

**MINUTES**  
**PIQUA CITY COMMISSION**  
**Tuesday, December 18, 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. Absent: None.

**ANNOUNCEMENTS**

City Manager Huff welcomed Frank Patrizio who is sitting in as Law Director for a period of time.

No one came forward at this time.

**CONSENT AGENDA**

**APPROVAL OF MINUTES**

Approval of the Minutes from the December 4, 2018 Regular City Commission Meeting.

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

**OLD BUSINESS**

**ORDINANCE NO. 16-18 3rd Reading**

AN ORDINANCE REPEALING SCHEDULE A OF CHAPTER 33 OF THE PIQUA CODE AND ADOPTING A NEW SCHEDULE A OF CHAPTER 33 OF THE PIQUA CODE RELATING TOWAGES OF CERTAIN MUNICIPAL EMPLOYEES

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

This is the third and final reading of Ordinance No. 16-18. Schedule A covers the salaries of full-time non-union employees. There are six steps in each of the classifications, and each step has been increased by 2% beginning January 1, 2019.

**PUBLIC COMMENT**

No one came forward to speak for or against Ordinance No. 16-18.

Moved by Commissioner Vogt, seconded by Commissioner Martin, to adopt Ordinance No. 16-18. Voice vote, Aye: Martin, Short, Hinds, Lee, and Vogt. Nay: None. Motion carried unanimously. Mayor Hinds declared Ordinance No. 16-18 adopted

**ORDINANCE NO. 17-18 2nd Reading**

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

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

This is the third reading of Ordinance No. 17-18. Schedule A-1 covers part-time, seasonal, and temporary employees. The wages for certain employees will be adjusted in accordance with State Minimum wage requirements. Two new titles/positions have been added to reflect specific, seasonal duties and they include Harvest Operator and Seasonal Greens Superintendent.

**PUBLIC COMMENT**

No one came forward to speak for or against Ordinance No. 17-18.

Moved by Commissioner Lee, seconded by Commissioner Martin to adopt Ordinance No. 17-18. Voice vote, Aye: Martin, Short, Hinds, Lee, and Vogt. Nay: None. Motion carried unanimously. Mayor Hinds declared Ordinance No. 17-18 adopted

**ORDINANCE NO. 18-18 2nd READING**

AN ORDINANCE REPEALING CHAPTER 33.08 AND ENACTING A NEW CHAPTER 33.08 OF THE PIQUA CODE, RELATING TO EMPLOYEE INSURANCE

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

This is the third reading of Ordinance No. 18-18. This ordinance updates Chapter 33.08 of the Piqua Code to set the new benefit year for employee health insurance for 2019, and there have been no changes this year.

**PUBLIC COMMENT**

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

Moved by Commissioner Martin, seconded by Commissioner Vogt to adopt Ordinance No. 18-18. Voice vote, Aye: Martin, Short, Hinds, Lee, and Vogt. Nay: None. Motion carried unanimously. Mayor Hinds declared Ordinance No. 18-18 adopted

**ORDINANCE NO. 19-18 2nd READING**

AN ORDINANCE TO MAKE APPROPRIATIONS FOR THE CITY OF PIQUA, OHIO FOR THE YEAR 2019

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

This is the third of three readings of Ordinance No. R-19-18. The City Commission reviewed the Department Budgets on November 13, 2018. The City is required to present and pass the 2019 Annual Budget by the end of the 2018 year.

**PUBLIC COMMENT**

No one came forward to speak for or against Ordinance No. 19-18.

Moved by Commissioner Short, seconded by Commissioner Lee to adopt Ordinance No. 19-18. Voice vote, Aye: Martin, Short, Hinds, Lee, and Vogt. Nay: None. Motion carried unanimously. Mayor Hinds declared Ordinance No. 19-18 adopted

**ORDINANCE NO. 20-18 2nd READING**

AN ORDINANCE AMENDING SECTION 154.025 B GENERAL BUSINESS DISTRICT OF THE CITY OF PIQUA CODE OF ORDINANCES

Chris Schmiesing, City Planner/ Interim Development Director provided the Staff Report.

The proposed amendment will amend the B General Business section of the Zoning Code to include hospitals as a principal permitted use type within the B General Business zoning district. Currently the zoning code limits a hospital use to be located only in the R-2 and R-2 residential zoning districts. With the reference to the volume of traffic and use intensity generated by a hospital, the use type aligns much better with the purpose and intent of the B General Business zoning district, stated Mr. Schmiesing. It is suggested that the Code be amended to acknowledge

the use type within the subject zoning code. A Review of the Comprehensive Plan and Zoning Code, and the testimony provided at the public hearing has resulted in the Planning Commission finding the request is consistent with adopted community land use policy and plans.

**PUBLIC COMMENT**

No one came forward to speak for or against Ordinance No. 20-18.

Moved by Commissioner Lee, seconded by Commissioner Martin to adopt Ordinance No. 20-18. Voice vote, Aye: Martin, Short, Hinds, Lee, and Vogt. Nay: None. Motion carried unanimously. Mayor Hinds declared Ordinance No. 20-18 adopted

**NEW BUSINESS**

**ORDINANCE NO. 21-18 1<sup>ST</sup> READING**

**AN EMERGENCY ORDINANCE TO MAKE APPROPRIATIONS FOR THE CITY OF PIQUA, OHIO FOR THE YEAR 2018**

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

This Ordinance amends the original ordinance and is required to be passed by the end of the year.

Moved by Commissioner Vogt, seconded by Commissioner Martin, to waive the three reading rule on Ordinance No. 21-18. Voice vote, Aye: Martin, Hinds, Lee, Short, and Vogt. Nay: None. Motion carried unanimously.

Moved by Commissioner Martin, seconded by Commissioner Vogt to adopt Ordinance No. 21-18. Voice vote, Aye: Martin, Short, Hinds, Lee, and Vogt. Nay: None. Motion carried unanimously. Mayor Hinds declared Ordinance No. 21-18 adopted

**RESOLUTION NO. R-153-18**

**A RESOLUTION AUTHORIZING THE City Manager to apply for City Membership to American Municipal Power, Inc.**

Ed Krieger, Power System Director provided the Staff Report.

The AMP Ohio membership includes 135 electric municipalities located in the states of Indiana, Kentucky, Maryland, Michigan, Ohio, Pennsylvania and West Virginia and one joint action agency in Delaware. AMP is owned and governed by its member communities. This membership requires Commission approval to join. The Piqua Energy Board unanimously recommended continuing the membership in American Municipal Power for the 2019 year at their November 27, 2018 meeting, stated Mr. Krieger.

**PUBLIC COMMENT**

No one came forward to speak for or against Resolution No. R-153-18 at this time.

Move by Commissioner Vogt, seconded by Commissioner Martin to adopt Resolution No R-153-18. Voice vote, Aye: Martin, Vogt, Short, Lee, and Hinds. Nay: None. Motion carried unanimously. Mayor Hinds declared Resolution R-153-18 adopted.

**RESOLUTION NO. R-154-18**

**A RESOLUTION RETAINING THE SERVICES OF COOPERATIVE RESPONSE CENTER, INC. TO PROVIDE PROFESSIONAL CUSTOMER CALL ANSWERING AND DISPATCH SERVICES FOR THE POWER SYSTEM**

Ed Krieger, Power System Director provided the Staff Report.

In March of 2007, the Power System began utilizing the Cooperative Response Center (CRC) to provide after-hours call answering and dispatch services. This service was necessitated when the steam and hot water system was shut down in December of 2006, as this resulted in shift operators being eliminated who provided the same service, with calls being answered and dispatched from several locations. The Piqua Energy Board unanimously recommended approval of the services of CRC to the Piqua City Commission at their November 27, 2018 meeting, stated Mr. Krieger.

**PUBLIC COMMENT**

No one came forward to speak for or against Resolution No. R-154-18 at this time.

Moved by Commissioner Martin, seconded by Commissioner Vogt, to adopt Resolution No R-154-18. Voice vote, Aye: Martin, Vogt, Hinds, Short, and Lee. Nay: None. Mayor Hinds declared Resolution R-154-18 adopted.

**RESOLUTION NO. R-155-18**

A RESOLUTION AUTHORIZING THE CITY PURCHASING AGENT TO PURCHASE #2 FUEL OIL ON THE OPEN AND SPOT MARKET

Ed Krieger, Power System Director provided the Staff Report.

The Power System purchases #2 fuel oil at various times during the year. In previous years these Purchases have been made by obtaining quotes from various suppliers prior to placing an order. It is necessary for the Power System to purchase the fuel oil as needed I 2019 from one or more suppliers. Section 34.19 of the Piqua Code permits the purchase of supplies for City Departments without advertising when in the judgement of the City Purchasing Agent deems it would not be of any material benefit, stated Mr. Krieger.

**PUBLIC COMMENT**

No one came forward to speak for or against Resolution No. R-155-18.

Moved by Commissioner Lee to adopt Resolution No. R-155-18, seconded by Commissioner Short. Voice vote, Aye: Martin, Vogt, Lee, Hinds, and Short. Nay: None. Motion carried unanimously. Mayor Hinds declared Resolution No. R-155-18 adopted.

**RESOLUTION NO. R-156-18**

A RESOLUTION RETAINING THE SERVICES OF UIS-POWER SERVICES TO PROVIDE PROFESSIONAL ELECTRICAL TESTING AND ENGINEERING SERVICES FOR THE POWER SYSTEM

Ed Krieger, Power System Director provided the Staff Report.

During routine Substation testing in 2017, USI-Power Services identified concerns related to the aging maintenance intensive 69k V Breakers and recommended the City consider replacing these service critical assets. The Power System completed the replacement of 3-69 kV oil breakers at the Piqua's Substation #5 in the fall of 2018. USI-Power Services provided professional electrical testing, commissioning and engineering services as needed to complete the Substation #5 project. The Piqua Energy Board unanimously recommended approval of these services at their November 27, 2018 meeting, stated Mr. Krieger.

**PUBLIC COMMENT**

No one came forward to speak for or against Resolution No. R-156-18.

Moved by Commissioner Short to adopt Resolution No. R-156-18, seconded by Commissioner Lee. Voice vote, Aye: Martin, Vogt, Lee, Hinds, and Short. Nay: None. Motion carried unanimously. Mayor Hinds declared Resolution No. R-156-18 adopted.

**RESOLUTION NO. R-157-18**

RESOLUTION A RETAINING THE SERVICES OF SAWVEL AND ASSOCIATES TO PROVIDE PROFESSIONAL CONSULTING AND ENGINEERING SERVICES FOR THE POWER SYSTEM

Ed Krieger, Power System Director provided the Staff Report.

For over twenty years, Sawvel has provided Piqua Powers System with cost-of-service and rate design, advised the City on electric powers supply and transmission arrangements, and made recommendation concerning Piqua's potential participation in AMP joint-venture generating projects. At their November 27, 2018 meeting the Piqua Energy Board unanimously approved recommending the City Commission retain the services of Sawvel and Associates to provide professional consulting and engineering services in 2019, stated Mr. Krieger.

**PUBLIC COMMENT**

No one came forward to speak for or against Resolution No. R-157-18.

Moved by Commissioner Lee to adopt Resolution No. R-157-18, seconded by Commissioner Short. Voice vote, Aye: Martin, Vogt, Lee, Hinds, and Short. Nay: None. Motion carried unanimously. Mayor Hinds declared Resolution No. R-157-18 adopted.

**RESOLUTION NO. R-158-18**

A RESOLUTION AUTHORIZING A PURCHASE ORDER TO NELSON TREE SERVICE, LLC FOR ELECTRIC POWER LINE CLEARANCE

Ed Krieger, Power System Director provided the Staff Report.

The Piqua Power System will be contracting with one aerial tree-trimming crew in 2019. Sealed bids from pre-qualified contractors were received on October 19, 2018. The bids were reviewed and Nelson Tree Service is recommended as the lowest responsive bid. Nelson has provided this service to the City of Piqua for the last thirteen years and their service has been exceptional, stated Mr. Krieger.

**PUBLIC COMMENT**

No one came forward to speak for or against Resolution No. R-158-18.

Moved by Commissioner Vogt, to adopt Resolution No. R-158-18, seconded by Commissioner Martin. Voice vote, Aye: Martin, Vogt, Lee, Hinds, and Short. Nay: None. Motion carried unanimously. Mayor Hinds declared Resolution No. R-158-18 adopted.

**RESOLUTION NO. R-159-18**

A RESOLUTION AUTHORIZING A PURCHASE ORDER TO MIAMI VALLEY RISK MANAGEMENT ASSOCIATION FOR PURCHASE OF INSURANCE

Catherine Bogan, Human Resources Director provided the Staff Report.

The City of Piqua desires to continue participation in the risk management pool in the calendar year 2019 through the Miami Valley Risk Management Association at a cost not to exceed \$309,951 for property and liability insurance, stated Ms. Bogan.

**PUBLIC COMMENT**

No one came forward to speak for or against Resolution No. R-159-18.

Moved by Commissioner Short, to adopt Resolution No. R-159-18, seconded by Commissioner Lee. Voice vote, Aye: Martin, Vogt, Lee, Hinds, and Short. Nay: None. Motion carried unanimously. Mayor Hinds declared Resolution No. R-159-18 adopted.

**RESOLUTION NO. R-160-18**

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A LEASE AGREEMENT TO PERMIT THE USAGE OF MOTE PARK TO MIAMI VALLEY BOY SCOUTS OF AMERICA

Brittany Van Horn, Special Events Coordinator provided the Staff Report.

The Boy Scouts of America would like to use Mote Park for a day-long event where scouts from ages 6-18 years of age will participate in activities such as orienteering, knot tying, ice cube melting, lunch and other events called The Two Rovers District Klondike event. They will be utilizing the Mote Park building and the surrounding areas for these activities, stated Ms. Van Horn.

**PUBLIC COMMENT**

No one came forward to speak for or against Resolution No. R-160-18.

Moved by Commissioner Lee, to adopt Resolution No. R-160-18, seconded by Commissioner Short. Voice vote, Aye: Martin, Vogt, Lee, Hinds, and Short. Nay: None. Motion carried unanimously. Mayor Hinds declared Resolution No. R-160-18 adopted.

**RESOLUTION NO. R-161-18**

A RESOLUTION AUTHORIZING TRANSFERS OF CASH FROM THE GENERAL FUND TO THE OTHER FUNDS FOR THE FISCAL YEAR 2018

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

The City Commission had authorized Ordinance No. 21-18 which includes General Fund transfers to various funds, and the State Auditor requires a Resolution authorizing the transfers, stated Ms. Holtzaple.

**PUBLIC COMMENT**

No one came forward to speak for or against Resolution No. R-161-18.

Moved by Commissioner Martin, to adopt Resolution No. R-161-18, seconded by Commissioner Vogt. Voice vote, Aye: Martin, Vogt, Lee, Hinds, and Short. Nay: None. Motion carried unanimously. Mayor Hinds declared Resolution No. R-161-18 adopted.

**RESOLUTION NO. R-162-18**

A RESOLUTION AUTHORIZING TRANSFERS OF CASH FROM THE GENERAL FUND TO THE OTHER FUNDS FOR THE FISCAL YEAR 2019

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

The City Commission had authorized Ordinance No. 19-18 which includes General Fund transfers to various funds and other fund transfer to Debt Service Sinking Funds for 2019. The State Auditor requires a Resolution authorizing the transfers, stated Ms. Holtzaple.

**PUBLIC COMMENT**

No one came forward to speak for or against Resolution No. R-162-18.

Moved by Commissioner Short, to adopt Resolution No. R-162-18, seconded by Commissioner Lee. Voice vote, Aye: Martin, Vogt, Lee, Hinds, and Short. Nay: None. Motion carried unanimously. Mayor Hinds declared Resolution No. R-162-18 adopted.

**RESOLUTION NO. R-163-18**

A RESOLUTION AUTHORIZING TEMPORARY LOAN OF CASH FROM THE GENERAL FUND TO THE OTHER FUNDS FOR THE FISCAL YEAR 2018

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

The City Commission had authorized Ordinance No. 21-18 which includes General Fund temporary loans to various funds. The State Auditor also requires a Resolution authorizing the temporary loans, stated Ms. Holtzaple.

**PUBLIC COMMENT**

No one came forward to speak for or against Resolution No. R-163-18.

Moved by Commissioner Lee, to adopt Resolution No. R-163-18, seconded by Commissioner Vogt. Voice vote, Aye: Martin, Vogt, Lee, Hinds, and Short. Nay: None. Motion carried unanimously. Mayor Hinds declared Resolution No. R-163-18 adopted.

**RESOLUTION NO. R-164-18**

A RESOLUTION AUTHORIZING TEMPORARY LOAN OF CASH FROM THE GENERAL FUND TO THE OTHER FUNDS FOR THE FISCAL YEARS 2019

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

The City Commission had authorized Ordinance No. 19-18 which includes General Fund temporary loans to various funds. The State Auditor also requires a Resolution authorizing the temporary loans, stated Ms. Holtzaple.

**PUBLIC COMMENT**

No one came forward to speak for or against Resolution No. R-164-18.

Moved by Commissioner Martin, to adopt Resolution No. R-164-18, seconded by Commissioner Vogt. Voice vote, Aye: Martin, Vogt, Lee, Hinds, and Short. Nay: None. Motion carried unanimously. Mayor Hinds declared Resolution No. R-164-18 adopted.

**RESOLUTION NO. R-165-18**

A RESOLUTION AUTHORIZING THE CITY PURCHASING ANALYST TO ADVERTISE FOR BIDS TO MAKE CERTAIN PURCHASES DURING THE 2019 YEAR

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

The City is required to advertise for bids for any capital or operational purchase the City makes over \$25,000 in the local newspaper. The City uses the Miami Valley Today for this purpose. At the first Commission meeting each year, the city asks for Commission approval for the Purchasing Analyst to be authorized to fulfill this commitment, stated Ms. Holtzaple. Mayor Hinds also stated the bids are listed on the City's website so local business can bid on the items.

**PUBLIC COMMENT**

No one came forward to speak for or against Resolution No. R-165-18.

Moved by Commissioner Martin, to adopt Resolution No. R-165-18, seconded by Commissioner Vogt. Voice vote, Aye: Martin, Vogt, Lee, Hinds, and Short. Nay: None. Motion carried unanimously. Mayor Hinds declared Resolution No. R-165-18 adopted.

**RESOLUTION NO. R-166-18**

A RESOLUTION TO AWARD A CONTRACT TO BURCH HYDRO, INC. FOR WASTEWATER BIOLSOIDS PROCESSING AND HAULING SERVICES

Chris Melvin, Wastewater Plant Superintendent provided the Staff Report.

Mr. Melvin provided a slide showing the area and the project. The city is currently in full construction mode at the Wastewater Plant. The city will take over the dewatering process later in 2019 and begin work in the thickening building, one Burch Hydro has moved out. The transition will currently use other structure handling and then converting to the new system that will run it. At that point the city will have onsite storage and only need hauling and application services, stated Mr. Melvin.

**PUBLIC COMMENT**

No one came forward to speak for or against Resolution No. R-166-18.

Moved by Commissioner Vogt, to adopt Resolution No. R-166-18, seconded by Commissioner Lee. Voice vote, Aye: Martin, Vogt, Lee, Hinds, and Short. Nay: None. Motion carried unanimously. Mayor Hinds declared Resolution No. R-166-18 adopted.

**RESOLUTION NO. R-167-18**

A RESOLUTION REQUESTING CONSENT TO AWARD A CONTRACT TO QUALITY MASONRY COMPANY INC. FOR THE 111 S. MAIN STREET BUILDING-ROOF, MASONRY AND STRUCTURAL REPAIR PROJECT

Chris Schmiesing, City Planner, Interim Development Director provided the Staff Report.

The Riverfront District Development Strategy identifies three projects critical to seeding the riverfront. Projects include: expansion and redesign of Lock 9 Park, the redevelopment of the Zollinger's building into a mixed-use with market rate residential units, and the redevelopment of 111 S. Main Street and the adjacent parcels. This resolution will complete the third phase of the work necessary to ready the structure for the type of reuse opportunity contemplated by the Riverfront District Development Strategy, stated Mr. Schmiesing.

**PUBLIC COMMENT**

No one came forward to speak for or against Resolution No. R-167-18.

Moved by Commissioner Martin, to adopt Resolution No. R-167-18, seconded by Commissioner Lee. Voice vote, Aye: Martin, Vogt, Lee, Hinds, and Short. Nay: None. Motion carried unanimously. Mayor Hinds declared Resolution No. R-167-18 adopted.

**Public Comment**

No one came forward to speak at this time.

**City Manager's Report**

City Manager Huff stated the Roundabout is open and functioning as it should with no problems.

City Manager Huff announced the new refuse containers were currently being delivered with some still to come and be delivered after the holidays.



Valley Regional Surgical Center located on Looney Road held their groundbreaking recently.

City Manager Huff provided new Census Bureau statistics; further stating Piqua has had many changes and is growing.

The first regularly scheduled meeting of the Piqua City Commission for the year 2019 has been cancelled due to the New Year's Day Holiday.

City Manager Huff thanked Commission Clerk Becky Cool, and her husband Steve who has provided the Production for the Commission Meetings for over 29 years for their service to the City Commission.

**COMMISSIONERS COMMENTS**

Commissioner Vogt wished everyone a Merry Christmas, and thanked Becky and Steve for their years of service to the City Commission.

Commissioner Martin stated his comments were the same as Commissioner Vogt's.

Commissioner Lee wished everyone a Merry Christmas and a Happy New Year, and also thanked Becky and Steve for their years of service to the City Commission. Commissioner Lee reminded citizens if they have questions to bring them to the City Manager.

Commissioner Short also wished everyone a Merry Christmas and a Happy New Year, and also thanked Becky and Steve for their service to the City Commission.

Mayor Hinds thanked Becky and Steve for their dedication to the City Commission over the past 29 years.

Mayor Hinds stated we are moving into the winter months, and need to remember their elderly Neighbors. They might need a helping hand with snow removal and other daily errands, and to please check on them regularly.

**ADJOURNMENT TO EXECUTIVE SESSION**

Motion was made by Commissioner Lee to adjourn from the Regular City Commission Meeting and move into Executive Session at 6:40 P.M. motion seconded by Commissioner Vogt. Motion carried unanimously.

Motion was made by Commissioner Vogt, seconded by Commissioner Martin to adjourn from the Executive Session at 7:09 P.M. Motion carried unanimously.

Motion was made by Commissioner Vogt, seconded by Commissioner Martin to adjourn from the Regular City Commission Meeting at 7:10 P.M.

\_\_\_\_\_  
KATHRYN B. HINDS, MAYOR

REBECCA J. COOL (PREPARED BY)  
CLERK OF COMMISSION

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

ATTEST: \_\_\_\_\_  
JESSICA MORGAN STEIN  
CLERK OF COMMISSION