REGULAR PIQUA CITY COMMISSION MEETING
TUESDAY, NOVEMBER 6, 2018
6:00 PM
COMMISSION CHAMBER – 2nd FLOOR
201 WEST WATER STREET - PIQUA, OHIO 45356

CALL TO ORDER

THE PLEDGE OF ALLEGIANCE

ROLL CALL

ANNOUNCEMENTS

GOVERNMENT ACADEMY GRADUATES
   ➢ Leesa Baker
   ➢ Melissa Clune
   ➢ Thomas Fogt
   ➢ Joyce Sarver
   ➢ David Scott
   ➢ Joshua Sheets
   ➢ Michael Sloan
   ➢ Mary Tolman
   ➢ Christa Wheeler
   ➢ Eric White
   ➢ Bev Yount
   ➢ Holden Yount

REGULAR PIQUA CITY COMMISSION MEETING

CONSENT AGENDA

1. APPROVAL OF MINUTES
   Approval of minutes from the October 16, 2018 Regular City Commission Meeting

NEW BUSINESS

2. ORD. NO. 15-18-1st Reading
   An Emergency Ordinance amending Chapter 33 of the Piqua Municipal Code Employment Policy

3. RES. NO. R-135-18
   A Resolution authorizing a purchase order to Cascade Engineering for the purchase of trash carts

4. RES. NO. R-136-18
   A Resolution to levy assessments to pay for the cost of Nuisance Abatements

5. RES. NO. R-137-18
   A Resolution amending the contract with SSOE Group for professional consulting and engineering services for the Power System

6. RES. NO. R-138-18
   A Moral Obligation to pay Valley Asphalt Corporation for hot mix asphalt for the 2018 Street, Alley and Bike Path Maintenance Program for the Public Works Department
7. **RES. NO. R-139-18**  
   A Resolution approving the purchase of Excess Liability Insurance

8. **RES. NO. R-140-18**  
   A Resolution approving the purchase of Liability Insurance for Piqua's Combustion Turbines

9. **RES. NO. R-141-18**  
   A Resolution retaining the service of Enrollment Management Services (EMS) to provide Health Insurance Consulting Services for the City of Piqua

**PUBLIC COMMENT**  
(This is an opportunity for citizens to address the City Commission regarding agenda items, 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**

**ADJOURN TO EXECUTIVE SESSION**

**EXECUTIVE SESSION**  
   a. To consider the purchase or sale of property for public purposes

**ADJOURNMENT**
MINUTES
PIQUA CITY COMMISSION
Tuesday, OCTOBER 16, 2018
6:00 P.M.

Piqua City Commission met at 6:00 P.M. in the Municipal Government Complex Commission Chambers located at 201 W. Water Street. Mayor Hinds called the meeting to order. Also present were Commissioners Lee, Short, Martin and Vogt.

ANNOUNCEMENTS

Ruth Koon, member of Friends of the Piqua Library and Friends of the Piqua Parks stated tickets are on sale for the November 16, 2018 10th Anniversary Gala honoring the renovation of the Fort Piqua Plaza. Tickets can be purchased at Alliston Manor Flower Box. Ms. Koon also stated the Friends of the Piqua Parks are beginning their fundraising efforts for the beautification project on the slopes along Ash Street near the railroad overpass. Donations can be sent to P. O. Box 270, Piqua, Ohio 45356. Ms. Koon commended MainStreet Piqua’s Beautification Committee on the newly completed wall mural downtown.

D.J. Byrnes, a candidate for State Representative for the 80th District came forward to introduce himself. Mr. Byrnes stated he attended the Piqua Government Academy a few years ago and learned a lot on how the city operates and spends their money. Mr. Byrnes further stated he is committed to working on bringing funding to local governments if he is elected.

City Manager Huff stated he encourages citizens to get involved in the Government Academy to learn more about their city government and how it works.

FALL RESIDENCE PRIDE AWARDS:
Richard & Therese Bingerding 909 Caldwell
Tiffany &Eddie Harvey 316 Wilson Avenue
Hulme & Company CPA’s 308 Water Street
Jerry Hunolt 216 North Downing Street
Michelle & Steve Stahl 1007 W. Greene Street

No one was present to accept the Residence Pride Awards at this meeting.

Mayor Hinds thanked all of the Residence Pride Award winners for making Piqua a more beautiful place to live.

CONSENT AGENDA

APPROVAL OF MINUTES

Approval of the Minutes from the September 18, 2018 Regular City Commission Meeting.

Commissioner Martin, moved for the approval of the Consent Agenda, motion was seconded by Commissioner Lee. Motion was carried unanimously, and Mayor Hinds declared the Consent Agenda approved.

NEW BUSINESS

ORDINANCE NO. 14-18 (1ST Reading)

AN ORDINANCE AMENDING CHAPTER 111 OF THE PIQUA MUNICIPAL CODE PEDDLERS AND SOLICITORS
Law Director Stacy Wall, provided the Staff Report.

Stacy Wall, Law Director stated Ordinance No. 14-18 is being amended in Chapter 111 of the Piqua Municipal Code to remove the Panhandling Section with regards to panhandling in the City of Piqua.

PUBLIC COMMENT

No one came forward to speak for or against Ordinance No. 14-18.


RESOLUTION NO. R-126-18

A RESOLUTION AWARDING A CONTRACT TO L.J. DEWEES CO. FOR THE ADA RAMP INSTALLATION PROJECT

Amy Havenar, City Engineer provided the Staff Report.

Bids were received on September 18, 2018, D & F Enterprise was the lowest bidder in response. But after verifying and contacting the references that were submitted, it was determined that it would not be in the best interest of the City to award the contract to D & F Enterprise. Based on the reference contacts it was determined that D & F Enterprise did not meet the lowest responsible bidder requirement. Originally the streets in the Historic East Piqua District were scheduled to be patched, however it became apparent that they needed to be completely resurfaced. Therefore, this will allow the city to go back and install ADA compliant handicap ramps at the intersections along the resurfaced streets, stated Ms. Havenar.

PUBLIC COMMENT

No one came forward to speak for or against Resolution No. R-126-18.


RESOLUTION NO. R-127-18)

A RESOLUTION TO AWARD A CONTRACT TO OUTDOOR ENTERPRISES FOR THE WAYFINDING PROGRAM

Chris Schmiesing, City Planner provided the Staff Report.

Mr. Schmiesing explained what the Wayfinding Signage includes, stating funding was included in the 2018 budget to implement the second phase of the City of Piqua Wayfinding Program. The signage includes primary and secondary directional informational signs, and community gateway signs. The project will begin this year and extend into next year with an anticipated completion date of June 1, 2019, stated Mr. Schmiesing.
Commissioners asked questions concerning the wayfinding signage in the various Parks, and the other locations they will be used in. Mr. Schmiesing provided a handout to the Commissioners with photos of the new signs, and answered all questions. The signs are going to be high-quality, weather-durable signs, some include sandstone bases and masonry that are meant to last for decades. Also as part of the project a significant gateway sign is planned for near the intersection of U.S Route 36/Ash Street and Scott Drive.

Commissioner Lee stated he received several calls from residents dissatisfied with the current entryway sign on Route 36/Ash Street. Commissioner Lee further stated he personally did not have a problem with the signage.

Mayor Hinds stated there are about 100 signs. Mr. Schmiesing replied there are 96 signs.

**PUBLIC COMMENT**

Ruth Koon, Friends of the Piqua Parks inquired about the sign at Das Park. Mr. Schmiesing provided additional information on the sign.


**RESOLUTION NO. R-128-18**

A RESOLUTION AUTHORIZING A CHANGE ORDER TO THE CONTRACT WITH ENVIRONMENTAL ASSURANCE COMPANY, INC. FOR THE FORMER MO'S LOUNGE ASBESTOS ABATEMENT PROJECT

Chris Schmiesing, City Planner provided the Staff Report.

While performing the original scope of work authorized for the Former Mo's Asbestos Abatement Project the contractor discovered hazardous building conditions and additional asbestos that needed to be removed. A change order was requested for the additional work in the amount of not to exceed $59,724.00, stated Mr. Schmiesing.

**PUBLIC COMMENT**

No one came forward to speak for or against Resolution No. R-128-18.


**RESOLUTION NO. R-129-18**

A RESOLUTION AWARDING A THREE YEAR CONTRACT FOR UNIFORM RENTAL AND LAUNDRY SERVICES AND MAT RENTAL TO CINTAS CORPORATION

Cynthia Holtzapple, Finance Director/Assistant City Manager provided the Staff Report.

The City's Blue Collar Union Contract requires the City to provide rented uniforms and laundry services for their employees.

**PUBLIC COMMENT**

No one came forward to speak for or against Resolution No. R-129-18.

**RESOLUTION NO. R-130-18**

A RESOLUTION AUTHORIZING THE CITY 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

Sky Schelle, Water Quality Coordinator provided the Staff Report.

Earlier this year, staff prepared a project nomination form to be considered for $200,000 from the Ohio Public Works Commission. The funding is needed to replace storm catch basins. In order to be considered complete, Piqua's nomination form needs authorizing legislation granting the City Manager authority to apply for the OPWC funding. This will allow the City to replace over 100 catch basins in 2019, stated Mr. Schelle.

**PUBLIC COMMENT**

No one came forward to speak for or against Resolution No. R-130-18.


**RESOLUTION NO. R-131-18**

A RESOLUTION AUTHORIZING THE CITY MANAGER TO SUBMIT AN APPLICATION FOR FEDERAL FAST ACT FUNDS THROUGH THE MIAMI VALLEY REGIONAL PLANNING COMMISSION

Amy Havenar, City Engineer provided the Staff Report.

The Miami Valley Planning Commission is in the process of soliciting for new transportation projects using MVRPC regionally controlled federal funds. The project identified is Looney Road Resurfacing Project which will utilize STP fund if awarded. Approximately 40% of the project is located outside the City Limits and will be paid for by the Miami County Engineer. The city will also be applying for funding through the Ohio Public Works Commission in 2019 to help offset the local share of the project.

**PUBLIC COMMENT**

No one came forward to speak for or against Resolution No. R-131-18.


**RESOLUTION NO. R-132-18**

A RESOLUTION AMENDING THE CONTRACT WITH A TO Z PROPERTY MAINTENANCE LLC, FOR THE SIDEWALK ADA COMPLIANCE PROGRAM – PHASE II

Amy Havenar, City Engineer provided the Staff Report.
In May of 2018, City Commission approved awarding a contract to A to Z Property Maintenance, LLC (A to Z) for the Sidewalk ADA Compliance Program – Phase II. Once A to Z began removing the existing concrete it became evident that we had to remove more curb/sidewalk than was originally estimated. The city also added some additional catch basins that needed to be replaced that were not part of the original bid, stated Ms. Havenar.

PUBLIC COMMENT

No one came forward to speak for or against Resolution No. R-132-18.


RESOLUTION NO. R-133-18

A MORAL OBLIGATION TO PAY APPLIED MECHANCIAL SYSTEMS FOR THE EMERGENCY HVAC SERVICES PERFORMED AT THE FORT PIQUA PLAZA AND TO ENTER INTO AN AGREEMENT WITH APPLIED MECHANICAL SYSTEMS FOR THE MAINTENANCE OF THE HVAC SYSTEM FOR THE REMAINDER OF THE 2018 YEAR

Bob Graeser, Project Manager provided the Staff Report.

Applied Mechanical Systems is under agreement to maintain the HVAC system within the Fort Piqua Plaza. In August of this year a test was done to find out why the chillers were locking out, and several leaks in the system were found for a cost of over $10,000. This in addition to the other maintenance costs already incurred puts it over $25,000 for the year to date. This will cover the work already completed to date as well as any future routine maintenance issues that may arise at the Fort Piqua Plaza thru the end of 2018, state Mr. Graeser.

PUBLIC COMMENT

No one came forward to speak for or against Resolution No. R-133-18.


RES. NO R-134-18

A RESOLUTION TO VACATE AN EASEMENT AND REPLAT A PORTION OF DEERFIELD SUBDIVISION SECTION 10 PLAT AND DEDICATE A NEW EASEMENT

Mayor Hinds excused herself from the Commission Meeting at 6:46 P. M. due to a conflict of interest as she lives in the area of the easement. Vice Mayor Vogt conducted the meeting.

Chris Schmiesing, City Planner provided the Staff Report.

The applicant desires to replat a portion of Deerfield Subdivision Section10 Plat to combine a 20 – foot-wide strip of common area land extending to/from White Tail Lane with an adjacent lot; and, vacate an existing easement and dedicate a new easement to reflect the adjusted lot line boundaries; and dedicate a new easement and plat a new common area strip of land extending to/from and along the end of Park Avenue to provide for access to the subject common area, stated Mr. Schmiesing.

Commissioners asked several questions regarding the change and the effect it will have on the property owners living in the area.
PUBLIC COMMENT

Holy Tromby, representing the Deerfield Homeowners Association came forward thanked the city for all of the help in getting this work completed. Ms. Tromby provided a brief overview of need for the change in the easements.


Mayor Hinds returned to the meeting at 6:50 P.M.

PUBLIC COMMENT

Edna Stiefel, came forward and expressed her disappointment in the playground equipment being removed from Pitsenbarger Sports Complex and not being replaced. It has been two years now and they still do not have any new playground equipment to replace the old that was removed, stated Ms. Stiefel.

City Manager Huff stated they would look into the situation.

Larry Hamilton, Maplewood Drive, came forward and provided information on William McCulloch, a US Representative from Piqua from 1947-1973. Mr. McCulloch was noted for introducing and supporting civil rights legislation. Mr. McCulloch served as a model for being civil, respectful, and honorable in the office he served.

CITY MANAGER'S REPORT

City Manager Huff announced there is one opening on the Civil Service Board, applications can be picked up in the City Manager's Office or on line.

COMMISSIONERS COMMENTS

Commissioner Vogt stated the City spent a lot of money last year on the tennis courts at Pitsenbarger and he doesn't see them getting much use. Not sure what the answer is.

Commissioner Martin stated he thought there was a schedule on things being done in the parks. It should be noted that when something is taken down it should be replaced. Mayor Hinds added the swings were taken down at Fountain Park because they were very old. Edna Stiefel mentioned Kiwanis and Das Park also needed attention.

Commissioner Lee congratulated the Residence Pride Award Winners and thanked them for helping to beautify the community.

Commissioner Lee also thanked Ms. Stiefel for bringing the information on the parks to the City's attention.

Commissioner Lee inquired as to the status of the Economic Development Director position. City Manager Huff provided the information.

Mayor Hinds announced Meet the Candidate Night will be on Wednesday, October 24, 2018 from 7:30 – 8:30 P.M. at the YWCA, and will be broadcast live.

Mayor Hinds also announced the Blood Drive between Piqua/Troy will be held on Thursday, October 25, 2018 from 12:00 – 6:00 P.M. at the US Bank and the Piqua High School.

Mayor Hinds mentioned with the new Water Treatment Plant up and running, that Piqua has the best water in the State of Ohio.
ADJOURNMENT

Motion was made by Commissioner Martin to adjourn from the Regular City Commission Meeting into Executive Session at 7:10 P.M. motion seconded by Commissioner Vogt. Motion carried unanimously.

Motion was made by Commissioner Martin to adjourn from the Executive Session at 7:45 P.M. motion seconded by Commissioner Lee. Motion carried unanimously

Motion was made by Commissioner Vogt to adjourn from the Regular City Commission Meeting at 7:45 P.M. motion seconded by Commissioner Lee. Motion carried unanimously.

KATHRYN B. HINDS, MAYOR

PASSED: ____________________

ATTEST: ____________________
REBECCA J. COOL
CLERK OF COMMISSION
ORDINANCE NO. 15-18
AN EMERGENCY ORDINANCE AMENDING CHAPTER 33 OF THE
PIQUA MUNICIPAL CODE EMPLOYMENT POLICY

WHEREAS, the City Commission requested Section 33.05 be amended to have clearer language; and

WHEREAS, Chapter 33 reflects the benefits for all non-union employees.

NOW THEREFORE, BE IT RESOLVED BY the Piqua City Commission, a majority of its members concurring that;

SECTION 1. That the City of Piqua hereby amends Chapter 33 Employment Policy as set forth below: (new language is underlined and deleted language is indicated by strikethrough):

§ 33.01 CLASSIFICATIONS AND COMPENSATION.
The classifications and compensation of city employees shall be as set forth in the schedules attached and incorporated herein by reference.

§ 33.02 EMPLOYMENT CONDITIONS.
The following provisions shall apply to all Schedule A and A-1 employees except those covered under §33.15 of this chapter:

(A) Merit increases and performance ratings.
   (1) Each of the pay ranges in Schedule A shall be divided into six steps, 1 through 6. The minimum time in grade for each step before the employee is eligible for a merit increase is as follows.
   1 - one year
   2 - one year
   3- one year
   4- one year
   5- one year
   6- Top Step
   (2) Each employee’s performance will be rated by the employee’s supervisor before the anniversary date the employee is eligible, by time in classification, for consideration for a merit increase. An employee must receive a performance rating of satisfactory or better to receive a merit increase. An employee denied a merit increase due to a less than satisfactory rating may request a reevaluation after 90 days from the denial of the merit increase.
   (3) Performance ratings will also be considered as a factor in advancing probationary employees to regular status and for promoting or transferring employees into new classifications.
   (4) Employees at the top step of their pay range will have their performance rated by their supervisor annually. An employee who receives two consecutive ratings of less than satisfactory may be demoted or discharged. Performance ratings, when completed, will be discussed with the employee. The employee is required to sign the performance rating as evidence of the fact that it has been reviewed. A copy will be given to the employee.

(B) Overtime pay. Non-exempt employees shall receive one and one-half their regular rate for all hours worked over 40 per week.
   (1) The city may in its discretion grant compensatory time to non-exempt employees in place of cash overtime compensation, at the rate of one and one-half hours compensatory time for each hour of overtime worked, provided that the employee agrees in writing, before the performance of the overtime work, to compensatory time in place of cash overtime, and provided further that all FLSA compensatory time requirements are satisfied. No non-exempt employee may accumulate more than 240 hours of compensatory time.
   (2) Exempt employees are exempt from overtime payment. However, such employees may receive compensatory time on an hour for hour basis for hours worked in excess of 40 hours per week, upon the approval of the supervisor, department head or City Manager. No exempt employee may accumulate more than 240 hours of compensatory time. Any compensatory time not used before separation from employment shall be forfeited.
(C) Call-in pay. Non-exempt employees required to report to work at a time outside the employee’s normal work day will receive a minimum of two hours pay at one and one-half the employee’s regular rate of pay. If the call-in requires more than two hours of work, then the employee will be paid for the hours actually worked at one and one-half the employee’s regular rate of pay.

(D) Probationary employees.

(1) New, rehired or promoted full-time employees will serve a one-year probationary period of close supervision and evaluation in order to assess their ability and adaptation. Probationary employment may be terminated at the will and discretion of the city without advance notice.

(2) The city may extend an employee’s probationary period for a specified additional period when the city determines that an extension is necessary to thoroughly evaluate the employee’s ability to perform the full scope of assigned duties in an effective and safe manner. In these cases, the employee will be advised in writing of the extended duration of the probationary period before the conclusion of the initial probationary period.

(E) At-will employment.

(1) Completion of a probationary period or conferral of regular employee status shall not change an employee’s status as an employee-at-will, or in any way restrict the city’s right to terminate such employee or change the terms and conditions of employment. Nothing contained in this or other city policies or other material provided to employees in connection with their employment shall require the city to have just cause to terminate that employee, or otherwise restrict the city’s right to terminate an employee at any time for any lawful reason.

(2) An employee’s at-will status shall not be modified by any statements made by any person or by any writing available to employees or applicants in connection with their employment. No document, whether singly or combined, shall create an express or implied contract concerning any terms or conditions of employment.

§ 33.03 HOLIDAYS AND PERSONAL DAYS.

The following provisions shall apply to all Schedule A employees except those covered under §33.15 of this chapter.

(A) The following days are recognized as holidays: New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, the day before Christmas and Christmas Day.

(B) If a holiday falls on a Saturday, the preceding Friday will be observed as a holiday. If a holiday falls on a Sunday, the following Monday will be observed as a holiday. For employees who work other than a normal schedule, their first day off shall be their Saturday and their second day off shall be their Sunday.

(C) In order for an employee to receive pay for the holiday, the employee must work the employee’s scheduled shift before and after the holiday. Employees on vacation, approved sick leave, or a leave of absence with pay (including paid funeral leave) shall be considered as working their regular scheduled day for purposes of this section.

(D) Eligible employees who are not scheduled to work on a designated holiday shall be paid holiday pay in an amount equal to eight hours work at their regular rate of pay. Eligible employees who work on a designated holiday shall be paid their holiday pay, plus one and one-half their regular rate of pay for all hours actually worked.

(E) Employees shall be credited with five personal leave days effective on January 1 of each year. Employees with less than one year’s service with the city on January 1 shall receive a pro-rated amount of personal leave. Personal leave days may be taken only on a day mutually agreeable to the employee and the employee’s supervisor. Personal leave days not taken by the following December 31 will be forfeited.

§ 33.04 VACATIONS.

The following provisions shall apply to all Schedule A employees except those covered under §33.15 of this chapter.

(A) For the purposes of this section, SERVICE shall mean service by a full-time employee of the city or any other political subdivision of the state.

(B) (1) Each regular full-time employee will receive two weeks vacation with full pay per one full year of service with the city, three weeks annual vacation with full pay after eight years of continuous service, four weeks annual vacation with full pay after 15 years of continuous service, and five weeks annual vacation with full pay after 25 years of continuous service. Employees hired after January 1, 2010 will receive two weeks vacation with full pay per one full year of service with the city, and three weeks annual vacation with full pay after eight years of continuous service and beyond. Vacation credit will be granted on a monthly basis as follows:

(a) An employee entitled to two weeks shall be credited with 6.667 hours for each full month worked.

(b) An employee entitled to three weeks shall be credited with 10 hours for each full month worked.

(c) An employee entitled to four weeks shall be credited with 13.334 hours for each full month worked.

(d) An employee entitled to five weeks shall be credited with 16.667 hours for each full month worked.

(2) Vacations must be scheduled with the employee’s supervisor. The vacation period for each employee will begin on the first anniversary date of employment. In the case of retirement, resignation, dismissal, disability or death, an employee will be paid for all accumulated vacation credits.
(C) (1) Vacation credits must be used during the anniversary year that immediately follows the anniversary year during which the vacation credits were earned. Credits not used within that time will be forfeited. The City Manager may, in special and meritorious cases, permit an employee to accumulate and carry over vacation leave for an additional time period as determined by the City Manager in his or her sole discretion. Vacation taken in any one continuous period shall not exceed six weeks.

(2) An employee may convert up to three weeks per calendar year to cash on an hour-for-hour basis if the employee notifies the city at least two weeks before the employee wishes the payment but no later than November 15. An employee hired after January 1, 2010 will not be permitted to convert vacation to cash.

33.05 SICK LEAVE.

The following provisions shall apply to all Schedule A and A-1 employees except those covered under §33.15 of this chapter.

(A) For the purposes of this section, ACCUMULATED-SICK LEAVE means the total sick time of an employee. Sick leave may include up to 420 days 960 hours of unused sick leave accumulated by a city employee during prior service with another political subdivision of the state.

(B) Regular full-time employees shall earn and accumulate sick leave credits on the basis of one and one-quarter days for each completed month of service. Regular part-time employees shall earn and accumulate sick leave credits on a pro rata basis. Credit shall be accumulated by an employee on extended sick leave only if there is an intention to and a reasonable expectation of a return to work as approved by the City Manager. Subject to the limitations set forth below, unused sick leave shall be cumulative beyond the year in which it was earned.

(C) In addition to absences covered by the federal Family Medical Leave Act, sick leave may be used for absences due to injury, exposure to a contagious disease and illness in the employee’s immediate family. IMMEDIATE FAMILY means spouse, parent (natural, step or in-law), children or other relative living in the employee’s household. Sick leave will not be granted while an employee is on vacation unless proof of illness or injury is submitted.

(D) An employee with six or more years of service with the city may convert up to a maximum of five days in excess of 60 days accumulated sick leave for the purposes of vacation in any year. This conversion will be on the basis of one day of vacation for each one day of sick leave, without regard to when the sick leave was accumulated or credited. The employee may, at his or her option, have the same sick days converted instead into cash on the same one-for-one conversion basis by request prior to November 15. An employee hired after January 1, 2010 will not be permitted to convert sick leave to vacation.

(E) For employees hired prior to January 1, 2001, accumulated sick leave up to 120 days will be payable upon permanent layoff or termination of employment other than retirement and death benefits (except discharge for theft or felony) on the following formula: will have sick leave paid as follows:

- (1) Less than eight years service: no conversion.
- (2) Eight years to 15 years of service: eight hours pay for each three days of accumulated sick leave.
- (3) Sixteen years to 25 years service: eight hours pay for each two days of accumulated sick leave.
- (4) Over 25 years of service: eight hours pay for each day of accumulated sick leave.

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<tr>
<th>Years of Service</th>
<th>Conversion Rate Based on Total Unused Sick Leave</th>
<th>Maximum Payable After Conversion</th>
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<tr>
<td>Less than 8 years</td>
<td>0</td>
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<tr>
<td>8-15 years</td>
<td>8 hours for every 3 days</td>
<td>960 hours</td>
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<td>16 - 25 years</td>
<td>8 hours for every 2 days</td>
<td>960 hours</td>
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<tr>
<td>Over 25 years</td>
<td>8 hours for every 1 day</td>
<td>960 hours</td>
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(F) For employees hired before January 1, 2001, conversion of unused sick leave credited to employees who receive retirement or death benefits shall be on the basis of one day for each one day accumulated of total unused sick leave up to a maximum of 1440 hours.

(G) Employees hired after December 31, 2000, accumulated sick leave up to 480 hours will be payable upon permanent layoff or termination of employment other than retirement and death benefits (except discharge for theft or felony) on the following formula: will have sick leave paid as follows:

1. Less than eight years service: no conversion.
2. Eight years to 15 years of service: eight hours pay for each seven days of accumulated sick leave.
3. Sixteen years to 25 years service: eight hours pay for each two days of accumulated sick leave.
4. Over 25 years of service: eight hours pay for each day of accumulated sick leave.

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(H) For employees hired after December 31, 2000, conversion of unused sick leave credited to employees who receive retirement or death benefits shall be on the basis of one day for each one day accumulated of total unused sick leave up to a maximum of 720 hours.

(I) For employees hired after January 1, 2010, conversion of unused sick leave credited to employees who receive retirement or death benefits (only) shall be on the basis of one day for each one day accumulated of total unused sick leave up to a maximum of 480 hours.

§ 33.06 LEAVE OF ABSENCE.
The following provisions shall apply to all Schedule A employees except those covered under §33.15 of this chapter.

(A) Temporary leaves of absence with or without pay, for training purposes or for any other objective related to the employee’s work, may be granted and renewed by the City Manager for such periods as the City Manager may consider justifiable within the limitations of the budget.

(B) Leaves of absence without pay may be granted by the City Manager, for periods of time not to exceed one year, for any other reason that the City Manager may consider to be to the benefit of the city, including, but not limited to, leaves of absence by reason of military duties, and by reason of illness or disability not caused by or induced by the actual performance of official duties, in cases where the employee has exhausted accumulated sick leave benefits. Employees returning from military service will be placed in their former classification or one of equal pay range. Seniority will accrue when the employee is on active duty; however, vacation and sick leave do not accumulate for periods beyond six months.

(C) Any leave of absence so granted may be extended or renewed for additional periods of time not to exceed one year for each extension.

(D) If deemed necessary, the City Manager may require any employee who requests or is granted a leave of absence to submit to a medical examination, by an examiner selected by the city, to determine the medical need for the leave or the ability of the employee to perform the essential functions of the employee’s position upon the termination of a leave of absence. A copy of the medical report will be furnished to the employee upon request by the employee.

§ 33.07 FUNERAL LEAVE.
The following provisions shall apply to all Schedule A and A-1 employees except those covered under §33.15 of this chapter.

(A) A regular full-time employee shall be paid for eight hours at the employee’s regular rate of pay due to absence caused by death in an employee’s immediate family. A maximum of three days shall be allowed under this section. IMMEDIATE FAMILY means spouse, parent (natural, step or in-law), child, grandparent, grandchild, brother or sister (natural, step, or in-law). Other relatives living in the same household as the employee shall be considered as immediate family. One day may be granted for attendance at a funeral of the following relatives: aunt, uncle, niece, or nephew.
(B) A regular part-time employee will be granted one day to attend the funeral of an immediate family member.
(C) Proof of death and of relationship of the deceased to the employee may be required before payment of funeral leave.

§ 33.08 INSURANCE.
The following provisions shall apply to all Schedule A employees except those covered under §33.15 of this chapter.
(A) The city will provide health insurance benefits including dependent coverage. The benefits will include a high deductible health plan (HDHP) and, at the employee’s option, either a health savings account (HSA) or a health reimbursement account (HRA). The HDHP will have “network” deductibles of $2,000 for individual coverage and $4,000 for employee + spouse, employee + child(ren), and family coverage.
(B) Employee HSA accounts will be funded by the city in the amount of $1,000 for individual coverage and $2,000 for employee + spouse, employee + child(ren), and family coverage for the 2018 plan year, by funding 1/12th of the annual total to be deposited the first of each month. Employee HRA accounts will be funded by the city in the amount of $1,000 for individual coverage and $2,000 for family coverage for the 2018 plan year, by funding the entire amount each year in January.
(1) An employee may be reimbursed up to a maximum of $1,000 if on an employee + spouse, employee + child(ren), or a family plan and $500 for a single plan each calendar year. The employee and not the family member must participate in the activities below to be eligible for the reimbursement.
(2) Such reimbursement shall be based on participation in self-selected programs identified by the health insurance carrier as a wellness initiative.
(3) Upon completion of an eligible program, the employee shall submit the required form and information to the Human Resources Director who will submit the request for reimbursement. All reimbursement checks will go to the employee’s HSA (or HRA) account and not directly to the employee.

<table>
<thead>
<tr>
<th>Eligible Activity</th>
<th>Amount Reimbursed</th>
<th>Special Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biometric Screening Event</td>
<td>$400</td>
<td>Eligible for reimbursement once each calendar year.</td>
</tr>
<tr>
<td>Health Risk Assessment</td>
<td>$100</td>
<td>Eligible for reimbursement once each calendar year.</td>
</tr>
<tr>
<td>Wellness Coaching</td>
<td>$100</td>
<td>Wellness Coaching is as indicated by the Health Risk Assessment. Eligible for reimbursement once each calendar year.</td>
</tr>
<tr>
<td>Registering on health insurance website</td>
<td>$100</td>
<td>Eligible for reimbursement once each calendar year.</td>
</tr>
<tr>
<td>Flu shot</td>
<td>$100</td>
<td>Must be received at the City. Eligible for reimbursement once each calendar year.</td>
</tr>
<tr>
<td>Exercise</td>
<td>$100</td>
<td>90 minutes of physical activity per week for each 8 week period completed. Forms must be completed and turned in to Human Resources. The forms are available at HR.</td>
</tr>
<tr>
<td>BP of less than 130/80</td>
<td>$200</td>
<td>To qualify for reimbursement, the employee must meet two of the three categories.</td>
</tr>
<tr>
<td>Cholesterol of less than 200 mg</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BMI of less than 25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prescription Medications</td>
<td>$100</td>
<td>Employee must switch from brand medication to generic. Must begin only in January and continue for the calendar year. Eligible for each prescription changed.</td>
</tr>
<tr>
<td>Prescription Medications</td>
<td>$50</td>
<td>Employee must switch from brand medication to generic. Must be for a consecutive six month period. Eligible for each prescription changed.</td>
</tr>
<tr>
<td>Annual Basic Physical</td>
<td>$100</td>
<td>Eligible for reimbursement once each calendar year.</td>
</tr>
<tr>
<td>Cessation Program</td>
<td>$100</td>
<td>Employee must complete a program as approved by the HR department and successfully have stopped smoking for a consecutive 6 month period. Employee</td>
</tr>
</tbody>
</table>
will be subject to random testing to verify continued success. Eligible for reimbursement only one time during employee’s tenure.

| Competitive Events | $50 - 5k  
| $100 - 10k  
| $200 - triathlon; half marathon  
| $250 - tough mudder, Spartan event  
| $350 full marathon or larger  
| The triathlon must include three events and at least a 5k run. The tough mudder and Spartan event must include a minimum of a 10 mile course. Proof of registration and completion must be submitted. A maximum of $500 can be earned in this category by one event or any combination thereof per calendar year.  

(C) The city shall select the carrier for the HDHP annually after consulting with the Insurance Committee. The city will make every effort to maintain comparable coverage.

(D) Cost sharing. For the 2018 plan year, an employee will contribute 15% of the city’s total cost of purchasing the employee’s HDHP and funding the employee’s HSA or HRA, by bi-weekly payroll deduction.

(E) Option out. Eligible employees who decline the city-offered health insurance benefits, will be entitled to receive a one-time payment per health insurance year (2018) of $2,000 for those eligible for employee + spouse, employee + child(ren), and family coverage and $1,000 for individual coverage.

(F) The city shall provide and pay the necessary premium for group life insurance in an amount equal to two times (not to exceed $180,000) base salary (as of January 1) for the following classifications: City Manager, Assistant City Manager, Finance Director, City Engineer, Utilities Director, Public Works Director, Power System Director, Human Resources Director, Health and Sanitation Director, Information Technology Director, Law Director, Economic Development Director, Police Chief and Fire Chief, $75,000 for all other employees.

§ 33.09 COMPENSABLE INJURY PAY.

The following provisions shall apply to all Schedule A employees except those covered under §33.15 of this chapter.

(A) Definitions.

COMPENSABLE INJURY. An injury to a city employee which occurs during the course of his or her employment and while the employee is performing assigned tasks, and which requires the employee to be absent from work, or which renders him or her unable to perform his or her normal duties, and which is determined to be compensable under workers’ compensation regulations.

INJURY PAY. The pay provided under this section.

SICK LEAVE. Shall be the same as provided in §33.05.

WORKERS’ COMPENSATION REGULATIONS. The statutes of the state concerning workers’ compensation, and the rules and regulations of the Bureau of Workers’ Compensation and of the Industrial Commission of Ohio presently or hereafter in force.

(B) If an employee suffers a compensable injury during the course of employment with the city and while performing an assigned task, the city will pay the difference between the employee’s normal weekly wage and the weekly amount of compensation paid by the state Industrial Commission, for a period of time from one week after the date of injury up to six months after that date. The city may, at its discretion, elect to pay the injured employee the employee’s full weekly rate of pay, to take the place of the employee’s receipt of temporary total disability payments.

(C) Accrued sick leave may be used for the first week of a compensable injury.

(D) The city may provide and require an employee to perform other duties, within the limitations of the injury, in place of injury pay.

§ 33.10 PAY EQUALIZATION OF ALL EMPLOYEES.

(A) All employees of the city who are not otherwise subject to Chapter 36 of this code shall have deducted from their salaries, wages, commission or other personal service compensation the applicable percentage of income tax as provided in Chapter 36, which sum shall be deposited in the income tax fund.

(B) The administrator of Chapter 36 of this code is authorized and directed, subject to the approval of the Board of Review, to adopt, promulgate, and enforce rules, regulations and agreements to the end that a nonresident employee of the city shall be obligated to pay the equivalent of only one municipal income tax.
§ 33.11 JOB POSTING.
Except as otherwise provided for those positions listed in Schedules B, C, D and E, job vacancies shall be posted for a minimum of three working days. When an examination is to be given, reasonable notice of the time and place of the examination shall be given.

§ 33.12 BI-WEEKLY PAY.
The Director of Finance is authorized and directed to pay on a bi-weekly basis all full-time employees and part-time employees every other Friday for wages and salaries earned for the previous bi-week ending at midnight on the Sunday before pay day.

§ 33.13 JURY DUTY.
Schedule A employees, except those covered under §33.15 of this chapter, required to serve on a jury before a court empowered by law to require that service shall be excused from duty for the time required for that service, and shall be paid the difference between jury pay and regular hourly rate of pay. Employees must present proof of the amount of jury pay received before pay for the hours absent is granted, and must report for duty whenever released from jury service.

§ 33.14 PERSONNEL REGULATIONS.
(A) The City Manager is authorized and directed to formulate, establish and promulgate such personnel regulations and procedures as the City Manager deems appropriate in the exercise of sound discretion to control the detailed terms and conditions of employment of employees in the classified and unclassified services of the city.
(B) The policies and procedures established pursuant to division (A) shall not be inconsistent with the terms and conditions of employment of those employees established by the Charter and ordinances of the city or other applicable law.

§ 33.15 POLICE AND FIRE SUPERVISORS.
(A) The Chief of Police is a supervisory and management employee covered by Schedule A. Deputy Police Chiefs and the Chief of Police shall not be paid overtime except as approved in a memorandum of understanding or collective bargaining agreement.
(B) The Fire Chief is a supervisory and management employee covered by Schedule A. Assistant Fire Chiefs and the Fire Chief shall not be paid overtime except as approved in a memorandum of understanding or collective bargaining agreement.
(C) Due to the unique operations of the Police and Fire Departments, the Chief of Police and Fire Chief, with the prior approval of the City Manager, are authorized and directed to formulate and adopt such personnel regulations and procedures as each Chief deems appropriate in the exercise of sound discretion to control the detailed terms and conditions of employment of employees in the Police and Fire Departments. The policies and procedures adopted pursuant to this section shall not be inconsistent with the terms and conditions of employment of such employees established by the Charter, the ordinances of the city, applicable collective bargaining agreements and other applicable laws.

§ 33.16 APPLICABILITY.
The provisions of this chapter shall be applicable to all employees of the city except as otherwise specified herein or in any collective bargaining contract authorized by the city.

§ 33.17 WAGE SCHEDULES ADOPTED.
(A) The wages schedules listed in division (B) of this section are hereby adopted by reference and shall be treated as if set forth in full herein. Such wage schedules shall be maintained in the office of the City Manager. The City Commission may amend any schedule by adoption of an appropriate ordinance or resolution. Such ordinances or resolutions and schedules shall not be codified herein, but the City Manager, or his or her designee, shall cause the appropriate change to be made to the applicable schedule so that each schedule shall remain current. Current copies of all wage schedules shall be available for public inspection.
(B) The wage schedules of the city include the following:
Schedule A: All full-time management employees and any other full-time employees not specifically covered by any other schedule
  Schedule A-I: All part-time, temporary, and seasonal employees
  Schedule B: All full-time employees represented by AFSCME Local No. 984 (Blue Collar)
  Schedule C: All full-time firefighters/paramedics, Fire Captains, Assistant Fire Chiefs, (except most senior Assistant Fire Chief)
Schedule D: All full-time sworn Police Officers represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
Schedule E: All full-time employees represented by AFSCME Local No. 984 (Clerical -Technical)
Schedule F: All full-time civilian employees represented by the Fraternal Order of Police, Ohio Labor Council, Inc.
Schedule G: All full-time sworn Deputy Police Chiefs and Lieutenants represented by Ohio Patrolmen’s Benevolent Association

§ 33.18 BENEFITS OF THE CITY MANAGER.
The City Manager shall be an at-will employee entitled to the benefits that are separately negotiated by contract and approved by the City Commission. Compensation for the City Manager shall be specifically provided for by contract and/or ordinance and shall not be part of Schedule A. Any benefit not expressly covered for by contract or separately established by ordinance or resolution, shall be provided for under this chapter for the City Manager.

SECTION 2. All other sections of Chapter 33 of the Piqua Municipal Code not amended herein shall remain in effect as is.

SECTION 3. This Ordinance shall be effective at the earliest time permitted by law.

KATHRYN B. HINDS, MAYOR

PASSED: __________________________

ATTEST: __________________________
REBECCA J. COOL
CLERK OF COMMISSION

The Motion to adopt the foregoing Ordinance was offered by____________________ seconded by____________________ and on roll call, the following vote ensued:

Mayor Kathryn B. Hinds
Commissioner John Martin
Commissioner William Vogt
Commissioner Kris Lee
Commissioner Dave Short
RESOLUTION NO. R-135-18

A RESOLUTION AUTHORIZING A PURCHASE ORDER TO CASCADE ENGINEERING FOR THE PURCHASE OF TRASH CARTS

WHEREAS, the City of Piqua Sanitation Department will provide trash carts to the citizens of Piqua to efficiently collect solid waste; and

WHEREAS, the Sanitation Department has budgeted for the purchase of trash carts, and;

WHEREAS, the Sanitation Department has determined to use Sourcewell Cooperative Purchasing contract 041217-CEI for the purchase of trash carts;

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 Cascade Engineering, for the purchase of trash carts not to exceed $404,000.

SEC. 2: The Finance Director certifies funds are available and is hereby authorized to draw her warrant on the appropriate account of the City treasury in payment for said equipment purchase.

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

__________________________
KATHRYN B. HINDS, MAYOR

PASSED: _________________________

ATTEST: _________________________
REBECCA J. COOL
CLERK OF COMMISSION

The Motion to adopt the foregoing Resolution was offered by _____________________ seconded by ________________ and on roll call the following vote ensued:

Mayor Kathryn B. Hinds
Commissioner John Martin
Commissioner William Vogt
Commissioner Dave Short
Commissioner Kris Lee
# Commission Agenda

## Staff Report

<table>
<thead>
<tr>
<th>MEETING DATE</th>
<th>November 6, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>REPORT TITLE</td>
<td>A Resolution authorizing a purchase order to Cascade Engineering for the purchase of trash carts.</td>
</tr>
<tr>
<td>SUBMITTED BY</td>
<td>Name &amp; Title: Amy Welker, RS  Director of Health &amp; Sanitation  Department: Sanitation</td>
</tr>
<tr>
<td>AGENDA CLASSIFICATION</td>
<td>☒ Consent  ☒ Ordinance  ☒ Resolution  ☐ Regular</td>
</tr>
<tr>
<td>APPROVALS/REVIEWS</td>
<td>☒ City Manager  ☐ Asst. City Manager/Finance  ☐ Asst. City Manager/Development  ☐ Law Director  ☐ Department Director;  ☐ Other:</td>
</tr>
<tr>
<td>BACKGROUND</td>
<td>The Sanitation Department will begin providing trash carts to refuse customers. The carts will be 96 gallon capacity with a lid and wheels. There will also be 64 gallon &amp; 32 gallon capacity carts available to customers. The carts will be blue in color with a black lid and will have the city logo on the side. These are the same carts customers currently have for recycling. The department has opted to utilize the Sourcewell cooperative purchasing contract (formerly known as NJPA) with Cascade Engineering. The Sourcewell contract works the same as the State bid contract process. Sourcewell handles all the required bidding and passes that advantage on to member agencies. The city has utilized NJPA for other contracts as well, including the recycling cart purchase in 2015. Cascade Carts meet the specifications of the department and have proven to be very reliable from our experience with the recycling carts. The carts have a 10 year warranty with full replacement if needed. An additional advantage of using the same carts for recycling and trash is that we can interchange the cart body with either lid to meet the needs of our customers.</td>
</tr>
<tr>
<td>BUDGETING AND FINANCIAL IMPACT</td>
<td>Budgeted $: $404,000  Expenditure $: $  Source of Funds: Sanitation department fund  Narrative: This expenditure was budgeted for 2018.</td>
</tr>
<tr>
<td>OPTIONS</td>
<td>1. Pass the resolution to authorize the purchase of trash carts  2. Do not pass the resolution  3. Provide staff with further direction  4.</td>
</tr>
<tr>
<td>PROJECT TIMELINE</td>
<td>Carts will be delivered in 8-10 weeks.</td>
</tr>
<tr>
<td>STAFF RECOMMENDATION</td>
<td>Pass the resolution to authorize the purchase of trash carts.</td>
</tr>
<tr>
<td>ATTACHMENTS</td>
<td></td>
</tr>
</tbody>
</table>
RESOLUTION NO. R-136-18

A RESOLUTION TO LEVY ASSESSMENTS TO PAY FOR THE COST OF NUISANCE ABATEMENTS

WHEREAS, Chapter 91 of the Piqua Code of Ordinances requires the abatement of nuisances; such as grass and weed cutting, trash and debris removal, property maintenance improvements, demolition of structures, and similar actions;

WHEREAS, Chapter 91 of the Piqua Code of Ordinances also sets forth the power to summarily abate nuisances and certify the cost of said abatements to the County Auditor for collection of the costs the same as other taxes and assessments are collected;

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 assessment of the costs for nuisance abatements, as reported to this Commission in Exhibit “A” attached hereto, are hereby adopted and confirmed.

SEC. 2: There is hereby levied and assessed upon the lot(s) improved by the aforementioned nuisance abatements as described in Exhibit “A”, the amount reported as costs in Exhibit “A”.

SEC. 3: All unpaid assessments shall be certified by the Clerk of this Commission to the County Auditor, as provided by law, to be by him placed on the tax duplicate and collected as other taxes are collected. Said assessment shall include the cost of publishing and serving of any and all notices, ordinances, and resolutions required.

SEC. 4: At any time after the adoption of this Resolution should the City Law Director or Director of Health & Sanitation enter into a settlement with the property owner regarding his assessments, the Law Director or Director of Health & Sanitation shall have the authority to request the Auditor remove the assessment without any further action by the City Commission.

SEC. 5: This Resolution shall take effect and be in force from and after the earliest period allowed by law.

KATHRYN HINDS, MAYOR

PASSED: ____________________

ATTEST: ____________________

REBECCA J. COOL
CLERK OF COMMISSION

The Motion to adopt the foregoing Resolution was offered by ____________________
seconded by ____________________ and on roll call the following vote ensued:

Mayor Kathryn B. Hinds
Commissioner John Martin
Commissioner William Vogt
Commissioner Dave Short
Commissioner Kris Lee
<table>
<thead>
<tr>
<th>MEETING DATE</th>
<th>November 6, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>REPORT TITLE</td>
<td>A Resolution to Levy Assessments for the Cost of Nuisance Abatement.</td>
</tr>
<tr>
<td>SUBMITTED BY</td>
<td>Name &amp; Title: Amy Welker, Director of Health &amp; Sanitation</td>
</tr>
<tr>
<td></td>
<td>Department: Health</td>
</tr>
<tr>
<td>AGENDA CLASSIFICATION</td>
<td>□ Consent</td>
</tr>
<tr>
<td>APPROVALS/REVIEWS</td>
<td>☒ City Manager</td>
</tr>
<tr>
<td></td>
<td>□ Asst. City Manager/Development</td>
</tr>
<tr>
<td></td>
<td>☒ Department Director;</td>
</tr>
</tbody>
</table>

**BACKGROUND**  
(Includes description, background, and justification)  
The city abates nuisance conditions on properties including mowing high grass, removing trash, trimming trees, and demolishing structures according to city code. Abatements take place after the property owner has been notified of the condition and given a timeframe to comply with the code. Failure to comply results in the abatement. The cost of the abatement plus an administration fee ($35) is charged back to the property owner. Property owners are also subject to repeat offender charges for multiple violations in a year ($100 3rd & 4th offenses; $500 5th or more offenses.) If the property owner fails to pay the abatement cost then the costs are certified to the county auditor to be placed on the property taxes. The auditor accepts these assessments once per year. The City will ask that assessments be adopted quarterly in order to provide ample public notice to current or future property owners.

| BUDGETING AND FINANCIAL IMPACT  | Budgeted $: | Expenditure $: |
| (Includes project costs and funding sources) | | |

**Narrative:**  
This Resolution will allow for the collection of $28,226.24 which includes the cost to the city to hire contractors to complete the abatements and also administrative costs.

<table>
<thead>
<tr>
<th>OPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Pass the Resolution to assess the abatement costs.</td>
</tr>
<tr>
<td>2. Do not pass the Resolution.</td>
</tr>
<tr>
<td>(Include Deny / Approval Option)</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

| PROJECT TIMELINE               |    |                                       |

| STAFF RECOMMENDATION           |    | Pass the Resolution to assess the abatement costs. |

<p>| ATTACHMENTS                    |    | Exhibit A                               |</p>
<table>
<thead>
<tr>
<th>#</th>
<th>Issue Street Name</th>
<th>Parcel ID</th>
<th>Owner</th>
<th>Invoice #</th>
<th>Type</th>
<th>Amount</th>
<th>1st Half</th>
<th>2nd Half</th>
</tr>
</thead>
<tbody>
<tr>
<td>438</td>
<td>ADAMS STREET</td>
<td>N44-015720</td>
<td>MATTHEW C THOMPSON</td>
<td>2018098</td>
<td>Maintenance</td>
<td>$ 46.24</td>
<td>$23.12</td>
<td>$23.12</td>
</tr>
<tr>
<td>511</td>
<td>ADAMS STREET</td>
<td>N44-015610</td>
<td>DELORES J BROWN</td>
<td>2018072</td>
<td>Grass</td>
<td>$ 155.00</td>
<td>$77.50</td>
<td>$77.50</td>
</tr>
<tr>
<td>613</td>
<td>ADAMS STREET</td>
<td>N44-090720</td>
<td>GREGORY MCCLAY</td>
<td>2018109</td>
<td>Grass</td>
<td>$ 535.00</td>
<td>$267.50</td>
<td>$267.50</td>
</tr>
<tr>
<td>1505</td>
<td>AMESBURY COURT</td>
<td>N44-073127</td>
<td>JAMES STEIN &amp; MINDI DAVIS</td>
<td>2018149</td>
<td>Trash</td>
<td>$ 285.00</td>
<td>$142.50</td>
<td>$142.50</td>
</tr>
<tr>
<td>720</td>
<td>BOAL AVENUE</td>
<td>N44-029250</td>
<td>JAMES &amp; FRANCES PROFFITT</td>
<td>2018081</td>
<td>Grass</td>
<td>$  90.00</td>
<td>$45.00</td>
<td>$45.00</td>
</tr>
<tr>
<td>1037</td>
<td>BOONE STREET</td>
<td>N44-023510</td>
<td>CYNTHIA S WALL</td>
<td>2018150</td>
<td>Trash</td>
<td>$  65.00</td>
<td>$32.50</td>
<td>$32.50</td>
</tr>
<tr>
<td>1037</td>
<td>BOONE STREET</td>
<td>N44-023510</td>
<td>CYNTHIA S WALL</td>
<td>2018155</td>
<td>Grass</td>
<td>$  90.00</td>
<td>$45.00</td>
<td>$45.00</td>
</tr>
<tr>
<td>330</td>
<td>BRENWOOD AVENUE</td>
<td>N44-065650</td>
<td>CHAD &amp; ANITRA VANHOOSE</td>
<td>2018128</td>
<td>Grass</td>
<td>$  90.00</td>
<td>$45.00</td>
<td>$45.00</td>
</tr>
<tr>
<td>523</td>
<td>BRICE AVENUE</td>
<td>N44-029600</td>
<td>Michael A Barhorst</td>
<td>2018108</td>
<td>Grass</td>
<td>$ 255.00</td>
<td>$275.00</td>
<td>$275.00</td>
</tr>
<tr>
<td>324</td>
<td>BROADWAY</td>
<td>N44-008910</td>
<td>STEVE HURLEY JR</td>
<td>2018146</td>
<td>Trash</td>
<td>$ 110.00</td>
<td>$55.00</td>
<td>$55.00</td>
</tr>
<tr>
<td>517</td>
<td>BROADWAY</td>
<td>N44-008740</td>
<td>SHAUNA C. SMITH</td>
<td>2018161</td>
<td>Grass</td>
<td>$ 115.00</td>
<td>$57.50</td>
<td>$57.50</td>
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<tr>
<td>624</td>
<td>BROADWAY</td>
<td>N44-250450</td>
<td>HOPE CHAPEL</td>
<td>2018120</td>
<td>Grass</td>
<td>$ 540.00</td>
<td>$270.00</td>
<td>$270.00</td>
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<tr>
<td>624</td>
<td>BROADWAY</td>
<td>N44-250450</td>
<td>HOPE CHAPEL</td>
<td>2018093</td>
<td>Grass</td>
<td>$ 540.00</td>
<td>$270.00</td>
<td>$270.00</td>
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<tr>
<td>823</td>
<td>BROADWAY</td>
<td>N44-005420</td>
<td>ROBERT BASYE</td>
<td>2018103</td>
<td>Grass</td>
<td>$ 535.00</td>
<td>$267.50</td>
<td>$267.50</td>
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<tr>
<td>823</td>
<td>BROADWAY</td>
<td>N44-005420</td>
<td>ROBERT BASYE</td>
<td>2018077</td>
<td>Grass</td>
<td>$ 540.00</td>
<td>$270.00</td>
<td>$270.00</td>
</tr>
<tr>
<td>425</td>
<td>BROOK STREET</td>
<td>N44-041380</td>
<td>PAUL BRUNSWICK &amp; DIANA BYERLY</td>
<td>2018112</td>
<td>Grass</td>
<td>$ 155.00</td>
<td>$77.50</td>
<td>$77.50</td>
</tr>
<tr>
<td>824</td>
<td>BROOK STREET</td>
<td>N44-041055</td>
<td>SHERYL S BODEY</td>
<td>2018117</td>
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<td>320 WOOD STREET</td>
<td>N44-008240</td>
<td>GAY M VOKE</td>
<td>2018079</td>
<td>Grass</td>
<td>$135.00</td>
<td></td>
<td>$67.50</td>
<td>$67.50</td>
</tr>
<tr>
<td>623 WOOD STREET</td>
<td>N44-020130</td>
<td>JAMES L CREAGER II</td>
<td>2018118</td>
<td>Grass</td>
<td>$540.00</td>
<td></td>
<td>$270.00</td>
<td>$270.00</td>
</tr>
<tr>
<td>623 WOOD STREET</td>
<td>N44-020130</td>
<td>JAMES L CREAGER II</td>
<td>2018087</td>
<td>Grass</td>
<td>$530.00</td>
<td></td>
<td>$265.00</td>
<td>$265.00</td>
</tr>
</tbody>
</table>

**Total:** $28,226.24 $14,113.12 $14,113.12
RESOLUTION NO. R-137-18

A RESOLUTION AMENDING THE CONTRACT WITH
SSOE GROUP FOR PROFESSIONAL CONSULTING
AND ENGINEERING SERVICES FOR
THE POWER SYSTEM

WHEREAS, Resolution No. R-15-18 passed on January 16, 2018, authorized
the City Manager to execute a contract with SSOE Group for professional consulting
and engineering services related to the Power System’s 69 kV high-voltage breaker
replacement project; and

WHEREAS, completion of the project requires additional engineering
services not previously identified by the project scope and specifications; and

WHEREAS, this expanded scope is above and beyond what the original
contract with SSOE Group covered.

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: Resolution No. R-15-18, a Resolution authorizing a purchase
order to SSOE Group for professional consulting and engineering services be
increased by $18,000 to a final amount of $80,000 is hereby approved.

SEC. 2: The Finance Director certifies that 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
$80,000.

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

KATHRYN B. HINDS, MAYOR

PASSED: __________________________

ATTEST: __________________________
REBECCA J. COOL
CLERK OF COMMISSION

The Motion to adopt the foregoing Resolution was offered by _______________________
seconded by ______________________ and on roll call the following vote ensued:
Mayor Kathryn B. Hinds ____________ Commissioner John Martin ____________
Commissioner William Vogt ____________ Commissioner Dave Short ____________
Commissioner Kris Lee ____________
# Commission Agenda

## Staff Report

<table>
<thead>
<tr>
<th>MEETING DATE</th>
<th>November 6, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>REPORT TITLE</td>
<td>A RESOLUTION AMENDING THE CONTRACT WITH SSOE GROUP FOR PROFESSIONAL CONSULTING AND ENGINEERING SERVICES FOR THE POWER SYSTEM</td>
</tr>
</tbody>
</table>
| SUBMITTED BY | Name & Title: Ed Krieger, Power System Director  
Department: Power System |
| AGENDA CLASSIFICATION | ☑ Consent  
☐ Ordinance  
☒ Resolution  
☐ Regular |
| APPROVALS/REVIEWS | ☑ City Manager  
☐ Asst. City Manager/Finance  
☐ Asst. City Manager/Development  
☐ Law Director  
☒ Department Director; Ed Krieger  
☐ Other: Energy Board |
| BACKGROUND | SSOE is a project delivery firm for architecture, engineering and construction management, with projects in 40 countries. SSOE was founded in 1948 and currently has more than 20 locations worldwide. The Power System has utilized SSOE’s Toledo office for several projects over the past few years and have been completely satisfied with their work to date, including engineering and project management services associated with the Piqua Power Plant Waterfront Redevelopment Project.  

During routine Substation testing in 2017, Power Services identified concerns related to Piqua’s aging, maintenance intensive 69 kV Breakers and recommended the City consider replacement of these service critical assets. The City has entered into a 3-year contract with Hitachi to provide replacement vacuum 69 kV breakers to replace the City’s twelve (12) oil and SF6 breakers.  

Additional engineering hours are required to complete the Substation #5 breaker replacement project. The existing breaker foundations were not adequate and required re-design. In addition, a number of field wiring and drawing discrepancies were identified which required extensive time on-site to correct. Finally, SSOE will be providing significantly updated drawings at the conclusion of the project. |
<table>
<thead>
<tr>
<th><strong>BUDGETING AND FINANCIAL IMPACT</strong></th>
<th><strong>OPTIONS</strong></th>
<th><strong>PROJECT TIMELINE</strong></th>
<th><strong>REASON FOR SELECTING CONSULTANT/COMPANY</strong></th>
<th><strong>STAFF RECOMMENDATION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgeted $: $225,000</td>
<td>1. Approve Resolution No. R-137-18 authorizing the expanded scope of services for SSOE Group to provide professional consulting and engineering services related to the City’s 69 kV Breaker Replacement project.</td>
<td>Engineering and construction at Piqua’s Substation #5 are ongoing and will be complete by mid-November.</td>
<td>The Power System has utilized SSOE’s Toledo office for several projects over the past few years and have been completely satisfied with their work to date, including engineering and project management services associated with the Piqua Power Plant Waterfront Redevelopment Project.</td>
<td>Approve Resolution No. R-137-18 amending the contract with SSOE Group to complete the expanded scope related to the City’s 69 kV Breaker Replacement Project at Substation #5.</td>
</tr>
<tr>
<td>Expenditure $: $80,000 (Additional $18,000)</td>
<td>2. Do not approve Resolution No. R-137-18 and provide staff with further direction.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Source of Funds: Power System (401-000-190-3353)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Narrative: Included in the 2018 Power System budget is $225,000 for engineering services and equipment necessary to replace three (3) - 69 kV Breakers at Piqua’s Substation #5.</td>
<td></td>
<td></td>
<td>The Energy Board unanimously recommended to Piqua City Commission to retain the services of SSOE Group to provide professional consulting and engineering services related to the City’s 69 kV Breaker Replacement project during its meeting of November 28, 2017.</td>
<td></td>
</tr>
</tbody>
</table>
RESOLUTION NO. R-15-18

A RESOLUTION RETAINING THE SERVICES OF SSOE GROUP TO PROVIDE PROFESSIONAL CONSULTING AND ENGINEERING SERVICES FOR THE POWER SYSTEM

WHEREAS, it is deemed advisable for the City to retain the services of SSOE Group as a professional firm to provide consulting and engineering services for the Power System; and

WHEREAS, SSOE Group will provide professional services for which the solicitation of bids would, in the City Manager's judgment, be of no material benefit.

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: SSOE Group is hereby retained by the City of Piqua as a professional consulting and engineering firm;

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 $62,000;

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

[Signature]
KATHRYN B. HINDS, MAYOR

PASSED: January 11, 2018

ATTEST:
REBECCA J. COOL
CLERK OF COMMISSION

The Motion to adopt the foregoing Resolution was offered by [Vogt] seconded by [Hoe] and on roll call the following vote ensued:

Mayor Kathryn B. Hinds
Commissioner John Martin
Commissioner William Vogt
Commissioner Dave Short
Commissioner Kris Lee
RESOLUTION NO. R-138-18

A MORAL OBLIGATION TO PAY VALLEY ASPHALT CORPORATION FOR HOT MIX ASPHALT FOR THE 2018 STREET, ALLEY AND BIKE PATH MAINTENANCE PROGRAM FOR THE PUBLIC WORKS DEPARTMENT

WHEREAS, the Piqua Public Works Department is responsible for the maintenance and upkeep of all city streets, alleys and bike pathways;

WHEREAS, the City of Piqua provided for the purchase of hot mix in the 2018 budget appropriations and requested bids for this purpose;

WHEREAS, due to an abundance of streets, alleys and bike pathways needing to be repaved this year, we have exceeded our prior estimate of $332,280 as was shown on Resolution R-23-18;

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: An increased purchase order is hereby authorized to Valley Asphalt Corporation for the purchase of hot mix pursuant to our bid IFB # 1736 in the amount of $440,300.00;

SEC. 2: The Finance Director certifies funds are available and is hereby authorized to draw her warrants from time to time from the Street Fund (Fund 101) in the amount of $413,684.54 and from the Parks Fund (Fund 105) in the amount of $26,615.46 using the appropriate account of the city treasury in payment according to contract terms;

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

KATHRYN B. HINDS, MAYOR

PASSED: ____________________________

ATTEST: ____________________________
REBECCA J. COOL
CLERK OF COMMISSION

The Motion to adopt the foregoing Resolution was offered by ____________________________
seconded by ____________________________ and on roll call the following vote ensued:

Mayor Kathryn B. Hinds Commissioner Kris Lee
Commissioner John Martin Commissioner Dave Short
Commissioner William Vogt
November 6, 2018

A MORAL OBLIGATION TO PAY VALLEY ASPHALT CORPORATION FOR HOT MIX ASPHALT FOR THE 2018 STREET, ALLEY AND BIKE PATH MAINTENANCE PROGRAM FOR THE PUBLIC WORKS DEPARTMENT

Name & Title: Brian Brookhart, Interim Public Works Director
Department: Public Works

Consent [ ] Ordinance [ ] Resolution [ ] Regular [ ]

City Manager [ ] Asst. City Manager/Finance [ ]
Asst. City Manager/Development [ ] Law Director [ ]
Department Director [ ] Other [ ]

In December of 2017, the Purchasing Analyst went out for asphalt bids sending specifications to several companies. The bids were received on January 4, 2018 and the bid tabulation is shown as “Exhibit A.”

We have been purchasing hot mix from Valley Asphalt all year and have surpassed our original budget estimate of $332,280. We have completed numerous street and alley projects throughout the city as well as portions of the bike path that needed to be repaved due to safety issues.

Budgeted $: $332,280 (Streets Fund 101)
Expenditure $: $408,615.63 (Streets Fund 101)
$26,615.46 (Parks Fund 105)
$5,068.91 Contingency for Streets Fund 101

Source of Funds: Street Department O&M (101 Fund)
Parks Fund O&M (105 Fund)

This item is purchased each year for street paving and resurfacing projects. $332,280 was budgeted for this work in the 2018 budget. We have completed many additional projects and have exceeded our initial dollar estimate. Both budgets are able to absorb the increase.

1. Approve the Resolution R-138-18 for payment to Valley Asphalt Corporation not to exceed $440,300.00.

Work has been completed in 2018 with a small contingency for the remainder of the year.
<table>
<thead>
<tr>
<th><strong>STAFF RECOMMENDATION</strong></th>
<th>Approve the Resolution R-138-18 to allow payment to Valley Asphalt Corporation not to exceed $440,300.00.</th>
</tr>
</thead>
</table>
| **ATTACHMENTS**          | IFB #1736 Bid Tabulation – Exhibit A  
Passed Resolution R-23-18                                                                 |
**CITY OF PIQUA, OHIO**

**Bid Tabulation for IFB 1736**
Opened 1-4-18 at 2:00 p.m.

**Hot & Cold Mix - Aggregate Stone**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Piqua, Ohio</td>
<td>Franklin, OH</td>
<td>Springfield, OH</td>
<td>Miami River Quarry</td>
</tr>
<tr>
<td><strong>All prices are per ton</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>402 Asphalt</td>
<td>NB</td>
<td>$64.00</td>
<td>$63.00</td>
<td>NB</td>
</tr>
<tr>
<td>404 Asphalt</td>
<td>NB</td>
<td>$66.00</td>
<td>$64.00</td>
<td>NB</td>
</tr>
<tr>
<td>Cold Patch</td>
<td>$194.50</td>
<td>$125.00</td>
<td>$130.00</td>
<td>NB</td>
</tr>
<tr>
<td>304 Stone</td>
<td>$8.75</td>
<td>NB</td>
<td>NB</td>
<td>$8.75</td>
</tr>
<tr>
<td>411 Stone</td>
<td>$9.25</td>
<td>NB</td>
<td>NB</td>
<td>$9.35</td>
</tr>
<tr>
<td>#2 Stone</td>
<td>$9.00</td>
<td>NB</td>
<td>NB</td>
<td>$9.00</td>
</tr>
<tr>
<td>#57 Stone</td>
<td>$12.50</td>
<td>NB</td>
<td>NB</td>
<td>$10.50</td>
</tr>
<tr>
<td>Natural Sand</td>
<td>NB</td>
<td>NB</td>
<td>NB</td>
<td>$16.00</td>
</tr>
<tr>
<td>Renewal option for 2019</td>
<td></td>
<td></td>
<td></td>
<td>NO</td>
</tr>
</tbody>
</table>

Cold patch from Moraine Plant only

402 & 404 from Troy

Cold from Dryden Rd. or Statler Rd Piqua
RESOLUTION NO. R-23-18

A RESOLUTION AUTHORIZING A PURCHASE ORDER TO VALLEY ASPHALT CORP. AS THE PRIMARY SUPPLIER, AND BARRETT PAVING MATERIALS INC. AS THE SECONDARY SUPPLIER OF HOT MIX FOR THE 2018 STREET AND ALLEY MAINTENANCE PROGRAM

WHEREAS, on December 22, 2017 the Purchasing Analyst publically advertised for bids for Hot and Cold Mix; and

WHEREAS, after proper advertisement, bids were opened on January 4, 2018 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 Valley Asphalt Corp. as the primary supplier of Hot Mix pursuant to the bid specifications;

SEC. 2: A purchase order is hereby authorized to Barrett Paving Materials Inc. 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 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 $332,280 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.

KATHRYN B. HINDS, MAYOR

PASSED: February 6, 2018

ATTEST: REBECCA J. COOL
CLERK OF COMMISSION

The Motion to adopt the foregoing Resolution was offered by Commissioner Doef seconded by Commissioner Martin and on roll call the following vote ensued:

Mayor Kathryn B. Hinds 
Commissioner John Martin 
Commissioner William Vogt 
Commissioner Kris Lee 
Commissioner Dave Short
### Meeting Date
February 6, 2018

### Report Title
A RESOLUTION AUTHORIZING A PURCHASE ORDER TO VALLEY ASPHALT CORP. AS THE PRIMARY SUPPLIER, AND BARRETT PAVING MATERIALS INC. AS THE SECONDARY SUPPLIER OF HOT MIX FOR THE 2018 STREET AND ALLEY MAINTENANCE PROGRAM

### Submitted By
Name & Title: Doug Harter, Public Works Director  
Department: Public Works

### Agenda Classification
- □ Consent  
- □ Ordinance  
- ☑ Resolution  
- □ Regular

### Approvals/Reviews
- ☑ City Manager  
- ☑ Asst. City Manager/Finance  
- ☑ Asst. City Manager/Development  
- □ Law Director  
- □ Department Director  
- □ Other:

### Background
In December of 2017, the Purchasing Analyst went out for asphalt bids sending specifications to several companies. The bids were received on January 4, 2018 and the bid tabulation is shown as “Exhibit A.”

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. We do use more 404 asphalt than 402 and Valley Asphalt was also a little less expensive on this type. Therefore, similar to last year, we would like to issue a Purchase Order to both Barrett Paving & Valley Asphalt for the purchase of 402 & 404 asphalt to ensure that asphalt will be available to the City when it is needed.

### Budgeting and Financial Impact
- Budgeted $: $332,280  
- Expenditure $: $332,280  
- Source of Funds: Street Department O&M (101 Fund)

### Narrative:
This item is purchased each year for street paving and resurfacing projects. $332,280 was budgeted for this work in the 2018 budget. Based upon the unit bid prices, the Street Department anticipates completing as many patches and resurfacing projects as possible up to the $332,280.

### Options
1. Approve the Resolution R-23-18 and continue with our 2018 Street Maintenance Program.
2. Do not approve the Resolution R-23-18, which in turn would mean no in-house paving.
3. Contract out all the patching and resurfacing, which would result in less being done for $332,280.
<table>
<thead>
<tr>
<th>PROJECT TIMELINE</th>
<th>Work will be completed in 2018.</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAFF RECOMMENDATION</td>
<td>Approve the Resolution R-23-18 to allow the Street Department to continue with our ongoing Street Maintenance Program.</td>
</tr>
<tr>
<td>ATTACHMENTS</td>
<td>IFB #1736 Bid Tabulation – Exhibit A</td>
</tr>
</tbody>
</table>
RESOLUTION NO. R-139-18

A RESOLUTION APPROVING THE PURCHASE OF
EXCESS LIABILITY INSURANCE

WHEREAS, certain specialty areas do not fall within the coverage of the City's general liability policy and excess liability insurance is needed for coverage; and

WHEREAS, 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 and claims related to water and wastewater; and

WHEREAS, Associated Electric & Gas Insurance Services Limited ("AEGIS") has provided excess liability coverage to the City for its dams and water, wastewater and power utility for over twenty years.

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 renew excess liability coverage for the City's dams, pollution and emergency assistance agreements with Associated Electric & Gas Insurance Services Limited ("AEGIS") in the amount of $87,453.00 for the period of November 2018 – December 31, 2019.

SEC. 2: The Finance Director is hereby authorized to draw her warrants from time to time on the appropriate account of the city treasury in an amount not to exceed $87,453.00 in payment according to the premium and certifies that the funds are available.

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

________________________________________
KATHRYN B. HINDS, MAYOR

PASSED: ____________________________

ATTEST:

________________________________________
REBECCA J. COOL
CITY COMMISSION CLERK

The Motion to adopt the foregoing Resolution was offered by ____________, seconded by ____________, and on roll call, the following vote ensued:

Mayor Kathryn B. Hinds
Commissioner John Martin
Commissioner William Vogt
Commissioner Kris Lee
Commissioner Dave Short
RESOLUTION NO. R-140-18

A RESOLUTION APPROVING THE PURCHASE OF LIABILITY INSURANCE FOR PIQUA'S COMBUSTION TURBINES

WHEREAS, certain specialty areas do not fall within the coverage of the City's general liability policy and excess liability insurance is needed for coverage; and

WHEREAS, the City has been able to obtain coverage in a rare market for the combustion turbines due to their unique nature and size of claims; and

WHEREAS, the City was able to obtain coverage in 2017 from Chubb and desires to renew that coverage with such renewal remaining flat with no increase.

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 for liability and property coverage for the City's combustion turbines through Chubb effective January 1, 2019 and expiring on December 31, 2019 in the amount of $85,096.00.

SEC. 2: The Finance Director is hereby authorized to draw her warrants from time to time on the appropriate account of the city treasury in an amount not to exceed $85,096.00 in payment according to the premium and certifies that the funds are available.

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

KATHRYN B. HINDS, MAYOR

PASSED: __________________________

ATTEST: __________________________

REBECCA J. COOL
CITY COMMISSION CLERK

The Motion to adopt the foregoing Resolution was offered by__________________ seconded by__________________ and on roll call, the following vote ensued:

Mayor Kathryn B. Hinds
Commissioner John Martin
Commissioner William Vogt
Commissioner Kris Lee
Commissioner Dave Short
RESOLUTION NO. R-141-18

A RESOLUTION RETAINING THE SERVICE OF ENROLLMENT MANAGEMENT SERVICES (EMS) TO PROVIDE HEALTH INSURANCE CONSULTING SERVICES FOR THE CITY OF PIQUA

WHEREAS, EMS will work with the City of Piqua to maintain our long-standing commitment to offer excellent employee benefits at an affordable rate to the employee and the City of Piqua; and

WHEREAS, commencing on November 14, 2018 and ending November 13, 2019, EMS will work directly with the City and its employees to offer support with insurance options outside of our group plan, with the option of continuing for an additional 3 years.

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 an agreement to retain the services of EMS for health insurance consulting services for the period of up to 3 years in substantial compliance with the attached, Exhibit A.

SEC 2: For such services, EMS’S consulting fees are $5,000 per month for the 3 year period.

SEC 3: The Finance Director certifies funds are available and is hereby authorized to draw her warrant on the appropriate account of the city treasury from time to time in payment for said services rendered.

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

KATHRYN B. HINDS, MAYOR

PASSED: ________________________________

ATTEST: ________________________________

REBECCA J. COOL
CLERK OF COMMISSION

The Motion to adopt the foregoing Resolution was offered by ________________________________

seconded by ________________________________ and on roll call the following vote ensued:

Mayor Kathryn B. Hinds
Commissioner John Martin
Commissioner William Vogt
Commissioner Dave Short
Commissioner Kris Lee
**Commission Agenda**  
**Staff Report**

<table>
<thead>
<tr>
<th>MEETING DATE</th>
<th>November 6, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>REPORT TITLE</td>
<td>A RESOLUTION RETAINING THE SERVICE OF ENROLLMENT MANAGEMENT SERVICES TO PROVIDE HEALTH INSURANCE CONSULTING SERVICES FOR THE CITY OF PIQUA</td>
</tr>
</tbody>
</table>
| SUBMITTED BY      | Name & Title: Catherine M. Bogan, Human Resources Director  
                  Department: Human Resources |
| AGENDA CLASSIFICATION | □ Consent  
                         □ Ordinance  
                         □ Resolution  
                         □ Regular |
| APPROVALS/REVIEWS | □ City Manager  
                           □ Asst. City Manager/Finance  
                           □ Asst. City Manager/Development  
                           □ Law Director  
                           □ Department Director;  
                           □ Other: |
| BACKGROUND         | Enrollment Management Services, EMS, will partner with the City to assist all benefit-eligible employees explore their health insurance options, understand existing or additional resources available to them and provide assistance throughout any phase of the enrollment process. EMS was presented to the City through our broker, HORAN as means to regulate increasing health insurance costs. Partnering with EMS, the City will implement new improvements to the City’s current “Opt-Out Program”. Effective 1/1/19, all benefit-eligible employees who “waive” healthcare coverage may be eligible for additional funding to supplement health care costs from a resource(s) other than the City plan. Participation with EMS will be completely voluntary and covered by applicable HIPPA privacy laws. The City’s existing plan and traditional Opt-Out program will remain available to all benefit-eligible employees. EMS’s current proposal includes a flat fee of $5,000 per month for the next three year period. This is a flat fee that is paid to EMS as they do not receive commissions on the health insurance coverage. EMS has also included a “performance guarantee” to the City to ensure that the program is self-sustaining in terms of cash flow, which means that the City can terminate services at any time that the cost of the services do not outweigh the savings. |
| BUDGETING AND FINANCIAL IMPACT | Budgeted $: $5,000.00 per month  
                                Expenditure $: $5,000.00 per month  
                                Source of Funds: All Funds with employees with health insurance coverage |
| OPTIONS            | 1. Adopt Resolution No. R- 141-18 retaining Enrollment Management Services (EMS) as the City’s health insurance consultant  
                                2. Reject Resolution No. R-141-18 and provide staff with further direction |

**Note:** The table is designed to provide a structured overview of the agenda item, including key dates, the nature of the resolution, the staff report details, the budgetary and financial impact, and the possible options for the commission to consider.
<table>
<thead>
<tr>
<th><strong>PROJECT TIMELINE</strong></th>
<th>November 14, 2018 through November 13, 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STAFF RECOMMENDATION</strong></td>
<td>It is recommended that Resolution No. R-141-18 be approved and EMS be retained as the City’s health insurance consultant.</td>
</tr>
<tr>
<td><strong>ATTACHMENTS</strong></td>
<td>Consulting Agreement dated October 2018</td>
</tr>
</tbody>
</table>
Enrollment Management Services Consulting Agreement

This Consulting Agreement, hereinafter referred to as “Agreement” is between the City of Piqua, hereinafter referred to as “Client”, and Enrollment Management Services, hereinafter referred to as “Consultant”.

Background: Enrollment Management Services (EMS) is a consulting group that helps employers develop tools and resources to better support employees with healthcare options outside of the traditional group plan. EMS works directly with employees to provide education and assistance in enrolling in ways that help the members to have a better experience.

The EMS approach can lower the healthcare costs for members. As members voluntarily choose to take advantage of other health insurance enrollment options that best meet their individual needs and situations, the total costs of health insurance can be more efficiently managed for the entire group.

EMS’ work with clients typically takes place in the following areas:

1. Data Analysis and Program Development
2. Working with Members
3. Company Interface

Specific information on these areas are detailed in the sections below.

1) Data Analysis and Program Development

EMS will maintain an Opt-Out program that will support employees with other insurance options on an on-going basis. Detailed recommendations as well as savings projections of the program will be compiled in reports that are available to the Client. As healthcare continues to evolve and change, EMS will give advice on keeping the plan meaningful to employees while balancing the needs of the budget in the future.

Staffing:

All members of the EMS team are licensed insurance agents that have been trained to provide healthcare education and support to employees and their families. The EMS team will have primary responsibility for developing a screening process for new hires and performing follow-up interviews with identified members, and maintaining the Opt-Out Program. The Client HR team will assist in initial communication pieces to employees and will also help EMS distribute and collect the screening forms from employees and help to facilitate one-on-one meetings with employees on paid company time whenever possible.

Timing: In the future, EMS updates the Opt-Out prior to the renewal. The goal is to work with the Client’s Broker as new plans and contribution strategies have been identified so that the program can remain meaningful to employees who are accessing care outside of the Employer plan.
2) Working with Members

With approval of the Opt-Out Program recommendations, the EMS team will begin providing enrollment support, education, and outreach to employees. It is anticipated that the following activities will be completed by EMS on a monthly basis:

Phone outreach or in-person meeting with identified members as seen below:

a. Newly hired employees identified through screening tool
b. Terminated employees who have indicated COBRA enrollment
c. Members who reach certain claim thresholds throughout the year
d. Employees experiencing a reduction of hours due to medical or other issues
e. Employees identified through EMS’ census screening tool
f. Any other members that request EMS support

Staffing: EMS Account Managers, and Client HR team
EMS will assign Account Managers to work with Client (one primary and one a backup). The primary account manager will handle most of the ongoing work with employees. The Client HR team will need to work closely with the EMS account manager to help identify employees as described above.

Timing: EMS can begin working with members as soon as the Opt-Out Program recommendations are approved by the Client. Identified activities recur throughout the year on a monthly basis.
3) Company Interface

As EMS Account Managers work with employees, there are several activities and reports that are shared with Client and the Broker team to ensure enrollment changes and other EMS work is appropriately handled. It is anticipated that the following activities will be completed by EMS on an on-going basis:

- **Opt-Out Report.** EMS has the capability to report on Opt-Out programs for payroll purposes. If needed, EMS will prepare reporting that helps the Payroll and HR department’s process enrollment changes and pay appropriate Opt-Out benefits to eligible employees.
- **Executive Summary Report.** This is typically reviewed with the Client Leadership and Broker teams twice a year and details implemented and prospective enrollment changes. EMS agrees we will review monthly until the cashflow savings is greater than the consulting fee. It provides financial insight of the Opt-Out Program and highlights any applicable information that can impact future renewals and plan options.
- **Annual updates to Opt-Out Program.** EMS works with the HR and Broker teams to discuss any applicable changes to the Opt-Out Program that would better support employee outcomes. By taking the opportunity to review and adjust the plan from year to year, Client can have confidence that available resources and tools are appropriately meeting the needs of members.

**Staffing:** EMS Team, Client HR, Broker Team

EMS will prepare both the Opt-Out and Executive Summary Reports throughout the year as detailed above. The Client HR team will need to take these reports and make sure that enrollment changes and Opt-Out payments are appropriately processed. The Broker Team should use the information from the Executive Summary Report as future plan benefits are negotiated. All parties work together every year to discuss general ways that the Healthcare Management Program can be improved to better support employees.

**Timing:** Company Interface activities will begin shortly after EMS starts working with members. EMS will work to uphold timelines once they have been appropriately set with Client.
Term & Termination

A. Term. The initial term of this Agreement shall be one year, commencing on November 14, 2018 and ending on November 13, 2019. Thereafter, this Agreement can be renewed for up to three years unless otherwise adjusted by both parties.

B. Termination. This Agreement may be terminated by either party only as follows:
   a) Effective upon sixty (60) days advance written notice to the other party given with or without reason.

Cost of Services

A. Consultant professional fees are based on time and resources to perform work laid out in the Scope of Services above. Client agrees to pay Consultant a professional fee of $60,000 per year of this agreement (payable in monthly installments of $5,000). EMS agrees to no increase for the first three (3) years.

B. Performance Guarantee - Consultant will track premium cash-flow changes as new enrollments are facilitated. In the event net cash-flow to the Client (premium savings minus Opt-Out payments) does not equal $5,000 per month by the sixth month of this Contract, Consultant agrees to pause additional monthly professional fees. Consultant professional fees will not resume until net cash-flow to the Client is higher than $5,000 per month.

This constitutes the entire Agreement between the parties, and any other warranties or agreements are hereby superseded.

Subsequent amendments to this Agreement shall only be in writing signed by both parties.

IN WITNESS WHEREOF, the undersigned have executed this Agreement.

Enrollment Management Services

Signed:__________________________
Date:__________________________
Name (Print): Ralph Blackwelder
Title:__________________________

City of Piqua

Signed:__________________________
Date:__________________________
Name (Print):____________________
Title:__________________________