

**OFFICIAL MEMO**  
OFFICE OF THE ADMINISTRATOR



**TO:** Board of Trustees  
**CC:** Fiscal Officer  
**FROM:** Steve Kelly, Township Administrator  
**DATE:** June 09, 2025  
**SUBJECT:** **Work Session Agenda**  
**OTHER:** Trustee Meeting Room, 7:00 p.m.

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- I. Call to Order** – Chairperson Mark Schulte
- II. Pledge of Allegiance** – Chairperson Mark Schulte
- III. Roll Call** – Mr. Eric Ferry
- IV. Work Session Agenda** –

**Agenda Item # 1** – Personnel – Mrs. Asher

**Agenda Item # 2** – Policies and Procedures Manual – Mrs. Asher

**Agenda Item # 3** – Villas at Meadowside Easement – Administrator Kelly

**Agenda Item # 4** – Community Engagement Proposal – Administrator Kelly

**Agenda Item # 5** – Demo Ambulance – Chief Jetter

**Agenda Item # 6** – New Ambulance – Chief Jetter

**Agenda Item # 7** – Budget Software Proposal – Mrs. Flanigan

**Agenda Item # 8** – Miami Meadows Fence – Mr. Burdsall

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**Agenda Item # 9** – Safety Levy Projections – Mrs. Flanigan

**Agenda Item # 10** – Operative IQ – Chief Jetter

**Agenda Item # 11** – UCapIt Vending – Chief Jetter

**Agenda Item # 12** – Plate Compactor – Mr. Burdsall

**Agenda Item # 13** – Civic Center Flooring – Mr. Burdsall

**Agenda Item # 14** – Dry Run Wall Monitoring Amendment – Mr. Burdsall

**Add Ons –**

**Agenda Item # 15** – ODOT Branch Hill Miamiville Bridge Contract – Administrator Kelly

**Public Comment** – Place held

**Executive Session** – The Board will enter into Executive Session pursuant to Ohio Revised Code Section 121.22(G)(1) to consider the compensation of a public employee and Ohio Revised Code Section 121.22(G)(2) to consider the sale of property.

### **SPECIAL NEEDS ACCOMMODATION –**

If you have a disability and you require assistance while attending this meeting, please contact the Township Offices at (513) 248-3725 at least 72 hours before the meeting to ensure arrangements for accommodation by Miami Township.