



**PIQUA CITY SPECIAL COMMISSION MEETING  
WEDNESDAY, AUGUST 14, 2024  
5 PM  
COMMISSION CHAMBERS – 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 pending or imminent litigation and 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**

**SPECIAL PIQUA CITY COMMISSION MEETING**

**CONSENT AGENDA**

**1. APPROVAL OF MINUTES**

Approval of the Minutes from the July 30, 2024, City Commission Meeting

**OLD BUSINESS**

**2. ORDINANCE NO. O-12-24 (3<sup>rd</sup> Reading)**

An ordinance to repeal Piqua Code 30.15 in its entirety and to adopt new rules for Commission

**3. ORDINANCE NO. O-13-24 (3<sup>rd</sup> Reading)**

An ordinance to make appropriations for the City of Piqua, Ohio, for the year 2024

**NEW BUSINESS**

**6. RESOLUTION NO. R-100-24**

A resolution authorizing transfers of cash from the general fund to other funds for the fiscal year 2024

**ADJOURNMENT**

At the Mayor and Commissioners Corner Meeting on July 31, 2024, citizens asked the following questions:

Can signs be made for “No Littering,” and can the city fine for littering at Swift Run?

Yes, the City Manager will ask the Public Works Director and the Utilities Director to work out what makes sense. The State Route 66 lot will be abandoned this year, which will reduce foot traffic at that end of the Swift Run area.

Can cameras be put out there as well, such as trail cams, etc.?

No, cameras are expensive and ineffective at litter control. The city has installed cameras on the O2I Trail in town to minimize vandalism, and to date it has had no effect.

Will Park Avenue and Echo Lake Drive be mowed anytime soon?

The City Manager will ensure that the Utilities Department has it on their schedule and will ask the Utilities Director to confirm.

Mayor Lee received a phone call from Greg Johnson who resides at 1867 Wilshire Drive. Mr. Johnson advised that he is hearing a constant, loud frequency noise coming from Crayex . He stated that he spoke to a supervisor there, and they said that a resin pump is causing the noise and that it is unbearable.

Code Compliance Coordinators Aaron Morrison and Derrick Pearson went out and investigated the noise at Crayex. They did hear a noise on the Crayex property, but could not hear it any longer once off the site. They also sat in front of 1867 Wilshire Drive and did not hear anything except normal residential noise. In addition, they spoke with a neighbor who said she sits on her rear patio every night that faces south towards Crayex, and she reported that she does not hear any weird or nuisance noises.

Per City Planner Chad Henry, regarding a new use within the [IH] Industrial-Heavy district, Crayex being a plastic fabrication facility would be a permitted use within the district. It's description reads as:  
*"A facility where processing, fabricating, assembly, or disassembly of items that takes place primarily within an enclosed building, and noise, smells or other noxious or offensive effect is largely dissipated at the property line."*  
The intent behind the district is for sounds to be "largely dissipated" at the property line.

Is there any way to fix the drainage issue in front of the Piqua Public Library?

The city will need more details to understand this problem.

Can there be a time limit on presentations?

The Commission may set whatever time limits they wish.



## § 30.15 RULES OF CONDUCT FOR MEETINGS.

(A) When adopting a resolution or ordinance, the following procedures shall be followed:

- (1) The heading of the proposed resolution or ordinance shall be read by the City Clerk;
- (2) The City Manager, or appropriate department head, shall briefly explain the proposed ordinance or resolution;
- (3) The Commissioners shall have an opportunity to ask the department heads and City Manager questions regarding the ordinance or resolution. No public comment will be permitted during the Commissions' inquiries;
- (4) The Mayor shall ask the public for comments or questions about the ordinance or resolution. Comments and questions regarding the ordinance or resolution shall be addressed to the Mayor and/or City Manager in a civil, respectful manner and shall be limited to a five minute period per person. The Mayor shall notify any person commenting on an ordinance or resolution as to when his five-minute period for comments is about to expire. The person commenting can request additional time and it shall be within the Mayor's discretion to permit the person to comment longer than five minutes. No person shall be permitted to comment twice on the same resolution or ordinance at the same meeting;
- (5) Finally, the Commission shall have its final debate and complete its deliberation on the ordinance or resolution. No comments from the public shall be permitted during said debate and/or deliberation.

(B) When conducting open forum at the end of the meeting, the following rules be followed:

- (1) Comments and questions by the public shall be addressed to the Commission, Mayor and/or City Manager in a civil, respectful manner and shall be limited to a five minute period per person. The Mayor shall notify any person commenting as to when his five-minute period for comments is about to expire. The person commenting can request additional time and it shall be within the Mayor's discretion to permit the person to comment longer. No person shall be permitted to comment twice in open forum at the same meeting;
- (2) Under no circumstances shall any member of the public address or ask questions, other than the City Manager, to city staff members. If appropriate, the City Manager may direct a city staff member to answer questions or respond to comments from the public.

(C) During the entire commission meeting, the following rules of conduct shall apply to any person attending the Commission meeting:

- (1) Persons shall conduct themselves in a civil, respectful manner;
- (2) No one shall express himself or herself in a manner that interrupts the orderly conduct of the meeting, for example, talking (other than when addressed by the Commission or City Manager), yelling, clapping, jeering or cheering;
- (3) Any person violating any of the rules of conduct shall be warned by the Mayor to cease his or her violation of the rule. If said person fails to comply with the Mayor's request to cease his or her conduct, the Mayor shall direct the person to leave the city premises. Failure to leave the premises when directed to do so may result in criminal prosecution;
- (4) If a person fails to cease commenting after his or her comment time has expired without extension, the public microphone shall be cut off, the television camera shall not focus upon the person, and the person will be asked by the Mayor to sit down. If the person fails to sit down, the Mayor shall direct the person to leave the city premises. Failure to leave the premises when directed to do so may result in criminal prosecution;
- (5) At any time during open forum, if any Commissioner believes that the public comment session no longer serves the public's interest, he or she may make a motion to adjourn the meeting. If said motion is seconded, all public comments shall cease and the Mayor shall direct the Clerk to call the roll to determine if the motion to adjourn shall pass. If the motion passes, the meeting shall be adjourned;
- (6) These Rules of Conduct shall be posted at the entrance of the City Commission Chambers.

(Ord. 24-06, passed 8-7-06; Am. Ord. 22-12, passed 10-16-12)

AMENDED  
ORDINANCE NO. O-12-24

AN ORDINANCE TO REPEAL PIQUA CODE 30.15 IN ITS ENTIRETY AND TO  
ADOPT NEW RULES FOR COMMISSION

Whereas, the Piqua City Charter authorizes the Piqua City Commission to adopt rules for its meetings;

Whereas the Piqua City Commission finds it necessary and in the best interest of the City to create and adopt the rules attached as Exhibit A for the conduction of its meeting along with a separate non-agenda public comment forum.

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

SECTION I: the Attached Exhibit A shall be adopted as the Rules for City Commission Meetings;

SECTION II: the Commission may by resolution or majority vote adopt additional rules as it desires from time to time as it is intended that the rules for commission may be amended or repealed at any time by a majority of the Commission; and

SECTION III: This ordinance shall be effective at the earliest time permitted by law.

APPROVED: August \_\_, 2024

\_\_\_\_\_  
Kris E. Lee, Mayor

\_\_\_\_\_  
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 James Vetter	_____
Commissioner Frank DeBrosse	_____
Commissioner Thomas Hohman	_____
Commissioner Paul Simmons	_____

## 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 resolutions and ordinances 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 five-minute period per person. Under no circumstances should the Commission or Mayor interrupt any persons five-minute time period unless the individual violates the rules of conduct or the individual commenting requests interactive dialogue. Interactive dialogue shall not extend the five minute period. 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 shall be only afforded to persons who live within the City of Piqua city limits, 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.

## **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. Signs and 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.**

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(Ord. 24-06, passed 8-7-06; Am. Ord. 22-12, passed 10-16-12)

**Commission Agenda  
Staff Report**

<b>MEETING DATE</b>	7-30-2024		
<b>REPORT TITLE</b>	An ordinance to repeal Piqua Code 30.15 in its entirety and to adopt new rules for Commission		
<b>SUBMITTED BY</b>	Name & Title: Frank Patrizio		
	Department: Law		
<b>AGENDA CLASSIFICATION</b>	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution <input type="checkbox"/> Regular
<b>APPROVALS/REVIEWS</b>	<input checked="" type="checkbox"/> City Manager		<input type="checkbox"/> Asst. City Manager/Finance
	<input type="checkbox"/> Asst. City Manager/Development		<input checked="" type="checkbox"/> Law Director
<b>BACKGROUND</b> (Includes description, background, and justification)	The rules for commission meetings have not been reviewed and/or updated since 10-16-2012. With the changes in technology and other factors, these rules need to be updated.		
<b>BUDGETING AND FINANCIAL IMPACT</b> (Includes project costs and funding sources)	Budgeted \$:		
	Expenditure \$:		
	Source of Funds:		
	<b>Narrative:</b>		
<b>OPTIONS</b> (Include Deny /Approval Option)	1.	Adopt the new rules.	
	2.	Deny the new rules and keep the previous rules in effect from 12 years ago.	
	3.	Amend the proposed new rules.	
<b>PROJECT TIMELINE</b>	1 <sup>st</sup> Reading 7-16-24 2 <sup>nd</sup> Reading 7-30-24 3 <sup>rd</sup> Reading 8-14-24		
<b>STAFF RECOMMENDATION</b>	Adopt the new rules.		
<b>REASON FOR SELECTING CONSULTANT/COMPANY</b>	N/A		
<b>ATTACHMENTS</b>	Rules of Conduct for Meetings		

**ORDINANCE NO. O-13-24**  
**AN ORDINANCE TO MAKE APPROPRIATIONS FOR THE**  
**CITY OF PIQUA, OHIO FOR THE YEAR 2024**

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

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

<u>ACCOUNT</u>	<u>2024 BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>2024 REVISED BUDGET</u>
<u>City Building</u>			
Operation and Maintenance	\$269,509	(\$22,000)	\$247,509
Capital Outlay (including labor)	\$90,460	\$22,000	\$112,460
Allocated Expenses	(\$20,430)		(\$20,430)
<b>TOTAL</b>	<b>\$339,539</b>	<b>\$0</b>	<b>\$339,539</b>
<u>City Commission</u>			
Personal Services/Administrative Support	\$61,737		\$61,737
Operation and Maintenance	\$40,681		\$40,681
<b>TOTAL</b>	<b>\$102,418</b>	<b>\$0</b>	<b>\$102,418</b>
<u>City Manager</u>			
Personal Services/Administrative Support	\$302,063		\$302,063
Operation and Maintenance	\$34,431		\$34,431
Allocated Expenses	(\$246,213)		(\$246,213)
<b>TOTAL</b>	<b>\$90,281</b>	<b>\$0</b>	<b>\$90,281</b>
<u>Civil Service</u>			
Operation and Maintenance	\$38,870		\$38,870
<b>TOTAL</b>	<b>\$38,870</b>	<b>\$0</b>	<b>\$38,870</b>
<u>Engineering</u>			
Personal Services/Administrative Support	\$372,019		\$372,019
Operation and Maintenance	\$207,624	\$10,150	\$217,774
Allocated Expenses	(\$469,340)		(\$469,340)
<b>TOTAL</b>	<b>\$110,303</b>	<b>\$10,150</b>	<b>\$120,453</b>
<u>Finance</u>			
Personal Services/Administrative Support	\$746,836		\$746,836
Operation and Maintenance	\$90,374		\$90,374
Allocated Expenses	(\$569,497)		(\$569,497)
<b>TOTAL</b>	<b>\$267,713</b>	<b>\$0</b>	<b>\$267,713</b>
<u>Law</u>			
Personal Services/Administrative Support	\$0		\$0
Operation and Maintenance	\$128,984		\$128,984
Allocated Expenses	(\$76,805)		(\$76,805)
<b>TOTAL</b>	<b>\$52,179</b>	<b>\$0</b>	<b>\$52,179</b>
<u>Income Tax</u>			
Personal Services/Administrative Support	\$62,016		\$62,016
Operation and Maintenance	\$460,770		\$460,770
<b>TOTAL</b>	<b>\$522,786</b>	<b>\$0</b>	<b>\$522,786</b>
<u>Planning &amp; Zoning</u>			
Personal Services/Administrative Support	\$430,295	\$26,000	\$456,295
Operation and Maintenance	\$83,436	\$18,850	\$102,286
<b>TOTAL</b>	<b>\$513,731</b>	<b>\$44,850</b>	<b>\$558,581</b>
<u>General Government</u>			
Operation and Maintenance	\$735,715	\$55,000	\$790,715
Capital Outlay (including labor)	\$500,000		\$500,000
<b>TOTAL</b>	<b>\$1,235,715</b>	<b>\$55,000</b>	<b>\$1,290,715</b>
<u>Human Resources</u>			
Personal Services/Administrative Support	\$371,751		\$371,751
Operation and Maintenance	\$81,878	\$5,400	\$87,278
Allocated Expenses	(\$384,741)		(\$384,741)
<b>TOTAL</b>	<b>\$68,888</b>	<b>\$5,400</b>	<b>\$74,288</b>
<u>Public Relations</u>			

Personal Services/Administrative Support	\$238,908		\$238,908
Operation and Maintenance	\$90,708		\$90,708
Allocated Expenses	(\$194,191)		(\$194,191)
<b>TOTAL</b>	\$135,425	\$0	\$135,425
<u>Facilities</u>			
Personal Services/Administrative Support	\$126,289		\$126,289
Operation and Maintenance	\$1,500		\$1,500
Allocated Expenses	(\$127,789)		(\$127,789)
<b>TOTAL</b>	\$0	\$0	\$0
<u>Purchasing</u>			
Personal Services/Administrative Support	\$251,840		\$251,840
Operation and Maintenance	\$19,758		\$19,758
Allocated Expenses	(\$259,592)		(\$259,592)
<b>TOTAL</b>	\$12,006	\$0	\$12,006
<u>Transfers</u>			
Transfer to Parks Fund 105	\$1,000,000	\$50,130	\$1,050,130
Transfer to Safety Fund 106	\$3,550,000		\$3,550,000
Transfer to Forest Hill Mausoleum Fund 110	\$25,000		\$25,000
Transfer to Pro Piqua Fund 128	\$60,000		\$60,000
Transfer to Community Development Fund 135		\$60,000	\$60,000
Transfer to Golf 409	\$225,000		\$225,000
Transfer to Fort Piqua Plaza 410	\$425,000		\$425,000
<b>TOTAL</b>	\$5,285,000	\$110,130	\$5,395,130
<b>TOTAL GENERAL FUND</b>	\$8,774,854	\$225,530	\$9,000,384
<b>SEC. 2:</b> That there be appropriated from the PARK AND RECREATION FUND (105)			
Personal Services/Administrative Support	\$768,536	\$58,500	\$827,036
Operation and Maintenance	\$620,619	\$91,630	\$712,249
Capital Outlay (including labor)	\$122,000		\$122,000
<b>TOTAL</b>	\$1,511,155	\$150,130	\$1,661,285
<b>SEC. 3:</b> That there be appropriated from the PUBLIC SAFETY FUND (106)			
<u>009 Fire Department</u>			
Personal Services/Administrative Support	\$4,945,636		\$4,945,636
Operation and Maintenance	\$987,421	(\$8,068)	\$979,353
Capital Outlay (including labor)	\$318,432	\$63,068	\$381,500
<b>TOTAL</b>	\$6,251,489	\$55,000	\$6,306,489
<u>014 Police Department</u>			
Personal Services/Administrative Support	\$5,863,299		\$5,863,299
Operation and Maintenance	\$924,764	\$23,700	\$948,464
Capital Outlay (including labor)	\$210,757		\$210,757
<b>TOTAL</b>	\$6,998,820	\$23,700	\$7,022,520
<b>TOTAL PUBLIC SAFETY</b>	\$13,250,309	\$78,700	\$13,329,009
<b>SEC. 4:</b> That there be appropriated from the DEMOLITION DEFENSE FUND (126)			
Operation & Maintenance	\$100,000	\$40,000	\$140,000
<b>TOTAL</b>	\$100,000	\$40,000	\$140,000
<b>SEC. 23:</b> That there be appropriated from the COMMUNITY DEVELOPMENT FUND (135)			
Personal Services/Administrative Support	\$420,854		\$420,854
Operation and Maintenance	\$115,965	\$60,000	\$175,965
Allocated Expenses	(\$536,819)		(\$536,819)
<b>TOTAL</b>	\$0	\$60,000	\$60,000
<b>SEC. 5:</b> That there be appropriated from the GARBAGE AND REFUSE FUND (405)			
Personal Services/Administrative Support	\$860,048		\$860,048
Operation and Maintenance	\$1,391,251	\$30,000	\$1,421,251
<b>TOTAL</b>	\$2,251,299	\$30,000	\$2,281,299
<b>SEC. 6:</b> That there be appropriated from the CITY HEALTH INSURANCE FUND (614)			

Personal Services/Administrative Support	\$0	\$240,000	\$240,000
Operation and Maintenance	\$155,000	(\$145,000)	\$10,000
<b>TOTAL</b>	\$155,000	\$95,000	\$250,000

**SEC. 7:** That the sum appropriated are actual expenditures for goods and services or other government functions performed in the calendar year 2024. Future commitments representing encumbrances of fund balance or future receipts will be appropriated in the future year when those services or goods are rendered to the city.

**SEC. 8:** That the sums expended from the appropriations and which are proper charges against any other department or against any person, firm or corporation which are repaid with the period covered by such appropriations shall be considered reappropriated for such original purposes; provided, that the net total of expenditures under any item of said appropriations shall not exceed the amount of the item.

**SEC. 9:** 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 2024 when passed and legally contracted for in conformity by law.

**SEC. 10:** 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 nor extend past December 31, 2024; except those that are to be reimbursed by federal, state or other grant programs that were previously approved by this Commission.

**SEC. 11:** 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 \_\_\_\_\_

**Commission Agenda  
Staff Report**

<b>MEETING DATE</b>	July 16, 2024		
<b>REPORT TITLE</b>	An Amended Ordinance to make appropriations for the City of Piqua, Ohio for the year 2024		
<b>SUBMITTED BY</b>	Name & Title: Jerald O'Brien, Finance Director		
	Department: Finance		
<b>AGENDA CLASSIFICATION</b>	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution <input type="checkbox"/> Regular
<b>APPROVALS/REVIEWS</b>	<input checked="" type="checkbox"/> City Manager		
	<input checked="" type="checkbox"/> Law Director		
	<input checked="" type="checkbox"/> Department Director		
<b>BACKGROUND</b>	<p>The changes to the appropriations are due to changes in plans and unforeseen circumstances at the time the 2024 budget was completed.</p> <p><b>SECTION 1:</b>  City Building – Funds in the amount of \$22,000 were originally budgeted for the Google room project. That project did not go forward this year so these funds are being reallocated to the capital outlay line to purchase equipment for the Commission Chambers.</p> <p>Engineering and Planning and Zoning – The increases of \$10,150 and \$18,850 which total \$29,000 are to purchase a new permit processing software. The Community Services Director will be providing more information about this software to the Commission in Resolution 94-24.</p> <p>Planning and Zoning – The need for an Administrative Assistant has been identified in the Planning and Zoning Department. The increase of \$26,000 is to pay for the salary of the new employee for the remainder of 2024.</p> <p>General Government – \$50,000 of this increase is to budget for investment fees for the remainder of 2024. Now that we have a history of investment activity, we are better able to estimate the amount of fees. \$5,000 of this increase is for the indigent burial program which is required by Ohio law.</p> <p>Human Resources – The increase of \$5,400 is for outside legal counsel, including our labor attorney.</p> <p>Transfers out – An increase in budgeted transfers is necessary to the Park Fund to allow for an increase in the appropriations in that fund.</p> <p>An increase in budgeted transfers is necessary to the Community Development Fund to allow for an increase in the appropriations in that fund.</p>		

**SECTION 2:**

The increase to personal services is to allow for the hiring of a Program Manager for parks and recreation events. In the operations and maintenance line, \$75,000 of the increase is for parks programming and events in the parks. \$16,650 of the increase is for security cameras at Lock 9 Park.

**SECTION 3:**

Fire Department – There were additional repairs that needed to be made to the new fire truck that were identified while the truck was in the repair shop. The additional repairs were \$17,000 of the total. \$12,000 of the increase was for the concrete pad work at the fire training facility. \$26,000 of the increase was for a new pump for the grass truck. The old pump failed and needed costly repairs so the decision was made to purchase a new pump rather than pay for expensive repairs on an old pump that was due to be replaced. \$8,068 is being reallocated from operations & maintenance for a net increase in appropriations to the capital line item of \$55,000.

Police Department – \$13,200 of this increase is to the vehicle repair line item. An insurance check in this amount was received in 2023 to pay for the repair but the repair was not completed until 2024 due to parts being on backorder. \$10,500 of the increase is to purchase a K9 unit. This will be funded by a grant of \$10,500.

**SECTION 4:**

The Demolition Fund – This fund is used collect insurance settlements on buildings that have been damaged and are either being repaired or demolished by the property owner. The checks are held by the City until the project passes the City’s inspection process and has been determined to meet City codes. The increase to the budget appropriates money that has been received from the insurance company for a project that has met City requirements and is eligible for release to the property owner.

**SECTION 5:**

Refuse Department – This \$30,000 appropriation is to increase the vehicle repair line item for estimated repairs for the remainder of 2024. \$17,469 of the repairs made from this line were for repairs to a damaged vehicle for which the City received an insurance reimbursement for the repairs in that amount.

**SECTION 6:**

City Health Insurance Fund – This fund was used when the City was fully self-insured for healthcare costs. It currently has a fund balance of \$1.2 million. In 2024, the City participated in a limited self-insurance program to help save costs on healthcare insurance. At the time of the original budget, the estimated costs were budgeted based on the information available at the time. This increase is to budget for the City’s portion of estimated healthcare costs for the remainder of 2024.

**SECTION 23:**

An increase in this fund is necessary to pay for legal fees related to Economic Development. Normally, the expenditures in this fund are allocated to several funds and the budget is created at the beginning of the year. However, in order

	to pay for these unexpected expenditures, a transfer from the General Fund is being used to pay for them.	
<b>BUDGETING AND FINANCIAL IMPACT</b>	Appropriations \$:	\$679,360 net increase to the budget
	Source of Funds:	
	<b>Narrative</b>	
<b>OPTIONS</b>	1.	Approve Ordinance No. O-13-24 accepting the Amended Ordinance to make Appropriations for the City of Piqua for the Year 2024.
	2.	Approve Ordinance No. O-13-24 accepting the Amended Ordinance to make Appropriations for the City of Piqua for the Year 2024 with changes being made to the amounts requested.
<b>PROJECT TIMELINE</b>		
<b>STAFF RECOMMENDATION</b>	We are requesting approval of Ordinance No. O-13-24 to make Appropriations for the City of Piqua for the year 2024.	
<b>REASON FOR SELECTING CONSULTANT/COMPANY</b>	N/A	
<b>ATTACHMENTS</b>		

**RESOLUTION NO. R-100-24**

**A RESOLUTION AUTHORIZING TRANSFERS OF CASH  
FROM THE GENERAL FUND TO OTHER FUNDS FOR  
THE FISCAL YEAR 2024**

WHEREAS, This Commission has authorized ORDINANCE O-13-24 which includes General Fund transfers to two funds.

WHEREAS, The Auditor of State Ohio Compliance Supplement provides that: "Transfers require a resolution authorizing the transfers."

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: That the Finance Director be authorized to transfer funds from the General Fund to the Community Development Fund in the amount of \$60,000 and to the Parks and Recreation Fund in the amount of \$50,130.

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

\_\_\_\_\_  
KRIS LEE, MAYOR

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

ATTEST: \_\_\_\_\_  
MELISSA KINNEY  
CLERK OF COMMISSION

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

Mayor Kris Lee \_\_\_\_\_  
Commissioner Frank DeBrosse \_\_\_\_\_  
Commissioner Jim Vetter \_\_\_\_\_  
Commissioner Paul Simons \_\_\_\_\_  
Commissioner Thomas Hohman \_\_\_\_\_

**Commission Agenda  
Staff Report**

<b>MEETING DATE</b>	August 14, 2024		
<b>REPORT TITLE</b>	A Resolution to Authorize Transfers from the General Fund to Other Funds for the year 2024		
<b>SUBMITTED BY</b>	Name & Title: Jerald O'Brien, Finance Director		
	Department: Finance		
<b>AGENDA CLASSIFICATION</b>	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution X <input type="checkbox"/> Regular
<b>APPROVALS/REVIEWS</b>	<input checked="" type="checkbox"/> City Manager		
	<input checked="" type="checkbox"/> Law Director		
	<input checked="" type="checkbox"/> Department Director		
<b>BACKGROUND</b>	Ordinance O-13-24 authorizes appropriations to transfer funds from the General Fund to the Community Development and the Parks and Recreation Funds. However, Ohio Revised Code requires that transfers be authorized by the Commission in addition to being properly authorized in the appropriations ordinance.		
<b>BUDGETING AND FINANCIAL IMPACT</b>	Appropriations \$:	\$110,130 net increase in transfers	
	Source of Funds:	General Fund	
	<b>Narrative</b>		
<b>OPTIONS</b>	1.	Approve Resolution No. R-100-24 authorizing the transfers for the Year 2024.	
	2.	Not approve Resolution No. R-100-24 authorizing the transfers for the Year 2024.	
<b>PROJECT TIMELINE</b>			
<b>STAFF RECOMMENDATION</b>	We are requesting approval of Resolution No. O-13-24 to authorize the transfers.		
<b>REASON FOR SELECTING CONSULTANT/COMPANY</b>	N/A		
<b>ATTACHMENTS</b>			