



210 East Main St.
Room 302
Lancaster, OH 43130
740.652.7110
www.co.fairfield.oh.us

TO: Fairfield County Regional Planning Commission

FROM: Loudan Klein, Executive Director *LK*

DATE: April 30, 2019

SUBJECT: Meeting Notice and Agenda

There will be a meeting of the Fairfield County Regional Planning Commission on **Tuesday, May 7, 2019, at 5:30 p.m.** The meeting will be held at the Fairfield County Courthouse, Commissioners' Hearing Room, 3rd floor, 210 E. Main St., Lancaster, Ohio.

The tentative agenda will be as follows:

1. Approval of minutes of the April 2, 2019, RPC meeting (see enclosed)
2. President's Report
3. Presentation: IAP – Government Services Group – State Contracted Third Party Administrator (see enclosed)
4. Proposed Zoning Text Amendment
 - a) Applicant: Bloom Township
Amendment of Article VIII (see enclosed)
5. FY 2018 – CDBG Contract Amendment – to provide funds for Analysis of Impediments Update (see enclosed)
6. Approval of Preliminary 2020 RPC Budget (see enclosed)
7. Building Department Applications Under Review for Building Permits (see enclosed)
8. Bills (see enclosed)
9. Other Business

Loudan Klein
Executive Director

email: rpc@co.fairfield.oh.us

MINUTES

April 2, 2019

The minutes of the Regional Planning Commission meeting held at the Fairfield County Courthouse, 210 E. Main Street, Third Floor, Lancaster, Ohio.

Presiding: Phil Stringer, President

Present: Betsy Alt, Todd Edwards, Craig Getz, Charles Hockman, Kent Huston, Doug Ingram, Lonnie Losch, Dean LaRue, Chad Lester, Darrin Monhollen, Jennifer Morgan, Jerry Rainey, Dan Singer, Ira Weiss, Dave Levacy (County Commissioner), Jeff Fix (County Commissioner), Carri Brown (County Administrator), Jeremiah Upp (County Engineer), Loudan Klein (Executive Director), James Mako (Assistant Director), and Gail Beck (Adm. Asst.).

ITEM 1. MINUTES

The Minutes of the March 5, 2019, Fairfield County Regional Planning Commission meeting were presented for approval. Ira Weiss made a motion for approval of the minutes. Doug Ingram seconded the motion. Motion passed.

ITEM 2. PRESIDENT'S REPORT

Phil Stringer welcomed everyone to the meeting.

ITEM 3. SUBDIVISION ACTIVITIES

Loudan Klein presented the following report:

ITEM 3a. Subdivision: Violet Meadows Section 5, Phase 1 - Final Plat – Extension

Owner/Developer: Barbara Johnson/Jim Cotugno

Engineer: EMH&T

Location and Description: The Violet Meadows Subdivision is located in Violet Township along S.R 204 (Blacklick-Eastern Road). Section 5, Phase 1 includes 11 lots on approximately 6.5 acres. Access to this Section/Phase will be from the existing Drucilla Street and Bianca Drive. The final plat was conditionally approved by the Regional Planning Commission at its April 3, 2018 meeting. The Regional Planning Director granted one 180-day extension through

Subdivision: Violet Meadows Section 5, Phase 1 - Final Plat – Extension – Continued

the end of March 2019. The applicant is requesting one 180-day extension taking approval through September 25, 2019.

SUBDIVISION REGULATIONS COMMITTEE RECOMMENDATION: The Subdivision Regulations Committee is recommending approval of the final plat extension, subject to the following conditions:

1. Revise the plat to comply with remaining comments from the County Engineer and Violet Township.
2. Prior to recording the final plat, a bond must be posted in an amount approved by the County, in addition to recreation fees (\$50 per lot).
3. The plat must be revised to comply with the requirements of the Technical Review Committee, County Engineer, County Utilities, Fairfield SWCD, and Violet Township.

A motion was made by Jeff Fix to approve the Subdivision Regulations Committee recommendation. Kent Huston seconded the motion. Discussion followed regarding the timeframe for completing this subdivision. After discussion, a vote was taken and the motion passed with Darrin Monhollen abstaining.

Loudan Klein presented the following report:

ITEM 3b. Subdivision: Bloom Carroll Elementary School – Preliminary Plan/Turn Lane Improvements

Owner/Developer: Bloom Carroll Schools

Engineer: Sands Decker

Location and Description: The proposed elementary school is located along Carroll-Eastern Road in Greenfield Township, just east of the Village of Carroll. The school site will comprise 3 parcels (PN 0138018300, 0130018300, 130818301) totaling approximately 56 acres. The purpose of the preliminary plan review is to review the public improvements associated with the development of the school. The focus of the review will be centered around the dedication of right-of-way along Carroll-Eastern and turn lane improvements into the site. Water and sewer services will be tied into the Village of Carroll systems.

SUBDIVISION REGULATIONS COMMITTEE RECOMMENDATION: The Subdivision Regulations Committee recommends approval of the preliminary plan, subject to the following conditions:

Subdivision: Bloom Carroll Elementary School – Preliminary Plan/Turn Lane Improvements –
Continued

1. **Variance Request to Appendix B, Section 3.2.2 Preliminary Plan Fee:** The applicant is requesting a variance from the acreage portion of the fee. Since the plan review is only focused on the turn lanes and not the entire site improvement, they are requesting just to pay the flat \$2,000 fee. Staff is in support of the variance request, it is similar to requests supported for similar projects. **The Subdivision Regulations Committee supports the variance request.**
2. The Fairfield County Active Transportation Sub-Committee reviewed the proposed preliminary plan at its March 18th meeting. The committee recommended sidewalks be constructed along the frontage of Carroll-Eastern Road and be extended along the drive to the school. The committee felt strongly that with the increased development pressures in this area it is important to provide the infrastructure now instead of retrofitting. This comment was also backed by the proximity to the Village of Carroll and the existing Bloom Carroll schools located approximately a .5 mile away, both surrounded by dense walkable streets.
3. Once preliminary plan approval is obtained, turn lane improvement plans must be approved by the County and a right-of-way exhibit and description must be approved as well.
4. The building improvement plans must be submitted and approved through the Fairfield County Commercial Building Department when prepared.
5. The preliminary plan must meet the requirements of the Technical Review Committee, County Engineer, County Utilities, and Fairfield SWCD.

A motion was made by Dave Levacy to approve the Subdivision Regulations Committee recommendation. Ira Weiss seconded the motion. Discussion followed regarding the sidewalks. Superintendent of Bloom Carroll Schools, Shawn Haughn, was present at the meeting and asked to speak. Mr. Haughn stated that the site plan has an area for parents to drop off and a loop behind. He said that he felt that putting sidewalks that ran into an unincorporated area that led to nowhere would be a safety issue and he was concerned that parents may drop off their children there instead of the drop off area. Grading the area for future use was also discussed. Jeremiah Upp stated that in order to build a sidewalk to Carroll it would have to be a road alignment project. An agreement between Bloom Carroll Schools and the County Commissioners could be done to include the grading with a certain amount escrowed approved by the County Engineer's office. After discussion, a motion was made by Jeff Fix to amend the previous motion. The motion to amend was seconded by Ira Weiss. Motion to amend was approved with Lonnie Kosch abstaining. A motion was made to approve the variance as amended with a condition that an agreement with the Bloom Carroll Schools and the County Commissioners to include the grading be approved by the County Engineer's office. Motion passed with Lonnie Kosch abstaining.

ITEM 4. PROPOSED ZONING MAP AMENDMENT

James Mako presented the following report:

ITEM 4a. APPLICANT: Janet Schopman

LOCATION & DESCRIPTION: The property proposed for rezoning is comprised of one parcel (0360019200) totaling approximately 19.380 acres located on the south side of Reynoldsburg-Baltimore Road (SR 256) in Violet Township, Sections 11 & 14, Township 15, Range 20.

EXISTING ZONING: C-2 Limited Commercial: The C-2 District is defined as an area reserved for general commercial and trade uses, both retail and wholesale, subject to the following limitations: (a) Each enterprise shall provide adequate space within solidly enclosed buildings for the storage of all merchandise which it may offer for sale; (b) Merchandise may be displayed out of doors only during hours when the enterprise is open to conduct business unless the merchandise consists of horticultural products, including trees, shrubs, bushes, plants or flowers or other nursery products may be stored out of doors at all times. (c) Any enterprise which handles merchandise but does not offer it for sale, such as motor freight terminals, storage warehouses, distributing terminals, parcel services, etc., shall not be permitted. (d) Auction sales.

EXISTING LAND USE: Single Family Residential

PROPOSED REZONING: R-1 Single Family Residential (Moderate Density): Land and buildings in the R-1 District shall only be used for the following purposes: 1. Single family dwellings, provided such structures comply with the following requirements: (a) shall be permanently attached to solid foundations; and (b) shall be constructed of conventional building materials equal to or better than materials used in existing buildings in the adjacent area; and (c) shall be subject to real estate tax.

PROPOSED USE: Single Family Residential

	ADJACENT ZONING	ADJACENT USE
NORTH	Planned Residential (PR-4) <i>(City of Pickerington)</i>	Residential Planned Unit Development
EAST	R-1 Single Family Residential	Single Family Homes/Agriculture
WEST	R-1 Single Family Residential	Single Family Home
SOUTH	R-1 Single Family Residential	Railroad/Agriculture

RPC STAFF RECOMMENDATION

RPC Staff recommends approval of the proposed rezoning with the following comments:

APPLICANT: Janet Schopman – Continued

1. The 1993 recommendation for approval to the C-2 classification was technically spot zoning. Regional Planning anticipated commercial growth along the SR 256 corridor east of Pickerington that never occurred.
2. The 2017 recommendation for approval was based upon avoiding having dual zoning on a single parcel of land and was supported by recommended land use in the township's land use plan.
3. If current and foreseeable land use continues to be single family residential, then RPC Staff has no objections to the zoning reverting back to R-1.

A motion was made by Ira Weiss to approve the RPC staff recommendation. Carri Brown seconded the motion. Motion passed with Darrin Monhollen abstaining.

ITEM 5. BUILDING DEPARTMENT APPLICATIONS UNDER REVIEW FOR BUILDING PERMITS

RPC staff presented a list of building permit applications under review.

Loudan Klein presented the following bills for payment:

ITEM 6. BILLS

543000	REPAIR & MAINTENANCE	\$ 92.44
558000	TRAVEL & EXPENSES	<u>\$ 195.32</u>
	TOTAL	\$ 287.76

A motion was made by Doug Ingram to approve the bills for payment. Ira Weiss seconded the motion. Motion passed.

ITEM 7. OTHER BUSINESS

Loudan Klein stated that the residential building department didn't go anywhere. Now, there is discussion about forming a property maintenance code for upkeep. Loudan has met with the Land Bank and some townships are interested. They have also talked about adding the villages. Loudan said he will get more information on this and costs. He asked the township and village representatives to let him know if interested.

OTHER BUSINESS – Continued

Loudan Klein also stated that they have formed a work group to review maintenance bonds for subdivisions. The maintenance bonds are now for five years and a 10% bond. Loudan researched other counties and found that 90% of them have one year maintenance bonds. Loudan added that there will be a meeting on Thursday, April 25, 2019 at 1:00 p.m. to discuss. Please feel free to join this work group.

There being no further business, a motion was made to adjourn the meeting by Todd Edwards and seconded by Dan Singer. Motion passed.

Minutes Approved By:

Phil Stringer, President

Kent Huston, Secretary



IAP
Government Services Group
 State Contracted
 Third Party Administrator
 Facility Maintenance, Repair
 and Minor Construction
 Contract # CSP905815

Our Services

- Project review
- Scope of work development
- Conceptual estimates
- Bid management
- Design phase management
- Construction phase management
- Prevailing wage compliance
- Paperwork collection
- Grant assistance*
- Energy reduction projects*

IAP Government Services Group
 2740 Airport Dr. STE 300
 Columbus, OH 43219
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Serving Ohio


A Few of our Clients

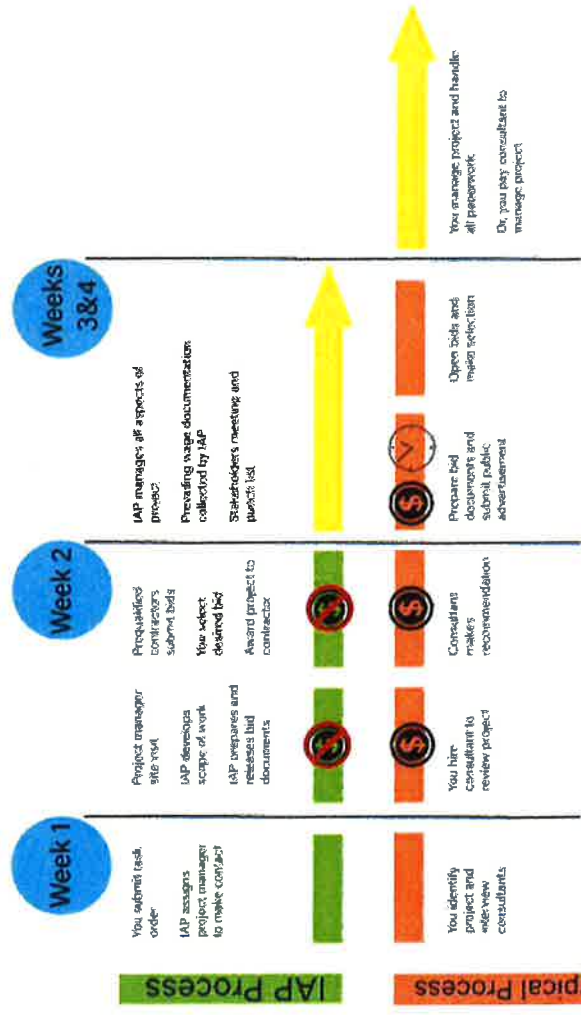


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Experience

 Interior Renovations Pickerington Public Library Sycamore Branch	 Demolition City of Lorain Stoveworks Demo	 Roofing Ohio DODD Roof Replacement	 Paving City of Riverside Parking Lots	 Parks and Trails Greene County Parks Indian Mound Bridge	 HVAC Dept. of Administrative Services Lausche Building	 New Builds Goshen Local Schools Maintenance Garage
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Project Case Study – Maintenance & Athletic Storage Facility

Project Cost: \$220,000 IAP Time: 105 Hours



Phase	Dates	Key Activities	IAP Time
Project Initiation (IAP At-Risk)	11/27/16 - 2/9/17	<ul style="list-style-type: none"> Initial site visit SOW Development Bidding SOW & bid review meetings 	30% of IAP time
Pre - Construction	2/10/17 - 4/24/17	<ul style="list-style-type: none"> Project design Submittal review and submission 	10% of IAP time
Construction	4/25/17 - 7/17/17	<ul style="list-style-type: none"> Construction of project Weekly progress meetings 	60% of IAP time



Bloom Township Text Amendment

Applicant: Bloom Township

Proposed Revisions: Bloom Township wishes to amend Article VIII (Procedures and Requirements for Conditional Use Permits, Substantially Similar Uses, Accessory Uses, Home Occupations, and Group Home Residential Facilities) of their zoning code. The proposed revisions are as follows:

BTZR 809 and 809.1 NOW STATES:

809 HOME OCCUPATIONS It is the purpose of Sections 809.1 to 809.2 inclusive of this Resolution to promote the public health, safety, and welfare through the regulation of home occupations. It is further the intent of these sections to allow limited nonresidential uses in residential structures which are compatible with the residential character of their surroundings.

809.1 Definition “Home Occupation” means an accessory use which is an activity, profession, occupation, service, craft, or revenue-enhancing hobby which is clearly incidental and subordinate to the use of the premises as a dwelling, and is conducted entirely within the dwelling unit without any significant adverse effect upon the surrounding environment.

PROPOSED CHANGE:

809 HOME OCCUPATIONS It is the purpose of Sections 809.1 to 809.2 inclusive of this Resolution to promote the public health, safety, and welfare through the regulation of home occupations. It is further the intent of these sections to allow limited nonresidential uses ~~in residential structures~~ which are compatible with the residential character of their surroundings.

809.1 Definition “Home Occupation” means an accessory use which is an activity, profession, occupation, service, craft, or revenue-enhancing hobby which is clearly incidental and subordinate to the use of the premises as a dwelling, and is conducted ~~entirely within the dwelling unit~~ without any significant adverse effect upon the surrounding environment.

REGIONAL PLANNING COMMISSION STAFF COMMENTS: Staff is supportive of the proposed amendment. The township may also want to amend the definition of “Home Occupation” found in Article III (Definitions) to be consistent with the changes proposed in Section 809.01. Article III states:

“HOME OCCUPATION: “Home occupation” means an accessory use that is an activity, profession, occupation, service, craft, or revenue-enhancing hobby that is clearly incidental and subordinate to the use of the premises as a dwelling, and is conducted entirely within the dwelling unit, without any significant adverse effect upon the surrounding neighborhood. A “home occupation” may be conducted only by the inhabitants thereof.

REGIONAL PLANNING COMMISSION STAFF RECOMMENDATION:

RPC staff recommends approval of the proposed text amendment.

AMENDMENT TO CONTRACT TO PROVIDE IN-KIND SERVICES FOR FAIR HOUSING ACTIVITIES AND REDUCTION IN ADMINISTRATION COMPENSATION

CONTRACT AMENDMENT 1

This Amendment to Contract (“Amendment”) is made effective as of the ____ day of _____, 2019 by and amongst the Fairfield County Board of Commissioners (“the COUNTY”) with offices located at 210 East Main Street, Lancaster, Ohio 43130, and the Fairfield County Regional Planning Commission (“the RPC”) with offices located at 210 East Main Street, Lancaster, Ohio 43130 and amends that certain agreement previously executed by and amongst the COUNTY, and the RPC signed in 2018, a copy of which is attached hereto and incorporated herein (“the Original Agreement”).

RECITALS

WHEREAS, the Parties previously entered into the Original Agreement; and

WHEREAS, in order to compensate a consultant for the necessary Analysis of Impediments to Fair Housing Required by the State of Ohio; and

WHEREAS, RPC will perform Fair Housing Activities as an In-Kind service and reduce the cost of services outlined in Activities 4, 5, and 6 in order to free up an additional \$14,000; and

WHEREAS, the Parties now seek to amend the Original Agreement as set forth below.

NOW THEREFORE, for the promises contained herein and other adequate consideration, the receipt and sufficiency of which is hereby acknowledged by the parties, and intending to be legally bound, the Parties to this Amendment do hereby agree as follows:

It is mutually understood and agreed by and amongst the undersigned Parties that the Original Agreement is hereby amended as follows:

1. SECTION 2 of the Original Agreement is agreed to be amended as follows:

The COUNTY shall pay the RPC an amount not to exceed ~~\$50,000~~ **\$36,000** for activities 1 through 6. These monies shall be paid in accordance with Appendix A upon receipt of invoices from the RPC, and upon subsequent receipt, or in anticipation of receipt, of CDBG funds reserved for the program from the U.S. Treasury or State of Ohio Treasury in accordance with all applicable laws and regulations. The RPC agrees to use its best efforts to perform the services specified in this Agreement within such estimated compensation. The COUNTY shall not be obligated to reimburse the RPC for compensation in excess of ~~\$50,000~~ **\$36,000**.

2. Appendix A of the Original Agreement is agreed to be amended as follows:

~~1.~~ The Fair Housing Activities will ~~be billed on an hourly basis with a not to exceed amount (Activity 3 in Scope of Services)~~ **done as an In-Kind Service by the RPC.** ~~\$10,000 (hourly not to exceed)~~

2. The costs of carrying out the project management services and serving as the County's designated agent will be billed on an hourly basis with a not to exceed amount (Activities 4, 5 and 6 in the Scope of Services). ~~\$28,000 (hourly not to exceed)~~

Any services billed hourly, hereunder, shall be billed at the then current hourly rate which will include fringe benefits. **\$24,000 (hourly not to exceed)**

3. This Amendment shall become effective on _____, 2019 and shall expire at 11:59 p.m. on October 31, 2020 ("the Amendment Expiration Date"). After the Amendment Expiration Date (a) the terms of this Amendment shall be null and void and no longer be in effect as if this Amendment had never been written, and (b) all of the terms of the Original Agreement shall remain and continue in full force and effect until the termination or expiration of the Original Agreement.

IN WITNESS THEREOF, the parties have executed this CONTRACT at Lancaster, Ohio, on the day and year set forth above.

FAIRFIELD COUNTY, OHIO

Carri Brown, County Administrator

Date: _____

FAIRFIELD COUNTY REGIONAL
PLANNING COMMISSION

Phil Stringer, President

Date: _____

ORIGINAL AGREEMENT

FAIRFIELD COUNTY, OHIO, AND THE FAIRFIELD COUNTY REGIONAL PLANNING COMMISSION CONTRACT TO PROVIDE SERVICES FOR THE FISCAL YEAR 2018 CDBG ALLOCATION AND NEIGHBORHOOD REVITALIZATION PROGRAM

This Contract entered into on the _____ day of _____, _____ by Fairfield County, Ohio, hereinafter referred to as the 'COUNTY' and the Fairfield County Regional Planning Commission, hereinafter referred to as the "RPC".

WITNESSETH THAT:

WHEREAS, Fairfield County intends to enter into a contract with the State of Ohio pursuant to Title I of the Housing and Community Development Act of 1974, as amended to date, and

WHEREAS, Fairfield County desires to engage the RPC to render and perform certain services in connection with the Community Development Program in order to facilitate the administration and other work items of the program.

SECTION I SCOPE OF SERVICES

The RPC shall provide to the COUNTY the following services during the term of this Contract:

1. APPLICATION PREPARATION. The RPC will be responsible for the development and preparation of the COUNTY'S FY 2018 CDBG Allocation Program and FY 2018 Neighborhood Revitalization Program Grant Application. The RPC shall insure its submission to OCD and its subsequent approval by OCD.
2. CITIZEN PARTICIPATION ACTIVITIES. The RPC will advise the COUNTY on citizen participation activities for CDBG programs. The RPC will attend, participate in, and/or conduct the citizen participation activities.
3. FAIR HOUSING ACTIVITIES. The RPC will be responsible for carrying out the COUNTY'S fair housing program. The RPC will advise the COUNTY on required affirmative action program elements and conduct required analysis/surveys to determine impediments to fair housing in Fairfield County. The RPC will also implement the adopted fair housing program including, but not limited to, intake of complaints, conducting training sessions and developing and distributing fair housing information and materials. The RPC will continue to provide a staff person to be designated as a fair housing coordinator. This person currently is Loudan Klein.

4. **PROJECT MANAGEMENT.** The RPC shall be the COUNTY'S representative in implementing and overseeing the completion of all project activities. The RPC will be responsible for initiating procurement procedures for the hiring of all engineers/architects, overseeing plan development, preparation and/or review of bid documents, bidding, conducting pre-construction conferences, contracting, Davis-Bacon prevailing wage enforcement, review of all contractors' billing invoices, and enforcement of project site inspection. All other Project Administration activities are normally carried out by the project's architect, engineer, attorney, real estate appraiser or similar professional or technician. If requested to be carried out by the RPC, such services shall be performed as an additional cost item not included within the compensation amount of this agreement, at the normal hourly rate schedule of the RPC, such cost item(s) to be paid from the CDBG program's individual activity project budget(s). Costs associated with advertising of public notices (legal and non-legal) are not covered under this agreement and should be paid from individual activity budget amounts and/or other COUNTY CDBG administration or other funding sources.
- 5/6. **PERFORMANCE REPORTS AND DESIGNATED AGENT.** RPC staff will serve as the COUNTY's designated agent to coordinate and represent the COUNTY on all CDBG matters with the State of Ohio, Office of Community Development, attending and assisting with the final close out audit for the FY 2018 CDBG Program, and all other related services required to carry out the FY 2018 CDBG Program.

SECTION 2 COMPENSATION AND METHOD OF PAYMENT

The COUNTY shall pay the RPC an amount not to exceed \$50,000 for activities 1 through 6. These monies shall be paid in accordance with Appendix A upon receipt of invoices from the RPC, and upon subsequent receipt, or in anticipation of receipt, of CDBG funds reserved for the program from the U.S. Treasury or State of Ohio Treasury in accordance with all applicable laws and regulations. The RPC agrees to use its best efforts to perform the services specified in this Agreement within such estimated compensation. The COUNTY shall not be obligated to reimburse the RPC for compensation in excess of \$50,000.

SECTION 3 TERM OF CONTRACT TERMINATION PROVISIONS

The services to be performed by the RPC under this contract are those specified in the scope of services section. In this regard, it is hereby acknowledged that, due to the ongoing and continuing nature of the CDBG program, any work performed by the RPC prior to the date of this contract relative to ongoing CDBG administration shall be eligible for reimbursement to the RPC, including

“pre-agreement” costs as are specifically deemed to be reimbursable expenses under the CDBG program.

The COUNTY and the RPC may exercise an option to renew this Contract as may be mutually agreed in writing.

This Contract may be terminated at any time by mutual written consent of the COUNTY and the RPC, or by sixty days written notice of either party.

SECTION 4 GENERAL PROVISIONS

Adherence to State and Federal Laws. The RPC agrees to comply with all applicable federal, state, and local laws, regulations, directives, guidelines, approved state plans, the Community Development Block Grant Handbook, and the COUNTY’S grant agreement B-F-18-1AV-1.

Conflict of Interest. The RPC will abide by the provisions that no member, officer, or employee of the RPC, or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities, who exercises any functions or responsibilities with respect to the program, during the tenure or for one thereafter, shall have any direct or indirect interest in any contractor, subcontractor, or the proceeds thereof, financed in whole or in part with Title I grants.

Equal Employment Opportunity. During the performance of this Contract, the RPC agrees as follows:

- a) The RPC will not discriminate against any employee or applicant for employment because of race, creed, sex, color, national origin, age, handicap or familial status. The RPC will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, sex, color, national origin, age, handicap or familial status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The RPC agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the COUNTY setting forth the provisions of this non-discrimination clause.
- b) The RPC will in all solicitation or advertisements from employees placed by or on behalf of the RPC, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, national origin, age, handicap or familial status.
- c) The RPC will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Contract so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contract or subcontracts for standard commercial supplies or raw materials.

- d) The RPC will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.
- e) The RPC will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts, by the COUNTY for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- f) In the event of the RPC's noncompliance with the noncompliance clauses of this Agreement or with any of such rules, regulations or orders, this Agreement may be canceled, terminated or suspended in whole or in part and the RPC may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, or by rules, regulations, or orders of the Secretary of Labor, or as otherwise provided by law.
- g) The RPC will include the provisions of paragraphs (a) through (g) in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The RPC will take such action with respect to any subcontract or purchase order as the COUNTY may direct as a means of enforcing such provisions including sanctions for noncompliance: provided, however, that in the event the RPC becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the COUNTY, the RPC may request the United States to enter into such litigation to protect the interests of the United States.

Civil Rights Act of 1964. Under Title VI of the Civil Rights Act of 1964, no person shall on the grounds or race, color, national origin, creed, sex, age, handicap or familial status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall on the grounds of race, color, national origin, sex, creed, age, handicap or familial status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

"Section 3" Compliance in the Provision of Training, Employment and Business Opportunities.

- a) The work to be performed under this contract is on a project assisted under a program providing direct federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.

- b) The parties to this contract will comply with the provisions of said Section 3 and regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR 135, and all applicable rules and orders of the department issued there under prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.
- c) The contractor will send to each labor organization or representative or workers with which he has a collective bargaining agreement or other contract or understanding, if any, notice advising the said labor organization or worker's representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
- d) The contractor will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for or recipient of Federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CF Part 135. The contractor will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Part 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

Reports and Information. The RPC, at such times and in such forms as the COUNTY may require, shall furnish the COUNTY such periodic reports as it may request pertaining to the work or services undertaken pursuant to this Contract, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this Contract.

Records and Audits. The RPC shall maintain accounts and records including personnel, property and financial records, adequate to identify and account for all costs pertaining to the contract and such other records as may be deemed necessary by the COUNTY to assure proper accounting for all project funds, both federal and non-federal shares. These records will be made available for audit purposes to the COUNTY or any authorized representative, and will be retained for three years after the expiration of this Contract unless permission to destroy them is granted by the COUNTY.

Copyright. No report, maps, or other documents produced in whole or in part under this CONTRACT shall be the subject of any application for copyright by or on behalf of the RPC.

Lobbying. The RPC certifies to the best of his or her knowledge and belief that:

- a) No federal appropriated funds have been paid or will be paid, by or on behalf of the RPC, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative

agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement;

- b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, or an officer or employee of congress in connection with this federal contract, grant, loan or cooperative agreement, the RPC shall complete and submit Standard form - LLL, "Disclosure Form to Report Lobbying", in accordance with its instruction; and
- c) The RPC shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans and cooperative agreement) and that all subcontractors shall certify and disclose accordingly.

IN WITNESS THEREOF, the parties have executed this CONTRACT at Lancaster, Ohio, on the day and year set forth above.

FAIRFIELD COUNTY, OHIO

Dr. Carri Brown, County Administrator

Date: _____

FAIRFIELD COUNTY REGIONAL
PLANNING COMMISSION

Phil Stringer, President

Date: _____

CERTIFICATE OF COUNTY'S FINANCIAL OFFICER

ATTEST:

I, Jon A. Slater, Jr., Auditor, Fairfield County, hereby certify that the money to meet this contract has been lawfully appropriated for the purpose of the contract and is in the process of collection to the credit of the appropriate fund free from prior encumbrance.

Auditor

Date

SEAL:

CERTIFICATE OF COUNTY'S ATTORNEY

ATTEST:

I, the undersigned, _____, the duly authorized and acting legal representative of Fairfield County, Ohio, do hereby certify as follows:

I have examined the attached contract and the manner of execution thereof, and I am of the opinion that the aforesaid agreement has been duly executed by the proper parties thereto acting through their duly authorized representatives; that said representatives have full power and authority to execute said agreements on behalf of the respective parties named thereon; and that the foregoing agreements constitute valid and legally binding obligations upon the parties executing the same in accordance with terms, conditions and provisions thereof.

Signature
Assistant Prosecuting Attorney

Date

Appendix A

Payment Schedule

The RPC shall submit invoices to the County for all services performed in fulfillment of this Contract according to the schedule presented below, and the County shall thereupon issue payment for such services according to the schedule upon satisfaction of the completion of the services indicated.

Service	Payment
3. Upon the completion and submission of the CDBG FY 2018 Application to OCD. This includes the citizen participation activities required to complete the application (Activities 1 and 2 in Scope of Services).	\$12,000 (Lump Sum)
4. The Fair Housing Activities will be billed on an hourly basis with a not to exceed amount (Activity 3 in Scope of Services).	\$10,000 (hourly not to exceed)
5. The costs of carrying out the project management services and serving as the County's designated agent will be billed on an hourly basis with a not to exceed amount (Activities 4, 5 and 6 in the Scope of Services).	\$28,000 (hourly not to exceed)

Any services billed hourly, hereunder, shall be billed at the then current hourly rate which will include fringe benefits.

**CONTRACT FOR PROFESSIONAL SERVICES
BETWEEN REVEILLE LTD
AND THE FAIRFIELD COUNTY BOARD OF COUNTY COMMISSIONERS**

This Agreement is made by and between the Fairfield County Board of County Commissioners, (hereinafter referred to as "Client") and Reveille Ltd., (hereinafter referred to as "Reveille"), collectively referred to as, "the parties", engage each other for the following:

WHEREAS, the Client desires to enter into an Agreement for Professional Services for professional planning services; and

WHEREAS, Reveille is in the business of providing Professional Services for planning, economic development, urban design, and grant writing; and

THEREFORE, in consideration of the mutual promises contained herein and for good and valuable consideration, the parties hereto agree as follows;

SECTION 1 – SCOPE OF SERVICES

- 1.1 Services – The Professional Services provided for by Reveille to this project are identified in *Exhibit A, Scope of Services Proposal*, attached to this Agreement. Reveille will provide additional services as requested by the Client and as set forth in writing by the Client to Reveille. Exhibit A is incorporated by reference to the terms and conditions set forth in this Agreement. Any additional services provided shall be reflected by amendment to the Scope of Services or by addendum in writing to this Agreement.
- 1.2 Independent Contractor – Reveille is to serve as an independent contractor for Client, and neither Reveille, its employees, or any other person or entity through which Reveille performs its responsibilities under this Agreement shall be considered an employee of the Client.
- 1.3 Fees – Reveille shall be paid for services, as set forth and detailed in the attached exhibits, in a lump sum not to exceed fourteen thousand dollars (\$14,000), including all reimbursable expenses or costs, unless otherwise approved by the Client.
- 1.4 Confidentiality – Unless expressly authorized by the Client, Reveille agrees that, subject to any applicable legal restrictions or court orders requiring disclosure, all information provided to it by the Client or by any private entity working with the Client shall be kept confidential.

SECTION 2 – CLIENT RESPONSIBILITIES

- 2.1 Client Notification – The Client shall provide all criteria and full information as to Reveille's requirements for the project; a designated person to act with authority on

Client's behalf and respect to all aspects of the project; examine and respond promptly to Reveille's submissions; and give prompt, written notice to Reveille whenever the Client observes or otherwise becomes aware of any defect or objection in the work.

If for Client:

Carri L. Brown, PhD, MBA, CGFM
County Administrator
Fairfield County Commission
210 East Main Street
Lancaster, Ohio 43130
carri.brown@fairfieldcountyohio.gov
(740) 652-7096 ph

If for Reveille:

Mr. Glenn T. Grisdale, AICP, GISP
Principal
Reveille
130 South Main Street, Suite 302
Bowling Green, Ohio 43402
(419) 353-7372 ph
Email: glenn.grisdale@reveille.me

SECTION 3 – INVOICES AND REIMBURSEMENT

- 3.1 Payment – Payment to Reveille shall be made payable within ten (10) days of receipt of the invoice. Should the client fail to make payment due Reveille for Professional Services and/or expenses within thirty (30) days after receipt of the invoice, the amount will be increased at the rate of nine percent (9.0%) per annum from the thirtieth (30) day.
- 3.2 Suspension – Should the Client fail to make payment due Reveille for services and/or expenses within thirty (30) days after receipt of the invoice, Reveille may suspend services and withhold work product under this Agreement until any and all outstanding and/or delinquent invoices have been paid in full for all amounts due for services, expenses and charges performed under this Agreement. Reveille shall have no liability to the Client for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Client. Upon payment of all amounts due by the Client, Reveille shall resume services under this Agreement.
- 3.3 Timeliness – If the Client fails to make payment to Reveille in accordance with the

payment terms set forth in this Agreement; such failure shall constitute a material breach of this Agreement and shall be cause for termination of this Agreement by Reveille.

- 3.4 Satisfaction with Services – Payment of any invoice by the Client to Reveille shall mean that the Client is satisfied with Reveille’s services to date of payment and finds no deficiencies or objections in the services provided. Should the Client elect to dispute an invoice submitted by Reveille for payment, the provisions of Section 4, Paragraph 4.1 shall apply to such dispute.

SECTION 4 – DISPUTE RESOLUTION

- 4.1 Dispute Procedure – Should either the Client or Reveille object or dispute the services set forth in accordance with this Agreement, the parties shall institute the following resolution procedure;
- a. The party initiating the dispute shall notify the other party in writing or electronically within ten (10) days of the initial dispute. Within ten (10) days of receipt of the notification of dispute, the parties shall meet to resolve the dispute or objection. The parties shall exercise good faith negotiations in order to resolve the dispute. Should the negotiations resolve the dispute, the parties will record the resolution in writing with respective copies of the document being provided to the parties.
 - b. If negotiations between the parties do not result in resolution of the dispute, the parties shall submit the matter to non-binding mediation in accordance with local, regional or state bar association guidelines or generally accepted practices and guidelines for mediation as available and appropriate. The parties shall work in good faith to resolve the matter in dispute. The parties may also represent themselves or be represented by legal counsel during the mediation process. The parties shall mutually agree to a timeframe for conclusion of the mediation process.
 - c. If the parties fail to reach resolution of the dispute through mediation both the Client and Reveille reserve all of their respective rights, claims, defenses, causes of action, both in law and equity to bring such action in a court of competent jurisdiction as set forth in Section 9 of this Agreement.

SECTION 5 – TERMINATION

- 5.1 Client Reimbursement – In the event of termination of this Agreement by either party, the Client shall within thirty (30) days of the termination pay Reveille for all services rendered and all reimbursable costs incurred by Reveille up to the date of termination, in accordance with the payment provisions set forth in this Agreement.

- 5.2 Client Termination – The Client may terminate this Agreement at its convenience and without cause upon giving Reveille not less than thirty (30) days written notice.
- 5.3 Termination for Cause – Either party may terminate this Agreement for cause upon giving the other party not less than thirty (30) days written notice for any of the following reasons:
- a. Substantial failure by the other party to perform in accordance with the terms of this Agreement and through no fault of the terminating party;
 - b. Suspension of the project or of Reveille’s Professional Services by the Client for more than ninety (90) days; and
 - c. Material changes in the conditions under which this Agreement was entered into, the Scope of Services or the nature of the project, and the failure of the parties to reach Agreement on the compensation and schedule adjustments necessitated by such changes.
- 5.4 Payment after Termination – In the event of any termination that is not the fault of Reveille, the Client shall pay Reveille for services rendered and reimbursable costs incurred.

SECTION 6 – SUCCESSORS AND ASSIGNS

- 6.1 Parties Bound - Reveille and Client each is hereby bound and the partners, successors, executors, administrators and legal representatives of Reveille and Client are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements and obligations of this Agreement.
- 6.2 Party Assignment - Neither Reveille nor Client shall assign, sublet or transfer any rights under or interest in (including, but without limitation, moneys that may become due or moneys that are due) this Agreement without the written consent of the other, except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent Client from employing such independent professional associates and consultants as Client may deem appropriate to assist in the performance of services hereunder.
- 6.3 Conferring of Rights - Nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than Reveille and Client, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole

and exclusive benefit of Reveille and Client and not for the benefit of any other party.

- 6.4 Amendments in Writing – This Agreement may be amended or modified by mutual agreement of the parties, in writing, signed by authorized representatives of the parties. The parties may also utilize an addendum to this Agreement, in writing, signed by authorized representatives of the parties.

SECTION 7 – INDEMNIFICATION

- 7.1 Mutual Obligations – Neither the Client nor the Consultant shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

SECTION 8 – CONSEQUENTIAL DAMAGES

- 8.1 Consequential Damages - Notwithstanding any other provision of the Agreement, neither party shall be liable to the other for any consequential damages incurred due to the fault of the other party, regardless of the nature of this fault or whether it was committed by the Reveille or the Client, or either party's employees, agents, subconsultants or subcontractors. Consequential damages include, but are not limited to, loss of use and loss of profit.

SECTION 9 - CONTROLLING LAW

- 9.1 Controlling Law - This Agreement is to be governed by the law under the State of Ohio. If any provision of this Agreement is held invalid or unenforceable to any extent by a court of competent jurisdiction, the remainder of this Agreement is not affected thereby and that provision shall be enforced to the fullest extent permitted by law.
- 9.2 Complete Agreement – This Agreement and the attachments hereto shall constitute the entire Agreement between the Client and Reveille and no other Agreements oral or written exist between the parties pursuant to the subject hereto.

SECTION 10 - SUBJECT HEADINGS

- 10.1 Headings – The headings of Sections or paragraphs used in this Agreement have been inserted for convenience only and are not to be used or intended to be used in determining the contents or interpretation of the conditions and terms set forth therein.

IN WITNESS WHEREOF, the Parties hereto have set their hands and seals, by and through the undersigned Officers as of the date set forth herein and bind each entity to this Agreement.

REVEILLE

FAIRFIELD COUNTY BOARD OF COUNTY COMMISSIONERS

By _____
Glenn T. Grisdale, AICP, GISP

By _____
Carri L. Brown, PhD, MBA, CGFM

Title

Title

Date

Date

EXHIBIT A: SCOPE OF SERVICES

A.1. Planning Services

1. The updating of the Fair Housing Analysis of Impediments Report by July 1, 2019, unless extended by the Ohio Development Services Agency and consent of Client. Reveille staff will work closely with Loudan Klein, FCRPC Executive Director, to develop the Plan Update, as framed and referenced in *Exhibit A: Reveille Proposal*

AGENDA ITEM 6

**2020 PRELIMINARY BUDGET
FAIRFIELD COUNTY REGIONAL PLANNING COMMISSION
2020 PROJECTED RECEIPTS**

2020 Member Assessments		
County Commissioners (includes Building Department Administration)	\$	150,000
Other Member Assessments	\$	35,100
Subdivision Review and Permit Fees	\$	58,000
CDBG Administration	\$	30,000
Parks and Recreation (Pass Thru)	\$	8,000
 Building Department Contribution	 \$	 6,000
	\$	287,100

**FAIRFIELD COUNTY REGIONAL PLANNING COMMISSION
2020 PRELIMINARY BUDGET**

*Bold are Major Expenditure Object Categories

Personal Services	\$	198,000
Fringe Benefits	\$	73,000
PERS		
Worker's Compensation		
Medical/Hospitalization Insurance		
Life Insurance		
Unemployment		
Materials and Supplies	\$	900
Contract Services	\$	23,000
Contract Services - Other		
Contract-Repair		
Travel and Expenses		
Capital Outlay	\$	2,500
Other Expenses	\$	500
 BUDGET	 \$	 297,900
 Projected 2020 Carryover		 \$177,655

Fairfield County Building Department Monthly Report (April 2019)

Address	City/Village	Township	Cost Estimate	Date Received
Final Inspection Approved				
Dish Wireless - Antennas & Equipment	3780 Millersport Rd.	Pleasant	200,000.00	11/1/2018
Vacant Tenant Space - Build Out for Doctor's Office	3065 Columbus-Lancaster Rd NW	Greenfield	30,000.00	2/13/2019
Medicine Shoppe - Certificate of Occupancy	114 N. Main St.	Liberty	0.00	3/13/2019
Doctor's Office Build Out - Fire System	3065 Columbus-Lancaster Rd NW	Greenfield	3,157.00	4/3/2019
Plans Approved - Ongoing Inspection				
River Valley Life Center Church - Modifications	2190 Coonpath Rd NW	Greenfield	\$ 16,000.00	7/3/2017
Victory Hill Church Renovations	4000 Coonpath Rd	Greenfield	\$1,800,000.00	10/26/2017
Ken's Body & Chasis - Update Electric	1200 West Market St.	Liberty	\$20,000.00	1/8/2018
AT&T Mobility Equipment Upgrades	9265 Lancaster-Kirkersville Rd.	Liberty	\$10,000.00	2/27/2018
Southeast Ohio Holiness - New Chapel	11998 Winter Rd. SW	Amanda	\$43,300.00	3/2/2018
Circle K Baltimore - HVAC Units Replaced	950 Baltimore-Somerset Rd.	Wainut	\$21,313.00	3/15/2018
AT&T Upgrade of Wireless Equipment	1315 Granville Pike	Pleasant	\$10,000.00	3/22/2018
Creative Foods - Upgrading Sprinkler System	310 W. Water St.	Liberty	\$200,000.00	4/13/2018
Verizon Wireless Equipment Update	302 Maple St.	Berne	\$25,000.00	4/23/2018
River Valley Life Center Church - Breezeway	2190 Coonpath Rd NW	Greenfield	\$75,000.00	4/27/2018
South Central Power Office Remodel	2780 Coonpath Rd NE	Pleasant	\$25,000.00	6/8/2018
AT&T Antenna and Equipment Swap	3620 Cincinnati-Zanesville Rd.	Hocking	\$10,000.00	6/21/2018
Miller Pole Barn	4950 Cincinnati-Zanesville Rd. NE	Pleasant	\$150,000.00	8/8/2018
Castaways Patio	1500 N. High St.	Pleasant	\$8,000.00	8/13/2018
Circle K Carroll - Upgrades	4400 Coonpath Rd.	Greenfield	\$10,000.00	8/21/2018
Weidner's Corner Carry Out and Drive Thru	8010 Lancaster-Newark Rd	Wainut	\$689,569.00	10/4/2018
Dairy Queen - Baltimore	7919 Lancaster-Newark Rd. NE	Wainut	None Listed	10/15/2018
Bloom Township Board of Trustees-Equipment Storage Building	8485 Lithopolis Rd.	Bloom	\$240,000.00	10/29/2018
Fairfield County Parks - Rock Mill - Occupancy	1429 Rockmill Rd. NW	Bloom	None Listed	11/5/2018
Legacy Collin Mobile Homes - New Storage Building	2445 Columbus-Lancaster Rd. NW	Greenfield	\$27,190.00	11/15/2018
Outerbelt Brewing - Buildout for Breezeway and Tap Room	3560 Dolson Ct.	Greenfield	\$950,000.00	11/16/2018
AT&T Swapping Out Antennas	4850 Lancaster-New Lexington Rd.	Pleasant	\$15,000.00	12/10/2018
BCCO Remodel for New Dispensary	3660 Dolson Ct.	Greenfield	\$300,000.00	12/28/2018
AT&T Wireless Swapping Out Antennas and Equipment	4350 Sand Hill Rd.	Amanda	\$15,000.00	1/14/2019
Sunset Auto Finance - Electric Service Upgrade	4443 Carroll-Southern Rd.	Greenfield	\$2,800.00	1/22/2019
Outerbelt Brewing - Fire Supression	3560 Dolson Ct.	Greenfield	\$65,800.00	1/28/2019
T Mobile - Generator	9082 Salem Church Rd.	Bloom	\$20,000.00	2/5/2019
Victor Rd. # 4 - 6 Unit Rental Building	Victor Rd.	Greenfield	\$175,000.00	2/11/2019
Ohio Paperboard - Fire Alarm	310 Water St.	Liberty	\$6,995.00	2/11/2019
Victorian Opera House - Electric Upgrades	101 S. Main St.	Liberty	\$600.00	2/12/2019
AT&T Wireless - Antenna Swapping	9305 Marietta Rd.	Rushcreek	\$15,000.00	2/21/2019
AT&T Wireless - Antenna Swapping	3441 Carroll Southern Rd. NW	Greenfield	\$15,000.00	2/21/2019
Rockmill Brewery Addition and Renovations	5705 Lithopolis Rd NW	Greenfield	\$1,150,000.00	3/5/2019
Chocotaw Telecommunications - Antennas & Cable	11402 Alsopch Rd	Bloom	\$15,000.00	3/9/2019
Fairfield Career Center - Fire Alarm	3985 Coonpath Rd	Greenfield	\$99,000.00	3/9/2019
New Submitted Applications				
Subway - Baltimore - New A/C	1055 W. Market St.	Liberty	\$4,400.00	4/5/2019
Outerbelt Brewery - Fire Alarm	3560 Dolson Ct.	Greenfield	\$7,000.00	4/5/2019
Papitos Kitchen - Certificate of Occupancy	101 Basil St.	Liberty	\$0.00	4/15/2019
AT&T Mobility Equipment Upgrade	3620 Cincinnati-Zanesville Rd.	Hocking	\$15,000.00	4/15/2019
Company Wrench Addition	4805 Scooby Lane NW	Greenfield	\$500,000.00	4/26/2019

AGENDA ITEM 8

BILLS
REGIONAL PLANNING COMMISSION
May 7, 2019

543000	REPAIR & MAINTENANCE		
	Gordon Flesch Co.	<u>\$ 50.25</u>	
	Subtotal		\$ 50.25
558000	TRAVEL & EXPENSES		
	Loudan Klein	\$ 74.50	
	James Mako	<u>\$ 78.56</u>	
	Subtotal		<u>\$154.06</u>
	TOTAL		\$204.31