RESOLUTION APPROVING INDEPENDENT CONTRACTOR AGREEMENT WITH SIPKA ARCHITECTS FOR COMMERCIAL PLAN REVIEW SERVICES, BUILDING DEPARTMENT

WHEREAS, Thomas Congdon, Ashtabula County Chief Building Official, has presented an Independent Contractor Agreement for the approval of the Board, to-wit:

PROVIDER: Sipka Architects, 3339 S. Smith Road, Fairlawn, OH 44333

SCOPE: Commercial plan review services for the County in accordance with the Ohio Building Code. A code expert with specialized expertise in building, mechanical, plumbing, electrical, and fire protection disciplines will provide plan review.

COST: **Not to Exceed,** $25,000.00 ($110/hr.)

TERM: Begins upon signing on an as-needed basis for twelve (12) month period

WHEREAS, this Board of Commissioners concurs with the recommendation of the County Building Official and finds this agreement to be reasonable and necessary; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio that the agreement noted above is approved in accordance with the copy now on file in this office.

BE IT FURTHER RESOLVED that the President of the Board, on behalf of the Board of Commissioners of Ashtabula County, is authorized to execute any and all necessary documents.

ASHTABULA COUNTY COMMISSIONERS

CERTIFICATION PAGE

Resolution No. 2026-459 **October 27, 2026**

RESOLUTION APPROVING INDEPENDENT CONTRACTOR AGREEMENT WITH SIPKA ARCHITECTS FOR COMMERCIAL PLAN REVIEW SERVICES, BUILDING DEPARTMENT

Upon the motion of J.P. Ducro IV, seconded by Kathryn L. Whittington.

VOTE:

Casey R. Kozlowski	**Aye**
Kathryn L. Whittington	**Aye**
J.P. Ducro IV	**Aye**

CERTIFICATE OF CLERK

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.

Crystal Sturgill

Crystal Sturgill, Clerk of the Board
Board of County Commissioners
Ashtabula County, Ohio

JULIE K. SIPKA
Architect/Master Plans Examiner
3339 S. SMITH ROAD
FAIRLAWN, OHIO 44333
OFFICE: (330) 701-4791

September 19, 2026

Mr. Thomas Congdon
Ashtabula County Building Department
25 West Jefferson Street
Jefferson, Ohio 44047

Re: Proposal for Building Department Consulting Services

Dear Mr. Congdon,

Sipka Architects is pleased to provide this proposal regarding Building Department Consulting Services for the County of Ashtabula. Sipka Architects will provide these services for the Ashtabula County Building Department, hereinafter referred to as the County, in accordance with the attached Professional Services Agreement Between the County of Ashtabula, Ohio and Sipka Architects.

Scope of Services

Commercial Plan Reviews

A. Sipka Architects will provide commercial plan review services for the County in accordance with the Ohio Building Code. A code expert with specialized expertise in building, mechanical, plumbing, electrical, and fire protection disciplines will provide plan reviews.

    a. Plan reviews will be professionally prepared and communicated in a formal plan review letter and emailed to the building department in PDF format. Work will be performed by Julie Sipka, Master Plans Examiner Certificate No. CE-001371

Fee and Billing

We will accomplish the work outlined in our Scope of Services for the County on an hourly basis. Invoices will be submitted monthly to the County of Ashtabula based on that portion of work completed during the month. Invoices are due upon receipt and past due 30-days after receipt.

Rates are as follows:

Commercial Building, Electrical, Mechanical, Plumbing, & Fire Protection Plan Reviews $110.00/hour

Conclusion

We look forward to providing these professional services for the County. If you concur with these terms and wish to proceed with the aforementioned work, then please sign and return one (1) copy of the attached Professional Services Agreement. Work can begin upon receipt of signed Agreement. Please feel free to contact Julie Sipka at 330-701-4791 if you have any further questions or require additional information.

Sincerely,

Julie K. Sipka
Julie K. Sipka, Architect

JULIE K. SIPKA
Architect/Master Plans Examiner
3339 S. SMITH ROAD
FAIRLAWN, OHIO 44333

OFFICE: (330) 701-4791

PROFESSIONAL SERVICES AGREEMENT BETWEEN THE COUNTY OF ASHTABULA, OHIO AND SIPKA ARCHITECTS

This Professional Services Agreement (hereinafter referred to as "Agreement"), is made as of this 19th day of September 2026, between the Ashtabula County Commissioners, (herein after referred to as "County"), located at 25 West Jefferson Street, Jefferson, Ohio 44047, and Sipka Architects, (herein after referred to as "Sipka Architects"), located at 3339 S. Smith Road, Fairlawn, Ohio 44333

REPRESENTATION:

Sipka Architects is a specialized architectural firm whose services include the interaction of the Ohio Building Codes to governmental agencies, as well as the architectural and construction disciplines.

WITNESSETH:

IN CONSIDERATION of the mutual covenants hereinafter contained and mutual benefit to be derived by the parties from the performance hereof, the parties herein agree as follows:

SCOPE OF SERVICES:

Commercial Plan Reviews

A. Sipka Architects will provide commercial plan review services for the County in accordance with the Ohio Building Code. A code expert with specialized expertise in building, mechanical, plumbing, electrical, and fire protection disciplines will provide plan reviews.

B. Plan reviews will be professionally prepared and communicated in a formal plan review letter and emailed to the building department in PDF format. Work will be performed by Julie Sipka, Master Plans Examiner Certificate No. CE-001371

SIPKA ARCHITECTS COMPENSATION:

Sipka Architects contract with the County is an hourly rate contract. Sipka Architects shall bill the County the following hourly rate for services:

Commercial Building, Electrical, Mechanical, Plumbing, & Fire Protection Plan Reviews $110.00/hour

PAYMENT TERMS

Invoices will be submitted monthly to the County based on that portion of work completed during the month. Invoices are due upon receipt. Outstanding balances in arrearage more than thirty (30) days shall carry a finance charge 1.5 % per month or 18% per annum.

TERM

Sipka Architects shall start work on this contract promptly upon its execution with the County and shall continue until the defined work scope is either completed or terminated. Sipka Architects hourly rate is fixed on this contract for a twelve (12) month period from the date of contract signing, should the work scope under this contract be extended by the County for a period of time greater than one year or more, Sipka Architects hourly rate under this contract shall increase by 5% for every 12-month period that the contract period is extended when mutually agreed by both parties.

TERMINATION:

Either party can terminate this contract in writing at any time for any reason, with or without cause. The County is responsible to pay Sipka Architects for all time expended under this contract up until the time of contract termination, no matter how the County classifies said termination.

INSURANCE

Sipka Architects shall maintain $500,000/$1,000,000 of professional liability insurance at its own expense throughout the term of this Agreement.

Sipka Architects
3339 S. Smith Road
Fairlawn, Ohio 44333

Julie K. Sipka

Julie K. Sipka, Architect

Date: September 19, 2026

Ashtabula County Commissioners
25 West Jefferson Street
Jefferson, Ohio 44047

Date: 10-27-26

Signature Page

AGREEMENT TITLE: PROFESSIONAL SERVICES AGREEMENT BETWEEN THE COUNTY OF ASHTABULA, OHIO AND SIPKA ARCHITECTS

APPROVED as to Legal Form Only.

Approved by: _____

April R. Grabman
Ashtabula County Prosecutor

Dated: 9/30/26

Reviewed by Earl F. Stoll, Assistant Prosecutor ES

FISCAL OFFICER'S CERTIFICATE
5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the 2026, under the Agreement, has been lawfully appropriated for that purpose, and is in the Treasury of the County or in the process of collection to the credit of the following funds: 1001.001.107-601 Contract Services Building Department

In the amount of $25,000 for year 2026 and free from any previous encumbrances.

Agreement Title: Agreement with Julie Sipka for plan review.

Scott Yamamoto, Ashtabula County Auditor

Contact: Cari Ellsworth, Office Manager

Date: October 1, 2026