

**REGULAR PIQUA CITY COMMISSION MEETING  
TUESDAY, DECEMBER 3, 2013  
7:30 P.M. – COMMISSION CHAMBER – 2<sup>nd</sup> FLOOR  
201 WEST WATER STREET  
PIQUA, OHIO 45356**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**REGULAR CITY COMMISSION MEETING**

**CONSENT AGENDA**

1. **APPROVAL OF MINUTES**  
Approval of the minutes from the November 19, 2013 Regular City Commission Meeting
2. **RES. NO. R-137-13**  
A Resolution reappointing a member to the Miami County Council
3. **RES. NO. R-138-13**  
A Resolution reappointing a member to the Piqua Energy Board
4. **RES. NO. R-139-13**  
A Resolution reappointing a member to the Piqua Energy Board

**OLD BUSINESS**

5. **ORD. NO. 16-13 (2<sup>nd</sup> Reading)**  
An Ordinance to make appropriations for the City of Piqua, Ohio for the year 2014
6. **ORD. NO. 17-13 (2<sup>nd</sup> Reading)**  
An Ordinance repealing Schedule A-1 of Chapter 33 of the Piqua Code and adopting a new Schedule A-1 of Chapter 33 of the Piqua Code, relating to wages of certain Municipal Employees

**NEW BUSINESS**

7. **ORD. NO. 18-13 (1<sup>st</sup> Reading)**  
An Ordinance amending Chapter 55.31 – Storm Water Fees established of the Piqua Municipal Storm Water Management
8. **RES. NO. R-140-13**  
A Resolution authorizing a purchase order to Laguna Tools Inc. for the purchase of a new CNC router sign machine for the Public Works Department
9. **RES. NO. R-141-13**  
A Resolution authorizing a purchase order to Barrett Paving Materials Inc. as the primary supplier, and Valley Asphalt Corp. as the secondary supplier of hot mix for the 2014 Street and Alley Maintenance program

10. RES. NO. R-142-13

A Resolution authorizing a purchase order to Piqua Materials Inc. as a supplier of stone and cold patch for the 2014 Street and Alley Maintenance program

11. RES. NO. R-143-13

A Resolution authorizing the City Manager to enter into an agreement with T & M Associates, Inc. for work funded through the United States Environmental Protection Agency Brownfield Assessment Grant Program received by the City of Piqua at a cost not to exceed \$192,000

12. RES. NO. R-144-13

A Resolution authorizing the City Manager to enter into an agreement with Burgess and Niple, Inc. for work funded through the United States Environmental Protection Agency Brownfield Assessment Grant program received by the City of Piqua at a cost not to exceed \$192,000

**PUBLIC COMMENT**

(This is an opportunity for citizens to address the City Commission regarding issues or to provide information. Comments are requested to be limited to five (5) minutes and specific questions should be addressed to the City Manager's office.)

**CITY MANAGER'S REPORT**

**COMMISSIONERS COMMENT**

**ADJOURNMENT**

**MINUTES  
PIQUA CITY COMMISSION  
Tuesday, November 19, 2013  
7:30 P.M.**

Piqua City Commission met at 7:30 P.M. in the Municipal Government Complex Commission Chambers located at 201 W. Water Street. Mayor Fess called the meeting to order. Also present were Commissioners Terry, Wilson, Vogt, and Martin.

**REGULAR CITY COMMISSION MEETING**

**Consent Agenda**

**Approval of Minutes**

Approval of the minutes from the November 5, 2013 Regular Piqua City Commission Meeting.

Moved by Commissioner Martin, seconded by Commissioner Vogt, to adopt the minutes of the November 5, 2013 City Commission Meeting. Voice vote, Aye: Martin, Fess, Vogt, Terry, and Wilson. Nay: None. Motion carried unanimously.

**Old Business**

**ORD. NO. 15-13** (3rd Reading)

An Ordinance to vacate a portion of Public Right-of-Way

Economic Development Director/Assistant City Manager Bill Murphy stated this is the third reading of Ordinance No. 15-13. The applicant desires to vacate a platted portion of Hardin Road Alternate (Old State Route 66) right of way between Hardin Road and State Route 66. The right of way is located within the boundaries of the construction site for the new water treatment plant.

A public hearing was held by the Planning Commission to review the request and receive public comments. No one came forward representing the public to speak for or against vacation, and upon review the Planning Commission recommended approval of this vacation to the City Commission.

**Public Comment**

No one came forward to speak for or against Ordinance No. 15-13.

Moved by Commissioner Vogt, seconded by Commissioner Martin, that Ordinance No. 15-13 be adopted. Roll call, Aye: Fess, Wilson, Vogt, Terry, and Martin. Nay: None. Motion carried unanimously. Mayor Fess then declared Ordinance No. R-15-13 adopted.

**New Business**

**ORD. NO. 16-13**

An Ordinance to make appropriations for the City of Piqua, Ohio for the year 2014

Finance Director/Assistant City Manager Cynthia Holtzapple stated the City is required to present and pass the 2014 Annual Budget by the end of the 2013 year. This is the first reading of Ordinance No. 16-13 with the Commission reviewing the Department Budgets on November 14 and November 21.

**Public Comment**

No one came forward to speak for or against Ordinance No. 16-13.

Ordinance No. 16-13 was given a first reading.

**ORD. NO. 17-13**

An Ordinance repealing Schedule A-1 of Chapter 33 of the Piqua Code and adopting a new Schedule A-1 of Chapter 33 of the Piqua Code, relating to wages of certain Municipal Employees

Finance Director/Assistant City Manager Cynthia Holtzapple stated the State of Ohio will increase the minimum wage effective January 1, 2014 from \$7.85 per hour to \$7.95 per hour. The wages on Schedule A-1 have been changed to reflect this increase. This is the only change that was made to Schedule A-1, said Ms. Holtzapple.

**Public Comment**

No one came forward to speak for or against Ordinance No. 17-13.

Ordinance No. 17-13 was given a first reading.

**RES. NO. R- 134-13**

A Resolution requesting authorization to enter into an agreement with O.R. Colan Associates for the right-of-way acquisition services for the County Road 25-A Phase III Reconstruction Project.

City Engineer Amy Havenar stated the project limits are from Looney Road to east of Indian Ridge Drive. The project will consist of widening the roadway to one lane in each direction with a center turn lane, new curb and gutter, installation of a multi-use path, construction of a new storm sewer, and upgrading of other utilities where necessary. There are nine parcels that the City will be negotiating with regarding right-of-way acquisition as part of the project, stated Ms. Havenar.

**Public Comment**

Michael Sloan, 2941 Delaware, came forward and asked if the work that is currently being done on 25-A is what they are asking approval for at this time.

Ms. Havenar explained the work that is currently being done is Phase II of the project, and Resolution No. R-134-13 is asking for funding to continue the work on Phase III.

Moved by Commissioner Wilson, seconded by Commissioner Terry, that Resolution No. R-134-13 be adopted. Roll call, Aye: Wilson, Fess, Vogt, Terry, and Martin. Nay: None. Motion carried unanimously. Mayor Fess then declared Resolution No. R-134-13 adopted.

**RES. NO. R-135-13**

A Resolution authorizing purchase orders to Chemical Services Inc., Huron Lime, Inc., F2 Industries, and Univar USA Inc. for the 2014 purchase of various Water Treatment Chemicals

Don Freisthler, Water Plant Superintendent stated bids were accepted on November 7, 2013 with 16 bids received. The best and lowest bids are being recommended for award. There were a few vendors that did not meet our specifications. The plan is to also purchase Liquid Chlorine, Hydrofluosilicic Acid, and Liquid Carbon Dioxide this year using the SWOP4G bid cooperative purchasing discount, with the bids being awarded to the lowest bidder, stated Mr. Freisthler.

**Public comment**

No one came forward to speak for or against Resolution No. R-135-13.

Moved by Commissioner Terry, seconded by Commissioner Wilson, that Resolution No. R-135-13 be adopted. Roll call, Aye: Vogt, Wilson, Terry, Martin, and Fess. Nay: None. Motion carried unanimously. Mayor Fess then declared Resolution No. R-135-13 adopted.

**RES. NO. R-136-13**

A Resolution approving the purchase of Excess Liability Insurance

Law Director Stacy Wall provided the staff report stating excess liability insurance covers the City's dams for its lakes and canal, pollution and claims arising out of an injury or property damage as a result of an exercise of its emergency assistance agreements with other communities specifically related to power. Associated Electric & Gas Insurance Services Limited (AEGIS) has provided excess liability coverage to the City for its dams and power utility for over twenty years.

**Public comment**

No one came forward to speak for or against Resolution No. R-136-13.

Several questions were raised concerning the reason for the increase in premium, and if AEGIS was the only insurance company to cover this type of policy? Ms. Wall explained.

Moved by Commissioner Martin, seconded by Commissioner Vogt, that Resolution No. R-136-13 be adopted. Roll call, Aye: Fess, Martin, Vogt, Terry, and Wilson. Nay: None. Motion carried unanimously. Mayor Fess then declared Resolution No. R-136-13 adopted.

**OTHER**

Monthly Reports – September 2013

Monthly Reports were accepted.

**PUBLIC COMMENT**

No one from the public came forward to speak at this time.

**City Manager's Report**

Economic Development Update – Bill Murphy

Economic Development/Assistant City Manager Bill Murphy provided a brief update on Economic Development within the last few months.

Mr. Murphy announced Mulligan's Pub would have a soft reopening on Thursday, November 21, and will have a limited pub menu and be offering specials for dinner on Thursday, Friday, Saturday and Sunday.

City Manager Huff stated he wanted to commend the City Staff for their preparation and readiness related to the severe weather threat on Sunday, November 17. City staff was on standby ready to go, and fortunately the weather was not as severe as anticipated.

City Manager Huff stated the Upper Valley Career Center will be helping with the removal of eighteen trees over a four day period at the Municipal Golf Course.

City Manager Huff stated the City hosted the Miami Valley Regional Partnership Strong Town Seminar on Tuesday November 19, 2013 at the Plaza, and had a great turnout. The attendees were from all over the area, and further stating they were very impressed with the Fort Piqua Plaza and the City of Piqua.

City Manager Huff stated there are several Board openings and they include:

- 1 Community Diversity Committee
- 1 Income Tax Board
- 1 Park Board
- 1 Storm Water Utility Board
- 1 Energy Board

**Commissioners Comments**

Mayor Fess announced the Friends of the Piqua Public Library will be hosting a Holiday Cabaret on December 8, 2013 in the Fort Piqua Plaza Grand Ballroom. Some of Piqua's brightest stars will be Performing. They include: David Broerman, Lisa Clark, Summer Littlejohn, Sam Roth, Tom Westfall, and Bill Zimmerman. Tickets go on sale November 23 and are \$10 each. Mayor Fess encouraged citizens to attend, stating this will be a wonderful evening.

Moved by Commissioner Vogt, seconded by Commissioner Martin, to adjourn from the Regular Commission Meeting at 7:56 P.M. Voice vote, Aye: Martin, Wilson, Terry, Vogt, and Fess. Nay, None.

\_\_\_\_\_  
LUCINDA L. FESS, MAYOR

PASSED: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
REBECCA J. COOL  
CLERK OF COMMISSION

**RESOLUTION NO. R-137-13**

**A RESOLUTION REAPPOINTING A MEMBER TO THE  
MIAMI COUNTY COUNCIL**

BE IT RESOLVED by the Commission of the City of Piqua, Miami County, Ohio, the majority of all members elected thereto concurring, that:

SEC. 1: Commissioner John Martin is hereby appointed as a member of the Miami County Council for a term of two (2) years to expire on December 31, 2015, or until his successor is confirmed and qualified;

SEC. 2: This Resolution shall take effect and be in force from and after the earliest period allowed by law.

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LUCINDA L. FESS, MAYOR

PASSED: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
REBECCA J. COOL  
CLERK OF COMMISSION

**RESOLUTION NO. R-138-13**

**A RESOLUTION REAPPOINTING A MEMBER  
TO THE PIQUA ENERGY BOARD**

BE IT RESOLVED by the Commission of the City of Piqua, Miami County, Ohio, the majority of all members elected thereto concurring, that:

SEC. 1: William Vogt is hereby reappointed as a member of the Piqua Energy Board for a term of two (2) years to expire on December 31, 2015 or until his successor is confirmed and qualified;

SEC. 2: This Resolution shall take effect and be in force from and after the earliest period allowed by law.

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LUCINDA L. FESS, MAYOR

PASSED: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
REBECCA J. COOL  
CLERK OF COMMISSION

**RESOLUTION NO. R-139-13**

**A RESOLUTION REAPPOINTING A MEMBER  
TO THE PIQUA ENERGY BOARD**

BE IT RESOLVED by the Commission of the City of Piqua, Miami County, Ohio, the majority of all members elected thereto concurring, that:

SEC. 1: John Martin is hereby reappointed as a member of the Piqua Energy Board for a term of two (2) years to expire on December 31, 2015 or until his successor is confirmed and qualified;

SEC. 2: This Resolution shall take effect and be in force from and after the earliest period allowed by law.

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LUCINDA L. FESS, MAYOR

PASSED: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
REBECCA J. COOL  
CLERK OF COMMISSION

**ORDINANCE NO. 16-13**  
**AN AMENDED ORDINANCE TO MAKE APPROPRIATIONS FOR THE**  
**CITY OF PIQUA, OHIO FOR THE YEAR 2014**

BE IT ORDAINED by the Commission of the City of Piqua, Miami County,  
Ohio, the majority of all members elected or appointed thereto concurring:

**SEC. 1:** That there be appropriated from the GENERAL FUND (001)

<u>ACCOUNT</u>	<u>2014</u> <u>APPROPRIATIONS</u>
<u>City Building</u>	
Operation and Maintenance	\$98,230
Allocated Expenses	(\$7,066)
<b>TOTAL</b>	<b>\$91,164</b>
<u>City Commission</u>	
Personal Services/Administrative Support	\$34,618
Operation and Maintenance	\$52,097
<b>TOTAL</b>	<b>\$86,715</b>
<u>City Manager</u>	
Personal Services/Administrative Support	\$235,584
Operation and Maintenance	\$30,637
Allocated Expenses	(\$194,873)
<b>TOTAL</b>	<b>\$71,348</b>
<u>Civil Service</u>	
Operation and Maintenance	\$16,292
<b>TOTAL</b>	<b>\$16,292</b>
<u>Engineering</u>	
Personal Services/Administrative Support	\$349,493
Operation and Maintenance	\$33,253
Allocated Expenses	(\$325,876)
Capital	\$17,500
<b>TOTAL</b>	<b>\$74,370</b>
<u>Finance</u>	
Personal Services/Administrative Support	\$496,614
Operation and Maintenance	\$27,105
Allocated Expenses	(\$362,725)
<b>TOTAL</b>	<b>\$160,994</b>
<u>Health</u>	
Personal Services/Administrative Support	\$253,758
Operation and Maintenance	\$111,050
<b>TOTAL</b>	<b>\$364,808</b>
<u>Law</u>	
Personal Services/Administrative Support	\$216,386
Operation and Maintenance	\$19,036
Allocated Expenses	(\$140,311)
<b>TOTAL</b>	<b>\$95,111</b>
<u>Income Tax</u>	
Personal Services/Administrative Support	\$185,581
Operation and Maintenance	\$275,957
<b>TOTAL</b>	<b>\$461,538</b>
<u>Planning &amp; Zoning</u>	
Personal Services/Administrative Support	\$184,611
Operation and Maintenance	\$70,683
Non Government/Transfers/Refunds	\$100
<b>TOTAL</b>	<b>\$255,394</b>
<u>General Government</u>	
Operation and Maintenance	\$278,733
Non Government/Transfers/Refunds	\$100
<b>TOTAL</b>	<b>\$278,833</b>
<u>Human Resources</u>	
Personal Services/Administrative Support	\$176,892
Operation and Maintenance	\$21,718
Allocated Expenses	(\$172,988)
<b>TOTAL</b>	<b>\$25,622</b>
<u>Purchasing</u>	
Personal Services/Administrative Support	\$83,003
Operation and Maintenance	\$4,938
Allocated Expenses	(\$85,959)
<b>TOTAL</b>	<b>\$1,982</b>

Transfers

Transfer to NIT Fund 104	\$40,288
Transfer to Parks Fund 105	\$100,000
Transfer to Safety Fund 106	\$3,550,000
Transfer to Forest Hill Mausoleum Fund 110	\$1,050
Transfer to Pro Piqua Fund 128	\$62,000
Transfer to Golf 409	\$250,000
Transfer to Ft. Piqua Plaza 410	\$200,000
Transfer to Swimming Pool Fund 415	\$105,000

**TOTAL** \$4,308,338

**TOTAL GENERAL FUND** \$6,292,509

**SEC. 2:** That there be appropriated from the STREET DEPARTMENT FUND (101)

Personal Services/Administrative Support	\$919,531
Operation and Maintenance	\$1,817,470
Capital Outlay (including labor)	\$256,500

**TOTAL** \$2,993,501

**SEC. 3:** That there be appropriated from the STREET INCOME TAX FUND (103)

Operation and Maintenance	\$2,097,590
Capital Outlay (including labor)	\$1,956,211
Non Government/Transfers/Refunds	\$173,754
Allocated Expenses	(\$60,000)

**TOTAL** \$4,167,555

**SEC. 4:** That there be appropriated from the NEIGHBORHOOD IMPROVEMENT PROGRAM FUND (104)

Personal Services/Administrative Support	\$10,713
Operation and Maintenance	\$29,575

**TOTAL** \$40,288

**SEC. 5:** That there be appropriated from the PARK AND RECREATION FUND (105)

Personal Services/Administrative Support	\$243,269
Operation and Maintenance	\$223,525
Capital Outlay (including labor)	\$151,000
Non Government/Transfers/Refunds	\$200

**TOTAL** \$617,994

**SEC. 6:** That there be appropriated from the PUBLIC SAFETY FUND (106)

009 Fire Department

Personal Services/Administrative Support	\$3,395,984
Operation and Maintenance	\$416,708
Capital Outlay (including labor)	\$170,000
Non Government/Transfers/Refunds	\$71,016

**TOTAL** \$4,053,708

014 Police Department

Personal Services/Administrative Support	\$3,682,921
Operation and Maintenance	\$651,399
Capital Outlay (including labor)	\$118,243
Non-Government/Transfers/Refunds	\$17,109

**TOTAL** \$4,469,672

**TOTAL PUBLIC SAFETY** \$8,523,380

**SEC. 7:** That there be appropriated from the D.U.I. EDUCATIONAL FUND (109)

Operation & Maintenance	\$6,000
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**TOTAL** \$6,000

**SEC. 8:** That there be appropriated from the FOREST HILL MAUSOLEUM FUND (110)

Operation & Maintenance	\$1,050
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**TOTAL** \$1,050

**SEC. 9:** That there be appropriated from the MANDATORY DRUG FINE FUND (111)

Operation and Maintenance	\$1,000
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**TOTAL** \$1,000

<b>SEC. 10:</b>	That there be appropriated from the RENEW PIQUA FUND (114)	
	Operation and Maintenance	<u>\$12,814</u>
<b>TOTAL</b>		\$12,814
<b>SEC. 11:</b>	That there be appropriated from the CHIP 2012 FUND (117)	
	Operation and Maintenance	<u>\$400,000</u>
<b>TOTAL</b>		\$400,000
<b>SEC. 12:</b>	That there be appropriated from the C.H.I.P. PROGRAM INCOME FUND (119)	
	Personal Service/Administrative Support	\$960
	Operation and Maintenance	<u>\$29,112</u>
<b>TOTAL</b>		\$30,072
<b>SEC. 13:</b>	That there be appropriated from the POLICE AUXILIARY FUND (120)	
	Operation & Maintenance	<u>\$2,625</u>
<b>TOTAL</b>		\$2,625
<b>SEC. 14:</b>	That there be appropriated from the COMMUNITY DEVELOPMENT BLOCK GRANT FUND (122)	
	Operation and Maintenance	<u>\$75,000</u>
<b>TOTAL</b>		\$75,000
<b>SEC. 15:</b>	That there be appropriated from the WORKER'S COMP FUND (124)	
	Personal Services/Administrative Support	<u>\$200,000</u>
<b>TOTAL</b>		\$200,000
<b>SEC. 16:</b>	That there be appropriated from the INSURANCE RESERVE FUND (125)	
	Operation & Maintenance	<u>\$325,511</u>
<b>TOTAL</b>		\$325,511
<b>SEC. 17:</b>	That there be appropriated from the DEMOLITION DEFENSE FUND (126)	
	Non Government/Transfers/Refunds	<u>\$63,000</u>
<b>TOTAL</b>		\$63,000
<b>SEC. 18:</b>	That there be appropriated from the PRO PIQUA FUND (128)	
	Operation and Maintenance	<u>\$62,000</u>
<b>TOTAL</b>		\$62,000
<b>SEC. 19:</b>	That there be appropriated from the REVOLVING LOAN FUND (130)	
	Operation and Maintenance	<u>\$60,620</u>
<b>TOTAL</b>		\$60,620
<b>SEC. 20:</b>	That there be appropriated from the BROWNFIELD EPA GRANT (131)	
	Operation and Maintenance	<u>\$548,010</u>
<b>TOTAL</b>		\$548,010
<b>SEC. 21:</b>	That there be appropriated from the COMMUNITY DEVELOPMENT FUND (135)	
	Personal Services/Administrative Support	\$235,764
	Operation and Maintenance	\$78,502
	Allocated Expenses	<u>(\$314,266)</u>
<b>TOTAL</b>		\$0
<b>SEC. 22:</b>	That there be appropriated from the FEMA FUND (139)	
	Personal Services/Administrative Support	<u>\$20,000</u>
<b>TOTAL</b>		\$20,000
<b>SEC. 23:</b>	That there be appropriated from the AGRICULTURAL REVOLVING LOAN FUND (142)	
	Operation and Maintenance	<u>\$24,250</u>
<b>TOTAL</b>		\$24,250

<b>SEC. 24:</b>	That there be appropriated from the SPECIAL ASSESSMENT DEBT SERVICE FUND (202)	
	Operation and Maintenance	\$24,355
	Non Government/Transfers/Refunds	<u>\$30,202</u>
<b>TOTAL</b>		\$54,557
<b>SEC. 25:</b>	That there be appropriated from the OWDA-1995 LOAN WASTEWATER DEBT SERVICE FUND (210)	
	Non Government/Transfers/Refunds	<u>\$506,537</u>
<b>TOTAL</b>		\$506,537
<b>SEC. 26:</b>	That there be appropriated from the SIB 25A NOTE '08 FUND (216)	
	Non Government/Transfers/Refunds	<u>\$173,755</u>
<b>TOTAL</b>		\$173,755
<b>SEC. 27:</b>	That there be appropriated from the SWIMMING POOL DEBT SERVICE FUND (221)	
	Non Government/Transfers/Refunds	<u>\$8,344</u>
<b>TOTAL</b>		\$8,344
<b>SEC. 28:</b>	That there be appropriated from the GOLF COURSE EXPANSION G.O. BONDS DEBT SERVICE FUND (243)	
	Non Government/Transfers/Refunds	<u>\$165,479</u>
<b>TOTAL</b>		\$165,479
<b>SEC. 29:</b>	That there be appropriated from the PFDP PENSION G. O. BONDS DEBT SERVICE FUND (249)	
	Non Government/Transfers/Refunds	<u>\$39,063</u>
<b>TOTAL</b>		\$39,063
<b>SEC. 30:</b>	That there be appropriated from the WATER TOWER DEBT SERVICE FUND (250)	
	Non Government/Transfers/Refunds	<u>\$132,822</u>
<b>TOTAL</b>		\$132,822
<b>SEC. 31:</b>	That there be appropriated from the WATER TOWER DEBT SERVICE FUND 2006 (251)	
	Non Government/Transfers/Refunds	<u>\$14,351</u>
<b>TOTAL</b>		\$14,351
<b>SEC. 32:</b>	That there be appropriated from the EQUALIZATION TANK '08 NOTE (OWDA) DEBT SERVICE FUND (254)	
	Non Government/Transfers/Refunds	<u>\$303,393</u>
<b>TOTAL</b>		\$303,393
<b>SEC. 33:</b>	That there be appropriated from the FIRE EQUIPMENT '08 G.O. NOTE FUND (255)	
	Non/Government/Transfers/Refunds	<u>\$49,063</u>
<b>TOTAL</b>		\$49,063
<b>SEC. 34:</b>	That there be appropriated from the WATER PLANT OWDA DEBT SERVICE FUND (256)	
	Non/Government/Transfers/Refunds	<u>\$8,606,900</u>
<b>TOTAL</b>		\$8,606,900
<b>SEC. 35:</b>	That there be appropriated from the WASTEWATER PLANT ENGINEERING DEBT SERVICE FUND (257)	
	Non/Government/Transfers/Refunds	<u>\$1,375,850</u>
<b>TOTAL</b>		\$1,375,850
<b>SEC. 36:</b>	That there be appropriated from the GOLF EQUIPMENT LEASE '14 DEBT SERVICE FUND (260)	
	Non/Government/Transfers/Refunds	<u>\$243,000</u>
<b>TOTAL</b>		\$243,000

**SEC. 37:** That there be appropriated from the POWER SYSTEM FUND (401)

Personal Services/Administrative Support	\$2,168,982
Operation and Maintenance	\$24,683,293
Capital Outlay (including labor)	\$2,145,466
Overhead Transfers	<u>(\$180,000)</u>

**TOTAL** \$28,817,741

**SEC. 38:** That there be appropriated from the WATER SYSTEM FUND (403)

Personal Services/Administrative Support	\$1,269,564
Operation and Maintenance	\$2,965,491
Capital Outlay (including labor)	\$9,397,540
Non Government/Transfers/Refunds	<u>\$147,172</u>

**TOTAL** \$13,779,767

**SEC. 39:** That there be appropriated from the WASTEWATER SYSTEM FUND (404)

Personal Services/Administrative Support	\$1,187,101
Operation and Maintenance	\$1,124,935
Capital Outlay (including labor)	\$2,106,850
Non Government/Transfers/Refunds	<u>\$809,929</u>

**TOTAL** \$5,228,815

**SEC. 40:** That there be appropriated from the GARBAGE AND REFUSE FUND (405)

Personal Services/Administrative Support	\$527,297
Operation and Maintenance	\$1,229,943
Capital Outlay (including labor)	<u>\$175,000</u>

**TOTAL** \$1,932,240

**SEC. 41:** That there be appropriated from the CITY INCOME TAX  
ADMINISTRATION FUND (407)

Non Government/Transfers/Refunds	<u>\$7,750,000</u>
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**TOTAL** \$7,750,000

**SEC. 42:** That there be appropriated from the INFORMATION TECHNOLOGY  
FUND (408)

Personal Services/Administrative Support	\$337,956
Operation and Maintenance	\$248,469
Capital Outlay (including labor)	<u>\$106,500</u>

**TOTAL** \$692,925

**SEC. 43:** That there be appropriated from the GOLF COURSE FUND (409)

Personal Services/Administrative Support	\$287,835
Operation and Maintenance	\$348,300
Capital Outlay (including labor)	\$180,000
Non Government/Transfers/Refunds	<u>\$230,776</u>

**TOTAL** \$1,046,911

**SEC. 44:** That there be appropriated from the FORT PIQUA PLAZA FUND (410)

Operation & Maintenance	\$288,175
Non Government/Transfers/Refunds	<u>\$3,500</u>

**TOTAL** \$291,675

**SEC. 45:** That there be appropriated from the STORMWATER UTILITY FUND (411)

Personal Services/Administrative Support	\$395,547
Operation and Maintenance	\$379,646
Capital Outlay (including labor)	<u>\$281,000</u>

**TOTAL** \$1,056,193

**SEC. 46:** That there be appropriated from the METER READERS FUND (412)

Personal Services/Administrative Support	\$203,466
Operation and Maintenance	\$40,453
Allocated Expenses	<u>(\$243,919)</u>

**TOTAL** \$0

**SEC. 47:** That there be appropriated from the UTILITIES BUSINESS OFFICE  
FUND (413)

Personal Services/Administrative Support	\$496,567
Operation and Maintenance	\$402,566
Non Government/Transfers/Refunds	\$5,000
Allocated Expenses	<u>(\$904,133)</u>

**TOTAL** \$0

**SEC. 48:** That there be appropriated from the SWIMMING POOL FUND (415)

Personal Services/Administrative Support	\$80,266
Operation and Maintenance	\$82,077
Non Government/Transfers/Refunds	\$8,654

**TOTAL** \$170,997

**SEC. 49:** That there be appropriated from the UNCLAIMED TRUST (606)

Non Government/Transfers/Refunds	\$1,750
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**TOTAL** \$1,750

**SEC. 50:** That there be appropriated from the LAW ENFORCEMENT TRUST (609)

Non Government/Transfers/Refunds	\$12,500
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**TOTAL** \$12,500

**SEC. 51:** That there be appropriated from the CONSERVANCY FUND (611)

Operation and Maintenance	\$38,281
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**TOTAL** \$38,281

**SEC. 52:** That there be appropriated from the CITY HEALTH INSURANCE FUND (614)

Operation and Maintenance	\$5,000
Capital Outlay (including labor)	\$100,000

**TOTAL** \$105,000

**SEC. 53:** That there be appropriated from the EMPLOYEE FLEXIBLE SPENDING FUND (615)

Administrative Support	\$175,000
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**TOTAL** \$175,000

**SEC. 54:** That there be appropriated from the WEED CUTTING FUND (735)

Operation and Maintenance	\$500
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**TOTAL** \$500

**SEC. 55:** That the sums appropriated are actual expenditures for goods and services or other government functions performed in the calendar year 2014. Future commitments representing encumbrances of fund balance or future receipts will be appropriated in the future year when those services or goods are rendered to the city.

**SEC. 56:** That the sums expended from the appropriations and which are proper charges against any other department or against any person, firm or corporation which are repaid with the period covered by such appropriations shall be considered reappropriated for such original purposes; provided, that the net total of expenditures under any item of said appropriations shall not exceed the amount of the item.

**SEC. 57:** That the Director of Finance is hereby authorized and directed to draw her warrant upon the City Treasury for the amounts appropriated in this order when claims are properly presented and approved, the same to be chargeable to the appropriations for the year 2014 when passed and legally contracted for in conformity by law.

**SEC. 58:** That the Finance Director at the discretion of the City Manager make temporary advances from the General Fund to any Fund to cover temporary shortages of cash until revenues or permanent transfers become available to repay that temporary advance. That these advances shall not exceed \$1,000,000 in the aggregate nor extend past December 31, 2014; except those that are to be reimbursed by federal, state or other programs that were previously approved by this Commission.

**SEC. 59:** That all ordinances, or parts of ordinances, inconsistent with this ordinance be and they are hereby repealed.

1st Reading 11/19/2013

\_\_\_\_\_  
LUCINDA L. FESS, MAYOR

PASSED: \_\_\_\_\_

ATTEST: \_\_\_\_\_

\_\_\_\_\_  
REBECCA J. COOL  
CLERK OF COMMISSION



# Commission Agenda Staff Report

<b>MEETING DATE</b>	November 13, 2013 December 3, 2013		
<b>REPORT TITLE</b> (Should match resolution/ordinance title)	An Ordinance to make appropriations for the City of Piqua, Ohio for the year 2014.		
<b>SUBMITTED BY</b>	Name & Title: Cynthia Holtzapple, Assistant City Manager, Finance Director Department: Finance		
<b>AGENDA CLASSIFICATION</b>	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution <input type="checkbox"/> Regular
<b>APPROVALS/REVIEWS</b>	<input checked="" type="checkbox"/> City Manager		<input checked="" type="checkbox"/> Asst. City Manager/Finance
	<input type="checkbox"/> Asst. City Manager/Development		<input type="checkbox"/> Law Director
	<input type="checkbox"/> Department Director;		<input type="checkbox"/> Other:
<b>BACKGROUND</b> (Includes description, background, and justification)	We are required to present and pass the 2014 Annual Budget by the end of the year. This is the first of three readings of this ordinance with the Commission reviewing the Department Budgets on November 14 and November 21, 2013.		
<b>BUDGETING AND FINANCIAL IMPACT</b> (Includes project costs and funding sources)	Budgeted \$:	\$97,240,588	
	Expenditure \$:	\$97,240,588	
	Source of Funds:	Various	
	<b>Narrative:</b>		
<b>OPTIONS</b> (Include Deny /Approval Option)	1.	Approve Ordinance No. 16-13 accepting the Ordinance to make Appropriations for the City of Piqua for the year 2014	
	2.	Approve Ordinance No. 16-13 accepting the Ordinance to make Appropriations for the City of Piqua for the year 2014 with changes being made to the amounts requested.	
<b>PROJECT TIMELINE</b>			
<b>STAFF RECOMMENDATION</b>	We are requesting approval of Ordinance No. 16-13 accepting the Ordinance to make Appropriations for the City of Piqua for the year 2014 after the standard three readings.		
<b>ATTACHMENTS</b>			

**ORDINANCE NO. 17-13**

**AN ORDINANCE REPEALING SCHEDULE A-1 OF  
CHAPTER 33 OF THE PIQUA CODE AND ADOPTING  
A NEW SCHEDULE A-1 OF CHAPTER 33 OF THE PIQUA  
CODE, RELATING TO WAGES OF CERTAIN MUNICIPAL  
EMPLOYEES**

BE IT ORDAINED by the Commission of the City of Piqua, Miami County, Ohio,  
the majority of all members elected thereto concurring, that:

SEC. 1: Schedule A-1 of Chapter 33 of the Piqua Code, as adopted by Ordinance  
No. 26-12, is hereby repealed; and

SEC. 2: Schedule A-1 of Chapter 33 of the Piqua Code (appended hereto as  
Exhibit "E") is hereby adopted;

SEC. 3: This Ordinance shall take effect and be in force from and after  
January 1, 2014.

**1<sup>st</sup> Reading 11-19-2013**

\_\_\_\_\_  
LUCINDA L. FESS, MAYOR

PASSED: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
REBECCA J. COOL  
CLERK OF COMMISSION



# Commission Agenda Staff Report

<b>MEETING DATE</b>	November 19, 2013		
<b>REPORT TITLE</b> (Should match resolution/ordinance title)	ORDINANCE NO. 17-13 AN ORDINANCE REPEALING SCHEDULE A-1 OF CHAPTER 33 OF THE PIQUA CODE AND ADOPTING A NEW SCHEDULE A-1 OF CHAPTER 33 OF THE PIQUA CODE, RELATING TO WAGES OF CERTAIN MUNICIPAL EMPLOYEES.		
<b>SUBMITTED BY</b>	Name & Title: Elaine G. Barton		
	Department: Human Resources		
<b>AGENDA CLASSIFICATION</b>	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution <input type="checkbox"/> Regular
<b>APPROVALS/REVIEWS</b>	<input checked="" type="checkbox"/> City Manager		<input type="checkbox"/> Asst. City Manager/Finance
	<input type="checkbox"/> Asst. City Manager/Development		<input type="checkbox"/> Law Director
	<input checked="" type="checkbox"/> Department Director;		<input type="checkbox"/> Other:
<b>BACKGROUND</b> (Includes description, background, and justification)	The State of Ohio has increased minimum wage effective January 1, 2014 from \$7.85 per hour to \$7.95 per hour. The wages on Schedule A-1 have been changed to reflect this increase. This is the only change made to Schedule A-1.		
<b>BUDGETING AND FINANCIAL IMPACT</b> (Includes project costs and funding sources)	Budgeted \$:	Appropriated in the 2014 budget	
	Expenditure \$:		
	Source of Funds:	Various funds	
	<b>Narrative:</b>		
<b>OPTIONS</b> (Include Deny /Approval Option)	1.	Adopt Ordinance No. 17-13	
	2.	Reject Ordinance No. 17-13	
	3.	Provide staff with an alternate recommendation	
	4.		
<b>PROJECT TIMELINE</b>	January 1, 2014		
<b>STAFF RECOMMENDATION</b>	Staff recommends the passage of Ordinance No. 17-13. The pay rates for positions currently at minimum wage must be increased to the new minimum wage rate as set by the State of Ohio.		
<b>ATTACHMENTS</b>	Schedule A-1; 2014 Minimum Wage Poster		

<b>CLASSIFICATION/ TITLE</b>	<b>HOURLY RATE</b>	
CLERK TYPIST (CO-OP STUDENT)	<b>\$7.95</b>	
CITY CLERK*	<b>\$7.95</b>	
CLERK TYPIST A	<b>\$7.95</b>	
CLERK TYPIST B	<b>\$7.95</b>	
RECORDS & DATA ENTRY CLERK	<b>\$7.95</b>	
ACCOUNT CLERK*	\$10.14	
SECRETARY I*	\$10.44	
SECRETARY II*	\$12.06	
ADMINISTRATIVE SECRETARY*	\$15.83	
ENGINEERING CO-OP I (STUDENT)	\$9.67	
ENGINEERING CO-OP II (STUDENT)	\$10.54	
ENGINEERING CO-OP III (STUDENT)	\$11.35	
ENGINEERING CO-OP IV (STUDENT)	\$12.21	
PLANNING TECHNICIAN	\$16.81	
INTERNS	<b>\$7.95</b> to \$12.61	
PARKING CONTROL OFFICER	\$8.08	
ANIMAL CONTROL OFFICER	<b>\$7.95</b>	
POWER DISTRIBUTION STOREKEEPER	\$15.76	
PLUMBING INSPECTOR	\$19.48	
CONSTRUCTION INSPECTOR	\$19.48	
PUBLIC HEALTH NURSE	\$19.48	
STREET SWEEPER	\$10.20	
LABORER A	<b>\$7.95</b>	
LABORER B	\$8.43	
LABORER C	\$9.36	
CUSTODIAN	<b>\$7.95</b>	
REFUSE COLLECTOR	<b>\$7.95</b>	
MAINTENANCE WORKER	<b>\$7.95</b>	
STREET DEPT. MAINTENANCE SUPV.	\$10.11	
SEASONAL GOLF COURSE MAINT. LABORER A	<b>\$7.95</b>	plus free golf**
SEASONAL GOLF COURSE MAINT. LABORER B	\$8.43	plus free golf**
SEASONAL GOLF COURSE MAINT. LABORER C	\$9.36	plus free golf**
SUMMER GOLF COURSE MAINT. LABORER A	<b>\$7.95</b>	plus free golf**
SUMMER GOLF COURSE MAINT. LABORER B	<b>\$7.95</b>	plus free golf**
SUMMER GOLF COURSE MAINT. LABORER C	<b>\$7.95</b>	plus free golf**
GOLF COURSE CLUBHOUSE ATTENDANT	<b>\$7.95</b>	plus free golf**
CART/RANGE ATTENDANT	<b>\$7.95</b>	plus free golf**
FOOD SERVICE ATTENDANT (GOLF)	<b>\$7.95</b>	plus free golf**
LIFEGUARD A	<b>\$7.95</b>	
LIFEGUARD B	<b>\$7.95</b>	
LIFEGUARD C	<b>\$7.95</b>	
TICKET WINDOW ATTENDANT A	<b>\$7.95</b>	
TICKET WINDOW ATTENDANT B	<b>\$7.95</b>	
HEAD TICKET WINDOW ATTEND. A	<b>\$7.95</b>	
HEAD TICKET WINDOW ATTEND. B	\$7.99	
RECREATION LEADER	<b>\$7.95</b>	
RECREATION ASSISTANT	<b>\$7.95</b>	
SPORTS INSTRUCTOR	8.80 to 17.61	
DANCE/FITNESS INSTRUCTOR	8.80 to 17.61	
POOL MANAGER	\$534.94	WEEKLY RATE
ASSISTANT POOL MANAGER A	\$369.60	WEEKLY RATE
ASSISTANT POOL MANAGER B	\$387.24	WEEKLY RATE
HEAD LIFE GUARD A	\$319.17	WEEKLY RATE
HEAD LIFE GUARD B	\$336.82	WEEKLY RATE
ASSISTANT LAW DIRECTOR	\$839.87	WEEKLY RATE

\*These are confidential employees and are not in any bargaining unit.

\*\*certain restrictions do apply - must work a minimum of 20 hours per week



# 2014 MINIMUM WAGE

OHIO DEPARTMENT OF COMMERCE  
DIVISION OF INDUSTRIAL COMPLIANCE

JOHN R. KASICH  
Governor

ANDRE T. PORTER  
Director

[www.com.ohio.gov](http://www.com.ohio.gov)

## ***NON-TIPPED EMPLOYEES***

### **A Minimum Wage of**

**\$7.95** per hour

“**Non-Tipped Employees**” includes any employee who does not engage in an occupation in which he/she customarily and regularly receives more than thirty dollars (\$30.00) per month in tips.

“**Employers**” who gross under \$292,000.00 shall pay their employees no less than the current federal minimum wage rate.

“**Employees**” under the age of 16 shall be paid no less than the current federal minimum wage rate.

“**Current Federal Minimum Wage**” is \$7.25 per hour.

## ***TIPPED EMPLOYEES***

### **A Minimum Wage of**

**\$3.98** per hour **PLUS TIPS**

“**Tipped Employees**” includes any employee who engages in an occupation in which he/she customarily and regularly receives more than thirty dollars (\$30.00) per month in tips. Employers electing to use the tip credit provision must be able to show that tipped employees receive at least the minimum wage when direct or cash wages and the tip credit amount are combined.

#### **OVERTIME**

1. An employer shall pay an employee for overtime at a wage rate of one and one-half times the employee’s wage rate for hours in excess of forty hours in one work week, except for employers grossing less than \$150,000 per year.

#### **HANDICAPPED RATE**

To prevent the curtailment of opportunities for employment and avoid undue hardship to individuals whose earning capacity is affected or impaired by physical or mental deficiencies or injuries, a sub-minimum wage may be paid, as provided in the rules and regulations set forth by the Director of the Ohio Department of Commerce.

#### **RECORDS TO BE KEPT BY THE EMPLOYER**

1. Each employer shall keep records for at least three years, available for copying and inspection by the Director of the Ohio Department of Commerce, showing the following information concerning each employee:
  - A. Name
  - B. Address
  - C. Occupation
  - D. Rate of Pay
  - E. Amount paid each pay period
  - F. Hours worked each day and each work week

#### **INDIVIDUALS EXEMPT FROM MINIMUM WAGE**

1. Any individual employed by the United States;
2. Any individual employed as a baby-sitter in the employer’s home, or a live-in companion to a sick, convalescing, or elderly person whose principal duties do not include housekeeping;
3. Any individual employed as an outside salesman compensated by commissions or in a bona fide executive, administrative, or professional capacity, or computer professionals;
4. Any individual who volunteers to perform services for a public agency which is a State, a political subdivision of a State, or an interstate government agency, if
  - (i) the individual receives no compensation or is paid expenses, reasonable benefits, or a nominal fee to perform the services for which the individual volunteered; and
  - (ii) such services are not the same type of services which the individual is employed to perform for such public agency;
5. Any individual who works or provides personal services of a charitable nature in a hospital or health institution for which compensation is not sought or contemplated;
6. Any individual in the employ of a camp or recreational area for children under eighteen years of age and owned and operated by a non-profit organization or group of organizations.
7. Employees of a solely family owned and operated business who are family members of an owner.

For further information about minimum wage issues, please contact: The Ohio Department of Commerce, Division of Industrial Compliance, 6606 Tussing Road, Reynoldsburg, Ohio 43068. Phone: (614) 644-2239. TTY/TDD: 1-800-750-0750.

**POST IN A CONSPICUOUS PLACE**



**ORDINANCE NO. 18-13**

**AN ORDINANCE AMENDING CHAPTER 55.31 – STORM WATER FEES ESTABLISHED OF THE PIQUA MUNICIPAL STORM WATER MANAGEMENT.**

WHEREAS, the raising the storm water utility ERU monthly fee will allow for additional revenue to help cover deficits forecasted in the annual budget.

WHEREAS, the storm water department will be able to start preventative maintenance to the storm water infrastructure within the city.

WHEREAS, the additional funding will relieve the need to secure funding sources from other areas for storm water capital projects.

NOW, THEREFORE, BE IT ORDAINED by the Commission of the City of Piqua, Miami County, Ohio, the majority of all members elected thereto concurring, that:

SECTION 1: That the City of Piqua hereby amends Chapter 55.31 of the Piqua Municipal Storm Water Code as set forth below: (deleted language is indicated by strikethrough and proposed language is underlined)

**§55.31 FEES ESTABLISHED.**

(A) Subject to the provisions of this chapter, each and every owner and/or operator of residentially developed property and non-residential developed property shall have imposed upon them a storm water user fee. The storm water user fee shall be a monthly service charge and shall be determined by the provisions of this chapter and the applicable equivalent residential unit (ERU) and ERU rate established hereunder, which provisions may be amended from time to time in accordance with the provisions of this chapter or by resolution of the Commission. The established rate shall be contained within the Storm water Management User Fee Policy. Effective with the initiation of the Storm water Utility, one (1) ERU is equivalent to ~~\$5.20~~ Effective January 1, 2014 the Storm Water Utility rate of (1) ERU is equivalent to \$5.70 or up to 5,400 square feet. Effective January, 1 2015, the effective Storm water Utility rate will be, one (1) ERU is equivalent to ~~\$5.70~~ \$6.20 or up to 5,400 square feet for the year 2015. Effective January, 1 2016, the effective Storm water Utility rate will be, one (1) ERU is equivalent to ~~\$6.20~~ \$6.70 or up to 5,400 square feet for the year 2016, and will remain at those rates till further review.

\_\_\_\_\_  
LUCINDA L. FESS, MAYOR

PASSED: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
REBECCA J. COOL  
CLERK OF COMMISSION



# Commission Agenda Staff Report

Item #7

<b>MEETING DATE</b>	December 3, 2013		
<b>REPORT TITLE</b> (Should match resolution/ordinance title)	A Ordinance to raise the Storm Water utility rate for 2014, 2015, 2016		
<b>SUBMITTED BY</b>	Name & Title: Devon Alexander, Storm Water Coordinator Department: Storm Water		
<b>AGENDA CLASSIFICATION</b>	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution <input type="checkbox"/> Regular
<b>APPROVALS/REVIEWS</b>	<input checked="" type="checkbox"/> City Manager		<input checked="" type="checkbox"/> Asst. City Manager/Finance
	<input type="checkbox"/> Asst. City Manager/Development		<input checked="" type="checkbox"/> Law Director
	<input type="checkbox"/> Department Director;		<input type="checkbox"/> Other:
<b>BACKGROUND</b> (Includes description, background, and justification)	Per the request of the City of Piqua Commission, we would like to raise the 2014 Storm Water utility rate from \$5.20 to \$5.70 (\$0.50) per ERU, raise the 2015 Storm Water utility rate from \$5.70 to \$6.20 (\$0.50) per ERU, and raise the 2016 Storm Water utility rate from \$6.20 to \$6.70 (\$0.50) per ERU. The rate increase will help cut projected deficits in the Storm Water Budget. The additional revenue would bring in about \$71,000 per year.		
<b>BUDGETING AND FINANCIAL IMPACT</b> (Includes project costs and funding sources)	Budgeted \$:		
	Expenditure \$:		
	Source of Funds:		
	<b>Narrative:</b>		
<b>OPTIONS</b> (Include Deny /Approval Option)	1.	Approve the Ordinance for the rate increase	
	2.	Recommend other sources to raise storm water revenue	
	3.	Reject the Ordinance for the rate increase	
	4.		
<b>PROJECT TIMELINE</b>	New rates would go into effect the first billing cycle of January 2014.		
<b>STAFF RECOMMENDATION</b>	Storm Water Coordinator Devon Alexander recommends that the Ordinance to increase the Storm Water rates be approved.		
<b>ATTACHMENTS</b>			

**RESOLUTION NO. R-140-13**

**A RESOLUTION AUTHORIZING A PURCHASE ORDER  
TO LAGUNA TOOLS INC. FOR THE PURCHASE OF A  
NEW CNC ROUTER SIGN MACHINE FOR  
THE PUBLIC WORKS DEPARTMENT**

WHEREAS, the Piqua Public Works Department desires to purchase a new CNC Router Machine for the Sign Shop;

WHEREAS, the City of Piqua provided for the purchase of a new CNC Router Machine in the 2013 budget appropriations;

WHEREAS, the purchase will be made using IFB # 1334 with Laguna Tools Inc.'s quote being shown on Exhibit "A" – Bid Tabulation attached hereto;

NOW, THEREFORE, BE IT RESOLVED by the Commission of the City of Piqua, Miami County, Ohio, the majority of all members elected thereto concurring, that:

SEC. 1: A purchase order is hereby authorized to Laguna Tools Inc. for the purchase of a new CNC Router Machine according to the bid specifications and bids received;

SEC. 2: The Finance Director certifies funds are available and is hereby authorized to draw her warrants from time to time on the appropriate account of the city treasury in payment according to contract terms, not exceeding a total of \$33,683.00;

SEC. 3: This Resolution shall take effect and be in force from and after the earliest period allowed by law.

\_\_\_\_\_  
LUCINDA L. FESS, MAYOR

PASSED: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
REBECCA J. COOL  
CLERK OF COMMISSION



# Commission Agenda Staff Report

<b>MEETING DATE</b>	December 3, 2013		
<b>REPORT TITLE</b> (Should match resolution/ordinance title)	A RESOLUTION AUTHORIZING A PURCHASE ORDER TO LAGUNA TOOLS INC. FOR THE PURCHASE OF A NEW CNC ROUTER SIGN MACHINE FOR THE PUBLIC WORKS DEPARTMENT		
<b>SUBMITTED BY</b>	Name & Title: Doug Harter, Public Works Director		
	Department: Public Works		
<b>AGENDA CLASSIFICATION</b>	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution <input type="checkbox"/> Regular
<b>APPROVALS/REVIEWS</b>	<input checked="" type="checkbox"/> City Manager		<input type="checkbox"/> Asst. City Manager/Finance
	<input type="checkbox"/> Asst. City Manager/Development		<input type="checkbox"/> Law Director
	<input checked="" type="checkbox"/> Department Director;		<input type="checkbox"/> Other:
<b>BACKGROUND</b> (Includes description, background, and justification)	We have always had to purchase non-metal signs from companies at a significant cost. This will give us the ability to design and make our own signs out of wood, plastic, or Styrofoam.		
<b>BUDGETING AND FINANCIAL IMPACT</b> (Includes project costs and funding sources)	Budgeted \$:	\$27,500	
	Expenditure \$:	\$33,683	
	Source of Funds:	Traffic Division Budget	
	<b>Narrative:</b>	This will give us the ability to make our own entryway signs, bike path signage, and signs for all the buildings that belong to the City.	
<b>OPTIONS</b> (Include Deny /Approval Option)	1.	Approve Resolution as presented.	
	2.	Approve Resolution with changes.	
	3.	Deny Resolution and offer staff an alternative.	
<b>PROJECT TIMELINE</b>	The new sign router would be ordered right away and delivery would be expected within 30-60 days.		
<b>STAFF RECOMMENDATION</b>	We support the passage of this Resolution so that we may improve the signage throughout the city, and decrease the cost of getting these signs.		
<b>ATTACHMENTS</b>	Exhibit "A" – Laguna Tools Inc. Quote		

# EXHIBIT "A"

Bid opening IFB #1334 CNC Router Machine  
 Opened 11/19/13 @ 2:00 p.m.

	Laguna Tools Irvine, CA	Western Engravers Phoenix, AZ	MultiCam Great Lakes Grand Rapids, MI	Forest Scientific Tionesta, PA
<b>1. CNC Router Machine</b>	\$ 33,682.51	\$ 39,623.00	\$ 49,797.00	\$ 36,000.00
Manufacturer	Laguna Tools	Vision Engraving & Routing Systems	Multicam	Forest Scientific
Model	Smartshop I	VR48	1000 103 Router	HSIPRO4X8
# of days for delivery	60	21-30	60	45
Signed Addendum included	yes	yes	no	yes

**RESOLUTION NO. R-141-13**

**A RESOLUTION AUTHORIZING A PURCHASE ORDER TO  
BARRETT PAVING MATERIALS INC. AS THE PRIMARY SUPPLIER, AND  
VALLEY ASPHALT CORP. AS THE SECONDARY SUPPLIER OF HOT MIX FOR  
THE 2014 STREET AND ALLEY MAINTENANCE PROGRAM**

WHEREAS, on November 6, 2013 and November 11, 2013, the Purchasing Analyst publically advertised for bids for Hot and Cold Mix; and

WHEREAS, after proper advertisement, bids were opened on November 21, 2013 resulting in the tabulation of bids as listed in Exhibit "A" attached hereto;

NOW, THEREFORE, BE IT RESOLVED by the Commission of the City of Piqua, Miami County, Ohio, the majority of all members elected thereto concurring, that:

SEC. 1: A purchase order is hereby authorized to Barrett Paving Materials Inc. as the primary supplier of Hot Mix pursuant to the bid specifications;

SEC. 2: A purchase order is hereby authorized to Valley Asphalt Corp. as the secondary supplier of Hot Mix pursuant to the bid specifications should the primary supplier not be able to meet the demands of the City of Piqua;

SEC. 3: The Finance Director certifies funds are available and is hereby authorized to draw her warrants from time to time on the appropriate account of the city treasury in payment according to contract terms, not exceeding a total of \$330,000 between both the primary and the secondary supplier;

SEC. 4: This Resolution shall take effect and be in force from and after the earliest period allowed by law.

\_\_\_\_\_  
LUCINDA L. FESS, MAYOR

PASSED: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
REBECCA J. COOL  
CLERK OF COMMISSION



# Commission Agenda Staff Report

<b>MEETING DATE</b>	December 3, 2013		
<b>REPORT TITLE</b> (Should match resolution/ordinance title)	A RESOLUTION AUTHORIZING A PURCHASE ORDER TO BARRETT PAVING MATERIALS INC. AS THE PRIMARY SUPPLIER, AND VALLEY ASPHALT CORP. AS THE SECONDARY SUPPLIER OF HOT MIX FOR THE 2014 STREET AND ALLEY MAINTENANCE PROGRAM		
<b>SUBMITTED BY</b>	Name & Title: Doug Harter, Public Works Director		
	Department: Public Works		
<b>AGENDA CLASSIFICATION</b>	<input type="checkbox"/> Consent	<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Regular
<b>APPROVALS/REVIEWS</b>	<input checked="" type="checkbox"/> City Manager		<input type="checkbox"/> Asst. City Manager/Finance
	<input type="checkbox"/> Asst. City Manager/Development		<input type="checkbox"/> Law Director
	<input checked="" type="checkbox"/> Department Director;		<input type="checkbox"/> Other:
<b>BACKGROUND</b> (Includes description, background, and justification)	<p>In November of this year, the Purchasing Analyst went out for asphalt bids sending specifications to several companies. The bids were received on November 21, 2013 and the bid tabulation is shown as "Exhibit A."</p> <p>We have had issues over the past few years with obtaining the type and amount of asphalt we need for a project from the Barrett plant. Barrett has one hopper, which means they can only produce one type of asphalt at a time, so if they are making base course and we need a finish course, we have to delay our project. This happened to us several times because they produce what the larger contractors need. Also if their plant breaks down, we are at their mercy as to when we can work.</p> <p>In the past, we have purchased asphalt from both Valley Asphalt and Barrett Paving depending on who had the mix available that we needed at any given time. Therefore, similar to last year, we would like to issue a Purchase Order to both Barrett Paving &amp; Valley Asphalt for the purchase of 402 &amp; 404 asphalt to ensure that asphalt will be available to the City when it is needed.</p>		
<b>BUDGETING AND FINANCIAL IMPACT</b> (Includes project costs and funding sources)	Budgeted \$:	\$330,000	
	Expenditure \$:	\$330,000	
	Source of Funds:	Street Department O&M (101 Fund)	
	<b>Narrative:</b>	This item is purchased each year for street paving and resurfacing projects. \$330,000 was budgeted for this work in the 2014 budget. Based upon the unit bid prices, the Street Department anticipates completing as many patches and resurfacing projects as possible up to the \$330,000.	

<p style="text-align: center;"><b>OPTIONS</b> (Include Deny /Approval Option)</p>	<p>1.</p> <p>2.</p> <p>3.</p>	<p>Approve the Resolution and continue with our 2014 Street Maintenance Program.</p> <p>Do not approve the Resolution, which in turn would mean no in-house paving.</p> <p>Contract out all the patching and resurfacing, which would result in less being done for \$330,000.</p>
<p style="text-align: center;"><b>PROJECT TIMELINE</b></p>	<p>Work will be completed in 2014.</p>	
<p style="text-align: center;"><b>STAFF RECOMMENDATION</b></p>	<p>Approve the Resolution to allow the Street Department to continue with our 2014 Street Maintenance Program.</p>	
<p style="text-align: center;"><b>ATTACHMENTS</b></p>	<p>IFB #1333 Bid Tabulation – Exhibit A</p>	

# EXHIBIT "A"

## CITY OF PIQUA, OHIO

**Bid Tabulation for IFB 1333**  
**Opened 11-21-13 at 2:00 p.m.**

**Hot & Cold Mix - Aggregate Stone**

	Piqua Materials, Inc. Piqua, Ohio	Barrett Paving Materials Inc. Middletown, Ohio	Valley Asphalt Corp. Springfield, OH	Barrett Paving Miami River Quarry
<u>All prices are per ton</u>				
402 Asphalt	\$	64.00	\$ 68.00	
404 Asphalt	\$	65.00	\$ 69.00	
Cold Patch	\$	110.00	\$ 120.00	
304 Stone	\$	7.65		\$ 7.85
411 Stone	\$	7.65		\$ 7.85
#9 Stone	\$	6.25		\$ 7.85
#2 Stone	\$	7.65		\$ 7.85
#57 Stone	\$	8.00		\$ 8.35
#8 Stone	\$	8.50		\$ 8.35
Renewal option for 2015		NO	NO	YES
Terms	NET 30 DAYS	NET 30 DAYS	NET 30 DAYS	NET 30 DAYS

**RESOLUTION NO. R-142-13**

**A RESOLUTION AUTHORIZING A PURCHASE ORDER TO  
PIQUA MATERIALS INC. AS A SUPPLIER OF STONE AND COLD PATCH FOR  
THE 2014 STREET AND ALLEY MAINTENANCE PROGRAM**

WHEREAS, on November 6, 2013 and November 11, 2013, the Purchasing Analyst publically advertised for bids for Hot and Cold Mix- Aggregate Stone; and

WHEREAS, after proper advertisement, bids were opened on November 21, 2013 resulting in the tabulation of bids as listed in Exhibit "A" attached hereto;

NOW, THEREFORE, BE IT RESOLVED by the Commission of the City of Piqua, Miami County, Ohio, the majority of all members elected thereto concurring, that:

SEC. 1: A purchase order is hereby authorized to Piqua Materials Inc. as the primary supplier of stone and cold patch pursuant to the bid specifications;

SEC. 3: The Finance Director certifies funds are available and is hereby authorized to draw her warrants from time to time on the appropriate account of the city treasury in payment according to contract terms, not exceeding a total of \$51,000;

SEC. 4: This Resolution shall take effect and be in force from and after the earliest period allowed by law.

\_\_\_\_\_  
LUCINDA L. FESS, MAYOR

PASSED: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
REBECCA J. COOL  
CLERK OF COMMISSION



# Commission Agenda Staff Report

<b>MEETING DATE</b>	December 3, 2013		
<b>REPORT TITLE</b> (Should match resolution/ordinance title)	A RESOLUTION AUTHORIZING A PURCHASE ORDER TO PIQUA MATERIALS INC. AS A SUPPLIER OF STONE AND COLD PATCH FOR THE 2014 STREET AND ALLEY MAINTENANCE PROGRAM		
<b>SUBMITTED BY</b>	Name & Title: Doug Harter, Public Works Director		
	Department: Public Works		
<b>AGENDA CLASSIFICATION</b>	<input type="checkbox"/> Consent	<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Regular
<b>APPROVALS/REVIEWS</b>	<input checked="" type="checkbox"/> City Manager		<input type="checkbox"/> Asst. City Manager/Finance
	<input type="checkbox"/> Asst. City Manager/Development		<input type="checkbox"/> Law Director
	<input checked="" type="checkbox"/> Department Director;		<input type="checkbox"/> Other:
<b>BACKGROUND</b> (Includes description, background, and justification)	<p>In November of this year, the Purchasing Analyst went out for asphalt bids sending specifications to several companies. The bids were received on November 21, 2013 and the bid tabulation is shown as "Exhibit A."</p> <p>Unfortunately, the Barrett Paving plant is located in Moraine and Valley Asphalt's is located on Dryden Rd. Therefore, we recommend purchasing all stone and cold patch from Piqua Materials due to the close proximity of their plant to our work areas and hence our increased efficiency.</p>		
<b>BUDGETING AND FINANCIAL IMPACT</b> (Includes project costs and funding sources)	Budgeted \$:	\$51,000	
	Expenditure \$:	\$51,000	
	Source of Funds:	Street Department O&M (101 Fund)	
	<b>Narrative:</b>	These items are purchased each year for patching and street repairs. \$51,000 was budgeted for this work in the 2014 budget. Based upon the unit bid prices, the Street Department anticipates completing as many projects as possible up to the \$51,000.	
<b>OPTIONS</b> (Include Deny /Approval Option)	1.	Approve the Resolution R-142-13 and continue with our 2014 Street Maintenance Program.	
	2.	Do not approve the Resolution R-142-13, which in turn would mean no in-house patching or street and alley repairs.	
	3.	Contract out all the patching which would result in less being done for \$51,000.	
<b>PROJECT TIMELINE</b>	Work will be completed in 2014.		

<b>STAFF RECOMMENDATION</b>	Approve the Resolution to allow the Street Department to continue with our 2014 Street Maintenance Program.
<b>ATTACHMENTS</b>	IFB #1333 Bid Tabulation – Exhibit A

EXHIBIT "A"

CITY OF PIQUA, OHIO

Bid Tabulation for IFB 1333  
 Opened 11-21-13 at 2:00 p.m.

Hot & Cold Mix - Aggregate Stone

	Piqua Materials, Inc. Piqua, Ohio	Barrett Paving Materials Inc. Middletown, Ohio	Valley Asphalt Corp. Springfield, OH	Barrett Paving Miami River Quarry
<u>All prices are per ton</u>				
402 Asphalt		\$ 64.00	\$ 68.00	
404 Asphalt		\$ 65.00	\$ 69.00	
Cold Patch	\$ 135.00	\$ 110.00	\$ 120.00	
304 Stone	\$ 7.65			\$ 7.85
411 Stone	\$ 7.65			\$ 7.85
#9 Stone	\$ 6.25			\$ 7.85
#2 Stone	\$ 7.65			\$ 7.85
#57 Stone	\$ 8.00			\$ 8.35
#8 Stone	\$ 8.50			\$ 8.35
Renewal option for 2015		NO	NO	YES
Terms	NET 30 DAYS	NET 30 DAYS	NET 30 DAYS	NET 30 DAYS

**RESOLUTION NO. R-143-13**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH T+M ASSOCIATES, INC. FOR WORK FUNDED THROUGH THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY BROWNFIELD ASSESSMENT GRANT PROGRAM RECEIVED BY THE CITY OF PIQUA AT A COST NOT TO EXCEED \$192,000.00**

WHEREAS, the City of Piqua received two \$200,000 grants from the United States Environmental Protection Agency, and

WHEREAS, the grant requires the community to undertake Phase I and Phase II Environmental Assessments; and

WHEREAS, after solicitation of Request for Qualifications, T+M Associates, Inc. was adjudicated to be one of the most qualified firm to complete the work requested and

NOW, THEREFORE, BE IT RESOLVED by the Commission of the City of Piqua, Miami County, Ohio, the majority of all members elected thereto concurring, that

SEC. 1: The City Manager is authorized to enter into an agreement with T+M Associates, Inc. for the work to be completed with the grants from the United States Environmental Protection Agency received by the City of Piqua.

SEC. 2: The Finance Director certifies the funds are available and is hereby authorized to draw her warrants from time to time on the appropriate account of the city treasury in payment according to contract terms, not exceeding a total of \$192,000;

SEC. 3: This Resolution shall take effect and be in force from and after the earliest period allowed by law.

\_\_\_\_\_  
LUCINDA L. FESS, MAYOR

PASSED: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
REBECCA J. COOL  
CLERK OF COMMISSION



# Commission Agenda Staff Report

<b>MEETING DATE</b>	December 3, 2013		
<b>REPORT TITLE</b> (Should match resolution/ordinance title)	<p align="center"><b>A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH T+M ASSOCIATES, INC. FOR WORK FUNDED THROUGH THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY BROWNFIELD ASSESSMENT GRANT PROGRAM RECEIVED BY THE CITY OF PIQUA AT A COST NOT TO EXCEED \$192,000.00</b></p>		
<b>SUBMITTED BY</b>	Name & Title: William Lutz, Development Program Manager		
	Department: Development Department		
<b>AGENDA CLASSIFICATION</b>	<input type="checkbox"/> Consent	<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Regular
<b>APPROVALS/REVIEWS</b>	<input type="checkbox"/> City Manager		<input type="checkbox"/> Asst. City Manager/Finance
	<input checked="" type="checkbox"/> Asst. City Manager/Development		<input checked="" type="checkbox"/> Law Director
	<input type="checkbox"/> Department Director		<input checked="" type="checkbox"/> Other: City Planner
<b>BACKGROUND</b> (Includes description, background, and justification)	<p>Earlier this year, the City of Piqua received a series of two grants from the United States Environmental Protection Agency in the combined amount of \$400,000 to undertake Phase I and Phase II Environmental Assessments in the City of Piqua. This important grant will allow the City of Piqua to perform necessary environmental studies on suspected brownfields to help redevelop abandoned commercial areas.</p> <p>The City of Piqua requested qualifications from firms to undertake the work that was approved by the United States Environmental Protection Agency. After reviewing the seven proposals received, two firms were adjudicated to be the most qualified; Burgess and Niple, Inc. and T+M Associates, Inc. A contract for Burgess and Niple, Inc. will be approved through a separate resolution.</p> <p>The City of Piqua will have until September 30, 2016 to complete up to twenty Phase I environmental assessments and up to eight Phase II environmental assessments.</p>		
<b>BUDGETING AND FINANCIAL IMPACT</b> (Includes project costs and funding sources)	Budgeted \$:	\$400,000	
	Expenditure \$:	\$192,000	
	Source of Funds:	United States Environmental Protection Agency Brownfield Assessment Grant Received by the City.	
	<b>Narrative</b>	The entire cost of this project is covered by the grant received by the City. Burgess and Niple, in a separate resolution, will be asked to be awarded a separate contract of \$192,000. The City will retain \$16,000 for	

		administrative costs.
<b>OPTIONS</b> (Include Deny /Approval Option)	1.	Approve the resolution to enter into an agreement with T+M Associates, Inc. for work funded through the United States Environmental Protection Agency grant.
	2.	Do not approve the resolution and provide further direction.
<b>PROJECT TIMELINE</b>	The Project will commence in late 2013 and all work must complete work by September 30, 2016.	
<b>STAFF RECOMMENDATION</b>	Approve the resolution to allow for the grant funded work to begin.	
<b>ATTACHMENTS</b>	None.	

**RESOLUTION NO. R-144-13**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH BURGESS AND NIPLE, INC. FOR WORK FUNDED THROUGH THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY BROWNFIELD ASSESSMENT GRANT PROGRAM RECEIVED BY THE CITY OF PIQUA AT A COST NOT TO EXCEED \$192,000.00**

WHEREAS, the City of Piqua received two \$200,000 grants from the United States Environmental Protection Agency, and

WHEREAS, the grant requires the community to undertake Phase I and Phase II Environmental Assessments; and

WHEREAS, after solicitation of Request for Qualifications, Burgess and Niple Inc. was adjudicated to be one of the most qualified firm to complete the work requested and

NOW, THEREFORE, BE IT RESOLVED by the Commission of the City of Piqua, Miami County, Ohio, the majority of all members elected thereto concurring, that

SEC. 1: The City Manager is authorized to enter into an agreement with Burgess and Niple, Inc. for the work to be completed with the grants from the United States Environmental Protection Agency received by the City of Piqua.

SEC. 2: The Finance Director certifies the funds are available and is hereby authorized to draw her warrants from time to time on the appropriate account of the city treasury in payment according to contract terms, not exceeding a total of \$192,000;

SEC. 3: This Resolution shall take effect and be in force from and after the earliest period allowed by law.

\_\_\_\_\_  
LUCINDA L. FESS, MAYOR

PASSED: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
REBECCA J. COOL  
CLERK OF COMMISSION



# Commission Agenda Staff Report

<b>MEETING DATE</b>	December 3, 2013		
<b>REPORT TITLE</b> (Should match resolution/ordinance title)	<p align="center"><b>A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH BURGESS AND NIPLE, INC. FOR WORK FUNDED THROUGH THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY BROWNFIELD ASSESSMENT GRANT PROGRAM RECEIVED BY THE CITY OF PIQUA AT A COST NOT TO EXCEED \$192,000.00</b></p>		
<b>SUBMITTED BY</b>	Name & Title: William Lutz, Development Program Manager		
	Department: Development Department		
<b>AGENDA CLASSIFICATION</b>	<input type="checkbox"/> Consent	<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Regular
<b>APPROVALS/REVIEWS</b>	<input type="checkbox"/> City Manager		<input type="checkbox"/> Asst. City Manager/Finance
	<input checked="" type="checkbox"/> Asst. City Manager/Development		<input checked="" type="checkbox"/> Law Director
	<input type="checkbox"/> Department Director		<input checked="" type="checkbox"/> Other: City Planner
<b>BACKGROUND</b> (Includes description, background, and justification)	<p>Earlier this year, the City of Piqua received a series of two grants from the United States Environmental Protection Agency in the combined amount of \$400,000 to undertake Phase I and Phase II Environmental Assessments in the City of Piqua. This important grant will allow the City of Piqua to perform necessary environmental studies on suspected brownfields to help redevelop abandoned commercial areas.</p> <p>The City of Piqua requested qualifications from firms to undertake the work that was approved by the United States Environmental Protection Agency. After reviewing the seven proposals received, two firms were adjudicated to be the most qualified; Burgess and Niple, Inc. and T+M Associates, Inc. A contract for T+M Associates, Inc. will be approved through a separate resolution.</p> <p>The City of Piqua will have until September 30, 2016 to complete up to twenty Phase I environmental assessments and up to eight Phase II environmental assessments.</p>		
<b>BUDGETING AND FINANCIAL IMPACT</b> (Includes project costs and funding sources)	Budgeted \$:	\$400,000	
	Expenditure \$:	\$192,000	
	Source of Funds:	United States Environmental Protection Agency Brownfield Assessment Grant Received by the City.	
	<b>Narrative</b>	The entire cost of this project is covered by the grant received by the City. T+M Associates, Inc., in a separate resolution, will be asked to be awarded a separate contract of \$192,000. The City will retain \$16,000 for	

		administrative costs.
<b>OPTIONS</b> (Include Deny /Approval Option)	1.	Approve the resolution to enter into an agreement with Burgess and Niple, Inc. for work funded through the United States Environmental Protection Agency grant.
	2.	Do not approve the resolution and provide further direction.
<b>PROJECT TIMELINE</b>	The Project will commence in late 2013 and all work must complete work by September 30, 2016.	
<b>STAFF RECOMMENDATION</b>	Approve the resolution to allow for the grant funded work to begin.	
<b>ATTACHMENTS</b>	None.	