

TRUSTEES

Cathy Ulrich
Daniel Unger
Matt Wahlert

FISCAL OFFICER

Jeffrey D. Baker

ADMINISTRATOR

Jeff Weckbach

Regular Meeting of the Board of Trustees - April 9, 2024

1. **Opening of Meeting**
2. **Executive Session 6PM**
3. **Pledge of Allegiance 7PM**
4. **Meditation (Moment of Silence)**
5. **Approval of Minutes**
6. **Presentations**
 - a. Proclamation Recognizing Side by Side
 - b. Proclamation Recognizing T & C Alterations
7. **Public Hearings**
 - a. Community Development Block Grant Public Hearing
 - b. Public Hearing - Case ZCZ-24-1 - Zoning Text Amendment on on Article 7.4.13: Group Homes for Children
8. **Citizens Address**
9. **Administrative Reports**
10. **Trustees' Report**
11. **New Business**

Public Safety

- a. Resolution Declaring Nuisance and Ordering Abatement
- b. Resolution Declaring a Junk Motor Vehicle - 11525 Colerain Rd. - 1 of 4
- c. Resolution Declaring a Junk Motor Vehicle - 11611 Hamilton Ave. - 2 of 4
- d. Resolution Declaring a Junk Motor Vehicle - 10876 Gosling Rd. - 3 of 4
- e. Resolution Declaring a Junk Motor Vehicle - 9854 Loralinda Dr. - 4 of 4
- f. Motion Authorizing Township Administrator to Execute Change Orders on Fire Station Construction Project under \$25,000 from Owner's Contingency through December 31, 2024

Public Services

- a. Resolution for Disposal By Sale Of Equipment And Vehicles Which Are Obsolete, Unfit, Or Unneeded For Public Use

Development



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- a. Motion to Modify Fees for Zoning Permits Effective May 1, 2024

Administration

- a. Motion Authorizing the Township Administrator to Execute a Contract with Briggs Creative Services, LLC (dba Environmental Design Group, LLC) for ROW Consulting Services for the Springdale Road sidewalk project.
- b. Motion Authorizing the Township Administrator to Execute a Contract with Dunrobin Associates, LLC for ROW Consulting Services for the Joseph Road sidewalk project.

12. Old Business

- a. Motion to Issue Noise Resolution Permit to Quaker Steak and Lube

13. Consent Items

- a. Donation Acceptance - Department of Fire and EMS - From Kevin and Barb Keegan - \$50.00 (Kroger Gift Card)
- b. New Hire - Part-time Firefighter/EMT - Department of Fire and EMS - Albert Freytag - \$20.26

14. Fiscal Office Report

15. Executive Session – if needed

16. Adjournment

PRESENTATIONS

Department: Administration
Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal:

Proclamation Recognizing Side by Side
Recommend ADOPTION of the Proclamation.

Rationale:
This proclamation will recognize Side by Side, a local non-profit, for the work they have done in Colerain Township.

**PROCLAMATION FOR
SIDE BY SIDE/BLOC MINISTRIES
FOR THEIR SERVICE AND DEDICATION
TO COLERAIN TOWNSHIP, OHIO**



- Whereas** Side by Side/BLOC Ministries, since their inception in 2019, has brought a multitude of services to our greater Colerain Township families and community; and
- Whereas** Side by Side/BLOC Ministries has provided 20,000 hours of volunteer effort on projects, has given 250,000 books to children and youth, as well as over \$1,000,000 worth of coordinated distribution of food, personal hygiene, and household items to local families through strategic partnerships; and
- Whereas** Side by Side/BLOC Ministries loves to serve youth through wrap-around services including tutoring and mentoring at Taylor Elementary, providing safe spaces for teens to meet at The HUB and the new diversion program offering local youth alternatives to sentencing with the Hamilton County Juvenile Justice Center; and
- Whereas** Side by Side/BLOC Ministries has brought hope and encouragement to our neighbors and community in a myriad of ways.

Be it resolved that in recognition of Side by Side/BLOC Ministries, the Colerain Township Board of Trustees hereby proclaim Tuesday, April 9, 2024, as a special day of recognition for Side by Side/BLOC Ministries to acknowledge their contributions and dedication to the residents of Colerain Township.

Cathy Ulrich
Trustee

Daniel Unger
Trustee

Matt Wahlert
Trustee

Jeffrey D. Baker
Fiscal Officer

Date: April 9, 2024

PRESENTATIONS

Department: Development

Department Director: David Miller, Director of Development

Strategic Plan Goal: Strategic Goal #3: Revitalization of the Community through Economic Development, Beautification, and Code Enforcement

Proclamation Recognizing T & C Alterations

Recommend ADOPTION of the Proclamation.

Rationale:

T & C Alterations has been a valued small business that has served many aspects of the Colerain Township community for 40 years and very worthy of special recognition.

**PROCLAMATION FOR
T&C ALTERATIONS
FOR 40 YEARS OF EXEMPLARY SERVICE
AS A SMALL BUSINESS
IN COLERAIN TOWNSHIP, OHIO**



- Whereas** T&C Alterations was started 40 years ago by Teresa & Clarence Holland in 1983 and has since been an exemplary small business in Colerain Township; and
- Whereas** Nancy Pratt took over ownership of T&C Alterations in 2013 and loves to provide a multitude of custom alteration and creative services to her customers from wedding gowns to prom dresses for local high schools to everyday wear; and
- Whereas** Nancy Pratt loves to serve her community in many other ways such as holding clothing drives, donating to teachers and police, as well as feeding and donating to schools; and
- Whereas** Nancy Pratt is respected and loved by many in the community and has a commitment to giving back and making connections with those she serves.

Be it Proclaimed That the Colerain Township Board of Trustees recognizes T&C Alterations for their long dedication and service to the Township.

Be it resolved that in recognition of T&C Alterations for their 40 years of service in Colerain Township, the Board of Trustees hereby proclaim Tuesday April 9, 2024 as a special day of recognition for T&C Alterations to acknowledge the service and dedication this small business has brought to the residents of Colerain Township.

Cathy Ulrich
Trustee

Daniel Unger
Trustee

Matt Wahlert
Trustee

Jeffrey D. Baker
Fiscal Officer

Date: April 9, 2024

PUBLIC HEARINGS

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #1: Chart a Pathway to Long-Term Financial Stability
Strategic Goal #3: Revitalization of the Community through Economic Development, Beautification, and Code Enforcement
Strategic Goal #4: Expand Recreational Opportunities for all Ages
Strategic Goal #6: Make Progress on Deferred Maintenance and Reposition Existing Assets

Community Development Block Grant Public Hearing

Recommend opening the public hearing.

Rationale:

This is the second of two required public hearings in order to be able to apply for funding for Community Development Block Grant (CDBG) projects. The first public hearing was held on March 26, 2024. Historically, Colerain Township has been awarded \$300,000 over the three-year period, or \$100,000 per year. The CDBG program is currently operated by Hamilton County.

This year, Colerain Township is recommending to apply for funding for the following projects:

60,000.00	Blanchetta Basketball Courts
40,000.00	Sidewalks – Breezy Way
100,000.00	Groesbeck Park Study and Improvements
100,000.00	Home Rehab Project
100,000.00	Sidewalks on Springdale Road from Colerain to Loralinda

Based on feedback from CDBG staff, Colerain is also proposing to consider a request for funding to cover the cost of the speed cushions for Sovereign at \$30,000.

Community Development Block Grant (CDBG) Projects 2024-2026

CDBG Overview and Disclosures

- The amount of CDBG funds expected to be made available for the current fiscal year totals \$100,000. Total grant years (2024-2026) is \$300,000.
- Proposed projects to be funded with CDBG funds:
 - Blanchetta Basketball Courts
 - Sidewalk between Geraldine Drive and Byrneside Drive
 - Groesbeck Park plan and improvements
 - Springdale Road sidewalk project
 - Home rehab projects and Give Back Day
- 100% of this funding will benefit the low and moderate income residents and/or census tracts.
- It is anticipated that none of these projects will result in the displacement, relocation, acquisition, and/or the replacement of housing or people.

Blanchetta Drive Basketball Courts

- The proposed project is the installation of brand-new outdoor basketball courts, one full-scall court to include four side-rims to enable small area games, at 8128 Blanchetta Drive.
- This site was previously a multi-family apartment complex that was demolished due to flooding issues from the nearby creek.
- The Township Parks and Recreation Department will be partnering with the YMCA of Greater Cincinnati to program this space for the public.
- Funding Request: \$60,000





Springdale Road Sidewalks

- The proposed project is the installation of a new ADA compliant sidewalk and ADA upgrades to current sections and pedestrian crossings for safe accessibility to Colerain Avenue.
- The current sidewalk does not run on the South side of Springdale Road and is inaccessible to residents on this side of the neighborhood to travel alternatively to Colerain Avenue for basic needs (groceries, etc.).
- The upgrades and additions of segments will provide access for residents to this area of the Township in a safe and accessible manner.
- Funding Request: \$100,000

Catwalk at Geraldine/Byrneside

- The proposed project is an update to the current sidewalk between Geraldine Drive and Byrneside Drive.
- Currently is not an ADA compliant sidewalk.
- The sidewalk is also in need of major repairs.
- Funding Request: \$40,000





Residential Home Rehabilitation Program

- Contract with a third-party home rehabilitation entity to fund major repairs that are beyond the means of the owner.
- Could focus on assisting seniors, veterans.
- Could focus 1-2 properties that are on waiting lists for repair by non-profits, at sheriff's sale, in the portfolio of the Land Bank, or in the Township's registry of vacant or foreclosed properties.
- This includes funding for Give Back Day.
- Funding request: \$100,000.

Groesbeck Park Master Plan

- The proposed project will hire a planning firm to work with staff and the community to develop a Master Plan for the property.
- This project will also include improvements to the property that are outlined in the final Master Plan.
- Funding Request: \$100,000



QUESTIONS?



Thank you

COLERAIN
TOWNSHIP - OHIO

PUBLIC HEARINGS

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #3: Revitalization of the Community through Economic Development, Beautification, and Code Enforcement

Public Hearing - Case ZCZ-24-1 - Zoning Text Amendment on on Article 7.4.13: Group Homes for Children
Recommend opening the public hearing.

Rationale:

This public hearing is required before the Trustees can take action on this zoning item. This case was heard before the Zoning Commission on February 20, 2024. The Zoning Commission voted unanimously to approve the proposed changes in the Zoning Resolution.

This is a Text Amendment to Article 7, 13, and 16 of the Colerain Township Zoning Resolution that would combine the conditions for Group Homes for Children, Adult Family Homes, and Adult Group Homes and re-designate any future applications of such to the R-7 (Multi-Family Residential) Zoning District.



Staff Report:	Zoning Commission
Case #	CZC-24-1
Request:	Zoning Text Amendment
Location:	Colerain Township
Meeting Date:	February 20, 2024
Prepared by:	Justin Becker Planner/Dev. Officer

Applicant:

On February 13, 2024, the Colerain Township Board of Trustees signed Resolution 20-24 to initiate a Text Amendment on Article 7.4.13: Group Homes for Children pursuant to *ORC §519.12;(A);(I)*.

The Zoning Administration hereby presents to the Zoning Commission the proposed Text Amendments to the Colerain Township Zoning Resolution to more appropriately align the Zoning Resolution with the Township's strategic goals of continuing to provide high quality safety services.

Proposed Action:

Colerain Township Staff is proposing a Text Amendment to Article 7, 13, and 16 of the Colerain Township Zoning Resolution that would *combine* the conditions for Group Homes for Children, Adult Family Homes, and Adult Group Homes and re-designate any future applications of such to the R-7 (Multi-Family Residential) Zoning District.

Case Summary & History:

Beginning in November of 2023, a large influx of applications was being sent in to Colerain Township Planning & Zoning Staff for Group Homes for Children. Due to the encumbering nature of such applications, including but not limited to: complaints from neighbors, scheduled inspections by ODJFS, as well as the means of reviewing uses of neighboring residences within 600' of the proposed Group Home for Children, Colerain Township Staff determined that formulating a text amendment in such a manner will prove to strengthen high quality safety services in conjunction with better efficiency.

Timeline and Case History:

- December 2008: Colerain Township Staff prepared a Text Amendment to Articles 7, 13, and 16 of the Colerain Township Zoning Resolution to incorporate geographical spacing between Group Homes for Children as a means of promoting health and safety for the children, staff, and neighbors. The Text Amendment, approved by the Zoning Commission and Board of Trustees, was formally added into the Colerain Township Zoning Resolution. The approved Text Amendment was as follows:
 1. Use: Amend Table 7-1 in “**§7.2 Permitted Uses**” to clarify that Group Homes for Children shall be permitted (with certain conditions) in *all* Zoning Districts (R-1 through R-7).
 2. Conditions: Establish §7.4.13 in “**§7.4 Agricultural and Residential Use-Specific Regulations**” to certify general requirements for each applicant of a Group Home for Children to meet prior to the issuance of a Zoning Certificate. Such requirements are as follows:
 - a. All buildings in which a Group Home for Children is established shall be residential in character.
 - b. Each Dwelling Unit in which a Group Home for Children is established shall be deemed to be a separate Group Home for Children.
 - c. A Dwelling Unit in which a Group Home for Children is established shall not be closer than 600’ to the next Dwelling Unit used as a Group Home for Children.
 3. Parking Requirements: Amend Table 13-1 in “**§13.3.2 Required Number of Spaces**” to clarify that each Group Home for Children shall incorporate one (1) space per employee on shift of maximum employment and two (2) visitor’s spaces.
 4. Definitions: Amend “**§16.2 Definitions**” to certify that Group Homes for Children shall have the meaning as in Chapter 5101 of the Ohio Administrative Code, and which functions as a single Housekeeping Unit.

Proposed Sections of the Colerain Township Zoning Resolution Text to Amend:

Colerain Township Trustees request to amend the Colerain Township Zoning Resolution text to better address the following Uses, Conditions, Parking Requirements, and Definitions:

1. Use: Amend Table 7-1 in “**§7.2 Permitted Uses**” to clarify that “Halfway Houses or Community Residential Centers” (formerly Group Homes for Children, Adult Family Homes, and Adult Group Homes), as defined in ORC §2967.14, ORC §5101, ORC §5119.34, and OAC §5101:2, shall only be permitted (with certain conditions) in R-7 (Multi-Family Residential) Zoning Districts.

Use		Zoning District					Additional Regulations	
(“P”, “P*”, “C”)	R-1	R-2	R-3	R-4	R-5	R-6	R-7	See §7.4.13
<u>Halfway Houses or Community Residential Centers</u>							P*	

2. Conditions: Amend §7.4.13 in “**§7.4 Agricultural and Residential Use-Specific Regulations**” to create a universal set of standards for all Group Homes for Children, Adult Family Homes, and Adult Group Homes (now referred to as “Halfway Houses or Community Residential Centers” per the Ohio Revised Code) and re-designate the permitted district of such homes to the R-7 (Multi-Family Residential) Zoning District. Such requirements are as follows:

- “Halfway Houses or Community Residential Centers” shall refer to any dwelling unit that is being utilized as a Group Home for Children, Adult Group Home, or Adult Family Home.
- The Zoning standards for “Halfway Houses or Community Residential Centers” shall apply to Group Homes for Children, Adult Group Homes, and Adult Family Homes in a uniform manner and must be in accordance with ORC §2967.14, ORC §5101, ORC §5119.34, and OAC §5101:2.
- “Halfway Houses or Community Residential Centers” shall only be permitted in R-7 (Multi-Family Residential District) Zones.
- All buildings in which a “Halfway House or Community Residential Center” is established shall be residential in character.
- Each Dwelling Unit in which a “Halfway House or Community Residential Center” is established shall be deemed to be a separate “Halfway House or Community Residential Center.”

- A Dwelling Unit in which a “Halfway House or Community Residential Center” is established shall not be closer than 600 feet to the next closest Dwelling Unit used as a “Halfway House or Community Residential Center.”
 - The Colerain Township Planning and Zoning Department, Code Department, Police Department, and Fire Department shall have the ability to request the custodial contract permitting the Halfway House or Community Residential Center for each individual resident. The owner/operator of a “Halfway House or Community Residential Center” must provide proof that building and fire codes are adequately met and maintained. If the owner/operator does not provide this documentation within 14 days, the Zoning Administrator shall have the ability to refuse or revoke the Zoning Certificate granting allowance for the “Halfway House or Community Residential Center.” Township Staff shall have the ability to, upon request, inspect the interior of the property for compliance.
 - Any violations to the Colerain Township Zoning Resolution, including the refusal to provide proof of documentation, shall be subject to penalties as described in Article 5: Violations and Penalties.
 - Any “Halfway House or Community Residential Center” that is found to be a nuisance property, pursuant to Township Resolution 109-22 or its future iterations, shall be subject to revocation of the Zoning Certificate to operate as a Halfway House or Community Residential Center.
 - If the “Halfway House or Community Residential Center” is comprised of children under the age of 18, then such “Halfway Houses or Community Residential Centers” must abide by all curfew regulations as approved by the Colerain Township Board of Trustees.
3. Parking Requirements: Amend Table 13-1 in “§13.3.2 *Required Number of Spaces*” to clarify that *all* “Halfway Houses or Community Residential Centers” shall follow the previously approved standards for Group Homes for Children: “one (1) space per employee on shift of maximum employment and two (2) visitor’s spaces.”
 4. Definitions: Amend “§16.2 *Definitions*”
 - **Halfway Houses or Community Residential Centers:** “Halfway Houses or Community Residential Centers, functioning as a single Housekeeping Unit, shall refer to 1) Any Dwelling Unit that houses a maximum of ten (10) children in accordance with OAC §5101:2, or 2) Any Dwelling Unit that houses and provides accommodations for 3-16 unrelated adults and provides supervision and personal care to at least three (3) unrelated adults in accordance with ORC §5119.34. Whether it is children or adults being housed, such homes must meet the requirements in ORC §2967.14 and ORC §5101.

Staff Findings:

Based upon Staff's interpretation of the Colerain Township Comprehensive Plan and the Colerain Township Zoning Resolution:

The current Zoning Resolution allows for an inefficient review *and* upkeep of "Halfway Houses or Community Residential Centers," and more importantly, does not address conditions for "Halfway Houses or Community Residential Centers" for adults. Because of an encumbering number of complaints, in combination with a tedious review process, the amending of Articles 7, 13, and 16 allows for a more efficient Staff review process, which in turn allows the Planning & Zoning Department, Code Enforcement Department, and Police Department to adequately and effectively be in communication with one another in the event of an accident, emergency, tragedy, etc., as well as create a uniform set of standards for *all* "Halfway Houses or Community Residential Centers" within Colerain Township.

Staff Recommendation:

Staff recommends **APPROVAL** of the proposed Text Amendment to Articles 7, 13, and 16 to:

1. Re-categorize Group Homes for Children, Adult Family Homes, and Adult Group Homes as "Halfway Houses or Community Residential Centers."
2. Combine the conditions and parking requirements for future applicants.
3. Re-designate the location of future "Halfway Houses or Community Residential Centers" to the R-7 (Multi-Family Residential) Zoning District.
4. Re-define the term per the Ohio Administrative Code and Ohio Revised Code.

Respectfully submitted for the Colerain Township Zoning Commission's consideration,



Justin Becker

Planner/Dev. Officer

PUBLIC SAFETY

Department: Police
Department Director: Ed Cordie, Police Chief

Strategic Plan Goal: Strategic Goal #3: Revitalization of the Community through Economic Development, Beautification, and Code Enforcement

Resolution Declaring Nuisance and Ordering Abatement

Recommend ADOPTION of the Resolution.

Rationale:

This resolution allows for the removal of uncontrolled vegetation and/or refuse at the following properties:

2505 Byrneside Dr	510-0073-0157-00
8465 Colerain Ave	510-0090-0018-00
6834 Thompson Rd	510-0370-0036-00

All properties that are abated by the Township will have their property taxes assessed in order to reimburse the Township for the abatement services. This resolution and the Township's abatement process comport with the Ohio Revised Code for nuisance violations.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at 7:00 p.m., on the ____ day of _____, 202_, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Ms. Cathy Ulrich, Mr. Dan Unger, and Matthew Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION DECLARING NUISANCE AND ORDERING ABATEMENT

WHEREAS Uncontrolled vegetation and/or refuse and debris were reported at the properties listed below:

<u>Address</u>	<u>Book-Page-Parcel No.</u>
2505 Byrneside Dr	510-0073-0157-00
8465 Colerain Ave	510-0090-0018-00
6834 Thompson Rd	510-0370-0036-00

WHEREAS Ohio Revised Code Section 505.87 provides that, at least seven days prior to providing for the abatement, control, or removal of any vegetation, garbage, refuse, or debris, the Board of Trustees shall notify the owner of the land and any holders of liens of record upon the land; and

WHEREAS Ohio Revised Code Section 505.87 provides that, if the Board of Trustees determines within twelve consecutive months after a prior nuisance determination that the same owner's maintenance of vegetation, garbage refuse, or other debris on the same land in the township constitutes a nuisance, at least four days prior to providing for the abatement, control or removal of the nuisance, the Board must send notice of the subsequent nuisance determination to the landowner and to any lienholders of record by first class mail; and

WHEREAS In accordance with Ohio Revised Code Section 505.87, the Township Trustees have the authority to contract to abate the nuisances and have the costs incurred assessed to the property tax bills.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Colerain Township, Hamilton County, Ohio, as follows:

1. That this Board specifically finds and hereby determines that the uncontrolled growth of vegetation and/or the refuse and debris on each of the said properties listed above constitute a nuisance within the meaning of Ohio Revised Code Section 505.87, and the Board directs that notice of this action be given to owners of the said property and lienholders in the manner required by Ohio Revised Code Section 505.87;
2. That this Board hereby orders the owners of said property to remove and abate the nuisances within seven days after notice of this order is given to the owners and lienholders of record, and within four days

after notice of this order is given to the owners and lienholders of record for properties previously determined to be a nuisance. If said nuisances are not removed and abated by the said owners, or if no agreement for removal and abatement is reached between the Township and the owners and lienholders of record within four or seven days after notice is given, the Zoning Inspector shall cause the nuisances to be removed, and the Township shall notify the County Auditor to assess such cost plus administrative expense to the property tax bills for the said parcel, as provided in Ohio Revised Code Section 505.87;

3. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and 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 §121.22 of the Ohio Revised Code; and

4. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.

5. That this Resolution shall be effective at the earliest date allowed by law.

Trustee _____, seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Mrs. Ulrich _____, Mr. Unger _____, Mr. Wahlert _____

ADOPTED this ____ day of _____, 202_.

BOARD OF TRUSTEES:

Cathy Ulrich, Trustee

Dan Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeff Baker,
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

Scott A. Sollmann (0081467)
Colerain Township Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040
(513) 583-4200

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this ____ day of _____, 202_.

Jeff Baker
Colerain Township Fiscal Officer

PUBLIC SAFETY

Department: Police
Department Director: Ed Cordie, Police Chief

Strategic Plan Goal: Strategic Goal #3: Revitalization of the Community through Economic Development, Beautification, and Code Enforcement

Resolution Declaring a Junk Motor Vehicle - 11525 Colerain Rd. - 1 of 4

Recommend ADOPTION of the Resolution.

Rationale:

Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property:

11525 Colerain Rd. Cincinnati, OH 45251

1. **(OH) HGS1501, 2011, Red, Mazda, 2**
2. **(No Plate) Grey, 1995, Lincoln, Continental**

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at 7:00 p.m., on the 9th day of April, 2024 at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Ms. Cathy Ulrich, Mr. Dan Unger, and Matthew Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO.: _____

RESOLUTION DECLARING VEHICLE LOCATED AT 11525 Colerain Rd. Cincinnati, OH 45251– Parcel ID 510-0270-0140-00
AS A JUNK MOTOR VEHICLE AND CAUSING FOR THE REMOVAL PURSUANT TO COLERAIN TOWNSHIP RESOLUTION NO. 36-21

WHEREAS, pursuant to Ohio Revised Code § 505.871, the Colerain Township Board of Trustees has authority to determine that a motor vehicle, on either public and private property, is a junk motor vehicle as defined in Ohio Revised Code § 505.173, and has the authority to have that vehicle removed from the property; and,

WHEREAS, the Colerain Township Board of Trustees adopted Resolution 36-21, on May 11, 2021, adopting the procedures of Ohio Revised Code § 505.871, to facilitate to the removal of a growing number of junk vehicles throughout the Township, and worked to preserve property values, public health, safety, and morals by eliminating the detrimental effects of junk vehicles; and,

WHEREAS, the Board of Trustees has knowledge of a junk motor vehicle located at **11525 Colerain Rd. Cincinnati, OH 45251– Parcel ID 510-0270-0140-00**

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Colerain Township, Hamilton County, Ohio, as follows;

1. The Board declares the junk motor vehicle located **11525 Colerain Rd. Cincinnati, OH 45251– Parcel ID 510-0270-0140-00** to be inoperable, extensively damages, and at least three model years old:
 - A. **(OH) HGS1501, 2011, Red, Mazda, 3**
 - B. **(No Plate) 1995, Grey, Lincoln, Continental**
2. The Board shall provide for the removal of said junk motor vehicle from the above listed property, not sooner than fourteen (14) days after the Board serves written notice of its intention to remove or cause the removal of the vehicle on the owner of the land and any holders of liens of record on the land.

3. The written notice shall contain the following information:
 - a. A general description of the vehicle to be removed;
 - b. A statement the Board has determined that the vehicle is a junk motor vehicle.
 - c. A statement that if the owner of the land fails to remove the vehicle within fourteen days after service of the notice, the board may remove or cause the removal of the vehicle.
 - d. A statement that any expenses and/or costs the board incurs in removing or causing the removal of the vehicle may be entered upon the tax duplicate and become a lien upon the land from the date of entry.
 - e. A copy of this resolution.
4. The Board shall serve the notice on the property owner, pursuant to the procedure in Colerain Township Resolution 36-21, that a junk vehicle exists on the property and Colerain Township intends to remove, or cause the removal, of the junk motor vehicle.
5. The Board may utilize any lawful means to collect the expenses incurred in removing or causing to removal of the junk motor vehicle as determined by Colerain Township Resolution 36-21.
6. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.
7. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.
8. This resolution shall take effect at the earliest period allowed by law.

Trustee _____ seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Ms. Ulrich _____, Mr. Unger _____ and Mr. Wahlert _____

ADOPTED this 9th day of April, 2024.

BOARD OF TRUSTEES:

Cathy Ulrich, Trustee

Dan Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeff Baker
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

Scott A. Sollmann (0081467)
Colerain Township Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040
(513) 583-4200

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this 9th day of April, 2024.

Jeff Baker
Colerain Township Fiscal Officer

PUBLIC SAFETY

Department: Police
Department Director: Ed Cordie, Police Chief

Strategic Plan Goal: Strategic Goal #3: Revitalization of the Community through Economic Development, Beautification, and Code Enforcement

Resolution Declaring a Junk Motor Vehicle - 11611 Hamilton Ave. - 2 of 4
Recommend ADOPTION of the Resolution.

Rationale:

Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property:

11611 Hamilton Av. Cincinnati, OH 45231

1. **(No Plate), 2006, Maroon, Ford, Expedition**

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at 7:00 p.m., on the 9th day of April, 2024 at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Ms. Cathy Ulrich, Mr. Dan Unger, and Matthew Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO.: _____

RESOLUTION DECLARING VEHICLE LOCATED AT 11611 Hamilton Ave. Cincinnati, OH 45231– Parcel ID 510-0021-0443-00
AS A JUNK MOTOR VEHICLE AND CAUSING FOR THE REMOVAL PURSUANT TO COLERAIN TOWNSHIP RESOLUTION NO. 36-21

WHEREAS, pursuant to Ohio Revised Code § 505.871, the Colerain Township Board of Trustees has authority to determine that a motor vehicle, on either public and private property, is a junk motor vehicle as defined in Ohio Revised Code § 505.173, and has the authority to have that vehicle removed from the property; and,

WHEREAS, the Colerain Township Board of Trustees adopted Resolution 36-21, on May 11, 2021, adopting the procedures of Ohio Revised Code § 505.871, to facilitate to the removal of a growing number of junk vehicles throughout the Township, and worked to preserve property values, public health, safety, and morals by eliminating the detrimental effects of junk vehicles; and,

WHEREAS, the Board of Trustees has knowledge of a junk motor vehicle located at **11611 Hamilton Ave. Cincinnati, OH 45231– Parcel ID 510-0021-0443-00**

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Colerain Township, Hamilton County, Ohio, as follows;

1. The Board declares the junk motor vehicle located **11611 Hamilton Ave. Cincinnati, OH 45231– Parcel ID 510-0021-0443-00** to be inoperable, extensively damages, and at least three model years old:

A. (No Plate), 2006, Maroon, Ford, Expedition

2. The Board shall provide for the removal of said junk motor vehicle from the above listed property, not sooner than fourteen (14) days after the Board serves written notice of its intention to remove or cause the removal of the vehicle on the owner of the land and any holders of liens of record on the land.
3. The written notice shall contain the following information:

- a. A general description of the vehicle to be removed;
 - b. A statement the Board has determined that the vehicle is a junk motor vehicle.
 - c. A statement that if the owner of the land fails to remove the vehicle within fourteen days after service of the notice, the board may remove or cause the removal of the vehicle.
 - d. A statement that any expenses and/or costs the board incurs in removing or causing the removal of the vehicle may be entered upon the tax duplicate and become a lien upon the land from the date of entry.
 - e. A copy of this resolution.
4. The Board shall serve the notice on the property owner, pursuant to the procedure in Colerain Township Resolution 36-21, that a junk vehicle exists on the property and Colerain Township intends to remove, or cause the removal, of the junk motor vehicle.
 5. The Board may utilize any lawful means to collect the expenses incurred in removing or causing to removal of the junk motor vehicle as determined by Colerain Township Resolution 36-21.
 6. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.
 7. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.
 8. This resolution shall take effect at the earliest period allowed by law.

Trustee _____ seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Ms. Ulrich _____, Mr. Unger _____ and Mr. Wahlert _____

ADOPTED this 9th day of April, 2024.

BOARD OF TRUSTEES:

Cathy Ulrich, Trustee

Dan Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeff Baker
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

Scott A. Sollmann (0081467)
Colerain Township Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040
(513) 583-4200

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this 9th day of April, 2024.

Jeff Baker
Colerain Township Fiscal Officer

PUBLIC SAFETY

Department: Police
Department Director: Ed Cordie, Police Chief

Strategic Plan Goal: Strategic Goal #3: Revitalization of the Community through Economic Development, Beautification, and Code Enforcement

Resolution Declaring a Junk Motor Vehicle - 10876 Gosling Rd. - 3 of 4
Recommend ADOPTION of the Resolution.

Rationale:

Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property:

10876 Gosling Rd. Cincinnati, OH 45252

1. **(OH) HDY5015, 1998, White, Dodge, Grand Caravan**

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at 7:00 p.m., on the 9th day of April, 2024 at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Ms. Cathy Ulrich, Mr. Dan Unger, and Matthew Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO.: _____

RESOLUTION DECLARING VEHICLE LOCATED AT 10876 Gosling Rd. Cincinnati, OH 45252– Parcel ID 510-0260-0081-00
AS A JUNK MOTOR VEHICLE AND CAUSING FOR THE REMOVAL PURSUANT TO COLERAIN TOWNSHIP RESOLUTION NO. 36-21

WHEREAS, pursuant to Ohio Revised Code § 505.871, the Colerain Township Board of Trustees has authority to determine that a motor vehicle, on either public and private property, is a junk motor vehicle as defined in Ohio Revised Code § 505.173, and has the authority to have that vehicle removed from the property; and,

WHEREAS, the Colerain Township Board of Trustees adopted Resolution 36-21, on May 11, 2021, adopting the procedures of Ohio Revised Code § 505.871, to facilitate to the removal of a growing number of junk vehicles throughout the Township, and worked to preserve property values, public health, safety, and morals by eliminating the detrimental effects of junk vehicles; and,

WHEREAS, the Board of Trustees has knowledge of a junk motor vehicle located at **10876 Gosling Rd. Cincinnati, OH 45252– Parcel ID 510-0260-0081-00**

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Colerain Township, Hamilton County, Ohio, as follows;

1. The Board declares the junk motor vehicle located **10876 Gosling Rd. Cincinnati, OH 45252– Parcel ID 510-0260-0081-00** to be inoperable, extensively damages, and at least three model years old:

A. (OH) HDY5015, 1998, White, Dodge, Grand Caravan

2. The Board shall provide for the removal of said junk motor vehicle from the above listed property, not sooner than fourteen (14) days after the Board serves written notice of its intention to remove or cause the removal of the vehicle on the owner of the land and any holders of liens of record on the land.
3. The written notice shall contain the following information:

- a. A general description of the vehicle to be removed;
 - b. A statement the Board has determined that the vehicle is a junk motor vehicle.
 - c. A statement that if the owner of the land fails to remove the vehicle within fourteen days after service of the notice, the board may remove or cause the removal of the vehicle.
 - d. A statement that any expenses and/or costs the board incurs in removing or causing the removal of the vehicle may be entered upon the tax duplicate and become a lien upon the land from the date of entry.
 - e. A copy of this resolution.
4. The Board shall serve the notice on the property owner, pursuant to the procedure in Colerain Township Resolution 36-21, that a junk vehicle exists on the property and Colerain Township intends to remove, or cause the removal, of the junk motor vehicle.
 5. The Board may utilize any lawful means to collect the expenses incurred in removing or causing to removal of the junk motor vehicle as determined by Colerain Township Resolution 36-21.
 6. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.
 7. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.
 8. This resolution shall take effect at the earliest period allowed by law.

Trustee _____ seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Ms. Ulrich _____, Mr. Unger _____ and Mr. Wahlert _____

ADOPTED this 9th day of April, 2024.

BOARD OF TRUSTEES:

Cathy Ulrich, Trustee

Dan Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeff Baker
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

Scott A. Sollmann (0081467)
Colerain Township Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040
(513) 583-4200

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this 9th day of April, 2024.

Jeff Baker
Colerain Township Fiscal Officer

PUBLIC SAFETY

Department: Police
Department Director: Ed Cordie, Police Chief

Strategic Plan Goal: Strategic Goal #3: Revitalization of the Community through Economic Development, Beautification, and Code Enforcement

Resolution Declaring a Junk Motor Vehicle - 9854 Loralinda Dr. - 4 of 4

Recommend ADOPTION of the Resolution.

Rationale:

Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property:

9854 Loralinda Dr. Cincinnati, OH 45251

1. **(OH) HVS3162, 2007, Grey, Nissan, Altima**
2. **(OH) GVG3622, 1999, Maroon, Dodge, Dakota**

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at 7:00 p.m., on the 9th day of April, 2024 at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Ms. Cathy Ulrich, Mr. Dan Unger, and Matthew Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO.: _____

RESOLUTION DECLARING VEHICLE LOCATED AT 9854 Loralinda Dr. Cincinnati, OH 45251– Parcel ID 510-0122-0188-00
AS A JUNK MOTOR VEHICLE AND CAUSING FOR THE REMOVAL PURSUANT TO COLERAIN TOWNSHIP RESOLUTION NO. 36-21

WHEREAS, pursuant to Ohio Revised Code § 505.871, the Colerain Township Board of Trustees has authority to determine that a motor vehicle, on either public and private property, is a junk motor vehicle as defined in Ohio Revised Code § 505.173, and has the authority to have that vehicle removed from the property; and,

WHEREAS, the Colerain Township Board of Trustees adopted Resolution 36-21, on May 11, 2021, adopting the procedures of Ohio Revised Code § 505.871, to facilitate to the removal of a growing number of junk vehicles throughout the Township, and worked to preserve property values, public health, safety, and morals by eliminating the detrimental effects of junk vehicles; and,

WHEREAS, the Board of Trustees has knowledge of a junk motor vehicle located at **9854 Loralinda Dr. Cincinnati, OH 45251– Parcel ID 510-0122-0188-00**

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Colerain Township, Hamilton County, Ohio, as follows;

1. The Board declares the junk motor vehicle located **9854 Loralinda Dr. Cincinnati, OH 45251– Parcel ID 510-0122-0188-00** to be inoperable, extensively damages, and at least three model years old:
 - A. **(OH) HVS3162, 2007, Grey, Nissan, Altima**
 - B. **(OH) GVG3622, 1999, Maroon, Dodge, Dakota**
2. The Board shall provide for the removal of said junk motor vehicle from the above listed property, not sooner than fourteen (14) days after the Board serves written notice of its intention to remove or cause the removal of the vehicle on the owner of the land and any holders of liens of record on the land.

3. The written notice shall contain the following information:
 - a. A general description of the vehicle to be removed;
 - b. A statement the Board has determined that the vehicle is a junk motor vehicle.
 - c. A statement that if the owner of the land fails to remove the vehicle within fourteen days after service of the notice, the board may remove or cause the removal of the vehicle.
 - d. A statement that any expenses and/or costs the board incurs in removing or causing the removal of the vehicle may be entered upon the tax duplicate and become a lien upon the land from the date of entry.
 - e. A copy of this resolution.
4. The Board shall serve the notice on the property owner, pursuant to the procedure in Colerain Township Resolution 36-21, that a junk vehicle exists on the property and Colerain Township intends to remove, or cause the removal, of the junk motor vehicle.
5. The Board may utilize any lawful means to collect the expenses incurred in removing or causing to removal of the junk motor vehicle as determined by Colerain Township Resolution 36-21.
6. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.
7. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.
8. This resolution shall take effect at the earliest period allowed by law.

Trustee _____ seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Ms. Ulrich _____, Mr. Unger _____ and Mr. Wahlert _____

ADOPTED this 9th day of April, 2024.

BOARD OF TRUSTEES:

Cathy Ulrich, Trustee

Dan Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeff Baker
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

Scott A. Sollmann (0081467)
Colerain Township Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040
(513) 583-4200

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this 9th day of April, 2024.

Jeff Baker
Colerain Township Fiscal Officer

PUBLIC SAFETY

Department: Administration

Department Director: Allen Walls, Fire Chief

Strategic Plan Goal: Strategic Goal #2: Continue to Provide High Quality Safety Services
Strategic Goal #5: Continuously Improve the Operations of the Township
Strategic Goal #6: Make Progress on Deferred Maintenance and Reposition Existing Assets

Motion Authorizing Township Administrator to Execute Change Orders on Fire Station Construction Project under \$25,000 from Owner's Contingency through December 31, 2024

Recommend ADOPTION of the Motion.

Rationale:

The Fire Station construction projects will start to gain complexity as the project ramps up over the coming months. As such, it is likely that there will be change orders that will require use of owner's construction contingency. Delays due to signature authority can create additional costs as the timing on these jobs and orders for materials will change daily. The ability to execute these change orders will prevent delays in the project and subsequent additional costs as a result of the delays.

Given the size of the first true change order to utilize owner's contingency that was adopted at the previous Trustee meeting, (\$33,845.22) staff is recommending authority to execute change orders up to \$25,000 between Trustees meetings.

All change orders that utilize owner's contingency will be added to the consent agenda for future meetings. These consent items will contain a dollar for dollar accounting of the owner's contingency remaining. Any change order in excess of the \$25,000 figure will be brought before the Trustees for full consideration.

PUBLIC SERVICES

Department: Public Services

Department Director: Tiphonie Mays, Assistant Administrator

Strategic Plan Goal: Strategic Goal #1: Chart a Pathway to Long-Term Financial Stability Strategic Goal #5: Continuously Improve the Operations of the Township

Resolution for Disposal By Sale Of Equipment And Vehicles Which Are Obsolete, Unfit, Or Unneeded For Public Use

Recommend ADOPTION of the Resolution.

Rationale:

The following equipment is beyond its useful life and set for auction. It was replaced with a purchase in 2023.

1995 Caterpillar 100 Forklift Vin #AT13D-35338

Memo



To: Tawanna Molter, Assistant Director of Public Services
From: Michael Adler, Fleet Manager
Date: March 13, 2024
Re: Proposal

This is a proposal and recommendation to dispose of the following township vehicles and or equipment using Govdeals auction website.

The following vehicles and or equipment have been taken out of service for either mechanical or other issues that would not allow the vehicles and or equipment to operate in a safe manner to do township business.

Following Vehicle/Equipment is from the Roads Division,

Unit#3-100 – 1995 Caterpillar 100 Vin# AT13D-35338 Forklift

Should you have any questions regarding this matter please do not hesitate to contact me.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio,
met in regular session at _____ p.m., on the ____ day of _____, 2024, at the Colerain
Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the
following members present:

Cathy Ulrich, Dan Unger, Matthew Wahlert

Trustee _____ introduced the following resolution and moved its
adoption:

RESOLUTION NO. _____

**RESOLUTION FOR DISPOSAL BY SALE OF EQUIPMENT AND VEHICLES WHICH
ARE OBSOLETE, UNFIT, OR UNNEEDED FOR PUBLIC USE
(O.R.C. Sec 505.10)**

WHEREAS, Ohio Revised Code Sec. 505.10 authorizes the Board of Trustees to dispose of
personal property, including motor vehicles, road machinery, equipment, and tools, which the
Board finds by resolution are not needed for public use, or are obsolete, or are unfit; and

WHEREAS, Ohio Revised Code Sec. 505.10 (A)(2)(a) authorizes the Board of Trustees to sell
by private sale, without advertisement or public notification, if the property to be sold is, in the
opinion of the Board, \$2,500.00 or less.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Colerain Township,
Hamilton County, Ohio, as follows:

1. The Board of Trustees finds that, in the opinion of the Board, the following equipment is not
needed for public use, or are obsolete, or are unfit, and that, in the opinion of the Board, each
vehicle has a fair market value of \$2,500.00 or less:

1995 Caterpillar 100 Forklift Vin #AT13D-35338

2. Pursuant to O.R.C. Sec. 505.10 (A)(1), the Board directs that the method of public sale of the
equipment listed above shall be by auction conducted by the GovDeals, and, accordingly, that
said equipment be delivered to that company, and that the sale occur after the notice and
publication requirements of O.R.C. Sec. 505.10 (A)(1) are met; and

3. That it is hereby found and determined that all formal actions of this Board concerning and
relating to the passage of this Resolution were taken in an open meeting of this Board, and that
all deliberations of this Board and 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
§121.22 of the Ohio Revised Code; and

4. That this Resolution shall be effective at the earliest date allowed by law; and

5. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.

Trustee _____ seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Ms. Ulrich _____, Mr. Unger _____, Mr. Wahlert _____

ADOPTED this _____ day of _____, 2024.

BOARD OF TRUSTEES:

Cathy Ulrich, Trustee

Dan Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeff Baker,
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

Lawrence E. Barbieri (0027106)
Colerain Township Law Director
Scott Sollmann (0081467)
Colerain Township Assistant Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040 (513) 583-4200
Colerain Township Law Director

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this _____ day of _____, 2024.

Jeff Baker
Colerain Township Fiscal Officer

DEVELOPMENT

Department: Administration
Department Director: David Miller, Director of Development

Strategic Plan Goal: Strategic Goal #1: Chart a Pathway to Long-Term Financial Stability

Motion to Modify Fees for Zoning Permits Effective May 1, 2024

Recommend ADOPTION of the Motion.

Rationale:

Fees for zoning permits have not been adjusted in several years. In fact, many of these fees have not been increased since they were originally adopted in the 1990s. For example, if inflationary increases were applied, many of our fees would have doubled over the past three decades. Staff costs, technology costs, and other increases in the cost of doing business are reflected in these proposed changes.

Staff reviewed zoning permit fees from the other townships in Hamilton County. The proposed fees, while higher than before, will not be the highest fees in Hamilton County. Many of these changes are also consistent with the charges applied by other townships.

PLANNING & ZONING FEE SCHEDULE

Effective May 1, 2024

RESIDENTIAL

Fee

New Construction - Single Family	\$350.00 per structure, including attached and detached single family
New Construction - Multi Family	\$350.00 per structure + \$50.00 per unit
Addition	\$150.00 per addition
Interior Alteration	\$70.00
Temporary Use or Structure	\$70.00 <i>*see reverse side for a list of approvable temporary uses</i>
Accessory Building or Structure	\$70.00 <i>*see reverse side for a list of what is considered 'accessory'</i>
Home Occupations	\$70.00
Swimming Pool	\$100.00 for above ground or below ground

NON-RESIDENTIAL

Fee

New Construction	\$0.10 per square foot of building, with a maximum of \$2,500.00
Addition	\$0.10 per square foot of addition, with a maximum of \$2,500.00
Interior Alteration	\$0.05 per square foot of space altered, with a maximum of \$1,250.00
Temporary Use or Structure	\$100.00 <i>*see reverse side for a list of approvable temporary uses</i>
Accessory Building or Structure	\$150.00 <i>*see reverse side for a list of what is considered 'accessory'</i>
Mobile Food Service	\$150.00

SIGNS

Fee

Ground or Pole Sign	\$300.00 base + \$1.00 per square foot of signage
Wall, Awning or Directional Sign	\$250.00
Face Change	\$250.00 per side
Billboard	\$1,500.00 per side

MISCELLANEOUS

Fee

Change of Use	\$200.00
Non-Conforming Certificate	\$200.00
Zoning Verification Letter	\$200.00
Lot Split	\$150.00 per new lot
Small Cellular Facility	\$100.00
Printed Maps: Small Format	\$10.00 per map
Printed Maps: Large Format	\$30.00 per map

ZONING COMMISSION

Fee

Zoning Map Amendments	\$2,000.00 base + \$150.00 per acre
Open Space Development	\$2,000.00 base + \$150.00 per acre
'RF' Flood Plain Management	\$300.00
Final Development Plan	\$1,000.00
Major Modification	\$1,500.00
Minor Modification	\$1,000.00
Administrative Modification	\$150.00
Land Use Map Changes	\$1,000.00

BOARD OF ZONING APPEALS

Fee

Single Variance	\$500.00
Multiple Variances	\$350.00 per variance
Appeal of Administrative Decision	\$500.00
Non-Conforming Use	\$500.00
Conditional Use	\$500.00

NOTES

- Make checks payable to: **Colerain Township Board of Trustees**
- There is a \$135.00 public notice & adjacent property fee for all applications requiring such notice.
- For recording fees, see Hamilton County Recording Fee Schedule
- Fees are non-refundable regardless of the outcome of a case or application.
- Temporary Uses or Structures include tents, trailers, portable restrooms, dumpsters, and signs.
- Accessory Buildings or Structures include fences, walls, decks, detached garages, sheds, driveways, outdoor wood boilers, solar panels, satellite dishes, and antenna towers.



For information regarding the requirements for each type of application, scan the QR code to view the Colerain Township Zoning Resolution.



To apply for a Zoning Certificate, Zoning Commission, or Board of Zoning Appeals, visit Colerain.org and click on "Planning & Zoning", or scan the QR code.

If you have any questions, please contact Planning & Zoning at 513-385-7505.

ADMINISTRATION

Department: Administration
Department Director: Tiphannie Mays, Assistant Administrator

Strategic Plan Goal: Strategic Goal #6: Make Progress on Deferred Maintenance and Reposition Existing Assets

Motion Authorizing the Township Administrator to Execute a Contract with Briggs Creative Services, LLC (dba Environmental Design Group, LLC) for ROW Consulting Services for the Springdale Road sidewalk project.

Recommend ADOPTION of the Motion.

Rationale:

As the Springdale Road sidewalk project moves closer to its expected construction date, it is time to begin to acquire the necessary right-of-way to construct the project. The process of negotiating the acquisition of temporary and permanent right-of-way is a specialized skill. The Township solicited proposals for professional services and received proposals from three firms: Dunrobin Associates, LLC, Briggs Creative Services, LLC (dba Environmental Design Group, LLC) and O.R. Colan. XYZ represents the best proposal as an ODOT qualified firm.

March 13, 2024

Ms. Tiphane Mays
Assistant Township Administrator
4200 Springdale Road
Colerain Township, OH 45251

RE: HAM CR96-5.25 – ROW Acquisition Services

Dear Ms. Mays,

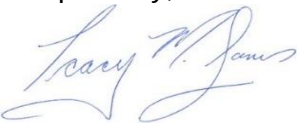
For a dynamic community like **Colerain Township**, infrastructure maintenance and improvements can pose significant challenges. Such initiatives are often expensive, require juggled priorities, and can be upsetting to residents who don't fully understand the reasons for them. The Township has met the challenge of securing infrastructure funding for HAM CR96-5.25 project, and the next challenge is hiring a right-of-way firm with the necessary expertise and capacity, along with the commitment to quality and available resources, to successfully execute project assignments within the Township's timelines.

Over 100 local public agencies and municipalities in Ohio – including Colerain Township, most recently on the HAM CR90-3.89 Pippin Road Sidewalks project - have entrusted O. R. Colan Associates, LLC (ORC) with the important tasks of negotiating with the people they serve, as they invest in necessary infrastructure enhancements to promote the safety, convenience, and economic growth of their communities. In this respect, ORC represents numerous advantages for the Township, specifically relative to the HAM CR96-5.25 project:

- **Proximity** – As indicated in this letter of interest, our Southwest Ohio office – in Symmes Township - is less than 20 miles from the project site, and our proposed negotiator operates from within one mile of the site.
- **Capacity** – As also illustrated by this letter of interest, our Cincinnati team numbers 10 ODOT prequalified staff members. For this specific project though, we propose a much more streamlined team to promote efficiency and cost savings. The Township can rest assured that more capacity and expertise is literally “right around the corner,” should the project scope expand, or the timeline escalate.
 - *No other competitor offers the Township this combination of proximity and capacity, advantages that will undoubtedly result in project efficiency, expediency and cost savings for the Township.*
- **Expertise** – We will assign Project Manager Ben Stollar to manage the day-to-day activities of this project. *He has already analyzed the project to determine any potential cost & time savings for Colerain Township.*

Ms. Mays, we hope Colerain Township will give us the opportunity to “inspire confidence in progress,” specifically as it is represented by this project. Thank you for the opportunity to express our interest in working with you and the Colerain Township team. I look forward to hearing from you.

Respectfully,



Tracy M. Jones, Divisional Director
330-936-2812; tjones@orcolan.com

1. FIRM EXPERIENCE & ODOT PREQUALIFICATIONS

Transportation infrastructures are the foundation of our nation's progress. At **O. R. Colan Associates, LLC (ORC)**, we acquire property rights and provide relocation assistance, when needed, to bridge the gap between infrastructure design and construction. With over 50 years of demonstrated success in both the private and public sectors, ORC leads the way in balancing the needs of infrastructure improvements against the concerns of the communities they serve.

At ORC, we inspire clients, communities, stakeholders, and individuals to have confidence in progress. The right-of-way phase is key to the success of project timelines and critical to how the public views both the project and the agency sponsoring the project.

Each ORC team member is dedicated to the ORC Way, which is driven by our culture and values:

1. **Initiative:** what powers ORC to find solutions to problems before they get in the way of the success of a project.
2. **Respect:** how we build trust and understand stakeholder needs that will impact project success.
3. **Knowledge:** how our specialized knowledge and expertise meet our clients' unique needs.
4. **Integrity:** what energizes us to always do the right thing to ensure project success.
5. **Social Responsibility:** why we believe progress improves communities and sustains our future.

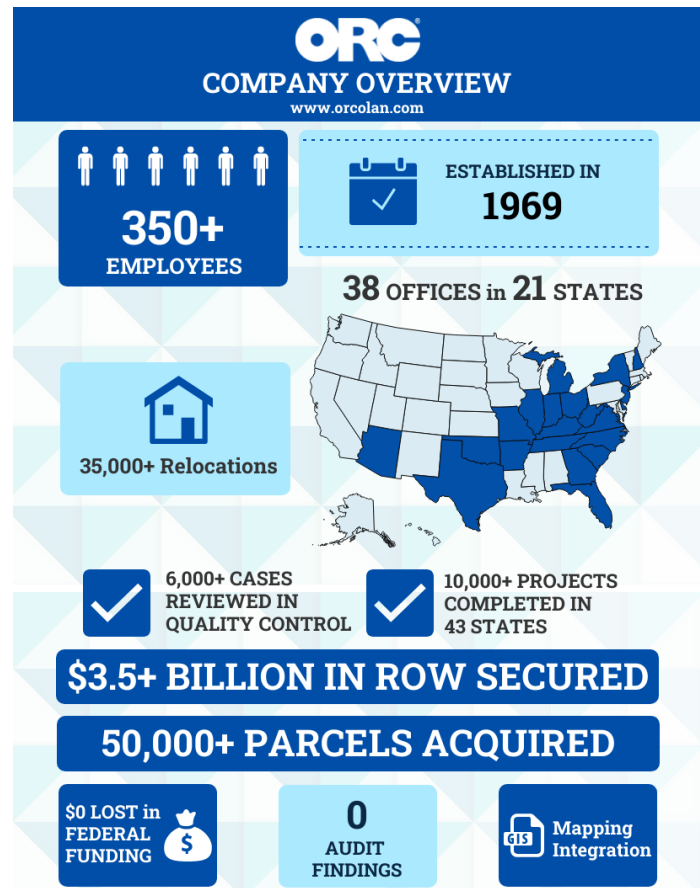
ORC'S EXPERIENCE WITH LOCAL PUBLIC AGENCIES (LPA)

ORC has acquired more than \$3.5 billion of real property for public agencies and more than 50,000 parcels as well as provided relocation assistance to more than 35,000 residential owner-occupants, residential tenants, businesses, and non-profits.

- In Ohio alone, ORC employs over seventy (70) professionals. **We have a larger in-state staff than our top three Ohio competitors combined.**

As an additional testament to our local expertise and unmatched available resources, we boast numerous statewide achievements, including:

- ORC staff holds over 90 ODOT right-of-way prequalifications
- ORC received an excellent 9 out of 10 rating on ODOT's most recent evaluation of our previously held Statewide Task Order
- ORC's ODOT prequalified staff has 400+ years of combined ROW experience
- Thirty-one (31) prequalified ODOT Staff – 10% of the total prequalified staff in Ohio
- Selection on ten (10) consecutive ODOT Statewide ROW Contracts
- ODOT Consultant Evaluation System (CES) Rating of 84% the last 3 years
- Acquisition Settlement rate of 94.5% the past 2 years



The graphic above highlights our many industry accomplishments.



This remarkable record highlights our team's unmatched expertise in the practical application of the Uniform Act and ODOT Policies and Procedures. Locally, several key staff members bring previous experience working for ODOT and have served in management roles, where they implemented and oversaw projects according to ODOT real estate policies and procedures. In addition to the hundreds of LPA clients for whom we have provided turnkey ROW services, ORC's staff brings specific experience in adhering to procedures to assist LPAs in securing federal reimbursement for right-of-way costs. **We have provided such services for dozens of our Southwest Ohio LPA clients.**

OUR FOCUS ON RELATIONSHIPS

ORC has fostered a successful relationship working with ODOT District 8 Real Estate Engineer, Suzanne Enders, who oversees all projects involving state and federal funds.

- *Our local Project Team has completed more than 40 projects with ODOT District 8, working with Ms. Enders on approximately 15 projects. These projects have been clear of adverse audit findings, and we have delivered these projects with only a 7% (average) appropriation ratio. Our experience demonstrates that building a solid relationship with the ODOT Real Estate Engineer establishes efficiencies that typically improve project delivery times by 17%.*

Our solid working relationship with Ms. Enders will enable our team to address any issues requiring alternative resolutions to ensure certification according to Federal Highway Standards and ODOT Policies and Procedures. We can leverage our experience to **utilize best practices and apply them as value engineering** to your project for **potential cost savings and process streamlining**.

- We cleared the Mercer County Engineer's MER-CR22-1.50 project and Clinton County Engineer's CLI-CR12-0.00 project **one year in advance** of the federal authorized clear date, allowing our client to accelerate the construction schedule and build the project early.

ORC's team assisted me in all aspects of acquiring property for our highway project, making the whole process much easier than anticipated. ORC also acquired these properties with zero appropriations and a year ahead of schedule.

- James Weichart,
Mercer County Engineer

ODOT PREQUALIFICATIONS

Locally, several of our staff members have previous experience working for ODOT and have been involved in management roles. Their responsibilities required implementation and oversight in accordance with ODOT real estate policies and procedures, leading to ORC's having been selected on ten consecutive ODOT statewide RW service contracts.



As the **ODOT Prequalification Table** on the following page demonstrates, ORC maintains prequalified staff in all right-of-way categories to provide full turnkey acquisition services. **The ORC team can maintain complete control of a project's scope, schedule, and budget.** Our current pre-qualifications are active through December 31, 2024. Our **ODOT Prequalification Table** also demonstrates our depth of staff and individual areas of

expertise. We are prepared to assign a specific team to the HAM CR96-5.25 project, and we are also prepared to draw from additional statewide staff if necessary to manage the assignment.

Staff Member	Company	Current Prequalifications
Tracy Jones	ORC	PM, negotiations, closings, titles, value analysis, relocation, relocation review
Ben Stollar	ORC	PM, titles, negotiations, value analysis
Anna Lee Durastanti	ORC	PM, negotiations, closings, titles, relocation, relocation review
Natasha King	ORC	negotiations, closings, titles, value analysis
Caitlyn Nagle	ORC	Titles, negotiations, closings, relocation
Kyra Clark	ORC	titles, negotiations
Brian Mitchell	ORC	titles, negotiations
Lance Brown, MAI, AL-GRS	Beck Consulting, Inc.	appraisals, value analysis

- As a real estate firm, ORC does not receive prequalifications. Rather, our employees earn prequalifications in various categories, then ORC can provide the prequalified services by virtue of their employment with us.

2. SUBCONSULTANTS

ORC will partner with Beck Consulting, Inc. for appraisal services. ORC chose Beck Consulting, Inc. due to their years of appraisal experience working projects for ODOT and Local Public Agencies on transportation projects in the Hamilton County area of Ohio. This expertise will lead to a more expedient market search and study thus reducing the time typically needed for the appraisal portion of this project. Beck Consulting, Inc. will complete 100% of valuations for this project.

3. PROJECT STAFFING, PROJECT MANAGER, & PERSONNEL EXPERIENCE ON SIMILAR PROJECTS

ORC's proposed personnel for the HAM CR96-5.25 project are a responsive, tightly knit and efficient team.

Our local office in Symmes Township is less than 20 miles from the project site allowing for immediate response to property owners and cost savings for Colerain Township

ORC employs 70 professionals in Ohio, and 31 prequalified ODOT staff. Additionally, we offer the following project-specific competitive advantages that distinguish us from our competitors:

- ORC's local management and field staff have extensive experience working with the ODOT D8 Real Estate Engineer. This will ensure streamlined communication between our team, Colerain Township, and ODOT.
- Our proposed key staff members will always be immediately proximal to the Township and the project site. This will also enhance communications between our team and the Township while ensuring responsiveness to the Township and property owner inquiries.
- ORC has a document control staff with years of ODOT employment experience that works hand in hand with our Quality Assurance/Quality Control and field staff to maintain consistent quality in our product. This support allows our agents to spend more time in the field and on direct negotiations.

ORC's proposed internal team includes a primary team member and a support member for each task. Due to the size of this project, all parcels will be assigned to the primary team member for each task with

the support member providing an additional resource if needed due to illness or other unforeseen circumstances. This allows ORC to respond to time-sensitive issues quickly and confidently at all times. Our proposed project team follows:

Mr. Ben Stollar, Project Manager – Project Management

Mr. Ben Stollar will serve as the primary project manager for this project. Mr. Stollar joined ORC's Cincinnati team in October of 2021 with over 20 years of project management experience in construction, commercial development, and contract management on projects in approximately 40 states and Canada. He has a BS in Civil and Environmental Engineering and is currently prequalified by ODOT for Project Management. Titles, Negotiations and VAs and working toward prequalification for Closings. His experience in commercial development and construction as both an owner and tenant has proven to be unique and invaluable in dealing with commercial property owners. Since joining ORC, Ben has worked on the following projects: WAR SR741-1.44, *Mason, OH*; CLE US50/SR132 Intersections, *Owensville, OH*; GRE SR725-1.91, *(City of Bellbrook, OH)*; WAR SR741-17.21, *(City of Springboro, OH)*; MOT SR48-1.02, *(ODOT District 7)*; WAR SR63-0.83, *(Warren County TID)*; GRE CR25-3.85, *(City of Beavercreek)*; WAR SR73-3.65, *(Warren County TID)*; BUT Tylersville Rd, *(City of Hamilton)*; GRE CR40-1.04, *(City of Beavercreek)*; Muddy Creek Bundle and Stonebridge Relief, *(City of Cincinnati)*; Duke Energy – D000A-EE00, *Anderson Township, OH*; EKPC – DF Milton to Bedford Rebuild, *Milton, KY*; CLA-Yellow Springs Street Recon Ph. 2 *(City of Springfield)*, HAM CR90-3.89 *(Colerain Township)*.

Ms. Anna Lee Durastanti – Project Management Support

Ms. Durastanti will serve in a support role as needed for the HAM CR96-5.25 project. Ms. Durastanti has been involved with acquisition and relocation services for public agencies for 25+ years. She has significant experience with ODOT policies and procedures, especially as they apply to the delivery of relocation advisory services and relocation file review. Ms. Durastanti has reviewed approximately 300 consultant relocation files and performed relocation services for complex residential and businesses for ODOT. Projects include: Eastern Hills Bikeway, Cleveland Park Bikeway, Keowee Street Bikeway, CLA-327-0.55 *(Clark County Engineer's Office)*; CLA-794-0.60 *(Springfield, OH)*; MOT-741-4.65 *(ODOT-D7)*; HAM-75-2.30 *(ODOT – D8)*; HAM-75-3.85 *(ODOT – D8)*; HAM-75-6.78 *(ODOT – D8)*; HAM-75-7.72 *(ODOT – D8)*; HAM-75-12.60 *(ODOT-D8)*; GRE- FACTORY ROAD *(City of Beavercreek)*; HAM-CR209-0.55 *(City of Cincinnati)*; HAM Clough Pike Sidewalk Project *(Anderson Twp)*; HAM -75-3.85 *(ODOT District 8)*; HAM-12.60 *(ODOT District 8)*.

Ms. Natasha King – Negotiations, Closings

Ms. Natasha King will serve as the lead negotiator and closing agent for this project. Ms. King is cross trained in multiple tasks as this leads to efficiency on projects and can be time savings as she will have overall knowledge of the parcels from title through closing. She has consistently been one of the top scorers in the state on ODOT property owner surveys. This rapport allows her to reduce negotiation time and avoid expensive and time consuming appropriations. Natasha's relevant ORC projects include: AUG-SRTS Wapak IFS2 *(ODOT – D7)*; GRE-42-10.29 *(City of Xenia)*; HAM-75-14.61 *(ODOT – D8)*; LOG 273-2.96 *(ODOT – D7)*; MER 29-7.80 *(ODOT – D7)*; MOT-741-3.62 *(ODOT – D7)*; MOT – Springfield Street Reconstruction *(City of Dayton)*; MOT - Washington Street Reconstruction *(City of Dayton)*; MUS-CR32-0.00 *(Muskingum County Engineer)*; ROS 207-0.00 *(ODOT – D9)*; CLA-Yellow Springs Street Recon Ph. 2 *(City of Springfield)*; HAM CR90-3.89 *(Colerain Township)*.

Ms. Caitlynn Nagle – Negotiations, Closings Support

Ms. Nagle will serve as a support agent for negotiations and closings on the HAM CR96-5.25 project. Since joining ORC in 2018, Caitlynn has worked on a variety of projects and has consistently taken on increased responsibility. Caitlynn is currently prequalified in Negotiations, Closings, and Title Research by ODOT, and she has applied her expertise to the following Southwest Ohio roadway projects: Glendale-Milford/Lake-Forest Roundabout *(Blue Ash, OH)*, HAM 75-7.85 *(Cincinnati, OH)*, MOT Washington Bike Path *(Dayton, OH)*, CLE TR252 *(Clermont, OH)*, CLI CR 12-0.00 *(Clinton, OH)*, MOT East Springfield Reconstruction Phase 2 *(Springfield, OH)*, BUT SR 177-0.64 *(Butler, OH)*, MOT Great Miami River

Crossing (Dayton, OH), GRE CR 142-1.21 (Beavercreek, OH), MOT E. Springfield St. (Dayton, OH), MOT Great Miami River Trail W. Ext. Phase 2 (Dayton, OH), and WAR 741-2.19 (Mason, OH).

Ms. Kyra Clark – Titles

Ms. Clark will serve as the title agent for this project. She has worked for ORC since joining our team in May of 2022, and is she prequalified in Title, Negotiations, and Closings. Ms. Clark has quickly become one ORC Ohio's most thorough and efficient title researchers. Project experience includes: WAR SR63-0.83, (Lebanon, OH); BUT Tylersville Road Improvements (Hamilton, OH); PRE CR502-0.60 (Eaton, OH); CLA-Yellow Springs Street Recon Ph. 2 (City of Springfield); GRE CR40-1.04 (Beavercreek, OH); CLA SR72-6.83 (Springfield, OH); HAM CR90-3.89 (Colerain Township; MOT SR48-13.81 (Dayton, OH); HAM IR75-09.22 – Longworth Hall, (Cincinnati, OH).

Mr. Brian Mitchell – Titles Support

Mr. Mitchell has over 30 years of experience as a right-of-way and title agent with ORC, ODOT, and ODNR. He trained both ODOT staff and consultants on how to conduct title research. This is unquestionably an advantage for our team to have his expertise available to work on this project. Titles are the foundation of any project and must be of the highest quality deliverable. If you get a title wrong everything that follows will be wrong. He is prequalified by ODOT to perform negotiations and title services. Mr. Mitchell has applied his expertise to the following ORC projects: ODOT W. Broad St. Complex; ALL 117-23.83; CLA CR315-1.28; S. Sandusky St. (Mt. Vernon, OH).

Mr. Lance R. Brown, MAI, AI-GRS – Appraisal/Value Analysis – Beck Consulting, Inc.

Mr. Lance Brown of Beck Consulting has teamed with ORC to provide appraisal services for this project. Mr. Brown brings 30 years of appraisal experience to the project team. He specializes in complete, detailed condemnation/eminent domain appraisals, including partial acquisitions and severance damages, for the Ohio Department of Transportation, Army Corps, local public authorities, and private clients. He is prequalified by ODOT to perform Appraisals, VAs, and Appraisal Review.

ORC's Experience with Similar Projects

ORC's team has significant experience negotiating right-of-way for sidewalk project and, as such, dealing with – and assuaging the concerns of – the affected public. The following list represents some of the more notable sidewalk projects our team has worked on:

HAM CR90-3.89, Colerain Township

Colerain Township contracted ORC to perform turn-key services to acquire right of way for six parcels. The project aimed to construct a new sidewalk along Pippin Road between Struble Rd and Stout Rd. ORC was able to certify this project well in advance of the district certification date despite the extraordinarily tight timetable.

MOT Vandalia Bikeway Connector, City of Vandalia

The City of Vandalia selected ORC for acquisition services on this project which consisted of the acquisition of 11 parcels for the construction of on and off road sections of the Great Miami Trail. The project corridor was commercial in nature and required a take from CSX.

MOT Trotwood SRTS – Infrs – FY23, City of Trotwood

ORC was selected to provide right-of-way services for 6 parcels in a commercial corridor with multi-family properties. The project consisted of intersection and sidewalk improvements for the Safe Routes To Schools program servicing Belle Haven Elementary.

BUT Great Miami River Trail, City of Monroe

The City of Monroe selected ORC to provide right-of-way acquisition services for this project. The project created a 10' wide multi-use path along a section of the Great Miami River. The project included 11 parcels from commercial, residential, and institutional properties.

WAR Countryside YMCA Trail Extension, City of Lebanon

The City of Lebanon selected ORC to perform turnkey right-of-way services for the acquisition of 2 parcels for the construction of a multi-use path along Deerfield Road, Turtlecreek-Union Road, and SR 48. The project included acquisition from residential and institutional properties.

4. PRESENT WORKLOAD

ORC's proposed project team will be ready to begin this project as soon as the County provides notice to proceed, currently estimated in March of 2024. We recognize that the selected consultant will be expected to move forward immediately and be able to certify the required R/W by August 21, 2026. Our current workload is illustrated below. We provide estimated start dates to present a clearer picture of our existing commitments for the County's consideration:

Project	Location	Client	Parcels	Start Date
CLA SR72-6.83	Springfield, OH	City of Springfield	43	8/1/2023 - Ongoing
ROS SR159-0.41	Chillicothe, OH	ODOT District 9	34	9/1/2023 - Ongoing
HAM 75-0.22/Longworth Hall	Cincinnati, OH	ODOT District 8	3	5/1/2023 - Ongoing
MOT South Main St. Reconstruction	Dayton, OH	City of Dayton	5	2/1/2024 - Ongoing
GRE CR9-3.95	Beavercreek, OH	City of Beavercreek	15	1/15/2024 - Ongoing

Based on the scope of **HAM CR96-5.25** (acquisition for 7 parcels) and start date (Expected April 15, 2024), our workload will be ideal to take on this project. Specifically, it will time well with our existing projects, and we will be able to begin appraisal and title services quickly upon receipt of notice to proceed. The size of this project allows ORC to dedicate our strongest staff to tasks for which they are best suited, allowing for savings in time and cost. We have detailed our staffing availability below, along with our proposed schedule, which will allow us to finish in advance of the **Township's completion date of November 1, 2024.**

Staff Member	Role	% Availability
Ben Stollar	PM	25
Natasha King	Negotiations/Closings	60
Caitlynn Nagle	Negotiations/Closings Support	40
Kyra Clark	Titles	70
Lance Brown, MAI, AL-GRS	Valuations	25

Proposed Project Schedule

Project Milestone	Completion Date
Notice To Proceed	4/15/2024
Titles	5/15/2024
Appraisals/Review/FMVE	5/31/2024
Negotiations	11/27/2024
Closings/Appropriations	12/13/2024
R/W Acquisition Complete per Ellis	12/20/2024
ODOT R/W Certification Date per Ellis	12/31/2024

Our approach to this project is to work to deliver it in advance of the Township's target date as laid out in the RFLOI. **ORC's team will ensure meeting the clearance date will not be an issue.**

Investment in Quality Assurance



To maximize the capacity of our proposed project teams, we place high priority on managing quality through every phase of the project lifecycle. ORC leads the right-of-way industry in prioritizing internal quality control and developing applicable technological resources for our clients, as well as our Team.

Our methodology for this project will employ quality assurance at Notice to Proceed issuance to ensure establishment of adequate records management and procedural processes that will comply with the applicable regulations and the procedures for carrying out the scope of work. To this end, we have instituted the most advanced **QA/QC program** in the right-of-way industry. We have invested significantly in this program, and we support it with a catalogue of high-level

technologies, specially designed systems, and a dedicated, professional staff. However, its value for our clients is defined simply: **PROMISE.**

Achieving our Quality Policy essential elements requires ORC to:

- Review all acquisition file information throughout the acquisition process to ensure all information is complete, accurate, compliant, and up to date;
- Review any notices, letters, and claim packages before sending to the County or other parties to eliminate any delays in service of notices, responses, or payment processing;
- Discuss (QA/QC Reviewer) any file aspects with the field supervisor to correct any errors or discuss any alternatives for providing the most cost-effective approach;
- Share any assigned unique and/or modified procedures with the project staff;
- Implement QA/QC to audit completed files and ensure their compliance/organization according to County standards;
- All documents are reviewed through the QA/QC program prior to leaving our office for delivery to property owners or the client;

5. TECHNICAL APPROACH & PROJECT UNDERSTANDING

Our team will approach HAM CR96-5.25 with the understanding that, as a representative of Colerain Township we are expected to communicate regularly, solve problems, predict, proactively address project challenges, & provide quality documentation with the overall goal of minimizing the time the Township must devote to ensuring the success of the project.

- ORC = extension of the Township
- ORC = treat all property owners with the utmost respect during the acquisition process.

Below is a list of innovative solutions ORC will utilize while working on this project.

- Door hangars
- Contact information request sheets included with Introduction Letters
- Virtual meetings with property owners (as requested)



View of Parcel 10-T and landscape rocks to be relocated



View of Parcel 37-T and 36T looking southwest

Project Understanding – ORC recently visited the project corridor, reviewed the available project information and plan sheets, and researched the corridor via available GIS information. ORC understands that the project includes comprehensive Right of Way Acquisition Services for the HAM CR96-5.25 project in Colerain Township. The total project length along Springdale Road is approximately 0.5 miles with 7 parcels needing to be acquired.

This project runs in a mixed corridor with multi-family residential, single-family residential, and retail properties. Based on our site visit and review of the

plans, we believe that the largest issue on this project is working through the internal processes of the affected commercial owners. ORC's proposed team has experience working with commercial and industrial ownerships to both navigate their internal review processes and anticipate questions they will have regarding vehicle access, visibility, traffic disruptions, customer safety, etc.

ORC suggests making negotiations with the properties tied to national chains the first priority. These types of ownerships often have leases and franchise agreements that need to be researched to make sure all parties with interest in the properties are involved. Early engagement will also allow us to try to negotiate a donation before the offer is made. This is something ORC has been successful with in the past on commercial properties experiencing minimal impacts.

This project consists of 6 parcels with Temporary Easement takes only, and 1 with a WD fee taking and a Temporary. The only improvement seemingly affected by the project is a landscape rock on parcel 10-T that is to be removed and relocated as part of the project. From a technical standpoint, these takes are not invasive and will have minimal impact on the properties.

Optimized Innovation and Quality, Reduced Project Delivery Time, and Project Costs

ORC believes that small efforts and practices can yield large project benefits. ORC will offer the following approaches to further position ORC and Colerain Township for success.

- **Rapport/Donations:** Obtaining property owner contact information, determining decision makers, and building property owner rapport as soon as ownership has been determined via the title report has proved a small yet immeasurably beneficial step in project success. ORC contacts owners to introduce the project prior to scheduling offers, ensuring property owners understand the project's impact on their property. With the Township's permission, ORC would suggest approaching ownerships during the early contact period for donations. Property owners can choose to donate before or after the offer is presented, but, in general, they are more likely to agree to a donation prior to the offer. The earlier they are contacted, the more time they have to consider that option.

Kick-Off Meeting: The ORC Project Managers will arrange a Kick-Off/Scoping meeting following receipt of Notice to Proceed (NTP). This meeting will address protocols and project specific items including schedules and parcel prioritization.

Regular, timely, and consistent project updates: With any project, communication and Project Manager responsiveness are critical. We will provide regular updates to the Township through Parcel Suite, emailed project status reports, and on-site or virtual meetings, when necessary and/or requested.

It is our goal to anticipate what is needed and provide it before it is asked for. We will immediately provide solutions to challenges we encounter along the way.

Qualifications of Team and Advantages – Project Manager Ben Stollar brings more than two years of experience in both ROW Acquisition project management and practical field work in Ohio, including multiple projects for agencies in and around Hamilton County. Additionally, he will have the support of Divisional Director Tracy Jones and Project Manager Anna Durastanti who each have a decade of experience working in Hamilton County.

Additionally, both our proposed lead negotiator, Ms. King and support negotiator, Ms. Nagle, are experienced and **multi-disciplined**, and they will **improve efficiency** with their **deep knowledge** of all project phases required to achieve an exceedingly successful project outcome. These two agents have worked together for several years, and that relationship and ability to work hand-in-hand when needed has benefited many projects. All our proposed staff members have experience in Hamilton County/District 8 allowing for that knowledge to improve efficiencies on the HAM CR96-5.25 project.

ORC has long served as Ohio's premier right-of-way consultant, providing ODOT and many local public agencies with the full scope of right-of-way acquisition services. We offer the following advantages:

- **Full-time dedicated staff** – ORC will utilize full-time team members to manage and negotiate for the Township, thus having the ability to fully dedicate themselves to the successful outcome that is desired. ORC's proposed lead negotiator, Ms. King, offices within 1 mile of the project site allowing for time and cost savings as well as immediate response to property owners and the Township.
- **Unmatched staffing** – The industry's largest and most experienced, knowledgeable, and prequalified staff.
- **Resource innovation** – We implement innovative project management tools available for viewing by the Township including our internally developed project tracking database Parcel Suite and our ArcGIS platform giving the Township real-time status on project and parcel progress and customizable dashboards and reports.
- **Project controls** – We offer the most advanced Document Control and QA/QC program in the industry, supporting it with a specially-designed tracking system and a dedicated and independent quality department.

**LETTER OF INTEREST
COLERAIN TOWNSHIP
HAM-CR96-5.25 (SPRINGDALE ROAD) PID 117209
RIGHT-OF-WAY ACQUISITION SERVICES**

ODOT PRE-QUALIFICATIONS

Right-of-Way Acquisition Pre-Qualifications:

- Project Management
- Negotiations
- Titles
- Closings
- Value Analysis

Ohio Department of Transportation Pre-Qualifications:

- Right-of-Way Plan Development (Complex and Limited)
- Non-Complex Roadway Design
- Bicycle Facilities & Enhancement Design
- Unlimited Contracting Status (FAR)

SUBCONSULTANT ODOT PREQUALIFICATIONS

Michael A. Cahill (up to 10% of work)

- Value Analysis
- Appraisal
- Appraisal Review

PROJECT RESPONSIBILITIES

Key Project Team Members:	
Name/Firm	Project Responsibility
R. Douglas Briggs, BCS, LLC	Contracts
Douglas E. Raters, BCS, LLC	Project Manager , Negotiation
Paul Butt, BCS, LLC	Title Research, Negotiation, Closing
John Donnelly, BCS, LLC	Title Research, Negotiation assistance
Paul Feie, BCS, LLC	Title Research
Brent Graham, BCS, LLC	Title Research, Value Analysis, Negotiation, Closing
Daryl Wells, BCS, LLC	Title Research
Mike Cahill	Value Analysis, Appraisal
Subconsultants and Work to be Performed by Each:	
Subconsultant Firm	Project Responsibility
Michael A. Cahill, Real Estate Appraiser	Value Analysis, Appraisal

BRIGGS CREATIVE SERVICES, LLC (BCS, LLC) KEY STAFF MEMBERS AND EXPERIENCE

R. Douglas Briggs P.E., P.S. – Owner, Principle in Charge, Project Manager, Value Analysis, Negotiations
Mr. Briggs is a professional engineer and professional land surveyor with more than 33 years of experience. He has provided and managed right of way design for numerous roadway and bridge projects of various sizes both while working directly for ODOT and while working as a consultant.

As the owner of BCS, LLC, Mr. Briggs has provided project management on ODOT agreements involving right of way acquisition, surveying and right of way plan development. Some of these projects include MOT-75-6.36 (West Carrollton interchange), ALL-65-8.02, and several projects in Clermont and Butler counties. In addition, he has served as project manager for a number of LPAs requiring right of way acquisition services. These LPAs include Fairborn, Troy, Kettering, Beavercreek, Huber Heights, Athens, Tiffin and Washington Township. Currently, BCS, LLC is completing right of way acquisition on projects for the cities of Troy, Fairborn and Kettering. Mr. Briggs has also managed right of way plan development and surveying and mapping on projects located in Dayton, Washington Township, Mason, Fairborn, Springfield and throughout Montgomery County.



Springdale Road at parcel 10, White Castle, looking West toward Colerain Avenue

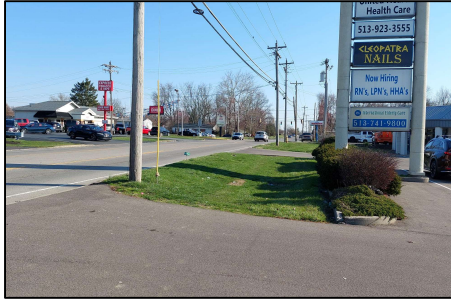
Mr. Briggs holds a Bachelor of Science degree in civil engineering and has completed the relevant ODOT training courses, including roadway and bridge design, wetland design, bridge climbing and eminent domain law changes. While serving as the regional projects manager for ODOT's Southwest Region and providing acquisition services for Districts 7, 8 and 9, he cleared over 1,600 parcels having a value of approximately \$37 million. As part of managing those projects, he provided consultant administration on approximately 500 of those 1,600 parcels. We believe this diversity of experience allows BCS, LLC to provide insights that will facilitate the right of way acquisition process through a complete understanding of both engineering and right of way.

Paul Butt – Project Manager, Titles, Value Analysis, Negotiations and Closings

Mr. Butt is ODOT prequalified for Title Research, Value Analysis, Negotiations and Closings. He has a Bachelor of Science in Education and is a certified general appraiser in the state of Ohio. Paul was employed by ODOT for 35 years in Right of Way / Real Estate. For 20 of those 35 years, he managed right of way projects and staff. Following his employment with ODOT, Mr. Butt has worked for right of way consultant companies on both state of Ohio and local government projects. His field and project management experience includes cost estimates, titles, taxes, appraisal, appraisal review, negotiations, closing, property management and relocation. This experience provides a complete understanding of the projects being acquired. His experience consists of preparing titles for projects that include HAM-27-12.62 and MOT-741-3.62, GRE-CR9-1.60 and WAR-CR38-1.15. Most recent negotiation projects are CHP 559-6.59 and MER-49-19.50. Experience for closings include GRE-235-

3.85 and MOT- 75-31.842. Paul has 20 years of project management experience, and some recent projects include ROS 207-0.00, HIG-CR 1156 Harry Sauner Road and SCI-23-10.57.

John Donnelly, P.E. – Titles



Springdale Road, looking East
toward Niagara Street

Mr. Donnelly is a registered professional engineer in Ohio and is ODOT prequalified for Title Research. His past experience includes civil engineering for LJB, supervisor for Montgomery County Environmental Services and Tipp City Director of Municipal Services/City Engineer. His recent experience as operations director for Mercy Ships (the world's largest non-governmental hospital ship) in Guinea and Senegal, West Africa included daily operations supervision of information services, supplies, transportation, and finance for staff from approximately 35 different nations. Mr. Donnelly received his bachelor of civil engineering from Ohio Northern University and his masters of public administration from Wright State

University. John's recent title projects include MOT-Riverview Avenue and WAR-TR55-2.11. John is currently providing acquisition services for a 50 parcel project on Riverview Avenue for the city of Miamisburg. He has also provided acquisition for AES Ohio/DP&L transmission projects such as KTH Urbana in Champaign County, Amsterdam to West Moulton in Auglaize and Shelby Counties, and Sidney to Franklin in Shelby County.

Paul Feie, P.S. – Titles

Mr. Feie is a registered professional surveyor in Ohio and Kentucky with nearly 40 years of experience. He also is an ODOT prequalified right-of-way plan reviewer and has extensive experience in property resolution, ALTA surveys and record research. Mr. Feie is familiar with ODOT requirements and standards and has expertise with property research in numerous counties across the region. In addition, he has provided geometric design for various projects.

Mr. Feie has performed property research for Cincinnati MSD projects and numerous site development projects including city of Dayton surveys and Cincinnati Central Parkway reimaged project. He recently performed right-of-way plan development for the HAM-75 projects located at Hopple, Monmouth, the interchange with I-74 and I-75 and Mitchell Avenue; PIC-SR188-0.22, and HIG-28-10.48. He has provided property resolutions on I-74 at Colerain-Beekman. Mr. Feie is ODOT title prequalified and has prepared titles for several projects including: HAM-75-0.22; Wolf Creek Pike; MOT-Chambersburg; ALL-65-8.02, GRE-142-1.78, AUG-St Marys Indiana Walk, He has provided title research on numerous railroad and other complex titles including the BUT-South Hamilton Crossing project.

Brent A. Graham – Project Manager, Titles, Value Analysis, Negotiations and Closings

Mr. Graham is ODOT prequalified for Title Research, Value Analysis, Negotiations and Closings. He has a bachelor of arts in Environmental Earth Science, Urban and Regional Planning, and he holds a Certificate in Geographic Information Science (GIS). He has engineering field experience in Geotechnical and Environmental Engineering. Mr. Graham also has experience on surveying projects including boundary, topographic, and construction surveys. His experience consists of preparing titles including numerous railroad titles for several projects including HAM-75-0.22 (Brent Spence); BUT-SHX (100 parcels in Hamilton, Ohio), BUT-TR99-0.50, HAM-264-10.42, MIA-41-10.32 and GRE-CR9-1.60. Mr. Graham handled negotiations and closings for CLE-50-2.21; CLE-50-6.10; CLE-125-6.90; MIA-48-3.59; MIA-Covington SRTS, GRE-142-1.78, ALL-65-8.02, BUT-CR204-4.19, MIA-41-9.49 and MIA-41-10.32.



Springdale Road at shopping center drive (Red Lobster, parcel 13), looking East

Douglas E. Raters, P.E. – Project Manager, Negotiations

Mr. Raters is a professional engineer with more than 34 years of experience in transportation engineering and management. Mr. Raters holds a bachelor of science degree in civil engineering and has completed several relevant ODOT training courses, including property management, right of way plan development and eminent domain law changes. While serving as the District 8 Real Estate Administrator, Mr. Raters managed the acquisition process along with right of way plan development and review, project scoping, property management, railroad coordination and utility relocation for ODOT as well as LPA projects. He was responsible for setting project acquisition schedules and budgets, task order contracts/utilization, funds encumbrance, and right of way certification. Doug recently completed acquisition for sewer projects with the city of Huber Heights and for Greene County Sanitary Engineering.

Daryl Wells, P.S. – Titles

Mr. Wells is a professional land surveyor who brings more than 30 years of total work experience to the team, the bulk of which has been performed within Montgomery County. Mr. Wells has also provided design experience and oversight on projects while at Woolpert. He was the section leader for the drafters and technicians at Woolpert from 1985 to 1999, where he provided oversight for numerous design projects. His knowledge of surveying and right-of-way plan development provides additional experience in reconciling complexities during the design and mapping aspects of a project. Mr. Wells assisted in roadway geometric design for intersection details and super-elevation tables for MUS-16-0.30 and LIC/MUS-16-32.44/0.00. In addition, Mr. Wells has provided roadway and right-of-way plan expertise for numerous projects in Montgomery County and the Miami Valley Region including MOT-CR177-0.79, MOT-75-6.36, MOT-75-29.305, Peters Pike over I-70, MOT-Monument 6.02 and GRE-35-21.14.

Mr. Wells, who is also ODOT prequalified in title research, has provided survey and titles for numerous projects within the surrounding area, which is helpful in completing the required property research for a project's right-of-way needs. His attention to detail is a valuable asset to the team, especially when complex title situations occur.

MICHAEL A. CAHILL (VALUE ANALYSIS, APPRAISAL)

Mike Cahill – Value Analysis, Appraisals, Appraisal Review

Mr. Cahill is a certified General Appraiser with over 45 years of experience. His experience in the private and public sector with Real Estate appraisal and examination includes property appraisal for Industrial, Commercial, Residential, Agricultural and Special Use properties. His appraisals helped establish statewide tax equalization while working for the Ohio Board of Tax Appeals. Mr. Cahill has also worked with eminent domain, specializing in appraisal for condemnation purposes. He has



Springdale Road at Loralinda Drive,
looking West

provided appraisals for litigation purposes and for mortgage lenders and has expertise with property appraisal and appraisal review in the Cincinnati/Dayton/Columbus region. He is prequalified in appraisal for ODOT and has performed numerous complex appraisals for high-profile projects. In addition, he has performed appraisals on several federal funded projects for BCS, LLC. These projects include GRE-35-4.30, Kettering Hewitt Ave Bikeway, Kettering Traffic Signal Replacement, MIA-41-9.49, GRE-Broad St, Phase 2, and MIA-41-10.32. Mr. Cahill also provided numerous appraisals on the Portsmouth bypass project for the ODOT.

CAPACITY AND AVAILABILITY OF STAFF

BCS, LLC has reviewed the project documents and the ELLIS timeline and notes that the right of way acquisition is requested to be complete by December 20, 2024, with a certification date of December 31, 2024. Our office is located in Mason, Ohio, and our employees are able to easily reach the project. We are currently working on right of way acquisition projects in the Beavercreek area, in Warren County and recently finished acquisition in the Troy area, Butler and Greene Counties and in the city of Fairborn and have shown the ability to complete these and previous projects well within the allotted timeframe. The project team is committed to making the HAM-CR96-5.25 acquisition project a top priority to complete in a timely manner for Colerain Township. To accomplish this, BCS, LLC has several team members with overlapping pre-qualifications in all aspects of acquisition which provide additional capacity to meet acquisition needs efficiently. Based on current projections and staff workload, BCS, LLC has sufficient capacity to perform the work required by this letter of interest. Current right of way acquisition projects are scheduled to be completed by the end of June which will open up extra negotiation capacity for this project.

We have successfully completed numerous task orders for ODOT, design projects in the City of Dayton and right-of-way acquisition for projects that have included roundabouts, road widening, safe routes to schools, structure replacement, waterline and other utility projects. BCS, LLC has extensive

experience in standard and task order contracts with ODOT and has six registered surveyors, two of whom are dually registered engineers. In addition, BCS, LLC employees are directly prequalified in nearly all right-of-way acquisition categories including: project managers (4), title researchers (5), negotiators (3), closings (2), value analyses (3).

PROJECT APPROACH

Technical Approach

After the scoping meeting, the final work plan and proposed timeline will be provided along with the meeting summary highlighting specific action items, critical issues and proposed remedies. Title reports will be completed, and the type of title will be determined based on anticipated parcel cost. The appraisal scoping meeting will be scheduled, and appraisals will be assigned based on the format determined. Parcel acquisition will begin once Colerain Township has established the fair market value. The most complex parcels will be contacted first to help alleviate scheduling pressure (acquisition complexities include bankruptcies and foreclosures, liens and mortgages, deaths, commercial and industry procedures and interests and purchases directly from railroad). Potential likely appropriations will be conveyed to Colerain Township quickly to determine if there are alternative solutions. Expectations regarding administrative settlements will be discussed directly with the Township and implemented in accordance with their direction. Because the ODOT acquisition process requires payment to be received by the landowners and documents to be filed and or recorded prior to certification, BCS, LLC typically attempts to have the negotiations completed 30 to 60 days prior to the official certification dates. The right-of-entry document can sometimes be utilized to facilitate this process. BCS, LLC will only use this at the direction of ODOT and Colerain Township. Upon the completion of acquisition, BCS, LLC will communicate with Colerain Township regarding the certification process. Billing packets will be provided in the format required by Colerain Township (hard copy or electronic) and the final deliverables will be sent to ODOT for their review upon project completion.

Understanding

BCS, LLC visited the project site on March 13, 2024. The project involves the construction of a new 8' wide sidewalk on both sides of Springdale Road from Colerain Avenue (US 27) to Loralinda Drive (approximately 1/2 mile) and upgrades to pedestrian crossings. Based on ODOT ELLIS project and scheduling information, the project acquisition is to be completed by December 20, 2024 with a right-of-way certification date of December 31, 2024. We anticipate authorization to proceed to be in April 2024, which will allow approximately eight months to acquire the right-of-way. BCS, LLC will work with Colerain Township to determine feasible options to improve efficiencies and shorten the normal schedule.

Complexities of the project may include negotiations with businesses, tenant owned signs (RE95), temporaries for drive access, grading and landscaping items. Based on the final right of way plans dated January 25, 2024, this project will require right-of-way acquisition from approximately seven owners and nine parcels. This includes 8 temporary parcels and one warranty deed. Zoning appears to be for a variety of uses including general business (B-2), urban residential (R-6) and planned

development for both residential (PD-R) and business (PD-B). Scoping of the project will be needed to gain a preliminary idea of appraisal types, but at this time BCS, LLC assumes a combination of Value Analysis and Value Finding appraisals will be needed. At this time we don't anticipate any private or commercial signs being affected although some landscaping may be in the take areas. BCS, LLC can provide Narrative appraisal if required, as well as sign estimates and bill of sale should they be necessary for some parcels.

Project Qualifications

BCS, LLC provides personnel with pre-qualifications in right-of-way acquisition, roadway and right-of-way plan development. This skill set will be utilized early in the process to consider alternatives to reduce the delivery schedule and contain costs. BCS, LLC has local employees and subconsultants available to concentrate specifically on acquisition for this project.

Knowledge and Experience

The project team is comprised of personnel with over 30 years of ODOT and right-of-way acquisition experience who are ODOT pre-qualified in right-of-way acquisition services, non-complex roadway design, bicycle and enhancement projects, and complex right-of-way plan development. These team members have provided nearly all aspects of acquisition for the most complex projects completed in southwest Ohio during the past 30 years. Each team member regularly attends the ODOT training courses offered to assure compliance with the latest regulatory and procedural requirements.

Innovative Ideas

Innovative approaches and efficiency are strengths of the BCS, LLC team, because of the team's start-to-finish knowledge of all aspects of project development and right-of-way acquisition. Potential "outside the box" solutions will be immediately discussed with Colerain Township once the BCS, LLC team knows that such solutions will provide project schedule and cost-reduction value. The use of rights of entry in discussions with the landowner regarding their property often leads to obtaining signature and right of way clearance while reducing appropriations cases and costs.

Plan for Increased Quality, Reduced Costs and Delivery Time

BCS, LLC implements a "designer-reviewer-checker" QA/QC process to ensure continuity, consistency, and accuracy with all deliverables. This will be performed in conjunction with our subconsultants and the city engineer's office. BCS, LLC also provides the expertise of five surveyors and two engineers who are pre-qualified in complex right-of-way plan development. This provides insight into the acquisition of parcels through our experience in the actual plan development process. Team members have a track record of providing design solutions early in the process so they can easily be addressed. BCS, LLC personnel have suggested plan revisions resulting in reduced costs and schedule. BCS, LLC was also able assist in saving a substantial amount on ALL-65-8.02 by avoiding a proposed billboard taking. BCS, LLC worked alongside with Columbiana County in clearing a complex 16 parcel project (CEAO-COL-430-0.30) on time and within budget during the COVID-19 crisis. Special project considerations included extensive drainage concerns, road relocation and extensive excavation and embankment.

REFERENCES FOR RIGHT-OF-WAY ACQUISITION

Tim Smith
Right of Way Specialist
Butler County Engineer's Office
1921 Fairgrove Avenue
Hamilton, Ohio 45011
513.785.4116
SmithT@bceo.org

Stephanie Goff, P.E., P.S.
Greene County Engineer
615 Dayton-Xenia Rd
Xenia, Ohio 45385-2697
937.562.7503
stephanie.goff@greencountyohio.gov

Jillian A. Rhoades, P.E.
City Engineer
City of Troy
100 South Market Street
Troy, Ohio 45373
937.339.2641
jillian.rhoades@troyohio.gov

Claudius Walker
AES Ohio/Dayton Power and Light Company
1900 Dryden Road
Dayton, Ohio 45439
937.331.4139
claudius.walker@aes.com

SIMILAR PAST PROJECTS

City of Troy, Ohio

MIA-41-10.32 (West Main Street, Phase 2) PID 110253

BCS, LLC worked with Strand Associates and the city of Troy to provide complete right-of-way acquisition on this ODOT District 7 Safety Improvement project. The purpose of the project is the widening of SR41 (W Main St) to include at least one 12' through lane in each direction, reconstruction of sidewalk and curb lawn along the corridor, upsizing a water main along a portion of West Main Street and improving the stormwater system along the corridor for a length of 0.88 miles. Acquisition for 61 parcels, including right-of-way takes for properties ranging from residential and commercial to government properties was completed on time and had four appropriations filed.

City of Troy, Ohio

MIA-41-9.49 (West Main Street, Phase 1) PID 108662

BCS, LLC worked with Strand Associates and the city of Troy to provide complete right-of-way acquisition on this ODOT District 7 Safety Improvement project. The purpose of the project is the widening of SR41 (W Main St) to include at least one 12' through lane in each direction, reconstruction of sidewalk and curb lawn along the corridor, upsizing a water main along a portion of West Main Street and improving the stormwater system along the corridor for a length of 0.88 miles. Acquisition for 53 parcels, including right-of-way takes for properties ranging from residential and commercial to government properties was completed on time and had no appropriations.

City of Fairborn

GRE-Broad Street Enhancement Phase 2 PID 108226

BCS, LLC worked with Woolpert and the city of Fairborn to provide complete right-of-way acquisition on this ODOT District 8 project. The purpose of this Road Diet project is to reduce

SR444 (Broad Street) to a three-lane section with bike lanes on each side, curb and gutter, and sidewalks on each side. Roadway work will also include center medians at locations along the corridor. Acquisition for 24 parcels included right-of-way takes for properties, most of which are commercial properties that range from fast food and other restaurants, movie theaters and local business. This project was completed prior to R/W Certification date and had three appropriations.

Huber Heights East Sanitary Sewer Extension

BCS, LLC worked with LJB, Inc, and the city of Huber Heights to provide complete right-of-way acquisition (including appraisals, titles, negotiation and closings) on this project. The improvement includes the installation of a sewer line from 8325 Chambersburg going east and from its approximate location at 7340 New Carlisle Pike south to a point near the City Limit and then east to a connection point terminating at the City of Fairborn Wastewater Treatment Plant. This improvement also includes eliminating the existing pump station at 7700 New Carlisle Pike and constructing a new pump station west of the Corporation Line, approximately 2,470 linear feet east of Arts Road/ SR 235 intersection and installing a force main from the proposed pump station to an existing manhole at 7941 New Carlisle Pike. There were eight parcels requiring acquisition. This project was completed on time and under budget in 2023.

City of Beavercreek, OH

GRE-142-1.78 Dayton Xenia Road PID 93858

This project for the City of Beavercreek involved 46 ownerships of strip takes along Dayton Xenia Road from Beaverbrook Drive to approximately 500 feet east of Wallaby Drive. BCS, LLC assembled a team that was able to acquire the project within the required schedule and budget provided required by the city of Beavercreek. In addition, we were able to limit the number of appropriations cases and reduce costs by providing simple engineering solutions to resolve right-of-way acquisition concerns.



5390 Courseview Drive, Suite 2 • Mason OH • 45040
Mailing: P.O. Box 159 • South Lebanon OH • 45065
(513) 339.2387 • www.briggscreativeservices.com

March 15, 2024

Ms. Mays,

BCS, LLC thanks you for the opportunity to provide our letter of interest and hopes to have the opportunity to work with Colerain Township on this project.

Sincerely,

R. Douglas Briggs, P.E., P.S. , Owner / Member, LLC
Briggs Creative Services, LLC
5390 Courseview Drive, Suite 2
Mason, Ohio 45040
doug.briggs@briggscreativeservices.com
cell (513) 519-1756; (513) 339-2387 Ext 402



LETTER OF INTEREST

Right-of-Way Acquisition Services

PROJECT: HAM-CR96-5.25 - Springdale Road Sidewalk
PID 1172090

COLERAIN
TOWNSHIP - OHIO

Submitted March 15, 2024

Prepared for: Tiphonie Mays, CPRP
Assistant Township Administrator



DunrobinAssociates, LLC
Working Towards Greener, Safer, Improved Communities

In Ohio: Cincinnati, Columbus

Central Mailing Address: 10132 Kenwood Road, Cincinnati, OH 45242

In Kentucky: Cold Spring, Cub Run, Jamestown

Central Mailing Address: P.O. Box 76218, Highland Heights, KY 41076

859-781-9776 / fax 859-781-9775 / www.dunrobin.org

L. Beth Sutherland, Managing Member / bsutherland@dunrobin.org

Lisa J. Burns, Operations Manager / lburns@dunrobin.org



DunrobinAssociates, LLC

Working Towards Greener, Safer, Improved Communities

PROVIDING RIGHT-OF-WAY SERVICES SINCE 2010

10132 Kenwood Road
Cincinnati, OH 45242

P.O. Box 76218
Highland Heights, KY 41076

Central Phone: (859) 781-9776

VIA ELECTRONIC MAIL SERVICE: tmays@colerain.org

March 15, 2024

Tiphonie Mays, CPRP
Assistant Township Administrator
Colerain Township, Ohio
4200 Springdale Road
Colerain Township, OH 45251

SUBJECT: HAM-CR96-5.25 – PID 117209
Letter of Interest - Right of Way Acquisition Services

Dear Ms. Mays:

Dunrobin Associates, LLC ("Dunrobin") is pleased to submit this *Statement of Qualifications* to provide right-of-way acquisition services for Colerain Township. Dunrobin has been providing management and acquisition services to public agencies since 2010. The Dunrobin Team's highly rated Project Managers have consistently provided demonstrable results in the timely and efficient management and acquisition of rights-of-way. Dunrobin includes individuals with a varying range of perspectives and experiences that encourage discourse and collaboration resulting in a unique ability to provide a greater value proposition for this project. These value-added services are a reflection of an exceptional aptitude for recognizing and addressing complex or complicated issues affording the Dunrobin Team with the ability to provide unique perspectives and greater efficiencies to deliver results that exceed the expectations of our clients.

WHY DUNROBIN?

Simply put, we have an exceptional record of accomplishments for completing projects on time and on budget, and we have a remarkable, dedicated and driven team. The Dunrobin team accomplishments are provided in the Statement of Qualifications. A snapshot of Dunrobin's achievements is listed below:

- *Team has **147+** Combined Years of Experience*
- *Provided Management and Acquisition Services for **279 projects***
- *Acquired parcels by **donation** at an average rate of **6.32%***
- *Referred parcels to **appropriation** at an average rate of only **4.32%***
- *Average **settlement** cost of **6.38%** over FMVE*
- ***100% of our clients have called us back to provide services for other projects***
- ***Since 2014** consistently received "**Very Good**" Ratings from **ODOT***

The depth of our experience allows us to identify and address potential project issues early in order to avoid project delays or increased costs. We take great pride in delivering quality products and our staff is dedicated to ensuring that when we deliver a project, it meets or exceeds expectations. The Dunrobin team looks forward to the opportunity to provide right-of-way services for Colerain Township.

Thank you for your consideration of Dunrobin's qualifications.

Respectfully Submitted:

L. Beth Sutherland

L. Beth Sutherland
Managing Member

TABLE OF CONTENTS

<i>Page 1</i>	<i>Dunrobin Profile</i>
<i>Page 1</i>	<i>Team ODOT Prequalifications/Support Team</i>
<i>Page 2</i>	<i>Subconsultant Team ODOT Prequalifications</i>
<i>Page 2</i>	<i>Team Combined Years of Experience</i>
<i>Pages 3-7</i>	<i>Team Member Profiles/ Project Manager/Key Staff/Experience</i>
<i>Page 7</i>	<i>Appraiser Subconsultant Experience</i>
<i>Page 8</i>	<i>Project Experience</i>
<i>Page 8</i>	<i>Pedestrian/Multi-Use Path Client List</i>
<i>Page 8</i>	<i>District 8 Project Experience</i>
<i>Pages 9-10</i>	<i>Availability And Dedication of Staff/Ellis Milestones/ Proposed Detailed Schedule</i>
<i>Pages 11-12</i>	<i>Project Approach: Methodology For Maintaining Schedule</i>
<i>Page 12</i>	<i>Project Understanding</i>
<i>Page 12</i>	<i>Innovations</i>
<i>Page 12</i>	<i>References</i>

**DUNROBIN
ASSOCIATES, LLC**

LOCATIONS

Cincinnati, OH
Columbus, OH
Cold Spring, KY
Cub Run, KY
Jamestown, KY

CENTRAL PHONE
(859) 781-9776

FACSIMILE
(859) 781-9775

PRIMARY CONTACTS

L. Beth Sutherland
(513) 479-9237

Lisa J. Burns
(513) 403-9944

**DUNROBIN TEAM ODOT
PREQUALIFICATIONS**

PROJECT RESPONSIBILITIES

PROJECT MANAGEMENT

L. Beth Sutherland
Lisa J. Burns
Dorothy N. Carman, JD *

TITLE RESEARCH

Dorothy "Dotty" N. Carman, J.D.

APPRAISAL INTAKE REVIEW

Lisa A. Keaton, MAI

NEGOTIATIONS

Lisa J. Burns
Joel "Joby" G. Law
M. Aaron Cason *

CLOSING AGENTS

Lisa J. Burns
Joel "Joby" G. Law
Dorothy "Dotty" N. Carman, J.D.

PROJECT SUPPORT

Gail M. Baumann
Susan K. Cason
Dinnah L. Tay
M. Aaron Cason

1. COMPANY PROFILE



In Ohio: Cincinnati, Columbus

Central Mailing Address: 10132 Kenwood Road, Cincinnati, OH 45242

In Kentucky: Cold Spring, Cub Run, Jamestown

Central Mailing Address: P.O. Box 76218, Highland Heights, KY 41076

859-781-9776 / fax 859-781-9775 / www.dunrobin.org

L. Beth Sutherland, Managing Member / bsutherland@dunrobin.org

Lisa J. Burns, Operations Manager / lburns@dunrobin.org

EIN: 46-0580763

DUNROBIN TEAM ODOT PREQUALIFICATIONS

services for which Dunrobin Team individuals are prequalified

DUNROBIN TEAM MEMBER ODOT PREQUALS	Project Management	Title Research	Value Analysis	Appraisal	Negotiations	Closings	Relocation
L. Beth Sutherland	X	X			X	X	
Dorothy N. Carman, JD	*	X				X	
Lisa J. Burns	X	X			X	X	*
Lisa A. Keaton, MAI			X	X			
Joel "Joby" G. Law					X	X	
M. Aaron Cason	ODOT Prequalification Pending						

PROJECT SUPPORT TEAM

Susan K. Cason, Project Administration Manager
Gail M. Baumann, Administrative Support Manager
Dinnah L. Tay, QA/QC Manager
Mychal A. Cason, Project Support

**DUNROBIN
SUBCONSULTANT
TEAM ODOT
PREQUALIFICATIONS**

PROJECT RESPONSIBILITIES

VALUE ANALYSIS/APPRaisal

Lance R. Brown, MAI
John "Jack" S. York

**225 YEARS
COMBINED EXPERIENCE**

**Combined Experience by
Project Discipline**

3 Project Managers
Sutherland/Burns/Carman
98 years

2 Appraisers
L. Brown/York
78 years

1 Title Researcher
Carman - 47 years

3 Negotiators
Burns/Law/Cason
21 years

3 Closing Agents
Burns/Law/Carman
66 years

4 Project Support Agents
Cason/Baumann/Tay/Cason
24 years

**SUBCONSULTANTS ODOT PREQUALIFICATIONS/
PERCENTAGE OF WORK**

SUBCONSULTANT TEAM MEMBERS/FIRMS ODOT PREQUALS	Value Analysis	Appraisal	Appraisal Review	Percentage of Work
Lance R. Brown, MAI Beck Consulting, Inc.	X	X	X	15%
John "Jack" S. York Beck Consulting, Inc.	X	X		

COMBINED YEARS OF EXPERIENCE – 225

Dunrobin	L. Beth Sutherland	37
	Dorothy "Dotty" N. Carman, J.D.	47
	Lisa J. Burns	14
	Lisa A. Keaton, MAI	20
	Joel "Joby" G. Law	5
	Susan K. Cason	1
	Gail M. Baumann	13
	Dinnah L. Tay	8
	Mychal A. Cason	2
Beck	Lance R. Brown, MAI	38
	John "Jack" S. York	40

L. Beth Sutherland Project Manager

PROJECT RESPONSIBILITIES

- Contract Management
- Program Management
- Project Management
 - Manage schedule
 - Manage budget
 - Manage team
 - Submit monthly status reports
 - Coordinate project Team meeting
 - Coordinate Open House
 - Review available communications from property owners
 - Establish communications protocols
 - Act as primary point of contact with City
- *37+ Years' Experience*
- *Founded Dunrobin Associates, LLC in 2010*
- *Managed 31 Road Widening Projects*
 - *20 minor widening*
 - *11 major widening*

EDUCATION

- Western Kentucky University – Bowling Green, KY
- Xavier University – Cincinnati, OH

PROJECT MANAGER/KEY STAFF/EXPERIENCE

ODOT CONSULTANT EVALUATION RATING: 9 out of 10

Beth has over 37 years of experience in the right-of-way and real estate industry. Her career in real estate began in 1987 with Eagle-Picher Industries, Inc. where she managed the records of its global real estate holdings. She also worked for the City of Cincinnati for over 13 years in the Real Estate Division of the Solicitor's Office where her responsibilities included project management for several high-profile projects including the Banks Development and the I-75 realignment project. In January 2010, Beth formed Dunrobin Associates, LLC, and began providing management and right-of-way services to public agencies as a consultant throughout Ohio and Kentucky.

After leaving her position at the City of Cincinnati in 2010, Beth was immediately asked to return to the City to provide contract services as a Program and Project Manager and provided those services for 5 years. Those services involved managing the advanced acquisition for approximately *20 infrastructure projects, the most complex of which involved advanced acquisition of a 40-acre mixed-use corridor requiring the purchase of approximately 120 parcels with a right-of-way budget in excess of \$24 million.* Because the rights-of-way for several of the projects were being acquired in advance of final plans, Beth developed programs to ensure compliance with federal and state laws.

While on contract with the City, Beth developed and established a right-of-way department for a small engineering design firm and served as its Real Estate and Right-of-Way Director. She also began establishing Dunrobin with transportation agencies. In 2013, Beth began providing right-of-way management and acquisition services for ODOT-sponsored projects. Since that time, Beth has managed infrastructure projects involving: transportation; water; sewer; gas and electric; development; and, corridor studies.

She consistently has been rated by ODOT at 9 out of 10 for her project management performance. She has a proven track record of implementing process quality improvements, managing project risks, monitoring project progress, recommending priority of initiatives based on availability of resources, identifying resources, and preparing budgets and performance reports. Beth exhibits expertise in working with public agencies, and public and private utilities, and engineering firms. She has superior communication skills and demonstrates leadership, management and organizational proficiency.

Dorothy "Dotty" N. Carman, J.D.

Primary Project Responsibilities: Title Research and Closing Agent

- *Senior Right-of-Way Advisor*
- *Senior Programs & Project Manager*
- *Former Chief Legal Counsel for the Real Estate and Economic Development Section, City of Cincinnati*
- *Former Acquisition Manager for Metropolitan Sewer District of Greater Cincinnati*
- *Former Counsel for the Board of Trustees of the Cincinnati Southern Railway*
- *Former Attorney for the Cincinnati Zoning Board of Appeals*
- *Former Attorney for the Cincinnati Planning Commission*
- *47+ Years' Experience*

EDUCATION

- *Miami University – Oxford, OH*
- *Salmon P. Chase College of Law – Highland Heights, KY*

PRIMARY RESPONSIBILITIES:

- *Program Management*
- *Project Management*
- *Title Research*
- *Closing Coordination*

Dotty's expertise in title research is well-known throughout ODOT. She has provided and is currently providing title research training for ODOT in-house staff. Dotty has over 47 years of comprehensive real estate and right-of-way experience. For 24 years Dotty worked for the City of Cincinnati Solicitor where she served as an Assistant City Solicitor and Chief Counsel for Real Estate and Development. Her duties included acquisition management, title research, and closings. She has provided legal and right-of-way services for transportation, sanitary sewer, stormwater drainage, water, and, housing and economic development projects. As the acquisition manager for Consent Decree projects for the City of Cincinnati, she established acquisition and relocation protocols; co-authored a Supplemental Benefits Program intended to augment relocation benefits; set fair market values for the agency; reviewed and approved relocation settlements; worked with negotiators for cases requiring administrative settlements, and recommending such settlements for approval to the district's director; reviewed title reports, and where title problems existed, determined the best method to resolve such problems; and, reviewed parcel files to ensure the acquisitions complied with applicable state, federal and local laws and regulations. A valuable asset to our team, Dotty provides experience in a multitude of right-of-way disciplines.

Since she **joined the Dunrobin team in 2013** as a Senior Right-of-Way Advisor, Dotty has been instrumental in assisting our team with ensuring that acquisitions are completed in a controlled and timely manner and ensuring that all negotiations are objective, documented, and defensible. Dotty either prepares all title reports for our projects or reviews and manages all title report deliverables. She manages status reporting, compliance audits and assists with tracking our project archives. She also assists our team with identifying concerns that could lead to an impasse in parcel negotiations. Her experience and qualifications are invaluable to our team.

During Dotty's tenure with the City of Cincinnati, she held the following positions:

- Assistant City Solicitor
- Chief Legal Counsel for the Real Estate and Economic Development Section
- Acquisition Manager for Metropolitan Sewer District of Greater Cincinnati
- Counsel for the Board of Trustees of the Cincinnati Southern Railway
- Attorney for the Cincinnati Zoning Board of Appeals
- Attorney for the Cincinnati Planning Commission

Lisa J. Burns

**Primary Project
Responsibilities: Senior
Negotiator, Senior Closing
Agent**

**Managed 18 Road Widening
Projects**

- 11 minor widening
- 7 major widening

**Acquired nearly 500 Parcels
for Road Widening Projects**

- **Client Secondary Point of Contact**
- **Field Operations Manager**
- **Operations Manager – Dunrobin Associates, LLC**
- **Project Manager**
- **Title Examiner**
- **14+ Years' Experience**

EDUCATION

- **University of Kentucky – Lexington, KY**

Lisa A. Keaton, MAI

**Primary Project
Responsibility: Appraisal
Report Intake Review**

- **MAI designation from the Appraisal Institute**
- **Active member and serves on the Board of Directors of the Appraisal Institute**
- **17+ Years' Experience**

EDUCATION

Morehead State University – Morehead, KY

Lisa Burns joined the Dunrobin team as Operations Manager in 2010. She has over 26 years of experience as a management professional. She is a skilled negotiator, demonstrates superior proficiency in recognizing property impacts, and consistently manages negotiations in a way that results in amicable resolutions. She has excellent listening and problem-solving skills and is always responsive to both the property owner and the client. She is professional, courteous and exceptional in ensuring streamlined acquisition of parcels. Lisa enjoys working with people and strives to help them understand how projects impact their properties. Her technical competence, attention to detail, and determination have resulted in an extremely low rate of appropriations, translating into cost and time savings for our clients. Lisa is team-oriented, flexible and has a strong work ethic. She conducts herself with great integrity and confidence and is a true leader within the Dunrobin organization.

Since she joined the Dunrobin team, Lisa has been providing right-of-way acquisition services as a negotiator and closing agent. Since 2015, she has managed over 100 projects of varying complexity. Lisa has also taken all of the courses required to obtain her relocation prequalification from ODOT. She is currently prequalified by KYTC for relocation services.

Lisa serves as a trainer for up-and-coming negotiators and closing agents. Her field experience has provided valuable insights for both our trainees and our entire team. Lisa leads in-house status meetings and prepares status reports for our clients. Lisa is always eager to learn and share her experiences and vast knowledge.

Lisa Keaton joined the Dunrobin team to provide appraisal services in 2017. She holds an MAI designation from the Appraisal Institute and also serves on the Board of Directors of the Appraisal Institute (Bluegrass chapter). Lisa is an Ohio certified general real estate appraiser (ACGO.2016000268), a Kentucky certified general real estate appraiser (License #4103) and is a licensed sales associate in Kentucky. Lisa is also very active in the International Right-of-Way Association.

She has over 20 years of experience in providing appraisal services and 17 years of experience providing eminent domain appraisals for state transportation agencies throughout Ohio and Kentucky. Lisa's experience includes providing appraisal services for commercial, industrial, multi-family, subdivisions, condemnation, farm, and residential properties. The public agencies she has served include:

Lisa A. Keaton, MAI
(continued)

Ohio Department of Transportation (ODOT); Kentucky Transportation Cabinet (KYTC); ODOT District 7; ODOT District 8; ODOT District 9; KYTC District 6; Clinton County Engineer; Highland County Engineer; Scioto County Engineer; City of Montgomery, OH; Village of Blanchester, OH; Boone County, KY; City of Dayton, KY; City of Erlanger, KY; City of Ft. Thomas, KY; City of Ft. Wright, KY; City of Independence, KY; City of Lakeside Park, KY; City of Silver Grove, KY; City of Taylor Mill, KY; City of Walton, KY; Northern Kentucky University; Buffalo Trace Area Development District; Kentucky Department of Fish & Wildlife; Housing Authority of Newport, KY; U.S. Department of Agriculture; Kenton County Family Court; and, Kenton County School District. Private sectors clients include: BB&T; Central Bank & Trust Company; Fifth Third Bank; Huntington Bank; Heritage Bank; US Bank; and, Farm Credit Mid America.

Joel "Joby" G. Law

**Primary Project
Responsibilities: Negotiator
and Closing Agent**

***Acquired nearly 200 Parcels
for Road Widening Projects***

EDUCATION

- Miami University – Oxford, OH
- Northern Kentucky University – Highland Heights, KY

Joby Law joined Dunrobin in 2019. He received his Level II Buyer prequalification from KYTC and negotiation and closing prequalifications from ODOT. Joby is a team-player, has a strong work ethic and is eager to learn. He has 8 years of construction experience involving pre-stressed/pre-cast concrete bridges, culverts, retaining walls and sidewalks from his work with his father's company, Prestress Services. His experience in the concrete business has provided him with insights on projects that involved culverts, bridges, retaining walls and sidewalks. He demonstrates excellent technical competence in plan reading and evaluating property impacts. He is determined, ambitious and goal oriented.

Joby is a licensed realtor in the state of Ohio. His previous employment positions include sales and management where he excelled in customer service. Joby has excellent people, communication and organizational skills and a strong desire to succeed. Joby has maintained the highest standards in working with associates and the public, communicating effectively, and completing detailed work with speed and accuracy.

His construction experience notably has included being the lead on the restoration of the Mt. Echo Park Pavilion in Cincinnati, being on the team that rebuilt the Cincinnati Police Department District 2 Station in the Cincinnati neighborhood of Hyde Park and being on the team that rebuilt the elevators in Cincinnati City Hall. For seven years Joby owned and operated a property management company where he managed residential rental properties and rehabbed several residential buildings throughout eastern Cincinnati. For 20+ years Joby provided in-house sales and negotiations services for several national home improvement companies. He attended Miami

Joel "Joby" G. Law
(continued)

University (where he played football) and Northern Kentucky University, graduating magna cum laude with a degree in political science. Joby's aptitude for right-of-way is remarkable and he has quickly become a valued Dunrobin team member.

M. Aaron Cason

Primary Project
Responsibilities: Negotiator
Trainee and Closing Agent
Trainee

Aaron joined Dunrobin in 2022. Since joining Dunrobin, he has achieved prequalification status from KYTC as a Level II Buyer and serves as QA/QC Manager. His attention to detail and drive for perfection is unmatched. Aaron has been preparing negotiation and closing packets and shadowing Lisa Burns on several projects in Ohio and Kentucky. Aaron attended the University of Kentucky and prior to joining Dunrobin he owned a sales management company where he trained and led sales teams throughout Ohio, Kentucky, Pennsylvania, Tennessee, Georgia and Texas. He has quickly become a valuable member of the Dunrobin Team and has been instrumental in ensuring accuracy and efficiency in project delivery. Aaron continues to train in the field under Lisa Burns and hopes to obtain his prequalification status from ODOT in the coming months.

EDUCATION

- University of Kentucky – Lexington, KY

APPRAISER SUBCONSULTANT: BECK CONSULTING, INC.

Lance R. Brown, MAI

- **38 Years' Experience**

Lance Brown has been an Executive Vice President, Beck Consulting, Inc. since December 1998. Lance serves as Adjunct Professor in Real Estate Appraisal at the University of Cincinnati. In addition to being an MAI designated member of the Appraisal Institute, Lance is also: a GAA member of the Real Estate Appraisal Section of the National Association of Realtors; an SR/WA Member of International Right of Way Association; a member of the National Association of Realtors; and a Member of the Greater Cincinnati Association of Realtors. Lance is a well-known and preferred appraiser throughout the ODOT District 8 service area and has extensive experience in providing expert testimony for contested real estate values.

EDUCATION

- University of Cincinnati – Cincinnati, OH
- ✓ Bachelor of Science: Real Estate
- ✓ Master of Business Administration: Marketing and Real Estate

John "Jack" S. York

- **40 Years' Experience**

Jack York has been an Executive Vice President, Beck Consulting, Inc. since July 2006. Jack is a resident of Colerain Township and as a result has a unique familiarity with the property values of all classifications of properties within the Township. Jack also served as the appraiser for the Colerain Avenue sidewalks project as a subconsultant to Dunrobin for Colerain Township, also a commercial corridor. His involvement with that project provides recent property values and comparable sales data that may be adjusted for a slight uptick in property values. This would allow Dunrobin to deliver appraisal reports in an expedient and efficient manner.

EDUCATION

- University of Tennessee – Knoxville, TN
- ✓ Bachelor of Science: Business/ Real Estate and Urban Development
- University of Wisconsin – Madison, WI
- ✓ Master of Business Administration: Real Estate Appraisal and Investment Analysis

**DUNROBIN PROJECT
EXPERIENCE
Since 2015**

279 TOTAL PROJECTS

SELECTED PROJECTS

- 50 Pedestrian Paths
- 4 Corridor Planning Studies



Pedestrian Path Projects:

- ✓ acquired **18.26 %** of the parcels by **donation**
- ✓ only **2.54%** of parcels were referred to **appropriation**
- ✓ **settlements averaged 2.59%** above the total appraised values
- ✓ cleared R/W on average of **124.90 days prior to established clear date and 138.7 days prior to District Certification Date**



PEDESTRIAN PATH CLIENTS

3 ODOT DISTRICTS
19 CITIES (OH) 11 CITIES (KY)
2 TOWNSHIPS
5 VILLAGES
4 COUNTY ENGINEERS

Dunrobin has provided management and acquisition services for over 270 projects, of which 50 projects were specific to **PEDESTRIAN/MULTI-USE PATHS**. Dunrobin's performance in providing management and acquisition services for those projects is provided below. The types of pedestrian facilities involved include: sidewalks; SRTS; recreational paths; multi-use paths; shared-use paths; and bikepaths as subcategorized below.

PEDESTRIAN PATHS/ BIKE PATH/MUP/SUP/SIDEWALKS

- 2 Multi-Use Paths (1 also included sidewalks)
- 1 Recreational Path
- 12 Shared-Use Paths
- 25 Sidewalks (11 of which were SRTS projects)

For 27 of the 50 projects, Dunrobin provided management, title, and appraisal services.

For the 23 projects for which Dunrobin provided full services, Dunrobin acquired **18.26 % of the parcels by donation**, referred **only 2.54% of parcels to appropriation**, and the cost of **settlements averaged 2.59%** over the total appraised values. Further, Dunrobin cleared the R/W **124.90 days prior to clear date** and **138.7 days prior to cert date**

PEDESTRIAN/MULTI-USE PATH CLIENTS

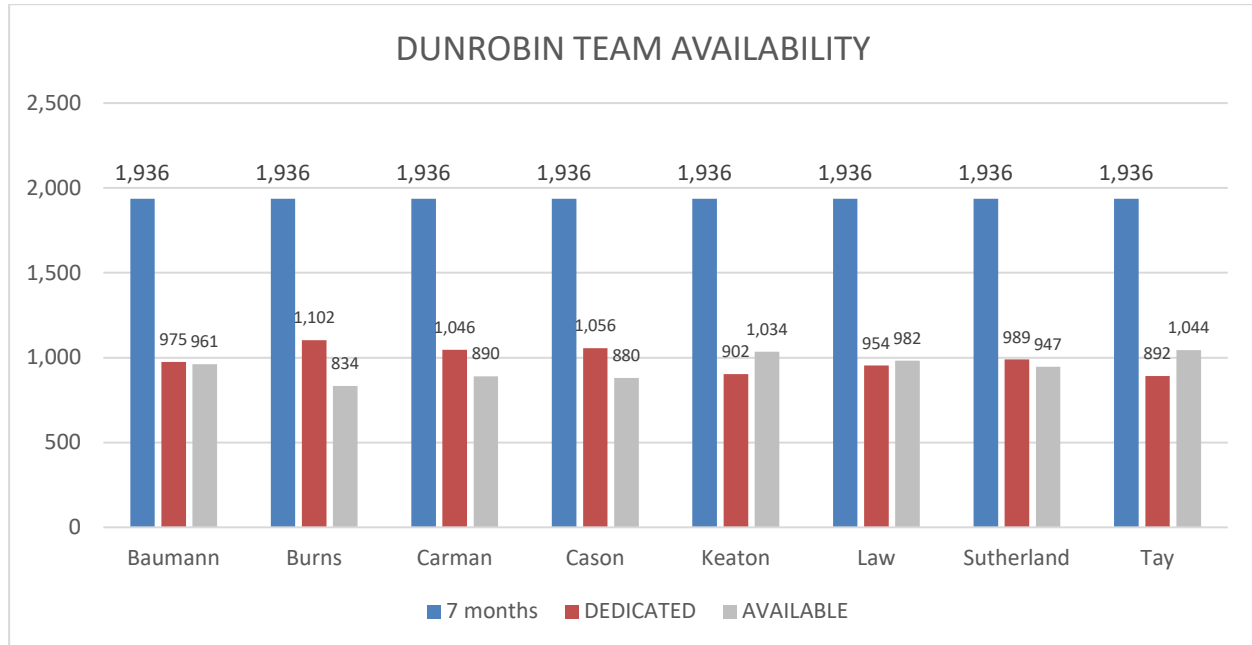
ODOT District 1	Village of New Madison, OH
ODOT District 3	Village of Woodlawn, OH
ODOT District 8	Delaware County Engineer
City of Franklin, OH	Hamilton County Engineer
City of Hillsboro, OH	Knox County Engineer
City of Montgomery, OH	Warren County Engineer
City of New Albany, OH	Boone County, KY
City of Oberlin, OH	City of Dayton, KY
City of Sharonville, OH	City of Erlanger, KY
City of Van Wert, OH	City of Ft. Thomas, KY
City of Westerville, OH	City of Ft. Wright, KY
City of Wilmington, OH	City of Independence, KY
Colerain Township, OH	City of Lakeside Park, KY
Orange Township, OH	City of Silver Grove, KY
Village of Blanchester, OH	City of Taylor Mill, KY
Village of Lincoln Heights, OH	City of Walton, KY
Village of McComb, OH	

DUNROBIN DISTRICT 8 PROJECT EXPERIENCE

Dunrobin has provided management and acquisition services for 10 projects located in District 8. For 4 of the 10 projects, Dunrobin **participated in the planning study** to assist local public agencies sponsoring the projects and engineering firms developing the plans for the projects. Dunrobin's participation provides evidence of our clients' confidence in Dunrobin's vast experience and insights in managing programs that minimize impacts resulting in cost saving to all stakeholders and the communities.

AVAILABILITY AND DEDICATION OF STAFF/ELLIS MILESTONES/PROPOSED DETAILED SCHEDULE

The following charts illustrate dedication to current and pending projects and current availability for the next 8.5-month period (based on 1,936 which amount includes 8-hour per day weekend days). Weekend hours have been included in the calculation of work hours because Dunrobin's negotiators and management team works weekends as necessary to accommodate property owners. Based on these calculations, all team members have a minimum **45% availability** and will be committed to the timely and efficient completion of this project. The Beck Team has confirmed its capacity and availability to complete the requirements of the project within the proposed schedule.



ELLIS MILESTONES

The following **ODOT ELLIS milestones** will drive the schedule for clearing the right-of-way:

February 5, 2024	Right-of-Way Phase Authorized
April 1, 2024	R/W Consultant Authorization
December 20, 2024	R/W Acquisition Complete
December 20, 2024	District R/W Certification

PROPOSED DETAILED SCHEDULE

If **authorized on April 1, 2024**, the Dunrobin Team will have approximately 8.5 months to clear the right-of-way. Deliberate planning and project management is essential to ensuring timely project delivery. The Dunrobin Team's highly rated Project Managers have consistently provided demonstrable results in the timely and efficient management and acquisition of rights-of-way. Dunrobin includes individuals with a varying range of perspectives and experiences that encourage discourse and collaboration resulting in a unique ability to provide a greater value proposition for this project. These value-added services are a reflection of an exceptional aptitude for recognizing and addressing complex or complicated issues affording the Dunrobin Team with the ability to provide unique perspectives and greater efficiencies to deliver results that exceed the expectations of our clients. The following detailed schedule has been carefully developed as a result of these insights. Dunrobin not only consistently demonstrates the expertise to address the requirements of the project, but we also ensure adequate and dedicated availability of all

necessary resources to successfully acquire the right-of-way in an expedient and timely manner and within the Township's estimated timeframe of 8.5 months.

The proposed schedule provides projected dates for completion of the core tasks associated with the R/W phase of the project. Information included in the **comments** column provides recommendations for expediting project delivery.

SCHEDULED	TASK	COMMENTS
Upon Award	Dunrobin to Submit Preliminary Cost Proposal to Township to Expedite ATP	If acceptable to Township, Dunrobin will submit a preliminary Cost Proposal that may be inflated. Any amounts included in the proposal that are not actual will not be invoiced.
04/01/2024	Estimated ATP	Proposed Schedule adjusted commensurate w/ actual ATP
04/08/2024	Appraisal Scoping Meeting with Township, ODOT and Dunrobin Team	QA/QC Review of Legal Descriptions and R/W Plans Completed by Dunrobin
04/22/2024	Title reports complete through QA/QC Review	Recommend abbreviated reports for parcels subject to Value Analysis valuations where compensation is nominal. This results in cost savings and expedited project delivery. Because acquisition includes fee interests and permanent easements, Township will need to consider whether abbreviated titles are acceptable based on its assessment of risk.
04/29/2024	Title concerns reported to Township	Dotty Carman of the Dunrobin Team is a retired Real Estate Attorney and former Chief Deputy City Solicitor for the City of Cincinnati. Dotty's unique experience provides assurances that any concerns that may preclude the acquisition of clear title to parcels will be shared with the Township for its determination as to how to address the concerns
5/16/2024	Value Analysis Reports submitted to Township for Establishing FMVE (6 Parcels: 10, 11, 12, 18, 36, 37)	Jack York and Lance Brown conducted a review of the R/W plans. Based on their experience in valuation of properties in Colerain Township, they have provided a preliminary estimate of appraisal formats
05/23/2024	FMVE Established - Value Analysis Reports	Parcels 10, 11, 12, 18, 36, 37
05/31/2024	Value Finding Report submitted to Review Appraiser (1 Parcel: 13)	Dunrobin recommends allowing 2 weeks for completing appraisal review
06/07/2024	Offers mailed certified or hand-delivered to property owners (Parcels 10, 11, 12, 18, 36, 37)	Allow 2 weeks for delivery by USPS Certified Mail Service or to schedule appointments to meet with property owners to hand-deliver offers
06/14/2024	Value Finding Report submitted to Township for Establishing FMVE (Parcel 13)	Dunrobin recommends allowing 2 weeks for completing appraisal review
06/21/2024	FMVE Established - Value Finding Report	Parcel 13
07/12/2024	Offers mailed certified or hand-delivered to property owner (Parcel 13)	Allow 2 weeks for delivery by USPS Certified Mail Service or to schedule appointments to meet with property owner to hand-deliver offer
07/19/2024	FMVE Established – Narrative Residential Appraisal Reports	Parcels 12, 15, 16, 18, 20, 21
07/12/2024	Offer Received by all property owners	
07/12/2024 to 11/15/2024	Negotiations Complete / Billing Packets / Appropriation Packets Submitted to Township	
12/20/2024	Closings Complete/Instruments Recorded/Appropriations Filed	Post-Closing Packets submitted/ Certification of R/W Letter submitted to Township for forwarding to ODOT District 8

PROJECT APPROACH: METHODOLOGY FOR MAINTAINING SCHEDULE

To ensure the efficient and timely completion of right-of-way acquisition, Dunrobin will:

- A.** Request all communications to the Township from impacted property owners to identify owners that may have questions regarding the project. This allows Dunrobin to identify any property owners that do not support the project and schedule additional time to address their concerns.
- B.** Pending authorization, **begin a preliminary review of titles** to address issues that could preclude acquiring clear title to the additional right-of-way required for the construction of the improvements. This effort has proven to allow additional time for agency legal counsel to provide direction on the Township's approach to addressing such issues, including whether appropriation is appropriate. This step is efficient in **reducing project delivery time**.
- C.** Pending authorization, Beck Consulting will begin **compiling comparable sales data** to allow for expedited delivery of appraisal reports. Beck Consulting is intimately familiar with property values in the project corridor and has a long-standing relationship with both the Township and Dunrobin. This step results in **reduced project delivery time**.
- D.** Coordinate a meeting of the Dunrobin/Beck Team with the Township, ODOT and CMT to **ensure a cohesive and comprehensive understanding of the project requirements**, Township expectations and to establish communications protocols. Both Dunrobin and Beck Consulting have an excellent and long-standing relationship with CMT and Suzanne Enders. This step results in **increased quality**.
- E.** Establish **status reporting frequency**, recommended monthly or more frequently as deemed appropriate by the Township. This step results in **increased quality** and **reduced project delivery time**.
- F.** Streamline process by **identifying Township signatory for establishing FMVE and for contracts**; establish **procedure for obtaining warrants** to pay property owners. This step results in **increased quality** and **reduced project delivery time**.
- G.** Address **ornate and/or historic improvements that will be impacted** during the construction of the project. For this project, it appears that the potential to impacts is limited to signs and landscaping. The following summarizes the impacts noted by the Dunrobin Team:
 - 1)** There appears to be impacts to a portion of the concrete pad of the sign serving the White Castle (Parcel 010). Until confirmed, it is assumed that the portion of the concrete pad can be removed during construction without creating impacts to the remaining concrete pad, sign and stanchion.
 - 2)** A tree and some landscape features will be impacted at the Popeyes (Parcel 012).
 - 3)** The lease sign serving the office building (Parcel 018) appears to be impacted. Dunrobin's negotiators will need to confirm ownership of the landscaping (Parcel 012) and lease sign (Parcel 018). If the improvements are tenant-owned, ownership of the improvements will be documented using ODOT's RE 95 form that is signed by both the tenant and fee owner confirming the improvements are owned by the tenant. To ensure compensation is paid to the appropriate party, any compensation attributed to improvements will be documented and apportioned in the appraisal. In such instances, Bill of Sale parcels are created to document the existence of and payment for the tenant-owned improvement.
 - 4)** A temporary construction easement is required from Parcel 037 that is improved with a single-family dwelling in the Dunlap Grove subdivision. To ensure that payment for the parcel is made to the appropriate owner, Dunrobin will review the Dunlap Grove HOA declaration of covenants conditions and restrictions and/or the HOA bylaws. Review of these documents will confirm whether the fee owner of 9863 Dunlap Drive or the Board of Directors of the HAO is the fee owner of Parcel 037 and if owned by the Board of Directors of the HOA, the documents may also prescribe the procedures for the sale of the temporary construction easement to the Township. These steps result in **increased quality, reduced project delivery time** and possibly **reduced project costs**.
- H.** **Seek donations** from property owners and if the property owners waive their right to an appraisal, the number of **appraisal reports could be reduced**, thereby **reducing the time of appraisal delivery**. Dunrobin has had considerable success in obtaining donations of property, especially for sidewalks projects. For this project, the benefits of the sidewalks for businesses include: generally increasing pedestrian accessibility to businesses; providing safe pedestrian environment in connecting people who work or live in the surrounding area, or do not have access to a

vehicle, to the businesses; and reducing traffic congestion encouraging those traveling by vehicles to visit the businesses. Dunrobin will request donations from all property owners with a focus on the benefits that inure to the property owners. This step results in **increased quality, reduced project delivery time and reduced project costs**. I. With the possible exception of the concrete sign base on Parcel 010 (discussed above), it does not appear that **construction limits are in close proximity to foundations**; however, should the potential for damages to any foundations become a concern, it is recommended that pictures of the interior conditions of the foundations be taken to protect the Township from unwarranted claims of damages occurring during construction. This step results in **reduced project delivery time** and possibly **reduced project costs**.

PROJECT UNDERSTANDING: Joby Law of Dunrobin conducted a field scoping of the project corridor on Wednesday February 28, 2024. Lance Brown and Jack York conducted a desk review of the R/W plans on February 22, 2024. This project involves the construction of sidewalks, upgrading pedestrian crossings and replacing curbs on both sides of Springdale Road from Colerain Avenue (US 27) to Loralinda Drive. The project requires 8 temporary construction easements and 1 fee simple acquisition from 7 property owners. The temporary construction easements are required for both construction and grading purposes and will be 12 months in duration from the first date of entry upon private property for any activity related to the sidewalk project. The temporary easements will be acquired in the name of the Board of Trustees of Colerain Township. The fee simple acquisition (WD) is required for adequate area for the location of the sidewalk. Parcel 013-WD will be acquired in the name of the Board of County Commissioners of Hamilton County, Ohio. Along the south side of Springdale Road, the sidewalk will vary in width between 4' and 6'. Along the north side of Springdale Road, the sidewalk will vary in width between 4' and 7.5'.

Dunrobin's **innovations** for projects involving compressed timeframes, includes contacting property owners after receipt of the titles and prior to receiving established values from the agency to answer any questions they may have regarding the project. Since this project involves primarily corporate entities, we also preemptively provide ODOT form documents, legal descriptions, right-of-way plans and construction plans to the owner's POC so that the information can be reviewed by the owners' legal counsels in advance of receiving the monetary offer. We do not negotiate with owners until fair market values are established by the agency. This measure streamlines the acquisition process and has proven to ensure meaningful negotiations take place during meetings with property owners.

REFERENCES:

Orange Township, OH

Silas Bowers, Director of Operations
1680 E. Orange Rd., Lewis Center, OH 43035
Direct: (740) 548-5430 EXT: 3107
Sbowersorangetwp.org

Delaware County Engineer

50 Channing St., Delaware, OH 43015
Chris Bauserman, P.E., P.S., Delaware County Engineer
(740) 833-2400 . cbauserman@co.delaware.oh.us
Stephen Smith, Land Acquisition Coordinator
Direct: (740) 833-2440 . ssmith@co.delaware.oh.us

Hamilton County Engineer

138 East Court Street, Room 700, Cincinnati, OH 45202
Todd Gadbury, Deputy Engineer
(513) 946-8445 . Todd.Gadbury@Hamilton-Co.Org
Dennis Vitolo, Property Agent/Tax Map Supervisor
(513) 946-4259 . Dennis.Vitolo@hamilton-co.org

Warren County Engineer

210 W Main Street, Lebanon, OH 45036
Neil F. Tunison, P.E., P.S., Warren County Engineer
(513) 695-3301 . Neil.Tunison@co.warren.oh.us
Dan Corey, TID Project Program Coordinator
(513) 431-1229 . coreydc@co.warren.oh.us
Dominic Brigano, P.E., S.I., Assistant Bridge Engineer
(513) 695-3313 . Dominic.Brigano@co.warren.oh.us

ADMINISTRATION

Department: Administration

Department Director: Tiphannie Mays, Assistant Administrator

Strategic Plan Goal: Strategic Goal #5: Continuously Improve the Operations of the Township Strategic Goal #6: Make Progress on Deferred Maintenance and Reposition Existing Assets

Motion Authorizing the Township Administrator to Execute a Contract with Dunrobin Associates, LLC for ROW Consulting Services for the Joseph Road sidewalk project.

Recommend ADOPTION of the Motion.

Rationale:

As the Joseph Road sidewalk project moves forward, it is time to begin to acquire the necessary right-of-way for construction. The process of negotiating the acquisition of temporary and permanent right-of-way is a specialized skill. The Township solicited a proposal for professional services from Dunrobin Associates, LLC, which is a pre-qualified firm with ODOT. This contract will not exceed \$50,000 and is an anticipated cost for this project.

OLD BUSINESS

Department: Police
Department Director: Ed Cordie, Police Chief

Strategic Plan Goal: Strategic Goal #2: Continue to Provide High Quality Safety Services

Motion to Issue Noise Resolution Permit to Quaker Steak and Lube
Recommend ADOPTION of the Motion.

Rationale:

The request for the permit is for every Thursday from April 11, 2024 through October 10, 2024 for their Bike Night events. This permit would be in place between the hours of 5pm and 10pm. This item was first contemplated at the March 26, 2024 Board of Trustees meeting.

TRUSTEES

Cathy Ulrich
Daniel Unger
Matt Wahlert

FISCAL OFFICER

Jeffrey D. Baker

ADMINISTRATOR

Jeff Weckbach

Application for Noise Resolution Permit
**MUST BE RECEIVED NO LATER THAN (9) DAYS BEFORE THE NEXT
SCHEDULED BOARD MEETING**

Name of applicant: *Quaker Steak & Lube*
Address where event will be held: *3737 Stonecreek BLVD.*
Type of event: *Bike Night*
Date and Time of Event: *THURSDAYS 4/11/24 - 10/10/24 5PM-10PM*
Contact number for permit holder: *(513) 371-4197 / (513) 923-9464*

Permit applicants must be at the event and in possession of this signed and approved permit. This permit is non-transferable and is only valid for the date and time listed on the approved permit. This permit is not an endorsement or approval by the Township of the type of event taking place.

For Office Use Only, Do not write below this line

Time and date received:

By:

Number of issued permits in calendar year: Residential ____ Business ____

To be placed on Trustee agenda for meeting: / / / (date of meeting)
Permit approved by majority vote of Colerain Township Board of Trustees.

Trustee Cathy Ulrich

Trustee Dan Unger

Trustee Matt Wahlert

Attest: _____
Jeff Baker, Fiscal Office

CONSENT ITEMS

Department: Fire
Department Director: Allen Walls, Fire Chief

Strategic Plan Goal: Strategic Goal #2: Continue to Provide High Quality Safety Services

Donation Acceptance - Department of Fire and EMS - From Kevin and Barb Keegan - \$50.00 (Kroger Gift Card)
Recommend approval of all consent items.

Rationale:
Colerain Township Department of Fire and EMS is grateful for a \$50.00 donation from residents Kevin and Barb Keegan in appreciation for EMS services rendered.



CONSENT ITEMS

Department: Fire
Department Director: Allen Walls, Fire Chief

Strategic Plan Goal: Strategic Goal #2: Continue to Provide High Quality Safety Services

New Hire - Part-time Firefighter/EMT - Department of Fire and EMS - Albert Freytag - \$20.26
Recommend approval of all consent items.

Rationale:
The position of Part-time Firefighter/EMT was posted, applications were received and interviews were conducted. A conditional offer of employment was extended to the following individual:

- Albert Freytag

The wage for this job is \$20.26 per hour for 29 hours per week. Contingent upon Board approval, he would be eligible to begin work on April 14, 2024.