

MIAMI TOWNSHIP BOARD OF TRUSTEES WORK SESSION

AUGUST 11, 2014

The Miami Township Board of Trustees met in work session on Monday, August 11, 2014 at the Miami Township Civic Center. Vice Chairperson Mary Makley Wolff called the meeting to order and led the Pledge of Allegiance. Mr. Schultz made a motion to appoint Larry Fronk as Acting Fiscal Officer, seconded by Ms. Wolff with all voting "AYE". Mr. Fronk called the roll and present were Mary Makley Wolff and Karl Schultz. Ken Tracy called to say he was unable to make the meeting.

Mr. Fronk advised the Board that Staff has been reviewing and editing updates to the Township's Personnel Policies and Procedures manual and thanked Claudia Allen of Strauss Troy for all her help. Mr. Fronk introduced Claudia Allen, of Strauss Troy, and they led a discussion on the updated Personnel Policies and Procedures. The discussion included reformatting, language updated to comply with changes to federal law, language change to clarify, combining topics, added new topics and renaming of topics. The Board discussed including "E-Cigarettes and chewing tobacco" in the policy, tattoos and piercings, take home vehicles, the process for updates, having an official copy, the nepotism policy, qualifications for applicants, written job descriptions, working hours and clocking in and out, tuition reimbursement and orientation of employees.

Chief Madsen advised the Board of a Memorandum of Understanding with Live Oaks Career Center relating to the DARE program and the School Resource Officer. This will be an action item at the August 19th meeting.

Chief Kelly and Chief Madsen discussed the proposed improvements to the interior of the Safety Service Annex building, which was formerly the Service Department. The plan is to convert the existing floor space into a shared training and storage facility. The Board likes the plan and approved going forward with more plans and cost estimates for this project.

Chief Kelly requested authorization to proceed with two projects that were budgeted for 2014. The first is to purchase a replacement staff vehicle that will replace the current Chief's vehicle, which will then be placed into service at the North station as a staff vehicle. Chief Kelly stated they explored Ford, Chevrolet and Dodge vehicles and felt the Chevrolet vehicles fit best into their operation. Chief Kelly stated they also looked locally and on the state bid for the vehicles and the state vehicles would be the best deal. The Board agreed for staff to enter a purchase order. The second is to purchase new EMS reporting software. Chief Kelly stated their current field reporting software is now working well and they have not been able to get the company to fix the problem. Chief Kelly is recommending going with a new software system from Zoll Data Systems that is very well accepted by the state and other communities. Chief Kelly will prepare a purchase order for the Board's review.

Mr. Fronk and Krystin Thibodeau discussed the possibility of a unique family winter festival in early March that will include food, music, ice sculptures, fireworks and more. It would be an event where people would have to pre-register to come and it would top out at 350 people. The registration would cost \$3.00 per person. Mrs. Thibodeau is estimating the cost of the festival to be approximately \$5,000.00.

Mr. Fronk discussed the possibility of a revival of a Midsummer at the Meadows at a smaller scale. The event would include food, music, fireworks and local bands for a one day event only. The Board feels there needs to be more research on the idea.

Mr. Fronk presented a Fire Department personnel item to the Board for action at this meeting. Mr. Fronk is recommending the Trustees grant condition employment offers to the following for the position of part-time Firefighter/Medics: Brian Sims, Cody Martin, Justin Fields, Christopher Mason, Robert Moore, Thomas Frazier, Joshua Kirk and Jamie Williams.

Mr. Schultz moved to approve the Fire Department personnel item as presented, seconded by Ms. Wolff with all voting "AYE".

Mr. Fronk updated the Board on the 2014 Dog Days Soccer Tournament that will be held at Miami Meadows August 14-17. The contract must be approved by the Board of Trustees and is the same contract executed by the Board for last year's event. Mr. Fronk is recommending the Board approve the contract and authorize the Township Administrator to execute the contract on behalf of the Board.

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Mr. Schultz made a motion to approve the contract between Dog Days/CSA and Miami Township for the use of fields at Miami Meadows Park for the annual dog Days Soccer Tournament and authorize the Township Administrator to execute the contract on behalf of the Board, seconded by Ms. Wolff with all voting "AYE".

Mr. Fronk led a discussion on the 2015-2016 Draft Strategic Plan for the Township. Mr. Fronk advised that staff has been working on an update to the 2006 Miami Township Strategic Plan. It was noted there are six goals, each goal has strategies and each strategy has action items. Mr. Fronk, the Board and staff went over the goals, strategies and action items. Mr. Fronk also went over the Township's Purpose/Mission statement, Vision statement and Core Values. Mr. Fronk will put everything in a formatted document and ask staff to review it. The final draft will then be presented to the Board of Trustees for their approval and adoption.

Mr. Schultz made a motion to go into Executive Session to discuss the employment and compensation of a public employee pursuant to Section 121.22(G)(1) of the Ohio Revised Code, to discuss pending or imminent litigation pursuant to Section 121.22(G)(3) of the Ohio Revised Code and to discuss property acquisition pursuant to Section 121.22(G)(2) of the Ohio Revised Code, seconded by Ms. Wolff with all voting "AYE".

Mr. Schultz made a motion to come out of Executive Session, seconded by Ms. Wolff with all voting "AYE".

With no further business to come before the Board the meeting was adjourned.

ATTEST: _____
Larry Fronk, Acting Fiscal Officer

Mary Makley Wolff, Vice Chairperson