

OFFICIAL MEMO
OFFICE OF THE ADMINISTRATOR



TO: Board of Trustees
CC: Eric Ferry, Fiscal Officer
FROM: Steve Kelly, Township Administrator
DATE: October 12, 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 – Agenda and Minutes Software – Administrator Kelly

Agenda Item # 3 – Rumpke Vouchers – Administrator Kelly

Agenda Item # 4 – Financial ERP Software – Ms. Gray

Agenda Item # 5 – Civic Center Rec Side Wallpaper – Administrator Kelly

Agenda Item # 6 – FEMS Out of Township Request – Chief Jetter

Agenda Item # 7 – Skid Steer Purchase – Mr. Burdsall

Agenda Item # 8 – EPA Grant – Chief Jetter

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Agenda Item # 9 – Beech Road Culvert Rehab – 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)(1) to discuss the compensation of a public employee and 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: October 12, 2026
SUBJECT: Personnel

Service Department

Remove full-time Facilities Manager, Jesse Kyle, from probationary status effective September 2, 2026.

Fire Department

Remove the following employees from probationary status effective October 14, 2026:

Full-time Firefighter/EMT, Beau Bockenstette

Full-time Firefighter/EMT, Josh Royer

Part-time Firefighter/Paramedic, Quinn Moore

Accept the resignation of part-time Firefighter/EMT, Kingsley Cheong, effective July 17, 2026.

Police Department

Remove full-time Police Officer, James Murphy, from probationary status effective October 16, 2026.

Make a final offer of employment for the position of full-time Administrative Assistant to Emily Goldbach with a rate of \$29.00 per hour effective November 2, 2026.

RECOMMENDATION

Make a motion to accept the personnel recommendations as stated.

OFFICIAL MEMO
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TO: Board of Trustees
CC: Eric Ferry, Fiscal Officer
FROM: Steve Kelly, Township Administrator
DATE: October 12, 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.

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.

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.

CivicPlus Select: provides configurable meeting types, boards, approval workflows, and Township-specific agenda, minutes, and staff-report designs. Its optional AI editing assistant allows staff to retain direct control over the official record. The AI editor can also be turned off completely.

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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. Department Heads have seen a demo of the software and feedback was positive. Several questions were asked regarding system limitations and capabilities. Training will be provided.

RECOMMENDATION

Make a motion to allow the Administrator to sign the CivicPlus Statement of Work for a one-time setup fee of \$4,400.00 and a base annual fee of \$10,000.00 (beginning January 2027) through 2028, with an annual 3% increase.



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.

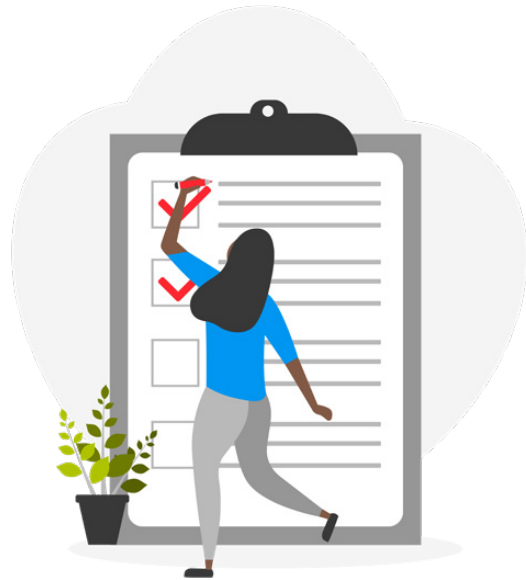
EFFICIENTLY MANAGE AGENDA PACKETS OF ANY SIZE

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

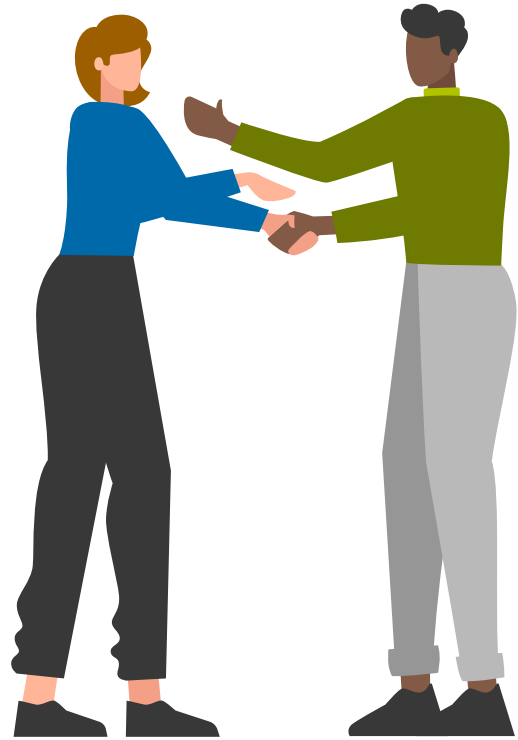
Agenda and Meeting Management Select automatically indexes published meeting content with Board Portal search functionality, so it is easy for officials to find information quickly. Our full-text search tool empowers officials to locate published meeting content by searching a keyword, date range, and 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.

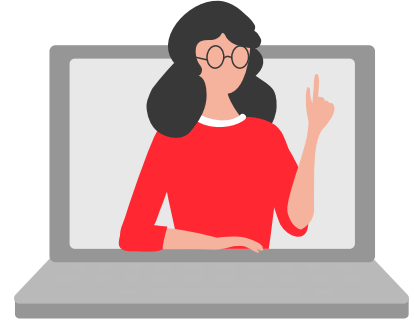
Chairperson Controls

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



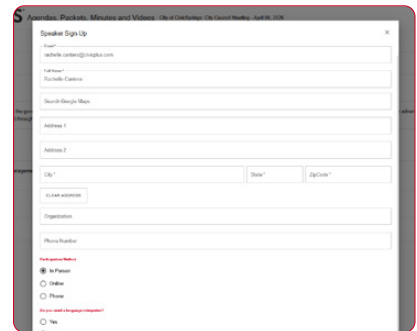
Public Engagement Suite

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.

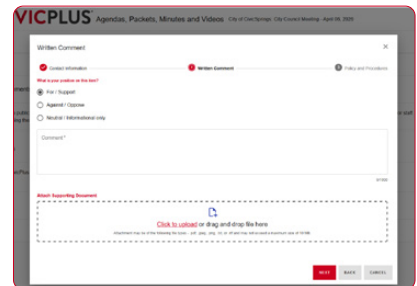
Administrators can control engagement settings by meeting type or agenda item, including enabling or restricting participation, setting submission deadlines, and defining policies, permissions, and instructions. Staff benefit from centralized tools to review, approve, and manage all submissions, with 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/Display Name', 'Address 1', 'Address 2', 'City', 'State' (a dropdown menu), and 'Zip Code'. There is a 'Cancel' button and a 'Submit' button. Below these fields, there is a section for 'Additional Information' with a 'Phone Number' field and a 'How would you like to be contacted?' section with radio buttons for 'In Person', 'Online', and 'Phone'. A checkbox for 'Do you need an interpreter?' is also present.



A screenshot of the 'Written Comment' form. The form has a progress bar at the top with three steps: 'Contact Information', 'Written Comment', and 'Attach and Preview'. The 'Written Comment' step is currently active. It includes a 'What is your opinion on this item?' section with radio buttons for 'For Support', 'Against Support', and 'Neutral/Informational only'. Below this is a 'Comment' text area. At the bottom, there is a section for 'Attach Supporting Document' with a dashed box and a link that says 'Click to upload or drag-and-drop files here'. There are '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

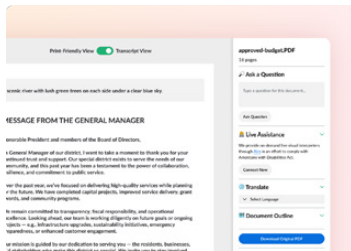
Features & Functionality

DocAccess

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

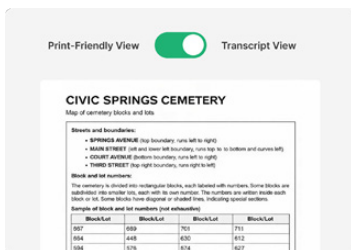
KEY BENEFITS:

- 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

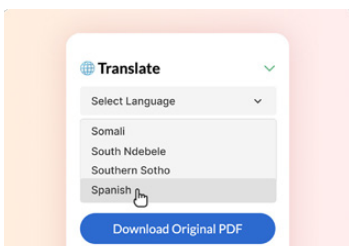
Once DocAccess is activated, all PDF links on your website automatically open in the mobile-friendly DocAccess view. Residents can use the print-friendly version or the HTML transcript, which includes detailed alt text for images.



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

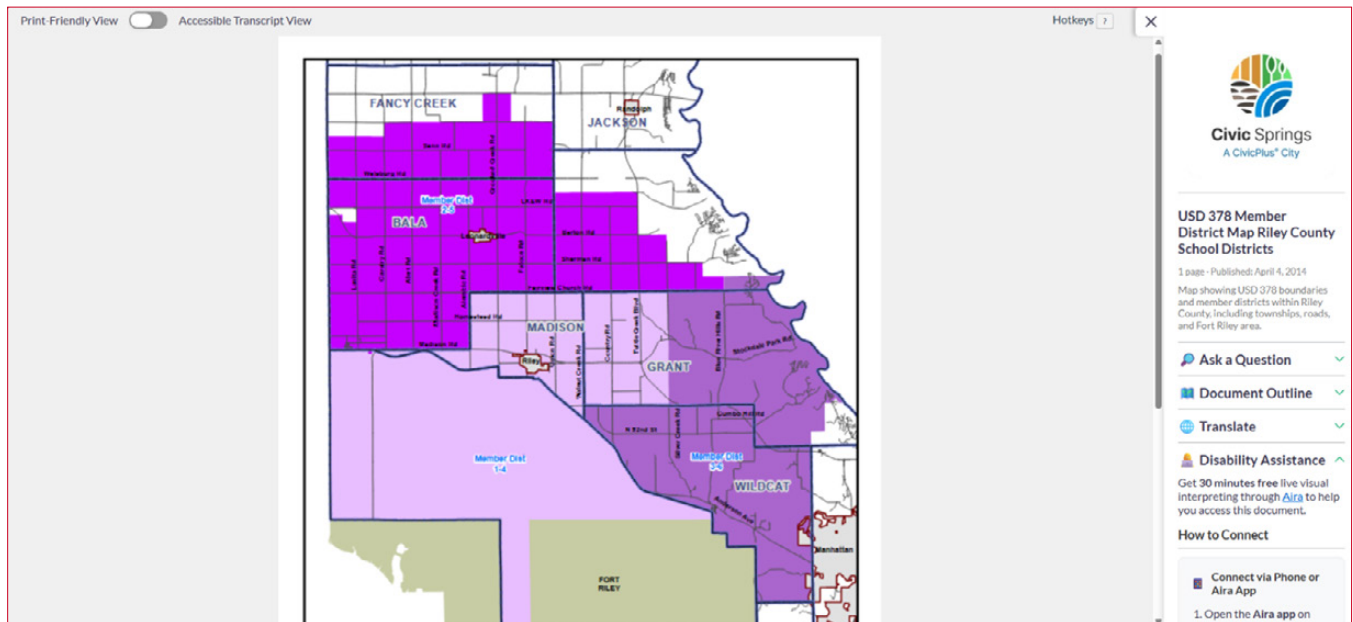


Translate into 250 Languages

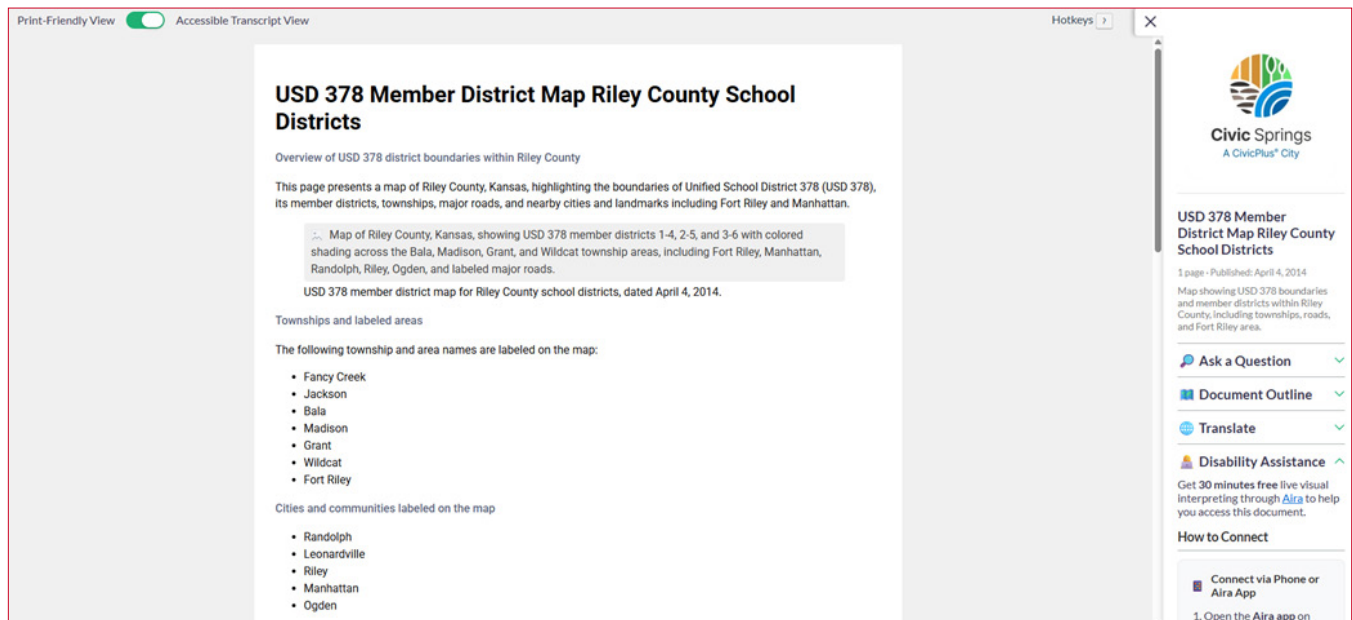
Over 250 built-in language translations can be applied to the HTML transcript with one click. Translations also apply to DocAccess features, including the Ask a Question tool.

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
10/7/2026 2:14 PM

10/31/2026

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	10/19/2026 - 12/31/2028, Renewal Term 1/1 each calendar year
Initial Term Invoice Schedule	Year One Annual Total invoiced upon the signature date of this Agreement, subject to proration if the term begins at signing. 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)

OFFICIAL MEMO
OFFICE OF THE ADMINISTRATOR



TO: Board of Trustees
CC: Eric Ferry, Fiscal Officer
FROM: Steve Kelly, Township Administrator
DATE: October 12, 2026
SUBJECT: Rumpke Waste Voucher Program

The Township has hosted Clean Up Days twice a year for many years to allow our residents the opportunity to dispose of household waste items, especially larger items or larger quantities of items. Since 2024, the cost to host these events has increased.

2024

Rumpke & Misc. Costs x2 events = \$70,082.01
Personnel Costs = \$34,084.90
Total Cost = \$104,166.91

2025

Rumpke & Misc. Costs x 2 events = \$74,270.26
Personnel Costs = \$35,562.00
Total Cost = \$109,832.26

2026

Rumpke & Misc. Costs x 2 events = \$83,279.36
Personnel Costs = \$37,805.47
Total Cost = \$121,084.83

Over the past year, we have been working with Rumpke to evaluate a new drop off waste disposal program they are offering at their new Clermont County Transfer Station off Roundbottom Road. They have been working with Union Township to develop a voucher program that allows the Township to purchase vouchers to distribute to their residents. Each household is entitled to two (2) vouchers per year that afford them to load household waste into residential vehicles to be disposed of at the transfer station. Households that have a larger volume of waste or that utilize larger commercial vehicles can still utilize the voucher system but would be required to pay extra if they exceed the normal residential weight allotment. The vouchers also cover bulky items like a couch, stove, or refrigerator if they are brought in individually in a truck or trailer without other items. Basically, one item per voucher.

To date, Rumpke reports that Union Township has distributed 480 vouchers that have been redeemed at their transfer station. In modeling this program for Miami Township based on historical information from past attendance at our Clean Up Days events, which Union Township also had, we would estimate a potential spend of \$52,000.00 annually. That figure is less than half of what we have spent annually over the past three years.

There are additional benefits to introducing an off-site waste disposal program. The Rumpke Transfer Station accepts waste six days a week, which equates to 312 available days for residential waste disposal compared to the four that we offer annually. There is also the wear and tear on the parking lot at the Civic Center when we host the large dumpsters and trucks. We just spent \$168,000.00 repairing, paving, and striping the entire parking lot. Earlier this year, a private vehicle was damaged when unloading waste, which resulted in a \$9,000 insurance claim to repair the resident's vehicle, and in 2025, we had an employee injured by a sharp piece of waste that resulted in a claim through the Bureau of Worker's Compensation for an emergency room visit and time off. Lastly, the impact on the local businesses along Meijer Drive with the traffic that backs up during Clean Up Days has often resulted in complaints and comments from those who might get stuck in a long line.

Attached to this memo is a draft agreement for the Rumpke Voucher Program that outlines the terms and conditions. Mr. Braun has reviewed this document and approved it as to form. Mr. Burdsall and I are recommending this program to you for your consideration since it would represent a significant cost savings, while adding flexibility into this type of program for our residents.

This item will be brought back to the business meeting for final approval to incorporate the program into our 2027 budget and operations.



Waste & Recycling

September 18, 2026

Memorandum of Understanding

Rumpke of Ohio, Inc., and Miami Township, Clermont County Ohio hereby agree to this MOU to accommodate a residential voucher program at Rumpke's new Clermont County Transfer Depot at 5180 Champion Way, Milford Ohio 45150. The intent of the residential voucher program is for only Miami Township residents to dispose of acceptable waste material at the Rumpke Transfer Depot facility at no charge to the residents with a redeemable voucher they received from Miami Township government offices.

- Beginning November 1, 2026, Rumpke will accept redeemable numbered vouchers from Miami Township residents that appear to be issued by Miami Township. Rumpke and Miami Township will mutually agree to the voucher document itself.
- The voucher program is intended for Miami Township residents only, and Miami Township will be solely responsible for preparation and distribution of any voucher document with its residents and will solely manage the distribution or any required documentation proof to assure the vouchers will be distributed to Miami Township residents only. Miami Township is also solely responsible for the quantity of vouchers provided to any resident in the township annually.
- Prior to November 1, 2026, Miami Township as an option can submit a \$20,000 payment to Rumpke of Ohio, Inc., this payment would be placed as a deposit onto a specific Rumpke account exclusively for the Miami Township residential voucher program. In return, Rumpke will accept the Miami Township prepared vouchers at the Clermont County Transfer Depot from residents during normal operating hours. Each redeemable voucher will be posted against the \$20,000 Miami Township deposit account at Rumpke. Or as option two, Rumpke is also willing to just accept the vouchers at the Clermont County Transfer Depot and post each voucher transaction onto the Miami Township-Rumpke established account and invoice Miami Township monthly for all vouchers redeemed from previous month.
- During 2026 and 2027, Rumpke will charge \$20.00 per redeemable voucher regardless of the weight or volume of the items from the residents. The optional \$20,000 deposit account would be prepayment from Miami Township to allow for Rumpke to accept a total of 1,000 redeemable vouchers from residents.

- Rumpke will provide Miami Township with a monthly report (deposit account option) or invoice (monthly payment option) for all voucher transactions that will include the numerical voucher number, date and weight. Rumpke and Miami Township mutually agree to monitor the amount available in the optional deposit account and Miami Township may allow for future deposit payments into the account to continue the voucher program for its residents or just be invoiced monthly for vouchers that have been redeemed.
- The voucher program is intended to be used for Miami Township residents and residential vehicles only on a limited weight basis. Residential vehicles are defined as a car, pickup truck, SUV or passenger van. No larger trucks or trailers will be permitted as part of the voucher redemption program. Rumpke will accept any larger non-residential vehicles or trailers but will be charged at normal acceptable gate rates (currently at \$65 minimum or up to 1 ton). by weight to the customer directly. The only exception to this rule would be if a resident **only** has 1-large bulky/item on a trailer or larger truck, we will then permit the 1-\$20 voucher as acceptable.
- Rumpke and Miami Township will monitor and evaluate the merits and feasibility of the voucher program throughout 2026 and 2027 and will mutually agree to changes or practices beyond 2027. Rumpke and Miami Township can mutually agree to change the acceptable vehicle requirements and rules at any time.

For Rumpke of Ohio, Inc.:

Dean Ferrier, Municipal/Public Sector Rep

Date

For Miami Township:

Steve Kelly, Township Administrator

Date

OFFICIAL MEMO
OFFICE OF THE ADMINISTRATOR



TO: Board of Trustees
CC: Eric C. Ferry, Fiscal Officer, Steve Kelly, Administrator
FROM: Maura Gray, Finance Director
DATE: Oct 12, 2026
SUBJECT: ERP Software Needs

As the Township continues to grow and our financial and operational requirements become increasingly complex, it is important to regularly evaluate whether our current financial software adequately supports our evolving needs. The Finance Department has identified opportunities to improve efficiency, reporting capabilities, workflow management, internal controls, and overall financial oversight.

I would like to request an opportunity to discuss the Township's long-term financial technology needs and the potential benefits of a modern Enterprise Resource Planning (ERP) system. This discussion is intended to review the capabilities and limitations of our current software environment, identify key operational requirements, and begin evaluating strategies to better support Township operations now and in the future. The goal is to ensure the Board is aware of the challenges associated with our current system and to begin a conversation regarding the Township's future financial and operational software needs.

OFFICIAL MEMO
SERVICE DEPARTMENT



TO: Board of Trustees
CC: Eric Ferry, Fiscal Officer and Steve Kelly, Township Administrator
FROM: Chris Burdsall, Service Director
DATE: October 12, 2026
SUBJECT: Civic Center Recreation Side Wallpaper Removal

One of the Capital Improvement projects for the Civic Center in 2026 is the Wallpaper Removal and Repaint throughout the building. As we met with contractors for this project, most of them were concerned about the large amount this project would involve. They would ask if the project could be broken into sections. For this reason, we are presenting estimate for only the Recreation Side of the Civic Center.

The project for the Recreation Side will include the removal of wallpaper in all the rental rooms, hallways, and the stairs on the public side of the building. All minor wall repairs are included in the estimates but if there is major damage or other issues that appear we may see a change order. The walls will all be painted with a durable neutral color paint.

Attached are the estimates that we received.

All Around Joe \$56,918.35

Osborne Reconstruction Services \$59,887.39

We are recommending All Around Joe as they have submitted the best and lowest estimate. They also completed the Leming House Wallpaper Project earlier this year and did a wonderful job.

No action is needed at this time; this will be brought back at the October Trustee Meeting.

All Around Joe

5946 Woodspoint Drive
Milford, OH 45150
513-348-6577
allaroundjoe@live.com | <https://myallaroundjoe.net/>



RECIPIENT:

Miami Township

6101 Meijer Drive
Milford, Ohio 45150

Quote #1090

Sent on May 08, 2026

Total \$94,864.16

Product/Service	Description	Qty.	Unit Price	Total
Phase 1- Admin side	* Phase 1 – Admin Side All Around Joe to provide all labor, materials, equipment, and protection required to complete the following on the Admin Side, including first floor and lower level: * Protect surrounding floors, trim, fixtures, and work areas. * Remove existing wallpaper. * Cut wallpaper along the top edge of existing vinyl cove base. * Remove/sand remaining wallpaper glue. * Skim coat walls as needed to provide a uniform surface. * Sand and prepare walls for paint. * Apply one coat of primer. * Apply two coats of finish paint to walls only. * Maintain cleanup throughout work and complete final cleanup. Miami Township to remove pictures, decorations, and other removable wall-mounted items prior to work. Concealed Conditions: Minor wall repairs associated with wallpaper removal are included. Major wall damage, water/moisture damage, mold or suspected microbial growth, mold remediation, or replacement of damaged/contaminated materials is not included and will require an approved change order.	1	\$37,945.81	\$37,945.81

All Around Joe

5946 Woodspoint Drive

Milford, OH 45150

513-348-6577

allaroundjoe@live.com | <https://myallaroundjoe.net/>



Product/Service	Description	Qty.	Unit Price	Total
Phase 2- Rec side	Phase 2 – Rec Side All Around Joe to provide all labor, materials, equipment, and protection required to complete the following on the Rec Side, including first floor and lower level: * Protect surrounding floors, trim, fixtures, and work areas. * Remove existing wallpaper. * Cut wallpaper along the top edge of existing vinyl cove base. * Remove/sand remaining wallpaper glue. * Skim coat walls as needed to provide a uniform surface. * Sand and prepare walls for paint. * Apply one coat of primer. * Apply two coats of finish paint to walls only. * Maintain cleanup throughout work and complete final cleanup. Miami Township to remove pictures, decorations, and other removable wall-mounted items prior to work. Concealed Conditions: Minor wall repairs associated with wallpaper removal are included. Major wall damage, water/moisture damage, mold or suspected microbial growth, mold remediation, or replacement of damaged/contaminated materials is not included and will require an approved change order.	1	\$56,918.35	\$56,918.35
Total				\$94,864.16

This quote is valid for the next 30 days, after which values may be subject to change.

Osborne Reconstruction Service

**5432 Overlook Road
Milford, Ohio 45150
513-831-7852**

**Miami Township Civic Center
6101 Meijer Drive
Milford, Ohio 45150**

Osborne Reconstruction Service agrees to provide material and labor required to perform the following work for the consideration stated below:

Remove approximately 13,850 sq. ft of wallpaper from both the administration and recreation areas of the Civic Center. Any room containing wallpaper is affected. Seal, skim and make repairs to the walls as required, prime with stain blocking primer and paint with pre catalyzed epoxy wall paint. Remove and replace cove base as required.

We have included the following materials as an allowance:

- 18 gal. Primer Rx bonding primer
- 30 gal. Preprite Problock water based primer
- 60 gal. Pro Industrial pre catalyzed water based epoxy
- 6 gal. Roman 466 adhesive remover
- 42 gal. dust control joint compound
- Floor, misc. protection, general sundries

These items totaling \$12,565.40 for all areas.

Pricing assumes the existing walls were "Sized" prior to wallpaper installation. If wall conditions warrant more than the standard repairs (i.e.: mold or water damage is discovered, foreign material below wall paper, drywall surface paper comes off with wallpaper, significant damage not visible before paper is removed) an assessment will be made and adjustments to the scope and costs will be addressed as needed.

Consideration for Administration Area: \$31,779.01

Consideration for Recreation Dept. Area: \$59,887.39

All material and labor is guaranteed for one year from the date of completion. A purchase order or signature is required to validate contract and for work to commence. We reserve the right to request and receive progress payments during this project. Final payment is due within 30 days of completion. **This quote is valid for 30 days.**

Thank you,

Steven W. Osborne

Steven W. Osborne
9-17-2026

Authorized signature

OFFICIAL MEMO
FIRE AND EMS



TO: Board of Trustees
CC: Eric Ferry, Fiscal Officer
Steve Kelly, Township Administrator
FROM: Dave Jetter, Fire Chief
DATE: October 12, 2026
SUBJECT: Big Box Incident Command Training

REQUEST

The fire department requests approval for Deputy Chief McKinnish to attend the Blue Card Big Box Workshop course in Washtenaw, Michigan, December 2-4, 2026.

The Big Box Workshop is designed to address the unique challenges of large commercial and big-box occupancies. These buildings require a different operational approach than residential structures because of their size, construction, and life-safety considerations. The course focuses on understanding fire protection systems, critical factors, and decision-making, and on applying appropriate tactics through discussions of actual incidents and simulations.

Miami Township has several of these building types. Recent fires at facilities responded to by fire departments like Miami Township Fire and EMS include Walmart in Indiana (2022), Home Depot in New York (2022), and Lowe's in Missouri (2024).

COST

This training is important for all personnel. To receive the greatest benefit at the lowest cost, we propose sending Deputy Chief McKinnish to attend the course using a train-the-trainer approach, rather than incurring the substantially higher cost of sending numerous department members to an out-of-state training program.

The costs for Jon to attend include:

- Course \$485
 - Lodging \$300
 - Meals \$200
- TOTAL = \$985.00**

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

MIAMI TOWNSHIP

5888 McPicken Drive Milford, OH 45150



WASHTENAW AREA MUTUAL AID COUNCIL TRAINING

B.C. BIG BOX & SPRINKLER CONTROLLED FIRES

The "Big Box" store has gotten bigger. There was a time, not too long ago, when we considered a 150,000 sq ft Wal-Mart Supercenter to be a big commercial building. Today, that size occupancy pales in comparison to the mammoth fulfillment centers that exist all over the country. Sizes range from the paltry 600,000 sq ft to well over a 1,000,000 sq ft and they just keep getting bigger.

Consider the following:

- Big Box Stores and Distribution Centers are not residential buildings and require a different approach
- Life Safety Profile of these buildings look different
- Most all these buildings have fire protection systems designed to contain the fire
- Fire Department personnel should have a working understanding of fire protection systems

Join us for a two-day Big Box Workshop where we take an in depth look at the proliferation of these new buildings and examine their impact on the fire service. There will be lively discussions from those with experience along with an opportunity to put the ideas into actions during a stirring round of big box simulations.

- Review of Division Supervisor Job description
- Review of Big Box Critical Factors
- Pull up and hook up (NFPA 13 E)
- In depth look at Fire Protection systems
- Understanding why we slow down on Big Box fires
- Application of the Strategic Decision-Making Model at Big Box fires
- We will run multiple Big Box sims and exercise using S/D Bosses
- Active Blue Card ICs and instructors will receive 16 hours of continuing education

CLASS TIME / LOCATION:

Thursday, December 3, 2026, from 8:30 am to 5:30 pm

Friday, December 4, 2026, from 08:30 am to 5:30 pm

LOCATION: TBD

COST:

FREE TO WASHTENAW COUNTY FIRE DEPARTMENTS

Class size is limited to 40 members.

REGISTRATION PROCESS:

If you have any questions, or wish to be registered for the program, please email Fire Chief Mark Nicholai at the following firechief@aatwp.org / 734-741-5900

Travel Request and Estimated Expenses — Part I



FOR ALL OVERNIGHT TRAVEL REQUESTS

Important Instructions: Use this form to estimate expenditures for all overnight travel requests. Complete all applicable cells. Agenda must be attached.

NOTE: Prior to making travel plans, all travel requests of estimated expenditure exceeding \$750.00 (*excluding registration fees*) must go before the Board of Trustees for approval.

I. TRAVEL INFORMATION

Date of Request	10/02/26	Travel Location	Washtenaw, Michigan		
Employee Name	Jon McKinnish	Date(s) of Event	12/3/26	to	12/4/26
Department/Badge #		Date(s) of Travel	12/2/26	to	12/4/26
Is this required for your position?	☐ Y ☒ N	Name of Event	Big Box Workshop		
Receiving continuing education credits?	☒ Y ☐ N				

II. ESTIMATED EXPENSES

Use Table 1 to determine the Total GSA Per Diem Meal Amount for your trip prior to deductions (Table 2). Use the link provided and **attach a printout** of the GSA Meals and Incidental Expense (M&IE) table based on location: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Table 1. Meal Expense Calculator

Days	GSA Per Diem Rate	Total
# of Full Days	\$80.00	80
# of Travel Days *75% per diem limit	\$60.00	120
A. Total Meal Expense PRIOR to Deduction (B):		\$200.00

*Use the full day per diem amount from the M&IE based on location. M&IE is limited to 75% on travel days. Rates include gratuities (up to 20%). All meal receipts must be itemized to be eligible for reimbursement upon return.

OFFICE OF THE ADMINISTRATOR

Table 2. Meals Provided with Registration (as applicable)

Provided Meals	GSA Meal Amount \$

*Use the GSA Rates link above to determine the specific, individual GSA meal rates for provided meals. The sum of these will become **B. Total Deduction Amount.**

B. Total Deduction Amount:

Table 3. TOTAL Estimated Expenses

Expense Type	Amount \$	Payment Method	Notes
Registration	\$485.00		
Mileage to be Reimbursed *# of miles x 0.70 per mile (effective 01/25)	\$0.00		
Airfare *May not exceed the cost of single coach rate	\$0.00		
Baggage Fees	\$0.00		
Transportation *Taxi / Shuttle / Rental / Other	\$0.00		
Parking / Tolls	\$0.00		
Miscellaneous *Description required	\$0.00		
Lodging	\$300.00		
*Reservations should be made under the Government Rate or Conference Rate Code (whichever is more advantageous). Contact hotel to inquire about required tax exemption forms and obtain from S:\Finance Office\Tax Exemption Forms.			
Total Meals	*Table 1 Total (A) minus Table 2 Total (B).		\$200.00

C. Total WITH registration:

\$985.00

*Be sure to have POs in place for all approved travel / registration costs.

D. Total WITHOUT registration:

\$500.00

III. REQUIRED SIGNATURES

Employee Signature

Date

Department Approval

Date

*If total estimated expense, excluding registration, is over \$750, Township Administrator signature AND **Trustee approval** are required.

Administrator Approval

Date

*Once approved, please return to employee. A copy will be included with Part II submission of actual expenditures.

OFFICIAL MEMO
SERVICE DEPARTMENT



TO: Board of Trustees
CC: Eric Ferry, Fiscal Officer and Steve Kelly, Township Administrator
FROM: Chris Burdsall, Service Director
DATE: October 12, 2026
SUBJECT: Skid Steer Replacement

For 2026 the Service Department budgeted for the replacement of a 2018 Bobcat T-630 Skid Steer. The current skid steer is still in decent condition at this time, but we budgeted for a replacement for two reasons. The first reason is to purchase a slightly more powerful skid steer to better operate some of the attachments that we use regularly, such as the asphalt grinder. The current skid steer will operate the asphalt grinder, but this process would be more efficient with a skid steer that has higher hydraulic flow capacity. The second reason would be that we have the ability to trade in the current skid steer at a decent value while it is still in good condition. We received an estimate earlier this year for a trade in value of \$24,500.00. This value may change at the time of trade in as an inspection is needed, but the value should be close to the original estimate.

Attach is a quote for a Bobcat T66 skid steer, sweeper bucket, and a grapple bucket. The total for these items is \$76,185.37. This cost is before the trade in value and is under a Sourcewell Contract.

No action is needed at this time; this will be brought back at the October Trustee Meeting.



Quotation Number: **BG2050819**
Quote Sent Date: **Sep 30, 2026**
Expiration Date: **Oct 30, 2026**
Prepared By: **Bernie Gierach**
Phone: 513-313-4886
Email: bgierach@bobcatent.com

Customer
MIAMI TOWNSHIP CLER
6007 MEIJER DR
MILFORD, OH, 45150-1575

Contact
BRAD .

Dealer
Bobcat Enterprises, Hamilton, OH
9605 PRINCETON GLENDALE ROAD
WEST CHESTER, OH, 45011-9787

Item Name	Item Number	Quantity	Price Each	Total
T66-2 T4 Bobcat Compact Track Loader	M0513	1	54,115.23	54,115.23
Standard Equipment:				
74 HP Tier 4 Turbo Diesel V2 Engine				
Auxiliary Hydraulics: Variable Flow				
Backup Alarm				
Bobcat Interlock Control System (BICS)				
Cylinder Cushioning - Lift, Tilt				
Engine/Hydraulic Performance De-rate Protection				
Glow Plugs (Automatically Activated)				
Horn				
Lift Arm Support				
Instrumentation:				
Engine Temperature, Fuel Gauges, Hourmeter, RPM, Warning Indicators & other vitals				
Lift Path: Vertical				
Lights, Front & Rear LED				
Operator Cab				
Includes: Top & Rear Windows, Parking Brake, Seat Bar & Seat Belt				
Roll Over Protective Structure (ROPS) meets SAE-J1040 & ISO 3471				
Falling Object Protective Structure (FOPS) meets SAE-J1043 & ISO 3449, Level I; (Level II is available through Bobcat Parts)				
Parking Brake: Spring Applied, Pressure Released (SAPR)				
Tracks: Rubber, C-Pattern, 12.6" Wide				
Solid Mounted Carriage with 4 Rollers				
Counter Weights - 100 lbs.				
Warranty: 2 yr / 2000 hr. whichever occurs first + 3 additional yrs of harness warranty (see warranty statement)				
Core Enclosed Cab	M0513-P12-C30	1	8,000.47	8,000.47
Includes: Enclosed HVAC Cab, High Back Heated Cloth Air Ride Seat, Premium LED Lights, Power Bob-Tach, Solid Undercarriage, Standard Flow, Two-Speed Travel, 8" Touch Display with Infotainment, Standard Fan, Keyless Ignition, Dual-Direction Bucket Positioning, Automatic Ride Control, Sound Reduction Package, 7-Pin Attachment Control, Rear View Camera, Selectable Joystick Controls, 2yr Basics Machine IQ + 90 day Health & Security free trial				
High-Flow Hydraulics	M0513-R03-C03	1	1,675.00	1,675.00
Hand and Foot Controls (Manual)	M0513-R01-C01	1	0.67	0.67
74" Industrial Bucket Grapple	7488345	1	4,202.80	4,202.80
Sweeper Bucket 72"	7405171	1	5,753.20	5,753.20
Total for T66-2 T4 Bobcat Compact Track Loader				73,747.37
Quote Subtotal				73,747.37
Dealer PDI				300.00
Freight Charges				1,700.00
Destination Charges				438.00
Sales Total before Taxes				76,185.37

Quote Subtotal	73,747.37
Dealer PDI	300.00
Freight Charges	1,700.00
Destination Charges	438.00
Quote Total - USD	76,185.37

Comment:

ORDERING & INVOICING INSTRUCTIONS

*Prices per Sourcewell Contract #020223-CEC.

Please ensure the Purchase Order (PO) references this contract number and your Sourcewell Member Number: _____

1. Select Your Ordering Pathway

As allowed by contract terms, you may issue your order to either the Contract Holder (OEM) or an Authorized Dealer. Please check the applicable box below to indicate who will invoice this order:

☐ Option A: Bobcat (OEM)

Issue PO To: Doosan Bobcat North America, Inc. dba Bobcat Company

(Govt Sales, 250 E Beaton Drive, West Fargo, ND 58078)

Tax ID: 38-0425350

Payment Terms: Net 60 days. Credit cards accepted.

Remittance Address: Doosan Bobcat North America, Inc., P.O. Box 74007382, Chicago, IL 60674-7382

☐ Option B: Authorized Bobcat Dealer

Issue PO To: _____ (Insert Dealer Name)

Terms & Remittance: Please coordinate directly with your dealer for their specific remittance address and payment terms.

2. Submission Requirements

A copy of all orders must be emailed to Heather.Messmer@Doosan.com. To avoid processing delays, your order packet must include:

Tax Status: If tax-exempt, you must attach a valid Tax Exempt Certificate.

Billing Details: Explicit Bill-To address, plus an Accounts Payable contact name and email address.

Customer Acceptance:

Quotation Number: AU2050556

Purchase Order: _____

Authorized Signature:

Print: _____ Sign: _____

Date: _____ Email: _____

Addresses

Delivery Address _____

Billing Address (if different from ship to): _____

Tax Exempt: Y ☐ / N ☐

Exempt in the State of: _____

Tax Exempt ID: _____

Federal: _____

State: _____

Expiration Date: _____

OFFICIAL MEMO
FIRE AND EMS



TO: Board of Trustees
CC: Eric Ferry, Fiscal Officer
Steve Kelly, Township Administrator
FROM: David Jetter, Fire Chief
DATE: October 12, 2026
SUBJECT: EPA DERA Grant Application

REQUEST

The fire department requests approval to apply for funding through the U.S. Environmental Protection Agency's Diesel Emissions Reduction Act (DERA) grant program to replace Engine 13, an aging fire apparatus currently maintained as a reserve engine.

Engine 13 is a 2007 E-ONE fire engine with approximately 8,800 engine hours and 102,000 miles. The DERA grant program offers an opportunity to offset a portion of the cost of replacing an older fire engine that does not meet current emission standards with a new engine that does. The current market value of Engine 13 is approximately \$25,000.00 to \$30,000.00.

Recognizing the continued increase in the cost of emergency response apparatus, the fire department has worked with our vendor to identify a stock E-ONE apparatus that meets the department's needs while reducing the overall purchase cost. The proposed apparatus is a standard platform offered by the manufacturer, includes limited options that meet our needs based on our specification criteria, and is estimated to cost up to \$1,000,000.00.

The application period ends on January 22, 2027, with award announcements anticipated in July 2027. If awarded the grant, the new fire engine would be delivered in 21 months instead of up to 36 months.

COST

Estimate Project Cost

Award	Grant Funding	Township Share	Total Cost
35%	\$350,000.00	\$650,000.00	\$1,000,000.00
45%	\$450,000.00	\$550,000.00	\$1,000,000.00

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

MIAMI TOWNSHIP

5888 McPicken Drive Milford, OH 45150

OFFICIAL MEMO
SERVICE DEPARTMENT



TO: Board of Trustees
CC: Eric Ferry, Fiscal Officer and Steve Kelly, Township Administrator
FROM: Chris Burdsall, Service Director
DATE: October 12, 2026
SUBJECT: Beech Road Culvert Rehabilitation

At the end of August this year a sinkhole at 275 Beech Road was reported to the Service Department. We immediately began investigating the cause of the sinkhole. We found that a 42-inch culvert under Beech Road had small rust holes along the bottom. These holes were just big enough to allow material to be pulled through the holes during rainstorms and formed the sinkhole.

The Service Department has stabilized the road by filling the sinkhole and installing an asphalt patch in the road. However, repairs are still required on the culvert. Attached is a Proposal from National Gunite for them to install a shotcrete invert lining through the culvert. The culvert's dimensions are 42-inch diameter by 100 feet long. National Gunite will also place shotcrete on the headwall and outfall wall to help prevent future erosion. The total cost for this Proposal would be \$29,909.00.

I recommend accepting the proposal from National Gunite as they have always completed a quality product for Miami Township. This process is the most efficient way for us to repair the culvert, with the least amount of disturbance to the residents and traffic.

No action is needed at this time; this will be brought back at the October Trustee Meeting.



111 ROOSEVELT BOULEVARD, JOHNSTOWN, PA 15906
PHONE: 814-533-5780 FAX: 814-535-5328

PROPOSAL

Date: September 17, 2026

Project: 275 Beech Road, Loveland

Contact: Chris Burdsall
Service Director
6007 Meijer Drive
Miami Township OH, 45150
(513) 248.3728
MiamiTwpOH.gov

PROJECT TITLE:

Rehabilitate the 42" Corrugated Metal Pipe (CMP) on Beech Road.

GENERAL SCOPE OF WORK:

National Gunitite proposes to clean and dewater the 42" Corrugated Metal Pipe (CMP) on Beech Road for approximately one-hundred-feet (100'). National Gunitite will structurally rehabilitate the pipe with an invert lining from 4:00-8:00 using a nominal 2-inches of 5,000 psi structural shotcrete at 28 days. Within the pipe any joints will receive a full diameter /circumferential lining sealing each joint and the pipes will be sealed to ensure no water can get under or around the pipe. In addition, the headwall and outfall laid rock walls will be sealed to not allow water to get under the pipe. The shotcrete will be reinforced with welded wire fabric, as detailed below.

We will include the following items if shaded:

MATERIALS:

- ☒ Gunite / Shotcrete
- ☐ Strongseal
- ☒ Pre-bag Material
- ☐ Concrete Additives
- ☐ Pressure Grouting (Cement-Based)
- ☐ Chemical Grouting
- ☐ Epoxy Injection
- ☐ Chimney Seals

REINFORCING:

- ☒ Reinforcing Mesh
- ☐ Reinforcing Steel
- ☒ Anchor Bolts/Screws
- ☐ Polypropylene/ Steel Fibers

CURING:

- ☐ Water Curing
- ☐ Compound Curing
- ☒ Natural Curing

SITE:

- ☐ Water to Our Tank
- ☒ Sanitary Facilities
- ☐ Scaffolding
- ☐ Traffic Control
- ☒ Safety Equipment
- ☒ Dewatering or Shoring
- ☐ Protection, Covering, or Cleaning
- ☒ Removal of Excess Sand
- ☒ Removal of Rebound
- ☐ Removal of Epoxy Injection Ports
- ☒ Confined Space Equipment

PREPARATION OF SURFACES:

- ☐ Chipping
- ☐ Sandblasting
- ☒ Water blasting
- ☐ Forms-Headers
- ☐ Excavation and Fine Grade
- ☐ Expansion Joints
- ☐ Weep Holes
- ☐ Removal of Manhole Steps

FINISH:

- ☐ Trowel & Broom
- ☒ Natural Gun
- ☐ Float
- ☐ Other

TESTING:

- ☐ Pre-Construction
- ☐ Water Test
- ☐ Vacuum Test
- ☐ Test Panels

SPECIAL CONDITIONS:

- ☐ Permits
- ☐ Performance & Payment Bond
- ☐ Certified Payroll

ANY ADDITIONAL ITEMS:

1. Township to coordinate with Home Owners and Schools to let them know work is being performed.
2. Township to provide water, if needed for the mix
3. Township to provide a staging area if needed
4. Township to provide all traffic control, if needed
5. Township to provide work area near pipe

DETAILED SCOPE OF WORK:

- A. PRELIMINARY SITE WORK** - Upon mobilizing onsite, National Gunitite forces will cordon off our site staging area to protect and ensure the safety of any pedestrian and vehicular traffic.

Before entering the pipe, National Gunitite will sample the atmospheric conditions as well as constantly monitor the air within the pipe in accordance with 29 CFR 1926 Code of Federal Regulations as it pertains to confined space entry. All National Gunitite personnel have completed the necessary confined space training and meet all OSHA requirements and certifications.

- B. PIPE PREPARATION** – Temporary PVC piping will carry any water past our work area, keeping it dry. The sand bag weir is designed so that, in the event of a major weather event, the water will either spill over the top of the weir or collapse it completely to allow the high flow to move through the existing pipe without backing up or pooling. As an alternative to the flume system, bypass pumping may be necessary. If so, the cost will be included in our proposal, and no additional charges will be assessed.

National Gunitite will then clean and prepare the interior of the pipe. Heavy debris will be removed either mechanically or by hand. The entire pipe structure will then be water blasted to remove all remaining dirt and debris to prepare the surface for the shotcrete application.

- C. REINFORCEMENT** – National Gunitite will install a 2" x 2", 12-gauge galvanized, welded wire fabric blanket. The reinforcement will be attached securely to expansion anchors placed on 24-inch centers each way. The mesh will be tied to the anchors with 16-gauge annealed tie wire.

- D. GUNITITE WORK**- All work will be completed in strict accordance with American Concrete Institute's 506 R95 Guide to Shotcrete. The shotcrete mix will be comprised Quikcrete Shotcrete MS. The dry ingredients will be pneumatically projected through the shotcrete hose and hydrated with 4.5 gallons of potable water at the nozzle.

This mix will yield a compressive strength of 5,000 psi at 28 days. The freshly placed shotcrete will then be screeded, broomed, and allowed to naturally cure in the moist confines of the CMP.

All rebound material will be placed at the head or foot of the wall and covered with Shotcrete to further fortify the bottom of the pipe and head/outfall walls. Photographs will be provided of our finished work.

- E. RESULTS** - It is generally acknowledged throughout the pipe rehabilitation industry, as well as the Trenchless Technology circuit, that a shotcrete-lined pipe will yield a minimum of 50 to 75 years of additional life.

Also, Manning's coefficient (a measure of roughness) for corrugated metal pipe is about 0.022, while trowel-finished shotcrete is 0.012. The smoother surface more than compensates for the minor decrease in cross-sectional area that results from the guniting process.

PRICING:

In consideration of completing the work described above, we are to be paid the following amounts:

Mobilization	\$ 2,500.
PWOSO Member Discount	\$ <1000.>
Rehabilitate CMP pipe as detailed above, Lump Sum, Complete	\$ 28,409.
TOTAL	\$ 29,909.

WARRANTY: National Gunitite guarantees our work, and shall remedy without cost to the Owner, any defects that may develop from our materials or workmanship for a period of one year from the date of final payment.

Terms: Net 30 days upon completion of project.

RESUMES OF MANAGEMENT PERSONNEL:

Julian R. Beglin
Vice President
Johnstown, PA

1998 - 2003 Laurel Management
2024 - Present National Gunitite / Laurel Management

Julian has more than 25 years of utility construction and civil engineering experience and has a Bachelor of Science Degree in Civil Engineering & Management.

Shane Snyder
Vice President, Eastern Regional Director
Turbotville, PA

2006 - Present National Gunitite

Shane has spent his entire Shotcrete career in pipeline rehabilitation and was promoted from foreman to superintendent in 2011 and Eastern Regional Director in 2017 and Vice President in 2022.

Tim Martin
Midwest Regional Director
Indianapolis, IN

2006 - 2015 Trotter Construction Group
2015 - 2016 FOSO Construction, LLC
2016 - Present National Gunitite

Tim has extensive experience in all aspects of utility infrastructure and has held such positions as project engineer, estimator, project manager, business development director and operations manager.

Tim has spent the last nearly 20 years rehabilitating sanitary sewer lines and structures in throughout States of Ohio, Indiana and Kentucky.

REFERENCES:

John Morgan
Manager - Special Projects
Citizens Energy Group
2020 N Meridian St, Indianapolis, IN 46202-1306
317-924-3311
<http://www.citizensenergygroup.com>

Daniel S. Deiseroth, P.E.
Executive Vice President
The Gateway Engineers
400 Holiday Drive, Suite 300
Pittsburgh, PA 15220
Office: 412-921-4030 ext. 110
ddeiseroth@gatewayengineers.com

Roger Hanas
Project Manager
Citizens Energy Group
2020 N Meridian St, Indianapolis, IN 46202-1306
317-924-3311
<http://www.citizensenergygroup.com>

Bob Carpenter
Service Representative
Insight Pipe Contracting
232 E. Lancaster Road
Harmony, PA 16037
Office: 724-452-6060
Cell: 412-292-4423
bob.carpenter@insightpipe.com

Eric Haenlein, P.E.
Granite Inliner
4520 North State Road 37
Orleans, IN 47452
Office: 812-865-3232
Cell: 317-439-4025
Eric.haenlein@gcinc.com

TERMS AND CONDITIONS:**A. GENERAL**

1. This document represents the entire agreement between the Customer and National Gunite. It covers all of the work to be done under this proposal, and there are no prior representations, either verbal or written, that are outside of this proposal or contract. Any subsequent modification or change must be made in writing and signed by authorized representatives of both the Customer and National Gunite.
2. In the event that a purchase order and/or subcontract agreement is issued for the proposed work, the section above designated "Scope or Work" must be included on said purchase order or subcontract. Alternatively, this proposal may be attached to the purchase order or subcontract agreement.
3. This proposal does not become a contract until it is signed by the Customer and the President of National Gunite.
4. It is agreed that National Gunite shall be permitted to prosecute work without interruption. For any delays created by the Owner/Contractor, their employees or their representatives, it is agreed that National Gunite shall be reimbursed for actual expenses and damages. These costs include but are not limited to labor, owned equipment, rented equipment, and applicable taxes.
5. National Gunite carries the following insurance coverage:

General Liability	\$ 1,000,000 each occurrence; \$ 2,000,000 aggregate
Umbrella Liability	\$ 10,000,000 each occurrence; \$ 10,000,000 aggregate
Automobile Liability	\$ 1,000,000 each accident
Workman's Comp.	\$ 1,000,000 each accident

B. LIMITATIONS & EXCLUSIONS

1. This proposal is based upon current prices and conditions, and may be withdrawn if not accepted within fifteen (15) days.
2. National Gunite labor in this proposal is priced at non-prevailing wage rates.
3. Execution of the work covered by this proposal is contingent upon the nonoccurrence of strikes, fires, accidents, delays of carriers, delays in delivery of material or other unavoidable circumstances that are beyond the reasonable control of National Gunite.
4. National Gunite reserves the right to sublet any portion of this proposed work if determined to be appropriate.
5. This contract does not include any charges in the way of Federal, State or Municipal taxes which may be imposed upon this transaction. It is understood that if any such taxes do apply, they shall be paid by the Customer.

6. Unless specifically noted, the price contained in this proposal does not include performing any portion of the work during freezing weather. If any work is executed during freezing weather, the Customer shall provide all labor and material in connection with the heating and protection of National Gunitite's work and materials. The Customer shall also reimburse National Gunitite for the additional costs associated with winter operations.

C. TERMS

1. On or about the tenth (10th) day of each month of the project, the Customer shall pay National Gunitite for ninety percent (90%) of the work that was completed during the previous month. Final and full payment shall be made within fifteen (15) days of completion of the project and upon submission of the final invoice.
2. If timely payment for work performed is not made as described above, National Gunitite may, at its sole discretion, file the appropriate lien documents on the property described in this proposal.

D. CUSTOMER TO PROVIDE

1. The Customer shall be responsible for providing National Gunitite with free access to the site, adequate space to receive and store materials, and sufficient space to enable the proper execution of the work described herein.
2. The Customer shall furnish artificial lighting, if required, and potable water to within fifty (50) feet of the cement gun.
3. The Customer agrees to pay the cost of any and all surety, bonds and permits associated with the project.

ACCEPTANCE OF PROPOSAL:

Name of Company, Owner or Contractor

Date

Name of Individual (Signature)

Title

FOR NATIONAL GUNITITE

Julian Beglin, Vice President