



**PIQUA CITY COMMISSION MEETING
TUESDAY, JULY 16, 2024
6:00 PM
COMMISSION CHAMBER – 2nd FLOOR
201 WEST WATER STREET
PIQUA, OHIO 45356**

CALL TO ORDER

THE PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENTATION

Monthly Report from the Commissioners Committee on the Fire Training Facility

PRESENTATION

Quarterly Report from the Park Board

PRESENTATION

Finance Department Update – Jerry O'Brien

REGULAR PIQUA CITY COMMISSION MEETING

CONSENT AGENDA

1. APPROVAL OF MINUTES

Approval of the Minutes from the June 18, 2024 and June 25, 2024 City Commission Meetings

2. RESOLUTION NO. R-96-24

A resolution of appreciation for the first half of 2024 City of Piqua Volunteers

3. RESOLUTION NO. R-97-24

A resolution appointing a board member to the Diversity Committee

4. RESOLUTION NO. R-90-24

A resolution authorizing the city manager to enter into a contract with ClearGov for a Software solution to aid in the annual budgeting process

OLD BUSINESS

5. ORDINANCE NO. O-9-24 (2nd Reading)

An ordinance allocating adult use cannabis marijuana excise tax revenue

6. ORDINANCE NO. O-11-24 (2nd Reading)

An ordinance to permitting the Commission to remove appointed representatives from Boards created by the Commission

NEW BUSINESS

7. ORDINANCE NO. O-12-24 (1st Reading)

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

8. ORDINANCE NO. O-13-24 (1st Reading)

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

9. RESOLUTION NO. R-94-24

A resolution authorizing the city manager to enter into a contract with GovWell for a permitting software solution

10. RESOLUTION NO. R-95-24

A resolution regarding the applied for liquor permit for Quick Mart, 538 McKinley Street, Piqua, Ohio, 45356

11. RESOLUTION NO. R-98-24

Resolution delegating the number of assistants and other subordinates to be employed in the Piqua Police Department from the commission to the city manager

CITY MANAGER'S REPORT

COMMISSIONERS COMMENT

PUBLIC COMMENT (This is an opportunity for citizens to address the City Commission on agenda items. Comments are requested to be limited to five (5) minutes.)

ADJOURNMENT

§ 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)

REGULAR PIQUA CITY COMMISSION MEETING MINUTES
TUESDAY, JUNE 18, 2024

CALL TO ORDER

Piqua City Commission met at 5:30 p.m. in the Municipal Government Complex Commission Chambers located at 201 W. Water Street, Piqua, Ohio.

ROLL CALL

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

ADJOURN TO EXECUTIVE SESSION at 5:31 p.m.

A motion was made by Commissioner Hohman to adjourn to Executive Session and seconded by Commissioner Vetter. All were in favor and the motion was carried unanimously.

ROLL CALL

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

EXECUTIVE SESSION

The Executive Session was to consider pending or imminent litigation and to consider the purchase or sale of property for public purposes.

ADJOURN FROM EXECUTIVE SESSION at 5:59 p.m.

A motion was made by Commissioner Hohman to adjourn the Executive Session and seconded by Commissioner Vetter. All were in favor and the motion was carried unanimously.

WORK SESSION

Law Director Frank Patrizio presented a draft version of "Procedural Rules and Rules of Conduct for City Commission Meetings" that would replace the current rules if approved by the Commission. He said that this is a starting point and asked for the Commissioners' comments. Mr. Patrizio briefly reviewed the changes, including a limit of 30 minutes total for Public Comment during the Business Agenda Meeting, Presentations allowed only if approved by the City Manager, and having a non-agenda Public Comment period after adjournment of the business meeting. He said that the non-agenda Public Comment session would be no longer than 60 minutes total, and all comments must be related to City business/activities only, not personal matters. The clerk would not take minutes during this portion, and only residents who provide an address within city limits would be allowed to speak, unless the matter affects a non-resident. Mr. Patrizio referred to prior court cases when creating the Rules of Conduct and what would be prohibited, such as threats, jeering, profanity, and racist remarks. He said that anyone making a public

comment would be required to complete a Request Card prior to the start of the meeting, and the mayor would call upon each person to address the Commission during his/her allotted time. The Commissioners then commented on Mr. Patrizio's draft.

Commissioner Hohman said that he prefers the current format of the business meeting, which allows citizens to hear the City's views on each item, then citizens have an opportunity to respond after each item. He said that he wants to know the public's thoughts on each item. He also suggested that Presentations be approved by the City Manager along with the Commission, and he recommended creation of a fixed rule regarding a set time for meetings, such as a maximum of 3 hours. Commissioner Hohman said he is opposed to requiring citizens to sign up prior to a meeting for public comment, as he does not want to exclude anyone.

Commissioner Simmons commented that clapping should be permitted if appropriate.

Mayor Lee said he prefers that public comment be permitted after each agenda item.

All Commissioners agreed that a 5-minute time limit per citizen for the Public Comment session is good.

Mr. Patrizio said he will make some amendments based on the Commissioners' feedback, then bring it back to them for another review.

REGULAR PIQUA CITY COMMISSION MEETING

CONSENT AGENDA

APPROVAL OF MINUTES

Approval of the minutes from the June 4, 2024, Regular City Commission Meeting

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

NEW BUSINESS

ORDINANCE NO. O-9-24 (1st Reading)

An ordinance allocating adult use cannabis marijuana excise tax revenue

Introduction: Mr. Patrizio explained that the State of Ohio is now taxing the sale of recreational marijuana, which is a 10% excise tax. As a host community, the City of Piqua will receive a portion of that quarterly. This ordinance allows for that revenue stream to go to the Parks Department to fund improvements in the park system of Piqua.

Commissioners Comments: Commissioner DeBrosse asked if the additional revenue will go to Capital Improvements in the parks or to employee costs. Mr. Patrizio said that would be determined by the City Manager and the Commission. City Manager Paul Oberdorfer stated that the revenue would be needed for labor in the first year, as the Parks Department is understaffed and lagging in maintenance.

Commissioner Simmons commented that this additional revenue will be good for the city, as the Parks budget needs funding, and this will allow the staff to get caught up on maintaining all of the parks.

Commissioner Vetter said that this additional revenue stream will also help build the General Fund balance over time.

Public Comment: Valerie Mulligan encouraged the Commission to take this extra revenue stream and place it in the CIP fund. She said it should start with the renovation of Hance Pavilion, which she feels is an essential historical component of the city. Commissioner Vetter responded that staffing in the Parks Department is inadequate, and revenue is needed for another full-time Parks employee.

Kim Heisler said she has the same concerns as Ms. Mulligan and asked if there was a guarantee of receiving this tax revenue from the dispensaries. Commissioners Hohman and Simmons, along with Mayor Lee, said yes.

Mr. Oberdorfer commented that the additional funds will be used to first get caught up in the parks, and potentially the revenue stream could be around \$200,000 per year.

ORDINANCE NO. O-10-24 (1st Reading)

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

Introduction: Finance Director Jerry O'Brien explained that this ordinance involves a request in the Finance division for an increase of \$14,000 related to a contract for budgeting software. He said that the Cleargov software program will provide multiple benefits to the city and asked that the ordinance be passed as an emergency to take advantage of a \$4,000 discount if signed by the end of June.

Commissioners Comments: Mayor Lee inquired about the benefits of Cleargov and its reputation. Mr. O'Brien said that the current budgeting process is a very cumbersome, lengthy process that involves all city departments, utilizing multiple Excel spreadsheets, which causes formula problems and data entry problems. This new technology would streamline these processes, save time, include a forecasting component, and provides for strong internal controls. Cleargov is well known and supported, and Mr. O'Brien used it at his former employer as well.

Commissioner Simmons expressed his concern with making this an emergency ordinance, as he wants to hear more about it first.

Commissioner Hohman inquired about the length of time that Mr. O'Brien has been evaluating this software program, to which Mr. O'Brien responded that he was already familiar with it from his previous job, has viewed a demo, and has talked with a representative for several weeks. Mr. Oberdorfer added that this software allows for more transparency for public dissemination and saves money.

Commissioner DeBrosse said he understands that the inherited budget is challenging, but that the request for this ordinance based on the information provided to him was difficult to understand. Mr. O'Brien clarified that this ordinance would allow him to increase appropriations in the Finance division by \$14,000 from the general fund balance.

Commissioner Hohman agreed with Commissioner DeBrosse, reiterating the need for excessive clarification in order to justify an emergency approval.

Public Comment: Kim Heisler asked if the dollar amount of appropriations was \$4,000 or \$14,000. Mr. O'Brien replied that the \$4,000 is part of the implementation fee, while the \$14,000 is the prorated subscription amount for the last half of the year. Ms. Heisler urged the Commission to table this ordinance. Mr. Oberdorfer responded that this software program supports transparency, as it is much easier to hide fraudulent activity in Excel spreadsheets. He emphasized Mr. O'Brien's high degree of compliance with the State Auditor's office and that this contract was under the \$75,000 threshold but that he and Mr. O'Brien wanted to be transparent to the public.

Commissioner Hohman recommended that a 2nd Reading be held at the Special Meeting scheduled for June 25, 2024.

ORDINANCE NO. O-11-24 (1st Reading)

An ordinance permitting the Commission to remove appointed representatives from Boards created by the Commission

Introduction: Mr. Patrizio said that currently there is no process in place in the city's charter for the removal of board and committee members. He said that questions have been raised recently, as some boards allow for removal of members, but there is no process established.

Commissioners Comments: Commissioner Hohman stated that this new ordinance is not due to any recent events. He said that the Commission is accountable to the citizens to be transparent, as they answer to the people. He suggested that this ordinance references the guidelines for the removal of board members by the Ohio Ethics Commission.

Commissioner Simmons is concerned that there are no causes listed for removal of board members, which is unfair to those who volunteer to be on boards and committees. He thinks the process needs to provide a list of reasons for potential dismissal.

Mayor Lee asked what the process for removal of a board member would be.

Commissioner DeBrosse reiterated that guidelines for removal of board members should be included. Mr. Patrizio said he will research this more to narrow the discretion regarding reasons for removal.

Public Comment: Valerie Mulligan recommended that the Commission follow the model of a non-profit organization regarding dismissal of a board member. She said there should be a fixed standard for removal due to certain behaviors, such as a felony charge.

Mr. Patrizio will make amendments to this ordinance prior to the next reading.

RESOLUTION NO. R-89-24

A resolution accepting for statutory purposes a Budget for the Calendar Year 2025

Introduction: Mr. O'Brien explained that this document is legally required by the state and county to be filed with the county each year. It is strictly the first draft of the 2025 Budget process, which will begin in more detail in a few months.

Commissioners Comments: None

Public Comment: None

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

RESOLUTION NO. R-90-24

A resolution authorizing the City Manager to sign a contract with the company Cleargov for a Budgeting Software Program

Introduction: Mr. O'Brien reminded the Commission that this was spoken of earlier regarding Ordinance No. O-10-24 and asked for any further questions.

Commissioners Comments: None

Public Comment: None

A motion was made by Commissioner Hohman to table this resolution until the Special Meeting on June 25, 2024, at 5 p.m. Mayor Lee seconded the motion. All were in favor and the motion was carried unanimously.

RESOLUTION NO. R-91-24

A resolution regarding the applied for liquor permit for Orrmont Estate, LLC, at 1612 South Main Street, Piqua, Ohio, 45356

Introduction: Mr. Patrizio stated that this resolution authorizes a D2 Liquor License to be issued to the Orrmont Estate, LLC. He said that there are no objections by city staff, and this would allow Orrmont Estate, LLC, to sell wine and other pre-packaged mixed beverages on and off the premises until 1 a.m.

Commissioners Comments: Mayor Lee clarified that this was not for the liquor permit at the Scottish Thistle Restaurant.

Commissioner DeBrosse asked what off premises entailed, to which Mr. Patrizio said that customers can purchase it there then take it home.

Public Comment: None

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

CITY MANAGER'S REPORT

Mr. Oberdorfer reminded everyone that the Sanitation crew will start collection of refuse at 6 a.m. this week due to the excessive heat. He then asked Police Chief Byron to discuss recent Spoofing incidents. Chief Byron alerted citizens to a recent rash of spoofing phone incidents in which fraudulent callers using real police officer names are using the Piqua Police Department as their Caller ID, threatening arrest if someone does not pay fines or fees. He encouraged anyone with questions to call the non-emergency dispatch line to confirm legitimacy.

COMMISSIONERS COMMENTS

Commissioner Vetter announced that the next meeting regarding Hance Pavilion is this Thursday, June 20th, at 7:30 p.m. at the YMCA Activity Center.

Commissioner Simmons thanked the Public Works crew for working on the alley near Mr. Kinder. He also announced that there will be an Amateur Radio Relay this Saturday, June 22nd, at the county fairgrounds.

Commissioner Hohman had no comment.

Mayor Lee thanked Jim Sheats for his work at the recent Town Hall meeting. He announced a Juneteenth Celebration this Thursday, June 20th, at 4:30 p.m.

Commissioner DeBrosse extended thanks to those who presented at the Town Hall last week. He also suggested that Presentations be done in the Town Hall format instead of in City Commission Meetings.

PUBLIC COMMENT

Kim Heisler asked what are the avenues that citizens can take to make changes to Commission and legislation. Commissioner Hohman replied that phone and email are always available with all 5 Commissioners, along with getting involved in boards and committees, and utilizing Public Comment time. She encouraged the Commissioners to be the voice of the 20,000 citizens of Piqua and to not rush into making decisions.

Eva Silvers asked who owned the bike path area on Wood Street near the Wood Street Loft Apartments. Mr. Oberdorfer responded that it is private property owned by Wood Street Lofts. Ms. Silvers also asked that all citizens be watchful of vandalism in the city parks.

Valerie Mulligan said that handicap access is insufficient both downtown and in city parks, and she wanted to know when parking lots and picnic shelters will be handicap accessible. Mr. Oberdorfer said that there is a survey currently in process regarding her concerns and that the city will be gathering public input in the near future. He also commented that the city was ADA compliant at the time the park shelters were built, and that per the county permit ADA parking is adequate in Piqua.

Melanie Walker announced that Rock Piqua sponsored by the Piqua Arts Council is this coming Saturday, June 22nd, and reminded everyone about the 4th Fest at the Piqua Center on July 4th.

ADJOURNMENT at 8:07 p.m.

A motion was made by Commissioner Hohman to adjourn, and Commissioner Vetter seconded the motion. All approved and the motion was carried unanimously.

KRIS LEE, MAYOR

Passed: _____

Attest: _____

COMMISSION CLERK



**PIQUA CITY SPECIAL COMMISSION MEETING MINUTES
TUESDAY, JUNE 25, 2024**

CALL TO ORDER

Piqua City Commission met at 5:00 p.m. in the Municipal Government Complex Commission Chambers located at 201 W. Water Street, Piqua, Ohio.

ROLL CALL

Mayor Lee and Commissioners Simmons, DeBrosse, Hohman and Vetter were present

AGENDA ORDER CHANGE

Commissioner DeBrosse made a motion to move Executive Session to the end and Commissioner Hohman seconded the motion.

ANNOUNCEMENT

Commissioner Hohman asked that the Minutes reflected that the meeting was not being recorded due to technical issues.

SPECIAL PIQUA CITY COMMISSION MEETING

NEW BUSINESS

RESOLUTION NO. R-92-24

A resolution awarding a contract to Advanced Excavating & Demolition for the 902 Scott Drive Demolition project

Introduction: Chris Schmiesing explained that this resolution was to demo the Red Roof Inn building that was condemned a year ago. He said it is a public nuisance. On May 29th the City received 10 bids so it was very competitive. The low bid was \$386,157 plus 10% contingency. Advanced Excavating and Demolition has done a number of projects and are very capable and competent. If approved there will be a pre demo meeting July 2 and a projected completion date of September 30th.

Commissioners Comments: Mayor Lee asked if we are able to afford it and Paul Oberdorfer said yes. Commissioner Hohman thought the commission had already preapproved an amount and Paul Oberdorfer acknowledged that they had.

Public Comment: None

Action Taken: A motion was made by Commissioner Hohman to approve resolution R-92-24 and Commissioner Simmons seconded. All were in favor and the motion was carried unanimously.

RESOLUTION NO. R-93-24

A resolution authorizing the City Manager to prepare and submit an application to participate in the Ohio Public Works Commission State Capital Improvement and/or Local Transportation Improvement Program(s) and to execute contracts as required for the Marymont Drive Utility Project

Introduction: Kyle Hinkelman said this resolution would allow for the City Manager to submit an application for an OPWC grant. He said the city staff believes this project would likely receive funding and 500,000 would be covered by OPWC. These funds would be received in 2025.

Commissioners Comments: Commissioner Vetter asked if the work is being done on public and private property and Kyle said the work is only being done within the right of way.

Public Comment: None

Action Taken: A motion was made by Commissioner Hohman to approve resolution R-93-24 and Commissioner DeBrosse seconded. All were in favor and the motion was carried unanimously.

OLD BUSINESS

ORDINANCE NO. O-10-24

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

Introduction: Jerry O'Brien pointed out that this is the 2nd reading of this Ordinance. The funds are to purchase a software budgeting program and he requested that the 3rd reading be waived.

Commissioners Comments: Commissioner Hohman said he was not hesitant about the software and thought Mr. O'Brien did a good job on the analysis. He was previously hesitant about the procedure.

Mayor Lee asked if it was under the threshold of what was required to bring before the commission and Jerry O'Brien said at first, he thought it was but when you take into consideration the 3 ½ year contract it is over the \$75,000 threshold.

Commissioner Hohman said had the amount been under you wouldn't have had to bring the ordinance, but we still would have had to authorize the City Manager to enter into the contract.

Paul Oberdorfer said even if it is under the threshold, he likes to bring software to the commission, so they know what we're using and the citizens.

Public Comment: Kim Heisler said she feels like if it had been pushed through at the last meeting then mistakes would not have been caught.

Adam Seas wanted to acknowledge the long hours that Jerry O'Brien works because when Adam is here late for meetings, he often sees Jerry in the building. He feels it is necessary to use software specialized in an area of need. He asked if we looked at any others. Jerry O'Brien replied that he has used this one before and is familiar with it, but he ultimately chose it because it is part of the cooperative and has already been bid out. Jerry said many municipalities use it like Hilliard and Bellbrook. Adam said he appreciates the commission doing their due diligence, but he also researched it and wonders why we have waited so long to get it.

Paul Oberdorfer said Clear gov is way more intuitive and has better forecasting than Open Gov.

Action Taken: A motion was made by Commissioner Hohman to waive the 3-reading rule for O-10-24 and it was seconded by Commissioner DeBrosse. All were in favor and the motion was carried unanimously.

Commissioner Hohman made a motion to approve ordinance O-10-24 and Mayor Lee seconded. All were in favor and the motion was carried unanimously.

RESOLUTION NO. R-90-24

A resolution authorizing the City Manager to sign a contract with the company Cleargov for a Budgeting Software Program

Introduction: Jerry O'Brien said that the conversation that took place during the Ordinance to move the money included the software being approved in this resolution.

Commissioners Comments: Commissioner DeBrosse thanked Jerry O'Brien and Paul Oberdorfer for walking him through the software prior to the meeting. He said that one of the things not mentioned was Paul Oberdorfer's desire to get us more streamlined. To show not where we are but where we're going. Commissioner DeBrosse said he got confirmation from a department head that everyone is on board.

Commissioner Hohman said the vision is not just for a 3-year forecast but what we want to do long term and what it will cost. He acknowledged the work that Jerry O'Brien has done and said he thinks this is a perfect alignment with the plan.

Paul Simmons said he did a review of the software and although he writes software, he thinks we should buy Cleargov.

Public Comment: Kim Heisler said that she is not opposed to the software but questioned the commission on some of the details. The commission stated that there were some errors that were caught, and they have the corrected copy in front of them. Paul Oberdorfer said the error was on him. Commissioner Hohman said there are checks and balances in place. Paul Oberdorfer said we are moving to a new module in Civic Plus for agenda prep and minutes.

Kim Heisler asked if Cleargov has a search option where she can go out and do her own checks and balances. Jerry O'Brien said it is a budgeting software where department heads can put notes in there. Commissioner Hohman asked if it has the ability to do a query. Paul Oberdorfer said it is not built to do a search, but you can drill down to the line item. Commissioner Hohman said Excel isn't really searchable either.

Action Taken: A motion was made by Commissioner Hohman to untable R-90-24 and the motion was seconded by Commissioner DeBrosse. All were in favor and the motion was carried unanimously.

Commissioner Hohman made a motion to approve resolution R-90-24 Commissioner Vetter seconded the motion to approve R-90-24. All were in favor and the motion was carried unanimously.

ADJOURN TO EXECUTIVE SESSION at 5:45 pm

To consider confidential information related to economic development as further defined by Ohio Revised Code Section 121.22(G)(8) or as amended

A motion was made by Commissioner Hohman to adjourn to Executive Session and Commissioner Vetter seconded the motion.

ROLL CALL

Mayor Lee and Commissioners Simmons, DeBrosse, Hohman and Vetter were present

ADJOURNMENT

KRIS LEE, MAYOR

Passed: _____

Attest: _____
COMMISSION CLERK

MEETING DATE	July 16, 2024			
REPORT TITLE	Recognition of Volunteers in the first half year of 2024			
SUBMITTED BY	Amy Welker, Assistant City Manager			
	Environmental & Recreation Services			
AGENDA CLASSIFICATION	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Regular
APPROVALS/REVIEWS	<input type="checkbox"/> City Manager		<input type="checkbox"/> Law Director	
	<input type="checkbox"/> Department Director		<input type="checkbox"/> Other	
BACKGROUND (Description, background, justification)	<p>The Park Board has discussed the need to recognize volunteers who serve a vital role in the city by contributing to Community Service projects, serving on boards and committees, and giving their time to better the community. The Park Board asked that a list of volunteers be produced so they could be recognized and thanked for their outstanding efforts.</p> <p>This list acknowledges those citizens who served on a city board or committee, along with citizens who supported city parks, projects, or community projects. This list is only the inaugural effort to recognize those who give their time to better Piqua. Efforts will continue to gather more names and continue to appreciate those who serve. Citizens are encouraged to log their volunteer efforts and submit them to the Park Board for recognition.</p>			
BUDGET/FINANCIAL IMPACT (Project costs and funding sources)	Budgeted:	NA		
	Expenditure:	NA		
	Source of Funds:	NA		
	Narrative:	NA		
OPTIONS (Include deny /approval option)	1.	NA		
	2.	NA		
STAFF RECOMMENDATION				
ATTACHMENTS	2024 List of Volunteers for the first half year			

**2024 Volunteer List
for First Half of Year**

7.10.2024

<u>First name</u>	<u>Last name</u>	<u>Group</u>
Joyce	Ashton	Four Seasons Garden Club
Bailey	Cooper	Lehman Catholic
Arlene	Coyne	Four Seasons Garden Club
Russ	Fashner	Friends of Piqua Parks
Chris	Galbreath	Lehman Catholic
Jim	Hemmert	Bike Safety Program
Joshua	Knapke	Lehman Catholic
Seth	Knapke	Lehman Catholic
Ruth	Koon	Friends of Piqua Parks
Jeff	Lange	POWW
Daria	Lee	Lehman Catholic
Kaden	Lee	Lehman Catholic
Katie	McFarland	Lehman Catholic
Donovan	O'Leary	Lehman Catholic
Evan	O'Leary	Lehman Catholic
Cindy	Pearson	Friends of Piqua Parks
Judy	Quinter	Green Leaf Garden Club
Adam	Seas	Wood St. Bike Path area
Eva	Silvers	Wood St. Bike Path area
Don	Smith	Friends of Piqua Parks
Edna	Stiefel	Friends of Piqua Parks
Morgan	Thurmond	Lehman Catholic
Jill	Ventura	Four Seasons Garden Club
Jim	Vetter	Friends of Piqua Parks
Joe	Wilson	Neighbors Helping Neighbors
Groups:		
Crane Pumps	9 employees	Mote Park
Lehman Catholic High School	10 students	Fountain Park
A Bunch of Hair 4H Club	15 kids	Fountain Park
Green Leaf Garden Club		
Four Seasons Garden Club		

RESOLUTION NO. R-96-24

**A RESOLUTION OF APPRECIATION FOR THE
FIRST HALF OF 2024 CITY OF PIQUA VOLUNTEERS**

WHEREAS, community members volunteer their time to support City of Piqua Boards and Committees and Community events and projects; and

WHEREAS, the City of Piqua Park Board, along with the Mayor and City Commissioners, wish to thank the volunteers in the Community; and

WHEREAS, the City of Piqua and the entire Community benefit from the outstanding efforts of the volunteers;

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

SEC. 1: In recognition and appreciation of the efforts of the community members who volunteered from January through June of 2024, as listed in Exhibit "A" attached, this Commission tenders its unanimous and respectful tribute by this Resolution, which shall be a matter of public and permanent record.

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: _____
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 Paul Simmons	_____
Commissioner Thomas Hohman	_____
Commissioner Frank DeBrosse	_____
Commissioner Jim Vetter	_____

RESOLUTION NO. R-97-24

**A RESOLUTION APPOINTING A MEMBER TO THE
COMMUNITY DIVERSITY COMMITTEE**

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: Jim Sheets is hereby appointed as a member of the Community Diversity Committee with a 1-year term expiring 4/1/2025, 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.

KRIS LEE, MAYOR

PASSED: _____

ATTEST: _____
DIANA TAMPLIN
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 Thomas Hohman	_____
Commissioner Frank DeBrosse	_____
Commissioner Paul Simmons	_____
Commissioner Jim Vetter	_____

MEETING DATE	July 16, 2024			
REPORT TITLE	A resolution authorizing the City Manager to sign a contract with the company Cleargov for a budgeting software program.			
SUBMITTED BY	Jerry O'Brien, City Finance Director			
	Finance Department			
AGENDA CLASSIFICATION	<input type="checkbox"/> Consent	<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Regular
APPROVALS/REVIEWS	<input checked="" type="checkbox"/> City Manager		<input type="checkbox"/> Law Director	
	<input checked="" type="checkbox"/> Finance Director			
BACKGROUND (Description, background, justification)	<p>As previously discussed, and approved, Cleargov is a software solution for compiling and managing the budget creation process. The contract would start on August 1, 2024 and expire on December 31, 2027.</p> <p>It was realized that the expenditure amount in the Resolution needed revised. Due to implementation of the contract being delayed, the first month of the subscription cost was deducted from the total cost and from the 2024 cost.</p>			
BUDGET/FINANCIAL IMPACT (Project costs and funding sources)	Budgeted \$:	\$11,656.17 for 2024		
	Expenditure \$:	\$102,174.17 total contract		
	Source of Funds:			
	Narrative:			
OPTIONS (Include deny /approval option)	1.	Pass the "Amended" Resolution to authorize the City Manager to sign the contract.		
	2.	Deny the City Manager authorization to sign the contract		
PROJECT TIMELINE	Implementation would begin immediately and is expected to be completed in 60 to 90 days.			
STAFF RECOMMENDATION	Approve the amended resolution.			

RESOLUTION NO. R-90-24 (AMENDED)

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH CLEARGOV FOR A SOFTWARE SOLUTION TO AID IN THE ANNUAL BUDGETING PROCESS

WHEREAS, the annual budgeting process is performed annually to create a legal budget to allow the city to expend funds; and

WHEREAS, this process is a complex endeavor that involves the City Commission, the leadership team of the city, and many staff members of the City; and

WHEREAS, the current process used by the city is cumbersome and has the potential for errors; and,

WHEREAS, staff have identified a solution that would streamline the process and provide better data integrity through stronger internal controls over the process.

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

SEC. 1: The City Manager is hereby authorized to enter into a contract with Cleagov to purchase a budget process software solution.

SEC. 2: The Finance Director certifies that funds are available and is hereby authorized to draw his warrants from time to time on the appropriate account of the City Treasury in payment according to contract terms, not exceeding a total of \$102,174.17

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

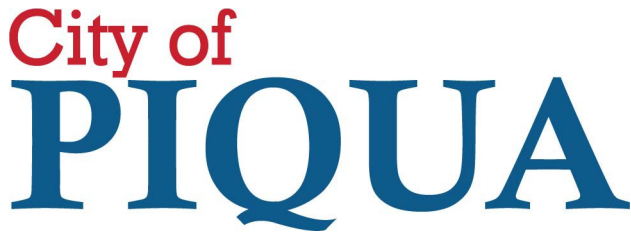
KRIS LEE, MAYOR

PASSED: _____

ATTEST: _____
DIANA TAMPLIN
CLERK OF COMMISSION

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

Mayor Kris Lee _____
Commissioner Frank DeBrosse _____
Commissioner James Vetter _____
Commissioner Paul Simmons _____
Commissioner Thomas Hohman _____



Commission Agenda Staff Report

MEETING DATE	7-16-2024		
REPORT TITLE (Should match resolution/ordinance title)	AN ORDINANCE ALLOCATING ADULT USE CANNABIS MARIJUANA EXCISE TAX REVENUE		
SUBMITTED BY	Name & Title: Frank Patrizio		
	Department: Law		
AGENDA CLASSIFICATION	<input type="checkbox"/> Consent	<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Regular
APPROVALS/REVIEWS	<input type="checkbox"/> City Manager		<input type="checkbox"/> Asst. City Manager/Finance
	<input type="checkbox"/> Asst. City Manager/Development		<input type="checkbox"/> Law Director
	<input type="checkbox"/> Department Director;		<input type="checkbox"/> Other:
BACKGROUND (Includes description, background, and justification)	Setting policy for a new tax from marijuana revenue		
BUDGETING AND FINANCIAL IMPACT (Includes project costs and funding sources)	Budgeted \$:		
	Expenditure \$:		
	Source of Funds:		
	Narrative:		
OPTIONS (Include Deny /Approval Option)	1.	Adopt the Ordinance	
	2.	Amend the Ordinance	
	3.	Reject the Ordinance	
	4.		
PROJECT TIMELINE	1 st Reading 7-16-2024 2 nd Reading 7-30-24 3 rd Reading 8-13-24		
STAFF RECOMMENDATION			
REASON FOR SELECTING CONSULTANT/COMPANY			
ATTACHMENTS			

ORDINANCE NO. O-9-24

AN ORDINANCE ALLOCATING ADULT USE CANNABIS MARIJUANA EXCISE TAX REVENUE

WHEREAS, the State of Ohio enacted Revised Code Sections 3780.22 and 3780.23, which enacted an excise tax of 10% on the sale of adult use cannabis by adult use dispensaries;

WHEREAS, the City of Piqua currently has medical dispensaries within its corporate limits, and it is anticipated that the said dispensaries and potentially other dispensaries may be permitted to sell cannabis products within the city limits to adult use consumers in the near future;

WHEREAS, the above-referenced statutes provide that thirty-six (36) percent of the adult use excise tax shall be transferred to the host community cannabis fund for the benefit of the municipal corporation and said funds may be used for any approved purpose;

WHEREAS, it is anticipated that the City of Piqua will receive quarterly distributions of excise funds from the State of Ohio in the future.

NOW THEREFORE 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 Finance Director shall establish a fund named "Cannabis Fund" and the money deposited from the State of Ohio in said fund shall be used for the benefit of the City of Piqua Park System;

SECTION II: The Finance Director shall contact the appropriate authorities for the State of Ohio and complete all documents necessary to secure the transfer of said excise tax funds to the City of Piqua;

SECTION III: This allocation of funds to the Park System shall be in addition to the amount allocated to the City of Piqua Park System from the General Fund income tax revenues; in short, said excise tax revenue shall not be included in the calculation of the allocation of income tax from the General Funds to the City Park System; and

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

1st Reading – 6/18/2024
2nd Reading – 7/16/2024
3rd Reading – 7/30/2024

KRIS LEE, MAYOR

PASSED: _____

ATTEST: _____

MELISSA KINNEY
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	_____

**Commission Agenda
Staff Report**

MEETING DATE	7-16-2024		
REPORT TITLE (Should match resolution/ordinance title)	AN ORDINANCE PERMITTING THE COMMISSION TO REMOVE APPOINTED REPRESENTATIVES FROM BOARDS CREATED BY THE COMMISSION		
SUBMITTED BY	Name & Title: Frank Patrizio		
	Department: Law		
AGENDA CLASSIFICATION	<input type="checkbox"/> Consent	<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Regular
APPROVALS/REVIEWS	<input type="checkbox"/> City Manager		<input type="checkbox"/> Asst. City Manager/Finance
	<input type="checkbox"/> Asst. City Manager/Development		<input type="checkbox"/> Law Director
	<input type="checkbox"/> Department Director;		<input type="checkbox"/> Other:
BACKGROUND (Includes description, background, and justification)	Setting procedure for removal of board members		
BUDGETING AND FINANCIAL IMPACT (Includes project costs and funding sources)	Budgeted \$:		
	Expenditure \$:		
	Source of Funds:		
	Narrative:		
OPTIONS (Include Deny /Approval Option)	1.	Adopt the Ordinance	
	2.	Reject the Ordinance	
	3.	Make amendments	
	4.		
PROJECT TIMELINE			
REASON FOR SELECTING CONSULTANT/COMPANY			
ATTACHMENTS			

ORDINANCE NO. O-11-24

AN ORDINANCE PERMITTING THE COMMISSION TO REMOVE APPOINTED REPRESENTATIVES FROM BOARDS CREATED BY THE COMMISSION

Whereas, the Commission has established several boards under Chapter 32 of the Piqua City Code;

Whereas, some of the boards created do not have provisions for the removal of members from said board;

NOW THEREFORE, 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 following removal provision shall be applicable to any and all boards created by the City Commission under Chapter 32 of the Piqua City Code:

Any member of any board may be removed upon a majority vote of the Piqua City Commission. Any board vacancy created by such action of the Commission shall be filled by the Commission, and the Successor so duly appointed shall serve the remaining term of the removed board member;

SECTION II: This ordinance shall be in addition to any other reasons for removal as set forth in any ordinance of Chapter 32 of the Piqua City Code;

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

1st Reading – 6/18/2024

2nd Reading – 7/16/2024

3rd Reading – 7/30/2024

KRIS LEE, MAYOR

PASSED: _____

ATTEST: _____

MELISSA KINNEY
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 _____

MEETING DATE	7-16-24			
REPORT TITLE (Should match resolution/ordinance title)	AN ORDINANCE TO REPEAL PIQUA CODE 30.15 IN ITS ENTIRETY AND TO ADOPT NEW RULES FOR COMMISSION			
SUBMITTED BY	Name & Title: Frank Patrizio			
	Department: Law			
AGENDA CLASSIFICATION	<input type="checkbox"/> Consent	<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Regular
APPROVALS/REVIEWS	<input type="checkbox"/> City Manager		<input type="checkbox"/> Asst. City Manager/Finance	
	<input type="checkbox"/> Asst. City Manager/Development		<input type="checkbox"/> Law Director	
	<input type="checkbox"/> Department Director;		<input type="checkbox"/> Other:	
BACKGROUND (Includes description, background, and justification)	The rules for commission meetings have not been reviewed and updated since 10-16-2012. With the change in technology and other factors they needed to be updated.			
BUDGETING AND FINANCIAL IMPACT (Includes project costs and funding sources)	Budgeted \$:			
	Expenditure \$:			
	Source of Funds:			
	Narrative:			
OPTIONS (Include Deny /Approval Option)	1.	Adopt the new rules		
	2.	Deny new rules and keep the ones in effect from 12 years ago		
	3.	Amend the proposed new rules		
	4.			
PROJECT TIMELINE	1 st reading 7-16-24 2 nd reading 7-30-24 3 rd reading TBD (Special meeting date not determined)			
STAFF RECOMMENDATION	Update the new rules			
REASON FOR SELECTING CONSULTANT/COMPANY				
ATTACHMENTS	Current rules			

§ 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)

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

1st Reading 7-16-2024

2nd Reading 7-30-2024

3rd Reding 8- -2024

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 three 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;**

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 asked to leave city hall. If an individual refuses to comply with the Mayor or presiding officers directive to leave city hall, the individual may be charged criminally for the his or her conduct.

**Commission Agenda
Staff Report**

MEETING DATE	July 16, 2024		
REPORT TITLE	An Amended Ordinance to make appropriations for the City of Piqua, Ohio for the year 2024		
SUBMITTED BY	Name & Title: Jerald O'Brien, Finance Director		
	Department: Finance		
AGENDA CLASSIFICATION	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution <input type="checkbox"/> Regular
APPROVALS/REVIEWS	<input checked="" type="checkbox"/> City Manager		
	<input checked="" type="checkbox"/> Law Director		
	<input checked="" type="checkbox"/> Department Director		
BACKGROUND	<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>SECTION 1: 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>		

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.

BUDGETING AND FINANCIAL IMPACT

Appropriations \$:	\$559,360 net increase to the budget
Source of Funds:	

	Narrative	
OPTIONS	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.
PROJECT TIMELINE		
STAFF RECOMMENDATION	We are requesting approval of Ordinance No. O-13-24 to make Appropriations for the City of Piqua for the year 2024.	
REASON FOR SELECTING CONSULTANT/COMPANY	N/A	
ATTACHMENTS		

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>	2024 BUDGET	INCREASE (DECREASE)	2024 REVISED BUDGET
<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)
TOTAL	\$339,539	\$0	\$339,539
<u>City Commission</u>			
Personal Services/Administrative Support	\$61,737		\$61,737
Operation and Maintenance	\$40,681		\$40,681
TOTAL	\$102,418	\$0	\$102,418
<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)
TOTAL	\$90,281	\$0	\$90,281
<u>Civil Service</u>			
Operation and Maintenance	\$38,870		\$38,870
TOTAL	\$38,870	\$0	\$38,870
<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)
TOTAL	\$110,303	\$10,150	\$120,453
<u>Finance</u>			
Personal Services/Administrative Support	\$746,836		\$746,836
Operation and Maintenance	\$90,374		\$90,374
Allocated Expenses	(\$569,497)		(\$569,497)
TOTAL	\$267,713	\$0	\$267,713
<u>Law</u>			
Personal Services/Administrative Support	\$0		\$0
Operation and Maintenance	\$128,984		\$128,984
Allocated Expenses	(\$76,805)		(\$76,805)
TOTAL	\$52,179	\$0	\$52,179
<u>Income Tax</u>			
Personal Services/Administrative Support	\$62,016		\$62,016
Operation and Maintenance	\$460,770		\$460,770
TOTAL	\$522,786	\$0	\$522,786
<u>Planning & Zoning</u>			
Personal Services/Administrative Support	\$430,295	\$26,000	\$456,295
Operation and Maintenance	\$83,436	\$18,850	\$102,286
TOTAL	\$513,731	\$44,850	\$558,581
<u>General Government</u>			
Operation and Maintenance	\$735,715	\$55,000	\$790,715
Capital Outlay (including labor)	\$500,000		\$500,000
TOTAL	\$1,235,715	\$55,000	\$1,290,715

<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)
TOTAL	\$68,888	\$5,400	\$74,288
<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)
TOTAL	\$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)
TOTAL	\$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)
TOTAL	\$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 Golf 409	\$225,000		\$225,000
Transfer to Fort Piqua Plaza 410	\$425,000		\$425,000
TOTAL	\$5,285,000	\$50,130	\$5,335,130
TOTAL GENERAL FUND	\$8,774,854	\$165,530	\$8,940,384
SEC. 2: 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
TOTAL	\$1,511,155	\$150,130	\$1,661,285
SEC. 3: 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
TOTAL	\$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
TOTAL	\$6,998,820	\$23,700	\$7,022,520
TOTAL PUBLIC SAFETY	\$13,250,309	\$78,700	\$13,329,009
SEC. 4: That there be appropriated from the DEMOLITION DEFENSE FUND (126)			
Operation & Maintenance	\$100,000	\$40,000	\$140,000
TOTAL	\$100,000	\$40,000	\$140,000
SEC. 5: 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
TOTAL	\$2,251,299	\$30,000	\$2,281,299

SEC. 6: 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
TOTAL	\$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

MEETING DATE	July 16, 2024		
REPORT TITLE	A Resolution authorizing the City Manager to sign a contract with GovWell for Permit Software.		
SUBMITTED BY	Name & Title: Kyle Hinkelman, Community Services Director		
	Community Services Department		
AGENDA CLASSIFICATION	<input type="checkbox"/> Consent	<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Regular
APPROVALS/REVIEWS	<input checked="" type="checkbox"/> City Manager		<input type="checkbox"/> Asst. City Manager/Finance
	<input type="checkbox"/> Asst. City Manager		<input type="checkbox"/> Law Director
	<input checked="" type="checkbox"/> Department Director		<input type="checkbox"/> Other:
BACKGROUND	<p>The Community Services Department was created in January, 2024 in an effort to find efficiencies within multiple departments of the City of Piqua. Over the last six months our staff has worked to integrate and reduced redundancy along with provide more service to residents.</p> <p>The new software will provide additional services to residents and businesses and make the permitting experience better. The additional services include:</p> <ul style="list-style-type: none"> • External portal to see where the permit is in the approval process • Online payment options within the system • Faster approval / review times • Public mapping and data reports <p>Staff demoed and received quotes from multiple vendors, and after substantial review is recommending that the City of Piqua purchase GovWell to provide permitting services to the Community Services Department. This includes, but is not limited to, the planning & zoning permits, engineering permits, special use permits, contractor licensing, rental registration,</p>		
BUDGETING AND FINANCIAL IMPACT	Budgeted \$:	\$ 28,910 in 2024 (yr.1)	
	Expenditure \$:	\$68,230 for 3 years of service (\$19,660 / yr.2 and 3.)	
	Source of Funds:		
	Narrative:		

OPTIONS	1.	Approve the resolution to authorize the City Manager to sign the contract.
	2.	Do not approve the resolution and deny the City Manager the authorization to sign the contract.
PROJECT TIMELINE	<p>This project will include substantial data migration and management prior to implementation. The current estimated timeline is as follows:</p> <ul style="list-style-type: none"> • Sign Contract – July, 2024 • Data Export and Migration – Aug/Sept, 2024 • System Testing – Oct, 2024 • Go Live w/ new System – November/December, 2024 	
STAFF RECOMMENDATION	Approve the resolution to allow the Community Services Department to provide a more efficient and comprehensive permitting solution for the residents and businesses in the City of Piqua.	
REASON FOR SELECTING CONSULTANT/COMPANY	N/A	
ATTACHMENTS	Exhibit A – Final Legislation and Contract	



GovWell

City of
PIQUA

Modern Software for Local Government

Proposal for Piqua, OH | May 21, 2024



GovWell specializes in helping municipalities under 50,000 residents to simplify processes and modernize citizen services.

What sets GovWell apart is our ability to configure systems for your government's unique needs, intuitive user interface, and customer-focused philosophy.



Champlain, NY

5,692



Hampton, GA

8,143



Kingsland, GA

21,122



Decatur, TX

7,758



Hutto, TX

45,232

Integrated solutions for all teams



Building Permits & Inspections

Build safely and efficiently with permit management, plan review, and inspections.



Planning & Zoning

Simplify development with online applications, workflow management, and plan review.



Code Enforcement

Uphold local laws and ordinances with case management and mobile-friendly inspections.



Licenses and Other Permits

Make it easy for citizens to apply, pay for, and renew licenses and non-building permits online.



Public Works

Track citizen complaints, generate work order requests, and review plans electronically.



Fire Department

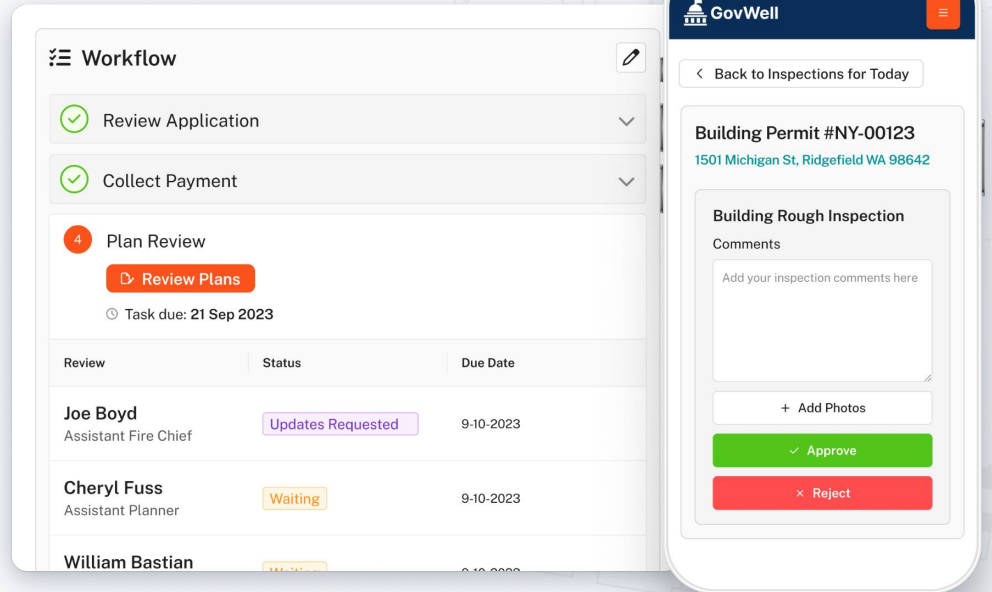
Manage recurring fire inspections and review plans electronically.

WHY GOVWELL?

Simplify processes

Track and speed up common workflows with intuitive, mobile-friendly software for local government operations.

- ✔ Reduce paper and citizen wait times.
- ✔ Improve collaboration across departments.
- ✔ Work from anywhere on any device.
- ✔ Customize to your unique needs.



WHY GOVWELL?

Modernize citizen services

Facilitate access to government services online with intuitive portals and automated communications for routine processes.

- ✔ Help citizens access essential services online.
- ✔ Enable online payments via credit and debit card.
- ✔ Reduce phone calls by making processes more transparent.

The screenshot displays the 'City of Hutto Citizen Portal' interface. The main navigation bar is dark blue with the 'Hutto' logo and the text 'City of Hutto Citizen Portal'. Below the navigation, there is a grid of four service cards:

- Apply for a Building Permit**: Includes a document icon and an orange button labeled 'Apply for a Building Permit'.
- Submit a Development Application**: Includes a document icon and an orange button labeled 'Submit a Development Application'.
- Submit a Complaint**: Includes a warning triangle icon and an orange button labeled 'Submit a Complaint'.
- Apply for a License**: Includes a document icon and an orange button labeled 'Apply for a License'.

A modal window titled 'Apply for a Building Permit' is overlaid on the right side. It features a breadcrumb trail: 'Permit Type' (checked), 'Job Info' (checked), and 'Job Plans' (active, highlighted in red with a '3' in a circle). The modal content includes:

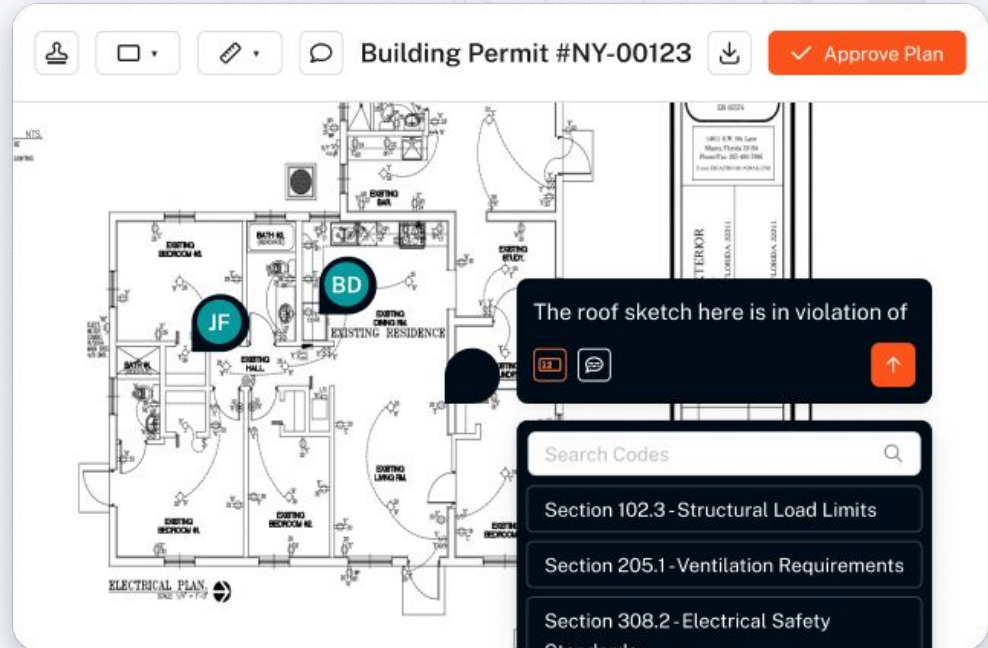
- Job Plans**: A heading followed by the text 'Please upload plans for the Building Department to review.'
- Site Plan**: A heading followed by a red upload icon and the text 'Click to Upload or drag and drop PDF, PNG, or JPG'.
- Navigation buttons: 'Back', 'Save as Draft', and 'Submit'.

WHY GOVWELL?

The only all-in-one solution for Permits, Plan Review and Inspections

- ✔ Eliminate integration issues between permitting and plan review systems.
- ✔ Streamline internal collaboration and communication with applicants.
- ✔ Save money with an all-in-one solution.

See It in Action





GovWell

Product



Staff portal

Move permit and license applications through simple and complex workflows easily. Reduce turnaround time by increasing staff efficiency and transparency across departments.



The screenshot displays the GovWell staff portal interface. On the left is a dark blue sidebar with navigation options: Search, Building, Permits (selected), Plan Reviews, Inspections, Planning & Zoning, Applications, Code Enforcement, Complaints, Inspections, and Reporting. The main content area shows details for Building Permit #WA-00123 at 1501 Michigan St, Ridgefield WA 98642. A modal window titled "Route for Plan Review" is open, displaying a list of departments with checkboxes for assignment. The modal text states: "Reviewers have been assigned automatically based on the Project Type. You can edit these assignments below." The list includes Building, Planning, and Fire departments (checked), and Engineering, Public Works, and Health departments (unchecked). A "Done" button is at the bottom right of the modal. In the background, a workflow table is visible with columns for Reviewer, Status, and Due Date.

Review	Status	Due Date
Bill Davis Building Plans Reviewer	Waiting	9-10-2023
Janet Frank Planning Review	Updates Requested	9-10-2023

Plan review

Collaborate to markup plans electronically and share corrections with applicants. Review faster with comment templates and code references.



Site Plan

- 1 Site Plan
- 2 Site Plan
- 3 Site Plan
- 4 Asbestos Report

GENERAL ELECTRICAL NOTES:

- SEE SET OF PERMITS.
- INSTALL ALL CONDUIT TO CONFORM WITH CITY & STATE CODES.
- ALL CONDUIT TO BE INSTALLED IN ACCORDANCE WITH THE CITY & STATE CODES.
- ALL CONDUIT TO BE INSTALLED IN ACCORDANCE WITH THE CITY & STATE CODES.

ELECTRICAL SYMBOLS LEGEND:

- 1. Single phase 120/240V
- 2. Three phase 120/240V
- 3. Single phase 120/240V
- 4. Three phase 120/240V

GENERAL NOTES:

- THE PERMITTEE SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE CITY AND STATE.
- ALL WORK SHALL BE IN ACCORDANCE WITH THE CITY AND STATE CODES.

COMPLY W/NEC 210.12(A):

COMPLY W/NEC 210.12(B):

COMPLY W/NEC 404.8(C):

ELECTRICAL RISER DIAGRAM:

TYPE	DESCRIPTION	LOCATION	STATUS
1	120V 15A	120V 15A	OK
2	120V 20A	120V 20A	OK
3	120V 30A	120V 30A	OK
4	120V 40A	120V 40A	OK
5	120V 50A	120V 50A	OK
6	120V 60A	120V 60A	OK
7	120V 75A	120V 75A	OK
8	120V 100A	120V 100A	OK
9	120V 125A	120V 125A	OK
10	120V 150A	120V 150A	OK
11	120V 200A	120V 200A	OK
12	120V 250A	120V 250A	OK
13	120V 300A	120V 300A	OK
14	120V 350A	120V 350A	OK
15	120V 400A	120V 400A	OK

The roof sketch here is in violation of

- Fire
- Section 301.4 - Minimum Slope Requirement for Fire Prevention
- Section 301.5 - Fire Resistance Rating
- Section 301.6 - Ventilation Standards for Fire Prevention

Comments

- Janet Frank Planning Reviewer
- Bill Davis Building Plans Reviewer

Your area is subject to all style guidelines to preserve character and identity of

Roofs in residential houses built with wooden trusses designed here are

Make services accessible

Set up online portals for common services that enable form submission, document uploads, and prevent common submission errors.



Apply for a Building Permit

✓ Permit Type

✓ Job Info

3 Job Plans

Step 3 of 3

Job Plans

Please upload plans for the Building Department to review.

Site Plan ?

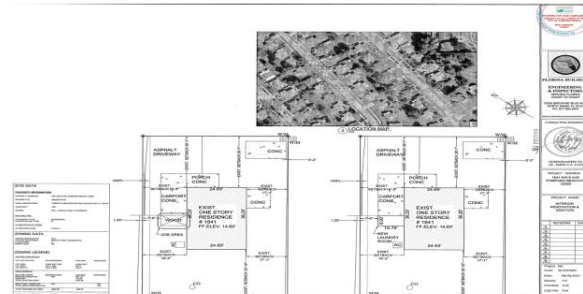
Asbestos Report ?

Site Plan

A site plan is a type of drawing which shows existing and proposed conditions for a given area. Site plans typically show buildings, roads, sidewalks and paths/trails, parking, drainage facilities, sanitary sewer lines, water lines, lighting, and landscaping and garden elements.

✗ Rejection: Common reasons why site plans are rejected include:
Incomplete
Not signed and sealed by an architect

An example of a site plan can be found below. [Click here to download](#) the example site plan.



Click to Upload or drag and drop

PDF, PNG, or JPG



Click to Upload or drag and drop

PDF, PNG, or JPG

Roof Sketch ?

to be true and correct. All provisions of laws and ordinances governing this type of work will

Save as Draft

Submit Permit Application

Code enforcement

Manage cases, log inspections, and prepare violation notices. Get ready for court with one click.



The screenshot displays the GovWell Code Enforcement interface. On the left is a dark blue sidebar with navigation options: Search, Building, Permits, Plan Reviews, Inspections, Planning & Zoning, Applications, Code Enforcement (highlighted), Cases (highlighted), Inspections, and Reporting. Below the sidebar, it shows 'Gotham, NY', 'Permit Technician', and 'Settings'.

The main content area is titled 'Code Case #PF-123 - Dilapidated Exterior' with the address '1501 Michigan St, Gotham NY 10960'. It features a progress bar with '1 Review' and '2 In Progress' steps. Below this are tabs for 'Details', 'Parcel', 'Inspections', and 'Files'. The 'Parcel Overview' section lists: Owner: SMITH, JOHN; Tax ID: 051-2-33; Address: 1501 Michigan St, Gotham NY 10960. A map shows the parcel location.

A 'My Task: Review Case' panel includes a 'Resolve Case' button and a prominent orange 'Schedule Inspections' button. A 'History' section shows a comment from Michael Sanderson (Reporter) dated September 10, 2023, 5:00pm: 'Michael submitted the Case.'

A 'Generate Mailer' modal is open, prompting the user to 'Fill in the form below to generate a mailer that can be mailed and/or emailed to the property owner.' It includes a 'Mailer Title' dropdown menu with the following options: 'INITIAL NOTICE OF VIOLATION AND ORDER', 'FOLLOW UP - SECOND NOTICE OF VIOLATION AND ORDER' (selected with a checkmark), 'FOLLOW UP - THIRD NOTICE OF VIOLATION AND ORDER, INVITATION TO COURT HEARING', and 'VIOLATION RESOLUTION NOTICE'. There is also a 'Comments' field with the placeholder text 'Enter comments for property owner'.

At the bottom of the main interface, there is a table titled 'Additional Code Violations at Parcel' with columns for 'Violation' and 'Mailing Address'. One row is visible with violation '#123' and address '1501 Michigan St'.

Analytics and reporting

Create your own custom reports that run automatically.



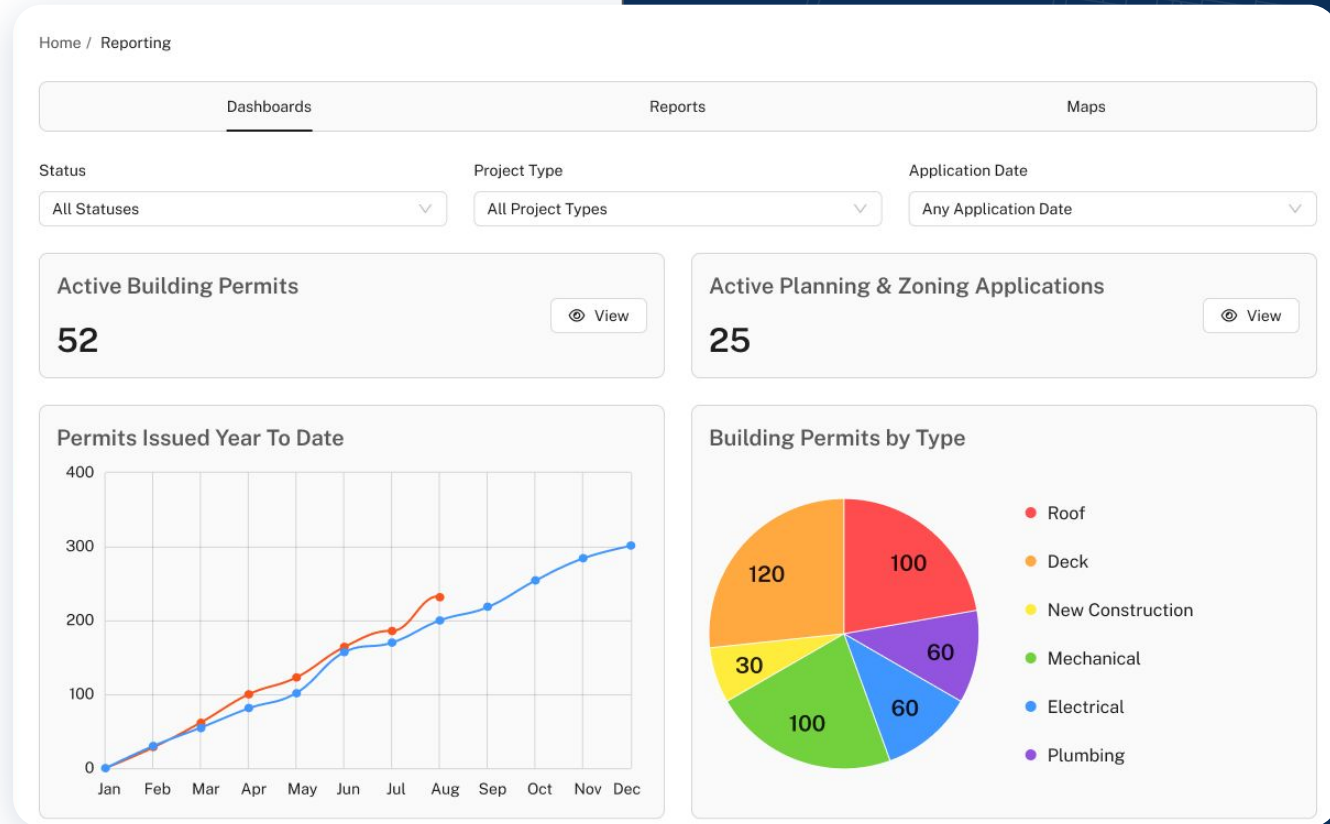
The screenshot displays the GovWell Reporting interface. The left sidebar contains navigation options: Search, Building (Permits, Plan Reviews, Inspections), Planning & Zoning (Applications), Code Enforcement (Complaints, Inspections), Reports (highlighted), and Settings. The main content area shows 'Home / Reporting' with tabs for Dashboards, Reports, and Maps. A '+ Create Report' button is visible. The 'Recurring Reports' section contains a table with columns for Name, Frequency, and Recipients. The 'One-Off Reports' section contains a table with columns for Name, Created on, and Recipients.

Name	Frequency	Recipients	
Weekly Permit Activity	Every Friday at 4pm EST	<ul style="list-style-type: none">CBODirector of Community Development	Download Edit
Weekly Code Enforcement Activity	Every Friday at 4pm EST	<ul style="list-style-type: none">Code Enforcement OfficersCBODirector of Community Development	Download Edit
Daily Finance Report	Every day at 5pm EST	<ul style="list-style-type: none">Director of Community DevelopmentDirector of Finance	Download Edit
Monthly Development Activity	Every 1st of the month at 9am EST	<ul style="list-style-type: none">CBODirector of Community Development	Download Edit
HUD Report	Every 1st of the month at 9am EST	<ul style="list-style-type: none">CBODirector of Community Development	Download Edit

Name	Created on	Recipients	
Weekly Permit Activity	July 1, 2023	<ul style="list-style-type: none">CBODirector of Community Development	Download
Weekly Code Enforcement Activity	June 12, 2023	<ul style="list-style-type: none">Code Enforcement OfficersCBODirector of Community Development	Download
		<ul style="list-style-type: none">Code Enforcement Officers	

Analytics and reporting

Effortlessly track key metrics, generate reports, and visualize data on maps.



Online payments

Enable customers to securely pay fees online via credit/debit card and bank transfer. Put fee collection on autopilot with email reminders.



GovWell <notifications@govwelltech.com>
To: You

Hello Michael Sanderson,

Congratulations! Your Roofing permit **#NY-00123** has been approved.

You must pay the fee of \$125 in order to receive the permit approval documents and

[Click here](#) to pay the fee in GovWell.

☰ My Task: Pay Fee

Once you pay the permit fee, you can print the Permit Approval Documents and begin working!

Fee	Status
\$125.00	Unpaid

\$ Pay fee

Search, fast



Search and filter
across multiple
record types.

The screenshot displays the GovWell website's search functionality. On the left is a dark blue navigation sidebar with the GovWell logo and menu items: Search, Building, Permits (highlighted), Inspections, Planning & Zoning, Permits, Code Enforcement, Complaints, Inspections, and Reports. The main content area is titled 'Permits' and shows a search bar with '1031' entered. Below the search bar are filter tabs: All (selected), Parcel IDs, Addresses, Permits, Applicants, and Violations. The search results are listed as follows:

- Parcel ID** 103173747 (5 permits · 17 plans · 25 inspections · 2 violations)
- Parcel ID** 103125252 (1 permit · 3 plans · 2 inspections · 0 violations)
- Parcel ID** 103125252 (4 permits · 9 plans · 7 inspections · 1 violations)
- Address** 1031 Sunset Drive, Nyack NY 10960 (1 permit · 3 plans · 2 inspections · 0 violations)
- Permit** #NY-01031 (Commercial Roofing Permit)

At the bottom of the search results, there are controls: '5 results', a 'Select' button with a double arrow icon, an 'Open' button with a left arrow icon, and an 'Open in New Tab' button with a window icon and left arrow icon.

Inspections made easy

Log inspections and add photos from any mobile device. Plan efficient routes by visualizing your day's work.



Home / Building Inspections

Building Inspections

My Inspections Today 4

Permit	Address	Status	Type
#NY-123	1501 Michigan St	Overdue	Building
#NY-124	1 Sunset Dr	To Do	Food
#NY-125	7 Sunset Dr	To Do	Building
#NY-126	9 Sunset Dr	To Do	Construction
#NY-127	11 Sunset Dr	To Do	Building

GovWell

< Back to Inspections for Today

Building Permit #WA-00123

1501 Michigan St, Ridgefield WA 98642

Building Rough Inspection

Comments

Add your inspection comments here

+ Add Photos

✕ Reject Inspection ✓ Approve Inspection

Details Files

Plans Set Version 1 View

Created on September 10, 2023 at 3:45pm

Created by MS Applicant **Michael Sanderson**

Consists of

- Site Plan
- Asbestos Report
- Truss Drawing
- Single-Family Sketch

Update Plans Set

Building Rough 9-20-23 Janet Frank View

Watch a 3 → minute demo

The screenshot shows the City of Hutto Citizen Portal website. The header includes the City of Hutto logo, the text "City of Hutto Citizen Portal", and a "Sign Up / Login" button. The main content area is divided into several service tiles:

- Apply for a Building Permit:** "Submit a quick form to apply for a Building permit" with a button "Apply for a Building Permit".
- Submit a Development Application:** "View instructions for development applications and submit an application to the Planning & Zoning Department" with a button "Submit a Development Application".
- Check Application Status:** "Get up-to-date information regarding the status of your building permit or development application" with a button "Check Permit Status".
- Estimate Permit Fees:** "Use an intuitive calculator to estimate your permit fees" with a button "Estimate Permit Fees".
- Register a Contractor License:** "Submit paperwork for contractor registration" with a button "Register a Contractor License".
- Apply for a Business License:** "Submit a form to apply for a Business License" with a button "Apply for a Business License".

A video player overlay is centered on the screen, showing a play button, a progress bar at 1.2x speed, and a duration of 3 min 2 min 40 sec. A small circular video thumbnail of a man speaking is positioned over the "Check Application Status" tile. A thumbs-up icon is visible in the bottom right corner of the portal screenshot.

Included with your subscription



Access to purchased modules, including upgrades and maintenance



Full service implementation: system configuration, GIS integration, data migration, staff training



Unlimited data storage



Unlimited user licenses for purchased modules



Dedicated support (always speak to a human)



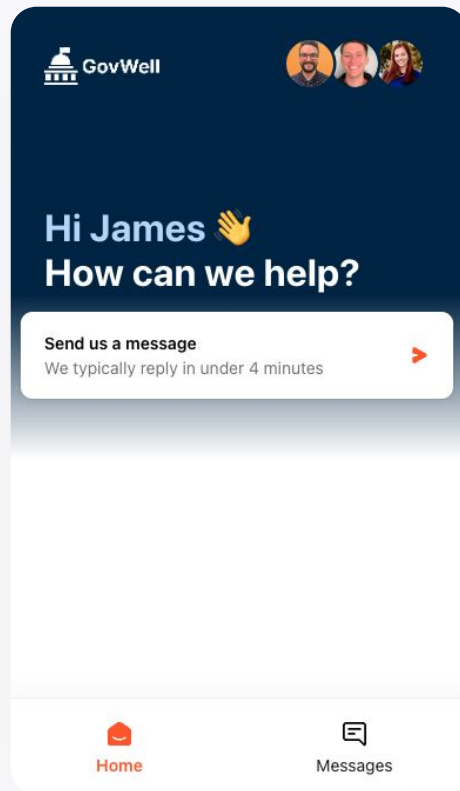
Best Price Guarantee

If you receive a lower quoted price from another vendor for equivalent functionality & service, provide us with the quote and we'll match it.

White glove support

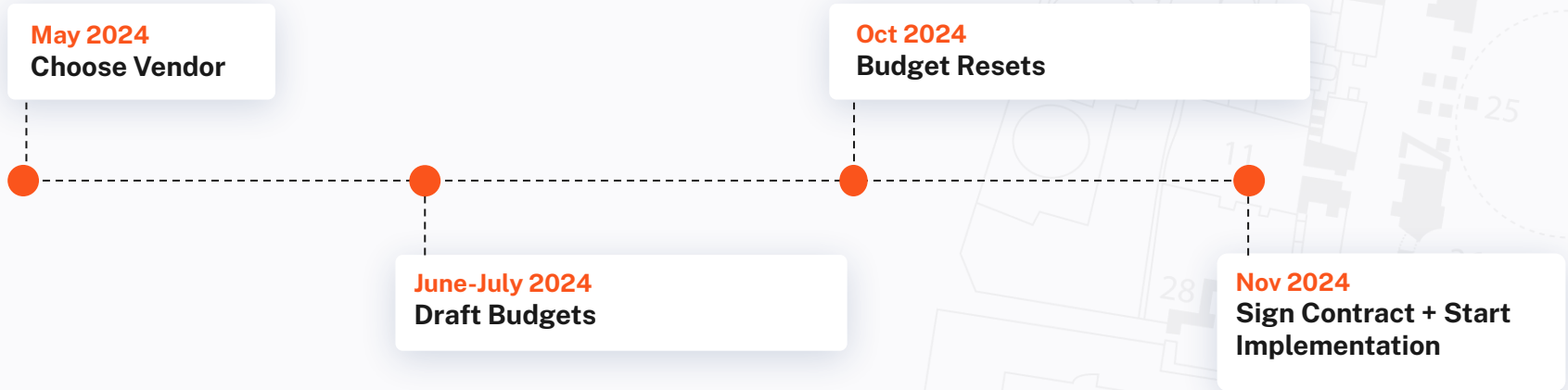
We care deeply about the success of each of our customers. To ensure GovWell works great for you, we provide a level of service that is unique in the industry.

- ✔ Dedicated support: work with a long-term partner who knows your team & process. No anonymous agents!
- ✔ Call, email or chat us. Average response time is <5 minutes during business hours (8-6pm EST).
- ✔ We provide support to your citizens via phone, email, and chat.
- ✔ Partner approach: No limits on support hours, and never pay fees for system modifications.



Timeline

We work quickly to get you live on GovWell. We deploy modules in stages so that you can get up and running faster on the most important functionality.



Leadership



Troy LeCaire
CEO and Co-founder

Originally from Green Bay, Wisconsin, Troy is passionate about empowering public servants to serve their communities better with modern technology. Before GovWell, Troy worked for two Wisconsin senators and spent 7 years in leadership roles at RippleMatch, a developer of hiring software used by 200+ employers like General Mills and eBay. He studied Government at Cornell University.



Cornell University



Ben Cohen
CTO and Co-founder

Ben grew up helping his dad, a general contractor, to pull thousands of permits. Ben's personal struggles navigating development processes as an applicant inspired him to build more user-friendly products for governments and citizens. Before GovWell, Ben spent 5 years developing software for Uber and Amazon. He studied Computer Science at Princeton University.



Summary

Item	Details
Year 1 Cost	\$48,000 \$28,910
Annual Recurring Services	\$32,000 \$19,660
Billing	Annual, invoiced upon signing
Initial Term	36 months
Annual Uplift	None during initial term

Pricing valid through 7/25/24



Save money with a 3-year agreement

We can lock in your current price in exchange for a 36 month initial term.

Best Price Guarantee

As part of our price match policy with CivicPlus, GovWell is offering a -40% discount on the list price of \$48,000 for the Year 1 Cost.

RESOLUTION NO. R-94-24

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH GOVWELL FOR A PERMITTING SOFTWARE SOLUTION

WHEREAS, the Community Services Department is tasked with providing permitting services to residents and businesses in the City of Piqua which include planning and zoning and engineering permits along with many others; and

WHEREAS, the Community Services Department is continually looking for ways to provide services more efficiently and effectively and after substantial review is recommending a new permit software to provide additional services and transparency to residents and businesses within the City; and

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

- SEC. 1: The City Manager is hereby authorized to enter into a three year contract with GovWell to purchase a permit software solution.
- SEC. 2: The Finance Director certifies that funds are available and is hereby authorized to draw his warrants from time to time on the appropriate account of the City Treasury in payment according to contract terms, not exceeding a total of \$68,230.
- 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: _____
MELISSA KINNEY
CLERK OF COMMISSION

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

Mayor Kris Lee _____
Commissioner Frank DeBrosse _____
Commissioner James Vetter _____
Commissioner Paul Simmons _____
Commissioner Thomas Hohman _____

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 James Vetter _____
Commissioner Paul Simmons _____
Commissioner Thomas Hohman _____

**Commission Agenda
Staff Report**

MEETING DATE	7-16-24			
REPORT TITLE (Should match resolution/ordinance title)	Liquor Permit application for Quick Mart			
SUBMITTED BY	Name & Title: Frank Patrizio			
	Department: Law			
AGENDA CLASSIFICATION	<input type="checkbox"/> Consent	<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Regular
APPROVALS/REVIEWS	<input type="checkbox"/> City Manager		<input type="checkbox"/> Asst. City Manager/Finance	
	<input checked="" type="checkbox"/> Development		<input checked="" type="checkbox"/> Law Director	
	<input checked="" type="checkbox"/> Chief of Police		<input type="checkbox"/> Other:	
BACKGROUND (Includes description, background, and justification)	This is a routine Notice to Legislative Authority by the OH Div of Liquor Control when a business has applied for a renewal or new liquor permit.			
BUDGETING AND FINANCIAL IMPACT (Includes project costs and funding sources)	Budgeted \$:	0		
	Expenditure \$:	0		
	Source of Funds:			
	Narrative:	The Ohio Division of Liquor Control notifies the legislative authority when an application for liquor sales is received. This has been reviewed by the Police Chief, the Dev Director and Law Director and there were no objections.		
OPTIONS (Include Deny /Approval Option)	1.	Request Hearing		
	2.	Do not request a hearing		
	3.			
	4.			
PROJECT TIMELINE	Response must be given by 7/29/24			
REASON FOR SELECTING CONSULTANT/COMPANY				
ATTACHMENTS	Notice from OH Division of Liquor Control			

RESOLUTION NO. R-95-24

A RESOLUTION REGARDING THE APPLIED FOR LIQUOR PERMIT FOR QUICK MART, 538 MCKINLEY STREET, PIQUA, OHIO, 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 authorizes 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 from Quick Mart, 538 McKinley Street, Piqua, Ohio, 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 July 29, 2024.
- 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: _____
DIANA TAMPLIN
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 Thomas Hohman	_____
Commissioner Frank DeBrosse	_____
Commissioner Paul Simmons	_____
Commissioner James Vetter	_____



DATE: July 3, 2024

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

From: Diana Tamplin, City of Piqua – Clerk of Commission

LIQUOR PERMIT APPLICATION

Please review the attached application for a liquor license from QUICK MART, 538 MCKINLEY ST, PIQUA, OHIO, 45356, and give me your comments.

The attached notice was received in the Clerk of Commission Office on June 10, 2024, with notification due to the Ohio Division of Liquor Control no later than July 8, 2024.

	Objects	No Objections
Chief of Police Rick Byron	_____	_____
Law Director Frank Patrizio	_____	_____
Economic Development Director Chris Schmiesing	_____	_____

	Objects	No Objections
Mayor Lee	_____	_____
Commissioner Vetter	_____	_____
Commissioner Simmons	_____	_____
Commissioner Hohman	_____	_____
Commissioner DeBrosse	_____	_____

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

4245470		NEW	JAI VARAHI MATA LLC	
PERMIT NUMBER		TYPE	DBA QUICK MART	
ISSUE DATE				
06		24		2024
FILING DATE				
C1				
PERMIT CLASSES				
55	077	A	E21949	
TAX DISTRICT			RECEIPT NO.	

FROM 06/26/2024

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



MAILED 06/26/2024

RESPONSES MUST BE POSTMARKED NO LATER THAN. 07/29/2024

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES **A NEW 4245470**

(TRANSACTION & NUMBER)

(MUST MARK ONE 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

RESOLUTION NO. R-98-24

**RESOLUTION DELEGATING THE NUMBER OF ASSISTANTS AND OTHER SUBORDINATES
TO BE EMPLOYED IN THE PIQUA POLICE DEPARTMENT
FROM THE COMMISSION TO THE CITY MANAGER**

WHEREAS, Section 66 of the City of Piqua Charter states that the city shall maintain a police force consisting of an officer directly in charge thereof and of such number of other officers, patrolmen and employees as may be fixed in accordance with the provisions of Section 38 of this Charter.;

WHEREAS, Section 38 of the City of Piqua Charter states that the number of assistants and other subordinates to be employed in or by each department or office shall be fixed by the commission, unless the commission authorizes the manager to determine the number of such assistants and subordinates in and for any department or office subject to the appropriations made therefor.; and,

WHEREAS, the Commission of the City of Piqua wants to delegate its authority outlined in Section 38 of the City of Piqua Charter from the Commission to the City Manager concerning the City of Piqua Police Department.

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

SEC. 1: The Commission of the City of Piqua hereby delegates its authority under Section 38 of the City of Piqua Charter to the City Manager specific to the City of Piqua Police Department.

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

KRIS LEE, MAYOR

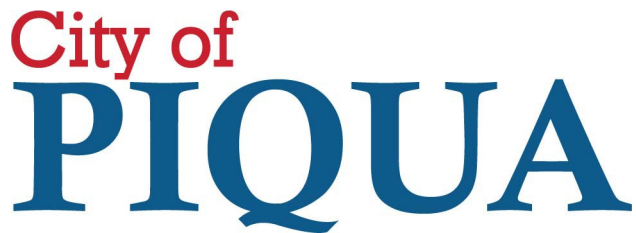
PASSED: _____

ATTEST: _____
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 Paul Simmons	_____
Commissioner Thomas Hohman	_____
Commissioner Frank DeBrosse	_____
Commissioner Jim Vetter	_____



Commission Agenda Staff Report

MEETING DATE	7-16-2024		
REPORT TITLE (Should match resolution/ordinance title)	Resolution delegating the number of assistants and other subordinates to be employed in the Piqua Police Department from the commission to the city manager.		
SUBMITTED BY	Name & Title: Catherine Bogan, Human Resources Director		
	Department: Human Resources - Police		
AGENDA CLASSIFICATION	<input type="checkbox"/> Consent	<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Regular
APPROVALS/REVIEWS	<input type="checkbox"/> City Manager		<input type="checkbox"/> Asst. City Manager/Finance
	<input type="checkbox"/> Asst. City Manager/Development		<input checked="" type="checkbox"/> Law Director
	<input type="checkbox"/> Department Director;		<input type="checkbox"/> Other:
BACKGROUND (Includes description, background, and justification)	<p>Request is to delegate its authority outlined in Section 38 of the City of Piqua Charter from the Commission to the City Manager concerning the City of Piqua Police Department. This request to delegate authority to the City Manager to determine the number of such assistants and subordinates in the police department is a desire to restructure our management staff by eliminating a Deputy Chief promotional position and replacing it with a patrol officer entry level position. This restructuring of the management rank would not only result in a financial savings to the City, but by replacing the position with an entry level police officer this would put one more resource on the street where it is most needed - serving the community. Authorized staffing levels previously approved by the Commission would remain at 38 Sworn Officers and 3 Civilian employees.</p> <p>If approved by the Commission the department structure would be as follows.</p> <p>1 – Police Chief 2 – Deputy Chiefs 5 – Lieutenants 30 - Patrol Officers 3 – Civilian Employees</p>		
BUDGETING AND FINANCIAL IMPACT (Includes project costs and funding sources)	Budgeted \$:		
	Expenditure \$:		
	Source of Funds:		
	Narrative:		
OPTIONS	1.	Approve Resolution	
	2.	Deny Resolution	

(Include Deny /Approval Option)	3.	
	4.	
PROJECT TIMELINE		
REASON FOR SELECTING CONSULTANT/COMPANY		
ATTACHMENTS		