



**CITY OF HUBER HEIGHTS  
STATE OF OHIO**

**City Council Work Session**

**February 7, 2023  
6:00 P.M.**

**City Hall - Council Chambers - 6131 Taylorsville Road - Huber Heights, Ohio**

1. **Call Meeting To Order/Roll Call**
2. **Approval Of Minutes**
  - A. January 17, 2023
3. **Work Session Topics Of Discussion**
  - A. City Manager Report
  - B. Culture And Diversity Citizen Action Commission Update
  - C. Tri-Cities North Regional Wastewater Authority Presentation
  - D. Sanitary Sewer Rates
  - E. Supplemental Appropriations
  - F. Advances/Transfers - Finance Department

- G. 2023 Annual Legislation - Amendment
- H. Fire Division Staffing Update
- I. Request For Proposals – Mental Wellness Report – Fire Division
- J. Water Infrastructure Update
- K. 2023 Street Program - Solicit Bids
- L. ODOT Consent Legislation - Bridge Repair - Brandt Pike
- M. Old Troy Pike Northbound Widening Project - Solicit Bids
- N. East Sanitary Sewer Extension Project - Award Contract
- O. Street Dedication - Old Dominion Way
- P. Street Safety Study - Award Contract
- Q. ED/GE Grant Agreement - Millat Industries
- R. Board and Commission Appointments
  - \* Personnel Appeals Board - Reappointment
  - \* Parks and Recreation Board - Reappointment
- S. City Manager Search Process
- T. Planning Commission Interviews

4. **Adjournment**

**AI-8976**

**Topics of Discussion B.**

**Council Work Session**

**Meeting Date:** 02/07/2023

Culture And Diversity Citizen Action Commission Update

**Submitted By:** Anthony Rodgers

**Department:** City Council

**Council Committee Review?:** Council Work Session **Date(s) of Committee Review:** 02/07/2023

**Audio-Visual Needs:** None **Emergency Legislation?:** No

**Motion/Ordinance/  
Resolution No.:**

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**Agenda Item Description or Legislation Title**

Culture And Diversity Citizen Action Commission Update

**Purpose and Background**

Representatives of the Culture and Diversity Citizen Action Commission (CDCAC) will give an update presentation on the activities and work of the Culture and Diversity Citizen Action Commission (see attached). A list of new recommendations from the CDCAC has also been provided in the meeting packet (see attached).

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**Fiscal Impact**

**Source of Funds:** N/A

**Cost:** N/A

**Recurring Cost? (Yes/No):** N/A

**Funds Available in Current Budget? (Yes/No):** N/A

**Financial Implications:**

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**Attachments**

Presentation

CDCAC Recommendations

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# Huber Heights Culture & Diversity Citizen Action Commission

1<sup>ST</sup> Quarter Presentation- February 2023



# Huber Heights Culture & Diversity Citizen Action Commission (2023)



**Rhonda L. Sumlin**

Chair  
Founding Member since 2020



**Yolanda Collins Stephens**

Vice-Chair  
Founding Member since 2020



**Eric Stephens**

Founding Member since 2020



**Tara Purvis**

Member since 2020

# Meet Our Commission



**Jean Newby**  
Member since 2020



**Arrick Richardson**  
Member since 2020



**Bayram Gulaliev**  
Member since 2022



**Carla Staigl**  
Member since 2022

# Our Newest Commission Member



**Christy Trotter**

Member since 2023

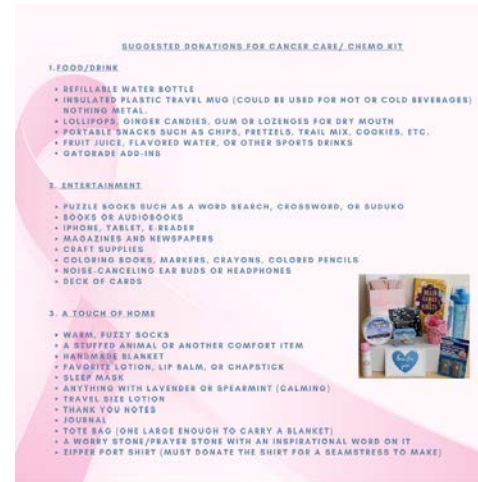
# Review of Oct-Dec ▶ (2022)

October 1-December 31, 2022

# Breast Cancer Awareness Drive October 22, 2022

- ▶ Partnered with Parks and Rec Board/Fall Family Festival
- ▶ Collected Items for approximately 20 bags
- ▶ Received 2 completed cancer chemo bags donated from a community resident
  - ▶ (Each bags retail value approx. \$50)
    - Raised \$100.00
    - Requested \$250 from our budget

We will be organizing bags and donating them to Pink Ribbon Girls or another local cancer center.





## Recommendation ( Dec 2022) Proclamation for Marva Colsten

- ▶ In 1975 when Huber Heights was Wayne Township, Mrs. Colsten became the first African American female Zoning and Code Enforcement Administrator.
- ▶ She retired after 29 years of loyal and dedicated service.
- ▶ Under her leadership, \$1,000,000.00 in scholarships has been awarded to graduating seniors.
- ▶ She is a Life Member of the National Council of Negro Women.
- ▶ She has received many distinguished service awards from the Huber Heights Chamber of Commerce, Huber Heights Jaycees, Huber Heights City Schools, and the Knights of Columbus.
- ▶ She was recognized as Women of the Year in 2021 by the ABWA.



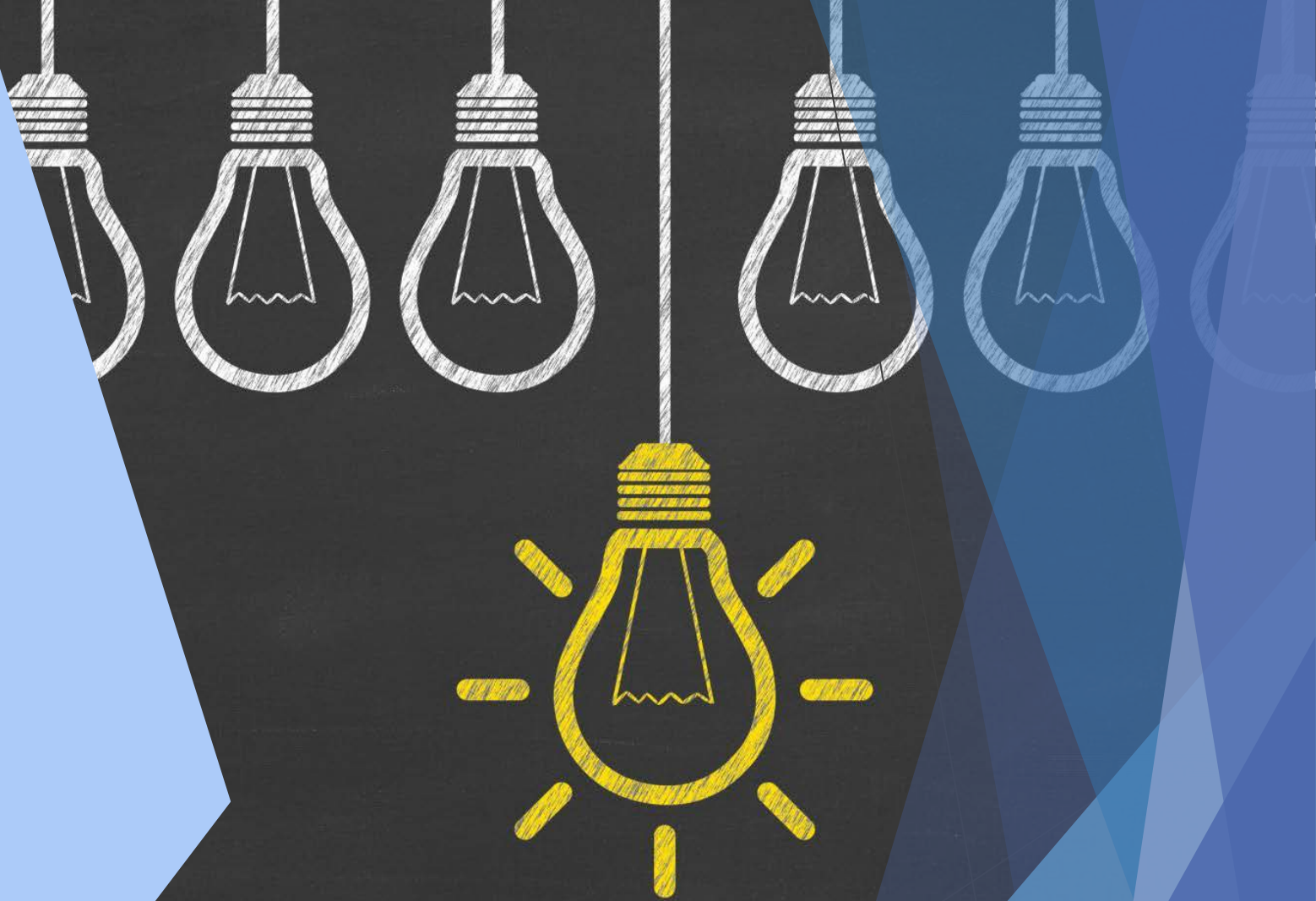
# CCRB Update

- ▶ The CCRB model was presented to the First Tier Suburbs Group
- ▶ The Commission continues to work to finalize the CCRB with the intention of the CCRB being fully operational by Spring of 2023.

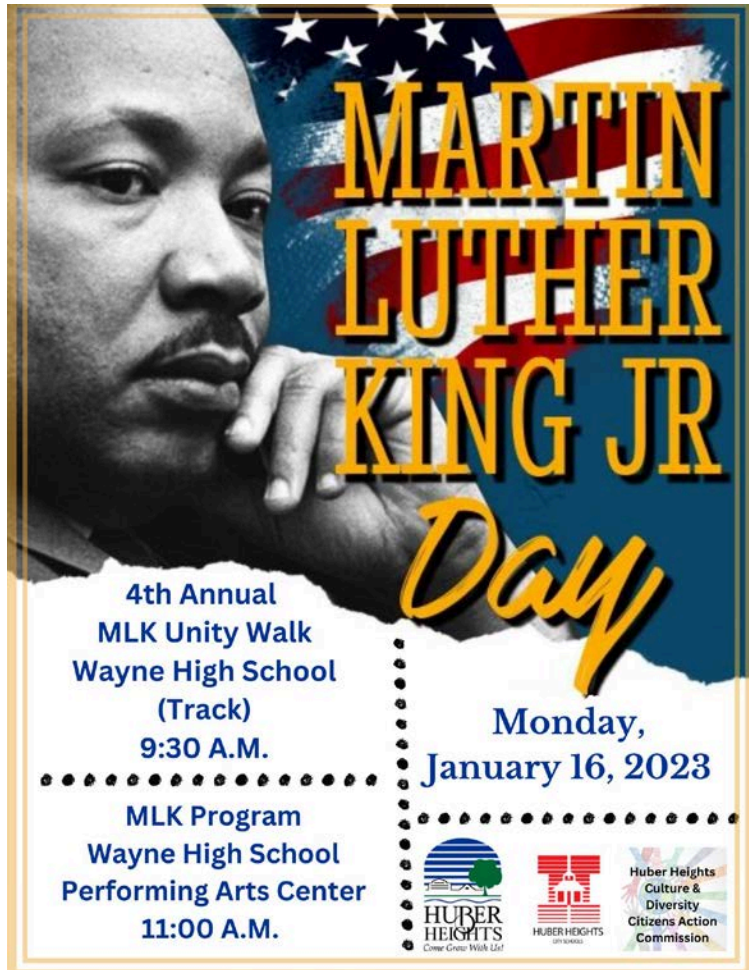




# Education- 2023 Overarching Initiative







# 2023 Calendar Updates

4<sup>th</sup> Annual MLK Unity Walk-Jan 16, 2023

Partnered with Huber Heights City Schools

75 signed in Unity Walk (Estimate 80-85 were present)

36 signed in for the MLK Program (Estimate 40-45 in attendance)

9 Volunteers overall (several youth)

3 students received extra credit-Mr. Perry's African Studies class

- ▶ Black History Month (February 2023)
  - ▶ Work on a collaborative project with HHCS-Tentatively
  
- ▶ Culture Week 2023 (June 18-June 24, 2023)
- ▶ Pride Event (Rally in the Park)
  - ▶—Planned by Volunteer Committee-Tentatively
    - ▶Will be presented to the commission at March meeting/details will be forthcoming
  
- ▶ 2<sup>nd</sup> Annual Juneteenth Music Festival
  - ▶ June 18, 2023
  
- ▶ Educational Forum
  - ▶ June 22, 2023, 6p-8p
  
- ▶ 2<sup>nd</sup> Annual Multicultural Festival
  - ▶ Saturday, June 24, 2023 Time: TBD

# 2023 Calendar Updates

# 2023 Calendar Updates

- ▶ Hispanic Heritage Month (September 15-October 15, 2023)  
(For informational Purposes Only)
- ▶ Make a Difference Day(October 28, 2023)
  - ▶ Breast Cancer Awareness Event “Pink Out & Pearls”- Tentatively
- ▶ Native American Heritage Month 2023 (November 2023)
  - ▶ Collaborate with Huber Heights City Schools-Tentatively

# Recommendations (January 2023)

▶ Note: Fabrice Juin, Miami Valley Regional Planning Commission, Regional Equity Initiative Program Manager mentioned the following:

▶ In order to serve an increasingly diverse community, the City of Huber Heights needs to be intentional about prioritizing diversity, equity, inclusion and belonging (DEIB) in its policy making and operations. As a step toward prioritization of DEIB the Huber Heights Culture and Diversity Citizens Action Commission makes the following recommendations:



# Recommendation #1

- ▶ Have at least one Councilmember attending Commission meetings as a conduit to City Council.
- ▶ A designated council member will attend Commission meetings, participate in Commission discussions, and actively represent the Commission on City Council. This will allow a connection between diversity, inclusion, equity and belonging initiatives of the commission and city council initiatives.

# Recommendation #2

- ▶ Commission will have shared decision-making power in the selection of the contracted organization that will conduct the Community Needs Assessment.
- ▶ This allows the Commission to not just do the work but also own the work; which will help with retaining the impactful and well-connected members currently at the table and will affirm the legitimacy of the Commission to the local stakeholders and community members.
- ▶ This will also help ensure that a selection isn't made that misses the mark on what the Commission has identified as priorities for this cause.

# Recommendation #3

- ▶ City commitment to hire one, management level (part-time or full-time) staff person, a diverse candidate who has experience in DEIB, specifically tasked with coordinating, managing, initiating and overseeing city-wide DEIB initiatives and assisting with Commission efforts.
- ▶ One of the barriers to progress that the Commission is experiencing is that its members solely include those volunteering their time. This leaves the Commission vulnerable to disjointed work, member turnover, burnout, and unsustainable succession.
- ▶ Reliance of a volunteer commission on a crucial, imperative and heavy task, such as leading and managing all city-wide DEIB initiatives, leaves the Commission members vulnerable (as stated above) and can also leave the Community Needs Assessment vulnerable to a delayed/lack of progress towards addressing its finding. Capacity is limited when relying solely on volunteers and can impact the return on investment due to capacity challenges and issues.
- ▶ A designated staff person providing administrative services and ensuring that the Commission's work moves forward, prevents stagnancy and incorporates a level of consistency in the role that the Commission is purposed for.

# Recommendation #4

- ▶ The Huber Heights Culture and Diversity Citizens Action Commission (CDCAC) is formally recommending that the City of Huber Heights advance an initiative to recognize all Federal Heritage Months starting in 2024. The Culture and Diversity Citizens Action Commission will develop an educational post for each of the Federal Heritage Months, noted below, that will serve for the purpose of providing cultural awareness and education to everyone. This information will be shared on the CDCAC's Facebook page.
- ▶ It is the request that each elected Ward Representative work with members of the community in order to create culturally respectful and immersive experiences for the community. We feel that is important for the members of the City Council to be the ones to plan and implement these events with members of the community in order to foster a better understanding and respect for the wonderful diversity that is present in our community. The CDCAC will continue to hold the Dr. Martin Luther King Jr. event in January.



# Federally Observed Holidays/Heritage Months

*(as related to Recommendation #4)*

Month	Special Emphasis Programs Observances
January	Dr. Martin Luther King, Jr
February	African American History Month
March	National Women's History Month
May	Asian/Pacific American Heritage Month
June	Lesbian, Gay, Bisexual and Transgender Pride Month
Sept 15 -- Oct 15	National Hispanic Heritage Month
October	National Disability Employment Awareness Month
November	National American Indian/Alaska Native Heritage Month

# Recommendation #5

- ▶ The Culture and Diversity Citizens Action Commission recommends that the City of Huber Heights advance an initiative to bring the city to a more equitable place for all residents by ensuring that forms and websites are available for translation. It is the recommendation that this process is advanced as quickly as possible. There is no equity in having forms only available in English.
- ▶ This is creating unnecessary and somewhat xenophobic barriers for members of this community that are not native English speakers.

We need your involvement to make sustainable changes in Huber Heights.

- ▶ Attend our meetings and events and show your support
- ▶ Spread the word about the Commission events and initiatives in your prospective wards
- ▶ Continuously connect with your diverse constituents to understand needs
- ▶ Initiate, embrace and be a voice for change
- ▶ Be open to new thoughts and ideas
- ▶ Be a continuous learner
- ▶ Share what you've learned
- ▶ Partner with us to create and foster an inclusive community!

The background features a large, light blue geometric shape on the left side. On the right side, there is a complex network of thin, light-colored lines connecting various colored nodes (circles) in shades of purple, blue, and green. The overall aesthetic is modern and digital.

# THANK YOU

## **Recommendations to City Council**

**November 2022**

**As voted on by the Huber Heights Culture and Diversity Citizens Action Commission  
January 5, 2023**

Note: Recommendations were also recommended by Fabrice Juin, Miami Valley Regional Planning Commission, Regional Equity Initiative Program Manager

In order to serve an increasingly diverse community, the City of Huber Heights needs to be intentional about prioritizing diversity, equity, inclusion and belonging (DEIB) in its policy making and operations. As a step toward prioritization of DEIB the Huber Heights Culture and Diversity Citizens Action Commission makes the following recommendations:

1. Have at least one Councilmember attending Commission meetings as a conduit to City Council
  - A designated council member will attend Commission meetings, participate in Commission discussions, and actively represent the Commission on City Council. This will allow a connection between diversity, inclusion, equity and belonging initiatives of the commission and city council initiatives.
2. Commission will have shared decision-making power in the selection of the contracted organization that will conduct the Community Needs Assessment
  - This allows the Commission to not just do the work but also own the work; which will help with retaining the impactful and well-connected members currently at the table, and will affirm the legitimacy of the Commission to the local stakeholders and community members.
  - This will also help ensure that a selection isn't made that misses the mark on what the Commission has identified as priorities for this cause.
3. City commitment to hire one, management level (part-time or full-time) staff person, a diverse candidate who has experience in DEIB, specifically tasked with coordinating, managing, initiating and overseeing city-wide DEIB initiatives and assisting with Commission efforts.
  - One of the barriers to progress that the Commission is experiencing is that its members solely include those volunteering their time. This leaves the Commission vulnerable to disjointed work, member turnover, burnout, and unsustainable succession.
  - Reliance of a volunteer commission on a crucial, imperative and heavy task, such as leading and managing all city-wide DEIB initiatives, leaves the Commission members vulnerable (as stated above) and can also leave the Community Needs Assessment vulnerable to a delayed/lack of progress towards addressing its finding. Capacity is limited when relying solely on volunteers and can impact the return on investment due to capacity challenges and issues.

- A designated staff person providing administrative services and ensuring that the Commission's work moves forward, prevents stagnancy and incorporates a level of consistency in the role that the Commission is purposed for.

“Diversity and inclusion make our diplomatic team stronger, smarter, more creative, more innovative. We’re operating in a diverse world, and America’s diversity is a source of strength that few countries can match.”

*ANTONY J. BLINKEN*  
**SECRETARY OF STATE**

**Recommendation:** The Huber Heights Culture and Diversity Citizens Action Commission (CDCAC) is formally recommending that the City of Huber Heights advance an initiative to recognize all of the Federal Heritage Months starting in 2024. The Culture and Diversity Citizens Action Commission will develop an educational post for each of the Federal Heritage Months, noted below, that will serve for the purpose of providing cultural awareness and education to everyone. This information will be shared on the CDCAC’s Facebook page.

It is the request that each elected Ward Representative work with members of the community in order to create culturally respectful and immersive experiences for the community. We feel that it is important for the members of the City Council to be the ones to plan and implement these events with members of the community in order to foster a better understanding and respect for the wonderful diversity that is present in our community. The CDCAC will continue to hold the Dr. Martin Luther King Jr. event in January.

<https://www.archives.gov/eo/special-observances>

Federal Heritage Months:

February: African American History Month

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**Authority:** *Executive Order 11478*

In 1926, Dr. Carter G. Woodson instituted the first week-long celebration to raise awareness of African Americans' contributions to history. 50 years later, the week became a month, and today February is celebrated as African American History Month. The month of February was chosen because it celebrates the birthdays of Abraham Lincoln and Frederick Douglass, both of whom dramatically affected the lives of African Americans. Frederick Douglass (1817-1895) was a writer, lecturer, editor, and civil rights activist who escaped slavery at age 21 and went on to campaign for the abolition of slavery, establish a newspaper, and hold the office of Minister to Haiti. He was a major voice in the anti-slavery/civil rights movement of his time. Abraham Lincoln (born February 12, 1809), as the sixteenth president of the United States, issued the

Emancipation Proclamation on January 1, 1863, thereby declaring that all slaves within the Confederacy would be permanently free. Each year, the Association for the Study of African American Life and History (ASAALH) founded by Dr. Woodson, sets the theme for the month.

#### March: National Women's History Month

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**Authority:** *Public Law 103-22, 107 Stat. 58 and Executive Order 11375*

National Women's History Month was established by presidential proclamation in order to draw attention to and improve the focus on women in historical studies. It began in New York City on March 8, 1857, when female textile workers marched in protest of unfair working conditions and unequal rights for women. It was one of the first organized strikes by working women, during which they called for a shorter work day and decent wages. Also on March 8, in 1908, women workers in the needle trades marched through New York City's Lower East Side to protest child labor, sweatshop working conditions, and demand women's suffrage. Beginning in 1910, March 8 became annually observed as International Women's Day. Women's History Week was instituted in 1978 in an effort to begin adding women's history into educational curricula. In 1987, the National Women's History Project successfully petitioned Congress to include all of March as a celebration of the economic, political and social contributions of women.

#### April: Arab American Heritage Month

This month, we recognize National Arab American Heritage Month and honor the contributions of this diverse community to America. Immigrants with origins from the Arab world have been arriving to the United States since before our country's independence and have contributed to our nation's advancements in science, business, technology, foreign policy, and national security. The litany is long and includes Private Nathan Badeen, a Syrian immigrant who fought and gave his life during the American Revolution. At the State Department, we recognize tremendous diplomats such as Ambassador Philip Habib, former Under Secretary for Political Affairs, who played a prominent role in the Vietnam peace talks resulting in the 1973 Paris Peace Accords and later successfully pursued a ceasefire in Lebanon. We also recognize Ambassador Selwa "Lucky" Roosevelt, who served the President and Secretary of State as the Chief of Protocol of the United States from 1982-1989, nearly 7 years and longer than anyone else prior. The Department is fortunate to have had these and so many other talented Arab American colleagues, who strive every day to protect and promote the interests and values of the American people, while representing the United States to the world.

#### May: Asian/Pacific American Heritage Month

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**Authority:** *Executive Order 13339*



The roots of Asian/Pacific American Heritage Month can be traced back to 1976, when Jeanie Jew, President of the Organization of Chinese American Women, contacted government officials in response to the lack of Asian Pacific representation in the U.S. bicentennial celebrations that same year. The observance began in 1979 as Asian Heritage Week, established by congressional proclamation. In May 1990, the holiday was expanded further when President George Bush signed a proclamation making it month-long for that year. On October 23, 1992, Bush signed legislation designating May of every year Asian Pacific American Heritage Month. The month of May was chosen to commemorate two significant events in history: the immigration of the first Japanese immigrants to the United States on May 7, 1843, and the completion of the transcontinental railroad on May 10, 1869 (Golden Spike Day). The diversity and common experiences of the many ethnic groups are celebrated during Asian Pacific American Heritage Month with numerous community festivals as well as government-sponsored activities.

June: Lesbian, Gay, Bisexual and Transgender Pride Month

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***Authority: Proclamation 8387***

In June of 1969, patrons and supporters of the Stonewall Inn in New York City staged an uprising to resist the police harassment and persecution to which LGBT Americans were commonly subjected. This uprising marks the beginning of a movement to outlaw discriminatory laws and practices against LGBT Americans. Lesbian, Gay, Bisexual and Transgender Pride Month commemorates the events of June 1969 and works to achieve equal justice and equal opportunity for LGBT Americans. In 1998, President Clinton issued Executive Order 13087 expanding equal opportunity employment in the Federal government by prohibiting discrimination based on sexual orientation. On June 2, 2000, President Clinton issued Proclamation No. 7316 for Gay and Lesbian Pride Month. On June 1, 2009, President Obama issued Proclamation No. 8387 for Lesbian, Gay, Bisexual and Transgender Pride Month. In this proclamation the President pointed to the contributions made by LGBT Americans both in promoting equal rights to all regardless of sexual orientation or gender identity and in broader initiatives such as the response to the global HIV pandemic. The President ended the proclamation by calling upon the people of the United States to "turn back discrimination and prejudice everywhere it exists."

September: National Hispanic Heritage Month (September 15-October 15)

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***Authority: Executive Order 13230***

National Hispanic Heritage Month honors the culture, heritage, and contributions of Hispanic Americans each year. The event began in 1968 when Congress deemed the week, including September 15 and 16, National Hispanic Heritage Week to celebrate the contributions and achievements of the diverse cultures within the Hispanic community. The dates were chosen to

commemorate two key historic events: Independence Day, honoring the formal signing of the Act of Independence for Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua (September 15, 1821), and Mexico's Independence Day, which denotes the beginning of the struggle against Spanish control (September 16, 1810). It was not until 1988 that the event was expanded to month-long period, which includes El Dia de la Raza on October 12, celebrating the influences of the people who came after Christopher Columbus and the multicultural, multiethnic society that evolved as a result; Chile's Independence Day on September 18 (El Dieciocho); and Belize's Independence Day on September 21. Each year a different theme for the month is selected and a poster is created to reflect that theme.

November: National American Indian/Alaska Native Heritage Month

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***Authority: Presidential Proclamation and Executive Order 13270***

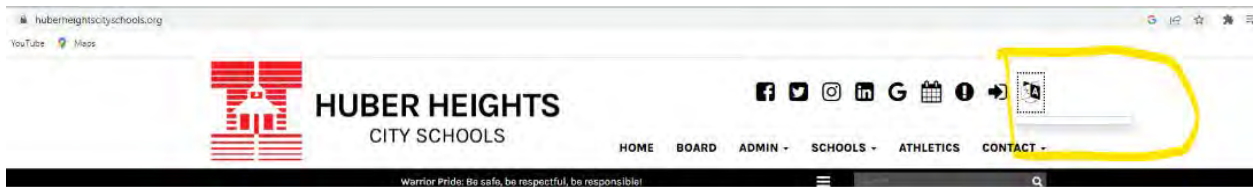
In 1976, Congress designated a week of October to celebrate Native American Awareness Week. The week served as recognition for the great influence American Indians have had upon the U.S. Yearly legislation was enacted to continue the tradition until August of 1990, when President Bush approved the designation of November as National American Indian Heritage Month. Each year a similar proclamation is issued. President Clinton noted in 1996, "Throughout our history, American Indian and Alaska Native peoples have been an integral part of the American character. Against all odds, America's first peoples have endured, and they remain a vital cultural, political, social, and moral presence." November is an appropriate month for the celebration because it is traditionally a time when many American Indians hold fall harvest and world-renewal ceremonies, powwows, dances, and various feasts. The holiday recognizes hundreds of different tribes and approximately 250 languages, and celebrates the history, tradition, and values of American Indians. National American Indian Heritage Month serves as a reminder of the positive effect native peoples have had on the cultural development and growth of the U.S., as well as the struggles and challenges they have faced.

**Goal:** The goal of this recommendation is to increase interactions between the elected City Council and the diverse members of this community to foster, celebrate and grow relationships with the broad diversity that is present in our community.

Equity is defined by the National Association of Counties as, the process of identifying and removing barriers that create disparities in the access to resources and means, and the achievement of fair treatment and equal opportunities to thrive. The City of Huber Heights is home to residents that speak at least 19 different languages and dialects, as noted during the joint City Council and School Board meeting held October 27, 2022. But yet, there is no ability to translate the City’s Website or forms, or the City School’s website or forms from English.

**Recommendation:** The Culture and Diversity Citizens Action Commission recommends that the City of Huber Heights advance an initiative to bring the city to a more equitable place for all residents by ensuring that forms and websites are available for translation. It is the recommendation that this process is advanced as quickly as possible. There is no equity in having forms only available in English. This is creating unnecessary and somewhat xenophobic barriers for members of this community that are not native English speakers.

Taken from the City School’s Website, highlight is translation box that offers no languages:



Taken from the Huber City’s Webpage-Accessibility page:



Goal: The goal of this recommendation is to increase the accessibility of all information for citizens.

**AI-8983**

**Topics of Discussion** C.

**Council Work Session**

**Meeting Date:** 02/07/2023

Tri-Cities North Regional Wastewater Authority Presentation

**Submitted By:** Stephanie Wunderlich

**Department:** Engineering **Division:** Engineering

**Council Committee Review?:** Council Work Session **Date(s) of Committee Review:** 02/07/2023

**Audio-Visual Needs:** None **Emergency Legislation?:** No

**Motion/Ordinance/  
Resolution No.:**

**Agenda Item Description or Legislation Title**

Tri-Cities North Regional Wastewater Authority Presentation

**Purpose and Background**

This agenda item is for a presentation by Danny Knife from the Tri-Cities North Regional Wastewater Authority to outline plans for expansion of the wastewater treatment plant.

**Fiscal Impact**

**Source of Funds:** N/A

**Cost:** N/A

**Recurring Cost? (Yes/No):** N/A

**Funds Available in Current Budget? (Yes/No):** N/A

**Financial Implications:**

**Attachments**

*No file(s) attached.*

**AI-8956**

**Topics of Discussion** D.

**Council Work Session**

**Meeting Date:** 02/07/2023

Sanitary Sewer Rates

**Submitted By:** Jim Bell

**Department:** Finance

**Division:** Accounting

**Council Committee Review?:** Council Work Session

**Date(s) of Committee Review:** 02/07/2023

**Audio-Visual Needs:** None

**Emergency Legislation?:** No

**Motion/Ordinance/  
Resolution No.:**

**Agenda Item Description or Legislation Title**

Sanitary Sewer Rates

**Purpose and Background**

The Board of the Tri-Cities North Regional Wastewater Authority approved an increase in rates charged to the member cities by 10% beginning in January, 2023. The increase in cost to the City of Huber Heights is estimated to be \$204,474. Veolia Water will be implementing an increase of 5% in 2023. Veolia Water's contract allows for an increase in fees based on the annual CPI, with a cap of 5%. The amount of the Veolia Water increase in cost to the City is estimated to be \$33,600. A sanitary sewer rate increase of 6.0% would generate an estimated \$233,155 annually to help cover these increased fees from the Tri-CitiesNorth Regional Wastewater Authority and Veolia Water. An increase in the sanitary sewer rate of 6% would increase the sewer portion of an average monthly utility bill by \$1.21. The proposed sanitary sewer rate increase would go into effect with billings beginning on April 1, 2023.

**Fiscal Impact**

**Source of Funds:** N/A

**Cost:** N/A

**Recurring Cost? (Yes/No):** N/A

**Funds Available in Current Budget? (Yes/No):** N/A

**Financial Implications:**

**Attachments**

Ordinance

CITY OF HUBER HEIGHTS  
STATE OF OHIO

ORDINANCE NO. 2023-O-

INCREASING THE SEWER RATES IN SECTION 934.03 OF THE CODIFIED ORDINANCES OF HUBER HEIGHTS.

WHEREAS, Section 934.03 of the Codified Ordinances of the City of Huber Heights sets forth the sanitary sewer rates for water customers; and

WHEREAS, Council has determined it is necessary to increase the sanitary sewer rates across the board effective in April, 2023 by six percent (6%).

NOW, THEREFORE, BE IT ORDAINED by the City Council of Huber Heights, Ohio that:

Section 1. Effective with the first billing in April, 2023, Section 934.03(a) and (b) of Chapter 934 – Rates and Fees for Water Distribution and Sanitary Sewer Services, Title Three – Public Utilities, Part Nine – Streets and Public Services of the Codified Ordinances of the City of Huber Heights is hereby amended to read as follows:

**934.03 – Sanitary sewer rates.**

(a) Except as provided elsewhere in this section, sanitary sewer rates for all customers shall be as provided below.

(1) The billing period for sanitary sewer rates shall be monthly.

(2) The sanitary sewer rates to be charged shall be based on the volume of water consumption measured by meters servicing customers of the system, and the size of the water meter(s) servicing a property as follows:

Consumption Volume	Rate per 100 Cubic Foot
Per Cubic Foot	\$1.4202

(3) Consumption charges shall be used to pay for wastewater treatment service charges billed to the City.

(4) Residential customers with sanitary sewer service and no water service, and therefore no water meter shall be billed at a rate of \$15.66 per month plus the monthly service charge which, for these customers, shall be at the rate of the five-eighths inches meter.

(5) Monthly service charges for sanitary sewer services shall be based on the size of the largest meter servicing a property as follows:

Meter Size	Residential User Service Charge	Commercial User Service Charge
5/8"	\$8.84	\$8.84
1"	22.10	22.10
1 1/2"	44.21	46.08
2"	70.73	73.75
3"	132.61	138.28
4"	173.00	178.67

Monthly service charges for water distribution for meter sizes not enumerated above shall be determined by the City Engineer in proportion to the rates for meter sizes listed above. The Citizens Water and Sewer Advisory Board shall hear appeals concerning service charge determinations by the City Engineer and provide a recommendation of final action to the City Council. The City Council shall make the final decision regarding any appeal concerning service charge determinations by the City Engineer.

(b) Rates for the Miami Villa Sewerage District. For any lot, parcel of land, building or premises situated within the Miami Villa plat limits of the City, having any connection with the City sanitary sewer system or otherwise discharging wastewater, either directly or indirectly, into the City sanitary sewer system, a monthly charge or rental shall be based upon the number of bedrooms or occupants of the facility, or by other means acceptable to the City Manager.

(1) The rates for residential users shall be as follows:

Number of Bedrooms	Number of Residents	Monthly Billing
1-3	1-3	\$16.45
4	4	21.94
5+	5+	27.42

(2) The rates for commercial users shall be as follows:

- A. Restaurants, bars, etc. ....\$1.57 per seat
- B. Churches and public assembly hall .....\$0.08 per seat
- C. Manufacturing plant .....\$1.57 per employee

(3) Vacant property in the Miami Villa Sewerage District shall be billed at one-half the rate stated above for occupied property, provided notification of the vacancy is given to the City.

Section 2. Section 934.03(c) shall remain in full force and effect.

Section 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were in meetings open to the public and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 4. This Ordinance shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Passed by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2023;  
 \_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Effective Date:

AUTHENTICATION:

\_\_\_\_\_  
 Clerk of Council

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

AI-8986

Topics of Discussion E.

**Council Work Session**

**Meeting Date:** 02/07/2023

Supplemental Appropriations

**Submitted By:** Jim Bell

**Department:** Finance **Division:** Accounting

**Council Committee Review?:** Council Work Session

**Date(s) of Committee Review:** 02/07/2023

**Audio-Visual Needs:** None **Emergency Legislation?:** No

**Motion/Ordinance/  
Resolution No.:**

**Agenda Item Description or Legislation Title**

Supplemental Appropriations

**Purpose and Background**

The supplemental appropriations are for the following purposes:

- \$440,000 transfer from Sewer Fund to Sewer Capital Fund for East Sanitary Sewer Extension Project (bids received over amount budgeted).
- \$525,000 advance from General Fund to Capital Improvement Fund to purchase land for the new Public Works facility.
- \$62,400 advance from the General Fund to ED/GE Capital Improvements Fund for initial funding for the Millat Industries Project (to be reimbursed by grant proceeds).
- \$62,400 return of advance from ED/GE Capital Improvements Fund to General Fund upon receipt of grant proceeds.
- \$22,610 reduction in Accounting Division personnel expenses.
- \$22,610 for temporary staffing services for the Accounting Division.
- \$55,000 for the Street Safety Study Project.
- \$15,000 for Annual Storm Water Report and the Illicit Discharge Detection and Elimination Plan.

**Fiscal Impact**

**Source of Funds:** Various Funds

**Cost:** \$1,035,000

**Recurring Cost? (Yes/No):** No

**Funds Available in Current Budget? (Yes/No):** Yes

**Financial Implications:**

**Attachments**

Ordinance



CITY OF HUBER HEIGHTS  
STATE OF OHIO

ORDINANCE NO. 2023-O-

AUTHORIZING ADVANCES AND TRANSFERS BETWEEN VARIOUS FUNDS OF THE CITY OF HUBER HEIGHTS, OHIO AND AMENDING ORDINANCE NO. 2022-O-2562 BY MAKING SUPPLEMENTAL APPROPRIATIONS FOR EXPENSES OF THE CITY OF HUBER HEIGHTS, OHIO FOR THE PERIOD BEGINNING JANUARY 1, 2023 AND ENDING DECEMBER 31, 2023.

WHEREAS, supplemental appropriations for expenses of the City of Huber Heights must be made for appropriations of funds for various 2023 operating and project funding.

NOW, THEREFORE, BE IT ORDAINED by the City Council of Huber Heights, Ohio that:

Section 1. Authorization is hereby given to advance and transfer certain monies up to amounts not exceeding those shown and for the purposes cited in Exhibit A, and such authorization applies to any and all such advances and transfers necessary and effected after January 1, 2023.

Section 2. Ordinance No. 2022-O-2562 is hereby amended as shown in Exhibit B of this Ordinance.

Section 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were in meetings open to the public and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 4. This Ordinance shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Passed by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2023;  
\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Effective Date:

AUTHENTICATION:

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**EXHIBIT A**

***Transfer:***

<u>Amount</u>	<u>Fund From</u>	<u>Fund To</u>	<u>Purpose</u>
\$440,000.00	551 Sewer	552 Sewer Capital	East Sanitary Sewer Extension

***Advance:***

<u>Amount</u>	<u>Fund From</u>	<u>Fund To</u>	<u>Purpose</u>
\$525,000.00	101 General	406 Capital Imp.	Purchase land for PW facility
\$ 62,400.00	101 General	427 ED/GE Cap Imp	Millat Industries project

**EXHIBIT B**

AMENDING ORDINANCE NO. 2022-O-2562 BY MAKING APPROPRIATIONS FOR EXPENSES OF THE CITY OF HUBER HEIGHTS, OHIO FOR THE PERIOD BEGINNING JANUARY 1, 2023 AND ENDING DECEMBER 31, 2023.

- 1) Section 1 of Ordinance No. 2022-O-2562 is hereby amended to reflect changes in the appropriations of the 101 General Fund, as follows:
  - a. Subsection k) Accounting, Personnel decrease of \$22,610.00
  - b. Subsection k) Accounting, Operations and Capital increase of \$22,610.00
  - c. Subsection r) Non-Departmental, Advances increase of \$587,400.00.
- 2) Section 3 of Ordinance No. 2022-O-2562 is hereby amended to reflect an increase in the appropriations of the 203 Gasoline Tax Fund, as follows:
  - a. Subsection a) Engineering, Operations and Capital of \$55,000.00.
- 3) Section 30 of Ordinance No. 2022-O-2562 is hereby amended to reflect an increase in the appropriations of the 406 Capital Improvement Fund, as follows:
  - a. Subsection c) Capital, Operations and Capital of \$525,000.00.
- 4) Section 33 of Ordinance No. 2022-O-2562 is hereby amended to reflect an increase in the appropriations of the 427 ED/GE Capital Improvement Fund, as follows:
  - a. Subsection a) Capital, Operations and Capital of \$62,400.00
  - b. Subsection b) Non-Departmental, Advances of \$62,400.00.
- 5) Section 44 of Ordinance No. 2022-O-2562 is hereby added to reflect an increase in the appropriations of the 551 Sewer Fund, as follows:
  - a. Subsection e) Non-Departmental, Transfers of \$440,000.00.
- 6) Section 45 of Ordinance No. 2022-O-2562 is hereby added to reflect an increase in the appropriations of the 552 Sewer Acquisition/Capital Fund, Operations and Capital of \$440,000.00.
- 7) Section 46 of Ordinance No. 2022-O-2562 is hereby added to reflect an increase in the appropriations of the 571 Storm Water Management Fund, as follows:
  - a. Subsection a) Engineering, Operations and Capital of \$15,000.00.

General Fund	\$587,400.00
Gasoline Tax Fund	\$55,000.00
Capital Improvements Fund	\$525,000.00
ED/GE Capital Improvements Fund	\$124,800.00
Sewer Fund	\$440,000.00
Sewer Acquisition/Capital Fund	\$440,000.00
Storm Water Management Fund	\$15,000.00

AI-8973

Topics of Discussion F.

**Council Work Session**

**Meeting Date:** 02/07/2023

Advances/Transfers - Finance Department

**Submitted By:** Jim Bell

**Department:** Finance **Division:** Accounting

**Council Committee Review?:** Council Work Session

**Date(s) of Committee Review:** 02/07/2023

**Audio-Visual Needs:** None **Emergency Legislation?:** Yes

**Motion/Ordinance/  
Resolution No.:**

**Agenda Item Description or Legislation Title**

Advances/Transfers - Finance Department

**Purpose and Background**

An advance was made from the Gasoline Tax Fund to the Carriage Trails Infrastructure Fund for initial financing for development prior to the receipt of a SIB Loan. The advance for this project was \$640,000 in anticipation of a SIB Loan which was not obtained. The Director of Finance recommends that the original advance of \$640,000 be now classified as a transfer from the Gasoline Tax Fund to the Carriage Trails Infrastructure Fund. This legislation, if approved, will make that correction so that those monies will not be expected to be returned to the Gasoline Tax Fund. The Director of Finance requests that the second reading of the legislation be waived and that this legislation be adopted as emergency legislation at the February 13, 2023 City Council Meeting.

**Fiscal Impact**

**Source of Funds:** N/A

**Cost:** N/A

**Recurring Cost? (Yes/No):** N/A

**Funds Available in Current Budget? (Yes/No):** N/A

**Financial Implications:**

**Attachments**

Ordinance

CITY OF HUBER HEIGHTS  
STATE OF OHIO

ORDINANCE NO. 2023-O-

AUTHORIZING A ONE-TIME TRANSFER OF MONIES FROM THE GASOLINE TAX FUND TO DOCUMENT AN ADVANCE PREVIOUSLY MADE TO THE CARRIAGE TRAILS INFRASTRUCTURE FUND, AND DECLARING AN EMERGENCY.

WHEREAS, the auditing firm of Plattenburg & Associates requires documentation of previously made advances to be authorized as transfers; and

WHEREAS, this Ordinance serves to satisfy the auditors' requirements.

NOW, THEREFORE, BE IT ORDAINED by the City Council of Huber Heights, Ohio that:

Section 1. The Director of Finance is authorized to document the previous advance listed below as a transfer as follows:

Gasoline Tax Fund (203) to Carriage Trails Infrastructure Fund (454)	\$640,000
--	-----------

Section 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were in meetings open to the public and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 3. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare and for the further reason that there is a need to immediately provide for improved organizational structures in the City; therefore, this Ordinance shall take full force and effect immediately upon its adoption by Council.

Passed by Council this \_\_\_\_\_ day of \_\_\_\_\_, 2023;  
\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Effective Date:

AUTHENTICATION:

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

AI-8977

Topics of Discussion G.

**Council Work Session**

**Meeting Date:** 02/07/2023

2023 Annual Legislation - Amendment

**Submitted By:** Jim Bell

**Department:** Finance

**Division:** Accounting

**Council Committee Review?:** Council Work Session

**Date(s) of Committee Review:** 02/07/2023

**Audio-Visual Needs:** None

**Emergency Legislation?:** No

**Motion/Ordinance/  
Resolution No.:**

**Agenda Item Description or Legislation Title**

2023 Annual Legislation - Amendment

**Purpose and Background**

The continuous operation of various departments and divisions of the City rely on the purchase, maintenance and service of certain equipment and various departments and divisions of the City require certain professional services and miscellaneous operating expenses in order to perform necessary functions for the business of the City. All costs associated with the listed purchases and services are included in the operational budget for the respective departments and divisions for FY 2023. These purchases and services are needed effective January 1, 2023, in order to perform the day to day routine operations of various departments and divisions of the City.

Upon review of the purchase orders requested at the beginning of 2023, it was discovered that Resolution No. 2022-R-7197 for the 2023 annual legislation passed in late 2022 needed to be amended as follows:

- Gall's Uniforms - increase from \$20,000 to \$30,000 for City-wide safety personnel
- State of Ohio (Police LEADS, OVI tests, OPOTA training, all departments radio maintenance) - increase from \$100,000 to \$125,000
- Delete Section 1x for Newegg for a reduction of \$40,000
- Delete Section 1gg for Locution for a reduction of \$28,000 (duplicate)
- Add SHI International for software and licensing for cloud-based applications at a cost not to exceed \$40,000
- Add Creative Financial Staffing for temporary staffing services for the Tax and Accounting Divisions of the Finance Department at a cost not to exceed \$95,000
- Add gasoline for all departments at a cost not to exceed \$400,000
- Add diesel fuel for all departments at a cost not to exceed \$300,000

**Fiscal Impact**

**Source of Funds:** Various Funds

**Cost:** \$5,000

**Recurring Cost? (Yes/No):** Yes

**Funds Available in Current Budget? (Yes/No):** Yes

**Financial Implications:**

Amending the original resolution will result in an increase of \$5,000 to the maximum allowed spending for goods and services with identified vendors.

**Attachments**

Resolution

CITY OF HUBER HEIGHTS  
STATE OF OHIO

RESOLUTION NO. 2023-R-

AMENDING RESOLUTION NO. 2022-R-7197 AND AUTHORIZING THE CITY MANAGER TO ENTER INTO NECESSARY AGREEMENTS AND MAKE NECESSARY PURCHASES OF GOODS AND SERVICES WITH CERTAIN VENDORS AND SUPPLIERS FOR THE PURCHASE, MAINTENANCE AND SERVICE OF EQUIPMENT, PROFESSIONAL SERVICES, AND MISCELLANEOUS OPERATING EXPENSES BY VARIOUS DEPARTMENTS AND DIVISIONS OF THE CITY OF HUBER HEIGHTS FOR FISCAL YEAR 2023 AND WAIVING THE COMPETITIVE BIDDING REQUIREMENTS.

WHEREAS, the continuous operation of various departments and divisions of the City rely on the purchase, maintenance and service of certain equipment; and

WHEREAS, various departments and divisions of the City require certain professional services and miscellaneous operating expenses in order to perform necessary functions for the business of the City; and

WHEREAS, all costs associated with the listed purchases and services are included in the operational budget for the respective departments and divisions for Fiscal Year 2023; and

WHEREAS, these purchases and services are needed effective January 1, 2023 in order to perform the day to day routine operations of various departments and divisions of the City; and

WHEREAS, Chapter 171.12 allows Council to waive the competitive bidding procedures herein or approve alternate procedures whenever it deems it to be in the best interest of the City to do so.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Huber Heights, Ohio that:

Section 1. The City Manager is hereby authorized to enter into agreements and make necessary expenditures of funds with identified vendors and suppliers for the purchase, maintenance and service of equipment, professional services, and miscellaneous operating expenses by various departments and divisions of the City effective January 1, 2023, as follows:

- a. Columbia Building Company for professional office space leasing at a cost not to exceed \$60,000
- b. Plattenburg & Associates for professional financial audit services at a cost not to exceed \$75,000
- c. Squire, Patton, Boggs, LLC for professional financial legal and bond counsel services at a cost not to exceed \$200,000
- d. GTGis for GIS mapping maintenance and services for multiple divisions at a cost not to exceed \$65,000
- e. Bradley Payne Advisors, LLC, for City debt services at a cost not to exceed \$175,000
- f. Change Healthcare for EMS billing at a cost not to exceed \$120,000
- g. Phoenix Fire Safety Outfitters for Fire Division personnel protective clothing at a cost not to exceed \$65,000
- h. City of Dayton (Fire Department Garage) for maintenance and service of Fire apparatus at a cost not to exceed \$40,000
- i. Bound Tree Medical for EMS and pharmaceutical supplies at a cost not to exceed \$40,000
- j. Gall's Uniforms for city-wide safety personnel uniform purchases at a cost not to exceed \$30,000
- k. A. E. David Company for the purchase of uniforms for the Police Division at a cost not to exceed \$48,500
- l. Montgomery County, Ohio, for prisoner housing, processing, medical testing, radio lease and maintenance and court parking at a cost not to exceed \$100,000
- m. Agile Networks for connectivity switch maintenance for phones and radios for the Police Division at a cost not to exceed \$32,000
- n. State of Ohio for Police LEADS, OVI tests, OPOTA training, and for all departments radio maintenance at a cost not to exceed \$125,000
- o. P&R Communications for all departments radio maintenance at a cost not to exceed \$150,000
- p. Civica CMI for financial and public safety applications at a cost not to exceed \$100,000

- q. ESO for Fire and EMS Software Maintenance at a cost not to exceed \$36,000
- r. Locution for automated dispatching at a cost not to exceed \$35,000
- s. Motorola for dispatch console maintenance at a cost not to exceed \$60,000
- t. US Bank Equipment Finance for City-wide copier lease and maintenance at a cost not to exceed \$45,000
- u. Pickrel, Schaeffer & Ebeling for legal services at a cost not to exceed \$250,000
- v. Ryan L. Brunk for prosecution services in Montgomery County at a cost not to exceed \$90,000
- w. CDW-G for state-term contract computer and electronic equipment at a cost not to exceed \$80,000
- x. Amazon for computer and electronic equipment at a cost not to exceed \$40,000
- y. IT Savvy for computer and electronic equipment at a cost not to exceed \$40,000
- z. MNJ Technologies for computer and electronic equipment not to exceed \$40,000
- aa. Stryker for cardiac monitor, cot and AED maintenance at a cost not to exceed \$33,000
- bb. Lakeshore IT Solutions at a cost not to exceed \$40,000
- cc. Enterprise Fleet Management at a cost not to exceed \$322,000
- dd. Heritage Fire Equipment for maintenance and parts at a cost not to exceed \$30,000
- ee. Rush Trucking for medic parts and repairs at a cost not to exceed \$20,000
- ff. Watkem for plumbing services at a cost not to exceed \$50,000
- gg. American Forestry for tree maintenance for parks at a cost not to exceed \$25,000
- hh. Greentech at the Rose Music Center and city parks for irrigation and any other landscape projects at a cost not to exceed \$70,000
- ii. Joe's Landscaping of Beaver creek for mulch at the Rose Music Center, Christmas lights on City buildings, landscape services for the Rose Music Center at a cost not to exceed \$100,000
- jj. Landscape Structures/Penchura for playground design and installation at a cost not to exceed \$300,000
- kk. Wagner Paving for parking lots and court resurfacing for parks at a cost not to exceed \$100,000
- ll. Asphalt Sealcoaters of Dayton for painting courts and parking lot resurfacing at a cost not to exceed \$50,000
- mm. Maxim roofing for park shelter roofs at a cost not to exceed \$100,000
- m. Forever Lawn for playground surfacing at a cost not to exceed \$100,000
- oo. Patterson Pools for splash pad repairs at a cost not to exceed \$100,000
- pp. Clutch IT Solution for computer and electronics equipment at a cost not to exceed \$40,000
- qq. Dell IT Technologies for computer and electronics at a cost not to exceed \$50,000
- rr. SHI International for software and licensing for cloud-based applications at a cost not to exceed \$40,000
- ss. Creative Financial Staffing for temporary staffing services for the Accounting and Tax Divisions of the Finance Department at a cost not to exceed \$95,000
- tt. Gasoline for all departments at a cost not to exceed \$400,000
- uu. Diesel fuel for all departments at a cost not to exceed \$300,000

Section 2. Consistent with the provisions of the City Charter and the Huber Heights Codified Ordinances, the competitive bidding requirements are hereby waived.

Section 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were in meetings open to the public and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 4. This Resolution shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Passed by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2023;  
 \_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Effective Date:

AUTHENTICATION:

\_\_\_\_\_  
 Clerk of Council

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date



**AI-8981**

**Topics of Discussion** H.

**Council Work Session**

**Meeting Date:** 02/07/2023

Fire Division Staffing Update

**Submitted By:** Anthony Rodgers

**Department:** City Council

**Council Committee Review?:** Council Work Session **Date(s) of Committee Review:** 02/07/2023

**Audio-Visual Needs:** None **Emergency Legislation?:** No

**Motion/Ordinance/  
Resolution No.:**

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**Agenda Item Description or Legislation Title**

Fire Division Staffing Update

**Purpose and Background**

This agenda item has been requested by Councilmembers Ed Lyons, Anita Kitchen, and Glenn Otto for an update on staffing in the Fire Division.

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**Fiscal Impact**

**Source of Funds:** N/A

**Cost:** N/A

**Recurring Cost? (Yes/No):** N/A

**Funds Available in Current Budget? (Yes/No):** N/A

**Financial Implications:**

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**Attachments**

*No file(s) attached.*

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AI-8984

Topics of Discussion I.

**Council Work Session**

**Meeting Date:** 02/07/2023

Request For Proposals – Mental Wellness Report – Fire Division

**Submitted By:** Keith Knisley

**Department:** Fire

**Council Committee Review?:** Council Work Session **Date(s) of Committee Review:** 02/07/2023

**Audio-Visual Needs:** None **Emergency Legislation?:** No

**Motion/Ordinance/  
Resolution No.:**

**Agenda Item Description or Legislation Title**

Request For Proposals – Mental Wellness Report – Fire Division

**Purpose and Background**

This legislation will allow the City to solicit proposals from qualified Behavioral Service Providers to provide behavioral services for the Fire Division. The funding for this program was granted by the State of Ohio ARPA funding for first responders. The RFP will include services provided through December, 2024.

**Fiscal Impact**

**Source of Funds:** N/A

**Cost:** N/A

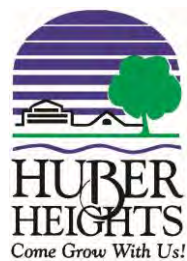
**Recurring Cost? (Yes/No):** N/A

**Funds Available in Current Budget? (Yes/No):** N/A

**Financial Implications:**

**Attachments**

Sample RFP  
Resolution



City of Huber Heights  
6131 Taylorsville Rd.  
Huber Heights, OH 45424

937.233.1423  
937.233.1272 fax

[www.hhoh.org](http://www.hhoh.org)

## REQUEST FOR PROPOSALS

And

## INSTRUCTIONS

**RFP 23- 001 (FIRE)**

**Behavioral Health Support Program**

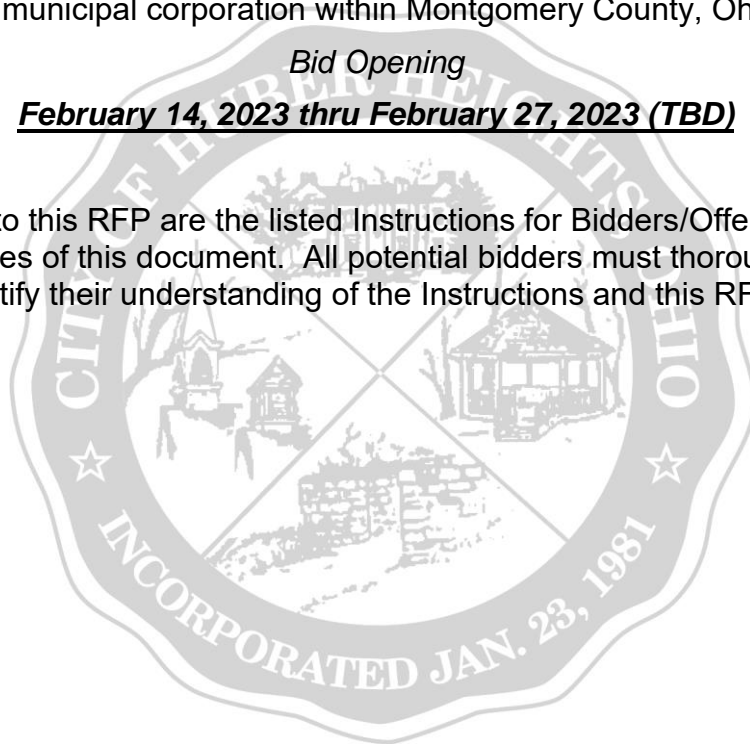
**City of Huber Heights, Fire Division**

A municipal corporation within Montgomery County, Ohio

*Bid Opening*








**February 14, 2023 thru February 27, 2023 (TBD)**

Attached to this RFP are the listed Instructions for Bidders/Offerors in the first ten (10) pages of this document. All potential bidders must thoroughly review and certify their understanding of the Instructions and this RFP process.




## **GENERAL INSTRUCTIONS TO BIDDERS/OFFERORS**

For the purposes of this Document, the terms “Bid” and Proposal” have the same meaning, and the terms “Bidder, Offeror, Contractor, Vendor” are intended to mean the company or firm who is the respondent Bidder for this RFP.

-  The following instructions are to be considered an integral part of this proposal. Unless otherwise requested, three (3) complete copies of the written proposal need be submitted. The person signing the bid/proposal form must initial any changes or corrections made to this proposal.
-  No proposal may be withdrawn or modified in any way after the bid/proposal-opening deadline. **Quotes must remain valid for ninety (90) days after the quote date.** Quotes submitted with a less than ninety (90) day validity will be found non-responsive and will not be considered.
-  All bids/proposals must be a final cost.
-  Bids/Proposals will be received beginning **Tuesday, February 14, 2023** and to be received no later than the close of business day on **Monday, February 27, 2023** at the City of Huber Heights 6131 Taylorsville Rd. Huber Heights, Ohio 45424 at which time they will be opened and publicly read aloud. Bids/proposals received after the above date and time, or in any other location other than the City of Huber Heights City Hall as noted above will not be considered.
-  A Request for Proposal packet may be obtained from the City of Huber Heights 6131 Taylorsville Rd. Huber Heights, Ohio 45424 or from [www.hhoh.org](http://www.hhoh.org)
-  If descriptive literature is attached to the bid/proposal, bidder’s name must appear on all sheets.
-  A cover letter must be attached in the form of a standard business letter containing the Contractor’s name, address and telephone number and must be signed with an original signature, in ink, by an individual authorized to legally bind the Contractor. The letter must contain the following information:
  - A statement describing the Contractor’s legal structure (e.g. corporation, partnership) and providing federal tax identification number and principle place of business.
  - A statement that the person signing the quote certifies that he or she is the person in the Contractor’s organization who has actual authority to make decisions as to matters relating to this RFP and to bind the Contractor.
  - A statement that the quote meets the minimum qualifications set forth in this RFP and accepts all requirements and terms and conditions contained in this RFP.
  - A statement that the Contractor does not discriminate in its employment practice with regard to race, color, age, religion, sex, veteran status, sexual preference, national origin, or disability


- A statement that no attempt has been made or will be made by the Contractor to induce any other person or firm to submit or not submit a quote.
- A statement that indicates whether the Contractor or any of its agents has a possible conflict of interest with any city employee involved in the RFP and any ensuing Contract(s) or any other conflict of interest and, if so, an explanation of the conflict must be given.


 **Communication:** If there is any question whatsoever regarding any portion of the instructions or specifications, it shall be the bidder's responsibility to seek clarification immediately from the City of Huber Heights **No later than close of business on February 22, 2023 at 4:00pm** unless otherwise stated in the documents.


All questions shall be submitted in writing or via e-mail to the attention of Dr. Chris McIntosh at 937-233-1564 and/or [cmcintosh@hhoh.org](mailto:cmcintosh@hhoh.org). If mailed, the address is as follows: City of Huber Heights ATTN: Dr. Chris McIntosh RFP: 23-001, 7008 Brandt Pike, Huber Heights, OH 45424.


It shall be the bidder's responsibility to check the City's website ([www.hhoh.org](http://www.hhoh.org)) for any and all addendums or modifications.


Under no circumstances should respondents contact City personnel or officials outside of the opportunity provided herein.

 **Proprietary Information:** Any information contained in the RFP response that is proprietary must be clearly designated. Marking of the entire response as proprietary will neither be accepted nor honored. The City cannot guarantee that all such material noted remains proprietary, particularly if it becomes a significant consideration in contract award. Information will be kept confidential only to the extent allowed by Public Records Laws of Ohio.

 Any variation from the specifications must be clearly stated by the bidder in writing and submitted with his/her proposal.

 The apparent silence of any specifications or any supplement specifications to any details or the omission of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail, and that only materials of first quality and correct type, size and design are to be used. All workmanship is to be of first quality. All interpretations of this specification shall be made upon the basis of this statement.

 The following bid shall be awarded to one bidder based on the specifications as provided for in Chapter 171 of the Codified Ordinances of Huber Heights, so the City can determine the "lowest and best proposal". An award shall be made to one vendor for the total bid. Unit prices and extensions will be verified and total checked. Unit price extension and net total must be shown. Unit price shall prevail unless otherwise stated in the proposal.


 Section 171.04 of the Codified Ordinances of Huber Heights provides for a process and description for opening, tabulating and awarding responses to RFP/bids as stated in reference:


(a) *In the case of sealed competitive bids, the bids shall be opened and tabulated publicly by the Purchasing Agent. An investigation of the responsibility of the bidders and the responsiveness of the bid shall be made as the Purchasing Agent deems necessary. The Purchasing Agent shall determine the lowest and best bid. The Purchasing Agent may reject all bids if the Purchasing Agent determines that it is in the best interest of the City to do so.*








(b) *In the case of competitive proposals, the responses shall be opened publicly by the Purchasing Agent. The City may discuss the responses with the proposers to clarify responses and to obtain information needed by the City to determine the lowest and best proposal. An investigation of the responsibility of the proposers and the responsiveness of the proposal shall be made as Purchasing Agent deems necessary. The Purchasing Agent shall determine the lowest and best proposal. The Purchasing Agent may reject all proposals if the Purchasing Agent determines that it is in the best interest of the City to do so.*

(c) *In the case of two-step competitive proposals, the technical responses shall be opened publicly by the Purchasing Agent. The City may discuss the responses with the proposers to clarify responses and to obtain information needed by the City to determine qualified proposers. An investigation of the responsibility of the proposers and the responsiveness of the proposal shall be made as the Purchasing Agent deems necessary.*

*The Purchasing Agent shall determine the qualified proposers. The qualified proposers shall then be invited to submit price proposals which shall be opened publicly by the Purchasing Agent. The City may discuss responses with the proposers to clarify responses and to obtain information needed by the City to determine the lowest and best proposal. If appropriate, the City may request best and final offers. The Purchasing Agent shall then determine the lowest and best proposal. The Purchasing Agent may reject all proposals if the Purchasing Agent determines that is in the best interest of the City to do so.*

 The City of Huber Heights reserves the right to accept, reject or waive any irregularities in the proposal and/or any and all bids received for the work contemplated herein and to accept or reject any or all proposals and/or bids. The proposal and/or bids will be compared on the basis of the total cost of the project and the award will be made to the lowest and best bidder (or bidders), provided the proposal and/or bid is reasonable and is in the best interest of the City (owner) to accept. In determining the lowest and best bid the City (owner), in its sole discretion, may consider factors, including but not limited to, the bidder's work history, (including work done under other names), experience, conduct and performance on previous contracts, management skills, ability to execute the contract properly, customer satisfaction, work on comparable projects, ability to timely complete the work in accordance with the contract documents, the Bidder's financial condition and facilities, and the Bidder's compliance with federal, state, and local laws, rules, and regulations, (including but not limited to the Prevailing Wage Laws, Occupational Safety and Health Act, and the State of Ohio's Equal Employment Opportunity Commission requirements, as may be applicable).

 The City desires delivery of the material or services specified at the earliest possible time after the date of award. An unreasonable delivery proposal may be cause for disqualifying a bid. Each bidder shall state a definite time and avoid using terms such as "ASAP" or "approximately so many days".

-  **References:** Contractor must provide five (5) references of customers with successful implementations of similar size and scope with work performed within the past five (5) years. Please include name, address, contact and phone number. If sub-contractors or business partners will be used in conjunction with the installation or maintenance of this project, please provide references as stipulated above. **References should be included in bid documents**
  
-  **Quality Standard:** Any references to the construction, fabrication and/or design which are proprietary or specific to one equipment manufacturer are to be considered as an indication of the level of quality and protection expected by HHFD. If a particular section names a process, construction, and/or design that is patented or proprietary in nature, bidders can take exception and propose an alternative, provided that the proposed alternative meets or exceeds the performance, the level of quality, and the degree of protection afforded to Huber Heights firefighters.
  
-  **Inspection:** It is understood within this agreement that any problems such as equipment failure, unspecified maintenance, lack of performance and any other conditions outlined in the scope of service not performed by the Contractor will be under immediate review by the City of Huber Heights.
  
-  **Technical Specifications Guidelines:** Bidders should address each subsection in their proposal. The technical specifications are to provide bidders with guidelines. They are not meant to prevent bidders from proposing alternative solutions. In all instances, the bidder is to clearly indicate how the proposed solution meets the desire of HHFD to implement the best behavioral health program. The bidder shall include as much detailed explanation as the deem appropriate of the alternative program with supporting data and documentation for evaluation by HHFD
  
-  **License and Permits:** It shall be the responsibility of the successful bidder to obtain all licenses and permits required to perform this service at no additional cost to the City of Huber Heights.
  
-  **Timeline:** Provide an estimated, standard timeline for installation, implementation and creative design services. **Timeline should be included in bid documents.**
  
-  **Configuration and Pricing:** Bidder must itemize all charges for individually identifiable components of the proposed system, including all associated installation, programming and training if applicable. Bidder must include charges for all components required to connect any applicable applications.



## **RFP Checklist:**

Please review and check off these 10 most important items to consider when responding to an RFP for the City of Huber Heights:

	<p><b>Read the <u>entire</u> document.</b> Note critical items such as: mandatory requirements; supplies/services required; submittal dates; number of copies required for submittal; contract requirements (i.e., contract performance, insurance requirements, performance and/or reporting requirements, etc.).</p>
	<p><b>Note the procedures for communication with the City during the RFP process.</b> All communication during the RFP process must be in writing. Offerors should not contact City personnel or officials outside of the opportunity provided in the document.</p>
	<p><b>Attend the pre-proposal conference</b> if one is offered. These conferences provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify the City of any ambiguities, inconsistencies, or errors in the RFP.</p>
	<p><b>Take advantage of the “question and answer” period.</b> Submit your questions by the due date listed and view the answers given in the formal “addenda” issued for the RFP. All addenda issued for an RFP are posted on the City’s website and will include all questions asked and answered concerning the RFP.</p>
	<p><b>Follow the format required in the RFP</b> when preparing your response. Provide point-by-point responses to all sections in a clear and concise manner.</p>
	<p><b>Provide complete answers/descriptions.</b> Read and answer <b>all</b> questions and requirements. Don’t assume the City or the evaluating staff will know what your company capabilities are or what items/services you can provide, even if you have previously contracted with the City of Huber Heights. The proposals are evaluated based solely on the information and materials provided in your response.</p>
	<p><b>Use the forms provided, if any.</b> e.g., bidder’s submittal page, reference forms, attachment forms, etc.</p>
	<p><b>Before submitting your response,</b> check the City’s website at: <a href="http://www.hhoh.org">www.hhoh.org</a> to see whether any addenda were issued for the RFP.</p>
	<p><b>Review and read the RFP document again</b> to make sure that you have addressed all requirements. Your original response and the requested copies must be identical and be complete. The copies are provided to the evaluating staff members and will be used to score your response.</p>
	<p><b>Submit your response on time.</b> Note all the dates and times listed in the RFP and be sure to submit all required items on time. Late proposal responses are <b>never</b> accepted.</p>





**Please Note:**

All potential contractors are strongly urged to submit supporting documentation as to their qualifications to perform the Scope of Work.

Certificate of Insurance, Reference List and Timeline must be attached.

If additional comments or conditions are desired, please attach a separate sheet providing details.

Include all proposed equipment specifications, showing manufacturer name, model, etc. depicting unit specifications and other pertinent information.

**Certification:**

The undersigned on the Bid Proposal certifies that the Instructions to Bidder has been carefully examined, is thoroughly familiar with the terms and specifications applicable to and made part of this Request for Proposal and understands and is capable of meeting the provisions within to the quality, type and grade of work requested. The undersigned further certifies the prices shown in the schedule of items contained within the Proposal/Bid are in accordance with the conditions, terms and specifications of the proposal and that any exception taken thereto may disqualify the bid.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name Title

\_\_\_\_\_  
Email Address Phone

\_\_\_\_\_  
Company Name



## City of Huber Heights Request for Proposals

### RFP 2023-001 (Fire)

#### Advertised as: Behavioral Health Support Program

**Release Date: Tuesday, February 14, 2023 Closing Date: Monday, February 27, 2023**

The City of Huber Heights, a municipal corporation, Montgomery County, Ohio

#### 1. General Information

- 1.1. The City of Huber Heights invites qualified firms to submit proposals for clinical behavioral health support for Huber Heights Fire Division members. Proposals shall be submitted in accordance with the Documents and Requirements as set forth in this formal "Request for Proposals." The Contract that will result from this "Request for Proposals" will include what is indicated in Section 4 "Scope of Work" of this RFP.
- 1.2. A City Review and Selection Committee will evaluate the proposals submitted.
- 1.3. During evaluation, the City Review and Selection Committee reserves the right, where it may serve the City's best interest, to request additional information or clarification from the Offeror, or to allow corrections of errors or omissions. Oral interviews may be conducted by the City Review and Selection Committee for the Contractors who submit a Proposal and were short listed.
- 1.4. Submission of a proposal indicates acceptance by the Offeror of the conditions contained in this Request for Proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the resultant contract between the City of Huber Heights and the Contractor selected.
- 1.5. There is no expressed or implied intent or obligation for the City of Huber Heights to reimburse responding firms for any expenses incurred in preparing proposals, as well as travel expenses during interviews in response to this Request for Proposals.
- 1.6. The City of Huber Heights shall reserve the right to terminate any agreement resultant from this solicitation and subsequent action for cause but not limited to inadequacy of performance.

#### Contact Person/Communication

- 1.7. Until the receipt and opening of proposals, the proposers' principal contact with the City of Huber Heights will be as listed below. All questions are to be submitted in writing and potential Bidders will receive copies of all questions and answers except for the questions that are considered proprietary. Questions will only be received through Dr. Chris McIntosh  
City of Huber Heights Fire Division  
7008 Brandt Pike  
Huber Heights, Ohio 45424  
937-233-1564  
Email: [cmcintosh@hhoh.org](mailto:cmcintosh@hhoh.org)
- 1.8. All contacts and communication regarding the proposal should be with the above-named individual only. Bidders contacting other City Staff or Officials may be disqualified for doing so.



## 2. Background Information

- 2.1. The City of Huber Heights, Fire Division, a municipal corporation, Montgomery County, Ohio was awarded funding through the State of Ohio's American Rescue Plan Act (ARPA) *First Responder Wellness, Recruitment, Retention, and Resiliency program* for clinical behavioral health support for Huber Heights Fire Division members until December 31<sup>st</sup>, 2024.

## 3. Definitions: The following definitions are used in this Agreement

- 3.1. HHFD – Huber Heights Fire Division

## 4. Scope of Project:

- 4.1. The clinician team will provide
  - 4.1.1. Clinician shall be Individually Licensed through a state agency.
  - 4.1.2. Clinicians with experience working with Public Safety First Responders.
  - 4.1.3. Clinicians should possess Trauma Informed Care certificate that meets the Trauma Informed Competencies as determined by the Ohio Department of Job & Family Services and the Ohio Department of Mental Health and Addiction Services.
  - 4.1.4. Availability for on scene call-outs 24/7.
  - 4.1.5. Monthly Station Visits - provide first responders the opportunity to meet individually to discuss cumulative stress and to reduce the stigma of receiving behavioral health services.
  - 4.1.6. 1:1 Private 30-minute Clinical visits for all HHFD first responders
  - 4.1.7. Continuing Education opportunities for all members in a lectured base format that meets the requirements for continuing education for Emergency Medical Services (EMS). Minimum of 3 – 3-hour lectures annually.
  - 4.1.8. Referrals and resources for follow-up as necessary
  - 4.1.9. Clinical consultation for Command Staff and Peer Support Team to determine framework for current and future needs of members. Following initial institution of program, consultation for Command Staff and Peer Support Team as needed.
  - 4.1.10. Awardee shall follow all applicable portions of Health Insurance Portability and Accountability Act (HIPAA).

## 5. Program Components

- 5.1. The awardee will provide an assigned clinician to the HHFD for the purposes of providing education, support, and clinical oversight. The clinician shall also visit Huber Heights Fire Stations monthly to ensure and maintain the mental health of HHFD members.
  - 5.1.1. Monthly Station visits
    - a) 3 Platoons - 3 Stations – 2 visits to each platoon and station per month (12 hours per month)



- 5.1.2. Consultation, Oversight, Education (8 hours per month) as indicated in Scope of Project.
- 5.1.3. Availability of personnel to assist during or after traumatic experiences, 24/7.

## **6. TRAINING**

- 6.1. Initial Training with members on program components, benefits, and resources available.

## **7. RFP Requirements:**

- 7.1. Submitting RFP Proposal packages: Offeror will submit a comprehensive and thorough written plan for Dr. Chris McIntosh. Pricing must be listed on the proposal, and no sales tax should be included.

## **8. Evaluation of Proposals and Required Information**

- 8.1. Proposals submitted will be evaluated by the City Review and Selection Committee.
- 8.2. The Committee may call for oral interviews. The City reserves the right to retain all proposals submitted and use an idea in a proposal regardless of whether or not said proposal is selected.
- 8.3. The evaluation factors considered in the selection process will weigh heavily into the City's decision-making process. These evaluation requirements are considered to be minimum requirements. More points may be awarded for exceeding the minimum requirements.

## **9. Right to Reject Proposals**

- 9.1. Submission of proposals indicates acceptance by the Offering Firm of the Conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the subsequent Agreement between the City of Huber Heights and the selected firm.
- 9.2. The City of Huber Heights reserves the right to reject any or all proposals and to award to the proposer the City determines to be most qualified and whose award of the contract will be in the best interests of the City.
- 9.3. Late proposals will not be accepted. Offerors are held responsible that their proposals arrive at the City of Huber Heights on or before the designated date and time.

## **10. Withdrawal of Proposals**

- 10.1. Requests to withdraw proposals received after the date and time set for bid opening will not be considered. Only requests to withdraw proposals prior to that date and time will be considered.

## **11. Contract Termination**

- 11.1. The City of Huber Heights reserves the right to terminate any subsequent Agreement or Contract as a result of this RFP if the Contractor does not perform as required by the Terms and Conditions therein.



\*\*\* END OF DOCUMENT \*\*\*

CITY OF HUBER HEIGHTS  
STATE OF OHIO

RESOLUTION NO. 2023-R-

AUTHORIZING THE CITY MANAGER TO SOLICIT A REQUEST FOR PROPOSALS FROM BEHAVIORAL HEALTH PROVIDERS TO PROVIDE BEHAVIORIAL SUPPORT SERVICES FOR MEMBERS OF THE FIRE DIVISION.

WHEREAS, it is necessary to identify trained professionals to provide behavioral support services as granted by the State of Ohio ARPA Funding For First Responders; and

WHEREAS, behavioral health for members of the Fire Division is important; and

WHEREAS, Council has authorized the Fire Division to apply for grant funding for this project.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Huber Heights, Ohio that:

Section 1. The City Manager is hereby authorized to solicit a Request For Proposals (RFP) from Behavioral Health Providers to provide behavioral support services for members of the Fire Division.

Section 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were in meetings open to the public and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 3. This Resolution shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Passed by Council on the \_\_\_\_ day of \_\_\_\_\_, 2023;  
\_\_\_\_ Yea; \_\_\_\_ Nay.

Effective Date:

AUTHENTICATION:

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**AI-8982**

**Topics of Discussion** J.

**Council Work Session**

**Meeting Date:** 02/07/2023

Water Infrastructure Update

**Submitted By:** Anthony Rodgers

**Department:** City Council

**Council Committee Review?:** Council Work Session **Date(s) of Committee Review:** 02/07/2023

**Audio-Visual Needs:** None **Emergency Legislation?:** No

**Motion/Ordinance/  
Resolution No.:**

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**Agenda Item Description or Legislation Title**

Water Infrastructure Update

**Purpose and Background**

This agenda item has been requested by Councilmembers Glenn Otto, Anita Kitchen, and Ed Lyons for an update on City water infrastructure.

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**Fiscal Impact**

**Attachments**

*No file(s) attached.*

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**AI-8969**

**Topics of Discussion** K.

**Council Work Session**

**Meeting Date:** 02/07/2023

2023 Street Program - Solicit Bids

**Submitted By:** Hanane Eisentraut

**Department:** Engineering **Division:** Engineering

**Council Committee Review?:** Council Work Session **Date(s) of Committee Review:** 02/07/2023

**Audio-Visual Needs:** None **Emergency Legislation?:** No

**Motion/Ordinance/  
Resolution No.:**

**Agenda Item Description or Legislation Title**

2023 Street Program - Solicit Bids

**Purpose and Background**

This legislation will allow the soliciting, advertising and receiving of bids for the 2023 Street Program. The Local Street Capital Improvement Fund will be utilized to construct this project at a cost not to exceed \$1,400,000. The plans and specifications will be prepared by the Engineering Division.

**Fiscal Impact**

**Source of Funds:** N/A

**Cost:** N/A

**Recurring Cost? (Yes/No):** N/A

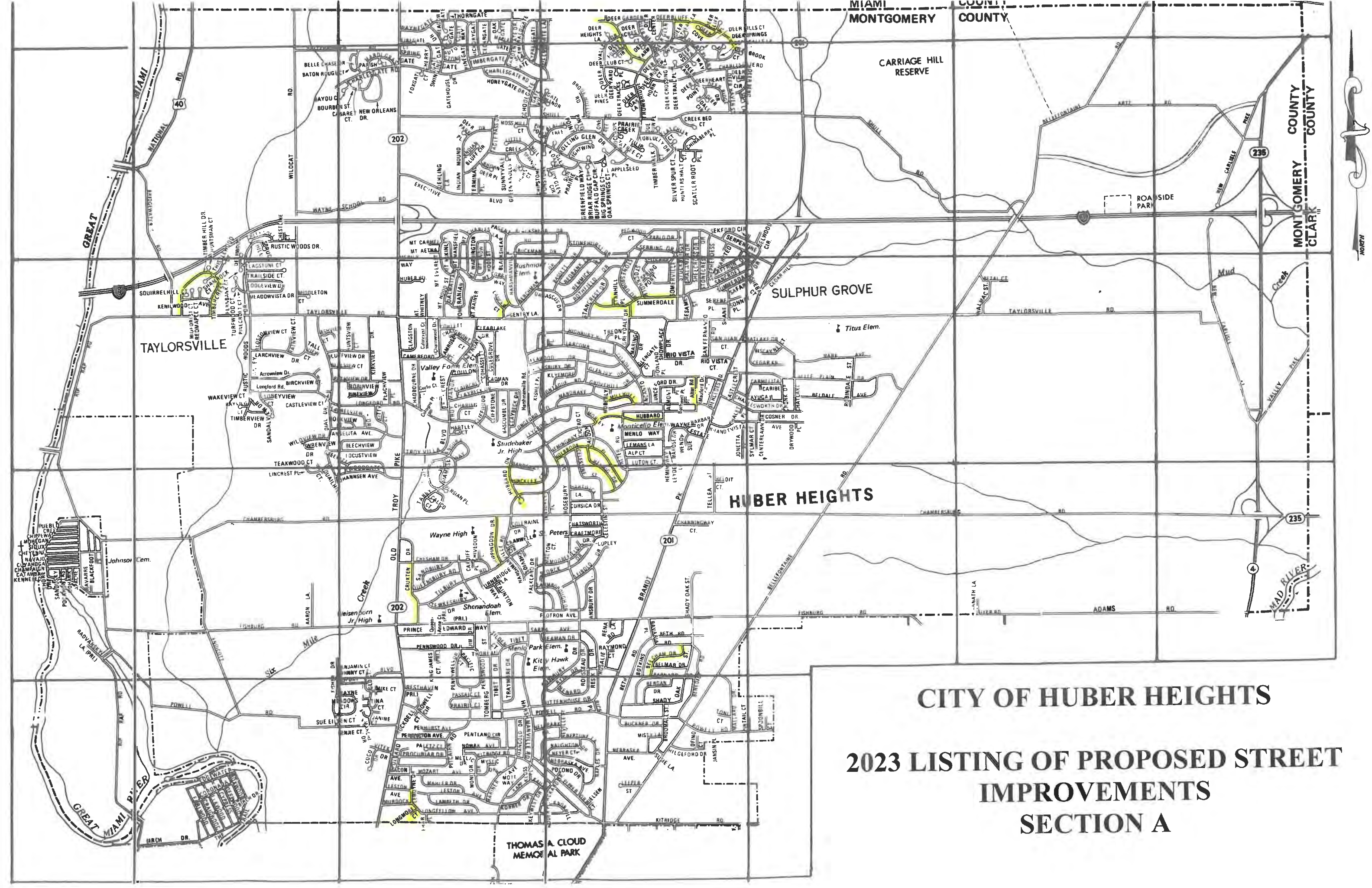
**Funds Available in Current Budget? (Yes/No):** N/A

**Financial Implications:**

**Attachments**

- Map
- Resolution
- Exhibit A





**CITY OF HUBER HEIGHTS**  
**2023 LISTING OF PROPOSED STREET**  
**IMPROVEMENTS**  
**SECTION A**



CITY OF HUBER HEIGHTS  
STATE OF OHIO

RESOLUTION NO. 2023-R-

AUTHORIZING THE CITY MANAGER TO SOLICIT, ADVERTISE AND RECEIVE BIDS FROM QUALIFIED FIRMS FOR THE 2023 STREET IMPROVEMENT PROGRAM, NON-CONCRETE WORK.

WHEREAS, City Staff have identified certain streets within the City which are in urgent need of repair; and

WHEREAS, Council has determined to proceed with the 2023 Street Program, as described in Exhibit A, during the 2023 construction season including reconstruction of the streets identified on the list, related underground utility repair costs, roadway earthwork and miscellaneous base and drainage work; and

WHEREAS, the Local Street Capital Improvement Fund is available to cover the cost of this work; and

WHEREAS, City Council has agreed to a Request For Proposals (RFP) process to be facilitated by City Staff.

NOW, THEREFORE BE IT RESOLVED by the City Council of Huber Heights, Ohio that:

Section 1. The City Manager is hereby authorized to solicit, advertise and receive responses from qualified firms for the construction of the 2023 Street Improvement Program and non-concrete work as described in Exhibit A. The cost of this portion of the 2023 Street Improvement Program will not exceed \$1,400,000.00

Section 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were in meetings open to the public and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 3. This Resolution shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Passed by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2023;  
\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Effective Date:

AUTHENTICATION:

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**EXHIBIT A**  
**CITY OF HUBER HEIGHTS**  
**2023 STREET IMPROVEMENTS**

- |    |                   |  |
|----|-------------------|--|
| 1  | Alter Road        | from Longford to Highbury<br>base repair, cold planing, curb and gutter<br>replacement, asphalt repaving                                   |
| 2  | Beecham Drive     | from Barnard to Botkins<br>base repair, cold planing, curb and gutter<br>replacement, asphalt repaving                                     |
| 3  | Chippingdon Drive | from Chambersburg to Tilbury<br>base repair, cold planing, curb and gutter<br>replacement, asphalt repaving                                |
| 4  | Coronado Cir      | from Deer Bluff to dead end<br>base repair, cold planing, curb and gutter<br>replacement, asphalt repaving                                 |
| 5  | Cruixten Drive    | from Chesham to Fishburg.<br>base repair, cold planing, curb and gutter<br>replacement, asphalt repaving                                   |
| 6  | Deer Bluff Drive  | from Citrus to Trowbridge<br>base repair, cold planing, curb and gutter<br>replacement, asphalt repaving                                   |
| 7  | Deer Knolls Drive | from Trowbridge to dead end<br>base repair, cold planing, curb and gutter<br>replacement, asphalt repaving                                 |
| 8  | Gentry Lane       | from Blackshear to Taylorsville<br>base repair, cold planing, curb and gutter<br>replacement, asphalt repaving                             |
| 9  | Greydale Drive    | from taylorsville to summerdale<br>base repair, cold planing, curb and gutter<br>replacement, asphalt repaving                             |
| 10 | Helwig Drive      | from Holbrook to Alter<br>base repair, cold planing, curb and gutter<br>replacement, asphalt repaving                                      |
| 11 | Hinckley Court    | from Hubbard S of Handel Ct to approximatly<br>800 L.F east<br>base repair, cold planing, curb and gutter<br>replacement, asphalt repaving |

**EXHIBIT A  
CITY OF HUBER HEIGHTS  
2023 STREET IMPROVEMENTS**

- |    |                   |   |
|----|-------------------|---|
| 12 | Holbrook Drive    | from Harshmanville to Helwig<br>base repair, cold planing, curb and gutter<br>replacement, asphalt repaving     |
| 13 | Hubbard Drive     | from Morley to Hemingway<br>base repair, cold planing, curb and gutter<br>replacement, asphalt repaving         |
| 14 | Hubbard Drive     | from Handel to cul de sac<br>base repair, cold planing, curb and gutter<br>replacement, asphalt repaving        |
| 15 | Lemoyne Drive     | from Leston to Longmore<br>base repair, cold planing, curb and gutter<br>replacement, asphalt repaving          |
| 16 | Longmore Court    | from Lemoyne to cul de sac<br>base repair, cold planing, curb and gutter<br>replacement, asphalt repaving       |
| 17 | Millhoff Drive    | from Mandrake to Longford<br>base repair, cold planing, curb and gutter<br>replacement, asphalt repaving        |
| 18 | Stanhill Place    | from Summerdale to cul de sac<br>base repair, cold planing, curb and gutter<br>replacement, asphalt repaving    |
| 19 | Summerdale Drive  | from Stancrest to Sebring<br>base repair, cold planing, curb and gutter<br>replacement, asphalt repaving        |
| 20 | Timbercrest Drive | from Taylorsville to Thistlewood<br>base repair, cold planing, curb and gutter<br>replacement, asphalt repaving |
| 21 | Timberhill Drive  | from Thistlewood to Taylorsville<br>base repair, cold planing, curb and gutter<br>replacement, asphalt repaving |

**AI-8967**

**Topics of Discussion** L.

**Council Work Session**

**Meeting Date:** 02/07/2023

ODOT Consent Legislation - Bridge Repair - Brandt Pike

**Submitted By:** Hanane Eisentraut

**Department:** Engineering **Division:** Engineering

**Council Committee Review?:** Council Work **Date(s) of Committee Review:** 02/07/2023  
Session

**Audio-Visual Needs:** None **Emergency Legislation?:** No

**Motion/Ordinance/  
Resolution No.:**

**Agenda Item Description or Legislation Title**

ODOT Consent Legislation - Bridge Repair - Brandt Pike

**Purpose and Background**

The Ohio Department of Transportation (ODOT) is planning to conduct a bridge repair on Brandt Pike north of Grusenmeyer Way near the YMCA. The project is scheduled to be awarded in September, 2023 with the start of construction in April, 2024. Brandt Pike will be closed and detoured for a short time during the repair. ODOT requests consent legislation from the City to initiate the project programming. ODOT will provide the funding to finance this project.

**Fiscal Impact**

**Source of Funds:** N/A

**Cost:** N/A

**Recurring Cost? (Yes/No):** N/A

**Funds Available in Current Budget? (Yes/No):** N/A

**Financial Implications:**

**Attachments**

Resolution

CITY OF HUBER HEIGHTS  
STATE OF OHIO

RESOLUTION NO. 2023-R-

AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT TO CONDUCT BRIDGE REPAIR ON VARIOUS STRUCTURES IN DISTRICT 7 INCLUDING SFN 5709504 MOT SR 201 8.870 IN THE CITY OF HUBER HEIGHTS.

WHEREAS, the State has determined the need for the described project:

Conduct bridge repair on various structures in District 7 including SFN 5709504 MOT SR 201 8.870 in the City of Huber Heights.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Huber Heights, Ohio that:

Section 1. Being in the public interest, the City gives its consent to the Director of Transportation to complete the above-described project.

Section 2. The City shall cooperate with the Director of Transportation in the above-described project as follows:

The State shall assume and bear one-hundred percent (100%) of all of the costs of the improvement.

The City agrees to pay one-hundred percent (100%) of the cost of those features requested by the City which are determined by the State and Federal Highway Administration to be unnecessary for the project.

Section 3. The City agrees that all right-of-way (if applicable) required for the project will be acquired and/or made available in accordance with current State and Federal regulations. The City also understands that right-of-way costs include eligible utility costs. The City agrees that all utility accommodation, relocation and reimbursement will comply with the current provisions of 23 CFR 645 and the ODOT Utilities Manual.

Section 4. Upon completion of the project, and unless otherwise agreed, the City shall: (1) provide adequate maintenance for the project in accordance with all applicable state and federal law, including, but not limited to, Title 23, U.S.C. Section 116; (2) provide ample financial provisions, as necessary, for the maintenance of the project; (3) maintain the right-of-way keeping it free of obstructions; and, (4) hold said right-of-way inviolate for public highway purposes.

Section 5. The City Manager of said City of Huber Heights is hereby empowered on behalf of the City of Huber Heights to enter into contracts with the Director of Transportation necessary to complete the project.

Section 6. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were in meetings open to the public and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 7. This Resolution shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Passed by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2023;

\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Effective Date:

AUTHENTICATION:

---

Clerk of Council

---

Mayor

---

Date

---

Date

**AI-8968**

**Topics of Discussion** M.

**Council Work Session**

**Meeting Date:** 02/07/2023

Old Troy Pike Northbound Widening Project - Solicit Bids

**Submitted By:** Hanane Eisentraut

**Department:** Engineering **Division:** Engineering

**Council Committee Review?:** Council Work Session **Date(s) of Committee Review:** 02/07/2023

**Audio-Visual Needs:** None **Emergency Legislation?:** No

**Motion/Ordinance/  
Resolution No.:**

**Agenda Item Description or Legislation Title**

Old Troy Pike Northbound Widening Project - Solicit Bids

**Purpose and Background**

This legislation will permit the City to receive bid proposals to widen Old Troy Pike from Huber Road to I-70 to accommodate an additional northbound lane and additional widening on a portion of Merily Way. The project includes the installation of asphalt pavement, curb, curb ramps, curb radii, storm sewer, and mast arm traffic signals at Merily Way and Old Troy Pike intersection. The Capital Improvement Fund will be utilized for the construction of this project.

**Fiscal Impact**

**Source of Funds:** N/A

**Cost:** N/A

**Recurring Cost? (Yes/No):** N/A

**Funds Available in Current Budget? (Yes/No):** N/A

**Financial Implications:**

**Attachments**

Resolution



CITY OF HUBER HEIGHTS  
STATE OF OHIO

RESOLUTION NO. 2023-R-

AUTHORIZING THE CITY MANAGER TO SOLICIT, ADVERTISE AND RECEIVE BIDS FROM QUALIFIED FIRMS FOR THE CONSTRUCTION OF THE OLD TROY PIKE NORTH BOUND WIDENING PROJECT.

WHEREAS, design and construction plans for the Old Troy Pike North Bound Widening Project are being finalized; and

WHEREAS, funds are available to cover the cost of this improvement.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Huber Heights, Ohio that:

Section 1. The City Manager is authorized to solicit, advertise and receive responses from qualified firms for the construction of the Old Troy Pike North Bound Widening Project at a cost not to exceed \$1,400,000.00.

Section 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were in meetings open to the public and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 3. This Resolution shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Passed by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2023;  
\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Effective Date:

AUTHENTICATION:

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

AI-8970

Topics of Discussion N.

**Council Work Session**

**Meeting Date:** 02/07/2023

East Sanitary Sewer Extension Project - Award Contract

**Submitted By:** Hanane Eisentraut

**Department:** Engineering **Division:** Engineering

**Council Committee Review?:** Council Work Session **Date(s) of Committee Review:** 02/07/2023

**Audio-Visual Needs:** None **Emergency Legislation?:** No

**Motion/Ordinance/  
Resolution No.:**

**Agenda Item Description or Legislation Title**

East Sanitary Sewer Extension Project - Award Contract

**Purpose and Background**

Five (5) bids were received for the East Sanitary Sewer Extension Project. Due to inflation and supply chain issues, the bids came in higher than anticipated. The project was bid with a main bid and an alternating bid. The main bid includes the installation of 9,000 feet of large sanitary sewer, 3,200 feet of force main, and two new pump stations. This sanitary sewer installation will start at the Fairborn Wastewater Treatment Plant and go north along the west side of State Route 4 to the Center Point 70 Commercial Park. This work will provide full sanitary service to Center Point 70. The bid for this work is shown on the attached bid sheet. The lowest and best bid for this work was from Helms & Sons at \$3,917,449.00.

There was an alternate bid requested that was for installing sanitary sewer on Chambersburg Road starting at State Route 4 and going west up Chambersburg Road approximately 6,300 feet. Unfortunately, the alternate bid came in at \$1,515,942.00, making the total bid \$5,433,391. This total cost was about \$1,000,000 over the City Engineer's estimate. Due to this overage, the installation of the sewer line on Chambersburg Road will not be part of this award and the work will be deferred to a future year.

This legislation will authorize the City Manager to enter into a contract with Helms & Sons Excavating, Inc. as the lowest and best bidder for the main bid for the East Sanitary Sewer Extension Project at a cost not to exceed \$4,300,000. The Sewer Capital Fund will be utilized for the construction of this project.

**Fiscal Impact**

**Source of Funds:** Sewer Capital Fund

**Cost:** \$4,300,000

**Recurring Cost? (Yes/No):** No

**Funds Available in Current Budget? (Yes/No):** Yes

**Financial Implications:**

**Attachments**

Bid Results

Map

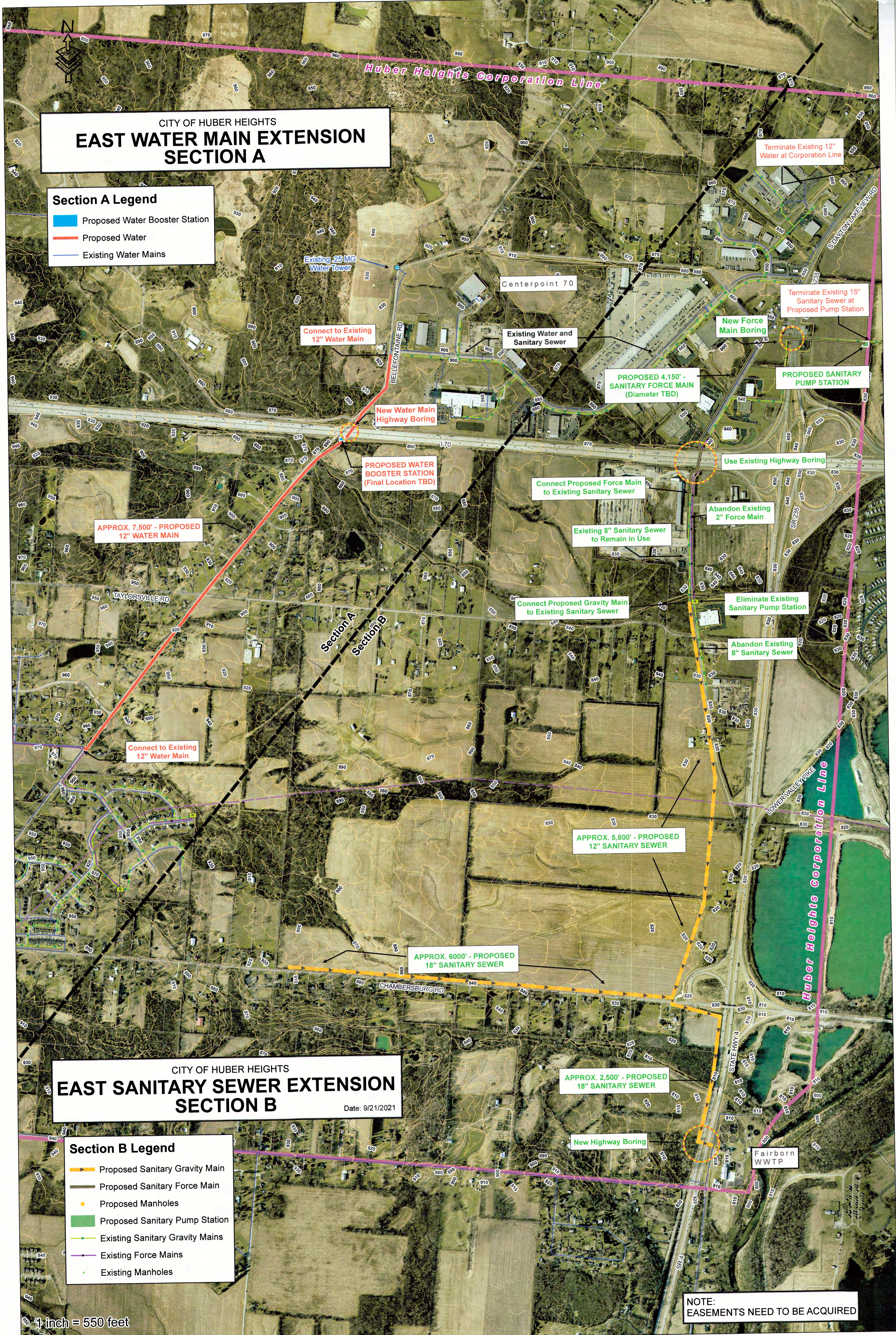
Resolution



**CITY OF HUBER HEIGHTS  
 EAST SANITARY SEWER EXTENSION  
 BID RESULT  
 BID DATE: JANUARY 20, 2023**

<b>CONTRACTOR'S NAME</b>	<b>BASE BID</b>	<b>ALTERNATE BID CHAMBERSBURG SANITARY SEWER</b>	<b>TOTAL BID AMOUNT</b>	
<b>Kelchner</b>	<b>\$5,322,448.00</b>	<del><b>\$2,177,935.00</b></del>	<b>\$7,500,383.00</b>	<b>300 Calendar Days</b>
			<b>Bid Bond - Yes</b>	
<b>Milcon Concrete</b>	<b>\$4,411,829.25</b>	<del><b>\$1,311,325.40</b></del>	<b>\$5,723,154.75</b>	<b>220 Calendar Days</b>
			<b>Bid Bond - Yes</b>	
<b>Helms and Sons</b>	<b>\$3,917,449.00</b>	<del><b>\$1,515,942.00</b></del>	<b>\$5,433,391.00</b>	<b>220 Calendar Days</b>
			<b>Bid Bond - Yes</b>	
<b>Outdoor Enterprise</b>	<b>\$4,462,202.00</b>	<del><b>\$1,829,385.00</b></del>	<b>\$6,291,587.00</b>	<b>465 Calendar Days</b>
			<b>Bid Bond - Yes</b>	
<b>Kinnison Excavating</b>	<b>\$5,459,500.00</b>	<del><b>\$1,725,185.00</b></del>	<b>\$7,184,685.00</b>	<b>500 Calendar Days</b>
			<b>Bid Bond - Yes</b>	





CITY OF HUBER HEIGHTS  
**EAST WATER MAIN EXTENSION  
 SECTION A**

- Section A Legend**
- █ Proposed Water Booster Station
  - █ Proposed Water
  - Existing Water Mains

CITY OF HUBER HEIGHTS  
**EAST SANITARY SEWER EXTENSION  
 SECTION B**  
 Date: 9/21/2021

- Section B Legend**
- █ Proposed Sanitary Gravity Main
  - █ Proposed Sanitary Force Main
  - Proposed Manholes
  - █ Proposed Sanitary Pump Station
  - Existing Sanitary Gravity Mains
  - Existing Force Mains
  - Existing Manholes

1 inch = 550 feet

NOTE:  
 EASEMENTS NEED TO BE ACQUIRED

FINAL



CITY OF HUBER HEIGHTS  
STATE OF OHIO

RESOLUTION NO. 2023-R-

AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR THE EAST SANITARY SEWER EXTENSION PROJECT.

WHEREAS, City Council under Resolution No. 2022-R-7188, dated October 24, 2022, has previously authorized the securing of bids for the East Sanitary Sewer Extension Project; and

WHEREAS, construction bids were received on January 20, 2023; and

WHEREAS, City Council has determined to proceed with this improvement.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Huber Heights, Ohio that:

Section 1. The City Manager is hereby authorized to enter into a contract for the East Sanitary Sewer Extension Project with Helms and Sons Excavating, Inc. as the lowest and best bidder at a cost not to exceed \$4,300,000.00 on the terms and conditions as substantially set forth in the specifications of the contract.

Section 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were in meetings open to the public and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 3. This Resolution shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Passed by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2023;  
\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Effective Date:

AUTHENTICATION:

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**AI-8980**

**Topics of Discussion** 0.

**Council Work Session**

**Meeting Date:** 02/07/2023

Street Dedication - Old Dominion Way

**Submitted By:** Stephanie Wunderlich

**Department:** Engineering **Division:** Engineering

**Council Committee Review?:** Council Work **Date(s) of Committee Review:** 02/07/2023  
Session

**Audio-Visual Needs:** None **Emergency Legislation?:** No

**Motion/Ordinance/  
Resolution No.:**

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**Agenda Item Description or Legislation Title**

Street Dedication - Old Dominion Way

**Purpose and Background**

The City has approved the improvements for Old Dominion Way. The following are the addresses that are hereby accepted and approved: 2000 to 2005 Old Dominion Way.

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**Fiscal Impact**

**Source of Funds:** N/A

**Cost:** N/A

**Recurring Cost? (Yes/No):** N/A

**Funds Available in Current Budget? (Yes/No):** N/A

**Financial Implications:**

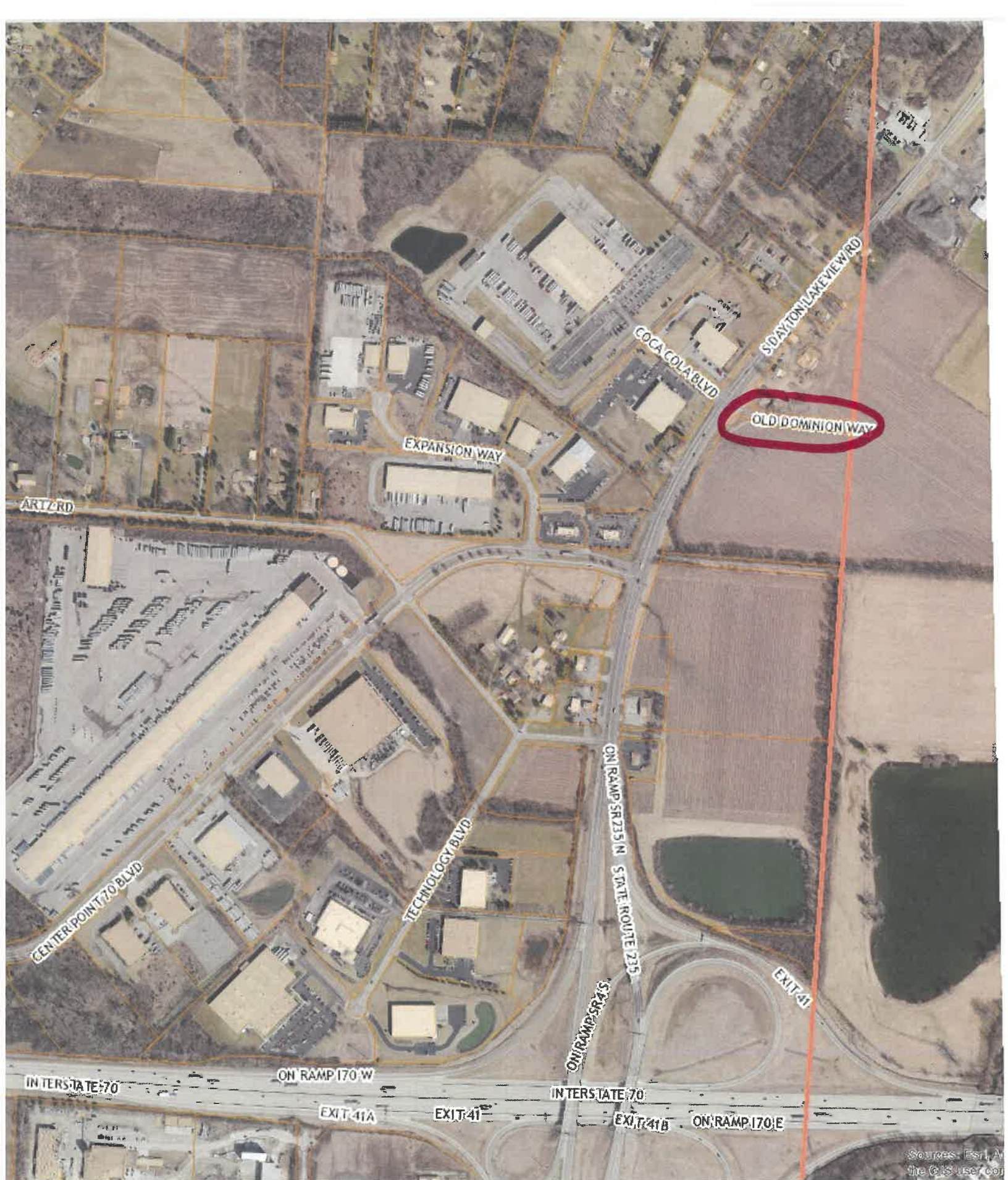
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**Attachments**

Map

Resolution

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1 in = 752 ft

City of Huber H

CITY OF HUBER HEIGHTS  
STATE OF OHIO

RESOLUTION NO. 2023-R-

ACCEPTING CERTAIN STREETS AND PUBLIC IMPROVEMENTS FOR OLD DOMINION WAY.

WHEREAS, the citizens of Huber Heights require the orderly and efficient establishment of public improvements; and

WHEREAS, the City has approved the improvements for Old Dominion Way.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Huber Heights, Ohio that:

Section 1. The public improvements and dedicated right-of-way on Old Dominion Way include the following and are hereby accepted and approved:

2000 to 2005 Old Dominion Way

Section 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were in meetings open to the public and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 3. This Resolution shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Passed by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2023;  
\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Effective Date:

AUTHENTICATION:

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



AI-8978

Topics of Discussion P.

**Council Work Session**

**Meeting Date:** 02/07/2023

Street Safety Study - Award Contract

**Submitted By:** Hanane Eisentraut

**Department:** Engineering **Division:** Engineering

**Council Committee Review?:** Council Work Session **Date(s) of Committee Review:** 02/07/2023

**Audio-Visual Needs:** None **Emergency Legislation?:** No

**Motion/Ordinance/  
Resolution No.:**

**Agenda Item Description or Legislation Title**

Street Safety Study - Award Contract

**Purpose and Background**

This legislation will authorize the City Manager to enter into a contract for the Street Safety Study with Burgess & Niple at a cost not to exceed \$55,000. The City solicited quotes from three consulting firms, and Burgess & Niple presented the lowest and best proposal to perform this study. This study is required by the U S Department of Transportation to be completed for the City to be eligible to apply for Bipartisan Infrastructure Law (BIL) funding opportunity through the Safe Streets and Roads for All (SS4A) grant program.

**Fiscal Impact**

**Source of Funds:** Gas Tax Fund

**Cost:** \$55,000

**Recurring Cost? (Yes/No):** No

**Funds Available in Current Budget? (Yes/No):** Yes

**Financial Implications:**

**Attachments**

Resolution

CITY OF HUBER HEIGHTS  
STATE OF OHIO

RESOLUTION NO. 2023-R-

AUTHORIZING THE CITY MANAGER TO AWARD A CONTRACT TO BURGESS & NIPLE FOR A STREET SAFETY STUDY AND WAIVING THE COMPETITIVE BIDDING REQUIREMENTS.

WHEREAS, the U.S. Department of Transportation through the Safe Streets and Roads For All (SS4A) grant program provides funding directly to local government to improve roadway safety; and

WHEREAS, a street safety study is required to be completed before applying for any SS4A grant; and

WHEREAS, it is necessary to obtain outside engineering services to complete this study; and

WHEREAS, Burgess & Niple is a uniquely qualified firm to perform this type of service.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Huber Heights, Ohio that:

Section 1. The City Manager is hereby authorized to enter into a contract with Burgess & Niple for a street safety study at a cost not to exceed \$55,000.00.

Section 2. Consistent with the provisions of the City of Huber Heights Codified Ordinances, the competitive bidding requirements are hereby waived.

Section 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were in meetings open to the public and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 4. This Resolution shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Passed by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2023;  
\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Effective Date:

AUTHENTICATION:

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

AI-8985

Topics of Discussion Q.

**Council Work Session**

**Meeting Date:** 02/07/2023

ED/GE Grant Agreement - Millat Industries

**Submitted By:** Bryan Chodkowski

**Department:** Economic Development

**Council Committee Review?:** Council Work Session **Date(s) of Committee Review:** 02/07/2023

**Audio-Visual Needs:** None **Emergency Legislation?:** No

**Motion/Ordinance/  
Resolution No.:**

**Agenda Item Description or Legislation Title**

ED/GE Grant Agreement - Millat Industries

**Purpose and Background**

In Fall of 2022, the City submitted an ED/GE Grant in the amount of \$62,400 on behalf of Millat Industries. The grant was to support the replacement of HVAC equipment at the Millat Industries Center Point 70 location to keep it competitive in the markets of aerospace, manufacturing, advanced manufacturing, research and development, as well as composites and advanced materials. The grant allows Millat Industries to retain its workforce of 44 while adding an additional position.

In December, 2022, the City was notified that its grant application was approved for funding. On February 7, 2023, the Montgomery County Commissioners will approve the formal contract with the City after which the City can make funds available to Millat Industries. It is recommended that City Council approve this proposed agreement between the City and Millat Industries before the City distributes any grant funds to Millat Industries.

**Fiscal Impact**

**Source of Funds:** General Fund

**Cost:** \$62,400

**Recurring Cost? (Yes/No):** No

**Funds Available in Current Budget? (Yes/No):** Yes

**Financial Implications:**

Monies to provide for the grant amount of \$62,400 will be provided via supplemental appropriation. Once Millat Industries demonstrates its compliance to the terms and conditions of the grant, the City will be reimbursed the amount of \$62,400 from Montgomery County.

**Attachments**

Resolution

Exhibit A

Exhibit B

CITY OF HUBER HEIGHTS  
STATE OF OHIO

RESOLUTION NO. 2023-R-

AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH MILLAT INDUSTRIES FOR THE PURPOSES OF DISTRIBUTING A GRANT ASSOCIATED WITH THE ECONOMIC DEVELOPMENT/GOVERNMENT EQUITY (ED/GE) AGREEMENT BETWEEN THE CITY OF HUBER HEIGHTS AND MONTGOMERY COUNTY.

WHEREAS, the City of Huber Heights (the “City”) and Montgomery County (the “County”) have partnered together since 1992 in the Economic Development/Government Equity (ED/GE) Program to support economic development; and

WHEREAS, on October 24, 2022, the City submitted to the ED/GE Program on behalf of Millat Industries, an application for grant funding to support the retention and future growth of Millat Industries within the City; and

WHEREAS, on February 7, 2023, via Resolution No. 23-R-\_\_\_\_, the County approved its agreement with the City to specifically fund the grant application submitted by the City on behalf of Millat Industries.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Huber Heights, Ohio that:

Section 1. The ED/GE Agreement between the City and the County for Millat Industries, a copy of which is attached hereto as Exhibit A, is hereby accepted by the City.

Section 2. The corresponding ED/GE Agreement between the City and Millat Industries, a draft copy of which is attached hereto as Exhibit B, is hereby accepted by the City.

Section 3. The City Manager is hereby authorized to enter into the corresponding ED/GE Agreement between the City and Millat Industries, substantially similar in form and terms as provided for in Exhibit B, subject to approval by the Law Director.

Section 4. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were in meetings open to the public and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 5. This Resolution shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Passed by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2023;  
\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Effective Date:

AUTHENTICATION:

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## EXHIBIT A

2022  
MONTGOMERY COUNTY  
ECONOMIC DEVELOPMENT/GOVERNMENT EQUITY (ED/GE)  
PROGRAM PROJECT AGREEMENT

THIS AGREEMENT is entered into on the date(s) at the end hereof, by and between the BOARD OF COUNTY COMMISSIONERS OF MONTGOMERY COUNTY, OHIO, Montgomery County Administration Building, 451 West Third Street, Dayton, Ohio 45422, hereinafter referred to as the "Board," and **CITY OF HUBER HEIGHTS, MONTGOMERY COUNTY, OHIO**, hereinafter referred to as the "Participant."

### WITNESSETH:

WHEREAS, O.R.C. Section 307.07 grants the Board the authority to create an Office of Economic Development and to appoint a person to act as Director of said Office, referred to hereinafter as the Director; and

WHEREAS, O.R.C. Section 307.07 further constitutes a grant of authority to the Board to become actively involved in the development and execution of economic development in Montgomery County, Ohio; and

WHEREAS, on or about June 4, 1991, and pursuant to O.R.C. Section 307.07, the Board did create a Montgomery County Office of Economic Development and did appoint a Director of same; and

WHEREAS, O.R.C. Section 307.07 further authorizes the Board to use a portion of its sales tax revenues for the purpose of furthering and fostering economic development in Montgomery County, Ohio; and

WHEREAS, O.R.C. Section 307.07(B)(3) authorizes the Director, with the approval of the Board, to enter into Agreements with federal, state and local governmental agencies for the purpose of carrying out economic development functions of the Board relative to economic development; and

WHEREAS, the Board and the Participant are desirous of mutually cooperating in the funding of an economic development project situated within the boundaries of the **CITY OF HUBER HEIGHTS**, Montgomery County, Ohio, known as the **MILLAT, INDUSTRIES PROJECT**, hereinafter referred to as the "Project;" and

WHEREAS, the Board is willing to use some of its sales tax revenues to foster same; and

WHEREAS, the Board has been advised by the Director that the Project properly qualifies as an economic development project in the Montgomery County area; and

WHEREAS, the Participant has supplied the Board with proof that it possesses sufficient statutory/legal authority and management capability needed to assume the primary administration of the Project; and

WHEREAS, on **December 6, 2022** by **Resolution #22-1758**, the Board awarded the **CITY OF HUBER HEIGHTS** an amount not to exceed **\$62,400** or **12%** of total project cost, from the 2022 Primary Economic Development Fund, to provide funding support for the **MILLAT INDUSTRIES PROJECT**.

NOW, THEREFORE, for and in consideration of the mutual promises, covenants and

agreements hereinafter set forth, the parties to this Agreement, with the intent to be legally bound, agree as follows:

1. The Participant agrees to assume the responsibility of administering the Project, which project is found specifically identified in the Scope of Work, which scope is attached hereto and made a part hereof as Exhibit "A," and a budget document for said project, which budget is attached hereto and made a part hereof, as Exhibit "B". The Board agrees to tender to the Participant the sum of **SIXTY-TWO THOUSAND FOUR HUNDRED DOLLARS (\$62,400)** or **TWELVE PERCENT (12%)** of total project cost, whichever is less, of the Board's 2022 sales tax revenue to assist the Participant in conducting the Project.

2. The Participant agrees that the Board's sales tax revenues referred to in paragraph 1, above, will be used solely and exclusively by the Participant to offset the cost incurred by it in undertaking the Project, and further agrees that should any or all of Board's said sales tax revenues be used for any purpose other than that of the Project, the Participant will repay the Board the amount improperly expended, and will do so within fourteen (14) calendar days of written notice to it by the Board that such an improper expenditure has occurred, stating therein the amount which the Board believes has been misapplied.

3. Upon execution of this Agreement by both parties and certification by the Montgomery County Auditor, the Board agrees to tender the amount identified in paragraph 1 hereof to the Participant on a regular reimbursement basis as more fully explained in this paragraph. The Participant agrees to supply the Board with regular statements, or invoices, indicating therein the amount of monies expended by the Participant in the furtherance of the Project, this statement, or invoice, will also contain a statement therein identifying the date of each

expenditure, the name of the person or business enterprise paid, and the goods or services provided warranting the payment. The Board will, within thirty (30) calendar days of the receipt of such a statement, or invoice, reimburse the Participant the amount stated in the Participant's statement or invoice. Should the Board be of the opinion that any amount of monies identified in the Participant's invoice was expended for purposes other than the furtherance of the Project, the Board may, in its sole discretion, reduce such payment by the amount of the alleged misapplication, or seek reimbursement as same is provided in paragraph 2 hereof. The parties also agree that the Board, through its Office of Economic Development, has the authority to meet with the contractor, person or business entity employed by the Participant for the Project, and review documentation as it deems necessary to determine that the Board's sales tax revenues are being expended for Project purposes.

4. The Participant agrees that the Board's sales tax revenues are to be expended by the Board in its sole discretion, and that the Board's financial assistance to the Participant is voluntary and that the Participant has no legal or equitable claim to any of the Board's sales tax revenues.

5. The Participant acknowledges that part of the consideration for this Agreement emanates from the Board's sales tax revenues, and that as such, said consideration constitutes public funds, and the Participant acknowledges that the Board, the Montgomery County, Ohio Auditor and/or the Ohio Bureau of Inspection and Supervision of Public Offices (State Auditor's Office) is legally authorized to inspect and make copies of the Participant's books and audit the receipt and expenditure of said consideration. The Participant, therefore, agrees to allow either the Board, the Montgomery County, Ohio Auditor or his representative, or a representative of the State Auditor's Office, to enter upon its premises during regular business hours and to supply the Board,



the Montgomery County, Ohio Auditor or his representative, the State Auditor's Office or its representative, the books/financial records concerning the Participant's receipt and expenditure of the economic development funding received by the Participant pursuant to the Agreement.

6. The Participant agrees that all documentation, financial records and other evidence of project activity under this Agreement shall be maintained by the Participant, consistent with the records retention requirements of the Ohio Revised Code, for a period of three (3) years after the completion or termination of the Project. After this three (3) year retention period, the Participant must notify the Board, in writing, of its intent to destroy said records. The Board reserves the right to extend the retention period for such records, and if it decides to do so it will notify the Participant in writing, otherwise, the Board will issue to the Participant a written Certificate of Records Disposal, it being understood that no records in the Participant's possession will be destroyed until the Participant has received a Certificate of Records Disposal. The Participant also agrees to notify persons or business entities with which it does business in the prosecution of the work called for in the "Project" of the fact that such person or business entity is receiving public funds and that such funds may be audited by the County Auditor or the State Auditor even though they have been received by a private person or business entity.

7. The Participant agrees that, upon completion of said Project, Participant will deliver to the Board's Director of Economic Development a report certifying the Participant's expenditures for the total Project, including ED/GE funds and all other financial sources. In addition, the Participant agrees to provide to the Board's Director of Economic Development, upon the Director's request and at such intervals as requested by the Director, but not to exceed three years,

a report certifying the jobs created/retained and the tax base enhanced/retained as a direct result of the Project.

8. The parties acknowledge that this Agreement is made pursuant to the Montgomery County ED/GE program and that the distribution of funds provided for herein is made pursuant to that program and constitutes a distribution to the Participant thereunder. The parties agree that use of the funds distributed hereunder is subject to all terms and conditions of the Economic Development/Government Equity Participation Agreement previously entered into between the parties hereto.

9. The parties expressly agree that this Agreement shall not be assigned by the Participant without the prior written approval of the Board, which approval may be withheld in the sole discretion of the Board.

10. During the performance of this Agreement, the Participant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, handicap, age, political belief or place of birth. The Participant will ensure that applicants are employed and that employees are treated during employment without regard to race, color, religion, sex, national origin, ancestry, handicap, age, political belief or place of birth. Such action shall include, but is not limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

The Participant, or any person claiming through the Participant agrees not to establish or knowingly permit any such practice or practices of discrimination or segregation in reference to

anything relating to this Agreement, or in reference to any contractors or subcontractors of said Participant.

11. Either party may terminate this Agreement by serving written notice on the other party at least fourteen (14) calendar days before the effective date of such termination as is mentioned in the notice.

12. If any term or provision of this Agreement or the application thereof to any entity, person or circumstance shall, to any extent be held invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to entities, persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each remaining term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

13. This instrument embodies the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein; and this Agreement shall supersede all previous communications, representations or agreements, either written or oral, between the parties to this Agreement. Also, this Agreement shall not be modified in any manner except by an instrument, in writing, executed by the parties to this Agreement and approved by proper Resolution of the parties, if necessary.

14. This Agreement and any modifications, amendments, or alterations, shall be governed, construed, and enforced under the laws of The State of Ohio.

15. Signatures hereon shall act as express representations that the signing agents are authorized to bind their respective principals to all rights, duties, remedies, obligations and responsibilities incurred by way of this Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands this \_\_\_\_ day of

\_\_\_\_\_, 20\_\_.

Signed and acknowledged  
in the presence of:

BOARD OF COUNTY COMMISSIONERS OF  
MONTGOMERY COUNTY, OHIO

\_\_\_\_\_  
Witness

By: \_\_\_\_\_

\_\_\_\_\_  
Witness

By: \_\_\_\_\_

By: \_\_\_\_\_

OR

\_\_\_\_\_  
Witness

By: \_\_\_\_\_

Michael B. Colbert  
County Administrator

AND

\_\_\_\_\_  
Witness

By: \_\_\_\_\_

Erik S. Collins, Director  
Community & Economic Development

AND

\_\_\_\_\_  
Witness

CITY OF HUBER HEIGHTS  
Jurisdiction

6131 TAYLORSVILLE RD  
Address

HUBER HEIGHTS OH 45424  
City State Zip

City State Zip

By: 

Title: CITY MANAGER Date: 12/13/22

APPROVED AS TO FORM:  
MATHIAS H. HECK, JR.  
PROSECUTING ATTORNEY

By: \_\_\_\_\_  
Assistant Prosecuting Attorney

Date: \_\_\_\_\_

**EXHIBIT A  
Work Program**

Jurisdiction: **CITY OF HUBER HEIGHTS**

Project: **MILLAT INDUSTRIES**

Funds will be used to upgrade the HVAC System at their existing facility. The project will create 1 new job and retain 44 jobs.

<b>Project Tasks:</b>	<b>Start Date:</b>	<b>End Date:</b>
Request for Quote	7/1/2022	10/21/2022
HVAC System Upgrade	1/1/2023	6/15/2023
Purchase machinery and equipment	1/1/2023	3/01/2023

**EXHIBIT B**  
**Budget**

Jurisdiction: **CITY OF HUBER HEIGHTS**

Project: **MILLAT INDUSTRIES**

It is expressly understood by the Board of County Commissioners and the Participant that the Board of County Commissioners will reimburse to the Participant only **\$62,400 or 12%** of total project cost, whichever is less. All costs, including those relating to salaries and benefits, shall be supported by documentation sufficient to support any claim under this Agreement.

<b>Sources:</b>	<b>Amount:</b>
ED/GE	\$ 62,400
Line of Credit	\$ 457,600
<b>Total</b>	<b>\$ 520,000</b>

<b>User Expenses:</b>	<b>ED/GE</b>	<b>Amount:</b>
HVAC System Upgrade	X	\$ 270,000
Machinery & Equipment		\$ 250,000
	<b>Total</b>	<b>\$ 520,000</b>

EXHIBIT B

**AGREEMENT REGARDING ED/GE FUNDS**

This Agreement (“Agreement”) dated February \_\_\_\_, 2023, made and entered into by and between the City of Huber Heights, with its main offices located at 6131 Taylorsville Road Huber Heights, OH 45424 (“City”), and Millat Industries, with its registered office at 4901 Croftshire Drive Dayton, OH 45440 (“Recipient”).

WHEREAS, on February 7, 2023 by Resolution #23-XXXX, the Board of County Commissioners of Montgomery County, Ohio, (the “Board”) awarded City an amount not to exceed Sixty-Two Thousand Four Hundred Dollars (\$62,400.00) or Twelve Percent (12%) of total project cost, whichever is less from the 2022 Primary Economic Development Fund, to provide funding support for Recipient (the “ED/GE grant”); and

WHEREAS, under a separate agreement between the County and City (the “ED/GE Contract”), the City is responsible for administering the ED/GE grant;

NOW, THEREFORE, for and in consideration of the mutual promises, covenants and agreements hereinafter set forth, the parties to this Agreement, with the intent to be legally bound, agree as follows:

1. **PROJECT.** This project allows Millat Industries Corporation, to make necessary HVAC improvements to their building in the City of Huber Heights to improve operational efficiency and maintain competitiveness in the market sectors of aerospace, composites and advanced materials, manufacturing, research and development, as well as advanced manufacturing. (the “Project”).

2. **EMPLOYMENT RETENTION/CREATION.** Recipient shall use its commercially reasonable best efforts to maintain 44 employment positions with an estimated payroll totaling \$2,604,880 and to secure one additional fulltime employee at the Project over during the next three (3) consecutive years.

3. **GRANT AMOUNT.** The City agrees to provide the ED/GE grant funds made available to City by County for the Project pursuant to the terms and conditions of the ED/GE Contract between the City and County and this Agreement. The parties further acknowledge that this Agreement is made pursuant to the Montgomery County ED/GE program and that the distribution of the Funds provided for herein is made pursuant and subject to that program and its applicable rules and regulations.

The amount of the ED/GE Grant is \$62,400 or 12% of the total project cost, whichever is less. The parties acknowledge that this Agreement is made pursuant to the Montgomery County ED/GE program and that the distribution of funds provided for herein is made pursuant to that program. The parties further acknowledge that they have been informed and fully understand that ED/GE grants are given to Member Jurisdictions as follows:

Following execution of this Agreement, (1) fifty percent (50%) of the grant amount will be reimbursed to the City of Huber Heights on an invoice basis for eligible expenses; (2) twenty-five percent (25%) of the grant amount will be reimbursed to the City of Huber Heights, on an invoice basis when the Recipient attains 50% of total pledged jobs; and 3) twenty-five percent (25%) of the grant amount will be reimbursed to the City of Huber Heights, on an invoice basis when the Recipient attains 100% of total pledged jobs. Job creation will happen over a three-year period commencing with the Recipient’s provision of adequate proof to the Member Jurisdiction that the jobs have been created and actually hired and/or filled.

4. **GRANT PAYMENT.** The City of Huber Heights shall distribute the ED/GE Grant, if at all, only after receiving such funds from the County and only after the completion of the following conditions, which shall be verified by the City of Huber Heights in advance of Grant distribution. The Recipient shall supply the Member

Jurisdiction with written evidence of the amount of monies expended by the Recipient in the furtherance of the Project, containing a statement therein identifying the date of each expenditure, the name of the person or business enterprise paid, and the goods or services provided warranting the payment. The Recipient shall also provide a copy of any fully executed lease between it and another party for the subject property that is part of the Project. The County, through its Office of Economic Development, has the authority to meet with any contractor, person or business entity employed by the Recipient to determine that the ED/GE funds are being expended for Project purposes.

5. ED/GE FUNDS ACKNOWLEDGEMENT. Recipient agrees that the ED/GE grant is expended by the County in its sole discretion, and that the County's financial assistance is voluntary and that the Recipient has no legal or equitable claim to any of the ED/GE funds from the County or City. The County, through its Office of Economic Development, has the authority, with advance notice, to meet with any contractor, person or business entity employed by Recipient for the Project, and review documentation as it deems necessary to determine that the ED/GE grant is being expended for Project purposes. In the event the County fails for any reason to reimburse the City, (other than due to the gross negligence of City), for the grant funds distributed to Recipient, then Recipient shall reimburse the City all grant funds paid to Recipient hereunder within ten (10) calendar days of its receipt of a written notice from the City.

6. INSTITUTIONAL USERS. Recipient warrants that the ED/GE grant shall not be used for the direct benefit of institutional users such as colleges, universities, or hospitals. Recipient acknowledges that if it is found that ED/GE grant funds were used for the direct benefit of institutional users, the Board may require that the spent ED/GE funds be returned in full to Montgomery County, and the remainder of the ED/GE grant award shall be closed, and funds will be re-incorporated to the ED/GE fund for future projects.

7. COMPLIANCE WITH ED/GE PROGRAM AND INDEMNIFICATION. Recipient agrees to use any ED/GE grant money received from the ED/GE program only for the purpose(s) provided in this Agreement, which have been determined to be a valid public purpose under the ED/GE program. Recipient agrees to indemnify, defend and save harmless the City, its officials, agents and employees, from and against all suits, claims demands or actions, damages, liabilities, judgments, losses, costs and reasonable attorney fees arising out of or flowing from its failure to use the Funds for the stated purpose. Further if any of the ED/GE Funds are used for any purpose other than that of the Project, or if the County requires such Funds be returned on account of Recipient's default under this Agreement, Recipient will repay to City the amount required within ten (10) calendar days of its receipt of a written notice from the City.

8. LOCATION IDENTIFICATION. Recipient agrees to make a good-faith effort in all its communications to identify that the Company's facility is located in Huber Heights, Ohio. Communication may include signage, promotional literature, and stationery.

9. TAXES CURRENT. Recipient agrees to pay all respective applicable real and tangible personal property taxes and all municipal earnings tax amounts including payroll withholding owed in a timely manner.

10. INFORMATION WARRANTED. Recipient affirmatively covenants that it has made no false statements to the City in the process of obtaining approval of the ED/GE Funds.

11. AUDIT. Recipient acknowledges that it is receiving public funds and documentation of the use of such funds may be subject to audit by City, the County Auditor or the State Auditor or their representatives. Recipient agrees to allow such auditing party or its representative, to enter upon its premises during regular business hours, upon advanced notice, and to supply the books/financial records concerning the receipt and expenditure of the ED/GE funds received pursuant to the Agreement. Recipient also agrees to notify persons or business entities with which they do business in the prosecution of the work called for in the Project of



the fact that such person or business entity is receiving public funds and that such funds may be audited by the City, County Auditor or the State Auditor even though they have been received by a private person or business entity.

12. RECORD RETENTION. Recipient agrees that all documentation, financial records and other evidence of project activity under this Agreement shall be maintained by Recipient, consistent with the records retention requirements of the Ohio Revised Code, for a period of three (3) years after the completion or termination of the Project. After this three (3) year retention period, Recipient must notify the City, in writing, of its intent to destroy said records. The City reserves the right to extend the retention period for such records, and if it decides to do so it will notify Recipient in writing, otherwise, the City will issue to Recipient a written Certificate of Records Disposal, it being understood that no records in Recipient's possession will be destroyed until Recipient has received a Certificate of Records Disposal.

13. NO DISCRIMINATION. Recipient agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, handicap, age, political belief or place of birth. Recipient will ensure that applicants are employed and that employees are treated during employment without regard to race, color, religion, sex, national origin, ancestry, handicap, age, political belief or place of birth. Such action shall include, but is not limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Recipient or any person claiming through them agrees not to establish or knowingly permit any such practice or practices of discrimination or segregation in reference to anything relating to this Agreement, or in reference to any contractors or subcontractors.

14. TRANSFER. This Agreement is not transferable or assignable without the express, written approval of the City.

15. AMENDMENT. This instrument embodies the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein; and this Agreement shall supersede all previous communications, representations or agreements, either written or oral, between the parties to this Agreement. Also, this Agreement shall not be modified in any manner except by an instrument, in writing, executed by the parties to this Agreement. This Agreement may only be voided or amended by the written mutual consent of both parties.

16. SEVERABILITY. If any term or provision of this Agreement or the application thereof to any entity, person or circumstance shall, to any extent be held invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to entities, persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each remaining term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

17. GOVERNING LAW. This Agreement and any modifications, amendments, or alterations, shall be governed, construed, and enforced under the laws of the State of Ohio.

18. SIGNATURES. Signatures hereon shall act as express representations that the signing agents are authorized to bind their respective principals to all rights, duties, remedies, obligations and responsibilities incurred by way of this Agreement.

**CITY OF HUBER HEIGHTS**  
An Ohio Municipal Corporation

**MILLAT INDUSTRIES**  
an Ohio Corp.

---

By: Bryan RH Chodkowski, ICMA-CM  
Its: Interim City Manager

---

By: Zach Millat  
Its: Vice President of Operations

AI-8972

Topics of Discussion R.

**Council Work Session**

**Meeting Date:** 02/07/2023

Personnel Appeals Board Reappointment - K. Herstine

**Submitted By:** Anthony Rodgers

**Department:** City Council

**Council Committee Review?:** Council Work Session

**Date(s) of Committee Review:** 02/07/2023

**Audio-Visual Needs:** None **Emergency Legislation?:** No

**Motion/Ordinance/  
Resolution No.:**

---

**Agenda Item Description or Legislation Title**

Board and Commission Appointments

\* Personnel Appeals Board - Reappointment

**Purpose and Background**

City Staff recommend the reappointment of Kenneth Herstine to the Personnel Appeals Board for a term ending March 31, 2026. An updated background check was not necessary at this time due to the recent appointment of Mr. Herstine to an unexpired term..

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**Fiscal Impact**

**Source of Funds:** N/A

**Cost:** N/A

**Recurring Cost? (Yes/No):** N/A

**Funds Available in Current Budget? (Yes/No):** N/A

**Financial Implications:**

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**Attachments**

*No file(s) attached.*

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**AI-8974**

**Topics of Discussion**

**Council Work Session**

**Meeting Date:** 02/07/2023

Parks and Recreation Board Reappointment - A. Black

**Submitted By:** Anthony Rodgers

**Department:** City Council

**Council Committee Review?:** Council Work Session

**Date(s) of Committee Review:** 02/07/2023

**Audio-Visual Needs:** None      **Emergency Legislation?:** No

**Motion/Ordinance/  
Resolution No.:**

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**Agenda Item Description or Legislation Title**

\* Parks and Recreation Board - Reappointment

**Purpose and Background**

City Staff recommend the reappointment of Alexander Black to the Parks and Recreation Board for a term ending March 31, 2026. An updated background check was completed on Mr. Black by Human Resources.

---

**Fiscal Impact**

**Source of Funds:** N/A

**Cost:** N/A

**Recurring Cost? (Yes/No):** N/A

**Funds Available in Current Budget? (Yes/No):** N/A

**Financial Implications:**

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**Attachments**

*No file(s) attached.*

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**AI-8975**

**Topics of Discussion** S.

**Council Work Session**

**Meeting Date:** 02/07/2023

City Manager Search Process

**Submitted By:** Anthony Rodgers

**Department:** City Council

**Council Committee Review?:** Council Work Session **Date(s) of Committee Review:** 01/17/2023 and 02/07/2023

**Audio-Visual Needs:**

**Emergency Legislation?:**

**Motion/Ordinance/  
Resolution No.:**

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**Agenda Item Description or Legislation Title**

City Manager Search Process

**Purpose and Background**

This agenda item is to provide an update on the restart of the City Manager search process.

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**Fiscal Impact**

**Source of Funds:** N/A

**Cost:** N/A

**Recurring Cost? (Yes/No):** N/A

**Funds Available in Current Budget? (Yes/No):** N/A

**Financial Implications:**

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**Attachments**

*No file(s) attached.*

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AI-8971

Topics of Discussion T.

**Council Work Session**

**Meeting Date:** 02/07/2023

Planning Commission Interviews

**Submitted By:** Anthony Rodgers

**Department:** City Council

**Council Committee Review?:** Council Work Session **Date(s) of Committee Review:** 02/07/2023

**Audio-Visual Needs:** None **Emergency Legislation?:** No

**Motion/Ordinance/  
Resolution No.:** N/A

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**Agenda Item Description or Legislation Title**

Planning Commission Interviews

**Purpose and Background**

These interviews may be conducted in Executive Session for the purpose of interviewing applicants for the current Planning Commission vacancy. The interview schedule and the applications for the Planning Commission vacancy have been provided (see attached). There are two applicants for the Planning Commission vacancy.

---

**Fiscal Impact**

**Source of Funds:** N/A

**Cost:** N/A

**Recurring Cost? (Yes/No):** N/A

**Funds Available in Current Budget? (Yes/No):** N/A

**Financial Implications:**

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**Attachments**

Interview Schedule

Application - D. Cassity

Application - L. Vaughn

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**PLANNING COMMISSION**  
**INTERVIEW SCHEDULE**

**Tuesday, February 7, 2023**

**8:00 P.M. - David Cassity**

**8:30 P.M. - Lester Vaughn**

**Rodgers, Anthony**

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**From:** David Cassity <david.cassity@live.com>  
**Sent:** Thursday, January 5, 2023 9:42 AM  
**To:** Rodgers, Anthony  
**Subject:** Application for Vacancy on Planning Commission  
**Attachments:** Board and Commission Application - Cassity.pdf

RECEIVED ON:  
JAN 05 2023  
CLERK OF COUNCIL

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Hello Anthony,

I am submitting my application (attached) for the Planning Commission of Huber Heights. Thank you in advance for taking the time to review my application. I appreciate the opportunity to be considered for the role.

Best,  
David Cassity





6131 Taylorsville Road  
 Huber Heights, Ohio 45424  
 Phone: (937) 233-1423  
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# Application For City Boards and Commissions

RECEIVED ON:

JAN 05 2023

CITY OF COUNCIL

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, marital or veteran status, or disability.

**PLEASE COMPLETE ALL SECTIONS AND EACH QUESTION COMPLETELY AND ACCURATELY**

<b>Board or Commission Applied For:</b> Huber Heights Planning Commission	<b>Date Applied:</b> January 5, 2023
--	---

Cassity	David	Paul
Last Name	First Name	Middle Name
5071 Meadowview St	Tipp City	OH
Address	City	State
937-631-7534	937-631-7534	45371
Home Phone Number	Daytime Phone Number	E-mail Address
		david.cassity@live.com

## EDUCATION

	SCHOOL	COURSE OF STUDY OR DEGREE EARNED
<b>HIGH SCHOOL</b>	Wesleyan Christian Academy	General Studies
<b>COLLEGE</b>	GB College, Cincinnati, OH	B.A. Intercultural Studies
<b>GRADUATE SCHOOL</b>	Indiana Wesleyan University, Muncie, IN	M.S. Management
<b>OTHER (Specify)</b>		

## COMMUNITY INVOLVEMENT

Please list all civic, community, or non-profit organizations to which you have belonged or currently do belong, and your dates of service.

Organization	Dates of Service
Risk and Insurance Management Society	August 2019 to Present
New Carlisle Sportsman's Club	June 2021 to present
Bethel Clay Shooting Club	March 2021 to Present

## EMPLOYMENT HISTORY

Name of Employer	Position(s) Held	Dates of Employment
Trimble Inc.	Director, Risk Management	Jan 2015 to present
Assurant Inc.	Operations Manager	Nov 2008 to Dec 2014
Starwood Hotels & Resorts	Front Desk Manager	Sept 2005 to Nov 2008

## REFERENCES

Steve Ayars	2939 Willow Road, Springfield, OH	937-450-1054
Name	Address	Telephone Number
Herb Mullins	2728 Calvin Ave, Dayton, OH	937-830-7649
Name	Address	Telephone Number
Matthew Mckinney	1832 Clifton Road, Yellow Springs, OH	937-525-7608
Name	Address	Telephone Number

## STATEMENT OF INTEREST

Please tell us why you are interested in serving on this board or commission

My family and I moved to Huber Heights in 2017 and have enjoyed watching the city develop since then. We
focus our time on volunteering where we think we can: 1) have an impact to something important, 2) align our
skillsets with the requirements of the role, and 3) find the work engaging and interesting. It is my belief
that the vacant role on the planning commission would a great fit for my skills, experience, and aptitude. I
am inspired by effective planning of complex programs and projects, and have a history of pulling together
various perspectives and coalitions to accomplish a common goal. I understand keenly how city planning
affects the prosperity and well being of an entire region and the lives of its constituents. I'd like to give back
to a community that has provided so much to me and my family and help the next generation to find what I've
found, a community that is growth-minded and provides a plethora of opportunities to fully enjoy life.

## REQUIREMENTS AND APPLICANT STATEMENT

Are you at least 18 years of age?  Yes  No

Do you currently reside in the City of Huber Heights?  Yes  No

Have you resided in the City of Huber Heights for at least one year prior to making this application?  Yes  No

Are you a registered voter?  Yes  No

Are you willing to sign a release to allow the City of Huber Heights to perform a background screening and criminal records check?  Yes  No

I certify that all of the information furnished in this application and its addenda are true and complete to the best of my knowledge. I understand that the City of Huber Heights may investigate the information I have furnished and I realize that any omissions, misrepresentation or false information in this application and/or its addenda may lead to revocation of any volunteer appointment.

I hereby acknowledge that I, voluntarily and of my own free will, have applied for a volunteer position with the City of Huber Heights with the understanding that the City may use a variety of screening procedures to evaluate my qualifications and suitability for appointment. I have been advised that these screening procedures might include, but are not limited to, interviews, criminal record checks, driving records checks and reference checks. I also acknowledge that any such screening procedures, as reasonably required by the City of Huber Heights, are prerequisites to my appointment to a volunteer position with the City of Huber Heights.

In addition, I also hereby understand that the City of Huber Heights cannot guarantee the confidentiality of the results of, or information obtained through the aforementioned screening procedures. Decisions of the Ohio Supreme Court regarding the Ohio Public Records Act indicate that, with certain enumerated exceptions, records maintained by a governmental entity are a matter of public record and, should a proper request be made by a member of the public for such records, the governmental entity would be required to make such records available to that member of the public within a reasonable time. Additionally, all information furnished in this application is subject to disclosure under the Ohio Public Records Act.

Therefore, in consideration of my application being reviewed by the City of Huber Heights, under no legal disability, and on behalf of my heirs and assigns, hereby release and agree to hold harmless the City of Huber Heights and any of its agents, employees, or related officials from any and all liability, whatever the type and nature resulting from the administration of any such screening procedures and/or release of the results therefrom.

*David Cassity*

January 5, 2023

Signature

Date

**Rodgers, Anthony**

---

**From:** Lester Vaughn <lester.vaughn@singervaughnelectric.com>  
**Sent:** Friday, January 13, 2023 9:47 AM  
**To:** Rodgers, Anthony  
**Subject:** Planning Commission Application  
**Attachments:** HH App.pdf.pdf

**RECEIVED ON:**

**JAN 13 2023**

**CLERK OF COUNCIL**

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Sent from the iPhone of Lester Vaughn / Singer-Vaughn Electric. Check us out at [www.singervaughnelectric.com](http://www.singervaughnelectric.com)



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# Application For City Boards and Commissions

RECEIVED ON:

JAN 13 2023

CLERK OF COUNCIL

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, marital or veteran status, or disability.

**PLEASE COMPLETE ALL SECTIONS AND EACH QUESTION COMPLETELY AND ACCURATELY**

<b>Board or Commission Applied For:</b> Planning Commission	<b>Date Applied:</b> 01/22/2023
--	------------------------------------

Vaughn II	Lester	Keith
Last Name	First Name	Middle Name

5204 Mariner Dr	Huber Heights	Ohio	45424
Address	City	State	Zip Code

937-689-6298	937-912-5790	Lester.Vaughn@singer.vaughn
Home Phone Number	Daytime Phone Number X101	E-mail Address electric.com

## EDUCATION

	SCHOOL	COURSE OF STUDY OR DEGREE EARNED
HIGH SCHOOL	Northridge High School	Diploma
COLLEGE		
GRADUATE SCHOOL		
OTHER (Specify)	Montgomery County Joint Vocational School	Electrical Trades

## COMMUNITY INVOLVEMENT

Please list all civic, community, or non-profit organizations to which you have belonged or currently do belong, and your dates of service.

Organization	Dates of Service
Amvets post 464	2017 - Present
Veterans food Bank	2021 - Present
Seeds of Life	2019 - Present
Kettering Chamber	2015 - Present



## EMPLOYMENT HISTORY

Name of Employer	Position(s) Held	Dates of Employment
Kettering Electric	Electrician	1994-2002
Vaughn Electric	Electrician / owner	2002 - 2010
Singer Vaughn Electric	President / Co-owner	2010 - 2023

## REFERENCES

Chris Singer	2715 Culver Ave Kettering 45429	937-903-7473
Name	Address	Telephone Number
Jim Jefferies	2655 Sunset Maple Dr Tipp City Address 45371	937-409-4399
Name	Address	Telephone Number
Alan Manning	2365 Westlawn Dr Kettering Address 45429	937-672-4122
Name	Address	Telephone Number

## STATEMENT OF INTEREST

Please tell us why you are interested in serving on this board or commission

I have lived in Huber Heights my entire adult life with my wife of 25 years and our 3 daughters. I have watched the city grow and I am at a point in my life where serving is becoming a part of my life. I am an entrepreneur that am co-owner of 4 business in Kettering Ohio. It would be my honor to be apart of the future of Huber Heights.

# REQUIREMENTS AND APPLICANT STATEMENT

Are you at least 18 years of age?  Yes  No

Do you currently reside in the City of Huber Heights?  Yes  No

Have you resided in the City of Huber Heights for at least one year prior to making this application?  Yes  No

Are you a registered voter?  Yes  No

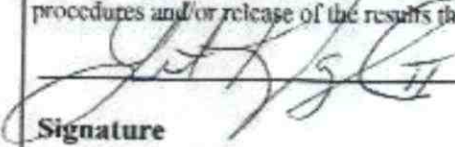
Are you willing to sign a release to allow the City of Huber Heights to perform a background screening and criminal records check?  Yes  No

I certify that all of the information furnished in this application and its addenda are true and complete to the best of my knowledge. I understand that the City of Huber Heights may investigate the information I have furnished and I realize that any omissions, misrepresentation or false information in this application and/or its addenda may lead to revocation of any volunteer appointment.

I hereby acknowledge that I, voluntarily and of my own free will, have applied for a volunteer position with the City of Huber Heights with the understanding that the City may use a variety of screening procedures to evaluate my qualifications and suitability for appointment. I have been advised that these screening procedures might include, but are not limited to, interviews, criminal record checks, driving records checks and reference checks. I also acknowledge that any such screening procedures, as reasonably required by the City of Huber Heights, are prerequisites to my appointment to a volunteer position with the City of Huber Heights.

In addition, I also hereby understand that the City of Huber Heights cannot guarantee the confidentiality of the results of, or information obtained through the aforementioned screening procedures. Decisions of the Ohio Supreme Court regarding the Ohio Public Records Act indicate that, with certain enumerated exceptions, records maintained by a governmental entity are a matter of public record and, should a proper request be made by a member of the public for such records, the governmental entity would be required to make such records available to that member of the public within a reasonable time. Additionally, all information furnished in this application is subject to disclosure under the Ohio Public Records Act.

Therefore, in consideration of my application being reviewed by the City of Huber Heights, under no legal disability, and on behalf of my heirs and assigns, hereby release and agree to hold harmless the City of Huber Heights and any of its agents, employees, or related officials from any and all liability, whatever the type and nature resulting from the administration of any such screening procedures and/or release of the results therefrom.

  
Signature

01/12/2023  
Date