AGENDA
West Milton Village Council

COUNCIL WORKSHOP MEETING
TUESDAY, AUGUST 25, 2026 - 6:30 PM

1. **CALL TO ORDER, Mayor Jeremy Sodders**

2. **ROLL CALL**

3. **Presentation – Stillwater Crossings**

4. **Workshop – Proposed Legislation**

   - **CM-26-53**
     A Resolution to adopt a Strategic Plan for the Village of West Milton, Ohio.
   - **CM-26-54**
     A Resolution to authorize the Village Manager to enter into a contract with [TBD] for Brand Image Services
   - **CM-26-55**
     A Resolution to authorize the Village Manager to prepare and submit an application to participate in the Ohio Public Works Commission State Capital Improvement and / or Local Transportation Improvement Program(s) and to execute contracts as required.
   - **CM-26-56**
     A Resolution to authorize the Village Manager to enter into a contract with McPheron Masonry for the construction of custom masonry structures at two corporation entry locations.
   - **CM-26-57**
     A Resolution to modify the preliminary development plan (PDP) for the Stillwater Crossings – South Planned Development.

5. **Public Comment**
   Anyone who wishes to speak on any item under the Workshop Discussion on Legislation may address the Council and are asked to limit their comments to five minutes.

6. **Other Discussions / Updates**

   - Comprehensive Plan Updates
   - Zoning Code Updates
   - Community Improvement Corporation (CIC)
   - Sidewalk Program
   - Other Updates – Events, Parks, Downtown

7. **Village Council Comments**

8. **Public Comment**
   Anyone who wishes to speak on any item on the agenda or for any other purpose may address the Council and are asked to limit their comments to five minutes.

9. **Adjournment**

AGENDA
STAFF REPORT

CM-26-53

Meeting Date	September 8, 2026
Agenda Classification	Resolution
Discussion Dates:	Village Workshop – 7/28 Village Workshop – 8/25
Report Title	A **Resolution** to adopt a Strategic Plan for the Village of West Milton, Ohio
Budget Financial Impact	There are no required expenditures with this resolution.
Planning Relationship	This plan is extremely important in stating the Village goals and objectives moving forward. Once the 2026 Comprehensive Plan is updated this Strategic Plan will dove-tail with the Comp Plan annually to help describe in greater detail the "why" things are prioritized.
Attachments	Exhibit A – 2026 Strategic Plan

Background

In consultation with the Village Council and our Village Staff, I completed a Strategic Plan for the Village. This plan clarifies our vision with values that we will follow as we invest in our future.

As we discussed at the July Workshop, the Strategic Plan defines our values of Tradition, Accountability, Legacy, and Joy. Within the plan, those values are then combined with clear statements for each value that we will follow.

Additionally, the plan provides goals and benchmarks to allow us to transparently express our priorities and what we see as success. We have added ideas from the Village Council, staff, and residents into this plan for prioritization. As we update this plan annually, we will continue to take ideas from the community into consideration as we clearly state our priorities for the year.

This plan will also be used annually as the budget priorities are created in the fall, helping to explain why the Village is choosing specific projects for investment.

RESOLUTION CM-26-53

A RESOLUTION TO ADOPT A STRATEGIC PLAN FOR THE VILLAGE OF WEST MILTON, OHIO

WHEREAS, the Village Council of West Milton desires to clearly state publicly their values and goals to establish the direction of the Village; and

WHEREAS, the 2026 West Milton Strategic Plan includes four primary values of Tradition, Accountability, Legacy, and Joy and details goals and priorities for the current year; and

WHEREAS, the process to create the Village Strategic Plan resulted from engagement with the Village Council, Village Staff, and the community; and

NOW THEREFORE BE IT RESOLVED BY the Council of the Village of West Milton, Ohio that:

SECTION I: The Village Council hereby adopts the 2026 West Milton Strategic Plan attached hereto as Exhibit A.

SECTION II: This Resolution shall take effect and be in full force upon passage.

Passed this _____ day of September, 2026.

_____
Jeremy Sodders, Mayor

ATTEST:

_____
Laura Wright
Clerk of Council

APPROVED AS TO FORM:

_____
Lenee' Brosh
Law Director

WEST MILTON

1807

OHIO

The 2026 STRATEGIC PLAN

TRADITION

ACCOUNTABILITY

LEGACY

JOY

Municipality of West Milton, Ohio

Strategic Plan and Vision – 2026

Mayor

Jeremy Sodders

Village Council

Sarah Gregory, Vice-Mayor

Kacey Metz, Council Chairperson

Levi Todd

Jennifer Richardson

Frederic Francis

Scott Fogle

Village Manager

Kyle A. Hinkelman, AICP

ADOPTED: September 8, 2026



I am proud to present to the residents, businesses, and visitors to West Milton the 2026 Strategic Plan. This document incorporates the vision, goals, and objectives of the Village Council and Staff, and provides clear benchmarks for success. This document should and will be updated annually by the Village Council and Village Manager to assure that strategic priorities are realigned to the current conditions of the community.

What has come out of this process is a document that reflects the Village's strategic priorities with actionable benchmarks to implement these priorities. Each benchmark also includes a timeline for achievement, so the Village can be held accountable to these goals and objectives. Not every goal or benchmark is short-term, some of these ideas will take many years of success and foundational achievement. The long-term goals and their success can be viewed through the short-term achievements and benchmarks each year.

The support of our community is what makes the Village of West Milton successful. Positive champions that support and tell everyone about why our community is amazing. As we document and achieve success, please join the Village in telling our story.

This document is intended to provide transparency, guidance, and accountability for the public to understand our strategic priorities. We are a solution driven organization, and we hope that you can review this document and help us solve the community's problems. With all the challenges in the world, we have a great community, with great assets, great people, and great opportunity.

With gratitude,

Kyle A. Hinkelman, AICP

Village Manager

COMMUNITY PROFILE

History

The Village of West Milton, located within Miami County, Ohio, was first settled in 1807 by Joseph Evans. The Village initially had two north/south streets, Main and Miami, with multiple east/west streets creating an initial 62 lots. Because of the admiration for poet John Milton by the daughter of Mr. Evans, the land was named Milton. When Milton had succeeded in luring enough settlers north by 1817, the United States Postal Office agreed to build a post office, and the community was renamed West Milton. The Village was formally incorporated in 1834.

Today, the Village shares a name one other community in the United States - West Milton, Pennsylvania (Pop. 900).

In the early days, West Milton grew due to the stagecoach route that went through the Village in 1850 along what is now known as State Route 48. Between 1830 and 1865 the population grew substantially due to large groups of Quakers, Methodists, and Presbyterians coming to the community from North Carolina and South Carolina because of their religious objections to slavery in the South.

In 1879, the first steam train came through the Village. In 1902 a traction train line from Fairview Park in Dayton to West Milton made its first trip and would make that trip every hour on the hour for many years, creating even more growth for the community. The community in 1902 created Overlook Park, which was described as “the most beatifical and historical picnic grounds in Western Ohio” as a tourist destination to persuade people to ride the train to West Milton. There was swimming and boating on the Stillwater River, picnicking, baseball, band concerts, gambling, and dancing. A large dance hall in the park was built after 1902 which included an automatic piano, to allow people to come to the community and dance into the night.

Over the next 100 years the Village saw limited growth, with new manufacturing or industrial businesses coming and going. From sawmills to tobacco manufacturing, there were multiple investments into the community.

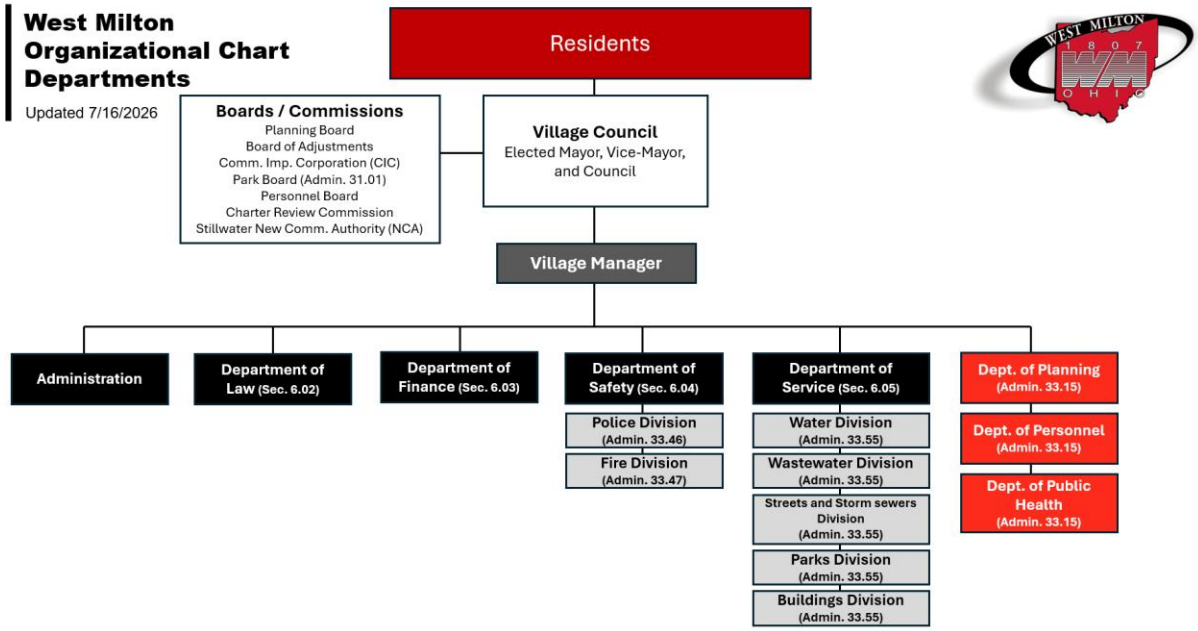
From 1835 until 1965 the Village was governed by a Mayor, in accordance with the Ohio Revised Code. The Municipality became a Charter community on May 4, 1965 when the community voted in the first charter, and adopted the Council / Manager form of government.

Village of West Milton Form of Government

West Milton has seven non-partisan Village Council members, elected to four-year terms, with two positions elected specifically as Mayor – Councilmember, and Vice-Mayor – Councilmember. The Village Council approves resolutions and ordinances, adopts an annual budget, and provides general direction for the organization.

The Village Council hires a professional Village Manager, who is the chief administrative officer of the organization, and manage all day-to-day operations of the Village including management of all staff, preparation and management of the annual budget, and organization of policies and procedures of the Village.

Village Organizational Structure



<u>Departments and Divisions</u>

The Village Charter and adopted Code of Ordinances creates specific required Departments including:

- Department of Law – Article 6.02
- Department of Finance – Article 6.03
- Department of Safety – Article 6.04
- Department of Service – Article 6.05

- Department of Planning – Admin. Code Section 33.15
- Department of Personnel – Admin. Code Section 33.15
- Department of Public Health – Admin. Code Section 33.15

Many of these Departments do not currently exist, including the Departments of Planning, Personnel and Public Health.

Over the years the Village has created divisions within these Departments, which are detailed within the Administrative Code. The following Divisions are explicitly defined within the West Milton Administrative Code:

- Police Division (Administrative Code Section 33.46)
- Fire Division (Administrative Code Section 33.47)
- Water Division (Administrative Code Section 33.47)
- Wastewater Division (Administrative Code Section 33.47)
- Streets and Storm sewers Division (Administrative Code Section 33.47)
- Parks Division (Administrative Code Section 33.47)
- Buildings Division (Administrative Code Section 33.47)

As with Departments, there are numerous Divisions that do not exist currently including the Streets and Storm sewers Division, Parks Division, and Building Division.

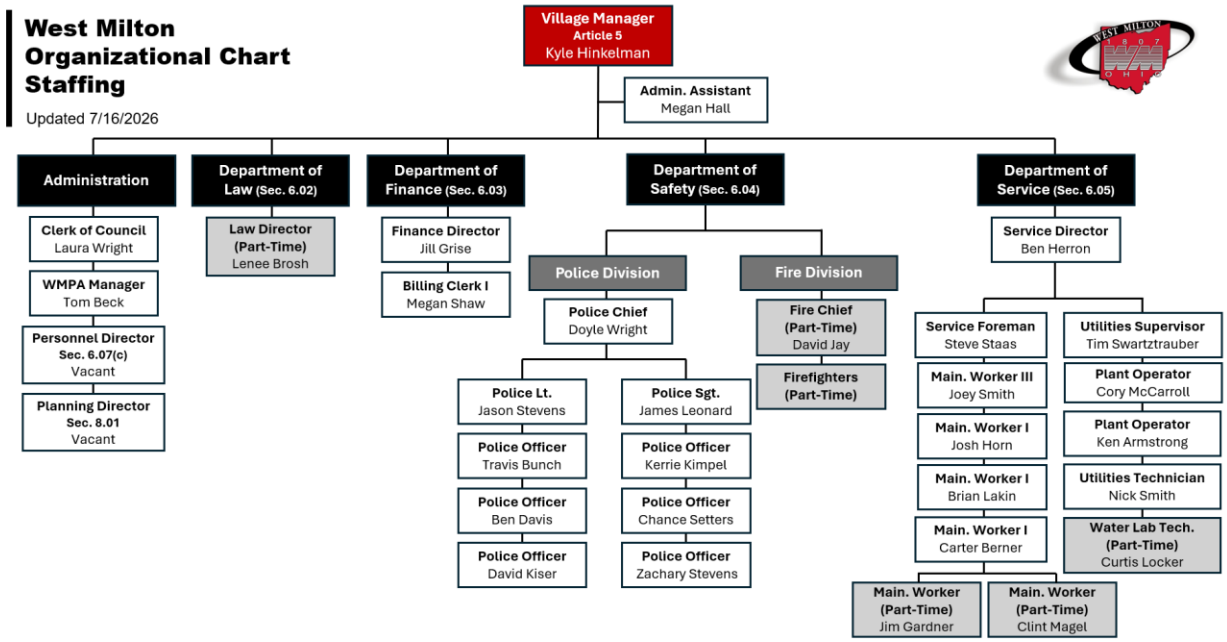
The Village also has created an Administration Department to cover the positions that do not fall within the defined Departments and Divisions.

Boards and Commissions

Additionally, the Village has created specific Boards and Commission to serve purposes as desired by the community. These Boards have been created through the Charter, the Administrative Code, or through specific private agreements which include the Village and include:

- Planning Board
- Board of Adjustments
- Community Improvement Corporation (CIC)
- Park Board
- Personnel Board
- Charter Review Commission
- Stillwater New Community Authority (NCA) Board

Organizational Chart – Staffing



The Village of West Milton currently has 64 employees, which include full-time and part-time employees. Over two-thirds of these employees are within the Police and Fire Departments.

Current Staffing by department includes:

- Administration Department – 4 employees
- Law Department – 1 employee
- Finance Department – 2 employees
- Safety Department – 44 employees
- Service Department – 13 employees

In 2026 the Village hired a Maintenance Worker I in March, a Part-Time Maintenance Worker I in April, a Village Manager in June, and a Police Officer in July. No additional hiring is scheduled for 2026.

In 2027 the Village has one additional position budgeted which is a Code Enforcement Officer. This position has not been determined if it is within the Police Department or Administration Department.

PURPOSE, VISION, AND VALUES

Purpose

The purpose of the Village of West Milton is to provide necessary services to our residents, businesses, and visitors to the community. These services should be provided at the most cost-efficient and effective way possible, while meeting the expectations of the community.

The Strategic Plan is a public and transparent way for the Village of West Milton to share with the community how the Village Council and Village Staff intend to meet those expectations along with how they will implement policies related to those services.

This document will additionally provide guidance for understanding why decisions by the Village Council are made. Some decisions by the Village are not intended to make immediate changes or to have an immediate impact on the community; they are intended to help develop and diversify the Village for the future. When long-term decisions are made, the community doesn't always understand why they are made. This document is intended to help connect the short-term and long-term goals, benchmarks, and achievements where possible.

Vision

As part of the Comprehensive Plan process, the Village adopted a new Vision Statement. This statement embodies shared goals, following a highly collaborative process with residents, Village staff, elected officials, and other stakeholders.

> ***"West Milton is a welcoming, cherished community with a unique history, eclectic character, and pristine natural areas. The Village seeks to preserve its vibrant community spirit with dynamic housing, employment, and recreation that foster a sustainable place for all, now and in the future.***
>
> ***West Milton embraces innovation and investment to enhance the quality of life for residents, visitors, and businesses."***

Values

Both the Vision and the Village's priorities are founded on following basic values that guide all of the actions of the Village and reflect what is expected from the Village Council and Village Staff.



TRADITION

The Village of West Milton will always keep the nostalgic pride that our community has for our buildings, our events, and our small-town feel.



ACCOUNTABILITY

The Village of West Milton will be transparent and openly communicate with its residents and businesses.



LEGACY

The Village of West Milton will make decisions that support the next generation of Miltonians through innovation, sustainability, and collaboration.



JOY

The Village of West Milton will create places within our community that allow social gathering, recreation, and a unique sense of place.

VALUE #1

TRADITION

The Village of West Milton will always keep the nostalgic pride that our community has for our buildings, our events, and our small-town feel.



- We have strong community pride with annual traditions and events. When looking at development, growth, and opportunities, we will always keep our traditions in mind.

- We are proud of our parades, Rock the Hill, Fireman's Waffles, Fall Fling, and how we celebrate the 4th of July. When deciding new events, we will make sure that these traditions are kept strong.

- Our historic downtown includes buildings, alleyways, and elements that we feel is part of our small-town charm. We will always prioritize keeping the building design, look, and feel of our downtown in scale and in design with the existing historic fabric.

VALUE #2

ACCOUNTABILITY

The Village of West Milton will be transparent and openly communicate with its residents and businesses.



- We will prioritize transparency with all decisions and actions by the Village.
- We will manage our financials with fiscally conservative principles and assure that we reflect a balanced budget annually.
- We will communicate with the public through multiple outlets including social media, our website, local newspapers, and word of mouth to try and reach as many people as possible within our community.
- We will provide timelines and scopes of work publicly for projects, so the community can follow progress and ask questions when things are not completed.

VALUE #3

LEGACY

The Village of West Milton will make decisions that support the next generation of Miltonians through innovation, sustainability, and collaboration.



- When making decisions, we will not just think about the short-term gain but think about the impact these decisions will make to create a more beneficial future for our residents and businesses.

- We will always try to create a community that incentivizes the next generation to want to come back to West Milton if they leave or to convince those that have left to want to come back.

- We understand that how our community is viewed from those who live here is the most important part of how we do business. We want to attract new people to come to our Village, but we will always focus on how we can continue to build our community up for those who have chosen to live here already – whether that is for one generation or many more.

- When possible, we will make short-term decisions that may take a long time to come to fruition or be noticed by the general public, like planting trees, updating codes, making investments into redevelopment, as the longer we wait for these, the longer it takes for the next generation to have them.

VALUE #4

JOY

The Village of West Milton knows will create places within our community that allow social gathering, recreation, and a unique sense of place.



- We will always prioritize creating a community that people want to live, visit, and enjoy.
- We believe that our geographic location is something special, and we will always focus on creating connections between the Stillwater River, Municipal Park, and our downtown to allow the community to enjoy these spaces and connections.
- We want to create social gathering places throughout our community for people to meet each other, enjoy food or drinks, or to just look at the beautiful environment.
- Creating a place requires us to focus on beauty and aesthetics. We will always consider what we can do to make our community more attractive.

STRATEGIC FRAMEWORK

The vision and values help to clarify how the Village will serve the community. These efforts are all combined to help to achieve the overall goal of keeping our community character and history while incrementally growing and providing more opportunities for our residents, businesses, and visitors.

Grow, change, and improve while continuing to keep our small-town feeling.



GOALS AND BENCHMARKS

This Strategic Plan for the Village has noted four values that help to guide future decision making for the organization. These values are the overarching priorities for the Village. On the following pages you will find the specific Goals and Benchmarks that are used to see the continual development of the community and how they relate to our values. Where possible, timelines are associated with Benchmarks, but not all goals have timelines associated with them.

This document should be used to understand the Strategic Priorities of the organization and to see where the Village has changed, grown, and succeeded over time. With the annual updates, this document will be modified and the pages that follow will be updated to include how the previous year's benchmarks were met. Although the effort will always be to achieve all goals and benchmarks, there are always unknown factors that play into those achievements. This document should be reviewed as a framework and to confirm the general and overall improvement of the community.

Goal Categories

The goals will be broken down into Financial, Project, and Operational Goals. There are times where goals and benchmarks overlap categories and they will be placed in the category that best describes the goals or benchmark.

Financial

These are goals related to the revenue and expenditures of the Village, including, but not limited to, the annual budget and long-term debt obligations.

Project

These are goals related to economic development including new business and commercial development and growth, as well as any other new building or development concept.

Operational

These are goals related to the internal Village operations and efficiencies or policies related to how the Village functions.

Timelines

There are multiple timelines proposed for each goal to help understand the general priority of each. Some goals may have multiple timelines as each individual benchmark may be different. Where feasible, each benchmark also includes timelines.

Immediate (<1 year)

These goals and benchmarks will be completed within the next year.

Short-term (1-2 years)

These goals and benchmarks may be started immediately, but either need more time to develop the solution or will need more time to get funding.

Long-term (5+ year)

These goals and benchmarks are more foundational and require a much longer period of time to fully implement or achieve the goal. Some of these goals include benchmarks that may be implemented in the immediate or short-term, but will need to continually occur, so they are reflected as a long-term goal.

FINANCIAL GOAL #1

Goal	Timeline		Values			
Expand the Tax Base	Long-term (5+ Years)			ACCOUNTABILITY	LEGACY	

The Village will diversify our tax base by increasing collections of property, income, and other taxes from new users to the Village of West Milton.

Benchmarks and Achievements

F | 1.1 Bring new businesses to the community – commercial and/or industrial.

F | 1.2 Build new homes

F | 1.3 Incentive new job creation in the Village to help businesses join the community.

F | 1.4 Create a development playbook, that details incentives and economic policies of the Village.

Financial Goal #2

Goal	Timeline	Values			
Balance Budget / Reduce Debt Obligations	Annually / Long-Term (5+ Years)		ACCOUNTABILITY		

Benchmarks and Achievements

F | 2.1 Have a transparent and open budget process that includes a budget committee.

F | 2.2 Schedule projects that require debt when grants or low-interest loans are available.

F | 2.3 Create a debt payoff plan that includes short-term and long-term debt.

Financial Goal #3

Goal	Timeline		Values		
Make the Village finances more accessible	Short-term (1-2 Years)		ACCOUNTABILITY		

Benchmarks and Achievements

F | 3.1 Create a document for the public to understand the full financial structure of Stillwater Crossings – South and North.

F | 3.2 Publish the Village Financial Report monthly at the Regular Village Council Meeting.

F | 3.3 Have the budget book published on the website.

F | 3.4 Put project information, finances, and timelines on the website.

Project Goal #1

Goal	Timeline	Values			
Enhance the Park Experience in West Milton	Immediate (<1 year) Short-term (1-2 years) Long-term (5+ Years)	TRADITION	ACCOUNTABILITY	LEGACY	JOY

Benchmarks and Achievements

P | 1.1 Adopt a Comprehensive Plan that has a portion that clearly defines each park, its amenities, and future goals for each and prioritizes the funding for these improvements.

P | 1.2 Municipal Park – Complete projects including – Park Pavilion, New Restrooms, and Concession Stand. Get quotes for trails and other projects noted in the Comprehensive Plan.

P | 1.3 Resurface the tennis / pickleball / basketball courts on Jay Street

P | 1.4 Complete the walking / bicycle trail along SR-571 from downtown to Stillwater Crossings

P | 1.5 Founder's Park – Create a plan for the park including parking, a shade structure, and other amenities.

Project Goal #2

Goal	Timeline		Values		
Improve infrastructure / facilities throughout the Village	Short-term (1-2 years) Long-term (5+ Years)		ACCOUNTABILITY	LEGACY	JOY

Benchmarks and Achievements

P | 2.1 Create an annual pavement program that includes mill and overlay, curb replacements, ADA curb ramps, and other surface treatments

P | 2.2 Create a sidewalk replacement program.

P | 2.3 Implement the Vacant Property Ordinance

P | 2.4 Implement a Contractor Registration Program

P | 2.5 Get parking agreements with private property owners to improvement parking lots downtown

P | 2.6 Have roadways within Stillwater Crossing paved

P | 2.7 Create a GIS map and Capital Replacement plan for all water, sewer, and storm lines within the Village.

P | 2.8 Create a plan for the necessary future investments into Village Hall or determine a new location for the future of Village Hall.

P | 2.9 Create a plan for the Service Center complex and future needs and investment.

Project Goal #3

Goal	Timeline		Values		
Update and Digitize Codes, Plans, and Maps	Short-term (1-2 years) Long-term (5+ Years)				

Benchmarks and Achievements

P | 3.1 Adopt a new Comprehensive Plan for West Milton

P | 3.2 Replace the Zoning Code with a new code that is easier to understand for the general public and developers

P | 3.3 Digitize all large-scale maps and make as many publicly available as possible including the Zoning Map.

P | 3.4 Put codes, plans, and documents on the website with easy-to-understand graphics and language for use by the public.

Project Goal #4

Goal	Timeline	Values
Create Economic Opportunities for Development	Immediate (<1 year) Short-term (1-2 years) Long-term (5+ Years)	TRADITION, ACCOUNTABILITY, LEGACY, JOY

Benchmarks and Achievements

P | 4.1 Work with Downtown Strategies to implement policies and incentives to increase business interest in the community.

P | 4.2 Work with Downtown Strategies to implement festoon lighting in an alleyway downtown.

P | 4.3 Hire an engineering or planning firm to help vision downtown for marketing

P | 4.4 Create aerial images and marketing materials to better communicate what amenities our community has to outside business and development community.

P | 4.5 Focus on preservation of the downtown buildings and consider the National and State Registers of Historic Places. Attempting to get Certified Local Government status and / or individual building registration.

P | 4.6 Get new businesses at Stillwater Crossings – South to complete development.

P | 4.7 Market available properties to outside developers through the website and JobsOhio / DDC.

P | 4.8 Find housing developers to invest in the community in areas defined for growth in the Comprehensive Plan

Organizational Goal #1

Goal	Timeline	Values			
Increase the quality of existing services	Immediate (<1 year) Short-term (1-2 years)	TRADITION	ACCOUNTABILITY	LEGACY	JOY

Benchmarks and Achievements

O | 1.1 Increase maintenance of downtown sidewalks, curbs, and open spaces.

O | 1.2 Increase Code Enforcement efforts along the major thoroughfares and become more consistent with our overall enforcement efforts. Assure that everyone in the Village is treated evenly and fairly through the process and by the code.

O | 1.3 Create tools for better public communication – website, social media, and other applications.

O | 1.4 Clarify the brand of the Village, including consistent messaging, design, and visuals.

Organizational Goal #2

Goal	Timeline		Values		
Create new and update old systems and tools to become more efficient	Immediate (<1 year) Short-term (1-2 years)		ACCOUNTABILITY	LEGACY	

Benchmarks and Achievements

O | 2.1 Digitize all records and create internal network sharing of files that allow faster response to the public.

O | 2.2 Digitize all maps and make them publicly available, when possible.

O | 2.3 Update policies and procedures to assure the organization if meeting all local, state, and federal requirements

O | 2.4 Publish the Code of Ordinances on the American Legal Publishing website to allow easy review by the public.

O | 2.5 Create a business registry.

O | 2.6 Execute shared agreements between the Village and organizations within West Milton to clarify relationships, goals, funding and purpose for each group.

Organizational Goal #3

Goal	Timeline		Values		
Create clarity and consistency throughout the organization	Immediate (<1 year) Short-term (1-2 years) Long-term (5+ Years)		ACCOUNTABILITY	LEGACY	

Benchmarks and Achievements

O | 3.1 Implement policies and procedures to create consistent meetings, bidding, documents, and permits.

O | 3.2 Update the Village Charter to meet the needs of the Village in 2026 and to meet requirements.

O | 3.3 Adopt updates to the Personnel Policy and Administrative Policies to assure our internal staff understand expectations and their rights as an employee of the organization.

O | 3.4 Update Organizational Chart and reflect upward mobility and succession planning.

AGENDA STAFF REPORT

CM-26-54

Meeting Date	September 8, 2026
Agenda Classification	Resolution
Discussion Dates:	Village Workshop – 7/28 Village Workshop – 8/25
Report Title	A **Resolution** to authorize the Village Manager to enter into a contract with [TBD] for Brand Image Services
Budget Financial Impact	$5,000 is the maximum amount of the agreement
Planning Relationship	Updating the brand is part of the Comprehensive Plan and Strategic Planning efforts of the Village in 2026 and into 2027.
Attachments	None.

Background

The Village discussed brand image and the process at the Village Workshop on 7/28 detailing the need for a more consistent message and logo. The Village put out an RFQ for Brand Image Services on 7/29, which will close on 9/2.

More background will be provided once Qualifications are received and reviewed by the review panel.

RESOLUTION CM-26-54

A RESOLUTION TO AUTHORIZE THE VILLAGE MANAGER TO ENTER INTO A CONTRACT WITH XXXXX FOR BRAND IMAGE SERVICES

WHEREAS, the Village Council of West Milton has discussed at Village Workshop meetings and has documented within the Village Strategic Plan, a desire to see the Village branding updated; and

WHEREAS, Village Council authorized the Village Manager to go out for a Request for Qualifications (RFQ) for Brand Design Services; and

WHEREAS, the RFQ was made public on July 29, 2026 and closed on September 2, 2026 with multiple RFQ's received by the Village Manager; and

WHEREAS, the Village created a review panel, who reviewed all of the qualifications provided and scored them based on experience and expertise, approach, local connections, and references; and

WHEREAS, based on the evaluation criteria and scoring, it is the recommendation of the review panel that the Village enter into a contract with XXXXX for brand image services; and

NOW THEREFORE BE IT RESOLVED BY the Council of the Village of West Milton, Ohio that:

SECTION I: The Village Council authorizes the Village Manager to negotiate and enter into a contract with XXXXX in an amount not to exceed $5,000 to provide the scope of services as described within the bid package.

SECTION II: This Resolution shall take effect and be in full force upon passage.

Passed this _____ day of September, 2026.

_____
Jeremy Sodders, Mayor

ATTEST:

_____
Laura Wright
Clerk of Council

APPROVED AS TO FORM:

_____
Lenee' Brosh
Law Director

AGENDA STAFF REPORT

CM-26-55

Meeting Date	September 8, 2026
Agenda Classification	Resolution
Discussion Dates:	Village Workshop – 7/28 Village Workshop – 8/25
Report Title	A Resolution to authorize the Village Manager to prepare and submit an application to participate in the Ohio Public Works Commission State Capital Improvement and / or Local Transportation Improvement Program(s) and to execute contracts as required.
Budget Financial Impact	The Jay Street Water Main Replacement Project is budgeted as $409,396 for the entire project. The OPWC request is for a grant to cover $300,000 of that project, leaving a total of $109,396 or 27% of the total cost to be covered by the Village. This funding will be budgeted within the 2027 budget.
Planning Relationship	As the Village looks to build out new infrastructure, it is extremely important that existing infrastructure is improved. This water main is one of the primary trunk lines within the community, and there are continually maintenance issues with it.
Attachments	None

Background

The Ohio Public Works Commission (OPWC) has multiple programs that communities can apply for funding from, but the most common is for capital infrastructure projects – like water lines, sewer lines, and roadway improvements. The OPWC program allows communities to apply for grants or loans for large infrastructure projects that would be difficult to capital fund for. The Village can apply annually for project funding, which we will begin to do starting this year.

The Jay Street water main replacement project is a project that replaces roughly 1,400 feet of water main from Wright Road to Stillwater Street under Jay Street that hasn't been replaced since 1950. The updating of the line will also include replacement of valves, hydrants, and service connections, which are necessary to ensure the system if functioning properly.

It is important to note that the Village applying for funds does not mean that the Village will receive funds. If funds are not received, the Village does not have to move forward with the project.

The Village intends to put this project into the 2027 capital improvement plan, which will be reflected within the 2027 budget.

RESOLUTION CM-26-55

A RESOLUTION TO AUTHORIZE THE VILLAGE MANAGER TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND / OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED

WHEREAS, the State Capital Improvement Program and the Local Transportation Improvement Program both provide financial assistance to political subdivisions for capital improvements to public infrastructure; and

WHEREAS, the Village of West Milton is planning to make capital improvements to the Jay Street Water Main Replacement project; and

WHEREAS, the infrastructure improvement herein above described is considered to be a priority need for the community and is a qualified project under the Ohio Public Works Commission, also known as the OPWC programs; and

NOW THEREFORE, be it resolved by the Council of the Village of West Milton, Ohio that:

SECTION I: Village Council authorizes the Village Manager to apply to the OPWC for funds as described above.

SECTION II: Village Council authorizes the Village Manager to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

SECTION III: This Resolution shall take effect and be in force form and after its passage.

Passed this _____ day of September, 2026.

_____
Jeremy Sodders, Mayor

ATTEST:

_____
Laura Wright
Clerk of Council

APPROVED AS TO FORM:

_____
Lenee' Brosh
Law Director

AGENDA STAFF REPORT

CM-26-56

Meeting Date	September 8, 2026
Agenda Classification	Resolution
Discussion Dates:	N/A
Report Title	A Resolution to authorize the Village Manager to enter into a contract with McPheron Masonry for the construction of custom masonry structures at two corporation entry locations.
Budget Financial Impact	$34,058 will be expended from the General Fund. Some of the cost will be provided via insurance, and the rest will be appropriated to cover the remainder of the cost.
Planning Relationship	As part of the Comprehensive Plan draft document, wayfinding and consistent signage is called out as an important part of the overall look and feel of the community. These signs are part of the overall marketing of the Village.
Attachments	Exhibit A – Proposed Contract with McPheron Masonry.

Background

In 2025 the monument sign at the corner of Iddings Road and SR-571 was hit by a driver and destroyed. The Village had insurance on the structure, which covered $10,627.30 for a replacement. When looking at replacing the sign, the Village Service Director determined that it would be more cost effective to build a new sign on SR-48 along with replacing the sign on SR-571 under a single bid.

The Village released the bid project on July 20 and opened the sealed bid packages on August 12th at 11AM.

The lowest and/or best bid response was by McPheron Masonry at a total cost for both signs of $34,058. This will include the $10,627.30 from insurance and require an additional $23,430.70 for the remainder of the work to be completed under the scope.

RESOLUTION CM-26-56

A RESOLUTION TO AUTHORIZE THE VILLAGE MANAGER TO ENTER INTO A CONTRACT WITH MCPHERON MASONRY FOR THE CONSTRUCTION OF MASONRY STRUCTURES AT TWO CORPORATION ENTRY LOCATIONS

WHEREAS, the Village Council of West Milton has determined that well marked and aesthetically pleasant welcome signage into our Village is both a marketing advantage and quality of life improvement that is worth funding; and

WHEREAS, two signage structures will be located at the Village entrances of E. Tipp Pike (State Route 571) and S. Miami Street (State Route 48); and

WHEREAS, this project has been properly bid according to Chapter 33 of the Code of Ordinances and McPheron Masonry of Fairborn was selected as the lowest and/or best bid; and

WHEREAS, the project will be funded out of the 2026 Operating Budget – Administration Capital Improvement Fund; and

NOW, THEREFORE, Be it Resolved by the Council of the Municipality of West Milton, Ohio that:

SECTION I: The Village Council authorizes the Village Manager to enter into a contract with McPheron Masonry of Fairborn, Ohio in an amount not to exceed $35,000 to provide the scope of work as described within the bid package.

SECTION II: This Resolution shall take effect and be in force from and after its passage.

Passed this _____ day of September, 2026.

_____
Jeremy Sodders, Mayor

ATTEST:

_____
Laura Wright
Clerk of Council

APPROVED AS TO FORM:

_____
Lenee' Brosh
Law Director

WORKSHOP
STAFF UPDATES

Meeting Date	**August 25, 2026**
Discussion Topics	1. Comprehensive Plan Update 2. Zoning Code Updates 3. Community Improvement Corporation (CIC) 4. Sidewalk Program 5. Events – Rock the Hill 6. Parks Updates 7. Downtown Updates
Attachments	• None

Details on Discussion Items

I will discuss each of these topics at the meeting in more depth. If the Village Council or Residents have questions about the topics, I would encourage you to reach out to me prior to the meeting, so I can fully address your questions.

1. Comprehensive Plan Finalization
   Since the July Workshop I have completed a second review of the Comprehensive Plan and brought 90 pages to the Planning Board meeting on August 5 for their review. We are on schedule to have the remainder of the plan for review at the September 2 meeting. The community survey update is open until September 16 and will be incorporated into the final DRAFT document that will be reviewed by the Planning Board on October 7.

   We are currently looking at having public open houses on the following dates:

   - October 14 – 5-7pm at Village Hall
   - October 15 – 5-7pm at Village Hall

   Final data and changes will be implemented into the DRAFT for review at the Council Workshop on October 27th.

   If the plan is acceptable, consideration for adoption will occur on November 10th for the first reading, and December 8th for the second and final adoption.

2. Zoning Code Updates
   As the Comprehensive Plan moves forward, it is important to keep the Zoning / Development Code changes moving forward as well. I will be bringing this code back to the Planning Board for their consideration in October, once we have put more of the Comprehensive Plan to bed. Although, I would love to have this replacement code adopted sooner, I do believe that this will become an early Spring 2027 document, as the Village begins budget season and many priorities are taking up the limited time I have available. I am working as hard as possible to get this code updated and in a form that we can review, and I am hopeful to get the initial public review in October at the Planning Board meeting.

3. Community Improvement Corporation (CIC)
   I am working to reimplement the West Milton CIC, which was last active in 2015. The CIC was and is formed in 1974 originally for the purpose of advancing, encouraging, and promoting the industrial, economic, commercial, and civic development of the Village of West Milton, Miami County, Ohio and in furtherance, thereof, to have all the powers granted a corporation not for profit that is a community improvement corporation under Chapter 1702 and 1724 of the Ohio Revised Code, as such now exist or as the same may be amended from time to time.

   The WMCIC has a five-member board with the majority of the Board being appointed or elected officials of the Village of West Milton. As of now, the expectation would be to have myself as the permanent president, Jill Grise as our treasurer, and one elected official as the three from the Village. We would then need two community members to also join the Board. Since the WMCIC has not been active in over 11 years, and hasn't actually done any business since at least 1995?, we will need to readopt Article of Incorporation and Bylaws, to ensure we are meeting all rules and regulations currently. The organization has a previously setup bank account that will need to be transferred into the new names, and which will be audited annually going forward.

   The CIC is an important part of any economic development plan, as it serves as the conduit between the Village and private development focusing on acquiring, conveying, disposing of, holding, leasing, purchasing, receiving, selling, subleasing, and/or transferring real and personal property. We will be utilizing this organization as we purchase and sell land for economic development purposes in the future.

   I am hopeful to have this organization back up and running by October.

4. Sidewalk Program
   The Village created a Sidewalk Installation Cost Sharing Program in September 2025 by resolution CM-25-49. The program notes that the intention of the program is to encourage property owners who have yet to install sidewalks to install new sidewalks connecting existing sidewalks in the Village. As part of the creation of the program Village Council authorized up to $50,000 annually to help financially support the program.

Within the standards created for the program, it is noted that each year the Village will select specific areas or neighborhoods to target to remove "sidewalk islands". It provides two main factors when determining what area will be chosen – 1. The number of potential sidewalks that would be eligible under the program and 2. The number of people who choose to pay their costs up front.

As part of the program, there is a cost-sharing component where the Village will cover 50% of the total cost of work for those selected areas.

After reviewing how the program was created, I would like to suggest that we reimagine the program to be administered differently. Instead of having the program fund portions of unfinished sidewalks throughout the Village, I would suggest we have the program cover a certain amount of sidewalk construction annually, and then utilize the remaining funds to support sidewalk replacement throughout the Village.

If it is agreeable to the Village Council, I will bring back legislation for consideration in October or November for implementation in 2027.

5. Rock the Hill

   The Rock the Hill event took place on Saturday, 8/15 and fought rain throughout the event. At 8:30pm the event was halted for 30 minutes due to a tornado warning. Many of the food trucks backed out due to the weather. Event staff convinced Clark's to serve the event, and it was packed. Throughout all of those challenges there were a lot of people who stayed and enjoyed the bands. We certainly want to thank Project Revival and the people who make the Rock the Hill event possible.

6. Parks Updates

   The list of projects and their updates is below.

   - **General** – the Comprehensive Plan has incorporated a Park Inventory and Planning section to cover all of the projects and goals for the parks.
   - **Municipal Park –** The Village was not granted any funds for 2026 for a pavilion. This means that this structure is not contemplated to be built in 2027 any longer, as the funding is not available. It is anticipated that the restrooms are delivered by September and that the Village will install the new building this Fall. The old concessions building will be demolished, graded, and seeded next Spring.
   - **Founder's Park** – The park was surveyed. Planning for 2027 has begun. More information will be shared once a plan is created.
   - **Jay Street Park** – Village Staff met with the school staff to discuss mowing, fencing, and the transition of the park from the school to the village. The school will be putting up a fence around Memorial Stadium, and the old fence will remain up until after football season. In October / November the Village will remove the old fencing and mini-shelter structures and work on grading the site. With the old sand volleyball courts in that location, the site work may have to wait until Spring when the site can be fully evaluated, and all of the sand can be removed and replaced with topsoil.

7. Downtown Updates
   I have had some enjoyable walkabouts and have met business owners and residents. We will be hosting the first West Milton Business Roundtable in conjunction with the West Milton Rotary on September 11 at 12pm at the Village Hall. We will be advertising the event to all business owners in and around West Milton.