



**RECORDS COMMISSION REGULAR MEETING
TUESDAY, SEPTEMBER 16, 2025 @ 11 AM
MGC, COMMISSION CHAMBERS, 2ND FLOOR
201 WEST WATER STREET, PIQUA, OHIO 45356**

The City of Piqua Records Board met at 11 a.m. in the Municipal Government Complex Commission Chambers located at 201 W. Water Street on the 2nd floor.

CALL TO ORDER

Chairperson Amy Welker called the meeting to order at 11:02 a.m.

ROLL CALL

Board Members Present: Amy Welker, Jerry O'Brien, Jessica Stiltner, and Jim Oda

Secretary Present: Melissa Kinney

APPROVAL OF MINUTES

A motion was made by Jim to approve the Meeting Minutes from the March 19, 2024, Regular Meeting, along with the Meeting Minutes from the March 25, 2025, Regular Meeting. Jessica seconded the motion. All were in favor, and the motion passed unanimously.

REVIEW OF RC-2 FORMS

Amy announced that all the RC-2 forms from the last meeting were approved by the State. She asked that the board members review 3 new RC-2 forms for the Water, Wastewater, and Underground Utilities departments. She reminded the board that the first 30 items listed are similar and the same for all city departments, and the items listed after that are unique to each department.

A motion was made by Jessica to accept and approve the RC-2 forms as submitted, and Jerry seconded the motion. All were in favor, and the motion passed unanimously.

BOARD MEMBER COMMENTS

Amy announced that the next Regular Meeting of the Records Commission will occur on Tuesday, March 17, 2026.

ADJOURNMENT

Jessica moved for the adjournment of the meeting; motion was seconded by Jerry. Motion carried unanimously. The Records Board Meeting adjourned at 11:18 a.m.