

## **PUBLIC NOTICE**

### **COMMUNITY DEVELOPMENT COMMITTEE MEETING**

*Chair: Ted Haskins*

*Committee Members: Kyle Mitchell, Ben Redman*

**Monday, December 7, 2020 at 4:30 p.m.**

**Council Chambers, 745 Center Street, Milford Ohio**

### **AGENDA**

Call to Order

Proceedings: Approval of the September 10, 2020, Community Development Committee Minutes

Agenda Items:

- 2021 Landscape Contract
- Discussion of Future Projects: 2020/2021 Clermont County Park District Community Parks Grant Program
- And all additional matters that may properly come before the committee

Adjourn

**Community Development Committee  
Meeting Minutes  
September 10, 2020**

The meeting was called to order at 4:30 pm by Ben Redman

**Present:** Ben Redman, Kyle Mitchell Ted Haskins was absent  
**Staff:** Michael Doss, City Manager; Jackie Bain, Administrative Assistant  
**Visitors:** Josh Shaw/Kleingers, Deborah Buis

Proceedings: *Approve the proceedings from the August 10, 2020 Community Development Committee Minutes Mr. Mitchell made a motion to approve. Seconded by Mr. Redman.*

Discussion: Bid Services for Riverside Park Walking Path

Mr. Doss spoke about the property alternative as part of the bid. The bid opening was held at 11:00 am on September 10th for the Riverside Park Walking Path. Josh Shaw with Kleingers was also assisting with the process. Two bids were received in. Prus Construction Company base bid at \$ 63,800 and one base bid from JK Meurer Corporation at \$54,500.

Mr. Doss reviewed the original plan at Riverside Park and a new alternate plan. We did receive funds approval through the Land and Water Conservation ODNr for \$118,000. This consisted of a short track and a long track. When we bid this out, we wanted to get well within the \$118,000. We bid out with a couple of alternatives. Mr. Doss and Mr. Shaw reviewed the parcel and base bid totals for each alternative and information regarding future potential for the area.

Once we build on the park it must remain a park. If we leave any parcel that the path does not touch, it will remain open for any future phases that the city would like to develop.

The committee felt that this will leave greenspace and options for the future use of the land.

\$74,500 plus 10% contingencies for a total of \$74,500 plus 10% contingencies.

***The Committee Agreed to Make A Motion Recommending That the Law Director Draft an Ordinance for The City Manager to Enter into An Agreement with JK Meurer Corporation for The Riverside Park Walking Path in The Amount Of \$81,950.00 which Includes 10% in Contingencies***

There being no other business, Mr. Mitchell made a motion to adjourn. Seconded by Mr. Redman  
The meeting was adjourned at 5:09 pm.

Respectfully Submitted,  
Jackie Bain

*"These minutes have been approved and adopted by Mr. Haskins, Mr. Redman and Mr. Mitchell via email on, September 15, 2020."*

## CITY OF MILFORD

## 2021 Landscape Maintenance Contract 1 YEAR

**November 30, 2020 11:00 A.M.**

[illegible]

**November 30, 2020 11:00 A.M.**

[illegible]

CITY OF MILFORD CONTRACT NO. I.A- 2021 LANDSCAPE CONTRACT

BIDDER AGREES TO PERFORM ALL THE WORK DESCRIBED IN THE CONTRACT DOCUMENTS FOR THE FOLLOWING PRICES:

	One (1) Year Contract	Three (3) Year Contract
Total For Project Areas 1-13	\$ 58,585.00	\$ 175,755.00
Water Allowance	\$ 5,000 x 3 yrs	\$ 10,000 + 5,000.00 = 15,000.00 1,2,3
Dead Replacement Allowance	\$ 3,500 x 3 yrs	\$ 7,000 + 17,000.00 = 24,000.00 1,2,3
TOTAL BID	\$ 67,085.00	\$ 201,255.00

Date: 11/30/2020

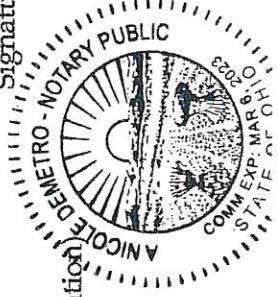
Respectfully Submitted: Rob Louise Lawn Care & Snow Removal Inc.  
Name of Contractor

1223 Old State Rt 74 Batavia, Ohio 45703  
Address

513-271-5665 513-672-2002 Louise@aol.com  
Phone Fax Email

ATTEST A. New District Robert M. [Signature]  
Signature & Title

(SEAL - If Proposal is by a Corporation)



CITY OF MILFORD CONTRACT NO. LA- 2021 LANDSCAPE CONTRACT

BIDDER AGREES TO PERFORM ALL THE WORK DESCRIBED IN THE CONTRACT DOCUMENTS FOR THE FOLLOWING PRICES:

	<u>One (1) Year Contract</u>	<u>Three (3) Year Contract</u>
Total For Project Areas		
1-13	\$ <u>74,185</u>	\$ _____
Water Allowance	\$ 5,000	\$ 10,000
Dead Replacement Allowance	\$ 3,500	\$ 7,000
TOTAL BID	\$ <u>82,685.00</u>	\$ _____

Date: 11-30-20

Respectfully Submitted: M.A.W. Loran cycle  
Name of Contractor

9700 caprice Dr. Middletown CT  
Address

573-915-7504  
Phone

573-915 7283  
Fax

MAW Loran cycle@yahoo.com  
Email

ATTEST \_\_\_\_\_  
Signature & Title

(SEAL - If Proposal is by a Corporation)



## Clermont County Park District Community Parks Grant Program

Date: November 23, 2020

It is with great pleasure that the Clermont County Park District announces the 2020/21 Community Parks Improvement Grant Program. It is designed to help Clermont County communities make improvements to their parks. The Board of Park Commissioners has authorized the distribution of up to \$100,000.00 for the 2020/21 program. Each application can be for up to \$20,000.00.

Funding for the program has been provided by the Clermont County Park District Board of Park Commissioners as a component of the Park District's property tax levy. Eligible entities are townships, villages, cities, and park districts that own and maintain parks within Clermont County.

In previous years we held informational meetings to answer questions about the program. This year, with Covid-19, we will not be hosting a meeting. If you have questions concerning the application process, please contact Chris Clingman at [cclingman@clermontcountyohio.gov](mailto:cclingman@clermontcountyohio.gov) or 513-260-6562.

Applications will be due 4:00 PM, Tuesday, January 26, 2021. Successful applicants will be notified in February and will have one year to complete their project.

The application forms will be available on the Park District website [www.clermontparks.org](http://www.clermontparks.org) and at the meeting. Forms may also be requested by calling the Park District at 513-732-2977.

Please see the attached guidelines and application for more information on the program.

Sincerely,

Chris Clingman, Director

2228 U.S. Highway 50

Batavia, Ohio 45103

(513) 732-2977

(513) 732-9733 Fax

Christopher L. Clingman  
Director

Pattison Park

Sycamore Park

Chilo Lock & Dam No. 34

Crooked Run Nature Preserve

Hartman Log Cabin

Kelley Nature Preserve

State Route 222 Road Side Park

Shor Park

Ten Mile Creek Preserve

Wilson Nature Preserve



# Clermont County Park District 2020/21 Community Parks Improvement Program Checklist

## *Application Guidelines*

1. \_\_\_\_\_ There will not be an informational meeting this year for the program. If you questions concerning the application process please contact Chris Clingman at [ccclingman@clermontcountyohio.gov](mailto:ccclingman@clermontcountyohio.gov) or 513-260-6562.
2. \_\_\_\_\_ Complete Grant Application form and Project Cost Estimate worksheet (example enclosed). One (1) project per form; maximum of two (2) project applications per grant cycle. Number your applications in order of priority, #1 being the highest priority. **For projects more than \$2,000-Attach at least two estimates or your application will not be reviewed.**
3. \_\_\_\_\_ Include a Resolution of Support from the governing body – Village or City Council, Township Trustees – supporting the grant application (example enclosed).
4. \_\_\_\_\_ Include a Statement of Responsibility from the governing body – Village or City Council, Township Trustees – supporting the proposed project (form enclosed).
5. \_\_\_\_\_ Deadline for returning completed applications is: 4:00 PM **Tuesday, January 26, 2021.**
6. \_\_\_\_\_ Address how the project(s) will be a benefit to 1) ***health and wellness and/or*** 2) ***safety issues*** of the community and the park area.
7. \_\_\_\_\_ Please include a photograph of the project site area and/or recreational equipment that may be affected.  
Return your application to:  
**Grant Award Committee  
Clermont County Park District  
2228 US HWY 50  
Batavia, OH 45103**

## *Award Rules*

In order to exercise prudent management of funds voted by Clermont County taxpayers, Clermont County Park District requires the following information before distributing grant funds awarded through our Community Parks Improvement Program:

1. \_\_\_\_\_ Copies of all paid receipts, canceled checks and/or other documents proving expenditures covered by the grant award.
2. \_\_\_\_\_ Pictures of completed project with proper Park District Grant signage in place.
3. \_\_\_\_\_ The appropriate village/city/township authority ***must*** provide Clermont County Park District with a letter stating the date the project has been completed and ask for reimbursement.
4. \_\_\_\_\_ If actual expenditures are less than the amount awarded, the actual amount will be reimbursed.
5. \_\_\_\_\_ All approved projects must be complete and final paperwork ***must*** be submitted within one year of the award date in order to be reimbursed. Extensions may be requested.



**Clermont County Park District  
2020/21 Community Parks Improvement Program  
Grant Application**

**Political Subdivision:** \_\_\_\_\_

**Community Park:** \_\_\_\_\_

**Park Address or Location:** \_\_\_\_\_

**Contact Person/Title:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone:**                      **Daytime** \_\_\_\_\_ **Evening** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Project Priority #** \_\_\_\_\_

**Brief Description of Project:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Project Cost Estimate Instructions**

On the reverse side of this form you will find a worksheet which should simplify your project cost planning and assist the review committee in considering your request.

1. Provide a brief description of each component of your project in the left column. This should be detailed enough to allow the review committee to understand what the item is and the volume or quantity being planned. Copies of catalog pages work well for equipment descriptions if not provided on estimates.
2. Provide an estimated cost for each component. Attach copies of written estimates for each component. At least 2 estimates should be obtained for both equipment and services if your project is over \$2,000. Park District can provide assistance in locating vendors. The Committee prefers you use local vendors if possible. Fill out the application for the best estimates. Do not fill out an application for each estimate. Playground Equipment must be IPEMA Certified.
3. Provide a brief description of donated goods and services including supplier/group name and estimated value.
4. If requesting over \$10,000, you must provide 25% cash match.

**Estimated completion date for the project:** \_\_\_\_\_



**Clermont County Park District  
2020/21 Community Parks Improvement Grant Program**

***COUNCIL RESOLUTION***

WHEREAS, the Village/City/Township of \_\_\_\_\_ desires to see its residents enjoy the benefits of a community park;

BE IT RESOLVED: that the Village/City/Township of \_\_\_\_\_ expresses its support for a Community Park Improvement Grant application to be submitted to Clermont County Park District, which application will reimburse expenses for the improvements listed on said application to the community park of the Village/City/Township known as the \_\_\_\_\_ Park.

BE IT RESOLVED: that the Village/City/Township understands that reimbursement of approved expenses will only take place if and when all deadlines are met and requested documentation is submitted.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Signed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Clermont County Park District  
2020/21 Community Parks Improvement Grant Program**

***STATEMENT OF RESPONSIBILITY***

The Village/City/Township of \_\_\_\_\_ hereby states that it will be responsible for the expenditure of \$ \_\_\_\_\_ awarded by Clermont County Park District through the Community Parks Improvement Program for the purpose of \_\_\_\_\_  
\_\_\_\_\_ (description of project).

It is understood that the funded project must be completed and required completion paperwork submitted by one year from award date for awarded funds to be disbursed. It is further understood that the Grant Program Sign provided by Clermont County Park District must be placed at the project site. The Village/City/Township also states that it will take appropriate measures to assure that the project described above is adequately maintained for the present and future benefit of citizens of the community.

Signed \_\_\_\_\_  
(Appropriate village/city authority)

Title \_\_\_\_\_

**Clermont County Park District**  
**2020/21 Community Parks Improvement Program**  
**Grant Application Example**

**Political Subdivision:** Village of Union City, OH

**Community Park:** Railroad Park

**Park Address or Location:** Located at the southwest corner of Fourth and Main Street

**Contact Person/Title:** John Doe, Park Board President

**Mailing Address:** P.O.Box 123, Union City, OH 45678

**Telephone:** **Daytime** (513) 000-0000 **Evening** (513) 000-0000

**Email:** unioncityadmin@unioncity.gov **Project Priority #** 1

**Brief Description of Project:** Installation of a new playground gym which will increase the safety of the children using the park. This new playground set will allow a safe avenue for more children to play in the park. Because of the age and condition of the previous playground equipment liability from injury will be reduced as well. Union City will contract with XYZ Excavating to prepare the playground base, purchase sand from XYZ Sand and Gravel and utilize man power from the Community Service Program to install and compact sand. Signs will be designed by a volunteer, fabricated by Acme Signs and installed by the volunteers. Park District signs will be mounted in accordance with requirements.

On the reverse side of this form you will find a worksheet which should simplify your project cost planning and assist the review committee in considering your request.

1. Provide a brief description of each component of your project in the left column. This should be detailed enough to allow the review committee to understand what the item is and the volume or quantity being planned. Copies of catalog pages work well for equipment descriptions if not provided on estimates.
2. Provide an estimated cost for each component. Attach copies of written estimates for each component. At least 2 estimates should be obtained for both equipment and services if your project is over \$2,000. Park District can provide assistance in locating vendors. Fill out the application for the best estimates. Do not fill out an application for each estimate.
3. Provide a brief description of donated goods and services including supplier/group name and estimated value.
4. If requesting over \$10,000, you must provide 25% cash match.

**Estimated completion date for the project:** 11/01/21

# PROJECT COST ESTIMATE WORKSHEET

**Materials/Equipment-Please do not record donated materials and equipment in this section**

Description	Cost Estimate
1 Giant Tumble Gym (3 estimates attached)	\$ 4385.00
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total Materials/Equipment</b>	\$ 4385.00

<b>Total Amount of Park District Grant Funding Requested</b>	\$ 3000.00 *
<b>Total Amount Village/City/Township Share</b>	\$ 1385.00

**Contracted Services-Please do not record donated services in this section**

Description	Cost Estimate
Equipment Base Preparation (2 estimates attached)	\$ 600.00
Fabrication of 6 historical signs @ \$100 per sign (4 estimates)	\$ 600.00
	\$
	\$
	\$
	\$
<b>Total Contracted Services</b>	\$ 1200.00

<b>Total Amount of Park District Grant Funding Requested</b>	\$ 1200.00 *
<b>Total Amount Village/City/Township Share</b>	\$ .00

**Total Project Funding Requested from Park District (add 2 \*totals above) \$ 4200.00**

**Donated Goods and Services-Not included above**

Description	Estimated Value
Community Service Workers - 40 man hours @\$8/hr	\$ 320.00
Designing signs by volunteer	\$ 800.00
	\$
	\$
	\$
	\$
	\$
<b>Total Donated Goods and Services</b>	\$ 1120.00

Attach supplemental information to this form.

Return by 4:00 PM Tuesday, January 26, 2021 to:

**Grant Award Committee  
Clermont County Park District  
2228 US HWY 50  
Batavia, OH 45103**