

**2019 Work Plan Development  
Draft for Discussion  
2-6-19**

**PIERCE TOWNSHIP 2019 Work Plan Development**

Trustee Work Session Initiated 2-6-19 to discuss initial priority lists - no formal action taken  
Updates included as of 8-1-19

**Departmental Areas of Work:**

		<b>Elements to be accomplished:</b>	<b>Tasks for Implementation:</b>	<b>Completion Deadlines</b>	<b>Resources</b>
<b>Community Survey</b>	TBD	Design Survey and identify means of Distrib.	Survey finalized and sent to residents ASAP	Surveys Returned and Results Compiled	Allen, LR, Volunteers, \$ Consultant
<b>Communication Plan</b>		Coordinate messages using Facebook, CERKL, new LED sign Utilize local media through press releases Community forums, Public committees and Events - reach out to veterans Draft Communications policy in progress AV reiew plan on-site with staff and reps at Millenium, AVI and possibly Tri-State Visual		Ongoing Ongoing Project specific See Social Media Policy Draft	Trustees and All Depts Trustees and All Depts Trustees, staff & media consultant Trustees, staff, legal review & media consultant
<b>Economic Development</b>		TIF Opportunities and purposes Review existing TIFs Identify Economic Development tools Business Retention/Expansion strategy Resolution adopted and accepted for Ohio Enterprise Zone Program administered by County	Prestwick TIF implementation Legal opinion regarding ability to amend or dissolve Review TIF, JEDD, CRA, EZ, CIC purpose and uses Reach out to Amelia Business Association?	Ongoing in phases ongoing	Trustees must adopt each by Resolution " Trustees, staff, Volunteers Trustees, staff, Volunteers Trustees & County Commissioners
<b>Transportation Studies</b>		Beckjord Redevelopment SR 125 Corridor Study Walmart access to East	Springing TIF in place and JEDD in discussion ED Tools/incentives, Traffic Access, Land Use goals Economic Development Strategy/Roundtable	In progress	Staff, Trustees, New Richmond, CLP. Kleingers, County, Twps, Amelia, ODOT As above, TIF funding?
<b>Zoning</b>		Review Land Use Plan and Zoning map Review Zoning Code - problem areas Staffing needs for Planning, Zoning and Code Enforcement Review zoning fee schedule - consider covering consultant costs and fee for zoning verification letters Focus on Code Enforcement Strategies	Identify problem areas/public input Initiate Text and Map amendments Approved Job Description and Ad Review chronic violators	TR Zoning reviewed March 2019 Consider new concepts such as breweries 12-27-18, Ad Closed 1-28-19 Ongoing	Staff, Zoning Comm, Trustees, Consultant Staff, Zoning Comm, Trustees, Consultant New Hire Started June 2019 " Planning & Zoning Admin. Legal, fire, police
<b>Parks</b>		Implement Park Master Plan	Learning Center/Restroom/Shelterhouse Relocate Hike/Bike path for safety and add elements Memorials - add to park elements Maintenance and extension of Hike/Bike Path Dog Park Improvement Park Use Policies Park Maintenance: Benches, Trash cans, signage Resurface Tennis Court & Basketball Court Pierce Preserve & Trails Install initial signage, message board, trailhead Develop work plan and budget for annual maintenance	Grant awarded to construct 2019 by 2020 OKI Grant for construction Review Design with Learning Ctr project 8-14-19 \$30k emergency repairs Resolution 2019-013 April 2019 New message boards and trash cans in place Co. Park Grant Due October 1 Installation by Park Opening August 17 Need to meet	Parks Comm., Staff, Engineering Consultants Parks Comm., Staff, Engineering Consultants State Cap and funds raised by Park Volunteers Grant apps Clean Ohio RT \$ & TA Natureworks App, Volunteer Fundraising Parks Committee, Staff, Trustees Parks Committee & Staff NOPE reps, Trustees, LR \$ (Review Trustee Appts) Trustees, Staff & NOPE Reps

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<b>Service/Roads</b>	Identify Road improvement list for 2019	Initiate bid for street resurfacing	Bid awarded, work to begin soon	Staff & Trustees
		Consider fee for Road Cut permits & inspections	Initiated \$50 fee with permit	Staff & Trustees
		Update Infrastructure plan		
		Cole Road erosion OPWC Application	Submitted July 2019	Staff & Trustees
		Beckjord Road Improvement	Delayed due to CLP truck activity	funds to repave or continue to patch?
		Review drainage concerns, chronic problems		
	Major Capital Projects:	Bradbury Road & Jenny Lind OPWC with Amelia	Bids being prepared/RofW review	TIF, OPWC, County and Local \$
		White Oak/Lewis Intersection	See SR125 Study	Partners: County, Twps, Amelia, ODOT - TIF \$?
<b>Nine Mile Flooding issues</b>	Protect properties downstream	Investigate drainage relief/alternatives	ongoing	County Stormwater and Sewer staff, Twp Engineer\$
		Clermont County Water Resources shared I/I study and plans for sewer line repair/replacement		
<b>Cemetery</b>	Identify Improvements	Fence Repair/Replacement	Completed	New storm damage John K. - Insurance \$?
		Investigate Columbarium & scattering gardens		
		Review Cemtery fees & Lot sales		
<b>Facility Maintenance:</b>	Admin Bldg roof	Repaired skylights, need roof proposals for coatings		
	Admin Bldg Parking Lot sealing & dead tree removal			
	Assess staff kitchen rehab		Stove returned, no vent required	
	Assess HVAC - moisture on vents in weight room,		HVAC unit failed in Admini offices and replaced July 2019	
	Replacement of furnishings in parlor & Conf. Room, reconfigure seating for Trustees & staff		Conf Room Furnishings replaced June 2019	
	Assess Garage facility and property to maintain at White Oak & Lewis			
<b>Fire Department - related</b>	Restore 1956 Fire Truck	long term storage at Lewis Garage since Sept 2018	In progress	Mark Cann agreed to chair & seek volunteers Scott Light and Bonnie liaisons
	Monitor Levy Funding, operating & capital budgets			
<b>Police</b>	Monitor Levy Funding, operating & capital budgets			
	Monitoring areas with high calls for service			
<b>Waste Collection</b>	Monitor Levy Funding		Nov 2017 Passed 5-year levy renewal	Note: 4% cost escalation per year
<b>Miscellaneous discussion:</b>	Develop Community Building events and policies: public and private, fundraising activities, township sponsored programs			Trustees, Staff, citizens, businesses & civic groups
	Personnel Matters - Policies, Job Descriptions, Performance evaluations, pay & benefits etc.		In progress	LR (3-year Union Contracts negotiated in 2017)
	Community-wide Energy Aggregation	Approved on November 2018 ballot -bids accepted with IGS & Dynegy.		Contracted Trebel
	Pro's and Con's of Home Rule?		Next census?	Trustees & staff
	Review Operating and Capital budgets, debt funding & interest earnings			
<b>Intiated by:</b>	<b>Trustees, Staff, Citizens</b>			

**1st Draft 2-5-19**  
Revised 8-15-19 LER

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See supplemental review of Planning & Zoning needs completed prior to job creation and hire

See supplemental review of Admin Asst position, pay and job duties

Need to initiate review of Service Department Director pay and job duties with anticipated increase in Parks and Cemetery responsibilities

Need to prepare for Amelia vote on November ballot - update: Results certified November 25, 2019 - transition period began.