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.

/S/ Lynn Eisentrout
Lynn Eisentrout, Mayor

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

ATTEST

/S/ Kim Pulley
Kim Pulley, Fiscal Officer

APPROVED AS TO FORM

/S/ Eugene Hollins
Solicitor
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.
• 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.

Mayor Lynn Eisentrount
Village of Minerva Park, NatureWorks Program Application, 2019
April 9, 2019
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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,

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

Authorized by

Printed Name

Date

PO Number