

RECORD OF PROCEEDINGS

Minutes of

MIAMI TOWNSHIP BOARD OF TRUSTEES

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

DECEMBER 09, 2024

20

The Miami Township Board of Trustees met in a Budget Work Session on Monday, December 09, 2024, at 6:00 p.m. at the Miami Township Civic Center. Chairperson Mary Wolff called the meeting to order and led the Pledge of Allegiance.

ROLL

Mr. Eric Ferry called the roll. Attending were Trustees Mary Makley Wolff, Ken Tracy, and Mark Schulte. Also attending were Township Administrator Steve Kelly, and Attorney Joseph Braun.

REPORTS

Mr. Ferry briefly introduced the Finance Department's November report.

AGENDA ITEM #1 — PEDESTRIAN IMPROVEMENT AMENDMENT

Mr. Chris Burdsall, Service Director, introduced the Service Department's request to amend Resolution 2024-040, which approved engineering of the following projects: Crosswalks at Loveland Miamiville and Branch Hill Guinea, Sidewalk on Meijer Drive, and Sidewalk on Business 28.

According to Mr. Burdsall, the department was recently made aware of an area missed in the original scope of the project and stated that a crosswalk at Business 28 and Meijer Drive is needed to connect the two sections of proposed sidewalk. A quote from The Kleingers Group estimates an amendment of \$7,500.00 to the original cost.

An amendment to 2024-040 would bring the cost from \$128,700.00 to \$136,200.00. ARPA funds would be utilized for the difference.

Chairperson Wolff asked who was responsible for the oversight. Mr. Burdsall stated that he overlooked the necessity of the additional crosswalk in error.

No action was taken at this time, and the request will be brought back for consideration at the next business meeting.

AGENDA ITEM #2 — GLOCK FIREARMS WITH RED DOT SIGHTS

According to Police Chief Rob Hirsch, Glock 45s which are currently issued to each officer are on a replacement schedule due to the decay of the tritium sights currently in use. To extend the life of firearms, the Police Department requests to switch to Glock 45s with red dot sights. According to Hirsch, red dot sights are far superior in low-light conditions and have become the industry standard for police duty guns. Hirsch stated that in fact, the Ohio Peace Officer Training Academy is now permitting academy cadets to qualify with red dot sights – thus making a cadet's transition to an agency without these sights a challenge resulting in some cadets avoiding employment with agencies not using the latest technology.

Furthermore, Hirsch continued that red dot sights improve an officer's accuracy and aid in reducing mistakes in response to a resistance incident. Studies have been conducted on red dot sights which consistently show that they minimize the amount of force used by officers in situations that require a response to resistance.

Hirsch introduced two quotes to the Board: Kiesler at \$58,506.28 and Vance's Law Enforcement at \$57,415.88 and stated that remaining ARPA funds would be used for the purchase.

Mr. Ferry asked if we had ever used either company. Chief Hirsch responded that we have used both companies in the past, their prices are comparable, and the department would go with the lowest quoted price.

No action was taken at this time, and the request will be brought back for consideration at the next business meeting.

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20

AGENDA ITEM #3 — SEWER INSPECTION CAMERA

Mr. Burdsall discussed the need to purchase a sewer inspection camera, which would allow the department to better inspect the sewer pipes that they are responsible for. According to Burdsall, existing inspection methods including physical or outsourced inspection are cumbersome, costly, and less effective than using a camera.

Mr. Burdsall requests that remaining ARPA funds be utilized to purchase a Micro Traxx Inspection Robot at a one-time cost of \$8,500.00.

Mr. Tracy asked how often the Service Department has needed to outsource these inspections. Mr. Burdsall stated that over the last two years, he has had to outsource the inspection of five different pipes. Chairperson Wolff inquired about the lifespan of the robot. Burdsall responded that it should last several years.

No action was taken at this time, and the request will be brought back for consideration at the next business meeting.

AGENDA ITEM #4 — PROPOSED RENTAL, PERMIT, AND REFUND POLICY

Mr. Ryan Himes, Recreation Director, introduced the Recreation Department’s request to update the department’s rental, permit, and refund policies following the failure of the November Parks Levy. The changes would include rental rate increases at the Miami Township Civic Center, Leming House and all park shelters, as well as rate increases to the field permits at Miami Meadows, Riverview and Paxton Ramsey Parks. In addition, the updates would also protect against overuse by unpaid renters and tighten refund restrictions.

Mr. Himes stated that, while the Township wishes to continue providing affordable rental options to our residents, it was determined that the described rate and policy adjustments would be necessary to align our Township with typical pricing structures and sustain our ability to offer rental facilities and services.

Chairperson Wolff asked if the Recreation Department has considered implementing resident and non-resident rates for facility rentals. Mr. Himes agreed that this is something we could implement and would align with surrounding municipalities’ rate structures.

Chairperson Wolff also stated that all pavilion rates should be consistent. Mr. Ferry asked if these rates would still be competitive with surrounding areas and Mr. Himes answered that they are still very competitive and at the lower end of the spectrum.

No action was taken at this time, and the request will be brought back at the next business meeting.

AGENDA ITEM #5 — FOP CONTRACTS

Administrator Kelly informed the Board that Township Administration has been in contract negotiations for the last several months with all four of the Township’s collective bargaining units. Mr. Kelly presented the recommended ratifications to the Fraternal Order of Police contracts for the Police Officers and Sergeants.

Mr. Schulte made a motion to authorize the Township to enter into a collective bargaining agreement with The Fraternal Order of Police, Ohio Labor Council, Inc. for the Miami Township Patrol Officers from January 1, 2025, to December 31, 2027, as negotiated by the Township and ratified by their members AND to authorize the Township to enter into a collective bargaining agreement with The Fraternal Order of Police, Ohio Labor Council, Inc. for the Miami Township Police Sergeants from January 1, 2025, to December 31, 2027, as negotiated by the Township and ratified by their members. The motions were seconded by Mr. Tracy. Upon roll call, all voted “AYE” for both motions.

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AGENDA ITEM #6 — OKI APPOINTMENT

Mr. Kelly informed the Board of the Township's requirement to annually appoint a representative to the Ohio Kentucky Indiana Council of Governments and Board of Directors.

Mr. Kelly requested to re-appoint Chairperson Wolff as representative for 2025.

Mr. Tracy made a motion to appoint Mary Makley Wolff as the Miami Township representative to the Ohio Kentucky Indiana Regional Council of Governments Board of Directors for 2025, and Steve Kelly as the Alternate Representative. The motion was seconded by Mr. Schulte. Upon roll call, all voted "AYE."

AGENDA ITEM # 7 — BUDGET WORK SESSION

Administrator Kelly gave a briefing on what to expect from the work session. He and Finance Director Kelly Flanigan would be the main speakers, and each department head would speak to their department highlights from 2024 as well as their proposed operating budgets for 2025.

Mr. Kelly introduced the 2025 Operating Budget and stated that the book would be available on the Township website for residents to review. The Township's revenue is stable even as supply-chain issues continue to affect the U.S. In 2026, we will begin to see a deficit in Park funds due to the failure of the November Parks Levy. ARPA funds that the Township received from the Federal Government are fully obligated and will be fully expended in 2026. These funds, along with grants and other funding measures have afforded us the ability to implement and install several improvements in the Township.

Mr. Kelly introduced the Trends and Overview of Township Staffing. The Township continues to experience evolution in the workforce as new employees enter and tenured employees retire. Grant-funded opportunities have allowed us to add many employees and programs. 2024 saw many retirements and reorganizations across all departments. In an effort to assist in staff retention and knowledge sharing, Mr. Kelly presented the Miami Township Bridge Program. This program will allow new and promoted employees to benefit from the experience of tenured professionals in the Township.

Mrs. Kelly Flanigan, Finance Director, gave an overview of the Township's financial position. Concerning the Parks and Recreation fund, Mrs. Flanigan discussed several measures that have been taken over recent years to extend those funds. The Safety Services funds are on the back end of life expectancy since the last levy; however, they are projected to last through 2026 at this time.

Regarding debt service, we have an exceptionally low debt ratio for a community of our size and budget, according to Mrs. Flanigan. Furthermore, in 2025, we have a little over 5 million outstanding in total principle. Given our size, Mrs. Flanigan states that this is not substantial.

Mr. Kelly discussed the many efforts made in the Township to enhance Economic Development this year, as well as several businesses which have come to the area including Beehive Industries, ALDI, and ColdJet. Several residential developments have also been established in 2024. A new partnership with Retail Strategies will allow us to identify and attract more businesses in 2025. Mr. Kelly also discussed several roadway, catch-basin, and sidewalk improvements. In addition, new signage projects are actively underway.

Mrs. Flanigan presented several charts detailing the revenues, transfers, and advances of the Township. A comparison of the 2024 and 2025 budgets shows very little change.

Some discussion was had about the intentional use of Opioid funds, and Mr. Schulte asked about a large increase in Zoning receipt revenue to which Mr. Elliff responded that the new Hills Apartment complex has requested many permits, which may be a reason for the jump.

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20

Personnel is the largest expense of the Township, according to Mrs. Flanigan. Salary and compensation information was shared with the Board. The wellness program was previously accounted for under the Insurance budget. However, this year it has been moved to a new line item. Other expenditures such as IT, legal, personnel and financial software were discussed along with the idea of utilizing financial planning software to reduce manual work prone to human error. Additionally, Mr. Kelly discussed a potential software solution to help streamline the hiring process across departments, as well as the potential partnership with a GIS Specialist to further our Economic Development efforts.

Some cost savings have been made in regard to facilities maintenance due to new programs and ARPA funded projects, according to Mr. Kelly. Mrs. Flanigan discussed a line item for flooring and wall coverings at the Civic Center, as well as a line item for aging alarm systems in the Township, and Civic Center lot resurfacing.

Mr. Brian Elliff, Planning and Zoning Administrator, discussed his budget line items. Overall, the Zoning budget has slightly decreased from last year, partially due to a change in personnel. Some discussion was made about the possibility of moving to digital legal ads.

Mr. Burdsall, Service Director, introduced his 2025 budget as similar to the previous year. Discussion was made about who oversees building maintenance, a substantial line item in the Service Department's 2025 budget, and the answer was that we do not have a go-to facilities manager. The idea presents many cost-saving opportunities; however, Mr. Tracy stated that finding one person who can handle all our needs would be a difficult task. A facilities maintenance group, for instance, may yield more of a return on investment. These options will be considered in 2025. Mr. Kelly emphasized that the conceptualization of this position is less mechanical and more overarching and forward-planning.

Chairperson Wolff inquired about the Fleet Services Bay Design and Build line item for service. According to Wolff, this has been a recurring line item, and she wants clarification on why. Mr. Burdsall answered that it is an ongoing safety concern to have mechanics working near other people and equipment. The project would include adding bays at one end of the facility, according to Mr. Burdsall, who requested to leave the line-item amount in the budget and continue to work on finding the best way to build what is needed while still being respectful of taxpayer dollars.

Allocation of these funds were originally in TIF, according to Mr. Kelly. Ms. Flanigan stated that the funds are available in the TIF, and the reason it's been carried over for a couple of years is because of the safety factor and figuring out a way to do it correctly and at the best price. When asked, Mrs. Flanigan stated that if we needed to borrow against the TIF, it would be doable for a 5-year term.

Mr. Joe Braun, Law Director, emphasized that no one has been hurt and so there is not an active safety threat, however, officials are concerned that something could happen and want to do what is best practice.

Moving to the Recreation budget, discussion was made regarding creative ways to cushion the budget in the coming years due to the failure of the levy. The failure of the levy could be partially attributed to the use of ARPA funds making it look like we have a lot of money for the parks, when we actually do not, according to Mr. Schulte. Communication about fund allocation was an idea presented to combat this.

Small increases to the Recreation budget for 2025 are attributed to concerts and special events, which are a source of revenue for the department. Mr. Tracy asked what the budget for concerts and events is for. Mr. Ryan Himes, Recreation Director, stated that it goes into acts, stages and equipment, etc. According to Mr. Himes, sponsorships could help offset these costs.

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Chief Rob Hirsch of the Police Department discussed his department's budget. Vests received from the Bureau of Workman's Compensation are not holding up, and one increase to the budget is their replacement. However, this may be covered by a grant. Other increases include restraints, AEDs, SRO-related community outreach materials, MioVision Scout, and cleaning costs due to a new cleaning company. A major decrease in network hardware needs was highlighted, as well as a reduction in dispatching fees from Clermont County. Some capital improvements are planned for the Police Department including updated carpet and a possible boiler replacement. State-mandated training costs have increased but will be reimbursed by the state.

Chief Dave Jetter discussed the Fire and Emergency Medical Services budget. Increases in the budget included vehicle repairs, capital improvements such as power-cot replacement and power-load replacement, mobile data replacement schedule (mandated), a sixth ambulance due to increased call volume, a new pre-hospital blood program (alternative funding possible), and Station 29 siding replacement which may possibly be covered under insurance.

Mrs. Flanigan discussed Debt Service for the Township. Outstanding items included a refunding on the Civic Center, fire truck payments, Police Department building improvements, fire bonds (Station 29), E-ONE pumper, Miamiville Sanitary Sewer, Beauty Ridge, and a wheel loader. Other settlements, grant, TIF and RID funds continue to aid the Township.

ADD ONS

None.

PUBLIC COMMENT

None.

EXECUTIVE SESSION

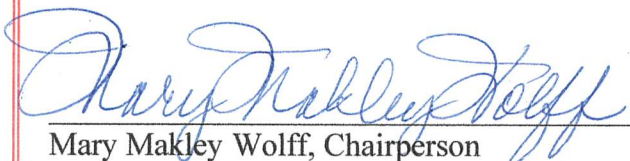
Mr. Tracy made a motion to enter executive session. Mr. Schulte seconded the motion. All voted "AYE."

Mr. Tracy made a motion to exit executive session. Mr. Schulte seconded the motion. All voted "AYE."

The meeting was adjourned at 9:25 p.m. on December 09, 2024.

ATTEST:


Eric C. Ferry, Fiscal Officer


Mary Makley Wolff, Chairperson