PIQUA CITY COMMISSION REGULAR MEETING
TUESDAY, APRIL 1, 2025
5:30 PM
COMMISSION CHAMBER - 2ND FLOOR
201 WEST WATER STREET
PIQUA, OHIO 45356

CALL TO ORDER

THE PLEDGE OF ALLEGIANCE

ROLL CALL

ADJOURNMENT TO EXECUTIVE SESSION

ROLL CALL

EXECUTIVE SESSION

The Executive Session is to consider confidential information related to economic development as further defined by Ohio Revised Code Section 121.22(G)(8) or as amended.

ADJOURNMENT FROM EXECUTIVE SESSION

MOTION TO APPROVE BUSINESS AGENDA

1) Rules of Conduct

CONSENT AGENDA

1) **Approval of Minutes**
   Approval of the Minutes from the March 18, 2025, Regular City Commission Meeting

2) **Resolution No. R-42-25**
   A resolution appointing members to the Civil Service Board.

OLD BUSINESS

1) **Ordinance No. O-4-25 (3rd Reading)**
   An ordinance authorizing the establishment of the Law Enforcement Custodial Fund

2) **Ordinance No. O-5-25 (3rd Reading)**
   An ordinance authorizing the establishment of the Federal Law Enforcement Seizure Special Revenue Fund

3) **Ordinance No. O-6-25 (2nd Reading)**
   An ordinance to amend Title XV: Land Usage, Piqua Development Code

4) **Ordinance No. O-7-25 (2nd Reading)**

An amended ordinance to make appropriations for the City of Piqua, Ohio, for the year 2025

5) **<u>Ordinance No. O-8-25 (2nd Reading)</u>**
An ordinance authorizing the establishment of a Bond Retirement Debt Service Fund

NEW BUSINESS

1) **<u>Resolution No. R-43-25</u>**
A Resolution authorizing the purchase of distribution transformers.

2) **<u>Resolution No. R-44-25</u>**
A resolution regarding the application for the liquor permit for Lucky's Pad 108-10 N Main St. Piqua, OH 45356.

COMMISSIONERS COMMENTS

ADJOURNMENT

NON-AGENDA PUBLIC COMMENT
(This is an opportunity for citizens to address the City Commission on Non-agenda items after the adjournment of the Business Agenda. Comments will be limited to seven (7) minutes.)

PROCEDURAL RULES AND RULES OF CONDUCT FOR CITY COMMISSION MEETINGS

BUSINESS AGENDA

1. Commission meetings shall be called to order by the mayor or presiding officer of the meeting. The clerk shall call the roll of the Commissioners.

2. The mayor or presiding officer shall thereafter lead the Commission in the Pledge of Allegiance.

3. Upon roll call being completed, the Business Meeting of the Commission shall commence.

4. The Commission shall, if necessary, add or remove items to the Business Agenda and approve the agenda once it is established.

5. After approval of the agenda, the Commission shall vote on approval of the minutes of prior meetings.

6. After the establishment of the agenda, the Commission shall permit public comment by the citizens of Piqua as required by Section 4 of the Piqua Charter on any approved agenda item. Any person providing public comment shall provide his or her name and street address prior to making any comments.

7. Any non-citizen may also participate in public comment if an ordinance or resolution made part of the agenda affects his or her business located within the city of Piqua or utility service they receive within the city of Piqua. Any non-citizen shall state his or her name and either what business he or she operates that is being affected by an ordinance or resolution, or what property address inside the city limits that he or she is receiving utility service.

8. Any person providing public comment may speak once for up to a total of five minutes on each resolution and ordinance made part of the agenda. No person shall be permitted to comment twice on an agenda item.

9. Once public comment is completed, the Commission shall immediately begin debate and deliberate on each agenda item. No public comments from the public shall be permitted during the debate and/or deliberation of ordinances and resolutions by the commission.

10. After deliberation on ordinances and resolutions, votes on ordinances shall be recorded by roll call and votes on resolutions may be recorded by voice vote; if a commissioner wishes to have a roll call vote on a resolution, any commissioner may request the clerk to call the roll to record the vote. The Clerk of Commission shall record the vote tally for each ordinance and resolution.

11. During the Business Agenda, only city employees including department heads and guests of department heads to discuss matters affecting the city, the Piqua Chamber Director, the Main Street Piqua Director, may make presentations during the Business Agenda part of the meeting.

12. At the completion of the Business Agenda, the mayor may or may not permit commissioners to address the community for the good of the city. Afterwards, the commissioners shall call the business meeting of the commission to a close and city staff may be excused.

NON-AGENDA PUBLIC COMMENT

13. Non-agenda public comment sessions may, upon the discretion of the Commission, commence after the regular business meeting of the commission adjourns.

14. Any non-agenda public comment shall not begin after 9 p.m. and shall not continue after 9 p.m.

15. Comments by the public shall be addressed to the Commission and mayor and shall be limited to a seven-minute period per person. Under no circumstances should the Commission or mayor interrupt any person's seven-minute time period unless the individual violates the Rules of Conduct or the individual commenting requests interactive dialogue. If a Commission member or the mayor comment during an individual's allotted time, the time taken for any comment by Commission members or the mayor shall not be deducted from the individual's allotted seven minutes so that they receive their full allotted time to speak. No person may speak more than one time during any non-agenda public comment session.

16. All comments shall be related to city business or activities.

17. The Clerk of Commission shall not be under any obligation to keep minutes of the non-agenda public comment session.

18. Public comment time shall be only afforded to persons who live within the City of Piqua city limits, Springcreek Township, Washington Township and/or Miami County or own property within the city or own a business within the city limits.

19. Any person providing public comment shall provide his or her name and street address prior to making any comments.

20. Any individual attending the Non-Agenda Public Comment period of the City Commission meeting may have signs that do not exceed 8 ½ x 11 in size. Such signs shall not be displayed in a way that obstructs the view of any other individual attending the meeting or any camera recording the meeting.

RULES OF CONDUCT

Recognizing that the city has a compelling and significant interest in conducting its meetings in an efficient manner, the following Rules of Conduct shall be enforced during the Commission Business Meeting and the Non-Agenda Public Comment session:

1. Obscene comments, physically threatening remarks, and disruptive conduct are prohibited;
2. Profanity that is disruptive is prohibited;
3. Racist and hate-filled epithets are prohibited;
4. Loud and boisterous conduct or comments are prohibited;
5. Cheering, jeering or clapping, unless for ceremonial purposes as determined by the mayor, are prohibited;
6. Noisemakers are prohibited;
7. All persons shall remain seated during commission meetings unless they are leaving the Commission Chambers or are addressing the Commission from the podium;
8. Any person desiring to make a public comment shall complete a public comment request card provided by the Clerk of Commission and shall deposit the card in the public comment request box. The box will be monitored throughout public comment

sessions and cards will be given to the mayor or presiding officer by the commission's designee during public comment sessions;

9. The mayor shall call the persons requesting to make public comment during the appropriate public comment periods;
10. When called by the mayor to address the Commission, the individual called shall address the Commission from the commission podium unless the person so called has a medical condition that prevents the individual from doing so; in such case, the mayor will make every attempt to accommodate the individual so his or her comments are heard by the public;
11. If during the non-agenda public comment session, the public comment cards have not all been called prior to the end of the meeting, the individuals not called will be placed at the top of the list for presenting comments at the next scheduled meeting;
12. If during the non-agenda public comment session, the public comment cards have been exhausted and the meeting has not been concluded, individuals who have not spoken may request to do so until the conclusion of the meeting.

Any individual violating a commission rule shall be warned by the mayor or presiding officer of the violation, and if such individual does not cease the activity so warned, he or she shall be asked to leave city hall. If an individual refuses to comply with the mayor or presiding officer's directive to leave city hall, the individual may be charged criminally for his or her conduct.

City of PIQUA

PIQUA CITY COMMISSION REGULAR MEETING MINUTES
TUESDAY, MARCH 18, 2025

CALL TO ORDER

Piqua City Commission met at 6 p.m. in the Municipal Government Complex Commission Chambers located at 201 W. Water Street, Piqua, Ohio.

THE PLEDGE OF ALLEGIANCE

Mayor Lee led the assembly in the Pledge of Allegiance.

ROLL CALL

Commissioner DeBrosse, Commissioner Hohman, Mayor Lee, Commissioner Simmons, and Commissioner Vetter were present.

MOTION TO APPROVE BUSINESS AGENDA

A motion was made by Commissioner Vetter to approve the Business Agenda, and Commissioner Simmons seconded the motion. All were in favor and the motion was carried unanimously.

1) Rules of Conduct

CONSENT AGENDA

1) **Approval of Minutes**
Approval of the Minutes from the March 4, 2025, Regular City Commission Meeting

2) **Resolution No. R-33-25**
A resolution appointing a member to the Miami County Community Action Council

3) **Resolution No. R-34-25**
A resolution appointing members to the Miami Valley Regional Planning Association

A motion was made by Commissioner Hohman to approve the Consent Agenda, and Commissioner Vetter seconded the motion. All were in favor and the motion was carried unanimously.

OLD BUSINESS

1) **<u>Ordinance No. O-2-25 (3rd Reading)</u>**
An ordinance to amend Chapter 50 of the Piqua Code

Introduction: Public Works Director Brian Brookhart said this was the third reading of this ordinance to reflect new sanitation rates. As requested at the last Commission Meeting, the age was changed for the Senior Discount program from age 65 to 62.

Commissioners Comments: Mayor Lee wanted confirmation that no rate changes had occurred since the last reading, and Mr. Brookhart said that was correct.

Commissioner Hohman clarified that money from the Sanitation Enterprise Fund would be used for utility billing that will offset costs to citizens on their utility bills. Mr. Brookhart added that refuse rates would have needed to increase more if the city used Rumpke for billing; keeping the billing in-house helps keep the utilities billing cost down.

Public Comments: Kim Heisler asked Mr. Brookhart about the pricing listed in the Rumpke contract. Mr. Brookhart responded that the total monthly cost is the sum of both Refuse and Recycling. Ms. Heisler also asked about the supplemental funds for the Senior Discount program. Assistant City Manager Amy Welker responded that the supplemental funds of $10,000-$14,000 per year from the Sanitation Fund will be used to lower the monthly refuse rates for customers on the Senior Discount program.

Diana Parke asked what the Utility Board recommended regarding this legislation. Commissioner Hohman informed her that the Utility Board recommended passage.

A motion was made by Commissioner Hohman to approve Ordinance No. O-2-25, and Commissioner DeBrosse seconded the motion. Commissioner DeBrosse, Commissioner Hohman, Commissioner Simmons, and Commissioner Vetter voted in favor; Mayor Lee voted against it. The motion carried.

2) **<u>Ordinance No. O-3-25 (3rd Reading)</u>**
An ordinance to adopt revisions of Chapter 90: Animals to permit backyard chickens

Introduction: Community Services Director Kyle Hinkelman stated that this was the third reading of this ordinance involving the modification of Chapter 90 in the Piqua Code to allow chickens within the city limits. He added that there were no changes made since the last reading.

Commissioners Comments: Commissioner Hohman asked what the recommendation from the Planning Commission was, to which Mr. Hinkelman replied that the board was in favor of these revisions.

Commissioner Simmons proposed the following two amendments:
1. Section (B), subsection (1), item (a) should have one more item on its list--the addition of line 6 *"Persons experiencing current or recent (within the last 6 months) code enforcement actions may not*

apply for a permit to raise chickens."
2. Section (D) to add the language *"A violation of this section constitutes a misdemeanor of the first degree. Persons with three convictions for violating this section will have their permit revoked, and will be prohibited from renewing it in perpetuity."*

Commissioner Simmons then made a motion to approve these two amendments, and Commissioner Hohman seconded the motion. Commissioner Simmons, Commissioner Hohman, and Mayor Lee voted in favor of the motion, while Commissioner Vetter and Commissioner DeBrosse voted against it. The motion carried.

Commissioner Hohman recommended that the ordinance be revised to a maximum allowance of 4 chickens per household instead of 6, as he believes that is more representative of pet status and as a novelty, along with 4 being a more manageable number of chickens.

Mayor Lee asked what the limit of chickens per household was for nearby cities. Commissioner Simmons said that Columbus allows 4, Cincinnati permits 24, Dayton has no limit, and Toledo allows 6 chickens per household.

Commissioner Hohman then made a motion to approve this amendment, and Mayor Lee seconded the motion. Commissioner Simmons, Commissioner Hohman, and Mayor Lee voted in favor of the motion, while Commissioner Vetter and Commissioner DeBrosse voted against it. The motion carried.

Commissioner DeBrosse had several questions regarding this ordinance. He asked what would happen in the event of a citizen having 8 chickens; Mr. Hinkelman said that would constitute a violation of the code, which would be a misdemeanor in the first degree. Commissioner DeBrosse also asked about the staffing in the Community Services Department in regard to the chicken compliance process. Mr. Hinkelman expressed concern that his current staff of 3 already carries a heavy work load that accounts for a significant portion of their workday, including the permit process, regular inspections, and compliance issues. Commissioner DeBrosse wanted to know how a code violation such as 20 chickens at 1 residence would be dealt with. Mr. Hinkelman responded that his staff would not have the time to actively check on chicken permits, but would respond to complaints received. Law Director Jessica Stiltner added that it is a timely process via the court system, likely a few months. The Commissioner also asked what happens if chickens get loose; Mr. Hinkelman said that once in the street, it would be a Police effort, not Code Enforcement.

Commissioner Vetter asked about size requirements for chicken coups. Mr. Hinkelman briefly went over the list of standards for chicken coups.

Commissioner Vetter made a motion to table this ordinance due to the additions and changes made this evening. Commissioner DeBrosse seconded the motion. Commissioner Vetter and Commissioner DeBrosse voted in favor of the motion, while Commissioner Simmons, Commissioner Hohman, and Mayor Lee voted against it. The motion was denied.

Public Comments: Dan Dunton commented that a few years ago, the Commission did not allow miniature pigs as pets in the city limits, and he suggested that this issue be added to the ballot for citizens to vote. Mr. Dunton expressed other concerns about the allowance of chickens in the city, such as the negative effects on neighbors, lower property values, sounds, smell, chicken manure, and an increase in flies.

Pam Hawes presented a list of signatures that she collected from neighbors and coworkers in favor of backyard chickens.

Commissioner Hohman commented that his neighborhood in Ward 4 shared with him a list of signatures opposed to backyard chickens.

Joe Wilson provided a petition containing 179 signatures from city residents who oppose the ordinance revisions, citing many reasons for their opposition. These included an increased noise level, lower home values, an odor problem, health issues, and the recent bird flu. Mr. Wilson stated that this issue should go on the ballot to allow the citizens to decide since it affects the entire community.

Jeff Grimes recommended that the Commission look into what other towns have done with code violations pertaining to chickens and expressed concern about the city's code enforcement officials being overwhelmed with chicken issues.

Delores Brown stated that she is against chickens in Piqua. She suggested that it be put on the ballot to determine if chickens are really wanted in the city limits.

Nicholas Mahrt said that the code language should be amended to add that deceased chickens be removed from the coup within a 24-hour period to prevent diseases and predators. He also recommended that the city look into case studies from other communities.

Kim Heisler spoke about Section D of Chapter 90 regarding violations of the code resulting in a misdemeanor in the first degree.

Greg Peltier asked if renters would be permitted to have chickens; Mr. Hinkelman answered yes, if residing in a single family home. Mr. Peltier stated his opposition to chickens in the city due to the noise, smell, and possibility of loose chickens.

Mayor Lee made a final comment referencing Section 20 of the Piqua City Charter, in which citizens have the right to compile a Referendum with 750 signatures within 30 days of the passing of this legislation, in order for the issue to be put on the ballot.

A motion was made by Commissioner Simmons to approve this ordinance, and Mayor Lee seconded the motion. Commissioner Hohman, Mayor Lee, and Commissioner Simmons voted in favor, while Commissioner DeBrosse and Commissioner Vetter voted against it. The motion carried.

3) <u>Ordinance No. O-4-25 (2nd Reading)</u>
An ordinance authorizing the establishment of the Law Enforcement Custodial Fund

Introduction: Finance Director Jerry O'Brien reminded the Commission that this legislation would create a custodial fund to account for money involved in certain types of criminal investigations in the Police Department. There have been no changes since the last reading.

Commissioners Comments: Commissioner Vetter wanted confirmation that there was not a new cost attributed to this request; Mr. O'Brien said that was correct.

Public Comments: Diana Parke asked how often the Piqua Police Department seizes funds; Police Chief Rick Byron said that it varies how often each year and can include forfeiture of vehicles, drug money, abandoned property, or anything else seized or recovered by the Police Department. He added that this custodial fund will be easier for accounting of the separate state and federal funds.

Kim Heisler asked what prompted the creation of a new custodial fund; Commissioner Hohman answered that the city is always striving to improve its accounting practices by adding more safeguards.

This served as a second reading for this ordinance.

4) **Ordinance No. O-5-25 (2nd Reading)**
An ordinance authorizing the establishment of the Federal Law Enforcement Seizure Special Revenue Fund

Introduction: Mr. O'Brien said that this ordinance would establish a fund to hold federal money provided to the city by the Department of Justice due to joint investigations. There have been no changes since the last reading.

Commissioners Comments: Commissioner Vetter wanted confirmation that there was not a new cost attributed to this request; Mr. O'Brien said that was correct.

Commissioner Hohman extended his appreciation to Mr. O'Brien for improving the accounting processes within the Finance Department, noting the successful audit last year. Mr. O'Brien commented that the city was recently notified of a GFOA Award for Excellence in Financial Reporting for the year 2023.

Public Comments: Kim Heisler asked what year the award was for, and Mr. O'Brien confirmed that it was for the year 2023. He explained the rigorous process of submission to the GFOA by the end of June 2024 and the review process by auditors in three different states.

This served as a second reading for this ordinance.

NEW BUSINESS

1) **Ordinance No. O-6-25 (1st Reading)**
An ordinance to amend Title XV: Land Usage, Piqua Development Code

Introduction: Mr. Hinkelman stated that this ordinance is to amend the land use code adopted in 2023. The staff has made five substantial changes to this code in the past one and a half years. As time goes by, Mr. Hinkelman and his staff have come across situations and language that need more clarification, resulting in the current proposed modifications to several sections of the code. He added that the Planning Commission gave their approval to these changes in a 4-0 vote at their last meeting on March 11, 2025.
Mr. Hinkelman briefly spoke of some of the many changes in the code, including the following: clarification of the "Essential Services" definition, modified parking requirements, modified bicycle parking, modified permanent sign types, designation of a default zoning type after 60 days, and clarification of the intent of the Fee Schedule.

Commissioners Comments: Commissioner Hohman commented that, even though this large code passed in 2023 pre-dates Mr. Hinkelman and his team, Mr. Hinkelman has done a good job carving out what is needed for the protection and prevention of potentially bad scenarios in the city.

Mayor Lee added that this code was meant to be changed when it passed in 2023, as the original code was a framework, allowing for updates as needed.

Public Comments: Jeff Lange stated that he is very passionate about water and watersheds, and he asked about ownership by the city of Swift Run Lake, Franz Pond, Echo Lake, and the Piqua Hydraulic Canal. City Manager Paul Oberdorfer responded that he believes the city is the owner of these properties. Mr. Lange then asked if the city was familiar with the Source Water Protection Plan that was issued by the Ohio EPA for the city in 2002 that provided guidelines to protect the city's source waters. Mr. Lange suggested that staff read the Source Water Protection Plan. He then asked if the Ohio EPA or Piqua City Code takes precedence regarding this plan. Mr. Hinkelman and Mr. Oberdorfer said they would look into it prior to the next reading.

Diana Parke questioned why the water protection program was not revised when there were land usage changes. She also asked about the Essential Utilities being added to the code. Mr. Hinkelman said that the code change is to clarify the definition of Essential Services in order to be abundantly clear.

Nicholas Mahrt asked what the default zoning code of "AG" allows for if a parcel has no zoning designation after 60 days; Mr. Hinkelman responded that traditionally properties annexed into the city are agricultural in nature. He then listed agricultural uses in the code, including single-family units, a solar field, a wind turbine field, a park or recreational field, commercial agriculture, a community garden, a plant nursery, a shooting range, and an indoor or outdoor animal care facility. He added that it would allow for Essential Services facilities.

Jeff Grimes requested paperwork on the "Essential Services" definition, asking the Commission to be cautious when changing this definition. He is concerned about power storage facilities and wants more clarification on these code changes.
Mr. Hinkelman reminded Mr. Grimes that this process occurs only in the case that a property is not given a zoning designation within the first 60 days.

Kim Heisler talked about the importance of owners of adjacent land being notified in a timely manner and also suggested expanding the distance of those affected so that more are aware. She disliked the change from an 11-day notice to a 7-day notice, as she thinks the notice period should be longer, not shorter. Ms. Heisler also had a few questions regarding temporary signage.
Mayor Lee asked why the 7-day notice was chosen; Mr. Hinkelman responded that the 7-day notice has been followed for many years and also noted the expanded distance would cost more due to mailing expenses.

Mayor Lee and Commissioner Hohman both indicated a preference for a longer time period of notification.

This served as a first reading for this ordinance.

2) Ordinance No. O-7-25 (1st Reading)
An amended ordinance to make appropriations for the City of Piqua, Ohio, for the year 2025

Introduction: Mr. O'Brien said this ordinance proposes modifications to the 2025 Budget due to ongoing projects and other changes in the Sanitation Department, along with other expenditures not anticipated last fall when the budget was created.

Commissioners Comments: Commissioner DeBrosse wanted to know if it was a federal or state grant the city applied for regarding Section 4 Police; Chief Byron said it was for a state grant that was not approved. The Police Department will be reapplying for this same grant again next year.

Public Comments: Kim Heisler asked about the transfer of funds to the Street Department from the Sanitation Department budget. Mr. O'Brien explained that Sanitation employees will have to be paid from the Streets fund going forward, so the personnel line is reduced in the Sanitation fund. Ms. Heisler also wanted to know if Section 1 was due to lawsuits being paid out. Mr. O'Brien said it was due to needing Contractual Services such as legal services, along with prosecution court costs by the Law Director.

3) Ordinance No. O-8-25 (1st Reading)
An ordinance authorizing the establishment of a Bond Retirement Debt Service Fund

Introduction: Mr. O'Brien reminded the City Commission of their approval in 2024 of the issuance of debt to fund the HVAC project at the Municipal Government Complex and the Fort Piqua Plaza. This ordinance would establish a specific fund for payments to be accounted for in this project.

Commissioners Comments: None

Public Comments: None

This served as a first reading for this ordinance.

4) Resolution No. R-35-25

A resolution for a Crop Share Farm Lease Agreement at the R.M. Davis Water Tower property

Introduction: Utilities Director Kevin Krejny said that the city purchased the property where the R.M. Davis Water Tower is located in 2001. For many years now, the city has allowed Don Fisher Farming to lease 3.6 acres of this land for farming. This resolution would renew the lease agreement with Don Fisher Farming.

Commissioners Comments: None

Public Comments: Kim Heisler expressed her concern about the proximity of farming chemicals to a water source. Mr. Krejny responded that the city's water sources are several miles away from this area, and the water pipes are designed to keep out chemicals.

Nicholas Mahrt wanted to know what crops are being farmed at this parcel. Mr. Krejny said that last year was corn, and sometimes it is soybeans.
Mr. Mahrt asked how often the water tower gets maintained; Mr. Krejny said that it is cleaned out every few years, noting that it was painted last September.
Mr. Mahrt expressed concern about crop dusting by the farming process affecting the water in the tower. Mr. Krejny responded that the 1.5-million-gallon water tank does not get opened, only a hatch for cleaning purposes.

A motion was made by Commissioner Vetter to approve Resolution No. R-35-25, and Commissioner Hohman seconded the motion. All were in favor and the motion was carried unanimously.

5) **Resolution No. R-36-25**
A resolution appointing Clerk of Commission for the City of Piqua

Introduction: Law Director Jessica Stiltner announced the appointment of Administrative Assistant Kimberly Hughes as Clerk of Commission, with Diana Tamplin as the back-up clerk.

Commissioners Comments: Mayor Lee said that the Commission is looking forward to working with Kimberly and welcomed her.

Public Comments: None

A motion was made by Commissioner Hohman to approve this resolution, and Commissioner Simmons seconded the motion. All were in favor and the motion was carried unanimously.

6) **Resolution No. R-37-25**
A resolution authorizing modernization of the Municipal Government Complex Public Elevator

Introduction: Facilities Manager Bob Graeser explained that this resolution would authorize the modernization of the public elevator, which is one of three elevators in the Municipal Government Complex. This elevator is the most critical one, as it affects public access. It is part of the 2025 Budget and is a two-stop elevator.

Commissioners Comments: Mayor Lee asked what the downtime would be while this upgrade occurs; Mr. Graeser said that it would be a few weeks.

Commissioner Vetter asked if this expense was included in the 2025 Budget, to which Mr. Graeser answered yes.

Commissioner Hohman commented that this elevator modernization is critical for ADA compliance.

Public Comments: Kim Heisler wanted to know how often the elevators are looked at. Mr. Graeser said that there are regular state inspections, and the elevators are serviced twice per year for maintenance.
Ms. Heisler also asked for upgrade details, and Mr. Graeser said the elevators are 24 years old. He said the updates are extensive and shown in the documents provided in the agenda packet. He said that it was a state bid by a purchasing cooperative.

Nicholas Mahrt asked what the cost would be for the public elevator; Mr. Graeser said the total cost would be $96,000 plus a 5% contingency for a total of $101,000.
Mr. Mahrt then asked for estimates of the cost of the other elevators; Mr. Graeser said that each would be approximately $70,000 to $80,000.

A motion was made by Commissioner Vetter to approve the resolution, and Commissioner Hohman seconded the motion. All were in favor and the motion was carried unanimously.

7) **Resolution No. R-38-25**
A resolution authorizing a purchase order to Paul Sherry Chrysler Dodge Jeep Ram for the purchase of (2) Ram 5500 dump trucks with plow and salt equipment for the Streets Department

Introduction: Mr. Brookhart talked about the resolution details, citing that he received bids to purchase two new Ram 5500 dump trucks for the Streets Department. The Paul Sherry dealership offered the lowest price, with a total cost of $231,464 for both. This was approved in the 2025 Budget, coming in under budget. These dump trucks will be used for snow removal, storm cleanup, and street and alley maintenance.

Commissioners Comments: Commissioner Hohman said he was happy to use a local dealership for this purchase.

Commissioner Simmons commented that under budget is always good.

Public Comments: Kim Heisler asked if the city would ever outsource the Streets Department; Commissioner Hohman said that question was irrelevant to this resolution.

A motion was made by Commissioner Hohman to approve Resolution No. R-38-25, and Commissioner Simmons seconded the motion. All were in favor and the motion was carried unanimously.

8) **<u>Resolution No. R-39-25</u>**
A resolution authorizing a Zoning Map Amendment to the City of Piqua Zoning Map for a 5.079-acre split from Parcel # N44-250148 to Civic (CV)

Introduction: Mr. Hinkelman discussed the details of this resolution, which involves a 5-acre split that will receive a new Parcel ID number when the split is actually platted. He said that this piece of land does not currently have a zoning designation. As part of the process for approval, the Planning Commission made a recommendation to the City Commission to zone it as Conservation "CN." City staff is recommending a zoning designation of Civic "CV" that allows other uses, including Essential Services, such as a water plant or an utility substation.

Commissioners Comments: Mayor Lee asked if anyone was putting a battery storage facility there; Mr. Hinkelman answered that he was unaware of that, but there could be a power substation in the future there. The city owns the land currently.

Commissioner Hohman asked who initiated this split of land; Mr. Hinkelman said the city initiated this request on behalf of potential power provider AES.

Commissioner Simmons commented that there is a bald eagle's nest located there, along with some endangered species.

Commissioner Hohman inquired if the issue of endangered species on this land is applicable to the zoning designation. Mr. Hinkelman said that issue is irrelevant now, but would come into play when the land is actually developed.

Public Comments: Ryan Todd, who lives near this parcel, asked the City Commission to consider the future impact of this zoning designation and to consider the input of public comment taken by the Planning Commission to do a designation of CN.

Brittany Brown reiterated, as she has in previous meetings, that this parcel needs to be zoned as CN. She has many concerns, including negative health effects, exposure to children, and the proximity to two main water sources. She said that the citizens' health is far more important than a sale. She said the building of a substation would be detrimental to her property value.

Commissioner Simmons made a motion to amend this resolution to change the language from Civic "CV" to Conservation "CN." There was no second motion. Motion died.

Mark Safreed showed the Commissioners a buffer map of the 5-acre tract, as he lives next to the buffer. His concern is that a developer would remove the buffer that is 12-feet tall, and he is asking the city to honor the buffer agreement and let it be a green space.

Tiffany Adkins shared her concerns that a substation near the city's water source would contaminate the water and asks for the Commission to listen to the Planning Commission's recommendation of Conservation.

Nick Brown expressed his belief that, if this parcel is industrialized, the wildlife there will be erupted, including the Indiana brown bat, the Northern harrier hawk, the Henslow's sparrow, and bald eagles.

Jamie Brown shared her concerns that EMF exposure can travel up to 5 miles and asked that the Commission put the health and safety of the citizens above other things and listen to the Planning Commission's recommendation.

Eve Aden, who lives in Washington Township, expressed her support for Conservation status for this parcel.

Nicholas Mahrt stated that the City Commission is obligated to preserve the public peace, health, safety, and general welfare of its affairs. He listed some negative side effects of building a power substation on this land and said he wants a zoning designation of Conservation here.

Diana Parke asked when the city began buying AES power for its citizens; Mr. Oberdorfer replied that it was years ago when AES was DP&L.
Ms. Parke asked what a power substation would add to Piqua; she wants this area preserved and for the Commission to listen to the citizens. Mayor Lee said this is about a zoning designation, not a substation.

Commissioner Hohman explained how the city purchases electricity; it is all connected to the grid, so producers do not have to be local to the purchasers of power. Mr. Oberdorfer stated that the city buys its power from AMP Ohio.

Kim Heisler encouraged the Commission to designate the parcel as Conservation and thanked Commissioner Simmons for his support in this matter.

Commissioner Vetter commented that the Ohio Power Siting Board would be involved if AES built a substation on this land.

Jeff Grimes stated that he has gathered approximately 200 signatures of citizens who do not want a zoning designation of Civic. He said that electrical wires are the primary killer of protected birds, and he is worried about EMF toxins and its negative health consequences. Mr. Grimes also asked if a zoning designation of Civic would allow for a power substation, to which Mr. Hinkelman said yes.

Commissioner Simmons stated that the recommendation by the Planning Commission was for Conservation.

A motion was made by Commissioner Hohman to approve this resolution, and Commissioner DeBrosse seconded the motion. Commissioner DeBrosse, Commissioner Hohman, and Commissioner Vetter voted in favor, while Mayor Lee and Commissioner Simmons voted against it. The motion carried.

9) <u>Resolution No. R-40-25</u>

A resolution authorizing a Zoning Map Amendment to the City of Piqua Zoning Map for the 37.061-acre remainder of Parcel # N44-250148 to Civic (CV)

Introduction: Mr. Hinkelman said that Resolution No. R-40-25 refers to the parcel just discussed with the 37.061 remaining acreage, which has the city's water plant on it. Currently, this parcel is not designated for zoning. In a recent meeting, the Planning Commission heard the case for this parcel and voted 3-1 against a zoning designation request of Civic.

Commissioners Comments: Commissioner Hohman inquired if the Planning Commission was offered the option of several different zoning designations for this parcel; Mr. Hinkelman stated that the Planning Commission's position is to approve or deny a request, but cannot select a zoning classification.

Commissioner Simmons asked if the city could keep the current water plant if the parcel is zoned as Conservation. Mr. Hinkelman answered yes, noting that the water plant would not be able to be upgraded or expanded if zoned as Conservation.

Public Comments: Ryan Todd asked what would happen to a property with an existing use if the zoning was changed; Mr. Hinkelman answered that it would be allowed as a pre-existing non-conforming use.

Kim Heisler wanted to know what it would take for the Commission to vote differently on this resolution and the previous one, along with asking each Commissioner for his reasoning on each resolution's vote.

Nicholas Mahrt said that the passage of the previous resolution and the current resolution will lead to civic discourse, which is a compromise of the public peace, health, and welfare of Piqua. Commissioner Hohman commented that a zoning designation is not disruptive to the public peace of the city.

A motion was made by Commissioner Hohman to approve Resolution No. R-40-25, and Commissioner Vetter seconded the motion. Commissioner DeBrosse, Commissioner Hohman, and Commissioner Vetter voted in favor of it, while Mayor Lee and Commissioner Simmons voted against it. The motion carried.

10) <u>Resolution No. R-41-25</u>

A resolution authorizing the City Manager to sign an amendment to the contract with the city's accounting system provider Springbrook to purchase an upgrade to the accounting system

Introduction: Mr. O'Brien explained that an existing project management module within Springbrook had not been included in the recent contract, so this amendment is needed to authorize the addition of that module.

Commissioners Comments: Mayor Lee asked for the cost of the module, to which Mr. O'Brien said that it would be $4,750 per year beginning in 2026. He added that Springbrook will not charge for it in 2025.

Commissioner Vetter commented that it would be helpful to list the number of computer upgrades made recently for more efficiency and accuracy to allow citizens to see and appreciate the upgrades.

Commissioner Hohman stated that, from a cybersecurity perspective, it is much more secure on a cloud-based server and makes it more resilient as well.

Public Comments: Kim Heisler asked if the city is getting new software to replace Springbrook. Mr. O'Brien answered that Springbrook is the city's accounting system and is not going away. He said that the new Gravity software is separate from the accounting system and assists with producing financial reports. Ms. Heisler stated her concern that going cloud-based would be less secure, to which Commissioner Hohman and Commissioner Simmons disagreed.

A motion was made by Commissioner Simmons to approve the resolution, and Commissioner Hohman seconded the motion. All were in favor and the motion was carried unanimously.

COMMISSIONERS COMMENTS

Mr. Oberdforfer announced that Wells Brothers, who resurfaced Looney Road recently, won the 2024 Quality Paving Award.

Commissioner Vetter announced that this coming Thursday, March 20th, is Fred Rogers Day.

Commissioner Simmons announced that he would not be present at the next Commission Meeting on April 1st due to surgery on his hand.

Commissioner Hohman commented that Nicklin Avenue was resurfaced recently, but there are still some rough patches. Mr. Oberdorfer responded that the Streets crew is using cold patch temporarily, but will repave as needed when the asphalt plant opens in April.

Mayor Lee said that the Lehman Catholic School musical is this coming weekend.

ADJOURNMENT

A motion was made by Commissioner Vetter to adjourn at 9:31 p.m., and Commissioner Hohman seconded the motion. All were in favor and the motion was carried unanimously.

NON-AGENDA PUBLIC COMMENT

(This is an opportunity for citizens to address the City Commission on Non-agenda items after the adjournment of the Business Agenda. Comments will be limited to seven (7) minutes.)

Mayor Lee announced that there would be no Public Comment due to the time past 9 p.m.

KRIS LEE, MAYOR

PASSED: 4-1-2025

ATTEST: Kimberly Hughes

COMMISSION CLERK

<u>Resolution No. R-42-25</u>

A resolution appointing members to the Civil Service Board.

SEC. 1: Stuart Shear is hereby appointed as a member of the Piqua Civil Service Board for a term of three (3) years to expire on March 31, 2028, or until his successor is confirmed and qualified;

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

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:

____

KRIS LEE, MAYOR

PASSED: ______________________________

ATTEST: ______________________________

CLERK OF COMMISSION

The Motion to adopt the foregoing Resolution was offered by None, seconded by None, and on roll call the following vote ensued:

Mayor Kris Lee	
Commissioner Jim Vetter	
Commissioner Paul Simmons	
Commissioner Thomas Hohman	
Commissioner Frank DeBrosse	

City of
PIQUA

DATE: March 26, 2025

TO: Catherine Bogan cub

RE: Civil Service

Please submit your recommendation for the 1 openings

APPLICANT	RENEWAL	NEW	RECOMMENDED	REASON
Stu Shear	X		YES ☑ NO ☐	Long-term member; in good standing. Good contributions. cub
			YES ☐ NO ☐	
			YES ☐ NO ☐	

Sent to Commissioners ___________

Resolution prepared______________

Diana Tamplin

From: noreply@formstack.com
Sent: Tuesday, March 18, 2025 10:32 AM
To: Diana Tamplin; Melissa Kinney
Subject: Board/Committee Application

Formstack Submission For: Board/Committee Application (Newest)

Submitted at 03/18/25 10:31 AM

Name::	Stuart Shear
Address::	[redacted] Piqua, OH 45356
Home Phone::	[redacted]
Work Phone::	[redacted]
Email::	[redacted]
Board or Committee Applying for: (Please apply for one board only):	Civil Service Commission
Length of Residence in City of Piqua-City Limits::	23 years
Registered Voter::	Yes
Have you ever been convicted of a felony?:	No
Education Background::	B.A. - Education University of Findlay MEd. - Administration Xavier Universityu

Civic and Professional Activities::	Have participated int the following: Piqua Government Academy 2 Terms on the Planning Board 3 Terms on Energy Board (Currently Vice Chair) 2 Terms on Civil Service Commission
Background, Experience and Interest relative to the appointment to a City Board/Committee::	Professional educator 8 years Businessman 8 years State of Ohio RSC Business Consultant Specialist, Training Specialist, Deputy Director. 17 years
I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States::	Yes
How did you find out about this position?:	City Website
Upload your Resume::	
Upload a cover letter (Optional)::	
Additional Information :	I have been active and supportive of Piqua after retiring here. I grew up in Piqua. I returned in 2002 and have remained since that time. My original resume and cover letter are on file.

City of PIQUA

COMMISSION AGENDA STAFF REPORT

MEETING DATE	April 1, 2025	
REPORT TITLE	**Ordinance No. O-4-25 (3rd Reading)** An ordinance authorizing the establishment of the Law Enforcement Custodial Fund	
SUBMITTED BY	Jerald O'Brien Finance	
AGENDA CLASSIFICATION	Ordinance	
BACKGROUND	Currently, when the Police Department seizes cash during a criminal investigation, it is held by the City until the distribution order is issued by the court after the case is adjudicated. Until the court order is received, none of the funds can be expended and it is not known until that time how much of the money, if any, will be retained by the City. At the time the money is seized, it is deposited into a separate bank account and is posted to a separate cash account line within the Safety Fund and a corresponding liability account. When the distribution order is received from the court, funds paid to other agencies such as the court, county prosecutor or other law enforcement agencies are paid from the Safety Fund and the separate cash and liability lines are reduced. If any money is retained by the City, it is moved to the Law Enforcement Trust Fund via journal entry, a special revenue fund, from which it can be used for certain law enforcement related expenditures.	
BUDGET/FINANCIAL IMPACT (Project costs and funding sources)	Budgeted $:	Once the fund is established and approved by the State, a transfer of funds and budget will be requested from the Commission.
	Expenditure $:	
	Source of Funds:	
	Narrative:	
ATTACHMENTS	None	

<u>Ordinance No. O-4-25 (3rd Reading)</u>

An ordinance authorizing the establishment of the Law Enforcement Custodial Fund

WHEREAS, Ohio Revised Code Section 2981.02 and City of Piqua Police Department Policy authorize the Piqua City Police Department to seize property and cash for designated offenses; and

WHEREAS, Ohio Revised Code Section 2981.11 and Police Department Policy requires that such property or cash seized be safeguarded until properly disposed of through a court order; and

WHEREAS, the City Commission wishes to create a separate fund in the accounting system of the City to account for monies that have been lawfully seized until a disposition order is issued by the court of jurisdiction,

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

SEC. 1: The Law Enforcement Custodial Fund be established to account for monies that have been lawfully seized by the Piqua Police Department and are awaiting final disposition by the court of jurisdiction.

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

1st Reading: 3/4/2025
2nd Reading: 3/18/2025
3rd Reading: 4/1/2025

____
KRIS LEE, MAYOR

PASSED: ______________________________

ATTEST: ______________________________
CLERK OF COMMISSION

The Motion to adopt the foregoing Ordinance was offered by Commissioner Vetter, seconded by Commissioner Hohman, and on roll call the following vote ensued:

Mayor Kris Lee	________
Commissioner Jim Vetter	________
Commissioner Paul Simmons	________
Commissioner Thomas Hohman	________
Commissioner Frank DeBrosse	________

City of PIQUA

COMMISSION AGENDA STAFF REPORT

MEETING DATE	April 1, 2025	
REPORT TITLE	**Ordinance No. O-5-25 (3rd Reading)** An ordinance authorizing the establishment of the Federal Law Enforcement Seizure Special Revenue Fund	
SUBMITTED BY	Jerry O'Brien, Director Finance	
AGENDA CLASSIFICATION	Ordinance	
BACKGROUND	The Piqua Police Department began four years ago to participate in the Equitable Sharing Program administered by the Department of Justice and the Department of Treasury. This program provides that when the City Police Department conducts joint investigations with federal law enforcement agencies, the City will be entitled to a share of assets forfeited to the federal government as a part of the joint law enforcement activity. The City Police Department participated in joint law enforcement activity with federal authorities from February 2020 until January 2023. Currently, the City has received and is holding $103,068.48 through the Equitable Sharing Program as a result of this joint activity. The money was posted into the Law Enforcement Trust Fund and the intent was to earmark the money for spending for the purposes allowed in the program. To date, none of this money has been expended. Upon further consideration and review of the accounting regulations in the Equitable Sharing Program, and the best way to account for and track this money, it has been determined the best course of action is to create a special revenue fund to account for the activity.	
BUDGET/FINANCIAL IMPACT (Project costs and funding sources)	Budgeted $:	Once the fund is established and approved by the State, a transfer of funds and appropriate budget will be requested from the Commission.
	Expenditure $:	
	Source of Funds:	
	Narrative:	
ATTACHMENTS	None	

<u>Ordinance No. O-5-25 (3rd Reading)</u>

An ordinance authorizing the establishment of the Federal Law Enforcement Seizure Special Revenue Fund

WHEREAS, The Piqua City Police Department occasionally partners with federal law enforcement agencies to conduct joint investigations; and

WHEREAS, Federal law enforcement agencies legally seize assets as a part of certain types of federal criminal investigations; and

WHEREAS, Proceeds from assets seized during joint investigations are shared with the City of Piqua Police Department through the Equitable Sharing Program administered by the Department of Justice and the Department of Treasury; and

WHEREAS, Federal regulations of the Equitable Sharing Program require that the receipt and expenditure of these shared proceeds be accounted for and tracked within the City's accounting system separately from any other monies.

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

SEC. 1: The Federal Law Enforcement Seizure Special Revenue Fund be established to account for monies that have been received from the Department of Justice through the Equitable Sharing Program.

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

1st Reading 3/4/2025
2nd Reading 3/18/2025
3rd Reading 4/1/2025

____
KRIS LEE, MAYOR

PASSED: ________________________

ATTEST: ________________________
CLERK OF COMMISSION

The Motion to adopt the foregoing Ordinance was offered by Commissioner Vetter, seconded by Commissioner DeBrosse, and on roll call the following vote ensued:

Mayor Kris Lee	________
Commissioner Jim Vetter	________
Commissioner Paul Simmons	________
Commissioner Thomas Hohman	________
Commissioner Frank DeBrosse	________

City of PIQUA

COMMISSION AGENDA STAFF REPORT

MEETING DATE	April 1, 2025
REPORT TITLE	**Ordinance No. O-6-25 (2nd Reading)** An ordinance to amend Title XV: Land Usage, Piqua Development Code
SUBMITTED BY	Kyle Hinkelman , Director Community Services
AGENDA CLASSIFICATION	Ordinance
BACKGROUND	The City of Piqua Development Code was originally adopted in 2023. The code has been utilized for over a year by staff and the community, and it is apparent that some code sections need review and modification. Staff has worked to keep a list of code situations that are problematic or create less than ideal scenarios or outcomes. In an effort to continually make the Development Code better, staff is proposing modifications to sections noted. The Planning Commission discussed the changes with public comment at their March 11, 2024, meeting and recommended approving the changes as proposed in a 4-0 vote.
BUDGET/FINANCIAL IMPACT (Project costs and funding sources)	Budgeted $: N/A Expenditure $: N/A Source of Funds: N/A Narrative: N/A
ATTACHMENTS	1. Exhibit A

<u>Ordinance No. O-6-25 (2nd Reading)</u>

An ordinance to amend Title XV: Land Usage, Piqua Development Code

WHEREAS, the Piqua Development Code adopted by Piqua Code of Ordinances Title XV establishes districts and standards pertaining to the development and use of land; and

WHEREAS, the Planning Commission has recommended in a 4-0 vote to amend the Sections listed attached as Exhibit A of the Piqua Development Code.

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

SEC. 1: The Piqua Development Code adopted by Piqua Code of Ordinances Title XV is hereby amended as described herein and as reflected in the attached Exhibit A.

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

____

KRIS LEE, MAYOR

PASSED: ________________________

ATTEST: ________________________

CLERK OF COMMISSION

The Motion to adopt the foregoing Ordinance was offered by None, seconded by None, and on roll call the following vote ensued:

Mayor Kris Lee	________
Commissioner Jim Vetter	________
Commissioner Paul Simmons	________
Commissioner Thomas Hohman	________
Commissioner Frank DeBrosse	________

RESOLUTION No. PC 06-25

WHEREAS, the City of Piqua Planning Commission has reviewed an amendment to "Title XV – Development Code" to the Development Code of the City of Piqua as shown in Exhibit A, attached; and

WHEREAS, the Planning Commission has studied the request, conducted a public hearing on the matter, and has established findings that indicate the proposed code amendment:

☒ Will not threaten the general health, safety, and welfare of the community; and

☒ Conforms to all applicable plans and policies of the city.

NOW THEREFORE BE IT RESOLVED, board member Micah Underwood hereby moves to recommend approval of the request made, as described by this resolution, the testimony provided, and the documents attached hereto, the motion is seconded by board member Brad Bubp and the voting record on this motion is hereby recorded as follows.

	AYE	NAY	ABSTAIN	ABSENT
Mr. Bradley Bubp	☒	☐	☐	☐
Mr. Eddie Harvey	☐	☐	☐	☒
Mr. Terry Wright	☒	☐	☐	☐
Mr. Adam Seas	☒	☐	☐	☐
Mr. Micah Underwood	☒	☐	☐	☐

B.C. Bubp Chairperson

ATTEST: ____________________
Clerk of Commission

Date: 3/11/25

STAFF REPORT

Planning Commission

Date: March 11, 2025
Re: PC 06-25 – Zoning Text Amendment

Applicant: City of Piqua
Owner: N/A

Address: N/A
Parcel #: N/A

Zoning: N/A

Request: Recommendation to make modifications to the following Sections of the Development Code – 3.4, 4.2, 4.7, 5.1, 6.2, 7.1, 7.2, 7.4, 8

Staff Comments and Recommendations:

Overview
The City of Piqua Development Code was originally adopted in 2023. The code has been utilized for over a year by staff and the community and it is apparent that some code sections need review and modification. Staff has worked to keep a list of code situations that are problematic or create less than ideal scenarios or outcomes. In an effort to continually make the Development Code better staff is proposing modifications to sections noted below. Additional changes to the Development Code will be proposed at the April and likely May meeting.

Staff Analysis:
Changes proposed are noted below with a brief explanation of the proposed change:

- Change to term Development Director to Community Services Director.
  - The Development Director position no longer exists.
- Primary Use Table Modifications
  - These changes intend to clarify what districts that civic and emergency services are permitted.
- Div 3.4.2 – Essential Services

City of PIQUA

STAFF REPORT

  - Adds the term “essential utility” to make a clear differentiation between fire and police services and essential utility services.
- Div. 4.2.5 – Parking Requirements
  - Addition of clear standards for parking numbers – based on the ITE manual
  - Removes multi-modal trip requirements, which generally are not able to be utilized.
  - Removes TDM strategies from the code.
- Div. 4.2.7 – Bicycle Parking
  - Modifies the language to allow flexibility in where parking is required and provides for alternatives.
- Div. 4.3.7 – Prohibited Signs
  - Removed “signs advertising illegal activity” as that is not content neutral.
  - Added additional sign types like beacons, vehicles, balloons, etc.
- Div. 4.7.6 – Signs Requiring a Permit
  - Added Electronic Message Center (EMC)
  - Modified the permitted district table for EMC and Pole Signs.
- Div. 4.7.7 – Permanent Sign Types
  - Added EMC standards.
  - Modified standards for Pole Sign.
  - Modified Mural standards to allow 10x the standard size.
- Div. 4.7.10 – Signs in the Downtown Districts
  - Changes the language from LED to Electronic Message Center (EMC).
- Div. 5.1.2 – Riparian and Setback Buffers
  - Add clarifying language to permit modifications that do not compromise the integrity of the bank or negatively impact the function of the buffer but do allow for the continued recreational use of land adjacent to the body of water.
- Div. 6.2.1 - Powers
  - Remove the requirement to have the Planning Commission hear annexation requests, to bring the language in line with state law.
- Div. 6.2.2 – Procedure
  - Reduces language to note that procedure will follow Ohio Revised Code.

City of
PIQUA

- Div. 6.2.3 – Consideration
  - Removes the PC providing a zoning district language.
- Div. 6.2.4 – Zoning Designation Default
  - Adds clarifying language to make parcels that are annexed into the city default to AG – Agricultural zoning designation 60 days after the annexation is adopted if other language isn't brought forward providing a district to it.
- Div. 7.1.4 Planning Commission
  - Removes Certificate of Appropriateness from their dutieis.
- Div. 7.2.1 – General Review Provisions
  - Clarifies the process for notice to the current process of seven (7) days.
- Div. 7.2.5 – Development Permit
  - Adds clarifying language regarding the utility providers.
- Div. 7.4.1 – Intent
  - Removes the fee schedule and clarifies the organization of the fee schedule.
  - Notes that numbers are rounded up to the nearest dollar.
- Div. 7.4.2 – Contractor Registration
  - Updates language requiring registration for concrete contractors.
- Div. 8 – Definitions
  - Added a definition for "Sign face".

EXHIBIT A: Development Code Modifications

General Changes throughout Code

- Replace the term Development Department with Community Services Department in all locations throughout the Code.

Primary Use Table Modifications

Page 3-6, 3-7

- Add to Permitted Use
    - Civic Facility – IL, IH, AG, PK
    - Emergency Service Facility – AG, PK, CN
    - Essential Service Facility – AG, PK, CN, CV

Div. 3.4. Public Uses

3.4.2 Essential Services

Essential Services includes, but is not limited to, the following:

Emergency service facility	Solar Field
Essential service facility	Wind turbine field
Essential Utility	

E. Essential Utility

1. Definition

A facility created for the sole purpose of providing utility services essential for the functioning of a utility system, including but not limited to water plants, water towers, pumping stations, electrical substations, and wastewater plants.

2. Use Standards

a. All lighting at facilities shall meet all standards of 4.5.

b. Facilities are to be screened with a Low-Impact Common Lot Line Screen (4.3.7) along all common lot lines.

c. Facilities are to be screened with a Low-Impact Frontage Screen (see 4.3.7) along all primary and side street lot lines.

Div. 4.2. Parking and Access

4.2.5. Parking Requirements

…

B. Standards

1. Changes of use, modification of buildings, and new site construction may be required to submit a Transportation Management Plan (TMP) to the ~~Development~~ Community Services Director, for review, if the development of the site is unable to meet the general parking standard minimums or maximums defined off-street. The Director may require information as needed to assess the TMP.

2. General Parking Standards.

   a. For the purpose of calculating a parking minimum or maximum the table below shall be utilized.
   b. Those calculations noting a “unit” shall mean a room or group of rooms that are owned or rented out as a single dwelling.
   c. Those calculations noting square footage shall mean the gross floor area of the building utilized by the use. Buildings that have multiple uses within them can breakdown the utilization of the building by use for the purpose of the calculations.
   d. For any additional categories or detail necessary the Institute of Transportation Engineers Parking Generation Report, 5th Edition parking generation ratios or models shall be utilized.

   e. Parking Requirements for Residential Uses

Land Use	**Spaces Minimum**	**Spaces Maximum**	**Bicycle Parking**
1 dwelling unit	2 / unit	2 / unit	N/A
2, 3, 4+ dwelling units	1 / unit	1.5 / unit	Yes
4+ dwelling units	1 / unit	1 / unit	Yes
Nursing Home, Home for the Aging	0.50 / unit	0.75 / unit	Yes

f. Parking Requirements for Retail and Commercial Uses

Land Use	**Spaces Minimum**	**Spaces Maximum**	**Bicycle Parking**
Eating and/or Drinking Establishments			
Eating and Drinking Establishments	1 / 75 s.f.	1 / 50 s.f.	N/A
Restaurants with Drive-thru	1 / 175 s.f.	1 / 125 s.f.	Yes
Patios / Outdoor Dining	50% of primary structure	1 / 50 s.f.	Yes
Catering without public areas	1 / 450 s.f.	N/A	Yes
Retail			
10,000 sq.ft. or less	1 / 250 s.f.	1 / 200 s.f.	Yes
10,001-100,000 sq.ft.	1 / 275 s.f.	1 / 200 s.f.	Yes
100,000+ sq.ft.	1 / 300 s.f.	1 / 200 s.f.	Yes
Furniture Stores	1 / 1000 s.f.	1 / 750 s.f.	No
Commercial Centers			
Less than 100,000 GFA with 3 businesses	1 / 275 s.f.	1 / 200 s.f.	Yes
Greater than 100,000 GFA	1 / 300 s.f.	1 / 250 s.f.	Yes
Office			
General Office	1 / 450 s.f.	1 / 300 s.f.	Yes
Call Center	1 / 300 s.f.	N/A	Yes
Hospital	2.5 spaces / bed	N/A	Yes
Medical Office	1 / 300 s.f.	N/A	Yes
Lodging			
Hotel or Motel	1 / room	N/A	No
Rooming House	1 / 400 s.f.	N/A	No
Apartment Hotel	1 / 400 s.f.	N/A	No
Dormitory	1 / 400 s.f.	N/A	Yes
Automobile			
Auto Repair	1 / service bay	N/A	No
Boat and RV Sales, Car and Truck Sales	1 / 5,000 s.f. of lot area used for display 1 / 300 s.f. of building	N/A	No
Car Wash	2 / site	N/A	No
Fuel Sales / Gasoline Stations	2 / site	1 / 300 s.f. of buildings, not including fuel canopies	Yes

g. Parking Requirements for Institutional, Educational, and Civic Uses

Land Use	Spaces Minimum	Spaces Maximum	Bicycle Parking
Day Care			
Adult Day Care	1 / 500 s.f.	N/A	Yes
Child Day Care	1 / 500 s.f.	N/A	Yes
Pet Day Care	1 / 500 s.f.	N/A	Yes
Places of Assembly			
Civic, Fraternal, Religious, or other assembly or institutional organizations, primary uses	1 / 30 s.f. of sanctuary, auditorium, or main place of assembly	N/A	Yes
Civic, Fraternal, Religious, or other assembly or institutional organizations, non-assembly areas	1 / 500 s.f. of non-assembly area	N/A	Yes
Funeral Parlor	1 / 150 s.f.	1 / 100 s.f.	Yes
Stadium	1 / 30 s.f. of assembly space	N/A	Yes
Theater	1 / 30 s.f. of auditorium	N/A	Yes
Schools			
Elementary schools or middle school	1 / 60 s.f. of assembly areas	1 / 1,000 s.f.	Yes
High School, Business, or Technical or Trade School	1 / 60 s.f. of assembly areas	1 / 1,000 s.f.	Yes
University or College	1 / 60 s.f. of assembly areas	1 / 1,000 s.f.	Yes
Athletic Facilities			
Bowling Alley	4 / lane	1 / 300 s.f.	Yes
Staking Rink	1 / 100 s.f.	N/A	Yes
Spectator Sports other than stadium and swimming pools	1 / 60 s.f. of assembly area	1 / 1,000 s.f.	Yes
Tennis, Pickleball, or Racquetball	2 / court	N/A	Yes
Cultural Uses			
Art Gallery	1 / 400 s.f.	N/A	Yes
Library	1 / 400 s.f.	N/A	Yes
Museum	1 / 400 s.f.	N/A	Yes

h. Parking Requirements for Industrial Uses

Land Use	Spaces Minimum	Spaces Maximum	Bicycle Parking
Warehousing	1 / 1,000 s.f. for first 20,000 s.f. 1 / 5,000 s.f. for 20,001-100,000 s.f. 1 / 10,000 s.f. for 100,001+	N/A	No
General Industrial / Manufacturing	1 / 750 s.f. for first 20,000 s.f. 1 / 1,500 s.f. for 20,001-100,000 s.f. 1 / 3,000 s.f. for 150,001+	N/A	No

Self-Storage	1 / 50 storage units	N/A	No

3. Transportation Management Plan (TMP).
   The TMP will identify the maximum expected amount of parking demand that will be generated by the site during a typical operational day. This maximum expected parking demand will be based on one of the following:

   a. A parking study which uses parking utilization rates from similar construction in a similar development pattern to determine expected parking demand to be generated. Similarities must include number of off-street spaces provided at the comparison site, size and use of facility, location within a rural, suburban or urban context, and other features relevant to parking generation that can be compared between the existing and proposed site.

   b. The Institute of Transportation Engineers Parking Generation Report, 5th Edition parking generation ratios or models as applied to the uses of the site.

~~3. Relevant location-based characteristics that support multi-modal trips to the site will be assessed. These characteristics include:~~

   ~~a. Proximity to a residential service population within walking or biking distance, as determined by the availability of infrastructure that supports a safe and comfortable biking and pedestrian environment~~

   ~~b. Proximity to a shared parking facility that is available to the project, connected to the site by infrastructure that supports a safe and comfortable biking and pedestrian environment~~

4. The TMP will estimate the peak periods of parking demand throughout the typical day, based on the type of uses within the project and hours of operation.

5. The TMP will account for all parking available to the project, including:

   a. Number of on-site parking spaces provided;

   b. Number of off-site, privately shared, and public parking spaces available; and

   c. Number of bicycle parking spaces provided.

6. The project is required to meet 100% of the estimated parking demand generated on a typical operational day using a combination of on-site, off-site, privately shared, and public parking spaces. The Director may require that up to 75% of this demand be met on-site in Suburban districts. The Director is

authorized to assist with the further development of the applicant's TMP to reduce the project's demand for parking spaces.

7. Applicants are encouraged to share parking and limit construction of new lots to the number of spaces needed on a typical day. Oversizing lots to accommodate unusual conditions of high parking demand, like infrequent sales events, or scenarios where all users are assumed to drive in single-occupancy vehicles is not considered proper methodology of completing a TMP, and the ~~Development~~ Director may require revisions to the TMP to reflect a multi-modal strategy.

8. Off street parking spaces may not exceed 100% of the recommended number of spaces provided by the ITE, unless shared parking or other uses for the parking spaces cause the reason for the additional spaces. The ~~Development~~ Director will assess the total conditions of the TMP to determine this maximum.

9. Parking lots may not be oversized to include more pavement than necessary to accommodate drive aisles, parking spaces, walkways, and necessary turnaround areas.

10. Where public parking facilities, including on-street parking, are to be used to meet the anticipated parking demand, the Director will provide an assessment of current parking utilization rates within those facilities. Where the latest data on parking utilization rates during the project's peak demand periods shows that the facilities cannot accommodate the adjusted parking demand anticipated by the project, the Director may determine one the following:

    a. The project must be adjusted to reduce the expected parking demand to the amount that can be supported by the available supply.

    b. The project must accommodate more parking on-site sufficient to meet the adjusted parking demand.

    ~~c. With the Development Director's permission, the project may employ Transportation Demand Management (TDM) strategies determined sufficient to reduce the adjusted parking demand to the supply of the project and shared facilities. TDM strategies include, but are not limited to:~~

        ~~i. Decoupling the price of parking from the rental rate for a residential project to reduce the number of vehicles owned by residents~~

        ~~ii. Allowing a percentage or all of on-site spaces to be shared by off-site visitors or the public at large to increase the total amount of shared parking facilities in the area~~

        ~~iii. Incentivizing or requiring employees to carpool to work~~

~~iv. Voluntarily paying into a fund to create more off-site shared parking spaces or a bike share program~~

~~v. Restricting leasing or HOA terms to allow site users only a pre-specified amount of parked vehicles~~

d. The ~~Development~~ Director may require an application to be reviewed and approved by the Planning Commission where the applicant proposes to build or reduce availability of on-site parking to an amount that is less than 50% of the parking generation estimated by the ITE and where the availability of alternative parking locations appears inadequate to the Director.

4.2.7. Bicycle Parking

C. Standards

1. Required Bicycle Parking Spaces

Bicycle parking must be provided in accordance with the ~~following~~ appropriate use noted in the table §4.2.5.B. In no case is a single use or single lot required to provide more than 16 bicycle parking spaces. A development with more than one use is not required to provide more than 20 bicycle parking spaces. When the application of these regulations results in the requirement of a fractional bicycle parking space, fractions of ½ or more are counted as 1 space.

When required under §4.2.5.B, the following table shall be utilized for the number of bicycle spaces required for a general use category.

Div. 4.7 Signs

4.7.3 Prohibited Signs

…

~~9. Signs advertising illegal activity.~~
9. Beacons and searchlights, except for emergency purposes.
10. Vehicles on which identification of a business, service, or other advertising is displayed, consistently parked or used on the premises in such a manner and for such duration that they constitute a sign.
11. LED, electronic, and digital reader boards not used as part of an approved Electronic Message Center (§4.7.7.E).
12. Balloons, including hot air balloons.

13. Any sign not expressly permitted by these regulations.

4.7.6 Signs Requiring a Permit

A. Application

1. Permanent Signs

…

e. Electronic Message Center (EMC)

f. Entrance Sign

g. Highway Sign

h. Monument Sign

i. Mural

j. Pole Sign

k. Projecting Sign

l. Shingle Sign

m. Wall Sign

n. Window Sign

B. District Permissions

Modify the table to include:

1. Electronic Message Center (EMC) as the following:

   Sign Type Allowed:

   IL, IH, CV

   Sign Type Allowed for Non-Residential Uses only:

   NX, CX, RX, T-FX, T-NX, T-GX, T-SX,

   Sign Type Not Allowed:

   RE-20, RE-10, RE-6, S-RA, S-RM, T-RL, T-RM, T-RM-E, T-RH, D-RF, D-GX, D-SX, AG, PK, CN

2. Pole Sign as the following:

Sign Type Allowed:

IL, IH

4.7.7 Permanent Sign Types

E. Electronic Message Center (EMC)

1. Description

An electronic message center (EMC) is a sign that is capable of displaying words, symbols, figures or images that can be electronically changed by remote or automatic means.

2. General Provisions

a. Such signage is limited to a total of six (6) messages per minute with a minimum ten (10) second delay between messages, to be displayed one at a time; and

b. The entire message changes at once, without scrolling, animation, flashing, blinking or other movement or any other effect that gives the appearance of movement, without noise or other audio messages and without special effects other than printed words, numbers, or images.

c. Such signs shall not have any communication device installed and/or used for the purpose of transmitting or receiving radio, optical, or other similar signals directly or indirectly from vehicles in a manner intended to convey customized advertising or other services to motorists or allow them to interact with a message.

d. Such signs shall employ a minimum physical pixel pitch of twenty (20) millimeters and shall be capable of producing true NTSC (National Television System Committee) color.

3. Number of Signs

1 (one) monument sign; and
1 (one) wall sign per primary building or use

4. Dimensions

A. 20 (twenty) square feet in area per face with a maximum of two faces, combined with a monument sign, the square footage shall not exceed the totals stated in this section for freestanding signs

B. Up to 50 (fifty) square feet of a permitted wall sign allowance may be substituted for a changeable copy sign, manual or electronic, provided said wall is also displaying an otherwise permitted non-changeable copy wall sign and is only displayed on a primary display side or adjacent to a main public entrance door.

G. Pole Sign

2. a. Remove “In Traditional and Downtown Districts, the Development Director may permit this setback to be reduced to within 1 foot of a front lot line and 5 feet of a common lot line”.

…

L. Mural

2. General Provisions

c. All text included will meet the dimensional standards of a wall sign. Text which is hand-painted as part of a hand-painted mural installation may be granted 410x the wall sign area allocation and 410x the individual wall sign maximum.

4.7.10 Signs in the Downtown Districts

…

4. Electronic Message Center (EMC) signs are not allowed.

Div. 5.1 Watershed Protection

5.1.2 Riparian and Setback Buffers

C. Prohibited Activities in the Riparian and Setback Buffers

…

9. Tree cutting may not compromise the integrity of the bank or negatively impact the function of the buffer. Tree cutting within 25 feet of the ordinary high water mark is prohibited, except to remove hazardous trees. or to allow for continued recreational use of land adjacent to the body of water (i.e., golf course, bike path, dock, etc.) as determined by the Community Services Director.

Div. 6.2 Annexation

6.2.1 Powers

Acceptance of a petition to annex land into the jurisdictional boundaries of the city of Piqua is a legislative decision made by the City Commission. ~~upon hearing and considering the recommendation of the Planning Commission.~~

6.2.2 Procedure

Annexation will proceed in accordance with the provisions of the Ohio Revised Code. Consideration of annexation will be reviewed to assure future development is possible and that ~~must be accompanied by a master plan or details of planned development relevant to conducting a rational analysis of the benefits and costs associated with annexation, as well as a preliminary review of the technical capabilities of~~ the City ~~to~~ can provide needed services to any proposed development.

6.2.3 Consideration

3. Recommendation

The Planning Commission may provide a recommendation by resolution to the City Commission, which provides detail of the analysis taken of the proposal. ~~The Planning Commission will provide the zoning districts of the newly annexed land according to adopted plans of the City where they may apply.~~

6.2.4 Zoning Designation Default

1. A parcel or parcels that are approved by the City Commission for annexation shall default to receiving an AG – Agricultural (§2.7.3) zoning designation 60 days after the approval by the City Commission, unless the Planning Commission forwards a Zoning Map Amendment (§7.2.2) recommendation for the parcel within that 60 day period.

2. If a Zoning Map Amendment is forwarded to the City Commission for their approval within 60 days after the City Commission approves the annexation, that Zoning Map Amendment shall be the approved Zoning Designation upon that parcel or those parcels and the default shall not be applied.

3. Any existing parcel that has been annexed into the City of Piqua and has not received a separate Zoning Map Amendment specifically stating the zoning designation, shall be considered to have an AG – Agricultural (§2.7.3) zoning designation as of the approval of this standard.

Div. 7.1 Review Authority

7.1.4 Planning Commission

…

B. Decision

Remove 2. Certificate of Appropriateness

7.2. Development Review

7.2.1 General Review Provisions

D. Public Notice Requirements

…

3. Mailed Notice
   Where mailed notice is required in §7.1.1., the City must notify by first class mail all owners of property within 200 feet of the subject property, as shown on the Miami County tax records. GIS tools to automate this process will be used to provide an objective measurement. Notice must be mailed at least ~~11~~ 7 calendar days prior to the date of the public hearing. The City may provide expanded notice to additional owners as a courtesy. Once mailed, an item does not have to be mailed again for additional hearings needed for tabling or further study on the matter.

7.2.5 Development Permit

…

C. Application

…

5. Utility system improvements, which include, but are not limited to, water, sewer, storm sewer, power, and gas utilities, must be authorized by the utility provider; however, the location and activities associated with those facilities require a development permit to ensure compliance with applicable tree protection, buffer or other City standards that may be affected by the construction of utilities.

Div. 7.4 Review Fees and Registration

7.4.1 Intent

A. Fees for review are intended to be charged to offset the costs of the review. All construction circumstances are different, and though they fall into similar categories, may come in different orders of magnitude with respect to review and inspection oversight. The Development Director determines the review category required for payment to the best fit in terms of administrative hours required for review and inspection. The categories presented are intended to provide flexibility between major and minor categories of work to prevent overburdening those who are performing relatively minor construction in terms of time spent for review or inspection.

REMOVE FEE TABLE

B. ~~*~~Fees will increase each year on January 1st, beginning in 2026. The Increase will be equal to 3% of the existing fee, rounded ~~down~~ up to the nearest dollar increment. The Development Department will publish these fees in a schedule each year.

7.4.2 Contractor Registration

A. Except as otherwise provided, no person, firm or corporation may undertake, offer, perform of contract to provide the following without first having obtained an appropriate certificate of registration from the city in the manner specified in this code:

- Concrete
- plumbing,
- hydronic,
- electrical,
- heating,
- ventilation,
- air conditioning,
- refrigeration services as described by Ohio Revised Code 4743~~, without first having obtained an appropriate certificate of registration from the city in the manner specified in this code.~~

Article 8 – Definitions

Sign Face - The surface of the sign upon, against or through which the message of the sign is exhibited

City of PIQUA

COMMISSION AGENDA STAFF REPORT

MEETING DATE	April 1, 2025
REPORT TITLE	**Ordinance No. O-7-25 (2nd Reading)** An amended ordinance to make appropriations for the City of Piqua, Ohio, for the year 2025
SUBMITTED BY	Jerry O'Brien, Director Finance
AGENDA CLASSIFICATION	Ordinance
BACKGROUND	The changes to the appropriations are due to changes in plans and unforeseen circumstances at the time the 2024 Budget was completed. SECTION 1: Law Department – The operating and maintenance budget increase is due to some expenditures for the Law Department not budgeted for under the new structure at the time of setting the original budget. The increase in general government is due to increases in some community programs. The transfers are increases for the 2025 debt service payments on the bonds issued in January. SECTION 2: The increases in the Street Department budget are due to the transfer of employees from the Sanitation Department to the Street Department. SECTION 3: The increase in the Street Income Tax Fund budget is for engineering work at the Exit 78 Megasite. SECTION 4: The changes in the Police Department budget are due in part to a reclassification of appropriations from operating and maintenance to capital. Also, the department did not receive a grant for drones that was expected, so the appropriations are being reduced. SECTION 5: The reduction in the Small Business Grant Fund is due to the appropriations being reduced to match the available resources. At the time of the budget, the total amount of the cash balance was budgeted, but after the budget was approved and before year-end, there was an expenditure that reduced the balance. It was too late to amend the appropriations at that time, so this change is to bring the budget in line with the available balance.

	SECTION 6: The change in the Community Development Fund is a reclassification of appropriations from capital outlay to operations and maintenance. SECTION 7: The reduction in the Revolving Loan Fund is due to the appropriations being reduced to match the available resources. At the time of the budget, the total amount of the cash balance was budgeted, but after the budget was approved and before year-end, there was an expenditure that reduced the balance. It was too late to amend the appropriations at that time, so this change is to bring the budget in line with the available balance. SECTION 8: This is to appropriate for the debt service payments on the bonds issued in January. SECTION 9: The change in the Power Fund is to pay the matching portion for a grant for the remediation of asbestos in the Power Plant. SECTION 10: The changes in the Sanitation Fund are to move appropriations from personnel and capital to contractual services due to the changing of services from in-house to contracted. SECTION 11: The increases in the Information Technology Fund are for increases and additions to IT security hardware and services and a security lock system for the MGC building. SECTION 12: This transfer is the Fort Piqua Plaza portion of the debt service being moved to the debt service fund.

BUDGET/FINANCIAL IMPACT (Project costs and funding sources)	Appropriations $:	$4,275,146 net increase to the budget
	Source of Funds:	
	Narrative:	
ATTACHMENTS	None	

ORDINANCE NO. O-7-25

AN ORDINANCE TO MAKE APPROPRIATIONS FOR THE CITY OF PIQUA, OHIO FOR THE YEAR 2025

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

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

ACCOUNT	2025 BUDGET	INCREASE (DECREASE)	2025 REVISED BUDGET
Law			
Operation and Maintenance	$93,077	$124,349	$217,426
General Government			
Operation and Maintenance	$986,430	$10,500	$996,930
Transfers			
Transfer to Capital Improvement Bonds 264	$0	$63,383	$63,383
Transfer to Fort Piqua Plaza 410	$400,000	$42,537	$442,537

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

Personal Services/Administrative Support	$1,664,702	$225,046	$1,889,748
Operation and Maintenance	$2,582,767	$23,500	$2,606,267
Capital Outlay (including labor)	$1,207,500	$60,000	$1,267,500

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

Capital Outlay (including labor)	$1,245,000	$1,760,000	$3,005,000

SEC. 4: That there be appropriated from the PUBLIC SAFETY FUND (106)

014 Police Department			
Operation and Maintenance	$987,945	($24,658)	$963,287
Capital Outlay (including labor)	$214,061	$8,988	$223,049

SEC. 5: That there be appropriated from the SMALL BUSINESS GRANT FUND (127)

Operation and Maintenance	$123,000	($5,837)	$117,163

SEC. 6: That there be appropriated from the COMMUNITY DEVELOPMENT FUND (135)

Operation and Maintenance	$202,665	$75,000	$277,665
Capital Outlay (including labor)	$1,000,000	($75,000)	$925,000

SEC. 7: That there be appropriated from the ECONOMIC DEVELOPMENT REVOLVING LOAN FUND (144)

Operation and Maintenance	$115,000	($43,315)	$71,685

SEC. 8: That there be appropriated from the BOND DEBT SERVICE FUND (264)

Non Government/Transfers/Refunds	$180,912	$116,463	$297,375

SEC. 9: That there be appropriated from the POWER SYSTEM FUND (401)

Operation and Maintenance	$33,809,301	$867,500	$34,676,801

SEC. 10: That there be appropriated from the GARBAGE AND REFUSE FUND (405)

Personal Services/Administrative Support	$788,963	($604,353)	$184,610
Operation and Maintenance	$1,597,642	$1,332,500	$2,930,142
Capital Outlay (including labor)	$550,000	($550,000)	$0

SEC. 11: That there be appropriated from the INFORMATION TECHNOLOGY FUND (408)

Operation and Maintenance	$756,298	$149,400	$905,698
Capital	$0	$95,000	$95,000

SEC. 12: That there be appropriated from the FORT PIQUA PLAZA FUND (410)

Transfer to Bond Debt Service 264	$0	$42,537	$42,537

SEC. 13: That the sum appropriated are actual expenditures for goods and services or other governmen functions performed in the calendar year 2025. Future commitments representing encumbrances of fund balance o future receipts will be appropriated in the future year when those services or goods are rendered to the city

SEC. 14: That the sums expended from the appropriations and which are proper charges against any other department or against any person, firm or corporation which are repaid with the period covered by such appropriation: shall be considered reappropriated for such original purposes; provided, that the net total of expenditures under an item of said appropriations shall not exceed the amount of the item

SEC. 15: That the Director of Finance is hereby authorized and directed to draw her warrant upon the City Treasury for the amounts appropriated in this order when claims are properly presented and approved, the same to be chargeable to the appropriations for the year 2025 when passed and legally contracted for in conformity by law

SEC. 16: That the Finance Director at the discretion of the City Manager make temporary advances from the General Fund to any Fund to cover temporary shortages of cash until revenues or permanent transfers become available to repay that temporary advance. That these advances may not exceed $1,000,000 in the aggregate no extend past December 31, 2025; except those that are to be reimbursed by federal, state or other grant programs tha were previously approved by this Commission.

SEC. 17: That all ordinances, or parts of ordinances, inconsistent with this ordinance be and they are hereby repealed.

____
KRIS LEE, MAYOR

PASSED: ______________________________

ATTEST: ______________________________
CLERK OF COMMISSION

The Motion to adopt the foregoing Ordinance was offered by____________________

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

Mayor Kris Lee __________

Commissioner Thomas Hohman __________

Commissioner James Vetter __________

Commissioner Paul Simmons __________

Commissioner Frank DeBrosse __________

City of PIQUA

COMMISSION AGENDA STAFF REPORT

MEETING DATE	April 1, 2025
REPORT TITLE	**Ordinance No. O-8-25 (2nd Reading)** An ordinance authorizing the establishment of a Bond Retirement Debt Service Fund
SUBMITTED BY	Jerry O'Brien, Director Finance
AGENDA CLASSIFICATION	Ordinance
BACKGROUND	Ordinance O-21-24 was passed by the City Commission, which authorized the issuance of bonds to fund a portion of the Facilities Improvement Project at the City Administration Building and the Fort Piqua Plaza Building. This ordinance establishes a debt service fund from which the principal and interest payments will be made to the bond account trustee. Repayment of the debt will be with transfers from the General Fund and the Fort Piqua Plaza Fund into the debt service fund in the amount of the payments as scheduled in the Debt Amortization Table.
BUDGET/FINANCIAL IMPACT (Project costs and funding sources)	Budgeted $: Expenditure $: Source of Funds: Narrative:
ATTACHMENTS	None

<u>Ordinance No. O-8-25 (2nd Reading)</u>

An ordinance authorizing the establishment of a Bond Retirement Debt Service Fund

WHEREAS, the City Commission passed Ordinance No. O-21-24 to issue bonds to pay for a portion of the Facilities Improvement Project at the City Administration Building and the Fort Piqua Plaza Building; and

WHEREAS, the City will be making debt service payments on the bonds; and

WHEREAS, Section 5705.09 of the Ohio Revised Code provides for the City to establish a Bond Retirement Fund for the retirement of serial bonds, notes, or certificates of indebtedness.

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

SEC. 1: The Bond Retirement Debt Service Fund be established to account for the payment of principal and interest on bond issuances.

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

____
KRIS LEE, MAYOR

PASSED: ______________________________

ATTEST: ______________________________
CLERK OF COMMISSION

The Motion to adopt the foregoing Ordinance was offered by None, seconded by None, and on roll call the following vote ensued:

Mayor Kris Lee	__________
Commissioner Jim Vetter	__________
Commissioner Paul Simmons	__________
Commissioner Thomas Hohman	__________
Commissioner Frank DeBrosse	__________

<u>Resolution No. R-43-25</u>

A Resolution authorizing the purchase of distribution transformers.

WHEREAS, the present operation of the City of Piqua require the purchase of transformers for the Power System; and

WHEREAS, after proper advertisement, bids were opened 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 contract to purchase from four vendors for 35 various sizes of transformers is hereby approved as the lowest, responsible bidder for said project and the City Manager is hereby authorized to execute a contract with said bidders pursuant to contract specifications;

SEC. 2: The Finance Director certifies that funds are available and it hereby authorized to draw his warrant from time to time on the appropriate account of the city treasury according to contract terms, not exceeding a total of $225,000.

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

____

KRIS LEE, MAYOR

PASSED: __________________________

ATTEST: __________________________

CLERK OF COMMISSION

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

Mayor Kris Lee __________
Commissioner Jim Vetter __________

Commissioner Paul Simmons	______________
Commissioner Thomas Hohman	______________
Commissioner Frank DeBrosse	______________

R-56-23

City of PIQUA

Commission Agenda Staff Report

MEETING DATE	April 1, 2025			
REPORT TITLE	A RESOLUTION AWARDING A CONTRACT FOR THE PURCHASE OF TRANSFORMERS FOR THE POWER SYSTEM			
SUBMITTED BY	Name & Title: Kevin Grinstead, Distribution Manager			
	Department: Power System			
AGENDA CLASSIFICATION	☐Consent	☐Ordinance	☒Resolution	☐Regular
APPROVALS / REVIEWS	☒City Manager		☒Finance Director	
	☐Development Director		☐Law Director	
	☐Department Director		☒Other: Energy Board	
BACKGROUND	Each year the Power System solicits bids to replenish our transformer inventory. Bids were received from five vendors for transformers of various sizes, voltages, and quantities on January 23, 2025. As is our standard procedure, the bids were evaluated on a present value basis for the total cost to own and operate over a twenty-five-year expected life. This evaluation considers not only the initial cost but also the operational cost associated with the transformer core and winding losses. The lowest and best bids were received from Deco, Irby, Kllen, and AMEK. Deco was the successful bidder for twenty-seven transformers of various sizes totaling $54,913. Irby was the successful bidder for five transformers of various sizes totaling $16,457. Kllen was the successful bidder for one transformer of 112.5 kVA size totaling $11,537.50. AMEK was the successful bidder for two transformers of 300 kVA size totaling $36,400. The Power System is requesting authorization to purchase thirty-five transformers from these vendors for $221,539.50. The Piqua Energy Board unanimously recommended Piqua City Commission approve this purchase of Distribution transformers at a cost not to exceed $225,000 at their March 25, 2025 meeting.			

<table>
<tr><td rowspan="4">BUDGETING AND FINANCIAL IMPACT</td><td colspan="2">Budgeted $:</td><td>$225,000</td></tr>
<tr><td colspan="2">Expenditure $:</td><td>$225,000</td></tr>
<tr><td colspan="2">Source of Funds:</td><td>Power System (190-3368)</td></tr>
<tr><td colspan="2">Narrative:</td><td>Included in the 2025 Power System budget is $225,000 for the purchase of distribution transformers.

The Resolution has a not to exceed cost of $225,000.</td></tr>
<tr><td rowspan="2">OPTIONS</td><td>1.</td><td colspan="2">Approve the Resolution awarding a purchase of distribution transformers at a not to exceed cost of $225,000.</td></tr>
<tr><td>2.</td><td colspan="2">Do not approve the Resolution and provide staff with further direction.</td></tr>
<tr><td>PROJECT TIMELINE</td><td colspan="3">The distribution transformers have an expected lead time of 14-30 weeks from when the order is placed.</td></tr>
<tr><td>STAFF RECOMMENDATION</td><td colspan="3">Approve the Resolution awarding a purchase of distribution transformers at a cost not to exceed $225,000.</td></tr>
</table>

<u>Resolution No. R-44-25</u>

A resolution regarding the application for the liquor permit for Lucky's Pad 108-10 N Main St. Piqua, OH 45356.

WHEREAS, Chapter 4303 of the Ohio Revised Code authorizes the Ohio Division of Liquor Control to issue liquor permits within the state of Ohio; and

WHEREAS, Chapter 4303 of the Ohio Revised Code authorities the legislative authority of a municipal corporation to object to the issuance, transfer, or renewal of a liquor permit within the limits of such municipal corporation and request a hearing thereon, and

WHEREAS, the Piqua City Commission has received from the Ohio Division of Liquor Control an application for a liquor permit fromLucky's Pad 108-10 N Main St, Piqua, OH 45356.

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 Commission of the City of Piqua has no objections to this liquor permit and does not request a hearing

SEC. 2: The legislative notice will be sent by the Clerk of Commission to the Ohio Division of Liquor Control no later than April 7, 2025

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

____
KRIS LEE, MAYOR

PASSED: ____________________________

ATTEST: ____________________________
CLERK OF COMMISSION

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

Mayor Kris Lee __________
Commissioner Jim Vetter __________

Commissioner Paul Simmons ______________
Commissioner Thomas Hohman ______________
Commissioner Frank DeBrosse ______________

City of
PIQUA

DATE: March 17, 2025

TO: City of Piqua – Chief of Police Rick Byron
City of Piqua – Law Director Jessica Stiltner
City of Piqua – Economic Development Director Chris Schmiesing

From: Kim Hughes, City of Piqua – Clerk of Commission

LIQUOR PERMIT APPLICATION

Please review the attached application for a new liquor license from Lucky's Pad 108-10 N Main St, Piqua, Ohio, 45356 and give me your comments.

The attached notice was received in the Clerk of Commission Office on March 14, 2025, with notification due to the Ohio Division of Liquor Control no later than April 7, 2025.

	Objects	No Objections
Chief of Police Rick Byron		✓ 3-17
Law Director Jessica Stiltner		✓ 3-18
Economic Development Director Chris Schmiesing		✓ 3-17

	Objects	No Objections
Mayor Lee		
Commissioner DeBrosse		
Commissioner Homan		
Commissioner Simmons		
Commissioner Vetter		

NOTICE TO LEGISLATIVE AUTHORITY

OHIO DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3166

TO

5336892 PERMIT NUMBER			STCK TYPE	LUCKYS PAD LLC 1ST FL & PATIO 108-10 N MAIN ST PIQUA OHIO 45356
ISSUE DATE				
04 28 2024 FILING DATE				
D1 D2 D3 D3A PERMIT CLASSES				
55	077 TAX DISTRICT	A	F32947 RECEIPT NO.	

FROM 03/05/2025

PERMIT NUMBER			TYPE	
ISSUE DATE				
FILING DATE				
PERMIT CLASSES				
TAX DISTRICT			RECEIPT NO.	

MAILED 03/05/2025 RESPONSES MUST BE POSTMARKED NO LATER THAN. 04/07/2025

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL
<u>WHETHER OR NOT</u> THERE IS A REQUEST FOR A HEARING.
REFER TO THIS NUMBER IN ALL INQUIRIES A STCK 5336892
(TRANSACTION & NUMBER)

(<u>MUST MARK ONE</u> OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT THE HEARING BE HELD ☐ IN OUR COUNTY SEAT. ☐ IN COLUMBUS.

WE DO NOT REQUEST A HEARING. ☐
DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature) (Title)- ☐ Clerk of County Commissioner (Date)
☐ Clerk of City Council
☐ Township Fiscal Officer

CLERK OF PIQUA CITY COUNCIL
201 W WATER ST
PIQUA OHIO 45356

DLC 4052 REV. 03/09

SECTION A – Issued Permit Holder Information

***Issued Permit Holder's Business Name as listed on the issued permit:** Luckys Pad LLC	***Issued Permit Holder #:** 5336892
*Permit Premises Address: 108-110 N Main Street	*Is Permit Holder an Agency Store? ☐ YES ■ NO If YES, what is the assigned agency # ________

*Township (if premises is outside city limits):	* City: Piqua	*Zip Code: 45356	*County: Miami

*Contact Name: Jason E Huber	*Who will be the Primary Contact for this Application: ■ Contact Listed ☐ Attorney Listed Below
Phone: (937) 621-1943	*Business Phone: (937) 773-7770

*Primary Contact's Email Address: jasonhuber12@yahoo.com

Attorney Information (if applicable)	Name:			
Address:	City:	State:	Zip Code:	Phone #:

Attorney Email Address:

SECTION B – LLC Ownership Description

1. * List the **CURRENT 5% or more** owners in the issued permit as currently disclosed to us – Not sure who/what we have on record? Go to com.ohio.gov/liquorinfo (select "who has a disclosed ownership interest in a particular liquor permit" tab and enter the permit number listed on your issued permit).

	Person or Company Name	**Membership Units**	
		# Held	**% Held**
1	Katherine J Huber		50
2	Jason E Huber		50
3			
4			

2. * List the **NEW/REVISED 5% or more** owners as they should be listed in the issued permit **AFTER** the change. (Note, depending on your proposed change it's possible that some individuals might be listed above and below.) Any real persons **MUST** be at least 21 years of age. In addition to filling out the below information, please submit an updated LLC Membership Disclosure Form (OR com.ohio.gov/requiredforms - select form "Limited Liability Disclosure" form) that matches the **"NEW/REVISED"** information below.

	Person or Company Name	**Membership Units**	
		# Held	**% Held**
1	Jason E Huber		100
2			
3			
4			

Snd

OHIO DIV LIQUOR CONTROL
LICENSING SCAN RM. 1-4
2025 JAN 29 AM 10:00