

First Reading: May 5, 2026  
Second Reading: dispensed

**RESOLUTION 2026 - 038**

**A RESOLUTION AUTHORIZING A CONTRACT WITH JULIE CROMWELL & ASSOCIATES FOR ENGINEERING SERVICES FOR A PROPOSED MAINTENANCE DEPARTMENT STORAGE BUILDING, DISPENSING WITH A SECOND READING, AND DECLARING AN EMERGENCY**

**WHEREAS**, the Board of Township Trustees wishes to make improvements to Township owned facilities by constructing a storage building at the Township Administration Campus, 8540 Kenwood Road, (the "Storage Building Project") and wishes to provide for engineering services in regard to the project; and

**WHEREAS**, the Board of Township Trustees desires to contract for structural engineering services and has followed the procedure set forth in Ohio Revised Code for selection of an engineering firm for the Storage Building Project; and

**WHEREAS**, the Board of Trustees desires to proceed with the project and to contract with The Kleingers Group for engineering services for the Storage Building Project;

**NOW THEREFORE, BE IT RESOLVED** by the Board of Township Trustees of Sycamore Township, State of Ohio:

- SECTION 1.** The attached proposal from Julie Cromwell & Associates, LLC is hereby approved, and the Township Administrator is hereby authorized and directed to contract with Julie Cromwell & Associates, LLC to provide the engineering services for the Storage Building Project.
  
- SECTION 2.** The contract price for the design shall not exceed \$7,000.00.
  
- SECTION 3.** The Board upon at least a majority vote does hereby dispense with the requirement that this resolution be read on two separate days and hereby authorizes the adoption of this Resolution upon its first reading.
  
- SECTION 4.** Upon the unanimous vote of the Board of Township Trustees, this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of Sycamore Township and shall take effect immediately. The reason for the emergency is the need to begin engineering on the project as soon as possible.

**SECTION 5.**

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


**SECTION 6.**

This Resolution shall take effect on the earliest date allowed by law.

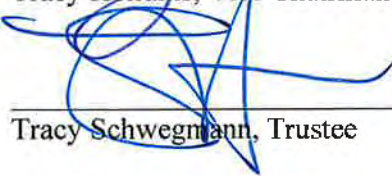
**VOTE RECORD:**

Mr. Kellums Agree      Ms. Schwegmann Agree      Mr. Weidman Agree

**PASSED** at a meeting of the Board of Township Trustees this 5<sup>th</sup> day of May 2026.

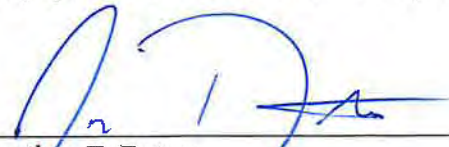
  
\_\_\_\_\_  
Thomas J. Weidman, Chairman

  
\_\_\_\_\_  
Tracy Kellums, Vice Chairman

  
\_\_\_\_\_  
Tracy Schwegmann, Trustee

**AUTHENTICATION**

This is to certify that this Resolution was duly passed and filed with the Sycamore Township Fiscal Officer this 5<sup>th</sup> day of May 2026.

  
\_\_\_\_\_  
Jonathan T. Deters  
Sycamore Township Fiscal Officer

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Lawrence E. Barbieri, Law Director



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 +1(513) 321-2555  
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Mr. Steve Reutelshofer  
 Superintendent  
 Sycamore Township  
 8540 Kenwood Rd  
 Sycamore Township, OH 45236

Date: April 24, 2026  
 Subject: **Sycamore Township Pole Barn | Structural Fee Proposal**

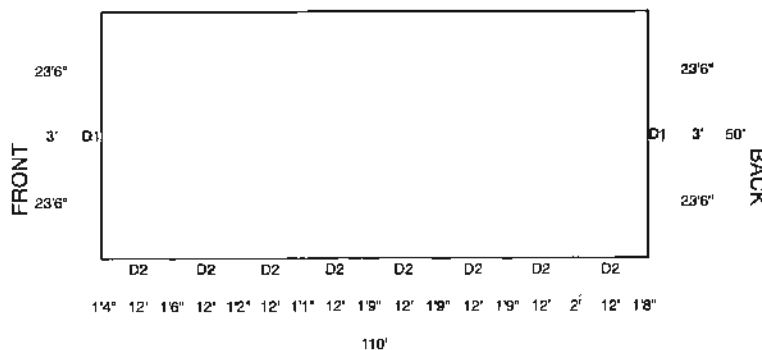
Dear Steve,

Thank you for requesting a proposal for structural engineering services for the new pole barn located at the Sycamore Township Storage Facility complex. This proposal is based on our virtual meeting held on March 24, 2026.

**Project Description**

The new building is proposed to be a pre-engineered pole barn housing dry storage. The pole barn has a footprint of 50ft x 110ft. There is an existing heavy duty concrete slab already in place in the footprint of the proposed pole barn location. Ideally, the existing slab would remain, and either be sufficient for the anchorage of the new building or at a minimum remain as the interior slab on grade and separate isolated building foundations would be provided. The selected option would be the result of the analysis of existing slab capacity and the building anchorage requirements.

LEFT SIDE



RIGHT SIDE

*Fig. 1. Image of proposed pole barn layout*

### Scope and Qualifications

Scope of Services to include:

1. Basic Design Services will include structural engineering services for the following elements:
  - a. Evaluation of the existing slab on grade for suitability to support the new proposed building.
  - b. Potential new isolated concrete foundations to resist the reactions of the pole barn building. Design will be based on final design reactions from the pole barn building manufacturer. Modifications of the pre-engineered pole barn after final design will require re-analysis of the foundations and will be considered an additional service.
  - c. Verification of anchors at base connections based on reactions and geometry provided by the building manufacturer. Pre-engineered pole barn building engineer may need to revise anchor size and material grade depending on final analysis.
  - d. Design of slab on grade is not included, however evaluation and analysis of existing slab on grade is included. Detailing and design for potential perimeter curb as required for façade support is included.
  - e. Shallow foundations are assumed, if deep foundations are required based on the recommendations from the Geotechnical Engineer, an Additional Service may be required.
  - f. Foundation design and layout based on loading provided by the pole barn manufacturer and storage equipment loading provided by owner.
2. Project deliverables include the following:
  - a. Construction Documents - construction drawings and specifications.
  - b. Permit and Bidding Assistance – submission of Permit drawings and specifications, signed and sealed and list of required Special Inspections; assistance with questions during the bidding process is included.
3. Construction phase includes shop drawing review and response to contractor's requests for information. One (1) site visit (estimated number based on the extents of the scope) is included in this proposal.
4. Opinion of Probable Cost related to the structural scope is not included in this proposal but could be for an Additional Service.
5. Architectural services, MEP services, and Geotechnical Engineering services are not included in this proposal.
6. Site walls, waterproofing systems, expansion joint seals, sealant, and seals are not included in our Basic Services.
7. List of Special Inspections as required will be provided, however the actual Special Inspections services are not included in the proposed fee.
8. Additional Services as defined by AIA will follow normal AIA standards. Reimbursable expenses will follow normal AIA standards and will be billed at cost.
9. ~~JCA's liability will be limited to \$250,000 based on the size of the scope and fee.~~ SR 04/27/2026

Mr. Steve Reutelshofer | Sycamore Township Pole Barn | Structural Fee Proposal  
April 24, 2026

**Commercial Offer**

<b>Service</b>	<b>Lump Sum Fee</b>
Construction Documents	\$ 5,000
Construction Administration	\$ 1,500
<b>Total</b>	<b>\$ 6,500</b>
<b>Estimated Reimbursables</b>	<b>\$ 500</b>

I appreciate the opportunity to provide a proposal for this project and to continue our relationship. Please feel free to reach out to me if you have any questions or comments.

Thank you,



Julie Cromwell, P.E.  
CEO/President  
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Julie.Cromwell@juliecromwell.com