

West Chester

— OHIO —

Trustees Meeting Agenda May 14, 2024

Trustees

Lee Wong, Chair
Mark S. Welch
Ann Becker

Fiscal Officer

Bruce Jones
Administrator
Larry D. Burks

5:00 P.M.

Regular Meeting

Mr. Welch

- Convene
- Roll Call
- Pledge

Executive Session

Citizen's Comments

(2 minutes per person limited to a total of 10 minutes)

Mr. Welch

Presentations

1. Proclamation - Emergency Medical Services Week
2. Proclamation - Police Memorial Week
3. Proclamation - National Public Works Week

Mr. Burks

Personnel Items

4. Fire Promote Trevor Frodge to the position of Bureau Chief of Risk Management/Training effective May 20, 2024 at the hourly rate of \$40.46
5. Police Hire Artemio Daniel Ibarra to the position of Police Officer effective July 1, 2024 at the bi-weekly rate of \$2,713.97
6. Police Hire Benjamin Huxel to the position of Police Officer effective May 20, 2024 at the bi-weekly rate of \$3,521.16
7. Services Promote Pat King to the position of Foreman effective April 22, 2024 at the hourly rate of \$31.48

Mr. Welch

Action Items - For approval by motion

8. Motion to approve Trustee Meeting Minutes - April 23, 2024
9. Motion to approve payment of bills - April 15, 2024 through May 3, 2024

Mr. Burks

Requisitions - Greater than \$7,500.00

10. Adm \$ 46,965.01 Frost Brown Todd LLC - Legal Services through March 31, 2024 (various departments)
11. Fire \$ 12,432.34 Vogelpohl Fire Equipment, Inc. - Repair E-One ladder truck

May 14, 2024

- | | | | |
|-----|----------|---------------|---|
| 12. | PIE | \$ 127,017.14 | WMK LLC - Purchase two handicap-accessible vehicles for West Chester Senior Van Service (CIP 344) |
| 13. | Police | \$ 35,487.50 | Vance Outdoors, Inc. - Purchase ammunition to replenish depleted inventory |
| 14. | Services | \$ 61,006.00 | Benchmark Land Management LLC - Install pipe in VOA ditch (CIP 1988) |
| 15. | Services | \$ 17,833.41 | Al-Joe's, Inc. - Purchase Z Master 6000 Mower (CIP 1406) |

Mr. Burks

Business Items

- | | | | |
|-----|----------|---|--|
| 16. | Comm Dev | Motion to approve Statutory Resolution 20-2024 declaring the structures at 9023 Cincinnati Dayton Road and 9031 Cincinnati Dayton Road, West Chester, Ohio, 45069 to be unsafe and/or structurally defective and ordering such structures removed | |
| 17. | Fire | Motion to approve agreement between West Chester Township Board of Trustees and Center for Public Safety Excellence, Inc. for facilitation of a strategic plan, not to exceed \$19,200.00; and, authorize Township Administrator to make non-substantive changes with Law Director approval and execute said agreement (CIP 1950) | |
| 18. | Police | Motion to apply for the 2025 Ohio Traffic Safety Office Grant; and, authorize Township Administrator to accept said grant if awarded | |
| 19. | Services | Motion to appoint Arun Hindupur, Community Services Director, as Township representative to the Ohio-Kentucky-Indiana Regional Council of Governments Intermodal Coordinating Committee | |
| 20. | Services | Motion to apply for the Carbon Reduction Program grant to install EV charging stations at three Township facilities; and, authorize Township Administrator to accept said grant if awarded | |
| 21. | Services | Motion to approve agreement between West Chester Township Board of Trustees and Hitchcock Design, Inc. for a Parks Master Plan and Feasibility Study, not to exceed \$108,000.00; and, authorize Township Administrator to make non-substantive changes with Law Director approval and execute said agreement (CIP 1917) | |

Resolutions

Citizen's Comments

Discussion Items & Elected Official Comments

Adjourn

AGENDA ITEM COVER SHEET



Trustee Meeting Date:	Agenda Item Type:
May 14, 2024	Presentation Item
Submitted By:	
Rick L. Prinz, Fire Chief	

Motion:
Proclamation - Emergency Medical Services Week

Background:

Finance	Budgeted Item:	N/A;	
	CIP #:		
	TIF Info:		
	Purchase Order:		Total Encumbrance:

Proclamation

Whereas emergency medical services are a vital public service; and

Whereas the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

Whereas access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

Whereas emergency medical services have grown to fill a gap by providing important, out-of-hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

Whereas the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out-of-hospital medical care providers; and

Whereas the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

Whereas it is appropriate to recognize the value and accomplishments of emergency medical service providers by designating Emergency Medical Services Week;

Now, therefore, be it resolved that the West Chester Township Trustees, in recognition of this event, do hereby proclaim the week of May 19 through May 25, 2024, as **EMERGENCY MEDICAL SERVICES WEEK** with the theme **EMS: Where Emergency Care Begins**; we encourage the community to observe this week with appropriate programs, ceremonies, and activities.

In witness hereof, we have hereunto set our hands and caused the Seal of West Chester Township, Butler County, Ohio, to be affixed this 14th day of May in the year two thousand twenty-four.

Lee Wong, Chair

Mark Welch, Vice Chair

Bruce Jones, Fiscal Officer

Ann Becker, Trustee

West Chester
— OHIO —

AGENDA ITEM COVER SHEET



Trustee Meeting Date:	Agenda Item Type:
May 14, 2024	Presentation Item
Submitted By:	
Colonel Joel M. Herzog, Chief of Police	

Motion:
Proclamation - Police Memorial Week

Background:

Finance	Budgeted Item:	N/A;	
	CIP #:		
	TIF Info:		
	Purchase Order:		Total Encumbrance:

Proclamation

WHEREAS, the police officers of West Chester Township work with devotion and selflessness on behalf of the people of this Township, regardless of the peril or hazard to themselves; and

WHEREAS, these officers, through efforts to safeguard the lives and property of our neighbors, foster a welcoming community known as "One of America's Best Places to Live"; and

WHEREAS, in the act of enforcement of our laws, these men and women have experienced the profound loss of colleagues across the country in service to their communities and country; and

WHEREAS, these men and women, by their patriotic service and their dedicated efforts, have earned the gratitude of the Township;

NOW THEREFORE, BE IT RESOLVED that the West Chester Township Board of Trustees do hereby proclaim the week in which May 15th occurs as

"Police Memorial Week"
May 12, 2024 thru May 18, 2024

In witness hereof, we have hereunto set our hands and caused the Seal of West Chester Township, Butler County, Ohio, to be affixed this 14th day of May in the year two thousand twenty-four.

Lee Wong, Chair

Mark Welch, Vice Chair

Bruce Jones, Fiscal Officer

Ann Becker, Trustee

West Chester
— OHIO —

AGENDA ITEM COVER SHEET



Trustee Meeting Date:	Agenda Item Type:
May 14, 2024	Presentation Item
Submitted By:	
Arun Hindupur, Director of Public Works/Community Services	

Motion:
Proclamation - National Public Works Week

Background:

Finance	Budgeted Item:	N/A;	
	CIP #:		
	TIF Info:		
	Purchase Order:		Total Encumbrance:

Proclamation

Whereas, public works services provided in our community are an integral part of our citizens' everyday lives; and

Whereas, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets and highways, public grounds and buildings, and solid waste collection; and

Whereas, the health, safety, and comfort of this community greatly depend on these facilities and services; and

Whereas, the quality and effectiveness of these facilities, as well as their planning, design, and construction, is vitally dependent upon the efforts and skill of public works employees; and

Whereas, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform,

Now, therefore, be it resolved, the West Chester Township Board of Trustees, Butler County, Ohio, hereby celebrates the week of May 19 - May 24, 2024, as

"National Public Works Week"

in West Chester Township, and call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions that public works staff make every day to our health, safety, comfort, and quality of life.

In witness hereof, we have hereunto set our hands and caused the Seal of West Chester Township, Butler County, Ohio, to be affixed this 14th day of May in the year two thousand twenty-four.

Lee Wong, Chair

Mark Welch, Vice Chair

Bruce Jones, Fiscal Officer

Ann Becker, Trustee

AGENDA ITEM COVER SHEET



Trustee Meeting Date:	Agenda Item Type:
May 14, 2024	Personnel Item
Submitted By:	
Rick L. Prinz, Fire Chief	

Motion:
Promote Trevor Frodge to the position of Bureau Chief of Risk Management/Training effective May 20, 2024 at the hourly rate of \$40.46

Background:
<p>The Fire Department recommends the Board consider promoting Lieutenant Trevor Frodge to the position of Bureau Chief of Risk Management/Training. This position serves as a Bureau Commander and is responsible for developing and managing department training and safety programs; directing training activities and maintaining department training records; supervising instructors and providing instruction; developing, evaluating and revising training and safety procedures; performing research and development of fire and EMS procedures and equipment; preparing incident critiques; responding to alarms; and serving as WCFD Safety Officer.</p> <p>Lieutenant Frodge was selected after a thorough testing process which included a technical writing assignment, oral interview, assessment center and background check. He distinguished himself as the top candidate amongst his peers throughout the process.</p> <p>Lieutenant Frodge began his fire service career with the West Chester Fire Department when he was hired as a Firefighter/Paramedic in 2008. He was promoted to Fire/EMS Lieutenant in 2019 where he has proven himself as a distinguished leader and company officer.</p> <p>Thank you for your consideration.</p>

Finance	Budgeted Item:	N/A;		
	CIP #:			
	TIF Info:			
	Purchase Order:		Total Encumbrance:	\$.00



**WEST CHESTER TOWNSHIP
ADMINISTRATION**

9113 Cincinnati-Dayton Road
West Chester, OH 45069-3840

T | 513-777-5900

F | 513-779-9369

westchesteroh.org

May 2nd, 2024

Trevor Frodge

Dear Mr. Frodge:

I am pleased to extend a final offer of employment for the position of Risk Management and Training Bureau Chief for West Chester Township. Your official appointment will be May 14th, 2024 at a regular West Chester Board of Trustees' meeting with an effective hire date May 20th, 2024. The commitment to you regarding compensation, benefits, and related provisions is outlined herein:

General

Position: Risk Management and Training Bureau Chief
Employer: West Chester Township
Effective Hire Date: May 20th, 2024
Introductory Period: 90 days commencing on Promotion Date

Compensation

Base Salary: \$106,193.06 annually

Benefits/Other Provisions

- This position is a non-contract position and non-contract employee benefit/provisions apply.
- The annual evaluation period is effective July 1st.

Please refer to employee policy manual for additional information.

Sincerely,

Larry D. Burks
Township Administrator

AGENDA ITEM COVER SHEET



Trustee Meeting Date:	Agenda Item Type:
May 14, 2024	Personnel Item
Submitted By:	
Colonel Joel M. Herzog, Chief of Police	

Motion:
Hire Artemio Daniel Ibarra to the position of Police Officer effective July 1, 2024 at the bi-weekly rate of \$2,713.97

Background:
<p>The West Chester Police Department would like to request Trustee approval to hire Daniel Ibarra as a full-time police officer. The hiring of Daniel Ibarra will fill one police officer vacancy.</p> <p>Daniel Ibarra is a Fairfield High School graduate and currently serves in the United States Marine Corps Reserves. Daniel will be attending the Ohio Peace Officer Basic Academy at Butler Tech.</p> <p>Daniel Ibarra’s effective date of hire will be July 01, 2024, at the bi-weekly rate of \$2,713.97 with a one-year probationary period.</p> <p>Thank you for your consideration.</p>

Finance	Budgeted Item:	N/A;		
	CIP #:			
	TIF Info:			
	Purchase Order:		Total Encumbrance:	\$.00



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April 29th, 2024

Artemio D Ibarra

Dear Artemio,

I am pleased to make a final offer of employment for the position of Police Officer for West Chester Township. Your official appointment will be May 14th, 2024 at a regular West Chester Board of Trustees' meeting with an effective hire date of July 1st, 2024. The commitment to you regarding compensation, benefits, and related provisions is outlined herein.

General

Position:	Police Officer
Employer:	West Chester Township
Effective Hire Date:	July 1 st , 2024
Probationary Period:	Three hundred sixty-five (365) calendar days from the first day that Employee reports to work as a certified peace officer.

Compensation

Base Salary:	\$70,563.23 (Step 1) Annually
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Benefits/Other Provisions

Medical/Dental/Vision:	Employee may elect to receive medical benefits unless benefits can be or are currently obtained elsewhere. If eligible, plan options are currently offered with employee premium share currently at 15% or 17% for medical. The plan options and employee premium share are subject to Employer discretion.
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Insurance Waiver:	Employee may elect to receive a \$2,000 annual stipend in lieu of Employer-offered medical coverage.
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Voluntary Insurance(s)	Available at Employee cost; coverage may be elected even if medical insurance is denied.
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Pension:	Employee and Employer shares as determined by Ohio Public Employee Retirement System
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Deferred Compensation:	Plan provided at current federal maximum contribution.
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Leave: Vacation: As granted to all full-time contract employees after successful completion of probationary period;
Holidays Ten established holidays
Personal Three (3) days annually
Sick Ten hours accrued monthly;
Please refer to the current FOP Collective Bargaining Agreement

Retention Pay At Employer's discretion, one hundred dollars per year after five years of continuous service

Life Insurance: At Employer's discretion and as provided to other Employees - currently \$50,000 term life per Collective Bargaining Agreement

Disability: As provided under Public Employee Retirement System.

Performance Merit Increase: Please refer to the current FOP Collective Bargaining Agreement

Professional Development: As budgetary circumstances permit and when approved at the discretion of the Police Chief.

If you have any questions or need clarification on any item regarding the compensation package, please contact Danielle Klekamp at 513-759-7217 or email at dklekamp@westchesteroh.org.

Sincerely,



Lisa Brown
Assistant Township Administrator

cc: Chief Herzog

AGENDA ITEM COVER SHEET



Trustee Meeting Date:	Agenda Item Type:
May 14, 2024	Personnel Item
Submitted By:	
Colonel Joel M. Herzog, Chief of Police	

Motion:
Hire Benjamin Huxel to the position of Police Officer effective May 20, 2024 at the bi-weekly rate of \$3,521.16

Background:
<p>The West Chester Police Department would like to request Trustee approval to hire Ben Huxel as a full-time police officer. The hiring of Ben Huxel will fill one police officer vacancy.</p> <p>Ben Huxel has 17 years of law enforcement experience with 8 years of that time as a sergeant. Ben has supervised uniformed patrol, criminal investigations, and special operations units. Mr. Huxel earned his Bachelor’s Degree from Capital University where he played football. Ben has extensive police technical training to include supervision training and attending the Police Executive Leadership College (PELC). He has numerous accommodations and awards and he is excited to bring his knowledge and experience to West Chester where he will be able to have an immediate impact.</p> <p>Article 19, Section 1 of the collective bargaining agreement allows for an officer with experience to be hired at a higher pay step. The Union has recognized the value of Ben’s considerable experience and training and has agreed for him to start at step 6 of the current labor agreement.</p> <p>Ben Huxel’s effective date of hire will be May 20, 2024, at the bi-weekly rate of \$3,521.16 with a one-year probationary period.</p> <p>Thank you for your consideration.</p>

Finance	Budgeted Item:	N/A;	
	CIP #:		
	TIF Info:		
	Purchase Order:	Total Encumbrance:	\$



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westchesteroh.org

April 29th, 2024

Benjamin Huxel

Dear Ben,

I am pleased to make a final offer of employment for the position of Police Officer for West Chester Township. Your official appointment will be May 14th, 2024 at a regular West Chester Board of Trustees' meeting with an effective hire date of May 20th, 2024. The commitment to you regarding compensation, benefits, and related provisions is outlined herein.

General

Position:	Police Officer
Employer:	West Chester Township
Effective Hire Date:	May 20 th , 2024
Probationary Period:	Three hundred sixty-five (365) calendar days from the first day that Employee reports to work as a certified peace officer.

Compensation

Base Salary:	\$91,550.25 (Step 6) Annually
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Benefits/Other Provisions

Medical/Dental/Vision:	Employee may elect to receive medical benefits unless benefits can be or are currently obtained elsewhere. If eligible, plan options are currently offered with employee premium share currently at 15% or 17% for medical. The plan options and employee premium share are subject to Employer discretion.
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Insurance Waiver:	Employee may elect to receive a \$2,000 annual stipend in lieu of Employer-offered medical coverage.
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Voluntary Insurance(s)	Available at Employee cost; coverage may be elected even if medical insurance is denied.
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Pension:	Employee and Employer shares as determined by Ohio Public Employee Retirement System
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Deferred Compensation:	Plan provided at current federal maximum contribution.
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Leave: Vacation: As granted to all full-time contract employees after successful completion of probationary period;
Holidays Ten established holidays
Personal Three (3) days annually
Sick Ten hours accrued monthly;
Please refer to the current FOP Collective Bargaining Agreement

Retention Pay At Employer's discretion, one hundred dollars per year after five years of continuous service

Life Insurance: At Employer's discretion and as provided to other Employees - currently \$50,000 term life per Collective Bargaining Agreement

Disability: As provided under Public Employee Retirement System.

Performance Merit Increase: Please refer to the current FOP Collective Bargaining Agreement

Professional Development: As budgetary circumstances permit and when approved at the discretion of the Police Chief.

If you have any questions or need clarification on any item regarding the compensation package, please contact Danielle Klekamp at 513-759-7217 or email at dklekamp@westchesteroh.org.

Sincerely,



Lisa Brown
Assistant Township Administrator

cc: Chief Herzog

AGENDA ITEM COVER SHEET



Trustee Meeting Date:	Agenda Item Type:
May 14, 2024	Personnel Item
Submitted By:	
Arun Hindupur, Director of Public Works/Community Services	

Motion:
Promote Pat King to the position of Foreman effective April 22, 2024 at the hourly rate of \$31.48

Background:
<p>The Community Services Department has been evaluating our needs and considering options for managing our workforce and have budgeted for a fourth Foreman. We determined promotion of Pat King from Laborer Operator to Foreman to be another step in this process.</p> <p>Pat King has worked for the Township since 2001 as a Laborer Operator. He brings a wealth of experience and institutional knowledge to his new role.</p> <p>The position of Foreman is non-exempt. This promotion fills a vacant position and has a 90 day introductory period.</p>

Finance	Budgeted Item:	Yes; Operational		
	CIP #:			
	TIF Info:			
	Purchase Order:		Total Encumbrance:	\$.00



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9113 Cincinnati-Dayton Road
West Chester, OH 45069-3840

T | 513-777-5900
F | 513-779-9369

westchesteroh.org

April 22, 2024

Dear Mr. King:

I am pleased to extend a final offer of employment for the position of Foreman for West Chester Township. Your offer is contingent of successful completion of a background check and Trustee approval. Your official appointment will be May 14th, 2024 at a regular West Chester Board of Trustees' meeting with an effective hire date April 22nd, 2024. The commitment to you regarding compensation, benefits, and related provisions is outlined herein:

General

Position: Foreman
Employer: West Chester Township
Effective Hire Date: April 22nd, 2024
Introductory Period: 90 days commencing on Promotion Date

Compensation

Base Salary: \$31.48 per hour

Benefits/Other Provisions

- This position is a non-contract position and non-contract employee benefit/provisions apply.
- You are no longer eligible for the platinum benefit package and you will need to make a new selection within 30 days of promotion date.
- The overtime eligibility begins *after* 40 hours worked. This position will allow you to have a maximum of 40 hours in your comp bank. Anything above 40 will need to be used or cashed out.
- The annual evaluation period is effective July 1st.

Please refer to employee policy manual for additional information.

Sincerely,

Larry D. Burks
Township Administrator

AGENDA ITEM COVER SHEET



Trustee Meeting Date:	Agenda Item Type:
May 14, 2024	Action Item
Submitted By:	
Larry D. Burks, Township Administrator	

Motion:
Motion to approve Trustee Meeting Minutes - April 23, 2024

Background:

Finance	Budgeted Item:	N/A;		
	CIP #:			
	TIF Info:			
	Purchase Order:		Total Encumbrance:	\$.00

Record of Proceedings: April 23, 2024
West Chester Township Board of Trustees - Regular Meeting

Convene: Chairperson Wong convened the meeting at 5:00 p.m.
Roll Call: Mr. Wong, Mr. Welch, and Mrs. Becker responded.
Pledge of Allegiance: Repeated by those present.

MOTION made at 5:02 p.m. by Mrs. Becker, seconded by Mr. Welch, to recess the Regular meeting and go into Executive Session with legal counsel for the purpose of: Conference with an attorney for the Township concerning disputes involving the Township that are the subject of pending or imminent court action. O.R.C. 121.22(G)(3). Discussion: none. **Motion carried unanimously.** Mr. Wong said the Board would return to adjourn the Executive Session and to resume the Regular meeting. Mr. Wong declared the meeting in recess.

Post Executive Session/ Adjournment

MOTION made at 6:01 p.m. by Mr. Welch to adjourn the Executive Session and resume the Regular meeting, seconded by Mrs. Becker. Discussion: none. **Motion carried unanimously.**

Citizen's Comments

Jim Lewis, 6969 Forest View Court, advocated that the Trustees adopt a resolution declaring West Chester Township a Constitutional Township, noting the purpose for government, and adding that the U.S. Supreme Court has upheld the constitutionality of Constitutional Townships.

Charis Peterson, 7324 N. Pisgah Drive, supported Mr. Lewis's proposal, saying it would protect citizens from oppressive government.

Gerry Dzikowski, 6929 Driftwood Drive, asked the Board to consider how law and order under a moral system benefits a community, and asked that it support the proposed resolution.

Presentations

There were no presentations.

Personnel Items

There were no personnel items.

Action Items – For Approval by Motion

MOTION made by Mrs. Becker, seconded by Mr. Welch, to approve the Trustee Meeting Minutes for April 9, 2024. Discussion: none. **Motion carried unanimously.**

MOTION made by Mr. Welch, seconded by Mrs. Becker, to approve payment of bills - April 1, 2024 through April 12, 2024. Discussion: none. **Motion carried unanimously.**

Mr. Burks submitted the following requisitions greater than \$7,500:

3. CIT \$29,844.20 Nuspire Corporation - Renew annual antivirus software license and firewall support and management
4. CIT \$10,866.07 CentralSquare Technologies LLC - Purchase CAD interface to Locution Automated Dispatch (CIP 1887)
5. CIT \$10,230.00 Vercom Systems, Inc. - Renew annual support for Township VOIP phone system
6. Police \$51,438.00 McCluskey Chevrolet, Inc. - Purchase one 2024 Chevrolet Tahoe (CIP 1586)
7. Police \$31,259.80 Tri-State Public Safety - Purchase and install equipment to outfit one K9 police vehicle (CIP 1586)
8. Services \$2,361,109.23 Barrett Paving Materials, Inc. - Approve paving application for 2024 (CIP 1610 & 1594)

Requisitions – Greater than \$7,500.00

MOTION made by Mrs. Becker, seconded by Mr. Welch, to approve payment of requisitions 3 through 8. Discussion: Mr. Burks responded to Trustee questions about Item #8, saying the paving schedule will be on the township website. **Motion carried unanimously.**

Business Items

MOTION made by Mr. Welch, seconded by Mrs. Becker, to advertise Request for Proposals for Strategic Plan Development. Discussion: none. **Motion carried unanimously.**

MOTION to approve Assignment and Assumption of Lease Agreement between West Chester Township Board of Trustees and Submarine Cincinnati Memorial Association; and, authorize Township Administrator to make non-substantive changes with Law Director approval and execute said agreement. Discussion: (Fiscal Officer Note: Assistant Administrator Brown addressed the Board on the matter prior to a Motion on the item regarding the terms of the agreement. A video from the SDMA was also presented.) Mr. Welsh expressed his whole-hearted support for the Submarine Cincinnati Memorial. **Proposal carried unanimously.**

MOTION made by Mrs. Becker, seconded by Mr. Welch, to approve contract between West Chester Township Board of Trustees and Locutions Systems, Inc. for purchase and installation of Automated Voice Dispatch Systems not to exceed \$159,393.00; and, authorize Township Administrator to make non-substantive changes with Law Director approval and execute said contract (CIP 1887). Discussion: (Fiscal Officer Note: Communications & IT Director Dick addressed the Board following a Board Motion, but prior to Board Discussion, regarding the functionality of the system.) none. **Motion carried unanimously.**

MOTION made by Mr. Welch, seconded by Mrs. Becker, to approve inter-agency agreement between West Chester Township Board of Trustees and MetroParks of Butler County for the production of Taps, Tastes, and Tunes and Fourth of July Fireworks; and, authorize Township

Administrator to make non-substantive changes with Law Director approval and execute said agreement. Discussion: none. **Motion carried unanimously.**

MOTION made by Mrs. Becker, seconded by Mr. Welch, to approve license agreement between West Chester Township Board of Trustees and Coldiron Events LLC for the presentation of Taps, Tastes and Tunes on Township-owned property at 8070 Tylersville Road; and, authorize Township Administrator to make non-substantive changes with Law Director approval and execute said agreement. Discussion: Mrs. Becker noted this event is held over July 4th. **Motion carried unanimously.**

MOTION made by Mr. Welch, seconded by Mrs. Becker, to approve contract between West Chester Township Board of Trustees and Rozzi, Inc. for presentation of Fourth of July Fireworks not to exceed \$20,000.00; and, authorize Township Administrator to make non-substantive changes with Law Director approval and execute said contract. Discussion: none. **Motion carried unanimously.**

MOTION made by Mrs. Becker, seconded by Mr. Welch, to approve service agreement between West Chester Township Board of Trustees and Pavement Management Group to provide baseline inspection of township roadways not to exceed \$63,525.00; and, authorize Township Administrator to make non-substantive changes with Law Director approval and execute said agreement (CIP # 1975). Discussion: none. **Motion carried unanimously.**

MOTION made by Mr. Welch, seconded by Mrs. Becker, to approve Statutory Resolution 19-2024 declaring surplus items for disposal. Discussion: none. **Motion carried unanimously.**

First Reading of Resolutions & Reading of Emergency Resolutions

There were no first readings of resolutions or readings of emergency resolutions.

Citizen's Comments

There were no citizen's comments.

Second Reading & Vote on Pending Resolutions & Vote on Emergency Resolutions

There was no Second Reading & vote on pending resolutions & vote on emergency resolutions.

Discussion Items & Elected Official Comments

Mrs. Becker, responding to a citizen's comment that the Flock cameras use facial recognition, said they identify license plates only; no facial recognition. Chief Herzog then addressed the Board regarding the Flock cameras, how they operate, and their numerous successes in solving crimes and locating missing persons.

Mr. Welch asked Chief Herzog if the FBI or DOJ could assert how the cameras would be used and the Chief said they could not, adding that they would have the backbone to tell the FBI and DOJ that they didn't have such authority. Mr. Welch also commented at length expressing his

distrust for our Federal government and support for a resolution declaring West Chester Township a Constitutional Township. Mr. Welch also commented at length on the increase in assessments the Miami Conservancy District is proposing for properties in Hamilton, saying the proposal could bankrupt the city of Hamilton, adding the Board should make a resolution supporting the City of Hamilton in its fight against the proposed increase. He noted the existing dams have been successful in preventing flooding and questioned why the need for the huge increases. Lastly, Mr. Welch asked Administrator Burks if they could create a parks endowment fund. Mrs. Becker interjected regarding the Miami Conservancy assessment increase that everything needs to be replaced eventually.

Mrs. Becker expressed her support for a moratorium on the Miami Conservancy assessment. She also commented on the proposal from the citizens that the Board adopt a resolution for a Constitutional Township by saying they already took an oath to protect and defend the constitution, and she questioned when is the Board expected to interpose on a matter in which some residents believe their constitutional rights have been violated, expressing several hypothetical questions. She said she didn't believe their role is to be a Supreme Court Justice. Rather, she stated what she believed her role was to protect small government, adding that she was not in favor of such a resolution. Mr. Welch interjected additional reasons why he supports such a resolution.

Mr. Jones expressed his support for a resolution supporting the City of Hamilton's opposition to the significant increase in Miami Conservancy assessments. He said West Chester residents do have a stake in the matter because we share county property levies with Hamilton and our property taxes would increase, though marginally, if Hamilton suffers decreased property values. Mr. Jones said he supports a resolution declaring West Chester Township a Constitutional Township in order to reign in power to the local level, suggesting there are abuses at the Federal level.

Mr. Wong said he's served in the military and has taken the oath to support the constitution five times. He said he takes care of local issues as a trustee and has no control over the federal government.

Mr. Burks thanked the promoters and contributors of the USS Cincinnati project. He also expressed his appreciation for citizen input.

Mr. Welch and Mrs. Becker continued the discussion about adopting a resolution declaring West Chester Township a Constitutional Township. Mr. Welch was in favor of adopting, and Mrs. Becker and Mr. Wong withheld support for adopting.

Adjournment

MOTION made at 7:19 p.m. by Mrs. Becker, seconded by Mr. Welch, to adjourn the April 24th Regular meeting. Discussion: none. **Motion carried unanimously.**

Respectfully Submitted,

Approved,

Bruce Jones, Fiscal Officer

Lee Wong, Chairperson

AGENDA ITEM COVER SHEET



Trustee Meeting Date:	Agenda Item Type:
May 14, 2024	Action Item
Submitted By:	
Kenneth Keim, Director of Finance	

Motion:
Motion to approve payment of bills - April 15, 2024 through May 3, 2024

Background:

Finance	Budgeted Item:	N/A;	
	CIP #:		
	TIF Info:		
	Purchase Order:		Total Encumbrance:

AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 9999-00-0000-10110-000000-000000

FOR: All Except Stale

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
1771	04/15/2024	MANUAL	002837 First Financial Bank Cred	70.63			
			INVOICE NO ACCOUNT AMOUNT				
			WM Superctr 2/28/24 2070-PI-PI00-56030-000000-		70.63		
1772	04/15/2024	MANUAL	002837 First Financial Bank Cred	63.00			
			HHH Brick Depot 2/28 2070-PI-PI00-56030-000000-		63.00		
1773	04/15/2024	MANUAL	002837 First Financial Bank Cred	12.00			
			HHH Brick Dt 2/28/24 2070-PI-PI00-56030-000000-		12.00		
1774	04/15/2024	MANUAL	002837 First Financial Bank Cred	159.64			
			Zoom 3/2/24 2070-PI-PI00-53170-000000-		159.64		
1775	04/15/2024	MANUAL	002837 First Financial Bank Cred	348.00			
			Envato 3/15/24 2070-PI-PI00-53170-000000-		348.00		
1776	04/15/2024	MANUAL	002837 First Financial Bank Cred	168.94			
			Linq Inskeep 3/29/24 2070-PI-PI00-53410-000000-		168.94		
1777	04/15/2024	MANUAL	002837 First Financial Bank Cred	168.94			
			Linq Eckstein 3/29/2 2070-PI-PI00-53410-000000-		168.94		
1828	04/15/2024	MANUAL	000780 Lowes	253.00			
			992101 2040-RD-RD00-54550-IHCLVT-		253.00		
1853	04/15/2024	MANUAL	002837 First Financial Bank Cred	8.09			
			Etsy 3/1/24 2100-FD-FD00-56040-000000-		8.09		
1854	04/15/2024	MANUAL	002837 First Financial Bank Cred	44.20			
			Glendale 3/7/24 2100-FD-FD00-54720-000000-		44.20		
1855	04/15/2024	MANUAL	002837 First Financial Bank Cred	60.00			
			Phoenix 3/20/24 2100-FD-FD00-53410-000000-		60.00		
1856	04/15/2024	MANUAL	002837 First Financial Bank Cred	18.32			
			WM Super Ctr 3/21/24 2100-FD-FD00-54530-000000-		18.32		
1857	04/15/2024	MANUAL	002837 First Financial Bank Cred	160.00			
			Skyline 3/22/24 2100-FD-FD00-54530-000000-		160.00		
1858	04/15/2024	MANUAL	002837 First Financial Bank Cred	1,599.00			
			Int'l Assoc 3/26/24 2100-FD-FD00-53410-000000-		1,599.00		
1859	04/15/2024	MANUAL	000780 Lowes	32.80			
			999921 2100-FD-FD00-53410-000000-		32.80		
1860	04/15/2024	MANUAL	000780 Lowes	-93.44			
			980871 2100-FD-FD00-53530-000000-		-93.44		
1861	04/16/2024	MANUAL	002837 First Financial Bank Cred	1,587.60			

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FOR: All Except Stale

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
	Digicert 4/10/24		1010-AD-AD00-54810-000000-		316.39		
	INVOICE NO		ACCOUNT		AMOUNT		
	Digicert 4/10/24		1010-CD-CD00-54810-000000-		129.28		
	Digicert 4/10/24		2010-RD-RD00-54810-000000-		150.82		
	Digicert 4/10/24		2070-PI-PI00-54810-000000-		43.09		
	Digicert 4/10/24		2090-DS-DS00-54810-000000-		43.09		
	Digicert 4/10/24		2090-PD-PD00-54810-000000-		904.93		
1862	04/16/2024	MANUAL	002837 First Financial Bank Cred	180.92			
	Costco 4/11/24		2090-DS-DS00-54530-000000-		90.46		
	Costco 4/11/24		2100-DS-DS00-54530-000000-		90.46		
1866	04/19/2024	MANUAL	000900 United States Treasury	129,009.07			
	04/19/24		1010-00-0000-22010-000000-000000		129,009.07		
401549	04/19/2024	EFT	002414 4Imprint	389.06			
	12396229		2070-PI-PI00-56020-000000-		389.06		
401550	04/19/2024	EFT	002469 Aflac Group Insurance - G	1,428.52			
	WCTWP-9325 Apr 2024		1010-00-0000-22220-000000-000000		1,428.52		
401551	04/19/2024	EFT	002422 AFSCME Ohio Council 8, Lo	442.40			
	04/19/24 Union Dues		1010-00-0000-22510-000000-000000		442.40		
401552	04/19/2024	EFT	002035 Al-Joe's Inc	549.42			
	1022726		1010-PK-PK00-53560-000000-		-10.50		
	1024234		2010-RD-RD00-53560-000000-		92.99		
	1025081		2050-CE-CE00-53560-000000-		146.94		
	1025074		2050-CE-CE00-54010-000000-		319.99		
401553	04/19/2024	EFT	003174 Amazon Fullfillment Servi	1,670.52			
	14KN-KG3V-3CD1		2090-PD-PD00-54510-000000-		75.95		
	17C4-HCC9-TMDP		2010-RD-RD00-54510-000000-		69.52		
	13VX-NVLD-3M4Y		2090-PD-PD00-54550-000000-		81.13		
	17C4-HCC9-TRK3		2090-PD-PD00-54510-000000-		183.82		
	17C4-HCC9-TRK3		2090-PD-PD00-54550-000000-		29.99		
	1KV1-MJTX-GC3K		1010-AD-AD00-56090-000000-		253.99		
	1PX7-PX94-MDDH		1010-AD-AD00-54530-000000-		129.83		
	1GJV-WKR7-W9H3		2740-00-0000-53190-000000-		557.21		
	1MK7-M7GC-9DVH		2100-FD-FD00-54550-000000-		256.20		
	16KG-CGXH-3TDV		2100-FD-FD00-54510-000000-		32.88		
401554	04/19/2024	EFT	003075 AT&T	175.00			
	503708		2090-PD-PD00-53190-000000-		175.00		
401555	04/19/2024	EFT	001136 B & H Foto & Electronics	275.25			
	222783553		2070-PI-PI00-54010-000000-		126.75		
	222696853		2070-PI-PI00-54010-000000-		148.50		
401556	04/19/2024	EFT	000116 Bethart Printing Services	265.33			

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CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
	56183		2070-PI-PI00-53710-000000-		230.00		
	INVOICE NO		ACCOUNT		AMOUNT		
	56223		2070-PI-PI00-53710-000000-		35.33		
401557	04/19/2024	EFT	000117 Bethesda Healthcare Inc.	7,415.37			
	00466603		2100-FD-FD00-53190-000000-		2,717.00		
	00460169		2100-FD-FD00-53190-000000-		1,714.00		
	00470615		2100-FD-FD00-53190-000000-		1,129.00		
	00473131		2100-FD-FD00-53190-000000-		1,179.00		
	9788-480237		1010-AD-AD00-52210-000000-		47.80		
	9788-480237		1010-CD-CD00-52210-000000-		21.51		
	9788-480237		1010-PK-PK00-52210-000000-		4.78		
	9788-480237		1010-SV-SV00-52210-000000-		11.95		
	9788-480237		2040-RD-RD00-52210-000000-		49.59		
	9788-480237		2050-CE-CE00-52210-000000-		4.78		
	9788-480237		2070-PI-PI00-52210-000000-		11.95		
	9788-480237		2090-DS-DS00-52210-000000-		24.86		
	9788-480237		2090-PD-PD00-51010-000000-		233.62		
	9788-480237		2100-DS-DS00-52210-000000-		13.38		
	9788-480237		2100-FD-FD00-52210-000000-		249.76		
	9788-480237		5080-RD-RD00-52210-000000-		2.39		
401558	04/19/2024	EFT	003381 AAA Club Alliance Inc Car	69.99			
	112043446		2090-PD-PD00-53510-000000-		69.99		
401559	04/19/2024	EFT	000126 Bound Tree Medical LLC.	4,700.06			
	85310037		2110-EM-EM00-54550-000000-		4,700.06		
401560	04/19/2024	EFT	004242 BSMH Employer Services LL	77.00			
	318132		2040-RD-RD00-53190-000000-		77.00		
401561	04/19/2024	EFT	002936 Document Destruction	73.50			
	184810		1010-AD-AD00-53190-000000-		36.00		
	184810		2090-DS-DS00-53190-000000-		9.56		
	184810		2100-DS-DS00-53190-000000-		9.56		
	184810		2100-FD-FD00-53190-000000-		18.38		
401562	04/19/2024	EFT	000235 Econ-O-Wise Rental	587.80			
	312804		1010-PK-PK00-53560-000000-		587.80		
401563	04/19/2024	EFT	000634 Emcor Facilities Services	2,556.81			
	609631		2090-PD-PD00-53530-000000-		925.00		
	610470A		1010-AD-AD00-53530-000000-		762.22		
	610470B		1010-AD-AD00-53530-000000-		869.59		
401564	04/19/2024	EFT	004227 Empower Retirement LLC	1,470.00			
	04/19/24		1010-00-0000-22010-000000-000000		330.00		
	04/19/24		1010-00-0000-22520-000000-000000		1,140.00		
401565	04/19/2024	EFT	000254 Fastenal Company	89.25			

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			OHCI7131199 2010-RD-RD00-53530-000000-		89.25		
401566	04/19/2024	EFT	003763 The Fechheimer Brothers C	112.12			
			INVOICE NO ACCOUNT AMOUNT				
			000349202 2090-PD-PD00-54720-000000-		112.12		
401567	04/19/2024	EFT	003450 Ferguson Us Holdings Inc 1010-PK-PK11-54550-000000-	20.67	20.67		
401568	04/19/2024	EFT	000754 F.O.P. Lodge #186 1010-00-0000-22510-000000-000000	2,067.50	2,067.50		
401569	04/19/2024	EFT	002442 Fox Towing Inc. 2090-PD-PD00-53240-000000-	190.00	190.00		
401570	04/19/2024	EFT	000280 Gateway Tire Company Inc. 2010-RD-RD00-53560-000000-	1,075.20	1,075.20		
401571	04/19/2024	EFT	002788 Hightowers Petroleum Co. 1010-00-0000-11060-000000-000000	17,122.57	17,122.57		
401572	04/19/2024	EFT	001399 Jack Doheny Companies, In 2010-RD-RD00-53510-000000-	171.10	171.10		
401573	04/19/2024	EFT	000746 Jake Sweeney Chevrolet Im 2090-PD-PD00-53510-000000- 2090-PD-PD00-53510-000000-	192.72	125.80 66.92		
401574	04/19/2024	EFT	004153 James M Nickels 2090-PD-PD00-53240-000000- 2090-PD-PD00-53240-000000- 2090-PD-PD00-53240-000000- 2090-PD-PD00-53240-000000-	759.00	200.00 200.00 209.00 150.00		
401575	04/19/2024	EFT	002441 Menard, Inc. 1010-SV-SV00-54550-000000-	19.34	19.34		
401576	04/19/2024	EFT	000442 Motorola Solutions, Inc. 2090-PD-PD00-54010-000000-	1,529.28	1,529.28		
401577	04/19/2024	EFT	000683 Myers Tire - Indianapolis 2010-RD-RD00-53510-000000- 2090-PD-PD00-53510-000000- 2100-FD-FD00-53510-000000- 2110-EM-EM00-53510-000000-	788.30	262.74 262.74 131.41 131.41		
401578	04/19/2024	EFT	003478 O'Reilly Auto Enterprises 2090-PD-PD00-53510-000000- 2050-CE-CE00-53560-000000- 2090-PD-PD00-53510-000000-	519.20	91.18 200.28 14.32		

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CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
	1738-349248		2090-PD-PD00-53510-000000-		190.44		
	INVOICE NO		ACCOUNT		AMOUNT		
	1738-349739		1010-PK-PK00-53560-000000-		22.98		
401579	04/19/2024	EFT	002852 Principal Financial Group	4,896.37			
	1040669	May 2024	1010-00-0000-22220-000000-000000		4,896.37		
401580	04/19/2024	EFT	000505 Rumpke of Ohio Inc.	120.00			
	3988398		1010-PK-PK00-54550-000000-		120.00		
401581	04/19/2024	EFT	002453 Sora's Towing Inc.	200.00			
	24-1344		2090-PD-PD00-53240-000000-		200.00		
401582	04/19/2024	EFT	000761 Staples Inc	118.21			
	6001191441		2010-RD-RD00-54510-000000-		15.38		
	6001191442		2010-RD-RD00-54510-000000-		102.83		
401583	04/19/2024	EFT	002375 Tool House Inc.	749.95			
	31790		2010-RD-RD00-53560-000000-		450.95		
	31365		2010-RD-RD00-54010-000000-		299.00		
401584	04/19/2024	EFT	003189 Outdoor Home Services Ho1	371.02			
	189589887		2100-FD-FD00-53530-000000-		52.05		
	188567643		2100-FD-FD00-53530-000000-		55.38		
	188231754		2100-FD-FD00-53530-000000-		64.24		
	189152218		2100-FD-FD00-53530-000000-		138.44		
	188306727		2100-FD-FD00-53530-000000-		60.91		
401585	04/19/2024	EFT	000573 Valley Asphalt Corporatio	679.14			
	128143		2190-00-0000-57010-000000-		176.22		
	128145		2040-RD-RD00-54550-IHPAVE-		202.95		
	128144		2040-RD-RD00-54550-IHPAVE-		299.97		
1680451	04/19/2024	PRINTED	003682 Active911 Inc.	400.04			
	559021		2100-FD-FD00-53170-000000-		400.04		
1680452	04/19/2024	PRINTED	000615 Altafiber	302.64			
	779-0071	Apr 24	1010-AD-AD00-55010-000000-		175.95		
	682-2529	Apr 24	2100-FD-FD00-55010-000000-		126.69		
1680453	04/19/2024	PRINTED	004087 Beverly worley	41.67			
	worley 04/05/24		1010-CD-CD00-56080-000000-		41.67		
1680454	04/19/2024	PRINTED	004008 Butler County Water & Sew	395.47			
	2000563	Apr 24	1010-AD-AD00-55030-000000-		56.78		
	2000563	Apr 24	2070-PI-PI00-55030-000000-		7.74		
	2000564	Apr 24	1010-AD-AD00-55030-000000-		22.13		
	2000564	Apr 24	2050-CE-CE00-55030-000000-		7.38		
	2000564	Apr 24	2070-PI-PI00-55030-000000-		2.89		
	2000564	Apr 24	2090-DS-DS00-55030-000000-		10.10		

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CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
2000564	Apr 24		2100-DS-DS00-55030-000000-		10.10		
	INVOICE NO		ACCOUNT		AMOUNT		
2000564	Apr 24		2100-FD-FD00-55030-000000-		107.75		
2002286	Apr 24		2100-FD-FD00-55030-000000-		78.26		
2006330	Apr 24		2100-FD-FD00-55030-000000-		67.78		
2013795	Apr 24		1010-PK-PK04-55030-000000-		15.92		
2013796	Apr 24		1010-PK-PK04-55030-000000-		8.64		
1680455	04/19/2024	PRINTED	004042 Butler Tech & Career Dev	206,875.33			
	04/15/24		2190-00-0000-56070-000000-		131,389.34		
	04/15/24		2170-00-0000-56070-000000-		35,039.30		
	04/15/24		2160-00-0000-56070-000000-		2,378.73		
	04/15/24		2150-00-0000-56070-000000-		30,944.16		
	04/15/24		2140-00-0000-56070-000000-		4,364.65		
	04/15/24		2130-00-0000-56070-000000-		2,759.15		
1680456	04/19/2024	PRINTED	004292 David J Brewer	720.75			
	CSL041124		2010-RD-RD00-54550-000000-		720.75		
1680457	04/19/2024	PRINTED	003301 Fabricare Textiles LLC	762.00			
	03/01/24-03/31/24		2090-PD-PD00-54720-000000-		762.00		
1680458	04/19/2024	PRINTED	004299 Estate of Charles Baumann	167.04			
	CBSr041524		2050-CE-CE00-59040-000000-		167.04		
1680459	04/19/2024	PRINTED	000641 Duke Energy	4,717.00			
	FRS-0049219		5070-LT-LT03-55040-000000-		4,717.00		
1680460	04/19/2024	PRINTED	001334 Duke Energy	2,964.28			
	910117632260 Apr 24		2100-FD-FD00-55040-000000-		1,325.67		
	910118689401 Apr 24		1010-PK-PK04-55040-000000-		25.83		
	910119040434 Apr 24		2100-FD-FD00-55040-000000-		1,612.78		
1680461	04/19/2024	PRINTED	000256 Fed Ex	15.56			
	8-393-76317		2100-FD-FD00-53730-000000-		15.56		
1680462	04/19/2024	PRINTED	000585 Grainger Inc.	134.88			
	9069712363		1010-PK-PK04-53530-000000-		130.30		
	9077169135		1010-PK-PK11-54550-000000-		4.58		
1680463	04/19/2024	PRINTED	004081 James Brenner	1,500.00			
	SIU Safe-Apr24		2620-PD-PD00-54550-FORF90-		1,500.00		
1680464	04/19/2024	PRINTED	004088 Katy Kanelopoulos	108.16			
	kanelopoulos 03/29/2		1010-CD-CD00-56080-000000-		108.16		
1680465	04/19/2024	PRINTED	004050 Kellie Byrd	75.17			
	Byrd 04/12/24 A		1010-AD-HR00-56040-000000-		9.18		
	Byrd 04/12/24 B		1010-AD-AD00-56080-000000-		1.34		
	Byrd 04/12/24 C		2740-00-0000-53190-000000-		64.65		

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1680466	04/19/2024	PRINTED	002615 Lifeline Training	358.00			
			INVOICE NO	ACCOUNT	AMOUNT		
			102787	2090-PD-PD00-53410-000000-	199.00		
			102796	2090-PD-PD00-53410-000000-	159.00		
1680467	04/19/2024	PRINTED	004097 Marilyn McHale	139.36			
	04/09/24		1010-CD-CD00-56080-000000-		139.36		
1680468	04/19/2024	PRINTED	003471 McBride Dale Associates I	1,148.75			
	5266-1		1010-CD-CD00-53190-000000-		1,148.75		
1680469	04/19/2024	PRINTED	002690 Medmutual Life	2,008.00			
	033536008-7		2040-RD-RD00-52220-000000-		158.00		
	033536008-7		2050-CE-CE00-52220-000000-		16.00		
	033536008-7		2090-PD-PD00-52220-000000-		734.67		
	033536008-7		2100-FD-FD00-52220-000000-		658.00		
	033536008-7		2110-EM-EM00-52220-000000-		29.73		
	033536008-7		2070-PI-PI00-52220-000000-		40.00		
	033536008-7		1010-AD-AD02-52220-000000-		18.40		
	033536008-7		1010-AD-AD03-52220-000000-		5.20		
	033536008-7		1010-CD-CD00-52220-000000-		52.00		
	033536008-7		1010-PK-PK00-52220-000000-		8.00		
	033536008-7		2090-DS-DS00-52220-000000-		83.20		
	033536008-7		2100-DS-DS00-52220-000000-		44.80		
	033536008-7		5080-RD-RD00-52220-000000-		8.00		
	033536008-7		1010-SV-SV00-52220-000000-		40.00		
	033536008-7		1010-AD-AD00-52220-000000-		112.00		
1680470	04/19/2024	PRINTED	002776 Mike Castrucci Ford Inc	1,092.89			
	135720x1		2090-PD-PD00-53510-000000-		152.50		
	136800		2010-RD-RD00-53510-000000-		429.55		
	148840		2090-PD-PD00-53510-000000-		735.84		
	CM148840		2090-PD-PD00-53510-000000-		-225.00		
1680471	04/19/2024	PRINTED	004184 Ohio Child Support Paymen	2,754.10			
	04/19/24		1010-00-0000-22010-000000-000000		2,754.10		
1680472	04/19/2024	PRINTED	000755 Ohio Public Employees Def	24,814.77			
	oh Dfrd 04/19/24		1010-00-0000-22520-000000-000000		24,814.77		
1680473	04/19/2024	PRINTED	001595 Ohio School Resource Offi	399.00			
	SRO- 7/22/24 - tbd		2090-PD-PD00-53410-000000-		399.00		
1680474	04/19/2024	PRINTED	004300 Performance Redefine Corp	98.00			
	V240410		2100-FD-FD00-53410-000000-		98.00		
1680475	04/19/2024	PRINTED	003630 Pfmw Liberty LLC	106.50			
	March-1827		1010-AD-HR00-56040-000000-		106.50		

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1680476	04/19/2024	PRINTED	001329 Security Benefit Group	8,620.00			
			INVOICE NO ACCOUNT AMOUNT				
			611021 04/19/24 1010-00-0000-22010-000000-000000		1,630.00		
			611021 04/19/24 1010-00-0000-22520-000000-000000		6,990.00		
1680477	04/19/2024	PRINTED	004085 Tim Dawson	87.10			
			Dawson 03/29/24 1010-CD-CD00-56080-000000-		87.10		
1680478	04/19/2024	PRINTED	004016 Treasurer of State of Oh	68.25			
			5418861 2100-FD-FD00-53190-000000-		68.25		
1680479	04/19/2024	PRINTED	003835 Tyler Technologies Inc	1,304.00			
			045-461378 1010-AD-AD00-54820-000000-		725.02		
			045-461378 1010-CD-CD00-54820-000000-		22.17		
			045-461378 2010-RD-RD00-54820-000000-		52.16		
			045-461378 2070-PI-PI00-54820-000000-		11.74		
			045-461378 2090-DS-DS00-54820-000000-		19.56		
			045-461378 2090-PD-PD00-54820-000000-		219.07		
			045-461378 2100-DS-DS00-54820-000000-		19.56		
			045-461378 2100-FD-FD00-54820-000000-		228.20		
			045-461378 2110-EM-EM00-54820-000000-		6.52		
1680480	04/19/2024	PRINTED	003759 Unifirst Corporation	296.80			
			1340295854 1010-PK-PK00-54550-000000-		34.15		
			1340295854 1010-PK-PK00-54720-000000-		23.16		
			1340295854 1010-SV-SV00-54720-000000-		31.16		
			1340295854 2010-RD-RD00-54550-000000-		16.76		
			1340295854 2010-RD-RD00-54720-000000-		176.39		
			1340295854 2050-CE-CE00-54720-000000-		15.18		
1680481	04/19/2024	PRINTED	000577 Verizon wireless	1,999.64			
			9961159465 1010-AD-AD00-55020-000000-		200.52		
			9961159465 1010-CD-CD00-55020-000000-		235.26		
			9961159465 1010-SV-SV00-55020-000000-		221.21		
			9961159465 2030-RD-RD00-55020-000000-		660.01		
			9961159465 2050-CE-CE00-55020-000000-		40.88		
			9961159465 2070-SR-SR00-55020-000000-		51.92		
			9961159465 2070-PI-PI00-55020-000000-		40.11		
			9961159465 2090-DS-DS00-55020-000000-		25.96		
			9961159465 2090-PD-PD00-55020-000000-		96.67		
			9961159465 2100-DS-DS00-55020-000000-		25.96		
			9961159465 2100-FD-FD00-55020-000000-		401.14		
1680482	04/19/2024	PRINTED	004086 Vicki Eldridge	90.45			
			Eldridge 04/02/24 1010-CD-CD00-56080-000000-		90.45		
1680483	04/19/2024	PRINTED	000582 VIP Printing Center	186.19			
			35451 2010-RD-RD00-53710-000000-		186.19		

AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 9999-00-0000-10110-000000-000000

FOR: All Except Stale

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
			89 CHECKS	CASH ACCOUNT TOTAL	452,539.47	.00	

AP CHECK RECONCILIATION REGISTER

		UNCLEARED	CLEARED
89 CHECKS	FINAL TOTAL	452,539.47	.00

** END OF REPORT - Generated by Felicia Krutka **

AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 9999-00-0000-10110-000000-000000

FOR: All Except Stale

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
1863	04/22/2024	MANUAL	002837 First Financial Bank Cred	891.03			
	INVOICE NO		ACCOUNT		AMOUNT		
	Caribe 3/1/24		2100-FD-FD00-53410-000000-		891.03		
1864	04/22/2024	MANUAL	002837 First Financial Bank Cred	482.20			
	Delta 3/27/24		2100-FD-FD00-53410-000000-		482.20		
1865	04/22/2024	MANUAL	002837 First Financial Bank Cred	393.07			
	Hilton 3/28/24		2100-FD-FD00-53410-000000-		393.07		
1867	04/22/2024	MANUAL	000774 OPERS	475,989.76			
	6882		1010-00-0000-22010-000000-000000		475,989.76		
1869	04/26/2024	MANUAL	003159 Charter Communications	97.92			
	0198833 04/14/24		2090-DS-DS00-55060-000000-		48.96		
	0198833 04/14/24		2100-DS-DS00-55060-000000-		48.96		
1870	04/24/2024	MANUAL	000319 Home Depot	24.17			
	7012105		2100-FD-FD00-54550-000000-		24.17		
1871	04/24/2024	MANUAL	000319 Home Depot	783.02			
	7012106		2100-FD-FD00-57050-000000-		783.02		
1872	04/24/2024	MANUAL	000319 Home Depot	128.31			
	4012437		2100-FD-FD00-54550-000000-		128.31		
1873	04/24/2024	MANUAL	000319 Home Depot	36.21			
	512701		2090-PD-PD00-54010-000000-		36.21		
401586	04/24/2024	EFT	003701 Lindsey R wade	6,456.05			
	18508		2070-PI-PI00-53730-000000-		6,456.05		
401587	04/26/2024	EFT	002414 4Imprint	384.14			
	12424450		2070-PI-PI00-56020-000000-		384.14		
401588	04/26/2024	EFT	001532 A-Plus Concrete & Excavat	160.00			
	11619		2050-CE-CE00-54550-000000-		96.00		
	11618		2010-RD-RD00-54550-000000-		64.00		
401589	04/26/2024	EFT	000008 Ace Hardware W.C. Inc.	88.96			
	36277/1		2010-RD-RD00-54010-000000-		88.96		
401590	04/26/2024	EFT	003376 Across The Street Product	485.00			
	25213		2100-FD-FD00-53410-000000-		485.00		
401591	04/26/2024	EFT	004286 Adorama Inc	738.00			
	34532671		2090-PD-PD00-54550-000000-		738.00		
401592	04/26/2024	EFT	003263 AFD Supply, LLC	525.16			
	2-07604-24		2100-FD-FD00-53530-000000-		525.16		

AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 9999-00-0000-10110-000000-000000

FOR: All Except Stale

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
401593	04/26/2024	EFT	003337 Airgas, Inc.	57.28			
		INVOICE NO	ACCOUNT	AMOUNT			
		5506756459	2010-RD-RD00-53550-000000-		57.28		
401594	04/26/2024	EFT	002035 Al-Joe's Inc	18.57			
	1025499		1010-SV-SV00-54550-000000-		18.57		
401595	04/26/2024	EFT	003174 Amazon Fullfillment Servi	706.97			
	16RC-7VR4-NMQY		1010-CD-CD00-54510-000000-		-139.89		
	1QJT-CPP3-DFFH		2090-PD-PD00-54010-000000-		108.90		
	1Y4N-XPL6-R7CC		2070-PI-PI00-54010-000000-		240.97		
	1Y4N-XPL6-R7CC		2070-PI-PI00-54510-000000-		18.53		
	1Y4N-XPL6-R7CC		2070-PI-PI00-56030-FARMER-		140.99		
	113-6244607-8755416		2090-DS-DS00-53530-000000-		159.25		
	113-6244607-8755416		2100-DS-DS00-53530-000000-		159.24		
	1QLY-C7TG-RQPX		2100-FD-FD00-56040-000000-		18.98		
401596	04/26/2024	EFT	004129 Association of Certified	210.00			
	PRO00123045		1010-AD-AD00-53170-000000-		210.00		
401597	04/26/2024	EFT	002488 Autozone Stores LLC	318.49			
	0133405674		2100-FD-FD00-53510-000000-		318.49		
401598	04/26/2024	EFT	002918 NST 2 Battery LLC	302.40			
	P71991874		2100-FD-FD00-54550-000000-		50.40		
	P72174942		2100-FD-FD00-54550-000000-		252.00		
401599	04/26/2024	EFT	002836 Blust Motor Service, Inc.	200.83			
	01P13233		2010-RD-RD00-53510-000000-		474.67		
	01P13244		2010-RD-RD00-53510-000000-		126.16		
	01P13250		2010-RD-RD00-53560-000000-		-400.00		
401600	04/26/2024	EFT	000126 Bound Tree Medical LLC.	3,890.12			
	85316000		2110-EM-EM00-54550-000000-		3,890.12		
401601	04/26/2024	EFT	003797 Central Ohio Chapter Asso	235.00			
	042024-0859-0967		1010-AD-AD00-53410-000000-		235.00		
401602	04/26/2024	EFT	004304 Cincinnati Search & Recov	240.00			
	1052		2090-PD-PD00-53410-000000-		240.00		
401603	04/26/2024	EFT	003895 Lifestyle Publications LL	1,950.00			
	202405-00099085		2070-PI-PI00-53720-000000-		1,950.00		
401604	04/26/2024	EFT	000192 Ohio Newspapers Inc	677.16			
	I00829366-04012024		1010-SV-SV00-53720-000000-		677.16		
401605	04/26/2024	EFT	000235 Econ-O-Wise Rental	174.04			
	313020		1010-PK-PK00-53560-000000-		174.04		

AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 9999-00-0000-10110-000000-000000

FOR: All Except Stale

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
401606	04/26/2024	EFT	000634 Emcor Facilities Services	337.78			
			INVOICE NO	ACCOUNT	AMOUNT		
			609737A	1010-AD-AD00-53530-000000-	337.78		
401607	04/26/2024	EFT	004221 Erica Birkley	700.00	700.00		
	1026		2090-PD-PD00-53230-000000-				
401608	04/26/2024	EFT	003763 The Fechheimer Brothers C	228.93	228.93		
	000353715		2090-PD-PD00-54720-000000-				
401609	04/26/2024	EFT	000273 Frost Brown Todd LLC	72,520.86			
	210439015A		2090-PD-PD00-53110-000000-		6,406.50		
	210439438		1010-AD-AD00-53110-000000-		36,161.03		
	210439438		2010-RD-RD00-53110-000000-		1,089.00		
	210439438		2090-PD-PD00-53110-000000-		5,742.00		
	210439438		2100-FD-FD00-53110-000000-		22,891.33		
	210439438		2180-00-0000-53110-000000-		231.00		
401610	04/26/2024	EFT	000280 Gateway Tire Company Inc.	1,161.22			
	30-0699021		2090-PD-PD00-53510-000000-		551.32		
	30-0699024		2050-CE-CE00-53510-000000-		609.90		
401611	04/26/2024	EFT	003161 Haskins Hitchen Post	280.00			
	182064		2010-RD-RD00-53560-000000-		156.00		
	182077		2010-RD-RD00-53560-000000-		72.00		
	182093		2010-RD-RD00-53560-000000-		52.00		
401612	04/26/2024	EFT	003447 Heritage Fire Equipment L	935.24			
	11039		2100-FD-FD00-53510-000000-		219.99		
	11165		2100-FD-FD00-53510-000000-		715.25		
401613	04/26/2024	EFT	004153 James M Nickels	150.00	150.00		
	39615		2090-PD-PD00-53240-000000-				
401614	04/26/2024	EFT	004264 Justin R. Heim	3,000.00	3,000.00		
	24-002		2100-FD-FD00-53230-000000-				
401615	04/26/2024	EFT	001462 Language Line Services	204.60	204.60		
	11261219		2090-PD-PD00-53190-000000-				
401616	04/26/2024	EFT	000410 McGill Smith Punshon Inc.	2,190.00	2,190.00		
	49690		2170-00-0000-57010-000000-				
401617	04/26/2024	EFT	002441 Menard, Inc.	224.97			
	78199		2100-FD-FD00-53530-000000-		74.99		
	78344		2100-FD-FD00-53530-000000-		149.98		
401618	04/26/2024	EFT	000442 Motorola Solutions, Inc.	1,648.60	1,648.60		
	8330275863		2100-FD-FD00-54550-000000-				

AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 9999-00-0000-10110-000000-000000

FOR: All Except Stale

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
401619	04/26/2024	EFT	000604 Northcoast Products	722.30			
			INVOICE NO	ACCOUNT	AMOUNT		
			13299	2040-RD-RD00-54550-IHCRCK-	722.30		
401620	04/26/2024	EFT	003478 O'Reilly Auto Enterprises	244.47			
			1738-349985	2090-PD-PD00-53510-000000-	15.87		
			1738-349098	2100-FD-FD00-53510-000000-	203.56		
			1738-349441	2100-FD-FD00-53510-000000-	25.04		
401621	04/26/2024	EFT	002052 OAPE	125.00			
			Gobe11 - 5.2.24	2090-PD-PD00-53410-000000-	125.00		
401622	04/26/2024	EFT	000475 Overhead Door of Cincinna	430.75			
			960114	2100-FD-FD00-53530-000000-	228.75		
			958807	2100-FD-FD00-53530-000000-	202.00		
401623	04/26/2024	EFT	003439 Penn Care Inc	1,527.48			
			M108179	2110-EM-EM00-54550-000000-	291.60		
			M107563	2110-EM-EM00-54550-000000-	475.00		
			M109352	2110-EM-EM00-54550-000000-	760.88		
401624	04/26/2024	EFT	003885 Pro-Kleen Industrial Serv	200.00			
			1932643	2070-PI-PI00-56030-FARMER-	200.00		
401625	04/26/2024	EFT	000866 Precision Mulching Inc	1,323.00			
			13943	2100-FD-FD00-53530-000000-	1,323.00		
401626	04/26/2024	EFT	000924 Medical Priority Consulta	5,360.00			
			SIN292588	2110-EM-EM00-54830-000000-	5,360.00		
401627	04/26/2024	EFT	003006 Proforma Albrecht & Co.	363.68			
			1224075	2090-DS-DS00-54720-000000-	181.84		
			1224075	2100-DS-DS00-54720-000000-	181.84		
401628	04/26/2024	EFT	003695 Rozzi Inc	4,000.00			
			14001	2070-PI-PI00-56030-000000-	4,000.00		
401629	04/26/2024	EFT	002747 Rush Truck Centers of Ohi	45.22			
			3036970000	2010-RD-RD00-53510-000000-	45.22		
401630	04/26/2024	EFT	003228 Smyrna Ready Mix Concrete	590.00			
			1020484937	2040-RD-RD00-54550-IHCLVT-	590.00		
401631	04/26/2024	EFT	004273 stantec Consulting Servic	1,392.50			
			2222612	1010-PK-PK00-53190-000000-	1,392.50		
401632	04/26/2024	EFT	000761 Staples Inc	295.01			
			6001333185	1010-SV-SV00-54510-000000-	185.11		
			6001333186	2010-RD-RD00-54510-000000-	109.90		

AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 9999-00-0000-10110-000000-000000

FOR: All Except Stale

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
401633	04/26/2024	EFT	003909 City of Trenton	2,567.50			
			INVOICE NO	ACCOUNT	AMOUNT		
	04/13/24	A		2090-PD-PD00-51120-000000-	650.00		
	04/13/24	B		2090-PD-PD00-51120-000000-	1,300.00		
	04/13/24	C		2090-PD-PD00-51120-000000-	195.00		
	04/13/24	D		2090-PD-PD00-51120-000000-	422.50		
401634	04/26/2024	EFT	003219 Tri-State Public Safety	953.00			
	3753		2090-PD-PD00-53510-000000-		143.00		
	3771		2010-RD-RD00-53510-000000-		810.00		
401635	04/26/2024	EFT	003189 Outdoor Home Services Ho1	38.76			
	190352280		2050-CE-CE00-53530-000000-		38.76		
401636	04/26/2024	EFT	000573 Valley Asphalt Corporatio	206.15			
	128495		2040-RD-RD00-54550-IHPAVE-		206.15		
401637	04/26/2024	EFT	001361 Virginia Air Distributors	190.88			
	42193479-00		2100-FD-FD00-53530-000000-		190.88		
401638	04/26/2024	EFT	000583 Vogelpohl Fire Equipment,	3,710.75			
	4010073		2100-FD-FD00-54550-000000-		3,520.00		
	4010049		2100-FD-FD00-57050-000000-		94.32		
	6003171		2100-FD-FD00-53510-000000-		96.43		
401639	04/26/2024	EFT	001387 White Cap LP	167.76			
	10019818232		2040-RD-RD00-54550-IHPAVE-		167.76		
401640	04/26/2024	EFT	003029 Winstel Controls Inc	189.91			
	1160711		2100-FD-FD00-53530-000000-		189.91		
1680484	04/26/2024	PRINTED	004255 88 Tactical Omaha LLC	1,545.00			
	296621		2250-PD-PD00-53410-000000-		750.00		
	409026		2090-PD-PD00-53410-000000-		795.00		
1680485	04/26/2024	PRINTED	004047 Adam Inskeep	470.80			
	Inskeep 04/22/24		2070-PI-PI00-53410-000000-		470.80		
1680486	04/26/2024	PRINTED	004109 Anthem Blue Cross	186.64			
	1873931		2110-EM-EM00-42050-000000-		186.64		
1680487	04/26/2024	PRINTED	003663 Benchmark Land Management	750.00			
	10741		2190-00-0000-57010-000000-		750.00		
1680488	04/26/2024	PRINTED	004190 Butler County Sheriff's O	283.50			
	6604		2100-FD-FD00-54010-000000-		283.50		
1680489	04/26/2024	PRINTED	004008 Butler County Water & Sew	1,102.83			
	2014474 Apr 24		2100-FD-FD00-55030-000000-		81.52		

AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 9999-00-0000-10110-000000-000000

FOR: All Except Stale

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
2027757	Apr 24		1010-AD-AD00-55030-000000-		15.64		
		INVOICE NO	ACCOUNT		AMOUNT		
		2027757 Apr 24	1010-CD-CD00-55030-000000-		10.42		
		2027757 Apr 24	2030-RD-RD00-55030-000000-		114.65		
		2027757 Apr 24	2090-PD-PD00-55030-000000-		380.44		
		2027759 Apr 24	2100-FD-FD00-55030-000000-		92.00		
		2041335 Apr 24	1010-PK-PK13-55030-000000-		39.57		
		2049236 Apr 24	1010-PK-PK11-55030-000000-		88.39		
		2051667 Apr 24	1010-PK-PK12-55030-000000-		246.77		
		2060099 Apr 24	1010-PK-PK03-55030-000000-		33.43		
1680490	04/26/2024	PRINTED	003901 Arin Singer-Bonk	127.50			
	176261		2090-PD-PD00-56040-000000-		127.50		
1680491	04/26/2024	PRINTED	001334 Duke Energy	29,151.52			
	910117892680	Apr 24	1010-PK-PK04-55040-000000-		52.28		
	910117893186	Apr 24	1010-PK-PK04-55040-000000-		26.81		
	910127970038	Apr 24	1010-PK-PK14-55040-000000-		33.95		
	910134027453	Apr 24	1010-LT-LT00-55040-000000-		65.52		
	910117632301	Apr 24	2100-FD-FD00-55040-000000-		1,257.20		
	910117891655	Apr 24	1010-AD-AD00-55040-000000-		2,446.81		
	910117891655	Apr 24	2070-PI-PI00-55040-000000-		333.65		
	910117891887	Apr 24	1010-AD-AD00-55040-000000-		16.08		
	910117891887	Apr 24	1010-CD-CD00-55040-000000-		10.73		
	910117891887	Apr 24	2030-RD-RD00-55040-000000-		118.00		
	910117891887	Apr 24	2090-PD-PD00-55040-000000-		391.54		
	910117892010	Apr 24	1010-PK-PK03-55040-000000-		374.67		
	910117892440	Apr 24	1010-AD-AD00-55040-000000-		91.62		
	910117892953	Apr 24	1010-AD-AD00-55040-000000-		361.26		
	910117892953	Apr 24	1010-CD-CD00-55040-000000-		240.83		
	910117892953	Apr 24	2030-RD-RD00-55040-000000-		2,649.16		
	910117892953	Apr 24	2090-PD-PD00-55040-000000-		8,790.42		
	910117892599	Apr 24	1010-PK-PK03-55040-000000-		407.00		
	910117893003	Apr 24	1010-AD-AD00-55040-000000-		1,043.56		
	910117893003	Apr 24	2070-PI-PI00-55040-000000-		149.08		
	910117893003	Apr 24	2090-DS-DS00-55040-000000-		468.54		
	910117893003	Apr 24	2100-DS-DS00-55040-000000-		468.54		
	910117893144	Apr 24	1010-PK-PK13-55040-000000-		572.39		
	910117893326	Apr 24	1010-PK-PK11-55040-000000-		460.80		
	910117893417	Apr 24	1010-LT-LT00-55040-000000-		27.02		
	910119395751	Apr 24	1010-PK-PK12-55040-000000-		1,008.39		
	910119396140	Apr 24	2100-FD-FD00-55040-000000-		1,224.78		
	910119396190	Apr 24	2050-CE-CE00-55040-000000-		130.58		
	910119396231	Apr 24	1010-AD-AD00-55040-000000-		206.57		
	910119396231	Apr 24	2050-CE-CE00-55040-000000-		68.85		
	910119396231	Apr 24	2070-PI-PI00-55040-000000-		26.94		
	910119396231	Apr 24	2090-DS-DS00-55040-000000-		94.30		
	910119396231	Apr 24	2100-DS-DS00-55040-000000-		94.30		
	910119396231	Apr 24	2100-FD-FD00-55040-000000-		3,138.04		
	910119661924	Apr 24	2050-CE-CE00-55040-000000-		25.24		

AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 9999-00-0000-10110-000000-000000

FOR: All Except Stale

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
	910117891788	Apr 24	1010-LT-LT00-55040-000000-		507.55		
	INVOICE NO		ACCOUNT		AMOUNT		
	910117893540	Apr 24	1010-LT-LT00-55040-000000-		1,768.52		
1680492	04/26/2024	PRINTED	004024 Duke Energy	21,819.91			
	910117892169	May 24	5070-LT-LT01-55040-000000-		385.37		
	910117891134	May 24	5070-LT-LT01-55040-000000-		176.99		
	910117893277	May 24	5070-LT-LT02-55040-000000-		770.51		
	910117892218	May 24	5070-LT-LT04-55040-000000-		1,420.77		
	910117892911	May 24	5070-LT-LT05-55040-000000-		279.99		
	910117891233	May 24	5070-LT-LT06-55040-000000-		1,748.01		
	910117893590	May 24	5070-LT-LT07-55040-000000-		2,459.43		
	910119395975	May 24	5070-LT-LT08-55040-000000-		152.48		
	910117891366	May 24	5070-LT-LT09-55040-000000-		543.69		
	910117893649	May 24	5070-LT-LT10-55040-000000-		1,178.00		
	910117891514	May 24	5070-LT-LT11-55040-000000-		1,262.48		
	910117891415	May 24	5070-LT-LT12-55040-000000-		672.76		
	910117892250	May 24	5070-LT-LT12-55040-000000-		369.33		
	910117892630	May 24	5070-LT-LT13-55040-000000-		2,315.90		
	910117891465	May 24	5070-LT-LT15-55040-000000-		80.49		
	910119396067	May 24	5070-LT-LT16-55040-000000-		319.99		
	910119395800	May 24	5070-LT-LT16-55040-000000-		118.25		
	910119396091	May 24	5070-LT-LT16-55040-000000-		143.48		
	910117892490	May 24	5070-LT-LT17-55040-000000-		2,193.37		
	910119395686	May 24	5070-LT-LT19-55040-000000-		286.58		
	910117891564	May 24	5070-LT-LT19-55040-000000-		356.81		
	910119395892	May 24	5070-LT-LT19-55040-000000-		662.66		
	910117892838	May 24	5070-LT-LT19-55040-000000-		271.75		
	910117893053	May 24	5070-LT-LT19-55040-000000-		164.31		
	910117891960	May 24	5070-LT-LT20-55040-000000-		437.64		
	910117891332	May 24	5070-LT-LT22-55040-000000-		121.57		
	910117892119	May 24	5070-LT-LT22-55040-000000-		209.35		
	910117892341	May 24	5070-LT-LT24-55040-000000-		198.12		
	910117892721	May 24	5070-LT-LT25-55040-000000-		738.75		
	910119395727	May 24	5070-LT-LT26-55040-000000-		105.64		
	910117152342	May 24	5070-LT-LT03-55040-000000-		293.47		
	910117152459	May 24	5070-LT-LT14-55040-000000-		276.64		
	910117892391	May 24	5070-LT-LT27-55040-000000-		88.60		
	910117801798	May 24	5070-LT-LT28-55040-000000-		636.37		
	910119133256	May 24	5070-LT-LT29-55040-000000-		380.36		
1680493	04/26/2024	PRINTED	004024 Duke Energy	849.17			
	910117891837	May 24	5070-LT-LT28-55040-000000-		59.17		
	910117892549	May 24	5070-LT-LT28-55040-000000-		20.65		
	910119395933	May 24	5070-LT-LT16-55040-000000-		55.20		
	910119396017	May 24	5070-LT-LT19-55040-000000-		61.81		
	910117891605	May 24	5070-LT-LT22-55040-000000-		37.08		
	910117891704	May 24	5070-LT-LT22-55040-000000-		26.31		
	910117891928	May 24	5070-LT-LT22-55040-000000-		47.83		
	910117893095	May 24	5070-LT-LT22-55040-000000-		58.60		

AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 9999-00-0000-10110-000000-000000

FOR: All Except Stale

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
910117893491	May 24		5070-LT-LT22-55040-000000-		47.83		
			INVOICE NO	ACCOUNT	AMOUNT		
			910117891085	May 24 5070-LT-LT23-55040-000000-	58.49		
			910117892789	May 24 5070-LT-LT22-55040-000000-	38.74		
			910117892060	May 24 5070-LT-LT25-55040-000000-	29.41		
			910118665792	May 24 5070-LT-LT25-55040-000000-	42.05		
			910117891283	May 24 5070-LT-LT25-55040-000000-	28.68		
			910117893467	May 24 5070-LT-LT25-55040-000000-	23.38		
			910117891184	May 24 5070-LT-LT25-55040-000000-	51.10		
			910118107656	May 24 5070-LT-LT27-55040-000000-	23.26		
			910117892888	May 24 5070-LT-LT27-55040-000000-	30.11		
			910118404280	May 24 5070-LT-LT27-55040-000000-	31.61		
			910117401978	May 24 5070-LT-LT27-55040-000000-	77.86		
1680494	04/26/2024	PRINTED	000256 Fed Ex	67.95			
			2925-1686-0	2100-FD-FD00-53730-000000-		21.10	
			8-479-34320	2070-PI-PI00-56030-AFTRHR-		46.85	
1680495	04/26/2024	PRINTED	004297 Fitton Center for Creativ	250.00			
			358	2070-PI-PI00-56030-000000-		250.00	
1680496	04/26/2024	PRINTED	000585 Grainger Inc.	57.19			
			9075689241	1010-PK-PK04-53530-000000-		26.17	
			9085534668	2100-FD-FD00-53510-000000-		31.02	
1680497	04/26/2024	PRINTED	000753 Great American Financial	495.00			
			04/19/24	1010-00-0000-22010-000000-000000		495.00	
1680498	04/26/2024	PRINTED	004046 Justin Eckstein	526.71			
			Eckstein 04/22/24	2070-PI-PI00-53410-000000-		526.71	
1680499	04/26/2024	PRINTED	001214 Kings Ford, Inc.	191.76			
			6345069/1	2090-PD-PD00-53510-000000-		191.76	
1680500	04/26/2024	PRINTED	004048 Lisa Brown	118.00			
			Brown 04/17/24	1010-AD-AD00-56090-000000-		118.00	
1680501	04/26/2024	PRINTED	004071 Paul Lovell	132.22			
			Love11, P 04/12/24	2250-PD-PD00-53410-000000-		132.22	
1680502	04/26/2024	PRINTED	000427 Miami Valley Regional Cri	2,150.00			
			FTI000021901	2090-PD-PD00-53190-000000-		2,150.00	
1680503	04/26/2024	PRINTED	002776 Mike Castrucci Ford Inc	840.45			
			148764	2090-PD-PD00-53510-000000-		283.48	
			149166	2090-PD-PD00-53510-000000-		556.97	
1680504	04/26/2024	PRINTED	002973 Cleves Auto Parts Inc	279.00			
			132987	2100-FD-FD00-53510-000000-		279.00	

AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 9999-00-0000-10110-000000-000000

FOR: All Except Stale

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
1680505	04/26/2024	PRINTED	000457 Noel's Plumbing Supply In	36.27			
		INVOICE NO	ACCOUNT	AMOUNT			
		0214497-IN	2100-FD-FD00-53530-000000-		36.27		
1680506	04/26/2024	PRINTED	001882 Drellishak & Drellishak I	19,590.89			
		INV3382	2090-PD-PD00-54720-BPVEST-		18,504.30		
		INV3394	2090-PD-PD00-54720-BPVEST-		1,086.59		
1680507	04/26/2024	PRINTED	001267 Recker & Boerger	569.99			
		APL0187367	2100-FD-FD00-54010-000000-		569.99		
1680508	04/26/2024	PRINTED	003198 Stryker Sales LLC	10,893.60			
		9205939758	2110-EM-EM00-53190-000000-		10,893.60		
1680509	04/26/2024	PRINTED	001879 Tim's Pools & Spas	191.92			
		182063	1010-PK-PK12-53530-000000-		191.92		
1680510	04/26/2024	PRINTED	004045 Township Employees	309.54			
		Keim 4/24/24	1010-AD-AD00-53410-000000-		309.54		
1680511	04/26/2024	PRINTED	003759 Unifirst Corporation	660.82			
		1340298857	1010-PK-PK00-54550-000000-		34.15		
		1340298857	1010-PK-PK00-54720-000000-		23.16		
		1340298857	1010-SV-SV00-54720-000000-		31.16		
		1340298857	2010-RD-RD00-54550-000000-		16.76		
		1340298857	2010-RD-RD00-54720-000000-		236.05		
		1340298857	2050-CE-CE00-54720-000000-		15.18		
		1340301537	1010-PK-PK00-54550-000000-		34.15		
		1340301537	1010-PK-PK00-54720-000000-		23.16		
		1340301537	1010-SV-SV00-54720-000000-		31.16		
		1340301537	2010-RD-RD00-54550-000000-		16.76		
		1340301537	2010-RD-RD00-54720-000000-		183.95		
		1340301537	2050-CE-CE00-54720-000000-		15.18		
1680512	04/26/2024	PRINTED	000582 VIP Printing Center	175.99			
		35453	2090-PD-PD00-53710-000000-		156.00		
		35452	2090-PD-PD00-53170-000000-		19.99		
93 CHECKS				CASH ACCOUNT TOTAL	698,694.35	.00	

AP CHECK RECONCILIATION REGISTER

		UNCLEARED	CLEARED
93 CHECKS	FINAL TOTAL	698,694.35	.00

** END OF REPORT - Generated by Jayne Daunt **

AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 9999-00-0000-10110-000000-000000

FOR: All Except Stale

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
1875	05/01/2024	MANUAL	004244 Kentucky Dept of Revenue	736.46			
	INVOICE NO		ACCOUNT		AMOUNT		
	Apr 2024		1010-00-0000-22010-000000-000000		736.46		
1876	05/01/2024	MANUAL	004247 Ohio Business Gateway	55,853.79			
	Apr 2024		1010-00-0000-22010-000000-000000		55,853.79		
1877	05/03/2024	MANUAL	000900 United States Treasury	104,478.20			
	05/03/24		1010-00-0000-22010-000000-000000		104,478.20		
1878	05/01/2024	MANUAL	000780 Lowes	54.11			
	993588		1010-SV-SV99-54010-000000-		54.11		
1879	05/02/2024	MANUAL	002837 First Financial Bank Cred	179.00			
	skillpath 4/18/24		1010-AD-HR00-53410-000000-		179.00		
1880	05/02/2024	MANUAL	002837 First Financial Bank Cred	30.00			
	Delta 4/11/24		2070-PI-PI00-53410-000000-		30.00		
1881	05/02/2024	MANUAL	002837 First Financial Bank Cred	30.00			
	Delta-B 4/11/24		2070-PI-PI00-53410-000000-		30.00		
1882	05/02/2024	MANUAL	002837 First Financial Bank Cred	30.00			
	Delta 4/17/24		2070-PI-PI00-53410-000000-		30.00		
1883	05/02/2024	MANUAL	002837 First Financial Bank Cred	30.00			
	Delta-B 4/17/24		2070-PI-PI00-53410-000000-		30.00		
1884	05/02/2024	MANUAL	002837 First Financial Bank Cred	1,026.98			
	Linq 4/18/24		2070-PI-PI00-53410-000000-		1,026.98		
1885	05/02/2024	MANUAL	002837 First Financial Bank Cred	1,106.35			
	Linq-B 4/18/24		2070-PI-PI00-53410-000000-		1,106.35		
1891	05/02/2024	MANUAL	002837 First Financial Bank Cred	129.00			
	Cengage 4/3/24		2010-RD-RD00-53410-000000-		129.00		
1892	05/02/2024	MANUAL	002837 First Financial Bank Cred	11.76			
	eBay 4/18/24		1010-PK-PK00-53560-000000-		11.76		
1893	05/02/2024	MANUAL	002837 First Financial Bank Cred	142.61			
	eBay 4/24/24		1010-PK-PK00-53510-000000-		142.61		
1894	05/02/2024	MANUAL	002837 First Financial Bank Cred	40.90			
	French 4/3/24		1010-AD-AD00-54530-000000-		40.90		
1895	05/02/2024	MANUAL	002837 First Financial Bank Cred	28.06			
	Torchys 4/2/24		1010-AD-AD00-54530-000000-		28.06		
1896	05/02/2024	MANUAL	002837 First Financial Bank Cred	40.00			

AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 9999-00-0000-10110-000000-000000

FOR: All Except Stale

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
	Saigon 4/5/24		1010-AD-AD00-54530-000000-		40.00		
1897	05/02/2024	MANUAL	002837 First Financial Bank Cred	45.27			
	INVOICE NO		ACCOUNT		AMOUNT		
	Ten 4/19/24		1010-AD-AD00-54530-000000-		45.27		
1898	05/02/2024	MANUAL	002837 First Financial Bank Cred	45.32			
	Ashland 4/28/24		1010-AD-AD00-53410-000000-		45.32		
1899	05/02/2024	MANUAL	002837 First Financial Bank Cred	18.48			
	Kroger 4/1/24		1010-SV-SV00-54530-000000-		18.48		
1900	05/02/2024	MANUAL	002837 First Financial Bank Cred	66.28			
	Jimmy 4/1/24		1010-SV-SV00-54530-000000-		66.28		
1901	05/02/2024	MANUAL	002837 First Financial Bank Cred	9.52			
	Michaels 4/2/24		1010-PK-PK10-56030-NTRBSK-		9.52		
1902	05/02/2024	MANUAL	002837 First Financial Bank Cred	14.94			
	WM Super Ctr 4/5/24		1010-SV-SV00-54530-000000-		14.94		
1903	05/02/2024	MANUAL	002837 First Financial Bank Cred	-6.35			
	Michaels 4/5/24		1010-PK-PK10-56030-NTRBSK-		-6.35		
1904	05/02/2024	MANUAL	002837 First Financial Bank Cred	330.52			
	Harbor 4/24/24		2010-RD-RD00-54010-000000-		330.52		
1905	05/02/2024	MANUAL	002837 First Financial Bank Cred	26.44			
	walmart 4/26/24		2070-PI-PI00-56030-RASKAL-		26.44		
401641	05/02/2024	EFT	000381 Lakota Local School Distr	3,882,184.80			
	1445		2190-00-0000-56070-000000-		2,465,628.61		
	1445		2170-00-0000-56070-000000-		657,541.18		
	1445		2160-00-0000-56070-000000-		44,638.77		
	1445		2150-00-0000-56070-000000-		580,692.54		
	1445		2140-00-0000-56070-000000-		81,906.24		
	1445		2130-00-0000-56070-000000-		51,777.46		
401642	05/03/2024	EFT	000008 Ace Hardware W.C. Inc.	71.93			
	36312/1		2050-CE-CE00-54550-000000-		71.93		
401643	05/03/2024	EFT	000019 Aetna	431,191.74			
	J1489563		1010-00-0000-22210-000000-000000		412,197.13		
	J1489563		1010-00-0000-22230-000000-000000		16,786.85		
	J1489563		1010-00-0000-22270-000000-000000		2,207.76		
401644	05/03/2024	EFT	002422 AFSCME Ohio Council 8, Lo	414.75			
	05/03/24 Union Dues		1010-00-0000-22510-000000-000000		414.75		
401645	05/03/2024	EFT	003347 Robert A. Allen	50.00			

AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 9999-00-0000-10110-000000-000000

FOR: All Except Stale

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
	039		2070-PI-PI00-53190-000000-		50.00		
401646	05/03/2024	EFT	003174 Amazon Fullfillment Servi	233.89			
	INVOICE NO		ACCOUNT		AMOUNT		
	1D1R-1PN7-JPGK		1010-SV-SV00-54510-000000-		26.68		
	1TPL-3KHY-6JDN (B)		2090-PD-PD00-54510-000000-		20.98		
	1TPL-3KHY-6JDN (B)		2090-PD-PD00-54550-000000-		186.23		
401647	05/03/2024	EFT	004156 Arc Document Solutions LL	280.95			
	51ohi9307667		1010-CD-CD00-53560-000000-		230.95		
	51OHI9308174		1010-CD-CD00-53560-000000-		50.00		
401648	05/03/2024	EFT	002836 Blust Motor Service, Inc.	178.81			
	01P13278		2010-RD-RD00-53510-000000-		178.81		
401649	05/03/2024	EFT	002624 Campus Fire Safety Com LL	675.00			
	82756536		2100-FD-FD00-53410-000000-		675.00		
401650	05/03/2024	EFT	003558 Centralsquare Technologie	6,186.07			
	408993		2100-FD-FD00-54820-000000-		6,186.07		
401651	05/03/2024	EFT	004219 Cherry Bekaert LLP	2,000.00			
	331002		1010-AD-AD00-53140-000000-		384.58		
	331002		2010-RD-RD00-53140-000000-		19.02		
	331002		2040-RD-RD00-53140-000000-		29.00		
	331002		2070-PI-PI00-53140-000000-		9.04		
	331002		2090-PD-PD00-53140-000000-		300.81		
	331002		2100-FD-FD00-53140-000000-		207.89		
	331002		2110-EM-EM00-53140-000000-		42.77		
	331002		2150-00-0000-53140-000000-		21.59		
	331002		2170-00-0000-53140-000000-		115.66		
	331002		2180-00-0000-53140-000000-		574.59		
	331002		2190-00-0000-53140-000000-		262.84		
	331002		3180-00-0000-53140-000000-		30.63		
	331002		3190-00-0000-53140-000000-		1.58		
401652	05/03/2024	EFT	000192 Ohio Newspapers Inc	444.60			
	I00830950-04212024		1010-AD-AD00-53720-000000-		232.56		
	I00829253-03312024		1010-AD-AD00-53720-000000-		212.04		
401653	05/03/2024	EFT	004276 Dataworks Plus LLC	5,990.00			
	24-810		2090-PD-PD00-54830-000000-		5,990.00		
401654	05/03/2024	EFT	000218 Dell Marketing L.P.	107.99			
	10745815662		2090-PD-PD00-54550-000000-		107.99		
401655	05/03/2024	EFT	002902 Dinsmore & Shohl Llp	4,000.00			
	99772.61		2180-00-0000-53110-000000-		4,000.00		
401656	05/03/2024	EFT	002805 Elitaire Inc	296.25			

AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 9999-00-0000-10110-000000-000000

FOR: All Except Stale

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
	46522		2090-PD-PD00-53530-000000-		296.25		
401657	05/03/2024	EFT	000634 Emcor Facilities Services	107,174.57			
	INVOICE NO		ACCOUNT		AMOUNT		
	611857B		2090-PD-PD00-53530-000000-		2,650.00		
	611857C		2190-00-0000-53530-000000-		12,195.50		
	611859		2100-FD-FD00-53530-000000-		2,437.78		
	611854		2100-FD-FD00-53530-000000-		3,107.24		
	611851		1010-AD-AD00-53530-000000-		2,861.38		
	611851		1010-CD-CD00-53530-000000-		3,046.58		
	611851		2010-RD-RD00-53530-000000-		4,169.53		
	611851		2090-PD-PD00-53530-000000-		15,057.65		
	611852		1010-AD-AD00-53530-000000-		5,423.85		
	611852		2070-PI-PI00-53530-000000-		739.62		
	611853		1010-AD-AD00-53530-000000-		24,577.53		
	611853		2090-DS-DS00-53530-000000-		13,933.39		
	611853		2100-DS-DS00-53530-000000-		13,933.40		
	611855		1010-PK-PK03-53530-000000-		369.08		
	611855		1010-PK-PK04-53530-000000-		75.84		
	611855		1010-PK-PK11-53530-000000-		948.23		
	611855		1010-PK-PK12-53530-000000-		62.22		
	611856		2050-CE-CE00-53530-000000-		829.77		
	611857A		1010-AD-AD00-53530-000000-		81.60		
	611857A		1010-CD-CD00-53530-000000-		68.00		
	611857A		2010-RD-RD00-53530-000000-		115.60		
	611857A		2090-PD-PD00-53530-000000-		414.79		
	611858		1010-AD-AD00-53530-000000-		66.87		
	611858		2070-PI-PI00-53530-000000-		9.12		
401658	05/03/2024	EFT	004227 Empower Retirement LLC	1,470.00			
	05/03/24		1010-00-0000-22010-000000-000000		330.00		
	05/03/24		1010-00-0000-22520-000000-000000		1,140.00		
401659	05/03/2024	EFT	003702 Examworks	775.00			
	140-3102673		2100-FD-FD00-52240-000000-		775.00		
401660	05/03/2024	EFT	002825 First Choice Coffee Servi	461.10			
	373731		2010-RD-RD00-54530-000000-		140.19		
	373738		2090-PD-PD00-54530-000000-		215.91		
	373738		2090-PD-PD00-54540-000000-		105.00		
401661	05/03/2024	EFT	000754 F.O.P. Lodge #186	2,067.50			
	FOP 186 05/03/24		1010-00-0000-22510-000000-000000		2,067.50		
401662	05/03/2024	EFT	004146 FOP Ohio Labor Council	720.64			
	147653		1010-00-0000-22510-000000-000000		720.64		
401663	05/03/2024	EFT	000277 Galls, LLC	2,159.76			
	027770324		2090-PD-PD00-54720-000000-		2,159.76		

AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 9999-00-0000-10110-000000-000000

FOR: All Except Stale

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
401664	05/03/2024	EFT	003447 Heritage Fire Equipment L	2,450.66			
		INVOICE NO	ACCOUNT	AMOUNT			
		11419	2100-FD-FD00-53510-000000-		2,450.66		
401665	05/03/2024	EFT	000320 Horton Emergency Vehicles	1,496.79	1,496.79		
	188916		2100-FD-FD00-53510-000000-				
401666	05/03/2024	EFT	000929 Institute of Police Techn	995.00	995.00		
	25AOT05501		2090-PD-PD00-53410-000000-				
401667	05/03/2024	EFT	004153 James M Nickels	200.00	200.00		
	39887		2090-PD-PD00-53240-000000-				
401668	05/03/2024	EFT	001183 Leader Machinery Co LLC	100.00	100.00		
	9692		2010-RD-RD00-53560-000000-				
401669	05/03/2024	EFT	001934 World Fuel Services	1,255.06			
	April 2024		1010-PK-PK00-54710-000000-		95.63		
	April 2024		2030-RD-RD00-54710-000000-		798.28		
	April 2024		2050-CE-CE00-54710-000000-		18.92		
	April 2024		2090-PD-PD00-54710-000000-		15.63		
	April 2024		2100-FD-FD00-54710-000000-		138.90		
	April 2024		2110-EM-EM00-54710-000000-		187.70		
401670	05/03/2024	EFT	002441 Menard, Inc.	170.77	170.77		
	78861		2050-CE-CE00-53530-000000-				
401671	05/03/2024	EFT	000428 Micro Center	50.97	50.97		
	12326220		1010-AD-AD00-54810-000000-				
401672	05/03/2024	EFT	000442 Motorola Solutions, Inc.	330.00	330.00		
	8281879677		2100-FD-FD00-57050-000000-				
401673	05/03/2024	EFT	000682 Neenah Foundry Company Mu	3,469.68	3,469.68		
	148415		2750-AD-AD00-57040-ARPA21-				
401674	05/03/2024	EFT	000604 Northcoast Products	502.20	502.20		
	13369		2040-RD-RD00-54550-IHCRCK-				
401675	05/03/2024	EFT	003478 O'Reilly Auto Enterprises	9.25	9.25		
	1738-351985		2090-PD-PD00-53510-000000-				
401676	05/03/2024	EFT	001481 S.A. Comunale Co.,Inc.	180.00	180.00		
	F413232		2100-FD-FD00-53530-000000-				
401677	05/03/2024	EFT	000508 Safety Shoe Distributors	240.00	240.00		
	I200-21088460		1010-PK-PK00-54720-000000-				
401678	05/03/2024	EFT	003323 Shrader Tire & Oil, Inc.	2,582.56	2,582.56		
	24-0848934-00		2090-PD-PD00-53510-000000-				

AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 9999-00-0000-10110-000000-000000

FOR: All Except Stale

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
401679	05/03/2024	EFT	001208 siteone Landscape Supply	91.71			
			INVOICE NO	ACCOUNT	AMOUNT		
			140929098-001	2050-CE-CE00-53530-000000-	91.71		
401680	05/03/2024	EFT	003236 seattle Sewing Solutions	650.80	650.80		
	2869-3		2090-PD-PD00-54720-000000-				
401681	05/03/2024	EFT	003228 Smyrna Ready Mix Concrete	997.50			
	1020489469		2040-RD-RD00-54550-IHCLVT-		490.00		
	1020488836		2040-RD-RD00-54550-IHCLVT-		507.50		
401682	05/03/2024	EFT	000761 Staples Inc	568.96			
	6001191443		1010-CD-CD00-54510-000000-		460.30		
	6001333187		1010-CD-CD00-54510-000000-		108.66		
401683	05/03/2024	EFT	002542 Sunbelt Rentals Inc.	366.06			
	153475899-0001		2040-RD-RD00-54550-IHCLVT-		366.06		
401684	05/03/2024	EFT	002375 Tool House Inc.	199.00			
	32188		2010-RD-RD01-54010-000000-		199.00		
401685	05/03/2024	EFT	003909 City of Trenton	1,820.00			
	04/27/24 A		2090-PD-PD00-51120-000000-		455.00		
	04/27/24 B		2090-PD-PD00-51120-000000-		325.00		
	04/27/24 C		2090-PD-PD00-51120-000000-		260.00		
	04/27/24 D		2090-PD-PD00-51120-000000-		780.00		
401686	05/03/2024	EFT	000573 Valley Asphalt Corporatio	350.72			
	129185		2040-RD-RD00-54550-IHPAVE-		159.65		
	129186		2040-RD-RD00-54550-IHPAVE-		191.07		
401687	05/03/2024	EFT	002725 Vercom Systems Inc	10,943.81			
	INV-74851		1010-AD-AD00-54830-000000-		3,785.10		
	INV-74851		2010-RD-RD00-54830-000000-		1,023.00		
	INV-74851		2070-PI-PI00-54830-000000-		204.60		
	INV-74851		2090-DS-DS00-54830-000000-		204.60		
	INV-74851		2090-PD-PD00-54830-000000-		2,966.70		
	INV-74851		2100-DS-DS00-54830-000000-		204.60		
	INV-74851		2100-FD-FD00-54830-000000-		920.70		
	INV-74851		2110-EM-EM00-54830-000000-		920.70		
	INV-74848		1010-AD-AD00-54830-000000-		87.97		
	INV-74848		2010-RD-RD00-54830-000000-		23.77		
	INV-74848		2070-PI-PI00-54830-000000-		4.75		
	INV-74848		2090-DS-DS00-54830-000000-		4.75		
	INV-74848		2090-PD-PD00-54830-000000-		68.93		
	INV-74848		2100-DS-DS00-54830-000000-		4.75		
	INV-74848		2100-FD-FD00-54830-000000-		21.39		
	INV-74848		2110-EM-EM00-54830-000000-		21.39		
	INV-73943		1010-AD-AD00-54830-000000-		88.20		

AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 9999-00-0000-10110-000000-000000

FOR: All Except Stale

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
INV-73943			2010-RD-RD00-54830-000000-		23.84		
INVOICE NO			ACCOUNT		AMOUNT		
INV-73943			2070-PI-PI00-54830-000000-		4.77		
INV-73943			2090-DS-DS00-54830-000000-		4.77		
INV-73943			2090-PD-PD00-54830-000000-		69.14		
INV-73943			2100-DS-DS00-54830-000000-		4.77		
INV-73943			2100-FD-FD00-54830-000000-		21.46		
INV-73943			2110-EM-EM00-54830-000000-		21.46		
INV-74398			1010-AD-AD00-54830-000000-		87.97		
INV-74398			2010-RD-RD00-54830-000000-		23.77		
INV-74398			2070-PI-PI00-54830-000000-		4.75		
INV-74398			2090-DS-DS00-54830-000000-		4.75		
INV-74398			2090-PD-PD00-54830-000000-		68.93		
INV-74398			2100-DS-DS00-54830-000000-		4.75		
INV-74398			2100-FD-FD00-54830-000000-		21.39		
INV-74398			2110-EM-EM00-54830-000000-		21.39		
401688	05/03/2024	EFT	000583 Vogelpohl Fire Equipment, 2100-FD-FD00-53510-000000-	836.14	836.14		
401689	05/03/2024	EFT	001387 White Cap LP 2010-RD-RD00-54550-000000-	167.52	167.52		
1680513	05/03/2024	PRINTED	000615 Altafiber	1,731.63			
755-3764	May 24		2090-PD-PD00-55010-000000-		175.80		
755-3764	May 24		2100-FD-FD00-55010-000000-		175.80		
755-7700	May 24		2100-FD-FD00-55010-000000-		100.60		
777-1334	May 24		2100-FD-FD00-55010-000000-		252.30		
777-2231	May 24		1010-AD-AD00-55010-000000-		78.33		
777-2231	May 24		1010-CD-CD00-55010-000000-		78.32		
777-2231	May 24		1010-PK-PK00-55010-000000-		39.16		
777-2231	May 24		2030-RD-RD00-55010-000000-		65.27		
777-2231	May 24		2090-PD-PD00-55010-000000-		261.08		
777-2231	May 24		2100-FD-FD00-55010-000000-		130.54		
777-2303	May 24		2100-FD-FD00-55010-000000-		100.60		
942-6275	May 24		1010-AD-AD00-55010-000000-		2.94		
942-6275	May 24		1010-CD-CD00-55010-000000-		1.96		
942-6275	May 24		2030-RD-RD00-55010-000000-		21.53		
942-6275	May 24		2090-PD-PD00-55010-000000-		71.45		
942-4910	May 24		1010-AD-AD00-55010-000000-		5.27		
942-4910	May 24		1010-CD-CD00-55010-000000-		3.52		
942-4910	May 24		2030-RD-RD00-55010-000000-		38.71		
942-4910	May 24		2090-PD-PD00-55010-000000-		128.45		
1680514	05/03/2024	PRINTED	004009 Altafiber	47.30			
2323805-04202024			1010-AD-AD00-55010-000000-		5.68		
2323805-04202024			1010-CD-CD00-55010-000000-		5.68		
2323805-04202024			1010-PK-PK00-55010-000000-		2.83		
2323805-04202024			2030-RD-RD00-55010-000000-		4.74		
2323805-04202024			2090-PD-PD00-55010-000000-		18.91		

AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 9999-00-0000-10110-000000-000000

FOR: All Except Stale

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
	2323805-04202024		2100-FD-FD00-55010-000000-		9.46		
1680515	05/03/2024	PRINTED	004277 Angie Sousa	156.77			
	INVOICE NO		ACCOUNT		AMOUNT		
	Sousa 04/29/24		2740-00-0000-53190-000000-		156.77		
1680516	05/03/2024	PRINTED	000066 Art's Rental Equipment 1106610D-6 2020-RD-RD00-53550-WINTER-	4,600.00	4,600.00		
1680517	05/03/2024	PRINTED	003663 Benchmark Land Management 10743 2180-00-0000-57010-UCBLND-	41,355.00	41,355.00		
1680518	05/03/2024	PRINTED	004087 Beverly Worley Worley 04/29/24 1010-CD-CD00-53410-000000-	369.61	369.61		
1680519	05/03/2024	PRINTED	004241 City of Franklin Apr 2024 1010-00-0000-22010-000000-000000	235.07	235.07		
1680520	05/03/2024	PRINTED	004240 City of Wyoming Apr 2024 1010-00-0000-22010-000000-000000	43.99	43.99		
1680521	05/03/2024	PRINTED	001334 Duke Energy 910119395842 Apr 24 1010-LT-LT00-55040-000000-	29.07	29.07		
1680522	05/03/2024	PRINTED	004024 Duke Energy 910117152384 May 24 5070-LT-LT03-55040-000000- 910117152417 May 24 5070-LT-LT03-55040-000000- 910117196609 May 24 5070-LT-LT10-55040-000000- 910117892309 May 24 5070-LT-LT22-55040-000000- 910117893235 May 24 5070-LT-LT22-55040-000000-	1,642.82	885.83 657.91 50.30 30.85 17.93		
1680523	05/03/2024	PRINTED	000256 Fed Ex 29251686-0 2100-FD-FD00-53730-000000-	58.21	58.21		
1680524	05/03/2024	PRINTED	000778 Howell Rescue Systems Inc 23304184 2100-FD-FD00-53560-000000-	1,895.00	1,895.00		
1680525	05/03/2024	PRINTED	004243 Indiana Dept of Revenue Apr 2024 1010-00-0000-22010-000000-000000	1,225.59	1,225.59		
1680526	05/03/2024	PRINTED	004050 Kellie Byrd Byrd 04/29/24 1010-AD-AD00-53410-000000-	299.83	299.83		
1680527	05/03/2024	PRINTED	004309 Kenneth Keim Keim 4/24/24 1010-AD-AD00-53410-000000-	309.54	309.54		
1680528	05/03/2024	PRINTED	001214 Kings Ford, Inc. 6345058/2 2090-PD-PD00-53510-000000-	571.36	571.36		
1680529	05/03/2024	PRINTED	003371 Pre-Paid Legal Services,	177.55			

AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 9999-00-0000-10110-000000-000000

FOR: All Except Stale

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
	0156853	Apr 24	1010-00-0000-22010-000000-000000		177.55		
1680530	05/03/2024	PRINTED	004048 Lisa Brown	439.80			
	INVOICE NO		ACCOUNT	AMOUNT			
	Brown 04/25/24		1010-AD-AD00-54530-000000-		439.80		
1680531	05/03/2024	PRINTED	004071 Paul Lovell	119.06			
	Lovell, B 04/22/24		2250-PD-PD00-53410-000000-		119.06		
1680532	05/03/2024	PRINTED	001381 Montgomery Cyclery Inc	446.12			
	220000582320		2090-PD-PD00-54720-000000-		446.12		
1680533	05/03/2024	PRINTED	003646 Fox Valley Technical Coll	850.00			
	Flick 4.29.24		2090-PD-PD00-53410-000000-		425.00		
	Dunlevy 4.29.24		2090-PD-PD00-53410-000000-		425.00		
1680534	05/03/2024	PRINTED	004184 Ohio Child Support Paymen	2,754.10			
	05/03/2024		1010-00-0000-22010-000000-000000		2,754.10		
1680535	05/03/2024	PRINTED	000755 Ohio Public Employees Def	24,849.77			
	Oh Dfrd 05/03/24		1010-00-0000-22520-000000-000000		24,849.77		
1680536	05/03/2024	PRINTED	004303 Ryan Phillips	48.00			
	Phillips 04/22/24		2010-RD-RD00-53170-000000-		48.00		
1680537	05/03/2024	PRINTED	001329 Security Benefit Group	8,570.00			
	611021 05/03/24		1010-00-0000-22010-000000-000000		1,630.00		
	611021 05/03/24		1010-00-0000-22520-000000-000000		6,940.00		
1680538	05/03/2024	PRINTED	004010 Treasurer of State of Ohi	600.00			
	24L3748		2090-PD-PD00-53190-000000-		600.00		
1680539	05/03/2024	PRINTED	003759 Unifirst Corporation	283.36			
	1340304531		1010-PK-PK00-54550-000000-		34.15		
	1340304531		1010-PK-PK00-54720-000000-		23.16		
	1340304531		1010-SV-SV00-54720-000000-		31.16		
	1340304531		2010-RD-RD00-54550-000000-		16.76		
	1340304531		2010-RD-RD00-54720-000000-		162.95		
	1340304531		2050-CE-CE00-54720-000000-		15.18		
1680540	05/03/2024	PRINTED	004017 U.S. Bank National Associ	1,680.50			
	527868566		1010-AD-AD00-53550-000000-		272.52		
	527868566		1010-CD-CD00-53550-000000-		181.68		
	527868566		1010-AD-HR00-53550-000000-		90.84		
	527868566		2010-RD-RD00-53550-000000-		90.84		
	527868566		2070-PI-PI00-53550-000000-		90.84		
	527868566		2090-DS-DS00-53550-000000-		45.42		
	527868566		2090-PD-PD00-53550-000000-		363.33		
	527868566		2100-DS-DS00-53550-000000-		45.42		
	527868566		2100-FD-FD00-53550-000000-		499.61		

AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 9999-00-0000-10110-000000-000000

FOR: All Except Stale

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
1680541	05/03/2024	PRINTED	000577 Verizon wireless	552.18			
		INVOICE NO	ACCOUNT		AMOUNT		
		9962098733	1010-AD-AD00-55020-000000-		34.05		
		9962098733	2070-PI-PI00-55020-000000-		40.11		
		9962098733	2090-DS-DS00-55020-000000-		22.10		
		9962098733	2090-PD-PD00-55020-000000-		433.82		
		9962098733	2100-DS-DS00-55020-000000-		22.10		
1680542	05/03/2024	PRINTED	000582 VIP Printing Center	9,396.00			
	35450		2070-PI-PI00-53710-000000-		9,396.00		
		105 CHECKS	CASH ACCOUNT TOTAL	4,749,995.38	.00		

AP CHECK RECONCILIATION REGISTER

		UNCLEARED	CLEARED
105 CHECKS	FINAL TOTAL	4,749,995.38	.00

** END OF REPORT - Generated by Felicia Krutka **

AGENDA ITEM COVER SHEET



Trustee Meeting Date:	Agenda Item Type:
May 14, 2024	Requisition Item
Submitted By:	
Kenneth Keim, Director of Finance	

Motion:
Frost Brown Todd LLC - \$46,965.01 - Legal Services through March 31, 2024 (various departments)

Background:										
<p>For legal services through March 31, 2024:</p> <table> <tr> <td>Administration</td> <td>33,056.71</td> </tr> <tr> <td>Roads</td> <td>2,046.00</td> </tr> <tr> <td>Police</td> <td>5,965.20</td> </tr> <tr> <td>Fire</td> <td>5,897.10</td> </tr> <tr> <td>Total</td> <td>\$46,965.01</td> </tr> </table>	Administration	33,056.71	Roads	2,046.00	Police	5,965.20	Fire	5,897.10	Total	\$46,965.01
Administration	33,056.71									
Roads	2,046.00									
Police	5,965.20									
Fire	5,897.10									
Total	\$46,965.01									

Finance	Budgeted Item:	N/A; Operational	
	CIP #:		
	TIF Info:		
	Purchase Order:	24001441	Total Encumbrance:



P.O. Box 5716
Cincinnati, OH 45201-5716
(513) 651-6800
Facsimile (513) 651-6981
www.frostbrowntodd.com

West Chester Township
Attn: Mr. Ken Keim, Finance Director
9113 Cincinnati-Dayton Road
West Chester, OH 45069

Fed # 61-0722001
April 19, 2024
Bill # 210447413B
Account # [REDACTED]

RE: [REDACTED] - [REDACTED]

For Professional Services Rendered Through March 31, 2024	4,264.50
Expenses Through March 31, 2024	1.20
TOTAL THIS BILL:	4,265.70
TOTAL AMOUNT DUE:	4,265.70

All amounts are in USD
Please send remittance information to AccountsReceivable@FBTLaw.com

Wire Transfer Information:

Account Name: Frost Brown Todd LLP
Bank Name: US Bank, 425 Walnut Street, Cincinnati, OH 45202
Account Number: [REDACTED] – Routing Number: [REDACTED] – Swift Number: [REDACTED]



P.O. Box 5716
Cincinnati, OH 45201-5716
(513) 651-6800
Facsimile (513) 651-6981
www.frostbrowntodd.com

West Chester Township
Attn: Mr. Ken Keim, Finance Director
9113 Cincinnati-Dayton Road
West Chester, OH 45069

Fed # 61-0722001
April 18, 2024
Bill # 210447057
Account # [REDACTED]

For Professional Services Rendered Through March 31, 2024	41,830.50
Expenses Through March 31, 2024	868.81
TOTAL THIS BILL:	42,699.31
Outstanding Bills (see page 2 for details – if already paid please disregard)	66,114.36
TOTAL AMOUNT DUE:	108,813.67

All amounts are in USD

Please send remittance information to AccountsReceivable@FBTLaw.com

Wire Transfer Information:

Account Name: Frost Brown Todd LLP

Bank Name: US Bank, 425 Walnut Street, Cincinnati, OH 45202

Account Number: [REDACTED] – Routing Number: [REDACTED] – Swift Number: [REDACTED]

RECAP OF OUTSTANDING BILLS

Bill Date	Bill Number	Balance
03/22/24	210439438	1,551.00
03/22/24	210439438	1,188.00
03/22/24	210439438	15,649.53
03/22/24	210439438	759.00
03/22/24	210439438	24,422.00
03/22/24	210439438	1,056.00
03/22/24	210439438	10,017.19
03/22/24	210439438	8,237.64
03/22/24	210439438	3,234.00
	TOTAL	\$66,114.36

**Monthly Matter Summary
For Services Rendered Through March 31, 2024**

Matter #	Matter Description	Fees	Disbursements	PrePay Amount	Total
0265899	[REDACTED]	165.00	0.00	0.00	165.00
0268857	[REDACTED]	99.00	0.00	0.00	99.00
0315629	[REDACTED]	13,387.50	861.81	0.00	14,249.31
0354458	[REDACTED]	99.00	0.00	0.00	99.00
0474490	[REDACTED]	21,912.00	0.00	0.00	21,912.00
0504890	[REDACTED]	1,548.00	0.00	0.00	1,548.00
0757718	[REDACTED]	198.00	7.00	0.00	205.00
0761832	[REDACTED]	4,092.00	0.00	0.00	4,092.00
0771364	[REDACTED]	330.00	0.00	0.00	330.00
Total		41,830.50	868.81	0.00	42,699.31

AGENDA ITEM COVER SHEET



Trustee Meeting Date:	Agenda Item Type:
May 14, 2024	Requisition Item
Submitted By:	
Rick L. Prinz, Fire Chief	

Motion:
Vogelpohl Fire Equipment, Inc. - \$12,432.34 - Repair E-One ladder truck

Background:
<p>The truck in need of repair is a 2018 E-One 100 ft ladder truck, one of two primary ladder trucks for West Chester Fire. Over the past two months, the vehicle has been experiencing issues with the DEF tank system, a federal EPA requirement on diesel engines. Despite the initial replacement of the DEF tank system, the problem persisted, leading to the request for the vehicle to be sent to an authorized dealer, Vogelpohl.</p> <p>A Purchase Order for \$2,000.00 was opened to facilitate repairs. A new requisition was created (versus increasing the original PO) as repairs were more extensive than originally thought. Repairs involved fixing a break in the muffler that affected a wiring harness; replacing the wiring harness and sensors; and replacing the DEF tank a second time.</p> <p>Due to the short replacement interval on the DEF tank, a warranty refund of \$2,867.53 is anticipated.</p> <p>The Fire Department requests approval of a Purchase Order for \$12,432.34 to repair Vehicle 1118.</p>

Finance	Budgeted Item:	N/A;		
	CIP #:			
	TIF Info:			
	Purchase Order:	24001485	Total Encumbrance:	\$ 12,432.34

24001485



INVOICE

Invoice Number: 3007663
Invoice Date: Apr 15, 2024

2770 Circleport Drive
Erlanger, KY 41018

859-282-1000
www.vogelpohlfire.com/

Bill To:

West Chester Fire Dept
9119 Cinti-Dayton Road
West Chester, OH 45069

Ship To:

West Chester Fire Dept
9119 Cinti-Dayton Road
West Chester, OH 45069

Customer ID	Customer PO No.	Payment Terms
1221		Net Due in 15 Days

Quantity	Item	Description	Unit Price	Amount
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LADDER 75 - 001752

COMPLAINT DEF gauge not reading right and Check Engine light.

Correction: Started troubleshooting wiring and connections due to check engine light and DEF gauge not reading correctly along with DEF codes. Hooked up computer and read codes and started diagnostics and testing. After testing, found that the DEF tank was causing some of the communication codes, replaced DEF tank and cleared codes.

1.00	1112302	DEF Tank Gen 7	1,740.64	1,740.64
1.00	MISC EQUIPMENT	DEF Fluid (2.5 gal)	16.89	16.89
8.00	LABOR	Labor	135.00	1,080.00

1.00	SHOPSUPPLIES	Shop Supplies	30.00	30.00
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Work completed on 4/11/24 by AS.

Subtotal	2,867.53
Sales Tax	0.00
Total	2,867.53
Less Payment	0.00
Balance Due	2,867.53

Thank you for your order. Please pay from this invoice.

200091485



INVOICE

Invoice Number: 3007661
Invoice Date: Apr 15, 2024

2770 Circleport Drive
Erlanger, KY 41018

859-282-1000
www.vogelwohlfire.com/

Bill To:

West Chester Fire Dept
9119 Cinti-Dayton Road
West Chester, OH 45069

Ship To:

West Chester Fire Dept
9119 Cinti-Dayton Road
West Chester, OH 45069

Customer ID	Customer PO No.	Payment Terms
1221		Net Due in 15 Days

Quantity	Item	Description	Unit Price	Amount
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LADDER 75 - 001752

COMPLAINT Replace DPF differential pressure sensor.

Correction: While troubleshooting engine codes for the DEF communication issues, found additional issues related to the DPF. Diagnostic work to determine the DPF pressure sensor not reading properly. Checked the DPF, it needs to be removed and cleaned. Took out DPF and sent out for cleaning.

Once DPF was returned from cleaning, replaced the pressure sensor and reinstalled all the wiring and installed new temperature sensors. Reinstalled DPF and the exhaust. Once everything was hooked back up, went in and reset the ash level and cleared the code. Performed regen, made sure everything was hooked up properly - passed the regen with no codes.

1.00	MISC EQUIPMENT	2871960CUM DFN Pressure Sensor	240.05	240.05
1.00	MISC EQUIPMENT	5264459CUM Hose	51.61	51.61
2.00	MISC EQUIPMENT	5297806 Ring Seal	3.38	6.76
1.00	CVL-TOR-E40ST	Strap Seal Clamp 4"	19.88	19.88
1.00	SUBLET	SCR Cleaning	1,446.47	1,446.47
24.00	LABOR	Labor	135.00	3,240.00

1.00	SHOPSUPPLIES	Shop Supplies	30.00	30.00
------	--------------	---------------	-------	-------

Thank you for your order. Please pay from this invoice.

24001485



INVOICE

Invoice Number: 3007661
Invoice Date: Apr 15, 2024

2770 Circleport Drive
Erlanger, KY 41018

859-282-1000
www.vogelpohlfire.com/

Bill To:

West Chester Fire Dept
9119 Cinti-Dayton Road
West Chester, OH 45069

Ship To:

West Chester Fire Dept
9119 Cinti-Dayton Road
West Chester, OH 45069

Customer ID	Customer PO No.	Payment Terms
1221		Net Due in 15 Days

Work completed on 4/11/24 by AS & ES.

Subtotal	5,034.77
Sales Tax	0.00
Total	5,034.77
Less Payment	0.00
Balance Due	5,034.77

Thank you for your order. Please pay from this invoice.

2400 1485



INVOICE

Invoice Number: 3007662
Invoice Date: Apr 15, 2024

2770 Circleport Drive
Erlanger, KY 41018

859-282-1000
www.vogelpohlfire.com/

Bill To:

West Chester Fire Dept
9119 Cinti-Dayton Road
West Chester, OH 45069

Ship To:

West Chester Fire Dept
9119 Cinti-Dayton Road
West Chester, OH 45069

Customer ID	Customer PO No.	Payment Terms
1221		Net Due in 15 Days

Quantity	Item	Description	Unit Price	Amount
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LADDER 75 - 001752

COMPLAINT Replace exhaust flex pipe and exhaust manifold gasket.

Correction: While troubleshooting DEF issues, found that the exhaust bellow pipe was broken and letting the exhaust blow onto a wiring harness. Removed the pipe to check wiring for damage. Welded in the new bellows pipe and reinstalled the exhaust piping. Once installed, found that the exhaust manifold was leaking and the customer wanted us to fix it. Started by removing the intake and the coolant and removed all lines going to the turbo and EGR, removing the turbo. Unbolted and removed the EGR and then unbolted and removed exhaust manifold. Installed new manifold gaskets, installed manifold and torqued bolts down. Installed EGR and connected all lines to the EGR. Installed turbo and put new seal on lines and connected all lines. Installed air intake and exhaust pipe, filled system with coolant and pressure tested system for leaks.

Cleared codes and test drove to confirm repair.

1.00	679824	Exhaust Bellow 4.0X9.875	1,182.94	1,182.94
1.00	MISC EQUIPMENT 3683940CUM	Exhaust Manifold Seal	64.61	64.61
1.00	MISC EQUIPMENT 3104230CUM	Exh Gas RCN Valve Gasket	49.36	49.36
3.00	MISC EQUIPMENT 3627695CUM	O-Ring Seal	10.36	31.08
1.00	MISC EQUIPMENT 5264568CUM	Oil Drain Gasket	6.11	6.11
1.00	MISC EQUIPMENT 5263924CUM	Turbocharger Gasket	25.61	25.61

Thank you for your order. Please pay from this invoice.

24001485



INVOICE

Invoice Number: 3007662
Invoice Date: Apr 15, 2024

2770 Circleport Drive
Erlanger, KY 41018

859-282-1000
www.vogelpohlfire.com/

Bill To:

West Chester Fire Dept
9119 Cinti-Dayton Road
West Chester, OH 45069

Ship To:

West Chester Fire Dept
9119 Cinti-Dayton Road
West Chester, OH 45069

Customer ID	Customer PO No.	Payment Terms
1221		Net Due in 15 Days
1.00	MISC EQUIPMENT 4932615CUM Connection Gasket	6.11 6.11
1.00	MISC EQUIPMENT 3089019 O-Ring Seal	54.47 54.47
1.00	MISC EQUIPMENT 5297803 O-Ring Seal	2.47 2.47
6.00	MISC EQUIPMENT 5716035 Exhaust Manifold Gasket	17.88 107.28
22.00	LABOR Labor	135.00 2,970.00
1.00	SHOPSUPPLIES Shop Supplies	30.00 30.00

Work completed on 4/11/24 by AS & ES.

Subtotal	4,530.04
Sales Tax	0.00
Total	4,530.04
Less Payment	0.00
Balance Due	4,530.04

Thank you for your order. Please pay from this invoice.

AGENDA ITEM COVER SHEET



Trustee Meeting Date:	Agenda Item Type:
May 14, 2024	Requisition Item
Submitted By:	
Barb Wilson, Director of Public Information & Engagement	

Motion:
WMK LLC - \$127,017.14 - Purchase two handicap-accessible vehicles for West Chester Senior Van Service (CIP 344)

Background:
<p>Public Information & Engagement is requesting purchase of two 2023 Chrysler Voyager LX mini vans, each equipped with a wheelchair lift, for the West Chester Senior Van Service. Each van is \$63,508.57.</p> <p>The new vans will replace two existing: a 2002 handicap accessible van and a 2016 mini van.</p> <p>The recommended vans are a versatile offering option to transport clients in wheelchairs, as well as those who are more mobile. The Senior Van Service provides curb-to-curb transportation to medical and other appointments as scheduled. The vans are driven by dedicated volunteers.</p> <p>The vans are funded through the American Rescue Plan Act/State and Local Fiscal Recovery Funds allocated by Butler County to mitigate the needs of the underserved. The total grant awarded the Township was \$150,000.00. Remaining funds will be used to wrap the vehicles as way of identification, train drivers, etc.</p>

Finance	Budgeted Item:	Yes; CIP		
	CIP #:	344		
	TIF Info:			
	Purchase Order:	24001541	Total Encumbrance:	\$ 127,017.14



Quote

Proposal #: Q337895

WMK LLC
 810 Moe Drive
 Akron, OH 44310
 (330) 633-1118
 EIN#: 31-1502439
 fax: (330) 633-0330

Price Quote Valid for 14 Days

Jim Zahler Email: james.zahler@mobilityworks.com Phone: (234) 200-1345

Billing Name West Chester Township	Buyer Name West Chester Township	Stock # STQ-43424
Address 9113 Cincinnati-Dayton Road	Address 9113 Cincinnati-Dayton Road	Quote # Q337895
City, State ZIP West Chester, Ohio 45069	City, State ZIP West Chester, Ohio 45069	Proposal Date 04/23/2024
County BUTLER	County BUTLER	Accepted date
Telephone 513-759-7308	Telephone 513-759-7308	

New/Used Fleet	Make Chrysler	Model / Trim Voyager LX	Year 2023	Color Bright White	To Be Delivered On Or About
Type of Vehicle Mini Van	VIN 2C4RC1CG0PR583151		Mileage 1	Job Reference: Customer P.O.:	
Chassis, Conversion and Additional Equipment (See Page 2 for detail):					\$63,508.57
Protection Products:					\$0.00
					MBW Rewards (\$0.00)
					Total \$63,508.57
					Documentary Fee \$0.00
					Delivery \$0.00
					Sales tax \$0.00
					Total Cash Delivered Price \$63,508.57
					Note 1 Rebate(s) (\$0.00)
					GPC (\$0.00)
					Third Party Payor(s) (\$0.00)
			Cash Down	Check/PO	-
			Payment	Deposit Amount + Cash Down Payment	(\$0.00)
					Total Credits (\$0.00)
Trade-In(s)					
Year	Make	Model	Vin	Payoff Amount	Allowance
ONLY THOSE ITEMS AND SERVICES SPECIFICALLY WRITTEN ON THIS ORDER ARE INCLUDED IN THE STATED PRICE. ANY OTHER AGREEMENTS, UNLESS IN WRITING, ARE NOT BINDING ON SELLER.				Amount Due Upon Delivery	\$63,508.57

The first and second pages of this Order comprise the entire agreement affecting this purchase and no other agreement or understanding of any nature concerning this purchase has been made or entered into, or will be recognized. I hereby certify that no credit has been extended to me for the purchase of this motor vehicle except as appears in writing on the face of this agreement.

I have read and understand the second page of this agreement and agree to it as a part of this order the same as if it were printed above my signature. I certify that I am of legal age, or older, that I have legal capacity and authority to execute this agreement on behalf of my company, and hereby acknowledge receipt of a copy of this order.

Buyer's Signature West Chester Township

Approved By: Jim Zahler

Co-Buyer's Signature

This order is not valid unless signed and accepted by dealer and is only valid for 14 days.

Note 1 OEM Incentives and availability are subject to change and the end user must meet qualifications by OEM to qualify.



WMK LLC
 810 Moe Drive
 Akron, OH 44310
 (330) 633-1118
 EIN#: 31-1502439
 fax: (330) 633-0330

Quote

Price Quote Valid for 14 Days

Proposal #: Q337895

Jim Zahler Email: james.zahler@mobilityworks.com Phone: (234) 200-1345

Billing Name West Chester Township	Buyer Name West Chester Township	Stock # STQ-43424
Address 9113 Cincinnati-Dayton Road	Address 9113 Cincinnati-Dayton Road	Quote # Q337895
City, State ZIP West Chester, Ohio 45069	City, State ZIP West Chester, Ohio 45069	Proposal Date 04/23/2024
County BUTLER	County BUTLER	
Telephone 513-759-7308	Telephone 513-759-7308	

<i>New/Used Fleet</i> Fleet	<i>Make</i> Chrysler	<i>Model / Trim</i> Voyager LX	<i>Year</i> 2023	<i>Color</i> Bright White	<i>To Be Delivered On Or About</i>
<i>Type of Vehicle</i> Mini Van	<i>VIN</i> 2C4RC1CG0PR583151		<i>Mileage</i> 1	<i>Job Reference:</i> Customer P.O.:	

Additional Equipment Summary	
2023 Chrysler Voyager - VIN# 2C4RC1CG0PR583151	
1 2023 Converted Year Chrysler Voyager - Braun Commercial ADA Compliant Long-cut Rear-Entry floor with 2 Wheelchair securement locations, 56" Power (OEM) Door, Vertical Stow Foldout Ramp, ADA Ramp Lighting, Transit Vinyl Flooring in Pan Area, 2nd Row Flip & Fold Seating, QRT MAX Slide-n-Click Wheelchair/Occupant Securement System (1), Transmission Interlock, Back Up Alarm, Emergency Rear Hatch Release.	
1 QRT Deluxe Retractable Securement Belts, Lap & Shoulder Belt, Bag	
1 Prep for Delivery	

Buyer's Signature West Chester Township

Approved By: Jim Zahler

Co-Buyer's Signature

This order is not valid unless signed and accepted by dealer and is only valid for 14 days.

AGENDA ITEM COVER SHEET



Trustee Meeting Date:	Agenda Item Type:
May 14, 2024	Requisition Item
Submitted By:	
Colonel Joel M. Herzog, Chief of Police	

Motion:
Vance Outdoors, Inc. - \$35,487.50 - Purchase ammunition to replenish depleted inventory

Background:
<p>With the lengthy manufacturing process and current shortages, delivery will be over 18 months from the order date. Anticipating this delay, the Police Department is requesting the Trustees' approval to replenish the depleting ammunition inventory.</p> <p>The ammunition is priced at the state bid for maximum bulk case pricing. The proposed purchase of ammunition is necessary to outfit each officer with the appropriate equipment and to allow for mandated training.</p> <p>Thank you for your consideration.</p>

Finance	Budgeted Item:	N/A; Operational		
	CIP #:			
	TIF Info:			
	Purchase Order:	24001563	Total Encumbrance:	\$ 35,487.50



Send PO's To:
 3723 Cleveland Ave
 Columbus, OH 43224
 Ph (614)471-0712

Remit Pymt To:
 4250 Alum Creek Dr
 Obetz, OH 43207
 Ph (614)489-5025

Account Name WEST CHESTER TOWNSHIP POLICE DEPARTMENT
 Contact Name Eric Couch
 Bill To 9577 BECKETT RD
 STE 500
 WEST CHESTER, OH 45069
 Phone 513-759-7250
 Email ecouch@westchesteroh.org

Date 5/3/2024
 Quote Number 00059532
 Prepared By Emma Bailey

Quantity	Product Family	Style Number	Description	Unit of Measure	Sales Price	Total Price
100.00	Hornady	83276	.223Rem 55gr. TAP Urban	200 rds	\$156.80	\$15,680.00
150.00	Winchester	USA9MM1	USA 9mm Luger 147gr. FMJ- Flat Nose	500 rds	\$132.05	\$19,807.50

Subtotal \$35,487.50
 Shipping and Handling \$0.00
 Tax \$0.00
 Quote Grand Total \$35,487.50

Payment Details

Net 30
 Credit Card

Number of Days
 Quote Valid **Quote Valid 30 Days**

If Making Payment Via Credit Card, Please Call
 614-471-0712

Office Use Only State Contract #RS900319 Pricing

NOTE: CREDIT CARDS OVER \$1,000 INCUR A 3% SURCHARGE

RETURNED GOODS POLICY

Please note that returned goods must have prior authorization.

DEFECTIVE MERCHANDISE POLICY

Returns of defective merchandise must be made directly to the manufacturer for repair or replacement.

DAMAGED GOODS POLICY

For Prompt resolution, please notify us immediately upon receiving your shipment if you encounter any shortages or damages.

AGENDA ITEM COVER SHEET



Trustee Meeting Date:	Agenda Item Type:
May 14, 2024	Requisition Item
Submitted By:	
Arun Hindupur, Director of Public Works/Community Services	

Motion:
Benchmark Land Management LLC - \$61,006.00 - Install pipe in VOA ditch (CIP 1988)

Background:
<p>A large ditch in front of the Voice of America property causes many limitations and an obstacle to the best use of the space in front of the building. Community Services budgeted to fill in the ditch with CIP 1988.</p> <p>Benchmark Land Management, LLC was chosen as they have competitive prices, have done work for us in the past and currently, and can get the work complete in a timely manner.</p> <p>The Community Services Department requests a purchase order in the amount of \$61,006.00 which includes a 10% contingency of \$5,546.00 to install pipe in VOA ditch.</p>

Finance	Budgeted Item:	Yes; CIP		
	CIP #:	1988		
	TIF Info:			
	Purchase Order:	24001524	Total Encumbrance:	\$ 61,006.00

Benchmark Land Management, LLC
6834 W Chester Rd
West Chester, OH 45069
+1 5138082367
dan@benchmarklm.com



Estimate

ADDRESS

West Chester Township
Maintenance Division
9577 Beckett Road Suite 900
West Chester
OH
45069

ESTIMATE # 1120

DATE 04/18/2024

DATE	SERVICE	DESCRIPTION	QTY	RATE	U/M	AMOUNT
	Storm Sewer	Installing 500 feet of 24" storm sewer Installing 2 Wing Walls Installing one catch basin Removing old culvert under the driveway Repairing Driveway with asphalt 450 tons of #57 backfill Hauling in 150 Yards of topsoil Installing 4" perforated line next to the 24" line to promote drainage Harley raking and installing seed and straw		55,460.00		55,460.00

Thank you for your business.

SUBTOTAL	55,460.00
TAX	0.00
TOTAL	\$55,460.00

Accepted By

Accepted Date

AGENDA ITEM COVER SHEET



Trustee Meeting Date:	Agenda Item Type:
May 14, 2024	Requisition Item
Submitted By:	
Arun Hindupur, Director of Public Works/Community Services	

Motion:
Al-Joe's, Inc. - \$17,833.41 - Purchase Z Master 6000 Mower (CIP 1406)

Background:
As a part of our equipment replacement program, the Community Services Department would like to request that the Board approve the purchase of a 72" Z Master 6000 mower. Community Services is replacing a 2015 Exmark mower in the parks due to hours of use.

Finance	Budgeted Item:	Yes; CIP		
	CIP #:	1406		
	TIF Info:			
	Purchase Order:	24001545	Total Encumbrance:	\$ 17,833.41

Q U O T A T I O N

Al-Joe's
173 N. Brookwood Avenue
Hamilton, OH 45013 USA
Phone #: (513)894-3291
Fax #: (513)894-3758

PHONE #: (513)759-7233 Ext: Doug DATE: 5/3/2024
 CELL #: (513)464-1292 ORDER #: 1528310
 ALT. #: (513)759-7303 Ext: Admin CUSTOMER #: 15667
 P.O.#: CP: GaryG
 TERMS: 10th of the month LOCATION: 1
 SALES TYPE: Quote STATUS: Active

BILL TO 15667

West Chester Township
 9113 Cincinnati Dayton Road
 West Chester, OH 45069 USA

SHIP TO

West Chester Township
 9113 Cincinnati Dayton Road
 West Chester, OH 45069 USA

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	PRICE	NET	TOTAL
TOR	72961	Z Master 6000 31Hp Kawaski Fx W/72' Tf Deck	1	\$19,399.00	\$15,734.42	\$15,734.42
AJ	ESP	Equipment Setup and Preparation	1	\$50.00	\$0.00	\$0.00
GTM	NQD-T6072	Qwik Chute Toro Turbo Force 60" & 72"	1	\$369.00	\$369.00	\$369.00
****	LABOR	Labor	1	\$105.00	\$30.00	\$30.00
****	LABOR	Labor	1	\$105.00	\$20.00	\$20.00
TOR	115-7480	ROLLER STRIPER KIT-72 (1P)	1	\$293.99	\$279.99	\$279.99
TOR	139-7891	24X12N12 - TWEEL TURF (3BW)	2	\$829.49	\$700.00	\$1,400.00

price for tweels is with us keeping other tires

Prices reflected on this quote are valid for 30 days.
 Hours M-F 8:00-7:00 pm Sat 8:00-5:00 pm (Hamilton)
 M-F 8-6 pm Sat 8-1 (West Chester)
 513-894-3291 aljoessales@gmail.com

SUBTOTAL:	\$17,833.41
TAX:	\$0.00
ORDER TOTAL:	\$17,833.41

Authorized By: _____

AGENDA ITEM COVER SHEET



Trustee Meeting Date:	Agenda Item Type:
May 14, 2024	Business Item
Submitted By:	
Katy Kanelopoulos	

Motion:
Motion to approve Statutory Resolution 20-2024 declaring the structures at 9023 Cincinnati Dayton Road and 9031 Cincinnati Dayton Road, West Chester, Ohio, 45069 to be unsafe and/or structurally defective and ordering such structures removed

Background:
<p>The West Chester Township Fire Department has declared the residential structure at 9023 Cincinnati-Dayton Road, West Chester, Ohio 45069, Butler County Parcel ID # M5670-038-000-009 (hereinafter “9023 Cincinnati-Dayton Road” and depicted in Exhibit A, Figures 2 and 3) to be unsafe and a threat to public safety.</p> <p>The West Chester Township Fire Department has declared the barn structure at 9031 Cincinnati-Dayton Road, West Chester, Ohio 45069, Butler County Parcel ID # M5670-038-000-010 (hereinafter “9031 Cincinnati-Dayton Road” and depicted in Exhibit A, Figure 4) to be unsafe, structurally defective, and a threat to public safety.</p> <p>The Ohio Revised Code § 505.86 empowers the Board of Trustees of West Chester Township (the “Board of Trustees”) to provide for the removal, repair, or securance of buildings or other structures in the Township that have been declared insecure, unsafe, or structurally defective by the West Chester Township Fire Department or the Butler County Building Department;</p> <p>This continues the Township’s goals of using all means necessary to ensure the public health, safety, and welfare to remove the dangerous structures at 9023 Cincinnati-Dayton Road and 9031 Cincinnati-Dayton Road via demolition.</p>

Finance	Budgeted Item:	N/A;		
	CIP #:			
	TIF Info:			
	Purchase Order:		Total Encumbrance:	\$.00

RESOLUTION NO. 20-2024

Resolution Declaring the Structures at 9023 Cincinnati-Dayton Road, West Chester, Ohio 45069, and 9031 Cincinnati-Dayton Road, West Chester, Ohio 45069, to be Unsafe and/or Structurally Defective and Ordering Such Structures Removed

WHEREAS, Ohio Revised Code § 505.86 empowers the Board of Trustees of West Chester Township (the "Board of Trustees") to provide for the removal, repair, or securance of buildings or other structures in the Township that have been declared insecure, unsafe, or structurally defective by the West Chester Township Fire Department or the Butler County Building Department;

WHEREAS, the West Chester Township Fire Department has declared the residential structure at 9023 Cincinnati-Dayton Road, West Chester, Ohio 45069, Butler County Parcel ID # M5670-038-000-009 (hereinafter "9023 Cincinnati-Dayton Road" and depicted in Exhibit A, Figures 2 and 3) to be unsafe and a threat to public safety.

WHEREAS, the West Chester Township Fire Department has declared the barn structure at 9031 Cincinnati-Dayton Road, West Chester, Ohio 45069, Butler County Parcel ID # M5670-038-000-010 (hereinafter "9031 Cincinnati-Dayton Road" and depicted in Exhibit A, Figure 4) to be unsafe, structurally defective, and a threat to public safety.

WHEREAS, the West Chester Township Fire Department has submitted a report to the Board of Trustees setting forth the facts and circumstances supporting these declarations and explaining why these structures are unsafe and/or structurally defective. A copy of this report is attached as Exhibit A.

WHEREAS, the Board of Trustees has determined that it is in the best interests of the public health, safety, and welfare to remove the dangerous structures at 9023 Cincinnati-Dayton Road and 9031 Cincinnati-Dayton Road via demolition.

NOW THEREFORE, BE IT RESOLVED that on the basis of the above actions and findings, the West Chester Township Board of Trustees:

SECTION 1. That the Board of Trustees finds that the residential structure at 9023 Cincinnati-Dayton Road is unsafe and

the barn structure at 9031 Cincinnati-Dayton Road is unsafe and structurally defective, pursuant to Ohio Revised Code § 505.86 and that such structures are dangerous and constitute a direct threat to the public health, safety, and welfare.

SECTION 2. That the Board of Trustees orders the removal, via demolition, of both the residential structure at 9023 Cincinnati-Dayton Road and the barn structure at 9031 Cincinnati-Dayton Road.

SECTION 3. That the Board of Trustees orders that notice of this Resolution be given to any party in interest pursuant to the requirements of Ohio Revised Code Section 505.86.

SECTION 4. That the Board of Trustees orders that any hearing or appeal of this Resolution be conducted pursuant to the provisions of Ohio Revised Code Section 505.86.

SECTION 5. That the Board of Trustees orders that the total cost of removing the residential structure at 9023 Cincinnati-Dayton Road and the barn structure at 9031 Cincinnati-Dayton Road be certified and placed upon the tax duplicate as a lien upon the lands from and after the date of entry, pursuant to Ohio Revised Code Section 505.86.

SECTION 6. That the Board of Trustees hereby finds and determines that all formal actions relative to the passage of this Resolution were taken in an open meeting of this Board and that deliberations of this Board, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

Adopted this _____ day of May, 2024.

Lee Wong, Chair

Yes/No

ATTEST:

Mark Welch, Vice
Chair

Yes/No

Bruce Jones, Fiscal
Officer

Ann Becker, Trustee

Yes/No

APPROVED AS TO FORM:

Scott D. Phillips, Law
Director

0091532.0315629 4876-3046-6492v1

DRAFT

Exhibit A



West Chester Fire Department

Rick Prinz
Chief of Fire/Rescue
9119 Cincinnati-Dayton Road
West Chester, OH 45069
(513) 777-1133

Interoffice Memorandum

To: Rick Prinz
Fire Chief

From: J Scott Brooks
Loss Prevention Bureau Chief

CC: File

Date: April 19, 2024

Re: Property Located at 9023 Cincinnati-Dayton Road

The following report is submitted with the purpose of providing background information and current physical conditions of the buildings located at 9023 Cincinnati-Dayton Road (M5670-038-000-009) & 9031 Cincinnati-Dayton Road (M5670-038-000-010) – (see Figure 1).

Background: On December 16, 2022, a fire occurred at the home located at 9023 Cincinnati-Dayton Road that resulted in the death of the occupant, Mr. Dennis Bradbury. At the time of the fire, the building had no electrical utilities function and was heated with propane heating devices designed for outside use. The building was noted to be a relative hoarding condition with combustible materials stored throughout, to the ceiling. The fire was dispatched at 23:07 hrs. and the last fire department vehicle left the scene at 03:20 hrs. Only the primary residential building at 9023 Cincinnati-Dayton Road was involved in the fire.



Figure 1
Butler County Auditor Map View
Page 1 of 21

Exhibit A

9023 & 9031 Cincinnati-Dayton Road

Current Conditions: Electrical services have remained disconnected since prior to the incident on December 16, 2022. All points of entry have been secured with plywood by a privately hired restoration company. No restorative services have occurred since the date of the fire. Restorative service includes water damage, heat/smoke/fire damages, or the removal of any fire debris. The building has remained “untouched” since the date of the fire.

The extent of structural damages have not been assessed by a structural engineer. It is the professional opinion of the Loss Prevention Bureau Chief (West Chester Fire Department) that the building poses a threat to the public and first responders. The hazards include unauthorized entry by the public as the boarding could be removed. Additionally, structures such as that addressed in this document has the potential to cause harm to first responders due to the weakened conditions created by fire and water damage. This damage is intensified as the building has remained in those conditions since December 16, 2022.

Recommendations:

It is the recommendation that the single-family home at 9023 Cincinnati-Dayton Road be considered for demolition to mitigate any unauthorized entries, injuries or any additional situations not noted in this report.

It is also the recommendation that due to the structural conditions of the barn located on the adjacent parcel and also owned by the same person, the barn be demolished as it is a danger to both authorized and unauthorized entry.

Other Considerations: On the adjacent property (9031 Cincinnati-Dayton Road), also owned by the owner of the property located at 9023 Cincinnati-Dayton Road, is an ancillary garage structure that currently shows conditions of structural integrity compromise. The roof has collapsed in on itself creating a public safety concern for anyone in or around the structure. It will be the recommendation of the Loss Prevention Bureau that no persons be permitted to enter the garage for any reason. The garage was not involved with the fire that occurred on December 16, 2022 but poses enough of a public safety risk that the demolition of this structure also be considered.

Authority to Declare the Building Unsafe: The Ohio Administrative Code (Fire Code) 1301:7-7-01 states in Section 110 that *“If during the inspection of a premises, the fire code official finds a building or structure or any building system, in whole or in part, constitutes a dangerous condition described in division (A), (B) or (C) of section 3737.41 of the Revised Code, the fire code official shall issue such citation and orders to remove or remedy the conditions as shall be deemed necessary in accordance with section 3737.41 of the Revised Code and shall refer the building to the building department for any repairs, alterations, remodeling, removing or demolition required”*. It is the recommendation of the Loss Prevention Bureau that demolition of the building should be considered.

Exhibit A



Figure 2
Rear view of 9023 Cincinnati-Dayton Road



Figure 3
Street view of 9023 Cincinnati-Dayton Road

Exhibit A



Figure 4
Garage located at 9031 Cincinnati-Dayton Road

Exhibit A



West Chester Fire Department

Rick Prinz
Chief of Fire/Rescue
9119 Cincinnati-Dayton Road
West Chester, OH 45069
(513) 777-1133

Interoffice Memorandum

To: Rick Prinz
Fire Chief

From: J Scott Brooks
Loss Prevention Bureau Chief

CC: File

Date: April 19, 2024

Re: Property Located at 9023 Cincinnati-Dayton Road

The primary objective of this comprehensive report is to provide a detailed assessment of the current condition of the single-family home and associated garage, located at 9023 Cincinnati-Dayton Road, West Chester, Ohio 45069. This report is based on the current conditions as the result of the devastating fire incident that occurred on December 16, 2022, at 23:06 hours. This report aims to offer insights into the extent of the damage sustained to the property which includes the detached garage, assess the associated hazards and risks and provide actionable recommendations for the safe and effective management of the aftermath.

By conducting a thorough analysis of the property's condition and identifying potential safety hazards and risks, this report seeks to guide the West Chester Township Administration in making informed decisions regarding remediation efforts, structural assessments and community outreach initiatives. Furthermore, the report aims to foster collaboration among all parties involved, including property owners, local authorities, engineering professionals and community members, to ensure a coordinated and compassionate response to the aftermath of the fire incident.

Ultimately, the overarching objective of this report is to promote the safety, well-being and resilience of the community affected by the fire incident. Through proactive risk management, adherence to regulatory standards and a commitment to supporting those impacted by the tragedy, we aim to facilitate the recovery and restoration or ultimate destruction of the property while safeguarding the welfare of all stakeholders involved.

Incident Background:

Exhibit A

Upon dispatch, Battalion Chief Ryan Berter responded from Fire Department headquarters at 9119 Cincinnati Road and arrived at the scene of 9023 Cincinnati-Dayton Road on the night of December 16, 2022. Upon arrival, he observed heavy smoke showing from the Alpha side of the building, indicating significant fire activity within the single-family home. Additionally, neighbors reported that the occupant was trapped and visible at the front door, adding urgency to the rescue operation.

Battalion Chief Berter attempted to open the front door prior to the arrival of Engine 71 and sustained burns on his hands in the process, highlighting the hazardous conditions and the immediate need for coordinated firefighting efforts. With the assistance of Engine 71, the victim was located inside the structure. Battalion Chief Berter bravely dragged the victim to the sidewalk, where the occupant and Battalion Chief Berter were promptly treated by the first due paramedic crew, emphasizing the collaborative efforts of all emergency responders involved in the rescue operation.

Further complicating the rescue effort, the interior of the home was reported to be in an extreme hoarding condition, with combustible materials stored to the ceiling. This cluttered environment posed significant obstacles to navigation and increased the risk of injury to both occupants and emergency responders. Additionally, it was noted that there was no power to the home and heating was provided by propane heating systems that were haphazardly assembled, potentially contributing to the severity of the fire and presenting additional safety concerns for firefighting operations.

Casualties:

Tragically, the sole occupant of the single-family home, identified as Mr. Dennis Bradbury, suffered extreme burns to a significant portion of his body during the fire. Despite immediate medical attention and efforts to extricate him from the premises, Mr. Bradbury's injuries were extensive and he tragically succumbed to them the severity of his burns. This loss is deeply regrettable and our sympathies are extended to the family and loved ones affected by this heartbreaking outcome.

Current Condition:

As of the date of this report, the single-family home remains in a state of disrepair due to the severity of the fire damage. The structural integrity of the building has been compromised, with sections of the walls severely weakened. Interior spaces have suffered extensive heat and smoke damage, rendering them uninhabitable.

Furthermore, the property has been boarded from entry since the night of the incident to prevent unauthorized access and ensure public safety. This precautionary measure was implemented due to the compromised structural integrity of the building, as well as the presence of potential hazards such as unstable ceilings / walls and weakened support beams. The boarding of the property serves to mitigate the risk of injury to individuals attempting to enter the premises without proper authorization.

Given the extent of the damage and the ongoing safety concerns associated with the property, access is restricted to authorized personnel only. It is imperative that all actions taken in relation

Exhibit A

to the property consider both the physical safety and legal liability implications of any unauthorized entry or tampering with the boarded-up structure.

Hazards and Risks:

Given the compromised state of the structure and the aftermath of the fire incident, there are several significant hazards and risks associated with the property:

1. **Structural Instability:** The structural integrity of the building has been severely compromised due to the fire damage. Sections of the walls are weakened and there is a risk of collapse, particularly in areas exposed to intense heat and flames during the incident. This poses a significant risk of injury to individuals entering or attempting to access the property without proper authorization.
2. **Hazardous Materials:** The fire may have caused the release of hazardous materials into the environment, including toxic gases, chemicals and asbestos (assumed until confirmed absent) from building materials. Exposure to these substances poses health risks to individuals, including respiratory issues, skin irritation and long-term health effects. Proper precautions must be taken to mitigate the risk of exposure to hazardous materials during any activities conducted on or around the property.
3. **Electrical Hazards:** The property has no power supply since the night of the incident, but there may still be residual electrical hazards present. Damaged electrical wiring, outlets and appliances within the structure pose a risk of electrical shock or fire if inadvertently activated or tampered with. Precautions should be taken to ensure that all electrical systems are properly deactivated and secured to prevent any potential incidents.
4. **Fire and Combustible Materials:** The property was heated by propane heating systems, which were haphazardly assembled. This indicates a potential lack of proper installation and maintenance, increasing the risk of fire or explosion. Additionally, the extreme hoarding condition observed inside the property, with materials stored to the ceiling, presents a significant fuel load for potential fires and obstructs firefighting efforts.
5. **Public Safety:** The boarding of the property from entry since the night of the incident serves to prevent unauthorized access and ensure public safety. However, unauthorized entry or tampering with the boarded-up structure may pose risks of injury to individuals and liabilities for the property owner. It is essential to enforce access restrictions and implement measures to deter trespassing and vandalism effectively.

Given these hazards and risks, it is imperative that all activities conducted on or around the property prioritize safety and adhere to established protocols and regulations. Proper precautions, including personal protective equipment (PPE), hazard assessments and safety briefings, should be implemented to mitigate the potential for accidents or injuries during any operations related to the damaged structure.

Recommendations:

Exhibit A

1. **Structural Assessment:** Given the compromised state of the building's structural integrity, it is imperative to conduct a comprehensive assessment by qualified engineers. This assessment should evaluate the extent of fire damage, identify areas of weakness or instability and determine the feasibility of salvage and reconstruction efforts. Additionally, engineers should assess the risk of potential collapse and recommend necessary stabilization measures to mitigate this risk effectively.
2. **Safety Measures:** Erect barricades and warning signs around the property perimeter to prevent unauthorized access and ensure public safety. Implement measures to deter trespassing and vandalism, such as increased security patrols or surveillance cameras. It is crucial to enforce access restrictions and communicate the potential hazards associated with the damaged structure to neighboring properties and the community.
3. **Hazardous Materials Management:** Implement protocols for the safe handling, removal and disposal of hazardous materials that may have been released during the fire incident. Conduct thorough assessments to identify and mitigate any remaining risks associated with toxic gases, chemicals, or asbestos contamination. Coordinate with environmental agencies and qualified professionals to ensure compliance with regulations and standards for hazardous materials management.
4. **Electrical Safety:** Inspect and secure all electrical systems within the property to prevent the risk of electrical shock or fire hazards. Ensure that damaged wiring, outlets and appliances are properly deactivated and secured. Consider implementing additional safety measures, such as installing temporary barriers or signage to alert personnel to potential electrical hazards.
5. **Legal and Regulatory Compliance:** Ensure compliance with local building codes, zoning regulations and safety standards during any remediation or reconstruction efforts. Obtain necessary permits and approvals from relevant authorities before commencing any work on the property. Consult with legal counsel to address any liability issues and mitigate potential risks associated with the damaged structure.
6. **Community Outreach:** Maintain open communication with the community and stakeholders affected by the fire incident. Provide regular updates on the status of the property and any remediation efforts underway. Offer support and resources to neighbors and residents impacted by the incident, such as counseling services or assistance with insurance claims.
7. **Documentation and Record-Keeping:** Maintain detailed records of all assessments, remediation activities and communications related to the damaged property. Document any findings, recommendations, or decisions made by engineering professionals, regulatory agencies, or legal counsel. This documentation will serve as valuable evidence in insurance claims, legal proceedings and future property management efforts.

Recommendation for Destruction of the Property:

Exhibit A

Based on the conditions observed following the fire incident on December 16, 2022 and considering the current state of deterioration and safety hazards present at the property including the ancillary structures (garage), it is recommended that the single-family home and garage located at 9023 Cincinnati-Dayton Road be demolished and razed in accordance with the requirements outlined in the Ohio Fire Code.

1. **Ohio Fire Code, “Unsafe Buildings”**
 - a. See Appendix “A”
2. **Ohio Revised Code, “3737.41 – Citation to Remedy Dangerous Condition”**
 - a. See Appendix “B”
3. **Ohio Revised Code, “3737.43 – Notice of Penalty and Right to Appeal”**
 - a. See Appendix “C”
4. **Safety Concerns:** The extensive fire damage and subsequent deterioration of the structure have compromised its structural integrity, posing significant safety risks to individuals entering or accessing the property. Sections of the walls have been weakened and there is a potential risk of collapse, particularly in areas exposed to intense heat and flames during the incident. Additionally, unstable flooring, hazardous materials and electrical hazards further exacerbate the safety concerns associated with the property.
5. **Compliance with Regulations:** The Ohio Fire Code mandates that properties damaged by fire must be brought into compliance with applicable safety standards and regulations to ensure the protection of public safety and welfare. Given the extent of the damage sustained by the property and the presence of hazardous conditions, demolition and removal of the structure are necessary to eliminate the inherent risks associated with the damaged building.
6. **Prevention of Future Incidents:** Demolishing the structure and razing the property will mitigate the risk of future incidents, including fires, collapses, or accidents resulting from the compromised condition of the building. Removing the damaged structure will also eliminate the potential for unauthorized access, trespassing and vandalism, thereby enhancing public safety and reducing liability concerns for the property owner and local authorities.
7. **Community Well-being:** The presence of a dilapidated and unsafe structure within the community can have adverse effects on the well-being and aesthetics of the neighborhood. Demolishing the property and clearing the site will contribute to the revitalization and beautification of the area, improving property values and enhancing the overall quality of life for residents.

Based on these considerations, it is evident that demolishing and razing the single-family home at 9023 Cincinnati-Dayton Road is the most prudent course of action to address the safety hazards, regulatory requirements and community concerns associated with the property. By

Exhibit A

adhering to the recommendations outlined in the Ohio Fire Code and prioritizing public safety, we can ensure a safe and resilient future for the community affected by the fire incident.

Conclusion:

The fire incident at 9023 Cincinnati-Dayton Road on December 16, 2022, had a profound impact on the property and the surrounding community. The extensive fire damage and subsequent hazards present significant challenges for recovery and remediation efforts.

Moving forward, it is imperative that all stakeholders remain committed to prioritizing safety, compliance with regulations and the well-being of the community. The recommendations outlined in this report provide a framework for addressing the immediate risks associated with the damaged structure and laying the groundwork for long-term recovery and resilience.

By conducting a thorough structural assessment, implementing appropriate safety measures, managing hazardous materials responsibly and engaging with the community in a transparent and supportive manner, we can mitigate the impacts of the fire incident and facilitate the destruction of the property.

It is essential to approach the recovery process with diligence, patience and empathy, recognizing the human toll of the tragedy and the importance of supporting those affected by the incident. Through collaborative efforts and a shared commitment to safety and resilience, we can overcome the challenges posed by the fire incident and rebuild a stronger, more resilient community.

As we move forward, let us remain vigilant, compassionate and determined in our efforts to ensure the safety, well-being and recovery of all those impacted by this unfortunate event. Together, we can emerge from this adversity stronger and more united than before.

Prepared By:

J. Scott Brooks
Loss Prevention Bureau Chief
West Chester Fire Department

Exhibit A

Appendix "A" Ohio Fire Code (2017 ed.)

Unsafe Buildings

(J) Section 110 Unsafe buildings

(1) **110.1 General.** If during the inspection of a premises, *the fire code official finds* a building or structure or any building system, in whole or in part, constitutes a *dangerous condition described in division (A), (B) or (C) of section 3737.41 of the Revised Code*, the fire code official shall issue such *citation and orders to remove or remedy the conditions as shall be deemed necessary in accordance with section 3737.41 of the Revised Code* and shall refer the building to the building department for any repairs, alterations, remodeling, removing or demolition required. *Nothing in this paragraph shall be construed as prohibiting or limiting a fire code official's ability to take any other enforcement actions authorized by Chapter 3737. of the Revised Code, including issuance of citation pursuant to section 3737.42 of the Revised Code.*

(a) **110.1.1 Unsafe conditions.** Structures or existing equipment that are or hereafter become unsafe or deficient because of inadequate means of egress or which constitute a fire hazard, or are otherwise dangerous to human life or the public welfare, or which involve illegal or improper occupancy or inadequate maintenance, shall be deemed an unsafe condition. A vacant structure that is not secured against unauthorized entry as required by *paragraph (K)(311) of rule 1301:7-7-03 of the Administrative Code* shall be deemed unsafe.

(i) *If the fire code official finds an unsafe condition as described in this paragraph that is especially liable to fire or endangers life or other buildings or property, such fire code official shall issue a citation and order that the responsible person take all necessary remedial actions as required by section 3737.41 of the Revised Code.*

(ii) *If the fire code official finds an unsafe condition as described in this paragraph that violates specific provisions of this code, such fire code official shall take such enforcement actions as provided for in this rule including but not limited to, the issuance of a citation pursuant to section 3737.42 of the Revised Code.*

(b) **110.1.2 Structural hazards.** Where an apparent structural hazard is caused by the faulty installation, operation or malfunction of any of the items or devices governed by this code, the fire code official shall immediately notify the building code official in accordance with *paragraph (J)(1)(110.1) of this rule.*

Exhibit A

Appendix "B"

Ohio Revised Code

3737.41 – Citation to Remedy Dangerous Condition

Title 37 Health-Safety-Morals - Chapter 3737 Fire Marshal; Fire Safety - Section 3737.41 | Citation to remedy dangerous condition.

(A) If the Fire Marshal, an Assistant Fire Marshal, or any Certified Fire Safety Inspector, upon an examination or inspection, finds a building or other structure, which for want of proper repair, by reason of age and dilapidated condition, defective or poorly installed electrical wiring and equipment, defective chimneys, gas connections, or heating apparatus, or for any other reason, is especially liable to fire or endangers life or other buildings or property, such officer shall issue a citation and order such building or structure to be repaired, torn down, **demolished**, or materials removed, and all dangerous conditions remedied.

(B) If such officer finds in a building or upon any premises any combustible or explosive material, rubbish, rags, waste, oils, gasoline, or inflammable conditions of any kind, which are especially dangerous to the safety of persons or such building, premises, or property, he shall issue a citation and order such materials removed or conditions remedied.

(C) If such officer finds that any building, structure, tank, container, or vehicle used for the storage, handling, or transportation of flammable or combustible liquids, or of liquefied petroleum gas, or the pumps, piping, valves, wiring, and materials used in connection therewith, are especially dangerous to the safety of persons or such building, structure, tank, container, or vehicle, he shall issue a citation and order such condition remedied.

(D) The Fire Marshal, an Assistant Fire Marshal, or any certified Fire Safety Inspector may proceed, on a citation issued under this section, to seek enforcement by use of the procedures established by section [3737.43](#) or [3737.44](#) of the Revised Code.

Exhibit A

Appendix "C" Ohio Revised Code

3737.43 – Notice of Penalty and Right to Appeal

Title 37 Health-Safety-Morals - Chapter 3737 Fire Marshal; Fire Safety - Section 3737.43 | Notice of penalty and right to appeal.

(A) If, after an inspection or investigation, the Fire Marshal, an Assistant Fire Marshal, or a certified Fire Safety Inspector issues a citation under section [3737.41](#) or [3737.42](#) of the Revised Code, the issuing authority shall, within a reasonable time after such inspection or investigation and in accordance with Chapter 119. of the Revised Code, notify the responsible person of the citation and penalty, if any, proposed to be assessed under section [3737.51](#) of the Revised Code, and of the responsible person's right to appeal the citation and penalty, under Chapter 119. of the Revised Code, to the State Board of Building Appeals established under section [3781.19](#) of the Revised Code within thirty (30) days after receipt of the notice.

(B) If the responsible person is aggrieved by an order of the board, the person may appeal to the Court of Common Pleas where the property that is the subject of the citation is located, within thirty (30) days after the board renders its decision.

(C) As used in this section, "issuing authority" means the office of the Fire Marshal, in the case of a citation issued by the Fire Marshal or an Assistant Fire Marshal, or the applicable township or municipal corporation, in the case of a citation issued by a certified Fire Safety Inspector.

Exhibit A

Appendix "D" Ohio Revised Code

Property Photographs (4/19/2024)

The following appendix presents a collection of photographs taken of the property located at 9023 Cincinnati Dayton Road. These images serve to illustrate the unsafe conditions that the building is currently experiencing as a result of the fatal fire that occurred on December 16, 2022. The photographs provide visual evidence of the extensive damage sustained to the property, showcasing the structural integrity compromised by the fire and its aftermath.

The images included within this appendix depict various areas of the property, capturing the extent of the destruction caused by the fire. From compromised walls to charred remnants, each photograph offers insight into the hazardous state of the building, highlighting the urgent need for remediation and restoration efforts or the complete demolition of the property.

It is imperative to note that these photographs serve as documentation of the property's condition following the tragic incident on December 16, 2022. They are intended to provide a visual record of the challenges posed by the fire damage and underscore the importance of addressing safety concerns associated with the property.



Exhibit D1.1 – Alpha / Delta Corner

Exhibit A



Exhibit D1.2 – Charlie Side



Exhibit D1.3 – Auxiliary Structure (Garage)

Exhibit A



Exhibit D1.4 – Bravo Side & Auxiliary Structure (Garage)



Exhibit D1.5 – Bravo / Charlie Corner

Exhibit A



Exhibit D1.6 – Bravo Side

Exhibit A



Exhibit D1.7 – Bravo Side (Disconnected Electric Meter)

Exhibit A



Exhibit D1.8 – Alpha / Bravo Corner



Exhibit A

Exhibit D1.9 – Alpha / Delta Corner



Exhibit D1.10 – Garage

Exhibit A



Exhibit D1.11 – Garage



**WEST CHESTER TOWNSHIP
FIRE & EMS DEPARTMENT**

9119 Cincinnati-Dayton Road
West Chester, OH 45069-3840

Rick Prinz, Fire Chief

T | 513-777-1133

F | 513-777-1157

westchesteroh.org

May 6, 2024

RE: 9023 & 31 Cincinnati-Dayton Road Building Condition Study

The following report is submitted with the purpose of providing background information and current physical conditions of the buildings located at 9023 Cincinnati-Dayton Road (M5670-038-000-009) & 9031 Cincinnati-Dayton Road (M5670-038-000-010) – (see Figure 1).

Background:

On December 16, 2022, a fire occurred at the home located at 9023 Cincinnati-Dayton Road that resulted in the death of the occupant, Mr. Dennis Bradbury. At the time of the fire, the building had no electrical utilities function and was heated with propane heating devices designed for outside use. The building was noted to be a relative hoarding condition with combustible materials stored throughout, to the ceiling. The fire department was dispatched at 23:07 hrs. and the last fire department vehicle left the scene at 03:20 hrs. Only the primary residential building at 9023 Cincinnati-Dayton Road was involved in the fire.



Figure 1
Butler County Auditor Map View
9023 & 9031 Cincinnati-Dayton Road

Current Conditions:

Electrical services have remained disconnected since prior to the incident on December 16, 2022. All points of entry have been secured with plywood by a privately hired restoration company. No restorative services have occurred since the date of the fire. Restorative service includes water damage, heat/smoke/fire damages, or the removal of any fire debris. The building has remained “untouched” since the date of the fire.

The extent of structural damages have not been assessed by a structural engineer. It is the professional opinion of the Loss Prevention Bureau Chief (West Chester Fire Department) that the building is unsafe and poses a threat to the public and first responders. The hazards include unauthorized entry by the public as the boarding could be removed. Additionally, this structure has the potential to cause harm to first responders and the public due to the weakened conditions of the structure created by fire and water damage. This damage is intensified as the building has remained in those conditions since December 16, 2022. This structure also represents a continuing fire risk due to its vacancy and the previously mentioned hoarding conditions and combustible materials.

Recommendations:

It is recommended that the single-family home at 9023 Cincinnati-Dayton Road (depicted in Figures 2 and 3) be demolished because it is unsafe and to mitigate any unauthorized entries, injuries, or any additional situations not noted in this report.

It is also recommended that the barn located on the adjacent parcel (9031 Cincinnati-Dayton Road) and under the same ownership be demolished as well, due to its lack of structural integrity. The barn is depicted in Figure 4 and is unsafe and structurally defective, due to its collapsed roof and deteriorated condition. The collapsed roof creates a public safety concern for anyone in or around the barn. The barn is a danger to first responders and the public in cases of both authorized and unauthorized entry.

A supplementary report setting forth other details regarding the history and conditions of these structures is attached hereto.

Authority to Declare the Building Unsafe: The Ohio Administrative Code (Fire Code) 1301:7-7-01 states in Section 110 that *“If during the inspection of a premises, the fire code official finds a building or structure or any building system, in whole or in part, constitutes a dangerous condition described in division (A), (B) or (C) of section 3737.41 of the Revised Code, the fire code official shall issue such citation and orders to remove or remedy the conditions as shall be deemed necessary in accordance with section 3737.41 of the Revised Code and shall refer the building to the building department for any repairs, alterations, remodeling, removing or demolition required”*. Additionally, Ohio Revised Code R.C. 505.86 provides that a township fire department may declare a building insecure, unsafe, or structurally defective and submit such finding to the township trustees for disposition. The Loss Prevention Bureau finds that the two structures discussed herein are unsafe and/or structurally defective and that demolition of the buildings should be considered by the Board of Trustees.



Figure 2
Rear view of 9023 Cincinnati-Dayton Road



Figure 3
Street view of 9023 Cincinnati-Dayton Road



Figure 4
Barn located at 9031 Cincinnati-Dayton Road

0091532.0315629 4860-4261-0619v3

Submitted: J. Scott Brooks
West Chester Fire Department
Loss Prevention Bureau Chief

AGENDA ITEM COVER SHEET



Trustee Meeting Date:	Agenda Item Type:
May 14, 2024	Business Item
Submitted By:	
Rick L. Prinz, Fire Chief	

Motion:
Motion to approve agreement between West Chester Township Board of Trustees and Center for Public Safety Excellence, Inc. for facilitation of a strategic plan, not to exceed \$19,200.00; and, authorize Township Administrator to make non-substantive changes with Law Director approval and execute said agreement (CIP 1950)

Background:
<p>West Chester Fire Department undertook a continuous improvement program offered by the Center for Public Safety Excellence. This process involves creating a Community Risk Assessment and Standard of Cover document that allows the department to assess the community and their current service performance.</p> <p>The second step in the process is to facilitate a community-driven strategic planning process that allows the community to guide the department on the needed programs and performance of the fire department.</p> <p>The third process involves taking the strategic initiatives and evaluating how each of the WCFD programs can be improved and/or changed to meet the desires of the community.</p> <p>To facilitate the strategic planning portion of the process, we solicited bids for completing the process and developing the written plan. The Center for Public Safety Excellence provided the most aligned and cost effective bid to the project. The Ohio Fire Chiefs' Association offered a slightly lower cost but did not meet many of the needed processes, and the International City/County Managers' Association provided a bid that was significantly more cost.</p>

Finance	Budgeted Item:	Yes; CIP		
	CIP #:	1950		
	TIF Info:			
	Purchase Order:	24001533	Total Encumbrance:	\$ 19,200.00



CPSE Technical Advisor Program Professional Services Agreement

This PROFESSIONAL SERVICES AGREEMENT, (together with any attachments referred to below, the “Agreement”) is dated as of May 14, 2024, by and between the CENTER FOR PUBLIC SAFETY EXCELLENCE®, INC. (“CPSE”), 1900 Reston Metro Plaza, Suite 600, Reston, Virginia 20190, a Virginia not-for-profit corporation and West Chester Board of Trustees (“Agency”), 9113 Cincinnati-Dayton Road, West Chester, Ohio 45069. CPSE® and Agency are also referred to as the “parties” and each as a “party.”

The parties, intending legally and equitably to be bound, agree as follows:

1. Recitals

The Agency desires to retain the services of CPSE for the facilitation of a community-driven strategic plan. Appendix A -Statement of Work (SOW) outlines the specific services CPSE will provide to Agency.

2. Fees

Total contract price is \$19,200.00, and Agency shall pay fees in accordance with the schedule of fees and minimum payments included in Appendix A -SOW.

Agency agrees to perform Step Responsibility within the Step Timing as outlined in Appendix A – SOW.

CPSE shall periodically send invoices to Agency, and Agency shall pay CPSE on receipt of such invoice, but in no event later than 30 days after such receipt.

3. Technical Advisors

CPSE Technical Advisors working on projects under this Agreement may perform similar services from time to time for others, and this Agreement shall not prevent CPSE from performing such similar services or restrict CPSE from so assigning the technical advisors provided to Agency under this Agreement. CPSE will make every effort consistent with sound business practices to honor the specific requests of Agency with regard to the assignment of its technical advisors; however, CPSE reserves the sole right to determine the assignment of its technical advisors.

4. Modification of Services

If Agency wishes to change Appendix A -SOW or wishes to obtain additional Services not listed in Appendix A -SOW, Agency through its authorized signatory shall so advise CPSE in writing. If the requested Service is within CPSE’s scope, such Services shall be performed following the issuance of a change order. If CPSE performs the Services in response to Agency’s written request, the charges for such Services and other terms and conditions of performance shall be governed by this Agreement.

5. Right to Assurance

Whenever one party to this Contract has reason to question, in good faith, the other party’s intent to perform according to Appendix A - SOW, the former party may demand that the other party give a written assurance of this intent to perform. If a demand is made, and no written assurance is given within fifteen (15) days, the demanding party may treat this failure as the other party’s intent not to perform and as a cause for automatic agreement termination.

6. Termination of Services

CPSE or Agency may at any time terminate this agreement upon thirty (30) days prior written notice, stating its intention to terminate and the date upon which such termination shall be effective. Agency shall pay for all services rendered by CPSE up to the effective date of termination within thirty (30) days following the effective date of termination of such services.



CPSE Technical Advisor Program Professional Services Agreement

7. Rights in Work Product

Unless otherwise agreed by the parties, all services rendered by CPSE under this Agreement and the product of such services manifested in documentation delivered to Agency ("Work Product") shall belong to and be owned by Agency. To the extent such Work Product qualifies as a "work made for hire" under applicable copyright law, it shall be considered a work made for hire, and the copyright shall be owned solely and exclusively by Agency. To the extent such Work Product is not considered as a "work made for hire" under applicable copyright law, CPSE hereby assigns and transfers all of CPSE's right, title and interest in and to such Work Product to Agency. The rights conveyed to Agency pursuant to this Agreement do not include rights to any preexisting CPSE Intellectual Property used, developed and refined by CPSE during CPSE's provision of Services under this Agreement. CPSE shall retain sole and exclusive ownership, right, title and interest, including ownership of copyright, with respect to CPSE's Intellectual Property.

8. Confidentiality

All non-public, confidential information of Agency ("Confidential Information"), disclosed by Agency to CPSE, whether disclosed orally or disclosed or accessed in written, electronic, or other form or media, and whether or not marked, designated, or otherwise identified as "confidential," in connection with this Agreement is confidential, solely for CPSE's use in performing this Agreement, and may not be disclosed or copied unless authorized by Agency in writing. Confidential Information does not include any information that is or becomes generally available to the public other than as a result of CPSE's breach of this Agreement.

9. Limitation of Liability

No action, regardless of form, arising out of the Services under this Agreement may be brought by either party more than one year after the cause of action has occurred, except that an action for nonpayment may be brought within one year of the date of last payment.

10. Force Majeure

Both parties shall not be held responsible for delay or default due to causes beyond its reasonable control, including but not limited to fire, floods, earthquakes, riot, acts of God or war, civil unrest, major weather event (e.g., tornado, blizzard, etc.), epidemics, pandemics or outbreak of communicable disease, quarantines, and failures of public carrier.

11. Conflict of Interest Statement

CPSE has neither directly, nor indirectly entered into any agreement, participated in any collusion or collusion activity, nor otherwise taken any action which in any way restrict or restraint the competitive nature of this solicitation, including but not limited to, the prior discussion of terms, conditions, pricing or other offer parameters required by this solicitation.

CPSE is not presently suspended or otherwise prohibited from participation in this solicitation or any other contracting to follow thereafter by any government.

Neither CPSE nor anyone associated with CPSE have any potential conflict of interest because of or due to any other clients, contracts, or property interests in this solicitation or the resulting project. In the event that a conflict of interest is identified in the provision of services, CPSE will immediately notify the Agency in writing.

Any person assigned to this project by CPSE shall not serve as a peer assessor for the Commission of Fire Accreditation International (CFAI) for the Agency within a five (5) year time period.



CPSE Technical Advisor Program Professional Services Agreement

12. Notice

Any notice required or permitted to be sent under this Agreement shall be emailed, delivered by hand or mailed by certified mail, return receipt requested, or sent by reliable overnight carrier to the address of the parties first set forth in this Agreement.

13. General

This agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

The laws of the State of Ohio, United States of America, shall govern this agreement.

This agreement is an integrated writing, executed by the parties after negotiation and discussions of all material provisions. Neither party has relied upon inducements, concessions or representations of the fact, except as set forth in this written agreement and CPSE's proposal.

If any provision or any portion thereof contained in this agreement is held unconstitutional, invalid or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable and shall not be affected and shall remain in full force and effect.

In the event of any legal action between the parties hereto to enforce the provisions of this agreement, each party shall be responsible for its own legal fees and costs as fixed by the Court.

THE PARTIES ACKNOWLEDGE THAT THEIR AUTHORIZED REPRESENTATIVES HAVE READ THIS AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS AND FURTHER AGREE THAT ALONG WITH ANY STATEMENT OF WORK IT IS THE COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN THE PARTIES, WHICH SUPERSEDES ALL PROPOSALS, ORAL AND WRITTEN, AND ALL OTHER COMMUNICATIONS BETWEEN THE PARTIES RELATING TO THE SUBJECT MATTER OF THIS AGREEMENT.

Accepted by:

CPSE

X _____

Debbie Sobotka
Name

Chief Operating Officer
Title

Date

Accepted by:

West Chester Fire Department, OH

X _____

Rick Prinz
Name

Fire Chief
Title

Date



**Appendix A: Community-Driven Strategic Planning Statement of Work
May 14, 2024**

Contract Price: \$19,200				
Project Steps	Step Details	Step Timing	Step Responsibility	Step Billing
1. Project Acceptance	<ul style="list-style-type: none"> Finalized statement of work Signed professional services agreement Construction of shared Site Identification of CPSE and agency project points of contact 	By Friday, August 2, 2024	CPSE and West Chester Fire Department	\$3,200.00
2. Project Executive Orientation	<ul style="list-style-type: none"> Discussion of final SOW and identification of resources need for each step Overview of Shared Site 	By Friday, August 16, 2024	CPSE	N/A
3. Post Required Materials to Shared Site	<ul style="list-style-type: none"> Agency primary contact information Agency and community images, including high resolution agency logo Agency current mission and values, if available Agency organizational chart Agency background information, as available 	By Friday, September 13, 2024	West Chester Fire Department	N/A
4. Invite Stakeholders	<ul style="list-style-type: none"> Send invitations to request community stakeholder participation in community stakeholder meeting Invite identified agency stakeholders and schedule the work session 	By Tuesday, October 1, 2024	West Chester Fire Department	N/A
5. Post Required Materials to Shared Site	<ul style="list-style-type: none"> List of community stakeholders List of agency stakeholders with rank/title and assignment (shift, station, etc.) 	By Thursday, October 10, 2024	West Chester Fire Department	N/A
6. Community Stakeholder Meeting	<ul style="list-style-type: none"> Determine community stakeholder priorities of service delivery Determine community stakeholder expectations Receive community stakeholder input on positive and correctional issues 	By Tuesday, October 15, 2024	CPSE	N/A
7. Agency Stakeholder Work Session	<ul style="list-style-type: none"> Review input from community stakeholders Develop, revise or update mission statement Develop, revise or update value statements Establish core programs and support services Conduct an environmental scan Identify critical issues and service gaps Determine strategic initiatives with outcomes expected Develop goals, objectives, and critical tasks Develop, revise or update vision statement 	Wednesday, October 16, 2024 through Friday, October 18, 2024	CPSE	\$12800.00
8. Draft Strategic Plan Published	<ul style="list-style-type: none"> Draft uploaded to shared site for agency review 	By Monday, October 28, 2024	CPSE	N/A
9. Review of Draft Strategic Plan	<ul style="list-style-type: none"> Edits to draft report completed via Shared Site 	By Monday, December 9, 2024	West Chester Fire Department	N/A



Appendix A: Community-Driven Strategic Planning Statement of Work
 May 14, 2024

10. Strategic Plan Finalized	<ul style="list-style-type: none"> Approval of final draft 	By Monday, January 6, 2025	West Chester Fire Department	N/A
11. Strategic Plan Issued	<ul style="list-style-type: none"> Delivery of one digital and ten (10) hard copies of the finalized Strategic Plan. Delivery of one digital Management and Implementation Guide 	By Monday, January 27, 2025	CPSE	\$3,200.00

Acceptance:

West Chester Fire Department, OH

Initials of Authorized Party: *Rick Prinz, Fire Chief*

Center for Public Safety Excellence (CPSE)

Initials of Authorized Party: *Debbie Sobotka, COO*

AGENDA ITEM COVER SHEET



Trustee Meeting Date:	Agenda Item Type:
May 14, 2024	Business Item
Submitted By:	
Colonel Joel M. Herzog, Chief of Police	

Motion:
Motion to apply for the 2025 Ohio Traffic Safety Office Grant; and, authorize Township Administrator to accept said grant if awarded

Background:
<p>The Police Department is requesting permission from the Trustees to reapply for the 2025 Ohio Traffic Safety Office (OTSO) High Visibility Enforcement Overtime Grant. The OTSO grant is strictly a payroll overtime reimbursement. No match is required. This grant has been received many times in the past.</p> <p>The High Visibility Enforcement Overtime Grant is used for overtime needed to create extra patrols that consist of officers concentrating on areas of the Township with higher numbers of speed related crashes. Another aspect will be for officers to concentrate on seatbelt violations to reduce the severity of injuries in crashes that do occur. As in years past, this grant is strictly a payroll overtime reimbursement and no match is required.</p> <p>Thank you for your consideration.</p>

Finance	Budgeted Item:	N/A;		
	CIP #:			
	TIF Info:			
	Purchase Order:		Total Encumbrance:	\$.00



West Chester Township Police Department - Butler County

FFY2025 Ohio Traffic Safety Office Grant Funding Eligibility Notification

Your agency is eligible to apply for a FFY2025 Impaired Driving Enforcement Program (IDEP) / Selective Traffic Enforcement Program (STEP) grant.

Program Description

Grants are awarded to law enforcement agencies whose jurisdiction experienced an average of 2.0 or more fatal crashes over the three-year period of 2021, 2022 and 2023. High Visibility Enforcement (HVE) is a universal traffic safety approach designed to create deterrence and change unlawful traffic behaviors. HVE combines highly visible and proactive law enforcement targeting a specific traffic safety issue. Law enforcement efforts are combined with visibility elements and a publicity strategy to educate the public and promote compliance with the law.

IDEP hours must be used between 6:00 pm and 6:00 am to conduct HVE activities to impact impaired driving fatal/serious injury fatal crashes.

STEP hours must be used to conduct HVE activities in areas to impact fatal crashes (e.g. occupant restraint, speed, impaired, distracted driving, aggressive driving, motorcycle, failure to yield, etc.).

STEP Mandatory Blitzes/National Campaign	IDEP Mandatory Blitzes/National Campaign	
Thanksgiving	Halloween	4 th of July
Distracted Driving Month	Thanksgiving	Drive Sober or Get Pulled Over
Prom	Winter Holiday DSOGPO	Homecoming
Click It or Ticket	Super Bowl	
Speed Enforcement Week	St. Patrick's Day	
Homecoming	Prom	

Maximum Number of Reimbursable Hours

IDEP/STEP Grant			
Jurisdiction Size	Population Size	Maximum STEP Grant Hours	Maximum IDEP Grant Hours
Small	64,830	350	350

For full requirements of each grant see the Traffic Safety Proposal Package online at <http://otso.intelligrants.com>

The Traffic Safety Proposal Package and GRANTS Plus FFY2025 grant proposals are tentatively scheduled to go live April 18, 2024 with an online submission deadline of May 23, 2024. Questions can be directed to your OTSO Planner and/or your Law Enforcement Liaison (LEL).

Emily Davidson, Executive Director
1970 W. Broad Street
P.O. Box 182074
Columbus, Ohio 43218-2074 U.S.A.

FFY2025 IDEP/STEP Grant Update

Grant Program Changes

- Special Distracted Driving has been removed from required Blitz/National Campaign
- Speed Enforcement Week (July 21 – 25, 2025) added to required Blitz/National Campaign
- If an agency is eligible to apply for IDEP/STEP and they do not apply, they will no longer be eligible for SHEP

AGENDA ITEM COVER SHEET



Trustee Meeting Date:	Agenda Item Type:
May 14, 2024	Business Item
Submitted By:	
Arun Hindupur, Director of Public Works/Community Services	

Motion:
Motion to appoint Arun Hindupur, Community Services Director, as Township representative to the Ohio-Kentucky-Indiana Regional Council of Governments Intermodal Coordinating Committee

Background:
<p>Mr. Arun Hindupur currently serves as the Township’s representative to the Ohio-Kentucky-Indiana (OKI) Intermodal Coordinating Committee (ICC). With the 2023-2024 term expiring at the end of June it is necessary to appoint a staff representative to serve on the ICC for the 2024-2025 term.</p> <p>The ICC is an Advisory Committee, and as such, members will provide general technical advice for the Executive Committee/Board of Directors as required and review and comment on technical issues associated with the various studies and recommended plans before submission to the Executive Committee/Board of Directors.</p> <p>The ICC bylaws state the committee is comprised of 74 members from various qualifying agencies throughout the region, including one representative from each township with a population of 40,000 or greater. All members of the ICC will be selected annually by the President of the Council based on recommendations from the ICC. This action occurs at the June Executive Committee/Board of Directors meeting.</p> <p>Therefore, we suggest appointing Mr. Arun Hindupur, Community Services Director, as Township representative to the Ohio-Kentucky-Indiana Regional Council of Governments (OKI) Intermodal Coordinating Committee (ICC) from July 1, 2024 through June 30, 2025.</p>

Finance	Budgeted Item:	N/A;		
	CIP #:			
	TIF Info:			
	Purchase Order:		Total Encumbrance:	\$.00

FY 2025
Ohio-Kentucky-Indiana Regional Council of Governments
720 East Pete Rose Way, Suite 420
Cincinnati, Ohio 45202
Phone: (513) 619-7664 Email: rfields@oki.org

To The OKI ICC Secretary:

The undersigned hereby appoints as its representative on the Intermodal Coordinating Committee (ICC) of the Ohio-Kentucky-Indiana Regional Council of Governments, to be installed by the OKI President.

REPRESENTATIVE:

Name: Arun Hindupur
Title: Community Services / Public Works Director
Street: 9113 Cincinnati Dayton Road
City: West Chester
State: Ohio Zip Code: 45069
Phone: 513-759-7300 Fax No.: 513-777-1813
E-Mail: ahindupur@westchesteroh.org

ALTERNATE:

Name: Katy Kanelopoulos
Title: Community Development Director
Street: 9577 Beckett Road Suite 100
City: West Chester
State: Ohio Zip Code: 45069
Phone: 513-759-7325 Fax No. 513-874-6804
E-mail: kkanelopoulos@westchesteroh.org

The undersigned further pledges its cooperation to the above organization in carrying on the regional planning process.

Respectfully submitted:
Organization: West Chester Township
By: _____
Date: _____

AGENDA ITEM COVER SHEET



Trustee Meeting Date:	Agenda Item Type:
May 14, 2024	Business Item
Submitted By:	
Barb Wilson, Director of Public Information & Engagement	

Motion:
Motion to apply for the Carbon Reduction Program grant to install EV charging stations at three Township facilities; and, authorize Township Administrator to accept said grant if awarded

Background:
<p>The Carbon Reduction Program provides funds for projects designed to reduce transportation emissions and is administered by OKI. Keeping pace with demand and providing this type of amenity is one way West Chester continues to be marketable and sustainable.</p> <p>Community Services seeks permission to apply for funding through the Carbon Reduction Program to install EV charging stations at the Township Administration Building, the Safety Services Building and at MidPointe Library West Chester.</p> <p>The standard local match for these grants is 20%. OKI is currently fulfilling the local match requirement using its allocation of toll revenue credits.</p> <p>The application deadline is June 7.</p>

Finance	Budgeted Item:	N/A;		
	CIP #:			
	TIF Info:			
	Purchase Order:		Total Encumbrance:	\$.00

**OKI-Allocated Federal Funds: Project Application Guidance for
2024 Project Prioritization Process for Ohio
Carbon Reduction Program**



March 2024

*For more information, contact:
Andy Reser, areser@oki.org
(513) 619-7688*

Table of Contents

Introduction	1
Project Eligibility Requirements	1
Scoring Process	1
Project Conditions.....	2
Guidance for Applicants.....	3
Evaluation Factors Table for EVSE Projects	6

Introduction

The purpose of this document is to provide information about the process used by the Ohio-Kentucky-Indiana Regional Council of Governments (OKI) to score and award OKI-allocated federal Carbon Reduction Program (CRP) funds to projects that further the goal of reducing transportation emissions, defined as carbon dioxide (CO₂) emissions from on-road highway sources. This process discusses only awards over which OKI has direct ability and duty to make, including federal CRP funds in Ohio.

This document is divided into three sections:

Project Eligibility Requirements – this section covers eligible project types identified in Title 23 of the USC and OKI requirements.

Scoring Process – the description of the OKI scoring process for CRP projects.

Guidance for Applicants and Project Scoring Process – explanation of overall process details, listing and description of factors, measures used in project scoring and listing of potential points awarded.

Project Eligibility Requirements

Eligible activities

Information on the Federal Highway Administration (FHWA) Carbon Reduction Program CRP, as established under the 2021 Bipartisan Infrastructure Law, can be found on the FHWA CRP fact sheet: https://www.fhwa.dot.gov/bipartisan-infrastructure-law/crp_fact_sheet.cfm

For the purposes of the OKI CRP program only, OKI is limiting eligibility to projects that support deployment of alternative fuel vehicles. Specifically, this includes **acquisition, installation, and maintenance of publicly accessible Electric Vehicle Supply Equipment (EVSE) within the OKI urbanized area (UZA)**. Primary consideration will be given to DC Fast Charging (DCFC) equipment, although Level 2 charging equipment is also eligible.

The remainder of this document details the process OKI will use to prioritize and award funding under the Carbon Reduction Program:

Scoring Process

OKI receives a sub-allocation of federal CRP funds and has the authority and responsibility as the MPO to allocate these projects in the region. OKI Staff have developed a scoring process for the CRP which is used in all competitive calls for CRP funding.

1. **Establish a project solicitation period** based on a TIP/STIP development schedule responsive to the needs of local and state transportation agencies.

2. **Hold a workshop** for prospective applicants to inform them of the application process, deadlines and scoring procedures developed by OKI Staff. This workshop may be held virtually.
3. **Accept completed applications until the advertised deadline.** Applications and instructions can be found at <https://www.oki.org/funding/carbon-reduction-program-crp/> . Once the application has been submitted to OKI, the project request is fixed—no changes in cost, scope or other aspect will be allowed. The only exception to this requirement will be if non-OKI funding becomes available to the applicant and the requested amount of OKI funding can be reduced.
4. **Adoption by OKI Board of Directors.** Funding awards for projects are approved.
5. **Added to the OKI Transportation Improvement Program (TIP).** Projects and funding amounts are added to the TIP and submitted for inclusion in the Statewide TIPs (STIPs).

Project Conditions

The following funding limitations will be applied to each project requesting OKI CRP funding.

1. Eligible Phases

Construction (CON) phases and maintenance contracts for EVSE are eligible for funding. Preliminary engineering, environmental, and contract plans are the responsibility of the applicant. Any funding request for maintenance contracts must be included in the application cost estimate.

2. Project must be located on public property. Projects involving construction of DC Fast Chargers (DCFC) will be given preference.
3. Each DCFC port must be equipped with an SAE CCS 1 connector. Each DCFC port shall also be capable of connecting to and charging vehicles equipped with charging ports compliant with the North American Charging Standard (NACS).
4. Applicants must be a Local Public Agency (LPA) eligible to receive federal funds.
5. Applicants who receive funding through OKI should work closely with OKI and the state DOT district office on a coordinated schedule. Strict adherence to schedule milestones is a fundamental requirement.
6. The standard local match requirement for OKI allocated federal funds is 20%, however, OKI is offering to fulfill the local match requirement by using its allocation of toll revenue credits in Ohio. The use of toll revenue credits will allow for awarded projects to be 100% funded with federal Carbon Reduction funds.
7. Funding for state DOT oversight and administration is eligible. This amount is capped at 10% of the construction phase amount.
8. Applicants must provide a certified or otherwise official cost estimate for each project request.
9. The following scope limitations will apply to each project request:
 - Each applicant is limited to one application per site up to a total of five project applications requesting CRP funds. If an applicant is making an application on behalf of another entity,

that application will not count towards the total number of applications allowed. For example, if a county makes an application on behalf of a township, which is ineligible to apply directly to ODOT, that application will not count towards the county's total applications allowed.

- Total funding request per Ohio application cannot exceed \$1,000,000. The total project funding for a single application is capped at the approved amount.
- Projects must be located within the OKI urbanized boundary.

10. Applicants agree to share utilization data with OKI according to the Data Sharing Agreement (Appendix 1) for 5 years after project completion.

Guidance for Applicants

The **Application Form** is to be filled out by the applicant. Required supplemental information/attachments are:

1. Statement of sufficient utility network capacity for site from provider.
2. Itemized cost estimate containing the following:
 - a. Estimated cost and description of EV charging equipment
 - b. Estimated cost and description of maintenance agreement (if requested)
 - c. Cost and description of physical site upgrades and preparation
 - d. Cost and description of electrical upgrades and preparation
3. A site map including the following:
 - a. General location of EVSE, signage, and other related features.
 - b. Existing and proposed electric infrastructure.
 - c. Existing and proposed security features such as lighting or cameras.
 - d. Anticipated construction limits.
 - e. Adjacent roadways with street name labels. Indicate if there are restrictions on turning movements.

They should be as condensed as possible. Incomplete applications may be rejected.

The **Project Scoring Process** is the method by which OKI Staff reviews and ranks the individual applications. A detailed explanation of the scoring process follows. An application is scored using the Evaluation Factors. A total of 65 points is available.

Evaluation Factors (55 points)

1. (15) The **Project Description** is a narrative description of key points in your project plan. The description will be scored on whether requested items are adequately addressed. Your project description should include discussion of:
 - a. Type and quantity of charging ports – Make sure to state the type (Level 2 or DCFC) and number of charging ports you intend to install at the site. Indicate whether there will be space for future expansion and how many additional charging ports could be added in the future.
 - b. Amenities and vehicle accessibility – Describe the amenities at and within ¼ mile that are safely accessible by **walking** from the proposed site. Amenities that require crossing multilane roadways without robust pedestrian infrastructure should not be included. Describe site accessibility to motorists. Are there turn lanes, signalized intersections, or any impediments to motorists entering the site.
 - c. Describe the potential users of the site. This can be based on amenities, knowledge of regular visitors to the area, or other factors unique to your site.
 - d. Describe site preparation needed. This should include both physical and electrical work needed and any safety enhancements (lighting, cameras, etc).
 - e. Describe your maintenance and network plan for at least 5 years of operation.

2. **Sufficient Utility Network Capacity** assesses the readiness of the utility network to support the proposed EVSE project. Consult with your local utility provider to determine network capacity at your project. For the CRP, the answer to this question must be **yes** due to the potentially long lead time on making capacity adding improvements to the utility network. **A brief statement from your utility provider should be provided with the application.** Points are not awarded for this factor.

2. (5) **Proximity to Justice40 Disadvantaged Communities.** Proximity to Justice40 rewards investment in disadvantaged communities and will help bring resources to these areas most impacted by pollution and environmental hazards. The Biden-Harris Administration created the Justice40 Initiative to confront and address decades of underinvestment in disadvantaged communities. The initiative allows USDOT to identify and prioritize projects that benefit rural, suburban, tribal, and urban communities facing barriers to affordable, equitable, reliable, and safe transportation. A map of Justice 40 Communities can be found here: <https://www.arcgis.com/home/item.html?id=ee9ddbc95520442482cd511f9170663a>

3. (5) **Planning Factors** asks you to consider the impact on EJ identified groups. You should carefully consider both benefits and potential adverse impacts as well as how you will communicate the availability of this new infrastructure to nearby residents. The US DOT has prepared resources to help you consider impacts and issues: <https://www.transportation.gov/urban-e-mobility-toolkit/e-mobility-infrastructure-planning/equity-considerations>. As part of your planning for users with disabilities, please refer to the guidance provided by the US Access Board available at <https://www.access-board.gov/files/usab-evse-guide.pdf>. Responses will be scored by the Environmental Justice Committee or CRP committee.

4. (10) **Distance to nearest DCFC (100kW+)** provides points based on the distance to the nearest DCFC EVSE rated at 100kW or greater **for projects installing DCFC**. Maximum points are awarded for projects that are located 5 miles or more from an existing DCFC station. For

projects installing Level 2 chargers, no points are awarded in this category. Plugshare.com provides locations for DCFC equipment, use the filter tools to search for CCS/SAE locations that provide charging at 100kW+.

5. (10) The **ADT** factor provides points for corridors with a volume of traffic. This figure is based upon the highest ADT count within a quarter mile of the proposed project.
6. (10) The **Renewable Energy Supply** factor awards points for a project's ability to utilize renewable energy in powering the proposed EVSE. Projects utilizing 90% or more renewable energy will be awarded 10 points, projects with 30 to 89% will receive 5 points, projects with less than 30% renewable receive 0 points.
7. (0) The **Applicant's History of Project Delivery** takes into account whether an applicant has had OKI-funded projects slip from one fiscal year to a later year after the project has been programmed or if the project has been canceled. While external factors can affect the delivery of a project, it is important for OKI to maintain a balanced budget of projects to be delivered each fiscal year. The potential for slippage needs to be addressed when a project is initially programmed. Projects not yet awarded for construction and listed in the current TIP will be evaluated for history of project delivery. Penalties for slippage will continue into subsequent application cycles until the project is awarded for construction. Sponsors with a canceled project will receive the penalty once, occurring during the next application cycle where they have a submitted application. An applicant who has had one project slip to a later year will be penalized -1 points; an applicant who has had two or more projects slip to a later year will be penalized -3 points; an applicant who has had one or more projects cancelled will be penalized -5 points.

Evaluation Factors (55 points available)

<u>Factor</u>	<u>Measure</u>	<u>Points</u>
Project Description	15 total
	Up to 3 points for each item a – e scored:	
	Clear and comprehensive discussion of item	3
	Item mostly addressed, but missing some information	2
	Item partially addressed and missing key information	1
	Item not addressed in a meaningful way	0
	Each evaluator will score the description and scores will be averaged.	
Sufficient Utility Network Capacity	Sufficient Capacity.....	Yes/No
Proximity to J40 Disadvantaged Communities	Located within J40 Community.....	5
	within 1 mile	4
	1 to 1.5 miles	3
	1.5 to 2 miles.....	2
	2 to 3 miles.....	1
	Greater than 3 miles	0
Planning factors	Scored by EJ or CRP Committee.....	5
Distance to nearest DCFC (100kW+)	5 miles or greater and DCFC installation	10
	4 to 5 miles and DCFC installation	8
	3 to 4 miles and DCFC installation	6
	2 to 3 miles and DCFC installation	4
	1 to 2 miles and DCFC installation	2
	Less than 1 mile or a Level 2 installation	0
Average Daily Traffic (ADT)	Over 25,000.....	10
	Over 20,000.....	8
	Over 15,000.....	6
	Over 10,000.....	4
	Over 5,000.....	2
	Less than 5,000	0
Renewable Energy Supply	90 to 100%	10
	30 to 89%	5
	Less than 30%.....	0

History of Project	1 project sale slipped past programmed year	-1
Delivery	2 or more projects slipped past programmed year	-3
	project canceled.....	-5

APPENDIX 1
DATA SHARING AGREEMENT

- 1. Purpose:** To obtain data to assess the OKI Carbon Reduction Fund grant efficacy. This will assist OKI in refining the prioritization process and supporting local agencies in project applications, both for CRF funds as well as other funding opportunities. Data will be shared for 5 years.
- 2. Data to be shared:** No data shared should include personally identifying information.
 - a.** Daily utilization data should be shared on a quarterly basis including the following items:
 - (i) Unique charging site name or identifier
 - (ii) Address of charging site
 - (iii) Geographic coordinates for charging site
 - (iv) Unique charging port identifiers
 - (v) Charging level of each port
 - (vi) Access information (free to access or in paid lot)
 - (vii) Real time status using Open Charge Point Interface
 - b.** A report indicating uptime should be shared with OKI by **January 15** annually.
- 3. Responsibilities of OKI:**
 - a.** Protect shared data using passwords and restricting access to relevant agency personnel.
 - b.** Use data only for the stated purpose.
- 4. Responsibilities of applicant:**
 - a.** Ensure that data sharing is set up with network provider.
 - b.** Periodically review data sharing to verify that network provider is adhering to agreement.

AGENDA ITEM COVER SHEET



Trustee Meeting Date:	Agenda Item Type:
May 14, 2024	Business Item
Submitted By:	
Barb Wilson, Director of Public Information & Engagement	

Motion:
Motion to approve agreement between West Chester Township Board of Trustees and Hitchcock Design, Inc. for a Parks Master Plan and Feasibility Study, not to exceed \$108,000.00; and, authorize Township Administrator to make non-substantive changes with Law Director approval and execute said agreement (CIP 1917)

Background:
<p>The Board of Trustees commissioned a Park Master Plan as part of the 2024 Operational Budget. The scope of the master plan is to include an inventory of existing public and private recreational amenities available to our community and a study of recreational/demographic trends including community feedback.</p> <p>The resulting Park Master Plan for West Chester will serve as a guide in future recreational development and ensure West Chester remains competitive, marketable and sustainable.</p> <p>An RFQ process resulted in two proposals and staff recommends approval of an agreement with Hitchcock Design, Inc. The Hitchcock company has offices in Indianapolis, Chicago, Austin and South Florida and has completed successful projects for other top tier communities. Staff believes Hitchcock will bring a new, outside perspective to this process.</p> <p>The basic master plan fee is \$100,000.00. Staff has added \$8,000.00 to allow for further community engagement and reimbursable travel expenses for Hitchcock as necessary. The Board of Trustees budgeted \$120.000 for CIP 1917.</p>

Finance	Budgeted Item:	Yes; CIP		
	CIP #:	1917		
	TIF Info:			
	Purchase Order:	24001578	Total Encumbrance:	\$ 108,000.00



Professional Service Agreement

This agreement (Agreement) is between:
Hitchcock Design, Inc., an Illinois corporation doing business as **Hitchcock Design Group (HDG)**,

Payment Remittance Mailing address: **PO Box 8290
Carol Stream, Illinois 60197-8290**

Office address: **405 Massachusetts Avenue, Suite 3B
Indianapolis, Indiana 46204**

and **West Chester Township (Client)** 9577 Beckett Rd, Suite 900 West Chester, Ohio 45069, is entered into on 14 May 2024 and includes eight parts: Project Description, Project Team, Basic Services, Schedule, Compensation and Payment, Client Responsibilities, Additional Conditions, and Acceptance.

PART ONE: PROJECT DESCRIPTION

The project will be referenced as the West Chester Ohio Parks Master Plan and Feasibility Study. See attached Scope and Fee Schedule for additional information about the project. The project includes a park and open space inventory and benchmarking, community engagement, needs assessment and strategy development, and a master plan and feasibility report.

PART TWO: PROJECT TEAM

The Client is West Chester Township. Hitchcock Design Group is the Prime Consultant and Parks Planner with Williams Architects for the Facility Assessments, Zech 8 for the feasibility analysis, and Choice One for civil and site engineering support.

PART THREE: BASIC SERVICES

The attached Scope of Services is made a part of this Agreement.

Services Not Included: Project Website with Online Survey and Statistically Valid Survey.

PART FOUR: SCHEDULE

A Preliminary Schedule will be provided following contract authorization and may be updated from time to time as the project advances. We anticipate a 7-8 month schedule.

PART FIVE: COMPENSATION AND PAYMENT

Fee Type and Amount

Client agrees to compensate HDG for the Authorized Scope of Services described in Part Three of this Agreement as follows:



ANALYZE: Inventory and Analysis	Fixed Fee	\$55,000
CONNECT: Needs Assessment & Community Engagement	Fixed Fee	\$7,000
ENVISION: Strategic Planning	Fixed Fee	\$12,000
PRIORITIZE: Alternative Strategies Phase	Fixed Fee	\$16,000
IMPLEMENT: Final Parks Maters Plan and Feasibility Study	Fixed Fee	\$10,000

Total Professional Fees: \$100,000

Optional Services

Envision Phase:

Spatial Relationship Diagrams: Fixed Fee \$6,500

Authorized Additional Services

If circumstances arise during HDG's performance of its Scope of Services that require additional services, HDG will notify Client about the nature, extent and probable additional cost of the additional services, and perform only such additional services following Client's written authorization. Client agrees to compensate HDG for Authorized Additional Services in addition to the fee for the Authorized Scope of Services.

Reimbursable Expenses

In addition to the fees for the Authorized Scope of Services and Authorized Additional Services, Client agrees to compensate HDG for delivery, travel, and reproduction expenses at HDG's actual cost not to exceed \$5,000 plus final plan printing costs. Mileage is calculated at the current IRS reimbursable rate.

Standard Rates

The following hourly Billing Rates are made a part of this Agreement:

Senior Principal \$260
Principal \$230
Senior Associate \$190
Associate \$150
Junior Associate \$130

Payment

Invoices

Each month, by the 3rd day of the month HDG will provide an invoice to you that describes the invoice period, the services rendered, fees and expenses due, payment due date, billing history and other appropriate information. Invoices for fixed fees will describe the percentage of the services completed. Invoices for hourly fees will describe the tasks, hours and hourly rates for the services completed.



Progress Payments

Client agrees to promptly review HDG invoices and make full payment for Authorized Scope of Services, Authorized Additional Services and Reimbursable Expenses. Payment of each invoice is due upon receipt and will be past due if not paid in full within 30 days of the invoice date.

If Client objects to any portion of the invoice, Client agrees to notify HDG, in writing, within 7 days of receipt regarding the Client's objection and pay the undisputed invoice amount in accordance with this Agreement. Otherwise, Client agrees to promptly review HDG invoices and make full payment for authorized Scope of Services, authorized Additional Services, and agreed upon reimbursable expenses, by invoice due date.

Client agrees to pay HDG via ACH digital check. HDG will send instructions to Client with the invoice(s). If Client requires HDG to receive payment by mailed-check, Client agrees to mail check payments to HDG's remittance address below.

Hitchcock Design Group
PO Box 8290
Carol Stream, Illinois 60197-8290

PART SIX: CLIENT RESPONSIBILITIES

Representation

Client agrees to designate a representative authorized to act on its behalf. HDG will direct communications to Client through its designated representative. Client agrees to communicate with HDG's project manager in a timely manner in order to expediently advance HDG services.

Program Requirements

Client agrees to provide customary program requirements for the project, including objectives, standards and criteria, schedule, process, communications protocol, and budget.

Existing Conditions

Client agrees to provide current information regarding the existing conditions for the project area, including boundary, legal description, ownership, easements and restrictions; topography and benchmark; soils, utilities, hydrology/wetlands, vegetation, land uses, archeology, traffic. HDG is entitled to rely on the accuracy and completeness of the information provided.

Access

Client agrees to provide HDG and its sub consultants access to the property for observation.



Specialized Consultation

Upon consultation and agreement between Client and HDG, Client agrees to provide the services of specialized consultants not identified on the Project Team when they are needed to meet Client's project program requirements.

Changed Conditions

Client agrees to promptly notify HDG in writing of any condition, event or circumstance that may affect the performance of our services.

Financing

Client agrees to compensate HDG regardless of Client's ability to secure loans, mortgages, additional equity, grants or other supplementary financing for the project. If requested, Client agrees to provide evidence that Client is capable of paying for the services described in this Agreement.

Permits

Unless specifically described in HDG's Basic Services, Client agrees to obtain and pay for all necessary permits from authorities with jurisdiction over the Project.

Delay

Client agrees to comply with Part Six of this Agreement and to render decisions in a timely manner so as not to delay the orderly and sequential progress of our services.

Maintenance

Client agrees that proper project maintenance is required after the project is complete and that a lack of or improper maintenance may result in damage to property or persons. Client further agrees that HDG is not responsible for the results related to any lack of or improper maintenance.

Client Expense

Client agrees to comply with Part Six of this Agreement at its own expense.

PART SEVEN: ADDITIONAL CONDITIONS

Standard of Care

HDG will perform the Authorized Scope of Services and Authorized Additional Services with the degree of care and skill ordinarily exercised by other landscape architects and planners on similar projects at the time and location such services are rendered. Client agrees that services provided will be rendered without warranty, express or implied.

Suspension of Services

If Client has not paid HDG's invoice within 30-days of the due date, Client agrees that HDG shall have the right to consider that event a breach of this Agreement, and upon seven (7) days written notice, the duties, obligations, and responsibilities of HDG under this Agreement may either be suspended or terminated. HDG shall have no liability because of such suspension or termination of services. If either party to this Agreement suspends services for more than 30 consecutive days, Client agrees to compensate HDG for services performed prior to notice of such suspension, and when the Project is resumed, compensate HDG for costs incurred during the interruption and resumption of services. Client further agrees to equitably adjust HDG's schedule and fees for the remaining services.



Termination of Services

Either party may terminate this Agreement upon not less than seven days written notice should the other party fail to substantially perform in accordance with the terms of this Agreement through no fault of the terminating party. Client may terminate this agreement for its convenience and without cause by providing not less than seven days written notice. If Client terminates this Agreement for its convenience and without cause, Client agrees to compensate HDG for services performed prior to the termination, together with Reimbursable Expenses and Authorized Additional services.

Ownership of Documents

HDG retains the ownership of documents prepared by us as instruments of service. Upon payment of outstanding invoices related to this Agreement, Client is granted a non-exclusive, non-revocable license to use the documents, or copies of the documents, created during the performance of HDG's services for reference, marketing, and operation of the project. However, HDG retains the exclusive copyright to the plans, designs and information contained on the documents and all other use of the documents is expressly prohibited except when granted, in writing, by HDG. If HDG provides any documents in digital format, at Client's direction, HDG cannot and does not represent, warrant, or take any responsibility for the proper operation, compatibility or use of any third-party software products or the media on which the documents are transmitted, including but not limited to software, memory devices or transmission by electronic mail.

Credit

Client agrees to give HDG proper credit for its professional services in Client's official communications, published articles, and temporary project identification signage.

Risk Allocation and Indemnity

HDG agrees to indemnify and hold harmless the Client against damages, liabilities or costs, including reasonable attorneys' fees, but only to the extent caused by the negligent acts, errors and omissions of HDG and its sub consultants in the performance of their professional services under this agreement.

HDG is responsible only for the Scope of Services authorized in this Agreement. Client may choose to modify HDG's deliverables at Client's risk.

Additional Services

Client agrees to compensate HDG for additional services.



In the event of such delay, HDG will use reasonable efforts to mitigate the impacts of the delay on HDG's services and will continue the performance of HDG's obligations under this Agreement provided Client continues to pay HDG in accordance with the terms of this Agreement. When such discovery warrants the need for additional professional services by HDG, those services will be considered additional services, and will be performed following Client's written approval.

Limitation of Liability

In recognition of the relative risks and benefits of this agreement to both the Client and HDG, risk has been allocated such that the Client agrees to limit HDG's liability to the Client for claims, losses, costs, and damages, including attorneys' fees and costs, so that HDG's total aggregate liability to the Client shall not exceed the amount of compensation actually paid to HDG for services rendered under this agreement. It is intended that this limitation apply to all liability or cause of action however alleged or arising, unless otherwise prohibited by law, including breach of contract, negligence, strict liability or other torts, under statute or common law, or under any other theory of recovery.

Insurance

HDG maintains General Liability, Worker's Compensation, Automobile Liability and Professional Liability Insurance at all times. Certificates of Insurance are available on request.

Waiver of Subrogation

Both parties to this Agreement waive all rights of subrogation and for damages against each other for damages during construction except to the extent covered by property insurance or other insurance applicable to the work or the project.

Consequential Damages

HDG and the Client waive consequential damages, including but not limited to damages for loss of profits, loss of revenues and loss of business or business opportunities, for claims, disputes or other matters in question arising out of or relating to this Agreement.

Quantity and Cost Opinion

HDG has no control over the cost of labor, materials, and equipment or the services of others. HDG provides quantity summaries and opinions of probable cost based on its professional judgment, familiarity with the construction industry, and on recent, comparable bidding results. Consequently, HDG does not guarantee the accuracy or thoroughness of its quantity summaries or opinions of probable cost. HDG approximates certain quantities and/or costs for Client's convenience. The Contractor is responsible for determining actual quantities and providing sufficient labor, services, equipment, and materials to complete the work as drawn and specified.



Third Party Approvals

HDG will work diligently to help Client secure approvals from the appropriate regulatory authorities related to the services specified in this Agreement. However, HDG cannot guarantee the approval of the project by any regulatory agency or third party. Client agrees to compensate HDG for our professional services regardless of the outcome of Client's applications for approval by others.

HDG Reliance:

Unless otherwise specifically indicated in writing, HDG shall be entitled to rely, without liability, on the accuracy and completeness of information provided by Client, Client's consultants and contractors, and information from public records, without the need for independent verification.

Certifications

HDG will not sign documents requiring HDG to certify, guaranty, or warrant existence of conditions that would require knowledge, services or responsibilities beyond this Agreement.

Third Parties

Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Client or HDG. HDG's services hereunder are being performed solely for the benefit of the Client, and no other entity shall have any claim against HDG because of this Agreement or HDG's performance of services hereunder.

Dispute Resolution

Both parties agree to submit disputes arising out of this Agreement or relating to the services outlined in the Agreement to non-binding mediation with a mutually agreed upon mediator before initiating any litigation. Demand for mediation shall be made by written request to the other party. A party shall make a demand for mediation within a reasonable time after a claim or dispute arises, and both parties agree to mediate in good faith. Mediation fees shall be shared equally.

In the event that mediation does not resolve the dispute(s) within 90 days of demand, either party may pursue its rights through litigation in a court of appropriate jurisdiction. In any proceeding following unsuccessful mediation, the prevailing party shall be entitled as part of any money judgment, in addition to such other relief as may be granted, to a reasonable sum for reimbursement of attorneys' fees and costs.

Applicable Law

This Agreement is governed by the laws of the State of Ohio without regard to Choice of Law principals.

Authorization

If HDG is authorized to commence and/or continue providing services, either verbally or in writing, prior to the execution of this Agreement, such authorization will be deemed an acceptance of this Agreement. If so authorized, the terms of this Agreement shall govern HDG's services for the project and Client agrees to compensate HDG for such services in accordance with these terms and conditions as though this Agreement were fully executed by both parties.



Extent

This contract constitutes the entire agreement between HDG and Client. It supersedes all previous written or oral understandings. It can be supplemented, or amended, only by written agreement signed by both HDG and Client.

PART EIGHT: ACCEPTANCE

Please sign and return this Agreement. A countersigned agreement will be returned to you.

Accepted: _____

Arun Hindupur, Director, Community Services
West Chester Township

Accepted: _____

Steve Konters, Senior Principal
Hitchcock Design Group



Scope of Services

Parks Master Plan and Feasibility Study

A. (Task 1) ANALYZE: Inventory and Analysis Phase

Process: The Hitchcock Design Group team will:

1. **[TEAM MEETING #1]** Meet with Project Manager for the Township and conduct a **Project Initiation Meeting**.
 - a. Kick-off Meeting:
 - i. Approach and Project work plan
 - ii. Team members and their roles
 - iii. Project Scope
 - iv. Budget
 - v. The goals and probable usage of the final product
 - vi. Public and stakeholder input protocol
 - vii. Available existing data
 - viii. Preliminary schedule including key milestones.
 - b. Prepare a **Work Plan** document summarizing items discussed at the Project Initiation Meeting.
2. Inventory current **Trends, Demographics and Department Data** including:
 - a. Industry Trends
 - i. Sports and Fitness Topline Report, by Sports & Fitness Industry Association (SFIA)
 - ii. Participation Report, by Physical Activity Council
 - iii. Participation Report, by National Sporting Goods Association
 - b. Demographics
 - i. Population, current and projected
 - ii. Gender, age and ethnicity
 - iii. Income
 - iv. Disadvantaged populations
 - i. GIS Mapping identifying key underserved areas
 - c. Department Data
 - i. Metroparks of Butler County Vision Plan for Voice of America Park in West Chester
 - ii. Previous Parks & Recreation Master Plan
 - iii. Previous Survey findings
 - iv. Capital Improvement/Replacement Plans
 - v. Park and Amenity inventory data
 - vi. Facility plans
 - vii. Intergovernmental agreements
 - viii. Financial Data
3. Prepare new **Comprehensive GIS Mapping** that includes:
 - a. Parks and Open Space:
 - i. Township
 - ii. School district
 - b. Boundaries:
 - i. Township
 - ii. Planning areas
4. Inventory and Analyze **Operations Data** including:
 - a. Inventory:
 - i. Human resources



1. Staffing levels and organization
 2. Departmental structure
 3. Culture
 4. Performance management
 5. Organizational values
 - ii. Technology
 1. Data management
 2. System review
 - iii. Maintenance
 1. Best practices
 2. General operations
 - iv. Finance
 1. General overview
 2. Challenges
 - b. Analysis
 - i. Document preliminary observations
 - ii. Identify comparative and relevant national Best Practices
5. Inventory and Analyze **Recreation Program Data** including:
 - a. Inventory:
 - i. Existing programs offered
 - ii. Program guide, website, technology and social media usage
 - iii. Program development process
 - iv. Equitable distribution information
 - v. Marketing support
 - vi. Registration and financial performance of programs
 - vii. Lifecycle distribution and age-segmentation analysis
 - b. Analysis:
 - i. Compare results to demographics, trends inventory, and community input data
6. Inventory and Analyze architectural **Recreation Facility Data** including:
 - a. Inventory:
 - i. Physical condition (via facility visits):
 1. General compliance with standards and guidelines
 2. Functionality and aesthetics
 3. Useful-life observations (structure, systems)
 - ii. Supporting data:
 1. Document general photographic inventory
 2. Indoor space square footage for each facility (total, restroom/locker, admin, activity, recreation and fitness, other) based on plans provided by Department.
 - b. Analysis:
 - i. Level of Service Analysis (table) based on total programmable square footage compared to current Regional benchmarks
7. Inventory and Analyze **Park Data** including:
 - a. General Inventory
 - i. Visit each park site and review general conditions
 - ii. Update/create Amenity Matrix Inventory for park sites, based on:



1. Existing amenity matrix
 2. Work completed since last master plan (if applicable)
 3. Work identified in Department's Capital Plan
 4. Spot checks via park visits
- b. Analysis:
- i. Update Acreage Level of Service Analysis (LOS, by asset class)
 1. LOS of total owned, leased and managed acreage
 2. Compared to national (NRPA) LOS standards and Park Metrics (NRPA) database benchmarks
 - ii. Asset Distribution
 1. Mini (1/4 mi)
 2. Neighborhood (1/2 mi)
 3. Community (1 or 2 mi)
 4. Overall
 - iii. Amenity Quantity and Distribution
 1. Distribution
 2. Deficiencies compared to recognized benchmarks (NRPA, State)
 - iv. Provide a comparison to other peer communities for benchmarks and targets for service level, services provided and cost recovery.
8. [SITE VISITS #1-#2] Attend two 1-day site visits to review and assess current conditions of each park.
9. [TEAM MEETING #2] Meeting with Township Project Manager to review **ANALYZE: Inventory and Analysis Phase** findings and deliverables.

B. (Task 2) CONNECT: Needs Assessment and Community Engagement Phase

Process: The Hitchcock Design Group Team will:

1. [COMMUNITY ENGAGEMENT EVENT #1] Conduct **Stakeholder Meeting** during a one-half (1/2) day stakeholder interview session (at a location provided by you and with stakeholders invited by you) to mine constituent interests.
 - a. Participants:
 - i. Local business organization leaders
 - ii. Service organizations
 - iii. Specialized associations
 - iv. Local agencies
 - b. Method:
 - i. Interview with standardized questions
 - ii. Written summary deliverable
2. [COMMUNITY ENGAGEMENT EVENT #2] Conduct a **Community Input Meeting**, (at a location provided by you with participants invited by you) to facilitate mining constituent interests.
 - a. Participants:
 - i. Community-at-large
 - b. Method:
 - i. Focus Group
 - ii. Focus-question banner and brainstorming wall exhibit
 - iii. Support tools (sign-in, notecards, stickers, pens) for meeting operation



- iv. Written summary with ranked input deliverable
- 3. Prepare written **Needs Assessment Summary** assembling results of individual community engagement events and apparent priorities.
- 4. **[TEAM MEETING #3]** Meet with Township Project Manager to review the **ANALYZE: Inventory and Analysis Phase** and **CONNECT: Needs Assessment and Community Engagement Phase** findings and deliverables and conduct focus group session / discuss priorities, thoughts and prioritized preferences.

C. (Task 2) ENVISION: Strategic Planning Phase

Process: The Hitchcock Design Group Team will:

- 1. Conduct **Internal Planning and Visioning Session**
 - a. Synthesize all of the data gathered to date and highlight Department's desired outcomes of the planning process
 - b. Conduct workshop with consultant team and develop preliminary strategies



2. Develop preliminary Strategies for **Department Operations** including best practices for:
 - a. Human resources (structure, performance management, culture, organizational values)
 - b. Systems (technology, data analysis, web, registration)
 - c. Maintenance
 - d. Finance (policy)
 - e. Further study and/or planning recommendations
3. Develop preliminary Strategies for **Recreation Programs and Services** including best practices for:
 - a. New or expanded indoor programs
 - b. New or expanded outdoor programs
 - c. Marketing and outreach recommendations
 - d. Program decommissioning
 - e. Further study and/or planning recommendations
4. Develop preliminary Strategies for building **Facilities** including:
 - a. Modifications
 - b. Adaptive reuse / use-changes
 - c. Expansion or decommissioning
 - d. General maintenance
 - e. New facilities
 - f. Further study and/or planning recommendations
5. Develop preliminary Strategies for **Parks and Open Space** including:
 - a. Each type of park.
 - b. Additional amenities, features and infrastructure
 - c. General accessibility recommendations (not transition planning)
 - d. General maintenance
 - e. New parks
 - f. Land acquisition due to level of service, service area or land-use deficiencies
 - g. Trail connectivity
 - h. Further study and/or planning recommendations
 - i. Minimum standards for amenities
 - j. Standard budgets for new park development/renovation
6. Prepare written preliminary **10-20 Year Strategies Summary** including budget considerations and describing strategies, justification points and appropriate specifics.
7. **[TEAM MEETING #4]** Meet with Township Project Manager to review the **ENVISION: Alternative Strategies Phase** recommendations and deliverables.

D. (Task 3) PRIORITIZE: Alternative Strategies Phase

Process: The Hitchcock Design Group Team will:

1. Update written **10-20 Year Strategies Summary** aligned with the Township's Capital budget incorporating Staff input refining descriptions and adding appropriate implementation strategies.
2. Develop **Action Plan**
 - a. Narrative of preliminary Strategies and the steps necessary to achieve them
 - b. Whole life costing and management plan
 - c. Prioritization, based on ENVISION Phase input



- d. Timeline, including next Parks Master Plan and Feasibility Study
3. Develop **Preliminary Budgets** for capital projects
 - a. Order of magnitude systems descriptions and estimated costs
 - b. Soft cost, contingency and escalation estimates
7. **[COMMUNITY ENGAGEMENT EVENT #5]** Conduct one digitally recorded virtual **Public Workshop** to solicit feedback and input.
4. **[TEAM MEETING #5]** Meet with Township's Project Manager to review the **PRIORITIZE: Preferred Strategies Phase** recommendations and deliverables.

E. (Task 4) **IMPLEMENT: Final Parks Master Plan and Feasibility Study Phase**

Process: The Hitchcock Design Group Team will:

1. Develop the draft **Parks Master Plan and Feasibility Study** deliverable by assembling all information from the planning process in a booklet format, following the following general format:
 - a. Executive Summary: process, primary goals and objectives
 - b. Introduction document description, credits
 - c. Chapter One: ENVISION: Alternative Strategies
 - d. Chapter Two: PRIORITIZE: Action Plan
 - e. Chapter Three: ANALYZE: Inventory & Analysis
 - f. Chapter Four: CONNECT: Community Engagement
 - g. Chapter Five: Appendix Supporting Information including GIS maps and other digital maps created for the project.
2. **[TEAM MEETING #6]** Meet with Township's Project Manager to review the **IMPLEMENT: Final Parks Master Plan and Feasibility Study Phase** recommendations and deliverables. Deliver one hard copy and digital copy of deliverables.
3. **[BOARD MEETING #1]** Prepare for and conduct Board of Trustees presentation of the **IMPLEMENT: Final Parks Master Plan and Feasibility Study Phase** recommendations and deliverables.
4. Receive comments from Township's Project Manager and Board of Trustees; make one round of **Final Revisions** to the Master Plan deliverable.
5. Print and deliver five **Hard Copies** of the Final Master Plan deliverable (as a reimbursable expense) and a digital copy.

APRIL 5, 2024

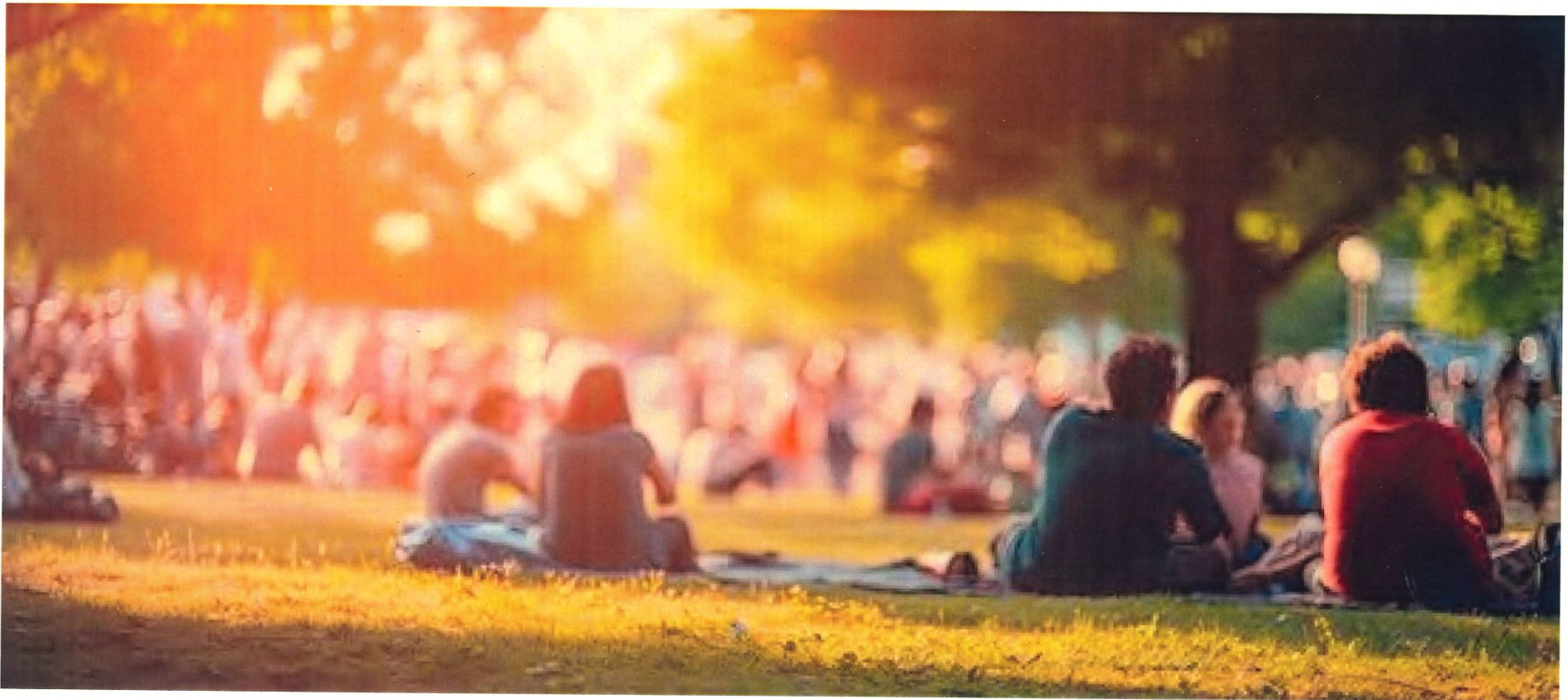
RESPONSE TO REQUEST FOR PROPOSALS

Parks Master Plan and Feasibility Study

West Chester Township - Butler County, Ohio



**HITCHCOCK
DESIGN GROUP**
Landscape Architecture & Planning



Arun Hindupur
Director, Community Services
West Chester Township
Community Services Department
9577 Beckett Rd., Suite 900
West Chester, Ohio 45069

RE: RFQ/RFP Parks Master Plan and Feasibility Study

DEAR ARUN,

Renowned as one of the world's most idyllic small towns, West Chester Township holds a special place in the hearts of its residents and visitors alike. Thus, it is paramount that the Parks Master Plan and Feasibility Study not only preserves but elevates the enchanting allure of the beloved community. With a commitment to developing a strategic implementation plan that addresses the evolving needs of residents over the next two decades, our team at Hitchcock Design Group stands ready to deliver innovative solutions that enhance the community's recreational facilities and offerings.

At Hitchcock Design Group, we bring a wealth of experience in open space planning, parks operations, and recreation services on a nationwide scale. Our recreation experts have a proven track record of collaborating with municipalities to create dynamic park environments that enrich the lives of residents and promote healthy, vibrant communities.

We understand the importance of comprehensive stakeholder engagement and community input in the planning process. Our approach involves conducting thorough background reviews and fostering meaningful dialogue with stakeholders to ensure that the resulting master plan reflects the diverse needs and aspirations of the community.

Furthermore, we recognize the significance of sustainable infrastructure management in maintaining park facilities for generations to come. Our team is committed to exploring innovative solutions for efficient maintenance and the effective management of aging infrastructure, thereby maximizing the longevity of West Chester Township's Park amenities.

In addition, we appreciate the importance of fiscal responsibility in parkland growth planning, especially in the face of changing demographics, budget pressures, and evolving trends. Our team's expertise in financial planning and resource allocation will ensure that the master plan aligns with the township's budgetary constraints while fulfilling the genuine needs of the community.

Hitchcock Design Group will be the lead consultant responsible for project communications, community engagement, facilitating meetings, park and open space assessment, and development of the final reports. I will be the Project Principal for this project and oversee our team's work. We will also commit other senior level talent to the project. Michelle Taggart, a Senior Associate with our Indianapolis office, will bring her experience to the team as the Project Manager. Jenna Beck and Jackson McGee, both experienced planners, will be dedicated support to the project.

We have assembled a team of partners that have a recreation focus, both local and national planning experience, and a strong history of collaborating on Comprehensive Planning projects together. Williams Architects will join our team to provide facility analysis and strategy development. Williams is a leading recreation architecture studio in Ohio and has knowledge of the District's facilities. We also have a working relationship with them that reaches back over two decades. Zec Eight Insights, a leading consultant in recreation planning, will provide analysis and recommendations for recreation programs, operations and financial services.

We are excited about the opportunity to collaborate with West Chester Township in shaping the future of its park system. With our dedication to excellence and commitment to community-driven design, we are confident that our partnership will result in a Parks Master Plan that not only meets but exceeds the expectations of residents, both now and for generations to come.

Thank you for considering our proposal. We look forward to the possibility of working together and contributing to the continued success and vitality of West Chester Township's Park facilities.

Sincerely,

Hitchcock Design Group



Steve Konters, Senior Principal

POINT OF CONTACT:

Steve Konters, PLA
Senior Principal
630.476.3578

skonters@hitchcockdesigngroup.com



HITCHCOCK DESIGN GROUP

experts at play™

TYPE OF SERVICES

Landscape Architecture
& Planning

YEAR ESTABLISHED

1980

CORPORATE NAME

Hitchcock Design, Inc.
(dba Hitchcock Design Group)

OFFICES

Austin
Chicagoland
Indianapolis
South Florida

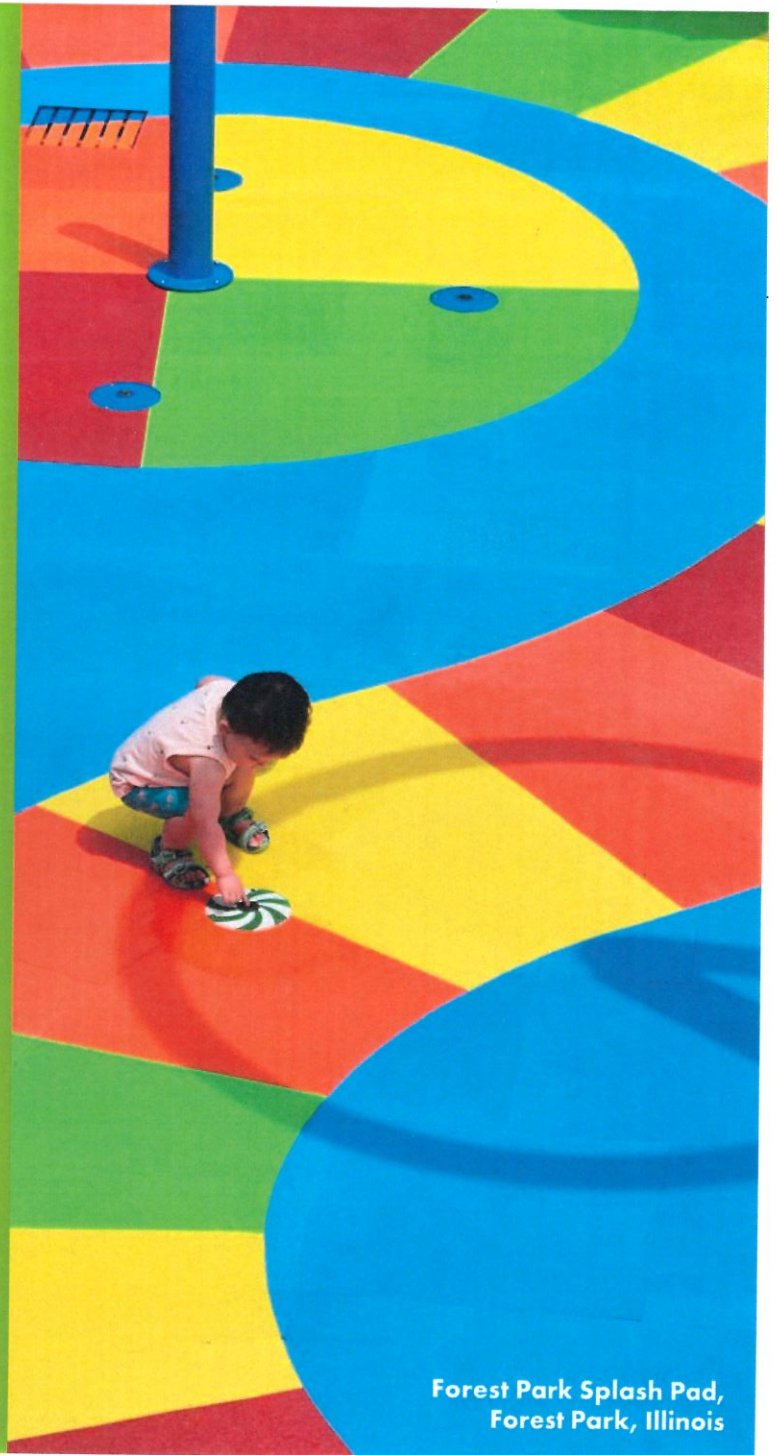
Since 1980, Hitchcock Design Group has earned a reputation for client-focused planning and design.

With a sustainable approach to placemaking, our work creates places that are memorable, attractive, functional, maintainable, and environmentally sound and cost-effective.

Our goal is to increase the value of our clients' land resources in ways that advance their missions and improve their communities. We are proud of the long-term relationships we've developed with our clients through creative and responsive advocacy, leading to a portfolio of award-winning projects.

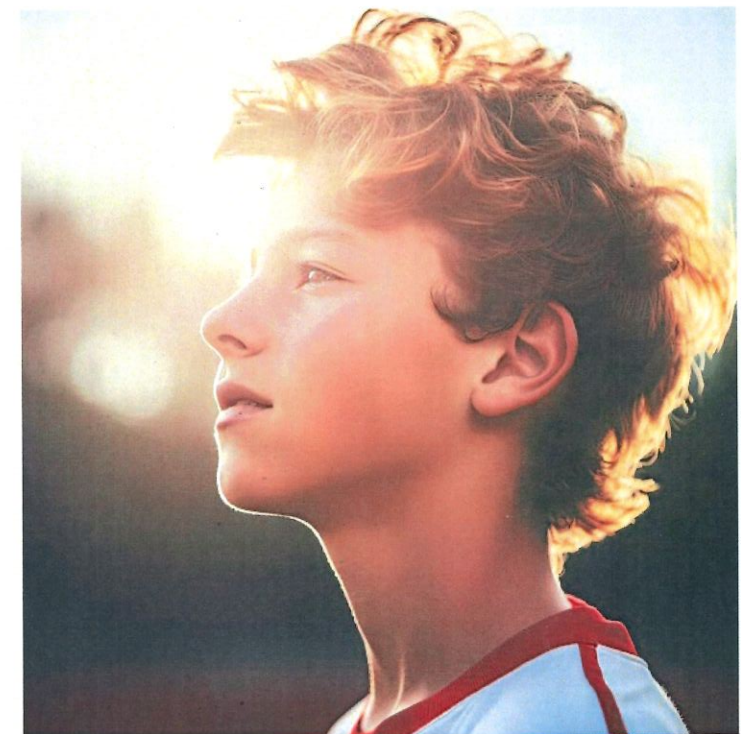
By collaborating with other experienced professional firms, we offer a full range of large-scale, multidisciplinary project capabilities while maintaining the focused, personalized attention of a smaller firm.

Hitchcock Design Group provides clients with a superior level of creative and logistical expertise. We have the capacity to tackle challenging assignments in several areas of practice expertise, including Recreation, Education, Healthcare, Senior Living, Civic Design, and Multifamily and Mixed-Use real estate development.



Forest Park Splash Pad,
Forest Park, Illinois

- b. Boundaries:
 - i. Township
 - ii. Planning areas
- 4. Inventory and Analyze Operations Data including:
 - a. Inventory:
 - i. Human resources
 - Staffing levels and organization
 - Departmental structure
 - Culture
 - Performance management
 - Organizational values
 - ii. Technology
 - Data management
 - System review
 - iii. Maintenance
 - Best practices
 - General operations
 - iv. Finance
 - General overview
 - Challenges
 - b. Analysis
 - i. Document preliminary observations
 - ii. Identify comparative and relevant national Best Practices
- 5. Inventory and Analyze Recreation Program Data including:
 - a. Inventory:
 - i. Existing programs offered
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 - vi. Registration and financial performance of programs
 - vii. Lifecycle distribution and age-segmentation analysis
 - b. Analysis:
 - i. Compare results to demographics, trends inventory, and community input data





6. Inventory and Analyze architectural Recreation Facility Data including:
 - a. Inventory:
 - i. Physical condition (via facility visits):
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 - Functionality and aesthetics
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 - ii. Supporting data:
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 - Indoor space square footage for each facility (total, restroom/locker, admin, activity, recreation and fitness, other) based on plans provided by Department.
 - b. Analysis:
 - i. Level of Service Analysis (table) based on total programmable square footage compared to current Regional benchmarks
7. Inventory and Analyze Park Data including:
 - a. General Inventory
 - i. Visit each park site and review general conditions
 - ii. Update/create Amenity Matrix Inventory for park sites, based on:
 - Existing amenity matrix
 - Work completed since last master plan (if applicable)
 - Work identified in Department's Capital Plan
 - Spot checks via park visits
 - b. Analysis:
 - i. Update Acreage Level of Service Analysis (LOS, by asset class)
 - LOS of total owned, leased and managed acreage
 - Compared to national (NRPA) LOS standards and Park Metrics (NRPA) database benchmarks
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 - Neighborhood (1/2 mi)
 - Community (1 or 2 mi)
 - Overall
 - iii. Amenity Quantity and Distribution
 - Distribution
 - Deficiencies compared to recognized benchmarks (NRPA, State)
 - iv. Provide a comparison to other peer communities for benchmarks and targets for service level, services provided and cost recovery.
8. **[SITE VISITS #1-#2]** Attend two 1-day site visits to review and assess current conditions of each park.
9. **[TEAM MEETING #2]** Meeting with Township Project Manager to review ANALYZE: Inventory and Analysis Phase findings and deliverables.

B. (Task 2) CONNECT: Needs Assessment and Community Engagement Phase

Process: The Hitchcock Design Group Team will:

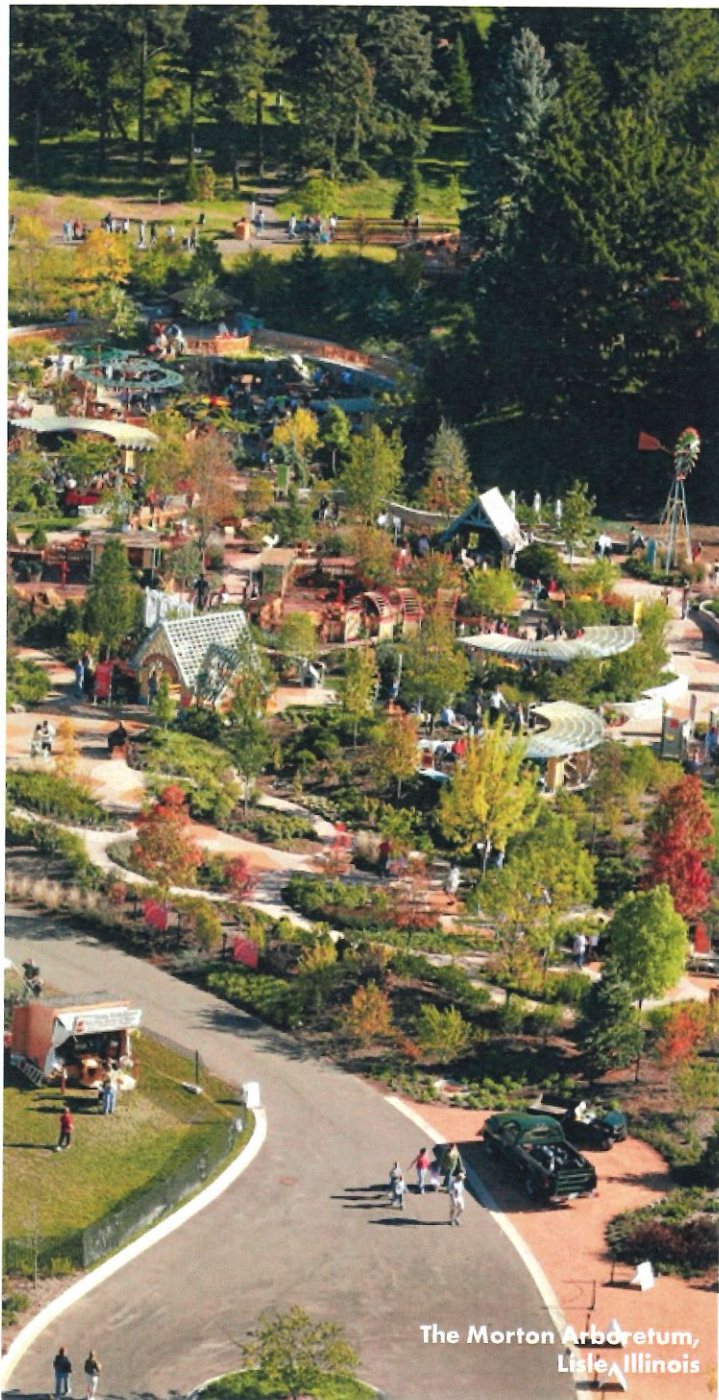
1. **[COMMUNITY ENGAGEMENT EVENT #1]** Conduct **Stakeholder Meeting** during a one-half (1/2) day stakeholder interview session (at a location provided by you and with stakeholders invited by you) to mine constituent interests.
 - a. Participants:
 - i. Local business organization leaders
 - ii. Service organizations
 - iii. Specialized associations
 - iv. Local agencies
 - b. Method:
 - i. Interview with standardized questions
 - ii. Written summary deliverable

2. **[COMMUNITY ENGAGEMENT EVENT #2]** Conduct a Community Input Meeting, (at a location provided by you with participants invited by you) to facilitate mining constituent interests.
 - a. Participants:
 - i. Community-at-large
 - b. Method:
 - i. Focus Group
 - ii. Focus-question banner and brainstorming wall exhibit
 - iii. Support tools (sign-in, notecards, stickers, pens) for meeting operation
 - iv. Written summary with ranked input deliverable

3. **[OPTIONAL: COMMUNITY ENGAGEMENT EVENT #3]** Prepare a Project Website and conduct an Online Survey:
 - a. Preparation:
 - i. Establish web platform
 - ii. Prepare written survey tool:
 - Share examples and conduct discussion
 - Prepare draft
 - Make up to two (2) rounds of revisions
 - b. Participants:
 - i. Community-at-large
 - ii. Users and non-users
 - c. Method:
 - i. Online web-platform, linked to Department website
 - ii. Survey Monkey instrument (multiple choice)
 - iii. Survey promoted by Department
 - iv. Four-week post period
 - v. Tabulated response summary deliverable



Bellaboo's Imagination Garden
Lake Station, Indiana



4. [OPTIONAL: COMMUNITY ENGAGEMENT EVENT #4] Conduct a Statistically Valid Survey:
 - a. Preparation:
 - i. Prepare written survey
 - Share examples and conduct discussion
 - Prepare draft
 - Make up to two (2) rounds of revisions
 - b. Participants:
 - i. Random sampling
 - ii. Distributed to reasonably reflect demographic composition (geographic dispersion, gender, race/ethnicity, etc.)
 - c. Method:
 - i. Custom survey instrument
 - ii. Designated sample quantity (TBD)
 - iii. Designated margin of error and level of confidence percentages (TBD)
 - iv. Tabulated report deliverable
5. Prepare written Needs Assessment Summary assembling results of individual community engagement events and apparent priorities.
6. [TEAM MEETING #3] Meet with Township Project Manager to review the **ANALYZE: Inventory and Analysis Phase** and **CONNECT: Needs Assessment and Community Engagement Phase** findings and deliverables and conduct focus group session / discuss priorities, thoughts and prioritized preferences.

C. (Task 2) ENVISION: Strategic Planning Phase

Process: The Hitchcock Design Group Team will:

1. Conduct Internal Planning and Visioning Session
 - a. Synthesize all of the data gathered to date and highlight Department's desired outcomes of the planning process
 - b. Conduct workshop with consultant team and develop preliminary strategies
2. Develop preliminary Strategies for Department Operations including best practices for:
 - a. Human resources (structure, performance management, culture, organizational values)
 - b. Systems (technology, data analysis, web, registration)
 - c. Maintenance
 - d. Finance (policy)
 - e. Further study and/or planning recommendations
3. Develop preliminary Strategies for Recreation Programs and Services including best practices for:
 - a. New or expanded indoor programs
 - b. New or expanded outdoor programs
 - c. Marketing and outreach recommendations
 - d. Program decommissioning
 - e. Further study and/or planning recommendations

4. Develop preliminary Strategies for building Facilities including:
 - a. Modifications
 - b. Adaptive reuse / use-changes
 - c. Expansion or decommissioning
 - d. General maintenance
 - e. New facilities
 - f. Further study and/or planning recommendations
5. Develop preliminary Strategies for Parks and Open Space including:
 - a. Each type of park.
 - b. Additional amenities, features and infrastructure
 - c. General accessibility recommendations (not transition planning)
 - d. General maintenance
 - e. New parks
 - f. Land acquisition due to level of service, service area or land-use deficiencies
 - g. Trail connectivity
 - h. Further study and/or planning recommendations
 - i. Minimum standards for amenities
 - j. Standard budgets for new park development/renovation
6. Prepare written preliminary **10-20 Year Strategies Summary** including budget considerations and describing strategies, justification points and appropriate specifics.
7. **[TEAM MEETING #4]** Meet with Township Project Manager to review the **ENVISION: Alternative Strategies Phase recommendations and deliverables.**



D. (Task 3) PRIORITIZE: Alternative Strategies Phase

Process: The Hitchcock Design Group Team will:

1. Update written 10-20 Year Strategies Summary aligned with the Township's Capital budget incorporating Staff input refining descriptions and adding appropriate implementation strategies.
2. Develop Action Plan
 - a. Narrative of preliminary Strategies and the steps necessary to achieve them
 - b. Whole life costing and management plan
 - c. Prioritization, based on ENVISION Phase input
 - d. Timeline, including next Parks Master Plan and Feasibility Study
3. Develop Preliminary Budgets for capital projects
 - a. Order of magnitude systems descriptions and estimated costs
 - b. Soft cost, contingency and escalation estimates
4. **[COMMUNITY ENGAGEMENT EVENT #5]** Conduct one digitally recorded virtual **Public Workshop** to solicit feedback and input.
5. **[TEAM MEETING #5]** Meet with Township's Project Manager to review the **PRIORITIZE: Preferred Strategies Phase** recommendations and deliverables.



E. (Task 4) IMPLEMENT: Final Parks Master Plan and Feasibility Study Phase

Process: The Hitchcock Design Group Team will:

1. Develop the draft Parks Master Plan and Feasibility Study deliverable by assembling all information from the planning process in a booklet format, following the following general format:
 - a. Executive Summary: process, primary goals and objectives
 - b. Introduction: document description, credits
 - c. Chapter One: **ENVISION:** Alternative Strategies
 - d. Chapter Two: **PRIORITIZE:** Action Plan
 - e. Chapter Three: **ANALYZE:** Inventory & Analysis
 - f. Chapter Four: **CONNECT:** Community Engagement
 - g. Chapter Five: **Appendix:** Supporting Information including GIS maps and other digital maps created for the project.
2. **[TEAM MEETING #6]** Meet with Township's Project Manager to review the **IMPLEMENT: Final Parks Master Plan and Feasibility Study Phase** recommendations and deliverables. Deliver one hard copy and digital copy of deliverables.
3. **[BOARD MEETING #1]** Prepare for and conduct Board of Trustees presentation of the **IMPLEMENT: Final Parks Master Plan and Feasibility Study Phase** recommendations and deliverables.
4. Receive comments from Township's Project Manager and Board of Trustees; make one round of **Final Revisions** to the Master Plan deliverable.
5. Print and deliver five **Hard Copies** of the Final Master Plan deliverable (as a reimbursable expense) and a digital copy.

Steve Konters, PLA, ASLA

Principal-In-Charge



EDUCATION

Bachelor of Landscape Architecture,
cum laude, University of Illinois, 1995

REGISTRATION

Licensed Landscape Architect: State
of Illinois

Steve's passion for achieving balance between community and environment makes him a valuable member of any project team. His ability to build successful relationships with contractors, consultants, manufacturers' representatives, and community members provides him the experience necessary to facilitate projects from design through construction. Steve has been serving the recreation industry for over 25 years and has played key design and management roles for many award-winning projects within the recreation studio. Steve has been instrumental in helping clients obtain funding through grant opportunities including Illinois Department of Natural Resources (IDNR) Open Space Lands Acquisition and Development (OSLAD) grants.

AFFILIATIONS

Illinois Association of Park Districts
Illinois Park and Recreation Association
National Recreation and Park Association

PROJECT EXPERIENCE

Camera Park Master Plan, Glendale Heights, Illinois
Cary Grove Park and Aquatic Facility, Cary, Illinois
Cary Park District Comprehensive Plan Update, Cary, Illinois
Centennial Park Master Plan, Champaign, Illinois
Central Area Park, Maywood, Illinois
Forest Glen Park, Woodridge, Illinois
Glendale Heights Park and Facilities Study, Glendale Heights, Illinois
Glenview Park District Ice Center, Glenview, Illinois
Glenview Park District Wagner Farm Master Plan and Interpretive Playspace Design, Glenview, Illinois
Jaycee Ehlert Park, Brookfield, Illinois
Kalk Park, Glencoe, Illinois
Kiwanis Park, Brookfield, Illinois
Main Beach Park Improvements, Crystal Lake, Illinois
Manhattan Park District Parks and Open Space Plan, Manhattan, Illinois
McCaslin Park, Carol Stream, Illinois
McHenry County Conservation District Comprehensive Plan, McHenry County, Illinois
Meadowhill North Park Master Plan, Northbrook, Illinois
Melvin Berlin Park, Glencoe, Illinois

Park West Redevelopment Master Plan and Phase One Final Design, Oregon, Illinois
Phil's Beach, Wauconda, Illinois
Porter Park, Champaign, Illinois
The Quarry Cable Park, Crystal Lake, Illinois
Reskin Park, Glendale Heights, Illinois
Richmond Hill Park Master Plan and Phase One Final Design, Geneseo, Illinois
Riverwalk Park, Winfield, Illinois
Shelton Park, Glencoe, Illinois
South Park Master Plan, Lake Forest, Illinois
Sports Center Park, Round Lake Area, Illinois
Sunset Meadows Community Center Feasibility Study, Crystal Lake, Illinois
Sunset Ridge Park, Champaign, Illinois
Sunset Woods Park Master Plan and Playground Renovations, Highland Park, Illinois
Techny Prairie Park and Fields, Northbrook, Illinois
Three Oaks Recreation Area, Crystal Lake, Illinois
Trail Through Time, Northbrook, Illinois
Veteran Acres Park, Crystal Lake, Illinois
Veterans Memorial Park, Glendale Heights, Illinois

Michelle Taggart, PLA

Project Manager



EDUCATION

Bachelor of Landscape Architecture,
University of Canberra (Australia), 2003

Bachelor of Applied Science, Resource
& Environmental Science, University of
Canberra (Australia), 2003

REGISTRATION

Licensed Landscape Architect:
State of Indiana

Michelle's experience covers a wide range of project types spanning higher education, healthcare, real estate development, and recreation. She has 20 years of experience managing a variety of project scales from specialized therapy and sacred gardens to mixed-use commercial developments, local parks and playgrounds to grand scale multi-use sports complex and park master plans. Michelle's passion and skills for project management are demonstrated in her ability to craft detailed design packages through a collaborative approach with fellow industry professionals.

AWARDS

Juan Solomon Park - Monumental Affair Honor Award for Community Development (2012)

The Children's Museum of Indianapolis - Monumental Affair Top Honor Award for Landscape Architecture and Community Development (2009)

AFFILIATIONS

American Society of Landscape Architects, Indiana Chapter
2013-2014 Executive Committee Member-At-Large
2015-2016 Treasurer

PROJECT EXPERIENCE

Paducah Sports Park, Paducah KY
Gateway West Park, Indianapolis IN
Gustafson Park, Indianapolis IN
Centennial and Groff Park, Indianapolis IN
Frank Young Park, Indianapolis IN
Freedom Park Pickleball Complex, Greenwood IN
972 RV Park, Walburg, Texas
Camp Allendale Master Plan, Trafalgar, Indiana*
City Center Park and Splash Pad, Greenwood, Indiana*
Cyntheanne Pickleball Courts, Fishers, Indiana*
Freedom Park Pickleball Complex, Greenwood, Indiana
Hendricks County 5-Year Master Plan, Hendricks County, Indiana*
Indy Parks ARPA Playgrounds, Indianapolis, Indiana
Loop Trail and Park Improvements, Shirley, Indiana*
MacGregor Park Master Plan and Park West, Washington Township, Indiana*
Midland Trace Trail East Leg, Westfield, Indiana*
Morristown Main Street and Community Park Master Plan, Morristown, Indiana*
Paducah-McCracken County Athletic Complex, Paducah, Kentucky
Purdue University ROTC Obstacle Course, West Lafayette, Indiana
Strawtown Interpretive Village, Hamilton County, Indiana*
Wildcat Park and Splash Pad, Albany, Indiana*

* Work completed prior to joining HDG

Jackson McGee, ASLA

Project Planner



EDUCATION

Bachelor of Landscape Architecture,
Purdue University, 2019

REGISTRATION

Licensed Landscape Architect: State
of Indiana

A deep appreciation for the natural world and the way we interact with it led Jackson to study landscape architecture at Purdue University, where he developed, led, and facilitated recreational activities at Purdue's Recreation and Wellness Center. Jackson also participated in non-profit fundraising initiatives to benefit child life playroom facility construction and management at Riley Hospital for Children. Jackson's background in recreation, play, and the natural environment brought him to the Recreation Studio at Hitchcock Design Group. Jackson originally studied under our recreation thought-leaders and design principals in Hitchcock's Illinois office. When he decided to put down roots in Indianapolis in 2020, he brought with him the experiences and knowledge he gained from working in Illinois. Since then, Jackson has focused predominately on recreation and healthcare projects, both of which have been essential during the pandemic.

PROJECT EXPERIENCE

Asbury Park, Crystal Lake, Illinois
Batavia Park District Comprehensive Master Plan, Batavia, Illinois
Bloomfield Park Master Plan, Bloomfield, New Mexico
Camera Park Master Plan, Glendale Heights, Illinois
Canterbury Park, Crystal Lake, Illinois
Cary Park Aquatic Facility, Cary, Illinois
Cheyenne Veterans Affairs Medical Center Landscape Plan, Cheyenne, Wyoming
Columbus 1821 Bicentennial Trail, Columbus, Indiana
Dorothy Drennon Park, Oakbrook Terrace, Illinois
Elwood Veterans Park, Elwood, Indiana
Everts Park, Highwood, Illinois
Exploration Station Play Area, Bourbonnais, Illinois
Fall Creek Mapleton Greenspace, Indianapolis, Indiana
Fejervary Park, Davenport, Iowa
Hattendorf Center Park OSLAD Application, Elk Grove, Illinois
Hershel Woody Williams VA Medical Center Landscape Plan, Huntington, West Virginia
Human Kinetics Park, Champaign, Illinois
Lake Forest Athletic Field Assessment, Lake Forest, Illinois
Lakeview Park Master Plan, Frankfort, Kentucky
Lemon Creek Ranch Phase 1, Bexar County, Texas
Logansport Riverside Historic District, Logansport, Illinois
Maxwell Park, Normal, Illinois

McCracken County Sports Complex, Paducah, Kentucky
Oaklane Park OSLAD Grant, Northbrook, Illinois
Recreation Park Master Plan, Arlington Heights, Illinois
Recreation Park PARC Grant, Arlington Heights, Illinois
Riverwalk Park, Winfield, Illinois
Skokie Park District Comprehensive Master Plan, Skokie, Illinois
Sports Center Park OSLAD Grant, Round Lake, Illinois
Sports Center Park PARC Grant, Round Lake, Illinois
Summerlyn Greenway, Nolensville, Tennessee*
The Henry Property PUD, Nolensville, Tennessee*
The Knoll at Fairview, Gallatin, Tennessee*
Wagner Farm Master Plan, Glenview, Illinois
Windsor at Miramar Master Plan, Miramar, Florida
Yankee Park Master Plan, Centerville, Ohio
Zion Park District RTP Grant, Zion, Illinois

* Work completed prior to joining HDG

Jenna Beck, CPSI

Project Planner



EDUCATION

Bachelor of Science, Landscape
Architecture,
cum laude, Purdue University, 2016

Jenna began her career at Hitchcock Design Group as an intern, and in that role, it became apparent that her attention to detail and use of innovative technologies made her a valued member of each project team that she was involved with. While an intern, she gained experience in each of the firm's studios before deciding to focus on recreation. Upon her graduation, Jenna returned to the firm and has continued to use her clear, concise, and practical manner to insure that the overall goals for a project are met and achieved. Her passion for recreation is evident in her continued push to create plans and designs that engage users while meeting deadlines and remaining on budget.

AFFILIATIONS

Illinois Association of Park Districts
Illinois Park and Recreation Association
Indiana Park and Recreation Association
National Recreation and Park Association

PROJECT EXPERIENCE

Apollo Park, Alsip, Illinois
Arroyo Trails, Channahon, Illinois
Batavia Park District Comprehensive Plan, Batavia, Illinois
Bellaboos Outdoor Discovery Center, Lake Station, Indiana
Bison Bluff Nature Play Area, Schaumburg, Illinois
Cary Grove Master Plan Update, Cary, Illinois
Cary Park District Comprehensive Plan Update, Cary, Illinois
Central Park, Channahon, Illinois
Clearview Park, Waukegan, Illinois
Discovery Park, Romeoville, Illinois
Dolton Park District Comprehensive Plan, Dolton, Illinois
Glenview Park District Comprehensive Master Plan, Glenview, Illinois
Lions Park, DeKalb, Illinois
Lower City Park Adventure Playground, Iowa City, Iowa
Oak Creek Park, Lockport Township, Illinois
Olympia Fields Park District Comprehensive Plan Update, Olympia Fields, Illinois
Oregon Park District Comprehensive Master Plan Update, Oregon, Illinois
Rose Park, Waukegan, Illinois
Schiller Park, Itasca, Illinois
Skokie Park District Comprehensive Plan, Skokie, Illinois

Sunset Woods Park Master Plan and Playground Renovations, Highland Park, Illinois
Villa Olivia Study, Bartlett, Illinois
Village of Libertyville Park and Recreation Comprehensive Plan, Libertyville, Illinois
Wagner Park Master Plan, Glenview, Illinois
Willowhaven Park and Nature Center, Bourbonnais Township, Illinois
Wynstone Park, Shorewood, Illinois



WILLIAMS ARCHITECTS is a national design, architecture, engineering and planning firm. Since 1974, we have undertaken new design challenges to achieve creative, cogent and inspired architectural solutions! We collaborate to produce designs that enrich people's lives, and assist communities, agencies and organizations succeed.

WILLIAMS ARCHITECTS understands the importance of seeking a creative and skilled professional team that demonstrates a high level of responsiveness, attention to cost control, solid project management and personal service. We believe our firm applies all of these characteristics in executing projects; resulting in facilities that are functional, cost effective, and aesthetically appealing.

We have programmed and / or designed over **\$3.5 BILLION IN SPORTS / RECREATION FACILITIES AND OVER 375 AQUATIC FACILITIES** for private and public clients nationwide, including park districts, municipalities, local government agencies, public institutions, and private corporations. Throughout all phases of each project, our senior management remains personally involved, which allows us to bring the more than 150 years of combined hands-on experience they represent to every facility.

FAST FACTS

As a leader in sports, recreation, and aquatic design, we pledge to be the stewards of your vision and will make your priorities our priorities and ensure we are a partner with you every step of the way. Our services include:

ARCHITECTURAL PLANNING & DESIGN

(Interiors, Estimating, Sustainable Design)

Outlining the layout, structure, dimensions, materials, techniques, and procedures for the construction or renovation of a facility

COMPREHENSIVE PLANS

Assisting communities prioritize their goals and aspirations for development

MASTER PLANNING

Developing spaces to best balance and harmonize all elements of the environment for long-term use

FEASIBILITY STUDIES

Assessing the practicality of current (or proposed) facilities and spaces

FACILITY NEEDS & ASSESSMENTS

Identifying areas within your facilities in need of improvement and utilizing the collected data to inform changes

PUBLIC ENGAGEMENT

Involving members of the public in the agenda-setting, decision-making, and policy-forming activities of organizations undergoing development

CAPITAL FUNDING / BOND INITIATIVES

Assisting communities to raise the necessary funds to fuel their activities and achieve their objectives

GRANT ASSISTANCE

Aiding clients in the application for government funds to contribute to the necessary capital to provide enhancements to better serve their communities

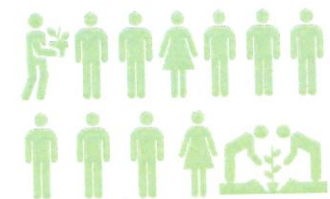


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COST ESTIMATOR	1
IT	1
INTERIOR DESIGN	2
HR / ACCOUNTING	2
MARKETING / ADMIN.	4
TECHNICAL STAFF	8
ARCHITECTS	24

75% OF OUR TECHNICAL STAFF ARE LICENSED ARCHITECTS



13 LEED ACCREDITED PROFESSIONALS

Tom C. Poulos, AIA, NCARB

CEO of Williams Architects | Architect Principal-In-Charge



Tom joined Williams Architects in 1992. As CEO and a managing-principal Tom manages complex projects from conceptual design through construction and has developed solid relationships with clients, consultants and contractors. As the Recreation Sector Co-leader, Tom has had the opportunity to work on a variety of park, recreational and aquatic projects across the country. A brief highlight of that experience is listed below.

MEMBERSHIPS/AFFILIATIONS

Bartlett Parks Foundation (Board President)
IDPH Pre-Qualified Swimming Facility Architect
Illinois Parks & Recreation Association
Nat'l Recreation and Parks Association

PROJECT EXPERIENCE

Brownsburg, Town of, IN - Recreation Center Feasibility Study
Carmel Clay Parks & Rec. Department, IN - The Monon Center; Outdoor Aquatics Expansion; West Park Master Plan
Cedar Rapids (Linn County), City of, IA - Multi Generational Community Recreation Center & Sports Complex Feasibility Study
Decatur County, IN - Allen Memorial Pool
Estes Valley Rec. & Park District, CO - Wellness Rec. Center Feasibility Study
Fairfax County, VA - Recreation Centers Evaluation
Fishers, City of, IN - Community Center
Geneva Park District, IL - Sunset Community Center Expansion; Sunset Park Family Aquatic Center Master Plan & Implementation
Germantown, City of, TN - Senior Needs Assessment
Glenview Park District, IL - Glenview Park Golf Comprehensive Study
Healdsburg, City of, CA - Community Recreation Center Study
Hoboken, City of, NJ - Community Center Study
Indianapolis, City of, IN - Broad Ripple Park Family Center; Indy Island Aquatic Center; Rhodius Pool; Windsor Village Splash Pad
Mundelein Park District, IL - Outdoor Aquatic Facility Master Plan
North Putnam Community Schools, IN - Improvements
Orange Township, OH - New Community Center Feasibility Study / Master Plan; Pre-Referendum Services
Oswegoland Park District, IL - Community Center Master Plan
Prospect Heights Park District, IL - Community Center & Pool Feas. Study
Sioux Falls, City of, SD - Frank Olson Park Master Plan
Upper Arlington, City of, OH - Community Center Feasibility Study
Vigo County, IN - Recreation Facilities Study
Westerville, City of, OH - Parks & Recreation Master Plan; Community Center Expansion & Aquatic Center Expansion

EDUCATION

University of Illinois Chicago
Master of Architecture Design

36 Years in the Industry

REGISTRATION

9 STATES

FL, IA, IL, IN, MA, MD, OH, PA, VA
Indiana Licensed Architect (#
AR12100180)

PROJECT EXPERIENCE

91
COMMUNITY CENTERS

80
AQUATIC FACILITIES



Nancy Weir, AIA, LEED AP

Architect Project Manager



Nancy Weir has 35 years of experience working as an architectural firm Principal and Project Manager leading project teams to desired outcomes on multi-faceted planning, architecture and interior design projects. She is a personable and creative leader who has been responsible for all phases of the architectural process on a wide variety of recreation, municipal/government, higher education, public library, religious, and commercial projects. Her experience includes more than 60 public library planning, design, and construction projects. Nancy has also completed a variety of parks and recreation projects and several new playgrounds.

MEMBERSHIPS/AFFILIATIONS

AIA Columbus Chapter (Member)
LEED® Accredited Professional
USGBC Ohio (Member)
National Trust for Historic Preservation
The Art of Hosting Meaningful Conversations,
Central Ohio Chapter (Member)
Capitol City Business & Professional Women (Former President & Board Member)
Shalem Institute (Former President & Board Member)

EDUCATION

Bachelor of Environmental Design
(Architecture), Miami University

REGISTRATION

Licensed Architect State of: Ohio

LEED® Accredited Professional

PROJECT EXPERIENCE

Centerville-Washington Park District, OH - New Maintenance Facility
Cleveland Public Library, OH - Jefferson Branch Renovation & Addition
Columbus, City of, Dept. of Recreation & Parks, OH - Glenwood & Windsor Swimming Pool Replacements
Columbus Metropolitan Library, OH - Linden Temporary Branch
First Community Church, OH - New Sanctuary (Owner's Representative)
Franklin County Metro Parks, OH - Rocky Fork Metro Park Observation Tower
Harris-Elmore Public Library, OH - Expansion & Renovation; Building Program & Conceptual Design
McKinley Memorial Library, OH - Feasibility Study
Reed Memorial Public Library, OH - Facilities Condition & Space Utilization Assessment
Sunbury Community Library, OH - Master Plan & Needs Assessment
Upper Arlington, City of, OH - Community Center Feasibility Study
Villa Park Public Library, IL - Library Building Program
Wadsworth Public Library, OH - Facility Condition; Utilization & Needs Assessment; Roof Replacement; Masonry Repairs
Westerville, City of, OH - Community Center Expansion, Programming, Public Input, Design Charrette
Columbus, City of, Dept. of Rec. & Parks, OH - New Maintenance
Facilities: Park of Roses, Champions Golf Course, Gowdy Field; Berliner Parks BATS Concession Stands*
Columbus, City of, Dept. of Rec. & Parks and The State of Ohio Dept. of Aging - Martin Janis Senior Center Renovations*
State Library of Ohio - Space Planning; Relocation to Jeffrey Mining Facility & Renovation*
Ohio Department of Rehabilitation & Correction - Prototype Design and New Minimum Security Honor Camps: Belmont
County, Toledo, Youngstown*
Worthington Board of Education, OH - Worthington Schools Education Center*

* Work completed before joining Williams Architects





CHOICE ONE ENGINEERING

At Choice One Engineering (COEC), we take civil engineering, landscape architecture, and surveying as serious business... and by serious, we mean seriously enjoyable. If you don't enjoy your experience with COEC, then we aren't doing a good job. Our goal is to make your life easier. We make submittals on time, every time, we communicate frequently to keep everyone well-informed, we admit mistakes, and we do it all with a sense that business shouldn't be boring. We spend half our lives at work—why spend it frustrated or miserable?

We may be a local firm of choice, but we offer more than just being the local option. We are a firm that likes to enjoy ourselves and pass that satisfaction on to others. Be careful, it is contagious. We work to make lives better: our clients', our communities', our employees', and our families'. This enjoyment helps to create a fulfilling work environment that is honest, productive, and efficient. We truly do love what we do, and we're not afraid to show it. The passion that we have for our work spills over to the all the communities we serve. With all the passion and pride that we have in our projects, we are not afraid to stand by our work. Thank you for the opportunity to work with the City of Middletown.

HISTORY

In 1994, COEC was founded by five engineering entrepreneurs in Sidney, Ohio (including a former City Engineer), who felt there was more to consulting than just providing quality design. They created Choice One, a company that builds trusting relationships, is uber-responsive, provides stability, and does great work. The current 69 employees continue this approach, as we work to make our clients' jobs easier, are responsive, and develop meaningful relationships.

We take ownership of our work and are invited to become shareholders after three years of employment. COEC currently has 39 employee owners, which is over half of our staff. Our viability is proven in our consistent listing as a Dayton/Cincinnati region and national Best Place/Firm to Work For.

COEC'S ODOT PREQUALIFICATIONS

Bicycle Facilities & Enhancement Design
Roadway: Non-complex, Complex
Interchange Justification/Modification Study
Safety Study
Right-of-Way Plan Development: Limited, Complex
Bridge Design: Level 1.1/1.2
Traffic Signal Design: Basic Traffic Signal Design, Traffic Signal System Design
Highway Lighting Design: Limited, Complex
Construction Inspection: Traffic Signal & Lighting

EST. 1994

LICENSED IN

Ohio, Illinois, Indiana, Kentucky

DISCIPLINES

Roadway Design
 Reconstruction/New
 Streetscape
 Highway Lighting
 Roundabouts
Traffic
 Signals and Systems
 Studies, Counts, Warrants
Sanitary Sewer
Storm Water
Water Distribution
Parks and Trails
 Multi-Use Paths
 Park Layout
Bridge Design
Land/Site Development
Rail Design
Surveying
 Topographic/Boundary
 ALTA/NSPS
 Construction Layout
Grants and Funding

Jeffrey S. McMullen

Civil Engineer Project Manger



Jeff is a versatile engineer on Choice One's staff who has over 20 years in municipal engineering, private development, and project management experience. Prior to joining COEC, Jeff worked for Brandstetter Carroll, Inc. (BCI), Cincinnati, where he was an Account Manager for various public clients. He has gained insight and experience as a project manager on public and private design including water, sewer, storm and roadway design as well as storm water quality and quantity modeling and working with various agencies such as ODOT, US EPA, OEPA, ODNR, GCWW and Cincinnati MSD. He has extensive experience with construction administration and inspection, and is well-versed in AutoCAD, Civil 3D, Hydraflow, HydroCAD and HEC-RAS for design and modeling.

While with BCI, Jeff served as City Engineer for the City of Bucyrus. This role involved attending council and committee meetings, working with council on budgeting for various projects, weekly meetings with the Mayor, City Solicitor, Safety/Service Director, Service Foreman, Water and Treatment Plant Directors, and being the city's representative with ODOT, US EPA, OH EPA, ODNR and providing the city guidance on how to proceed with various items. He was also responsible for handling all bidding procedures for various projects and in most cases construction administration and inspection on all City construction projects. Jeff also spent time as a designer for Contech Engineered Solutions, developing structural plans for pre-engineered bridges and structures as well as designing storm water detention systems and water quality structures. Since joining COEC, Jeff has designed private sites, public roadways, and has enhanced COEC's processes in designing stormwater management projects. Jeff also has his MS4-SCP Certification, allowing him to understand and perform duties under MS4 Storm Water permits.

EDUCATION

University of Cincinnati, 2004, Bachelor of Science, Civil Engineering

REGISTRATION

MS4-SCP Certification

ROLE

Jeff will serve as chief civil project manager and provide design for the project. He will also coordinate with project manager Michael Seeger to ensure project schedules are met and the project is developed seamlessly.

PROJECT EXPERIENCE

Hopewell Road Culvert, Symmes Township, Hamilton County, Ohio

Bayside and Barrett Water Main Replacement, Montgomery County Environmental Services, Riverside, Ohio

Fourth Ward Sanitary Sewer Study, Van Wert, Ohio

US 32 Water Main Replacement, Clermont County, Ohio (for BCI)

Susanna Way Street, Sidewalk, and Storm Improvements, New Richmond, Ohio (for BCI)

City of Bucyrus, Ohio: stormwater management plan, construction inspections and monitoring for MS4 compliance; GIS mapping of city's utilities for asset management, maintenance history and budgeting for improvements (for BCI)

Ragland Road Storm, Water, Sanitary, and Road

Reconstruction, Newtown, Ohio (for BCI)

Euclid Avenue Reconstruction, Madeira, Ohio (for BCI)

Rita Lane Water and Storm Replacement, Madeira, Ohio (for BCI)

Trotwood Commerce Park Stormwater Modeling, Trotwood, Ohio (for BCI)

SR 19 North Sandusky Avenue Reconstruction, Bucyrus, Ohio (for BCI)

Jefferson Street, Pine Street, and Edith Street Paving Projects, Newtown, Ohio (for BCI)

Thorndale Lane Storm Sewer, Newtown, Ohio (for BCI)

Conover Hall Parking Lot Site Plan, Franklin, Ohio



Michael L. Seeger, PE

Civil Engineer Project Manger & QA/QC



Michael is a site development project manager for COEC's Loveland office with experience in land development, industrial expansion, and site design. Michael knows the elements that create a successful design and a successful project. With experience on roadway widenings and reconstruction, as well as large-scale industrial and commercial projects such as manufacturing plants and retail buildings, Michael can anticipate problem spots and work to mitigate possible issues before construction begins. In addition to his project experience, Michael brings a calm, comfortable approach. His level-headedness lends itself well to the compressed timelines and hurried deadlines that often accompany site design. Michael is unassuming, diligent, and meticulous with each aspect of project management, from client communication to design performance and supervision. Michael also makes it a point to be available and considerate of a client's or stakeholder's time and is forthright and honest with potential problems.

EDUCATION

The Ohio State University, 2012, BS in
Civil Engineering

ROLE

Michael will provide review of the construction plans and engineer's estimate to ensure neither details are missed nor opportunities overlooked for accuracy and construction cost savings.

PROJECT EXPERIENCE

City of Butler Public Works Buildings, Butler, Ohio

Hobart Arena Parking Lot Improvements, Troy, Ohio

Loveland-Symmes Fire Department Training Tower Site Plan,
Loveland, Ohio

Kettering Fire Station #34 & #37, City of Kettering,
Montgomery County, Ohio

Beavercreek Township Fire Station #65, Greene County, Ohio

Honda R&D Multipurpose Facility, Liberty Township,
Union County, Ohio

Sunrise Cooperative Seed Distribution Facility,
Union Township, Clinton County, Ohio

Germantown Fire Station - Addition/Renovation,
City of Germantown, Ohio

Fossil Park, Sylvania, Lucas County, Ohio

Tractor Supply Company Site Design,
Miami Township, Clermont County, Ohio

Abbott Nutrition Facility Site Design, Tipp City, Ohio

Traditions of Lebanon Senior Living Campus,
Lebanon, Ohio



OUR EXPERIENCE

Walk the plank

Island Oasis

Crow's nest

Slides

Cargo net expanse

Cargo climber

Anchor

Extra rain barrels

Flood plain flats

Overflow oxbows

Locks / race end

Palm Island sprayers

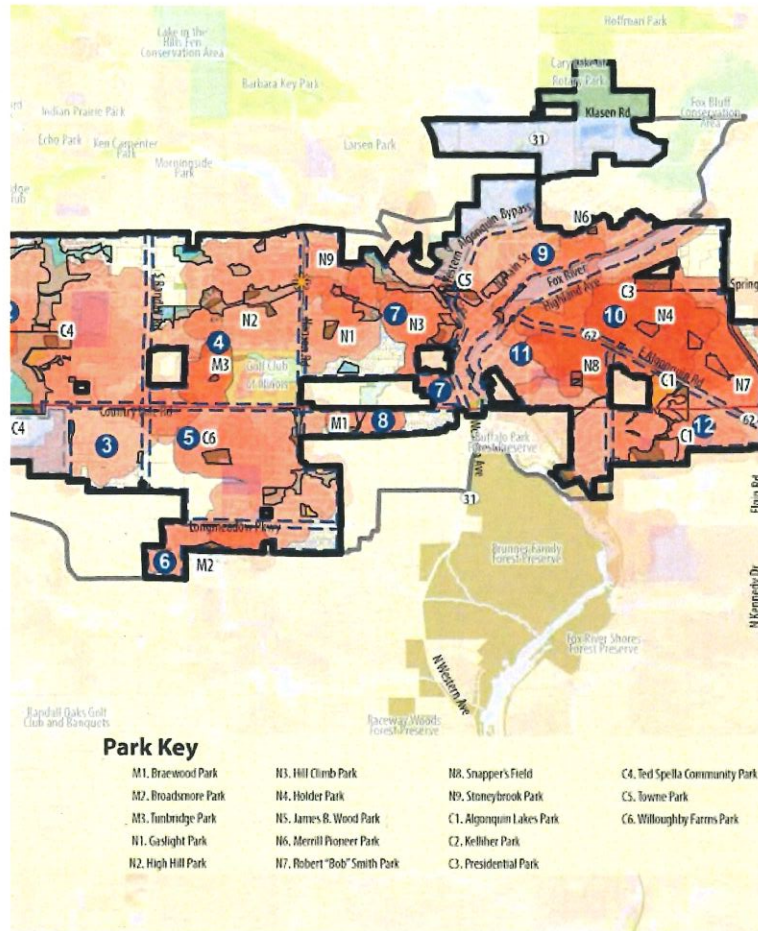
Footbridge top

LOCATION
Algonquin, Illinois

CLIENT
Village of Algonquin

CONTACT
Katie Gock, Recreation
Superintendent, 847.658.5719

DESIGN TEAM
Recreation Results;
Dewberry Architects;
Hey and Associates



Park Need Assessment

The following flow chart tool is intended to assist Village staff in determining the type of planning efforts needed to bring Park and Recreation services to and keep them at established Algonquin standards.



J21	Year 1 2021 - 2022				Year 2 2022 - 2023				Year 3 2023 - 2024				Year 4 2024 - 2025				Year 5 2025 - 2026			
	Nov	Feb	May	Aug	Nov	Feb	May	Aug	Nov	Feb	May	Aug	Nov	Feb	May	Aug	Nov	Feb	May	Aug
	Dec	Mar	Jun	Oct	Dec	Mar	Jun	Oct	Dec	Mar	Jun	Oct	Dec	Mar	Jun	Oct	Dec	Mar	Jun	Oct
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Village of Algonquin Park + Recreation Comprehensive Master Plan

Hitchcock Design Group assisted the Village in developing a plan that would define a consistent future vision and strategic priorities as it enables the organization to re-imagine the desired future of its services, recognizing the realities of the external operating environment and developing an action plan to make the desired future a reality. The plan provides fiscal agility for the Village to use reserves to address capital project needs, maximize and grow revenue, ensure adequate staffing, and undertake key strategic initiatives for long-term success. To continue maintaining aging infrastructure and offer the programs, services and new facilities and amenities the community desires, the action plan will help the Village Board and staff make measured decisions, balancing future community needs against the Village's sound fiscal condition.

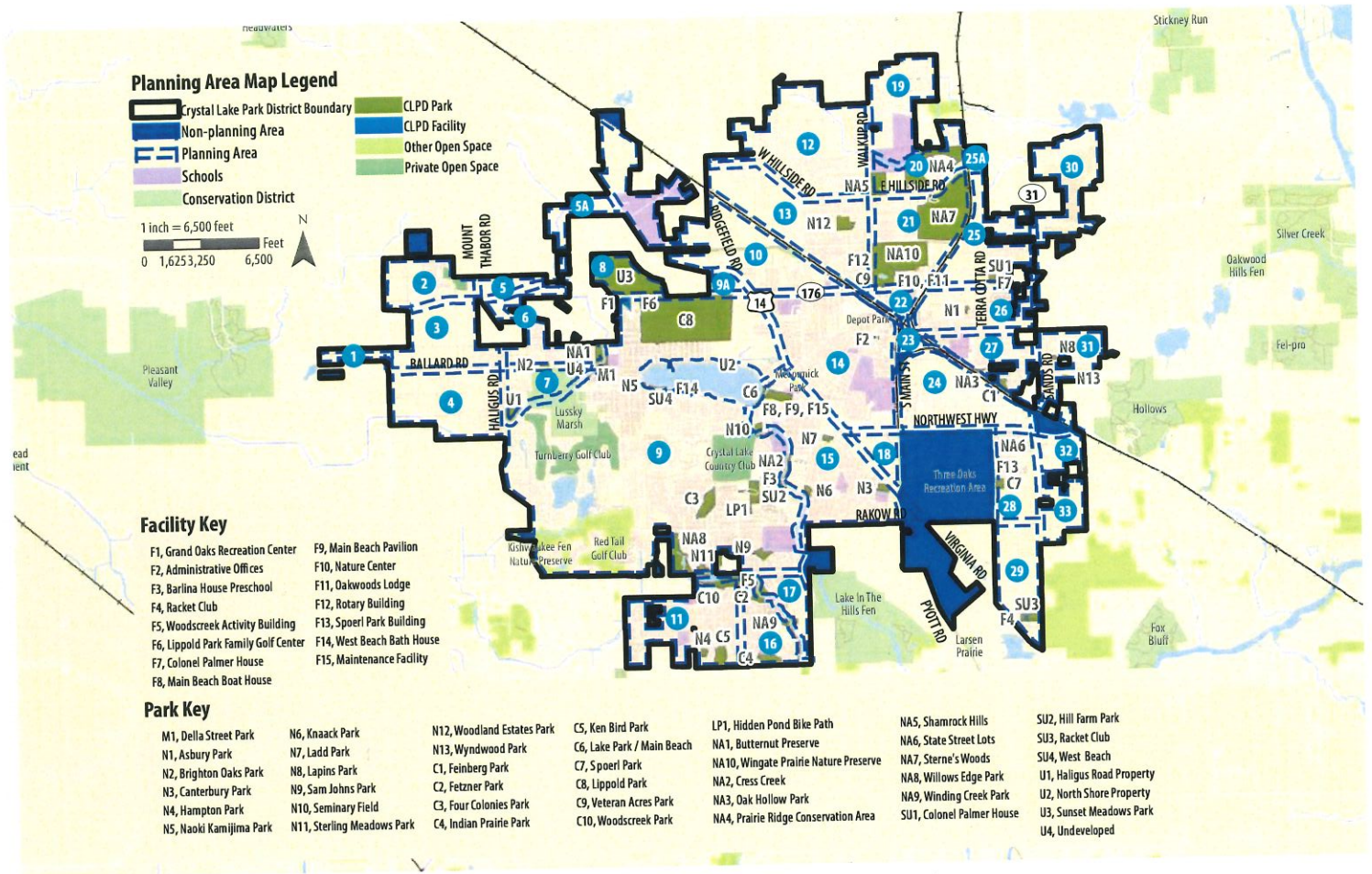
LOCATION
Crystal Lake, Illinois

CLIENT
Crystal Lake Park District

CONTACT
Jason Herbster,
Executive Director
815.459.0680

STATUS
Complete

DESIGN TEAM
Williams Architects;
Recreation Results;
ETC Insitute



Crystal Lake Park District Comprehensive Master Plan Update

The update to Crystal Lake Park District's comprehensive plan focused on helping Park District Staff and their Board develop a vision for the next 5-10 years. The previous plan was used for reference to create an updated plan. The 2023-2028 plan will be used as a tool to help staff address the primary needs of their district, prioritizing higher/more critical items within the established document.

The plan was adopted March 16, 2023.

LOCATION

Glenview, Illinois

CLIENT

Glenview Park District

CONTACT

James Warnstedt,
Superintendent of Park and
Facility Services
847.657.3215

STATUS

Complete

SIZE

334.80 acres

PLANNING TEAM

Heller and Heller Consulting;
Dewberry Architects



Glenview Park District Comprehensive Master Plan

As a continuation of their mission to provide "quality recreational programs, facilities and open space", the Glenview Park District engaged Hitchcock Design Group and the planning team to create a masterplan that would guide their operations and growth for the next ten years. The park district's guiding principles include a commitment to continual improvement while also providing diverse programming and seeking public involvement and their new master plan needed to reflect these goals while also creating a plan that they could implement. In conjunction with performing a thorough review of all of the park district's existing properties and programming, the planning team also sought community input on their interests and worked closely with the board to develop a plan that encompassed everyone's vision. The resulting plan created an order criteria for the park district to follow as they implement the plan over the next ten years.

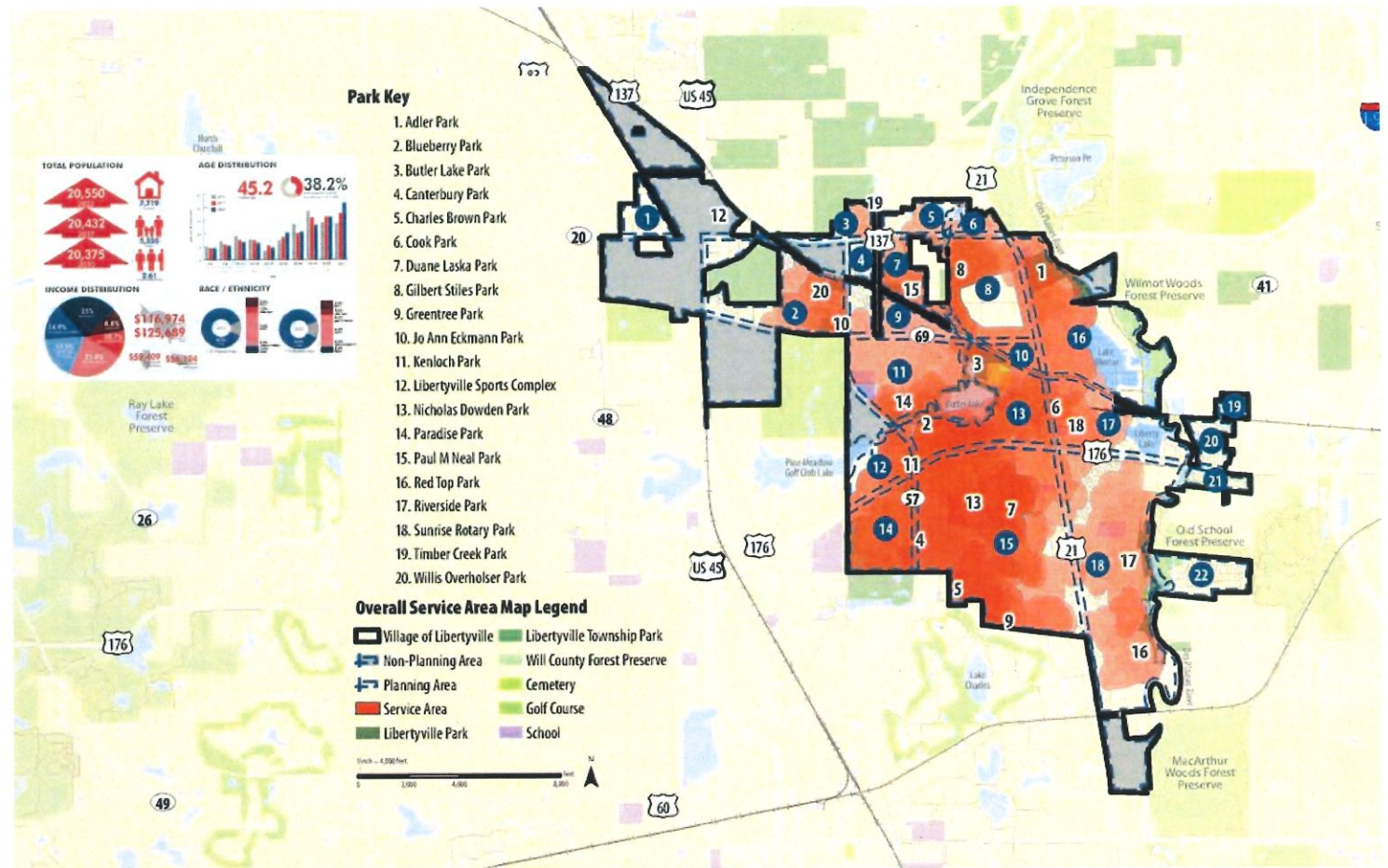
LOCATION
Libertyville, Illinois

CLIENT
Village of Libertyville
Recreation and Sports Complex
Department

CONTACT
Kelly Amidei,
Village Administrator
847.362.2430

STATUS
Complete

SIZE
369 acres



Libertyville Parks Master Plan

Hitchcock Design Group was engaged by the Village of Libertyville to create a master plan for the existing Libertyville parks systems. The team utilized a four-step process to evaluate the Village’s existing park and recreation amenities while also soliciting community input to arrive at a final plan that compiled all of the information into one cohesive document. Implementation of the plan was broken down into multiple steps that the Village can execute over the next 15 years.

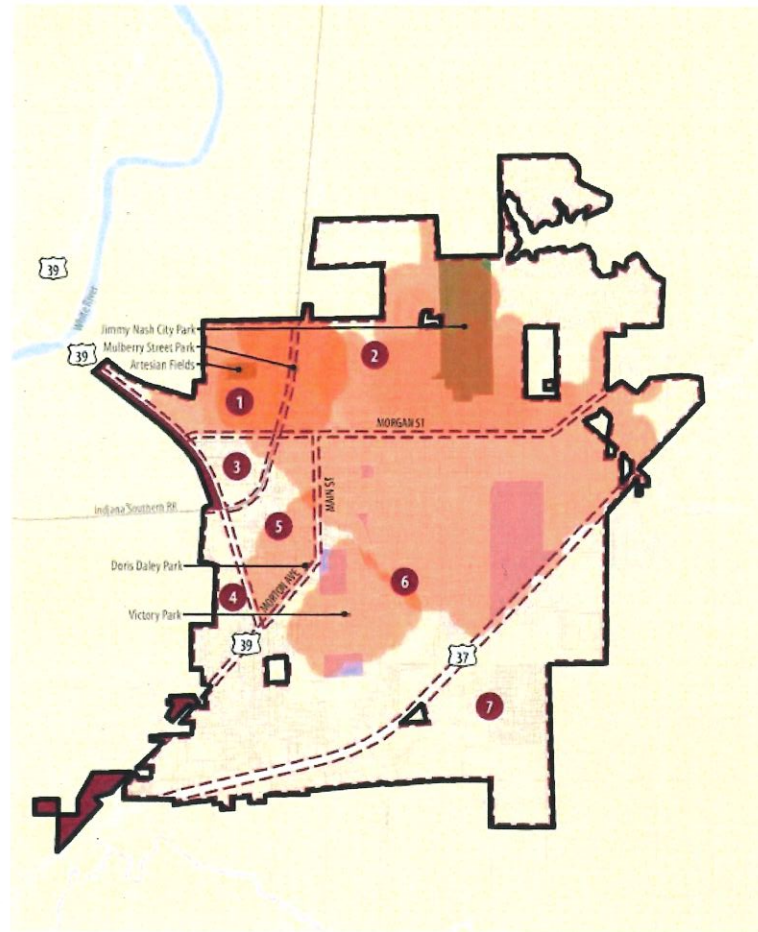
LOCATION
Martinsville, Indiana

CLIENT
City of Martinsville

CONTACT
Shannon Kohl,
Mayor
765.342.3155

STATUS
Complete

SIZE
2,880 acres



Martinsville Parks and Recreation Master Plan

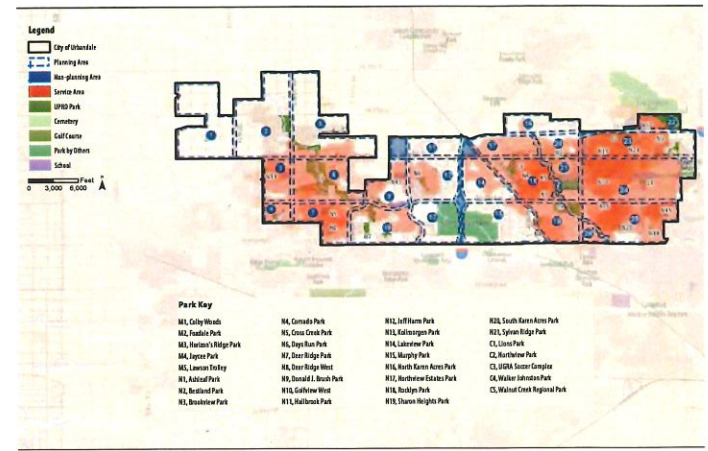
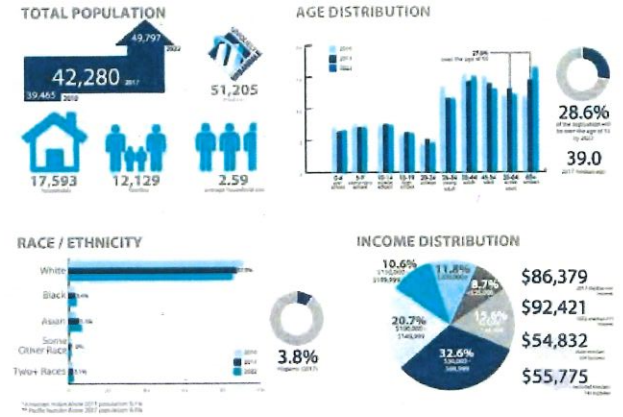
Hitchcock Design Group's team worked with the City of Martinsville to create a 5-Year Parks and Recreation Master Plan for the community. The team gathered information from the city's staff, stakeholders, and the community, as well as analyzing state and national trends, market data, and benchmark comparisons to determine current and future needs for parks, amenities, and programs in Martinsville. The resulting action plan provided the community with a highly customized and applicable plan to fulfill the needs of the community.

LOCATION
 Urbandale, Iowa

CLIENT
 City of Urbandale

CONTACT
 Jan Herke,
 Parks and Recreation Director
 515.278.3963

STATUS
 Complete



Urbandale Comprehensive Master Plan

Hitchcock Design Group was commissioned by the City of Urbandale Parks and Recreation Department to conduct a 20-year parks and recreation master planning process. Urbandale's success has included extensive growth, nearly doubling in size over the last decade to nearly 45,000 residents, and creating tremendous pressure on its aging park and facility infrastructure. Hitchcock first conducted a detailed inventory of all park and facility assets, then conducted an intensive community engagement process that included an online survey, stakeholder interviews, staff workshops, citizen advisory input and a community meeting attended by 100+ residents. Key findings included the assessed need for a flagship indoor recreation center, the replacement of their indoor pool complex, the updating of their extremely popular senior center and the expansion of their already world-class trail system. The Parks and Recreation Department is now armed with a community-driven plan to compete for local and state funding to implement recreation improvements over the next 20-years.

LOCATION

Trotwood, Ohio

CLIENT

Five Rivers MetroParks

CONTACTEric Saver,
Park Planning Manager,
937.274.3107**STATUS**

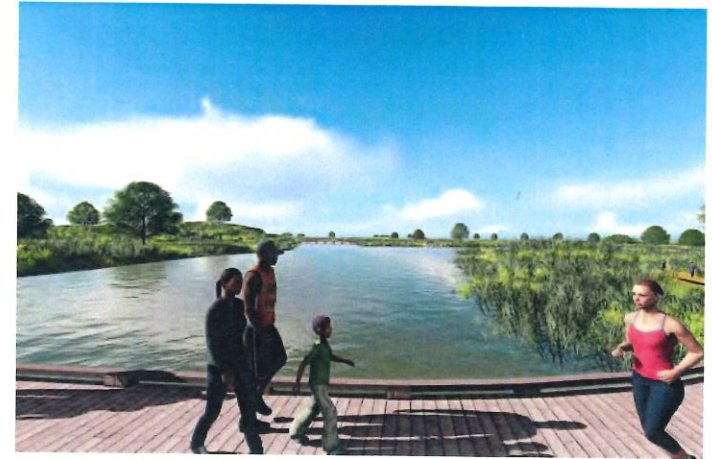
In Progress

SIZE

553 acres

**CONSTRUCTION
BUDGET**

\$26,700,000



Spring Run MetroPark Plan

Hitchcock Design Group was retained by Five Rivers MetroParks to conduct an inventory and analysis of Spring Run / Larchtree Reserve and the surrounding community (physical and demographic) with the goal of developing a master plan that will be directly informed by the alternative and preferred strategies developed during the process. The site is comprised of two separate properties, an existing wetland bank in the south-east and land set aside for bank expansion to the west. An abandoned golf course is located on the north-east corner of the property. As part of the process, the team was asked to engage potential users, staff and adjacent residents through various means to gain a better understanding of their goals for the property. The team was also tasked with creating alternative plans that maintained or re-established natural habitats on a majority of the site with emphasis on community and high school education opportunities. Final concepts include multiple shelters, an amphitheater, an open lawn for free-play, fishing and nature-based play in a blended traditional park and native/restored atmosphere that will be familiar and comfortable to the Trotwood community.

LOCATION

Carmel, Indiana

STATUS

2007 - On Going

SIZE

146,000 SF
Community Center

SERVICES PROVIDED

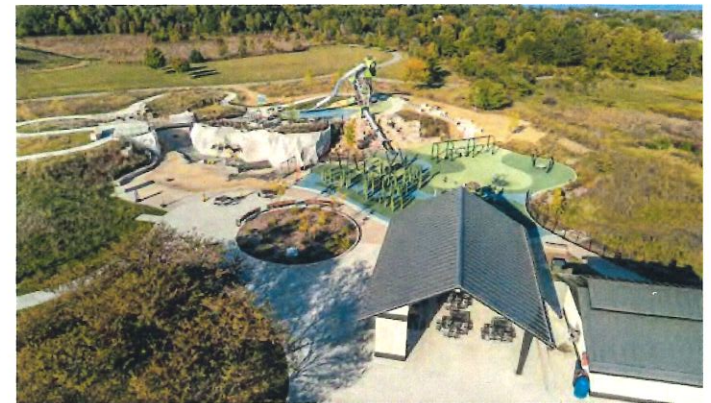
Pre-Design
Master Plan / Feasibility Study
Public Input / Comm. Engagement
Grant / Referendum / Bond
Basic A&E Design Services
Construction Administration

CLIENT

Carmel Clay Parks & Recreation
1411 East 116th Street
Carmel, IN 46032

REFERENCE

Michael Klitzing, Director
317.848.7275
mklitzing@carmelclayparks.com



Monon Community Center

Williams Architects and PROS Consulting conducted a Feasibility / Master Plan study which included interactive public workshops and open house meetings. The ultimate outcome of the business plan was to provide a true measurement of The Monon Center's ability to meet the financial and operating expectations of the Park Board, elected officials, and the Carmel Clay community. Based upon the findings of the Study, the Monon Center, set in a new park envisioned to be the "Flagship" of the Carmel-Clay park system, features an indoor natatorium containing a leisure depth pool and a six-lane, non-competition lap pool; a three-court gymnasium; health/fitness areas; an indoor children's play zone; flexible lobby space; administrative offices; program rooms; and a banquet room with a catering kitchen – are augmented by amenities contained in the facility's accompanying, 3.5-acre, 2,098-capacity outdoor aquatic center. The amenities present in the finished project reflects input gleaned from a year-long series of public forums. The Center operates at a 110% Return on Investment.



LOCATION
Indianapolis, Indiana

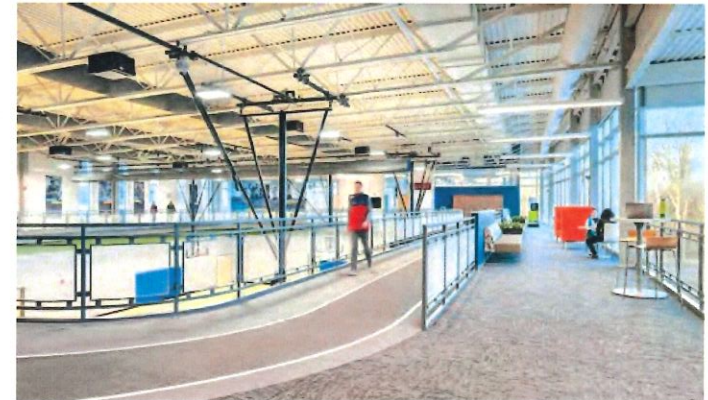
STATUS
Completed in 2023

SIZE
39,758 SF

SERVICES PROVIDED
Pre-Design
Master Plan / Feasibility Study
Public Input / Comm. Engag.
Grant / Referendum / Bond
Basic A&E Design Services
Construction Administration

CLIENT
City of Indianapolis Parks & Rec.
200 E. Washington Street
Indianapolis, IN 46204

REFERENCE
Julee Jacob, Senior Manager
317.327.4000
julee.jacob@indy.gov



Broad Ripple Family Center

Williams Architects and PROS Consulting worked with the City of Indianapolis in a collaborative design process to develop a Master Plan for Broad Ripple Park. The forum for the design process revolved around a series of design workshops, establishing the guiding design criteria for the buildings and site master plan. Utilizing the guiding principles established, the team generated various design options which were then refined with the engagement of a steering committee and the residents. Williams Architects is now working with the City and public / private partners in the design of a new Community Center to meet the needs of all age groups - from millennials to seniors.



LOCATION

Vigo County, Indiana

STATUS

In Progress

SIZE

168,100 SF

SERVICES PROVIDED

Pre-Design
Master Plan / Feasibility Study
Public Input / Comm. Engag

CLIENT

Vigo County
C/O RJL Solutions
1125 Wabash Avenue
Terre Haute, IN 47807

REFERENCE

Rachel Leslie, CEO
812.870.5423
rleslie@rjlsolutions.com



Sports & Water Complex Feasibility Study

The Vigo County Capital Improvement Board teamed with Williams Architects and a local business planning firm to conduct an Indoor Sports Facility, Outdoor Sports Complex and Water Park Feasibility Study. The results of the Study determined that the residents of Vigo County were supportive of an Aquatic Center and Recreation Center. With the Feasibility Study complete, the County is determining the appropriate Next Steps for implementation.



LOCATION

Minster, Auglaize County, Ohio

SIZE

50 acre park development
(formerly agricultural land)

SERVICES PROVIDED

Field survey, site plan, utility
plan, grading plan, construction
bidding procedures,
an construction layout staking

REFERENCE

Don Harrod, Village
Administrator,
(419) 628-3497,
dharrod@minsteroh.com



Four Season Recreational Park

This 50 acre park is located on the northern edge of the village. There are a variety of activities available. The park hosts eight lighted ball diamonds; 2 little league with grass infields, 2 little league with dirt infields, 2 softball, 1 baseball, and 1 High School softball diamond. Located at the center of each diamond complex are restroom and concession facilities along with functioning press boxes and scoreboards. Batting cages are also available.

A 1.8 acre pond is available for fishing. In addition, playground equipment is located near the main entrance parking area and also in the rear of the complex near the back parking area. There are five shelter houses available, one with a center fire pit. Walking trails allow visitors to meander through the park. For winter recreation activities, a high sledding hill is located in the north east corner of the complex and the pond is available for ice skating. The complex boasts plenty of well-lit parking areas and vending machines. Recent additions to Four Seasons park include, two lighted full-sized basketball courts and eight lighted pickleball courts.



LOCATION

Piqua, Miami County, Ohio

SIZE

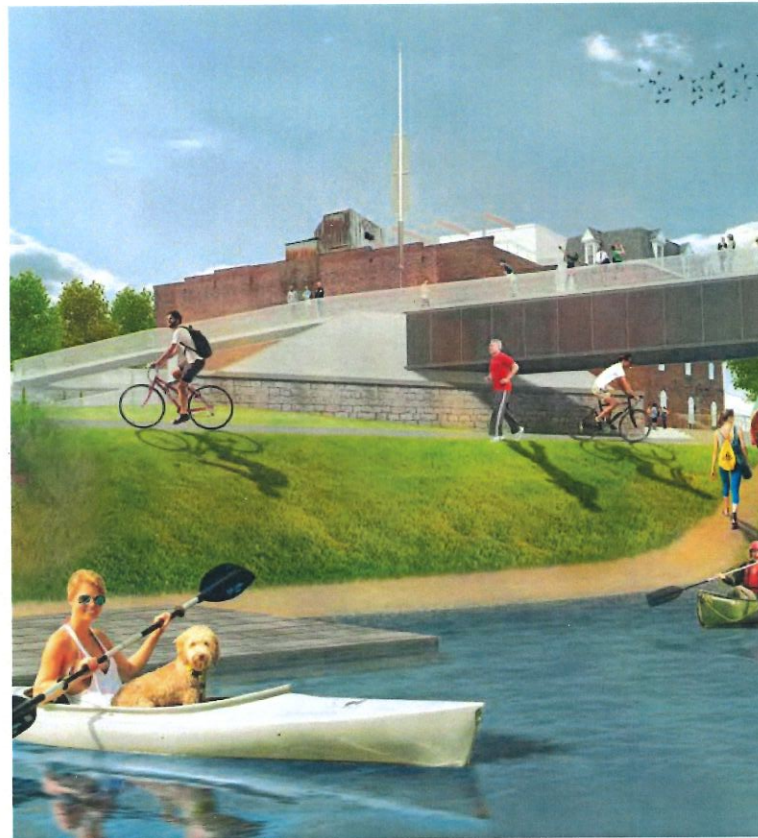
2 acre park development along
Great Miami River

SERVICES PROVIDED

Topographic survey, site
development design, lighting
plans, construction plans,
construction bidding procedures,
and construction administration
services.

REFERENCE

Chris Schmiesing, Community
and Economic Development
Director, (937) 778-2049 x3235,
cschmiesing@piquaoh.org



Lock Nine Park Development

Choice One provided site design for the multi-phase development of Lock 9 Park in Piqua. This project includes a historic canal lock, performance lawn, levee terrace, mixed species grove, riparian area, and various walks and retaining structures. Choice One participated in the Master plan development by providing a topographic survey, site development plans, and lighting design. To facilitate the development of the two-acre park, Choice One also designed utility relocations that accommodate the features of the proposed park. Choice One also developed a storm sewer design for the park that would accommodate future impervious surfaces, downspouts of proposed structures, and the installation of water features and restrooms. The project was coordinated with the City and several design consultants including Booker Design Collaborative and Gamble Associates.

Fee Schedule

The following Fee Structure follows the format outlined in the Scope of Services. The phases as listed may not be undertaken chronologically, but rather concurrently, as the conclusion of each phase relies partially on the advancement of others.

Phase	Fee
ANALYZE: Inventory and Analysis Phase	\$55,000
CONNECT: Needs Assessment & Community Engagement Phase	\$7,000
ENVISION: Strategic Planning Phase	\$12,000
PRIORITIZE: Alternative Strategies Phase	\$16,000
IMPLEMENT: Final Parks Master Plan and Feasibility Study Phase	\$10,000
Total:	\$100,000
Optional:	
COMMUNITY ENGAGEMENT EVENT #3: PUBLIC INPUT SURVEY	\$5,200
COMMUNITY ENGAGEMENT EVENT #4: STATISTICALLY VALID SURVEY	\$15,000

REIMBURSABLE EXPENSES:

Draft printing (materials for staff / board review meetings):	\$500
Mileage (tours, site visits, meetings):	\$500
Printing of Final plans:	as requested, at cost
Subtotal:	\$1,000

References

ERIC SAUER

Park Planning Manager
Five Rivers MetroParks
Trotwood, OH

eric.sauer@metroparks.org
937.212.0462

ARNIE BIONDO

Retired Executive Director
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937.433.5155

NICK MEYER

Planning and Project Manager
Centerville-Washington Park District
Centerville, OH

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937.433.5155 ext. 216

JULEE JACOB

Senior Project Manager, Park Planning
Indy Parks and Recreation
Indianapolis, IN

julee.jacob@indy.gov
317.430.8461

MICHAEL MUELLER

Franklin County Fiscal Court Judge
Franklin County
Frankfort, KY

michael.mueller@franklincounty.ky.gov
502.875.8751



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