

**Village Of Ada Council Organizational Meeting**  
**January 4, 2022**  
**6:30 pm**  
**Village Hall Council Chambers**

**Organizational Meeting Agenda:**

**Call To Order** Mayor Dave Retterer

**Administration of Oaths of Office by Jane Napier for:**

Jeff Oestreich, Bob Simmons, and Jason Campbell

Sean Beck was sworn in on Friday, December 31, 2021 at 11:00 am at Village Hall

**Roll Call:**

**Recess for Organizational Discussion:**

<b>Item:</b>	<b>As designated in 2021:</b>	<b>As designated in 2022:</b>
<b>Adoption of Rules</b>	Roberts Rules of Order	_____
<b>Election of Council President</b>	Bob Simmons	_____
<b>Location of Regular Council Meetings</b>	Council Chambers	_____
<b>Date of Regular Council Meetings</b>	1 <sup>st</sup> and 3 <sup>rd</sup> Tuesdays, monthly	_____
<b>Time of Regular Council Meetings</b>	6:30 pm	_____
<b>Committee of the Whole</b>	Committee of the Whole	_____
<b>Location of Committee Meetings</b>	Council Chambers	_____
<b>Appointment of Parliamentarian of Council</b>	Jane Napier	_____

**Selection of Committee chairs and members:**

**Finance** (last year: Noah Ristau)

Sean Beck \_\_\_\_\_ Jason Campbell \_\_\_\_\_ Sheila Coressel \_\_\_\_\_  
Jeff Oestreich \_\_\_\_\_ Linda Mason \_\_\_\_\_ Bob Simmons \_\_\_\_\_

**Streets** (last year: Sheila Coressel)

Sean Beck \_\_\_\_\_ Jason Campbell \_\_\_\_\_ Sheila Coressel \_\_\_\_\_  
Jeff Oestreich \_\_\_\_\_ Linda Mason \_\_\_\_\_ Bob Simmons \_\_\_\_\_

**Buildings & Grounds** (last year: Terry Keiser)

Sean Beck \_\_\_\_\_ Jason Campbell \_\_\_\_\_ Sheila Coressel \_\_\_\_\_  
Jeff Oestreich \_\_\_\_\_ Linda Mason \_\_\_\_\_ Bob Simmons \_\_\_\_\_

**Safety** (last year: Jeff Oestreich)

Sean Beck \_\_\_\_\_ Jason Campbell \_\_\_\_\_ Sheila Coressel \_\_\_\_\_  
Jeff Oestreich \_\_\_\_\_ Linda Mason \_\_\_\_\_ Bob Simmons \_\_\_\_\_

**Personnel** (last year: Bob Simmons)

Sean Beck \_\_\_\_\_ Jason Campbell \_\_\_\_\_ Sheila Coressel \_\_\_\_\_  
Jeff Oestreich \_\_\_\_\_ Linda Mason \_\_\_\_\_ Bob Simmons \_\_\_\_\_

**Utilities** (last year: Linda Mason)

Sean Beck \_\_\_\_\_ Jason Campbell \_\_\_\_\_ Sheila Coressel \_\_\_\_\_  
Jeff Oestreich \_\_\_\_\_ Linda Mason \_\_\_\_\_ Bob Simmons \_\_\_\_\_

**Economic Development** (last year: Bob Simmons, Terry Keiser)

Sean Beck \_\_\_\_\_ Jason Campbell \_\_\_\_\_ Sheila Coressel \_\_\_\_\_  
Jeff Oestreich \_\_\_\_\_ Linda Mason \_\_\_\_\_ Bob Simmons \_\_\_\_\_

**Selection of Council appointed Representatives:**

**Ambulance Board** (last year: Sheila Coressel, Terry Keiser )

Sean Beck \_\_\_\_\_ Jason Campbell \_\_\_\_\_ Sheila Coressel \_\_\_\_\_  
Jeff Oestreich \_\_\_\_\_ Linda Mason \_\_\_\_\_ Bob Simmons \_\_\_\_\_

**Planning Commission Representative** (last year: Jeff Oestreich)

Sean Beck \_\_\_\_\_ Jason Campbell \_\_\_\_\_ Sheila Coressel \_\_\_\_\_  
Jeff Oestreich \_\_\_\_\_ Linda Mason \_\_\_\_\_ Bob Simmons \_\_\_\_\_

**Negotiation Committee Enterprise Zone Representative** (last year: Bob Simmons and Linda Mason)

Sean Beck \_\_\_\_\_ Jason Campbell \_\_\_\_\_ Sheila Coressel \_\_\_\_\_  
Jeff Oestreich \_\_\_\_\_ Linda Mason \_\_\_\_\_ Bob Simmons \_\_\_\_\_

**Enterprise Review Committee Representative** (last year: Bob Simmons)

Sean Beck \_\_\_\_\_ Jason Campbell \_\_\_\_\_ Sheila Coressel \_\_\_\_\_  
Jeff Oestreich \_\_\_\_\_ Linda Mason \_\_\_\_\_ Bob Simmons \_\_\_\_\_

**Adjournment:**

1<sup>st</sup>: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: Yes \_\_\_\_\_ No \_\_\_\_\_ Time: \_\_\_\_\_

**Village Of Ada Council Meeting**  
**January 4, 2022**  
**Immediately following Organizational Meeting held at 6:30 pm**  
**Village Hall Council Chambers**

**Call To Order**

Mayor Dave Retterer

**Pledge of Allegiance**

**Roll Call**

**Report from Council President regarding Organizational Meeting:**

**Approval of Minutes-** Regular Meeting on December 21, 2021

**Transfers:**

None

**Pay Ordinances:**

2022-1A       \$ 38,036.60

2022-2B       \$ 48,057.24

2022-2C       To be distributed

**Open Floor to Public:**

**Mayor's Comments:**

**Resolutions:**

**2022-01**

**January 4, 2022**

**A Resolution Authorizing the Mayor to Enter into an Agreement for Engineering and Related Services for the Grandview Boulevard Reconstruction Project.**

**2022-02**

**January 4, 2022**

**A Resolution Authorizing the Mayor to Enter into an Agreement for Cleaning Services for Year 2022.**

**Ordinances:**

**2021-06**

**January 4, 2022 (3<sup>rd</sup> Reading)**

**An Ordinance to Vacate One (1) East-West Alley within the Village of Ada**

**Old Business:**

**New Business:**

**Committee Reports:**

Safety  
TBD

Personnel  
TBD

Streets  
TBD

Finance  
TBD

Buildings/Grounds  
TBD

Utilities  
TBD

**Executive Session (if needed) per ORC** \_\_\_\_\_ **Time in:** \_\_\_\_\_ **Time Out:** \_\_\_\_\_

**Fiscal Officer's Report:** Patty Navin:

**Police Chief's Report:** Michael Harnishfeger:

**Zoning Inspector's Report:** Michael Harnishfeger:

**Village Administrator's Report:** Jamie Hall

**Legal Counsel's Report:** Jane Napier

**Executive Session (if needed) per ORC** \_\_\_\_\_ **Time in:** \_\_\_\_\_ **Time Out:** \_\_\_\_\_

**Any Other Business:**

**Adjournment:** 1<sup>st</sup>: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: Yes \_\_\_\_ No \_\_\_\_ Time: \_\_\_\_\_

**2022 Meetings and Events:**

<u>Date</u>	<u>Event</u>	<u>Time</u>	<u>Location</u>
Jan 17, 2022	Ada-Liberty Ambulance Dist.	5:30 pm	530 N. Gilbert St., Ada, OH
Jan 18, 2022	Regular Council Meeting	6:30 pm	Village Hall
Jan 28, 2022	Tree Commission Meeting	12:00 pm	Village Hall
Feb 1, 2022	Regular Council Meeting	6:30 pm	Village Hall
Feb 15, 2022	Regular Council Meeting	6:30 pm	Village Hall

[illegible]

RESOLUTION #2022-01

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO  
AN AGREEMENT FOR ENGINEERING AND RELATED SERVICES  
FOR THE GRANDVIEW BOULEVARD RECONSTRUCTION  
PROJECT

WHEREAS, the Village of Ada desires to enter into an agreement for engineering and related services for the Grandview Boulevard Reconstruction Project,

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF ADA, OHIO:

SECTION 1. That the Mayor of the Village of Ada, Ohio, be authorized to enter into an agreement with Choice One Engineering Corporation, upon the terms agreed upon between the village and said corporation consistent with the terms proposed as set forth on the attached document, marked as Exhibit A, and by this reference incorporated herein.

SECTION 2. This Resolution shall go into effect from and after the earliest period allowed by law.

PASSED: \_\_\_\_\_

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
FISCAL OFFICER

# Choice One

Engineering

November 17, 2020

Jamie Hall  
jhall@adaoh.org

Village of Ada  
P.O. Box 292  
Ada, Ohio 45810

Agreement for Professional Services  
Grandview Boulevard Reconstruction, Ada, Ohio  
HAR-ADA-2001

Dear Jamie

## EXHIBIT A

Choice One Engineering Corporation appreciates the opportunity to provide services for the Grandview Boulevard Reconstruction project.

This Agreement is by and between Village of Ada, hereinafter referred to as Client, and Choice One Engineering Corporation, hereinafter referred to as Choice One. If everything is acceptable, please execute two originals, keeping one for your files and returning one to Choice One. Choice One will not start work on this Project until the Agreement is signed and received in our office.

This Agreement is subject to the provisions of the following which are attached to and made a part of this Agreement: Scope of Services, Compensation, and Schedule, consisting of six pages and Choice One Engineering Corporation Standard Terms & Conditions consisting of three pages.

Authorization by the Client to proceed, whether oral or written, constitutes acceptance of the terms and conditions of this Agreement, without modification, addition, or deletion. Client and Choice One each bind itself and its partners, successors, executors, administrators of this executed Agreement.

Village of Ada

Choice One Engineering Corporation

\_\_\_\_\_  
Authorized Signature

Matthew J. Hoving  
Matthew J. Hoving, P.E. Project Manager

\_\_\_\_\_  
Date

8/18/2021  
Date

440 E. Hoewisher Rd.  
Sidney, OH 45365  
937.497.0200 Phone

8956 Glendale Milford Rd. Suite 1  
Loveland, OH 45140  
513.239.8554 Phone

## Project Snapshot

Choice One intends to provide topographic survey, construction plans, construction bidding procedures, construction layout staking, and construction administration for the Grandview Boulevard Reconstruction project.

## Project Details

- The project consists of the full depth reconstruction of the entire length of Grandview Boulevard.
- The existing boulevard cross section will be replaced with a curbed boulevard street section. Both lanes of pavement will be 12 feet wide asphalt with rolled curb and gutter on both sides. The grassed median will be eight feet wide, with the full typical section being 40 feet back of curb to back of curb.
- No sidewalk will be included with this project.
- The existing right-of-way width is 44 feet. All improvements are intended to be completed within the existing right-of-way or easements.
- The pavement typical section will be 6" of asphalt on 6" of aggregate base.
- The existing profiles of the street will be lowered to better facilitate drainage from adjacent lots towards the street.
- There is an existing 30 foot wide utility easement stretching from the east end of Grandview Boulevard to the west side of Oak Street.
- The public utilities will be replaced within the existing right of way and the existing 30 foot utility easement between Grandview Boulevard and Oak Street.
- Sanitary Sewer and Storm Sewer will be replaced. The outlet for both sewers is at the intersection of Orders Avenue and Oak Street.
- The proposed sanitary sewer will be 12" diameter.
- The proposed storm sewer will be designed according to drainage area, with the furthest downstream outlet being 36" diameter.
- The water main will be replaced and connect to the existing 10" water main on Main Street and the existing 6" water main on Oak Street.
- All laterals and services, as well as fire hydrants will be replaced with this project.
- Storm laterals will be provided for each lot.
- Street lighting will be included with this project down the center of the boulevard.
- Maintenance of traffic will be handled by plan notes.
- A Storm Water Pollution Prevention Plan will be required.
- All private utility relocations will be coordinated with the respective utility company, but will not be designed as part of this project.
- It is anticipated that there will be two public meetings for this project.
- An Ohio EPA Stormwater NOI permit will be applied for since the project will disturb more than 1 acre. Client to pay all fees.
- An Ohio EPA permit to install for the sanitary sewer replacement will be required.
- An Ohio EPA permit to install for the water main replacement will not be required for this project, as the replacement falls within EPA's exception rules.
- The intent is to have an approved stormwater NOI from the Ohio EPA by the end of November 2022.
- The preliminary construction estimate for the project is approximately \$2,000,000. The Village intends to apply to OPWC for funding assistance with this project.
- The intended construction season is spring and summer 2023.



**GRANDVIEW AVENUE RECONSTRUCTION  
VILLAGE OF ADA, HARDIN COUNTY  
PRELIMINARY CONSTRUCTION ESTIMATE**

ITEM NO. DESCRIPTION		UNIT OF MEASURE	APPROX. QTY.	UNIT PRICE	TOTAL
Boulevard with No Sidewalk					
ROADWAY					
201	CLEARING AND GRUBBING	LUMP	1	\$15,000.00	\$15,000.00
202	REMOVED	LUMP	1	\$30,000.00	\$30,000.00
202	PIPE REMOVED, 24" AND UNDER	FT.	2000	\$12.00	\$24,000.00
203	EXCAVATION, INCLUDING EMBANKMENT CONSTRUCTION	C.Y.	3855	\$13.00	\$50,115.00
204	EXCAVATION OF SUBGRADE	C.Y.	505	\$45.00	\$22,725.00
204	SUBGRADE COMPACTION	S.Y.	7685	\$2.50	\$19,212.50
301	ASPHALT CONCRETE BASE, PG 64-22	C.Y.	455	\$150.00	\$68,250.00
304	AGGREGATE BASE	C.Y.	1290	\$38.00	\$49,020.00
407	NON-TRACKING TACK COAT, 0.06 GAL/S.Y.	GAL	655	\$4.00	\$2,620.00
411	STABILIZED CRUSHED AGGREGATE	C.Y.	2	\$45.00	\$90.00
441	ASPHALT CONCRETE SURFACE COURSE, TYPE 1, (448), PG 64-22	C.Y.	195	\$185.00	\$36,075.00
441	ASPHALT CONCRETE INTERMEDIATE COURSE, TYPE 2, (448)	C.Y.	270	\$180.00	\$48,600.00
452	6" NON-REINFORCED CONCRETE PAVEMENT, AS PER PLAN	S.Y.	1020	\$70.00	\$71,400.00
608	SIDEWALK REMOVED AND REPLACED, IN-KIND	S.F.	100	\$6.00	\$600.00
609	CURB REMOVED AND REPLACED, IN-KIND	FT.	350	\$30.00	\$10,500.00
609	TYPE 6 BARRIER CURB	FT.	2628	\$20.00	\$52,560.00
609	COMBINATION CURB AND GUTTER, TYPE 2	FT.	3410	\$16.00	\$54,560.00
614	MAINTAINING TRAFFIC	LUMP	1	\$2,500.00	\$2,500.00
623	MONUMENT ASSEMBLY	EACH	2	\$750.00	\$1,500.00
624	MOBILIZATION	LUMP	1	\$15,000.00	\$15,000.00
625	STREET LIGHT POLES AND FIXTURES	EACH	15	\$5,000.00	\$75,000.00
625	STREET LIGHT CONDUIT AND WIRING	FT.	3410	\$20.00	\$68,200.00
630	REMOVAL OF GROUND MOUNTED SIGNS AND DISPOSAL	LUMP	1	\$750.00	\$750.00
630	GROUND MOUNTED SIGNS AND SUPPORTS	LUMP	1	\$1,500.00	\$1,500.00
659	SEEDING AND MULCHING, CLASS 1	S.Y.	7120	\$3.00	\$21,360.00
661	DECIDUOUS TREE, 3" CALIPER	EACH	3	\$750.00	\$2,250.00
861	GEOTEXTILE FOR SUBGRADE STABILIZATION	S.Y.	5999	\$5.00	\$29,995.00
SPEC	REMOVE AND RESET MAILBOX	EACH	34	\$250.00	\$8,500.00
ROADWAY SUBTOTAL					\$781,882.50
ROADWAY CONTINGENCY					\$78,190.00
INFLATION FROM AUGUST 2021 TO JUNE 2023 - 8.1%					\$69,670.00
ROADWAY TOTAL					\$929,742.50
DRAINAGE					
605	4" SHALLOW PIPE UNDERDRAINS, 707.44 (NON PERFORATED)	FT.	145	\$10.00	\$1,450.00
605	4" SHALLOW PIPE UNDERDRAINS, 707.31 (PERFORATED)	FT.	3620	\$10.00	\$36,200.00
611	4" CONDUIT, TYPE B, 707.45, STORM REPAIR	FT.	50	\$12.00	\$600.00
611	6" CONDUIT, TYPE B, 707.45, STORM REPAIR	FT.	50	\$15.00	\$750.00
611	8" CONDUIT, TYPE B, 707.45, STORM REPAIR	FT.	50	\$20.00	\$1,000.00
611	6" STORM LATERAL	FT.	825	\$50.00	\$41,250.00
611	12" CPSLP STORM SEWER	FT.	315	\$50.00	\$15,750.00
611	18" CPSLP STORM SEWER	FT.	600	\$70.00	\$42,000.00
611	24" CPSLP STORM SEWER	FT.	600	\$85.00	\$51,000.00
611	30" CPSLP STORM SEWER	FT.	300	\$95.00	\$28,500.00
611	36" CPSLP STORM SEWER	FT.	1025	\$100.00	\$102,500.00
611	TYPE 1 CATCH BASIN	EACH	12	\$1,800.00	\$21,600.00
611	TYPE 3 STORM MANHOLE	EACH	8	\$3,500.00	\$28,000.00
832	EROSION CONTROL	EACH	7500	\$1.00	\$7,500.00
832	STORMWATER POLLUTION PREVENTION PLAN	LUMP	1	\$2,800.00	\$2,800.00
DRAINAGE SUBTOTAL					\$380,900.00
CONTINGENCY					\$38,090.00
INFLATION FROM AUGUST 2021 TO JUNE 2023 - 8.1%					\$33,940.00
DRAINAGE TOTAL					\$452,930.00
SANITARY					
611	6" PVC SDR-35, SANITARY SEWER LATERAL	FT.	825	\$70.00	\$57,750.00
611	12" PVC SDR-35, SANITARY SEWER	FT.	2340	\$85.00	\$198,900.00
611	TYPE 3 SANITARY MANHOLE	EACH	7	\$4,000.00	\$28,000.00
SANITARY SUBTOTAL					\$284,650.00
CONTINGENCY					\$28,470.00
INFLATION FROM AUGUST 2021 TO JUNE 2023 - 8.1%					\$25,370.00
SANITARY TOTAL					\$338,490.00
WATER WORKS					
638	8" GATE VALVE AND VALVE BOX	EACH	2	\$2,000.00	\$4,000.00
638	6" x 6" TAPPING SLEEVE AND VALVE	EACH	1	\$2,500.00	\$2,500.00
638	10" x 8" TAPPING SLEEVE AND VALVE	EACH	1	\$4,500.00	\$4,500.00
638	8" WATER MAIN	FT.	1970	\$75.00	\$147,750.00
638	1" WATER SERVICE BRANCH	FT.	750	\$55.00	\$41,250.00
638	6" FIRE HYDRANT ASSEMBLY	EACH	5	\$6,000.00	\$30,000.00
WATER WORKS SUBTOTAL					\$230,000.00
CONTINGENCY					\$23,000.00
INFLATION FROM AUGUST 2021 TO JUNE 2023 - 8.1%					\$20,500.00
WATER WORKS TOTAL					\$273,500.00
CONSTRUCTION TOTAL FOR CUL-DE-SAC BOULEVARD					\$1,994,662.50

# Project Services

## 1. Topographic Survey

- a. Contact Ohio Utilities Protection Service (OUPS) for underground utility locations.
- b. Perform necessary deed and plat research.
- c. Establish horizontal and vertical survey control for the project area based on State Plane coordinates NAD 83 CORS 2011 Adjustment, GEOID 2012A, ODOT VRS CORS Network and NAVD 88.
- d. Field reconnaissance and traverse of existing monumentation.
- e. Identify visible features from 10' beyond right-of-way for both sides including utilities and drainage.
- f. Provide roadway cross-sections every 50', at driveways, and other critical areas.
- g. Inventory manholes and catch basins including type of construction, depth, pipe size, and condition.
- h. Locate underground utilities as marked by the appropriate utility companies.
- i. Property lines will be placed in the drawing utilizing existing monuments, tax maps, deeds, plats, and other readily-available information.
- j. Provide one (1) foot contour intervals.
- k. Completed topographic survey shall be provided in AutoCAD format.

## 2. Sanitary Sewer Videoling

- a. A subconsultant will camera the existing sanitary sewer along Grandview to Orders and provide the video in digital format to Choice One for review. Copies to be provided to the Village.
- b. Choice One will determine appropriate rehabilitation/reconstruction method for the existing sanitary sewer.

## 3. Construction Plans

- a. Design construction plans to include:
  - i. Title Sheet
  - ii. Schematic Plan
  - iii. Typical Sections
  - iv. Site Plan to Develop Storm Water Pollution Prevention Plan
  - v. General Notes
  - vi. Details
  - vii. Intersection Details
  - viii. Quantity Summary and Engineer's Estimate
  - ix. Plan and Profile (scale 1" = 20' horizontal, 1" = 5' vertical)
  - x. Cross-Sections (scale 1" = 5' horizontal, 1" = 5' vertical)
  - xi. Sanitary Sewer Plan
  - xii. Water Main Plan
  - xiii. Storm Sewer Plan
  - xiv. Maintenance of Traffic Notes, Details and Plans
  - xv. Pavement Markings and Signage Plan
  - xvi. Driveway Details
  - xvii. Quantity Splits
- b. A sanitary sewer Permit to Install (PTI), a Public Water System (PWS) water main submittal, as well as a Storm Water Notice of Intent (NOI), will need to be submitted to the Ohio Environmental Protection Agency (OEPA) for review and approval.

## 4. Lighting Design

- a. Provide a Roadway Lighting Plan to include:
  - i. General and Lighting Notes.
  - ii. Layout will be based on achieving an average foot-candle of maintained luminance with a minimum foot-candle as per the Illuminating Engineering

Society's RP-8-14 recommendations or per the client's recommendations. Additionally, the uniformity ratio will be 3:1 to 4:1 or as specified by RP-8-14.

- iii. A photometric plan will be utilized in the layout of the luminaires. The plan will be prepared for submittal to the local government unless otherwise directed by the Client.
- iv. Pole foundation detail will be per Ohio Department of Transportation (ODOT) standards for light pole height. A special foundation will not be designed unless directed by the Client or if the location is discovered to have weak soil bearings; Additional cost will be under a separate contract with the Client.
- v. Lighting wiring diagram, wire sizing, voltage drop, and lighting load calculation will be provided.
- vi. Quantities will be provided.
- vii. Luminaires will be per Client's choice, or selected by the designer and based on best fit for application.
- viii. Lighting design and material will be approved by the Client.
- ix. Specifications, which will be per ODOT and Village Construction and Material Specifications. Standard lighting and details will be per ODOT Standard Drawings and Details and will not be included on the plan. Other necessary specifications will be shown on the drawings.

- b. Client to pay for all electrical inspection related application and review fees.

#### **5. Storm Water Pollution Prevention Plan (SWPPP)**

- a. Provide the location of the required temporary sediment and erosion control (TSEC) best management practices (BMPs) for on project earth-disturbed areas.
- b. Provide quantity totals for all TSEC BMPs as applicable.
- c. Provide general erosion control notes and details as applicable.
- d. Post Construction Storm Water BMP(s): Design of Post Construction Storm Water BMP(s) is not included in this proposal. It is assumed these have been or will be designed by the engineer performing the storm water design for the project and have been incorporated into the storm water design and storm sewer system for the project. Client shall be responsible for providing the Post Construction Storm Water BMP(s) design and calculations performed by others as needed in order to incorporate them into the proposed SWPPP.
- e. The proposed SWPPP will not cover or address any off-site earth disturbed areas.
- f. If revisions are required to the initial accepted and agreed upon SWPPP during the course of construction of the project, they shall be completed at an additional cost.

#### **6. Construction Bidding Procedures**

- a. Prepare bidding documents for the bidding process to be sold online, for free, or at Choice One Engineering's office with the cost to be reimbursed to Choice One Engineering by contractor's purchase of plans and documents.
- b. Provide assistance in the bidding process including answering questions during the bidding phase from the Client, contractors, and suppliers, including material alternatives and intent of the plans, general notes, and specifications.
- c. Check System for Award Management (SAM) database prior to award to ensure contractor is not suspended or debarred.
- d. Check Ohio Auditor of State's website for unresolved findings.
- e. Process addenda, if necessary.
- f. Attend bid opening.
- g. Review bids and contractor qualifications.
- h. Prepare bid tabulations.
- i. Prepare contracts for successful bidder.

#### **7. Construction Layout Staking**

- a. Survey Control
  - i. Locate existing control points and benchmarks and set adequate control points for reestablishing the centerline of construction.
- b. Sanitary Sewer

- i. Provide stakes for storm manholes graded to the invert at a 15' offset with approximate top elevation.
    - ii. Provide location stakes for sanitary sewer laterals (tees).
  - c. Storm Sewer
    - i. Provide stakes for headwalls graded to the invert at a 15' offset.
    - ii. Provide stakes for storm manholes graded to the invert at a 15' offset with approximate top elevation.
    - iii. Provide stakes for catch basins graded to the invert at a 10' offset with top of curb/grate elevation and alignment.
    - iv. Provide location stakes for storm sewer laterals (tees).
  - d. Water Main
    - i. Provide location stakes for tees, bends, and valves along the proposed water main.
    - ii. Provide location stakes and finished elevation for fire hydrants.
    - iii. Provide location stakes and cuts to top of water main every 100'.
    - iv. Provide location stakes for water service lines.
  - e. Curb and Gutter
    - i. Provide curb and gutter stakes left and right 4' off back of curb at 25' intervals and additional stakes at radii and curves with cuts marked to top back of curb.
  - f. Light Poles
    - i. Provide stakes at the center of the light pole base with an offset stake graded to finish grade.
  - g. We will coordinate with the construction contractor on scheduling of the layout staking and will work with the contractor as best as possible, but cannot restake any of the above items without proper compensation from either the contractor or Client as mutually agreed upon prior to construction commencing.
  - h. Staking will be performed per construction plans and will not be field adjusted.
- 8. Construction Administration Services**
- a. *Construction Administration services listed below will be provided upon request on an hourly basis according to our current Standard Hourly Rate Schedule.*
    - i. Produce additional plans for successful contractor and Client.
    - ii. Attend preconstruction meeting and provide minutes to attendees.
    - iii. Respond to Contractor's questions.
    - iv. Administrate plan interpretation for contractor and Client during construction, as required.
    - v. Perform periodic observation to review project progress and observe construction as compared to the construction plans, if requested.
    - vi. Attend meetings at the request of the Client with contractor.
    - vii. Review and approve pay requests.
    - viii. Process necessary change orders.
    - ix. Conduct final inspection and provide a punch list.
    - x. Review site/civil shop drawings.
    - xi. Attend final walkthrough with Client and contractor.

## Additional Services

*We have the skill, experience, and knowledge to provide additional services as listed below. Additional services will be approved by the Client prior to commencement and will be performed on an hourly basis according to our current Standard Hourly Rate Schedule or a mutually negotiated lump sum fee.*

1. Detailed Maintenance of Traffic Plans
2. Easement and Right-of-Way Plats or Descriptions
3. Record Drawings
4. Construction Observation

## Client Responsibilities

- Payment of all agency-related fees.
- Provide Storm Water Notice of Termination.
- Provide benchmark data, traverse data, and related notes, if available.
- Provide property and/or right-of-way information, if available.
- Provide any available existing plans.
- Perform subsurface investigation, if necessary.
- Execute necessary Work Agreements and Easements.
- Provide timely decisions to keep design work on schedule.
- Provide property access and owner notification along the project route.
- Assist in utility company coordination.

## Compensation & Schedule

### Compensation

Lump Sum Fee Schedule	
Professional Services	\$17,450.00
Submittal Review & Approval	\$7,200.00
Water Utility Coordination	\$16,500.00
Utility Survey	\$10,200.00
Construction	\$23,800.00
Construction Cost Estimation	\$25,000.00
Construction	\$5,000.00
Stormwater Management Implementation	\$1,200.00
Stormwater Management Implementation	\$1,200.00
Construction Management	\$1,200.00
Total	\$134,960.00
Construction Management Fee	\$1,200.00

### Schedule

Choice One will have the project ready to advertise for bids by December 2, 2022.

RESOLUTION 2022-02

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT FOR CLEANING SERVICES FOR THE YEAR 2022.

WHEREAS, the Village of Ada desires to enter into an agreement for cleaning services with MLB Cleaning,

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF ADA, OHIO:

Section 1. That the Mayor be and is hereby authorized to enter into an agreement with MLB Cleaning upon the terms agreed upon between the Village and said contractor consistent with the form attached hereto, marked as Exhibit A, and by this reference incorporated herein.

Section 2. This Resolution shall go into force and effect from and after the earliest period allowable by law.

Passed: \_\_\_\_\_

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
Fiscal Officer

## **CLEANING CONTRACTOR AGREEMENT**

It is hereby agreed by and between the Village of Ada, Ohio, located at 115 West Buckeye Avenue, Ada, Ohio (hereinafter referred to as "Village") and MLB Cleaning of Ada, Ohio, (hereinafter known as "Cleaning Contractor") as follows.

1. The Village agrees to pay to the Cleaning Contractor the sum of \$15.00 per hour.
2. The Village agrees to pay to the Cleaning Contractor the sum of \$ 15.00 per hour upon request for cleaning the Depot. Payments to be included in other cleaning checks.
3. In consideration of the compensation stated in Item #1. the Cleaning Contractor agrees to provide cleaning service of the Village Municipal Building located at 115 West Buckeye Avenue, Ada, Ohio. Such service shall be performed by the Cleaning Contractor two to three days per week, during non-business hours of the Village.
4. The Contractor agrees to keep track of time spent on the job via timeclock.
5. The Contractor agrees to prepare an inventory and materials sheet for tracking and future budgeting processes.
6. The Village agrees to provide to the Cleaning Contractor the necessary supplies needed to properly perform the cleaning services.
7. The Cleaning Contractor shall submit to the Village a bill monthly for her services. Said billing shall be submitted to the Village Administrator on the Friday prior to a Council meeting.
8. One week of vacation time is permitted per year. If more than a week is taken substitute cleaners are required, and the Cleaning Contractor will pay them. These substitutes must meet with the approval of the Village.

9. This agreement shall commence on the 1<sup>st</sup> day of January 2022 and shall continue until December 31, 2022. This agreement shall be amended, modified, or terminated by either party with 30 days advanced notice.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cleaning Contractor

\_\_\_\_\_  
Date



**ORDINANCE 2021-06**  
**AN ORDINANCE TO VACATE ONE (1) EAST/WEST ALLEY**  
**WITHIN THE VILLAGE OF ADA**

WHEREAS, a petition has been presented to vacate a portion of a certain *East/West* alley located in the *Gesaman's Addition* of the Village of Ada.

WHEREAS, the Council finds that all abutting property owners have joined in the petition for the vacation and such have indicated their consent thereto and therefore, the conditions of Section 723.06 of the Ohio Revised Code are met and that notice of hearing of this proceeding is not required, and

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF ADA, OHIO:

SECTION 1: The following portion of that certain *East/West* alley located in the *Gesaman's Addition* running east/west between 210 and 212 S Union in the Village of Ada described as follows:

Beginning at the northwest corner of lot #8 of the *Gesaman's Addition -Ada*; thence east 150 feet + or - to the northeast corner of lot #8; thence north 20 feet + or - to the southeast corner of lot#9 of the *Gesaman's Addition -Ada*; thence west 150 feet + or - to the southwest corner of lot#9; thence south 20 feet + or - to the place of beginning.

SECTION 2: That easements for the Village sewer and utilities retained in favor of the Village of Ada and easement for access to the sewer and utilities situated in the Village of Ada, County of Hardin and State of Ohio.

SECTION 3: That the Clerk of the Village of Ada is authorized to cause a certified copy of this ordinance to be recorded in the office of Recorder of Hardin County, State of Ohio, and to forward a certified copy to the Engineer of Hardin County, State of Ohio.

SECTION 4: That this ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: \_\_\_\_\_

\_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
Fiscal Officer

Ada Water & Sewer Department  
Adjustment Request

Account # 305-00550-01 Date 12-23-21  
 Property Owner Robert Kipker Phone # 419-302-1091  
 Tenant — Phone # —  
 Service Address 621 S Johnson

The above account has requested an adjustment for the bill due Jan 10<sup>th</sup>,  
 printed on 12-23-21, for usage from 11-12-21 to 12-14-21.  
 Original usage 11 cu. ft. Average bill 6 cu. ft.

Original Bill		Late Charges		Total	Credit		Adjusted Bill	
\$59.49	WATER	\$ —	WATER	\$59.49	(\$ — )	WATER	\$59.49	WATER
\$57.77	SEWER	\$ —	SEWER	\$57.77	(\$24.55)	SEWER	\$33.22	SEWER
\$19.25	REFUSE	\$ —	REFUSE	\$19.25	(\$ — )	REFUSE	\$19.25	REFUSE
\$9.57	OM&R	\$ —	OM&R	\$9.57	(\$ — )	OM&R	\$9.57	OM&R
\$25.-	STORM	\$ —	STORM	\$25.-	(\$ — )	STORM	\$25.-	STORM
\$12.53	WWT	\$ —	WWT	\$12.53	(\$ — )	WWT	\$12.53	WWT
\$183.61	TOTAL	\$ —	TOTAL	\$183.61	(\$24.55)	TOTAL	\$159.06	TOTAL

I, \_\_\_\_\_ Jamie Hall, Village Administrator, (recommend), OR  
 (do NOT recommend) that the above listed account be adjusted as per Ordinance.

- ☐ Ordinance 925.07 Section 1 – underground leak, outside foundation
- ☐ Ordinance 925.07 Section 2 – unaccounted for high usage.
- ☒ Ordinance 925.07 Section 3 – break inside foundation.
- ☐ Other \_\_\_\_\_

The Utility Committee of the Village of Ada has reviewed this request for adjustment.

Date \_\_\_\_\_ Chairperson \_\_\_\_\_  
 Printed name \_\_\_\_\_

S:patty/adjustmentrequest

621 S. Johnson St,

RECEIVED

DEC - 2 2021

Village of Ada

On Nov. 23 I came home to find  
water on my Basement Floor only to find  
a Domestic Hot water pump had failed and was  
Leaking into my Sump pump. I isolated the pump  
on the return line and the next day ordered  
a new one. On Thanksgiving Day I replaced the  
old one and everything has been ok since.  
Called the City to inform them about it.  
Meeting with them on 11-30-21 I believe  
just have the Sump pump there since my  
Basement. Would like to get a Adjustment  
on this please Thank RRL

121712



**VILLAGE OF ADA**  
115 W. BUCKEYE AVE.  
P.O. BOX 292  
ADA, OH 45810  
www.adaoh.org

## MESSAGE

Office will be CLOSED  
Dec. 24th & Dec. 31st  
2022 Recycle calendars  
will be mailed to each  
resident soon.  
ACH customers, this bill  
provided for your records.

KIPKER ROBERT  
621 S JOHNSON ST  
ADA OH 45810-1516

**OFFICE HOURS**  
**MONDAY-FRIDAY**  
8:00 A.M. - 4:30 P.M.  
**PHONE**  
419-634-4045 Option 1

SERVICE TO: 621 S JOHNSON ST

FROM	TO	ACCOUNT NUMBER			
11/12/21	12/14/21	305-00550-01			
PREVIOUS READING	CURRENT READING	CONSUMPTION	CODE	AMOUNT	<b>KEEP THIS PORTION OF THE BILL FOR YOUR RECORDS.</b>  <b>IF YOU ARE MOVING, PLEASE CALL US AT 419-634-4045 Option 1</b>  <b>ADDITIONAL INFORMATION IS LISTED ON THE BACK OF THIS BILL.</b>
884	895	11	WT	59.49	
		11	SW	57.77	
			RF	19.25	
			O&M	9.57	
			WWT	25.00	
			ST	12.53	
ACTUAL READING					
DUE DATE		PAY AFTER DUE DATE		PAY BY DUE DATE	
01/10/22		192.79		183.61	

PLEASE WRITE YOUR  
ACCOUNT NUMBER  
ON YOUR CHECK

MAKE CHECKS PAYABLE TO:  
ADA WATER & SEWER DEPARTMENT  
115 W. BUCKEYE • P.O. BOX 292  
ADA, OHIO 45810

AMOUNT ENCLOSED

\$

ACCOUNT NUMBER	DUE DATE	PAY AFTER DUE DATE	PAY BY DUE DATE
305-00550-01	01/10/22	192.79	183.61
DO NOT WRITE BELOW THIS LINE - RETURN THIS PORTION WITH PAYMENT			

DO NOT WRITE  
IN THE AREA  
BELOW

1079

KIPKER ROBERT  
621 S JOHNSON ST

CONFIDENTIAL MEMO PENDING COUNCIL ACTION

To: Mayor and Council  
From: Bob Simmons  
Date: January 4, 2022  
Re: Recommendation for filling a CM1 Position

I am recommending that we hire Jesus Tovar to fill the CM1 position effective January 5, 2022.

- Beginning hourly wage of \$16.50 per hour with a \$2.00/hour increase if Commercial Driver's License is obtained within 6 months of job appointment. If commercial Driver's License is obtained Mr. Tovar would also be moved to the CM2 position.

- All other benefits and terms as per Village policy.

Thank you for your consideration.