up their projects into phases that will cost more per unit. The Board was agreeable to consider the Mayor's letter and Mayor Eisentrout is hoping to attend the May meeting where they vote on these issues.

Community:

- ❖ The Vet's Memorial Paver Project will start on Tuesday.
- ❖ Councilwoman Howard asked about the location with the new facility. Council President Schrimpf said they might have to be moved. Council President Schrimpf wondered if there were other people in the community who want to do something for Memorial Day centered around the memorial.

Communications:

- ❖ Councilman Curl said they are working on getting off the ground and that communication is more than emails back and forth. The system isn't working very well. They will be talking to a webmaster. Soon they will have a skeleton flowchart for the website.

Finance:

- ❖ There's an upcoming potential meeting with RITA.
- ❖ The Finance Committee meeting will be on May 17, 2019 at 10 a.m.

Safety:

- ❖ Councilman Star had nothing new to report.
- ❖ Council President Schrimpf asked about the car. Police Chief Delp said it was damage to the front and rear door.

Streets:

- ❖ They will be scheduling a meeting.

Facilities:

- ❖ Facilities Committee interviewed architecture firms for renderings and cost estimates. They have sent out Requests for Proposal and they have two weeks to respond. The goal is that will have a meeting with residents in July.

RECORD OF PROCEEDINGS
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Legislation:

Resolution 2019-10 Credit Card Policy

A RESOLUTION ADOPTING A NEW CREDIT CARD POLICY UNDER OHIO HOUSE BILL 312 FOR THE VILLAGE OF MINERVA PARK AND ITS EMPLOYEES (2nd Reading)

Ordinance 06-2019 Supplemental Appropriations

AN ORDINANCE TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR THE CURRENT EXPENSES OF THE VILLAGE OF MINERVA PARK FOR THE YEAR 2019 (1st reading)

Ordinance 07-2019 Accepting Public Improvements

AN ORDINANCE ACCEPTING THE PUBLIC IMPROVEMENTS SITUATED IN MINERVA PARK SUBDIVISION PHASES V AND VI AS RECORDED IN PLAT BOOK 125 PAGES 12 AND 16, RESPECTIVELY, FRANKLIN COUNTY, OHIO RECORDS INCLUDING THE STREETS AND IMPROVEMENTS SITUATED IN THE RIGHT OF WAY (1st reading)

Old Business:

- ❖ No old business was discussed.

New Business:

- ❖ Councilwoman Howard is working on a possible town hall for the opioid crisis.
- ❖ Councilwoman Hughes said the pool needs a pump and that the pool has to sit empty with an electric pump for 7 days to dry.

Citizens' Comments:

- ❖ There were none.

Councilman Star moved to adjourn; Councilwoman Hughes seconded; passed.

The meeting adjourned at 9:02 pm.

Mayor Lynn Eisentrout

Fiscal Officer Kim Pulley

RESOLUTION 2019-10

A RESOLUTION ADOPTING A NEW CREDIT CARD POLICY UNDER OHIO HOUSE BILL 312 FOR THE VILLAGE OF MINERVA PARK AND ITS EMPLOYEES

WHEREAS, Ohio House Bill 312 amended several Ohio Revised Code sections and enacted several new Ohio Revised Code sections meant to regulate the use of credit and debit cards by political subdivisions; and

WHEREAS, Ohio House Bill 312 requires the legislative authority of all political subdivisions to adopt a written policy for the use of credit card accounts; and

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

Section 1. Village Council hereby adopts the Credit Card Policy attached hereto as Exhibit A and incorporated herein by reference.

Section 2. This resolution shall take effect and shall be in force at the earliest opportunity allowed by law.

Lynn Eisentrout, Mayor

First Reading: March 25, 2019
Second Reading: April 8, 2019
Third Reading: April 22, 2019
Passed: April 22, 2019

ATTEST

APPROVED AS TO FORM

Kim Pulley, Fiscal Officer

Solicitor

CREDIT CARD POLICY

Pursuant to Resolution 2019-10, Village Council has hereby adopted the following policy concerning Village-issued credit cards:

- Positions authorized to use credit cards. Credit cards will be issued upon request of the Mayor, or designee, to Village Council members, department heads, and any supervisor or employee authorized by the Mayor.
- Issuance of cards. Requests for the issuance of a credit card are to be made, in writing, to the Mayor, or designee. Credit Cards are “corporate” cards that are issued in the name of the Village with the employee as an authorized user. Prior to issuing a card to an employee, the Mayor, or designee, will determine how the credit cards will be used by the employee in accordance with this Policy and the specific credit card limit for that cardholder.
- Restrictions on use. Credit cards are authorized for the following uses:
 1. Authorized travel, including airfare, conference registration, hotel, meals, and miscellaneous travel expenses, in accordance with Village’s Code of Personnel Practices and Procedures.
 2. Purchase of materials and supplies from vendors when purchase orders, vendor accounts, or petty cash are not available or practical. (Note: all procurement rules and reimbursement of expense rules will be applicable to purchases made with credit cards).
 3. Business meals, in accordance with the Village’s Code of Personnel Practices and Procedures.
 4. Other expenditures as deemed necessary as authorized and pre-approved by the Mayor, or designee.

In all instances, the Village’s tax-exempt status should be provided to a vendor so that sales tax is not charged. If a vendor fails to waive the tax, the employee should document their effort to have the tax waived. The Mayor, or designee, is authorized to determine whether the Village or the employee is responsible for the tax liability.

Village credit cards are to be used solely for Village business as outlined above. Use of the credit card for personal items, personal use, alcohol, cash advances, or entertainment is strictly prohibited.

- Management of credit cards. The Mayor, or designee, is responsible for administration of Village credit cards to include, but not limited to, selection of the card provider, managing issuance and cancellation of cards, and ensuring proper use. The Fiscal Officer, or designee, is responsible for payment of credit card bills.
- Compliance Officer. A Compliance Officer will be appointed by the Mayor, or designee. The Compliance Officer will quarterly review the number of cards and accounts issued, the number of active cards and accounts issued, the cards' and accounts' expiration dates, and the cards' and accounts' credit limits. The Compliance Officer does not have authority to use a Village credit card account and may not authorize an officer or employee to use a Village credit card account.
- Rewards. At least annually, the Mayor, or designee, must report to Village Council all rewards received based on the use of the Village's credit card account.
- Itemized receipts required. Every purchase, including those made via the Internet, **must** have a **detailed itemized receipt**. A credit card signature slip with only the amount charged is not considered sufficient documentation. Business meal receipts must also include the name(s) of the person(s) attending and the business objective. In addition to a detailed itemized receipt, a copy of the authorized travel request form, if applicable, must accompany all travel related purchases (i.e., airfare, hotel, meals, etc.). All receipts and documentation, with appropriate vendor information, account codes, and authorization, must be submitted to the Mayor, or designee, within 24 hours to assure timely processing and payment.
- Protection of credit cards. Employees must sign out a credit card including name, date, and purposes for each use. When in use, it is the authorized cardholder's responsibility to safeguard the card and credit card account number at all times. If a Village cardholder suspects the loss, theft, or possibility of unauthorized use of the card, the employee shall immediately notify the Mayor, or designee, and the cardholder's supervisor, in writing. If a card is reported as lost or stolen, the Mayor, or designee, will contact the card provider and may cancel or replace the card. All credit cards must be returned to the Mayor, or designee, within 24 hours of use, unless the card is being utilized for out of town travel.

- Cancellation of cards. Requests for cancellation of a card should be directed to the Mayor, or designee. Upon separation from employment with the Village, or if the Mayor, or designee, determines that the cardholder’s position no longer qualifies for a Village-issued card, the card will be cancelled immediately.
- Maximum credit limit. Unless specifically authorized by the Mayor (for a limited time or for a specific expenditure), individual credit card accounts shall not exceed \$5,000.
- Misuse of card. The use of a credit card account for expenses beyond those authorized by this Policy and/or any failure to comply with these Credit Card Policies or any additional directives issued pursuant to this Policy constitutes misuse of a credit card account. An officer or employee who misuses a credit card account is subject to discipline, including, but not limited to, loss of eligibility to use a Village credit card, demotion, and/or termination. Further, the employee may be subject to civil liability and/or criminal proceedings as a result of this misuse and may be required to reimburse the Village for the unauthorized expenditures or not maintaining proper documentation.
- The Mayor and the Village Solicitor are hereby authorized to take all actions necessary to implement and administer this Policy.

I acknowledge that I have received and understand the credit card policy as outlined. I agree to abide by all terms included herein.

Employee Acknowledgement

Date

RESOLUTION 2019-11

A RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF BRADLEY FORREN AS A FULL-TIME POLICE OFFICER FOR THE VILLAGE OF MINERVA PARK, OHIO AND DECLARING AN EMERGENCY

WHEREAS, there is a vacancy in the Village of Minerva Park Police Department for a full-time Police Officer; and,

WHEREAS, the Mayor and Council for the Village of Minerva Park wish to fill the full-time Police Officer position; and,

WHEREAS, Bradley Forren began serving as a full-time Police Officer in the Minerva Park Police Department on April 15, 2019, and has the necessary qualifications to fill this position; and,

WHEREAS, pursuant to Section 737.16, Ohio Revised Code, the Mayor appointed Bradley Forren as a full-time Police Officer for the Village of Minerva Park beginning on April 15, 2019 and Council for the Village of Minerva Park now wishes to confirm this appointment.

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

Section 1. Pursuant to Section 737.16, Ohio Revised Code, Council for the Village of Minerva Park hereby confirms the Mayor's appointment of Bradley Forren as a Full-Time Police Officer beginning April 15, 2019.

Section 2. Pursuant to Section 737.16, Ohio Revised Code, this appointment and confirmation shall be for a probationary period of six months' consecutive service, and shall not be finally made until Bradley Forren has satisfactorily served the probationary period and the Mayor, with the concurrence of Council, have finally appointed Bradley Forren.

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. All prior legislation, or any parts thereof, which is/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 immediate need to fill the full-time officer position. Wherefore, this Resolution shall take effect and shall be in force immediately upon passage by Council.

Lynn Eisentrout, Mayor

First Reading: April 22, 2019
Second Reading: Waived
Third Reading: Waived
Passed: April 22, 2019

ATTEST

APPROVED AS TO FORM

Kim Pulley, Fiscal Officer

Solicitor

RESOLUTION 2019-12

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

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 received a quote for the inspection, cleaning, and recording of Wildwood Road, Elmhurst Road, Westbridge Road, Park Lane, and Park Lane Court from Flowline, LLC, to be started on or about May 7, 2019.

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 \$XX,XXX 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 to address storm sewers that may not be draining properly; WHEREFORE, this resolution shall take effect and be in force from and after its passage.

Lynn Eisentrout, Mayor

First Reading: April 22, 2019
Second Reading: May 6, 2019
Third Reading: Waived
Passed: May 6, 2019

ATTEST

APPROVED AS TO FORM

Kim Pulley, Fiscal Officer

Solicitor

RESOLUTION 2019-13

A RESOLUTION AUTHORIZING AND APPROVING THE EXECUTION OF A CONTRACT WITH AMICK MUNICIPAL CONSULTING GROUP FOR ODNR CONSULTING SERVICES AND DECLARING AN EMERGENCY

WHEREAS, the Village of Minerva Park seeks an experienced consultant to provide professional services related to an application for financial assistance for the Nature Works Grant Program administered by the Ohio Department of Natural Resources; and,

WHEREAS, the Village Council received a proposal from Amick Municipal Consulting Services outlining the project.

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 consulting services related to an application for financial assistance for the Nature Works Grant Program.

Section 2. The cost of the project shall not exceed \$9,375 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.

Lynn Eisentrout, Mayor

First Reading: April 22, 2019
Second Reading: Waived
Third Reading: Waived
Passed: April 22, 2019

ATTEST

APPROVED AS TO FORM

Kim Pulley, Fiscal Officer

Solicitor



AMICK MUNICIPAL
CONSULTING GROUP, LLC
WHEN FUNDING MATTERS

April 9, 2019

The Honorable Lynn Eisentrout, Mayor
Village of Minerva Park
2829 Minerva Lake Road
Columbus, Ohio 43231

Subject: Village of Minerva Park, NatureWorks Program Application, 2019

Dear Mayor Eisentrout:

Amick Municipal Consulting Group, LLC (hereafter AMCG) is pleased to provide this proposal to the Village of Minerva Park for assistance with developing and submitting a NatureWorks Program application to the Ohio Department of Natural Resources (hereafter ODNR). In general, the subject project involves improvements to the “baby pool,” an outdoor recreational facility under the ownership and jurisdiction of the Village of Minerva Park and open to the public at large. Applications are due to the ODNR no later than June 1, 2019.

SCOPE OF SERVICES

The proposal provided herein is for one type of professional service: application development and coordination services; should additional services be needed and warranted, a separate proposal for said services will be provided forthwith, upon request. Specific services to be provided under this proposal are detailed more fully below.

- AMCG, in cooperation with the Village of Minerva Park, will gather facts, data, and figures to be included in the narrative section of the subject application.
- AMCG will formulate and otherwise compose the narrative section of the above referenced application, incorporating the aforementioned facts, data, and figures.
- AMCG will prepare the various “boilerplate” certifications, as required by ODNR, unless otherwise noted herein.
- AMCG will visit the site of the proposed project at least once, to acquire photographs of the entire project site; said photographs will be included in the subject application.
- AMCG will create several maps, as required by the ODNR, which will delineate various aspects of the proposed project.
- AMCG will acquire the deeds to parcel(s) of property on which the improvements are to be constructed.



AMICK MUNICIPAL
CONSULTING GROUP, LLC
WHEN FUNDING MATTERS

- AMCG will prepare a resolution to be considered by the Minerva Park Village Council, allowing for the submission of the subject application for financial assistance.
- AMCG will attend one public meeting, at the direction of the Village of Minerva Park, to allow the general public an opportunity to comment on the subject project and to have questions in reference to the same addressed.
- AMCG will provide one draft copy of the application, via portable document file, to the Village of Minerva Park for comments.
- AMCG will meet with representatives of the Village of Minerva Park to discuss the aforementioned draft document and to address any questions or areas of concern that may arise.
- AMCG will revise, if necessary, the above referenced draft application, taking into consideration the edits suggested by representatives of the Village of Minerva Park.
- AMCG will prepare a final NatureWorks Program application, which is to be signed by the applicable representatives of the Village of Minerva Park.
- AMCG will deliver or cause to be delivered one NatureWorks Program application to the ODNR on or before June 1, 2019.

PROPOSED COMPENSATION

AMCG proposes to provide the above referenced services on an hour basis of one hundred twenty-five dollars per hour (\$125.00/hour), not to exceed nine thousand three hundred and seventy-five dollars and no cents (\$9,375.00) in addition to customary reimbursable expenses, including travel-related expenses. The Village of Minerva Park will only be invoiced for services rendered. Invoices will be submitted to the Village of Minerva Park on or about the thirtieth of each month and are due to AMCG within thirty (30) days of the date of the invoice. The Terms and Conditions, entitled Consulting Contract, and provided to the Village of Minerva Park on or about March 15, 2019 are incorporated by reference herein.

EXCLUSIONS AND LIMITATIONS

The above expressed Scope of Services is herein predicated on the following exclusions from said Scope and assumptions made in reference to the same.

- AMCG does not propose to provide any services necessary to complete the Categorical Exclusion documentation and/or any such environmental review materials, as required by ODNR.
- AMCG does not propose to provide the services of a Professional Engineer and/or a Professional Architect; any documents requiring the certification of a Professional Engineer will be the responsibility of the Village of Minerva Park.



AMICK MUNICIPAL
CONSULTING GROUP, LLC
WHEN FUNDING MATTERS

TIME IS OF THE ESSENCE

As stated above, NatureWorks Program applications are due to the ODNR no later than June 1, 2019. Accordingly, in order to provide effective service to the Village of Minerva Park, AMCG must begin the application development process forthwith. As such, the services proffered herein are to be interpreted as in effect until 7:01 am on April 23, 2019.

Again, AMCG is pleased to provide this proposal for your consideration and looks forward to assisting the Village of Minerva Park with this project. If you have any questions or would like to discuss this matter further, please do not hesitate to contact me at (614) 282-2959 or via e-mail at benjamin@amickconsulting.com.

Sincerely,

A handwritten signature in blue ink, appearing to read "Benjamin W. Amick", enclosed in a thin black rectangular border.

Benjamin W. Amick, Managing Member
Amick Municipal Consulting Group, LLC



AMICK MUNICIPAL
CONSULTING GROUP, LLC
WHEN FUNDING MATTERS

AUTHORIZATION TO PROCEED
Village of Minerva Park, NatureWorks Program Application, 2019

Amick Municipal Consulting Group, LLC is heretofore authorized to begin the above stated project.

Authorized by

Printed Name

Date

PO Number

RESOLUTION 2019-14

A RESOLUTION AUTHORIZING AND APPROVING THE EXECUTION OF A CONTRACT WITH XXXXX TO PROVIDE CONCEPTUAL PLANNING SERVICES AND DECLARING AN EMERGENCY

WHEREAS, the Council of the Village of Minerva Park (“Village”) needs to secure the services of an architectural firm to assess the existing configuration and tenant needs and develop a conceptual plan for the Village community and administrative building located at 2829 Minerva Lake Road; and

WHEREAS, the Village deems it necessary to utilize the services of XXXXX to provide conceptual design planning;

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

Section 1. The Mayor and the Fiscal Officer are authorized to enter into a contract with XXXXX to develop a conceptual design plan for the Village community and administrative building located at 2829 Minerva Lake Road.

Section 2. The cost of the services of XXXXX shall not exceed \$YYYYY.

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 have to a conceptual plan in place to assess the renovation needs of the aforementioned office building during the due diligence period; WHEREFORE, this resolution shall take effect and be in force from and after its passage.

Lynn Eisentrout, Mayor

First Reading: April 22, 2019
Second Reading: May 6, 2019
Third Reading: Waive
Passed: May 6, 2019

ATTEST

APPROVED AS TO FORM

Kimberly Pulley, Fiscal Officer

Solicitor

ORDINANCE 06-2019

AN ORDINANCE TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR THE CURRENT EXPENSES OF THE VILLAGE OF MINERVA PARK FOR THE YEAR 2019

WHEREAS, it is necessary to supplement the appropriations in Ordinance 20-2018 for the year ending December 31, 2019; and

WHEREAS, the appropriations herein are to be effective for the year ending December 31, 2019.

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

Section 1. The Annual Appropriations in Ordinance 20-2018 are supplemented as follows:

<u>Fund/Account No.</u>	<u>Account Name</u>	<u>Current Amount</u>	<u>Increase</u>	<u>Revised Amount</u>
<u>General Fund</u>				
<u>Public Health and Welfare</u>				
1000-290-300	Contractual Services	\$2,000	\$1,100	\$3,100
<u>Leisure Time Activities - Swimming Pool</u>				
1000-340-300	Contractual Services	16,800	10,000	26,800
<u>Basic Utility Services</u>				
1000-559-300	Contractual Services	0	10,000	10,000
1000-559-400	Supplies and Materials	30,000	9,300	39,300
<u>Franklin Park Conservatory Grant</u>				
<u>Leisure Time Activities</u>				
2911-320-400	Supplies and Materials	0	1,560	1,560
<u>MP Improvement Tax Increment Equivalent</u>				
<u>Capital Outlay</u>				
4907-800-500	Capital Outlay	86,611	12,768	99,379

Section 2. The Fiscal Officer shall certify these additional appropriations to the Franklin County Budget Commission.

Section 3. This Ordinance shall be in full force and effect upon its passage.

Lynn Eisentrout, Mayor

First Reading: April 8, 2019
Second Reading: April 22, 2019
Third Reading: May 6, 2019
Passed: May 6, 2019

**Ordinance 05-2016
(Continued)**

ATTEST

APPROVED AS TO FORM

Kim Pulley, Fiscal Officer

Solicitor

ORDINANCE 07-2019

**AN ORDINANCE ACCEPTING THE PUBLIC IMPROVEMENTS
SITUATED IN MINERVA PARK SUBDIVISION PHASES V AND VI AS
RECORDED IN PLAT BOOK 125 PAGES 12 AND 16, RESPECTIVELY,
FRANKLIN COUNTY, OHIO RECORDS INCLUDING THE STREETS AND
IMPROVEMENTS SITUATED IN THE RIGHT OF WAY**

WHEREAS, the Developer of Minerva Park Subdivision Phase V and VI has represented to the Village that all public improvements reflected upon the subdivision plat including streets and all improvements within the platted street right of way are complete; and,

WHEREAS, the Village is satisfied that all public improvements reflected upon the plat are complete in accordance with the terms of the Development Agreement,

NOW THEREFORE BE IT ORDAINED BY THE VILLAGE OF MINERVA PARK, FRANKLIN COUNTY, STATE OF OHIO AS FOLLOWS:

Section 1: That all public improvements reflected upon the plat of Minerva Park Phase V and VI as recorded in Plat Book 125 Pages 12 and 16, respectively, Franklin County, Ohio Records including the streets and all improvement situated in the street right of way are hereby accepted by the Village pursuant to the terms of the Statute.

Section 2: That the Developer is hereby released from all obligations to the Village pursuant to the improvements reflected upon the plat and the Development Agreement with the Village.

Section 3. That it is hereby found and determined that all formal action of this Council concerning and relating to passage of this Ordinance were adopted in an open meeting of the Council and that all deliberations of this Council and any of the decision making bodies of the Village of Minerva Park which resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of the Village of Minerva Park, Franklin County, Ohio.

Section 4. This ordinance shall take effect at the earliest period allowed by law.

Lynn Eisentrout, Mayor

First Reading: April 8, 2019
Second Reading: April 22, 2019
Third Reading: May 6, 2019
Passed: May 6, 2019

ATTEST

APPROVED AS TO FORM

Kimberly Pulley, Fiscal Officer

Solicitor