

# **PUBLIC NOTICE**

## **AGENDA**

### **ADMINISTRATIVE SERVICES COMMITTEE MEETING**

*Committee Members: **Kristopher Parrish** Lisa Evans, Kim Chamberland*

Tuesday, January 31, 2023, at 4:30 p.m.  
Council Chambers, 745 Center Street, Milford, Ohio 45150

Call to Order

Proceedings: Approval of the January 11, 2023, Administrative Services Committee Minutes

Agenda Items:

- Discussion: Proposed TIF for Rivers Edge
- Discussion: Amending Appropriation Ordinance 2022-181
- Discussion: Ordinance Approving the Editing and Inclusion of Certain Ordinances as Parts of The Various Component Codes of The Codified Ordinances of Milford, Ohio and Declaring an Emergency
- Discussion: Appointing Representatives to The Clermont County Tax Incentive Review Council
- Discussion: Quote to Repair Vac-All
- Discussion: Quotes Construction Testing & Special Inspections/Five Points Landing Park
- And all additional matters that may properly come before the Committee

Adjourn



**Administrative Services Committee  
Meeting Minutes  
January 11, 2023**

Mr. Parrish called the meeting to order at 5:00 p.m.

Present: Lisa Evans and Kristopher Parrish

Staff: City Manager, Michael Doss, Finance Director Pat Wirthlin, and Sanitary Sewer Supervisor Dave Walker.

Visitors: None

Mrs. Evans made a motion to elect Kristopher Parrish as Committee Chairperson. Mr. Parrish second. Motion carried.

Proceedings: *Approve the proceedings from the December 19, 2022 Administrative Services Committee Minutes. Mrs. Evans made a motion to approve. Seconded by Mr. Parrish.*

Discussion: Purchase of Trucks for the Sanitary Sewer and Water Departments.

Mr. Walker presented three quotes for the purchase of two 2022 Ford F-350 trucks for the sanitary sewer and water departments. Mr. Walker requested that the committee advance the purchases to Council in the amount of \$124,000 (to be divided in half for each department respectively). According to Mr. Walker, dealerships are having a difficult time keeping inventory and he would like to have some flexibility in purchasing by using the maximum quote provide. Mr. Walker assured the committee that he would find the best purchase price not to exceed the requested amount.

Without further Committee discussion...

***The Committee agreed to recommend that the Law Director draft an ordinance authorizing the City Manager to enter into an agreement to purchase two trucks in the amount of \$124,000 for the Sanitary Sewer and Water Department.***

Discussion: Consideration of a Resolution Authorizing the Request for Advancement of Taxes from the Clermont County Auditor.

Mrs. Wirthlin requested that the committee advance a resolution providing the City with the ability to request real estate taxes, plus any other monies received, be advanced to the City from the Clermont County Auditor as these funds become available. Mrs. Wirthlin advised the committee that the request would expedite the real estate tax proceeds collected from the Clermont County Auditor to the City on a monthly basis rather than twice a year (July and November).

Without further Committee discussion...

***The Committee agreed to recommend that the Law Director draft a resolution requesting that the Clermont County Auditor make advance payment of taxes, and any other monies received during the year 2023 pursuant to Ohio Revised Code Section 321.34.***

Discussion: Agreement with Fraunfelter Accounting Services for the Preparation of the 2022 and 2023 Basic Financial Statements for the City of Milford, The Joint Economic Districts (JEDDs), and the Milford Community Improvement Corporation (CIC).

Mrs. Wirthlin advised the committee that Fraunfelter Accounting Services assist the Finance Department with the preparation of the City's financial statements including the JEDD and CIC financials. Fraunfelter Accounting Services converts cash basis to Generally Accepted Accounting Principles (GAAP), a process that includes accruals, fixed assets, tax incentives, footnotes, and supplemental disclosures for pension. Mrs. Wirthlin stated that the annual contract amounts for 2022 and 2023 would be as follows: \$11,000 for the CIC, \$2,200 for the JEDDs, and \$550 for the CIC.

Without further Committee discussion...

***The Committee agreed to recommend that the Law Director prepare an ordinance authorizing the City Manager to enter into a contract with Fraunfelter Accounting Services to prepare the 2022 and 2023 basic financial statements for the City of Milford, Join Economic Development Districts (JEDD), and Community Improvement Corporation (CIC) at an annual cost of \$11,000 each year for the City, \$2,200 each year for the JEDDs, and \$550 each year for the CIC.***

Discussion: 2023 Salt Purchase for the Service Department.

Mr. Doss presented the State of Ohio 2023 salt tabulation regarding the cost per ton for the City of Milford. Mr. Doss stated that the lowest cost per ton of salt is \$100.97 from Compass Minerals. According to Mr. Doss, the Service Department requests to purchase 700 tons of salt for a total cost of \$70,679.

Without further Committee discussion...

***The Committee agreed to recommend that the Law Director prepare an ordinance authorizing the City Manager to purchase salt from Compass Minerals in the amount of \$70,679.***

There being no further business, the meeting adjourned at 5:16 pm with a motion from Mrs. Evans, Seconded by Mr. Parrish.

Respectfully submitted,

Michael Doss, City Manager



ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE DECLARING IMPROVEMENTS TO PARCELS OF REAL PROPERTY TO BE A PUBLIC PURPOSE, EXEMPTING SUCH IMPROVEMENTS FROM REAL PROPERTY TAXATION.**

**WHEREAS**, Section 5709.40, et seq., of the Ohio Revised Code (the “Municipal TIF Act”) authorize municipalities to participate in a financing technique commonly known as tax increment financing (“TIF”); and

**WHEREAS**, pursuant to such authority, and in particular Section 5709.40(B) of the Ohio Revised Code, this City Council (the “City Council”) of the City of Milford, Ohio (the “City”), has determined to declare improvements to certain parcels of real property located in the City to be a public purpose, and exempt such improvements from real property taxation in an amount equal to seventy-five percent (75%) of the assessed valuation of the improvements for a period of ten (10) years (the “TIF Exemption”); and

**WHEREAS**, the parcels of real property with respect to which the TIF Exemption shall apply are specifically identified and depicted in *Exhibit A* attached hereto (the “Parcels”); and

**WHEREAS**, as required by Section 5709.83 of the Ohio Revised Code, prior to the consideration of this ordinance, notice has been provided to the Boards of Education of (a) the Milford Exempted Village School District on [January \_\_\_\_], 2023, and (b) the Great Oaks Career Campuses on [January \_\_\_\_], 2023, regarding the consideration of this ordinance;

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Milford, Ohio, with at least two-thirds of the members elected thereto concurring:

**SECTION 1.** Pursuant to Section 5709.40(B) of the Ohio Revised Code, this City Council hereby creates the “Rivers Edge Drive/Vision Development TIF”, the boundaries of which shall be coextensive with the boundaries of the Parcels and shall include the Parcels as specifically identified and depicted in *Exhibit A* attached hereto, which Parcels are located in the incorporated area of the City.

**SECTION 2.** That, pursuant to Section 5709.40(B) of the Ohio Revised Code, further improvements to the Parcels in the Rivers Edge Drive/Vision Development TIF occurring after the date of this ordinance are hereby declared to be a public purpose and are exempt from real property taxation commencing with the first tax day of the tax year [in which there is a building or structure on the Parcels equaling or exceeding [Thirty Million] Dollars (\$[30,000,000]) in true (market) value that appears on the tax list and duplicate of real and public utility property][that begins after the effective date of this ordinance and in which an improvement resulting from the construction of a building or structure on the Parcels first appears on the tax list and duplicate of real and public utility property] and ending on the tenth (10<sup>th</sup>) anniversary of such date, all in accordance with the Municipal TIF Act. It is hereby determined that (i) a portion of such improvements shall be exempt from real property taxation, and (ii) such portion shall be seventy-five percent (75%) of the assessed value of such improvements.

**SECTION 3.** That this City Council hereby finds and declares that certain existing public improvements in the City and which directly benefit the Parcels, to wit: previously constructed public street improvements, including without limitation, street paving, guardrail improvements, median improvements, increased signage, crosswalks, walkways, landscaping, traffic control devices and alterations to existing streets, including intersection improvements, turn lanes, and traffic signals; previously constructed utilities, including, but not limited to, water facilities, sanitary sewers, gas mains, electric facilities, communication facilities, storm water sewers and retention/detention facilities, have been and are for a public purpose and were and remain necessary for the further development of the Parcels for the creation of jobs, increasing property values, and the provision of adequate traffic control in the City.

**SECTION 4.** That during the term of the TIF Exemption, the City shall not impose, and the owner or owners of the improvements to the Parcels shall not be required to make, annual service payments in lieu of taxes with respect to the improvements made to the Parcels. As a result, it will not be necessary to create a tax increment equivalent fund as provided in Section 5709.43 of the Ohio Revised Code.

**SECTION 5.** That the City Manager (or his designee) and the Clerk of Council, and to the extent necessary, members of City Council and other City officials, are hereby authorized to do all things necessary and proper to carry out Sections 1 through 4 of this ordinance above, including, but not limited to, filing any required applications for tax exemption with the Clermont County Auditor and/or the Ohio Tax Commissioner.

**SECTION 6.** Pursuant to Section 5709.40(I) of the Ohio Revised Code, the Clerk of Council is hereby directed to deliver a copy of this ordinance to the Director of the Ohio Department of Development within fifteen days after its passage. On or before March 31 of each year that the TIF Exemption remains in effect, the City Manager or other authorized officer of this City shall prepare and submit to the Director of the Ohio Department of Development a status report required by Municipal TIF Act.

**SECTION 7.** If determined by the City Manager to be in the best interest of the City, this City Council hereby authorizes the preparation of a development agreement, memorandum of understanding, or other similar agreement with the owner or developer of the Parcels, in a form to be approved by the Law Director or other legal counsel to the City (the "Development Agreement"), and further authorizes the City Manager to execute and deliver the Development Agreement on behalf of this City Council. The approval of such Development Agreement shall be conclusively evidenced by the execution thereof by the City Manager.

**SECTION 8.** That it is hereby found and determined that all formal actions of this City Council concerning and relating to the passage of this ordinance were taken in an open meeting, and that all deliberations of this City Council and of any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

**SECTION 9.** Under and in accordance with Section 12.05 of the Milford City Charter, this ordinance shall become effective immediately upon its passage by City Council.

**ADOPTED:** February 7, 2023.

**CERTIFIED:**

Signature: \_\_\_\_\_  
Printed Name: Lisa Evans  
Title: Mayor

Signature: \_\_\_\_\_  
Printed Name: Jackie Bain  
Title: Clerk of Council

Approved as to form only:

Signature: \_\_\_\_\_  
Printed Name: Bryan Pacheco  
Title: Law Director



### **CERTIFICATE OF ORDINANCE**

The undersigned hereby certifies that the foregoing is a true and correct copy of Ordinance No. \_\_\_\_-\_\_\_\_.

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Clerk of Council  
City of Milford, Ohio

### **CERTIFICATE OF SUBMISSION**

The undersigned hereby certifies that a copy of the foregoing ordinance was submitted this day to the Director of the Ohio Department of Development.

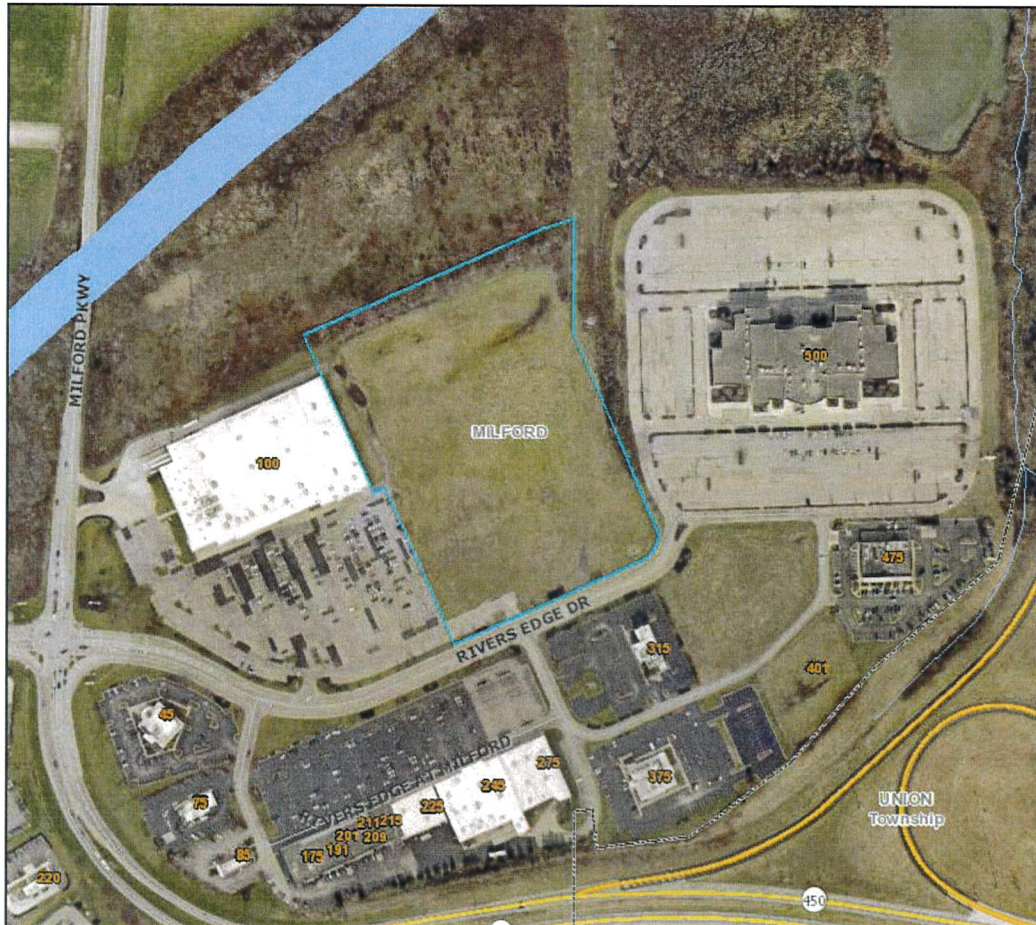
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Clerk of Council  
City of Milford, Ohio

Dated: \_\_\_\_\_, 2023

**EXHIBIT A**  
**PARCEL INFORMATION**

Clermont County Auditor's Parcel No. 210736.077 (*depiction below*)



## EXTRACT FROM MINUTES OF MEETING

The City Council of the City of Milford, Ohio, met in regular session, at 7:00 p.m., on the 7th day of February, 2023, at 745 Center Street, Milford, Ohio 45150, with the following members present:

There was presented and read to the City Council Ordinance No. \_\_\_\_-\_\_\_\_\_, entitled:

AN ORDINANCE DECLARING IMPROVEMENTS TO PARCELS OF REAL PROPERTY TO BE A PUBLIC PURPOSE, EXEMPTING SUCH IMPROVEMENTS FROM REAL PROPERTY TAXATION.

M \_\_\_\_\_ moved to suspend the rule requiring each ordinance or resolution to be read on two different days. M \_\_\_\_\_ seconded the motion and, the roll being called upon the question, the vote resulted as follows:

M \_\_\_\_\_ then moved that Ordinance No. \_\_\_\_\_ be adopted. M \_\_\_\_\_ seconded the motion and, the roll being called upon the question, the vote resulted as follows:

The ordinance was declared adopted February 7, 2023.

## CERTIFICATE

The undersigned, Clerk of Council of the City of Milford, Ohio, hereby certifies that the foregoing is a true and correct extract from the minutes of a meeting of the City Council of the City of Milford, Ohio, held on February 7, 2023, to the extent pertinent to consideration and adoption of the above-entitled legislation.

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Clerk of Council  
City of Milford, Ohio





## CITY OF MILFORD

745 Center Street, Suite 200, Milford, OH 45150

Phone: 513-831-4192

Fax: 513-248-5096

[www.milfordohio.org](http://www.milfordohio.org)



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**To:** Chair Kristopher Parrish / Members Lisa Evans & Kim Chamberland  
*Administrative Services Committee*

**From:** Pat Wirthlin, Finance Director

**Date:** January 30, 2023

**Subject:** FY2023 First Amended Appropriations

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### **\$5,263,923 Changes**

Please find attached a list of proposed amendments to the City's **2023** budgeted appropriations and transfers. The total increases amount to **\$5,263,923**. The majority of amendments represent reappropriations (carry-overs) from 2022 for unfinished projects. This means that the effect on the budget is minimal for those items.

### **Staff Suggestion for Committee Recommendation**

RECOMMENDATION AUTHORIZING THE LAW DIRECTOR TO PREPARE AN ORDINANCE AMENDING APPROPRIATION ORDINANCE **2022-181** BY INCREASING THE INDIVIDUAL ITEMS AS LISTED ON THE ATTACHED CHART TOTALING **\$5,263,923**.

**City of Milford**  
**1st Amended Appropriations & Transfers**  
**Fiscal Year 2023**

Fund		Category			Purpose
		Personnel	Other	Total	
Increase (Decrease)					
Appropriations					
101	General Fund				
1003	Police Contracts		1,355	\$ 1,355	IT - eTechnologies *
7000	Manager		36,487	36,487	Lobbyist *, Business Incentive *
7510	Municipal Building		5,860	5,860	Heat Pump
7800	Income Tax		258,075	258,075	CRA School Payments *
8000	Miscellaneous		1,783	1,783	Employee Holiday Lunch *
Special Revenue Funds					
203	Drug Offender Fund		10,000.00	10,000	Special Revenue Fund Placeholder *
205	Mayor's Court Computer		24,000	24,000	Special Revenue Fund Placeholder *
206	Enforcement & Education		8,000	8,000	Special Revenue Fund Placeholder *
210	Street Construction M&R		69,148	69,148	Audible Crosswalk * / Salt * / Road Signs *
212	Permissive Tax		15,000	15,000	Street Repairs *
236	ARPA - American Rescue Plan		658,920	658,920	Wallace / Garfield Water Line Projects *
215	Fire / EMS Levy Fund				
			15,857	15,857	FEMA Fire / CO Detector Project *
Capital Funds					
415 4000	Capital Improvement - Planning		61,000	61,000	Zoning Code Update * / P&Z Training *
418	Park Levy Improvement		5,106	5,106	GoFundMe Proceeds Earmarked
Enterprise Funds					
502	Water Operating	2,052	232,000	234,052	UE Claim / Air Stripper * / Filter Media * +
515	Water Tower Improvement		3,000,000	3,000,000	Water Tower *
516	Water Capital		724,280	724,280	Generator* / Water Lines* / Truck* / AERIE
517	Wastewater Improvement		70,000	70,000	Aerie Garfield Road Collapse
Transfers & Advances					
101	General Fund				
	Transfer Out to Street Maintenance Fund		65,000	65,000	Audible Crosswalk * / Salt * / Road Signs *
TOTALS		\$ 2,052	\$ 5,261,871	\$ 5,263,923	

\* Reappropriation from 2022

(3)





ORDINANCE NO. 23-190

AN ORDINANCE APPROVING THE EDITING AND  
INCLUSION OF CERTAIN ORDINANCES AS PARTS  
OF THE VARIOUS COMPONENT CODES OF THE  
CODIFIED ORDINANCES OF MILFORD, OHIO, AND  
DECLARING AN EMERGENCY.

WHEREAS, various ordinances of a general and permanent nature have been passed which should be included in the Codified Ordinances of Milford, Ohio;

Now, therefore, be it ordained by the Council of the City of Milford, Ohio:

Section 1. That the editing, arrangement and numbering of those ordinances enacted by Council from January 1, 2022 to January 1, 2023, as listed in the Comparative Section Table, are hereby approved and adopted as printed in the 2023 Replacement Pages to the Codified Ordinances so as to achieve uniformity of style and classification. A copy of such Replacement Pages are attached to this ordinance and incorporated as a part hereof.

Section 2. The following sections of the Traffic and General Offenses Codes, as amended, are hereby approved and adopted as amended or enacted so as to conform to enactments of the Ohio General Assembly. Such sections are set forth in full in the 2023 Replacement Pages.

Traffic Code

- 303.082 Private Tow-Away Zones. (Amended)
- 303.083 Impounding Vehicles on Public Property. (Added)
- 337.10 Lights, Emblems, and Reflectors on Slow-Moving Vehicles, Farm Machinery, Agricultural Tractors, and Animal-Drawn Vehicles. (Amended)
- 337.16 Number of Lights; Limitations on Flashing, Oscillating or Rotating Lights. (Amended)



General Offenses Code

- 513.01 Drug Abuse Control Definitions. (Amended)
- 513.15 Sale of Dextromethorphan. (Added)
- 529.01 Liquor Control Definitions. (Amended)
- 529.07 Open Container Prohibited. (Amended)
- 537.19 Hazing Prohibited. (Added)
- 549.02 Carrying Concealed Weapons. (Amended)
- 549.04 Improperly Handling Firearms in a Motor Vehicle. (Amended)
- 549.10 Possessing Replica Firearm in School. (Amended)
- 549.12 Concealed Handgun Licenses; Possession of Revoked or Suspended License; Additional Restrictions; Posting Signs Prohibiting Possession. (Added)

Fire Prevention Code

- 1519.01 Fireworks Definitions. (Amended)
- 1519.04 Possession, Sale or Discharge Prohibited; Exceptions. (Amended)
- 1519.05 Application. (Amended)
- 1519.06 Safety Requirements for Fireworks Showroom Structures. (Added)
- 1519.07 Manufacturing or Wholesale Sale Without a License; Prohibitions. (Added)
- 1519.08 Purchase to Comply with Law; Unauthorized Purchases. (Added)

Section 3. This ordinance is deemed and declared to be an emergency measure, necessary for the immediate preservation of the public peace, health and safety, and for the further reason that it is necessary to immediately update the Milford Codified Ordinances and to facilitate administration and daily operation, and also to avoid practical and legal entanglements.

ADOPTED: February 7, 2023

\_\_\_\_\_  
Lisa Evans Mayor

ATTESTED:

\_\_\_\_\_  
Jackie Bain Clerk of Council

LAW DIRECTOR'S CERTIFICATION

I hereby approve of the form of this Ordinance.

\_\_\_\_\_  
Bryan E. Pacheco Law Director



**A RESOLUTION APPOINTING REPRESENTATIVES TO THE CLERMONT COUNTY  
TAX INCENTIVE REVIEW COUNCIL**

Now, Therefore, Be It Resolved By the Council Of The City of Milford, Ohio:

**SECTION I:** The City Manager and the Finance Director are hereby appointed as City of Milford representatives to the City of Milford Tax Incentive Review Council for calendar year 2023. The City of Milford participates in a Tax Incentive Review Council (TIRC) pursuant to Chapter 5709 of the Ohio Revised Code; and each year the TIRC must review tax exempted projects for compliance; and the City of Milford is required to appoint two (2) representatives to the TIRC with the confirmation of City Council; and the City of Milford has appointed The City Manager and the Finance Director to serve as City of Milford representatives to the TIRC and Council now wishes to confirm these appointments.

**SECTION II:** It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were meetings open to the public, and in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

ADOPTED: February 7, 2023

ATTESTED: \_\_\_\_\_

Jackie Bain, Clerk

\_\_\_\_\_  
Mayor Lisa Evans

**LAW DIRECTOR'S CERTIFICATION**

I hereby certify that I have prepared the foregoing Ordinance in accordance with Sec. 12.02 of the Milford City Charter.

\_\_\_\_\_  
Bryan E. Pacheco, Law Director  
Reg. No. 0068189

**CLERK'S CERTIFICATION**

I Jackie Bain, Clerk of Council of the City of Milford, Ohio, do hereby certify that the foregoing Resolution was published by posting the complete text of said Ordinance at five (5) of the most public places in said Municipality as determined by Council as follows: at River Hills Bank, 301 Main Street, Milford, Ohio; at Peoples Bank, 735 Lila Avenue, Milford, Ohio; at Milford Community Fire Department, 687 B US 50, Milford, Ohio; at the Milford Post Office, 100 Castleberry Court, Milford, Ohio; and at the site of the Municipal Building, 745 Center St, Milford, Ohio each for a period of fourteen (14) days commencing on the 9<sup>th</sup> day of February, 2023.

\_\_\_\_\_  
Jackie Bain, Clerk of Council



**JCM Maintenance, LLC**  
 4000 Roudebush Lane  
 Batavia, OH 45103  
 jcm.equipment.maintenance@gmail.com  
 513-732-3333



**Estimate**                **SO-5128**  
**Date:**                    **1/17/2023**

**Bill To**  
 Milford Maintenance Department  
 745 Center Street Suite 200 Milford  
 Milford, OH 45150  
 P: 513-831-7018 F: 248-5096

**Remit Payment To**  
 JCM Maintenance, LLC  
 4000 Roudebush Lane  
 Batavia, OH 45103

Service Order		Purchase Order	Service Writer	Authorizer	
SO-5128			Emery, Ron		
Item	Description		Quantity	Rate	Amount
Labor	/ Remove and replace torque convertor for Vac-All sweeper engine with new torque convertor and fill with recommended oil from vac-all.				\$2,340.00
Parts	Torque convertor				\$7,692.28
Parts	Fire safe hydraulic oil				\$702.40
				<b>Subtotal</b>	<b>\$10,734.68</b>
Shop Supplies					\$375.71
<b>Unit: VACALL VIN: 1GDP7F1387F41577</b>			<b>Labor</b>		\$2,340.00
2007GMCT7500			<b>Parts</b>		\$8,394.68
<b>Chassis: 19,000 Miles</b>			<b>Subtotal</b>		\$11,110.39
<b>Engine: 2,044 Hours</b>			<b>Batavia OH (6.7500% of \$0.00)</b>		\$0.00
			<b>Total</b>		<b>\$11,110.39</b>

\*: Core charges not included in total. You will be charged for any core that is not in returnable condition. This charge may be applied on a separate invoice.





**Alt & Witzig Engineering, Inc.**

6205 Schumacher Park Drive • West Chester, Ohio 45069  
Ph: (513) 777-9890 • Fax: (513) 777-9070

January 30, 2023

City of Milford  
745 Center Street, Suite 218  
Milford, OH 45150  
ATTN: Mr. Michael Doss

RE: Construction Testing & Special Inspections  
Five Points Landing Park  
Lila Avenue and SR 50  
Milford, Ohio

Dear Mr. Doss:

As requested, we would like to furnish you with our proposal to perform the construction quality control testing and special inspection services required for the above referenced project.

All inspections will be performed in accordance with project plans, specifications, and the Ohio Building Code. Based on the anticipated services required, and our experience with similar projects, our estimated fees have been included on the following page.

Testing & Inspection Services	Quantity	Estimated Fee
Proofrolls & Soil Compaction	5 Trips	\$2,700
Foundation Soils with Concrete & Reinforcing Steel	3 Trips	\$2,200
Concrete & Reinforcing Steel Only	14 Trips	\$6,650
Framing Inspections	2 Trips	\$1,750
Masonry	4 Trips	\$1,950
<b>Estimated Total Testing &amp; Inspection Fees:</b>		<b>\$15,250</b>

These fees are estimated, based on a review of the available plans. Actual fees will be assessed in accordance with the attached unit rates. Please contact us if you would like to discuss in more detail our personnel and anticipated scope of work. We look forward to working with you on this project.

Sincerely,  
ALT & WITZIG ENGINEERING, INC.

Tobin C. Moore, P.E.  
Principal Engineer



## *Alt & Witzig Engineering, Inc.*

### 2023 CONSTRUCTION TESTING & SPECIAL INSPECTION AGREEMENT

Pursuant to your request, Alt & Witzig Engineering, Inc. will provide Construction Testing & Special Inspection Services as required by project plans, specifications, and the Ohio Building Code. Inspections, laboratory testing, and engineering will be invoiced in accordance with the attached Unit Fee Schedule. Additional Services are available upon request.

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

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APPROVAL & PAYMENT OF CHARGES – Invoices will be charged and sent to the account of:

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_ PO#: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

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PAYMENT TERMS: Net 30 days. Invoices for completed work will be issued every month for continuous or extended projects unless otherwise agreed.

Invoices should be paid to:     Alt & Witzig Engineering, Inc.  
   4105 West 99<sup>th</sup> Street  
   Carmel, IN 46032

Please note that Alt & Witzig Engineering, Inc. reserved the right to withhold all reports until such time we receive a signed Acceptance Agreement or with other written authorization referencing this AGREEMENT in its entirety. This agreement together with Alt & Witzig Engineering's Unit Fee Schedule constitute the entire agreement between the client and Alt & Witzig Engineering, Inc. and supersedes all prior written or oral understandings.





## Alt & Witzig Engineering 2023 Schedule of Fees Construction Testing & Special Inspection Services

Personnel	Unit Price	Unit
Engineering Technician (soils, concrete, resteel, asphalt field)	\$48.00	HOURL
Special Inspector (masonry, fireproofing, PT, asphalt plant)	\$75.00	HOURL
Field Engineer/EIFS Inspections/SWPPP Inspections	\$95.00	HOURL
Project Manager/Project Engineer (engineering consultation, report/data review)	\$120.00	HOURL
Principal Engineer (special inspection coordination & engineering consultation)	\$155.00	HOURL
Floor Flatness Inspections	\$875.00	TRIP
AWS Structural Steel Technician/Framing Inspector	\$110.00	HOURL
Clerical/Electronic Report Distribution	NO CHARGE	
<b>Equipment</b>		
Foundation Soil Inspection Equipment	\$48.00	DAY
Nuclear Density Gauge	\$70.00	DAY
Air Meter/Unit Weight Equipment	\$65.00	DAY
Asphalt Density Gauge	\$125.00	DAY
Ultrasonic Testing Equipment	\$135.00	DAY
Anchor Bolt Pull Equipment	\$150.00	DAY
<b>Laboratory Tests</b>		
Compression Test of Concrete Cylinders – 4"x8"	\$16.00	EACH
Compression Test of Concrete Cylinders – 6"x12"	\$18.00	EACH
Compression Test of Mortar Cylinders – 3"x6"	\$14.00	EACH
Compression Test of Grout Prisms - 3.5"x3.5"x7"	\$20.00	EACH
Compression Test of Cubes - 2"x2"	\$14.00	EACH
Masonry Composite Prism Test (Set of 3)	\$525.00	SET
Flexural Test of Concrete Beams - 6"x6"x20"	\$52.00	EACH
Compressive Strength of Concrete Cores (Includes Saw Trimming)	\$80.00	EACH
Hot/Cold Weather Curing	\$125.00	MONTH
Specimen Break Results Before 7:00 a.m.	NO CHARGE	

*Alt & Witzig Engineering 2023 Schedule of Fees  
Construction Testing & Special Inspection Services  
(Continued)*

<b>Laboratory Tests (continued)</b>	<b>Unit Price</b>	<b>Unit</b>
Standard Proctor (ASTM D698/D1557)	\$175.00	EACH
One Point Verification Proctor	\$95.00	EACH
Grain Size Analysis (Sand & Gravel) (ASTM C136)	\$90.00	EACH
Aggregate Gradation Coarse and Fine	\$95.00	EACH
Organic Content	\$85.00	EACH
Classification (Cohesive Soils)	\$150.00	EACH
Sieve Analysis (ASTM D422)	\$95.00	EACH
Hydrometer with Moisture Content (ASTM D422/D2216)	\$125.00	EACH
Atterberg Limits (ASTM D4318)	\$105.00	EACH
Classification - Granular Soils (ASTM D422/D2216)	\$135.00	EACH
Asphalt Core Density	\$80.00	EACH
Asphalt Extraction	\$185.00	EACH
SFRM Density Tests	\$35.00	EACH
SFRM Bond Strength Tests	\$45.00	EACH

A 24 hour notice is preferred for scheduling field services. Field services scheduled less than 24 hours in advance are subject to Project Manager rates. Field services will be charged portal to portal from our West Chester, Ohio office, with a vehicle expense \$0.75/mile. Project management, engineering oversight, & special inspection coordination will be billed monthly at 10% of the field and laboratory services. The normal workday is 7:00 a.m. to 5:30 p.m., overtime rates charged at 1.5 times the regular rate will be applicable for services performed outside of these hours, over 8 hours per day within this period, and on Saturdays, Sundays, and holidays.





## ***Alt & Witzig Engineering, Inc.***

### ***Construction Materials Testing & Special Inspections***

#### **Cincinnati**

6205 Schumacher Park Dr.  
West Chester, OH 45069  
(513)777-9890

#### **Hebron**

1020 Arbor Tech Drive  
Hebron, KY 41048  
(859)551-4944

#### **Columbus**

1825 O'Brien Road  
Hilliard, OH 43228  
(614)274-7428

#### **Indianapolis**

4105 West 99<sup>th</sup> Street  
Carmel, IN 46032  
(317)875-7000

#### **Fort Wayne**

208 East Collins Drive  
Fort Wayne, IN 46825  
(260)484-0813

#### **Merrillville**

1418 86<sup>th</sup> Place  
Merrillville, IN 46410  
(219)314-9028

#### **Evansville**

2315 A. Glenview Drive  
Evansville, IN 47720  
(812)422-4446

#### **Certifications**

AMRL

CCRL

ACI

OBBS

Army Corps of Engineers

ICC Structural Masonry

AWS Level I & II

ICC Fireproofing

Post-Tensioning

Nuclear Density Gauge

International Fire Council

Alt & Witzig Engineering, Inc. is a team of engineering professionals who have over 45 years experience on major construction projects throughout the Midwest. Our firm has built a reputation as a leader in the industry by providing professional services in the most responsive and cost-effective manner. Our staff includes technically qualified personnel, which allows us to provide our clients with the highest quality service, while meeting required deadlines. The following is a summary of the field/laboratory testing and special inspection services provided by Alt & Witzig.

#### **Mass Earthwork & Backfill**

- ✓ Structural Fill Placement Inspection
- ✓ Soil Density Testing by Nuclear Gauge
- ✓ Inspection of Subgrade Stability
- ✓ Laboratory Determination of Maximum Soil Density; ASTM D-698 & ASTM D-1557
- ✓ Grain Size Analysis; ASTM D-422 & ASTM D-1140
- ✓ Soil Plasticity Evaluation; ASTM D-4318
- ✓ Soil Stabilization Recommendations

#### **Concrete & Reinforcing Steel**

- ✓ Concrete Placement Inspection
- ✓ Reinforcing Steel Placement Inspection
- ✓ Concrete Batch Plant Inspection
- ✓ Pre-Cast Concrete Inspection
- ✓ Post-Tensioned Concrete Inspection
- ✓ Preparation of Cylinder, Cube, & Beam Specimens
- ✓ Strength Testing of Cylinder, Cube, & Beam Specimens
- ✓ Concrete Coring Capabilities
- ✓ In-place Testing and Evaluation of Hardened Concrete
- ✓ Determination of Reinforcing Steel Placement in Hardened Concrete

#### **Foundations & Retaining Walls**

- ✓ Shallow Foundation Testing & Inspection
- ✓ Deep Foundation Testing & Inspection; Piles and Piers
- ✓ Soil Modification Inspection; Rammed Aggregate Piers, Deep Dynamic Compaction
- ✓ Retaining Wall Inspections; Segmental, Drilled Pier, Tieback, Cast-In-Place
- ✓ Load Testing

#### **Asphalt**

- ✓ Asphalt Batch Plant Inspection
- ✓ Asphalt Coring Capabilities
- ✓ Asphalt Placement Inspection
- ✓ In-Place Density Testing by Nuclear Gauge
- ✓ Laboratory Determination of Density
- ✓ Extraction Analysis
- ✓ Mix Design Evaluation

#### **Masonry**

- ✓ Masonry Wall Inspection
- ✓ Preparation of Cylinder, Prism, & Cube Specimens
- ✓ Strength Testing of Grout & Mortar Specimens
- ✓ Unit Masonry Testing
- ✓ Brick Veneer Testing & Inspection
- ✓ Flashing Inspection

#### **Structural Steel**

- ✓ Fabrication Shop Inspection
- ✓ Field Inspection of Welded and Bolted Connections
- ✓ Visual Weld Inspection
- ✓ Ultrasonic Testing
- ✓ Magnetic Particle Testing
- ✓ Liquid Penetrant Testing
- ✓ Bolt Torque Testing
- ✓ Shear Stud Testing
- ✓ Metal Deck Inspection
- ✓ Anchor Bolt Pull-Out Testing

#### **Fire Protection**

- ✓ Fireproofing Placement Inspection
- ✓ SFRM Thickness Testing
- ✓ SFRM Density Testing
- ✓ SFRM Bond Strength Testing
- ✓ Intumescent Paint Thickness Testing
- ✓ Firestop Inspections

#### **Miscellaneous**

- ✓ Moisture Emission Testing
- ✓ Floor Flatness & Levelness Testing
- ✓ Wood Framing Inspection
- ✓ Ground Penetrating Radar Inspection
- ✓ Insulated Concrete Form Testing & Inspection
- ✓ EIFS Inspections
- ✓ SWPPP Inspections

*William E. Witzig, P.E.*

*Thomas J. Coffey, P.E.*

*David C. Harness, P.E.*

*Patrick A. Knoll, P.E.*

*Tobin C. Moore, P.E.*

*Dustin M. Horn, P.E.*

*Zachary J. Stivers, P.E.*

*Jason R. Bennett, P.E.*

*Jacob L. Rankin, P.E.*