

RECORD OF PROCEEDINGS

Minutes of

Meeting

MIAMI TOWNSHIP BOARD OF TRUSTEES

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held MARCH 09, 2026 20

The Miami Township Board of Trustees met in a Work Session on Monday, March 09, 2026 at 7:00 p.m. at the Miami Township Civic Center. Chairperson Ken Tracy called the meeting to order and led the Pledge of Allegiance.

ROLL

Mr. Eric Ferry called the roll. Trustees Mary Makley Wolff and Ken Tracy were in attendance. Also attending were Township Administrator Steve Kelly, and Township Law Director Joe Braun.

PRESENTATION

Mark Bishop of Energy Alliances presented to the Board on electric aggregation for 2026. For more information about Township Energy Aggregation and opting out, please visit the Township website. Please also see agenda item #2 below.

AGENDA ITEM #1 — PERSONNEL

Mrs. Emily Asher, HR Director, recommended the following action for personnel:

Administration

- Accept the resignation of Kelly Flanigan from the position of Finance Director effective March 02, 2026.

Fire Department

- Remove firefighter/paramedic Hunter Long from probationary status effective February 16, 2026 with a pay rate of \$36.82 per hour.

Trustee Wolff made a motion to accept the personnel recommendations as stated.

Trustee Tracy seconded the motion. Upon roll call, all voted "AYE."

AGENDA ITEM #2 — ELECTRIC AGGREGATION CONTRACT

Administrator Kelly asked for the Board's authorization to sign the Township's Electric Aggregation Agreement with the electric supplier recommended by Energy Alliances, Inc. The rate for the agreement will not exceed 10.1¢ per kWh and 24 months. The supplier is to be determined based on pricing at the time of contract execution.

Trustee Wolff made a motion to authorize the Township Administrator to sign an Electric Aggregation Agreement with an electric supplier recommended by Energy Alliances, Inc., with a price not to exceed 10.1¢ per kWh and a term not to exceed 24 months.

Trustee Tracy seconded the motion. Upon roll call, all voted "AYE."

AGENDA ITEM #3 — METROPOLITAN HOLDINGS (R2026-08, 09)

Administrator Kelly introduced a request for the adoption of Resolution 2026-08 which would repeal and replace 2026-07 (passed February 17). Mr. Kelly also requested the adoption of Resolution 2026-09, a resolution authorizing the Township Administrator / Public Safety Director to execute a development agreement with Trester Investments II, LLC., and Bruemanchew II, LLC., and dispensing with a second reading. These Resolutions will allow the Conrad building project on SR 28 to move forward, laying out the terms and details of the related tax abatement.

Mr. Joe Braun, Law Director, mentioned that the order in which the resolutions is important, as the development agreement cannot be completed until the CRA is corrected and approved. Mr. Braun also stated that the reason for the correction is that the developer noticed some photos missing from the last agreement. Finally, Mr. Braun stated that the Board's wishes were carefully considered in the development of both agreements, and that there is a placeholder built into the development agreement which would allow for a potential future commercial component. The commercial component would have to come back to the Board for approval at that time. The school district was also consulted.

MIAMI TOWNSHIP BOARD OF TRUSTEES

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held _____ **MARCH 09, 2026** _____ 20 _____

Trustee Wolff made a motion to adopt Resolution 2026-08, a resolution repealing and replacing Resolution 2026-07 and creating Miami Township Community Reinvestment Area No. 6 and implementing sections 3735.65 through 3735.70 of the Ohio Revised Code and dispensing with a second reading.

Trustee Tracy seconded the motion. Upon roll call, all voted "AYE."

Trustee Tracy made a motion to adopt Resolution 2026-09, a resolution authorizing the Township Administrator / Public Safety Director to execute a development agreement with Trester Investments II, LLC., and Bruemanchew II, LLC., and dispensing with a second reading.

Trustee Wolff seconded the motion. Upon roll call, all voted "AYE."

AGENDA ITEM #4 — SUPPLEMENTAL APPROPRIATIONS (R2026-10)

Administrator Kelly discussed the need to implement supplemental appropriations in order to reconcile accounts for budgetary compliance for the year ending December 31, 2026. The aggregate effect of the supplemental appropriations is to increase total appropriations by \$270,234.00.

APPROPRIATION AMENDMENTS

Fund	Net Change	Reason
1000 General Fund	\$ 43,200	Contract services for Interim Finance Director
2110 Fire & EMS	\$ 7,034	Tax expense for rental property. The Township was previously exempt.
5050 Wolfpen Pleasant Hill TIF	\$ 60,000	Additional appropriations due to land revitalization
5010 Kohls TIF	\$ 80,000	Additional appropriations for community park paving
5110 SR28/Buckwheat TIF	\$80,000	Additional appropriations for community park paving
Total Appropriation Changes	\$ 270,234	

Trustee Wolff made a motion to adopt Resolution 2026-10, a Resolution to Amend Appropriations for current expenses and other expenditures of Miami Township, State of Ohio, during the fiscal year ending December 31, 2026 and dispensing with the second reading.

Trustee Tracy seconded the motion. Upon roll call, all voted "AYE."

AGENDA ITEM #5 — TREEHOUSE CONFERENCE CHAIRS

Administrator Kelly discussed a request to purchase 12 chairs for the Civic Center's internal conference area, stating that the chairs are in disrepair. Quotes from DreamSeat and APG were presented for \$5,753.08 and \$5,468.13, respectively. Mr. Kelly stated that administration is leaning toward the DreamSeat chairs because they are of great quality and feature a zippered logo panel that could be removed as wear occurs.

Trustee Wolff stated that she would prefer plain black chairs without logos. Mr. Kelly stated that the DreamSeat chairs could be ordered without logos, and since the majority of the wear on the current chairs is at the level of a person's head, having replaceable panels would be nice as we would not need to order all new chairs if that happens again. There was some discussion about whether 12 chairs are needed for the conference area, or if 10 would work.

RECORD OF PROCEEDINGS

Minutes of

Meeting

MIAMI TOWNSHIP BOARD OF TRUSTEES

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____ MARCH 09, 2026 _____ 20 _____

No action was taken at this time, and the request will be brought back for formal consideration at the next Business Meeting.

AGENDA ITEM #6 — CLERMONT COUNTY PARKS GRANT (R2026-11)

Administrator Kelly introduced a request to authorize the submission of a 2026 Community Parks Improvement grant application to the Clermont County Park District. The grant would help fund the purchase and installation of new shade structures in Community Park that would be placed in front of the existing amphitheater.

The total cost of this project will be \$26,686.00. We are seeking \$19,986.00 to purchase and install these two shade structures through the Park District's grant program. The Township would need to contribute \$6,700.00 as our matching portion of this grant, which could be allocated from TIF funds for capital improvements in our parks.

Trustee Wolff made a motion to adopt Resolution 2026-11, a resolution authorizing the Township Administrator / Public Safety Director to submit a 2026 Community Parks Improvement grant application to the Clermont County Park District and dispensing with a second reading.

Trustee Tracy seconded the motion. Upon roll call, all voted "AYE."

AGENDA ITEM # 7 — KLEINGERS EASEMENT AGREEMENT

Mr. Burdsall relayed the Service Department's request to proceed with Kleingers Engineering for easement documentation related to the sidewalk projects on Business 28 and Meijer Drive, and crosswalk project at Branch Hill Guinea and Loveland Miamiville.

Easement documents through Kleingers are \$850.00 per set. 20 total Legal Descriptions and Exhibits are needed, for a total of \$17,000.00.

Trustee Wolff asked if this price was standard and if we had looked at other company pricing. Mr. Burdsall stated that this cost was part of the original agreement we signed with Kleingers regarding the completion of these projects and stated that the \$850/set price tag is very typical.

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

AGENDA ITEM #8 — 2026 NAFA INSTITUTE & EXPO TRAVEL REQUEST

Chief Hirsch discussed the Police and Fire Department's request to send Mechanic Ken Ratliff to attend the 2026 National Association of Fleet Administrators (NAFA) Institute and Expo in Cleveland, Ohio April 12-15, 2026. The Institute and Expo will provide Ken Ratliff with opportunities to learn about services and strategies to address the constant challenges in extending the life of the police department's vehicle fleet. Total anticipated cost for the trip is \$2,172.00.

Trustee Wolff made a motion to authorize the out-of-town travel request for Ken Ratliff to attend the 2026 NAFA Institute & Expo at a cost not to exceed \$2,172.00.

Trustee Tracy seconded the motion. Upon roll call, all voted "AYE."

AGENDA ITEM #9 — CIVIC CENTER BACKUP GENERATOR REPAIR

Mr. Burdsall stated that Buckeye Power Solutions performed the normal beginning of the year maintenance at the end of January on all Township Building Backup Generators. During this inspection it was discovered that the Civic Center Backup Generator has had a failure within the radiator.

MIAMI TOWNSHIP BOARD OF TRUSTEES

BEAR GRAPHICS 800.325.8094 FORM NO 10148

Held _____ MARCH 09, 2026 _____ 20 _____

A quote from Buckeye Power solutions totaling \$7,742.59 was presented to the Board. According to Mr. Burdsall, the replacement of the radiator is essential to the operation of the generator. The generator is currently out of operation due to the radiator issue to prevent the engine overheating.

Trustee Tracy made a motion to approve Buckeye Power Solutions to replace the Civic Center backup generator at a cost not to exceed \$7,742.59.

Trustee Wolff seconded the motion. Upon roll call, all voted "AYE."

AGENDA ITEM #10 — EMPLOYEE ENGAGEMENT SURVEY

Mrs. Asher discussed the Township's exploration of options for conducting a Township-wide employee engagement survey in 2026. According to Mrs. Asher, employee engagement surveys are a valuable tool that allow organizations to better understand employee perspectives regarding workplace culture, communication, leadership, and overall job satisfaction. Conducting an anonymous survey through an independent third party helps ensure confidentiality and encourages honest feedback.

- HR Partners International \$4600.00
- Marsh McLennan \$9000.00
- Leapsome \$8640.00
- Clark Schaefer was also contacted for a quote but did not respond in time.

Three quotes were presented to the Board, and Mrs. Asher recommended that the Board go with Leapsome since it is highly customizable.

Trustee Wolff asked if this was a budgeted line item for the year. Mrs. Asher answered that it was. Trustee Tracy asked why Marsh McLennan was not chosen. Mrs. Asher responded that the Marsh McLennan quote is for 1 survey only, whereas the Leapsome quote offers year-long access to the site and tools with as many surveys as needed.

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

AGENDA ITEM #11 — TENNIS & BASKETBALL COURT REPAIRS

Mr. Burdsall discussed the Service Department's request to repair the tennis and pickleball courts at Community Park, which have significant cracking. The cost of repairs at Community Park is \$32,704.00. Mr. Burdsall also stated that the pickleball courts at Miami Meadows are in need of repair due to cracking. The cost of repairs to the pickleball court at Miami Meadows is \$6,766.00.

The repair to both courts is an item in the 2026 Budget for Capital Improvements. Mr. Burdsall stated that he would like to complete both courts at the same time for a total not to exceed \$39,470.00 through Schubert Tennis.

Trustee Wolff engaged a resident and local pickleball player who stated that there are ongoing cracking problems occurring at both parks and residents would like to see these fixed.

Trustee Tracy asked how long the repairs would hold up. Mr. Burdsall responded that this type of work often lasts several years, and stated that Schubert Tennis' work is warranted for 1 year.

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

RECORD OF PROCEEDINGS

Minutes of

Meeting

MIAMI TOWNSHIP BOARD OF TRUSTEES

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____ MARCH 09, 2026 _____ 20 _____

AGENDA ITEM #12 — CEMETERY MOWING

Mr. Burdsall stated that the Township typically uses Brian Christian Landscaping for cemetery mowing throughout the Township, this company submitted a price increase for the 2026 season. Mr. Burdsall presented 4 quotes for the Board's consideration and recommended The Turf Tailor.

Brian Christian Landscaping	\$49,260.00
A & A Lawncare and Landscaping	\$77,850.00
The Turf Tailor Grounds Maintenance	\$48,450.00
GroundsPro	\$50,700.00

Trustee Tracy asked why Mr. Burdsall would want to change vendors because of a small increase when we are very happy with the current vendor's work. Mr. Burdsall stated that at 2:00 this afternoon, Brian Christian withdrew his bid due to personal reasons.

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

AGENDA ITEM #13 — SERVICE VEHICLE SCANNER

Mr. Burdsall introduced the request to purchase a service vehicle scanner for the Service Department. This is a diagnostic tool that can be used on all the salt trucks both for the engine, ABS system, and transmission. Currently we have a very generic code reader that will only give a standard code for any faults within the vehicle. The Snap-On Pro-Link provides in-depth code diagnostics, access to wiring diagrams, component locations, function testing, and the ability to make necessary adjustments within the engine, ABS system, and transmission.

According to Mr. Burdsall, in the past we have outsourced most of the trouble code diagnostics to various vendors. The cost for this can range from \$540.00 to \$1800.00 depending on the amount of diagnostics or reprogramming needed. The cost of the Pro-Link is \$9,495.00 to purchase and first year subscription to available data and \$2,250.00 per year after for data subscription. This was not a planned expense for 2026, but the majority of the cost can be covered by remaining budgeted funds from the Large Salt Truck purchase and upfit.

Trustee Wolff stated that she would like to see a cost comparison breakdown including how many times and at what cost we have had to outsource this work, to determine if getting a scanner in-house would be worth it. Mr. Burdsall responded that he would gather the data and bring this information back to the Board.

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

AGENDA ITEM #14 — IT SERVICES

Administrator Kelly stated that the Township has the ability to exercise its opt-out clause in its agreement with InTrust IT services this year until March 17. Mr. Kelly then discussed the Township's desire to continue services with InTrust for the additional one-year period listed in our current contract and use that time to evaluate the options we may have in selecting an MSP in greater detail. We could also possibly look to outside sources that should help us with that evaluation and selection process, much like we did when we transitioned telephony services in 2025.

According to Mr. Kelly, IT can be a difficult service to administer in an organization of our size and complexity. There are multiple variables to consider when trying to shop for services that involve comprehensive network support, software licensing and support, mobile data

MIAMI TOWNSHIP BOARD OF TRUSTEES

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held MARCH 09, 2026 _____ 20_____

solutions, and cybersecurity considerations, just to highlight a few. Based on this information, we entered into discussions with our current provider, InTrust, as well as a Township-based service provider, IntelliPoint. Both have been extremely responsive to our requests and have worked diligently to present us with statements of work for the role of “managed service provider” or MSP as it’s referred to in the profession.

Mr. Kelly asked the Board for their guidance.

Mr. Ferry asked how much we spend a year on InTrust. Mr. Kelly stated that all in all, we spend roughly \$200,000.00/year on MSP services, and pricing would not change if we renewed.

Mr. Kelly also answered that we get 24/7 support and InTrust is onsite one day per week.

Some discussion was held regarding recent outages and the importance of reliability. Mr. Ferry suggested the idea of having an in-house IT department.

Trustee Tracy asked if Intellipoint had provided pricing information and if it could be a more supportive service. Mr. Kelly stated that pricing would be very similar if we were to switch, and he is unsure if Intellipoint could provide more layers of protection and service.

It was decided that we would at least need to renew with InTrust for 1 year due to the time constraint, but staff would need to address the issues we are having and determine if an alternative structure would work better.

ADD ONS

Mr. Kelly brought the Township’s insurance renewal with The Ohio Plan to the Board’s attention, which is coming up in April. The quote is not yet available but will be brought to the Board at the next business meeting.

PUBLIC COMMENT

None.

EXECUTIVE SESSION

Trustee Wolff made a motion to enter into Executive Session pursuant to Ohio Revised Code Section 121.22(G)(2) to consider the sale or purchase of property for public purposes.

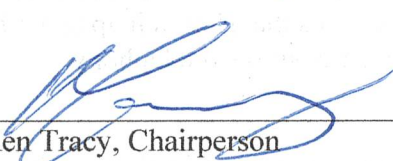
Trustee Tracy seconded the motion. Upon roll call, all voted “AYE.”

The Trustees came out of executive session at 8:17 PM and resumed normal session.

The meeting was adjourned at 8:18 p.m. on March 09, 2026.

ATTEST:


Eric C. Ferry, Fiscal Officer


Ken Tracy, Chairperson