

TEMPORARY RESOLUTION NO. 65-23

PERMANENT RESOLUTION NO. \_\_\_\_\_

A RESOLUTION AUTHORIZING THE SERVICE-SAFETY DIRECTOR TO ADVERTISE FOR BIDS AND ENTER INTO A CONTRACT FOR THE CONSTRUCTION OF THE AHA TRAILS PROJECT

WHEREAS, the Lancaster Parks and Recreation Department, the Community Development Department, and AHA Children's Museum have been working towards the development of recreational trails on City and AHA Children's Museum owned parcels since 2018; and

WHEREAS, grant funding for the design, engineering, and construction of these trails has been awarded to the Parks Department from ODNR, the State's capital budget, and the Fairfield County Foundation; and

WHEREAS, the Lancaster Park Board approved proceeding with the construction of Phase I of this project at its May 3, 2023, per its meeting minutes which are attached hereto as Exhibit 1; and

WHEREAS, construction costs for Phase I of the AHA Trails Project are not expected to exceed One Hundred Fifteen Thousand Dollars (\$115,000.00), which was previously budgeted for by the Parks Department according to Exhibit 2 attached hereto; now, therefore,

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LANCASTER, STATE OF OHIO,

SECTION 1. That the Service-Safety Director is hereby authorized to advertise for bids and enter into a contract for the construction of the AHA Trails Project for Lancaster Parks and Recreation, in an amount not to exceed One Hundred Fifteen Thousand Dollars (\$115,000.00).

SECTION 2. That this resolution shall take effect and be in force from and after the earliest period allowed by law.

Passed: \_\_\_\_\_ after \_\_\_\_\_ reading. Vote: Yeas \_\_\_\_\_ Nays \_\_\_\_\_

Date Approved: \_\_\_\_\_

\_\_\_\_\_  
President of Council

Clerk: \_\_\_\_\_

\_\_\_\_\_  
Mayor

Offered by: \_\_\_\_\_

Second by: \_\_\_\_\_

Requested by Service Committee

Lancaster Board of Park Commissioners  
Minutes of Meeting  
May 3, 2023  
12:00 pm

The Board of Park Commissioners met, Ms. Woody and Mr. Lovell were in attendance, Mr. Elsea was excused. Attendance for Lancaster Parks & Recreation were: Steve Gayfield, Jim Thomson, Jennifer Shamblin, Trina Thornton and Carla Young. Members of City Administration present were: Tami Gunther, Senior Attorney Mitch Harden, Service Safety Director Paul Martin and Mayor Scheffler.

Permission for Citizens and Guests to Address Board- no guests were present.

Communications- Ms. Woody reported the Fairfield Heritage Trail Assn. has asked for Park Commissioner representation. Mr. Lovell has agreed to represent. Follow-up conversation from previous communications were Mr. Lovell reported the soccer fields are order with no apparent holes found. Ms. Woody reported the paint graffiti on the tree in Rising Park was obvious and Mr. Gayfield reported it has been remedied along with the matter of the trees that need trimmed the Tree Commission Arborist has been referred.

#### Park Budget

Mr. Gayfield presented the Expenses and Revenue Reports as detailed in Exhibit "A" attached hereto and incorporated herein by reference. Following the review and discussion Ms. Woody moved to approve and ratify payment of expenses of the Parks Department, which expenses are summarized in the listing attached hereto and incorporated herein as reference as Exhibit "B." Mr. Lovell seconded the motion which passed unanimously.

#### New Business

Appointment of Park Board Secretary – Kari James, Ms. Woody moved to approve with a second by Mr. Lovell. The motion passed unanimously.

Public Sites & Open Spaces Land Valuation was set at a rounded figure of \$39,060 by Mr. Lovell and seconded by Ms. Woody the motion passed unanimously.

The language "and Award Contract" amendment to both requests for City Council, "Permission to Develop Specifications, Bid Project, and Award Contract – AHA Trails Phase 1" and "Permission to Develop Specifications, Bid Project, and Award Contract – Martens Park Bridge Replacement" were discussed with a motion to approve by Ms. Woody with a second by Mr. Lovell the motion passed unanimously.

Departmental updates were presented; which updates are described in more detail in Exhibit "C" attached hereto and incorporated herein by reference.



Notifications:

Mr. Gayfield gave an update on the near completion of the current Rising Park paving project, he further explained the work on Rising Park House that needs updated. The HVAC boiler unit needs updated with the asphalt shingle roof needing replaced. The dormers are expensive to replace so for now they will be cleaned up and painted.

Mr. Gayfield brought before the Board a potential new lessee for the Old Sherman building. Big Brothers Big Sisters of Fairfield County are looking for a new operation headquarters and has interest in a long-term lease agreement. Consideration will need to be given due to the nature of Park rules and Special Event Planning. City Legal has been notified and once a contract is drawn up and all parties agree; a Special Meeting will be called to ratify the lease agreement.

Staffing and budgeting concerns for the Old Sherman building were discussed. There is a need and want to have a Park employee remain on the premises when Partners are onsite. Currently, the budget does not allow for an additional position therefore, a current employee is utilized for this staffing, however their main duties are overlooked. Without acceptable technological services at the Old Sherman location they cannot remotely complete their work or be onsite in other parks performing manual duties. Mr. Gayfield is going to speak with the Auditor for additional budgeting for a part-time employee and will report back to the Commissioners. The Board signified wanting to staff the Old Sherman building for safety and liability reasons.

Mr. Gayfield gave an update on the bid process for the Olivedale Pickleball Courts. Bid specs revision were needed and have been completed. Bids will open Friday May 12<sup>th</sup> in the City Hall 2<sup>nd</sup> floor Big Room.

There being no further business to come before the Board Ms. Woody moved to adjourn. Mr. Lovell seconded the motion which passed unanimously.

The Board Adjourned.

Submitted by:

  
Kari J. James, Secretary



## STAFF REPORT PARKS & RECREATION

TO: Service Committee

DATE: May 15, 2023

FROM: Steve Gayfield, Superintendent of Parks & Recreation

SUBJECT: Authorization to Advertise for Bid & Award Contract/ AHA Trails Project – Phase 1

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### ACTION REQUESTED

Sponsor legislation authorizing the Superintendent of Parks & Recreation to work with the Service Safety Director's Office to offer for advertisement and contract award of the construction of Phase 1 Trails on the City-owned property adjacent to the AHA! Children's Museum Property, Parcel 053188400.

### BACKGROUND

In 2018, Wendy Gregory, the AHA Children's Museum Director at the time, approached the City to do a study of the City and AHA's adjoining parcels to create nature trails. The City and AHA each contributed around \$3,000 to pay Hull and Associates (now called Verdantas), a planning and development firm utilized by the City of Lancaster for multiple projects, to do a preliminary plan. Parks staff worked with Hull and Associates, AHA, the Community Development Department, and the City Environmental Engineer to develop the plan in three phases to be built as funds were raised. An easement was granted by AHA to allow connectivity to the existing paved Fairfield Heritage Trail, currently operated by Parks.

The Community Development Department developed the following successful grant funding applications to fund trail development:

- Park Board approved Application to ODNR for the NatureWorks program 2021 - funded for \$44,342.
- City Council approved a resolution for Park's Application to the State's Capital Budget on 12/3/2021. Grant was funded for \$75,000.
- City Council approved a resolution for Park's Application to the Fairfield County Foundation 1/24/2022. Grant was funded for \$50,000.

Parks staff utilized Verdantas to revise the preliminary plan into a construction concept for trail development based on available funding.

In March of 2023, staff completed in-kind work for Phase 1 of the future trail system based on the preliminary design as presented. Staff also received and accepted a proposal from Verdantas for final survey work, project management, development of construction documents, bidding, and construction administration of the trail project.

### FISCAL IMPACT

Current grant funding for this project, with a completion deadline of 12/31/2023, is \$169,342. Expenditures to date include preliminary design work completed at a cost of \$23,300 and commitment of a not to exceed amount for the phase 1 design, bid, and oversight of \$38,000. This leaves current project funding for the Phase 1 construction at \$108,042. Staff will request a not to exceed amount of \$115,000 for the phase 1 construction. Further in-kind/forced labor work may be completed by staff to meet various grant match requirements.

### ATTACHMENTS

Attachment A – Location Map





DATE	REVISION
PROJECT NO.	
MP	
CHECKED BY	
CREATED BY	
DATE	

**PRELIMINARY  
NOT FOR  
CONSTRUCTION**

**CITY OF LANCASTER - FAIRFIELD COUNTY - OHIO  
LANCASTER PARKS AND RECREATION:  
EDUCATIONAL WETLANDS AND TRAILS AT HAVEN**

DATE: MAY 2, 2023  
SCALE: 1" = 100'  
SHEET: C1.0

ALL WORK SHALL BE IN ACCORDANCE WITH THE ORDINANCES, REGULATIONS, AND POLICIES OF THE CITY OF LANCASTER, OHIO. THE CITY ENGINEER SHALL REVIEW AND APPROVE ALL WORK. THE CITY ENGINEER'S REVIEW IS LIMITED TO TECHNICAL ASPECTS AND DOES NOT CONSTITUTE AN ENDORSEMENT OF THE PROJECT OR A GUARANTEE OF THE ACCURACY OF THE INFORMATION PROVIDED. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

DESIGNER: VERDANTAS  
LOCAL COORDINATOR: JENNIFER BUCKLE  
DATE: 05/02/2023

- GRANT PROPOSED SITE FEATURES:**
- WADING TRAIL PHASE 1
  - WADING TRAIL PHASE 2
  - POTENTIAL OVERLOOK 1
  - POTENTIAL OVERLOOK 2
  - POTENTIAL OVERLOOK 3
  - POTENTIAL OVERLOOK 4
  - PROPOSED BIRD BOG
- TOTAL SITE AREA: 2.01 ACRES
- LEGEND**
- GRANT PROPOSED WADING TRAIL PHASE 1
  - GRANT PROPOSED WADING TRAIL PHASE 2
  - GRANT PROPOSED WADING TRAIL PHASE 3
  - PLANNED WADING TRAIL PHASE 3
  - PLANNED BOARD WALK
  - EXISTING WADING TRAIL
  - EXISTING BOARD WALK
  - EXISTING STORMWATER
  - EXISTING SWAMPY LINE
  - EXISTING BOUNDARY
  - 100-YEAR FLOODPLAIN
  - EXISTING CONSERVATION EASEMENT
  - PROJECT BOUNDARY
  - EXISTING DIRT PATH

