

VILLAGE OF TERRACE PARK HAMILTON COUNTY, OHIO

RESOLUTION NO.1-1, 2022

RESOLUTION CONFIRMING APPOINTMENT OF MEMBERS OF THE TERRACE  
PARK PLANNING COMMISSION

**WHEREAS**, the Mayor shall, in accordance with Section 11.05.03 of Terrace Park Codified Ordinances, appoint members to the Village Planning Commission; and

**WHEREAS**, the Council for the Village hereby desires to confirm said appointments.

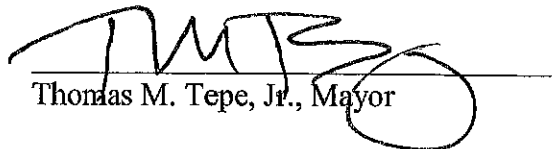
**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF TERRACE PARK, HAMILTON COUNTY, OHIO** that:

**Section 1.** The Mayor hereby appoints, and Council hereby confirms, the following appointments to the Terrace Park Planning Commission:

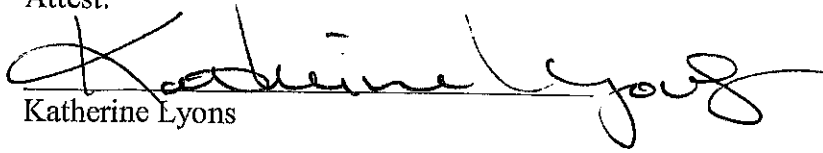
<b><u>Member:</u></b>	<b><u>Term Expires:</u></b>
David Moyer	12/31/2027
John Gaskey	12/31/2027
Jay Gohman	12/31/2027

**Section 2.** Council hereby waives the three separate readings of this Resolution according to law. Furthermore, the Council hereby adopts this Resolution as an emergency for the reason that it is necessary to provide for such appointments in a timely manner in order to maintain the continuity of public efficiency.

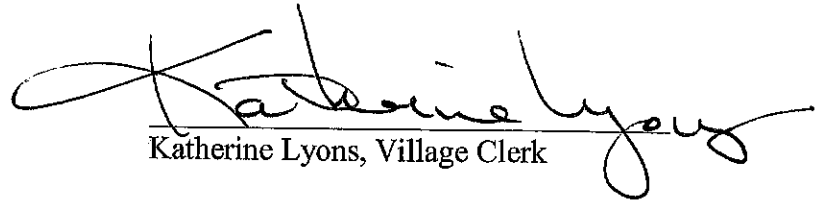
PASSED this 11<sup>th</sup> day of January, 2022.

  
Thomas M. Tepe, Jr., Mayor

Attest:

  
Katherine Lyons

I, Katherine Lyons, certify that this Resolution was posted at the five Village Bulletin Boards for the fifteen day period ending Jan 27, 2022

  
Katherine Lyons, Village Clerk

**VILLAGE OF TERRACE PARK HAMILTON COUNTY, OHIO**

**RESOLUTION NO. 1-2, 2022**

**RESOLUTION CONFIRMING APPOINTMENT OF MEMBERS OF THE TERRACE  
PARK ZONING BOARD OF APPEALS**

**WHEREAS**, the Mayor shall, in accordance with Section 11.05.04 of Terrace Park Codified Ordinances, appoint members to the Village Zoning Board of Appeals; and

**WHEREAS**, the Council for the Village hereby desires to confirm said appointments.

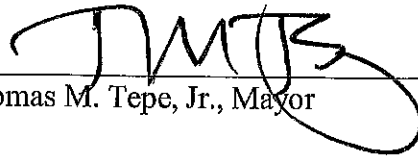
**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF  
THE VILLAGE OF TERRACE PARK, HAMILTON COUNTY, OHIO** that:

**Section 1.** The Mayor hereby appoints, and Council hereby confirms, the following appointments to the Terrace Park Board of Zoning Appeals:

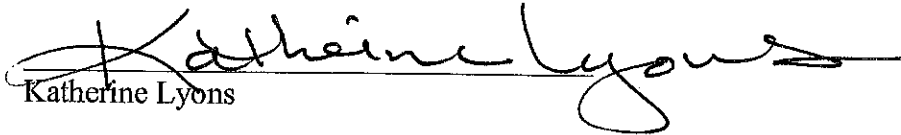
<b><u>Member:</u></b>	<b><u>Term Expires:</u></b>
David Brittingham	12/31/2025
David Moyer (Chair)	12/31/2025
Amy Nisonger	12/31/2025
Dee Walter	12/31/2025

**Section 2.** Council hereby waives the three separate readings of this Resolution according to law. Furthermore, the Council hereby adopts this Resolution as an emergency for the reason that it is necessary to provide for such appointments in a timely manner in order to maintain the continuity of public efficiency.

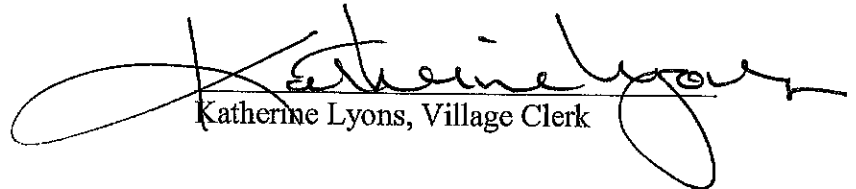
**PASSED** this 11<sup>th</sup> day of January, 2022.

  
Thomas M. Tepe, Jr., Mayor

Attest:

  
Katherine Lyons

I, Katherine Lyons, certify that this Resolution was posted at the five Village Bulletin Boards for the fifteen day period ending. 1/27/2022.

  
Katherine Lyons, Village Clerk

VILLAGE OF TERRACE PARK  
HAMILTON COUNTY, OHIO

RESOLUTION 1 -3, 2022

ACCEPTING THE DONATION OF TWO PARK BENCHES FROM THE TERRACE PARK GARDEN CLUB

WHEREAS, the Terrace Park Garden Club has generously offered to donate two park benches to the Village; and

WHEREAS, the Village of Terrace Park desires to accept said donation.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF TERRACE PARK, HAMILTON COUNTY, OHIO that:

**Section 1.** The Village of Terrace Park hereby accepts the generous donation of two park benches from the Terrace Park Garden Club.

**Section 2.** The Buildings and Grounds Committee of Council is hereby authorized to determine the appropriate locations on the Village Green for said benches.

**Section 3.** The three separate readings required by law are hereby waived. This Resolution shall be acted upon as an emergency in order to accept the donation immediately.

**Section 4.** The Clerk of Council be, and she hereby is authorized and directed to publish this Resolution by posting a copy thereof in the five most public places in the Village as heretofore determined by Council.

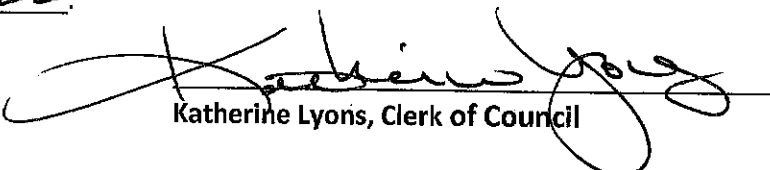
Passed this 11<sup>th</sup> Day of January, 2022.

  
Thomas M. Tepe Jr., Mayor

Attest:

  
Katherine Lyons, Clerk of Council

I, Katherine Lyons, certify that this Resolution was posted at the five Village bulletin boards for the fifteen day period ending Jan 27 2022.

  
Katherine Lyons, Clerk of Council

VILLAGE OF TERRACE PARK  
HAMILTON COUNTY, OHIO

RESOLUTION 1-4, 2022

**AUTHORIZING AND DIRECTING THE VILLAGE ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH EVANS CIVILPRO ENGINEERS, LLC FOR AT A COST NOT TO EXCEED \$21,200 FOR PROFESSIONAL ENGINEERING AND SURVEYING SERVICES RELATED TO THE ELM AVENUE WATERLINE IMPROVEMENT PROJECT AND DECLARING AN EMERGENCY**

WHEREAS, the Village of Terrace Park has sought proposal for professional engineering and surveying services related to the Elm Avenue Waterline Improvement Project ; and

WHEREAS, the Village of Terrace Park Council has received a favorable proposal from Evans CivilPro Engineers, LLC for said services.

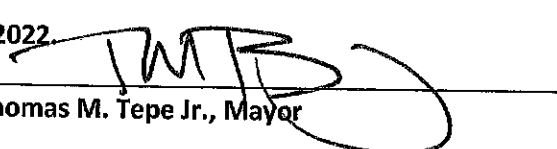
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF TERRACE PARK, HAMILTON COUNTY, OHIO that:

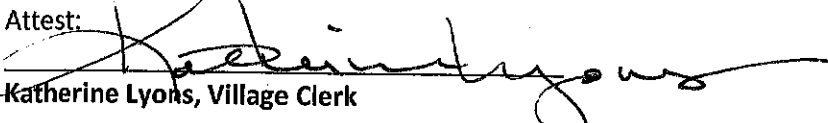
**Section 1.** It is hereby determined that Evans CivilPro Engineers, LLC has submitted the lowest and best proposal for performing said professional engineering and surveying services. The Village Administrator is hereby authorized and directed to enter into a contract with Evans CivilPro Engineers, LLC on the terms and conditions as provided for in the proposal attached hereto as Exhibit A, incorporated herein by reference.

**Section 2.** The Village Administrator is hereby directed by Council to enter into an agreement with Evans CivilPro Engineers, LLC for an amount not to exceed \$21,200.00, to be paid from American Rescue Plan Act funds.

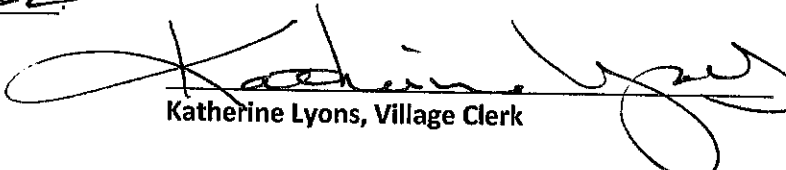
**Section 3.** The three separate readings required by law are hereby waived. This Resolution shall be acted upon as an emergency in order to begin the professional services in a timely manner and shall become effective immediately.

**Section 4.** The Village Clerk be, and she hereby is authorized and directed to publish this Resolution by posting a copy thereof in the five most public places in the Village as heretofore determined by Council.

Passed this 11<sup>th</sup> Day of January, 2022.  
  
Thomas M. Tepe Jr., Mayor

Attest:  
  
Katherine Lyons, Village Clerk

I, Katherine Lyons, certify that this Resolution was posted at the five Village bulletin boards for the fifteen day period ending Jan 27, 2022.

  
Katherine Lyons, Village Clerk

## Proposal of Services

November 19, 2021

Mr. Gerald Hayhow  
Village of Terrace Park  
428 Elm Avenue  
Terrace Park, OH 45174

Re: Water Main: Elm Avenue – Terrace Park  
Proposal of Services (P00228)

Dear Mr. Hayhow:

Evans CivilPro Engineers, LLC (ECP) is pleased to provide engineering and surveying services to The Village of Terrace Park (Client) for the Waterline Improvement Plan on Elm Avenue in Terrace Park. This waterline connector along Elm Avenue is intended to extend from the existing waterline on Elm Avenue near the fire hydrant south of Elm Ledge to the existing waterline at Robinwood Drive east of the Elm Ct/Elm Rd intersections and east of the box culvert / drainageway. See the attached Exhibit A for location.

### **PROPOSED SCOPE OF SERVICES AND FEE SCHEDULE**

Following is a detailed description of our proposed services, the associated fees and the conditions under which the work will be performed. Project details were provided to ECP from Client and include the following:

1. The length of the project along Elm Avenue is approximately 1900 ft.
2. Water main design will follow the Indian Hill standards and specifications.
3. The new water main will consist of an 8" ductile iron water main and connecting to existing 8" water mains at each end.
4. Work will be within the existing right-of-way.

### **Survey Phase**

The surveying services will consist of the following:

1. Field reconnaissance.
2. Traverse of existing monumentation.
3. Establish benchmarks along the project route.
4. Research and calculation of survey documents necessary for project.
5. Topographic survey and identify visible features necessary, including roads, utilities and drainage features.

6. Locate and identify underground utilities as marked by the appropriate utility company.
7. Identify property lines based on tax maps, deeds, available plats and other readily available information.
8. The above items are intended for use in creating a basemap for design services.

### **Design Phase**

The design services will consist of the following:

1. Prepare construction plans to include the following:
  - a. Title Sheet
  - b. Index Map
  - c. General Notes
  - d. General Details
  - e. Maintenance of Traffic Notes
  - f. Water Main Notes and Details
  - g. Quantity Summary (Separate document)
  - h. Plan and Profile (scale 1"-40' horizontal, 1"=5' vertical)
2. Submit construction plans to utility companies for review, as necessary.
3. Prepare an engineer's opinion of probable construction cost.
4. Provide final PDF files of the Plans.

### **Bid Phase**

The bid services will consist of the following:

1. Provide assistance in the bidding process including bid notification, answering questions during the bidding phase from the Client, contractors and suppliers including material alternatives and intent of the plans, general notes and specifications.
2. Process addenda, if necessary.

### **Construction Phase**

The construction phase services will consist of the following:

1. Attendance at pre-construction conference
2. Ongoing assistance to Contractor / Village during construction are not included within the scope of this Proposal and can be negotiated at a later time when a specific scope is defined or will follow the time spent and materials utilized (T&M) schedule in Schedule C.

### **FEE SUMMARY**

The summary of fees for services to be performed, as outlined in the attached Scope of Services and described in Project Deliverables provided by Client, is as follows:



A. Survey Phase (Field Surveying & Establish Basemap)	\$ 6,500.00
B. Design Phase (Prepare construction drawings and documents)	\$ 12,500.00
C. Bid Phase (Assist Village personnel with bid process)	\$ 1,800.00
D. Construction Phase (Attendance at pre-construction conference)	\$ 400.00
<b>TOTAL</b>	<b>\$ 21,200.00</b>

If additional services are required, we shall negotiate fees for them at the time that they are requested.

### ITEMS NOT INCLUDED IN THE SCOPE OF SERVICES

Items which are outside the Scope of Services include, but are not limited to the following:

- Right-of-Way or Easement Documents
- Record Drawings (as-builts)
- Geotechnical Sub-surface Investigations
- Construction Staking
- Wetland Evaluations or Environmental Investigation
- Retaining Wall Design

We can provide or arrange for some of these services, if you desire.

### CONDITIONS AND ASSUMPTIONS

This proposal is based on and subject to the following conditions and assumptions:

1. This proposal may be subject to change if acceptance is delayed more than 60 days.
2. This proposal assumes no stream disturbance is required and that an 8" watermain connection will be at Robinwood Drive.
3. Out-of-pocket costs such as printing or reproduction services are not included in the fees and will be charged as an incidental expense per Schedule C.
4. Incidental charges shall be invoiced based on time spent and materials utilized rates per Schedule C.
5. The attached Schedule C shall be considered part of this agreement.

### REQUIREMENTS FOR REIMBURSEMENT FOR SERVICES

ECP shall invoice fees on a four (4) week billing cycle based on the percentage of completion for each lump sum fee item contained in the Fee Schedule. Estimated fee items will be invoiced based on time spent and materials utilized rates in accordance

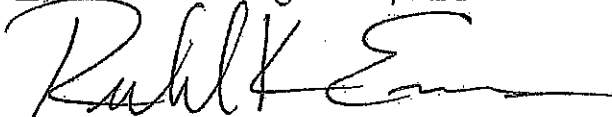
with our current rate schedule. Incidental services (services requested and authorized but not identified in this proposal) shall be invoiced as they occur based on time spent and materials utilized rates. Payment is due within thirty (30) days of the receipt of an invoice by you. Interest not exceeding 1½% per month will be added to an unpaid balance more than thirty (30) days in arrears.

We appreciate the opportunity to submit this proposal and look forward to working with you on this project. Should you have any questions, please do not hesitate to call me at (513) 398-1728. Thank you for the opportunity to be of service.

If you agree with the above, please have the proper person sign in the space provided below and return one copy of this proposal to us as authorization to proceed.

Sincerely,

Evans CivilPro Engineers, LLC



Richard K. Evans, P.E.

RKE/skf

Reviewed, agreed and accepted by:

_____	_____
Sign	Date
_____	
Print Name	

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SCHEDULE C  
Engineering & Surveying  
HOURLY RATES BY CLASSIFICATION

PRINCIPAL	\$ 140.00
PROJECT MANAGERS	\$ 124.00
PROJECT ENGINEERS	\$ 114.00
DESIGNERS, ENGINEERS	\$ 92.00
TECHNICIANS	\$ 80.00
ENGINEERING AIDES	\$ 66.00
ADMINISTRATIVE ASSISTANT	\$ 62.00
PROFESSIONAL SURVEYOR	\$ 124.00
1-MAN SURVEY CREW	\$ 122.00
2-MAN SURVEY CREW	\$ 160.00
3-MAN SURVEY CREW	\$ 200.00

These prices shall be effective through December 31, 2021, at which time they will be adjusted.

Reimbursable expenses - cost plus 15% - will include:

1. The cost of reproduction of approval drawings, photographs, maps, specifications and reports required in connection with the work.
2. The cost of subcontracted services for negotiated items such as authorized borings, photogrammetric topography, testing and other specialized services by our consultants.
3. The cost of fees and permits required by regulatory departments and agencies obtained for the owner.
4. Interest not exceeding 1-1/2% per month will be added to an unpaid balance more than twenty (20) days in arrears unless otherwise noted in the project agreement.

**VILLAGE OF TERRACE PARK**  
**HAMILTON COUNTY, OHIO**

**RESOLUTION 1-5, 2022**

**CONSENT OF COUNCIL TO CERTAIN PROMOTIONS BY THE MAYOR IN THE VOLUNTEER  
EMERGENCY MEDICAL SERVICES DEPARTMENT OF THE VILLAGE OF TERRACE PARK**

**WHEREAS**, the Ohio Revised Code permits and provides for the appointment of volunteer Emergency Medical Services Department members by the Mayor with the advice and consent of Village Council; and

**WHEREAS**, the Mayor has proposed certain promotions in the volunteer Emergency Medical Services Department in accordance with the terms and the provisions of the Ohio Revised Code.

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

**SECTION 1.** The following promotions proposed by the Mayor for the Emergency Medical Service Department of the Village of Terrace Park are hereby confirmed with the advice and consent of this Village Council upon such terms and conditions as are consistent with the requirements of the Ohio Revised Code and the Terrace Park Code of Ordinances:

John Gatch - Assistant Chief  
Pete Findley - Captain  
Erica Moore - Lieutenant  
Tom Barbeau - Lieutenant

**SECTION 2.** Council hereby waives the three separate readings of this resolution and hereby advances it to the third and final reading.

**SECTION 3.** That the Village Clerk be, and she hereby is directed to publish this Resolution by posting a copy thereof at the five most public places in the Village of Terrace Park as heretofore determined by Council.

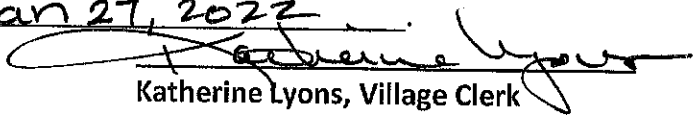
PASSED: Jan 11, 2022

  
Thomas M. Tepe, Jr, Mayor

Attest:

  
Katherine Lyons, Village Clerk

I, Katherine Lyons, certify that this Resolution was posted at the five Village Bulletin Boards for the fifteen-day period ending Jan 27, 2022.

A handwritten signature in black ink, appearing to read "Katherine Lyons", is written over a horizontal line.

Katherine Lyons, Village Clerk

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