

OFFICIAL MEMO
OFFICE OF THE ADMINISTRATOR



TO: Board of Trustees
CC: Eric Ferry, Fiscal Officer
FROM: Steve Kelly, Township Administrator
DATE: September 14, 2026
SUBJECT: **Work Session Agenda**
OTHER: Trustee Meeting Room, 7:00 p.m.

I. Call to Order – Chairperson Ken Tracy
II. Pledge of Allegiance – Chairperson Ken Tracy

III. Roll Call – Mr. Eric Ferry

IV. Work Session Agenda –

Agenda Item # 1 – Personnel – Mrs. Asher

Agenda Item # 2 – Hazard Mitigation Plan – Administrator Kelly

Agenda Item # 3 – Day Heights Garden Club MOU – Administrator Kelly

Agenda Item # 4 – Social Media Assessments and Training – Administrator Kelly

Agenda Item # 5 – Agenda and Meeting Management Platform – Administrator Kelly

Agenda Item # 6 – Gateway Banners – Administrator Kelly

Agenda Item # 7 – Engine 14 Upfitting – Chief Jetter

Agenda Item # 8 – Oakland Island Removal – Mr. Burdsall

MIAMI TOWNSHIP

6101 Meijer Drive Milford, OH 45150

OFFICE OF THE ADMINISTRATOR

Agenda Item # 9 – PD Electrical Work – Chief Hirsch

Agenda Item # 10 – Handheld Radio Replacements – Mr. Burdsall

Agenda Item # 11 – Station 26 Shoreline Power for Staff Vehicles – Chief Jetter

Agenda Item # 12 – Evergreen Cemetery Fence Replacement – Mr. Burdsall

Add Ons – None.

[THIS CONCLUDES THE BUSINESS PORTION OF OUR MEETING].

Public Comment

Executive Session – The Board will enter into Executive Session pursuant to Ohio Revised Code Section 121.22(G)(8) to consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets or personal financial statements of an applicant for economic development assistance that is directly related to a request for economic development assistance to be administered under Ohio law that is necessary to protect the interests of the applicant and the investment of public funds in connection with the project.

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.

NOTE –

The full meeting packet is available for download on the Township website.

OFFICIAL MEMO
OFFICE OF THE ADMINISTRATOR



TO: Board of Trustees
CC: Eric Ferry, Fiscal Officer
FROM: Emily Asher, Human Resources Director
DATE: September 14, 2026
SUBJECT: Personnel

Police Department

Accept the resignation of Travis Blanton from the position of full-time police officer effective August 21, 2026.

Service Department

Approve ending the employment of full-time mechanic Ryan Mullen effective September 2, 2026.

Community Development Department

Approve ending the employment of Seasonal Co-Op, Matthew Shuppert, effective August 14, 2026.

Recreation Department

Make a final offer of employment for the position of part-time lifeguard to Carolyn Marks with a rate of \$16.00 per hour effective September 21, 2026.

RECOMMENDATION

Make a motion to accept the personnel recommendations as stated.

OFFICIAL MEMO
OFFICE OF THE ADMINISTRATOR



TO: Board of Trustees
CC: Eric Ferry, Fiscal Officer
FROM: Steve Kelly, Township Administrator
DATE: September 14, 2026
SUBJECT: Adoption of Clermont County Hazard Mitigation Plan

Clermont County is updating their Hazard Mitigation Plan (HMP) as required by the Code of Federal Regulations (CFR) and the Robert T. Stafford Disaster Relief and Emergency Assistance Act. Local jurisdictions are required to update the Hazard Mitigation Plan every five (5) years in order to remain eligible for disaster mitigation grant programs. The existing County Plan was adopted in 2026 and is valid until July 15, 2031.

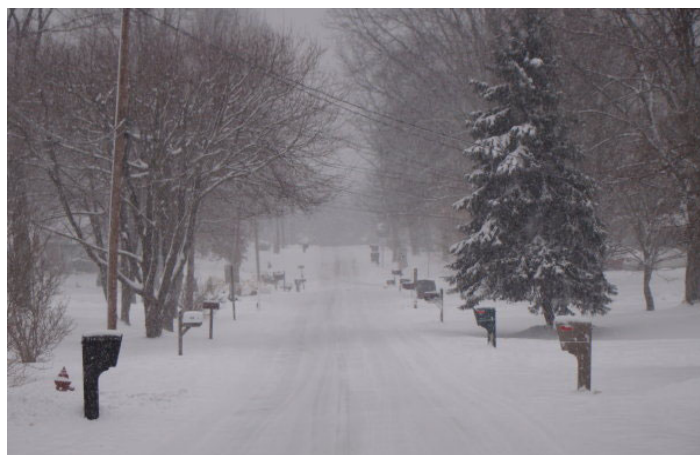
The purpose of the Hazard Mitigation Plan is to:

- Identify/prioritize the hazards that could affect Clermont County, including the cities, villages and townships.
- Identify mitigation activities to eliminate/reduce any losses from those hazards.
- Establish a coordinated process to implement the plan, taking advantage of state and federal grant opportunities.

By adopting the County's revised plan, the Township will be eligible for pre-disaster and post-disaster mitigation grant programs. A copy of the Hazard Mitigation Plan presentation that was developed by the Clermont County Emergency Management Agency is attached for your review.

This item will be brought back for next week's business meeting for final approval.

Clermont County Hazard Mitigation Plan Update



July 15, 2026



Purpose

- ❑ Protect lives and property through the identification of hazards and the development of mitigation strategies to reduce or eliminate risk
- ❑ Required by 44 Code of Federal Regulations, Part 201. 3 and The Robert T. Stafford Disaster Relief and Emergency Assistance Act
- ❑ Every county, village and city must have a Hazard Mitigation Plan
- ❑ Plan must be updated every 5 years
- ❑ Eligibility requirement for pre/post-disaster mitigation grants



Timeline

- ❑ October 2023 Applied for Building Resilient Infrastructures and Communities (BRIC) Grant
- ❑ November 2024 BRIC Grant agreement signed
- ❑ March 5, 2025 Meeting #1 – HMP Kickoff
- ❑ March – May 2025 Data Collection – hazard prioritization, critical infrastructure & vulnerability assessment
- ❑ June 2025 Meeting #2 – New Mitigation strategies meeting
- ❑ June – Sept. 2025 Data analysis and plan update
- ❑ October 2025 Meeting #3 – Draft HMP release meeting
- ❑ Nov. 2025 – Feb. 2026 Draft revisions
- ❑ March – April 2026 30-day public comment period.
- ❑ April 29, 2026 HMP Finalized & sent to OEMA for review
- ❑ June 2, 2026 OEMA completed review #1
- ❑ June 24, 2026 OEMA completed review #2
- ❑ July 15, 2026 Presentation to Board of County Commissioners
- ❑ ~ 1 Year All Cities and Villages must adopt Plan



Plan Overview

1	Introduction	Provides background on jurisdictions and the county's features
2	Risk Assessment	Provides a hazard vulnerability assessment for each hazard including: description of events, locations affected, probability of an event occurring and consequences (number of injuries/fatalities; property damage; crop damage)
3	Mitigation Strategy	Outlines mitigation goals and objectives based on the risk assessment of hazards in the county and actions needed to meet the mitigation goals and objectives.
4	Plan Maintenance & Integration	Discuss the Plan annual review and 5 year plan update requirements
5	Appendices	Appendix 1: Planning Process Involvement Appendix 2: Project Prioritization Appendix 3: Inactive Projects Appendix 4: Jurisdictional Flood Mapping Appendix 5: References Appendix 6: Crosswalks and Resolutions



Stakeholders

- ☐ Building Code Enforcement
- ☐ Emergency Management
- ☐ Fire Departments
- ☐ Floodplain Administrator
- ☐ GIS
- ☐ Parks and Recreation
- ☐ Planning/Community Development
- ☐ Public Information Office
- ☐ Engineer / Service Road Departments
- ☐ Storm water Management
- ☐ Elected Officials
- ☐ Cities, Townships, & Villages
- ☐ Hospital
- ☐ Gas, Electric & Propane Utilities
- ☐ Water/Waste Water Utilities
- ☐ Waste Haulers
- ☐ Cable/Satellite Providers
- ☐ Telephone & Internet Providers
- ☐ Local Businesses
- ☐ Faith-based and Non-profit partners
- ☐ Ohio EMA
- ☐ ODNR
- ☐ OSU Extension
- ☐ Farm Service Admin
- ☐ USDA
- ☐ USACE
- ☐ General Public



Hazard Prioritization

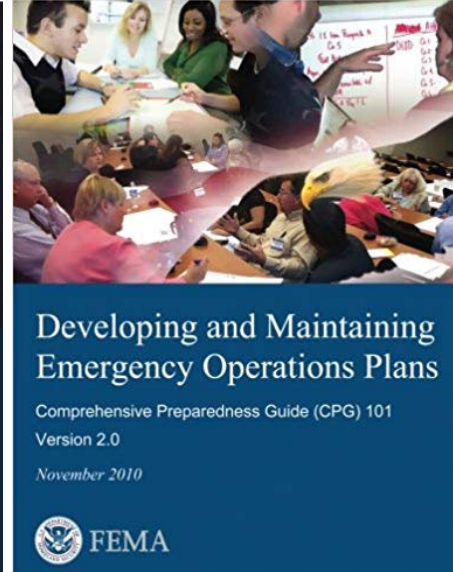
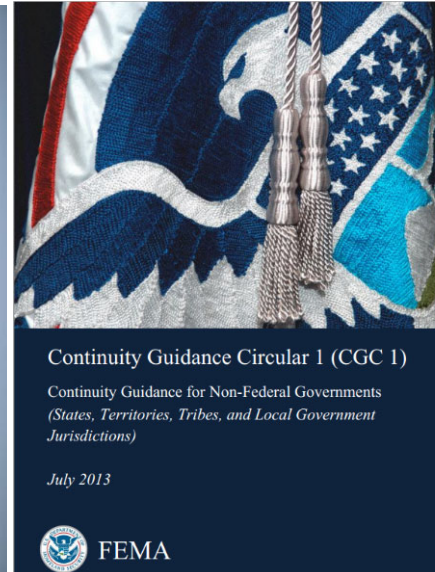
1. Cyber Incidents
2. Tornadoes
3. Flooding
4. Severe Summer Weather
5. Utility Failure (non-storm)
6. HazMat Release
7. Invasive Species
8. Public Health Emergencies
9. Severe Winter Weather
10. Wildfire
11. Dam & Levee Failure
12. Landslide
13. Terrorism/Civil Disturbance
14. Extreme Temperatures
15. Drought
16. Earthquake



Mitigation Actions

All Hazards

- ❑ Develop/update back-up power capabilities at critical facilities
- ❑ Update continuity of operation plans (COOP)
- ❑ Provide disaster preparedness education and outreach
- ❑ Update emergency operation plans (EOP)
- ❑ Maintain all-hazard outdoor warning sirens
- ❑ Continue code enforcement (e.g. fire, building, zoning, floodplain management)





Mitigation Actions

Cyber Incident

- ❑ Continue to educate county employees on cyber hygiene
- ❑ Conduct additional testing on high priority systems to identify any cyber security gaps
- ❑ Increase the use of Multifactor Authentication (MFA)





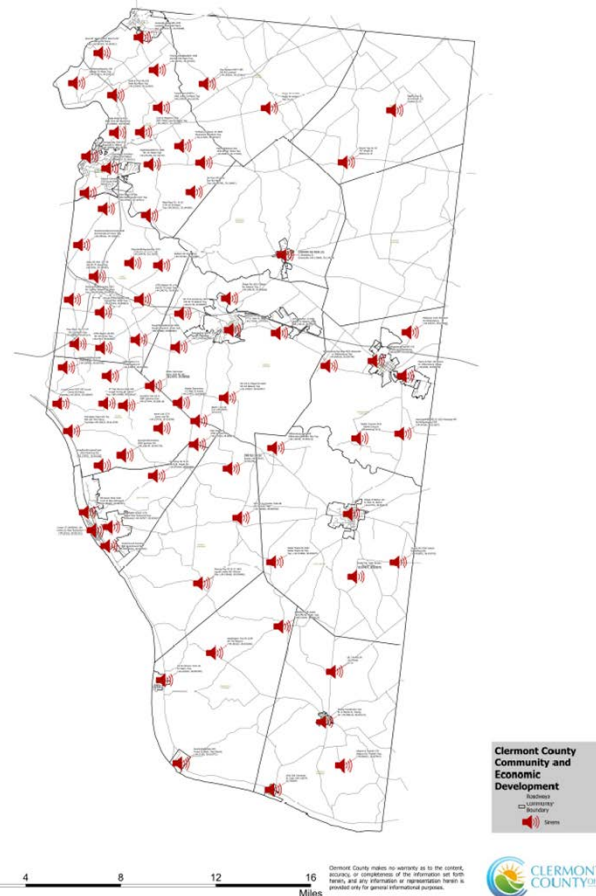
Mitigation Actions

Tornadoes

- ❑ Coordinate with local communities to conduct an assessment of the outdoor warning system



Clermont County Siren Locations





Mitigation Actions

Flooding

- ☐ Improve storm water management systems
- ☐ Identify and study poor draining areas to control flooding
- ☐ Repair or replace ditching and culverts to control flooding
- ☐ Continue to identify and study riverbank stabilization opportunities
- ☐ Provide guidance to property owners on acquisition/flood proofing
- ☐ Encourage residents to purchase flood insurance





Mitigation Actions

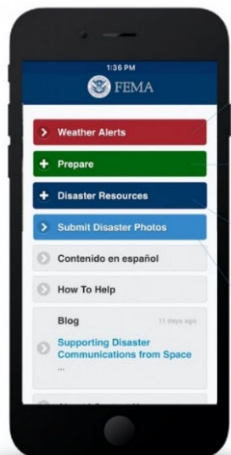
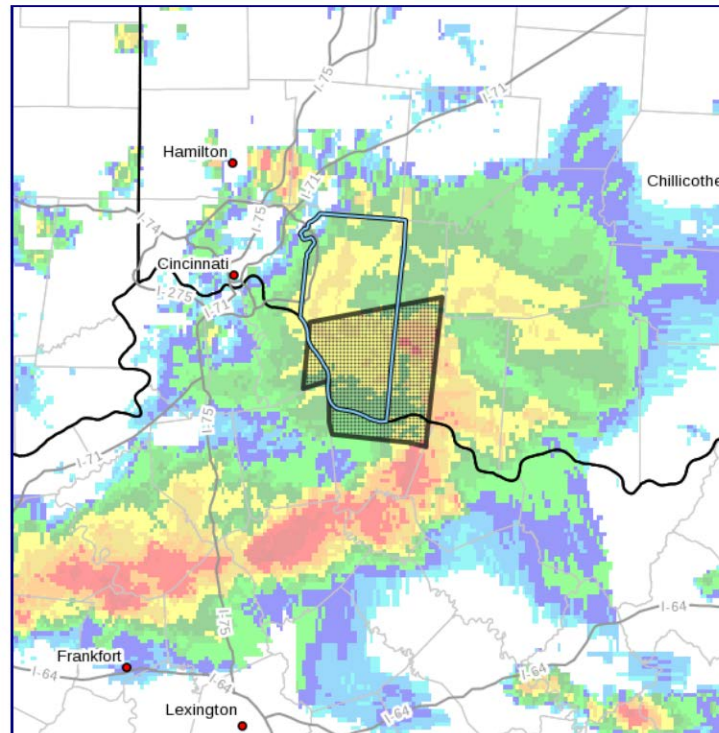
Severe Summer Weather

- ❑ Public education on having multiple means of receiving alerts/warnings
- ❑ Create a SOG for timely clearing of storm debris from roadways
- ❑ Maintain National Weather Service *StormReady* certification



Interactive NWS Alert

New event: Severe Thunderstorm Warning for Clermont County, OH
Sent via email and SMS at 7:25 pm EDT, Jun 5th 2019



Receive alerts from the National Weather Service for up to five locations.



Get safety reminders, read tips to survive natural disasters, and customize your emergency checklist.



Locate open shelters and where to talk to FEMA in person (or on the phone).



Upload and share your disaster photos to help first responders.





Mitigation Actions

Utility Failure

- ❑ Tree trimming along utility lines
- ❑ Encourage critical facilities to develop Continuity of Operations Plans





Mitigation Actions

Hazardous Materials Accidents

- ❑ Continue annual LEPC exercises
- ❑ Maintain LEPC and Tier II reporting
- ❑ Update commodity flow study
- ❑ Public outreach regarding disposal of household hazardous waste





Mitigation Actions

Invasive Species

- ❑ Public education on hazard identification, behavior, and quarantine procedures
- ❑ Public education on the importance of not importing/exporting firewood
- ❑ Work with agricultural producers to monitor/minimize nutrient runoff to prevent harmful algal blooms



Asian Longhorn Beetle



Emerald Ash Borer



Stink Bug



Gypsy Moth



Harmful Algal Blooms



Mitigation Actions

Public Health Emergencies

- ❑ Disseminate periodic outreach material to participating jurisdictions
- ❑ Increase opioid prevention and recovery resources



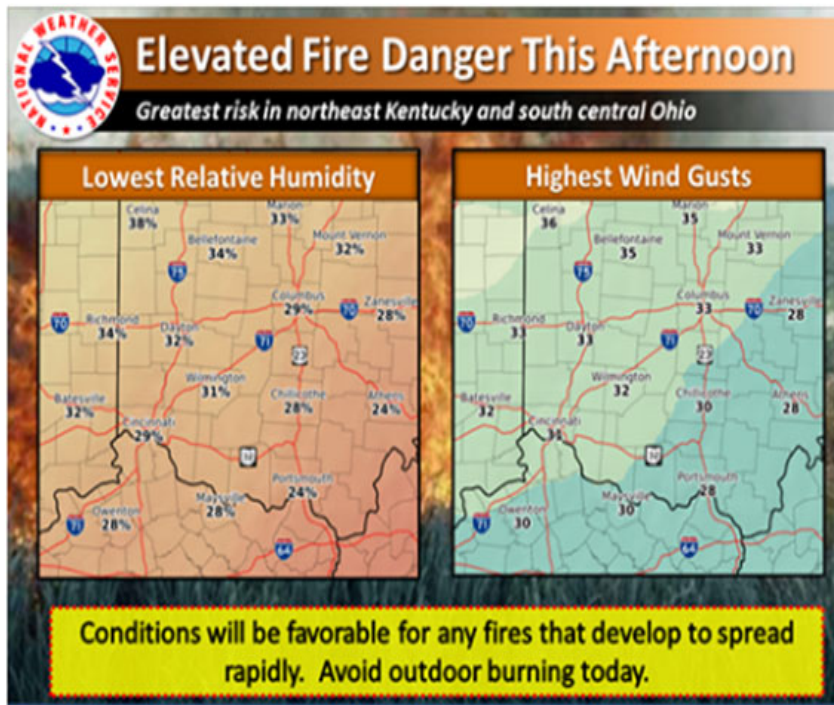
**Clermont County
Public Health**



Mitigation Actions

Severe Winter Weather

- ❑ Public education on winter weather safety



Wildfire

- ❑ Public education on smoking hazards, recreational fires, and red flag warnings



Mitigation Actions

Dam Failure

- ❑ Coordination with ODNR to implement Dam Safety Program
- ❑ Encourage dam owners to develop/update emergency action plans
- ❑ Encourage dam owners to be prepared to respond should their dam fail
- ❑ Coordinate with dam owners to rehabilitate High Hazard Potential Dams
- ❑ Coordinate with local communities to ensure they understand the risk



William H. Harsha Lake Dam



Stonelick Lake Dam



Mitigation Actions

Landslides

- ❑ Enforce slide-prone area ordinances to limit fill/dumping
- ❑ Enforce draining control regulations
- ❑ Provide mitigation guidance to property owners
- ❑ Implement restraining structures to hold soil in place
- ❑ Implement debris flow measures
- ❑ Implement grading to increase slope stability
- ❑ Consider vegetation placement and management plans to increase soil stability
- ❑ Consider placement of utilities outside of landslide prone areas





Mitigation Actions

Terrorism/Civil Disturbance

- ❑ Encourage critical infrastructure to implement protective measures
- ❑ Coordinate with LE to ensure safety at large public gatherings
- ❑ Provide active aggressor guidance



NOAA's National Weather Service

Heat Index
Temperature (°F)

	80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	137	
50	81	83	85	88	91	95	99	103	108	113	118	124	131	137		
55	81	84	86	89	93	97	101	106	112	117	124	130	137			
60	82	84	88	91	95	100	105	110	116	123	129	137				
65	82	85	89	93	98	103	108	114	121	128	136					
70	83	86	90	95	100	105	112	119	126	134						
75	84	88	92	97	103	109	116	124	132							
80	84	89	94	100	106	113	121	129								
85	85	90	96	102	110	117	126	135								
90	86	91	98	105	113	122	131									
95	86	93	100	108	117	127										
100	87	95	103	112	121	132										

Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity

 Caution
 Extreme Caution
 Danger
 Extreme Danger

Extreme Temperatures

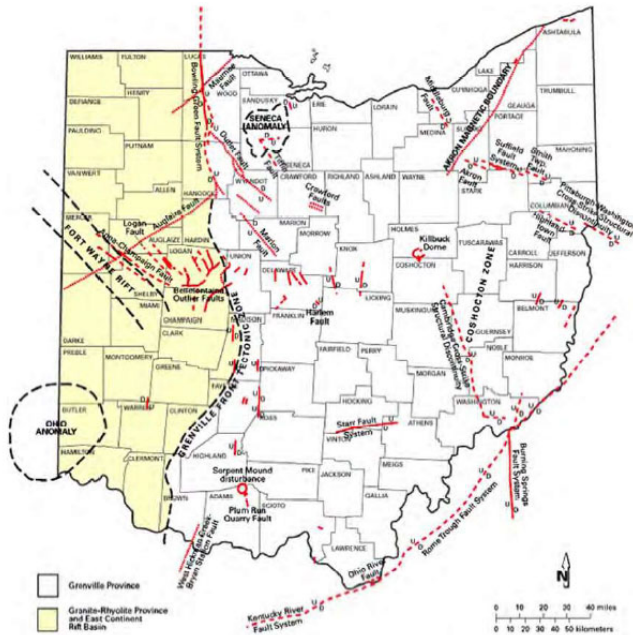
- ❑ Provide guidance for vulnerable populations
- ❑ Provide guidance on utility assistance programs



- ❑ Encourage farmers to purchase crop insurance
- ❑ Evaluate potential impacts of AI generating plants on water



- ❑ Provide education to foster earthquake awareness and mitigation





Next Steps & Questions

- ❑ Plan becomes effective with the first adoption and FEMA approval
- ❑ EMA will coordinate with Cities and Villages to adopt Plan
- ❑ EMA will coordinate with Townships to adopt Plan
- ❑ All communities will be eligible for disaster mitigation funds
- ❑ Plan will be reviewed annually during a regular LEPC meeting
- ❑ A comprehensive plan update will begin in 2029

Shawn Riley

Clermont County EMA

513.732.7661

sriley@clermontcountyohio.gov

<http://ema.clermontcountyohio.gov>

OFFICIAL MEMO
OFFICE OF THE ADMINISTRATOR



TO: Board of Trustees
CC: Eric Ferry, Fiscal Officer
FROM: Steve Kelly, Township Administrator
DATE: September 14, 2026
SUBJECT: Memorandum of Understanding with Day Heights Garden Club

In our recent work with the members of the Day Heights Garden Club (DHGC) on the new pollinator garden that is being installed at the Spirit of '76 Park, both parties agreed it would be best to have some form of agreement in place for the volunteer services that the Township receives at that location, as well as Community Park in the area surrounding the Leming House.

Similar to the formalization of the relationship with Clermont County Senior Services, this memorandum of understanding (MOU) would establish a joint understanding of the cooperative arrangement that is mutually beneficial for both groups.

The draft MOU was developed through the DHGC and Mr. Braun's office and is attached for your review and consideration. No action is necessary at this time as we plan to bring it back to next week's business meeting for final approval.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (the “MOU”) is entered into on September ___, 2026, by and between the Miami Township Board of Trustees (hereinafter the “Township”), located at 6101 Meijer Drive, Miami Township, OH 45150, and the Day Heights Garden Club (hereinafter “DHGC”), a member club of the Ohio Association of Garden Clubs, with its principal activities in Miami Township, Clermont County, Ohio.

WHEREAS, the Township owns and maintains the Spirit of '76 Memorial Park (including the Legacy Arboretum) within the Miami Meadows Park; and the Township owns and maintains Community Park (including The Leming House and its surrounding perennial gardens), as public community assets dedicated to recreation, education, and environmental enhancement; and

WHEREAS, DHGC is a volunteer organization with a long history of promoting gardening, conservation, and community beautification in the Township; and

WHEREAS, DHGC volunteers have demonstrated expertise and commitment in maintaining the perennial gardens at the Leming House and wish to establish and maintain an Ohio Native Perennial Garden within the Legacy Arboretum at Spirit of '76 Memorial Park; and

WHEREAS, the Township supports these volunteer efforts to enhance biodiversity, promote native plants, support pollinators, and beautify public spaces for the benefit of residents.

NOW, THEREFORE, the parties agree as follows:

The purpose of this MOU is to formalize the Township's support for DHGC volunteers in maintaining the existing perennial gardens at the Leming House in Community Park and establishing and maintaining an Ohio Native Perennial Garden within the Legacy Arboretum at the Spirit of '76 Memorial Park located within Miami Meadows Park.

Responsibilities of DHGC: DHGC agrees to provide volunteer labor for the ongoing maintenance of the Leming House perennial gardens, including weeding, pruning, planting, and cleanup, as needed. DHGC agrees to provide volunteer labor to plan, install, and maintain the Ohio Native Perennial Garden using Ohio-native species suitable for pollinators and local conditions; and ensure all activities comply with Township policies, safety guidelines, and environmental standards. DHGC agrees to coordinate with the Township Service Department for any required approvals, access, or resources; and maintain the gardens in a neat, safe, and attractive condition, removing invasive species and addressing any issues promptly.

Responsibilities of the Township: The Township agrees to: Grant permission for DHGC volunteers to access and work in the specified garden areas at the Leming House and Legacy Arboretum. Provide reasonable support, such as water access (if available), basic tools if needed, and coordination for any Township-permitted events or educational activities. Recognize DHGC's contributions through

appropriate signage and acknowledgments, as mutually agreed. Maintain overall park infrastructure and ensure the gardens remain part of public access.

Term: This MOU shall remain in effect for an initial term of five (5) years from the date of execution and may be renewed by mutual written agreement. Either party may terminate this MOU with thirty (30) days' written notice.

Liability and Insurance: DHGC volunteers shall perform activities at their own risk. DHGC agrees to encourage volunteers to have appropriate personal insurance. The Township shall not be liable for any injury or damage arising from volunteer activities, except as required by law.

Amendments: This MOU may be amended only by written agreement signed by authorized representatives of both parties.

Non-Binding Nature: This MOU is a statement of intent and does not create a legally binding contract. It reflects the parties' good-faith commitment to cooperate for the benefit of the community.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding as of the date first above written.

MIAMI TOWNSHIP, CLERMONT COUNTY, OHIO

By: _____
Steve Kelly, Township Administrator

Date: _____

DAY HEIGHTS GARDEN CLUB

By: _____
Anne Haskin, Day Heights Garden Club
Civic Beautification Officer

Date: _____

OFFICIAL MEMO
OFFICE OF THE ADMINISTRATOR



TO: Board of Trustees
CC: Eric Ferry, Fiscal Officer
FROM: Steve Kelly, Township Administrator
DATE: September 14, 2026
SUBJECT: Social Media Assessment & Training

Over the past few months, we have worked to evaluate many of our technology-based systems during our comprehensive cybersecurity evaluation and program updates. A few of those areas include updating the Township website and our use of social media as a connection back to the website to communicate effectively with our community. Mr. Menz is currently in the process of updating our website and factoring in the ADA requirements set forth by the Federal government. We were not sure how best to evaluate our use of social media and what “best practices” were currently being recommended and used by local governments. The Clermont County Chamber of Commerce was helpful in identifying two firms who could provide these types of services.

Attached for your review and consideration are two proposals from Foxglove Digital and O’Keefe PR. Working over multiple conversations to dial in our needs at this time, both companies have put forth proposals that would assist us in the following ways:

- Conducting a comprehensive assessment of our current website and social media channels to determine how we engage with our community. This assessment would include working with those members in each department who assist with creating content for our social media channels, and who work with Mr. Menz on various parts of the Township’s website.
- Benchmarking against other similarly sized townships in our region to establish some “best practices” and to identify new techniques that could further assist our programs.
- Assisting with the development or refinement of policies and procedures, as well as training for staff to ensure everyone is working from the same set of guidelines.

No action is necessary at this time. We are happy to receive any feedback related to this request before making a formal recommendation on the next steps, which could be brought back for next week’s business meeting.



FOXGLOVE DIGITAL

Social Media Community Engagement Audit

Prepared for Miami Township, Clermont County, OH

Attn: Steve Kelly, Township Administrator | August 6, 2026 | Prepared by Kayla Cordray

Social media has become a primary way residents find local government information, from emergency updates and road closures to program registration and community events.

Managing that presence requires a clear process for engaging with residents and a consistent approach to responding to community comments and perspectives.

A social media community engagement audit gives Miami Township a clear picture of how its social media presence is performing, how community interaction is currently handled across all government pages, and where there are practical opportunities to strengthen both.

The result is a straightforward set of recommendations that the Township team can act on with confidence.

Objectives

- **Establish a clear performance baseline** covering reach, engagement, website traffic, and how residents actually seek local government information.
- **Establish a defensible process for handling negative comments to ensure** responses are consistent, professional, and appropriate for a public entity.
- **Consolidate management of all three pages** so nothing is missed, and comment moderation is more manageable.
- **Strengthen the digital content strategy** to foster positive digital interactions and build rapport with the Miami Township community.

Scope of Work

1. Discovery Interviews

Two to three brief interviews with key Township staff to better understand current communication processes, responsibilities, challenges, and priorities. At the Township's preference, these discussions may be conducted individually or incorporated into the kickoff meeting as a group conversation. These insights will help ensure recommendations are practical and tailored to the Township's operational needs.

2. Performance and Audience Baseline

Review of Facebook and Instagram performance across all three Township pages, including reach, engagement, audience growth, and top-performing content. Analysis of website traffic driven by social channels. Comparison against benchmark data on how residents use social media to find local government information, so current performance can be understood against real usage patterns rather than assumptions.

3. Community Engagement and Comment Review

Review of recent comment activity, recurring themes, and overall sentiment. Assessment of current processes for monitoring and responding to comments, including who responds, how quickly, and what guidance exists today. Review of the Township's current social media

policy draft with attention to public forum considerations, viewpoint neutrality, hiding versus deleting, and restricting accounts, along with recommended refinements for review by Township legal counsel.

4. Comparable Government Audit

Review of other local government social media presences, including neighboring communities and comparable townships. Examination of how peer organizations structure their pages, publish community guidelines, respond to criticism, and moderate difficult conversations, with practical takeaways the Township can adopt.

5. Content, Channel, and Tooling Strategy

Recommendations for content themes and formats that build community goodwill, along with current best practices for Facebook and Instagram. Includes a recommended social media management platform to bring comments and messages from all three pages into a single inbox for faster and more consistent response.

Deliverables

- A presented audit deck covering findings, benchmarks, and recommendations across all four areas of scope.
- A clear view of how the Township's social media presence is performing, supported by benchmark data.
- A recommended approach for handling negative comments based on industry best practices.
- A platform recommendation for consolidated comment and message management across all three pages.
- Content and engagement recommendations, including themes, formats, and posting practices.
- A prioritized roadmap of next steps, sequenced by impact and effort.

Meetings Included

1. Kickoff and discovery meeting to align on goals, access, and current processes.
2. Audit presentation meeting to walk through findings and recommendations.
3. One working session to align on next steps and begin putting recommendations into practice.

Timeline

Approximately six weeks from kickoff through the working session, subject to timely access to page analytics and website data. A detailed schedule will be confirmed at kickoff.

Investment

Social Media Community Engagement Audit

\$3,800

Fixed project fee. Payment terms are set out in the attached Service Order and Services Agreement. Any additional work requested beyond the scope above will be quoted separately and approved in writing before it begins.

After the Audit: Recommended Next Steps

The audit answers what is happening and what should change. The work below turns those recommendations into tools the Township team can use day to day. These phases are outlined here for planning purposes and would be scoped and quoted separately once audit findings are final.

1. Social Media Response Guide and Template Library

A practical playbook for the staff who manage the pages. It sorts incoming comments into clear categories, including legitimate complaints, questions, misinformation, venting, and comments that violate policy, and gives a recommended action for each. Includes pre-approved response templates for the situations that come up most often, so no one is drafting a sensitive reply from scratch under pressure, plus an escalation path defining who responds, who is informed, and when a matter moves to leadership or legal counsel.

2. Public Community Guidelines and Policy Refinement

A resident-facing version of the Township's comment standards, written in plain language and pinned to each page, so expectations are public before a conflict occurs. Includes recommended refinements to the current policy draft, with particular attention to consistent enforcement, hiding versus deleting, and the approach to restricting accounts. All policy language would be finalized in coordination with Township legal counsel.

3. Miami Township Communication Guide

Social media is one channel within a larger communication picture. This guide establishes the foundation the Township is missing today: a consistent voice and tone, core messaging, standards for photography and visuals, a communication calendar tied to Township programs and seasons, and a framework for communicating during difficult or high-attention moments. It gives every department a shared reference, so Township communication sounds like one organization.

4. Team Training and Implementation Support

Working sessions to put the guides into practice, including setup and onboarding for the recommended management platform, content planning, and hands-on coaching. Ongoing advisory support is available if the Township would like a resource on call as the team builds confidence.

Pricing for the phases above will be presented at the conclusion of the audit, based on the findings showing what the Township actually needs.

SERVICE ORDER FOR Miami Township

Customer Information	
Customer:	Miami Township
Customer Address:	
Customer Contact:	Steve Kelly
Customer Email Address:	Steve.Kelly@miamitwpoh.gov

Services/Scope of Work	
Services Start Date:	TBD
Services End Date:	TBD
Estimate Number of Hours:	Project Based

Scope of Work	
Outlined in the above proposal for Miami Township.	

Payment Information	
Hourly or Fixed Rate:	\$3800 Fixed Project Fee
Additional Fees:	
Net Payment Term:	14 days from receipt of invoice
Foxglove Address:	119 Cannonade Dr., Loveland, OH 45140
Foxglove Email Address:	kayla@foxglove-digital.com

This Service Order is entered into by and between Foxglove Digital Marketing LLC and the above-referenced customer ("**Customer**"). This Service Order is subject to and incorporates by reference the terms of the Services Agreement attached hereto.

IN WITNESS WHEREOF, the Parties below have caused this Service Order to be executed by their duly authorized representatives.

Steve Kelly	FOXGLOVE DIGITAL MARKETING LLC
SIGNATURE:	SIGNATURE:
PRINT NAME:	PRINT NAME:
TITLE:	TITLE:
DATE:	DATE:

SERVICES AGREEMENT

This Services Agreement (the “**Agreement**”) is entered into by and between Foxglove Digital Marketing LLC, an Ohio limited liability company (“**Foxglove**”) and the organization, entity or individual agreeing to the terms of this Agreement (the “**Customer**”) identified on a Service Order (defined herein) (each individually, a “**Party**,” and collectively, the “**Parties**”).

1. Relationship of the Parties. It is agreed that in performing the obligations hereunder, Foxglove will be an independent contractor of the Customer, and nothing herein will be construed so as to establish an employment relationship between the Parties.

2. Scope of Services. The services to be performed by Foxglove (the “**Services**”), the associated fees, and the schedule for payment are described in the document that that Customer uses to order Services that is signed by Customer and Foxglove (the “**Service Order**”). The Service Order is incorporated into this Agreement. This Agreement is not exclusive, and either Party is permitted to perform services for other individuals or entities while this Agreement is in effect.

3. Invoices. The Customer will be invoiced by Foxglove for the Services with payment due within 14 business days from the Customer’s receipt of the invoice. Any payment received after 14 business days from the Customer’s receipt of the invoice will be subject to a late payment fee of 1.5%, immediately and on a monthly basis thereafter. Additionally, Foxglove may withhold all Services under this Agreement, without liability, if an invoice remains unpaid 15 days or more after the required date of payment. Customer shall be responsible for all sales, use and excise taxes, and any other similar taxes, duties and charges of any kind imposed by any federal, state, or local governmental entity on any amounts payable by Customer hereunder; provided, that in no event shall Customer pay or be responsible for any taxes imposed on, or with respect to, Foxglove’s income, revenues, gross receipts, employees, or real or personal property or other assets owned by Foxglove.

4. Customer's Obligations. The Customer shall: (i) cooperate with Foxglove in all matters relating to the Services and appoint an employee to serve as the primary contact with respect to this Agreement, (ii) respond promptly to any requests made by Foxglove to provide direction, information, approvals, authorizations or decisions that are reasonably necessary for Foxglove to perform Services in accordance with the requirements of this Agreement, and (iii) provide such information, materials, and access to property as Foxglove may reasonably request in order perform this Agreement.

5. Subcontractors. The Services provided by Foxglove may be performed by independent contractors hired by Foxglove at its sole discretion.

6. Termination. Either Party may terminate this Agreement for any reason upon 30 days' notice to the other Party. In addition, if a Party breaches this Agreement, the non-breaching Party may terminate this Agreement immediately if such breach is not cured within five days after notice of the breach has been delivered to the breaching Party. All accrued but unpaid fees shall be paid to Foxglove immediately upon termination.

7. Confidential Information. For purposes of this Agreement, "Confidential Information" includes information that is identified at the time of disclosure as confidential, or other information pertaining to any business of Foxglove or the Customer that may not be known generally or is not readily obtainable outside of either Party, whether in oral, written, electronic form, or other means of data storage. During the term of this Agreement and for a year after its termination, the Parties shall: (i) hold Confidential Information in strictest confidence, (ii) refrain from using Confidential Information for any purpose except in the performance of this Agreement, and (iii) not use, disclose, or make accessible to any person or entity, any Confidential Information owned by the other Party without written consent from such other party.

8. Ownership of Work Product. "Work" or "Work Product" includes any work developed or produced by Foxglove for the Customer pursuant to this Agreement. All right, title and interest to all Work or Work Product and all copies thereof are the sole property of the Customer. The Customer acknowledged and agrees that any Work or Work Product of Foxglove that pre-exists this Agreement, or is developed independent of this Agreement, shall remain the sole property of Foxglove, who shall remain the sole owner of all rights in that Work or Work Product.

9. Notices. Any notice required or permitted by this Agreement shall be in writing and shall be delivered in one of the following ways: (a) personal delivery; (b) by registered or certified mail, return receipt requested; or (c) by overnight carrier upon written verification of receipt. Notices shall be sent to the address specified in writing by each Party.

10. Limited Liability. NEITHER PARTY'S LIABILITY RELATED TO THIS AGREEMENT WILL EXCEED THE AMOUNT PAID OR PAYABLE TO FOXGLOVE FOR A TWELVE MONTH PERIOD. NEITHER PARTY WILL BE LIABLE FOR ANY LOSS OF USE, REVENUE OR PROFIT, OR FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL OR PUNITIVE DAMAGES WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE REGARDLESS OF WHETHER SUCH DAMAGES WERE FORESEEABLE AND WHETHER OR NOT EITHER PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND NOTWITHSTANDING THE FAILURE OF ANY AGREED OR OTHER REMEDY OF ITS ESSENTIAL PURPOSE.

11. Indemnification. Except to the extent prohibited by applicable law, each Party shall indemnify, defend and hold harmless the other Party and its employees, officers, board of directors, and contractors from and against any and all loss, damages, liabilities, costs, expenses (including attorneys' fees), claims, suits, actions, and judgments which arise out of or result from: (i) a breach of this Agreement; (ii) intellectual property infringement or alleged infringement by either Party relating to the Services or Work Product produced under this Agreement; or (iii) the gross negligence, fraud, or intentional misconduct of either Party.

12. Remedies. Except for any limitations expressly stated in this Agreement, the Parties are entitled to all available remedies and the prevailing Party shall be entitled to attorneys' fees.

13. Assignment. This Agreement is binding upon and inures to the benefit of the Parties and their respective successors and assigns. Neither Party may assign this Agreement or delegate its rights, duties, or obligations under this Agreement without the prior written consent of the other Party.

14. Third-Party Beneficiary. This Agreement benefits solely the Parties to this Agreement and their respective permitted successors and assigns and nothing in this Agreement, express or implied, confers on any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement.

15. No Waiver. No waiver by either Party to enforce any provision of this Agreement shall be effective unless explicitly set forth in writing and signed by the Party so waiving.

16. Severability. Each provision of this Agreement will be considered severable. If a court of competent jurisdiction deems any term or provision of this Agreement to be invalid, illegal, or unenforceable in any jurisdiction, then the other provisions of this Agreement will remain in effect.

17. Force Majeure. If performance by either Party of any of its obligations under the terms of this Agreement is interrupted or delayed by an event beyond the control of such Party, including but not limited to, an act of God, acts of war, riot, or civil commotion, an act of government, epidemic, strikes, fire, or flood, that Party shall not be deemed to be in default during the continuance of such inability. However, the effected Party shall use reasonable efforts to remedy and continue carrying out its duties and obligations hereunder.

18. Dispute Resolution and Mediation. Any dispute arising from this Agreement, which cannot be resolved by the Parties in good faith after making their best effort, shall first be submitted to mediation with a neutral mediator agreed upon by the Parties, with the cost of the mediator to be borne equally by them. If a dispute cannot be resolved through mediation, the Parties may seek resolution in any court of law of competent jurisdiction in Hamilton County, Ohio.

19. Governing Law/Venue. This Agreement will be governed by Ohio law without regard to its principles of conflict of laws. Any proceeding, suit, or action seeking to enforce any portion of this Agreement or based on any right arising out of this Agreement will be brought exclusively in the state or federal courts located in Hamilton County, Ohio, and the Parties waive any objection to any such proceeding, suit, or action based on venue or jurisdiction.

20. Waiver of Jury Trial. EACH PARTY IRREVOCABLY AND UNCONDITIONALLY WAIVES, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY RIGHT TO A TRIAL BY JURY IN RESPECT OF ANY LEGAL ACTION ARISING OUT OF OR RELATING TO THIS AGREEMENT.

21. Entire Agreement/Amendment. This Agreement is the entire agreement between the Parties and supersedes all prior agreements or understandings, oral or written, with respect to its subject matter. This Agreement may be amended only by a written instrument signed by the Parties.

22. Electronic Signatures. Each Party agrees that the electronic signatures, including "click to accept" signatures, of the Parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures.



MIAMI TOWNSHIP, OHIO

Communications & Social Media Proposal

Strategic Guidance and Planning

Prepared for Steve Kelly, Miami Township

Prepared by



August 2026

Background

Miami Township communicates with residents across an overall Township account and a handful of individual department channels (Recreation, Fire, Police and Service), each publishing largely on its own. Without a dedicated communications lead or standardized practices in place, that structure has left the Township more reactive than proactive—releases and updates tend to go out only after something has already happened, and departments aren't always working from the same playbook.

Additionally, comments occur on one or more of the Township's social media accounts, which adds pressure to that gap. These comments are frequent and often unrelated to the substance of what's being communicated, and they've prompted discussion about how to manage comments and the Township's and related departments' social channels overall. We understand the impact such challenges can have on small communities like Miami Township and what reactions such challenges can prompt from the communities in question. But reacting prematurely or too drastically, such as retreating from social media, can present its own challenges and rob the Township of its voice in the conversation.

At the same time, the Township is correct to treat this as a serious operational issue. And there's no plan in place currently for communicating quickly and consistently when a sensitive or contested issue arises.

Recommended Approach

Our recommendation starts from one principle—Miami Township should retain and reclaim its voice, not surrender it to its loudest critics. However, that doesn't mean an anything-goes approach. We recommend:

- Consistent, proactive communication across all Township channels—main and departmental—so residents hear directly from the Township more regularly.
- Standardized, written guidelines for when and how to moderate comments, respond to legitimate questions, and redirect unresolved concerns to a direct, offline point of contact—building on the comment policy the Township has already begun drafting.
- Pre-built standard operating procedures and holding-statement templates for situational or crisis communications, so the Township isn't drafting a response from scratch under pressure.
- Aligned messaging across departments, so Recreation, Fire, Police and Service are all communicating from the same playbook, even when their content and tone naturally differ.
- Continued use of the Township's website as the authoritative source for detailed information, with social channels consistently pointing residents there.
- Education for elected officials and department staff on why social media matters to local government communication today, and how to use it without fear.

Comments should stay on for the great majority of posts. Temporarily disabling comments on a specific post—never as a blanket, permanent policy—remains a reasonable option for isolated, sensitive situations.

Recommended Engagement & Investment

We recommend beginning with a one-time Communications Foundation engagement to build the plan, policies, benchmarking and training Miami Township needs to communicate proactively and consistently across all its channels. Once the Foundation is complete, O’Keeffe can propose ongoing monthly support options based on how much day-to-day help the Township wants going forward.

Foundation	Focus	Investment
Communications Foundation (one-time)	Discovery, stakeholder interviews and select peer/regional benchmarking; a Township social media & communications plan; finalized comment/engagement guidelines; crisis SOPs and holding statements; and Board and staff training. Full scope detailed below.	\$6,750 (one-time)

Communications Foundation (One-Time)

Investment — \$6,750 (one-time) — due upon signing of this agreement.

This engagement covers the following components, detailed below:

Discovery, Stakeholder Alignment & Peer Benchmarking

- Interviews with Board leadership, department heads (Recreation, Fire, Police and Service) and the Township’s multimedia manager to fully understand current practices, workflows, pain points and goals across every channel.
 - Optimally 30 minutes per interview; interviews to be limited and combined, where possible
- A deeper review of current channel performance across Facebook, Instagram, Vimeo and any others, building on the assessment already completed as part of this proposal, to confirm what’s working and where the real gaps are.
- A peer and regional benchmarking review comparing Miami Township’s practices against other townships, including some it already tracks. Benchmarks could include West Chester Township (Butler County), Union Township (Clermont County) and Deerfield Township (Warren County).
- Key recommendations Miami Township can put into practice immediately.

Township Communications & Social Media Plan

- A written communications and social media plan defining goals, target audiences, content framework, and the role of each channel—e.g., Facebook, Instagram, Vimeo, website.
- Recommended posting cadence and content pillars for the main Township account, with consideration of each department channel, ensuring all channels are working from the same playbook while still preserving each department’s own voice and tone.
- Specific messaging guidance for select topics (e.g., economic development) to help ensure that the Township can proactively communicate tangible community benefits of community projects, rather than only playing defense after the fact.
- Assist the Township in creating and implementing a governance structure that clarifies who can post on behalf of the Township, who approves sensitive or high-visibility content, and how department accounts coordinate with the main account.

Comment & Engagement Guidelines

- Review, refinement and finalization of the draft Social Media Comment Policy already underway within the Township, aligned with the plan and with the Township’s public-records obligations.
 - May include directing staff on when and how to respond to legitimate resident questions, when to redirect concerns to an offline point of contact, and similar comments-related actions.
 - May include sample response language for the most common categories of comments the Township receives, so responses stay consistent and on message across every department.

Crisis & Situational Communications SOPs

- A written crisis communications Standard Operating Procedure (SOP) defining roles, an approval chain and possible response timing for issues that call for a fast, coordinated response, such as service disruptions and public safety incidents.
- Pre-drafted holding-statement template(s) covering one or more samples of the scenarios Miami Township is most likely to face.

Coaching/Training

Depending on timing and availability, one or more of the following may be provided:

- A working session with staff/department heads and the Board on why social media matters to local government communication today.
- Hands-on coaching for departmental social media contributors on the finalized plan, comment guidelines and crisis SOPs, so every department is equipped to execute consistently.
- A leave-behind reference guide summarizing the plan, policy and SOPs for ongoing use by staff.

Foundation deliverables are designed to stand on their own. Upon the engagement’s conclusion, Miami Township can choose to implement its crisis communications plan and SOPs internally or engage O’Keeffe for ongoing support. Should additional hours or work outside this scope be required to complete the Foundation, O’Keeffe will charge \$150 per hour for additional work, with prior approval.

NOTE: Out-of-pocket expenses (e.g., paid social spend, video/photography production, etc.) are separate from this estimate and will be proposed for approval in advance.

Terms

An invoice for the Communications Foundation will be submitted upon signing of this agreement, with payment due upon receipt. Should Miami Township wish to engage O’Keeffe for ongoing support following completion of the Foundation, a separate proposal and terms will be provided at that time.

Acceptance of Proposal

By signing here, Miami Township accepts and agrees to the Communications Foundation engagement as outlined in this proposal. Either party may cancel this agreement prior to the commencement of work upon written notice; fees for all services rendered and any outstanding costs will be paid according to the terms of this agreement.

Miami Township		Date
O’Keeffe Communications, Inc. (dba O’Keeffe PR)		Date

About O'Keeffe PR

We live in a digital and ever more virtual world. Communications technology continues to change the way we share and consume information. This requires a more cohesive approach to **media relations, branding and content marketing**. Today, you can tell a compelling story that gets shared by the media and create engaging content that gets shared by your residents, employees and other stakeholders.

Since 2001, O'Keeffe PR has developed integrated media relations and content strategies to help our clients produce and share the right content, on the right channels, with the right audiences, creating seamless experiences for people to interact and connect with their brands. We craft communications that help build authentic relationships with both external and internal audiences.

O'Keeffe has supported clients in industries ranging from local government, economic development, non-profit and professional services to construction, restaurant & hospitality, manufacturing and technology, among others.

Municipal & Local Government Experience

O'Keeffe PR has worked with local governments and economic development organizations throughout Greater Cincinnati and Northern Kentucky, helping communities reclaim their voice during periods of public criticism, launch proactive public relations efforts that generate positive regional media coverage, and build the communications infrastructure—plans, policies and training—that most small governments don't have the in-house capacity to build on their own.

Our Capabilities

Public Relations

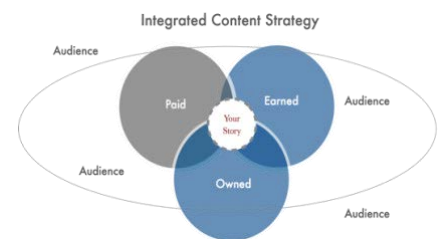
Strategy, media relations, press events, online newsroom, crisis management and communications, media training, internal communications, trade show support

Content Marketing

Blog posts, website content, newsletters, e-campaigns, landing pages, white papers, infographics, podcasts, video, long-form content

Social Media & Influencer Relations

Strategy, content creation, community management, campaigns/promotions, analytics, paid social



How We Work

Discovery. Ideation & Planning. Approval. Execution. Evaluation.

O'Keeffe's process begins with Discovery to help us understand your strengths, weaknesses, challenges and opportunities, and to determine final goals, core audiences and milestones. Discovery entails meeting with Township leadership, department heads and other stakeholders that contribute to the Township's communications and community engagement. Following Discovery, we'll develop a working plan, followed immediately by Execution, where — aligned with key goals — we put the plan to work.



OFFICIAL MEMO
OFFICE OF THE ADMINISTRATOR



TO: Board of Trustees
CC: Eric Ferry, Fiscal Officer
FROM: Steve Kelly, Township Administrator
DATE: September 14, 2026
SUBJECT: Agenda and Meeting Minutes Platform

The purpose of this memo is to request authorization to contract with CivicPlus for its “Select” agenda and meeting management platform. The recommended solution would provide a more transparent and accessible public meeting experience while creating a consistent, controlled workflow for agenda-item submission, review, packet assembly, publication, and minute preparation.

BACKGROUND AND NEED

The Board has identified increased public transparency as a priority. At the same time, the Township's current packet-building process relies on multiple documents, manual formatting, version control, and repeated quality checks. This creates avoidable administrative time and increases the possibility of omissions, inconsistent formatting, or late corrections.

A centralized meeting management platform would allow staff to collect agenda items through a standardized process, route materials for approval, assemble the agenda and packet from a single source, publish meeting information in a consistent public-facing format, and maintain an organized record of agendas and minutes. Select is expected to reduce the hours required to build each packet while improving accuracy and accountability at each stage.

EVALUATION OF ALTERNATIVES

Staff reviewed CivicPlus Select, Diligent Community, and Govably. All three products offer agenda development, meeting materials, minutes, and public-facing access. CivicPlus Select is recommended because it most closely supports the Township's existing workflow while adding structure where it is most needed.

OFFICE OF THE ADMINISTRATOR

CivicPlus Select: provides configurable meeting types, boards, approval workflows, and Township-specific agenda, minutes, and staff-report designs. Its AI editing assistant is optional, allowing staff to retain direct control over the official record.

Diligent Community: offers a broad governance and compliance-oriented suite, but its more structured operating model appears less adaptable to the Township's current packet workflow. Its emphasis on governance controls and automated meeting functions would require a larger change in process than staff believes is necessary.

Govably: offers a user-friendly public portal and competitive pricing, but it is a newer platform with a workflow centered heavily on automated meeting capture and minute creation. Staff are concerned about relying on a less established provider for long-term public-record organization and about introducing fully AI-driven minutes at this time.

COST COMPARISON

Solution	One-time setup	Base annual fee	Estimated 3-year cost	Notes
CivicPlus Select	\$4,400	\$10,000	\$25,309.00	2026-2028. 3% annual increase. No subscription is invoiced for the 2026 implementation period.
Diligent Community	N/A	\$8,500	\$26,272.65	2027-2029. Includes Diligent Community and Committee Manager. Projection assumes a three-year agreement and the stated 3% annual cap.
Govably	\$3,150	\$7,875	\$27,490.84	2027-2029. Founding partner rate; unlimited users and meetings. Annual renewal increase 3%.

Cost note: The CivicPlus SOW also includes a separate DocAccess service (\$2,000 implementation and \$11,937.20 base annual fee). DocAccess is excluded from the like-for-like comparison above as staff would like to explore other avenues of ADA-compliance at this time. If retained, the complete CivicPlus SOW totals \$52,268.50 through December 31, 2028.

Although CivicPlus Select is not the lowest-cost option on a normalized three-year basis, staff believes it provides the best overall fit for the Township. Its configurable workflows can improve packet accuracy without forcing the Board and staff into a substantially different governance model. It also advances the Board's transparency objective through consistent online publication and organized public access, while preserving human review and control over agenda content and minutes.

The implementation package includes configuration for up to 10 meeting types and 10 boards, approval workflows, training and consulting, and original Township designs for the agenda, minutes, and staff report. This could also be used for Zoning Commission and Board of Zoning Appeals.

No action is required at this time, and this item will be brought to the next Business Meeting for formal consideration.



Proposal

Valid for 60 days from date of receipt

Company Overview

CivicPlus started back in June of 1998 with a simple yet powerful vision: to develop technology solutions that empower local government staff to manage daily operations efficiently without depending on paper-based processes or complex systems.

Today, CivicPlus provides public sector technology that provides intelligent automation for staff and a unified experience for residents. CivicPlus solutions help increase process efficiency by up to 40%, freeing staff to improve community engagement. Our wide range of government software solutions are designed to be flexible, scalable, and customizable, ensuring a singular experience for residents and staff.

OUR PORTFOLIO INCLUDES:

- Municipal Websites
- Web Accessibility
- Agenda and Meeting Management
- Mass Notification
- Social Media Archiving
- NextRequest
- Recreation Management
- SeeClickFix 311 CRM
- Municode Codification
- Process Automation and Digital Services
- Community Development
- Asset Management
- Utility Billing
- Resident Portal

Company Contact Information

302 S. 4th Street, Suite 500
Manhattan, KS 66502
Toll Free: 888.228.2233
Fax: 785.587.8951
civicplus.com



Experience & Recognition

25+ Years

13,000+ Customers

950+ Employees

With public service in our DNA, our 25-year heritage of success is fueled by the expertise of our product innovators—many of whom served in local government. Our commitment to deliver impactful solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government technology. We are proud to have earned the trust of our over 13,000 customers and their over 100,000 administrative users. In addition, over 340 million residents engage with our solutions daily. With such experience, we are confident that we can provide the best solution for you.

We're proud to be recognized in various ways for our dedication and service to our customers.

- Winner of multiple Stevie® Awards, the world's top honors for customer service, sales professionals, and more.
- Designated a top-100 U.S. company by Government Technology magazine for making a difference in the public sector.
- Selected by Inc. Magazine as "One of the Fastest Growing Privately-Held Companies in the U.S." each year since 2011.
- Certified™ by Great Place To Work®, which is a prestigious award is based entirely on what current employees say about their working experience.



The Best-Run Local Governments Run on CivicPlus Technology

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services. However, they struggle with budget cutbacks and technology constraints. With CivicPlus, leaders can finally overcome the perpetual trade-off between the demand for better services and the realities of operational resources, by leveraging the unique Civic Impact Platform to deliver both unmatched end-to-end automated efficiency and truly unified, delightful resident experiences.

CivicPlus is the only government technology company exclusively committed to being a trusted partner for impact-led government, enabling our customers to efficiently keep our communities informed, involved, and connected using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, our customers increase revenue and operate more efficiently while nurturing trust among residents.



The Civic Impact Platform

The comprehensive Civic Impact Platform delivers unmatched end-to-end efficiency, supercharging staff impact through intelligent automation, and unlocking collaboration in and across departments. At the same time, this unique platform delivers a truly unified residence experience, delighting residents with a singular profile and single sign-on for friction-free, no-hassle services. With CivicPlus, your team is always change-ready, staying a step ahead of disruption, whether evolving compliance and accessibility requirements, civil emergencies, and more.



IMPACT-LED GOVERNMENT

Impact-led government aims to create lasting community change by improving and modernizing processes with automation, collaboration, and data insights. This approach helps staff work efficiently and makes services more accessible, addressing needs proactively. Our Civic Impact Platform is guided by five core principles:

1. **Modernize and connect every function:** Work better together through intelligent automation, efficiency, and stronger collaboration.
2. **Deliver a singular, personalized resident experience:** Replace hassle with friction-free delight, delivering a unified profile and intuitive, consistent experiences.
3. **Supercharge staff impact:** Boost staff performance with automated tasks, data-driven decisions, and aligned priorities and processes.
4. **Strengthen compliance, accessibility, and readiness:** Forward-thinking best practices and continuous adaptation.
5. **Consolidate on a comprehensive, purpose-built platform:** Choose solution breadth, eliminate multiple vendors, and gain compounding value over time.



CivicPlus Resident Portal

THE NEXT EVOLUTION IN DIGITAL RESIDENT ENGAGEMENT

CivicPlus Portal is a mobile-friendly, personalized online hub from which residents can quickly, easily, and securely obtain information, access resources, discover services, complete transactions, and interact with their local government administration. It is the public gateway to the Civic Impact Platform, empowering resident self-service from one central location for everything from submitting forms, referencing recent legislation, and engaging with public meetings to managing individual alert and notification preferences.



Personalized Resident Benefits:

- One username, password, or popular platform-enabled single sign-on (via Facebook, Google, Microsoft, or Apple) to securely manage their user profile and interact with all their government resources and information.
- A personalized, customizable dashboard that serves as the launchpad to save frequently accessed digital services, view past interactions, bookmark frequent payment options, and stay up to date with featured, meaningful content.
- Anytime, anywhere access from any device.
- Enabling self-service form viewing, submission, and payments to support a variety of digital transactions from parking permits and business licenses to pet adoptions.
- Easy management of individual communication preferences related to routine and emergency alerts, website newsletters, and agenda & meeting notifications from one single view.
- A centralized hub to submit and track requests, such as public records requests, non-emergency issues, and code enforcement complaints and violations.

Staff and Administrator Benefits:

- A low-maintenance tool for administrators to easily spotlight information, share content, and link to services to further promote local government initiatives while improving public transparency and trust.
- Ability to consolidate digital services from multiple CivicPlus and third-party solutions into one intuitive, accessible, and responsive interface.
- Consolidation of siloed alerts and notifications from the variety of solutions you control into a single view residents to sign up for and manage.
- Localization of cross-department payments and forms in one place, including those from CivicPlus and third-party solutions, enhancing residents' convenience for increased payments and engagement.
- Multi-factor authentication options and optimized for security and accessibility.



Support Services

TECHNICAL SUPPORT

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence. CivicPlus' support team is available to assist with any questions or concerns regarding the technical functionality and usage of your new solution.

CivicPlus Technical Support hours typically span between 7 a.m. to 7 p.m. CST, but vary by product. You can access a Technical Support Team via a toll-free number as well as an online email support system for users to submit technical issues or questions. Our current initial response time is 4-hours for email tickets during normal hours. Further, emergency technical support for urgent requests is available 24/7 for designated, named points-of-contact for most products.



Award-Winning Support

CivicPlus has been honored with four Gold Stevie® Awards, eight Silver Stevie® Awards, and eleven Bronze Stevie® Awards. The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. The Help Center also provides our release notes to keep your staff informed of upcoming enhancements and maintenance.

CONTINUING PARTNERSHIP

We won't disappear after your website is launched. You'll be assigned a dedicated customer success manager. They will partner with you by providing information on best practices and how to utilize the tools of your new system to engage your residents most effectively.

Proposal Disclaimer

Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with you.



Agenda and Meeting Management Select



Select Pro with Premium Implementation

Features & Functionality

Select Solution

CivicPlus' Select software (Select) is the fastest, most intuitive way to streamline the entire agenda management process—from creating agenda items to managing live meetings. It provides time-saving automation while allowing clerks to balance these conveniences with manual controls and overrides. Internal collaboration with Select is easy with customized workflows, version tracking, and built-in communication tools.



Our Pro package includes the most frequently used functionality to manage your agendas and meetings. You'll be able to seamlessly create agendas with the ability to assign an item status and use configurable workflows to help manage your internal processes. Built-in integrations and a suite of APIs make working with other internal applications easy. Select's user-defined roadmap ensures that the product will continue to grow and adapt as transparency requirements and compliance expectations change.

Fully Integrated, Cloud-Based Software Suite

- » User-friendly, modern interface
- » Unlimited users
- » Unlimited storage
- » Highly configurable to your agenda and meeting management processes
- » Adaptable permission settings
- » Confidential attachments
- » Enhanced Analytics for Data Visibility
- » Field-level versioning
- » Single sign-on via the CivicPlus Platform
- » Integrated code of ordinances
- » Secure Cloud-Based Hosting
- » Automatic Updates
- » Customer-Defined Roadmap
- » Built-in integrations with Dropbox, Microsoft's One Drive, Google Drive, Laserfiche, Zoom, and API availability (additional fees may apply)



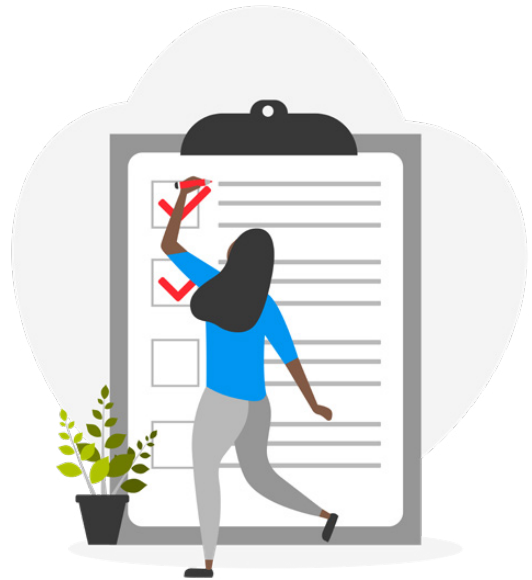
Agenda Management

FLEXIBLE, PERSONALIZED DESIGNS

Standardized designs throughout the system provide consistency and clarity to agendas, packets, staff reports, and minutes.

EFFICIENTLY MANAGE AGENDA PACKETS OF ANY SIZE

The software compiles your items and all the legislation, memorandums, or supporting documentation into a bookmarked PDF packet quickly and easily, no matter the size of the packet. Create multiple packet versions instantly to include or exclude specific attachments for your different internal and external users. Last-minute changes to the agenda or packet can be made and published with minimal effort.



Administrators choose what they publish to the public, internal users, and elected or appointed officials and when the information goes out. Automated email notifications can be enabled so all users, both internal and external, know when the meeting documents are published.

CONVENIENT, ANYTIME AGENDA MODIFICATIONS

Changes to the agenda can be made at any time by administrators without affecting global configurations or settings. Drag-and-drop reordering allows you to move items and automatically rennumbers everything on the agenda. One-touch copy and move functions enable you to duplicate or move agenda items from meeting to meeting, eliminating the need for duplicate data entry.

Item Management

CREATE AGENDA ITEMS AND STAFF REPORTS IN SECONDS

An easy-to-use item entry allows staff members to enter agenda items, upload attachments, and collaborate with each other to make items meeting ready. Configurable field types and our embedded text editor ensure that you are capturing all the information needed for Select to generate staff reports. Automated PDF file conversion and built-in integrations with Microsoft's OneDrive and Google Drive simplify the inclusion of supporting documentation and attachments.

MANAGE THE MEETING READINESS OF ITEMS

Update item statuses (approved, in-progress, tabled, etc.), assign tasks to staff members to update item content and attachments, leave comments on items, and be notified when changes are made to items.



AUTOMATE YOUR APPROVALS PROCESS

The workflow engine streamlines the routing of your agenda items, automates notifications, and gives full transparency to collaborators as it passes through the approval process. As contributors change items, the system tracks revisions, keeping them visible within the item fields and on the item timeline. In-app messaging and task assignments keep everyone in the loop and agenda prep moving forward.

CUSTOM TAGS TO GROUP LIKE AGENDA ITEMS

Administrators can set up tags that can be used by staff when creating their agenda items for improved searching and reporting. Associate like content with pre-defined tags relevant to your community.

Board Portal

FLEXIBLE ACCESS

Your officials can choose how to access meeting content—helping them work better, faster. Efficiently deliver packets of any size by paper, email, Dropbox, Google Drive, or post to the Board Portal. It is optimized for all devices, including desktops, laptops, and tablets. No separate application required.

A PERSONAL MEETING REPOSITORY

Give officials a personal, secure location to review and take notes on all meeting content, including agendas, supporting documents, minutes, and media.

FIND WHAT YOU NEED-FASTER

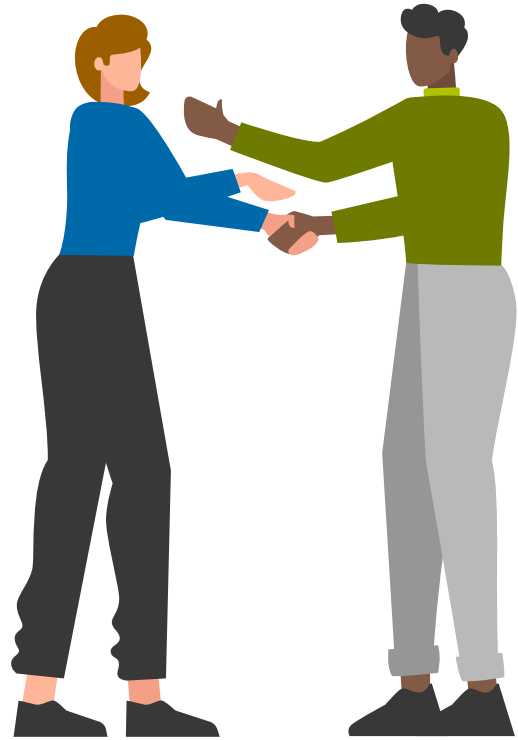
Agenda and Meeting Management Select automatically indexes published meeting content with Board Portal search functionality, so it is easy for officials to find information quickly. Our full-text search tool empowers officials to locate published meeting content by searching a keyword, date range, and more. An item summary view allows officials to see the motions, votes, and any comment or discussion on the item that was recorded in the meeting minutes in an intuitive display, preventing a manual search through full minutes documents.



Public Resident Portal

FEATURES

- Resident portal to embed on any webpage gives access to all meeting content on a single page
- PDF downloads of Agenda, Packet, Minutes, Notices, and Other pertinent meeting documents
- HTML agenda view hyperlinks attachments within the meeting agenda for direct access to specific documents
- Full-text search and filtering options
- Email notifications
- Social sharing
- Mobile-responsive
- Custom branding
- Side-by-side agenda and video display with optional CivicPlus Media live streaming and on-demand video service (additional fees apply)
- Optional Motions and Vote minutes display updates the HTML agenda view to allow residents to quickly see the final disposition of agenda items without having to read full minutes documents
- Integrated live or on-demand video with timestamps to easily jump to desired content (additional fees apply)
- Optional public commenting forum
- Easily jump to past, current, upcoming events with an embedded calendar and continuous scrolls



CONTENT ACCESSIBILITY

It's not enough to be transparent by publishing your agendas and other meeting documents online. Your meeting content must be accessible to all members of the public.

Closed captioning is also available with our CivicPlus Media service for live streaming and on-demand video. Additional fees apply for CivicPlus Media and closed captioning.

CONTENT TRANSPARENCY

Build public trust with access to fully searchable meeting content, including legislative decisions and public meeting videos. Meet municipal transparency requirements while keeping residents engaged and informed.



Minutes Module

AUTOMATED MINUTES SETUP

A fully integrated Minutes module will automatically migrate all your agenda content. No manual pre-meeting minutes setup or agenda import is required. Move from the meeting agenda to the Minutes module with a single click.

KEEP UP WITH THE MEETING ACTION

Meetings move fast. Select's cloud-based platform allows you to move quickly through your agenda items, recording official actions and discussion, without having to wait for the system to catch up. The clean, intuitive interface gives single-screen access to all your meeting controls.



SPEAKER MANAGER

Speakers can be added to the discussion at any time during the live meeting, while the built-in speaker timer helps keep meetings running efficiently.

EASY, INTUITIVE MINUTES-TAKING

While in your live meeting, use the Minutes module to capture critical meeting actions from a single screen with a clean and intuitive user interface. Take roll and manage attendance, record motions and votes, enter speaker information, and record comments or discussion to be brought into your minutes document.

If using CivicPlus Media's integrated video streaming and video-on-demand service, you can also create timestamps for the accompanying video during the live meeting. Additional fees apply.



The Civic Impact Platform

For governments to operate smoothly, departments, staff, and residents need to be able to find answers, complete their tasks, and communicate without hassle. CivicPlus connects all of your teams and functions, so they work better together for your community. With the Civic Impact Platform, you can:

- Modernize and connect every function.
- Strengthen compliance, accessibility, and readiness.
- Consolidate onto a comprehensive, purpose-built platform.
- Deliver a singular, personalized resident experience.
- Empower staff effectiveness.

EXAMPLES OF MEANINGFUL CIVIC IMPACT INTEGRATIONS

The following are examples of integrations between the CivicPlus Agenda and Meeting Management Select with other CivicPlus solutions and tools. If you have yet to experience all that CivicPlus can provide, please reach out for additional information and a quote.

Municipal Websites Central (Web Central)	• Set-up a workflow to post in Web Central's News Flash once you've published your meeting documents. • Automatically add agenda or minute files to Web Central's Document Center to be displayed on your website after they are published in Select. • Meeting information and dates are automatically integrated to the Web Central's Calendar. • Meeting files are automatically included in the website's search results.
Codification	• Send adopted ordinances to the Codification Legal Team in one click. • Send ordinances straight to your online code portal as "Adopted and Not Yet Codified". • Instantly link your online code to the meeting content produced within Select.
CivicPlus Media	• Share high-definition, on-demand video or live video feeds of your meetings directly from Select and CivicPlus Media, seamlessly integrated with your meeting agendas and equipped with clear bookmarking and navigation.
Integration Hub	• Third-party integrations examples include integrations with Zoom, Webex, and GoToMeetings, and with Laserfiche, Google Drive, Dropbox, and other APIs.



Hosting & Security

Redundant power sources and internet access ensure consistent and stable connections. We invest over 1.0M annually to ensure we adapt to the ever-changing security landscape while providing maximum availability. CivicPlus' extensive, industry-leading process and procedures for protecting and hosting your site are unparalleled.

CLOUD-HOSTING WITH AZURE

The infrastructure is fully hosted within the Azure Cloud environment using their Infrastructure as a Service (IaaS) model. Using a mix of Azure Virtual Machines and Storage Accounts, all processing and data storage is done within this environment. All users need is a web browser to access and utilize the application. Your system is monitored 24/7/365 with a 99.9% guaranteed up-time (excluding maintenance). Additional details regarding our hosting and security services can be provided upon request.

DISASTER RECOVERY

Agenda and Meeting Management Select utilizes Azure's Site Recovery Services and Geographically Redundant Storage Accounts (GRS) to provide disaster recovery between Azure regions. All data is written to a GRS account, which creates copies of that data in data centers across multiple Azure regions, so access to the data is always available. Site Recovery Services allows us to quickly spin up and failover to clones of our Azure Virtual Machines.



Implementation

Project Timeline

14 – 16 Weeks

While every implementation is unique, the following timeline can provide you with information about the different implementation stages and what you can expect at each stage.

PHASE 1: INITIATE	• Project Kickoff and communication including timeline, deliverables, and an implementation questionnaire to capture details for your configuration
PHASE 2: ANALYZE	• Design Review meeting to review and discuss needs for proposed Agenda, Minutes, and Item/Staff Report designs • Obtain internal approvals on proposed designs and send in final approval
PHASE 3: DESIGN & CONFIGURE	• Configuration of designs • Configuration of up to 10 boards • Configuration of up to 10 meeting types • Configuration of up to 10 approval workflows • Configuration of up to 1 item/staff report
PHASE 4: OPTIMIZE	• Virtual consulting session(s) to review current processes and documents and discuss desired goals, best practices, and configuration options • Configuration is completed and handed off for review, testing, and feedback • Configuration adjustments made per submitted feedback
PHASE 5: EDUCATE	• Live, virtual training sessions are conducted within configured site
PHASE 6: LAUNCH	• First Live Meeting and System Launch • Access to live chat features, Technical Support and introduction to Live Care



Implementation Approach

Implementation & Support Experience Designed for You

The Select Implementation Team has experience and expertise to help administrations of any size transform the entire meeting management process. We know implementation can't be a one size fits all solution and offer flexible packages designed to meet your desired outcomes.

Our Premium Implementation Package is the perfect fit for transforming complex agenda and meeting processes. Have CivicPlus create original designs that meet the specific needs of your Agendas, Minutes, and Item/Staff Reports. A dedicated and knowledgeable Implementation Team will manage your project from end-to-end—consulting and collaborating with your team to build confidence navigating the system, configuring the system to automate your process, and delivering live virtual training to your users.

Beyond implementation, your users will feel empowered by our in-application support tools, a full online help center, as well as phone, email, and live chat support with members of the dedicated, award-winning Technical Support team.

CONSULTING

Up to Two Hours of Virtual Consultation

During this consulting session, your implementation consultant will be reviewing your submitted project questionnaire with your key project staff. The implementation consultant will review your agenda, minutes, and item/staff report designs and discuss the configurations that will be made to ensure your workflows match your current agenda and meeting processes.

DESIGN CONFIGURATIONS

We will configure the following consistent with your branding and content needs:

- One original Agenda Design with both four Section Designs and four Item Designs per Agenda Design
- One original Minutes Design with two Discussion Designs
- One original Item/Staff Report Design with up to 32 fields; eight system defaults, eight text boxes, eight check boxes, and eight date fields

Additional design configurations and approval workflows can be purchased as needed. For no additional cost, Approval Workflows can be created from scratch and Meeting Types can be duplicated and modified—while still making use of existing designs—by administrative users at any time using Help Center resources.

TRAINING

Up to Four Hours of Virtual Training

Your implementation consultant will guide user groups through live, virtual training sessions using your custom configured Agenda and Meeting Management Select solution. We recommend no more than 20 users per session. Individual sessions are either 30 or 60 minutes in duration.



Optional Enhancements

Live Meeting Manager

Our Live Meeting Manager enhances the live meeting by integrating the board portal and added audience display pages for a unified live meeting experience, with you in control. Time-saving automations help you keep pace with the meeting and keep board members and meeting participants engaged.

Engage Participants

Keep meeting participants engaged with in-chamber displays, including a welcome screen, the current item, speaker, countdown timer, motion, or vote results.

Electronic Voting

Initiate electronic votes with one-click and allow board members to privately cast votes within the Board Portal.

Current Item Control

One-click control updates the Board Portal and Audience Display to the current item being discussed.

Display Speaker Details

One-click control displays current speaker details and timer within the Board portal and Audience Display page.

Board Member Requests

Board members can request to be formally recognized or added to the speaker queue from within the Board Portal.

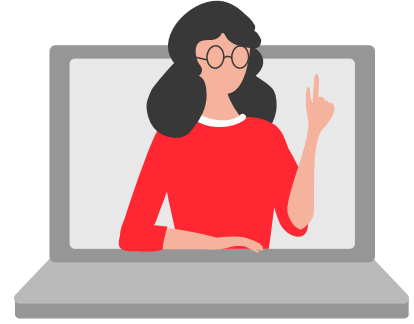
Chairperson Controls

Enable chair view to allow designated chairperson to set the current item, and call speakers from within the Board Portal.



CivicPlus Media

Today's digitally minded residents are logging more hours watching online video than ever before, and they are searching for content that ranges from entertaining to informative. For local governments, video is a powerful mechanism for sharing news and events, encouraging civic participation, meeting transparency requirements, building a brand, recruiting employees, and encouraging residents to develop a sense of civic pride.



Media is a core component of the Civic Experience Platform and is accessible through CivicPlus Municipal Websites and CivicPlus Agenda & Meeting Management Select. With CivicPlus Media, you can integrate live or recorded videos of meetings and events anywhere on your CivicPlus website that are easily accessible by residents from any desktop computer or mobile device—no technical or coding skills necessary.

SIMPLE LIVE STREAM RECORDING

- Immediate availability of recorded videos for on-demand viewing—no additional steps or manual file uploads
- Convenient integration with social media platforms including Facebook and YouTube
- High-definition video for professional-quality presentations
- Link meeting agendas and bookmarks
- Auto-start recordings of meetings, so video viewers never miss a moment of live proceedings

CIVICPLUS MEDIA + ZOOM

- Password protect each meeting to prevent Zoombombing
- Create and share a Zoom meeting ID number only with elected officials and key staff when necessary
- Mute resident participants when open comment session has ended
- Control the meeting within Zoom and protect participants from attempting a screen share
- Allow residents to sign up to receive a link that will allow them to issue public comments and share their screen during the session
- Record and automatically upload meeting videos for on-demand playback



Public Engagement Suite

The Public Engagement Suite enhances transparency and community participation by enabling residents to engage directly with public meetings through online written comments and speaker sign-up tied to specific agenda items. The public-facing experience includes configurable options such as optional login requirements, interpreter request, attachments, character limits, and automated submittal confirmations to ensure accurate and compliant submissions.

Administrators can control engagement settings by meeting type or agenda item, including enabling or restricting participation, setting submission deadlines, and defining policies, permissions, and instructions. Staff benefit from centralized tools to review, approve, and manage all submissions, with integration into meeting records and full audit tracking.

KEY BENEFITS:

- **Increased Public Participation** – Enables residents to easily submit comments and sign up to speak from any device, improving accessibility and engagement.
- **Enhanced Transparency and Accountability** – Provides audit logs, item-level timelines, and reporting to ensure all public input is tracked and documented.
- **Administrative Efficiency** – Centralized workflows streamline review, approval, and management of public input, reducing manual effort for staff.
- **Flexible Governance Controls** – Configurable settings allow agencies to align participation rules with local policies and meeting requirements.
- **Improved Records Management and Compliance** – Supports exports, reporting, and integration of approved comments and speakers into official meeting records.

A screenshot of the 'Speaker Sign-Up' form. The form includes fields for 'Email' (with a placeholder 'web@cityofcolumbus.com'), 'First Name', 'Last Name', 'Search/Select Item', 'Address 1', 'Address 2', 'City', 'State' (a dropdown menu), and 'Zip Code'. Below these are fields for 'Event/Meeting', 'Organization', and 'Phone Number'. At the bottom, there is a section for 'Any special needs?' with radio button options for 'In Person', 'Online', and 'Phone', followed by a checkbox for 'Do you need an interpreter?'. The form has a 'Submit' button at the bottom right.

A screenshot of the 'Written Comment' form. It features a 'Contact Information' section with a red dot indicating a required field. Below this is a 'What is your comment about?' section with radio button options for 'For Support', 'General Comment', and 'Question/Information only'. A large text area for 'Comment' follows. At the bottom, there is a dashed box labeled 'Attach Supporting Document' with a link icon and the text 'Click to upload or drag-and-drop files here'. The form includes 'Cancel' and 'Submit' buttons at the bottom right.

Board Applications

Powered by CivicPlus' Process Automation and Digital Services solution, our Board Applications solution provides a comprehensive, digital solution to empower local government administrations to recruit, vet, and appoint civic board members and successfully facilitate ongoing board operations.

Provide your residents with an easy-to-use online portal embedded in your website. This will enable them to directly apply to open board member seats with your civic organizations.

Board Applications Offers:

- A mobile-responsive interface
- A cloud-based application
- Multi-board management for communities of every size
- Configurable workflows to accommodate a variety of vetting processes
- Easy implementation, customization, and ongoing management
- End-to-end data encryption

For administrative managers, our Board Applications solution powers a singular, consistent, and frictionless process for recruiting civic-minded leaders and then receiving and reviewing qualified candidate applications.

Recruitment – Promote all your administration's open board positions, making it easy for passionate community members to identify areas where they can contribute to community initiatives.

Application Submissions – Residents can easily submit their applications for open board positions at any time from any device. No paper, no stamps, no town hall drop-offs. All personally identifiable information (PII) is stored and transmitted securely to protect candidate data and meets the digital accessibility requirements of the Americans with Disabilities Act.

Transparent Communications – Build applicant trust with transparent communications throughout the application and selection process. Customize email templates for automatically generated communications issued throughout the process as the selection committee reviews applications and makes candidacy determinations.

Review and Select Candidates – Receive notifications about new applications to ensure prompt actions and digitally route applicants to board selection committees for review and collaboration.

Board Operations – Help your civic organizations collaborate remotely using the included board operation functionality. Create board-specific profiles to store meeting schedules, member rosters, and current and upcoming chair vacancies.

Reporting and Analytics – View and export board data to help inform future administrative and organization-specific leadership strategies.

Advanced Search – Are you looking for a specific piece of information? Your Board Application portal includes advanced search functionality to save you time.

POWER AUTOMATE CONNECTOR

Additionally, the optional addition of the Power Automate Connector extends data movement functionality of our Process Automation system to feed data directly out to Office 365 products like SharePoint, Excel, etc. This easy, no code solution can automate many of your staff's daily routines and functions.



Boards & Committees Module

The module handles the process of managing the board itself.

THREE DASHBOARDS

- Upcoming open seats (vacancies)
- Number of appointments
- Number of applicants

BOARD MANAGEMENT

- Board Rules (number of seats, term length, max # of terms, etc.)
- Board Appointments
- Board Documents (file storage)
- Board Roster
- Board Liaisons
- Letter and Email Template

APPOINTEE AND APPLICANT MANAGEMENT

- Custom Reporting
- Application Tracking
- Appointment Tracking
- Bulk Letter Creation
- Bulk Email Creation
- Mailing Labels



Platform Identity Provider (IdP) Integration

More often, local government IT teams are looking to implement single sign-on (SSO) functionality to simplify user access to all web and cloud-based applications without requiring individual authentication. The CivicPlus' Platform IdP Integration capabilities provide local governments with the following conveniences:

- Faster and easier access to vital third-party solutions that integrate with your CivicPlus unified applications, such as CivicPlus' Municipal Websites, Recreation Management, and Agenda and Meeting Management Select
- Reduced password and account maintenance
- The ability to log into your CivicPlus software accounts from any device with an Active Directory username and password
- Auto-account generation
- Group syncing
- Customization of the design of your active directory login page

We offer integration with Microsoft's Entra ID (formerly Azure AD), Microsoft's Active Directory Federation Services (AD FS) versions 3.0, 4.0, and 5.0, and Okta.

Laserfiche Integration

With a third-party integration in Integration Hub you can route data to Laserfiche's cloud-hosted solution.

Historical File Import

As part of your implementation project, we will import a specified number of meetings to your new system. Choose an import with or without videos in increments of up to 500, 500-750, or 750+ meetings.

The process includes indexing your imported agendas for keyword searching and retrieval. You and your residents will still have access to this historical information with increased functionality. Historic meeting documents imported into Select by your implementation consultant will be optimized for character recognition to improve complete text search, and accessibility for screen reading assistive devices.



Web Accessibility



DocAccess

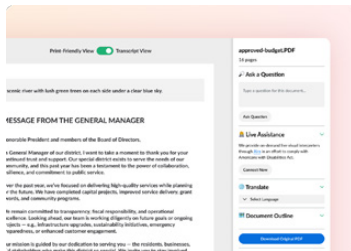
Features & Functionality

DocAccess

Simplify compliance by automatically converting all current and future PDFs into screen reader-friendly, WCAG 2.1 AA-aligned HTML transcripts.

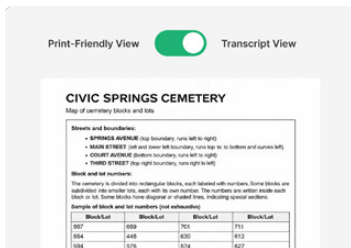
KEY BENEFITS:

- Work quickly with setup as fast as **1 day** and then **5 minutes** for new PDFs to be automatically detected and converted.
- Align all current and future PDFs to ADA standards by automatically converting documents to WCAG 2.1 AA-aligned, screen reader-friendly HTML transcripts.
- Real-time translation powered by Google translate, with **250 supported languages**.
- Live visual interpretation via **24/7 access to professional interpreters at Aira** – included at no extra cost.
- Images, charts, maps, and diagrams are instantly accessible with AI-generated alt-text following WCAG best practices.
- AI-powered search that lets users ask questions in-document and get answers back in their preferred language.
- Accessible from any device – responsive design ensures perfect viewing on all devices.



Instantly Convert Documents to HTML Transcripts

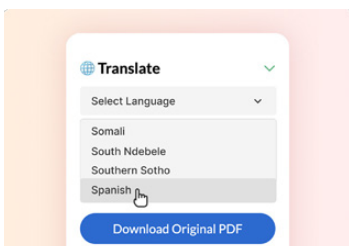
Once DocAccess is activated, all PDF links on your website automatically open in the mobile-friendly DocAccess view. Residents can use the print-friendly version or the HTML transcript, which includes detailed alt text for images.



Align Tricky Documents to WCAG 2.1 Standards

DocAccess is built for the complexity and range of government documentation. Use it to convert even your most difficult PDFs, including:

- Historical and handwritten documents
- Complex RFPs with diagrams and decision trees
- Comprehensive financial audits
- Multi-column brochures with scanned maps
- Scanned legal documents and budgets with handwritten signatures

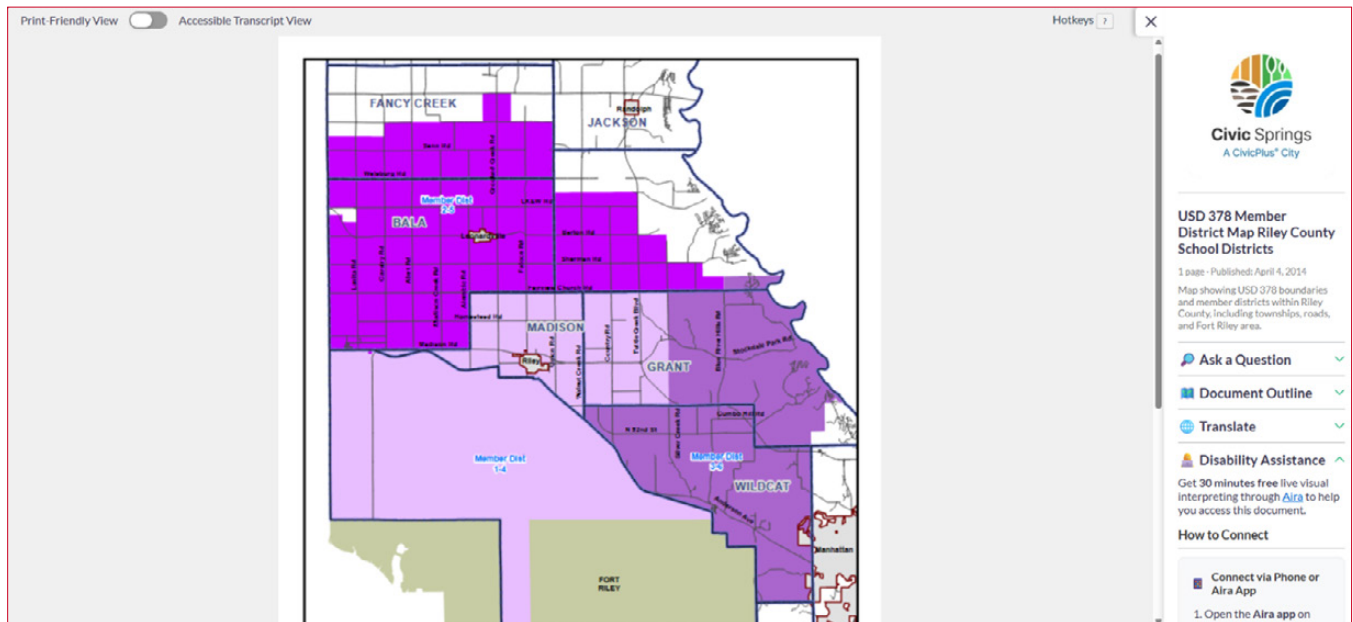


Translate into 250 Languages

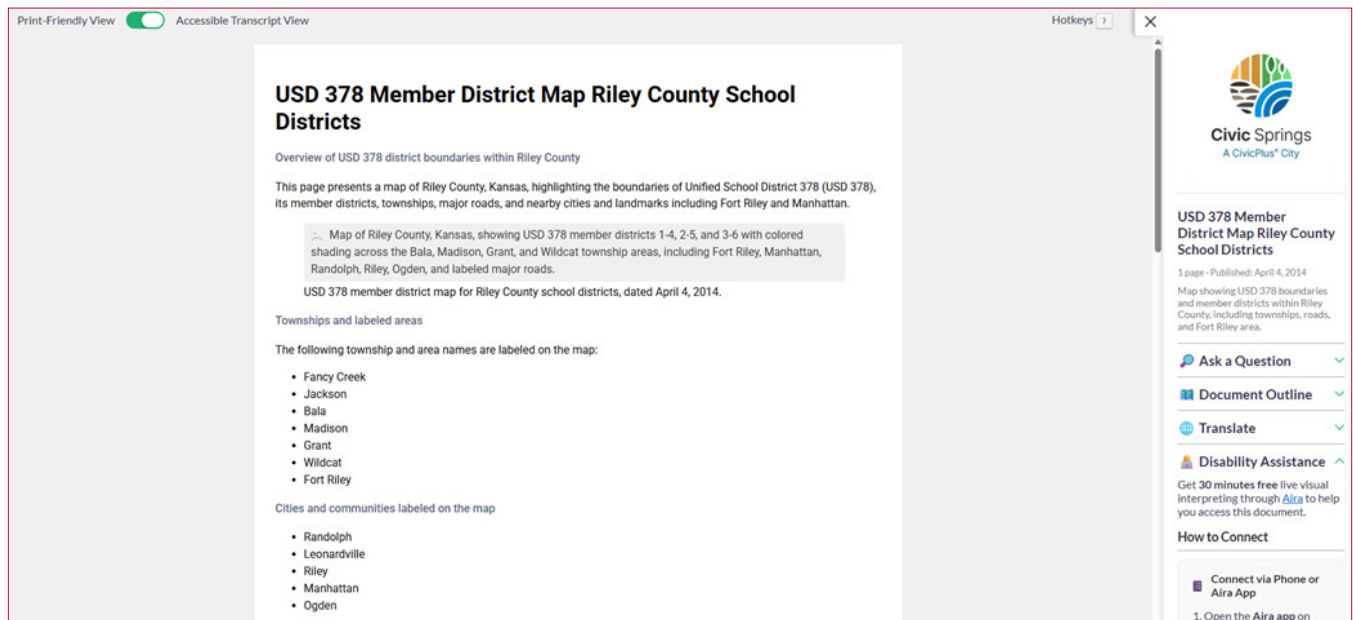
Over 250 built-in language translations can be applied to the HTML transcript with one click. Translations also apply to DocAccess features, including the Ask a Question tool.

DOCACCESS IN ACTION

Take your documents from this:



To this, simply by turning on the accessible transcript view with DocAccess.



Implementation

- **Quick Installation** – Add one line of code to your website – similar to Google Analytics. Works with any CMS or platform.
- **Automatic Processing** – DocAccess scans and processes all your PDFs, creating accessible versions without touching your original files.
- **Go Live & Stay Compliant** – Your PDFs are now served in an accessible, translatable, and mobile-friendly format. New documents are processed automatically. Full dashboard for monitoring.



**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
CivicPlus Pricing
Approval Date:
Expires On:

Statement of Work
Q-147429-1
9/2/2026 2:42 PM
9/30/2026

Client:
Miami Township, OH

Bill To:
MIAMI TOWNSHIP (CLERMONT COUNTY),
OHIO

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Kristin Lussier		kristin.lussier@civicplus.com		Net 30

Agenda & Meeting Management

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	AMM Select: AI Editing Assistant	AI Editing Assistant is an optional AMMS feature that enables authorized users to enhance agenda and meeting content using integrated AI tools to generate, summarize, rewrite, or polish text in fields like item descriptions, fiscal info, and minutes.	USD 0.00
1.00	AMM Select: Pro Annual Fee	AMM Select: Pro Annual Fee	USD 10,000.00
1.00	AMM Select: Pro Premium Implementation	Pro Premium Implementation; Includes config. of up to 10 meeting types, up to 10 boards, 1 approval workflow per meeting type, 4 hrs of training, and 2 hrs of consulting; Includes 1 original agenda, 1 original minutes, and 1 original staff report design	USD 4,400.00

DocAccess

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	DocAccess	DocAccess is a document accessibility platform that scans, converts, and monitors PDF documents on websites to support ADA and Section 508 compliance efforts for users with disabilities.	USD 11,937.20
1.00	DocAccess Implementation	Implementation of DocAccess	USD 2,000.00

Initial Term		10/1/2026 - 12/31/2028, Renewal Term 1/1 each calendar year	
Initial Term Invoice Schedule		Year One Annual Total invoiced 10/1/2026. Subsequent Annual Totals invoiced every 12 months starting at Renewal Term.	
	Annual Subscription	One Time Fees	Annual Total
Year One	USD 0.00	USD 6,400.00	USD 6,400.00
Year Two	USD 22,595.32		USD 22,595.32
Year Three	USD 23,273.18		USD 23,273.18
Subtotal			USD 52,268.50
Annual Recurring Services Starting Year 4			USD 23,971.37
Renewal Procedure		Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date	
Annual Uplift		3% to be applied in year 2	

If the customer has subscribed to the DocAccess services, which is evidenced by the DocAccess line item shown above, the covered domains for the service shall be limited to:
<https://www.miamitwpoh.gov/>

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-147429-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)



Miami Township Clermont County OH

The next generation of governance management for
public & elected boards

John Boehm, Account Executive Public Sector



From the trusted team behind **iCompass** and **BoardDocs**, the pioneer in public sector board management software.

Backed by **Diligent**, the global leader in integrated Governance, Audit, Risk & Compliance solutions serving more than 750,000 board members worldwide.

A complete suite of tools for boards success

Board Meetings

- Meeting Management
- Agenda Builder
- Minutes Management
- Agenda Item Management
- Live Meeting Presentation Mode
- Livestream Manager

Board Collaboration

- Document Management
- Board Member Cross Device Annotations
- Approvals & Workflows
- Digital Voting
- Public Transparency Website
- Policy Publisher
- Committee Manager
- Enhanced Accessibility Features

Board Development

- Goal Tracking
- Board Member Experience
- 24/7 Support

Standard Pricing

Option One: Full Diligent Community

Description	Price per year
Diligent Community	\$7,500
Committee Manager (Up to 5 additional meeting groups)	\$1,000
TOTAL	\$8,500

Options

Description	Price per year
Policy Publisher	\$3,000

**For three-year agreement, price increase limited to 3%. Otherwise 5%.*

Thank you
John Boehm
913.219.3209
jboehm@diligent.com

Proposal for Miami Township, Ohio

Four boards, one Clerk's office, and a public record that has to be right the first time. Here is what Govably would take off Kelly's desk, and how closely we would work alongside her to do it.

PREPARED FOR

Kelly Ryan

Executive Assistant

DATE

August 26, 2026

RATE HELD THROUGH

September 30, 2026

01 **Where Miami Township stands**

This is a high-stakes moment for the Clerk's office. Residents are watching the Township's boards closely, and the Board of Trustees has been clear that whatever tool it chooses needs to be proven, accurate, and transparent, not something that adds risk while everyone is paying closer attention than usual. Kelly feels that pressure directly: getting the record right, and making it easy for any resident to find and understand, matters more right now than it would in a quieter year.

That is precisely the case for Govably. Miami Township does not need a catalog of board-management features; it needs four boards' worth of agendas and minutes coming out clean and on time starting in January, with someone accountable for that result week after week. Software alone will not get you there in a year like this one. A partner who answers the phone, sits in on the first meetings, and fixes what is not working will.

3 hrs

Minutes work per meeting today, by Kelly's own estimate

4 boards

Trustees, Zoning Commission, BZA, and the CIC, every cycle

15 min

What our founding customer's minutes took on her very first meeting

What the work looks like today

As Township Clerk, Kelly builds and distributes the agenda and minutes for four separate boards: the Board of Trustees, the Zoning Commission, the Board of Zoning Appeals, and the CIC.

Requests to add an item come in as Word memos over email, get tracked in a spreadsheet, and land in Outlook folders until the submission deadline passes. From there, the packet is assembled by hand in Adobe before it goes out. That process repeats, largely unchanged, for every board and every cycle.

Minutes are the real time sink

By Kelly's own estimate, minutes run roughly three hours of work per meeting, and that is for a single meeting. Multiplied across four boards, it adds up to a substantial, recurring share of the Clerk's time. Off-the-shelf transcription tools do not close that gap. They hand back a raw transcript, not a finished, board-ready document, so the real work of formatting, attributing who said what, and capturing motions and votes accurately still falls to Kelly by hand.

02 Choosing the right partner

Miami Township is evaluating Govably alongside Diligent. That comparison deserves a precise answer, because the two products are built for different customers and are judged by different things.

A BROAD-MARKET PLATFORM

Diligent serves corporate boards, large counties, state agencies, and governments many times Miami Township's size. Support runs through a shared queue, and the roadmap follows the priorities of that whole base. A township of your size is a small voice in a very large room.

GOVABLY

We work exclusively with local governments, and specifically with clerks. Every feature in this proposal exists because a clerk asked for it. As a founding partner, Miami Township's feedback goes straight to the people building the product, and the four boards Kelly runs are the work the roadmap is written around.

Both are real companies with real products. The question worth putting to the Board is narrower than which one is bigger: which one will have someone on the phone with Kelly the week the first Zoning Commission minutes are due, and which one will still be shaping its product around how Miami Township actually runs its meetings a year from now.

03 The Govably solution

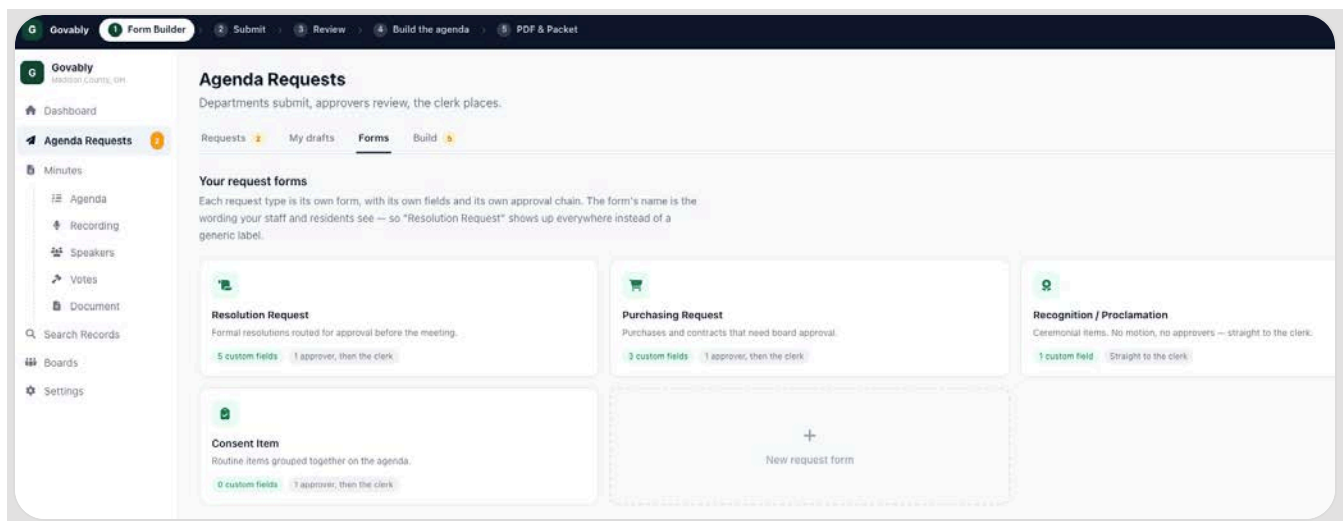
Govably's Agenda & Minutes Builder complements the way Miami Township already runs meetings. Nothing about how the Board of Trustees, Zoning Commission, Board of Zoning Appeals, or CIC conducts a meeting has to change. It removes the manual work on both ends: building the agenda packet, and turning the meeting into finished minutes.

1 Forms-based agenda requests

Instead of a folder of emails and a tracking spreadsheet, requesters submit a standardized, templated form that routes through a workflow, to Kelly, or through department heads first, so nothing lands on an agenda by accident. Kelly can stay the sole gatekeeper if that is preferred. Both work.

2 Build the agenda in Govably, or upload your own

The system takes the agenda either way, and item numbering carries over exactly as Miami Township formats it today.



Agenda Builder. Each request type is its own form with its own fields and approval chain, so a purchasing request and a proclamation do not arrive looking the same. Departments submit, approvers review, the clerk places.

3 Meeting capture in one step

Paste in a recording link or upload a file. VoicePrint identifies each Trustee, Commission member, Board of Zoning Appeals member, and CIC member by voice and learns them permanently, so there is no reassigning speakers meeting after meeting, across any of the four boards.



Board of Trustees

Members
Voice prints
Meeting style

Voice prints



Auto-identify every speaker
Trained members are recognized by voice and labeled automatically in every recording — no more mapping speakers by hand.

5/6
VOICES TRAINED

KT

Ken Tracy
Chairperson, Trustee



Voice trained
1 sample

RH

Ryan Himes
Recreation Director



Not trained yet

MW

Mary Makley Wolff
Trustee



Voice trained
1 sample

MS

Mark Schulte
Trustee



Voice trained
2 samples

SK

Steve Kelly
Township Administrator



Voice trained
1 sample

EF

Eric Ferry
Fiscal Officer



Voice trained
1 sample

VoicePrint. Each member is trained once from a recording you already have, then recognized and labeled automatically in every meeting after that, shown here with Miami Township's Board of Trustees.

4 **Item discussion start detection**

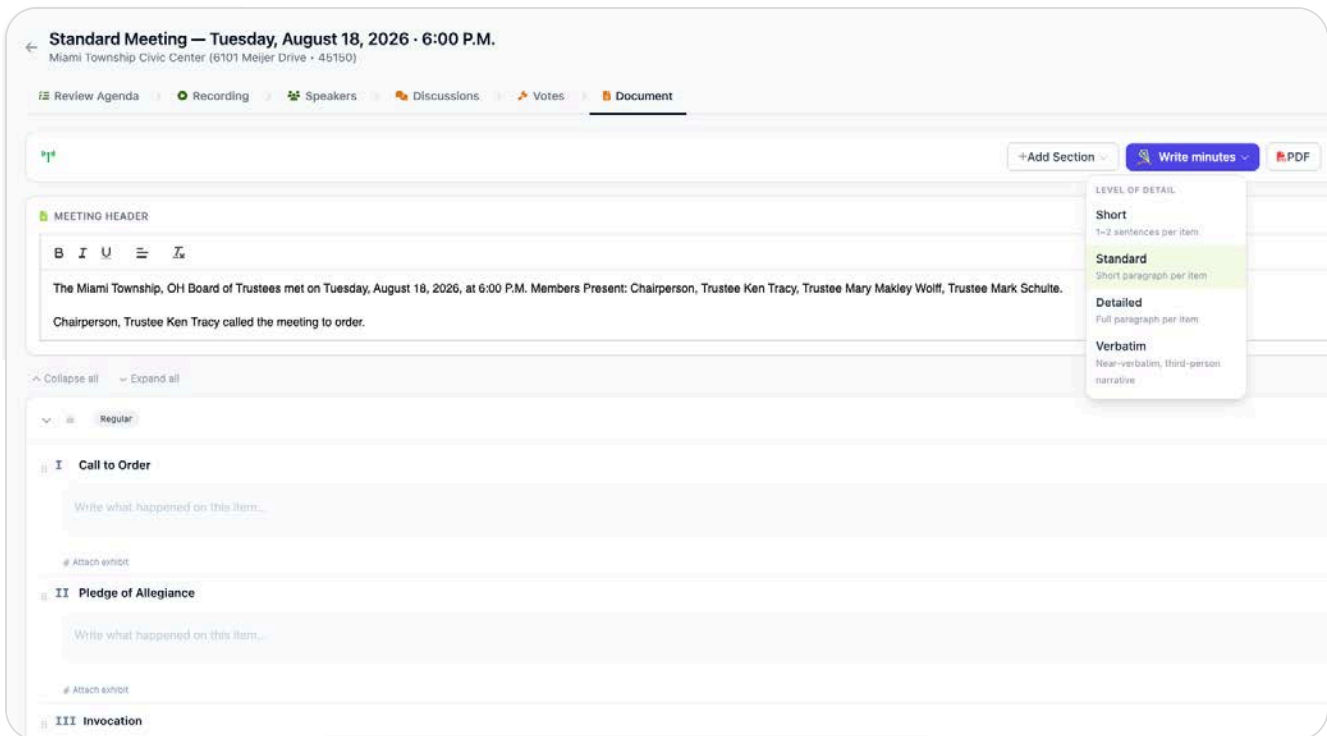
A clear marker flags exactly where a motion or vote happens in the recording, giving Kelly an easy way to spot-check the AI rather than trust it blindly. Human review layered on top of automation.

5 **Votes auto-populate**

Who made the motion, who seconded, who voted yea or nay, pulled directly from what happened during the meeting.

6 **Minutes at whatever detail each board prefers**

Adjustable from one or two sentences per item up to full verbatim. Every generated draft is fully editable: click into any section and revise it like a Word document, so nothing goes out the door without Kelly's review.



Minutes Builder, shown with Miami Township's own agenda structure. Choose the level of detail per board, then edit any section directly before the PDF goes out.

7 Accessible and print-ready by default

Output is WCAG 2.1 AAA-compliant, with customizable page breaks for clean printed copies for anyone who still requires paper.

8 One subscription, no counting

Unlimited users, unlimited boards, unlimited meetings. Trustees, Zoning Commission, Board of Zoning Appeals, and the CIC all sit under one plan, with room to add more if the Township ever needs it. Your data stays yours: VoicePrint and meeting data live solely within Govably, and nothing is held hostage if the Township ever chooses to leave.

04 Built by people who have done this work

Govably is not a general-purpose meeting tool adapted for government. Our founding team brings more than 27 years of combined experience working with local governments, most recently at ClearGov, the leading budgeting platform for local government, now serving over

2,000 customers. We have been through hundreds of implementations with clerks, finance directors, and administrators, and we started Govably because the agenda and minutes side of the job was still being done by hand.

Govably's founding customer went from three-plus hours of minutes work down to fifteen minutes on her very first meeting using the tool. Miami Township would be Govably's second Ohio partner, following Madison County, which signed on ahead of this proposal, part of a growing base of Ohio local governments rather than a single pilot account.

05 What a founding partner gets

Founding partners are not early adopters we hand a login to. Miami Township would be one of a small handful of governments we are building this product around, and the level of attention reflects that. Concretely, here is what Kelly can expect.



Board of Trustees

Members

Voice prints

Meeting style

Meeting calendar

Agenda templates

Minutes PDF

Voting Members (3)

Counted in the roll-call and in every vote.

NAME	OFFICIAL TITLE	NAME IN MINUTES	
Ken Tracy	Chairperson, Trustee	Trustee Tracy	×
Mary Makley Wolff	Trustee	Trustee Wolff	×
Mark Schulte	Trustee	Trustee Schulte	×

+ Add voting member

Non-Voting Members (7)

People who regularly attend and often speak, but do not vote.

NAME	OFFICIAL TITLE	NAME IN MINUTES	
Steve Kelly	Township Administrator	Adminstrator Kelly	×
Eric Ferry	Fiscal Officer	Mr. Ferry	×
Ryan Himes	Recreation Director	Recreation Director Rye	×
Chris Burdsall	Service Director	Service Director Chris L	×
Mark McCormack	Community Developme	Community Developme	×
Rob Hirsch	Police Chief	Police Chief Rob Hirsch	×
Dave Jetter	Fire Chief	Fire Chief Dave Jetter	×

+ Add non-voting member

Miami Township's Board of Trustees, already built. Voting and non-voting members, official titles, and how each name should read in the minutes, configured by our team before Kelly's first meeting, and repeated for the Zoning Commission, the Board of Zoning Appeals, and the CIC.

A named Customer Success Manager

A dedicated CSM with a clerk's background, introduced by name before kickoff. Support comes from someone who has done this job, not someone reading from a script or picking your ticket out of a shared queue.

We do the setup, not Kelly

We build the agenda templates for all four boards, load Miami Township's item numbering and formatting, and enroll every Trustee, Commission, BZA, and CIC member's VoicePrint from recordings you already have. Kelly never starts from a blank system.

Training for every user, included

Live training for everyone who touches the process, on your schedule, covered by the setup fee, and repeated for anyone who joins later or misses a session.

We will sit with you through publishing your first meeting minutes

For each of the four boards, we walk through the first capture with Kelly and review the first minutes draft together, line by line, before anything is published.

Weekly check-ins, then your cadence

Standing weekly calls through the first two meeting cycles of every board, then whatever rhythm suits the office. Response inside one business day, always.

A direct line to the founders

Kelly gets our numbers. Founding partners also see the roadmap and get first say on what we build next; requests from this office go to the top of the list rather than into a suggestion box.

OUR COMMITMENT TO MIAMI TOWNSHIP

A six-month money-back guarantee

Adopting new software for the record of a public board is not a decision to make lightly, especially with residents watching results closely. So the risk sits with us, not with the Township. For the first six months after go-live, if Miami Township is not more than happy with Govably, the quality of the minutes, the responsiveness of our team, and the time it gives back to the Clerk's office, we will keep working at no additional cost until you are. If we still cannot get there, the Township can cancel and we will refund what you have paid, setup fee included. No notice period, no proration argument, no penalty.

06 Why it matters for Miami Township

On Kelly's own numbers, a single meeting runs roughly three hours of minutes work today, and that is before multiplying across four boards each month. Even a conservative reduction frees a meaningful share of the Clerk's week, and our founding customer's result, three-plus hours down to fifteen minutes on her very first meeting, shows how much of that time is recoverable. Unlike a plain transcription tool, Govably is built to produce formatted, reviewable minutes, not a transcript that still has to be rewritten by hand.

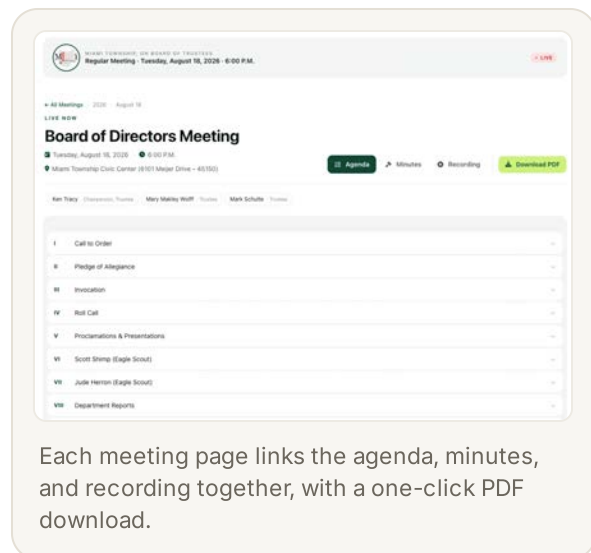
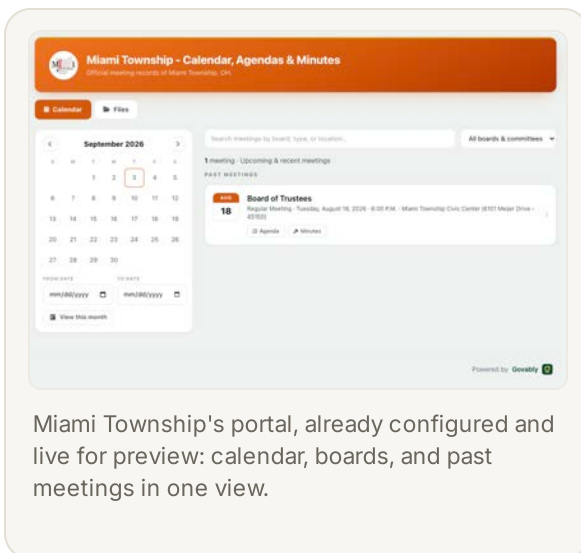
Minutes are also the Township's public record. With residents paying close attention to how the boards operate, accuracy and transparency matter more than ever. A searchable, WCAG-compliant archive lets residents find what a board decided without calling Kelly's office, and faster turnaround means the record stays current instead of trailing weeks behind.

07

A public portal built for trust

A resident should not have to call Kelly's office to find out what a board decided. Govably publishes a public portal for Miami Township automatically: every agenda, every set of minutes, and every recording, organized by board and searchable by keyword, live the moment each is ready. It gives residents one stop for the public record, not an email request and a wait.

Every meeting page brings the agenda, the minutes, and the recording together in one place, with a downloadable PDF alongside them, so a resident who missed a meeting can read what happened, watch it, or grab the official record without filing a public-records request. The portal is WCAG 2.1 AA accessible and ADA-compliant by default: screen-reader friendly and fully keyboard-navigable, so it works for every resident, not only the ones comfortable navigating a records process.



SEE IT LIVE

Miami Township's own public portal is already set up and ready to share with the Board. Preview it at govably.com/public/portal/Qjsqhoy8kCqylhNt31x7

08 Investment

Pricing reflects Govably's founding-partner rate for Ohio local governments: 25% off, locked for the life of the initial term and held for Miami Township through September 30, 2026. Renewals continue at this rate plus a 3% annual increase, not a reset to list price.

SUBSCRIPTION	LIST	FOUNDING-PARTNER RATE
One-time setup fee		
Configuration, template build, VoicePrint enrollment, and training for every user	\$4,200	\$3,150
Annual subscription		
Agenda & Minutes Builder across all four boards, unlimited users and meetings	\$10,500	\$7,875 / year

Billing can be structured to align with the Township's budget cycle: setup and training begin following board approval, with the annual subscription starting at go-live in January, so the investment lands entirely within the new fiscal year.

09 Next steps

- September 14** Present to the Board of Trustees alongside the other options under consideration, as part of the board packet.
- September 22** Board vote on approval.
- Through Sept 30** Founding-partner Ohio rate held for Miami Township.
- January** Go-live, aligned to the Township's budget cycle, with our team on site in the process from day one.

We are glad to join a conversation with Steve, the Township Administrator, or to present directly to the Board on the 14th if that would be helpful.

OFFICIAL MEMO
OFFICE OF THE ADMINISTRATOR



TO: Board of Trustees
CC: Eric C. Ferry, Fiscal Officer
FROM: Will Menz, Multimedia Manager
DATE: September 14, 2026
SUBJECT: Gateway Banners

The Township budgeted \$10,000.00 for gateway banners in the 2026 General Fund (Capital Improvements). Our banners were originally installed in the spring of 2020 and serve as an excellent tool for Township branding at the gateway along Business 28, Romar Drive, and at the intersection at Branch Hill Guinea Pike and Loveland Miami Road.

We have got six solid years of use of our banners, but winter and spring have proved to be particularly harsh due to influx in temperatures and wind. Banners are starting to show their wear and therefore we will be looking to replace them with new ones. The replacement banners will be the same size (24x48) but will have updated designs. Additionally, we will keep the current banners in rotation until they are no longer able to be used.

We've priced the banners with numerous companies and would like to go with Signs.com, who was our initial vendor at the time of purchase. Signs.com has provided the best price at \$63.00 per banner. We are requesting to move forward with the new banner purchases at an amount not to exceed \$10,000.00.

We will bring this back to the Business Meeting for final approval.



Quote No. **00738488**
Ordered from: **www.signs.com**

Date Quoted: 11-24-2025

Bill To:
Miami Township
Miami Township

Product Details	Shipping Method & Destination	Quantity	Price
Item # 1992263 Category: Pole Banners Size: 24" x 48" Quantity: 50 Thickness: 18 oz Vinyl Printed Sides: Double Sided Pole Pockets: 2" Pocket Top & Bottom Grommets: 4 Corners Accessories: None Ready to Ship: 1 Business Day	FedEx - 2-5 Days 2 - 5 Day Transit Will Menz Miami Township 6101 MEIJER DR MILFORD, OH 45150 US Tax: \$0.00 (0.00%)	50	\$3269.30
Item # 1993917 Category: Pole Banners Size: 24" x 48" Quantity: 50 Thickness: 18 oz Vinyl Printed Sides: Double Sided Pole Pockets: 2" Pocket Top & Bottom Grommets: 4 Corners Accessories: None Ready to Ship: 1 Business Day	FedEx - 2-5 Days 5 Day Transit Will Menz Miami Township 6101 MEIJER DR MILFORD, OH 45150 US Tax: \$0.00 (0.00%)	50	\$3269.30
Item # 1993918 Category: Pole Banners Size: 24" x 48" Quantity: 50 Thickness: 18 oz Vinyl Printed Sides: Double Sided Pole Pockets: 2" Pocket Top & Bottom Grommets: 4 Corners Accessories: None Ready to Ship: 1 Business Day	FedEx - 2-5 Days 5 Day Transit Will Menz Miami Township 6101 MEIJER DR MILFORD, OH 45150 US Tax: \$0.00 (0.00%)	50	\$3269.30
Comments	Subtotal		\$9,807.90
	Discount		\$490.40
	Shipping		\$0.00
	Sales Tax		\$0.00
	Balance Due		\$9,317.51

1550 Gladiola St, Salt Lake City UT UT
Tel 1-888-222-4929

By signing below, I agree to Terms of Service.

X

Date

Terms of Quote - Quotes are valid for 30 calendar days from Date Quoted. All Prices stated herein are based on current costs and are subject to change. By making this order, Customer agrees to be bound by all Terms and Conditions contained on our website, www.signs.com. All orders must be paid in full before print production starts.

OFFICIAL MEMO
FIRE AND EMS



TO: Board of Trustees
CC: Eric Ferry, Fiscal Officer
Steve Kelly, Township Administrator
FROM: David Jetter, Fire Chief
DATE: September 14, 2026
SUBJECT: Engine 14 Upfitting

The fire department requests approval to upfit Engine 14, the new E-ONE pumper, by Fire Manufacturing Innovations (FMI) LLC.

FMI specializes in installing fire apparatus equipment. This will be our second time working with FMI. They offer a streamlined process, high-quality workmanship, and significantly shorter turnaround times than in-house equipment fitment. The fire engine will be at FMI for a few weeks and will return fully ready for use.

COST

FMI's cost to install the equipment is **\$71,280.29**.

This request will be presented for final approval at the upcoming business meeting.

**Fire Manufacturing Innovations LLC**

5325 Prosperity Drive
Springfield, Ohio 45502

Phone: 937-323-2770 Fax: 937-322-2884
Website: www.fmico.com
E-Mail: orders@fmico.com

Quote Number: 7372**Page:** 1 of 19**Quote To:**

Miami Twp Fire & EMS
5888 McPicken Dr.
Milford OH 45150
United States

Phone: 513-253-5850 Fax:
dave.jetter@miamitwpoh.gov

Date: 01-Sep-26**Expires:** 01-Oct-26**Entered By:** A.Johnson**Terms:** Credit Card**Cust. Code:** MIATWP

Line	Part	Description	Rev	Quantity
1	FMI-40001-200	WALL, STATIC DIVIDER, LEFT, (-200)	B	1.00 Each
L1 L1-01 FAB/INSTALL WALL, STATIC DIVIDER, LEFT, (-200)				
2	CMFAB	Coupler Slide-out w/ Notched Back Wall HIGH REAR AND RIGHT WALL	FIRST	1.00 Each
L1 L1-02 FAB/INSTALL Coupler Slide-out w/ Notched Back Wall HIGH REAR AND RIGHT WALL				
3	CMFAB	26" UNISTRUT	FIRST	2.00 Each
L1 L1-03 FAB/INSTALL 26" UNISTRUT (2)				
4	FMI-40901	15"H x 15"D, WALL, HOSE DIVIDER, ADJUSTABLE	B	1.00 Each
L1 L1-04 FAB/INSTALL 15"H x 15"D, WALL, HOSE DIVIDER, ADJUSTABLE				
5	FMI-22051-100	SLIDE OUT, HORIZONTAL, W/ REAR AND RIGHT WALL, OVER 10"H, (-100)	B	1.00 Each
L1 L1-05 FAB/INSTALL SLIDE OUT, HORIZONTAL, W/ REAR AND RIGHT WALL, OVER 10"H, (-100)				
6	CMFAB	25" UNISTRUT	FIRST	2.00 Each
L1 L1-06 FAB/INSTALL 25" UNISTRUT (2)				

**Fire Manufacturing Innovations LLC**

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Springfield, Ohio 45502

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Website: www.fmico.com
E-Mail: orders@fmico.com

Quote Number: 7372**Page: 2 of 19**

7 FMI-42001-200 B 1.00 Each
SHELF, DOUBLE LIP, ADJUSTABLE, (-200)

L1
L1-07
FAB/INSTALL SHELF, DOUBLE LIP, ADJUSTABLE,
(-200)

8 FMI-21600-200 B 1.00 Each
SLIDE OUT, HORIZONTAL, TRAY, (-200)

L1
L1-08
FAB/INSTALL SLIDE OUT, HORIZONTAL, TRAY,
(-200)

9 FMI-41001-300 B 1.00 Each
SHELF, ADJUSTABLE, (-300)

L1
L1-09
FAB/INSTALL SHELF, ADJUSTABLE, (-300)

10 FMI-42001-300 B 1.00 Each
SHELF, DOUBLE LIP, ADJUSTABLE, (-300)

L1
L1-10
FAB/INSTALL SHELF, DOUBLE LIP, ADJUSTABLE,
(-300)

11 FMI-41500-300 B 1.00 Each
HALF SHELF, ADJUSTABLE, (-300)

L1
L1-11
FAB/INSTALL HALF SHELF, ADJUSTABLE, (-300)

12 FMI-31350 FIRST 1.00 Each
POCKET, GENERIC (14"L X 14"W X 15"H MAX)

L1
L1-12
FAB/INSTALL POCKET, GENERIC (14"L X 14"W X
15"H MAX)

13 FMI-31150 FIRST 2.00 Each
BRACKET, Z, GENERIC (12"L X 12"W X 12"H MAX)

L1
L1-13
FAB/INSTALL BRACKET, Z, GENERIC (12"L X 12"W
X 12"H MAX) (2)

14 FMI-32002 FIRST 3.00 Each
BRACKET, HOSE COUPLER

L1
L1-14
FAB/INSTALL BRACKET, HOSE COUPLER (3)



15 FMI-97001 FIRST 1.00 Each
MOUNT/INSTALL GEAR

L1
MOUNT/INSTALL GEAR
BLACK TURTLE TILE
1 5" STORZ X 2 1/2" NST FEMALE COUPLING
Mounted
1 5" STORZ X 2 1/2" NST MALE COUPLING Mounted
1 2 1/2" QUARTER TURN VALVE WITH 2 1/2" NST
DOUBLE FEMALE COUPLING Mounted
1 1 1/2" NOZZLE SHUT OFF Mounted
1 2 1/2" PLAY PIPE Mounted
1 1 1/2" FOG NOZZLE Mounted- hose coupler bracket
L3-14
1 2 1/2" FOG NOZZLE Mounted- hose coupler bracket
L3-14
1 each - 1 1/4", 1 1/8", 1" STACKED TIPS Mounted
1 7/8" TIP Mounted
2 2 1/2" NST DOUBLE FEMALE COUPLING Mounted
2 2 1/2" NST DOUBLE MALE COUPLING Mounted
1 2 1/2" CINCY FEMALE X 2 1/2" NST MALE
COUPLING Mounted
1 2 1/2" NST X 2 1/2" COUPLING Mounted
1 2 1/2" NST X 2 1/2" CINCY DOUBLE FEMALE
COUPLING Mounted
1 2 1/2" NST X 2 1/2" CINCY DOUBLE MALE
COUPLING Mounted
1 2 1/2" NST Female X 1 1/2" NST Male (1)
COUPLING Mounted
1 RUBBER MALLOT Mounted
1 HAND TOWLETTES Loose- no mounting
1 FOAM CONTAINER WRENCH Mounted
5 each 1 1/2" AND 2 1/2" RUBBER GASKETS
Mounted- (2) plastic hooks
1 PETROLEUM JELLY TUB Loose- no mounting
1 HOSE ROLLER Mounted
1 AKRON QUICK ATTACK MONITOR COMBINATION
NOZZLE Mounted- hose coupler bracket L3-14
1 5" PONY SECTION (25' ROLL) Mounted- strap
1 PROPAK FOAM SYSTEM Loose- no mounting
1 LOW LEVEL STRAINER Mounted- z-bracket(s) L 1-
13
1 HAZMAT TOTE Loose- no mounting
10 ABSORBANT PADS Loose- no mounting
4 ABSORBANT SOCKS Loose- no mounting

16 FMI-42001-300 B 2.00 Each
SHELF, DOUBLE LIP, ADJUSTABLE, (-300)

L2
L2-01
FAB/INSTALL SHELF, DOUBLE LIP, ADJUSTABLE,
(-300) (2)

17 FMI-41500-300 B 1.00 Each
HALF SHELF, ADJUSTABLE, (-300)

L2
L2-02
FAB/INSTALL HALF SHELF, ADJUSTABLE, (-300)



Fire Manufacturing Innovations LLC

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Quote Number: 7372

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18	FMI-WEB-INSTALL CUSTOM WEBBING	FIRST	1.00 Each
	L2 L2-03 FAB/INSTALL CUSTOM WEBBING		
19	FMI-97001 MOUNT/INSTALL GEAR	FIRST	1.00 Each
	L2 MOUNT/INSTALL GEAR BLACK TURTLE TILE 1 SLOPE KIT Loose- no mounting 3 ROPE BAG Loose- no mounting 3 DOWN RIVER KIT Loose- no mounting 2 MUSTANG SUIT Loose- no mounting 2 ICE ROPE KIT/TETHER BAG Loose- no mounting 1 INFLATABLE BOARD Loose- no mounting		
20	CMFAB MILWAUKEE PACKOUT MODULE WITH SLIDE	FIRST	1.00 Each
	L3 L3-01 FAB/INSTALL MILWAUKEE PACKOUT MODULE WITH SLIDE		
21	FMI-22499-100 VERTICAL SLIDE OUT TOOL BOARD TOP & BTM STRUTS (-100)	FIRST	1.00 Each
	L3 L3-02 FAB/INSTALL VERTICAL SLIDE OUT TOOL BOARD TOP & BTM STRUTS (-100)		
22	FMI-40001-300 WALL, STATIC DIVIDER, LEFT, (-300)	B	1.00 Each
	L3 L3-03 FAB/INSTALL WALL, STATIC DIVIDER, LEFT, (-300)		
23	FMI-41500-300 HALF SHELF, ADJUSTABLE, (-300)	B	1.00 Each
	L3 L3-04 FAB/INSTALL HALF SHELF, ADJUSTABLE, (-300)		
24	FMI-40000-300 WALL, STATIC DIVIDER, RIGHT, (-300)	B	1.00 Each
	L3 L3-05 FAB/INSTALL WALL, STATIC DIVIDER, RIGHT, (-300)		
25	FMI-22501-300 SLIDE OUT, VERTICAL TOOL BOARD, RIGHT, (-300)	B	1.00 Each
	L3 L3-06 FAB/INSTALL SLIDE OUT, VERTICAL TOOL BOARD, RIGHT, (-300)		



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26	CMFAB	FIRST	2.00 Each
	45" UNISTRUT		
	L3 L3-07 FAB/INSTALL 45" UNISTRUT (2)		
27	FMI-42001-100	B	1.00 Each
	SHELF, DOUBLE LIP, ADJUSTABLE, (-100)		
	L3 L3-08 FAB/INSTALL SHELF, DOUBLE LIP, ADJUSTABLE, (-100)		
28	FMI-41001-100	B	3.00 Each
	SHELF, ADJUSTABLE, (-100)		
	L3 L3-09 FAB/INSTALL SHELF, ADJUSTABLE, (-100) (3)		
29	CMFAB	FIRST	2.00 Each
	CHAIN BOX		
	L3 L3-10 FAB/INSTALL CHAIN BOX (2)		
30	CMFAB	FIRST	1.00 Each
	CHAIN BOX		
	L3 L3-11 FAB/INSTALL CHAIN BOX		
31	CMFAB	FIRST	1.00 Each
	GROUND PAD HOLDER		
	L3 L3-12 FAB/INSTALL GROUND PAD HOLDER		
32	80000-10.00	FIRST	4.00 Each
	UNISTRUT CUT TO 10"		
	L3 L3-13 FAB/INSTALL UNISTRUT CUT TO 10" (4)		
33	FMI-32035-200	FIRST	1.00 Each
	AIR-BAG POCKET, UP TO 24"x 24" BAG QTY.2 (VERTICAL MOUNT)		
	L3 L3-14 FAB/INSTALL AIR-BAG POCKET, UP TO 24"x 24" BAG QTY.2 (VERTICAL MOUNT)		
34	FMI-32035-200	FIRST	1.00 Each
	AIR-BAG POCKET, UP TO 24"x 24" BAG QTY.2 (VERTICAL MOUNT)		
	L3 L3-15 FAB/INSTALL AIR-BAG POCKET, UP TO 24"x 24" BAG QTY.2 (VERTICAL MOUNT)		



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- 35 FMI-32035-100 FIRST 1.00 Each
AIR-BAG POCKET, UP TO 12"x 12" BAG QTY.2 (VERTICAL MOUNT)

L3
L3-16
FAB/INSTALL AIR-BAG POCKET, UP TO 12"x 12"
BAG QTY.2 (VERTICAL MOUNT)

- 36 FMI-31300 FIRST 1.00 Each
POCKET, GENERIC (7"L X 7"W X 8"H MAX)

L3
L3-17
FAB/INSTALL POCKET, GENERIC (7"L X 7"W X 8"H
MAX)

- 37 FMI-31100 FIRST 4.00 Each
BRACKET, Z, GENERIC (6"L X 6"W X 6"H MAX)

L3
L3-18
FAB/INSTALL BRACKET, Z, GENERIC (6"L X 6"W X
6"H MAX) (4)

- 38 FMI-31100 FIRST 4.00 Each
BRACKET, Z, GENERIC (6"L X 6"W X 6"H MAX)

L3
L3-19
FAB/INSTALL BRACKET, Z, GENERIC (6"L X 6"W X
6"H MAX) (4)



39 FMI-97001 FIRST 1.00 Each
MOUNT/INSTALL GEAR

L3
MOUNT/INSTALL GEAR
BLACK TURTLE TILE
10 FLARES Mounted - FMI flare container L3-17
1 PARATECH 24" x 24" AIRBAG Mounted - vertical
airbag holder L3-14
2 PARATECH 16" x 22" AIRBAGS Mounted - vertical
airbag holder L3-15
1 PARATECH 8" x 14" AIRBAG Mounted - vertical
airbag holder L3-16
2 GENESIS CHAIN KIT Loose- in FMI chain box L3-10
2 COME-A-LONG Loose- in FMI chain box L3-11
2 RATCHET STRAP BAG Loose- no mounting
2 KODIAK STRUTS Mounted - z-bracket(s) L3-18
2 KODIAK LIFTING DEVICES Mounted
2 KODIAK AND GRIZZLY ACCESSORY KIT Loose-
no mounting
2 GRIZZLY STRUTS Mounted- z-bracket(s) L3-19
1 22" MED. MILWAUKEE PACKOUT TOOLBOX (AIR
CHISEL KIT) Loose- in pack-out module
2 22" LARGE MILWAUKEE PACKOUT TOOLBOX
(AIRBAG CONTROLS; HAND TOOLS) Loose- in
pack-out module
1 22" XL MILWAUKEE PACKOUT TOOLBOX (BAND
SAW & OTHER SAWS) Loose- in pack-out module
1 10" COMPACT MILWAUKEE PACKOUT
PORTABLE TOOLBOX (IMPACT GUN KIT) Mounted-
strap
1 5-COMPARTMENT MILWAUKEE PACKOUT
ORGANIZER (RING KIT) Loose- in pack-out module
3 20" DEEP MILWAUKEE PACKOUT ORGANIZER
(CUTTING KIT; PRYING KIT; SOCKET SETS) Loose-
in pack-out module
1 PACKOUT DOLLY Loose- in pack-out module

40 FMI-22101-200 B 1.00 Each
SLIDE OUT, HORIZONTAL, W/ REAR AND SIDE WALLS, OVER 10"H, (-200)

A1
A1-01
FAB/INSTALL SLIDE OUT, HORIZONTAL, W/ REAR
AND SIDE WALLS, OVER 10"H, (-200)

41 FMI-42001-200 B 1.00 Each
SHELF, DOUBLE LIP, ADJUSTABLE, (-200)

A1
A1-02
FAB/INSTALL SHELF, DOUBLE LIP, ADJUSTABLE,
(-200)

42 FMI-21600-200 B 1.00 Each
SLIDE OUT, HORIZONTAL, TRAY, (-200)

A1
A1-03
FAB/INSTALL SLIDE OUT, HORIZONTAL, TRAY,
(-200)



43	FMI-52019	B	1.00 Each
	WINCH MOUNT, 2.5"->3" HITCHES		
	<i>A1</i> <i>A1-04</i> <i>FAB/INSTALL WINCH MOUNT, 2.5"->3" HITCHES</i>		
44	FMI-97001	FIRST	1.00 Each
	MOUNT/INSTALL GEAR		
	<i>A1</i> <i>MOUNT/INSTALL GEAR</i> <i>BLACK TURTLE TILE</i> <i>1 FLOOR JACK Mounted- poly block</i> <i>1 WARNER PORTABLE WINCH Mounted - A1-04</i> <i>1 WARNER PORTABLE WINCH KIT Loose- no mounting</i> <i>24 4 X 4 CRIBBING Loose- no mounting</i> <i>2 STEP CHOCKS Loose- no mounting</i>		
45	FMI-10024-LS	FIRST	1.00 Each
	THE SUZAN (24" FMI SUZAN)		
	<i>R3</i> <i>R3-01</i> <i>FAB/INSTALL THE SUZAN (24" FMI SUZAN)</i>		
46	15011		1.00 Each
	24" SLIDE-OUT, ALUM 3 RAIL SD, KIT-100% EXT (600LBS) 24"D-24"W MID PROFILE (DECK HEIGHT 3-3/16")		
	<i>R3</i> <i>R3-01</i> <i>FAB/INSTALL 24" SLIDE-OUT, ALUM 3 RAIL SD,</i> <i>KIT-100% EXT (600LBS) 24"D-24"W MID PROFILE</i> <i>(DECK HEIGHT 3-3/16")</i>		
47	FMI-31000	FIRST	1.00 Each
	LS CUTTER TOOL MOUNT, KIT		
	<i>R3</i> <i>R3-01</i> <i>FAB/INSTALL LS CUTTER TOOL MOUNT, KIT</i>		
48	FMI-31005	FIRST	1.00 Each
	LS SPREADER TOOL MOUNT, KIT		
	<i>R3</i> <i>R3-01</i> <i>FAB/INSTALL LS SPREADER TOOL MOUNT, KIT</i>		
49	FMI-31010	FIRST	1.00 Each
	LS COMBI TOOL MOUNT, KIT		
	<i>R3</i> <i>R3-01</i> <i>FAB/INSTALL LS COMBI TOOL MOUNT, KIT</i>		
50	FMI-31015	FIRST	2.00 Each
	LS RAM TOOL MOUNT, KIT		
	<i>R3</i> <i>R3-01</i> <i>FAB/INSTALL LS RAM TOOL MOUNT, KIT (2)</i>		

**Fire Manufacturing Innovations LLC**

5325 Prosperity Drive
Springfield, Ohio 45502

Phone: 937-323-2770 Fax: 937-322-2884
Website: www.fmico.com
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-
- 51 FMI-41500-300 B 1.00 Each
HALF SHELF, ADJUSTABLE, (-300)
- R3
R3-02
FAB/INSTALL HALF SHELF, ADJUSTABLE, (-300)*
- 52 FMI-21003-B B 1.00 Each
OIL DRY HOPPER, UNDER SHELF MOUNT, FOR 26" COMP - 3.5 CUBIC FEET - BLACK
- R3
R3-03
FAB/INSTALL OIL DRY HOPPER, UNDER SHELF
MOUNT, FOR 26" COMP - 3.5 CUBIC FEET - BLACK*
- 53 FMI-40000-300 B 1.00 Each
WALL, STATIC DIVIDER, RIGHT, (-300)
- R3
R3-04
FAB/INSTALL WALL, STATIC DIVIDER, RIGHT,
(-300)*
- 54 80000-20.000 FIRST 2.00 Each
Unistrut, 20.000"
- R3
R3-05
FAB/INSTALL Unistrut, 20.000" (2)*
- 55 FMI-41001-100 B 1.00 Each
SHELF, ADJUSTABLE, (-100)
- R3
R3-06
FAB/INSTALL SHELF, ADJUSTABLE, (-100)*
- 56 FMI-22602-300 B 1.00 Each
SLIDE OUT, VERTICAL TOOL BOARD, HEAVY DUTY, T-STYLE, LEFT, (-300)
- R3
R3-07
FAB/INSTALL SLIDE OUT, VERTICAL TOOL BOARD,
HEAVY DUTY, T-STYLE, LEFT, (-300)*
- 57 FMI-22498-100 FIRST 1.00 Each
VERTICAL SLIDE OUT TOOL BOARD TOP STRUTS (-100)
- R3
R3-08
FAB/INSTALL VERTICAL SLIDE OUT TOOL BOARD
TOP STRUTS (-100)*
- 58 CMFAB FIRST 1.00 Each
GROUND PAD HOLDER
- R3
R3-09
FAB/INSTALL GROUND PAD HOLDER*
- 59 FMI-32044 B 1.00 Each
M18 BLOWER, Z BRACKET
- R3
R3-10
FAB/INSTALL M18 BLOWER, Z BRACKET*



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60 FMI-32027 FIRST 2.00 Each
MOUNTING PLATE, 18"W X 12"H

R3
R3-11
FAB/INSTALL MOUNTING PLATE, 18"W X 12"H (2)

61 FMI-31100 FIRST 2.00 Each
BRACKET, Z, GENERIC (6"L X 6"W X 6"H MAX)

R3
R3-12
FAB/INSTALL BRACKET, Z, GENERIC (6"L X 6"W X 6"H MAX) (2)

62 FMI-31100 FIRST 2.00 Each
BRACKET, Z, GENERIC (6"L X 6"W X 6"H MAX)

R3
R3-13
FAB/INSTALL BRACKET, Z, GENERIC (6"L X 6"W X 6"H MAX) (2)

63 FMI-31300 FIRST 2.00 Each
POCKET, GENERIC (7"L X 7"W X 8"H MAX)

R3
R3-14
FAB/INSTALL POCKET, GENERIC (7"L X 7"W X 8"H MAX) (2)

64 FMI-31350 FIRST 1.00 Each
POCKET, GENERIC (14"L X 14"W X 15"H MAX)

R3
R3-15
FAB/INSTALL POCKET, GENERIC POCKET, GENERIC (14"L X 14"W X 15"H MAX)



65 FMI-97001 FIRST 1.00 Each
MOUNT/INSTALL GEAR

*R3
MOUNT/INSTALL GEAR
BLACK TURTLE TILE
1 BROOM AND TELESCOPING HANDLE Mounted-
broom head pocket R3-15
1 M18 BLOWER Mounted- z-bracket R3-10
1 M18 BATTERY CHARGER Mounted- plate R3-11
1 M28 BATTERY CHARGER Mounted- plate R3-11
1 EXTRICATION TOTE Loose- no mounting
1 EV KIT Mounted- strap
4 5" LDH HOSE PILLAR COVERS Loose- no
mounting
1 12' X 15' TARP Loose- no mounting
1 GENESIS 31" HYDRAULIC RAM Mounted
1 GENESIS 41" HYDRAULIC RAM Mounted
1 GENESIS RAM KIT Mounted- strap
1 RAM BASE PLATE Mounted- strap
1 GENESIS HYDRAULIC MINI CUTTER Mounted
1 GENESIS POWER UNIT Mounted- strap
4 GENESIS HYDRAULIC HOSES Mounted- z-bracket
R3-12
1 GENESIS BATTERY COMBI TOOL Mounted
1 GENESIS HYDRAULIC SPREADER Mounted
1 GENESIS HYDRAULIC CUTTER Mounted
1 36" HIGH LIFT JACK Mounted- z-bracket, pocket ,
R3-13, R3-14
1 48" HIGH LIFT JACK Mounted- z-bracket, pocket R3
-13, R3-14*

66 FMI-22300-300 B 1.00 Each
TIP DOWN, HORIZONTAL, TRAY, (-300)

*R2
R2-01
FAB/INSTALL TIP DOWN, HORIZONTAL, TRAY,
(-300)*

67 CMFAB FIRST 1.00 Each
PARTIAL ADJUSTABLE HALF SHELF

*R2
R2-02
FAB/INSTALL PARTIAL ADJUSTABLE HALF SHELF*

68 FMI-50045 FIRST 1.00 Each
SAW PAN, 9.5"W ID

*R2
R2-03
FAB/INSTALL SAW PAN, 9.5"W ID*

69 FMI-50046 FIRST 1.00 Each
SAW PAN, 11.5"W ID

*R2
R2-04
FAB/INSTALL SAW PAN, 11.5"W ID*



70	FMI-97001	FIRST	1.00 Each
	MOUNT/INSTALL GEAR		
	<i>R2</i> <i>MOUNT/INSTALL GEAR</i> <i>BLACK TURTLE TILE</i> <i>1 STIHL CHAINSAW Mounted- saw pan, strap R2-03</i> <i>1 STIHL CUT-OFF SAW Mounted- saw pan, strap R2-04</i> <i>1 MILWAUKEE M18 16" CHAINSAW Mounted- poly block</i> <i>2 FUEL-GALLON Mounted- poly block</i> <i>1 BAR OIL Mounted- poly block</i> <i>1 SAW TOOL KIT Mounted- poly block</i> <i>1 SAFETY KIT Mounted- poly block</i>		
71	FMI-21600-200	B	1.00 Each
	SLIDE OUT, HORIZONTAL, TRAY, (-200)		
	<i>R1</i> <i>R1-01</i> <i>FAB/INSTALL WALL, STATIC DIVIDER, RIGHT, (-300)</i>		
72	FMI-40000-300	B	1.00 Each
	WALL, STATIC DIVIDER, RIGHT, (-300)		
	<i>R1</i> <i>R1-02</i> <i>FAB/INSTALL WALL, STATIC DIVIDER, RIGHT, (-300)</i>		
73	FMI-41500-300	B	1.00 Each
	HALF SHELF, ADJUSTABLE, (-300)		
	<i>R1</i> <i>R1-03</i> <i>FAB/INSTALL HALF SHELF, ADJUSTABLE, (-300)</i>		
74	FMI-40001-300	B	1.00 Each
	WALL, STATIC DIVIDER, LEFT, (-300)		
	<i>R1</i> <i>R1-04</i> <i>FAB/INSTALL WALL, STATIC DIVIDER, LEFT, (-300)</i>		
75	FMI-22499-100	FIRST	1.00 Each
	VERTICAL SLIDE OUT TOOL BOARD TOP & BTM STRUTS (-100)		
	<i>R1</i> <i>R1-05</i> <i>FAB/INSTALL VERTICAL SLIDE OUT TOOL BOARD TOP & BTM STRUTS (-100)</i>		
76	FMI-22500-300	B	1.00 Each
	SLIDE OUT, VERTICAL TOOL BOARD LEFT, (-300)		
	<i>R1</i> <i>R1-06</i> <i>FAB/INSTALL SLIDE OUT, VERTICAL TOOL BOARD LEFT, (-300)</i>		

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77 80000-50.000 B 2.00 Each
UNISTRUT CUT TO 50"

R1
R1-07
FAB/INSTALL UNISTRUT CUT TO 50" (2)

78 FMI-42001-200 B 1.00 Each
SHELF, DOUBLE LIP, ADJUSTABLE, (-200)

R1
R1-08
FAB/INSTALL SHELF, DOUBLE LIP, ADJUSTABLE,
(-200)

79 FMI-21600-200 B 1.00 Each
SLIDE OUT, HORIZONTAL, TRAY, (-200)

R1
R1-09
FAB/INSTALL SLIDE OUT, HORIZONTAL, TRAY,
(-200)

80 CMFAB FIRST 2.00 Each
1" LIP ADJUSTABLE SHELF

R1
R1-10
FAB/INSTALL 1" LIP ADJUSTABLE SHELF (2)

81 80000-10.00 FIRST 2.00 Each
UNISTRUT CUT TO 10"

R1
R1-11
FAB/INSTALL UNISTRUT CUT TO 10" (2)

82 CMFAB FIRST 1.00 Each
CHAIN BOX

R1
R1-12
FAB/INSTALL CHAIN BOX

83 FMI-31150 FIRST 2.00 Each
BRACKET, Z, GENERIC (12"L X 12"W X 12"H MAX)

R1
R1-13
FAB/INSTALL BRACKET, Z, GENERIC (12"L X 12"W
X 12"H MAX) (2)

84 CMFAB FIRST 1.00 Each
CHAIN BOX

R1
R1-14
FAB/INSTALL CHAIN BOX

85 FMI-50069 FIRST 2.00 Each
HIGH RISE PACK HOLDER, 5" ID

R1
R1-15
FAB/INSTALL HIGH RISE PACK HOLDER, 5" ID (2)



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86 FMI-97001 FIRST 1.00 Each

MOUNT/INSTALL GEAR

R1
MOUNT/INSTALL GEAR
BLACK TURTLE TILE
2 12' X 16' TARPS Loose- no mounting
1 20' X 30' TARP Loose- no mounting
2 UTILITY ROPE BAGS Loose- no mounting
1 ANIMAL SNARE Loose- no mounting
1 SPADE SHOVEL (potentially remove or relocate)
Mounted
1 GAS KEY Mounted
1 FLAT SHOVEL (potentially remove or relocate)
Mounted
1 PRY BAR Mounted
1 8" SLEDGE HAMMER Mounted
1 PICKHEAD AXE Mounted
1 CROWBAR Mounted
1 18" PIPE WRENCH Mounted
1 BOLT CUTTER Mounted
2 PORTABLE FLOOD LIGHT AND CORDS Loose- no mounting
2 10' FOOT EXTENSION CORD Loose- in chain box
R1-14
1 30' EXTENSION CORD Loose- in chain box R1-14
1 HONDA SUITCASE GENERATOR Loose- no mounting
1 STANDPIPE KIT Loose- no mounting
1 LITTLE GIANT LADDER Mounted- 2" strap w/ buckle
1 BLOWHARD VENTILATION FAN Loose- no mounting
1 FORCIBLE ENTRY KIT Loose- no mounting
1 LANDING ZONE KIT Loose- no mounting
2 2" X 75' HOSES Mounted- 5" high rise holder(s) R1-15

87 DIR-B2 DB 1.00 Each

PURCHASED PAC TRAC BOARD

CAB
PURCHASED PAC TRAC BOARD

88 DIR-B2 DB 1.00 Each

PURCHASED PAC TRAC BOARD

CAB
PURCHASED PAC TRAC BOARD

89 FMI-51515-B B 1.00 Each

GLOVE BOX, 4 CELL, BLACK

CAB
CAB-01
FAB/INSTALL GLOVE BOX, 4 CELL, BLACK

90 CMFAB FIRST 1.00 Each

COMPUTER SLIDE OUT TRAY - BLACK RAPTOR

CAB
CAB-02
FAB/INSTALL COMPUTER SLIDE OUT TRAY - BLACK RAPTOR



91 CMFAB FIRST 1.00 Each
TABLET HOLDER

CAB
CAB-03
FAB/INSTALL TABLET HOLDER

92 FMI-31300 FIRST 1.00 Each
POCKET, GENERIC (7"L X 7"W X 8"H MAX)

CAB
CAB-04
FAB/INSTALL POCKET, GENERIC (7"L X 7"W X 8"H
MAX)

93 FMI-97001 FIRST 1.00 Each
MOUNT/INSTALL GEAR

CAB
MOUNT/INSTALL GEAR
NO BLACK TURTLE TILE
FMI to purchase PAC board to mount on top of
doghouse and over rear facing compartment (22"W x
44"D, with 9" x 12" cutout in the top left corner for
hatch)
Determine with customer if they can live with the lead
time to accurately take measurements and order the
PAC board
FMI to purchase and install PAC board (27.75"W x
26"H) on drivers side rear facing EMS compartment
outside wall
Department to purchase (4) cell glovebox (CAB-01)
Officer slide-out tray (CAB-02) with Havis computer
mount (customer provided)
Notched iPad pocket mounted directly below computer
slide-out with footman loop hold for strap (CAB-03)
AC hotstick mounted to side of drivers side EMS rear
facing cabinet onto PAC track tool board (CAB-04)
Officer seat mounted halligan in front of officer
(orientation & placement depending on slide-out)

94 FMI-97001 FIRST 1.00 Each
MOUNT/INSTALL GEAR

DRIVER SIDE MEDICAL COMPARTMENT
MOUNT/INSTALL GEAR
BLACK TURTLE TILE
SCBA mounted to rear wall of compartment on spring
clip

95 FMI-97001 FIRST 1.00 Each
MOUNT/INSTALL GEAR

OFFICER SIDE MEDICAL COMPARTMENT
MOUNT/INSTALL GEAR
BLACK TURTLE TILE
No work for FMI; gear stored loose.

96 FMI-22051-100 B 1.00 Each
SLIDE OUT, HORIZONTAL, W/ REAR AND RIGHT WALL, OVER 10"H, (-100)

TRANSVERSE CAB COMPARTMENT
DSCC-01
FAB/INSTALL SLIDE OUT, HORIZONTAL, W/ REAR
AND RIGHT WALL, OVER 10"H, (-100)



- 97 FMI-22001-100 B 1.00 Each
SLIDE OUT, HORIZONTAL, W/ REAR AND LEFT WALL, OVER 10"H, (-100)

TRANSVERSE CAB COMPARTMENT
OSCC-01
FAB/INSTALL SLIDE OUT, HORIZONTAL, W/ REAR
AND RIGHT WALL, OVER 10"H, (-100)

- 98 CMFAB FIRST 1.00 Each
TRANSVERSE NY HOOK HOLDER

TRANSVERSE CAB COMPARTMENT
TSCC-01
FAB/INSTALL TRANSVERSE NY HOOK HOLDER

- 99 FMI-97001 FIRST 1.00 Each
MOUNT/INSTALL GEAR

TRANSVERSE CAB COMPARTMENT
MOUNT/INSTALL GEAR
NO BLACK TURTLE TILE
(Driver's Side, 9W x 30H)
• Dry chem and CO2 on coupler slide-out (OSCC-01) -
vet upon arrival, potentially switch to tilt-out or a static
mounting solution
• Hydrant wrench spanner set combo mounted to
compartment door
• 6' NY hook in 2" transverse tube(s) with welded
mounting endplates (TSCC-01), secured with an angle
bracket (TSCC-02), and a small teardrop (TSCC-03)
(Officer's Side, 9W x 30H)
• 2.5 gallon water can on coupler slide-out (DSCC-01)
vet upon arrival, potentially switch to tilt-out or a static
mounting solution
• Hydrant wrench spanner set combo mounted to
compartment door
• 6' NY hook in 2" transverse tube(s) with welded
mounting endplates (TSCC-01), secured with an angle
bracket (TSCC-02), and a small teardrop (TSCC-03)

- 100 CMFAB FIRST 1.00 Each
TRAFFIC CONE PLATFORM

REAR
REAR-01
FAB/INSTALL TRAFFIC CONE PLATFORM

- 101 FMI-97001 FIRST 1.00 Each
MOUNT/INSTALL GEAR

REAR
MOUNT/INSTALL GEAR
NO BLACK TURTLE TILE
FMI to manufacture and install 28" traffic cone mount;
angled post welded to base (REAR-01).
FMI to mount Akron Quick Attack Monitor and Cover
on rear officer's side
FMI to mount hydrant wrench and spanner set to right
of water monitor on rear officer's side
FMI to mount large spanner set near hydrant wrench
and spanner set on rear



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102 CMFAB FIRST 1.00 Each
CUSTOM DIVIDER WALL

*DUNNAGE
DNNG-01
FAB/INSTALL CUSTOM DIVIDER WALL*

103 FMI-40001-200 B 1.00 Each
WALL, STATIC DIVIDER, LEFT, (-200)

*DUNNAGE
DNNG-02
FAB/INSTALL WALL, STATIC DIVIDER, LEFT, (-200)*

104 FMI-97001 FIRST 1.00 Each
MOUNT/INSTALL GEAR

*DUNNAGE
MOUNT/INSTALL GEAR
NO BLACK TURTLE TILE
Dunnage to be walled off; (1) divider wall (DNNG-01)
will be used to create an area for the split stokes
basket and (1) divider wall (DNNG-02) will be used to
create an area for the foam buckets and 5-gallon
buckets*

105 CMFAB FIRST 1.00 Each
CUSTOM DIVIDER

*COFFIN
CFFN-01
FAB/INSTALL CUSTOM DIVIDER*

106 80000-60.00 FIRST 8.00 Each
UNISTRUT CUT TO 60"

*COFFIN
CFFN-02
FAB/INSTALL UNISTRUT CUT TO 60" (8)*

107 CMFAB FIRST 4.00 Each
CUSTOM DIVIDER WALL

*COFFIN
CFFN-03
FAB/INSTALL CUSTOM DIVIDER WALL (4)*

108 FMI-97001 FIRST 1.00 Each
MOUNT/INSTALL GEAR

*COFFIN
MOUNT/INSTALL GEAR
NO BLACK TURTLE TILE
*NO GEAR**

109 15030 2.00 Each
WHEEL CHOC HOLDER, HORIZONTAL

*EXTERIOR
CRE-01
PURCHASE/INSTALL WHEEL CHOC HOLDER,
HORIZONTAL (2)*



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110 CMFAB FIRST 2.00 Each
MOUNTING PLATE

EXTERIOR
CRE-01
FAB/INSTALL MOUNTING PLATE (2)

111 FMI-31100 FIRST 2.00 Each
BRACKET, Z, GENERIC (6"L X 6"W X 6"H MAX)

EXTERIOR
CRE-02
FAB/INSTALL BRACKET, Z, GENERIC (6"L X 6"W X
6"H MAX) (2)

112 FMI-97001 FIRST 1.00 Each
MOUNT/INSTALL GEAR

EXTERIOR
MOUNT/INSTALL GEAR
NO BLACK TURTLE TILE
FMI to install (2) wheel chock set holders- on the
driver's side behind both the fore and aft tires
1 6' Lockwood hook mounted on officer's side cab rear
exterior with a mounting plate (CRE-01) & a pocket
(CRE-02)
1 6' NY hook mounted on driver's side cab rear
exterior with a mounting plate (CRE-01) & a pocket
(CRE-02)

113 DIR-B2 DB 1.00 Each
PURCHASED "NOT A STEP" STICKER

EXTERIOR
PURCHASED "NOT A STEP" STICKER

114 FMI-INST-TIR FIRST 88.00 Each
INSTALLATION TIME INSTALL RATE

115 FMI-DISW FIRST 1.00 Each
DESIGN,INTAKE,STORAGE,WASHING,WASTE REMOVAL,INSPECTION

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Total Shipping/Misc Charges Subtotal: -

Line(s) Subtotal: 71,280.29

Total: USD 71,280.29

*Unless noted, applicable taxes and shipping
are not included in quote.*

Date Approved

Name and Title

Signature

Name and Title (FMI LLC)

Signature (FMI LLC)

****NOTE: ALL CHANGES TO THE DESIGN AND/OR QUOTE AFTER SIGNED APPROVAL WILL BE SUBJECT TO APPLICABLE CHANGE ORDER COSTS AND MAY EXTEND LEAD TIMES.**

OFFICIAL MEMO
SERVICE DEPARTMENT



TO: Board of Trustees
CC: Eric Ferry, Fiscal Officer and Steve Kelly, Township Administrator
FROM: Chris Burdsall, Service Director
DATE: September 14, 2026
SUBJECT: Oakland Drive Island Removal

Late last year we received a request to remove the island at the entrance to Oakland Subdivision due to maintenance issues. Normally this request requires some Right-of-way dedication or an agreement with the HOA. In this case we found that the island is already dedicated Right-of-way making the process of removal much simpler. This also means that Miami Township is already responsible for maintenance of the island. The people within the community have been mowing and landscaping this area for a number of years and no longer wish to continue.

We have received two quotes to remove the island and pave over the area.

JK Meurer- \$37,410.00

Neyra Paving- \$43,623.42

We are recommending JK Meurer as they have submitted the best and lowest quote. JK Meurer has completed several projects for the township in the past and we have been happy with the product.

No action is needed at this time, and this will be brought back at the next business meeting.



33 Glendale Milford Road | Loveland, Ohio 45140
(513)831-7500 | www.jkmpaving.com

RECIPIENT:

Miami Township

6007 Meijer Drive
Milford, Ohio 45150

SERVICE ADDRESS:

1020 Oakland Road
Loveland, Ohio 45140

Estimate #7291

Sent on	May 01, 2026
Project Name	Oakland Road Median Removal
Project Manager	Kain Meurer
Payment Terms	Due Upon Completion

Total	\$37,410.00
--------------	--------------------

Product/Service	Description	Total
New Asphalt Installation - 306 Square Yards	1) Excavate the new asphalt area as necessary and haul the spoils from the job site. 2) Install 10" 304 crushed aggregate in the excavated area and compact. 3) Install 3.25" 448 Type 1 asphalt intermediate course over the compacted gravel base. 4) Apply a tack coat to the asphalt intermediate course to create adhesion between the two asphalt layers. 5) Install 1.25" 448 Type 1 asphalt surface course over the asphalt intermediate course. 6) Apply a tar seal to the adjoining asphalt surfaces.	\$37,410.00
Note	- This proposal has been figured with regular wages and does not include taxes. - J K Meurer is a Section 3 contractor.	

Total	\$37,410.00
--------------	--------------------

Reviews

J B (Jon)



Mary Jo Blankemeyer



Prompt, professional, great communicators

Jacob Whitesell



Very professional and efficient installation.



33 Glendale Milford Road | Loveland, Ohio 45140
(513)831-7500 | www.jkmpaving.com

Terms & Conditions: This quote is valid for the next 30 days. Proposal based on current fuel and liquid asphalt prices. Should these prices increase we reserve the option to adjust accordingly. Customer can void agreement if any pricing update is not agreeable prior to project commencement. Any permits required will be the financial responsibility of the customer. There shall be a one-year guarantee on the material and workmanship, except cracks caused by weather conditions, ground movements, or damage incurred by excessive vehicle weight, abuse, grading limitations or conditions caused by surrounding areas. Any additional excavation or material that are necessary due to inadequate ground conditions will be the financial responsibility of the customer. Changes must be approved by the customer. Not responsible for drainage in areas with less than 2% fall. We must access project area with heavy equipment and trucks and cannot be held responsible for damage of any surface, underground objects or surrounding area that was necessary to access in order to complete the specified work. Pricing based on completing working during weekday normal business hours unless otherwise noted in the proposal. Client grants JK Meurer Paving and its agents the right to photograph the exterior of the property before, during, and after the completion of work. Client understands that photos may include identifiable portions of their property and further agrees that such photographs may be used for documentation, quality assurance, marketing, advertising, print materials, social media, and website content, without additional notice or compensation. If Client does not wish for photos to be used for marketing or promotional purposes, they must notify JK Meurer within 3 business days of accepting this agreement. If no notice is received, permission is assumed to be granted as described above. Please visit our websites FAQ page to review characteristics, expectations and maintenance suggestions for asphalt surfaces. <https://www.jkmpaving.com/faq/>

Signature: _____ Date: _____



Neyra Paving, Inc.
10750 Evendale Drive
Cincinnati, OH 45241
513-733-1001

www.neyrapaving.com

OAKLAND ISLAND REMOVAL
Date: 05/18/2026

Dear Mr. Chris Burdsall

Neyra Paving is pleased to submit our proposal for the above referenced project. Please review the following specs. Please do not hesitate to contact Gus Madden with any questions.

EXCAVATION

- a. Excavate as required, haul spoils offsite as directed.

ODOT 304 GRAVEL

- a. Furnish and install 10" compacted of ODOT 304 for Aggregate Base.

HEAVY DUTY ASPHALT

- a. Furnish and install 3.25" compacted of ODOT 448 Asphalt Intermediate, Type 1.
- b. Furnish and install ODOT 407 Tack Coat.
- c. Furnish and install 1.25" compacted of ODOT 448 Asphalt Surface, Type 1.

MOBILIZATION

- a. Cost to mobilize men and Equipment

Description	Quantity	Unit	Unit Price	Total
EXCAVATION	177	CY	\$93.97	\$16,588.32
ODOT 304 GRAVEL	310	SY	\$29.36	\$9,101.60
HEAVY DUTY ASPHALT	310	SY	\$57.85	\$17,933.50
MOBILIZATION	1	EA	-----	Included
Total Project Cost				\$43,623.42



Neyra Paving, Inc.
10750 Evendale Drive
Cincinnati, OH 45241
513-733-1001

www.neyrapaving.com

Notes:

- All work is to be completed in a workmanlike manner according to standard practices as weather permits. All work is warranted for a period of one year from date of completion. Neyra will not be responsible for cracks caused by weather conditions or ground movements, worn sealer, paving and concrete that is subjected to premature traffic.
- Neyra is not liable for water that does not drain properly on asphalt surfaces with less than 2% slope.
- Neyra is not liable for any existing surface damage that occurs due to normal construction traffic while work is being performed.
- Neyra is not responsible for damage to underground utilities.
- If Additional Mobilizations are required Neyra will add \$2,000.00 per additional requested mobilization.
- Subgrade to be provided to Neyra Paving at +/- .5" when others are performing earthwork or excavation.
- Any testing required by Neyra Paving will be an added charge.
- Project Schedule: the above proposal is based on scheduling our work Monday – Saturday.
- This proposal may be withdrawn if not accepted within 7 days. Our Suppliers have indicated to us that due to the instability of the world oil market pricing precautions need to be taken. Therefore, contracts issued after 7 days of the quote date will need to be confirmed and approved in conjunction with our suppliers.
- Any permits and/or inspection fees required by governmental agencies will be billed extra, at cost.
- Proposal excludes "staged" construction. Any maintenance and/or repairs of temporary base and/or asphalt pavement used by construction traffic will be an extra to the contract.
- All work is to be completed in a workmanlike manner according to standard practices as weather permits. All work is guaranteed to be installed as specified and is warranted for a period of one year from date of completion.
- Our work and workers are fully insured.
- Terms Net 30 days. There is a 1 1/2% per month service charge on all past due amounts.
- Neyra Paving is a Certified MBE with the Southern Ohio Minority Business Council.
- Due to fuel pricing instability fuel surcharges will apply over \$4.00 per gallon.

Exclusions: (unless included in line item pricing)

Permits	Core Samples	Testing	Bid Bound	Signage	Pipes / Utilities
Underdrain	Integral Sidewalks	Prime Coat	Performance Bond	Asphalt Patching	Fence posts & foundations
Undercuts	Geotechnical Engineer	Staking/Layout	Geotextile Fabrics	Brick Pavers	Excess Cleaning of Asphalt
Excavation			Thermoplastic Striping		Utility Location other than OUPS

Very truly yours,

Gus Madden

NEYRA PAVING

ACCEPTANCE OF PROPOSAL - the above or attached prices and specifications are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Accepted Dollar Amount

\$

Signature

Name (Please Print)

Date

/ /

OFFICIAL MEMO
POLICE DEPARTMENT



TO: Board of Trustees
CC: Eric Ferry, Fiscal Officer
Steve Kelly, Township Administrator
FROM: Robert Hirsch, Chief of Police
DATE: September 14, 2026
SUBJECT: Police Department Electrical Work

The police department requests to update and improve the electrical capabilities in the lower level of the main police building. The structure was built in 1975 and later remodeled in 2016, and the electrical needs of the police department have dramatically increased over both of these time periods.

Professional police officers need working laptops, body worn cameras, flashlights, radios, rechargeable Taser batteries, cell phones, and other electrical devices – all of which need to be regularly charged. The scope of the work proposed includes adding new circuits, outlets, and receptacles in the lower level of the police department for the patrol division to charge these types of devices.

This project was budgeted for completion this year under the police department's 2026 capital improvements budget. Multiple companies were contacted for quotes, but only two companies submitted bids: Turner On Services for \$9,072.89 and Kraft Electric for \$8,225.00.

No action is required at this time. This item will be presented to the Board for final approval at the next business meeting.



Turner On Electric

Miami Township Police Department
Miami Township Police Department
5900 McPicken Dr
Milford, OH 45150

(513) 240-5505
Jesse.Kyle@miamitwpoh.gov

ESTIMATE	#29062
ESTIMATE DATE	May 28, 2026
SERVICE DATE	May 28, 2026
EXPIRATION DATE	Jun 26, 2026
TOTAL	\$9,072.89

CONTACT US

1308 US 50 Suite 200
Milford, OH 45150

(513) 835-5149
hcpelectric@callturneron.com

Service completed by: Joe T. Turner On Services

ESTIMATE

Option #1

See your financing options
Prequalify to find out how much you can borrow within minutes and pay as low as \$134.93/mo*. Your credit score will not be affected.

Service completed by: Joe T. Turner On Services

Services	qty	unit price	amount
130 LABOR TASKS - Summary of Scope and Repairs (Project Summary)	1.0	\$0.00	\$0.00

Today we were called to look at adding multiple general-use outlet locations in the men's and women's locker rooms. After reviewing the existing conditions and talking through the needs of the space, Turner On Electric will add new power from the IT room electrical source to provide additional usable receptacle locations above the locker areas.

This work is intended to provide general-use 120V power throughout both locker rooms. Final receptacle placement will be confirmed with the customer before installation.

(Scope of Work)

[Men's Locker Room General-Use Power]

Turner On Electric will provide and install new general-use outlet circuits from the IT room power source to the men's locker room.

Included:

- Install (4) new 20 amp, 120V circuits
- Approximate circuit distance: up to 50' each
- Circuits to be shared between a total of 22 outlet locations
- Outlet locations to be installed along the top area of the lockers
- Final outlet locations to be confirmed before installation

Each outlet location to receive:

- (1) new 2-gang box
- (2) duplex receptacles
- Total of 4 plug-in spots per location

Provide standard white commercial-grade receptacles and cover plates
Route wiring as needed from the IT room power source to locker room outlet locations
Secure and support wiring per standard electrical installation practices
Label new circuits in the panel as needed

[Women's Locker Room General-Use Power]

Turner On Electric will provide and install new general-use power to the women's locker room. This area is farther from the existing power source and will require a longer circuit route.

Included:

- Install new circuit wiring from the IT room power source to the women's locker room
- Approximate circuit distance: up to 150'
- Install 12/3 cable containing (2) 20 amp, 120V circuits
- Women's locker room to receive (4) new 2-gang outlet locations
- Outlet locations to be spread evenly over the top of the lockers
- Final locations to be confirmed before installation

Each outlet location to receive:

- (1) new 2-gang box
- (2) duplex receptacles
- Total of 4 plug-in spots per location
- Provide standard white commercial-grade receptacles and cover plates
- Secure and support wiring per standard electrical installation practices
- Label new circuits in the panel as needed

(Included Electrical Work Summary)

[Men's locker room:]

- 4 new 20 amp circuits
- 22 total 2-gang outlet locations
- 44 duplex receptacles total
- 88 total plug-in spots

[Women's locker room:]

- 2 new 20 amp circuits through 12/3 wiring
- 4 total 2-gang outlet locations
- 8 duplex receptacles total
- 16 total plug-in spots

Total added:

- 6 total 20 amp circuits
- 26 total 2-gang outlet locations
- 52 duplex receptacles
- 104 total plug-in spots

[Important Notes & Exclusions]

- Final outlet locations are to be determined and approved before installation.
- Pricing is based on standard outlet placement above locker areas.
- Pricing assumes accessible routing from the IT room power source to the locker room areas.
- Dedicated equipment, high-load appliances, heaters, vending machines, hair dryers, or specialty equipment are not included unless specifically listed.
- This scope is for general-use power only.
- Drywall, ceiling tile, paint, patching, wall repair, locker modification, or finished surface repair is not included.
- Any required access holes, if needed, will be left for others to repair.
- Additional circuits, longer wire runs, conduit changes, or panel -modifications beyond the listed scope are not included.
- Any required permit or inspection fees can be added if required by the authority having jurisdiction.

NEW CIRCUIT 15/30A 120/240V CIRCUIT D1	5.0	\$820.75	\$4,103.75
Install a new 15 or 30 amp 120/240V circuit to safely power appliances or outlets. Ensures reliable energy flow, reduces overload risks, and meets modern electrical needs. Ideal for updates, renovations, or adding dedicated equipment.			
12-year craftsmanship warranty on parts & labor.			
CIRCUIT EXTENSION UP TO 10FT	10.0	\$193.96	\$1,939.60
Extend power safely where you need it! Our circuit extension service adds up to 10 feet of wiring to an existing circuit, providing safe and reliable power for new outlets, lights, or appliances. Enjoy improved convenience and compliance with electrical codes.			
12-year craftsmanship warranty on parts & labor.			
ADD BOX D2	26.0	\$59.87	\$1,556.62
Update your electrical system by adding a dedicated D2 box. This service ensures safe and reliable power distribution for new circuits or appliances, enhancing your home's capacity and safety. Trust our experts for a seamless installation.			
12-year craftsmanship warranty on parts & labor.			
Device out 10 pack-OUTLET	2.0	\$736.46	\$1,472.92

Ensure safe and reliable power throughout your home with our 10-pack outlet replacement service. Updating outdated or faulty outlets improves safety, prevents electrical hazards, and provides dependable access to power for all your devices.

12-year craftsmanship warranty on parts & labor.

Services subtotal: \$9,072.89

Subtotal	\$9,072.89
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Total	\$9,072.89
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Turner On Electric LLC offers a 12-year Craftsmanship warranty from the completion date. Installations will comply with NEC minimum standards for the duration and jurisdiction.

Any work that does not meet NEC standards will be corrected at our expense. This warranty excludes damage caused by misuse, unauthorized modifications, or factors beyond Turner On Electric LLC's control.

All Services are COD. Payment for Work performed under this invoice is due upon completion with no retention held. Finance charge of 1 ½ % per month will be charged on all overdue accounts.

Invoicing will not exceed bottom line of Estimate unless Homeowner initiates on site addendums in addition to the parameters outlined in this Estimate. On Multi - Payment Contracts, payments may be combined or partial draws may be Invoiced based on progress of Third Parties.

Payment is due in full via Cash, Check, Credit Card or release of funds from third-party financing, immediately upon completion, or in accordance with payment schedules, and prior to any Inspections (if applicable) being scheduled or meter releases being issued.

If the installation will require the removal of wall and or ceiling materials. Care will be taken to limit damage but Turner-On Electric, LLC can not warrant against damage. Turner-On Electric, LLC can coordinate professional repair and painting services. Charges for this facet are not included in this Estimate.

Please call us with any questions!

513-835-5149



QUOTE

Kraft Electrical & Telecommunications Services
P.O. Box 33078
Cincinnati, OH 45233
Phone: (513) 467-0500
Fax: (513) 467-0200

QUOTE NO

854

TO Miami Township PD
5900 McPicken Drive
Milford, OH 45150

SITE Miami Township PD
5900 McPicken Drive
Milford, OH 45150

QUOTE DATE	VALID THRU	REQUESTED BY	PAGE
6/2/2026	7/1/2026	Jesse (Miami Twp PD)	1

We propose to provide the necessary labor & material to complete the following:

Scope of Work:

- Provide and install (13) double duplex recetpacles on (3) dedicated circuits for lockers in men's locker room.
- Provide and install (3) double duplex recetpacles on (1) dedicated circuit for lockers in women's locker room.

\$6,925.00

Alternate:

- Punch outs on lockers for customer supplied plug strips.

\$1,300.00

Note: Price is based on all lockers being accessible and unlocked at the time work is performed.

Note: If work cannot be completed as described above due to unforeseen electrical issues or changes to the scope of work, a minimum service call fee will be charged.

Approved By: _____

Signature: _____

Title: _____

Date: _____

Sincerely,
Kraft Electrical Contracting, Inc.

OFFICIAL MEMO
SERVICE DEPARTMENT



TO: Board of Trustees
CC: Eric Ferry, Fiscal Officer and Steve Kelly, Township Administrator
FROM: Chris Burdsall, Service Director
DATE: September 14, 2026
SUBJECT: Service Dept. Radio Replacement

The Service Department has 5 handheld radios that we use for flagging operations, snow removal operations, or emergency operations. The radios that we have were put into service in December of 2014. The radios have been through a lot of use in the past 12 years, and some have seen extreme weather. Over the past year the radios have begun to experience several issues either not turning on at all, not able to function, or not charging properly. We have replaced batteries and had Mobilcomm service a couple of them and continue to have issues.

I contacted Mobilcomm for a quote to purchase 6 new handheld radios for the Service Department. I contacted Mobilcomm as they are the vendor the Township uses for Clermont County Network radios.

Attached is the quote for 6 Radios, set up services, and charging dock - \$22,506.57

There is also a quote that includes a promotional offer that would save the Township \$300.00 per radio. The promotional offer must be approved before 9/18/26 to receive the savings. The total would be \$20,706.57.

No action is needed at this time, and this will be brought back at the next business meeting.

Billing Address:
 MIAMI TOWNSHIP CLERMONT
 COUNTY
 6101 MEIJER DR
 MILFORD, OH 45150
 US

Quote Date:09/10/2025
 Expiration Date:10/18/2026
 Quote Created By:
 Dave Nieman
 dnieman@mobilcomm.com

End Customer:
 MIAMI TOWNSHIP CLERMONT COUNTY
 Chris Burdsall
 chris.burdsall@miamitwpoh.gov

Contract: 573077- OHIO, STATE OF
 AGREEMENT: STATE OF OHIO
 Payment Terms:30 NET

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price
	APX™ N30	APX N30					
1	H15UCF9PW6AN	PORTABLE RADIO APX N30 7/800 MODEL 2	6		\$2,635.00	\$1,923.55	\$11,541.30
1a	QA02756AB	SOFTWARE LICENSE ENH: 3600 OR 9600 TRUNKING BAUD SINGLE SYSTEM	6		\$1,848.00	\$1,349.04	\$8,094.24
1b	QA01767BL	ADD: P25 LINK LAYER AUTHENTICATION	6		\$118.00	\$86.14	\$516.84
1c	QA08778AA	ALT:2.5" BELT CLIP	6		\$13.77	\$10.05	\$60.30
1d	QA09113AA	ADD: BASELINE RELEASE SW	6		\$0.00	\$0.00	\$0.00
1e	Q667BB	ADD: ADP ONLY (NON-P25 CAP COMPLIANT) (US ONLY)	6		\$0.00	\$0.00	\$0.00
1f	QA08853AA	ADD: CPS ENABLEMENT	6		\$0.00	\$0.00	\$0.00
2	PSV01S03059A	APX NEXT PROVISIONING WITH CPS	1		\$0.00	\$0.00	\$0.00
3	LSV01S03084A	APX N50/30 DMS ESSENTIAL	6	3 YEARS	\$158.40	\$158.40	\$950.40



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products. Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price
4	PMPN4594B	CHGR DESKTOP MULTI UNIT IMPRES 2 1 DISPLAY EXT PS NA/LA/CA	1		\$762.76	\$572.07	\$572.07
Product Services							
5	LSV00Q00202A	DEVICE PROGRAMMING	6		\$100.00	\$100.00	\$600.00
6	LSV00Q00381A	ENGRAVING SERVICES	6		\$28.57	\$28.57	\$171.42

Grand Total
\$22,506.57(USD)

Notes:

- The Pricing Summary is a breakdown of costs and does not reflect the frequency at which you will be invoiced.

Motorola's quote (Quote Number: _____ Dated: _____) is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then the following Motorola's Standard Terms of use and Purchase Terms and Conditions govern the purchase of the Products which is found at <http://www.motorolasolutions.com/product-terms>.

The Parties hereby enter into this Agreement as of the Effective Date.

Motorola Solutions, Inc.

Customer

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.



Line #	Item Number	Parametric Data
1f	QA08853AA	TEMAILAR = rclark@mobilcomm.com,SYSTEMID = 0438
2	PSV01S03059A	TEMAILAR = rclark@mobilcomm.com,CUSTNAME = „,SYSTEMID = 0438



APX N30 PORTABLE RADIO SOLUTION DESCRIPTION

OVERVIEW

The APX N30 offers affordable, next generation communications without compromising P25 interoperability or voice and data quality. It has a durable design with “pick-up-and-go” functionality, optimizing ease-of-use and focused communications in almost all environments.

DURABLE AND EASY TO USE

The APX N30 enhances operations with a front display with an upgraded user interface for better readability and loud and clear audio for reliable, everyday use. Additionally, the N30 offers extended battery life, a shorter antenna, and Bluetooth compatibility with audio accessories, promoting efficient communications between first responders.

ViQi Voice Command

To prevent first responders from losing focus while events unfold, ViQi Voice Control allows users to operate their device with customized voice commands. First responders can switch between preset channels and zones, adjust volume, and change audio profiles by pressing the preprogrammed ViQi button and speaking into the microphone.

ESSENTIAL AND SECURE P25 COMMUNICATIONS

The APX N30 is certified compliant with P25 standards and supports digital and analog trunking, FDMA and TDMA, and Integrated Voice and Data. All P25 communications over the N30 are safe and secure—it offers software encryption, single- and multi key encryption, and P25 Authentication, protecting communications during daily operations.

RELIABLE CONNECTIVITY

Using the APX N30 lets first responders stay connected across disparate networks. It can be equipped with Wi-Fi®, Bluetooth®, GPS, and Geofence features, bringing future-ready applications, services, and best-in-class connectivity to everyday use. APX N30 radios support 7/800 MHz frequency bands across radio systems, with minimal intervention by the radio user.



MANAGING AND PROVISIONING DEVICES

APX N50 can be programmed in two ways: one-at-a-time through Customer Programming Service (“CPS”) or through a combination of CPS and batch programming over Wi-Fi available with the radio management (“RM”) software.

CPS is a proprietary, Windows-based application, used to configure APX subscriber radios in offline situations that include provisioning, networking, and monitoring tools that provide greater awareness and faster radio management. The CPS application offers drag-and-drop, clone-wizard, and basic import/export functions that allow the addition of new software and feature enhancements. APX N radios can be programmed one-at-a-time on a local PC, via secure USB port connection, with TLS-PSK based encryption. Once loaded, subscriber radios are read and edited, and codeplugs and templates can be saved and duplicated to program other fleet radios.

Batch Programming is available through the RM software for simultaneous programming and upgrading throughout the radio fleet. With Batch Programming, up to 16 radios can be programmed at once over a Wi-Fi connection. This reduces programming time and ensures that the radio fleet is always up-to-date and ready-to-use in the field.



Device Management Services

Device Management Services ("DMS") packages provide programming, management, and maintenance services to maximize the effectiveness of this APX N50 solution, while reducing maintenance risk, workload, and total cost of ownership. DMS tackles a range of customer needs, whether the solution is self-maintained or managed by Motorola Solutions.



APX N-SERIES DEVICE MANAGEMENT SERVICES - ESSENTIAL STATEMENT OF WORK

OVERVIEW

Device Management Services ("DMS") efficiently maintains the Customer's device fleet while helping to keep devices up-to-date and fully operational in the field.

DMS Essential services provide basic hardware and software support.

This Statement of Work ("SOW"), including all of its subsections and attachments is an integral part of the applicable agreement ("Agreement") between Motorola Solutions, Inc. ("Motorola Solutions") and Customer ("Customer").

In the event of a conflict between the terms and conditions of the Agreement and the terms and conditions of this SOW, this SOW will control as to the inconsistency only. The SOW applies to the device specifically named in the Agreement.

HARDWARE REPAIR

Hardware Repair provides repair coverage for internal and external device components that do not work in accordance with published specifications. Repair services are performed at a Motorola Solutions-operated or supervised facility. The device will be repaired to bring it to compliance with its specifications, as published by Motorola Solutions at the time of delivery of the original device.

For malfunctioning devices that must be replaced, Motorola Solutions will attempt to read the codeplugs from those devices. If successful, Motorola Solutions will load the codeplug to any replacement devices. If not, Motorola Solutions will load a factory codeplug, and the Customer will need to load the previous codeplug.

Motorola Solutions will load factory available firmware to any replacement devices, which may not match the Customer's firmware version.

MOTOROLA SOLUTIONS RESPONSIBILITIES

- Repair or replace malfunctioning device, as determined by Motorola Solutions.
- Complete repair or replacement with a turnaround time of five business days in-house, provided the device is delivered to the repair center by 9:00 a.m. (local repair center time). Turnaround time represents the time a product spends in the repair process, and does not include time in transit to and from the Customer's site. Business days do not include US holidays or weekends.
- If applicable, apply periodically-released device updates, in accordance with an Engineering Change Notice.
- Provide two-way air shipping when a supported Motorola Solutions electronic system, such as MyView Portal, is used to initiate a repair. A shipping label will be generated via the electronic system.

CUSTOMER RESPONSIBILITIES

- For non-contiguous renewals, Customer must provide a complete list, preferably in electronic format, of all hardware serial numbers to be covered under the Agreement to Motorola Solutions.
- Initiate device repairs, as needed.
 - When initiating a repair via a supported Motorola Solutions electronic system, label each package correctly with the shipping label and Return Material Authorization ("RMA") number generated by the electronic system.
 - When initiating a repair via paper Return Material Form ("RMF"), the RMF must be completed for each device, included in the package with the device, and shipped to the Motorola Solutions depot specified on the RMF.
- Remove any data or other information from the device that the Customer wishes to destroy or retain prior to sending the device for repair.



- If a malfunctioning device must be replaced and the Customer has loaded information for that device to Motorola Solutions' cloud environment, the Customer will need to remove the information for the malfunctioning device and add information for the replacement device to the applicable cloud environment.

LIMITATIONS AND EXCLUSIONS

The Customer will incur additional charges at the prevailing rates for any activities that are not included or are specifically excluded from this service scope, as described below. Motorola Solutions will notify the Customer and provide a quotation of any incremental charges related to such exclusions prior to completing the repair and said repair will be subject to Customer's acceptance of the quotation.

- Replacement of consumable parts or accessories, as defined by product, including but not limited to batteries, cables, and carrying cases.
- Repair of problems caused by:
 - Natural or manmade disasters, including but not limited to internal or external damage resulting from fire, theft, and floods.
 - Third-party software, accessories, or peripherals not approved in writing by Motorola Solutions for use with the device.
 - Using the device outside of the product's operational and environmental specifications, including improper handling, carelessness, or reckless use.
 - Unauthorized alterations or attempted repair, or repair by a third party.
- Non-remedial work, including but not limited to administration and operator procedures, reprogramming, and operator or user training.
- Problem determination and/or work performed to repair or resolve issues with non-covered products. For example, any hardware or software products not specifically listed on the service order form are excluded from service.
- File backup or restoration.
- Completion and test of incomplete application programming or system integration if not performed by Motorola Solutions and specifically listed as covered.
- Accidental damage, chemical or liquid damage, or other damage caused outside of normal device operating specifications, except if optional Accidental Damage Coverage was purchased.
- Cosmetic imperfections that do not affect the functionality of the device.
- Software support for unauthorized modifications or other misuse of the device software is not covered.

Motorola Solutions is not obligated to provide support for any device that has been subject to the following:

- Repaired, tampered with, altered or modified (including the unauthorized installation of any software) — except by Motorola Solutions authorized service personnel.
- Subjected to unusual physical or electrical stress, abuse, or forces or exposure beyond normal use within the specified operational and environmental parameters set forth in the applicable product specification.
- If the Customer fails to comply with the obligations contained in the Agreement, the applicable software license agreement, and Motorola Solutions terms and conditions of service.

DEVICETECHNICALSUPPORT

Motorola Solutions' Device Technical Support service provides telephone consultation for device and accessory issues. Support is delivered through the Motorola Solutions Centralized Managed Support Operations ("CMSO") organization by a staff of technical support specialists.

For Device Technical Support, Motorola Solutions will respond to calls within two (2) hours during the support days. Support hours are 7 a.m. to 7 p.m. CST Monday through Friday, excluding US holidays. In addition, Customers may contact the Call Management Center (800-MSI-HELP) at any time (24 hours a day, seven days a week) and a Motorola Solutions representative will log a technical request in Motorola Solutions Case Management System on the Customer's behalf.



MOTOROLA SOLUTIONS RESPONSIBILITIES

- Provide technical support for devices, assessing and troubleshooting reported issues.
- Receive and log Customer support requests, and assign a technical representative to respond to a Customer incident per the defined timeframes.

CUSTOMER RESPONSIBILITIES

- Use the provided methods to contact Motorola Solutions technical support.
- Provide sufficient information to allow Motorola Solutions technical support agents to diagnose and resolve Customer issues.
- Provide contact information for field service technicians in the event that Motorola Solutions has to follow up.

LIMITATIONS AND EXCLUSIONS

- Device support does not include Land Mobile Radio ("LMR") network, Wi-Fi, and LTE network troubleshooting.

Software Maintenance

Motorola Solutions is continually developing new features and functionality for our portfolio of public-safety-grade radios. By purchasing software maintenance, the Customer can take advantage of these firmware releases and future-proof their communications investment.

MOTOROLA SOLUTIONS RESPONSIBILITIES

- Test all firmware releases to minimize software defects.
- Announce new firmware releases and post release notes in a timely manner via MyView Portal.
- Provide firmware updates. Motorola Solutions makes no guarantees as to the frequency or timing of firmware updates.
- Provide upgrade capability through supported Programming Tools.
- Provide programming and service tools and technical support through the firmware support window.
- Provide documentation via MyView Portal with each release detailing new features, bug fixes, and any known issues.

CUSTOMER RESPONSIBILITIES

- Periodically check MyView Portal for firmware update announcements.
- Keep the radio fleet updated with firmware versions within the support window.

MyView Portal Access

MyView Portal is the single location to track the status of subscriptions and service contracts, including start and end dates. This portal includes order, RMA, and technical support ticket status, as well as a consolidated download site for software and documentation.

Outside of pre-announced maintenance periods, MyView Portal will be available on a best effort 24/7 basis. Motorola Solutions cannot guarantee the availability of Internet networks outside of our control.

MOTOROLA SOLUTIONS RESPONSIBILITIES

- Provide a web accessible, secure portal to view the Customer's data.
- Provide the Customer with login credentials for the site.
- Provide end-user training for the site.
- Provide technical support to answer end user questions between the hours of 8 a.m. to 5 p.m. CST Monday through Friday, excluding US holidays.



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products. Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

- Keep the site updated with the latest Customer information.

CUSTOMER RESPONSIBILITIES

- Provide Motorola Solutions with contact information for administrative users.
- Administer user access.
- Provide Internet access for users to access the site.
- Attend available MyView Portal training.
- Protect login information against unauthorized use.
- Provide Motorola Solutions with updated equipment information, as needed.



Purchase Order Checklist NA OM

Marked as PO/ Contract/ Notice to Proceed on Company Letterhead
(PO will not be processed without this)

PO Number/ Contract Number

PO Date

Vendor = Motorola Solutions, Inc.

Payment (Billing) Terms/ State Contract Number

Bill-To Name on PO must be equal to the *Legal* Bill-To Name

Bill-To Address

Ship-To Address (If we are shipping to a MR location, it must be documented on PO)

Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO)

PO Amount must be equal to or greater than Order Total

Non-Editable Format (Word/ Excel templates cannot be accepted)

Tax Exemption Status

Signatures (As required)

NOTE: When an email order is submitted a confirmation is sent from Motorola AutoNotify referencing a **case number**.

Once checklist is complete, order still must go through **Order Validation/Credit Approval**

Billing Address:
 MIAMI TOWNSHIP CLERMONT
 COUNTY
 6101 MEIJER DR
 MILFORD, OH 45150
 US

Quote Date:09/10/2025
 Expiration Date:09/18/2026
 Quote Created By:
 Dave Nieman
 dnieman@mobilcomm.com

End Customer:
 MIAMI TOWNSHIP CLERMONT COUNTY
 Chris Burdsall
 chris.burdsall@miamitwpoh.gov

Contract: 573077- OHIO, STATE OF
 AGREEMENT: STATE OF OHIO
 Payment Terms:30 NET

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price
	APX™ N30	APX N30					
1	H15UCF9PW6AN	PORTABLE RADIO APX N30 7/800 MODEL 2	6		\$2,635.00	\$1,623.55	\$9,741.30
1a	QA02756AB	SOFTWARE LICENSE ENH: 3600 OR 9600 TRUNKING BAUD SINGLE SYSTEM	6		\$1,848.00	\$1,349.04	\$8,094.24
1b	QA01767BL	ADD: P25 LINK LAYER AUTHENTICATION	6		\$118.00	\$86.14	\$516.84
1c	QA08778AA	ALT:2.5" BELT CLIP	6		\$13.77	\$10.05	\$60.30
1d	QA09113AA	ADD: BASELINE RELEASE SW	6		\$0.00	\$0.00	\$0.00
1e	Q667BB	ADD: ADP ONLY (NON-P25 CAP COMPLIANT) (US ONLY)	6		\$0.00	\$0.00	\$0.00
1f	QA08853AA	ADD: CPS ENABLEMENT	6		\$0.00	\$0.00	\$0.00
2	PSV01S03059A	APX NEXT PROVISIONING WITH CPS	1		\$0.00	\$0.00	\$0.00
3	LSV01S03084A	APX N50/30 DMS ESSENTIAL	6	3 YEARS	\$158.40	\$158.40	\$950.40



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Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price
4	PMPN4594B	CHGR DESKTOP MULTI UNIT IMPRES 2 1 DISPLAY EXT PS NA/LA/CA	1		\$762.76	\$572.07	\$572.07
Product Services							
5	LSV00Q00202A	DEVICE PROGRAMMING	6		\$100.00	\$100.00	\$600.00
6	LSV00Q00381A	ENGRAVING SERVICES	6		\$28.57	\$28.57	\$171.42

Grand Total
\$20,706.57(USD)

Notes:

- The Pricing Summary is a breakdown of costs and does not reflect the frequency at which you will be invoiced.

Motorola's quote (Quote Number: _____ Dated: _____) is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then the following Motorola's Standard Terms of use and Purchase Terms and Conditions govern the purchase of the Products which is found at <http://www.motorolasolutions.com/product-terms>.

The Parties hereby enter into this Agreement as of the Effective Date.

Motorola Solutions, Inc.

Customer

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Promotions:

The following promotion(s) have been applied:

* Line #1 - APX N SERIES PROMO available from 07/13/2026 to 09/18/2026

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.



Line #	Item Number	Parametric Data
1f	QA08853AA	TEMAILAR = rclark@mobilcomm.com,SYSTEMID = 0438
2	PSV01S03059A	TEMAILAR = rclark@mobilcomm.com,CUSTNAME = „,SYSTEMID = 0438



APX N30 PORTABLE RADIO SOLUTION DESCRIPTION

OVERVIEW

The APX N30 offers affordable, next generation communications without compromising P25 interoperability or voice and data quality. It has a durable design with “pick-up-and-go” functionality, optimizing ease-of-use and focused communications in almost all environments.

DURABLE AND EASY TO USE

The APX N30 enhances operations with a front display with an upgraded user interface for better readability and loud and clear audio for reliable, everyday use. Additionally, the N30 offers extended battery life, a shorter antenna, and Bluetooth compatibility with audio accessories, promoting efficient communications between first responders.

ViQi Voice Command

To prevent first responders from losing focus while events unfold, ViQi Voice Control allows users to operate their device with customized voice commands. First responders can switch between preset channels and zones, adjust volume, and change audio profiles by pressing the preprogrammed ViQi button and speaking into the microphone.

ESSENTIAL AND SECURE P25 COMMUNICATIONS

The APX N30 is certified compliant with P25 standards and supports digital and analog trunking, FDMA and TDMA, and Integrated Voice and Data. All P25 communications over the N30 are safe and secure—it offers software encryption, single- and multi key encryption, and P25 Authentication, protecting communications during daily operations.

RELIABLE CONNECTIVITY

Using the APX N30 lets first responders stay connected across disparate networks. It can be equipped with Wi-Fi®, Bluetooth®, GPS, and Geofence features, bringing future-ready applications, services, and best-in-class connectivity to everyday use. APX N30 radios support 7/800 MHz frequency bands across radio systems, with minimal intervention by the radio user.



MANAGING AND PROVISIONING DEVICES

APX N50 can be programmed in two ways: one-at-a-time through Customer Programming Service (“CPS”) or through a combination of CPS and batch programming over Wi-Fi available with the radio management (“RM”) software.

CPS is a proprietary, Windows-based application, used to configure APX subscriber radios in offline situations that include provisioning, networking, and monitoring tools that provide greater awareness and faster radio management. The CPS application offers drag-and-drop, clone-wizard, and basic import/export functions that allow the addition of new software and feature enhancements. APX N radios can be programmed one-at-a-time on a local PC, via secure USB port connection, with TLS-PSK based encryption. Once loaded, subscriber radios are read and edited, and codeplugs and templates can be saved and duplicated to program other fleet radios.

Batch Programming is available through the RM software for simultaneous programming and upgrading throughout the radio fleet. With Batch Programming, up to 16 radios can be programmed at once over a Wi-Fi connection. This reduces programming time and ensures that the radio fleet is always up-to-date and ready-to-use in the field.



Device Management Services

Device Management Services ("DMS") packages provide programming, management, and maintenance services to maximize the effectiveness of this APX N50 solution, while reducing maintenance risk, workload, and total cost of ownership. DMS tackles a range of customer needs, whether the solution is self-maintained or managed by Motorola Solutions.



APX N-SERIES DEVICE MANAGEMENT SERVICES - ESSENTIAL STATEMENT OF WORK

OVERVIEW

Device Management Services ("DMS") efficiently maintains the Customer's device fleet while helping to keep devices up-to-date and fully operational in the field.

DMS Essential services provide basic hardware and software support.

This Statement of Work ("SOW"), including all of its subsections and attachments is an integral part of the applicable agreement ("Agreement") between Motorola Solutions, Inc. ("Motorola Solutions") and Customer ("Customer").

In the event of a conflict between the terms and conditions of the Agreement and the terms and conditions of this SOW, this SOW will control as to the inconsistency only. The SOW applies to the device specifically named in the Agreement.

HARDWARE REPAIR

Hardware Repair provides repair coverage for internal and external device components that do not work in accordance with published specifications. Repair services are performed at a Motorola Solutions-operated or supervised facility. The device will be repaired to bring it to compliance with its specifications, as published by Motorola Solutions at the time of delivery of the original device.

For malfunctioning devices that must be replaced, Motorola Solutions will attempt to read the codeplugs from those devices. If successful, Motorola Solutions will load the codeplug to any replacement devices. If not, Motorola Solutions will load a factory codeplug, and the Customer will need to load the previous codeplug.

Motorola Solutions will load factory available firmware to any replacement devices, which may not match the Customer's firmware version.

MOTOROLA SOLUTIONS RESPONSIBILITIES

- Repair or replace malfunctioning device, as determined by Motorola Solutions.
- Complete repair or replacement with a turnaround time of five business days in-house, provided the device is delivered to the repair center by 9:00 a.m. (local repair center time). Turnaround time represents the time a product spends in the repair process, and does not include time in transit to and from the Customer's site. Business days do not include US holidays or weekends.
- If applicable, apply periodically-released device updates, in accordance with an Engineering Change Notice.
- Provide two-way air shipping when a supported Motorola Solutions electronic system, such as MyView Portal, is used to initiate a repair. A shipping label will be generated via the electronic system.

CUSTOMER RESPONSIBILITIES

- For non-contiguous renewals, Customer must provide a complete list, preferably in electronic format, of all hardware serial numbers to be covered under the Agreement to Motorola Solutions.
- Initiate device repairs, as needed.
 - When initiating a repair via a supported Motorola Solutions electronic system, label each package correctly with the shipping label and Return Material Authorization ("RMA") number generated by the electronic system.
 - When initiating a repair via paper Return Material Form ("RMF"), the RMF must be completed for each device, included in the package with the device, and shipped to the Motorola Solutions depot specified on the RMF.
- Remove any data or other information from the device that the Customer wishes to destroy or retain prior to sending the device for repair.



- If a malfunctioning device must be replaced and the Customer has loaded information for that device to Motorola Solutions' cloud environment, the Customer will need to remove the information for the malfunctioning device and add information for the replacement device to the applicable cloud environment.

LIMITATIONS AND EXCLUSIONS

The Customer will incur additional charges at the prevailing rates for any activities that are not included or are specifically excluded from this service scope, as described below. Motorola Solutions will notify the Customer and provide a quotation of any incremental charges related to such exclusions prior to completing the repair and said repair will be subject to Customer's acceptance of the quotation.

- Replacement of consumable parts or accessories, as defined by product, including but not limited to batteries, cables, and carrying cases.
- Repair of problems caused by:
 - Natural or manmade disasters, including but not limited to internal or external damage resulting from fire, theft, and floods.
 - Third-party software, accessories, or peripherals not approved in writing by Motorola Solutions for use with the device.
 - Using the device outside of the product's operational and environmental specifications, including improper handling, carelessness, or reckless use.
 - Unauthorized alterations or attempted repair, or repair by a third party.
- Non-remedial work, including but not limited to administration and operator procedures, reprogramming, and operator or user training.
- Problem determination and/or work performed to repair or resolve issues with non-covered products. For example, any hardware or software products not specifically listed on the service order form are excluded from service.
- File backup or restoration.
- Completion and test of incomplete application programming or system integration if not performed by Motorola Solutions and specifically listed as covered.
- Accidental damage, chemical or liquid damage, or other damage caused outside of normal device operating specifications, except if optional Accidental Damage Coverage was purchased.
- Cosmetic imperfections that do not affect the functionality of the device.
- Software support for unauthorized modifications or other misuse of the device software is not covered.

Motorola Solutions is not obligated to provide support for any device that has been subject to the following:

- Repaired, tampered with, altered or modified (including the unauthorized installation of any software) — except by Motorola Solutions authorized service personnel.
- Subjected to unusual physical or electrical stress, abuse, or forces or exposure beyond normal use within the specified operational and environmental parameters set forth in the applicable product specification.
- If the Customer fails to comply with the obligations contained in the Agreement, the applicable software license agreement, and Motorola Solutions terms and conditions of service.

DEVICETECHNICALSUPPORT

Motorola Solutions' Device Technical Support service provides telephone consultation for device and accessory issues. Support is delivered through the Motorola Solutions Centralized Managed Support Operations ("CMSO") organization by a staff of technical support specialists.

For Device Technical Support, Motorola Solutions will respond to calls within two (2) hours during the support days. Support hours are 7 a.m. to 7 p.m. CST Monday through Friday, excluding US holidays. In addition, Customers may contact the Call Management Center (800-MSI-HELP) at any time (24 hours a day, seven days a week) and a Motorola Solutions representative will log a technical request in Motorola Solutions Case Management System on the Customer's behalf.



MOTOROLA SOLUTIONS RESPONSIBILITIES

- Provide technical support for devices, assessing and troubleshooting reported issues.
- Receive and log Customer support requests, and assign a technical representative to respond to a Customer incident per the defined timeframes.

CUSTOMER RESPONSIBILITIES

- Use the provided methods to contact Motorola Solutions technical support.
- Provide sufficient information to allow Motorola Solutions technical support agents to diagnose and resolve Customer issues.
- Provide contact information for field service technicians in the event that Motorola Solutions has to follow up.

LIMITATIONS AND EXCLUSIONS

- Device support does not include Land Mobile Radio ("LMR") network, Wi-Fi, and LTE network troubleshooting.

Software Maintenance

Motorola Solutions is continually developing new features and functionality for our portfolio of public-safety-grade radios. By purchasing software maintenance, the Customer can take advantage of these firmware releases and future-proof their communications investment.

MOTOROLA SOLUTIONS RESPONSIBILITIES

- Test all firmware releases to minimize software defects.
- Announce new firmware releases and post release notes in a timely manner via MyView Portal.
- Provide firmware updates. Motorola Solutions makes no guarantees as to the frequency or timing of firmware updates.
- Provide upgrade capability through supported Programming Tools.
- Provide programming and service tools and technical support through the firmware support window.
- Provide documentation via MyView Portal with each release detailing new features, bug fixes, and any known issues.

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Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

- Keep the site updated with the latest Customer information.

CUSTOMER RESPONSIBILITIES

- Provide Motorola Solutions with contact information for administrative users.
- Administer user access.
- Provide Internet access for users to access the site.
- Attend available MyView Portal training.
- Protect login information against unauthorized use.
- Provide Motorola Solutions with updated equipment information, as needed.



Purchase Order Checklist NA OM

Marked as PO/ Contract/ Notice to Proceed on Company Letterhead
(PO will not be processed without this)

PO Number/ Contract Number

PO Date

Vendor = Motorola Solutions, Inc.

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Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO)

PO Amount must be equal to or greater than Order Total

Non-Editable Format (Word/ Excel templates cannot be accepted)

Tax Exemption Status

Signatures (As required)

NOTE: When an email order is submitted a confirmation is sent from Motorola AutoNotify referencing a **case number**.

Once checklist is complete, order still must go through **Order Validation/Credit Approval**

OFFICIAL MEMO
FIRE AND EMS



TO: Board of Trustees
CC: Eric Ferry, Fiscal Officer
Steve Kelly, Township Administrator
FROM: David Jetter, Fire Chief
DATE: September 14, 2026
SUBJECT: Station 26 Shoreline Electrical Power for Staff Vehicles

The fire department requests approval for JRB Electric LLC to perform electrical work at Fire Station 26.

Station 26 requires electrical outlets near the exterior parking areas to provide a reliable power source for staff vehicles when they are not in use. The vehicles carry equipment that requires continuous electrical power and must remain connected to charging sources to ensure the equipment is ready for use when needed.

The lack of readily accessible electric power has caused vehicle batteries to fail more frequently and be replaced sooner than necessary. Installing shoreline power will help maintain vehicle battery life, ensure critical equipment remains properly charged, and improve the overall readiness and reliability of the vehicles.

COST

Six (6) outlets at a cost not to exceed **\$3,900.00**.

This request will be presented for final approval at the upcoming business meeting.

JRB Electric LLC

Jeremy Brumley

6276 Deerhaven Lane,

Loveland, Ohio 45140

jeremybrumley2@gmail.com

(513) 340-6231

Project Name:

Station 26

Estimate:

\$3,900

Date:

September 2, 2026

Jesse Kyle

Jesse.Kyle@MiamiTwpOH.gov

DESCRIPTION OF WORK:

Install 6 dedicated 20 amp 120 volt circuits in parking lot island for township vehicles

ESTIMATE: \$3,900

Proposal valid for 60 days from date above

Estimate includes materials and labor

ACCEPTANCE OF PROPOSAL: YOU ACKNOWLEDGE THAT YOU HAVE READ THIS AGREEMENT INCLUDING THE COST AND SCOPE OF WORK AS OUTLINED ABOVE.

SIGNATURE _____

DATE _____

OFFICIAL MEMO
SERVICE DEPARTMENT



TO: Board of Trustees
CC: Eric Ferry, Fiscal Officer and Steve Kelly, Township Administrator
FROM: Chris Burdsall, Service Director
DATE: September 14, 2026
SUBJECT: Evergreen Cemetery Fence Replacement

The fence at Evergreen Cemetery is the only cemetery fence that we have not replaced in the past couple years. The fence at Evergreen was replaced around 15 years ago and changed at that time from metal chain link fence to wood split rail fence. Most of the fence has begun to show its age as we have a lot of rotted rails and some of the posts have rotted off and the bottom. We have replaced sections and parts of the fence internally as needed, but we have reached a point where it is more cost-effective to replace the entire fence.

We received two estimates to replace the Evergreen Fence with Kentucky 3-board fence to match the other cemeteries. I asked them to separate out the cost of removal as the Service Dept. can complete the removal.

Pioneer Fence-	Fence \$23,673.00	Removal \$5,200.00	Total \$28,873.00
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Mills Fence-	Fence \$28,985.00	Removal \$6,820.00	Total \$35,805.00
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I am recommending Pioneer Fence as they have submitted the lowest price with the Service Dept. performing the removal.

No action is needed at this time, and this will be brought back at the next business meeting.



Estimate/Contract

Pioneer Fence Co.
500 Kent Rd
Batavia, OH 45103
info@pioneerfenceco.com
513-831-7000

Contact:

Miami Twp
Chris Burdsall
234 Center St
Loveland, OH 45140
(513) 248-3728
chris.burdsall@miamitwpoh.gov

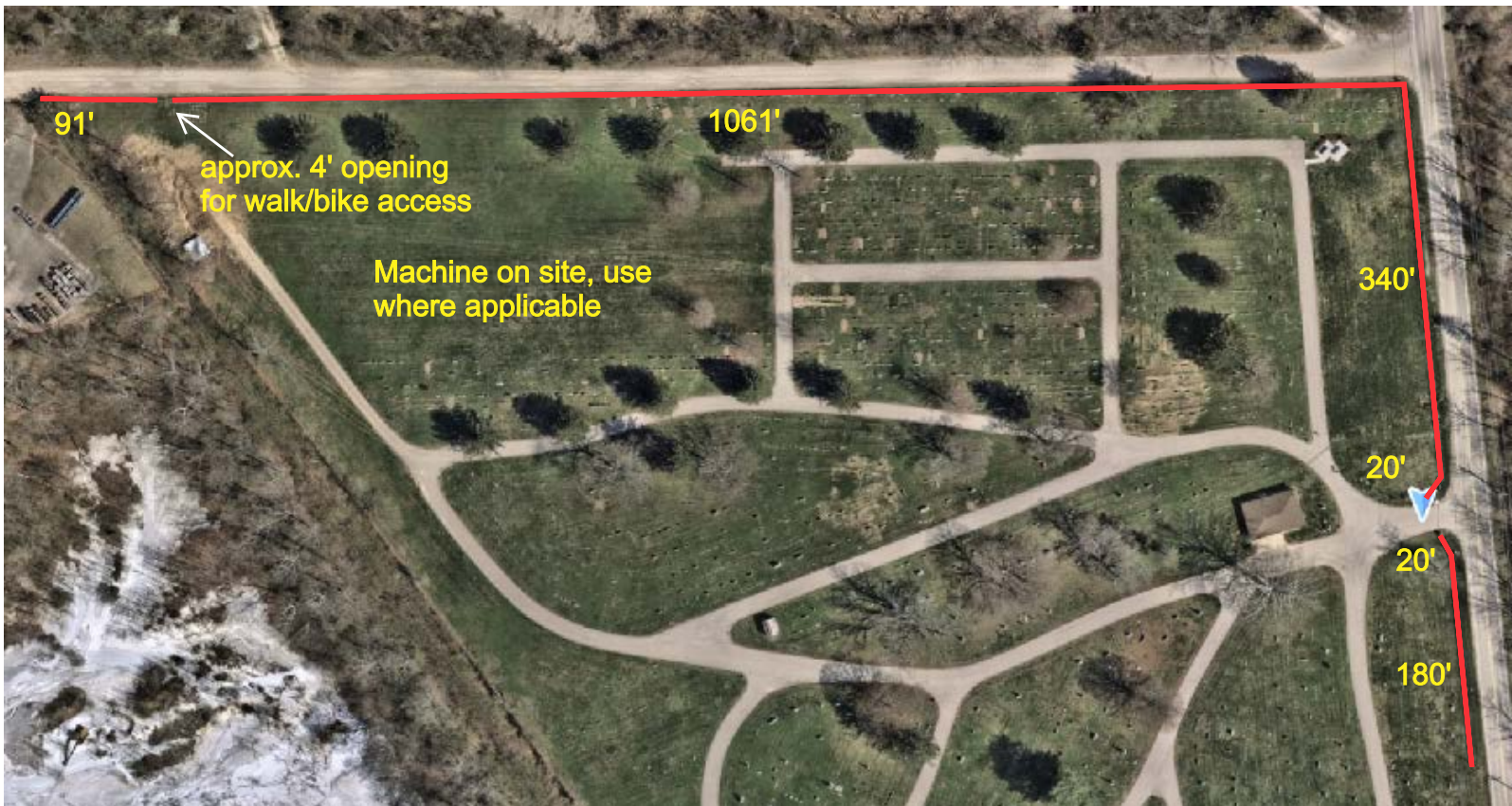
Job Location:

7-9 weeks weather permitting
(Clermont)
234 Center St
Loveland, OH 45140

Estimate Info:

Date: 09/03/2026
Estimate: Miami Twp (Chris Burdsall)
Rep: Luke Sedacca
Job #1445

Furnish & Install approximately 1,712' of 4' 3 Board Kentucky Style fence, no wire. All posts set in concrete. 4x4 Treated posts. Machine on site to dig and carry material where applicable. Work carefully around grave markers. Truck access in some areas. Remove & Haul old split rail fence. (subtract approximately \$5,200, if township removes fence). 1 YEAR WARRANTY. Customer to obtain permit if needed.



Amount Due

\$28,873.00

I understand and agree with the enclosed contract.

Customer Name Date

Company Name Date

See Terms & Conditions on the next page.



Estimate/Contract

Pioneer Fence Co.
500 Kent Rd
Batavia, OH 45103
info@pioneerfenceco.com
513-831-7000

Terms and Conditions

Please return one copy of the contract with 50% deposit, or call 513-831-7000 to OK the contract over the phone with any major credit card (3% fee applies). This proposal may be withdrawn by us if not accepted within 30 days. Pioneer Fence Company agrees to guarantee the above fence to be free from defects in materials and workmanship for one year.

Pioneer Fence Company uses fresh cut treated lumber. Treated lumber will warp, split, twist and develop fissures (cracks at the surface) during the drying process. Wood privacy will also develop small gaps between boards due to shrinkage. This is the natural tendency of treated lumber and is not covered under warranty for any and all wood products. Treated lumber needs a period of 4 months to dry before applying any paint, stain, primer or sealer. We kindly ask that you don't apply these treatments to your Pioneer Fence for a period of 4 months. Applying any of the aforementioned treatments to your wood fence before the 4 month period ends will void all warranty services. Rust may also appear on gate hardware.

Complying with local zoning regulations and obtaining any required permits shall rest with the customer. Pioneer Fence Company will assist the customer in determining where the fence is to be erected, but under no circumstance does Pioneer Fence Company assume any responsibility concerning property lines or in any way guarantee their accuracy. If property pins cannot be located it is recommended that the customer have the property surveyed.

Pioneer Fence Company will call 811 to have underground utilities marked before the project begins. Pioneer Fence Company assumes no responsibility for privately run underground lines, pet fences, drainage pipes, sprinkler lines, or any other unmarked buried lines or objects. The customer will assume all liability for any damage caused by directing Pioneer Fence Company to dig in the immediate vicinity of known utilities. Pioneer Fence Company can not guarantee against the escape of creative & determined animals.

The final billing will be based on the actual footage of fencing built and the work performed. Adjustments for material used on this job and labor will be charged or credited at the originally estimated rates. Additional charges for any extra work not covered in this contract that was requested by the customer will also be added. Removal of large rocks, tree roots, buried foundations, or other un-seen obstructions will be added to the contract as an additional cost to the purchaser. Whenever clearing is estimated, this only includes foliage that is above ground, roots will not be removed, and we will only clear what is needed to install the fence unless otherwise stated. No refund of ordered non-stock materials unless material can be returned. Restocking fees may apply.

Installations and workmanship will be consistent with the generally recognized standards of the industry. All materials will remain the property of Pioneer Fence Company until all invoices pertaining to this job are paid in full. The customer agrees to pay all interest and any costs incurred in the collection of this debt. Pioneer Fence will give you an estimated week of installation, this is a ball-park installation time only. Our installation manager will call the week of installation and give you the estimated day of installation. We cannot provide an exact day of installation in advance.



MILLS

FENCE CO

6315 Wiehe Road | Cincinnati, OH 45237
(513) 631-0333 | www.millsfence.com

RECIPIENT:

Miami Township - Service Department

234 Center Street
Miamiville, Ohio 45147
Phone: 513-283-3183

Estimate #101603

Sent on	09/04/2026
PRIVATE UTILITIES	MARKED BY CUSTOMER OR BY MILLS FOR AN ADDITIONAL COST
Job Estimator:	Jeffrey Newbanks jeffrey@millsfence.com (727) 242-0279
Prevailing Wage?	No
Job Type (Res. or Comm.)?	(Undecided)

Total	\$28,985.00
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Product/Service	Description	Total
4ft Tall Kentucky 3 Board	Furnish and install 1705 feet of Kentucky 3 board style fence and 4"x4" treated posts, 1"x6" poplar boards. All post set in concrete. No liner	\$28,985.00*
		Not included
Fence removal	Mills Fence to remove, haul away and dispose of all Split rail fence.	\$6,820.00

* Non-taxable

Subtotal	\$28,985.00
Ohio Sales Tax (7.8%)	\$0.00
Total	\$28,985.00

Good Morning Chris,

Please review your estimate and let me know if you have any questions.

Thank you
Jeff Newbanks
727-242-0279

Terms and Conditions of Sale

Terms of payment are noted on Mills Fence's invoice. Interest will be charged at 1-1/2% per month (18% per year) on all past due accounts. With respect to commercial customers only, all costs of enforcement of these terms and conditions of sale and collection of any balance due, including, but not limited to, reasonable attorney's fees incurred by Mills Fence, shall be paid by customer. Mills Fence reserves the right to cancel this order, delay delivery, repossess materials or demand



MILLS
FENCE CO

6315 Wiehe Road | Cincinnati, OH 45237
(513) 631-0333 | www.millsfence.com

immediate full or partial payment in advance of delivery if customer's credit standing, or ability or willingness to pay, is called into question by an event or circumstance, including, but not limited to customer's default of any obligation owed to Mills Fence. 50% deposit required upon proposal acceptance for all residential installations. Deposit only refundable within 72 hours of transferring funds to Mills Fence. Payments for deposits and invoices are subject to a 3% credit card processing fee. Payment using debit card or ACH is not subject to any fees. Installation dates and times are approximate, are not guaranteed and are subject to change.

Mills Fence will arrange to have public underground utilities marked prior to installation. Mills Fence assumes no responsibility for any unmarked public or private underground obstructions such as underground utilities, sprinkling systems, pipes, cables, drain tiles, tree roots, vegetation, or property lines. Customer understands that the fence line must be clear of all obstructions and that s/he will stake or mark the fence line. All customers are required to obtain their own permit, by contacting their local municipality.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. Mills Fence will repair or replace at our option any of our work that may prove to be defective in its workmanship or materials within a period of one year from the date of installation. As a condition precedent to this warranty, Customer grants Mills Fence the right to place a sign on the fence that is no more than 12" wide and no more than 6" high in a location solely determined by Mills Fence. MILLS FENCE HEREBY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AS TO THE QUALITY OF MATERIAL (i.e., WOOD PRODUCTS) SOLD BY MILLS FENCE. ALL WARRANTIES, IF ANY, BY A MANUFACTURER OR SUPPLIER OTHER THAN MILLS FENCE ARE THEIRS, NOT MILLS FENCE'S, AND ONLY SUCH MANUFACTURER OR SUPPLIER SHALL BE LIABLE FOR PERFORMANCE UNDER SUCH WARRANTIES.

Wood will warp, twist, and develop cracks during the drying process. Wood privacy fence will also develop small gaps between boards due to shrinkage. This is natural and expected and is not covered under warranty. Gates should be kept in a locked position when not in use. All agreements contingent upon strikes, accidents, or delays that are beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers' Compensation insurance.

The laws of the State of Ohio shall apply in the construction of these terms of the contract or any dispute arising hereunder without giving effect to such jurisdiction's conflict of laws principles. Customer submits to jurisdiction in the courts of Hamilton County, Ohio.

In the event any one or more of the provisions contained herein should be invalid, illegal, or unenforceable in any respect, the remaining provisions contained herein shall not be affected or impaired in any manner.

This proposal may be withdrawn if not accepted within 30 days

Signature: _____ **Date:** _____