



**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 BUSINESS

NEW BUSINESS

ADJOURN

## 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 15<sup>th</sup> 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.

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Tiffany Hughes, Mayor

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

**ATTEST:**

**APPROVED AS TO FORM:**

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Jeffrey Wilchek, Fiscal Officer

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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.

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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**

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Jeffrey Wilcheck, Fiscal Officer

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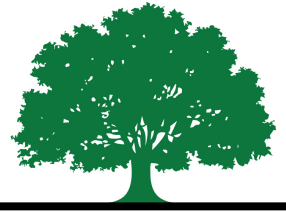
Jesse Shamp, Solicitor

# Village of Minerva Park

2829 Minerva Lake Rd. Columbus, OH 43231

614-882-5743

[www.minervapark.org](http://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
  - \$1,000,000 in the aggregate
- Automobile Liability
  - Coverage
  - Bodily Injury
  - Property Damage

	Minimum Amt. & 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
  - \$1,000,000 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

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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**

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Jeffrey Wilcheck, Fiscal Officer

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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.

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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**

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Leah Cline, Fiscal Officer

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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.

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Tiffany Southard , Mayor

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

**ATTEST**

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Jeffrey Wilcheck, Fiscal Officer

**APPROVED AS TO FORM**

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Jesse Shamp, Solicitor