



# Etna Township, Licking County

## Board of Trustees

### Regular Meeting

Tuesday, May 7, 2024 at 6:00 PM

Etna Township Hall, 81 Liberty Street, Etna, Ohio 43018

## Agenda


	Page
<b>1. Opening</b>	
a. Call to Order	
b. Roll Call	
c. Invocation	
d. Pledge of Allegiance	
<b>2. Adoption of Agenda</b>	
<b>3. Adoption of Meeting Minutes</b>	
a. Minutes - February 20, 2024 Regular <a href="#">February 20 2024 Etna Township BOT Amended.docx</a>	5 - 11
b. Minutes - February 27, 2024 Special <a href="#">February 27 2024 Etna Township BOT Amended.docx</a>	12 - 14
c. Minutes - March 5, 2024 Regular <a href="#">March 5 2024 Etna Township BOT Amended.docx</a>	15 - 20
d. Minutes - March 19, 2024 Regular <a href="#">March 19 2024 Etna Township BOT Amended.docx</a>	21 - 27
e. Minutes - April 3, 2024 Special <a href="#">April 3 2024 Etna Township BOT amended.docx</a>	28 - 34
f. Minutes - April 16, 2024 Special <a href="#">Trustee minutes 2024-04-16 Special .docx</a>	35

- g. Minutes - April 16, 2024 Regular 36 - 41  
[April 16 2024 Etna Township BOT.docx](#) 


#### 4. Public Comments

Limit of 3 Minutes Per Person







#### 5. Reports

- a. Road Department 42  
Pavement Management Group, Paving, Loop Rd Update  
[2024 LoopRd Cul-De-Sac Layout-02.pdf](#) 
- b. Zoning Department
- c. Storm Water
- d. Parks

#### 6. Old Business

- a. Diligent Community Update
- b. TPA - 629 Grant Update
- c. Township Administrator Profile 43 - 48  
[Etna Township Position Profile Final.pdf](#) 
- d. MORPC Intern Update

#### 7. New Business

- a. Resolution 2024-025; Etna-Reynoldsburg Joint Economic Development District #1 -4 and 7; Agreements for Clerk and Secretarial Services 49 - 74  
[Albers and Albers Etna-Reynoldsburg JEDD.pdf](#)   
[Resolution 15-12-22-01.pdf](#)   
[Resolution 15-12-22-02.pdf](#)   
[Resolution 17-08-07-01.pdf](#)   
[Resolution 19-05-07-07.pdf](#)   
[Resolution 21-04-28-01.pdf](#) 

- b. Zoning office desk system purchase 75 - 87  
[Etna Township - Version 4.pdf](#)   
[rendering.pdf](#)   
[EST-018084.pdf](#)   
[color design desktop and blue.png](#)   
[sapphire-cubicle-fabric-and-laminate-guide-3.pdf](#) 
- c. Health Insurance Plan 88 - 103  
[2024 Medical Comparison - Etna Twp \(Licking\).pdf](#)   
[sales\\_SB1040.pdf](#) 
- d. Civic Plus Website Proposal Discussion 104 - 152  
[Premium Website SOW \(1\).pdf](#)   
[Web Central - Standard Package \(01.31.2024\).pdf](#)   
[Web Central - Premium Package - East \(01.31.2024\).pdf](#)   
[Standard Website SOW.pdf](#)   
[Granicus Website Follow-Up.pdf](#) 
- e. Food Truck Friday discussion 153 - 157  
[food truck friday.pdf](#) 
- f. Trustee Work Session - Set Date/Topic

**8. Fiscal Officer Report**



- a. Resolution 2024-024 to approve purchase orders
- b. Payment of bills
- c. Transfers
- d. Fiscal Officer Email

**9. 7:00PM Executive Session ORC 121.22(G)(1) To consider the appointment of a public employee or official. (Board of Zoning Appeals)**

**10. Post Public Comments**

Limit of 2 Minutes Per Person

**11. Announcement and Trustee Comments**

- a. Next Trustee Regular Meeting, Tuesday, May 21, 2024 at 6pm
- b. The BZA (Board of Zoning Appeals) currently has openings on the BZA. Etna residents in the unincorporated area of the township are encouraged to apply. 158  
[Board-of-Zoning-Appeals-Application-Notice.pdf](#) 
- c. Zoning Inspector position is open until filled. A copy of the job description is available on the website. 159 - 160  
[Zoning-Inspector.pdf](#) 

**12. Motion to Adjourn**

<b>Trustees</b>			<b>Fiscal Officer</b>
President Gary Burkholder	Vice President Mark Evans	Trustee Rozland McKee-Flax	Jackie Cotugno

Website: [www.etnatownship.com](http://www.etnatownship.com) Phone: 740-927-7717 Email: [office@etnatownship.com](mailto:office@etnatownship.com)

If a meeting needs to be cancelled, it will be decided at least two hours prior to the meeting and notification will be placed on the calendar on the township website and emailed to the agenda list.

**ETNA TOWNSHIP  
81 LIBERTY STREET  
ETNA, OHIO**

**MINUTES OF THE BOARD OF TRUSTEES MEETING  
FEBRUARY 20, 2024, 6:00 P.M.**

**BOARD MEMBERS AND FISCAL OFFICER PRESENT:**

Gary Burkholder	President
Mark Evans	Vice-President
Rozland McKee-Flax	Trustee
Julie Varian	Fiscal Officer

Minutes prepared by Mary-Margaret Scrimger of Minutes Solutions from a recording.

**1. CALL TO ORDER**

There being a quorum present, and the Members and the public having been given adequate and proper notice, the Chair called the meeting to order. The Board said the invocation. The Board said the pledge of allegiance.

**2. ADOPTION OF THE AGENDA**

**On a motion made by Mark Evans, seconded by Rozland McKee-Flax, it was resolved to adopt the agenda for the February 20, 2024, meeting. Motion unanimously carried.**

The Board asked that health insurance be moved up in the order to respect attendees' time.

**3. ADOPTION OF THE MINUTES**

**On a motion made by Rozland McKee-Flax, seconded by Mark Evans, it was resolved to approve the minutes of the Board of Trustees meeting held on January 2, 2024, and the special Board of Trustees meeting held on January 8, 2024. Motion unanimously carried.**

It was noted that the Township is attempting to address the outstanding minutes.

**4. PUBLIC COMMENT**

Chuck Bundy asked that the Board consider being a limited home rule township.

Connie Heim asked that culverts on Smoke Road be fixed so they do not back up into her field. She asked that people attend the meeting at the Licking Heights Middle School on February 27, 2024, as there have been many requests to buy property by foreign nationals. She noted it is the responsibility of citizens to keep the community safe.

**5. REPORTS**

- a. Roads Department:** Gary Burkholder noted that he met with a developer regarding the gap near the High Point development on Pike Street. There is an issue of how this will be paid for and the aesthetic. There is \$2.6 million in federal funding for this project. Usually, these projects are

divided with the township paying for 20%. Maintenance on the finished product needs to be a consideration. Pataskala is responsible for the maintenance. It was noted that Etna does not maintain the roundabout; Pataskala does. It was noted that as this is a joint project with Pataskala, they need to agree on the decisions as well.

- b. **Zoning Report:** There will be an adjudicatory meeting on February 26, 2024, at 5:00 p.m. regarding the tollgate. There should be information regarding the Southwest Licking Water, and Sewer District is exempt from township zoning. Gary Burkholder suggested an independent review to ensure they are aligned with zoning. Mark Evans noted that there have been issues with zoning documents being withheld and this is problematic for open meeting laws. He is waiting to hear from the prosecutor regarding this.
- c. **Parks and Recreation:** Gary Burkholder noted that he has spoken to Licking County Park District. The TJ Evans Foundation owns some park land. He suggested that the Township apply for a \$15,000 grant to provide additional roadway support. There was discussion on how this would benefit the Township and if it would be the best use of this grant. It was suggested that Kyle Lund come to the next meeting to discuss this opportunity further.
- d. **West Licking Fire District:** Mark Evans noted that the last meeting was February 8, 2024. The I-70 bus report was reviewed. It will be released publicly soon. The fire department did an excellent job and triaged 30 people. They were prepared to provide more support and they demonstrated excellent training. He noted that the department has a higher rate for survival of cardiac events because of this training. There should be a public open house in June for a new fire station. There was a district award ceremony recently to celebrate Township employees.

## 6. OLD BUSINESS

### a. **Health Insurance Renewal:**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to approve the following: (1) authorize the initiation of a form fire broker of record transfer to Way Point Benefits Solutions; (2) authorize the completion of an Anthem broker of record transfer effective immediately; (3) authorize the completion of an intention to change broker letter to Delta Dental Vision Service Plan in Standard Life; (4) provide HR transition current TPA through February transition to Waypoint in March with a letter to current TPA requesting the professional currency of mutually beneficial TPA transition on an expedited basis and request monthly reconciliation and per member DOS audits with the provided spreadsheet; and (5) with that, any required forms that need to be signed, that Mark Evans be authorized to sign. Evans: Yes, Burkholder: Yes, McKee No. Motion carried.**

Mark Evans noted that the health insurance renewal will start on May 1, 2024. He has been in contact with providers such as Way Point. If a change in provider is made, this would be the time. Brian Savage presented regarding health insurance via Way Point. He noted that he sees Etna as more than the statistics. The decisions the Township makes have significant ramifications. Waypoint is client focused, providing tools to improve the experience. The objective is to upgrade the experience from the traditional model and create a new one. As the Township grows, it is important to have access to appropriate health care insurance tools. He also noted that providing good rates is important for Waypoint. The first step for Waypoint is to gain access and go to market for the best program. He would like to survey the employees to see what changes are desired. A strong healthcare plan can be a way to retain employees. There would also be administrative improvements via these tools. It is important to work fast in order to address this as quickly as

possible. Waypoint has worked mostly with larger entities than Etna. He believes the solution is to reduce the number of brokers involved. He suggested that he be made the agent of record to start this process.

Rozland McKee-Flax asked about Waypoint's relationship with a local joint fire department. That relationship is almost a year old and it has had more benefit transitions than any other client that Brian Savage has had. He noted that there have been significant savings and there is an excellent working relationship with all stakeholders. There was discussion regarding the form fire. It is important to move quickly after receiving the form fire to ensure the form does not expire. Brian Savage suggested that changes not be made to the benefit package until employees have been surveyed. Also, as agent of record, he can communicate with the current provider and work for the benefit of Etna.

Frank Harmon, with the current health insurance provider, noted that much of Brian Savage's presentation is correct. He noted that there have been significant challenges in the last few years. There have been more large claims than expected. There are demographic shifts in the group that will potentially decrease costs. This will be discovered via the forms fire. Frank Harmon believes the plan is great and is looking forward to making it more accessible. He noted that employees have not complained about the services provided. Mark Evans noted that there have been issues with appropriations and the current health care provider. He believes that there is potential with a new approach and new provider. He also noted that Way Point has done an excellent job in the process thus far.

Rozland McKee-Flax noted concern regarding how quickly this process is required to occur. Mark Evans noted that he is trying to reduce last-minute decisions. He also noted that the fire department has done significant due diligence on Waypoint. Gary Burkholder thanked Mark Evans for his significant work.

- b. **Pike Street Project:** Gary Burkholder noted that this will be presented at the next Board meeting.
- c. **Security System and Passwords:** Gary Burkholder noted issues with the security system in the town hall. Some passwords are outstanding. He will talk to State Security about getting cameras installed internally and externally. He noted that there are best practices that can be followed. This has taken longer than expected due to shifting priorities. Mark Evans noted that it is important to have a security system installed. He does not feel safe in the building. There was lively discussion regarding who held the passwords. It was concluded that Gary Burkholder would contact SOS regarding passwords.
- d. **Drayton Hall:**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to allow the Board president to contact Bricker Gary, the existing firm working on the park purchase, to deal with any closing matters. Evans: Yes, Burkholder: Yes, McKee-Flax: No. Motion carried.**

Gary Burkholder noted that the developer would like to close May 1, 2024. There are some issues with easements and other items. It was suggested to complete the rest of the road to the cul-de-sac, providing access to the park. It was noted that the Township has to carefully consider receiving property, as it could be liability.

**e. Farm Lease:**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to approve the land rent contract as presented. Motion unanimously carried.**

Mark Evans noted concern regarding the lower valuation of the acre.

**f. Interim Township Secretary:**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to authorize the President of the Board, Gary Burkholder, to seek and advertise for a township secretary, either interim or full-time. Motion unanimously carried.**

**7. NEW BUSINESS**

**a. AHS Etna – Grant Funding for Public Roads:**

**On a motion made by Gary Burkholder, seconded by Mark Evans, it was resolved to discuss this matter. Motion unanimously carried.**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to use Bricker and Graydon to address this grant. Evans: Yes, Burkholder: Yes, McKee-Flax: No. Motion carried.**

There was not a written agreement regarding this \$100,000 grant. There has been a new request from the developer with a rationale on why they should receive this money. Mark Evans suggested that the prosecutor review this and make a decision. There was discussion on whether the prosecutor would be able to address this in a timely fashion. Rozland McKee-Flax felt going to Bricker and Graydon was not a prudent use of money, as there was never a formal agreement regarding this grant with the developer. The Board discussed the ramifications of their potential decisions.

**b. MORPC Planner Pool Program:**

**On a motion made by Rozland McKee-Flax, seconded by Gary Burkholder, it was resolved to discuss the MORPC Planner Pool Program. Motion unanimously carried.**

Rozland McKee-Flax asked for clarification regarding logistics of the position. There was discussion regarding the positions of a zoning administrator and planning administrator.

**c. Smoke Creek Development:** Ron Satatino noted that Licking County planning has been in chaos for some time. He noted that the Smoke Development plan remains unapproved. He has been asked to extend the sidewalks from property lines. This is on top of siding the roads. He noted that it is not possible to extend the sidewalks as requested due to the property lines. Mark Evans asked for more review regarding this development. Mark Evans suggested that this be addressed by the next meeting. Gary Burkholder noted that the Lincoln County Planning Commission Director has resigned. The planning challenges are not just for Etna but also all surrounding areas.



**d. Recruitment Proposal – Management Advisory Group:**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to proceed with the Management Advisory Group proposal. Evans: Yes, Burkholder: Yes, McKee-Flax: No. Motion carried.**

Gary Burkholder explained that a township administrator is a high-level position. He recommended using a contracting firm to execute this task. Rozland McKee-Flax voiced concern regarding the \$18,500 cost. The Board discussed how long the contract would last. Gary Burkholder noted that it is to fill the position. It is a performance-based contract, not a durational contract.

**e. 2023 Township Highway System Mileage Certificate:**

**On a motion made by Gary Burkholder, seconded by Mark Evans, it was resolved to approve the 2023 Township Highway System Mileage Certificate. Motion unanimously carried.**

**f. Board of Zoning Appeals Positions:**

**On a motion made by Gary Burkholder, seconded by Mark Evans, it was resolved to approve posting the two positions on the Zoning Board of Appeals. Motion unanimously carried.**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to approve the amendment to change the initial motion to include posting for an alternate on the Zoning Board of Appeals. Motion unanimously carried.**

**8. FISCAL OFFICER REPORT**

**On a motion made by Mark Evans, seconded by Rozland McKee-Flax, it was resolved to approve 24-014 to approve purchase orders. Motion unanimously carried.**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to approve payments as listed. Motion unanimously carried.**

Julie Varian noted that, in January, there was \$259,000 in revenue and \$496,000 in expenses for a bank total of \$7.3 million. There were no transfers. Rozland McKee-Flax asked that Julie Varian bring financial documents to the Board with more time. There has not been enough time to appropriately review. The Board discussed a previous educational expense and the validity of the professional development. Gary Burkholder noted that he supports educational development.

**9. EXECUTIVE SESSION**

**On a motion made by Gary Burkholder, seconded by Mark Evans, it was resolved to move into Executive Session per ORC 121.22 (G)(1) to consider complaints against public officials, complaints against public employees, possible disciplinary actions against a public employee, and employment and compensation of a public employee at 7:50 p.m. Evans: Yes, Burkholder: Yes, McKee-Flax: No. Motion carried. Attending: Mark Evans, Gary Burkholder.**

Rozland McKee-Flax declined attending the Executive Session.

On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to move out of Executive Session at 8:49 p.m. Motion unanimously carried.

**10. NEW BUSINESS – OUTSTANDING ISSUES**

**a. Director of Planning and Zoning Job Description:**

On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to approve to allow the President of the Board to advertise the Zoning Inspector position with the description provided, allowing modifications as needed. Motion unanimously carried.

On a motion made by Gary Burkholder, seconded by Mark Evans, it was resolved to approve advertising the Director of Planning and Zoning Administration with the job description provided. Motion unanimously carried.

**b. Outside Legal Counsel for Employment Issues:**

On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to allow Mark Evans to engage with legal regarding employment matters. Evans: Yes, Burkholder: Yes, McKee: No. Motion carried.

On a motion made by Gary Burkholder, seconded by Mark Evans, it was resolved to retain Remington Company, a legal company, with authorization of up to \$5,000 to address an emergent employee issue. Evans: Yes, Burkholder: Yes, McKee-Flax: No. Motion carried.

It was noted that this matter is concerning an issue between employees. There was lively discussion regarding whether personnel issues could be discussed within the open session. Mark Evans noted that there may be zero cost associated with this.

**11. ANNOUNCEMENTS AND TRUSTEE COMMENTS**

Litichia McIntyre noted that, last April, there was an easter egg hunt in the park. This was very successful and her church is reaching out to do this again. They would like to have 1,000 eggs and invite the community to the March 31, 2024, event. She asked for the Board to approve this. She also noted that her church would like to use the town hall to support June 22, 2024, song day.

Mark Evans reminded the Board that the fire extinguishers need to be evaluated. This has been addressed. He also noted that Wind Waste contract renewal needs to be addressed.

**12. ADJOURNMENT**

On a motion made by Rozland McKee-Flax, seconded by Mark Evans it was resolved to adjourn the meeting. Motion unanimously carried.

**DISCLAIMER**

The above minutes should be used as a summary of the motions passed and issues discussed at the meeting. This document shall not be considered a verbatim copy of every word spoken at the meeting.

\_\_\_\_\_  
President

\_\_\_\_\_  
Fiscal Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**ETNA TOWNSHIP  
81 LIBERTY STREET  
ETNA, OHIO**

**MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING  
FEBRUARY 27, 2024, 4:00 P.M.**

**BOARD MEMBERS AND FISCAL OFFICER PRESENT:**

Gary Burkholder	President
Mark Evans	Vice-President
Rozland McKee-Flax	Member

**REGRETS:**

Julie Varian	Fiscal Officer
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Minutes prepared by Mary-Margaret Scrimger of Minutes Solutions from a recording.

**1. CALL TO ORDER**

There being a quorum present, and the Members and the public having been given adequate and proper notice, the Chair called the meeting to order. The Board said the invocation. The Board said the pledge of allegiance.

**2. ADOPTION OF THE AGENDA**

**On a motion made by Mark Evans, seconded by Rozland McKee-Flax, it was resolved to adopt the agenda for the February 27, 2024, meeting as presented. Motion carried.**

**3. PUBLIC COMMENTS**

There were no comments.

**4. EXECUTIVE SESSION**

**On a motion made by Mark Evans, seconded by Rozland McKee-Flax, it was resolved to move into Executive Session at 4:03 p.m. Motion unanimously carried.**

**On a motion made by Rozland McKee-Flax, seconded by Mark Evans, it was resolved to move out of Executive Session at 4:26 p.m. Motion unanimously carried.**

**On a motion made by Mark Evans, seconded by Rozland McKee-Flax, it was resolved to authorize Gary Burkholder to enter in agreement, sign, and offer Holly Palumbo the temporary to hire secretary position. Motion unanimously carried.**

**On a motion made by Rozland McKee-Flax, seconded by Mark Evans, it was resolved to move into Executive Session at 4:28 p.m. to discuss disciplinary action. Motion unanimously carried.**

**On a motion made by Rozland McKee-Flax, seconded by Mark Evans, it was resolved to move out of Executive Session at 4:43 p.m. Motion unanimously carried.**

**On a motion made by Mark Evans, seconded by Rozland McKee-Flax, it was resolved to approve the two disciplinary agreements as presented authorizing Mark Evans to sign these documents outside the meeting. Motion unanimously carried.**

**5. OLD BUSINESS**

**a. National Fitness Campaign Grant:**

**On a motion made by Rozland McKee-Flax, seconded by Mark Evans, it was resolved to discuss the approval of the NFC grant for the outdoor fitness court.**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to amend the motion to table the grant until the next funding cycle. Burkholder: Yes, Evans: Yes, Mckee-Flax: No. Motion carried.**

This outdoor fitness court is exciting and will be an attraction, as it is the only one in the area. It was noted that ADA access has been approved. There is a \$40,000 concrete floor that will be needed for this. Safety rules will be posted. Payment is due March 7, 2024. The NFA has been contacted regarding this. There was discussion on whether this could be paid for via the NFA instead of the Township. Mark Evans voiced concern regarding storage, as it is 11,000 lbs. Mark Evans suggested tabling this for the time being until more information regarding the park has been decided. This needs to be installed by the end of 2025. Gary Burkholder voiced concern that there is no road into the park and there is no plan on where this will go. There was discussion regarding the creation of the Park Committee.

**6. NEW BUSINESS**

**a. Lot Split Request:**

**On a motion made by Gary Burkholder, seconded by Rozland McKee-Flax, it was resolved to approve the lot split. Motion unanimously carried.**

**On a motion made by Mark Evans, seconded by Rozland McKee-Flax, it was resolved to engage in a legal waiver with Bricker Graydon to represent both parties and move the project forward. Evans: Yes, Burkholder: Yes, Mckee-Flax: No. Motion carried.**

David Hodge discussed the Langel farm lot split. He provided information regarding the split, the legal definition, and other logistical elements. He noted that the plat is not approved from Lincoln County. The plat is the mechanism to transfer the property. David Hodge noted that he was looking for a blanket easement until the plat is approved. He noted that the pond will be on the Township's portion of the land. The pond was considered an asset to the park. The long-term maintenance of the term was initially proposed to be paid as a 50/50 split between the developer and the Township. This has now changed to be 100% the responsibility of the Township. There will be structures put in place to allow communication on whether the pond is not maintained and structures to ensure the pond is effectively maintained. There are bids for the road also, with an estimate of a cost of \$550,000 to \$600,000.

The Board discussed the order of operations. The plat is to facilitate the lot split and then the Township portion will be combined into the park. The original purchase order had a larger land amount selected. With the development, there is the possibility that the apartments/condos can pay a small fee to assist with maintenance of the pond. As an amenity, the pond will need to be maintained more than once a year. If it falls into disrepair, it can be a breeding ground of mosquitos and attract other vermin.

7. **ADJOURNMENT**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to adjourn the meeting. Motion unanimously carried.**

**DISCLAIMER**

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\_\_\_\_\_  
President

\_\_\_\_\_  
Fiscal Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**ETNA TOWNSHIP  
81 LIBERTY STREET  
ETNA, OHIO**

**MINUTES OF THE BOARD OF TRUSTEES MEETING  
MARCH 5, 2024, 6:00 P.M.**

**BOARD MEMBERS AND FISCAL OFFICER PRESENT:**

Gary Burkholder	President
Mark Evans	Vice-President
Rozland McKee-Flax	Member
Julie Varian	Fiscal Officer

Minutes prepared by Mary-Margaret Scrimger of Minutes Solutions from a recording.

**1. CALL TO ORDER**

There being a quorum present, and the Members and the public having been given adequate and proper notice of the meeting, the Chair called the meeting to order. The Board said the invocation. The Board said the pledge of allegiance.

**2. ADOPTION OF THE AGENDA**

**On a motion made by Mark Evans, seconded by Rozland McKee-Flax it was resolved to adopt the agenda for the March 5, 2024, meeting as presented. Motion unanimously carried.**

**3. PRESENTATION: RECORD MANAGEMENT PROPOSAL**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to proceed with the records management proposal by KG Advisors and appoint the Board President to be the point of contact. Evans: Yes, Burkholder: Yes: McKee-Flax: No. Motion carried.**

Krystal Gonchar noted that records are her area of expertise. She is excellent at getting records into compliance. She has worked in public service for approximately 10 years. Krystal Gonchar wanted to communicate a partnership between herself and the Township. The state requires that the Township have a public records policy available to staff and the public, and they recommend that the Township have their record requests processed in a timely fashion. It is vital to have a public records custodian and an active records commission and that all elected officials have Sunshine Law Training. Elements of the *Open Meetings Act* must be followed. Minutes must be created in a timely fashion. She noted that Etna is currently not in compliance.

Krystal Gonchar noted that this is an opportunity to rebuild bridges with the public and create long-lasting systems. She noted that she cannot provide an accurate timeline and budget until she looks at the records. This will take some review. It is important to make this information digital, increasing access. She recommended that the process start with a deep dive into files and then she can provide a recommendation on how to proceed.

Krystal Gonchar noted that the timeline is approximately six months, but this would depend on various factors. This will run in tandem with the state audit. It would be best to start immediately. This timeline would be to cover the bare minimum. Staff involvement would be needed. The cost would be approximately \$6,000 for the six months and then, at that juncture, the agreement would be reevaluated. The Board discussed getting competitive quotes to ensure this price is fair for the market. However, there is also the issue of the time sensitivity of this issue.

#### 4. PUBLIC COMMENT

Judy Thorp asked if there was anything that could be done about semi-trucks using smaller streets. Amazon has been contacted regarding this.

Gary Burkholder noted that this will take continual work with the companies to ensure that semi-trucks do not take secondary roads.

Judy Cafmeyer suggested a second round of public comments at the end of meetings to address any questions from the meeting. She also noted that it is very important to have elected officials engaging with their constituents.

Michelle-Lynn Christie reinforced that it is important for elected officials to engage with their constituents and represent them appropriately.

Rachel Zelazny noted that M1 district zoning restrictions may go against some of the regular zoning and this should be addressed.

Chuck Bundy voiced concern that noisy industry is being allowed across the street from residential homes. He also voiced concern that only direct abutters were contacted when the entire neighborhood has been impacted.

John Connard voiced concern regarding staffing, the politics around staffing, and using third-party contracts for work such as record management and administration. He noted disappointment in the Board.

#### 5. OLD BUSINESS

##### a. **High Point Park Portable Restroom Rental:**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to contract with Miller Portables for the handicap restroom which includes sanitation and service for the park across the street for a total of \$1,457.45. Evans: Yes, Burkholder: Yes: McKee-Flax: No. Motion carried.**

There was no update. The next meeting needs to be scheduled. There are vacancies and applicants need to be contacted. Committee meetings are open meetings and need to follow procedure on communicating with the public. There was discussion regarding the price associated with the handicap bathroom maintenance. The quote was the lowest quote received.

##### b. **Union Contract:**

**On a motion made by Mark Evans, seconded by Mark Evans, it was resolved for Mark Evans to contact legal and proceed with union contract evaluation. Motion unanimously carried.**



There was a brief discussion regarding open meeting violations and addressing this going forward. This needs to be addressed internally. It was asked if the union rep would be willing to discuss the union contract, as there are some items missing. It is important to serve employees properly with a contract. The Board discussed whether legal should be included in this meeting.

**c. Extend Board of Zoning Appeals Application:**

**On a motion made by Gary Burkholder, seconded by Mark Evans, it was resolved to extend the application for the vacancies until the end of the month for the Board of Zoning Appeals. Motion unanimously carried.**

It was recommended to communicate these vacancies more sufficiently to the community to increase applications.

**d. Video Security – Town Hall:** The exterior cameras have been installed with new NVR. The Township is waiting for a quote on reactivation and additional services. Mark Evans indicated the interior cameras should be installed.

**e. Win Waste Contract Extension:**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to approve the contract pending approval and changes by the prosecutor. Motion unanimously carried.**

This has not been reviewed by the prosecutor yet due to other priorities. This needs to be completed by March 31, 2024. The contract is very simple, with the changes being cost and date.

**f. Health Insurance – Fire Form Update:** It is important for anyone who is going to be covered by this insurance to fill out a form. If anyone has questions, they can reach out to the benefit provider.

**g. Langel Property Closing:**

**On a motion made by Gary Burkholder, seconded by Mark Evans, it was resolved to approve the amendment to the real estate purchase agreement, including the 20.486 acre change to 19.433, and to authorize the President of the Board to sign any subsequent documents to execute this purchase. Motion unanimously carried.**

David Hodge, the attorney for the applicant, noted that this will allow for property from the Langel property be transferred to the Township. Legal counsel has been consulted. If this is recommended by the Board, it can proceed tomorrow. The Langel family was thanked for their generosity and their patience. Barb Langel thanked David Hodge for his work and thanked the Board.

**6. NEW BUSINESS**

**a. Alley Vacating Petition, Etna Property between Lots 56 and 57:**

**On a motion made by Gary Burkholder, seconded by Mark Evans, it was resolved to oppose vacating the alley and to communicate to the county commissions this decision. Evans: Yes, Burkholder: Yes: McKee-Flax: No. Motion carried.**

There is a concern because residents use this alley to access their property. This would limit access. Gary Burkholder noted that he was opposed to the proposed change to the alley.

**b. Employee Policy procedure Manual:**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved that Ben Albretch make changes to the employee policy manual and any required revisions. Evans: Yes, Burkholder: Yes: McKee-Flax: No. Motion carried.**

There was discussion on why the policy was not corrected and why it was sent out before these changes were made. Mark Evans indicated that neither he nor the fiscal officer were allowed to participate in the manual creation previously. Gary Burkholder noted that how vacation is accrued should be addressed.

**c. Trustee Evans Legal Fee Reimbursement Request:**

**On a motion made by Gary Burkholder, seconded by Rozland McKee-Flax, it was proposed to approve the legal fee reimbursement request for Mark Evans. Evans: Abstained, Burkholder: No, McKee-Flax: No. Motion not carried.**

Mark Evans did not participate in discussion of this item and abstained. Rozland McKee-Flax noted that legal has suggested that these legal fees not be paid. She noted that Mark Evans did not get Board approval for this before legal counsel was obtained.

**d. Engage Zoning Firm:**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to engage with McBride, Dale, and Clarion for needed zoning services at the rate specified up to \$30,000 and that the President has the ability to facilitate this work. Evans: Yes, Burkholder: Yes: McKee-Flax: No. Motion carried.**

Mark Evans noted that there is a need for staff in the zoning department. He noted an immediate need to resolve this issue and it could be done via a zoning firm. Gary Burkholder noted that the zoning code is outdated and needs to be updated.

**e. Managed IT Services:** Mark Evans noted that he has been trying to contact the contracted IT company. He went to their location and the building is empty. It appears that the company has gone out of business. This is concerning, as the cloud storage and email goes through this company. It is possible that this could all be lost. He provided information on how access can be retained. He suggested that in the future the Township hold their own passwords. This will reduce the chance of this occurring again. Mark Evans noted that he will have a recommendation on how to proceed at the next meeting.

**f. Chair Proposal:**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to repair the chairs where possible and replace the ones that are not salvageable. Motion unanimously carried.**

Mark Evans indicated a cost of approximately \$15 per chair vs \$3000 to replace all.

**g. Initiate M1 Zoning Text Amendment:**

**On a motion made by Mark Evans, seconded by Rozland McKee-Flax, it was resolved to approve resolution No. 2024-015, to initiate an amendment to zoning resolution pertaining to Article 9 district regulations to the Zoning Committee. Motion unanimously carried.**

**On a motion to amend the motion made by Gary Burkholder, seconded by Mark Evans, it was proposed to amend the motion to be a motion and not a resolution to the Zoning Commission. Evans: No, Burkholder: Yes, McKee-Flax: No. Motion not carried.**

There was discussion regarding logistics and ensuring this is processed in an appropriate and efficient fashion. There was discussion on when the clock would start ticking on the implementation of the resolution. Litichia McIntyre, the zoning chair, noted that as soon as a resolution is made, there is a limited amount of time to go to Licking County. If it is approved tonight, it can be addressed at the next meeting. Mark Evans stated there are only three ways that a zoning amendment can be initiated per ORC, by the land owner, a motion by the Zoning Commission and by resolution by the Board of Trustees.

**7. FISCAL OFFICER REPORT**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to approve resolution 2024-016, to authorize nter-fund advance. Motion unanimously carried.**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to approve resolution 2024-017 for the purchase orders. Motion unanimously carried.**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to ratify the approval of resolution 2024-017 for the purchase orders of the payments listed. Motion unanimously carried.**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to approve the transfer funds as listed from contracted services to mobile vehicles in the amount of \$30,000. Motion unanimously carried.**

**8. EXECUTIVE SESSION**

**On a motion made by Gary Burkholder, seconded by Mark Evans, it was resolved to move into Executive Session per ORC 121.22 G (3) Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action at 7:20 p.m. Motion unanimously carried. Attending: Mark Evans, Gary, Burkholder, Rozland McKee-Flax, and Patrick Kasson (attorney via Teams)**

**On a motion made by Rozland McKee-Flax, seconded by Mark Evans, it was resolved to move out of Executive Session at 7:46 p.m. Motion unanimously carried.**

**9. ADDITIONAL ANNOUNCEMENTS**

The Board discussed the U-line account and where fireworks should be. Mark Evans suggested that to address semi-trucks, there should be more efforts within the community and with law enforcement. Gary Burkholder discussed the Solar Exclusionary Zone at the Commissioners March 26, 2024.

10. **ADJOURNMENT**

**On a motion made by Rozland McKee-Flax, seconded by Mark Evans, it was resolved to adjourn the meeting. Motion unanimously carried.**

**DISCLAIMER**

The above minutes should be used as a summary of the motions passed and issues discussed at the meeting. This document shall not be considered a verbatim copy of every word spoken at the meeting.

\_\_\_\_\_  
President

\_\_\_\_\_  
Fiscal Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**ETNA TOWNSHIP  
81 LIBERTY STREET  
ETNA, OHIO**

**MINUTES OF THE BOARD OF TRUSTEES MEETING  
MARCH 19, 2024, 6:00 P.M.**

**BOARD MEMBERS AND FISCAL OFFICER PRESENT:**

Gary Burkholder	President
Mark Evans	Vice-President
Julie Varian	Fiscal Officer

**REGRETS:**

Rozland McKee-Flax	Member
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Minutes prepared by Mary-Margaret Scrimger of Minutes Solutions from a recording.

**1. CALL TO ORDER**

There being a quorum present, and the Members and the public having been given adequate and proper notice, the Chair called the meeting to order. It was noted that Rozland McKee-Flax was excused from attending due to a funeral service. The Board said the invocation. The Board said the pledge of allegiance.

**2. ADOPTION OF THE AGENDA**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to adopt the agenda for the March 19, 2024, meeting as presented. Motion unanimously carried.**

**3. ADOPTION OF THE MEETING MINUTES**

**On a motion made by Gary Burkholder, seconded by Mark Evans, it was resolved to adopt the minutes of the Board of Trustees meeting held on January 16, 2024. Motion unanimously carried.**

**4. PRESENTATION – MANAGEMENT ADVISORY GROUP**

Dana McDaniel, the previous manager of the City of Dublin, provided an overview of the service. Management Advisory Group is a new group of retired city managers. It is comprised of four partners. Management Advisory Group specializes in employee searches in Ohio. The objective is to find Etna a new Township Administrator. Management Advisory Group interviews individuals within the Township to see what the position is, adjust the job description, and then leverage their connections to find an appropriate candidate. This is a 12- to 17-week process, but Management Advisory Group will attempt to expedite. Management Advisory Group is dedicated to exceptional customer service.

The candidate selected needs to be able to support where the Township is going, not just where it is. The position profile will be developed and used to advertise. It will be specific to the Township. Management Advisory Group would like to promote the community for the benefits it provides.

Once applications are received, they will be filtered down to the top 10 candidates with a recommendation of the top four to six. There will be media and community inquiries. As it is public record who applies, there is a sensitive nature, as many candidates will have jobs in the sector. Management Advisory Group can also facilitate negotiations with the final candidate.

## 5. PUBLIC COMMENTS

Judy Thorp thanked the Trustees to support the decision made by BCA. Etna has seen many changes in the last few years and it is important to keep citizens top of mind. William Thorp noted that Bubba and his road crew were doing an excellent job. Phyllis Bundy agreed with Judy Thorp's and William Thorp's comments.

Ryan Davis thanked Gary Burkholder for his work on the Board. More is getting done than historically. He noted concern that a Board Trustee spoke for the Board on Facebook instead of as an individual. He requested that the Board release the past issues and move forward.

Rachel Zelazny noted that she feels certain codes are not being followed for the ready-mix cement plant. She provided detailed information on the issues regarding the adjacent development and the negative impact on the area.

Chuck Bundy noted that the Board is trying diligently to make changes, specifically with zoning.

## 6. REPORTS

- a. **Road Department:** Pike street is moving ahead and the aesthetics are being considered. Gary Burkholder has been working on the Refugee Road issues. There are super-size loads that have been coming through Licking County. ODOT makes the decisions on these super-size loads. Residents have concerns, of course, and there are many considerations such as bridges, power lines, and other infrastructure.
- b. **Zoning and Storm Water:** McBride Dale, a zoning firm, has been engaged to review Licking County. Projects are being forwarded to them because the Township does not have the expertise. The zoning resolution needs to be assessed to ensure the development of the county occurs appropriately. Mark Evans noted that zoning projects need to be reviewed. He noted that he will provide a full list to the Board.
- c. **Parks:** Gary Burkholder would like to secure additional funding for the local parks. Three new members have been appointed to the Parks Committee.
- d. **Fire District:** The fire administrator resigned and a third party has been hired to review HR. A fire engine was refurbished inhouse at great savings. There are some health insurance challenges that are being addressed.

## 7. OLD BUSINESS

### a. **Managed IT Services:**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to approve X Tech Partners as the IT service provider with a minor amendment and Mark Evans as the point person. Motion unanimously carried.**

The IT company went out of business and the Township has worked to resolve this issue. There were seven proposals submitted. Costs had a significant range. X Tech Partners has a monthly cost of \$1,230 with five hours of service included per month. This was a reasonable amount. They can likely help with additional tech, should the Township need it. Once this is approved, Kyle Kubiak can come and hook up the printer. Gary Burkholder thanked Mark Evans for his hard work on this project. This is a month-to-month contract.

**b. Video Security – Town Hall, Interior Camera Addition:**

**On a motion made by Gary Burkholder, seconded by Mark Evans, it was resolved to get additional cameras for a cost not to exceed \$4,000, on the condition that the current cameras cannot be used. Motion unanimously carried.**

Gary Burkholder noted that the video cameras have been reactivated and some new ones were installed. The DVR is functional.

**c. Health Insurance Update:** The fire forms have all been completed and have gone out to market. It was noted that going to a straight HRA system would be beneficial where possible.

**d. Farm Lease:**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to approve Kevin Keller farming the land in the interim and that the President has authorization to make decisions regarding this aspect of the land. Motion unanimously carried.**

Gary Burkholder noted that the lease on the farm has not closed yet. The transfer is still in process. There may be a meeting to address this. In the interim, Kevin Keller has voiced interest in working the 19 acres. The development has been working on sewer lines and other infrastructure. While some of the crops may be destroyed, this would be a better option than allowing weeds to grow.

**e. Loop Road Bus Turnaround:** Mark Evans noted that there is an estimate for the cul-de-sac installation that was exorbitant. He has asked the engineers to look at the turn-around area and make it useable. Currently, the apron is not paved.

**f. Township Social Media:**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was proposed to approve the creation of a Facebook social media site under the terms of the social media guidelines with the President as the main point of contact. Evans: Yes, Burkholder: No, Motion not carried.**

Mark Evans noted that social media is the way to communicate. The email list is only reaching 130 people. Mark Evans noted that they can remove comments to reduce issues. Gary Burkholder noted that he would not support this motion because the Township is understaffed and this would be additional work to be managed.

**8. EXECUTIVE SESSION**

**On a motion made by Gary Burkholder, seconded by Mark Evans, it was resolved to go into Executive Session per ORC 121.22 (G)(3) conferences with an attorney for the public body concerning disputes involving the public body that are subject of pending or imminent court action at 6:58 p.m. Motion unanimously carried. Attended by: Mark Evans, Gary Burkholder, and Thomas Spyker (attorney)**

**On a motion made by Gary Burkholder, seconded by Mark Evans, it was resolved to come out of Executive Session at 7:33 p.m. Motion unanimously carried.**

**On a motion made by Gary Burkholder, seconded by Mark Evans, it was resolved to approve resolution 2024-019 to resolve the potential litigation involving an employee. Motion unanimously carried.**

Mark Evans noted that this executive session was the result of an improper hiring, as it did not go through the appropriate channels. He noted that criticizing someone for not doing their job is not harassment. He noted that this individual's salary was \$130,000 and she had no municipal experience. The legal cost is \$40,000 to the Township and \$40,000 is being covered by insurance. He noted that he was approving this resolution to resolve the issues and allow the Township to move on.

**On a motion made by Gary Burkholder, seconded by Mark Evans, it was resolved to go into Executive Session per ORC 121.22 (G)(1) to consider the investigation of charges or complains against a public employee or official, licensee or regulated individual at 7:38 p.m. Motion unanimously carried. Attending: Mark Evans, Gary Burkholder.**

**On a motion made by Gary Burkholder, seconded by Mark Evans, it was resolved to come out of executive session at 7:47 p.m. Motion unanimously carried.**

**9. NEW BUSINESS**

**a. Retention of MKSK for Highpoint Park Proposal:**

**On a motion made by Gary Burkholder, seconded by Mark Evans, it was resolved to retain MKSK for Highpoint Park Proposal for the State Capital Budget application and for Pike Street Streetscape and Refugee Road roundabout design consulting not to exceed \$25,000. Motion unanimously carried.**

Gary Burkholder strongly supported applying for grants for the park projects. The parks are highly used. Improving Pike Street is to create a place where people would like to go. Mark Evans also suggested going to the NCA for additional funding support.

**b. Bricker Graydon Legal Counsel:**

**On a motion made by Gary Burkholder, seconded by Mark Evans, it was resolved to retain Bricker Graydon as legal counsel for Common Pleas Court Case 2024-CV-00272 BZA Appeal of property owner on Tollgate Rd to an amount of \$30,000 with the President as the point of contact. Motion unanimously carried.**

It was noted that the prosecutor could do this work, but specialty skills are needed for this.



**c. Bricker Graydon Legal Counsel:**

**On a motion made by Gary Burkholder, seconded by Mark Evans, it was resolved to retain Bricker Graydon as legal counsel to appeal the Etna Board of Zoning Appeals granting of Variance 24-02. Motion unanimously carried.**

Mark Evans confirmed this was in regards to the sign variance.

**d. Mosquito Contract – Licking County Health Department:**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to approve the mosquito contract, not to exceed \$3,000. Motion unanimously carried.**

Prior year's have typically been up to \$2,500. Actual expenses have ranged from hundreds to thousands.

**e. Minute Transcription Service:**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to outsource the transcription of the minutes to a Minute Taking Service as presented. Motion unanimously carried.**

Mark Evans indicated there was a need to outsource the minutes to allow us to catch up. The new secretary is attempting to learn the processes and minutes are time consuming.

**f. Public Records Custodian/Responder:**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to appoint the Fiscal Officer to be the public records custodian. Motion unanimously carried.**

Mark Evans suggested that one person be responsible for public record requests. This needs to be addressed in a meticulous fashion, as it is audited. It was suggested that it be the Fiscal Officer for the time being.

**g. Township Building Electric and Gas Supplier:** Currently, bills are above market rates. Mark Evans has been looking at other providers for the Township, which includes the community street light districts. He felt there was a fiscal responsibility to reduce the cost. The energy aggregator that was selected by the previous board was higher than others than those that asked to present. This is only for the township hall, garage and community street light districts. Any resident can go to the State's Apples to Apples page to compare energy suppliers. This will be presented at a future meeting.

**h. Password Management:**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to approve using the 1Password Business service for a cost of approximately \$7.99 per person. Motion unanimously carried.**

Mark Evans noted that many passwords were not provided or are missing. Auditing who has access is an issue. Essentially, security is an issue and needs to be managed appropriately.

10. **FISCAL OFFICER REPORT**

For February, there was \$341,000 in revenue and \$700,000 in expenditures year to date. There is approximately \$7.2 million in the checking account.

a. **Resolution 2024-018:**

**On a motion made by Gary Burkholder, seconded by Mark Evans, it was resolved to approve Resolution 2024-018 to approve purchase orders. Motion unanimously carried.**

Mark Evans indicated there was a misspelling of Xtek (listed as Xtec).

b. **Ratify Payment:**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to ratify the payment of the bills as shown on the payment listing. Motion unanimously carried.**

Mark Evans indicated WinWaste should be sending a \$258 payment for the improper payment of commercial accounts when the township paid residential trash.

c. **Transfers:** There were no transfers.

d. **New Fiscal Officer Onboarding:** There was brief discussion on the onboarding.

11. **PUBLIC COMMENT**

Judy Newman noted that there is trash coming from Scannell, huge sheets of plastic wrapped around trees..

Judy Cafmeyer asked if the two-year aggregation contract needs to be followed. Mark Evans replied. The prior board signed aggregation terms of two years but with an underlying 5 year contract with the aggregator. This locks us in to overlapping contracts. Mark Evans did not vote for this and wants to get out of the contract if possible.

Wayne Thorpe voiced concern that infrastructure should be installed by developers and not owners of residential spaces. He noted that he agrees with the problematic hire that has resulted in a payout. The Board noted that infrastructure is an element that is being addressed. This is a large project and will impact the long-term future of the Township. Mark Evans indicated that any incentives to developers should be for development we want and that we should protect school funding.

Page Hobbs noted that neutrality cannot be maintained and social media can magnify this.

Richard Kennedy asked why the Board is questioning the decisions of their own BZA. This appears counter intuitive. Mark Evans indicated the Board of Trustees is separate from the BZA. Our board has a duty to do what's right for the township if we see something wrong. Gary Burkholder indicated the variance was not in line with the zoning.

There was discussion regarding the checks and balances of government.

**12. TRUSTEE COMMENTS AND ANNOUNCEMENTS**

Future Park Committee interviews were discussed. There was brief discussion regarding the solar exclusionary zone. Mark Evans brought up the garage roof condition and need to repair. Mark Evans discussed the importance of building the Procedures Manual over time. Gary Burkholder thanked Julie Varian for her diligence and hard work as Fiscal Officer.

**13. ADJOURNMENT**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to adjourn the meeting. Motion unanimously carried.**

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\_\_\_\_\_  
President

\_\_\_\_\_  
Fiscal Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**ETNA TOWNSHIP  
81 LIBERTY STREET  
ETNA, OHIO**

**MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING  
APRIL 3, 2024, 6:00 P.M.**

**BOARD MEMBERS AND FISCAL OFFICER PRESENT:**

Gary Burkholder	President
Mark Evans	Vice-President
Rozland McKee-Flax	Trustee
Jackie Cotugno	Fiscal Officer

Minutes prepared by Mary-Margaret Scrimger of Minutes Solutions from a recording.

**1. CALL TO ORDER**

There being a quorum present, and the Members and the public having been given adequate and proper notice of the meeting, the Chair called the meeting to order. The Board said the invocation. The Board said the pledge of allegiance.

**2. ADOPTION OF THE AGENDA**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to adopt the agenda for the April 3, 2024, meeting as presented. Motion unanimously carried.**

**3. ADOPTION OF THE MEETING MINUTES**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to adopt the minutes of the regular Board meeting held on February 5, 2024, and the special Board meeting held on March 19, 2024. Motion unanimously carried.**

Mark Evans noted that the third-party minute-taking company is working on the outstanding minutes.

**4. PUBLIC COMMENTS**

Eric Rager noted that there was an issue with the bus coming down the road. He applied a temporary solution. The rain last night wiped out the temporary solution. He asked where the Township is in the process of applying a permanent solution. Mark Evans noted that this will be discussed later in the meeting.

John Kennard noted that the Township gas and electric issue is on the agenda. As the contract was extended last year, he asked if there would be a change. Mark Evans noted that this will be discussed later in the meeting.

5. **REPORTS**

a. **Road Department:**

**On a motion made by Mark Evans, seconded by Rozland McKee-Flax, it was resolved to approve getting new tires for an amount not to exceed \$3,537.66 and \$1,665.12. Motion unanimously carried.**

**On a motion made by Mark Evans, seconded by Rozland McKee-Flax, it was resolved to approve the Roads Department supervisor, Bubba (Don Copley), to be authorized to purchase boots through his account for his crew. Motion unanimously carried.**

Mark Evans noted that there was a need for tires. Two quotes were provided for two vehicles. These quotes were higher than expected because they did not reflect the state pricing. This will be amended.

He noted that, last year, the Board approved that the road crew be reimbursed \$250 per crew member for boots. There have been logistical issues and Mark Evans recommended that this be modified to go through the Road Department supervisor.

It was noted that the fire extinguisher evaluation has been outstanding. This is a priority to address.

Mark Evans noted the roads have been surveyed for pavement management. There should be a road condition outline in the near future.

b. **Zoning:** Gary Burkholder has met with McBride Dale regarding zoning and land use plan. This will be presented to the Board within the next month or so. Mark Evans voiced concern regarding lack of documentation for zoning violations and also lack of enforcement of zoning violations, including the Tollgate property. These should be handed over to the outside zoning firm of McBride Dale. This is connected to the issue of Etna not being in compliance for records management. It is important to ensure that documentation policies are followed. The specific building in question is a garage that likely does not have a permit. Gary Burkholder indicated that corrections need to be made at the county and we have to ensure these are completed and forwarded to the county. Mark Evans also indicated the temp-to-hire secretary has experience in iWorQ and we should utilize that to track interactions and information.

c. **Storm Water:** Gary Burkholder noted that storm water is a problem for the Township, specifically Tollgate Road. This is being addressed. The private pond at Brandy Mill Estates, which is a private pond, is leaking into the back yard of residents due to a blocked drain. This is being addressed by the HOA. This is taking time because of the expense associated.

d. **Parks:**

**On a motion made by Rozland McKee-Flax, seconded by Gary Burkholder, it was resolved to approve Gary Burkholder to be the point person for the Parks. Motion unanimously carried.**

Rozland McKee asked that Gary Burkholder take over supervising the Parks Department. (Rozland McKee-Flax was appointed over the Parks Department in January.)

The deed for Langel Park has been signed. There will be a \$440 charge associated, to be approved later tonight, regarding the pro-action of the property tax. The property is now formally owned by the Township.

6. **OLD BUSINESS**

a. **Managed IT Services:**

**On a motion made by Gary Burkholder, seconded by Mark Evans, it was resolved to approve adding Committee members to the Township email and purchasing a 365 account. Motion unanimously carried.**

Mark Evans noted that this is being done to facilitate the sharing of information, access to SharePoint, improved record requests, etc.

b. **Health Insurance:** Mark Evans noted that the renewal rates for the current policy are being re-sent via email. This will be forwarded to the broker. The shopped-around policies have been collected. A presentation will occur once the current policy rates are received.

c. **Township Gas and Electric Supplier Change:**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to approve entering into a supply agreement for gas and electric with DynEnergy and Symmetry through Aspen Energy as presented for an 18-month term. Motion unanimously carried.**

This is not regarding the aggregation program for the entire Township but about the costs, streetlight programs in various neighborhoods, etc. Current rates are much lower than the Etna aggregation program. Mark Evans has researched aggregation programs. Like any resident, Etna can select a different supplier. With Treble, the current provider, electricity is 16% higher than market and gas is 20% higher than market. Mark Evans felt the Township has a fiduciary duty to find savings. Residents can go to the Apples to Apples state energy comparison site to find alternative suppliers.

d. **Loop Road Turnaround:** *ACTION – Mark Evans will send the communications to the engineering Department to Gary Burkholder so he can contact them regarding the Loop Road turnaround.*

Mark Evans has consulted with the engineer, who recommended a cul-de-sac, which was too expensive. He is waiting for more information from the engineer department. He asked Gary Burkholder to contact the engineer department regarding this. Temporary solutions have been put into place.

7. **NEW BUSINESS**

a. **State Capital Budget Application:**

**On a motion made by Gary Burkholder, seconded by Rozland McKee-Flax, it was resolved to approve making a State Capital Budget application. Evans: Yes, Burkholder: Yes, McKee No. Motion carried.**

Gary Burkholder noted that this is due to the state senator on April 8, 2024. There are potential upgrades that are needed for the main town park. It is possible to receive money from the NCA also; however, there is money from them that is for the new park. Rozland McKee-Flax noted concern that it may be conflicting to apply for money from the NCA for the 120 acre park as well as High Point Park. Gary Burkholder noted that the new park is going to take many years to develop. There will be many funding cycles that this park can get funding from. With High Point Park, it will become busier due to housing developments in the area and more public planning. Gary Burkholder highlighted High Point Park's revitalization which would cost an estimated \$567,190 which would include a rehabilitation of the fence, redoing the walking path, converting the lighting to LED and painting the light posts, redoing the gazebo, removing dead vegetation, removing some concrete and less viable structures, rehabilitating the monuments, etc. It is possible that the state would cover 50% of this project. Gary Burkholder would like the Township to be more aggressively applying for grants. There was discussion regarding strategy and the possibility of applying for a grant to replace the gazebo roof. Finding multiple sources of funding for park projects would be ideal. Projects could occur in phases, which would be advisable considering it is dependent on grant funding. The intent is to create infrastructure for active transportation. The total budget for this improvement is \$567,000 and will improve the quality of life for citizens.

**b. Diligent Agreement Approval:**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to approve the Diligent agreement for the agenda Board software. Motion unanimously carried.**

**On a motion made by Gary Burkholder, seconded by Rozland McKee-Flax, it was resolved that Mark Evans will coordinate training and be the signing authority for the new Diligent software. Motion unanimously carried.**

Mark Evans noted that he has done significant research on this program. He noted that this allows the supporting documents to be attached to the agenda and builds the minutes. The cost is \$8,000 without the video component. Mark Evans suggested that the Township not proceed with the video component. With the volume of catch-up that needs to be done with records and the significant work the Board needs to do on zoning, this results in the need for efficiencies. Mark Evans has talked to others who use the software and how it has modernized their processes. This will improve communication. Rozland McKee-Flax had concerns regarding the annual cost. Mark Evans indicated the efficiency received allows the staff to address other needed items.

**c. Uniform Accounting Network (UAN) Access:**

**On a motion made by Mark Evans, seconded by Rozland McKee-Flax, it was resolved to provide read-only access to the Board and staff. Motion unanimously carried.**

Mark Evans noted that this was brought up approximately a year ago. There will need to be a central server for this. It will allow better access to information. Mark Evans will investigate costs associated with the server. The Board discussed back-ups and the use of the server.

**d. Resolution 2024-020:**

**On a motion made by Mark Evans, seconded by Rozland McKee-Flax, it was resolved to approve resolution 2024-020, disposal of inventory, an office chair. Motion unanimously carried.**

Recently, the chair for the zoning officer was replaced. The old one is damaged beyond repair. The Board would like to go through inventory and address selling and throwing out unused objects.

**e. Office Supply Account:**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to create an office supply charge account for invoice or charge with Staples and Office Depot/Office Max. Motion unanimously carried.**

This account will allow for easier ability to purchase basic supplies. The fiscal officer will establish this.

**f. Comprehensive Land Use Plan:** Gary Burkholder has been working with Jim Lenner on creating a comprehensive plan. This should be addressed by the end of the week and reviewed by the Board in the near future.

**g. MORPC Intern:**

**On a motion made by Gary Burkholder, seconded by Rozland McKee-Flax, it was resolved to authorize the President of the Township Board of Trustees to interview a MORPC Intern and to bring the prospective intern for an interview at the next Board meeting. Motion unanimously carried.**

Rozland McKee-Flax noted that this is an excellent investment for the Township and will be helpful for the selected candidate. The cost is approximately \$16/hr. Duration will likely be from May until the end of August. Mark Evans voiced concern that there is no Zoning Department, which may be challenging for an intern.

**8. FISCAL OFFICER REPORT**

**a. Resolution 2024-21:**

**On a motion made by Mark Evans, seconded by Rozland McKee-Flax, it was resolved to approve resolution 2024-21 to approve purchase orders. Motion unanimously carried.**

**b. Ratify Payment:**

**On a motion made by Gary Burkholder, seconded by Rozland McKee-Flax, it was resolved to ratify the payment of the bills as shown on the payment listing. Motion unanimously carried.**

**c. New Fiscal Officer Onboarding:** The new officer was welcomed to the Township.

**9. POST PUBLIC COMMENT**



Rachel Zelazny asked for information regarding the Zoning Department. Gary Burkholder noted that the firm will be used for some more complicated matters. She noted concern that there is a concrete company that has water leakage that is impacting her well water. She just wants her water to be clean. Gary Burkholder noted that this case has been going for some time and the violation is being investigated. Rachel Zelazny noted that each year it is becoming a larger problem. This is also resulting in water in her basement, which has never happened before. Gary Burkholder asked that she continue to document what is occurring. Mark Evans suggested using the firm for this matter.

Shelly Marie thanked the Board for getting zoning help. She noted that the zoning intern may be helpful to create zoning processes.

Steven Wood asked if the MKSK will be the project manager for the park. Gary Burkholder noted that they would be the urban planners. Steve Wood then asked if there will be local businesses used for the project. Gary Burkholder said the Township has a preference for local businesses. Chuck Bundy noted that the Board is overwhelmed and he can see the Board working to make improvements.

Latichia McIntyre thanked the Board for supporting the easter egg hunt. She noted that she is also happy that the electricity issues are being addressed in the park and that the Board is modernizing their processes.

There was discussion regarding the email and IT upgrades.

John Kennard asked questions regarding the location of the 19 acre addition to the park. The 19 acres cost approximately \$330,000.

Jon Hansen asked about the internet server, as there needs to be security and infrastructure. He was concerned regarding the liabilities and costs associated. It was noted that the new IT company will be able to assist with this. Mark Evans indicated the equipment needed is standard.

Phyllis Bundy noted that she is glad High Point Park is being addressed.

## 10. **TRUSTEE COMMENTS AND ANNOUNCEMENTS**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to move the website domain and host from i-Page to A2, with Mark Evans facilitating. Motion unanimously carried.**

Mark Evans noted that there have been issues with i-Page and this has resulted in problems with the website. He suggested moving to another host. It is a minimal cost, approximately \$12 a month.

Mark Evans noted that the AHS grant will not be addressed by the prosecutor because it went to a special counsel. He asked if Bricker Graydon could address this. Gary Burkholder noted that they have already looked at this and he will follow up with them.

## 11. **ADJOURNMENT**

**On a motion duly made, it was resolved to adjourn the meeting. Motion unanimously carried.**

**DISCLAIMER**

The above minutes should be used as a summary of the motions passed and issues discussed at the meeting. This document shall not be considered a verbatim copy of every word spoken at the meeting.

\_\_\_\_\_  
President

\_\_\_\_\_  
Fiscal Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Etna Township Trustees Special Meeting

April 16,

2024

The Etna Township Board of Trustees met on Tuesday, April 16, 2024, in the Etna Township Administration Building for the purpose of conducting a special meeting. The meeting was called to order at 5:00 p.m. by Trustee Burkholder. Roll call showed Trustees Mark Evans, Gary Burkholder, present, Rozland McKee was not present.

Trustee Evans moved to adopt the agenda. The motion was seconded by Trustee Burkholder and passed by unanimous affirmative vote.

**Public Comments -**

There were no public comments.

**Executive Session**

Trustee Burkholder moved to go into Executive Session per O.R.C. 121.22 (G) (1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual and the time was 5:02 p.m. Trustee Evans seconded the motion. The executive session was to interview and appoint candidates to the Etna Township Park Committee. Roll call: Trustee Evans, yes; Trustee Burkholder, yes. Motion passes.

Trustee Evans moved to come out of the executive session and the time was 5:20 p.m. The motion was seconded by Trustee Burkholder. Motion passes.

**New Business –**

Trustee Evans moved to appoint one resident to the Etna Township Parks Committee, Michael Miller. Trustee Burkholder seconded the motion. Discussion: The trustees interviewed Michael Miller. Trustee Evans felt Mr. Miller's experience and being on other boards within the community will add quite a bit to the Park Committee. Trustee Burkholder concurred. There was no further discussion. Roll call: Trustee Evans, yes; Trustee Burkholder, yes. Motion passes.

**Adjournment**

Trustee Evans moved to adjourn at 5:21 p.m. The motion was seconded by Trustee Burkholder. Roll call: Trustee Evans, yes; Trustee Burkholder, yes. Motion passes.

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Gary Burkholder, President

---

Jackie Cotugno, Fiscal Officer

**ETNA TOWNSHIP  
81 LIBERTY STREET  
ETNA, OHIO**

**MINUTES OF THE BOARD OF TRUSTEES REGULAR MEETING  
APRIL 16, 2024, 6:00 P.M.**

**BOARD MEMBERS AND FISCAL OFFICER PRESENT:**

Gary Burkholder	President
Mark Evans	Vice-President
Rozland McKee-Flax	Trustee
Jackie Cotugno	Fiscal Officer

Minutes prepared by Mary-Margaret Scrimger of Minutes Solutions from a recording.

**1. CALL TO ORDER**

There being a quorum present, and the Members and the public having been given adequate and proper notice of the meeting, the Chair called the meeting to order. The Board said the invocation. The Board said the pledge of allegiance.

**2. ADOPTION OF THE AGENDA**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to adopt the agenda for the April 16, 2024, meeting as presented. Three in favor; none opposed. Motion carried.**

**On a motion made by Gary Burkholder, seconded by Mark Evans, it was resolved to amend the agenda for the April 16, 2024, meeting to include JEDD 1–4 and 7 and other minor amendments. Three in favor; none opposed. Motion carried.**

**3. PUBLIC COMMENTS**

Judy Kapmier thanked the Board for passing the revolutionary zone to keep large solar plants out of Etna Township. She thanked the community for providing feedback on this.

Doris Caseris-Shumick thanked Judy Cafmeyer for all her hard work regarding the solar plants. She asked the Etna Trustees to advocate for a speed reduction from 55 miles per hour to 45 miles in a specific area of the township. Although the engineer has previously noted that the data does not support a reduction. Doris noted that there has been an increase in crashes in the area and that there is a residential area that is surrounded by industrial areas. The change in the speed limit would create consistency with surrounding townships.

Eddie Hunt with Addison Properties is currently focused on Ohio for development. He asked for feedback regarding a property at Refugee Road and potential development opportunities. The Board decided to give Eddie Hunt the opportunity to have a discussion with the Board outside of a formal meeting.

Mark Evans noted some concern regarding that area, the zoning, the traffic issues, and other considerations.

Gary Burkholder noted concern regarding the development, as zoning and development have been an ongoing issue in the Township.

Ron Sabatino noted concern that the Board is bringing chaos to the Township and should be concerned about re-election if they do not change their behavior.

**4. ADOPTION OF THE MEETING MINUTES**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to table the meeting minutes from February 20, 2024, March 5, 2024, March 19, 2024, and April 3, 2024. Three in favor; none opposed. Motion carried.**

It was noted that the Board has not been provided enough time to review the minutes. There was discussion on the logistics and how to decrease the delays.

**5. REPORTS**

**a. Road Department:**

**On a motion made by Gary Burkholder, seconded by Mark Evans, it was resolved to pass resolution 2024-022 to purchase road salt. Three in favor; none opposed. Motion carried.**

There was discussion regarding the volume of salt needed. 800 ton will be ordered.

**b. Zoning:**

**On a motion made by Gary Burkholder, seconded by Mark Evans, it was resolved to appoint Mark Evans for follow-up regarding the M1 Zoning Text Amendment. Three in favor; none opposed. Motion carried.**

There was discussion regarding the issues that have occurred. Record management, which is being addressed, has caused delays. Mark Evans noted that it is important to address where employees will be working and a decision needs to be made for the next meeting. Gary Burkholder noted that an administrator and zoning inspector are being hired. There was discussion regarding the chain of events. Rozland McKee-Flax voiced concern regarding the cost of the employees and being fiscally prudent. It was also noted that it is important to pay market rates to ensure the quality of employees.

**c. Storm Water:**

**On a motion made by Gary Burkholder, seconded by Mark Evans, it was resolved to approve sending information regarding the new development storm water to Bricker Graydon once received. Two in favor; one opposed (McKee-Flax). Motion carried.**

Storm water is an ongoing issue for Etna. It is important that any new developments are aligned with Etna requirements.

**d. Parks:** Gary Burkholder noted that the deadline was met for the state capital monies. Michael Miller was appointed to the Parks Committee.

- e. **Fire District:** Mark Evans noted that this is a contract year for the union. There is a grievance that is being worked through and should be amicably resolved.

6. **OLD BUSINESS**

- a. **Managed IT Services:**

**On a motion made by Mark Evans, seconded by Rozland McKee-Flax, it was resolved to discuss that Rozland McKee-Flax produce her laptop.**

**On a motion made by Gary Burkholder, seconded by Mark Evans, it was resolved to table the motion. Three in favor; none opposed. Motion carried.**

Rozland McKee-Flax noted concern to hand over her laptop to Mark Evans. She noted that there is confidential information that should not be accessible to all the Board. Mark Evans noted that this is to increase the security of her laptop and that Mrs. McKee has repeatedly refused to cooperate or contact the vendor noting the laptop is the township's asset and contains public records. The Board discussed how to proceed, ensuring that privacy is respected and security upgraded. Rozland McKee-Flax agreed to work directly with the vendor. Etna Township has been making many changes and trying to improve.

There is a meeting tomorrow to address efficiency regarding meetings and minutes. This will be resolved by software. This software should be able to automatically create meeting minutes.

- b. **Health Insurance:**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to engage Acisure regarding health insurance. Three in favor; none opposed. Motion carried.**

Mark Evans noted that there have been challenges with the new broker. It started well, but a key employee was lost, resulting in delays. Mark Evans recommended pivoting and engaging Acisure. There was discussion on returning to the original broker by Mrs. McKee. Mark Evans noted that the previous broker did not provide what the contract required and was problematic for several other reasons.

- c. **Security Cameras:** Mark Evans noted that three internal meeting room cameras need to be addressed.

- d. **Comprehensive Land Use Plan:** A draft of the plan is available to the Board. The Board has not had time to review as of yet. Gary Burkholder suggested that there be a work session to review the plan. There need to be many updates to ensure consistency through all avenues of communication.

7. **EXECUTIVE SESSION**

**On a motion made by Gary Burkholder, seconded by Mark Evans, it was resolved to move into executive session to interview a potential intern at 7:41 p.m. Three in favor; none opposed. Motion carried.**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to move out of executive session at 7:55 p.m. Three in favor; none opposed. Motion carried.**

On a motion made by Gary Burkholder, seconded by Mark Evans, it was resolved to provide an offer to Drishya Dhital for the position of MORPC Intern at a rate of \$16 per hour. Three in favor; none opposed. Motion carried.

On a motion made by Gary Burkholder, seconded by Mark Evans, it was resolved to move into executive session to address the appointment of a public employee or official for the BZA at 7:58 p.m. Three in favor; none opposed. Motion carried.

On a motion made by Rozland McKee-Flax, seconded by Mark Evans, it was resolved to move out of executive session at 9:06 p.m. Three in favor; none opposed. Motion carried.

On a motion made by Mark Evans, seconded by Rozland McKee-Flax, it was resolved to appoint Anthony Gilmore for the unexpired term of Erik Nicholas ending 12/31/28. Three in favor; none opposed. Motion carried.

On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to appoint Rachel Zelazny for the unexpired term of Sarah Benoit ending 12/31/27. Three in favor; none opposed. Motion carried.

On a motion made by Mark Evans, seconded by Rozland McKee-Flax, it was resolved to appoint David Fulmer for the unexpired term of Shannon Mills ending 12/31/26. Three in favor; none opposed. Motion carried.

On a motion made by Mark Evans, seconded by Rozland McKee-Flax, it was resolved to open applications for additional applicants. Three in favor; none opposed. Motion carried.

On a motion made by Rozland McKee-Flax, it was proposed to re-interview Ryan Davis. Lack of Second. Motion dies.

It was noted that applicants who were not accepted this evening can reapply.

**8. FISCAL OFFICER REPORT**

**a. Resolution to Approve Purchase Orders:**

On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to approve resolution 2024-023 to approve purchase orders. Three in favor; none opposed. Motion carried.

**b. Ratify Payment:**

On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to ratify the payment of the bills as shown on the payment listing. Three in favor; none opposed. Motion carried.

Rozland McKee-Flax asked for clarification regarding the office filing cabinet purchase. There was discussion regarding the auditor expenses.

**c. Transfers:**

**On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to approve the transfers as presented. Three in favor; none opposed. Motion carried.**



**d. Cell Phone Purchase:**

**On a motion made by Mark Evans, seconded by Rozland McKee-Flax, it was resolved to approve the purchase of a cell phone for the fiscal officer under the current plan with a cost of a phone not to exceed \$250. Three in favor; none opposed. Motion carried.**

There was discussion on whether it would be possible to get a free phone and what is the best fiscal decision.

**9. POST PUBLIC COMMENT**

Ryan Davies thanked the Trustees for their decisions.

**10. ADJOURNMENT**

**On a motion made by Mark Evans, seconded by Rozland McKee-Flax, it was resolved to adjourn the meeting at 9:50 p.m.. Three in favor; none opposed. Motion carried.**

**DISCLAIMER**

The above minutes should be used as a summary of the motions passed and issues discussed at the meeting. This document shall not be considered a verbatim copy of every word spoken at the meeting.

\_\_\_\_\_  
President

\_\_\_\_\_  
Fiscal Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



State of Ohio  
DV 606, Pg 33  
0.06 Acres

10430

MARTIN FAMILY FARM PTRS

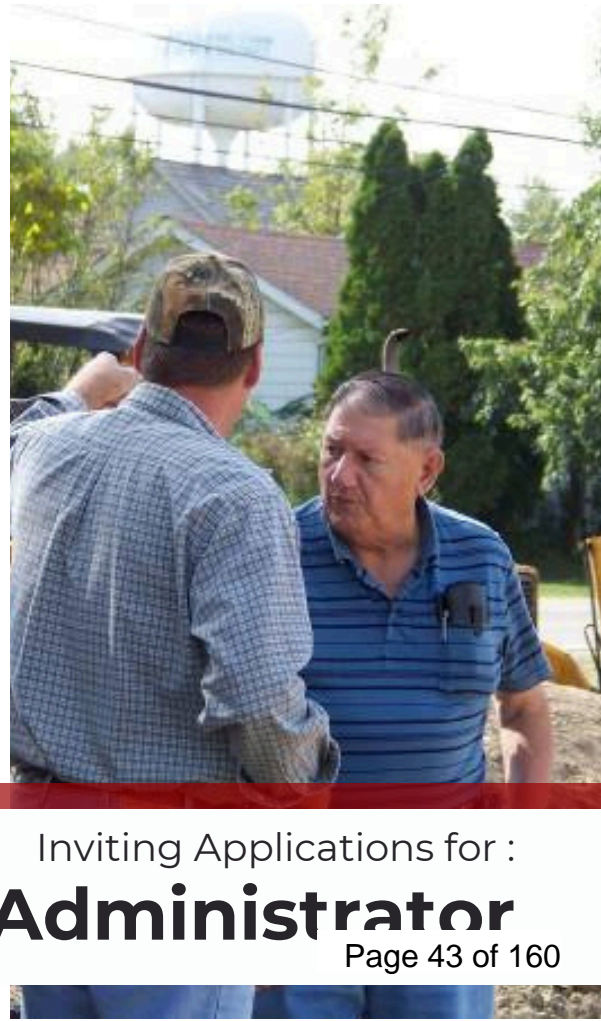
200602210005027  
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Prop ROW

MARTIN FAMILY FARM PTRS

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TD = 4.865





Inviting Applications for :  
**Township Administrator**

## INTRODUCTION

Etna Township, Licking County, Ohio is seeking a highly competent, well qualified local government leader with the energy, passion, and experience to serve as Township Administrator. Etna Township, situated in the southwest corner of Licking County, is at the epicenter of Ohio's most rapid growth area, Central Ohio. The Township's population of 18,897 is searching for an exceptionally skilled and qualified local government professional with energy, enthusiasm, and proven experience to effectively serve as Township Administrator. The town of Carthage, since called Etna, was established in 1832. The Township operates as a statutory local government under the Ohio Revised Code. Etna Township is a service-oriented community. The Administrator position for this Township is an exciting prospect for a local government professional who desires a ground floor opportunity to help guide, build, and administer a growing local government and organization into the future. The new Administrator will embrace community engagement, nurture collaborative partnerships, build the Township's organizational capacity, and advance the Township's economic vibrancy and fiscal health into the foreseeable future.



## THE COMMUNITY

Etna Township is located in the rapidly growing Central Ohio metro area, immediately east of Ohio's capitol city of Columbus. The Township was founded along the old National Road (US 40) and sits strategically along the I-70 corridor with an interchange within its boundaries and I-270 nearby. Etna Township is within 10 miles immediately south of Intel's \$28 billion leading edge chip factory currently under construction. The Township offers easy access to downtown Columbus, Easton Town Center, and is 17 miles or a 20-minute drive to the John Glenn International Airport.



Etna Township is 23.3 square miles. The Township is bordered by the City of Reynoldsburg to the west, Village of Kirkersville to the east, City of Pataskala to the north, and City of Pickerington to the south. Public education within and/or immediately adjacent to the Township is provided by Southwest Licking Schools, Licking Heights Schools, and C-TEC Licking County. The Township is conveniently located near the region's 16 universities and colleges, such as The Ohio State University, Columbus State Community College, Franklin University, Otterbein University, Dennison University, Ohio University, and Central Ohio Technical College and various nearby branch campuses.



The Township's population is 18,897, which includes portions of incorporated City of Reynoldsburg, with 6,682 households. The township experienced a population growth of 69% since 2000 and a 15% population growth since 2010. The median home value is \$252,500. 92.9% of residents have a high school education while 36.5% of residents have a bachelor's degree or higher. (Source US Census) The community's residents are industrious, with numerous families spanning multiple generations calling the Township home.



Etna Township has High Point Park and recently purchased over 100 acres for the development of a future park. The Township is only minutes from the expansive metro parks system and the many amenities of Central Ohio. The Township provides such events as movie nights and fireworks. Only 20 miles away are the Newark Earthworks, one of many Hopewell Ceremonial Earthworks built by American Indians 2,000 years ago. In 2023, these same Hopewell Ceremonial Earthworks were inscribed on the World Heritage List. This designation is expected to attract thousands of visitors a year to the area.

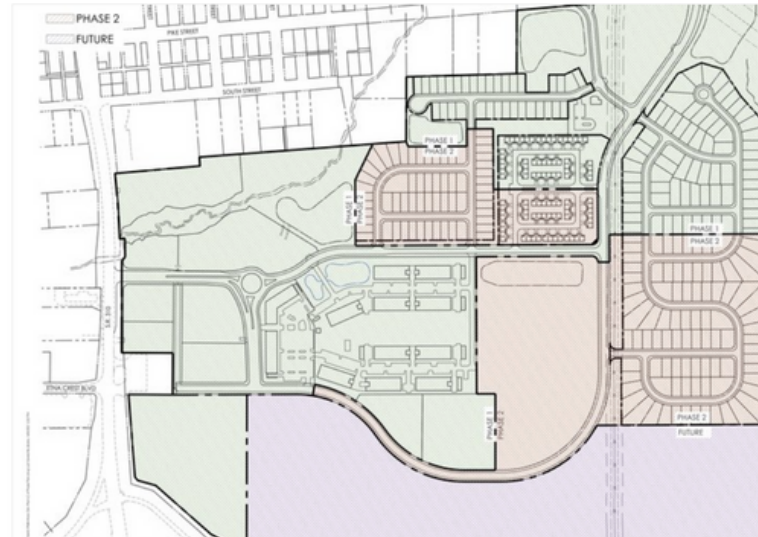


## THE ORGANIZATION

The Township's total annual budget is approximately \$10 million, spread across a variety of operating funds. The Township is fiscally healthy and presently has a reserve of \$7 million.

There are a total of 8 full-time employees who serve the residents of the Township. Positions within the Township's organization are primarily administrative, zoning, road, storm water/sewer, and grounds maintenance. The Township has several strategic partnerships providing key services to the community. These include emergency services provided by the Licking County Sheriff's Office, and the West Licking Fire Department. Southwest Licking Community Water & Sewer, Explore Licking County, Pataskala Chamber of Commerce, and Licking County Recycling also serve township residents and businesses.

The Township Administrator supervises all operations of the Township except Finance and reports directly to the three-member Board of Trustees, the elected officials who set the overall direction and policy for the Township. The elected Fiscal Officer of the Township is responsible for managing all financial operations of the Township and collaborates with the Administrator for the effective and efficient management of fiscal resources.



## ECONOMIC DEVELOPMENT

Economic development will continue to be a high priority while also preserving Etna Township's rural character and landscape. However, Etna Township has seen rapid housing and commercial development with many opportunities in its future. The Township is currently undergoing a comprehensive plan update, its second-generation comprehensive plan. The Township expects continued growth, but desires to diversify and balance its economic and housing portfolios. The Township has become a logistics hub with distribution centers like Amazon, Uline, and many others. The Township has already set conditions for transformative project such as a 220-acre, \$400 million mixed-use project at the northwest corner of the I-70 and Rt. 310 interchange. Such opportunities could further diversify the economic base and be fueled by the construction of the Intel's chip factory, projected rapid growth of the region, and the economic development tools the Township





## CHALLENGES FOR THE NEXT ADMINISTRATOR

*Interviews with the Trustees and key stakeholders have identified challenges and/or expectations that will need to be addressed by the new Administrator.*

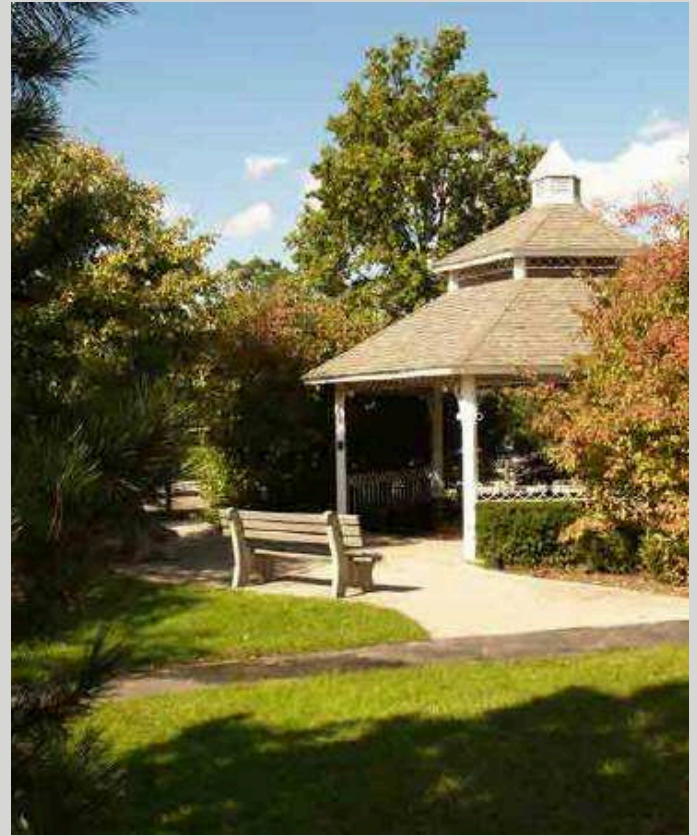
- 1 Unified Direction** – The new Administrator will need to play a key role in building consensus with elected leadership and the community toward a unified direction. The Township is working on its next generation comprehensive plan. The new Administrator will need to ensure the plan is finalized and move the plan's adopted recommendations forward, while navigating new initiatives and opportunities as they arise. The new Administrator will need to contribute to an environment of stability and earning the public's trust as a professional local government.
- 2 Partnerships** – The Township has several service-related and strategic partnerships. The new Administrator will need to be outwardly engaging to build and maintain positive relationships with the Township's key partners.
- 3 Growth** – Pressure for business/commercial development and growth will persist. The new Administrator will need to hear the community and balance their intentions with opportunities that may be beneficial to the Township as it relates to economic, housing, and fiscal impacts. With growth will come increased demand for infrastructure, services, and amenities. The new Administrator will need to anticipate and prepare to meet these demands.
- 4 Organization** – The Township as an organization needs policies, systems, and personnel. The new Administrator will need to quickly assess the needs, prioritize, and seek the support of Trustees to address these concerns.
- 5 Fiscal Health** – The Township will have many competing demands for its resources. The new Administrator will need to balance conservative spending with the increasing demands of residents and the need to respond to economic development. While the Township is fiscally healthy, leveraging outside funding sources, partners, and economic development tools are acceptable and necessary practices. The new Administrator will play a pivotal role in engaging the public and elected leadership to formulate and present the necessary budgets for the Township.
- 6 Infrastructure** – The Township faces both the need and opportunity to improve existing infrastructure while leveraging opportunities for expansion of certain economic corridors with both private and outside public sources. A significant list of needed infrastructure improvements in its transportation network, stormwater systems, pedestrian ways, parks, and related systems are known and future needs are being identified as part of the comprehensive community plan process.

## THE IDEAL CANDIDATE...

- Possess a collaborative leadership style to strengthen community ties among the Township elected leaders, staff, its citizenry, business community, and partners.
- Possess strong administrative and organizational skills.
- Be extremely knowledgeable of common economic development practices including incentive opportunities and tools for townships.
- Possess the ability to forecast, budget, and plan for the needs of the community and the capability to effectively articulate the mission and vision of the Township internally and externally.
- Demonstrate a proactive approach to issues and challenges and keep Trustees informed.
- Maintain the highest level of professionalism in demeanor, conduct, and appearance and have the capacity to hold others accountable to the same expectations and standards.
- Be able to introduce innovation and creativity into operations and be an engaged, solutions-oriented community leader.
- Will have ideally earned a minimum of a bachelor's degree in a related field of study from a fully accredited institution of higher learning and have demonstrated at least 7 years of progressively responsible experience in local government administration. A master's degree or other advanced training or certification is desired.
- Understand the unique and dynamic needs of a socially, economically, and culturally diverse community.

## COMPENSATION AND BENEFITS

Salary and benefits for this position shall be commensurate with the skills, abilities, qualifications, and experience of the successful candidate including a highly competitive fringe benefit offering. The expected pay range for this position is \$115,000–\$130,000.



### Management Advisory Group LLC

Trusted Advisors to Local Government

### HOW TO APPLY

Interested candidates for this outstanding career opportunity should submit a cover letter and detailed resume to:

**Dana L. McDaniel - Partner**

Management Advisory Group, LLC  
P. O. Box 1915 Westerville, OH 43086  
614-206-3311

[dmcdaniel@themanagementadvisorygroup.com](mailto:dmcdaniel@themanagementadvisorygroup.com)

Electronic submittal/correspondence is preferred.

Cover Letters and resumes are encouraged to be submitted by **5pm on May 31, 2024**, to be given the utmost consideration, although applications will be accepted until the position is filled.

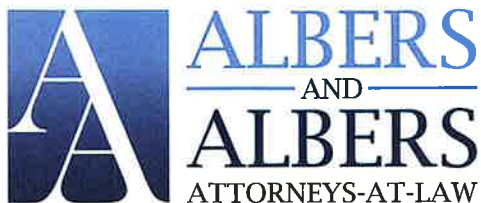
*Etna Township, Ohio is an Equal Opportunity Employer.*



JOHN B. ALBERS II

JOHN M. HOPFINGER

Of Counsel:  
SEAN A. McCARTER



HERBERT F. ALBERS  
(1896-1960)

JAMES B. ALBERS  
(1926-2017)

February 29, 2024

Rozland McKee  
Etna Township Board of Trustees  
81 Liberty Street  
Etna, OH 43018-0188

Re: Etna-Reynoldsburg Joint Economic Development District #1 – 4 and 7  
Agreement for Clerk and Secretarial Services

Dear Ms. McKee:

Enclosed please find five (5) originals of the Etna-Reynoldsburg Joint Economic Development District #1 – 4 and 7 Agreements for Clerk and Secretarial Services, which were signed by Necol Washington as Chair at the February 16, 2024 JEDD Board meetings.

Would the Etna Township Board of Trustees take such actions as are necessary to execute these five (5) Agreements for the JEDD Boards? Please note that the Etna Township Attorney should also sign each such Agreement where indicated.

After signing, please send the Agreements back to us for further processing. A stamped envelope is enclosed for your convenience.

Please let me know if you have any questions.

Sincerely,  
  
Catina Taylor

Enclosures

cc: Darrin Leist (via email)  
Assistant City Attorney  
City of Reynoldsburg

Necole Washington, Chair (via email)  
Etna-Reynoldsburg Joint Economic Development District #7

**ETNA-REYNOLDSBURG JOINT ECONOMIC DEVELOPMENT DISTRICT #1  
AGREEMENT FOR CLERK AND SECRETARIAL SERVICES**

This Agreement for Clerk and Secretarial Services (“Agreement”) is made and entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between the BOARD OF DIRECTORS OF THE ETNA-REYNOLDSBURG JOINT ECONOMIC DEVELOPMENT DISTRICT 1 (“JEDD Board”), a public body organized and existing under the provisions of the Ohio Revised Code (“ORC”) Section 715.72; the CITY OF REYNOLDSBURG (“City”), an Ohio municipal corporation located in Franklin, Fairfield, and Licking Counties, Ohio, acting through its City Council; and the TOWNSHIP OF ETNA (“Township”), an Ohio township and political subdivision located in Licking County and organized and existing under the laws of the state of Ohio, acting through its Board of Trustees.

**RECITALS**

**WHEREAS**, pursuant to ORC 715.72, the City and Township have entered into a Joint Economic Development District Contract (“JEDD Contract”), executed as of December 23 2015, creating the Etna-Reynoldsburg Joint Economic Development District 1 (“JEDD”). The JEDD is comprised of approximately 230 acres of land located in the Township; and

**WHEREAS**, the JEDD Contract was authorized by the Board of Trustees of the Township by Resolution No. 15-12-22-01, adopted December 22 2015 (“Township Resolution”) and City Council by Ordinance No. 113-15, passed on December 21, 2015. (“City Ordinance”); and

**WHEREAS**, Section 2.5.3.1.3 of the JEDD Contract states the JEDD Board may contract with either the Township or the City for secretarial services and other staffing “on such terms as the Board and the respective Contracting Parties may agree.”; and

**WHEREAS**, the JEDD Board, City, and Township agree that JEDD Board would be best served by the City providing clerk and secretarial services in preparation of the agenda, agenda packet, and meeting minutes.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants set forth in this Agreement, the JEDD Board, City, and Township agree and bind themselves, their agents, employees, and successors as follows:

**1. Clerk and Secretarial Services**

- A. The City, Township, and JEDD Board hereby agree that the Clerk of Council for the City of Reynoldsburg shall provide clerk and secretarial services to the JEDD Board, pursuant to Section 2.5.3.1.3 of the JEDD Contract.

- B. Such services shall consist of the preparation of the agenda, agenda packet, required notices, and meeting minutes for all regular, special, and emergency meetings of the JEDD Board, as required by ORC Section 121.22.
- C. The Clerk of Council for the City of Reynoldsburg shall cooperate with the Chair of the JEDD Board in preparation of the agenda, agenda packet, required notices, and meeting minutes for the JEDD Board.
- D. Meeting minutes for the JEDD Board shall be prepared promptly and provided to the members of the JEDD Board for review, revision, and adoption at the next regularly scheduled meeting of the JEDD Board.

## **2. Compensation to the City of Reynoldsburg**

- A. The JEDD Board shall compensate the City for the clerk and secretarial services so provided in the annual amount of one thousand dollars (\$1,000.00) to be paid from the Gross Revenues of the JEDD pursuant to Section 4.2.1.2 of the JEDD Contract.
- B. The City shall submit an invoice to the JEDD Board at least one (1) week prior to the second meeting of the calendar year in which such services are to be rendered.
- C. For services provided for the year 2023, the JEDD Board shall compensate the City for clerk and secretarial services in the amount of two-hundred fifty dollars (\$250.00), such invoice to be submitted by the City to the JEDD Board at least one (1) week prior to the fourth meeting of the calendar year 2023.

## **3. Notices**

Any notice required by this Agreement shall be in writing, shall be signed by the party giving the same and shall be deemed given when the same is delivered to the party to which it is addressed at such party's notice address determined as follows:

- (a) Etna-Reynoldsburg Joint Economic Development District 1  
Attn: Board Chair  
81 Liberty St.  
Etna, Ohio 43018

Or such other address of which the JEDD Board shall have given notice to the City and Township.

- (b) City of Reynoldsburg  
Attn: Clerk of Council  
7232 E. Main Street  
Reynoldsburg, Ohio 43068

Or such other address of which the City shall have given notice to the JEDD Board and Township.

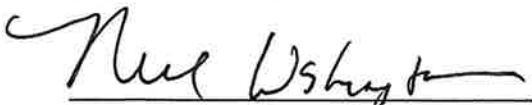
(c) Etna Township  
Attn: Board Secretary  
81 Liberty St.  
Etna, Ohio 43018

Or such other address of which the Township shall have given notice to the JEDD Board and City.

4. **Term and Termination.** This Agreement shall be until December 31, 2024, which shall be automatically extended one year each year hereafter unless otherwise terminated as provided herein. This Agreement may be terminated by any party thereto by providing written notice of termination at least ninety (90) days prior to the end of the calendar year.
5. **Multiple Originals.** This Agreement may be executed in two or more counterparts, each of which will be deemed an original, but all of which together shall constitute but one and the same instrument.
6. **Entire Agreement.** This instrument contains the entire agreement between the Parties, and it is expressly understood and agreed that no promises, provisions, terms, warranties, conditions, or obligations whatsoever, either expressed or implied, other than herein set forth, shall be binding upon either Sellers or Purchaser.
7. **Amendments and Modifications.** No amendment or modification of this Agreement shall be valid or binding upon the Parties unless it is made in writing, cites this Agreement and is signed by the Parties.
8. **Governing Law.** This Agreement shall be governed by the laws of the State of Ohio, and the venue for any claim relating to said Agreement shall be an applicable Court in Franklin County, Ohio.

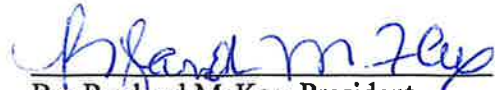
The Parties hereto have executed this Agreement on the date(s) indicated immediately below their respective signatures.

**ETNA-REYNOLDSBURG JOINT ECONOMIC DEVELOPMENT DISTRICT 1**

  
By: Necol Washington, Chair

Date: 2/16/24  
Resolution No. N/A

**ETNA TOWNSHIP BOARD OF TRUSTEES**

  
By: Rozland McKee, President

Date: 3-4-24

Resolution No. \_\_\_\_\_

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Attorney for Township

**CITY OF REYNOLDSBURG**

\_\_\_\_\_  
By: Joe Begeny, Mayor

Date: \_\_\_\_\_

Resolution No. \_\_\_\_\_

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Chris Shook, Esq.  
City Attorney

**FISCAL OFFICERS' CERTIFICATIONS**

The undersigned Fiscal Officer of the Board of Directors, Reynoldsburg-Etna Joint Economic Development District 1, Licking County Ohio hereby certifies that the moneys required to meet the obligations of the JEDD District during the calendar year 2023 under the foregoing Agreement have been appropriated lawfully for that purpose, and are in the treasury of the JEDD or in the process of collection to the credit of an appropriate fund, free from any previous encumbrances. This Certificate is given in compliance with Ohio Revised Code Sections 5705.41 and 5705.44.

\_\_\_\_\_  
By: \_\_\_\_\_  
Treasurer, JEDD 1, Board of Directors

The undersigned Fiscal Officer of the City of Reynoldsburg, Licking County Ohio hereby certifies that the moneys required to meet the obligations of the JEDD District during the calendar year 2023 under the foregoing Agreement have been appropriated lawfully for that purpose, and are in the treasury of the JEDD or in the process of collection to the credit of an appropriate fund, free from any previous encumbrances. This Certificate is given in compliance with Ohio Revised Code Sections 5705.41 and 5705.44.

\_\_\_\_\_  
By: Stephen Cicak  
Reynoldsburg City Auditor

**ETNA-REYNOLDSBURG JOINT ECONOMIC DEVELOPMENT DISTRICT #2  
AGREEMENT FOR CLERK AND SECRETARIAL SERVICES**

This Agreement for Clerk and Secretarial Services ("Agreement") is made and entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between the BOARD OF DIRECTORS OF THE ETNA-REYNOLDSBURG JOINT ECONOMIC DEVELOPMENT DISTRICT 2 ("JEDD Board"), a public body organized and existing under the provisions of the Ohio Revised Code ("ORC") Section 715.72; the CITY OF REYNOLDSBURG ("City"), an Ohio municipal corporation located in Franklin, Fairfield, and Licking Counties, Ohio, acting through its City Council; and the TOWNSHIP OF ETNA ("Township"), an Ohio township and political subdivision located in Licking County and organized and existing under the laws of the state of Ohio, acting through its Board of Trustees.

**RECITALS**

**WHEREAS**, pursuant to ORC 715.72, the City and Township have entered into a Joint Economic Development District Contract ("JEDD Contract"), executed as of December 23, 2015, creating the Etna-Reynoldsburg Joint Economic Development District 2 ("JEDD"). The JEDD is comprised of approximately 328 acres of land located in the Township; and

**WHEREAS**, the JEDD Contract was authorized by the Board of Trustees of the Township by Resolution No. 15-12-22-02 adopted December 22, 2015 ("Township Resolution") and City Council by Ordinance No. 119-15 passed on December 21, 2015 ("City Ordinance"); and

**WHEREAS**, Section 2.5.3.1.3 of the JEDD Contract states the JEDD Board may contract with either the Township or the City for secretarial services and other staffing "on such terms as the Board and the respective Contracting Parties may agree."; and

**WHEREAS**, the JEDD Board, City, and Township agree that JEDD Board would be best served by the City providing clerk and secretarial services in preparation of the agenda, agenda packet, and meeting minutes.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants set forth in this Agreement, the JEDD Board, City, and Township agree and bind themselves, their agents, employees, and successors as follows:

**1. Clerk and Secretarial Services**

- A. The City, Township, and JEDD Board hereby agree that the Clerk of Council for the City of Reynoldsburg shall provide clerk and secretarial services to the JEDD Board, pursuant to Section 2.5.3.1.3 of the JEDD Contract.

- B. Such services shall consist of the preparation of the agenda, agenda packet, required notices, and meeting minutes for all regular, special, and emergency meetings of the JEDD Board, as required by ORC Section 121.22.
- C. The Clerk of Council for the City of Reynoldsburg shall cooperate with the Chair of the JEDD Board in preparation of the agenda, agenda packet, required notices, and meeting minutes for the JEDD Board.
- D. Meeting minutes for the JEDD Board shall be prepared promptly and provided to the members of the JEDD Board for review, revision, and adoption at the next regularly scheduled meeting of the JEDD Board.

## **2. Compensation to the City of Reynoldsburg**

- A. The JEDD Board shall compensate the City for the clerk and secretarial services so provided in the annual amount of one thousand dollars (\$1,000.00) to be paid from the Gross Revenues of the JEDD pursuant to Section 4.2.1.2 of the JEDD Contract.
- B. The City shall submit an invoice to the JEDD Board at least one (1) week prior to the second meeting of the calendar year in which such services are to be rendered.
- C. For services provided for the year 2023, the JEDD Board shall compensate the City for clerk and secretarial services in the amount of two-hundred fifty dollars (\$250.00), such invoice to be submitted by the City to the JEDD Board at least one (1) week prior to the fourth meeting of the calendar year 2023.

## **3. Notices**

Any notice required by this Agreement shall be in writing, shall be signed by the party giving the same and shall be deemed given when the same is delivered to the party to which it is addressed at such party's notice address determined as follows:

- (a) Etna-Reynoldsburg Joint Economic Development District 1  
Attn: Board Chair  
81 Liberty St.  
Etna, Ohio 43018

Or such other address of which the JEDD Board shall have given notice to the City and Township.

- (b) City of Reynoldsburg  
Attn: Clerk of Council  
7232 E. Main Street  
Reynoldsburg, Ohio 43068



Or such other address of which the City shall have given notice to the JEDD Board and Township.

(c) Etna Township  
Attn: Board Secretary  
81 Liberty St.  
Etna, Ohio 43018

Or such other address of which the Township shall have given notice to the JEDD Board and City.

4. **Term and Termination.** This Agreement shall be until December 31, 2024, which shall be automatically extended one year each year hereafter unless otherwise terminated as provided herein. This Agreement may be terminated by any party thereto by providing written notice of termination at least ninety (90) days prior to the end of the calendar year.
5. **Multiple Originals.** This Agreement may be executed in two or more counterparts, each of which will be deemed an original, but all of which together shall constitute but one and the same instrument.
6. **Entire Agreement.** This instrument contains the entire agreement between the Parties, and it is expressly understood and agreed that no promises, provisions, terms, warranties, conditions, or obligations whatsoever, either expressed or implied, other than herein set forth, shall be binding upon either Sellers or Purchaser.
7. **Amendments and Modifications.** No amendment or modification of this Agreement shall be valid or binding upon the Parties unless it is made in writing, cites this Agreement and is signed by the Parties.
8. **Governing Law.** This Agreement shall be governed by the laws of the State of Ohio, and the venue for any claim relating to said Agreement shall be an applicable Court in Franklin County, Ohio.

The Parties hereto have executed this Agreement on the date(s) indicated immediately below their respective signatures.

**ETNA-REYNOLDSBURG JOINT ECONOMIC DEVELOPMENT DISTRICT 2**

  
By: Necol Washington, Chair

Date: 2/16/24  
Resolution No. N/A

**ETNA TOWNSHIP BOARD OF TRUSTEES**



By: Rozland McKee, President

Date: 3-4-24

Resolution No. \_\_\_\_\_

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Attorney for Township

**CITY OF REYNOLDSBURG**

\_\_\_\_\_  
By: Joe Begeny, Mayor

Date: \_\_\_\_\_

Resolution No. \_\_\_\_\_

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Chris Shook, Esq.  
City Attorney

**FISCAL OFFICERS' CERTIFICATIONS**

The undersigned Fiscal Officer of the Board of Directors, Reynoldsburg-Etna Joint Economic Development District 1, Licking County Ohio hereby certifies that the moneys required to meet the obligations of the JEDD District during the calendar year 2023 under the foregoing Agreement have been appropriated lawfully for that purpose, and are in the treasury of the JEDD or in the process of collection to the credit of an appropriate fund, free from any previous encumbrances. This Certificate is given in compliance with Ohio Revised Code Sections 5705.41 and 5705.44.

\_\_\_\_\_  
By: \_\_\_\_\_  
Treasurer, JEDD 2, Board of Directors

The undersigned Fiscal Officer of the City of Reynoldsburg, Licking County Ohio hereby certifies that the moneys required to meet the obligations of the JEDD District during the calendar year 2023 under the foregoing Agreement have been appropriated lawfully for that purpose, and are in the treasury of the JEDD or in the process of collection to the credit of an appropriate fund, free from any previous encumbrances. This Certificate is given in compliance with Ohio Revised Code Sections 5705.41 and 5705.44.

\_\_\_\_\_  
By: Stephen Cicak  
Reynoldsburg City Auditor

**ETNA-REYNOLDSBURG JOINT ECONOMIC DEVELOPMENT DISTRICT #3  
AGREEMENT FOR CLERK AND SECRETARIAL SERVICES**

This Agreement for Clerk and Secretarial Services ("Agreement") is made and entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between the BOARD OF DIRECTORS OF THE ETNA-REYNOLDSBURG JOINT ECONOMIC DEVELOPMENT DISTRICT 3 ("JEDD Board"), a public body organized and existing under the provisions of the Ohio Revised Code ("ORC") Section 715.72; the CITY OF REYNOLDSBURG ("City"), an Ohio municipal corporation located in Franklin, Fairfield, and Licking Counties, Ohio, acting through its City Council; and the TOWNSHIP OF ETNA ("Township"), an Ohio township and political subdivision located in Licking County and organized and existing under the laws of the state of Ohio, acting through its Board of Trustees.

**RECITALS**

**WHEREAS**, pursuant to ORC 715.72, the City and Township have entered into a Joint Economic Development District Contract ("JEDD Contract"), executed as of August 14, 2017, creating the Etna-Reynoldsburg Joint Economic Development District 3 ("JEDD"). The JEDD is comprised of approximately 155 acres of land located in the Township; and

**WHEREAS**, the JEDD Contract was authorized by the Board of Trustees of the Township by Resolution No. 17-08-07-01, adopted August 7, 2017 ("Township Resolution") and City Council by Ordinance No. 9217, passed on August 14, 2017. ("City Ordinance"); and

**WHEREAS**, Section 2.5.3.1.3 of the JEDD Contract states the JEDD Board may contract with either the Township or the City for secretarial services and other staffing "on such terms as the Board and the respective Contracting Parties may agree."; and

**WHEREAS**, the JEDD Board, City, and Township agree that JEDD Board would be best served by the City providing clerk and secretarial services in preparation of the agenda, agenda packet, and meeting minutes.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants set forth in this Agreement, the JEDD Board, City, and Township agree and bind themselves, their agents, employees, and successors as follows:

**1. Clerk and Secretarial Services**

- A. The City, Township, and JEDD Board hereby agree that the Clerk of Council for the City of Reynoldsburg shall provide clerk and secretarial services to the JEDD Board, pursuant to Section 2.5.3.1.3 of the JEDD Contract.

- B. Such services shall consist of the preparation of the agenda, agenda packet, required notices, and meeting minutes for all regular, special, and emergency meetings of the JEDD Board, as required by ORC Section 121.22.
- C. The Clerk of Council for the City of Reynoldsburg shall cooperate with the Chair of the JEDD Board in preparation of the agenda, agenda packet, required notices, and meeting minutes for the JEDD Board.
- D. Meeting minutes for the JEDD Board shall be prepared promptly and provided to the members of the JEDD Board for review, revision, and adoption at the next regularly scheduled meeting of the JEDD Board.

## **2. Compensation to the City of Reynoldsburg**

- A. The JEDD Board shall compensate the City for the clerk and secretarial services so provided in the annual amount of one thousand dollars (\$1,000.00) to be paid from the Gross Revenues of the JEDD pursuant to Section 4.2.1.2 of the JEDD Contract.
- B. The City shall submit an invoice to the JEDD Board at least one (1) week prior to the second meeting of the calendar year in which such services are to be rendered.
- C. For services provided for the year 2023, the JEDD Board shall compensate the City for clerk and secretarial services in the amount of two-hundred fifty dollars (\$250.00), such invoice to be submitted by the City to the JEDD Board at least one (1) week prior to the fourth meeting of the calendar year 2023.

## **3. Notices**

Any notice required by this Agreement shall be in writing, shall be signed by the party giving the same and shall be deemed given when the same is delivered to the party to which it is addressed at such party's notice address determined as follows:

- (a) Etna-Reynoldsburg Joint Economic Development District 3  
Attn: Board Chair  
81 Liberty St.  
Etna, Ohio 43018

Or such other address of which the JEDD Board shall have given notice to the City and Township.

- (b) City of Reynoldsburg  
Attn: Clerk of Council  
7232 E. Main Street  
Reynoldsburg, Ohio 43068

Or such other address of which the City shall have given notice to the JEDD Board and Township.

(c) Etna Township  
Attn: Board Secretary  
81 Liberty St.  
Etna, Ohio 43018

Or such other address of which the Township shall have given notice to the JEDD Board and City.

4. **Term and Termination.** This Agreement shall be until December 31, 2024, which shall be automatically extended one year each year hereafter unless otherwise terminated as provided herein. This Agreement may be terminated by any party thereto by providing written notice of termination at least ninety (90) days prior to the end of the calendar year.
5. **Multiple Originals.** This Agreement may be executed in two or more counterparts, each of which will be deemed an original, but all of which together shall constitute but one and the same instrument.
6. **Entire Agreement.** This instrument contains the entire agreement between the Parties, and it is expressly understood and agreed that no promises, provisions, terms, warranties, conditions, or obligations whatsoever, either expressed or implied, other than herein set forth, shall be binding upon either Sellers or Purchaser.
7. **Amendments and Modifications.** No amendment or modification of this Agreement shall be valid or binding upon the Parties unless it is made in writing, cites this Agreement and is signed by the Parties.
8. **Governing Law.** This Agreement shall be governed by the laws of the State of Ohio, and the venue for any claim relating to said Agreement shall be an applicable Court in Franklin County, Ohio.

The Parties hereto have executed this Agreement on the date(s) indicated immediately below their respective signatures.

**ETNA-REYNOLDSBURG JOINT ECONOMIC DEVELOPMENT DISTRICT 3**

  
By: Necol Washington, Chair

Date: 2/16/24  
Resolution No. N/A

**ETNA TOWNSHIP BOARD OF TRUSTEES**

  
By: Rozland McKee, President

Date: 3-4-24

Resolution No. \_\_\_\_\_

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Attorney for Township

**CITY OF REYNOLDSBURG**

\_\_\_\_\_  
By: Joe Begeny, Mayor

Date: \_\_\_\_\_

Resolution No. \_\_\_\_\_

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Chris Shook, Esq.  
City Attorney

**FISCAL OFFICERS' CERTIFICATIONS**

The undersigned Fiscal Officer of the Board of Directors, Reynoldsburg-Etna Joint Economic Development District 1, Licking County Ohio hereby certifies that the moneys required to meet the obligations of the JEDD District during the calendar year 2023 under the foregoing Agreement have been appropriated lawfully for that purpose, and are in the treasury of the JEDD or in the process of collection to the credit of an appropriate fund, free from any previous encumbrances. This Certificate is given in compliance with Ohio Revised Code Sections 5705.41 and 5705.44.

\_\_\_\_\_  
By: \_\_\_\_\_  
Treasurer, JEDD 3, Board of Directors

The undersigned Fiscal Officer of the City of Reynoldsburg, Licking County Ohio hereby certifies that the moneys required to meet the obligations of the JEDD District during the calendar year 2023 under the foregoing Agreement have been appropriated lawfully for that purpose, and are in the treasury of the JEDD or in the process of collection to the credit of an appropriate fund, free from any previous encumbrances. This Certificate is given in compliance with Ohio Revised Code Sections 5705.41 and 5705.44.

\_\_\_\_\_  
By: Stephen Cicak  
Reynoldsburg City Auditor



**ETNA-REYNOLDSBURG JOINT ECONOMIC DEVELOPMENT DISTRICT #4  
AGREEMENT FOR CLERK AND SECRETARIAL SERVICES**

This Agreement for Clerk and Secretarial Services ("Agreement") is made and entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between the BOARD OF DIRECTORS OF THE ETNA-REYNOLDSBURG JOINT ECONOMIC DEVELOPMENT DISTRICT ("JEDD Board"), a public body organized and existing under the provisions of the Ohio Revised Code ("ORC") Section 715.72; the CITY OF REYNOLDSBURG ("City"), an Ohio municipal corporation located in Franklin, Fairfield, and Licking Counties, Ohio, acting through its City Council; and the TOWNSHIP OF ETNA ("Township"), an Ohio township and political subdivision located in Licking County and organized and existing under the laws of the state of Ohio, acting through its Board of Trustees.

**RECITALS**

**WHEREAS**, pursuant to ORC 715.72, the City and Township have entered into a Joint Economic Development District Contract ("JEDD Contract"), executed as of July 23, 2019, creating the Etna-Reynoldsburg Joint Economic Development District 4 ("JEDD"). The JEDD is comprised of approximately 145.80 acres of land located in the Township; and

**WHEREAS**, the JEDD Contract was authorized by the Board of Trustees of the Township by Resolution No. 19-05-07-07 adopted May 7, 2019 ("Township Resolution") and City Council by Ordinance No. 82-19, passed on July 23, 2019. ("City Ordinance"); and

**WHEREAS**, Section 2.5.3.1.3 of the JEDD Contract states the JEDD Board may contract with either the Township or the City for secretarial services and other staffing "on such terms as the Board and the respective Contracting Parties may agree."; and

**WHEREAS**, the JEDD Board, City, and Township agree that JEDD Board would be best served by the City providing clerk and secretarial services in preparation of the agenda, agenda packet, and meeting minutes.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants set forth in this Agreement, the JEDD Board, City, and Township agree and bind themselves, their agents, employees, and successors as follows:

**1. Clerk and Secretarial Services**

- A. The City, Township, and JEDD Board hereby agree that the Clerk of Council for the City of Reynoldsburg shall provide clerk and secretarial services to the JEDD Board, pursuant to Section 2.5.3.1.3 of the JEDD Contract.

- B. Such services shall consist of the preparation of the agenda, agenda packet, required notices, and meeting minutes for all regular, special, and emergency meetings of the JEDD Board, as required by ORC Section 121.22.
- C. The Clerk of Council for the City of Reynoldsburg shall cooperate with the Chair of the JEDD Board in preparation of the agenda, agenda packet, required notices, and meeting minutes for the JEDD Board.
- D. Meeting minutes for the JEDD Board shall be prepared promptly and provided to the members of the JEDD Board for review, revision, and adoption at the next regularly scheduled meeting of the JEDD Board.

## **2. Compensation to the City of Reynoldsburg**

- A. The JEDD Board shall compensate the City for the clerk and secretarial services so provided in the annual amount of one thousand dollars (\$1,000.00) to be paid from the Gross Revenues of the JEDD pursuant to Section 4.2.1.2 of the JEDD Contract.
- B. The City shall submit an invoice to the JEDD Board at least one (1) week prior to the second meeting of the calendar year in which such services are to be rendered.
- C. For services provided for the year 2023, the JEDD Board shall compensate the City for clerk and secretarial services in the amount of two-hundred fifty dollars (\$250.00), such invoice to be submitted by the City to the JEDD Board at least one (1) week prior to the fourth meeting of the calendar year 2023.

## **3. Notices**

Any notice required by this Agreement shall be in writing, shall be signed by the party giving the same and shall be deemed given when the same is delivered to the party to which it is addressed at such party's notice address determined as follows:

- (a) Etna-Reynoldsburg Joint Economic Development District 4  
Attn: Board Chair  
81 Liberty St.  
Etna, Ohio 43018

Or such other address of which the JEDD Board shall have given notice to the City and Township.

- (b) City of Reynoldsburg  
Attn: Clerk of Council  
7232 E. Main Street  
Reynoldsburg, Ohio 43068

Or such other address of which the City shall have given notice to the JEDD Board and Township.


(c) Etna Township  
Attn: Board Secretary  
81 Liberty St.  
Etna, Ohio 43018

Or such other address of which the Township shall have given notice to the JEDD Board and City.

4. **Term and Termination.** This Agreement shall be until December 31, 2024, which shall be automatically extended one year each year hereafter unless otherwise terminated as provided herein. This Agreement may be terminated by any party thereto by providing written notice of termination at least ninety (90) days prior to the end of the calendar year.
5. **Multiple Originals.** This Agreement may be executed in two or more counterparts, each of which will be deemed an original, but all of which together shall constitute but one and the same instrument.
6. **Entire Agreement.** This instrument contains the entire agreement between the Parties, and it is expressly understood and agreed that no promises, provisions, terms, warranties, conditions, or obligations whatsoever, either expressed or implied, other than herein set forth, shall be binding upon either Sellers or Purchaser.
7. **Amendments and Modifications.** No amendment or modification of this Agreement shall be valid or binding upon the Parties unless it is made in writing, cites this Agreement and is signed by the Parties.
8. **Governing Law.** This Agreement shall be governed by the laws of the State of Ohio, and the venue for any claim relating to said Agreement shall be an applicable Court in Franklin County, Ohio.

The Parties hereto have executed this Agreement on the date(s) indicated immediately below their respective signatures.

**ETNA-REYNOLDSBURG JOINT ECONOMIC DEVELOPMENT DISTRICT 4**

  
By: Necol Washington, Chair

Date: 2/16/24  
Resolution No. N/A

**ETNA TOWNSHIP BOARD OF TRUSTEES**



By: Rozland McKee, President

Date: 3-4-24

Resolution No. \_\_\_\_\_

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Attorney for Township

**CITY OF REYNOLDSBURG**

\_\_\_\_\_  
By: Joe Begeny, Mayor

Date: \_\_\_\_\_

Resolution No. \_\_\_\_\_

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Chris Shook, Esq.  
City Attorney

**FISCAL OFFICERS' CERTIFICATIONS**

The undersigned Fiscal Officer of the Board of Directors, Reynoldsburg-Etna Joint Economic Development District 4, Licking County Ohio hereby certifies that the moneys required to meet the obligations of the JEDD District during the calendar year 2023 under the foregoing Agreement have been appropriated lawfully for that purpose, and are in the treasury of the JEDD or in the process of collection to the credit of an appropriate fund, free from any previous encumbrances. This Certificate is given in compliance with Ohio Revised Code Sections 5705.41 and 5705.44.

\_\_\_\_\_  
By: \_\_\_\_\_  
Treasurer, JEDD 4, Board of Directors

The undersigned Fiscal Officer of the City of Reynoldsburg, Licking County Ohio hereby certifies that the moneys required to meet the obligations of the JEDD District during the calendar year 2023 under the foregoing Agreement have been appropriated lawfully for that purpose, and are in the treasury of the JEDD or in the process of collection to the credit of an appropriate fund, free from any previous encumbrances. This Certificate is given in compliance with Ohio Revised Code Sections 5705.41 and 5705.44.

\_\_\_\_\_  
By: Stephen Cicak  
Reynoldsburg City Auditor

**ETNA-REYNOLDSBURG JOINT ECONOMIC DEVELOPMENT DISTRICT #7  
AGREEMENT FOR CLERK AND SECRETARIAL SERVICES**

This Agreement for Clerk and Secretarial Services ("Agreement") is made and entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between the BOARD OF DIRECTORS OF THE ETNA-REYNOLDSBURG JOINT ECONOMIC DEVELOPMENT DISTRICT ("JEDD Board"), a public body organized and existing under the provisions of the Ohio Revised Code ("ORC") Section 715.72; the CITY OF REYNOLDSBURG ("City"), an Ohio municipal corporation located in Franklin, Fairfield, and Licking Counties, Ohio, acting through its City Council; and the TOWNSHIP OF ETNA ("Township"), an Ohio township and political subdivision located in Licking County and organized and existing under the laws of the state of Ohio, acting through its Board of Trustees.

**RECITALS**

**WHEREAS**, pursuant to ORC 715.72, the City and Township have entered into a Joint Economic Development District Contract ("JEDD Contract"), executed as of April 28, 2021, creating the Etna-Reynoldsburg Joint Economic Development District 7 ("JEDD"). The JEDD is comprised of approximately 52.230 acres of land located in the Township; and

**WHEREAS**, the JEDD Contract was authorized by the Board of Trustees of the Township by Resolution No. 21-04-28-01 adopted April 28, 2021 ("Township Resolution") and City Council by Ordinance No. 30-2021, passed on April 12, 2021. ("City Ordinance"); and

**WHEREAS**, Section 2.5.3.1.3 of the JEDD Contract states the JEDD Board may contract with either the Township or the City for secretarial services and other staffing "on such terms as the Board and the respective Contracting Parties may agree."; and

**WHEREAS**, the JEDD Board, City, and Township agree that JEDD Board would be best served by the City providing clerk and secretarial services in preparation of the agenda, agenda packet, and meeting minutes.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants set forth in this Agreement, the JEDD Board, City, and Township agree and bind themselves, their agents, employees, and successors as follows:

**1. Clerk and Secretarial Services**

- A. The City, Township, and JEDD Board hereby agree that the Clerk of Council for the City of Reynoldsburg shall provide clerk and secretarial services to the JEDD Board, pursuant to Section 2.5.3.1.3 of the JEDD Contract.

- B. Such services shall consist of the preparation of the agenda, agenda packet, required notices, and meeting minutes for all regular, special, and emergency meetings of the JEDD Board, as required by ORC Section 121.22.
- C. The Clerk of Council for the City of Reynoldsburg shall cooperate with the Chair of the JEDD Board in preparation of the agenda, agenda packet, required notices, and meeting minutes for the JEDD Board.
- D. Meeting minutes for the JEDD Board shall be prepared promptly and provided to the members of the JEDD Board for review, revision, and adoption at the next regularly scheduled meeting of the JEDD Board.

## **2. Compensation to the City of Reynoldsburg**

- A. The JEDD Board shall compensate the City for the clerk and secretarial services so provided in the annual amount of one thousand dollars (\$1,000.00) to be paid from the Gross Revenues of the JEDD pursuant to Section 4.2.1.2 of the JEDD Contract.
- B. The City shall submit an invoice to the JEDD Board at least one (1) week prior to the second meeting of the calendar year in which such services are to be rendered.
- C. For services provided for the year 2023, the JEDD Board shall compensate the City for clerk and secretarial services in the amount of two-hundred fifty dollars (\$250.00), such invoice to be submitted by the City to the JEDD Board at least one (1) week prior to the fourth meeting of the calendar year 2023.

## **3. Notices**

Any notice required by this Agreement shall be in writing, shall be signed by the party giving the same and shall be deemed given when the same is delivered to the party to which it is addressed at such party's notice address determined as follows:

- (a) Etna-Reynoldsburg Joint Economic Development District 7  
Attn: Board Chair  
81 Liberty St.  
Etna, Ohio 43018

Or such other address of which the JEDD Board shall have given notice to the City and Township.

- (b) City of Reynoldsburg  
Attn: Clerk of Council  
7232 E. Main Street  
Reynoldsburg, Ohio 43068

Or such other address of which the City shall have given notice to the JEDD Board and Township.


(c) Etna Township  
Attn: Board Secretary  
81 Liberty St.  
Etna, Ohio 43018

Or such other address of which the Township shall have given notice to the JEDD Board and City.

4. **Term and Termination.** This Agreement shall be until December 31, 2024, which shall be automatically extended one year each year hereafter unless otherwise terminated as provided herein. This Agreement may be terminated by any party thereto by providing written notice of termination at least ninety (90) days prior to the end of the calendar year.
5. **Multiple Originals.** This Agreement may be executed in two or more counterparts, each of which will be deemed an original, but all of which together shall constitute but one and the same instrument.
6. **Entire Agreement.** This instrument contains the entire agreement between the Parties, and it is expressly understood and agreed that no promises, provisions, terms, warranties, conditions, or obligations whatsoever, either expressed or implied, other than herein set forth, shall be binding upon either Sellers or Purchaser.
7. **Amendments and Modifications.** No amendment or modification of this Agreement shall be valid or binding upon the Parties unless it is made in writing, cites this Agreement and is signed by the Parties.
8. **Governing Law.** This Agreement shall be governed by the laws of the State of Ohio, and the venue for any claim relating to said Agreement shall be an applicable Court in Franklin County, Ohio.

The Parties hereto have executed this Agreement on the date(s) indicated immediately below their respective signatures.

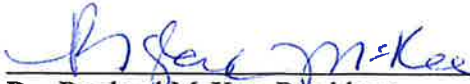
**ETNA-REYNOLDSBURG JOINT ECONOMIC DEVELOPMENT DISTRICT 7**

  
By: Necol Washington, Chair

Date: 2/16/24  
Resolution No. N/A



**ETNA TOWNSHIP BOARD OF TRUSTEES**

  
By: Rozland McKee, President

Date: 3-4-24

Resolution No. \_\_\_\_\_

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Attorney for Township

**CITY OF REYNOLDSBURG**

\_\_\_\_\_  
By: Joe Begeny, Mayor

Date: \_\_\_\_\_

Resolution No. \_\_\_\_\_

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Chris Shook, Esq.  
City Attorney

**FISCAL OFFICERS' CERTIFICATIONS**

The undersigned Fiscal Officer of the Board of Directors, Reynoldsburg-Etna Joint Economic Development District 7, Licking County Ohio hereby certifies that the moneys required to meet the obligations of the JEDD District during the calendar year 2023 under the foregoing Agreement have been appropriated lawfully for that purpose, and are in the treasury of the JEDD or in the process of collection to the credit of an appropriate fund, free from any previous encumbrances. This Certificate is given in compliance with Ohio Revised Code Sections 5705.41 and 5705.44.

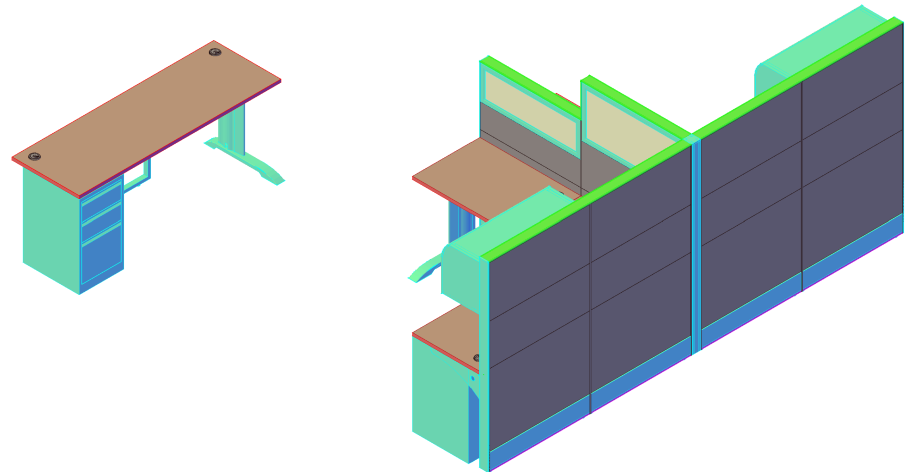
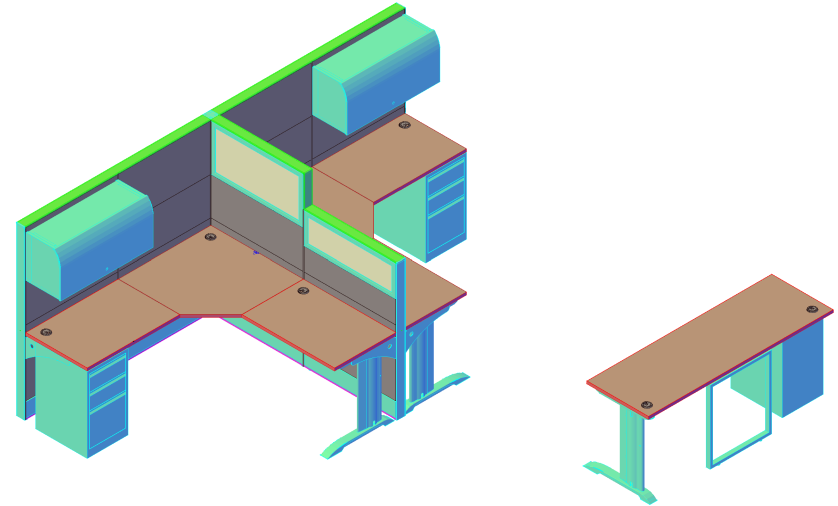
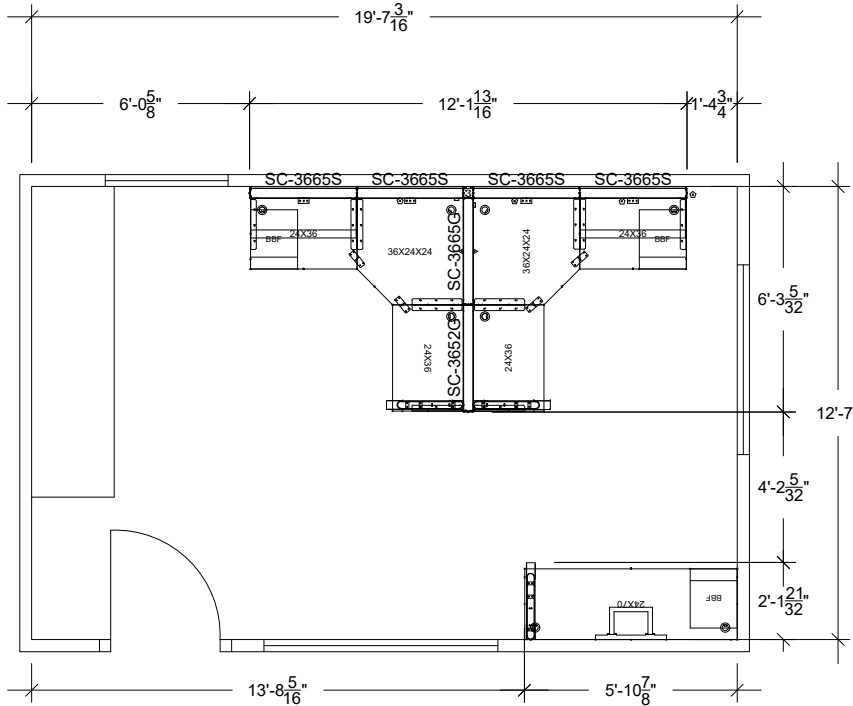
\_\_\_\_\_  
By: \_\_\_\_\_  
Treasurer, JEDD 7, Board of Directors

The undersigned Fiscal Officer of the City of Reynoldsburg, Licking County Ohio hereby certifies that the moneys required to meet the obligations of the JEDD District during the calendar year 2023 under the foregoing Agreement have been appropriated lawfully for that purpose, and are in the treasury of the JEDD or in the process of collection to the credit of an appropriate fund, free from any previous encumbrances. This Certificate is given in compliance with Ohio Revised Code Sections 5705.41 and 5705.44.

\_\_\_\_\_  
By: Stephen Cicak  
Reynoldsburg City Auditor

ALL DIMENSIONS ARE TO BE VERIFIED. SKUTCHI DESIGNS IS NOT RESPONSIBLE FOR INACCURACIES IN CUSTOMER PROVIDED DIMENSIONS.

PROVIDED DRAWING IS NOT TO BE USED AS AN INSTALL DIAGRAM.



## Etna Township Sapphire Cubicle System 6x6x65-52H - 2x6 Desk

### Notes:

Check ALL Measurements  
Panel Style: S52G, S65G, S65S  
Door Style: None  
Storage: BBF

### SALES CONTACT

Bradley Weiss  
843.473.4410

REVISION: Version 3

DATE: 4/24/2024

SCALE:  $\frac{3}{16}'' = 1'$

DRAWN BY: Taylor Cape

Authorized Signature for Plan Approval

Signature:

Print:

Date:

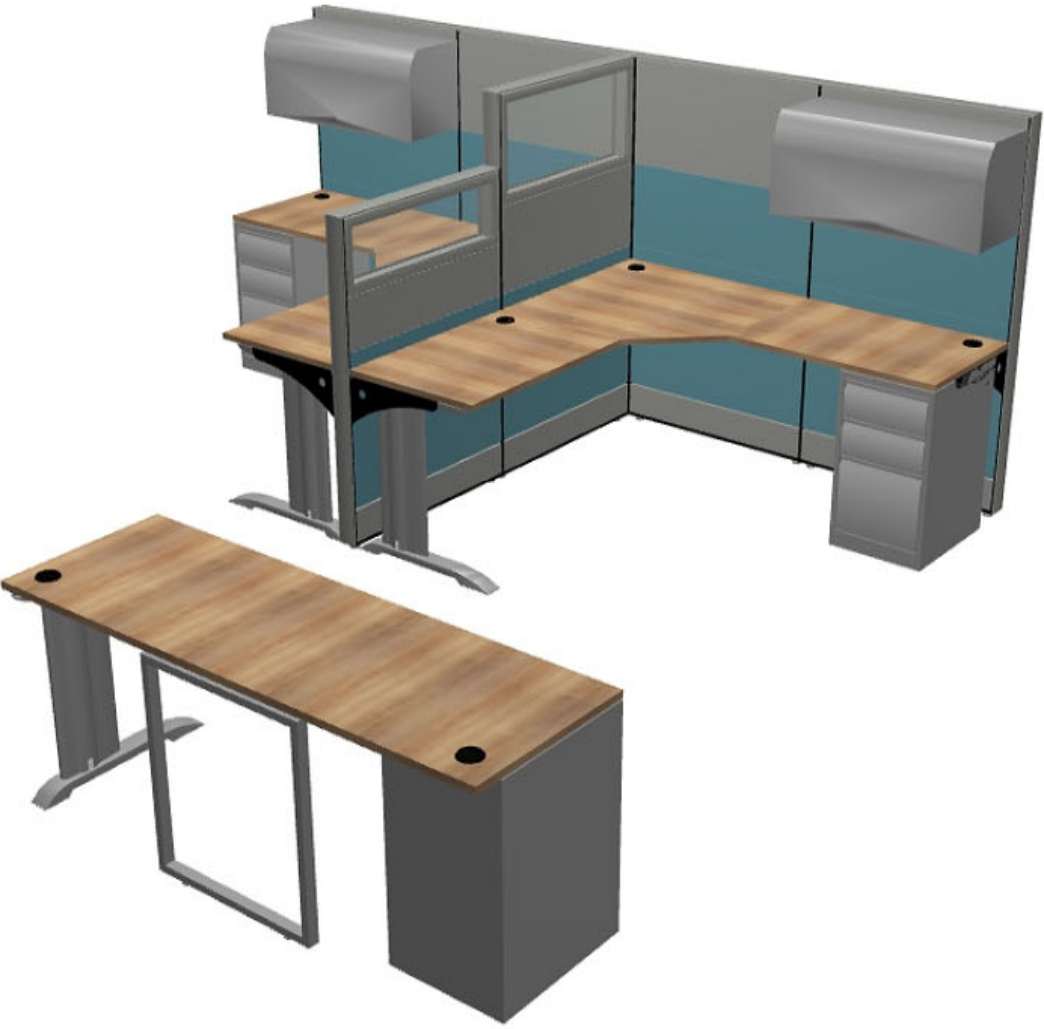
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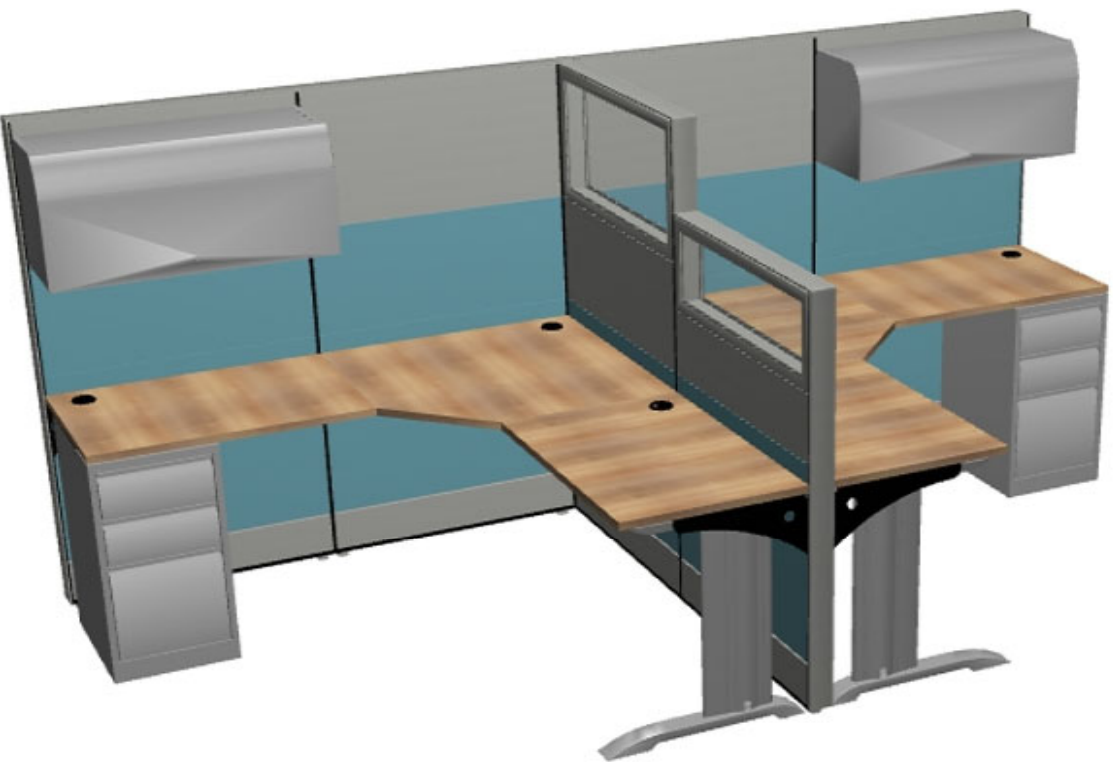
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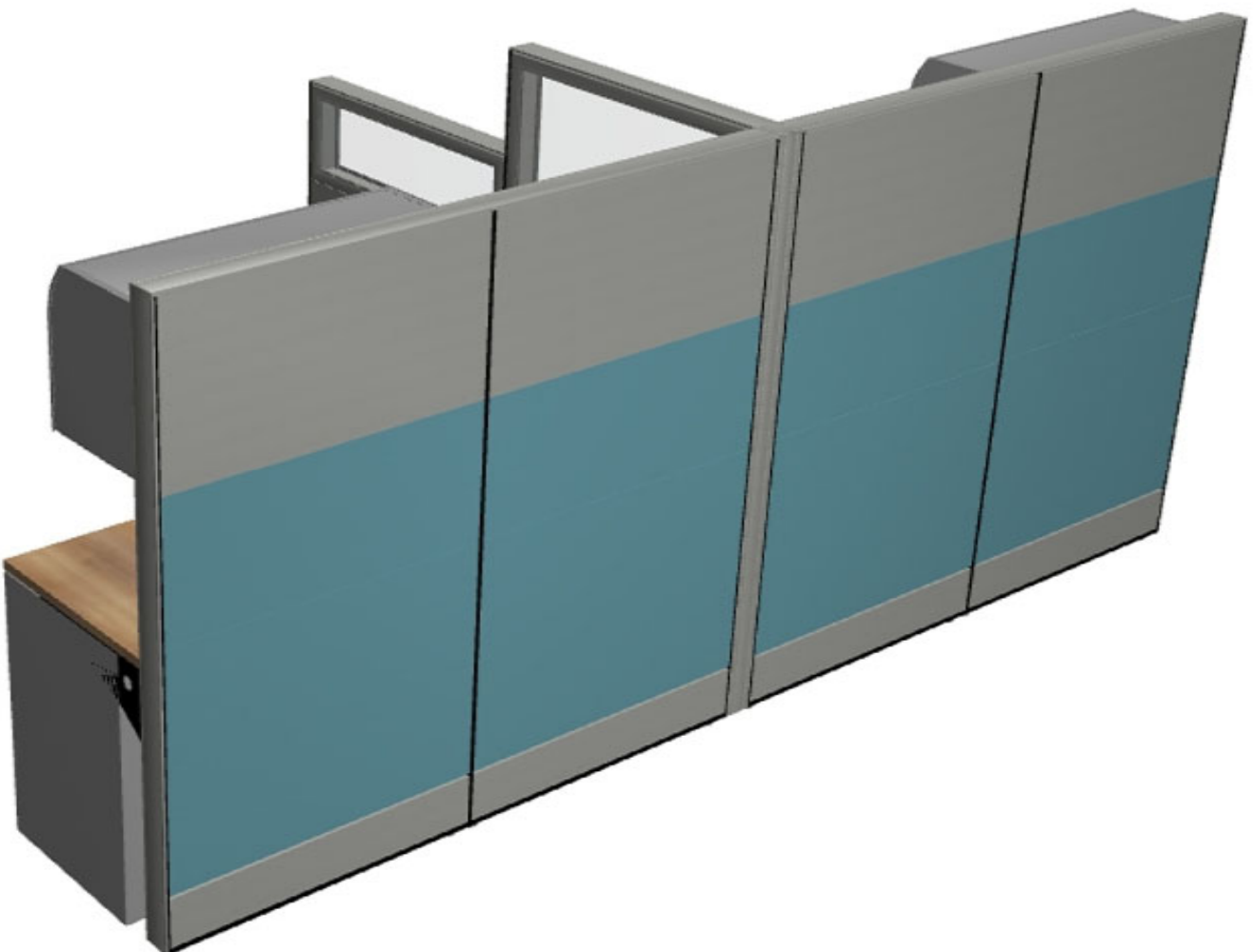
OF PAGE 1



Floor plans are prepared on the information received from client. Upon sign off by the client, the final file and the information represented by the completed floor plan is the responsibility of the client. This PDF contains proprietary information of Skutchi Designs, Inc. It is intended solely for the information and purpose of quoting exclusively with Skutchi Designs, Inc. and the parties addressed in this document. Such proprietary information may not be used, reproduced or disclosed to competitors of Skutchi Designs, Inc. without the written permission. You may purchase this design for a cost of \$250. You may inquire about additional space planning design services as needed. All of the designs, drawings and images available by Skutchi Designs, Inc. or its affiliate companies belong to Skutchi Designs, Inc. They are protected by copyright law and you may use them only to design and construct an office using Skutchi Designs, Inc. furniture. Any other use of the designs, drawings, photographs and images on this website, including without limitation the preparation of new plans based on Skutchi's plans, is strictly prohibited. Always consult with your Skutchi dealer for the latest information.









Skutchi Designs, Inc.  
 100 Ascott Industrial Drive  
 Conway South Carolina 29526  
 U.S.A  
 Tel: 888.993.3757

# Estimate

# EST-018084

Bill To  
**Etna Township**  
 81 Liberty St.  
 Etna, OH 43018  
 740.927.7717

Estimate Date : 24 Apr 2024

Expiry Date : 01 May 2024

Sales person : Bradley Weiss

Ship To  
 81 Liberty St.  
 Etna, OH 43018  
 740.927.7717

Floor Plan Version : Project 1 - Version 3

Installation Date : -

#	Item & Description	HS Code	Qty	Rate	Amount
1	SAPPHIRE PANELS		0.00	0.00	0.00
2	02- SCS:2.1- Panels:Sapphire 36" x 52" Glass Panel SKU : SAP-3652G - 36"W x 52"H Glass Sapphire T3- Tempered Glass Top Tile  T2- Middle Color: 15-108 *** PET PANEL WRAPPED IN SILVER FABRIC ***  T1- Bottom Color: 15-107 Blue Lagoon Fabric - Silver Trim (UT-05) - 6' Bottom Power-Way - Box 37"x3"x53" - Weight 53 lbs	9403.10.0 0.99	1.00 pcs	698.70	698.70
3	02- SCS:2.1- Panels:Sapphire 36" x 65" Glass Panel SKU : SAP-3665G - 36"W x 65"H Glass Sapphire T3- Tempered Glass Top Tile  T2- Middle Color: 15-108 *** PET PANEL WRAPPED IN SILVER FABRIC ***  T1- Bottom Color: 15-107 Blue Lagoon Fabric - Silver Trim (UT-05) - 6' Bottom Power-Way - Box 37x3x66 - Weight 53lbs	9403.10.0 0.99	1.00 pcs	755.36	755.36
4	02- SCS:2.1- Panels:Sapphire 36" x 65" Solid Panel SKU : SAP-3665S - 36" W x 65" H Solid Sapphire T3- Top Color: 15-107 Blue Lagoon Fabric  T2- Middle Color: 15-108 *** PET PANEL WRAPPED IN SILVER FABRIC ***	9403.10.0 0.99	4.00 pcs	594.19	2,376.76

#	Item & Description	HS Code	Qty	Rate	Amount
	T1- Bottom Color: 15-107 Blue Lagoon Fabric - Silver Trim (UT-05) - 6' Bottom Power-Way - Box 37x3x66 - Weight 53lbs				
5	PARTS		0.00	0.00	0.00
6	02- SCS:2.2- Connectors:2.2.3- Top Cap: 6 Foot Top Cap SKU : SAP-6FT-TOPCAP - 70" Sapphire Top Cap - Color: Silver (UT-05)	9403.10.0 0.99	2.00 pcs	0.00	0.00
7	02- SCS:2.2- Connectors:2.2.3- Top Cap: 3 Foot Top Cap SKU : SAP-3FT-TOPCAP - 35 7/16" Sapphire Top Caps - Color: Silver (UT-05)	9403.10.0 0.99	2.00 pcs	0.00	0.00
8	04- UNI:4.8- Hardware:Screws Wood SKU : Screws Wood Screws	8302.42.0 0.90	4.00 pcs	8.68	34.72
9	04- UNI:4.8- Hardware:Sapphire End Trim Screws SKU : SWS-SCREWS-ENDTRIM End Trim Screws	7616.10.0 0.99	3.00 pcs	3.11	9.33
10	02- SCS:2.2- Connectors:2.2.1- Standard Connectors:2.2.1- Standard Connectors:Sapphire 52" End Trim SKU : SAP-52-ET 52" End Trim Sapphire Color: Silver (UT-05)	8302.42.0 0.90	1.00 pcs	41.62	41.62
11	02- SCS:2.2- Connectors:2.2.1- Standard Connectors:Sapphire 65" End Trim SKU : SAP-65-ET 65" End Trim Sapphire Color: Silver (UT-05)	8302.42.0 0.90	2.00 pcs	55.50	111.00
12	02- SCS:2.2- Connectors:2.2.1- Standard Connectors:Sapphire 65" 3-Way SKU : SAP-65-3WAY 65" 3 Way Sapphire Connector Color: Silver (UT-05)	8302.42.0 0.90	1.00 pcs	120.71	120.71
13	02- SCS:2.2- Connectors:2.2.2- Step-Down Connectors:Sapphire 65" to 52" SKU : SAP-SD-65-52 Sapphire Step-Down: 65-52 Components: 1) 1x End Trim Connector - 52"H -*MODIFY: 11 11/32"*-		1.00 pcs	67.87	67.87



#	Item & Description	HS Code	Qty	Rate	Amount
14	02- SCS:2.3- Support:Sapphire Corner Cantilever SKU : SAP-CC Sapphire Corner Cantilever Color: Silver (UT-05)	8302.42.0 0.90	2.00 pcs	15.21	30.42
15	02- SCS:2.3- Support:Sapphire Double Cantilever SKU : SAP-DC - Sapphire DOUBLE Cantilever - Color: Silver (UT-05)	8302.42.0 0.90	4.00 pcs	40.97	163.88
16	02- SCS:2.3- Support:Sapphire Left Cantilever SKU : SAP-LC - Sapphire LEFT Cantilever - Color: Silver (UT-05)	8302.42.0 0.90	2.00 pcs	35.64	71.28
17	02- SCS:2.3- Support:Sapphire Right Cantilever SKU : SAP-RT - Sapphire RIGHT Cantilever - Color: Silver (UT-05)	8302.42.0 0.90	2.00 pcs	35.64	71.28
18	04- UNI:4.8- Hardware: Flat Bracket SKU : FB - Flat Mending Brackets -Emerald Series	8302.42.0 0.90	4.00 pcs	2.79	11.16
19	03- SWS:3.4- Connectors:3.4.3- Hardware: Sapphire 5-Pack Connector Hex Bolts SKU : SAP-5PK-CHEX CONNECTOR HEX BOLTS 1/2" Bolts QTY: 5	8302.42.0 0.90	3.00 pcs	6.53	19.59
20	03- SWS:3.4- Connectors:3.4.3- Hardware: Sapphire 5-Pack Panel Hex Bolts SKU : SAP-5PK-HEX HEX BOLTS PANELS 1' Bolts Qty:5	8302.42.0 0.90	3.00 pcs	6.53	19.59
21	03- SWS:3.6- Miscellaneous Parts: Light Blocker - Large Black Strips SKU : SAP-LT-LG-BLK Lg. Black plastic strips that sit between panels to prevent sound and light from escaping. Must be cut on-site during installation. (ONLY can be placed between panels - can not set at door or at connectors) Sold in Qty.2	3926.90.9 9.90	5.00 pcs	6.08	30.40
22	03- SWS:3.6- Miscellaneous Parts: Light Blocker - Small Black Strips SKU : SAP-LT-SMALL-BLK Small Black Strips that sit between wall and connectors to prevent sound and light from escaping. Must be cut during installation. (ONLY place near connectors) Sold in Qty.2	3926.90.9 9.90	8.00 pcs	6.08	48.64

#	Item & Description	HS Code	Qty	Rate	Amount
23	04- UNI:4.3- Support:Box Leg Silver SKU : BOX-LEG-SIL 24" x 28" Box Leg with Support Color: Silver	8302.42.0 0.90	1.00 pcs	191.04	191.04
24	04- UNI:4.3- Support:C Leg Silver SKU : C-LEG-SIL -Metal C Leg -Color: Silver (F1) -27.5" H x 22" D -Wire Management Enabled		3.00 pcs	168.82	506.46
25	WORK-SURFACES		0.00	0.00	0.00
26	04- UNI:4.1- Worksurfaces:4.1.1- New Worksurfaces:24" x 36" Worksurface Driftwood /Maple SKU : 2436-NWS-DM -23 5/8"x35 1/2" -Straight Work-surface -Driftwood (XD-1021)/Maple(XD-1008) -2mm Driftwood edge -NO grommets; -Weight 18lbs -Double Sided Work-surfaces	9403.10.0 0.91	4.00 pcs	99.82	399.28
27	04- UNI:4.1- Worksurfaces:4.1.1- New Worksurfaces:24" x 70" Worksurface Driftwood /Maple SKU : 2470-NWS-DM -23 5/8"x70 7/8" -Straight Worksurface -Driftwood (XD-1021)/Maple (XD-1008) -2mm Driftwood Edge -2-grommet -Weight 46lbs -2 per box -Double Sided Work-Surface	9403.10.0 0.91	1.00 pcs	185.50	185.50
28	04- UNI:4.1- Worksurfaces:4.1.1- New Worksurfaces:36" Corner Worksurface Driftwood /Maple SKU : Corner-NWS-DM -35 1/2"x35 1/2" -Corner Work-surface -Driftwood (XD-1021)/ Maple (XD-1008) -2 mm Driftwood Edge -1 grommet -Size 38x3x38 -Weight 22lbs -Double Sided Work-Surfaces	9403.10.0 0.91	2.00 pcs	161.26	322.52
29	STORAGE		0.00	0.00	0.00

#	Item & Description	HS Code	Qty	Rate	Amount
30	04- UNI:4.2- Storage:4.2.1- Pedestals:BBF Pedestal Silver SKU : BBF-F-SIL -Box/Box/File Full Height Metal Pedestal Cabinet -Color: SILVER UT-05-F1 -Size-15"W x 22"D x 27.6"H -Telescopic slider -Filing Bar -Pencil Tray -Legal or Letter Folders -Lockable, 2 keys -Weight: 73lbs	9403.10.0 0.10	3.00 pcs	412.89	1,238.67
31	04- UNI:4.2- Storage:4.2.2- Overheads:36" Sapphire Overhead SKU : SAP-36-OC-S OVERHEAD STORAGE CABINET with FLIP DOOR - Lock-able - Size: 35.25"W x 12.6"D x 15.5"H - Item: HC-MFD06 - Sapphire Series - Softclose - Color: UT-05 Silver - Metal	9403.10.0 0.10	2.00 pcs	429.75	859.50
32	ELECTRIC & DATA		0.00	0.00	0.00
33	04- UNI:4.4- Electrical:4.4.1- Components:4.4.1.1- Base Power Feeds:Hard Wired SKU : 8W-4C-BASE Base Power Feed with Junction Box and 60' Whip( Licensed Electrician Required for Final connection)	8544.42.0 0.90	1.00 pcs	149.65	149.65
34	04- UNI:4.4- Electrical:4.4.1- Components:4.4.1.2- Modules:Double Sided Tri Power Module SKU : 8W-4C-DS-TRI Triple Double Sided Power Module	8536.69.0 0.90	4.00 pcs	75.02	300.08
35	04- UNI:4.4- Electrical:4.4.1- Components:4.4.1.3- Whips:31" Whip SKU : 31-8W-4C 8W-4C Flex Cable 31"(for Panel to Panel connection on 36" Panels)	8544.42.0 0.90	2.00 pcs	118.87	237.74
36	04- UNI:4.4- Electrical:4.4.1- Components:4.4.1.3- Whips:38" Whip SKU : 38-8W-4C 8-W-4-C Flex Cable 38"(for Panel to Panel connection on 36" Panels) SAPPHIRE	8544.42.0 0.90	1.00 pcs	118.87	118.87
37	04- UNI:4.4- Electrical:4.4.1- Components:4.4.1.5- 325 Outlets (Sapphire):Blank Sapphire SKU : Blank-Rec-8W-4C-325 8W-4C Blank (325) Receptacle Black Sapphire System	8536.69.0 0.90	4.00 pcs	12.75	51.00

#	Item & Description	HS Code	Qty	Rate	Amount
38	04- UNI:4.4- Electrical:4.4.1- Components:4.4.1.5- 325 Outlets (Sapphire):Circuit 1 Sapphire SKU : 1-Rec-8W-4C-325 8W-4C Circuit 1 (325) Receptacle Black Sapphire System	8536.69.0 0.90	4.00 pcs	16.09	64.36
39	04- UNI:4.4- Electrical:4.4.1- Components:4.4.1.5- 325 Outlets (Sapphire):Circuit 2 Sapphire SKU : 2-Rec-8W-4C-325 8W-4C Circuit 2 (325) Receptacle Black Sapphire System	8536.69.0 0.90	4.00 pcs	16.09	64.36
40	04- UNI:4.5- Data:4.5.2- Configured Modules:Data Modules:Data Module 2 SKU : DM2 Constituents.. 1) [AT4-FM]04- UNI:4.5- Data:4.5.1- Components: Data Plate - 1 pcs 2) [FILL-CAP]04- UNI:4.5- Data:4.5.1- Components : Cube Cap - 1 pcs 3) [AT31-00]04- UNI:4.5- Data:4.5.1- Components: Blanks - 2 pcs 4) [AT66-00]04- UNI:4.5- Data:4.5.1- Components: Cat 6 Plug - 2 pcs	8536.69.0 0.90	2.00	56.07	112.14
41	08-Services:Shipping SKU : SHIPPING Shipping rates are valid for 5 business days.		1.00 ea.	768.24	768.24
42	DISCOUNT ON PRODUCT FOR MARK		1.00	-300.00	-300.00
				Sub Total	9,951.72
				<b>Total</b>	<b>\$9,951.72</b>

### Terms & Conditions

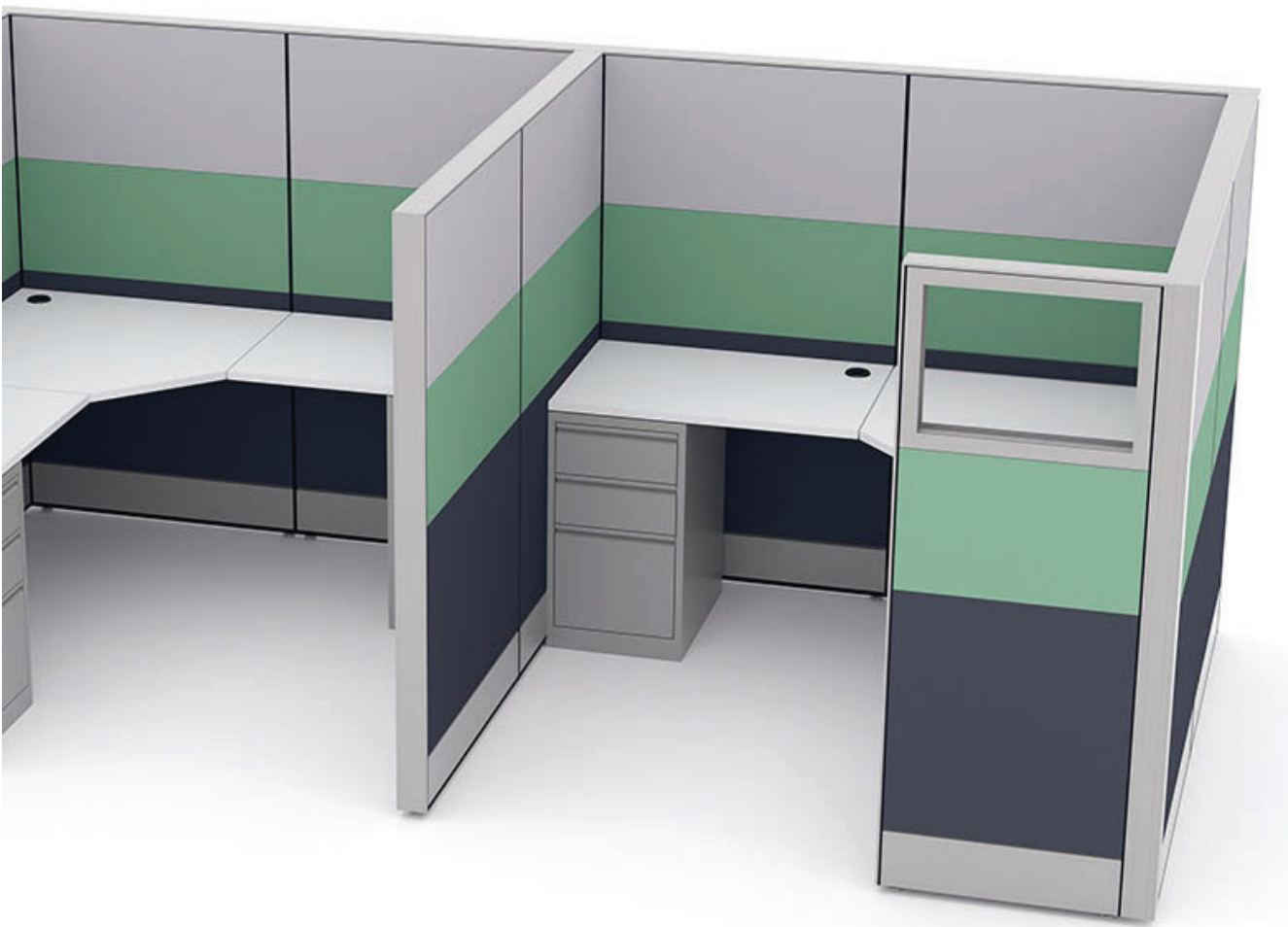
Terms and Conditions: If orders ship in 7-10 Days full payment MUST be made. Orders with longer lead times can place a 50% deposit and the balance is due 72 hrs before the goods are ready to ship. We will contact you to collect the balance.

If payment terms were accepted on an invoice and are late, a charge of 1.5% per month (i.e. 18% annually) or the maximum amount allowed by law, whichever is less.



# SAPPHIRE CUBICLE SYSTEM<sup>®</sup>

## Fabric & Laminate Options



888-993-3757



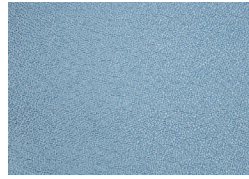
## Fabric

Our 14 in house fabric options to customize panels of the Sapphire Wall System.

**\*Please note:** The finish samples below are digital representations. Colors may vary. Please refer to an actual sample before finalizing your selections.



Banana  
(15-104)



Blue Lagoon  
(15-107)



Toffee  
(15-09)



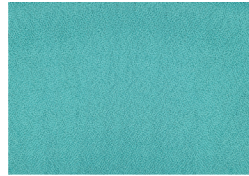
Lime-Green  
(15-118)



Pumpkin  
(15-75F)



Charcoal  
(15-13)



Cool Aqua  
(15-175)



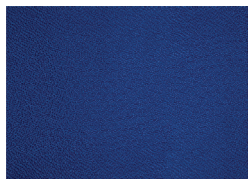
Gold  
(15-155)



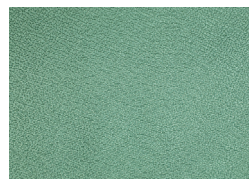
Midnight Blue  
(15-173)



Scarlet  
(15-164)



Royal Blue  
(15-167)



Sage  
(15-103)



Silver  
(15-108)



Slate  
(15-41)



Caramel  
(15-109)

## Laminate For Tiles

Laminate options for the tiles of the panels.

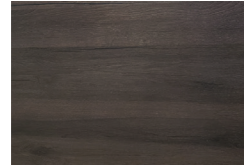
**\*Please note:** The finish samples below are digital representations. Colors may vary. Please refer to an actual sample before finalizing your selections.



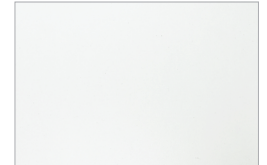
Driftwood  
(XD-21)



Sea Salt  
(XD-1026)



Black Oak  
(XD-1025)



White  
(XD-09)

## Laminate For Worksurfaces

Laminate options for the worksurfaces.

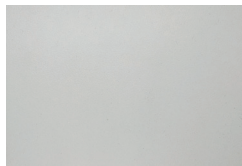
**\*Please note:** The finish samples below are digital representations. Colors may vary. Please refer to an actual sample before finalizing your selections.



Black Oak  
(XD-1025)



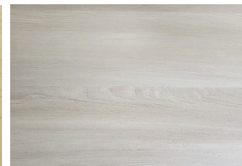
Driftwood  
(XD-21)



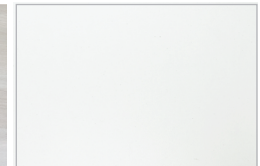
Light Gray  
(XD-01)



Maple  
(XD-08)



Sea Salt  
(XD-1026)



White  
(XD-09)

## Domestic Laminate Options for Tops \*USA Made

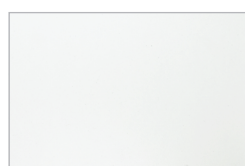
### Grade 2



White Cypress  
(WA-7976)



Asian Night  
(WA7949)



Linen  
(D-427-60)

### Grade 3



Black Cypress  
(U999-ST19)

# Etna Township / Licking County

June 1, 2024

	Current 5/1/23-4/30/24 Renewal 5/1/24-4/30/25	Option	Option	Option
<b>Plan Summary</b>	PPO	PPO	PPO	PPO
<i>Plan Type</i>				
<i>Plan No.</i>	HSA \$6350 (6VHN)-current HSA \$6350 (AHY6)-renewal	HSA \$6000 (DI54)	HSA \$6500 (ID: 30016340)	HSA \$6100
<i>Carrier</i>	Anthem SOCA	UHC MEWA	Aetna AFA	MMO ACA
<b>In Network Benefits</b>				
In Network Deductible	\$6,350 / \$12,700	<b>\$6,000 / \$12,000</b>	<b>\$6,500 / \$13,000</b>	<b>\$6,100 / \$12,200</b>
Employer funded HSA	\$2,700 / \$2,700	-	-	-
Employer funded HRA	\$3,650 / \$7,300	<b>\$7,500 / \$15,000</b>	<b>\$7,500 / \$15,000</b>	<b>\$7,500 / \$15,000</b>
Coinsurance	100%	<b>80%</b>	100%	<b>60%</b>
Out-of-Pocket Maximum	\$6,350 / \$12,700	<b>\$7,500 / \$15,000</b>	<b>\$7,500 / \$15,000</b>	<b>\$7,500 / \$15,000</b>
Preventive Care	100%	100%	100%	100%
Primary/Specialty	100% after deductible	<b>80% after deductible</b>	100% after deductible	<b>60% after deductible</b>
Emergency Room	100% after deductible	<b>80% after deductible</b>	<b>\$500 + Deductible</b>	<b>60% after deductible</b>
Urgent Care	100% after deductible	<b>80% after deductible</b>	100% after deductible	<b>60% after deductible</b>
Inpatient/Outpatient Hospital	100% after deductible	<b>80% after deductible</b>	100% after deductible	<b>60% after deductible</b>
<b>Prescription</b>				
Prescription Drug Card	100% after deductible	<b>\$10/\$50/\$125/\$300/\$500</b>	<b>Copays apply after deductible</b> \$3/\$10/\$50/\$100/20% to \$250/40% to \$500	<b>60% after deductible</b>
<b>Current      Renewal</b>				
<b>Single (6)</b>	\$1,042.76	\$1,272.11	\$798.47	\$562.73
<b>Employee &amp; Spouse (0)</b>	\$2,291.99	\$2,796.10	\$1,596.94	\$1,290.86
<b>Employee &amp; Child(ren) (2)</b>	\$1,760.18	\$2,147.32	\$1,477.17	\$1,131.74
<b>Family (0)</b>	\$3,219.00	\$3,927.00	\$2,475.25	\$1,756.19
<b>Estimated Monthly Premium</b>	\$9,776.92	\$11,927.30	\$7,745.16	\$5,639.86
<b>Estimated Annual Premium</b>	\$117,323.04	\$143,127.60	\$92,941.92	\$67,678.32
<b>Estimated Percentage Change from Current</b>		21.99%	-20.78%	-42.31%
<b>Estimated Annual Difference from Current</b>		\$25,804.56	(\$24,381.12)	(\$49,644.72)
<b>HSA Funding</b>	\$21,600.00	\$21,600.00	-	-
<b>Maximum HRA Liability</b>	\$36,500.00	\$36,500.00	\$75,000.00	\$75,000.00
<b>Maximum Plan Cost</b>	\$175,423.04	\$201,227.60	\$167,941.92	\$142,678.32
<b>Estimated HRA Utilization (60%)</b>	\$21,900.00	\$21,900.00	\$45,000.00	\$45,000.00
<b>Estimated Total Plan Cost</b>	\$160,823.04	\$186,627.60	\$137,941.92	\$112,678.32
<b>Estimated Plan Cost Difference from Current</b>		\$25,804.56	(\$22,881.12)	(\$48,144.72)

Out-of Network benefits are a reduced schedule of benefits.  
 All copays apply to the Out of Pocket Maximum  
 Comparison is for illustrative purposes only. Please refer to policy for complete details.  
 Based on 8 employees. Final rates are subject to final enrollment



Anthem Blue Cross and Blue Shield  
4361 Irwin Simpson Road  
Mason, OH 45040-9498

February 10, 2024

FRANK D HARMON

Dear Valued Agent:

Enclosed are the renewal rate letters for your Southern Ohio Chamber Alliance (SOCA) Benefit Plan clients renewing in May, 2024. The letters describe the renewal rate activity for their current coverage.

Remember, we do not require confirmation from your client in order to implement the enclosed renewal; however, certain documents and actions will be required by your SOCA Benefit Plan similar to prior years. If your client decides to terminate their SOCA Benefit Plan coverage, we require 30-day notice per their participation agreement. In addition, the 30 day notice allows us to discontinue their EFT withdrawal prior to their next premium equivalent due date.

If your client approves a plan alternative, their request for new benefits and signed proposal should be received by Anthem at least 25 days prior to their renewal date. As a reminder, your client must continue their membership in a qualified chamber. They will continue to be billed their SOCA Benefit Plan product dues separately.

As your renewal is provided by your SOCA Benefit Plan, you will see appropriate premium equivalent rates for medical, however specialty is offered by Anthem and reflects fully insured premiums.

To add or change dental and/or vision coverage on an existing Anthem plan, completion of the [Specialty Benefit Modification Form](#) is needed.

We appreciate the support you have given your SOCA Benefit Plan and look forward to a strong and mutually successful working relationship.

Sincerely,

Anthem & Southern Ohio Chamber Alliance (SOCA) Benefit Plan

Enclosures

February 24, 2024

SOCA ETNA TOWNSHIP  
PO BOX 188  
ETNA, OH 43018

**It's time to renew your benefits. We've included what you need to make renewing with us simple.**

Dear Valued Customer,

Thank you for choosing Anthem for your coverage. As your trusted partner in health, we will continue to help you take care of your most important business asset — your employees — with holistic, community-centered, and forward-thinking plans.

#### **What's included in this package**

This package has what you need to renew your current plan or choose a different one that might work better for you. It includes:

- This year's monthly premium equivalent renewal rates for your new plan.
- Other plan options if you want to make a change.
- Important plan information highlights.
- Documents required for renewal.

#### **Benefits that work better together**

You can add dental and/or vision plans to your medical coverage for more comprehensive, cost-effective, and coordinated care. Through Anthem Whole Health Connection®, we integrate data across our plans to present a personalized and more complete picture of an employee's health. This helps to identify issues earlier, bridge any gaps in care, and promote whole-health management.

**Please work with your broker to return paperwork to us 25 days before your effective date.**

Your broker can help you choose the right plan for you and your employees.

#### **Additional information**

Please note that your Southern Ohio Chamber Alliance (SOCA) Benefit Plan participation agreement requires 30 days' prior written notice of cancellation if your group chooses not to accept this renewal. This advance notice is also required in order to discontinue the electronic funds transfer withdrawal for your premium equivalent rates. Pursuant to the terms of this agreement, if your group fails to provide the required advance notice of cancellation, and if Anthem and the SOCA Benefit Plan have provided benefits for persons no longer eligible because Anthem did not receive timely notification of cancellation, then the plan will enforce its right to recover from your group all unrecoverable claim amounts paid.

As your renewal is provided by SOCA Benefit Plan, you will see appropriate premium equivalent rates for medical; however, specialty is offered by Anthem and reflects fully insured premiums.

Thank you again for choosing us. We're happy you're here.

Anthem & Southern Ohio Chamber Alliance (SOCA) Benefit Plan

# Your trusted partner in health

We'll help you take care of your team with competitive, well-rounded health plans.

## Renewal Packet

for SOCA ETNA TOWNSHIP

Kelsey Heinrichs  
Account Manager

Group #: SB1040  
Effective Date: May 01, 2024

SOCA Benefit Plan

Group State: Ohio  
Zip Code: 43018



# Helping your employees live healthier lives

At Anthem, our goal is to support you and your employees so they feel covered, protected, and confident in their care. With our tools and resources, your employees can access the benefits they need, connect those benefits across the healthcare spectrum, and make informed healthcare decisions with digital and professional support.



## Your plan information destination

EmployerAccess is now the hub for plan administration, marketing resources, and news. This updated site has everything you need to administer your plan and manage your benefits, including helpful tools and resources for both you and your employees.



## Anthem Whole Health Connection®

We put you and your employees at the center of a whole-person, team-based care model, transforming healthcare into a truly collaborative process. By combining all aspects of coverage — medical, behavioral health, pharmacy, dental and/or vision — doctors can see the whole picture of a person's health for simpler, smarter, and more cost-effective care.

- Programs to motivate employees to take charge of their well-being.
- Engaged care management teams who can identify potential health issues and coordinate health action plans.
- Digital tools to help employees connect to resources, as well as receive alerts and updates.



## Wellbeing Solutions

Our health and wellness programs are included in all our Affordable Care Act (ACA) plans, and focus on awareness, prevention, and the right resources to help enable better health and cost savings.



## Pharmacy

Our integrated medical and pharmacy benefits work together to improve employee health and manage costs. With 24/7 access to pharmacy experts and digital tools that can help with pricing a medication, finding a pharmacy, or requesting a refill, we're working to make it easier for employees to stay on top of their medications, their health, and their budgets.



## Emotional Wellbeing Resources

Our ACA plans also include access to the Emotional Wellbeing Resources program. Your employees' mental health deserves the same care as their physical health. Connecting them with behavioral health resources is an important way to support their overall well-being so they can lead healthier, more productive lives.



Sydney<sup>SM</sup> Health delivers industry-leading experiences that drive high-quality, affordable care with expanded virtual care options. It provides a simple, guided, and intuitive experience using data, artificial intelligence, and machine learning to create deep employee personalization. Empowering your employees to:

- Search for in-person or virtual care, including virtual primary care and urgent care.
- Video chat with a board-certified healthcare professional or therapist.
- Order and refill prescriptions.
- Easily access their health plan ID card on their mobile devices.
- Find answers to health questions through interactive chat or our Symptom Checker.

Anthem is empowering you and your employees to confidently navigate the path to good health. As your trusted partner, we will help you simplify benefits, manage costs, and improve employee satisfaction — every step of the way.

# Your Renewal Snapshot

Your current medical plan(s) and the renewal plan(s) are reflected in the grid(s) below. A complete listing of benefit details can be found on the Summary of Benefits at [sbc.anthem.com](http://sbc.anthem.com). Or click on the plan name in electronic copies, then enter your renewal effective date into the top box of that page.

## Renewal Premium Equivalent Rates for your Medical Plan(s)

	Plan Name/Contract Code	Ded Ind/Fam	OOP Max	Office Visit PCP/SPC	Inpatient Hospital	ER/UC	Prescription Drugs	EMP	ESP	ECH	FAM	% of Change
Current Plan 1	<a href="#">SOCA Benefit Plan Blue Access PPO 6350E/0%/6350 w/HSA - 6VHN</a>	\$6350/ \$12700	\$6350/ \$12700	Ded;0%/ Ded;0%	Ded;0%	Ded;0%/ Ded;0%	Level 1- Deductible, then 0% coinsurance Level 2- Deductible, then 0% coinsurance	\$1042.76	\$2291.99	\$1760.18	\$3219.00	
Renewal Plan 1	<a href="#">SOCA Benefit Plan Blue Access PPO 6350E/0%/6350 w/HSA - AHY6</a>	\$6350/ \$12700	\$6350/ \$12700	Ded;0%/ Ded;0%	Ded;0%	Ded;0%/ Ded;0%	Level 1- Deductible, then 0% coinsurance Level 2- Deductible, then 0% coinsurance	\$1272.11	\$2796.10	\$2147.32	\$3927.00	21.99%

Enrolled 5 1 3 1 Total: 10

Medical Enrolled: 10 Monthly Premium Equivalent Rate: \$19525.61 Medical % of Change: 21.99%

Benefits and rates reflected in this quote have been adjusted to comply with changes required by the Affordable Care Act beginning in 2014. If not yet approved by the Department of Insurance, these benefits and rates might need to be adjusted. This coverage has been selected for employees and eligible dependents; subject to the terms and conditions of this proposal and the application to which this is attached.

# Monthly Comparison Details

This data is current as of 01/11/2024 (any changes to the census after this date may not be reflected).

Coverage Types - EMP=Employee Only, ESP=Employee/Spouse, ECH=Employee/Child(ren), FAM = Family

Insured Subscribers	Subscriber Age	Spouse Age	# Children	Medical Premium Equivalent Rate		Dental Fully Ins. Premium		Vision Fully Ins. Premium		Combined Total				
				Coverage Type	Current Rate	New Rate	Coverage Type	Current Rate	New Rate	Coverage Type	Current Rate	New Rate	Current Rate	New Rate
<b>Medical Plan AHY6 SOCA Benefit Plan Blue Access PPO 6350E/0%/6350 w/HSA</b>														
1. ADKINS JR ROBERT G	53			EMP	1042.76	1272.11		0.00	0.00		0.00	0.00	1042.76	1272.11
2. BROWN LAURA J	56			EMP	1042.76	1272.11		0.00	0.00		0.00	0.00	1042.76	1272.11
3. COPLEY DONALD W	46		2	ECH	1760.18	2147.32		0.00	0.00		0.00	0.00	1760.18	2147.32
4. EVANS MARK A	53			EMP	1042.76	1272.11		0.00	0.00		0.00	0.00	1042.76	1272.11
5. FOSTER JOHN C	46			EMP	1042.76	1272.11		0.00	0.00		0.00	0.00	1042.76	1272.11
6. HANSON NITA L	64	67		ESP	2291.99	2796.10		0.00	0.00		0.00	0.00	2291.99	2796.10
7. HOLTZ TERRY L	54		2	ECH	1760.18	2147.32		0.00	0.00		0.00	0.00	1760.18	2147.32
8. MCKEE-FLAX ROZLAND	61			EMP	1042.76	1272.11		0.00	0.00		0.00	0.00	1042.76	1272.11
9. SINGLETON JOHN	61	49	6	FAM	3219.00	3927.00		0.00	0.00		0.00	0.00	3219.00	3927.00
10. VARIAN JULIE H	45		3	ECH	1760.18	2147.32		0.00	0.00		0.00	0.00	1760.18	2147.32
<b>Subtotal</b>					16005.33	19525.61		0.00	0.00		0.00	0.00	16005.33	19525.61
<b>Total</b>					<b>\$16005.33</b>	<b>\$19525.61</b>		<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$16005.33</b>	<b>\$19525.61</b>
<b>Percent of Change</b>					<b>21.99%</b>			<b>0.00%</b>			<b>0.00%</b>		<b>21.99%</b>	

Summary of Benefits and Coverage (SBCs) can be accessed through our Internet Posting Site at [sbc.anthem.com](http://sbc.anthem.com). The benefit information included in this packet is intended to present only a general overview of the benefits. The entire provisions of benefits and exclusions are contained in the Certificate of Coverage. In the event of a conflict between the Certificate of Coverage and the description included in this packet, the terms of the Certificate of Coverage will prevail.

# Premium Equivalent Rates

## Addendum to the Participation Agreement

The Employer shall pay Anthem the following premium equivalent rates per Employee per month for the Contract Period.

Coverage	EMP	ESP	ECH	FAM
SOCA Benefit Plan Blue Access PPO 6350E/0%/6350 w/HSA - AHY6	\$1272.11	\$2796.10	\$2147.32	\$3927.00

Rates are proposed for an effective date of 05/01/2024. Rerate is required after this date. Final rates will be based on the actual effective date. Rates are based upon primarily located in the 43018 zipcode area. Final rates will be based upon the actual location, census, final benefits selected and the underwriting rules in effect upon acceptance by the SOCA Benefit Plan. This renewal is subject to underwriting approval by the SOCA Benefit Plan. The entire provisions of benefits and exclusions are contained in the Participation Agreement. In the event of a conflict between the Participation Agreement and this description, the terms of the Participation Agreement will prevail. NOTE: If the alternate Option request form is not received by the effective date listed on this proposal, a new proposal must be submitted. All HSA-compatible or high deductible plans are stand-alone plans, without an employer self-funding or insuring the deductible. Employer funding (other than through contributions to the employee's HSA account) could cause these plans to not meet Affordable Care Act rating requirements. This means the plan will no longer be Guaranteed Issue, if the employer self-funds or insures the deductible or other cost-share amounts.



Matt Appenzeller, Plan Administrator  
Southern Ohio Chamber Alliance Benefit Plan

# Interested in changes to your Medical Plan(s)?

If you would like to renew with the plan(s) we've selected for you no additional paperwork is needed to implement your renewal. Otherwise, check the select box for all the plan(s) you would like to offer upon renewal.

Select	Plan Name/ Contract Code	Ded Ind/Fam	OOP Max	Office Visit PCP/SPC	Inpatient Hospital	ER/ UC	Prescription Drugs	EMP	ESP	ECH	FAM
<input type="checkbox"/>	<a href="#">SOCA Benefit Plan Blue Access PPO 500/20%/5500 - AHXB</a>	\$500/ \$1000	\$5500/ \$11000	\$25/ \$50	Ded;20%	Ded;\$450/ \$75	Level 1- \$15/ \$45/ \$95/ \$350 Level 2- \$25/ \$60/ \$115/ \$450	\$2272.63 M \$1172.68	\$4995.24 M \$2579.44	\$3836.20 M \$1981.73	\$7015.61 M \$3622.57
								<b>Monthly Estimate* \$34882.60</b>			
<input type="checkbox"/>	<a href="#">SOCA Benefit Plan Blue Access PPO 1500/0%/6500 - AHXD</a>	\$1500/ \$3000	\$6500/ \$13000	\$30/ \$60	Ded;0%	Ded;\$475/ \$75	Level 1- \$15/ \$45/ \$95/ \$350 Level 2- \$25/ \$60/ \$115/ \$450	\$2249.67 M \$1160.83	\$4944.77 M \$2553.38	\$3797.44 M \$1961.71	\$6944.73 M \$3585.97
								<b>Monthly Estimate* \$34530.17</b>			
<input type="checkbox"/>	<a href="#">SOCA Benefit Plan Blue Access PPO 500/30%/6000 - AHXV</a>	\$500/ \$1500	\$6000/ \$12000	\$25/ \$50	Ded;30%	Ded;\$450/ \$75	Level 1- \$15/ \$45/ \$95/ \$350 Level 2- \$25/ \$60/ \$115/ \$450	\$2144.93 M \$1106.78	\$4714.56 M \$2434.50	\$3620.64 M \$1870.38	\$6621.40 M \$3419.02
								<b>Monthly Estimate* \$32922.53</b>			
<input type="checkbox"/>	<a href="#">SOCA Benefit Plan Blue Access PPO 1000/6000 - ADHS</a>	\$1000/ \$2000	\$6000/ \$12000	\$25/ \$75	Ded;\$750	Ded;\$500/ \$75	Level 1- \$15/ \$45/ \$95/ \$350/ \$250/ \$500 Ded Tier(s) 2-4 Level 2- \$25/ \$60/ \$115/ \$450/ \$250/ \$500 Ded Tier(s) 2-4	\$2118.87 M \$1093.34	\$4657.28 M \$2404.92	\$3576.65 M \$1847.65	\$6540.95 M \$3377.48
								<b>Monthly Estimate* \$32522.53</b>			
<input type="checkbox"/>	<a href="#">SOCA Benefit Plan Blue Access PPO 1000/20%/6500 - ADHV</a>	\$1000/ \$2000	\$6500/ \$13000	\$30/ \$60	Ded;20%	Ded;\$450/ \$75	Level 1- \$15/ \$45/ \$95/ \$350 Level 2- \$25/ \$60/ \$115/ \$450	\$2105.82 M \$1086.60	\$4628.59 M \$2390.11	\$3554.62 M \$1836.28	\$6500.67 M \$3356.68
								<b>Monthly Estimate* \$32322.22</b>			
<input type="checkbox"/>	<a href="#">SOCA Benefit Plan Blue Access PPO 2500/0%/7000 - AHXZ</a>	\$2500/ \$5000	\$7000/ \$14000	\$30/ \$60	Ded;0%	Ded;\$475/ \$75	Level 1- \$15/ \$45/ \$95/ \$350 Level 2- \$25/ \$60/ \$115/ \$450	\$2044.50 M \$1054.96	\$4493.81 M \$2320.51	\$3451.12 M \$1782.80	\$6311.37 M \$3258.93
								<b>Monthly Estimate* \$31381.04</b>			

\* Monthly Estimate calculation uses the premium equivalent rates and assumes all employees with medical coverage are enrolled on this plan.

	EMP	ESP	ECH	FAM
<b>Anthem Primary</b>	5	1	3	1
<b>Medicare Primary</b>	0	0	0	0

Represents renewal plan(s) displayed on "Your Renewal Snapshot Page"

Coverage Types - EMP=Employee Only, ESP=Employee/Spouse, ECH=Employee/Child(ren), FAM = Family

**M - Medicare Primary Rates:** The Medicare Primary Premium Equivalent Rates above are provided in advance of CMS approval. In order for Medicare Primary Payor rates to apply under the SOCA Benefit Plan for participating employers with fewer than 20 employees (on each working day in 20 or more calendar weeks in the current or preceding calendar year), participating employers must request and be approved for a Small Employer Exception to the Medicare Secondary Payor rules. A spouse and/or child are eligible for the lower Medicare primary rate only when the employee is eligible to have claims paid by Medicare as the primary coverage.

The Blue Access Options 3-Tiered plans cannot be offered to employees residing outside of Ohio. These plans are for members living in Ohio only.

## Authorization for ANY Plan Change

Group Email Address: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**COMPLETE, SIGN, and Email to MEWAMemberMaintenance@anthem.com.**

Anthem Blue Cross and Blue Shield is the trade name of Community Insurance Company. Independent licensees of the Blue Cross and Blue Shield Association. Anthem is a registered trademark of Anthem Insurance Companies, Inc.



# Interested in changes to your Medical Plan(s)? (continued)

If you would like to renew with the plan(s) we've selected for you no additional paperwork is needed to implement your renewal. Otherwise, check the select box for all the plan(s) you would like to offer upon renewal.

Select	Plan Name/ Contract Code	Ded Ind/Fam	OOP Max	Office Visit PCP/SPC	Inpatient Hospital	ER/ UC	Prescription Drugs	EMP	ESP	ECH	FAM
<input type="checkbox"/>	<a href="#">SOCA Benefit Plan Blue Access PPO 2500/0%/7500 LeanRx - AHYB</a>	\$2500/ \$5000	\$7500/ \$15000	\$30/ \$60	Ded;0%	Ded;\$475/ \$75	Level 1- \$15/ \$45/ 50%/ 50% Level 2- \$25/ \$60/ 50%/ 50%	\$1992.57 M \$1028.17	\$4379.67 M \$2261.57	\$3363.46 M \$1737.52	\$6151.06 M \$3176.16
<b>Monthly Estimate* \$30583.96</b>											
<input type="checkbox"/>	<a href="#">SOCA Benefit Plan Blue Access PPO 1500/20%/7500 - AHXL</a>	\$1500/ \$3000	\$7500/ \$15000	\$30/ \$60	Ded;20%	Ded;\$475/ \$75	Level 1- \$15/ \$45/ \$95/ \$350 Level 2- \$25/ \$60/ \$115/ \$450	\$1980.05 M \$1021.71	\$4352.15 M \$2247.36	\$3342.32 M \$1726.60	\$6112.41 M \$3156.20
<b>Monthly Estimate* \$30391.77</b>											
<input type="checkbox"/>	<a href="#">SOCA Benefit Plan Blue Access Options PPO 500/10%/6000 - AHY4</a>	(T1) \$500/ \$1000 (T2) \$2000/ \$4000	(T1) \$6000/ \$12000 (T2) \$6000/ \$12000	(T1) \$25/ \$50 (T2) \$40/ \$80	(T1) Ded;10% (T2) Ded;30%	(T1) Ded;\$450/ \$75 (T2) Ded;\$450/ \$75	Level 1- \$15/ \$45/ \$95/ \$350 Level 2- \$25/ \$60/ \$115/ \$450	\$1966.39 M \$1014.66	\$4322.13 M \$2231.85	\$3319.27 M \$1714.69	\$6070.25 M \$3134.43
<b>Monthly Estimate* \$30182.14</b>											
<input type="checkbox"/>	<a href="#">SOCA Benefit Plan Blue Access PPO 3500/0%/7500 - AHXQ</a>	\$3500/ \$7000	\$7500/ \$15000	\$30/ \$60	Ded;0%	Ded;\$500/ \$75	Level 1- \$15/ \$45/ \$95/ \$350 Level 2- \$25/ \$60/ \$115/ \$450	\$1885.18 M \$972.75	\$4143.63 M \$2139.68	\$3182.18 M \$1643.88	\$5819.55 M \$3004.98
<b>Monthly Estimate* \$28935.62</b>											
<input type="checkbox"/>	<a href="#">SOCA Benefit Plan Blue Access PPO 3000/7000 - ADHP</a>	\$3000/ \$6000	\$7000/ \$14000	\$25/ \$75	Ded;\$750	Ded;\$500/ \$75	Level 1- \$15/ \$45/ \$95/ \$350/ \$250/ \$500 Ded Tier(s) 2-4 Level 2- \$25/ \$60/ \$115/ \$450/ \$250/ \$500 Ded Tier(s) 2-4	\$1874.48 M \$967.23	\$4120.11 M \$2127.53	\$3164.12 M \$1634.55	\$5786.52 M \$2987.92
<b>Monthly Estimate* \$28771.39</b>											
<input type="checkbox"/>	<a href="#">SOCA Benefit Plan Blue Access Options PPO 1500/0%/7000 - AHY3</a>	(T1) \$1500/ \$3000 (T2) \$2500/ \$5000	(T1) \$7000/ \$14000 (T2) \$7000/ \$14000	(T1) \$25/ \$50 (T2) \$40/ \$80	(T1) Ded;0% (T2) Ded;20%	(T1) Ded;\$475/ \$75 (T2) Ded;\$475/ \$75	Level 1- \$15/ \$45/ \$95/ \$350 Level 2- \$25/ \$60/ \$115/ \$450	\$1871.33 M \$965.61	\$4113.18 M \$2123.96	\$3158.81 M \$1631.80	\$5776.80 M \$2982.90
<b>Monthly Estimate* \$28723.06</b>											

\* Monthly Estimate calculation uses the premium equivalent rates and assumes all employees with medical coverage are enrolled on this plan.

	EMP	ESP	ECH	FAM
<b>Anthem Primary</b>	5	1	3	1
<b>Medicare Primary</b>	0	0	0	0

Represents renewal plan(s) displayed on "Your Renewal Snapshot Page"

Coverage Types - EMP=Employee Only, ESP=Employee/Spouse, ECH=Employee/Child(ren), FAM = Family

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**COMPLETE, SIGN, and Email to MEWAMemberMaintenance@anthem.com.**

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# Interested in changes to your Medical Plan(s)? (continued)

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Select	Plan Name/ Contract Code	Ded Ind/Fam	OOP Max	Office Visit PCP/SPC	Inpatient Hospital	ER/ UC	Prescription Drugs	EMP	ESP	ECH	FAM
<input type="checkbox"/>	<a href="#">SOCA Benefit Plan Blue Access PPO 3000/20%/8000</a> - ADHQ	\$3000/ \$6000	\$8000/ \$16000	\$30/ \$60	Ded;20%	Ded;\$500/ \$75	Level 1- \$15/ \$45/ \$95/ \$350 Level 2- \$25/ \$60/ \$115/ \$450	\$1778.79 M \$917.86	\$3909.78 M \$2018.93	\$3002.60 M \$1551.10	\$5491.12 M \$2835.39
								<b>Monthly Estimate* \$27302.65</b>			
<input type="checkbox"/>	<a href="#">SOCA Benefit Plan Blue Access PPO 2500/0%/6500 w/HSA</a> - AHXK	\$2500/ \$5000	\$6500/ \$9450	Ded;0%/ Ded;0%	Ded;0%	Ded;0%/ Ded;0%	Level 1- \$15/ \$45/ \$95/ \$350 Ded Tier(s) All Level 2- \$25/ \$60/ \$115/ \$450 Ded Tier(s) All	\$1742.87 M \$899.32	\$3830.83 M \$1978.16	\$2941.96 M \$1519.78	\$5380.24 M \$2778.13
								<b>Monthly Estimate* \$26751.30</b>			
<input type="checkbox"/>	<a href="#">SOCA Benefit Plan Blue Connection HMO 2500/6000</a> - AHXP	\$2500/ \$5000	\$6000/ \$12000	\$0 < age 19; \$50/\$75	Ded;\$750	Ded;\$500/ \$75	\$0/ \$15/ \$60/ \$125/ \$400 Ded Tier(s) 3,4	\$1742.15 M \$898.95	\$3829.25 M \$1977.34	\$2940.75 M \$1519.15	\$5378.02 M \$2776.99
								<b>Monthly Estimate* \$26740.27</b>			
<input type="checkbox"/>	<a href="#">SOCA Benefit Plan Blue Access PPO 3250E/0%/6500 w/HSA</a> - ADHX	\$3250/ \$6500	\$6500/ \$13000	Ded;0%/ Ded;0%	Ded;0%	Ded;0%/ Ded;0%	Level 1- \$15/ \$45/ \$95/ \$350 Ded Tier(s) All Level 2- \$25/ \$60/ \$115/ \$450 Ded Tier(s) All	\$1683.10 M \$868.48	\$3699.45 M \$1910.32	\$2841.07 M \$1467.66	\$5195.73 M \$2682.86
								<b>Monthly Estimate* \$25833.89</b>			
<input type="checkbox"/>	<a href="#">SOCA Benefit Plan Blue Access PPO 2000C/5000 w/HSA</a> - AHY0	\$2000/ \$4000	\$5000/ \$9450	Ded;\$25/ Ded;\$50	Ded;\$400	Ded;\$400/ Ded;\$75	Level 1- \$15/ \$45/ \$95/ \$350 Ded Tier(s) All Level 2- \$25/ \$60/ \$115/ \$450 Ded Tier(s) All	\$1676.85 M \$865.25	\$3685.72 M \$1903.22	\$2830.52 M \$1462.21	\$5176.44 M \$2672.90
								<b>Monthly Estimate* \$25737.97</b>			
<input type="checkbox"/>	<a href="#">SOCA Benefit Plan Blue Access Options PPO 3000/0%/8000</a> - AHX6	(T1) \$3000/ \$6000 (T2) \$6000/ \$12000	(T1) \$8000/ \$16000 (T2) \$8000/ \$16000	(T1) \$25/ \$50 (T2) \$40/ \$80	(T1) Ded;0% (T2) Ded;20%	(T1) Ded;\$500/ \$75 (T2) Ded;\$500/ \$75	Level 1- \$15/ \$45/ \$95/ \$350 Level 2- \$25/ \$60/ \$115/ \$450	\$1638.74 M \$845.59	\$3601.95 M \$1859.97	\$2766.19 M \$1428.98	\$5058.79 M \$2612.15
								<b>Monthly Estimate* \$25153.01</b>			

\* Monthly Estimate calculation uses the premium equivalent rates and assumes all employees with medical coverage are enrolled on this plan.

	EMP	ESP	ECH	FAM
<b>Anthem Primary</b>	5	1	3	1
<b>Medicare Primary</b>	0	0	0	0

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### Authorization for ANY Plan Change

Group Email Address: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**COMPLETE, SIGN, and Email to MEWAMemberMaintenance@anthem.com.**

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# Interested in changes to your Medical Plan(s)? (continued)

If you would like to renew with the plan(s) we've selected for you no additional paperwork is needed to implement your renewal. Otherwise, check the select box for all the plan(s) you would like to offer upon renewal.

Select	Plan Name/ Contract Code	Ded Ind/Fam	OOP Max	Office Visit PCP/SPC	Inpatient Hospital	ER/ UC	Prescription Drugs	EMP	ESP	ECH	FAM
<input type="checkbox"/>	<a href="#">SOCA Benefit Plan Blue Access PPO 5000/0%/8000 - AHY1</a>	\$5000/ \$10000	\$8000/ \$16000	\$30/ \$60	Ded;0%	Ded;\$550/ \$75	Level 1- \$15/ \$45/ \$95/ \$350 Level 2- \$25/ \$60/ \$115/ \$450	\$1617.58 M \$834.67	\$3555.44 M \$1835.95	\$2730.48 M \$1410.53	\$4993.47 M \$2578.42
<b>Monthly Estimate* \$24828.25</b>											
<input type="checkbox"/>	<a href="#">SOCA Benefit Plan Blue Access PPO 5000/0%/9000 LeanRx - AHY8</a>	\$5000/ \$10000	\$9000/ \$18000	\$30/ \$60	Ded;0%	Ded;\$550/ \$75	Level 1- \$15/ \$45/ 50%/ 50% Level 2- \$25/ \$60/ 50%/ 50%	\$1569.69 M \$809.96	\$3450.18 M \$1781.60	\$2649.64 M \$1368.77	\$4845.63 M \$2502.09
<b>Monthly Estimate* \$24093.18</b>											
<input type="checkbox"/>	<a href="#">SOCA Benefit Plan Blue Access PPO 6000/0%/9000 - AHXX</a>	\$6000/ \$12000	\$9000/ \$18000	\$30/ \$60	Ded;0%	Ded;\$600/ \$75	Level 1- \$15/ \$45/ \$95/ \$350 Level 2- \$25/ \$60/ \$115/ \$450	\$1527.89 M \$788.39	\$3358.30 M \$1734.16	\$2579.08 M \$1332.32	\$4716.60 M \$2435.46
<b>Monthly Estimate* \$23451.59</b>											
<input type="checkbox"/>	<a href="#">SOCA Benefit Plan Blue Access PPO 4000E/0%/7500 w/HSA - AHY5</a>	\$4000/ \$8000	\$7500/ \$15000	Ded;0%/ Ded;0%	Ded;0%	Ded;0%/ Ded;0%	Level 1- \$15/ \$45/ \$95/ \$350 Ded Tier(s) All Level 2- \$25/ \$60/ \$115/ \$450 Ded Tier(s) All	\$1507.14 M \$777.68	\$3312.69 M \$1710.60	\$2544.05 M \$1314.23	\$4652.54 M \$2402.38
<b>Monthly Estimate* \$23133.08</b>											
<input type="checkbox"/>	<a href="#">SOCA Benefit Plan Blue Connection HMO 4000/7500 - AHY9</a>	\$4000/ \$8000	\$7500/ \$15000	\$0 < age 19; \$75/\$125	Ded;\$750	Ded;\$500/ \$125	\$0/ \$15/ \$60/ \$125/ \$400 Ded Tier(s) 3,4	\$1485.28 M \$766.40	\$3264.65 M \$1685.79	\$2507.15 M \$1295.16	\$4585.06 M \$2367.54
<b>Monthly Estimate* \$22797.56</b>											
<input type="checkbox"/>	<a href="#">SOCA Benefit Plan Blue Access PPO 3250E/20%/7000 w/HSA - AHY7</a>	\$3250/ \$6500	\$7000/ \$14000	Ded;20%/ Ded;20%	Ded;20%	Ded;20%/ Ded;20%	Level 1- \$15/ \$45/ \$95/ \$350 Ded Tier(s) All Level 2- \$25/ \$60/ \$115/ \$450 Ded Tier(s) All	\$1467.33 M \$757.14	\$3225.19 M \$1665.42	\$2476.85 M \$1279.51	\$4529.65 M \$2338.92
<b>Monthly Estimate* \$22522.04</b>											

\* Monthly Estimate calculation uses the premium equivalent rates and assumes all employees with medical coverage are enrolled on this plan.

	EMP	ESP	ECH	FAM
<b>Anthem Primary</b>	5	1	3	1
<b>Medicare Primary</b>	0	0	0	0

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# Interested in changes to your Medical Plan(s)? (continued)

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Select	Plan Name/ Contract Code	Ded Ind/Fam	OOP Max	Office Visit PCP/SPC	Inpatient Hospital	ER/ UC	Prescription Drugs	EMP	ESP	ECH	FAM
<input type="checkbox"/>	<a href="#">SOCA Benefit Plan Blue Access PPO 3500E/20%/7000 w/HSA PrevRx - AHX4</a>	\$3500/ \$7000	\$7000/ \$14000	Ded:20%/ Ded:20%	Ded:20%	Ded:20%/ Ded:20%	Level 1- \$15/ \$45/ \$95/ \$350 Ded Tier(s) All Level 2- \$25/ \$60/ \$115/ \$450 Ded Tier(s) All	\$1404.55 M \$724.75	\$3087.20 M \$1594.16	\$2370.88 M \$1224.77	\$4335.85 M \$2238.85
								<b>Monthly Estimate* \$21558.44</b>			
<input type="checkbox"/>	<a href="#">SOCA Benefit Plan Blue Access PPO 3500E/20%/7500 w/HSA - ADHY</a>	\$3500/ \$7000	\$7500/ \$15000	Ded:20%/ Ded:20%	Ded:20%	Ded:20%/ Ded:20%	Level 1- \$15/ \$45/ \$95/ \$350 Ded Tier(s) All Level 2- \$25/ \$60/ \$115/ \$450 Ded Tier(s) All	\$1385.61 M \$714.97	\$3045.57 M \$1572.67	\$2338.91 M \$1208.25	\$4277.38 M \$2208.66
								<b>Monthly Estimate* \$21267.73</b>			
<input type="checkbox"/>	<a href="#">SOCA Benefit Plan Blue Connection HMO 3250EC/6000 w/HSA PrevRx - ADHT</a>	\$3250/ \$6500	\$6000/ \$12000	Ded:\$25/ Ded:\$75	Ded:\$750	Ded:\$500/ Ded:\$75	\$0/ \$15/ \$60/ \$125/ \$400 Ded Tier(s) All	\$1358.75 M \$701.12	\$2986.53 M \$1542.18	\$2293.57 M \$1184.83	\$4194.46 M \$2165.85
								<b>Monthly Estimate* \$20855.45</b>			
<input type="checkbox"/>	<a href="#">SOCA Benefit Plan Blue Access PPO 5000E/0%/8000 w/HSA PrevRx - AHY2</a>	\$5000/ \$10000	\$8000/ \$16000	Ded:0%/ Ded:0%	Ded:0%	Ded:0%/ Ded:0%	Level 1- \$15/ \$45/ \$95/ \$350 Ded Tier(s) All Level 2- \$25/ \$60/ \$115/ \$450 Ded Tier(s) All	\$1353.83 M \$698.58	\$2975.72 M \$1536.60	\$2285.27 M \$1180.54	\$4179.27 M \$2158.01
								<b>Monthly Estimate* \$20779.95</b>			
<input type="checkbox"/>	<a href="#">SOCA Benefit Plan Blue Access PPO 5000E/0%/7500 w/HSA - AHXA</a>	\$5000/ \$10000	\$7500/ \$15000	Ded:0%/ Ded:0%	Ded:0%	Ded:0%/ Ded:0%	Level 1- \$15/ \$45/ \$95/ \$350 Ded Tier(s) All Level 2- \$25/ \$60/ \$115/ \$450 Ded Tier(s) All	\$1347.59 M \$695.36	\$2962.00 M \$1529.51	\$2274.73 M \$1175.10	\$4160.01 M \$2148.06
								<b>Monthly Estimate* \$20684.15</b>			
<input type="checkbox"/>	<a href="#">SOCA Benefit Plan Blue Access PPO 4500EC/6750 w/HSA - ADHR</a>	\$4500/ \$9000	\$6750/ \$13500	Ded:\$30/ Ded:\$60	Ded:\$450	Ded:\$450/ Ded:\$75	Level 1- \$15/ \$45/ \$95/ \$350 Ded Tier(s) All Level 2- \$25/ \$60/ \$115/ \$450 Ded Tier(s) All	\$1325.82 M \$684.12	\$2914.15 M \$1504.81	\$2237.98 M \$1156.12	\$4092.81 M \$2113.36
								<b>Monthly Estimate* \$20350.00</b>			

\* Monthly Estimate calculation uses the premium equivalent rates and assumes all employees with medical coverage are enrolled on this plan.

	EMP	ESP	ECH	FAM
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<b>Medicare Primary</b>	0	0	0	0

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# Interested in changes to your Medical Plan(s)? (Continued)

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Select	Plan Name/ Contract Code	Ded Ind/Fam	OOP Max	Office Visit PCP/SPC	Inpatient Hospital	ER/ UC	Prescription Drugs	EMP	ESP	ECH	FAM
<input type="checkbox"/>	<a href="#">SOCA Benefit Plan Blue Access PPO 6350E/0%/6350 w/HSA - AHY6</a>	\$6350/ \$12700	\$6350/ \$12700	Ded:0%/ Ded:0%	Ded:0%	Ded:0%/ Ded:0%	Level 1- Deductible, then 0% coinsurance Level 2- Deductible, then 0% coinsurance	\$1272.11 M \$656.41	\$2796.10 M \$1443.84	\$2147.32 M \$1109.28	\$3927.00 M \$2027.74
								<b>Monthly Estimate* \$19525.61</b>			
<input type="checkbox"/>	<a href="#">SOCA Benefit Plan Blue Access PPO 6750E/0%/6750 w/HSA PrevRx - AHXJ</a>	\$6750/ \$13500	\$6750/ \$13500	Ded:0%/ Ded:0%	Ded:0%	Ded:0%/ Ded:0%	Level 1- Deductible, then 0% coinsurance Level 2- Deductible, then 0% coinsurance	\$1247.59 M \$643.76	\$2742.20 M \$1416.01	\$2105.93 M \$1087.90	\$3851.31 M \$1988.66
								<b>Monthly Estimate* \$19149.25</b>			
<input type="checkbox"/>	<a href="#">SOCA Benefit Plan Blue Connection HMO 4250EC/7100 w/HSA PrevRx - AHYA</a>	\$4250/ \$8500	\$7100/ \$14200	Ded:\$50/ Ded:\$100	Ded:\$750	Ded:\$500/ Ded:\$100	\$0/ \$15/ \$60/ \$125/ \$400 Ded Tier(s) All	\$1203.91 M \$621.22	\$2646.19 M \$1366.44	\$2032.20 M \$1049.81	\$3716.47 M \$1919.03
								<b>Monthly Estimate* \$18478.81</b>			

\* Monthly Estimate calculation uses the premium equivalent rates and assumes all employees with medical coverage are enrolled on this plan.

	EMP	ESP	ECH	FAM
<b>Anthem Primary</b>	5	1	3	1
<b>Medicare Primary</b>	0	0	0	0

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# Interested in adding a Dental Plan?

**Employers**, for more information please work directly with your broker.

**Brokers**, our Anthem Connect team is here to assist. For more information or to request a specialty quote, please contact the Anthem Connect team at 866-956-8602 or [Connect@anthem.com](mailto:Connect@anthem.com).

To add or change dental coverage on an existing Anthem plan, completion of the Specialty [Benefit Modification Form](#) is required.

Add	Plan Name/Contract Code	Ded Ind/Fam	Annual Max	Diag/Prev In/Out Net	Basic In/Out Net	Major In/Out Net	Ortho	Additional Features	EMP	ESP	ECH	FAM
<input type="checkbox"/>	MEWA Essential Choice Enhanced OH-E25 OON Reimbursement: 90th percentile of FAIR Health - 5ELD	\$50/\$150	\$2000	100%/100%	90%/90%	60%/60%	Not Covered	Endo/Perio/Oral: Basic Waiting Period: None Implants : Covered	\$45.93	\$93.69	\$103.49	\$157.31
<input type="checkbox"/>	MEWA Essential Choice Classic OH-C13 OON Reimbursement: 90th percentile of FAIR Health - 5466	\$50/\$150	\$1500	100%/100%	80%/80%	50%/50%	50%/50% \$1000	Endo/Perio/Oral: Basic Waiting Period: None Implants : Covered	\$37.51	\$76.51	\$91.20	\$136.32
<input type="checkbox"/>	MEWA Essential Choice Classic OH-C9 OON Reimbursement: 90th percentile of FAIR Health - 5465	\$50/\$150	\$1500	100%/100%	80%/80%	50%/50%	Not Covered	Endo/Perio/Oral: Basic Waiting Period: None Implants : Covered	\$37.51	\$76.51	\$84.52	\$128.47
<input type="checkbox"/>	MEWA Essential Choice Classic OH-C5 OON Reimbursement: 90th percentile of FAIR Health - 546E	\$50/\$150	\$1000	100%/100%	80%/80%	50%/50%	50%/50% \$1000	Endo/Perio/Oral: Basic Waiting Period: None Implants : Covered	\$32.61	\$66.53	\$80.17	\$119.57
<input type="checkbox"/>	MEWA Essential Choice Classic OH-C1 OON Reimbursement: 90th percentile of FAIR Health - 5469	\$50/\$150	\$1000	100%/100%	80%/80%	50%/50%	Not Covered	Endo/Perio/Oral: Basic Waiting Period: None Implants : Covered	\$32.61	\$66.53	\$73.49	\$111.71
<input type="checkbox"/>	MEWA Essential Choice Classic OH-C3 OON Reimbursement: 90th percentile of FAIR Health - 546P	\$50/\$150	\$1000	100%/100%	80%/80%	50%/50%	Not Covered	Endo/Perio/Oral: Major Waiting Period: None Implants : Covered	\$30.97	\$63.17	\$69.78	\$106.07

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**Authorization for ANY Plan Change**

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Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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# Interested in adding a Vision Plan?

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To add or change vision coverage on an existing Anthem plan, completion of the Specialty [Benefit Modification Form](#) is required.

Add	Plan Name/Contract Code	Plan Type	Exam Frequency	Lens Frequency	Frame Frequency	Exam Copay	Lens Copay	Frame Benefit	Contact Benefit	EMP	ESP	ECH	FAM
<input type="checkbox"/>	MEWA FS.A.10.0.130.130 52AL	Full Service	Once every calendar year	Once every calendar year	Once every calendar year	\$10	\$0	\$130	\$130	\$6.77	\$13.55	\$13.64	\$22.68
<input type="checkbox"/>	MEWA FS.A.10.25.150.150 52AQ	Full Service	Once every calendar year	Once every calendar year	Once every calendar year	\$10	\$25	\$150	\$150	\$6.37	\$12.75	\$12.87	\$21.38
<input type="checkbox"/>	MEWA FS.B.10.20.130.130 52AU	Full Service	Once every calendar year	Once every calendar year	Once every other calendar year	\$10	\$20	\$130	\$130	\$5.73	\$11.47	\$11.61	\$19.27
<input type="checkbox"/>	MEWA FS.C.20.20.130.130 52AY	Full Service	Once every calendar year	Once every other calendar year	Once every other calendar year	\$20	\$20	\$130	\$130	\$3.93	\$7.87	\$8.09	\$13.38
<input type="checkbox"/>	Blue View Vision Exam MEWA Rider 540E	Exam Only	Not Covered	Not Covered	Not Covered	Not Covered	Not Covered	Not Covered	Not Covered	\$1.06	\$2.12	\$2.10	\$3.50

Plans shown are for Employer Paid options, which are subject to minimum participation requirements. Please refer to your state specific guidelines. Voluntary plans are available for eligible groups.

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Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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**CivicPlus**

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

**Quote #:**  
**Date:**  
**Expires On:**

Statement of Work  
Q-66955-1  
3/27/2024 12:33 PM  
5/26/2024

**Client:**  
City of Etna, OH

**Bill To:**  
Etna Township OH - CivicEngage

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Anthony Lungabardi	(785) 560-2066	tony.lungabardi@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION	TOTAL
1.00	CivicSend Implementation - CivicEngage Central	CivicSend Implementation	USD 750.00
1.00	Pay Implementation - Forte	Includes setting CivicPlus Pay configuration, configuring CivicPlus products for accepting payments, advanced troubleshooting with our partner's support.	USD 3,000.00
1.00	Premium Department Header Implementation - CivicEngage	Premium Department Header Implementation	USD 4,515.00
1.00	DHP Specific Search - CivicEngage	DHP Specific Search	USD 500.00
1.00	DNS and Domain Hosting Setup (http://URL)	DNS and Domain Hosting Setup (http://URL)	USD 158.00
1.00	Premium Implementation - CivicEngage	Premium Implementation	USD 12,635.00
150.00	Content Development - 1 Page - CivicEngage	Content Development - 1 Page - CivicEngage	USD 6,000.00
4.00	New Customer System Training (3h, virtual) - Web Central	CivicEngage System Training - Virtual, Up to 3 Hours, up to 12 Attendees	USD 3,000.00
1.00	Agendas & Minutes Migration - PDF - 100 Meetings - CivicEngage	Content Migration : Agendas & Minutes - Per 100 Meetings (Approx. 1 year)	USD 850.00



Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION	TOTAL
1.00	CivicSend Annual - CivicEngage Central	CivicSend Annual	USD 2,374.00
1.00	Pay Annual Fee - Forte	Pay Annual maintenance and support fee	USD 1,785.00
1.00	60 Month Redesign Premium Annual - CivicEngage Central	60 Month Redesign Premium Annual - CivicEngage Central	USD 2,456.00
1.00	Guardian Security (Cloudflare WAF/CDN)	Cloudflare Tier 1 WAF/CDN security protection	USD 600.00
1.00	Premium Department Header Annual Fee - CivicEngage	Premium Department Header Annual Fee: Department Name	USD 938.00
1.00	Annual - CivicEngage Central	Annual - CivicEngage Central	USD 3,853.00
1.00	Hosting & Security Annual Fee - CivicEngage Central	Hosting & Security Annual Fee - CivicEngage Central	USD 1,188.00
1.00	SSL Management – CP Provided Only	SSL Management – CP Provided Only 1 per domain (Annually Renews)	USD 89.00
1.00	DNS and Domain Hosting Annual Fee (http://URL)	DNS and Domain Hosting Annual Fee (http://URL)	USD 189.00

QTY	PRODUCT NAME	DESCRIPTION	TOTAL
1.00	Pay - Forte	Pay - Forte	USD 0.00
1.00	Premium Department Header Package - CivicEngage	Page specific Site ID, Navigation, Banner, Graphic Links, Colors; follows main site layout.	USD 0.00

Total Investment - Initial Term	USD 44,880.00
Annual Recurring Services (Subject to Uplift)	USD 13,472.00

Initial Term	12 Months
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

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.

**Acceptance**

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

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

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

\_\_\_\_\_  
Name:

\_\_\_\_\_  
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)

**CIVICENGAGE**<sup>®</sup>  
municipal websites  
**CENTRAL**

# Standard Implementation

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Proposal valid for 60 days from date of receipt



# Company Overview

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## CivicPlus History

CivicPlus began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their residents through their web environment. Over the years, CivicPlus has continued to implement new technologies and merge with industry forerunners to maintain the highest standards of excellence and efficiency for our customers.



Our portfolio includes solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, 311 and CRM, process automation and digital services, codification, licensing and permits, web governance and ADA remediation, social media archiving, and FOIA management.

### EXPERIENCE

- 25+** Years
- 10,000+** Customers
- 850+** Employees

### RECOGNITION

- Inc. 5000** 11-time Honoree
- GovTech** 2024 Top 100 Company
- Stevie® Awards** Recognized with multiple, global awards for sales and customer service excellence

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 10,000 customers and their 100,000+ administrative users. In addition, over 340 million residents engage with our solutions daily.

### Primary Office

302 S. 4th Street, Suite 500  
Manhattan, KS 66502  
Toll Free: 888.228.2233 | Fax: 785.587.8951  
[civicplus.com](http://civicplus.com)



civicplus.com

# Powering & Empowering Government

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

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. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

What sets us apart is our Civic Experience Platform. CivicPlus is the only government technology company exclusively committed to powering and empowering governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among residents.



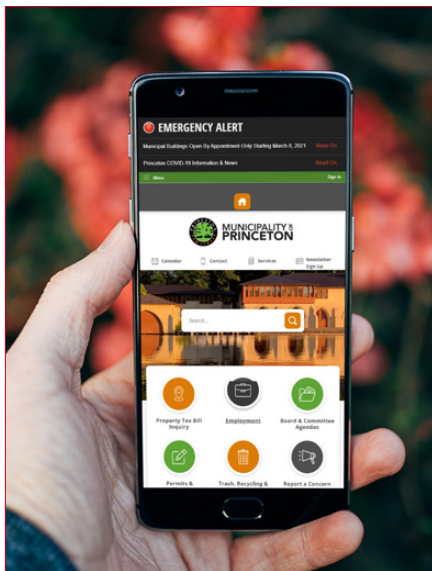
# CMS Features & Functionality



CivicPlus' Municipal Websites Central (Web Central) content management system (CMS) is robust and flexible with all the features and functionality you need today and in the future. Developed for municipalities that need to update their website frequently, CivicPlus provides a powerful government content management structure and website menu management system. The easy-to-use system allows non-technical employees to efficiently update any portion of your website.

Each website begins with a unique design developed to meet your specific communication and marketing goals, while showcasing the individuality of your community. Features and capabilities are added and customized as necessary, and all content is organized in accordance with web usability standards.

## Modules & Widgets



### RESIDENT ENGAGEMENT

Web Central offers many effective and easy-to-use resident engagement features. These tools easily integrate with the other key features.

**Notices and Alerts** – Post emergency or important information on your website and notify residents through email and SMS, via Alert Center.

**Blog** – Post opinions/information about various community topics and allow resident comments and subscriptions.

**Calendar** – Create multiple calendars and events to inform residents of upcoming activities that are viewable by list, week, or month.

**Submit Requests and Report Issues** – Allow residents to report a problem and provide follow-up communication with the point of contact (includes five user licenses & 10 request types) via Citizen Request Tracker (CRT).

**Form Center** – Create custom, online forms via simple drag-and-drop functionality. Track form submissions within the CMS and route email notifications to the appropriate individual(s).

**Get Community Input** – Post initiatives and project ideas to receive feedback and interact with your residents via Community Voice.

**News** – Post news items and keep your residents up to date on important information via News Flash.

**Opinion Poll** – Poll your residents on important topics by showing the Opinion Poll widget on relevant pages, to grab resident attention and quickly capture their responses to your polls. Polling helps with gathering and evaluating resident feedback, increasing resident engagement, and understanding your community.



**Notifications** – Allow your residents to subscribe to receive text and email notifications on topics that are important to them via Notify Me® (includes up to 500 SMS users).

**Pop-up Modal** – Use a pop-up modal to call attention to important information and notices, sitewide or on specific pages.

## ASSET MANAGEMENT

Web Central comes fully equipped with a robust set of document and image management tools that work with other key features of our CMS, making it easy to build dynamic content that is easy for residents to navigate and access.

**Agenda Center** – Create and display meetings and agendas on the website utilizing our built-in Agenda Center module. For advanced functionality, including live meeting management, our integrated Agenda and Meeting Management product is available as an add-on.

**Archive Center** – Manage and retain serial and older documents.

**Document Center** – Organize and manage documents in one central repository.

**Image Repository** – Store all your images in one central location, to utilize individually or create slideshows on your site. Use the built-in editor to crop and resize photos, as needed. Images are optimized for performance, mobile responsiveness, and contain alt text for accessibility compliance.

## INFORMATION & NAVIGATION

Organize your content and pages to make it easy to locate the information you and your residents need most with modules that help you update information quickly.

**Easy for Residents to Navigate** – An intuitive design, mega menu options, prominent buttons, and dynamic breadcrumbs throughout your site, all allow residents to easily find what they're looking for.

**Frequently Asked Questions (FAQs)** – Provide answers to the most frequently asked questions to reduce phone and foot traffic for staff.

**Graphic Links** – Create visually appealing buttons to direct users to important information.

**Info Advanced** – Use Info Advanced to create engaging displays of information for reuse throughout the website.

**Quick Links** – Provide links to highly requested services and information. These are commonly displayed in website footers and right-hand navigation.

**Resource Directory** – Use the Resource Directory to showcase information on local businesses and/or community resources.

**Staff Directory** – Provide contact information for departments and individual staff members. Use the information throughout the site and keep updated in one location. The Staff Directory widget allows you to quickly place specific persons or departments on relevant pages.





## DEPARTMENT-SPECIFIC

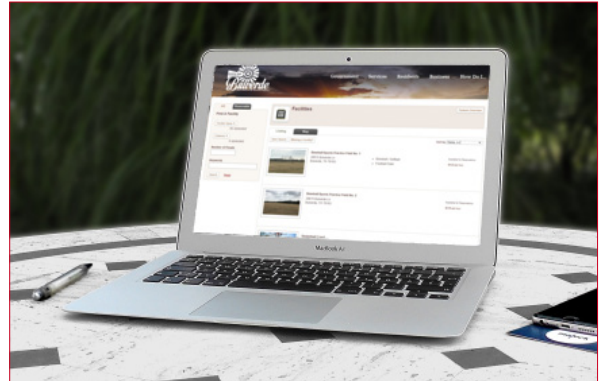
There are several function-specific features and modules for government departments. These tools are integrated into the Web Central CMS and offer the ability to complete multiple steps in one action.

**Activities** – Create and post activities, events, and classes so residents can register for them and even pay online. Your administrators can view and create rosters. The Activities module integrates with the Facilities module so residents can view the location of the activity.

**Facilities & Reservations** – Display facilities on your site for residents to browse. Allow them to filter by amenities, view facility details, and even make reservations online.

**Job Postings** – Post available jobs online and accept online applications.

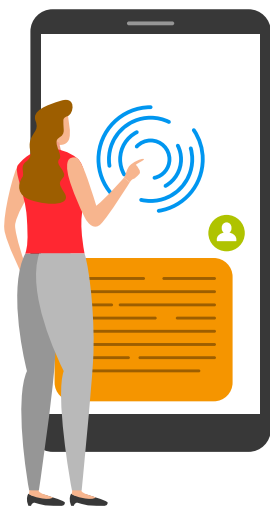
**Bids** – Post open bid opportunities for contractors to view available work, download supporting documentation, receive notifications on posted opportunities and submit bid applications online.



## COMMONLY USED WIDGETS

An extensive widget library is available for ease of placing dynamic and visually appealing information on specific pages. Each widget is easy to use with drag-and-drop functionality and is configurable with individual styling options.

**Community Voice Widget** – Encourage civic participation and engagement by adding specific discussion areas to relevant pages.



**Custom HTML Widget** – Embed videos or other HTML features in your page.

**Editor Widget** – Edit text with word processing tools, plus web tools like code view and the Accessibility Checker.

**Form Center Widget** – Embed simple forms on a page.

**Image Widget** – Add images to a page.

**Notify Me Widget** – Place specific Notify Me subscriptions lists on pages to allow users to sign up for the exact lists you recommend.

**Related Documents Widget** – Create a dynamic list of documents referenced in the Document Center.

**Slideshow Widget** – Add a slideshow of images.

**Tabbed Widget** – Organize larger pages of information in horizontal, vertical, or stacked vertical or accordion style tabs.

# Administrative Features

The administration of your Web Central website is browser based, with no installation of software needed. You'll be able to update your website from an internet connection on any platform (Mac or PC). Administrators can control the access to pages and manipulation of content as well as use automated features to streamline processes.



**Administrative Dashboard** – A home base for messages and quick access to your recent activities and time-sensitive action items such as pending approvals and expiring items.

**Content Scheduling & Versioning** – Set your content to auto-publish and auto-expire, with an archive of all published content and previous versions.

**Dynamic Page Components** – Modules such as Calendar, FAQs, and News Flash, may be included as dynamic page components on any page.

**History Log** – Track changes made to your website.

**Intranet** – Use permissions to set a secure location on your website that allows employees to login and access non-public resources and information.

**Levels of Permissions** – Assign staff members to groups with different levels of permissions of access and authority throughout the CMS.

**Pending Approval Items** – Administrators have access to a queue of pending items to be published or reviewed.

**Website Statistics** – Provided website analytics for analysis.

## USER-FRIENDLY FEATURES

Not only is Web Central easy for your staff to use, various administrative features help make a more attractive, engaging, and intuitive website for your community.

**Automatic Alt Tags** – Built-in features assist with ongoing ADA compliance of your website.

**Credit Card Processing** – With the add-on feature CivicPlus Pay (Pay), you can integrate with an approved payment gateway to accept payments on your website (separate agreement must be made directly between you and the chosen approved gateway provider). Additional fees apply.

**Preset Styling Standards and Ongoing Styling Flexibility** – Site changes automatically inherit design standards and styles that you've set up for your homepage, interior layouts, and simple layouts. This keeps your website looking clean and always matching. We also offer large amounts of flexibility with placement and styles on an ongoing basis. As you edit your website, you can easily adjust the location and style of widgets, content, carousels, lists, calendars, etc. to meet the look and feel you need for that area.

**Link Redirects** – Instead of sending your users to <http://civicplus.com/248/Awards-and-Recognition>, you can send them to <http://civicplus.com/awards>.



**Live Edit** – See where your information will be posted on a page before you make any changes with our WYSIWYG editor and drag-and-drop tools.

**Maps** – Easily embed maps from Google, ESRI, and more using the HTML widget.

**Mega Menu** – A main navigation menu makes it easy to get to any page on your website quickly.

**Predictive Site Search** – Our powerful site search functionality automatically indexes all content making it easy for visitors to find information across pages, documents, and images.

**Site Search Log** – All search words are kept in a log.

**Real Simple Syndication (RSS) Feeds** – Administrators and website visitors can use RSS feeds to display content or be notified of content updates.

**Responsive Design** – With responsive design, your website adjusts to the screen size regardless of what device is being used, providing a seamless user experience.

**Social Media** – Set various modules to automatically post to your Facebook and/or Twitter feeds and incorporate compatible social media feeds and widgets into your website.

**Supported Browsers** – View your website in the latest versions of major browsers including Microsoft Edge, Firefox, Safari, and Chrome.

**Third-Party Access** – Utilize iframes, embeds, and/or links to most of your third-party services. Or use our growing list of APIs to build applications right from your website.

**Translation** – Integration with Google Translate translates web pages into over 100 languages.

## ACCESSIBILITY COMPLIANCE

With over 20% of adults in the United States having a disability, you need a website that conforms to all residents. We provide highly compliant sites based on WCAG 2.0 A and AA guidelines, which encompass and surpass ADA accessibility requirements. This maximizes accessibility for all users while providing freedom to create a visually rich and appealing website. Our approach for each website includes the following steps to provide you a compliant and accessible website:

- We will deliver you a website that meets ADA (Section 508) and WCAG 2.0 A and AA levels.
- Your staff can use the Accessibility Checker within the CMS to scan content created in the editor for any accessibility issues so you can correct them before publishing.
- Our trainers will teach your staff best practices to keep your content and design elements accessible and up-to-date with the latest ADA/WCAG standards.
- Any new regulations that require code changes are done automatically, at least quarterly, with no additional effort required from you.
- In addition to updating the code, our product team also updates our best practices and provides regular updates to customers via our CivicPlus website, blog articles, webinars, and other publications.



## AudioEye Partnership

CivicPlus also partners with AudioEye to provide a suite of accessibility tools and services at a discounted rate to our customers. Additional details and a quote can be provided upon request.

## MONSIDO

**Additional Website Optimization & Compliance Tools** – Monsido is an easy-to-use web governance platform available to purchase and add to your project. Monsido's tools help you identify, prioritize and address content quality assurance and accessibility issues on your website so that you can achieve and maintain compliance according to WCAG 2.1 standards. Further, we can help you meet the latest data privacy and government policy standards. Additional details and a quote can be provided upon request.

# The Civic Experience Platform

Developed specifically to enable municipalities to deliver consistently positive interactions across every department and every service, the Civic Experience Platform includes technology innovations that deliver frictionless, one-stop, and personalized resident interactions. Governments that leverage our Civic Experience Platform also benefit from:

- Single Sign-On (SSO) to all of your CivicPlus products supporting two-factor authentication and PCI Level password compatibility
- A single dashboard and toolbar for administrative access to your CivicPlus software stack
- Access to a continually growing and fully documented set of APIs to better connect your administration's processes and applications
- A centralized data store with robust data automation and integration capabilities

## CIVICPLUS PORTAL

The CivicPlus Portal is the ideal addition to your website to create personalized, one-stop access for your residents to obtain information, resources, and interact with your municipality. By allowing residents to build a customizable dashboard with quick links to the pages and services on your website that they use most frequently, they'll be more likely to conduct regular revenue-generating business with your municipality, and your staff will benefit from reduced phone calls, walk-ins, and emails.

## INTEGRATION HUB

Integration Hub is a tool that can help you unify your disparate cloud-based solutions and your CivicPlus solutions, assemble powerful workflows, and setup complex automations—without the need for a developer. With Integration Hub's easy-to-use drag-and-drop interface, non-technical users can build integrations for syncing content and data between CivicPlus solutions or with third parties (for an additional fee) saving your staff's valuable time. The possibilities are endless with Integration Hub, but here are a few examples of integrations you can create with Web Central today:

- An integration that will take a News Flash update in a specific category and immediately post it to the Alert Center
- An integration that will push a new Calendar Event to post directly in the News Flash module



# Implementation

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## Standard Project Timeline

Design creation, content development, configuration for usability and accessibility, dedicated training—CivicPlus delivers all of this and more during the development of your new website.

A typical standard project ranges from 16 – 28 weeks. Your exact project timeline will be created based on detailed project scope, project enhancements purchased, availability for meeting coordination, action item return and completion, approval dates, and other factors. Your project timeline, tasks, due dates, and communication will be managed and available in real-time via our project management software, Cloud Coach.

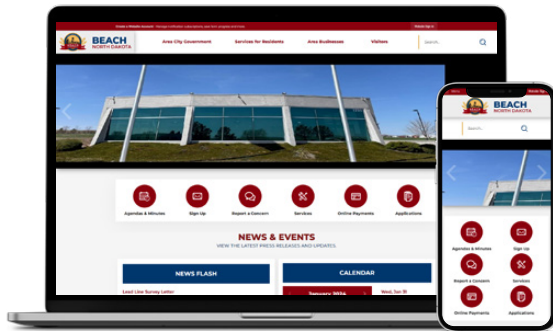
<b>PHASE 1: INITIATE</b>	2-4 Weeks	<ul style="list-style-type: none"><li>• Project Kickoff Meeting</li><li>• Planning &amp; Scheduling</li></ul>
<b>PHASE 2: ANALYZE</b>	4-6 Weeks	<ul style="list-style-type: none"><li>• Customer Deliverable Submission</li><li>• Consulting Engagement (if purchased)</li></ul>
<b>PHASE 3: DESIGN &amp; CONFIGURE</b>	6-10 Weeks	<ul style="list-style-type: none"><li>• Design Concept Development</li><li>• Content Development</li><li>• Agendas &amp; Minutes Migration</li><li>• Website Completion</li></ul>
<b>PHASE 4: OPTIMIZE</b>	1-2 Weeks	<ul style="list-style-type: none"><li>• Website Finalization</li></ul>
<b>PHASE 5: EDUCATE</b>	1-2 Weeks	<ul style="list-style-type: none"><li>• Training Engagement</li></ul>
<b>PHASE 6: LAUNCH</b>	2-4 Weeks	<ul style="list-style-type: none"><li>• Launch Confirmation Meeting</li><li>• Website Launch</li></ul>

# Standard Package Designs

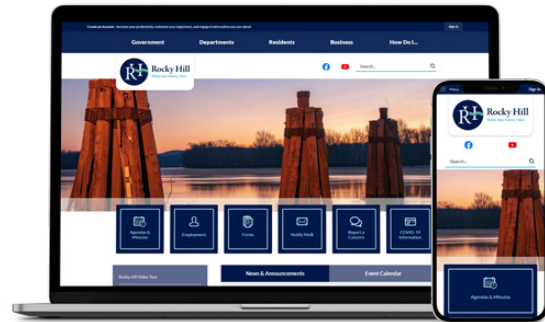
You will choose one of our fixed layout options as the base of your website. You will then be given the opportunity to submit personalized information, like imagery, branding, graphic button preferences, and more to be taken into design consideration. This finalized design will not only represent your unique community, but—combined with the functionality of the Web Central CMS—will help you provide an attractive and convenient online resource for your community.

## DESIGN EXAMPLES

The included design portfolio will provide you with an idea of the different directions we can take your creative design with the standard implementation package.



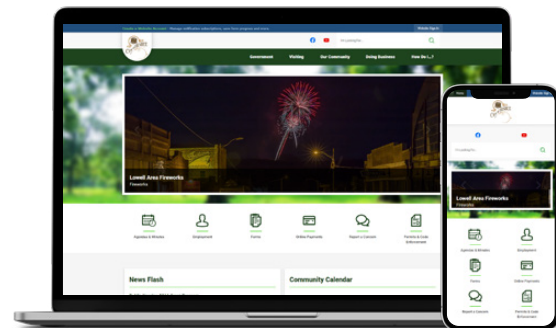
**Beach, ND**  
[beachnd.com](http://beachnd.com)



**Rocky Hill, CT**  
[rockyhillct.gov](http://rockyhillct.gov)



**Clark County, KY**  
[clarkcoky.com](http://clarkcoky.com)



**Bisbee, AZ**  
[bisbeeaz.gov](http://bisbeeaz.gov)



**Malvern, AR**  
[malvernar.gov](http://malvernar.gov)

# Approaching Your Project Implementation

Communication between you and your Web Central team will be continuous throughout your project. Sharing input and feedback through email, virtual meetings, phone calls, and our project management software will keep all stakeholders involved and informed. Cloud Coach offers task management transparency with a multi-level work breakdown structure and Gantt Chart-based project plan.



- Centralized project communication and task management tools are located in a cloud-based project workspace
- Tasks, deliverables, and milestones are aligned to your specific scope of work

The tools available through Cloud Coach combined with regular communication with your project manager provide you ample opportunities to quickly and efficiently review your project, check deliverables, and communicate feedback.

## Phased Approach

### PHASE 1: INITIATE

**Project Kickoff** – During this initial meeting, your project manager will perform introductions, detail deliverables needed, provide a high-level overview of the development process, and introduce tools and resources used to manage your project.

**Planning & Scheduling** – Your project manager will create a comprehensive project timeline based on the project scope and your specific needs.

### PHASE 2: ANALYZE

**Customer Deliverables** – You will be responsible for submitting deliverables as outlined.

**Consulting Engagement (if purchased)** – During your consulting sessions, your consultant will meet with you to evaluate needs and make recommendations for implementation solutions. This consulting will help your organization facilitate the tough conversations that happen when you put a microscope to your current processes, solutions, and website presence. Further, we will also guide you to set realistic timelines and tasks for implementation as well as assist you in setting goals and sustainment plans for your launch and beyond.

### PHASE 3: DESIGN & CONFIGURE

**Design Concept Development** – You'll have the chance to review the responsive design prototype and provide feedback and/or approval.



**Content Development** – Our Content Development team will migrate the agreed upon number of pages of content (including their text, documents, and images) from your current website to your new, Web Central website. Content will be enhanced for usability and accessibility, and we will organize your website pages to make them easy to navigate.

**Agendas & Minutes Migration** – The Content Development team will download, upload, and organize an agreed upon number of meetings to the Agenda Center module.

**Website Completion** – You will receive a completed production website featuring your approved design combined with the finished content.

## PHASE 4: OPTIMIZE

**Website Finalization** – Both the Web Central project team and you will prepare your website for launch. During this time, you will be able to make final adjustments to the content on your production website, as well as ensure overall satisfaction with your website.

## PHASE 5: EDUCATE

**Training Engagement** – Our goal with your training plan is to give your staff the skills and tools they need to quickly and easily keep your website current. Your trainer will deliver virtual and/or on-site training sessions for both administrators and users. These sessions will be customized to equip your staff with the knowledge and comfort level needed to prepare your website for launch and maintain it in the future. The training session will utilize your production website, so users are familiar with your specific configuration and you get real, hands-on learning opportunities.

## PHASE 6: LAUNCH

**Website Launch Confirmation Meeting** – Your Web Central project team confirms all the details that are necessary to take your website live and explain what you can expect on launch day.

**Website Launch** – After final confirmation, your website will be made live and available to the public.





# Your Role During Implementation

To help create the strongest possible website, we will need you to:

- Gather photos and logos that will be used in the overall branding and design of your new website
- Provide website statistics to be utilized in reorganizing your website content, navigation, and design (if available)
- Complete the Design Form to communicate design preferences
- Choose your desired layout
- Complete the Content Form
- Provide technical information in the DNS form for the set-up of your website domain name(s)
- Perform reviews and provide official approvals throughout the project
- Update the content on your current website and delete any pages you no longer need
- Track website updates to be completed during your training session
- Ensure you have the most up-to-date web browsers installed on your organization's computers
- Compile a list of your website users and desired permission levels
- Reserve training location and necessary resources (computers, conference phone, etc.)



## Recurring Redesign (if purchased)

At CivicPlus, we understand trends change daily and we continually analyze different ways to design our websites—making it easier and more user friendly for your residents to navigate. One of our best practices to help keep up with these new trends is by adding a redesign to your project. A recurring redesign can occur every three, four, or five years - depending on the timeframe purchased. Unlike other vendors, our redesigns aren't just changes in the colors or some of the buttons as your staff can do that independently. With a CivicPlus recurring redesign, you can receive a completely brand-new website design and layout after a set number of years (as purchased) of continuous service during our partnership. During the redesign, you'll also receive a quality control review to ensure content is as expected with the new design application (although no changes will be made to the content itself). With this new design, you'll stay up to date with current trends and best practices, providing a welcoming yet familiar virtual hub to engage your community.

# Continuing Services

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## Technical Support & Services

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 7 a.m. – 7 p.m. CST to assist with any questions or concerns regarding technical functionality and usage of your Web Central website.

CivicPlus Technical Support will provide a toll-free number, online chat support, as well as an online email support system for users to submit technical issues or questions. If the customer support specialist is unable to assist with the question or issue, the three-tier escalation process will begin to report issues to our product engineering team for resolution.

Emergency technical support is available 24/7 for designated, named points-of-contact, with members of CivicPlus' support teams available for urgent requests.

### Support at a Glance

- Technical support engineers available 7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays)
- Accessible via phone, email, and chat
- 4-hour response during normal hours
- 24/7 emergency technical support for named points of contact
- Dedicated customer success manager
- Online self-service help with the CivicPlus Help Center ([civicplus.help](https://civicplus.help))

## AWARD-WINNING



CivicPlus has been honored with two Gold Stevie® Awards, three Silver Stevie® Awards, and seven Bronze Stevie® Awards in the categories of Front-Line Customer Service Team of the Year – Technology Industries, Customer Service Training or Coaching Program of the Year – Technology Industries, Customer Service Department of the Year – Computer Software – Up to 1,000 Employees, Most Valuable Response by a Customer Service Team (COVID-19), Best Customer Satisfaction Strategy, and Remote Customer Service Innovation of the Year. 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. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.





## ENGAGEXCHANGE

The ENGAGEXCHANGE is an online community and the central hub of ideas, guidance, tips, advice, and more for our Web Central customers. It reflects our commitment to:

**Connection** – Customers can connect with their peers to ask questions, discover solutions, share ideas, and join focus groups and beta opportunities.

**Direction** – Customers will have the opportunity to provide targeted input on the future direction of the Web Central roadmap and will be able to submit ideas for improvements and enhancements.

## 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 most effectively engage your residents.

## MAINTENANCE

CivicPlus is proactive in identifying any potential system issues. Through regularly scheduled reviews of site logs, error messages, servers, router activity, and the internet in general, our personnel often identify and correct issues before they ever affect our customers' web solutions. Our standard maintenance includes:

- Full backups performed daily
- Regularly scheduled upgrades including fixes and other enhancements
- Testing
- Development
- Operating system patches

# Hosting & Security

CivicPlus protects your investment and takes hosting and security of our customers' websites seriously. Redundant power sources and internet access ensure consistent and stable connections. You'll find that our extensive, industry-leading process and procedures for protecting and hosting your website are unparalleled. We offer secure data center facilities, constant and vigilant monitoring, and updating of your system, including 99.9% guaranteed up-time (excluding maintenance).

If you experience a DDoS attack or threat, CivicPlus has mitigation and DDoS Advanced Security options available to you at the time of an event. Whatever your needs are we have an option that will be a fit for your community.

Data Center	<ul style="list-style-type: none"> <li>• Highly reliable data center &amp; secure facility</li> <li>• Managed network infrastructure</li> <li>• On-site power backup &amp; generators</li> <li>• Multiple telecom/network providers</li> <li>• Fully redundant network</li> <li>• System monitoring – 24/7/365</li> </ul>
Bandwidth	<ul style="list-style-type: none"> <li>• Multiple network providers in place</li> <li>• Burst bandwidth – 22 Gb/s</li> <li>• Unlimited bandwidth usage for normal business operations (does not apply in the event of a cyber attack)</li> </ul>
Hosting	<ul style="list-style-type: none"> <li>• Web Central software updates</li> <li>• Server management &amp; monitoring</li> <li>• Multi-tiered software architecture</li> <li>• Server software updates &amp; security patches</li> <li>• Database server updates &amp; security patches</li> <li>• Antivirus management &amp; updates</li> <li>• Server-class hardware from nationally recognized provider</li> <li>• Redundant firewall solutions</li> <li>• High performance SAN with N+2 reliability</li> </ul>
Disaster Recovery	<ul style="list-style-type: none"> <li>• Emergency after-hours support, live agent (24/7)</li> <li>• On-line status monitor by Data Center</li> <li>• 8-hour guaranteed recovery TIME objective (RTO)</li> <li>• 24-hour guaranteed recovery POINT objective (RPO)</li> <li>• Pre-emptive monitoring for disaster situations</li> <li>• Multiple, geographically diverse data centers</li> </ul>
DDoS Mitigation	<ul style="list-style-type: none"> <li>• Defined DDoS Attack Process</li> <li>• Identify attack source and type</li> <li>• Monitor attack for threshold* engagement</li> </ul>
DDoS Advanced Security Coverage	<ul style="list-style-type: none"> <li>• Not Included - additional coverage available at time of event (fees will apply)</li> <li>• Additional fees will apply</li> </ul>

\*Thresholds: Traffic exceeds 25 Mb/s sustained for 2+ hours. Traffic over 1 Gb/s at any point during attack



# Optional Enhancements

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## AUDIOEYE MANAGED

AudioEye offers a range of products and services from self-service to turnkey managed solutions. At the core of AudioEye, is the Digital Accessibility Platform (DAP), this powerful tool empowers auditors, designers, and developers to understand issues of accessibility and improve website infrastructure through the use of an innovative and easy-to-use interface. The AudioEye Toolbar offers web personalization tools. Conforming to Web Content Accessibility Guidelines (WCAG) 2.1 has never been easier.

## CIVICPLUS CHATBOT POWERED BY FRASE

CivicPlus Chatbot is designed to convincingly simulate the way a human would behave during a customer service interaction. Our advanced technology combines the power of site search and artificial intelligence (AI) to deliver exceptional customer experiences to citizens using your website. Our Chatbot crawls your website and other linked databases to create a continually, automatically updated, AI-powered knowledgebase that you don't have to maintain separately.

## CIVICSEND

CivicSend is a visually rich communication module for government, used to efficiently distribute general (non-emergency) communication to citizens. CivicSend is more than a simple email newsletter tool—it provides CivicPlus customers with a single point of access, via integration with CivicEngage, to multiple communication channels, including email, SMS/text, Facebook, and Twitter. CivicSend centralizes communication, saves administrative users time, and improves overall productivity.

## STANDARD DEPARTMENT HEADER PACKAGE

A department or division within your organization may need a personalized digital presence. A Department Header Package is a cost-effective way for these groups to differentiate themselves informatively and graphically from the look of the main website while still benefiting from the functionality, service, and support of your CivicEngage system.

Unique Customizations Available:

- Department-specific URL
- Separate SSL Certificate / DNS & Hosting
- Department Logo
- Global Navigation and Menus
- Banner Image(s) and/or Slideshow Image(s) (if applicable)
- Graphic Links
- Widget Content

## INTERIOR BANNERS

A cost-effective way to bring a different look to specific pages or departments is by placing a unique banner image on those pages. Each banner can rotate through as a slide show.



## CUSTOM IDENTITY PROVIDER (IDP) INTEGRATION

CivicPlus offers IdP integration capabilities, which means you'll benefit from easier integration between your CivicEngage website your favorite third-party solutions. Provide single sign-on (SSO) functionality to streamline managing and supporting user credentials and identify management solutions. CivicPlus IdP partners include Microsoft's Entra ID, Microsoft's Active Directory Federation Services (AD FS) versions 3.0, 4.0, and 5.0, and Okta.

## PLATINUM SECURITY

CivicPlus' Platinum Hosting and Security package comes with enterprise-level Cloudflare software and:

- Fully customized Web Application Firewall (WAF), customized for our application
- OWASP ModSecurity Core Rule Set protects you against the Top 10 vulnerabilities identified by the Open Web Application Security Project (OWASP), such as SQL injection (SQLi) and cross-site scripting (XSS) attacks
- User agent blocking
- Block or challenge visitors by IP address, autonomous system number (ASN) or country code
- Reputation-based threat protection and collective intelligence (CI) to identify new threats

## CONSULTING ENGAGEMENT

Implementing an enterprise-wide software solution is a huge undertaking. Not only does new software touch every department in your organization, it has the potential to positively impact the end-users in your community. Sometimes getting to that positive end point is tough with incongruent agendas from stakeholders such as elected officials and department heads. CivicPlus consulting helps your organization do the heavy lifting, starting with data-driven research and ending with service-level process optimization. We'll help you facilitate the tough conversations that happen when you put a microscope to your current processes, solutions, and website presence. We will also guide you to set realistic timelines and tasks for implementation as well as assist you in setting goals and sustainment plans for your launch and beyond.

# Disclaimer

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## 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.



**CIVICENGAGE**<sup>®</sup>  
municipal websites  
**CENTRAL**

# Premium Implementation

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Proposal valid for 60 days from date of receipt



# Company Overview

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## CivicPlus History

CivicPlus began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their residents through their web environment. Over the years, CivicPlus has continued to implement new technologies and merge with industry forerunners to maintain the highest standards of excellence and efficiency for our customers.



Our portfolio includes solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, 311 and CRM, process automation and digital services, codification, licensing and permits, web governance and ADA remediation, social media archiving, and FOIA management.

### EXPERIENCE

- 25+** Years
- 10,000+** Customers
- 850+** Employees

### RECOGNITION

- Inc. 5000** 11-time Honoree
- GovTech** 2024 Top 100 Company
- Stevie® Awards** Recognized with multiple, global awards for sales and customer service excellence

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 10,000 customers and their 100,000+ administrative users. In addition, over 340 million residents engage with our solutions daily.

### Primary Office

302 S. 4th Street, Suite 500  
Manhattan, KS 66502  
Toll Free: 888.228.2233 | Fax: 785.587.8951  
[civicplus.com](http://civicplus.com)



civicplus.com



# Powering & Empowering Government

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

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. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

What sets us apart is our Civic Experience Platform. CivicPlus is the only government technology company exclusively committed to powering and empowering governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among residents.



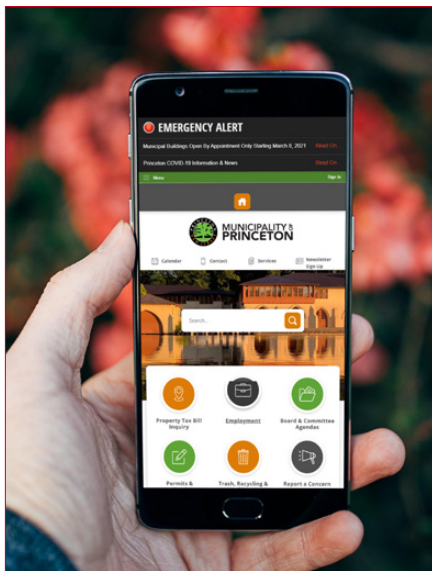
# CMS Features & Functionality



CivicPlus' Municipal Websites Central (Web Central) content management system (CMS) is robust and flexible with all the features and functionality you need today and in the future. Developed for municipalities that need to update their website frequently, CivicPlus provides a powerful government content management structure and website menu management system. The easy-to-use system allows non-technical employees to efficiently update any portion of your website.

Each website begins with a unique design developed to meet your specific communication and marketing goals, while showcasing the individuality of your community. Features and capabilities are added and customized as necessary, and all content is organized in accordance with web usability standards.

## Modules & Widgets



### RESIDENT ENGAGEMENT

Web Central offers many effective and easy-to-use resident engagement features. These tools easily integrate with the other key features.

**Notices and Alerts** – Post emergency or important information on your website and notify residents through email and SMS, via Alert Center.

**Blog** – Post opinions/information about various community topics and allow resident comments and subscriptions.

**Calendar** – Create multiple calendars and events to inform residents of upcoming activities that are viewable by list, week, or month.

**Submit Requests and Report Issues** – Allow residents to report a problem and provide follow-up communication with the point of contact (includes five user licenses & 10 request types) via Citizen Request Tracker (CRT).

**Form Center** – Create custom, online forms via simple drag-and-drop functionality. Track form submissions within the CMS and route email notifications to the appropriate individual(s).

**Get Community Input** – Post initiatives and project ideas to receive feedback and interact with your residents via Community Voice.

**News** – Post news items and keep your residents up to date on important information via News Flash.

**Opinion Poll** – Poll your residents on important topics by showing the Opinion Poll widget on relevant pages, to grab resident attention and quickly capture their responses to your polls. Polling helps with gathering and evaluating resident feedback, increasing resident engagement, and understanding your community.



**Notifications** – Allow your residents to subscribe to receive text and email notifications on topics that are important to them via Notify Me® (includes up to 500 SMS users).

**Pop-up Modal** – Use a pop-up modal to call attention to important information and notices, sitewide or on specific pages.

## ASSET MANAGEMENT

Web Central comes fully equipped with a robust set of document and image management tools that work with other key features of our CMS, making it easy to build dynamic content that is easy for residents to navigate and access.

**Agenda Center** – Create and display meetings and agendas on the website utilizing our built-in Agenda Center module. For advanced functionality, including live meeting management, our integrated Agenda and Meeting Management product is available as an add-on.

**Archive Center** – Manage and retain serial and older documents.

**Document Center** – Organize and manage documents in one central repository.

**Image Repository** – Store all your images in one central location, to utilize individually or create slideshows on your site. Use the built-in editor to crop and resize photos, as needed. Images are optimized for performance, mobile responsiveness, and contain alt text for accessibility compliance.

## INFORMATION & NAVIGATION

Organize your content and pages to make it easy to locate the information you and your residents need most with modules that help you update information quickly.

**Easy for Residents to Navigate** – An intuitive design, mega menu options, prominent buttons, and dynamic breadcrumbs throughout your site, all allow residents to easily find what they're looking for.

**Frequently Asked Questions (FAQs)** – Provide answers to the most frequently asked questions to reduce phone and foot traffic for staff.

**Graphic Links** – Create visually appealing buttons to direct users to important information.

**Info Advanced** – Use Info Advanced to create engaging displays of information for reuse throughout the website.

**Quick Links** – Provide links to highly requested services and information. These are commonly displayed in website footers and right-hand navigation.

**Resource Directory** – Use the Resource Directory to showcase information on local businesses and/or community resources.

**Staff Directory** – Provide contact information for departments and individual staff members. Use the information throughout the site and keep updated in one location. The Staff Directory widget allows you to quickly place specific persons or departments on relevant pages.



## DEPARTMENT-SPECIFIC

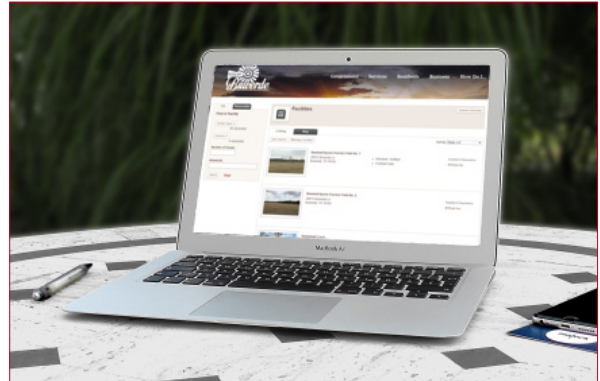
There are several function-specific features and modules for government departments. These tools are integrated into the Web Central CMS and offer the ability to complete multiple steps in one action.

**Activities** – Create and post activities, events, and classes so residents can register for them and even pay online. Your administrators can view and create rosters. The Activities module integrates with the Facilities module so residents can view the location of the activity.

**Facilities & Reservations** – Display facilities on your site for residents to browse. Allow them to filter by amenities, view facility details, and even make reservations online.

**Job Postings** – Post available jobs online and accept online applications.

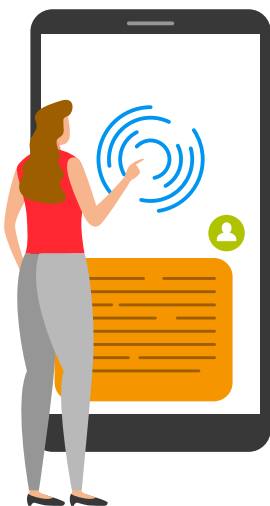
**Bids** – Post open bid opportunities for contractors to view available work, download supporting documentation, receive notifications on posted opportunities and submit bid applications online.



## COMMONLY USED WIDGETS

An extensive widget library is available for ease of placing dynamic and visually appealing information on specific pages. Each widget is easy to use with drag-and-drop functionality and is configurable with individual styling options.

**Community Voice Widget** – Encourage civic participation and engagement by adding specific discussion areas to relevant pages.



**Custom HTML Widget** – Embed videos or other HTML features in your page.

**Editor Widget** – Edit text with word processing tools, plus web tools like code view and the Accessibility Checker.

**Form Center Widget** – Embed simple forms on a page.

**Image Widget** – Add images to a page.

**Notify Me Widget** – Place specific Notify Me subscriptions lists on pages to allow users to sign up for the exact lists you recommend.

**Related Documents Widget** – Create a dynamic list of documents referenced in the Document Center.

**Slideshow Widget** – Add a slideshow of images.

**Tabbed Widget** – Organize larger pages of information in horizontal, vertical, or stacked vertical or accordion style tabs.

# Administrative Features

The administration of your Web Central website is browser based, with no installation of software needed. You'll be able to update your website from an internet connection on any platform (Mac or PC). Administrators can control the access to pages and manipulation of content as well as use automated features to streamline processes.



**Administrative Dashboard** – A home base for messages and quick access to your recent activities and time-sensitive action items such as pending approvals and expiring items.

**Content Scheduling & Versioning** – Set your content to auto-publish and auto-expire, with an archive of all published content and previous versions.

**Dynamic Page Components** – Modules such as Calendar, FAQs, and News Flash, may be included as dynamic page components on any page.

**History Log** – Track changes made to your website.

**Intranet** – Use permissions to set a secure location on your website that allows employees to login and access non-public resources and information.

**Levels of Permissions** – Assign staff members to groups with different levels of permissions of access and authority throughout the CMS.

**Pending Approval Items** – Administrators have access to a queue of pending items to be published or reviewed.

**Website Statistics** – Provided website analytics for analysis.

## USER-FRIENDLY FEATURES

Not only is Web Central easy for your staff to use, various administrative features help make a more attractive, engaging, and intuitive website for your community.

**Automatic Alt Tags** – Built-in features assist with ongoing ADA compliance of your website.

**Credit Card Processing** – With the add-on feature CivicPlus Pay (Pay), you can integrate with an approved payment gateway to accept payments on your website (separate agreement must be made directly between you and the chosen approved gateway provider). Additional fees apply.

**Preset Styling Standards and Ongoing Styling Flexibility** – Site changes automatically inherit design standards and styles that you've set up for your homepage, interior layouts, and simple layouts. This keeps your website looking clean and always matching. We also offer large amounts of flexibility with placement and styles on an ongoing basis. As you edit your website, you can easily adjust the location and style of widgets, content, carousels, lists, calendars, etc. to meet the look and feel you need for that area.

**Link Redirects** – Instead of sending your users to <http://civicplus.com/248/Awards-and-Recognition>, you can send them to <http://civicplus.com/awards>.



**Live Edit** – See where your information will be posted on a page before you make any changes with our WYSIWYG editor and drag-and-drop tools.

**Maps** – Easily embed maps from Google, ESRI, and more using the HTML widget.

**Mega Menu** – A main navigation menu makes it easy to get to any page on your website quickly.

**Predictive Site Search** – Our powerful site search functionality automatically indexes all content making it easy for visitors to find information across pages, documents, and images.

**Site Search Log** – All search words are kept in a log.

**Real Simple Syndication (RSS) Feeds** – Administrators and website visitors can use RSS feeds to display content or be notified of content updates.

**Responsive Design** – With responsive design, your website adjusts to the screen size regardless of what device is being used, providing a seamless user experience.

**Social Media** – Set various modules to automatically post to your Facebook and/or Twitter feeds and incorporate compatible social media feeds and widgets into your website.

**Supported Browsers** – View your website in the latest versions of major browsers including Microsoft Edge, Firefox, Safari, and Chrome.

**Third-Party Access** – Utilize iframes, embeds, and/or links to most of your third-party services. Or use our growing list of APIs to build applications right from your website.

**Translation** – Integration with Google Translate translates web pages into over 100 languages.

## ACCESSIBILITY COMPLIANCE

With over 20% of adults in the United States having a disability, you need a website that conforms to all residents. We provide highly compliant sites based on WCAG 2.0 A and AA guidelines, which encompass and surpass ADA accessibility requirements. This maximizes accessibility for all users while providing freedom to create a visually rich and appealing website. Our approach for each website includes the following steps to provide you a compliant and accessible website:

- We will deliver you a website that meets ADA (Section 508) and WCAG 2.0 A and AA levels.
- Your staff can use the Accessibility Checker within the CMS to scan content created in the editor for any accessibility issues so you can correct them before publishing.
- Our trainers will teach your staff best practices to keep your content and design elements accessible and up-to-date with the latest ADA/WCAG standards.
- Any new regulations that require code changes are done automatically, at least quarterly, with no additional effort required from you.
- In addition to updating the code, our product team also updates our best practices and provides regular updates to customers via our CivicPlus website, blog articles, webinars, and other publications.



## AudioEye Partnership

CivicPlus also partners with AudioEye to provide a suite of accessibility tools and services at a discounted rate to our customers. Additional details and a quote can be provided upon request.

## MONSIDO

**Additional Website Optimization & Compliance Tools** – Monsido is an easy-to-use web governance platform available to purchase and add to your project. Monsido's tools help you identify, prioritize and address content quality assurance and accessibility issues on your website so that you can achieve and maintain compliance according to WCAG 2.1 standards. Further, we can help you meet the latest data privacy and government policy standards. Additional details and a quote can be provided upon request.

# The Civic Experience Platform

Developed specifically to enable municipalities to deliver consistently positive interactions across every department and every service, the Civic Experience Platform includes technology innovations that deliver frictionless, one-stop, and personalized resident interactions. Governments that leverage our Civic Experience Platform also benefit from:

- Single Sign-On (SSO) to all of your CivicPlus products supporting two-factor authentication and PCI Level password compatibility
- A single dashboard and toolbar for administrative access to your CivicPlus software stack
- Access to a continually growing and fully documented set of APIs to better connect your administration's processes and applications
- A centralized data store with robust data automation and integration capabilities

## CIVICPLUS PORTAL

The CivicPlus Portal is the ideal addition to your website to create personalized, one-stop access for your residents to obtain information, resources, and interact with your municipality. By allowing residents to build a customizable dashboard with quick links to the pages and services on your website that they use most frequently, they'll be more likely to conduct regular revenue-generating business with your municipality, and your staff will benefit from reduced phone calls, walk-ins, and emails.

## INTEGRATION HUB

Integration Hub is a tool that can help you unify your disparate cloud-based solutions and your CivicPlus solutions, assemble powerful workflows, and setup complex automations—without the need for a developer. With Integration Hub's easy-to-use drag-and-drop interface, non-technical users can build integrations for syncing content and data between CivicPlus solutions or with third parties (for an additional fee) saving your staff's valuable time. The possibilities are endless with Integration Hub, but here are a few examples of integrations you can create with Web Central today:

- An integration that will take a News Flash update in a specific category and immediately post it to the Alert Center
- An integration that will push a new Calendar Event to post directly in the News Flash module



# Implementation

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## Premium Project Timeline

Design creation, content development, professional consulting, configuration for usability and accessibility, dedicated training—CivicPlus delivers all of this and more during the development of your new website.

A typical premium project ranges from 16 – 28 weeks. Your exact project timeline will be created based on detailed project scope, project enhancements purchased, availability for meeting coordination, action item return and completion, approval dates, and other factors. Your project timeline, tasks, due dates, and communication will be managed and available in real-time via our project management software, Cloud Coach.

<b>PHASE 1: INITIATE</b>	2-4 Weeks	<ul style="list-style-type: none"><li>• Project Kickoff Meeting</li><li>• Planning &amp; Scheduling</li></ul>
<b>PHASE 2: ANALYZE</b>	4-6 Weeks	<ul style="list-style-type: none"><li>• Customer Deliverable Submission</li><li>• Consulting Engagement (if purchased)</li><li>• Design Discovery Meeting</li><li>• Content Process Meeting</li></ul>
<b>PHASE 3: DESIGN &amp; CONFIGURE</b>	6-10 Weeks	<ul style="list-style-type: none"><li>• Design Concept Development</li><li>• Design Concept Meeting</li><li>• Content Development</li><li>• Agendas &amp; Minutes Migration</li><li>• Website Completion</li></ul>
<b>PHASE 4: OPTIMIZE</b>	1-2 Weeks	<ul style="list-style-type: none"><li>• Website Finalization</li></ul>
<b>PHASE 5: EDUCATE</b>	1-2 Weeks	<ul style="list-style-type: none"><li>• Training Engagement</li></ul>
<b>PHASE 6: LAUNCH</b>	2-4 Weeks	<ul style="list-style-type: none"><li>• Launch Confirmation Meeting</li><li>• Website Launch</li></ul>



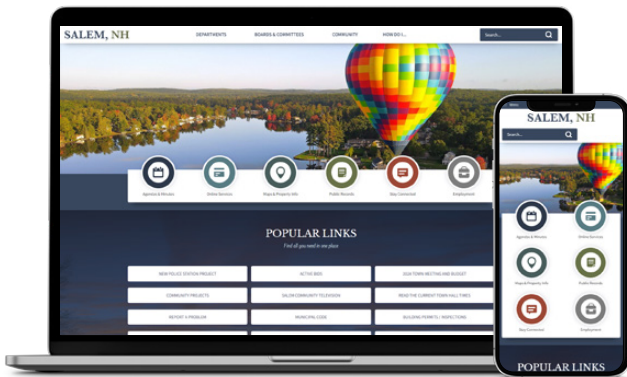
# Premium Package Designs

You will meet with your art director to discuss your website vision based on the goals and needs of your users. This process involves conversing with your art director on the order, placement, and format of your homepage content and design elements, aimed at achieving your usability goals. Your preferences will be solidified into a homepage layout wireframe, which will provide the structural blueprint for the visual design application.

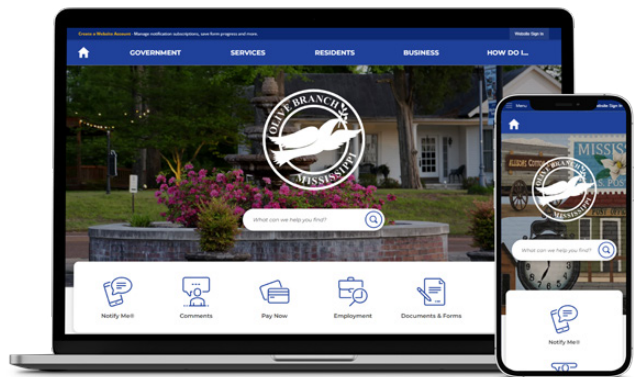
We will then collaborate with you to customize your design to represent your community using your logo, chosen colors, and imagery. We will focus on including the functionality to meet your website needs, including an option for up to one advanced design, if desired, component—a layout or design element that requires significant time to style and implement. Working with your art director, you'll identify the appropriate component, if desired, to achieve or enhance the usability goals for your website.

## DESIGN EXAMPLES

The included design portfolio will provide you with an idea of the different directions we can take your creative design with the premium implementation package.



**Salem, NH**  
[salemnh.gov](http://salemnh.gov)



**Olive Branch, MS**  
[obms.us](http://obms.us)



**New Hope Borough, PA**  
[newhopeborough.org](http://newhopeborough.org)



**Caroline County, VA**  
[co.caroline.va.us](http://co.caroline.va.us)

# Approaching Your Project Implementation

Communication between you and your Web Central team will be continuous throughout your project. Sharing input and feedback through email, virtual meetings, phone calls, and our project management software will keep all stakeholders involved and informed. Cloud Coach offers task management transparency with a multi-level work breakdown structure and Gantt Chart-based project plan.



- Centralized project communication and task management tools are located in a cloud-based project workspace
- Tasks, deliverables, and milestones are aligned to your specific scope of work

The tools available through Cloud Coach combined with regular communication with your project manager provide you ample opportunities to quickly and efficiently review your project, check deliverables, and communicate feedback.

## Phased Approach

### PHASE 1: INITIATE

**Project Kickoff** – During this initial meeting, your project manager will perform introductions, detail deliverables needed, provide a high-level overview of the development process, and introduce tools and resources used to manage your project.

**Planning & Scheduling** – Your project manager will create a comprehensive project timeline based on the project scope and your specific needs.

### PHASE 2: ANALYZE

**Customer Deliverables** – You will be responsible for submitting deliverables as outlined.

**Consulting Engagement (if purchased)** – During your consulting sessions, your consultant will meet with you to evaluate needs and make recommendations for implementation solutions. This consulting will help your organization facilitate the tough conversations that happen when you put a microscope to your current processes, solutions, and website presence. Further, we will also guide you to set realistic timelines and tasks for implementation as well as assist you in setting goals and sustainment plans for your launch and beyond.

**Design Discovery Meeting** – Your project manager and art director will meet with you to discuss design preferences and establish design structure from flexible layout options.

**Content Process Meeting** – Meet with your project manager and web content specialist to detail our content development process.



## PHASE 3: DESIGN & CONFIGURE

**Design Concept Development** – You'll have the chance to review a responsive, functioning design concept prototype in an actual production environment. You will have the opportunity to evaluate the presented design concept and collaborate with your project team on any feedback and then final approval.

**Content Development** – Our Content Development team will migrate the agreed upon number of pages of content (including their text, documents, and images) from your current website to your new, Web Central website. Content will be enhanced for usability and accessibility, and we will organize your website pages to make them easy to navigate.

**Agendas & Minutes Migration** – The Content Development team will download, upload, and organize an agreed upon number of meetings to the Agenda Center module.

**Website Completion** – You will receive a completed production website featuring your approved design combined with the finished content.

## PHASE 4: OPTIMIZE

**Website Finalization** – Both the Web Central project team and you will prepare your website for launch. During this time, you will be able to make final adjustments to the content on your production website, as well as ensure overall satisfaction with your website.

## PHASE 5: EDUCATE

**Training Engagement** – Our goal with your training plan is to give your staff the skills and tools they need to quickly and easily keep your website current. Your trainer will deliver virtual and/or on-site training sessions for both administrators and users. These sessions will be customized to equip your staff with the knowledge and comfort level needed to prepare your website for launch and maintain it in the future. The training session will utilize your production website, so users are familiar with your specific configuration and you get real, hands-on learning opportunities.

In addition, your trainer will go into a deep-dive of the department-specific software modules such as Facilities and Activities with Parks and Recreation, Jobs with HR, and Bids with Procurement in your Advanced User Training.

## PHASE 6: LAUNCH

**Website Launch Confirmation Meeting** – Your Web Central project team confirms all the details that are necessary to take your website live and explain what you can expect on launch day.

**Website Launch** – After final confirmation, your website will be made live and available to the public.



# Your Role During Implementation

To help create the strongest possible website, we will need you to:

- Gather photos and logos that will be used in the overall branding and design of your new website
- Provide website statistics to be utilized in reorganizing your website content, navigation, and design (if available)
- Complete the Design Form to communicate design preferences
- Provide technical information in the DNS form for the set-up of your website domain name(s)
- Perform reviews and provide official approvals throughout the project
- Update the content on your current website and delete any pages you no longer need
- Track website updates to be completed during your training session
- Ensure you have the most up-to-date web browsers installed on your organization's computers
- Compile a list of your website users and desired permission levels
- Reserve training location and necessary resources (computers, conference phone, etc.)



## Recurring Redesign (if purchased)

At CivicPlus, we understand trends change daily and we continually analyze different ways to design our websites—making it easier and more user friendly for your residents to navigate. One of our best practices to help keep up with these new trends is by adding a redesign to your project. A recurring redesign can occur every three, four, or five years - depending on the timeframe purchased. Unlike other vendors, our redesigns aren't just changes in the colors or some of the buttons as your staff can do that independently. With a CivicPlus recurring redesign, you can receive a completely brand-new website design and layout after a set number years (as purchased) of continuous service during our partnership. During the redesign, you'll also receive a quality control review to ensure content is as expected with the new design application (although no changes will be made to the content itself). With this new design, you'll stay up to date with current trends and best practices, providing a welcoming yet familiar virtual hub to engage your community.

# Continuing Services

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## Technical Support & Services

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 7 a.m. – 7 p.m. CST to assist with any questions or concerns regarding technical functionality and usage of your Web Central website.

CivicPlus Technical Support will provide a toll-free number, online chat support, as well as an online email support system for users to submit technical issues or questions. If the customer support specialist is unable to assist with the question or issue, the three-tier escalation process will begin to report issues to our product engineering team for resolution.

Emergency technical support is available 24/7 for designated, named points-of-contact, with members of CivicPlus' support teams available for urgent requests.

### Support at a Glance

- Technical support engineers available 7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays)
- Accessible via phone, email, and chat
- 4-hour response during normal hours
- 24/7 emergency technical support for named points of contact
- Dedicated customer success manager
- Online self-service help with the CivicPlus Help Center ([civicplus.help](https://civicplus.help))

## AWARD-WINNING



CivicPlus has been honored with two Gold Stevie® Awards, three Silver Stevie® Awards, and seven Bronze Stevie® Awards in the categories of Front-Line Customer Service Team of the Year – Technology Industries, Customer Service Training or Coaching Program of the Year – Technology Industries, Customer Service Department of the Year – Computer Software – Up to 1,000 Employees, Most Valuable Response by a Customer Service Team (COVID-19), Best Customer Satisfaction Strategy, and Remote Customer Service Innovation of the Year. 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. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.





## ENGAGEXCHANGE

The ENGAGEXCHANGE is an online community and the central hub of ideas, guidance, tips, advice, and more for our Web Central customers. It reflects our commitment to:

**Connection** – Customers can connect with their peers to ask questions, discover solutions, share ideas, and join focus groups and beta opportunities.

**Direction** – Customers will have the opportunity to provide targeted input on the future direction of the Web Central roadmap and will be able to submit ideas for improvements and enhancements.

## 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 most effectively engage your residents.

## MAINTENANCE

CivicPlus is proactive in identifying any potential system issues. Through regularly scheduled reviews of site logs, error messages, servers, router activity, and the internet in general, our personnel often identify and correct issues before they ever affect our customers' web solutions. Our standard maintenance includes:

- Full backups performed daily
- Regularly scheduled upgrades including fixes and other enhancements
- Testing
- Development
- Operating system patches



# Hosting & Security

CivicPlus protects your investment and takes hosting and security of our customers' websites seriously. Redundant power sources and internet access ensure consistent and stable connections. You'll find that our extensive, industry-leading process and procedures for protecting and hosting your website are unparalleled. We offer secure data center facilities, constant and vigilant monitoring, and updating of your system, including 99.9% guaranteed up-time (excluding maintenance).

If you experience a DDoS attack or threat, CivicPlus has mitigation and DDoS Advanced Security options available to you at the time of an event. Whatever your needs are we have an option that will be a fit for your community.

Data Center	<ul style="list-style-type: none"> <li>• Highly reliable data center &amp; secure facility</li> <li>• Managed network infrastructure</li> <li>• On-site power backup &amp; generators</li> <li>• Multiple telecom/network providers</li> <li>• Fully redundant network</li> <li>• System monitoring – 24/7/365</li> </ul>
Bandwidth	<ul style="list-style-type: none"> <li>• Multiple network providers in place</li> <li>• Burst bandwidth – 22 Gb/s</li> <li>• Unlimited bandwidth usage for normal business operations (does not apply in the event of a cyber attack)</li> </ul>
Hosting	<ul style="list-style-type: none"> <li>• Web Central software updates</li> <li>• Server management &amp; monitoring</li> <li>• Multi-tiered software architecture</li> <li>• Server software updates &amp; security patches</li> <li>• Database server updates &amp; security patches</li> <li>• Antivirus management &amp; updates</li> <li>• Server-class hardware from nationally recognized provider</li> <li>• Redundant firewall solutions</li> <li>• High performance SAN with N+2 reliability</li> </ul>
Disaster Recovery	<ul style="list-style-type: none"> <li>• Emergency after-hours support, live agent (24/7)</li> <li>• On-line status monitor by Data Center</li> <li>• 8-hour guaranteed recovery TIME objective (RTO)</li> <li>• 24-hour guaranteed recovery POINT objective (RPO)</li> <li>• Pre-emptive monitoring for disaster situations</li> <li>• Multiple, geographically diverse data centers</li> </ul>
DDoS Mitigation	<ul style="list-style-type: none"> <li>• Defined DDoS Attack Process</li> <li>• Identify attack source and type</li> <li>• Monitor attack for threshold* engagement</li> </ul>
DDoS Advanced Security Coverage	<ul style="list-style-type: none"> <li>• Not Included - additional coverage available at time of event (fees will apply)</li> <li>• Additional fees will apply</li> </ul>

\*Thresholds: Traffic exceeds 25 Mb/s sustained for 2+ hours. Traffic over 1 Gb/s at any point during attack



# Optional Enhancements

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## AUDIOEYE MANAGED

AudioEye offers a range of products and services from self-service to turnkey managed solutions. At the core of AudioEye, is the Digital Accessibility Platform (DAP), this powerful tool empowers auditors, designers, and developers to understand issues of accessibility and improve website infrastructure through the use of an innovative and easy-to-use interface. The AudioEye Toolbar offers web personalization tools. Conforming to Web Content Accessibility Guidelines (WCAG) 2.2 has never been easier.

## CIVICPLUS CHATBOT POWERED BY FRASE

CivicPlus Chatbot is designed to convincingly simulate the way a human would behave during a customer service interaction. Our advanced technology combines the power of site search and artificial intelligence (AI) to deliver exceptional customer experiences to citizens using your website. Our Chatbot crawls your website and other linked databases to create a continually, automatically updated, AI-powered knowledgebase that you don't have to maintain separately.

## CIVICSEND

CivicSend is a visually rich communication module for government, used to efficiently distribute general (non-emergency) communication to citizens. CivicSend is more than a simple email newsletter tool—it provides CivicPlus customers with a single point of access, via integration with CivicEngage, to multiple communication channels, including email, SMS/text, Facebook, and Twitter. CivicSend centralizes communication, saves administrative users time, and improves overall productivity.

## DEPARTMENT HEADER PACKAGES

A department or division within your organization may need a personalized digital presence. A Department Header Package is a cost-effective way for these groups to differentiate themselves informatively and graphically from the look of the main website while still benefiting from the functionality, service, and support of your CivicEngage system.

Unique Customizations Available (varies depending on package chosen):

- Department-specific URL
- Separate SSL Certificate / DNS & Hosting
- Department Logo
- Homepage to fit your department style
- Utilize features on your page for your specific department needs
- Unique navigation and menus
- Custom background image and/or slideshow images
- Unique buttons and links
- Department-specific search
- Department specific access to control your page content
- Customized colors

## INTERIOR BANNERS

A cost-effective way to bring a different look to specific pages or departments is by placing a unique banner image on those pages. Each banner can rotate through as a slide show.



## CUSTOM IDENTITY PROVIDER (IDP) INTEGRATION

CivicPlus offers IdP integration capabilities, which means you'll benefit from easier integration between your CivicEngage website your favorite third-party solutions. Provide single sign-on (SSO) functionality to streamline managing and supporting user credentials and identify management solutions. CivicPlus IdP partners include Microsoft's Entra ID, Microsoft's Active Directory Federation Services (AD FS) versions 3.0, 4.0, and 5.0, and Okta.

## PLATINUM SECURITY

CivicPlus' Platinum Hosting and Security package comes with enterprise-level Cloudflare software and:

- Fully customized Web Application Firewall (WAF), customized for our application
- OWASP ModSecurity Core Rule Set protects you against the Top 10 vulnerabilities identified by the Open Web Application Security Project (OWASP), such as SQL injection (SQLi) and cross-site scripting (XSS) attacks
- User agent blocking
- Block or challenge visitors by IP address, autonomous system number (ASN) or country code
- Reputation-based threat protection and collective intelligence (CI) to identify new threats

## CONSULTING ENGAGEMENT

Implementing an enterprise-wide software solution is a huge undertaking. Not only does new software touch every department in your organization, it has the potential to positively impact the end-users in your community. Sometimes getting to that positive end point is tough with incongruent agendas from stakeholders such as elected officials and department heads. CivicPlus consulting helps your organization do the heavy lifting, starting with data-driven research and ending with service-level process optimization. We'll help you facilitate the tough conversations that happen when you put a microscope to your current processes, solutions, and website presence. We will also guide you to set realistic timelines and tasks for implementation as well as assist you in setting goals and sustainment plans for your launch and beyond.

# Disclaimer

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## 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.





**CivicPlus**

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

**Quote #:**  
**Date:**  
**Expires On:**

Statement of Work  
 Q-74754-1  
 4/26/2024 4:23 PM  
 6/25/2024

**Client:**  
 City of Etna, OH

**Bill To:**  
 ETNA TOWNSHIP, OHIO

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Anthony Lungabardi	(785) 560-2066	tony.lungabardi@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION	TOTAL
1.00	Standard Department Header Implementation - CivicEngage	Standard Department Header Implementation	USD 2,993.00
1.00	DHP Specific Search - CivicEngage	DHP Specific Search	USD 500.00
1.00	CivicSend Implementation - CivicEngage Central	CivicSend Implementation	USD 750.00
1.00	DNS and Domain Hosting Setup (http://URL)	DNS and Domain Hosting Setup (http://URL)	USD 158.00
1.00	Standard Implementation - CivicEngage	Standard Implementation - CivicEngage	USD 6,773.00
75.00	Content Development - 1 Page - CivicEngage	Content Development - 1 Page - CivicEngage	USD 3,000.00
4.00	New Customer System Training (3h, virtual) - Web Central	CivicEngage System Training - Virtual, Up to 3 Hours, up to 12 Attendees	USD 3,000.00
1.00	Agendas & Minutes Migration - PDF - 100 Meetings - CivicEngage	Content Migration : Agendas & Minutes - Per 100 Meetings (Approx. 1 year)	USD 850.00
1.00	Pay Implementation - Forte	Includes setting CivicPlus Pay configuration, configuring CivicPlus products for accepting payments, advanced troubleshooting with our partner's support.	USD 3,000.00

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION	TOTAL
1.00	Guardian Security (Cloudflare WAF/CDN)	Cloudflare Tier 1 WAF/CDN security protection	USD 600.00
1.00	60 Month Redesign Premium Annual - CivicEngage Central	60 Month Redesign Premium Annual - CivicEngage Central	USD 2,456.00
1.00	Standard Department Header Annual Fee - CivicEngage	Standard Department Header Annual Fee: Department Name	USD 813.00
1.00	CivicSend Annual - CivicEngage Central	CivicSend Annual	USD 2,374.00
1.00	Annual - CivicEngage Central	Annual - CivicEngage Central	USD 3,853.00
1.00	Hosting & Security Annual Fee - CivicEngage Central	Hosting & Security Annual Fee - CivicEngage Central	USD 1,188.00
1.00	SSL Management – CP Provided Only	SSL Management – CP Provided Only 1 per domain (Annually Renews)	USD 89.00
1.00	DNS and Domain Hosting Annual Fee (http://URL)	DNS and Domain Hosting Annual Fee (http://URL)	USD 189.00
1.00	Pay Annual Fee - Forte	Pay Annual maintenance and support fee	USD 1,785.00

QTY	PRODUCT NAME	DESCRIPTION	TOTAL
1.00	Standard Department Header Package - CivicEngage	Page specific Site ID, Navigation, Banner, Graphic Links; follows main site layout/colors.	USD 0.00
1.00	Pay - Forte	Pay - Forte	USD 0.00

Total Investment - Initial Term	USD 34,371.00
Annual Recurring Services (Subject to Uplift)	USD 13,347.00

Initial Term	12 Months
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

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.

**Acceptance**

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

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

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

\_\_\_\_\_  
Name:

\_\_\_\_\_  
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)

**From:** [Erin Chmielowski](#)  
**To:** [Mark Evans](#)  
**Subject:** Granicus Website Follow-Up  
**Date:** Monday, April 1, 2024 4:59:35 PM  
**Attachments:** [image001.png](#)

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Hi Mark,

It was great speaking with you today and discussing the website and communication solutions for Etna, OH. I appreciate you taking the time to share your needs and concerns. Based on our conversation, here's a recap of what we discussed:

- You mentioned that you liked the design and functionality of the West Chester website, finding it intuitive and well-organized.
- Your current website lacks searchability and is not user-friendly, which you believe does not present a good image for your township.
- You are interested in integrating the website with the agenda meeting packet software and having a searchable calendar for events.
- You would like to have the ability to update the website easily, without needing coding experience.
- The cost breakdown for the website, mass communication, and forms modules was discussed, with the essentials package being the most suitable option for your needs.

**Website:** [OpenCities](#)

- [Essentials Package](#)
  - Product Sheet
  - A rich, easily managed website CMS tools that deliver the balance of efficiency, design, and accessibility that modern governments need.
  - A purpose-built for government website platform provides proven low-code, no-code tools that make it easy to create and publish content, ensure a consistent voice, and efficiently connect residents with the information they need.
  - Update the website homepage layout and page themes as user interests and expectations change, without the need to conduct a full website redesign.
- **Price:**
  - \$14,595 – Year One
  - \$6,741 – Year Two
- **Website Galleries: (These are the templates you choose from)**
  - tabbed: [\\_Essentials Discovery Gallery - v1 - Play \(invisionapp.com\)](#)
  - traditional: [Console - InVision \(invisionapp.com\)](#)
  - split: [InVision \(invisionapp.com\)](#)
  - scroll: [\\_Essentials Discovery Gallery - v1 - Play \(invisionapp.com\)](#)
  - alternate scroll: [\\_Essentials Discovery Gallery - v1 - Play \(invisionapp.com\)](#)

**Forms:** [OpenForms](#):

- Online Services: Customer Requests/Payments/Permits/Bookings
- Transform any service by rapidly converting even the most sophisticated PDFs, paper forms, and offline processes into online forms, without the need for coding.
- **Price:**
  - \$6,279 – Year One
  - \$6,718.53 – Year Two

**Communication**

- [Product Sheet](#)
- Improve citizen engagement by sending the right message, at the right time, via the right channel.
- Write once, publish everywhere — post email, social media, and text messages with the click of a button.
- **Price:**
  - \$10,769.6 Year One
  - \$7,825.95 Year Two

**Total:** \$31,643.6 Year One (Includes training, implementation, and design) \$21,285.51 Year Two

\*Online Forms and Communications are add-ons and can be a part of a phased approach

**Ohio & Granicus**

- [Credibility](#)
- Columbus, OH (Currently in Implementation for website, communications, and forms)
- Centerville, OH
- Jerome Township, OH
- [Macedonia, OH](#)
- Powell, OH (New Customer, Full platform, Currently in Implementation)
- [Vermilion, OH](#) (OpenCities & Complete Platform – website, communications, & forms)
- [Delaware, OH](#)
- [West Chester Township, OH](#)
- [Westerville, OH](#)
- Findlay, OH

Other OC Websites:

- [Merriam, KS](#)
- [Hudson Oaks, TX](#)

**Links to Success Stories:**

[OpenCities \(Website\)](#)

[OpenForms](#)

[Communications \(GovDelivery\)](#)

Please let me know your thoughts and feedback. Once I hear back from you, I will send the official proposal.

Have a great day!

**Erin Chmielowski**

**Digital Sales Executive**

P: 815.307.6350 | E: [erin.chmielowski@granicus.com](mailto:erin.chmielowski@granicus.com)

Book a meeting with me [here](#)





## Mark Evans - Etna Township Trustee's Post



Mark Evans - Etna Township Trustee

April 9 at 10:12 PM · Pataskala · 🌐

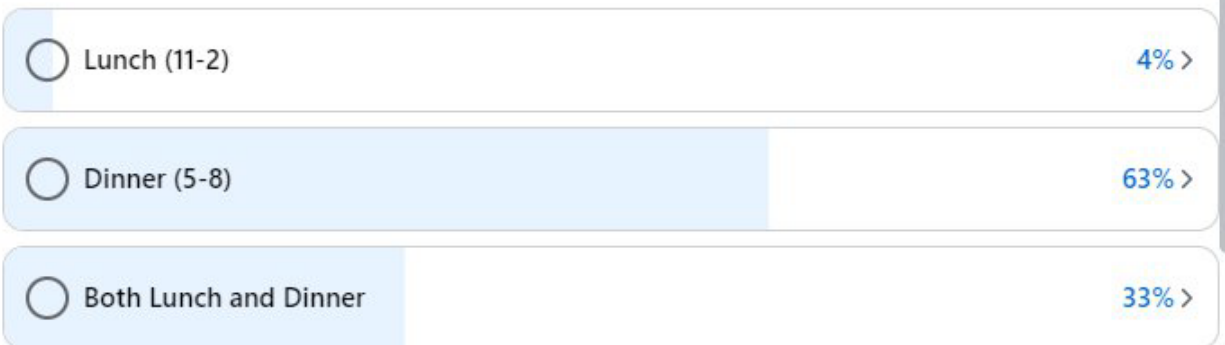


Food Truck Fridays Poll:

If the township would host a Food Truck Friday at the 310/Pike St park this summer, would you visit if it were lunch, dinner, or do you think they should stay for both? (times are approximate)

I'm trying to get some more feedback from the community before presenting to the board.

Maybe host on the first Friday of the Month? If you have any other suggestions... let's hear them!



Judy Newman, Diane DeGonia and 10 others

182 Votes 20 comments 2 shares

### Gail Gibbs-Roberts

Is there plenty of parking space available? That's one of the main reasons I like visiting the food trucks when they are at TSC in Pataskala. Plenty of parking, easy excess to the trucks.

- [3w](#)

### Mark Evans - Etna Township Trustee

Author

I believe so. Parking highlighted in yellow. There is also an empty lot next to the hall.



- [3w](#)

**Gail Gibbs-Roberts**

**Mark Evans - Etna Township Trustee** Thank you for the info. Glad to see parking right next to food truck setup. Makes easier for handicap. Looks like the only close parking available.

- [2w](#)

**Judy Thorpe**

**Mark Evans - Etna Township Trustee** How about 11-6. Or do both. Thanks for getting input.

- [2w](#)

**Linda Hartig Kreider**

Great idea but Friday is a work day. Also, parking.

- [2w](#)

**Mark Evans - Etna Township Trustee**

Author

**Linda Hartig Kreider** I'm going by requests from the food truck operators and their typical availability. Saturdays are a prime day for most though Sunday was mentioned.

- [2w](#)

**Linda Hartig Kreider**

**Mark Evans - Etna Township Trustee** Sunday would work too.

- [2w](#)

**Tammy Williamson-Frazier**

This is great for those of us that work from home!

- [2w](#)

### John Kennard

Township Host means Mr Transparent gets free Eats



- [2w](#)

### Jeremy Christian

Just a heads up... This actually isn't true. I've set up my truck in Etna, offered Mark a free meal, and he turned it down saying he needed to pay.

- [2w](#)

### Mark Plaugher

Mr. Evans, Victory Baptist Church, 9564 Hazelton-Etna Road, Etna already has a First Friday Food truck in the summer. It started during the pandemic as a ministry to the community. No public funds are expended for this service. Most if not all food trucks require a minimum. Most are at least 500.00. Who will pay that minimum? The church receives no financial benefit. It is typically available during the dinner hour. The church website is [www.victorypataskala.com](http://www.victorypataskala.com) if you would like to see the schedule.

- [2w](#)

### Mark Evans - Etna Township Trustee

Author

Mark Plaugher we can consider a different day. Thank you for the information though I don't see a schedule online (mobile at least).

- [2w](#)

### Mark Plaugher

Mark Evans - Etna Township Trustee Of course. Just wanted you to be aware. There is a definite need for a variety of restaurants in the Etna area. Perhaps this is something the Trustees could help with?

- [2w](#)

### Mark Evans - Etna Township Trustee

Author

Mark Plaugher I definitely believe we should be attempting to attract services residents want in the township. This includes restaurants. Once we get past just gaining access to our systems and

documenting basic procedures (this was not left to us), we will definitely be focusing on bringing in the right development.

- [2w](#)

**[Mark Plaughter](#)**

**[Mark Evans - Etna Township Trustee](#)** Great. Hope all the in fighting stops soon. Makes you all look really bad in the public eye.

- [2w](#)

**[Mark Evans - Etna Township Trustee](#)**

Author

**[Mark Plaughter](#)** we have restored the proper access and treat all trustees equally now so there won't be any more of those shenanigans. We are also implementing proper procedures. Take the appointments to the park committee and BZA. We now advertise, allow the full board to interview and vote as a board, vs one trustee pushing through their picks without advertising or interview as it was. We are in the right path finally.

- [2w](#)

**[Kimberly A. Henry](#)**

Are you going to require that the food trucks get a certificate of occupancy? This was a requirement for us in 2018. At that time it was \$200.00 one time cost, but could than go anywhere in Etna Twp.

- [2w](#)

**[Mark Evans - Etna Township Trustee](#)**

Author

**[Kimberly A. Henry](#)** I will have to double check that. I believe there is a current requirement for registration for food trucks in commercial areas. However, I would like to remove that as I don't believe it serves any purpose.

Regarding our event, I don't believe one would be needed but again, I will double check.

Charging a fee just to register makes no sense to me.

- [2w](#)

**[Kimberly A. Henry](#)**

**[Mark Evans - Etna Township Trustee](#)** I hope you do remove it. It was the dumbest thing. We were at Amazon for 3 years and during Covid they had us leave. A nice citizen of Etna Twp offer his parking lot to us. Zoning threatened to take out permit since we weren't allowed to sit there. So I hope it goes away. Some people are just trying to make a living

- [2w](#)

**Mark Evans - Etna Township Trustee**

Author

**Kimberly A. Henry** if we inspected the truck for health certificate, fire safety or such, I could see having a fee. If we don't, there shouldn't be one in my opinion.

- [2w](#)



81 Liberty Street  
P.O. Box 188  
Etna, Ohio 43018-0188

Phone 740/927-7717 Fax 740/927-1699

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The Board of Trustees will be accepting applications for members and alternates for the Board of Zoning Appeals.

The Board of Zoning Appeals meets once a month when needed. This board only meets when the township has an appeal, variance, or conditional use request. They meet on the fourth Tuesday of the month.

If you are interested in serving on this board, please send an email to [office@etnatownship.com](mailto:office@etnatownship.com).

If you have any questions call township hall at (740) 927-7717.

Thank you,

Holly Palumbo  
Secretary  
Board of Trustees

## Etna Township, Licking County, Ohio

### Zoning Inspector

Department: Zoning Department

Reports to: Township Administrator

Pay Classification: Hourly/Non-Exempt (full-time) Position is open until filled.

Salary Range: \$25.00 to \$35.00 per hour depending on qualifications

Etna Township is now accepting applications for a Zoning Inspector. Primary responsibilities will include investigating and following up on zoning complaints, processing zoning certificate applications, reviewing development plans and updating the comprehensive land use plan. Other responsibilities include attending planning and zoning meetings and writing reports and formal notices. Strong written and oral communication skills are required.

Education and Work Experience:

Bachelor's degree in Urban or Regional Planning, Civil Engineering or Public Administration; or 2-5 years years experience in zoning code enforcement or related area of work or any combination of education, training, and work experience which provides the required skills to perform the essential functions of the job. Experience working with local government is highly preferred including proficiency with Microsoft suite, iWorks zoning software, and GIS.

A valid Ohio Driver License with an acceptable driving record and personal automobile is required.

Interested applicants should send a cover letter and resume to: Gary Burkholder at [gburkholder@etnatownship.com](mailto:gburkholder@etnatownship.com) The position is open until filled. Visit [etnatownship.com](http://etnatownship.com) for a full job description or call Etna Town Hall with questions at (740) 927-7717.

Primary Responsibilities: include the following and other duties as assigned.

- Investigation of zoning and nuisance complaints; documenting findings, writing formal violation notices, and communicating with property owners.
- Review zoning certificate applications: plan review and site inspections, as warranted.
- Assist with update of Comprehensive Plan
- Assist with updating record keeping utilizing GIS
- Attend meetings and record minutes at Zoning Commission and Board of Zoning Appeals meetings, as needed.
- Assist in the preparation and processing of grant applications

- Assist in the review of Etna Township subdivision plats and attend Licking County subdivision review meetings as needed
- Assist in the review of residential and commercial/industrial construction plans to determine compliance with Etna Township Zoning Resolution
- Conduct field inspections for new construction and change of uses for purposes of issuing final occupancy certificates
- Work with other Township and County departments as necessary
- Assist the public by providing information on all applicable zoning provisions and procedures and provide referrals to the proper agencies.

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position requires frequent on-site inspections including in unimproved and off-road areas. Some of the duties of this job are also performed inside a climate-controlled office setting.

- The Zoning Department hours are 8:30 a.m. to 5:00 p.m. Monday through Friday.
- Ability to work other than normal working hours to attend various meetings and events.

## Equal Employment Opportunity Statement

Etna Township provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. Etna Township complies with applicable state and local laws governing non-discrimination in employment in every location in which the Township has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.