



**CITY OF HUBER HEIGHTS  
STATE OF OHIO**

**City Council Work Session**

**April 16, 2024  
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. April 10, 2024
- 3. Work Session Topics Of Discussion**
  - A. City Manager Report
  - B. Military And Veterans Commission Update
  - C. City Staffing Levels/Table Of Organization
  - D. City Salary Ranges/Wage Levels
  - E. Disposal Of Surplus Vehicles
  - F. New Public Works Division Facility - Award Contract

G. Governance Center Project - Phase 1 - Solicit Bids

H. Supplemental Appropriations

I. Waverly Place TIF District

J. Miami County Prosecution Services

K. Liquor Permit #6200886 - Mr. Pollo Mexican Grill - 4480 Powell Road

L. City Liquor Permits - 2024 Annual Objections

M. Board And Commission Appointments

\* Military And Veterans Commission - Appointment

N. Annexation

4. **Adjournment**

**AI-10009**

**Topics of Discussion**     **B.**

**Council Work Session**

**Meeting Date:** 04/16/2024

Military And Veterans Commission Update

**Submitted By:** Anthony Rodgers

**Department:** City Council

**Council Committee Review?:** Council Work Session     **Date(s) of Committee Review:** 04/16/2024

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

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

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**Agenda Item Description or Legislation Title**

Military And Veterans Commission Update

**Purpose and Background**

Representatives of the Military and Veterans Commission will give an update presentation on the activities and work of the Military and Veterans Commission.

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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-9999

Topics of Discussion C.

**Council Work Session**

**Meeting Date:** 04/16/2024

City Staffing Levels/Table Of Organization

**Submitted By:** Katie Knisley

**Department:** City Manager

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

**Division:** Human Resources

**Date(s) of Committee Review:** 04/16/2024

**Audio-Visual Needs:** None

**Emergency Legislation?:** No

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

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**Agenda Item Description or Legislation Title**

City Staffing Levels/Table Of Organization

**Purpose and Background**

This legislation amends and establishes the City's organizational chart and authorizes new personnel staffing levels.

Amendments include the following:

- New FT position of Firefighter/Paramedic Recruit for the Fire Division
- New FT position of Event and Program Coordinator for the Parks Department
- Differentiating the seasonal laborers in the Parks Department - two for maintenance and two Program Leaders - also changing the number of positions to the max number of hours worked by all those working as seasonal laborers within the Parks Department.

Also included is the Firefighter/Recruit Program for the description of how the program will work and the benefits that will be provided to the full-time Firefighter/Paramedic Recruit positions.

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**Fiscal Impact**

**Source of Funds:** Various Funds

**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**

Fire Division Recruit Program

Resolution

Table Of Organization

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Three Step Process to capture students from High School for transition into full-time Firefighter/Paramedic Recruit Program.

**Apprentice:**

3 person program  
High School Students enroll in career program for Firefighting / EMS  
Identified at the end of Junior Year  
Unpaid Position  
Serving minimum of 16 hours per month with maximum of 64 hours  
Familiarization with the HHFD and the career of a Firefighter / Paramedic

**Intern:**

3 Person Program  
Ideally transitions from graduating Recruit Intern Program  
Possesses an Ohio Firefighter II certification.  
Focus on obtaining EMT certification as soon as possible.  
Enrolling in Paramedic Program  
Works minimum of 96 hours per month  
Will receive wages only, no other benefits of employment

**Firefighter/Paramedic Recruit:**

3 Person Program – Full-time, non-exempt, non-union  
Candidates can be taken from current process eligibility list  
Ideally Transitions from Intern  
Possesses an Ohio Firefighter II certification.  
Must first successfully complete first 2 semesters of Paramedic Program  
Program will run from May through January  
Will be allowed to attend the Paramedic Course on-duty.  
Will be afforded some duty time to serve hospital clinicals.  
Will be assigned to 24/48-hour work schedule with 6 EDOs (53 hour work week)  
If Paramedic certification is not obtained by February 1st, the intern is removed.  
If Paramedic Certification is obtained, may participate in internal process to become full-time Firefighter / Paramedic  
Receive Healthcare Benefits afforded to full-time employees  
Enrollment in appropriate public pension  
Wage Rate will be equal to 15% below a Step 1 Firefighter/Paramedic

Accrue Paid Vacation, and Personal Leave at a rate of 15% below the 24/48 personnel rate; sick leave at 6.1 hours.

If openings would not exist in full-time firefighter / paramedic ranks for a full-time recruit to transition into after completing all requisite requirements:

The fully qualified Intern (FF2/Paramedic) may be transitioned to full-time FF/P position. Intern positions for that year will be reduced by the number of fully qualified interns transitioned into firefighter / paramedic positions until an opening exists in the full-time Firefighter / Paramedic ranks which will be absorbed by the newest intern who transitioned into a firefighter / paramedic.

These positions of Apprentice, Intern, and Recruit are not permanent/regular full-time positions.

CITY OF HUBER HEIGHTS  
STATE OF OHIO

RESOLUTION NO. 2024-R-

AMENDING AND/OR ESTABLISHING THE CITY OF HUBER HEIGHTS ORGANIZATIONAL CHART AND AUTHORIZING THE NEW PERSONNEL STAFFING LEVELS AS DETAILED BELOW.

WHEREAS, the citizens of Huber Heights require the efficient and effective delivery of municipal services.

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

Section 1. The attached organizational chart, personnel staffing levels, and position control numbers as established hereafter is hereby adopted.

Section 2. The authorized personnel staffing levels for the Clerk of Council are as follows.

<u>City Council</u>	<u>No.</u>	<u>Position Control No.</u>	<u>Pay Grade</u>
Clerk of Council	1	504-101-2-2-01-F	50
Deputy Clerk of Council	1	504-202-1-2-01-F	25
Public Records Technician	1	504-213-1-2-01-P/H	20

Section 3. The authorized personnel staffing levels for the City Manager's Office are as follows:

<u>City Manager's Office</u>	<u>No.</u>	<u>Position Control No.</u>	<u>Pay Grade</u>
City Manager	1	505-100-2-2-01-F	per contract
Assistant City Manager/Director of Public Services	1	505-117-2-2-01-F	75
Assistant to City Manager	1	505-618-2-2-01-F	40
Administrative Assistant III	1	505-209-2-2-01-F	25
Communications Coordinator	1	505-615-2-1-01-F	40

Section 4. The authorized personnel staffing levels for the Department of Public Safety are as follows:

<u>Department of Public Safety</u>	<u>No.</u>	<u>Position Control No.</u>	<u>Pay Grade</u>
Director of Public Safety	1	505-116-2-2-01-F	75

<u>Division of Fire</u>			
Fire Chief	1	102-401-2-2-01-F	70
Medical Director/Wellness Coordinator	1	102-407-2-2-01-F	60
Battalion Chief	4	102-403-1-1-01-- 04F	PS
Captain	5	102-402-1-1-01—05F	PS
Fire Lieutenant	9	102-404-1-1-01--9-F	Contract
Firefighter/Paramedic	42	102-405-1-1-01—42-F	Contract
Firefighter/Paramedic Recruit	3	102-412-1-1-01—03-F	PS
Administrative Assistant III	2	102-200-1-2-01-- 02-F	25
Administrative Assistant I	1	102-200-1-2-01-P/H	10
Fire Inspector	1	102-501-1-2-01-F	30
Fire Inspector	3	102-501-1-2-01- 03-P/H	30
Fire-Prevention Manager/Plans Review	1	102-502-1-2-01-P/H	50
Fire Fleet/Facility Mgt. Clerk	1	102-503-1-2-01-P/H	10
Auxiliary \$1.00 per year	30	102-411-3-0-01--30-V	V
Chaplains – Fire	2	102-601-3-0-01--02-V	V
Medical Advisor	1	102-604-3-0-01-V	V

Division of Police

Police Chief	1	101-406-2-2-01-F	70
Deputy Police Chief	1	101-411-2-2-01-F	60
Police Lieutenant	3	101-408-1-1-01--03-F	Contract
Police Sergeant	8	101-409-1-1-01--08-F	Contract
Police Officer	45	101-410-1-1-01--45-F	Contract
Administrative Assistant III	1	101-200-1-2-01-F	25
Administrative Assistant II	1	101-213-1-2-01-F	20
Police Accreditation Technician	1	101-515-1-1-01-F	30
Police Records Clerks	2	101-204-1-1-01--02-F	Contract
Police Evidence/Fleet Mgt. Clerk	2	101-205-1-2-02-P/H	20
Communications/Records Manager	1	101-611-2-1-01-F	45
Communications/Records Supervisor	2	101-613-1-1-02-F	35
Communications Officer	15	111-502-1-1-01-15-F	Contract
Chaplain – Police	3	101-601-3-0-01—03-V	V

Section 5. The authorized personnel staffing levels for the Department of Information Technology are as follows:

<u>Department of Information Technology</u>		<u>Position Control No.</u>	<u>Pay Grade</u>
Information Technology Director	1	509-105-2-2-01-F	60
Information Technology Systems Analyst	2	509-609-1-2-02-F	45
Information Technology Systems Analyst	1	509-609-1-2-01-P/H	45
GIS Technician	1	509-510-1-1-01-F	35

Section 6. The authorized personnel staffing levels for the Department of Finance are as follows:

<u>Department of Finance</u>	<u>No.</u>	<u>Position Control No.</u>	<u>Pay Grade</u>
Director of Finance	1	506-102-2-2-01-F	65

Division of Accounting

Deputy Director of Finance	1	506-602-2-2-01-F	50
Procurement Specialist	1	506-618-2-2-01-F	45
Accounting Generalist	2	506-603-2-2-02-F	45
Accounts Payable Technician	1	506-504-1-1-01-F	25
Payroll Technician	1	506-505-1-1-01-F	30
Account Technician	1	506-206-1-1-01 F	25

Division of Taxation

Tax Administrator	1	507-104-2-2-01-F	50
Assistant Tax Administrator	1	507-612-2-2-01-F	45
Tax Analyst	2	507-506-1-1-01--02-F	30
Tax Technician	6	507-507-1-1-01 -06-F	20
Administrative Assistant I	1	507-212-1-2-01- 01-F	10
Administrative Assistant I	1	507-212-1-2-01- 01P/H	10

Section 7. The authorized personnel staffing levels for the Department of Public Services are as follows:

<u>Department of Public Services</u>	<u>No.</u>	<u>Position Control No.</u>	<u>Pay Grade</u>
Director of Public Services	1	505-114-2-2-01-F	75

Division of Engineering

City Engineer	1	320-106-2-2-01-F	65
Assistant City Engineer	2	320-119-2-2-02-F	55
Civil Engineer	1	320-605-2-2-01-01-F	50
Engineering Technician	2	320-509-1-1- 02-F	35
Administrative Assistant III	1	320-200-1-2-01-F	25

Division of Public Works

Public Works Manager	1	401-108-2-2-01-F	60
Public Works Supervisor	2	401-109-1-1-02-F	50
Public Works Crew Leader	3	401-302-1-1-03-F	Contract
Vehicle & Equipment Mechanic	3	401-300-1-1-03-F	Contract
Maintenance Technician	21	401-301-1-1-21-F	Contract
Administrative Assistant III	1	401-200-1-2-01-F	25
Custodian	1	401-305-1-2-01-F	10
Custodian	1	401-305-1-2-01-P/H	10

Division of Code Enforcement

Code Enforcement Manager	1	310-621-2-1-01-F	45
Code Enforcement Officer II	1	310-513-1-1-01-01-F	35
Code Enforcement Officer I	4	310-513-1-2-01-04-P/H	20
Seasonal Laborer	2	310-305-1-2-01-02-S	S

Section 8. The authorized personnel staffing levels for the Department of Economic Development are as follows:

<u>Department of Economic Development</u>	<u>No.</u>	<u>Position Control No.</u>	<u>Pay Grade</u>
Economic Development Director	1	305-111-2-2-01-F	60
Economic Development Coordinator	1	305-614-2-1-01-F	40

Section 9. The authorized personnel staffing levels for the Department of Planning and Zoning are as follows:

<u>Department of Planning &amp; Community Dev.</u>	<u>No.</u>	<u>Position Control No.</u>	<u>Pay Grade</u>
Planning & Community Dev. Director	1	310-121-2-2-01-F	60
City Planner	1	310-118-2-2-01-F	55
Administrative Assistant III	1	310-200-1-2-01-F	25
Administrative Assistant I	1	310-207-1-1-01-F	10
Administrative Assistant I	1	310-207-1-2-01-P/H	10

Section 10. The authorized personnel staffing levels for the Department of Human Resources are as follows:

<u>Department of Human Resources</u>	<u>No.</u>	<u>Position Control No.</u>	<u>Pay Grade</u>
Human Resources Director	1	510-120-2-2-01-F	60
Human Resources Specialist	2	510-617-1-1-02-F	40
Human Resources Assistant	1	510-514-1-2-01-P/H	30

Section 11. The authorized personnel staffing levels for the Department of Parks and Recreation Facilities are as follows:

<u>Department of Parks and Recreation Facilities</u>	<u>No.</u>	<u>Position Control No.</u>	<u>Pay Grade</u>
Parks Manager	1	216-616-2-2-01-F	45
Event and Program Coordinator	1	216-516-1-1-01-F	30
Senior Center Program Coordinator	1	215-110-2 -2 -01-P/H	20
Seasonal Laborer – Music Center	125	219-306-1-2-01-125-S	S
Seasonal Laborer – Maintenance	2,000-hrs	216-303-1-2-01-S	S
Seasonal Laborer – Program Leader	1,000-hrs	216-303-1-2-01-S	S

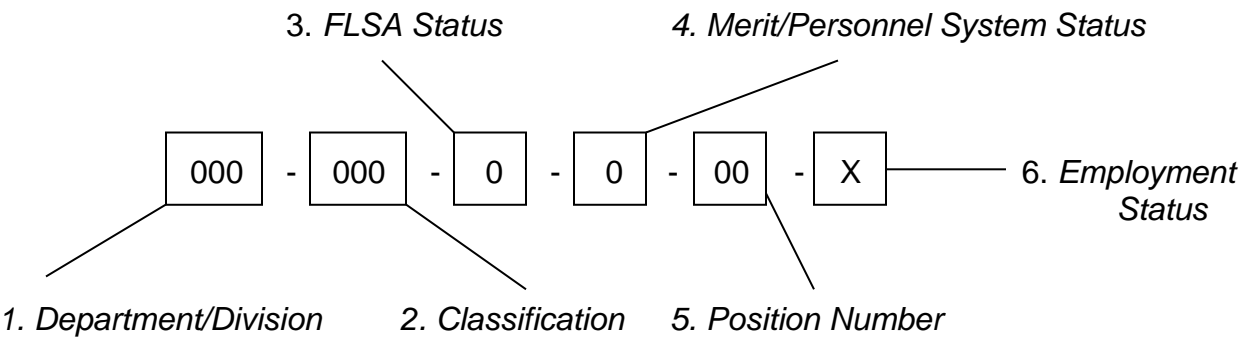
Section 12. Council further ratifies and affirms any and all previous legislation of Council that established, abolished or altered the functions and structures of any administrative department.

Section 13. 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 14. This Resolution shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Section 15. Position Control Number Explanation:



1. Department/Division: Number represents Fund Number in General Ledger:

101-Police	305-Economic Dev.	401-Public Works	507-Tax
102-Fire	310 Planning & Zoning	505-City Mgr.	509-I. T.
215-Senior Center	320-Engineering	506-Accounting	510-H.R
219 Parks & Recreation			

2. Classification: Number for classification or rank to which position is assigned, divided into defined series as shown below:

100-Administrative	300-Labor	500-Technical
200-Clerical	400-Sworn Safety	600-Professional

3. FLSA Status:

- 01-Non-exempt from minimum wage/overtime rules of FLSA (hourly)
- 02-Exempt from minimum wage/overtime rules of FLSA (salaried)
- 03-Unpaid Volunteer

4. Merit & Personnel System Status:

- 01-Position is in Non-exempt service of city per Section 8.02 of Charter
- 02-Position is in Exempt service of city per Section 8.02 of Charter

5. Position Number:

Unique two-digit number for each employment position authorized by this Resolution.

6. Employment Status:

- F-Full-time Position
- P-Part-time Position
- H-Hourly Position
- T-Temporary (created for specific time)
- S-Seasonal Position
- V-Volunteer Position

Passed by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2024;  
\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Effective Date:

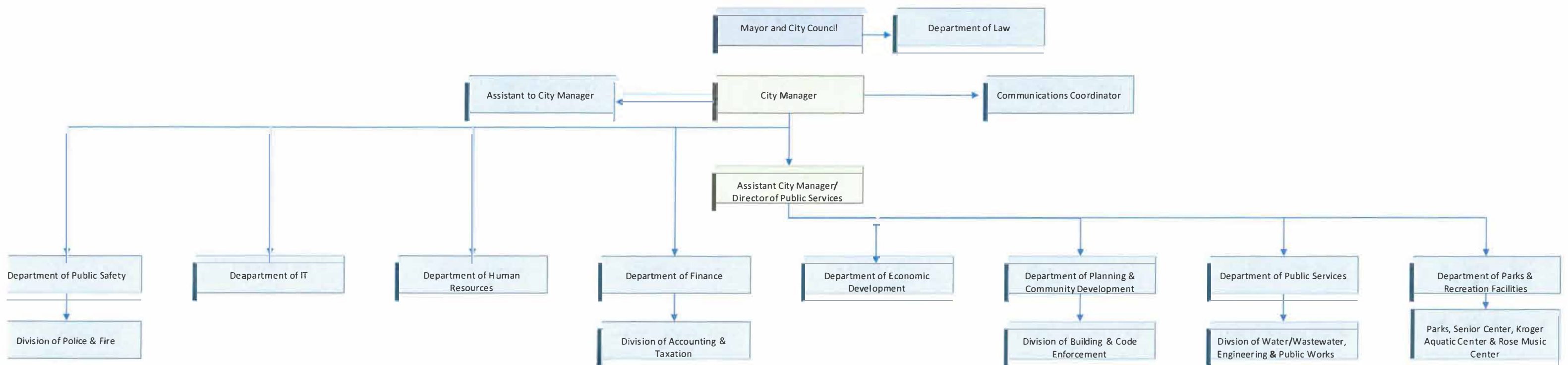
AUTHENTICATION:

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Authorized Staffing Levels: Revised April 16, 2024

City Council (FT):	2	Department of IT (FT):	4	Division of Accounting (FT):	7	Department of Planning (PT/H):	1	Department of Parks & Rec Facilities (FT):	2
City Council (PT/H):	1	Department of IT (PT/H):	1	Department of Finance (FT):	1	Department of Human Resources (FT):	3	Department of Parks * Rec Facilities (PT/H):	1
City Manager (FT):	5	Division of Public Works (FT):	32	Director of Public Safety (FT):	1	Department of Human Resources (PT/H):	1	Department of Parks & Rec Facilities (S):	129
Fire Division (FT):	65	Division of Public Works (PT/H):	1	Division of Engineering (FT):	7	Division of Code Enforcement (FT):	2	Department of Economic Development (FT):	2
Fire Division (PT/H):	6	Division of Taxation (FT):	11	Director of Public Service (FT):	1	Division of Code Enforcement (PT/H):	4		
Fire Division (Recruit):	3	Division of Taxation (PT/H):	1	Department of Planning (FT):	4	Division of Code Enforcement (S):	2		
Police Division (FT):	81								

AI-10000

Topics of Discussion D.

**Council Work Session**

**Meeting Date:** 04/16/2024

City Salary Ranges/Wage Levels

**Submitted By:** Katie Knisley

**Department:** City Manager

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

**Division:** Human Resources

**Date(s) of Committee Review:** 04/16/2024

**Audio-Visual Needs:** None

**Emergency Legislation?:** No

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

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**Agenda Item Description or Legislation Title**

City Salary Ranges/Wage Levels

**Purpose and Background**

This legislation amends and establishes the salary ranges and wage levels of all non-union employees of the City.

Amendments include the following:

- New FT position of Firefighter/Paramedic Recruit for the Fire Division
- New FT position of Event and Program Coordinator for the Parks Department
- Inclusion of an Intern with a wage of up to \$20/hr
- Separated Section I into two sections: Transitional Positions is now Section I and Paid Intern Positions is now Section K

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**Fiscal Impact**

**Source of Funds:** Various Funds

**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**

Resolution

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CITY OF HUBER HEIGHTS  
STATE OF OHIO

RESOLUTION NO. 2024-R-

ESTABLISHING AND/OR AMENDING THE SALARY RANGES AND WAGE LEVELS FOR EMPLOYEES OF THE CITY OF HUBER HEIGHTS, OHIO.

WHEREAS, the citizens of Huber Heights require efficient and effective delivery of municipal services.

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

Section 1. The pay ranges, compensation procedures, and administrative rules for non-bargaining employees are hereby established.

Section 2. City Council shall be responsible for establishing the actual salaries for the City Manager, the Clerk of Council, and the Deputy Clerk of Council. The salary ranges of the City Manager, the Clerk of Council, and the Deputy Clerk of Council are set forth in the following plan document.

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.

**THE CITY OF HUBER HEIGHTS**

**PERFORMANCE COMPENSATION PLAN FOR NON-BARGAINING EMPLOYEES**

**1. Compensation Philosophy**

It is the city's philosophy to support and enhance organizational performance through a fair, objective, and equitable merit-based pay plan which will attract, retain, and motivate high performing non-bargaining employees.

**2. General Administrative Responsibilities**

The Human Resources Director, under the direction of the City Manager is responsible for the administration of the Performance Compensation Plan, including the processing of pay rate increases, the adjustment of pay for promotions, re-employments and reassignments, and the initiation of necessary revisions in pay ranges. The Human Resources Director is responsible for interpreting the application of the program to all pay issues which are not specifically covered by this ordinance, using the principles expressed herein as a policy guide.

**3. Plan Administration**

- A. Market Surveys. The Human Resources Director shall conduct market surveys every three years or from time to time in order to collect updated comparable and competitive salary data, recommend revised pay structures and pay ranges as necessary, and recommend revised merit-based pay procedures. Such surveys and recommendations shall be conducted as positions become vacant, or upon request of a department/division head, or upon the initiation of the Human Resources Director when it is determined necessary for the effective administration of the Performance Compensation Plan.
- B. Structure Adjustments. Periodically, the Human Resources Director may recommend pay range adjustments to the City Manager in keeping with labor market trends, who in turn may make appropriate recommendations to City Council. Pay ranges (except for seasonal positions) shall include a minimum and maximum amount stated either as an annual salary or hourly rate.

- C. Assignment of Positions to Pay Ranges. The Human Resources Director shall be responsible for assigning each city employment position to a pay range based on market data and the City Manager’s determination of the strategic value of positions and/or employees to the organization. Strategic value considerations may involve turnover, skill needs, attraction and retention issues, supply and demand for qualified applicants for particular positions, the impact of specific positions and employees on the organization’s mission, and/or other relevant factors.

4. **Applicability**

This resolution and Performance Compensation Plan shall apply to and is the sole authority for setting rates of pay for the following categories of positions and employees: All regular full-time, regular part-time, provisional full-time, provisional part-time, hourly, temporary, and seasonal employees of the City of Huber Heights, Ohio except: the Mayor; members of City Council, the City Law Director; and all employees who are members of a collective bargaining unit recognized by the State Employment Relations Board.

5. **Positions and Pay Ranges**

<i>Pay Grade</i>	<i>Minimum Pay</i>	<i>Maximum Pay</i>
10	\$15.6591	\$22.8376
Custodian Administrative Assistant I Fire Fleet/Facility Management Clerk	\$32,570.93	\$47,502.21
20	\$17.9813	\$27.6315
Administrative Assistant II Public Records Technician Tax Technician Police Evidence/Fleet Management Clerk Senior Center Program Coordinator Code Enforcement Officer I	\$37,401.10	\$57,473.52
25	\$20.8480	\$30.3947
Account Technician Accounts Payable Technician Administrative Assistant III Deputy Clerk of Council	\$43,363.84	\$63,220.98
30	\$21.3206	\$31.8873
Police Accreditation Technician Payroll Technician Tax Analyst Event and Program Coordinator Fire Inspector Human Resources Assistant	\$44,346.85	\$66,325.58
35	\$24.6600	\$35.1153
GIS Technician Engineering Technician Code Enforcement Officer II Communications/Records Supervisor	\$51,292.80	\$73,039.82
40	\$26.5534	\$38.1949
Assistant to City Manager Communications Coordinator Economic Development Coordinator Human Resources Specialist	\$55,231.07	\$79,445.39

45		\$26.6568	\$40.7918
Accounting Generalist Code Enforcement Manager Assistant Tax Administrator IT Systems Analyst Communications/Records Manager Parks Manager Procurement Specialist		\$55,446.14	\$84,846.94
50		\$34.4624	\$48.4805
Deputy Director of Finance Fire Prevention Manager/Plans Review Tax Administrator Public Works Supervisor Clerk of Council Civil Engineer		\$71,681.79	\$100,839.44
55		\$38.4696	\$53.8616
Assistant City Engineer City Planner		\$80,016.77	\$112,032.13
60		\$42.3125	\$59.2354
Human Resources Director IT Director Public Works Manager Economic Development Director Planning & Community Dev. Director Medical Director/ Wellness Coordinator Deputy Police Chief		\$88,010.00	\$123,209.63
65		\$46.5458	\$67.1190
City Engineer Director of Finance		\$96,815.26	\$139,607.52
70		\$53.5328	\$74.9459
Fire Chief Police Chief		\$111,348.22	\$155,887.47
75		\$48.6662	\$82.4363
Assistant City Manager/Director of Public Services Director of Public Safety		\$101,225.70	\$171,467.50
80			
City Manager			Per Contract

<i>Position</i>	<i>Minimum Pay</i>	<i>Mid-point Pay</i>	<i>Maximum Pay</i>
Seasonal Laborer	N/A	N/A	\$20.00
Intern	N/A	N/A	\$20.00
Public Safety (PS)			
	Step 1	Step 2	
Battalion Chief	2% below Step 2	14% above top step Fire Lieutenant	
Fire Captain	2% below Step 2	6% above top step Fire Lieutenant	
Firefighter/Paramedic Recruit	15% below Step 1 FF/P	N/A	

Employees are paid bi-weekly on an hourly or salary basis. The bi-weekly pay rate for salaried employees is a calculation of the annual pay rate divided by 26 and the bi-weekly amount for hourly employees is a calculation of the annual pay rate divided by 2080 hours, to include those budget years with 27 pay periods. The bi-weekly amount for part-time/hourly employees, working less than a 40-hour week in a 2080 work year, is a calculation of the annual pay rate multiplied by the number of hours worked.

## **6. Compensation Adjustments**

All of the following pay rate adjustments are subject to funding by City Council based upon the availability of funds and economic and budget projections and priorities.

- A. New Hires. Newly hired employees shall be hired at a rate of pay between the minimum and maximum of the applicable pay range. The exact pay rate shall be based on the employee's education, experience, knowledge, skills, and abilities. Prior to the making of a conditional offer of employment to a prospective new or newly promoted employee, the department/division head shall recommend a starting rate of pay which shall be forwarded to the Human Resources Manager for review and then to the City Manager for final action.
- B. Completion of Probation. Department/division heads may recommend a pay increase, not to exceed 2%, for newly hired or promoted employees upon the successful completion of probation or one year of employment. The department/division head should consider the employee's starting rate as related to their pay range, the pay of other employees in the position and in the employee's division, and the employee's performance in making this decision. Any such increase, upon approval by the City Manager, shall be paid from the division's regular payroll budget.
- C. Promotion. Employees who are promoted to positions with a higher level of duties and responsibilities shall be placed at a rate of pay between the minimum and maximum of the applicable pay range.
- D. Demotion. Employees who are demoted to positions with a lower level of duties and responsibilities because of less than satisfactory performance, failure to meet job requirements, or for disciplinary reasons shall be placed at the minimum of the new range, or receive a pay decrease not to exceed 10%, whichever results in the least loss of pay.
- E. Reassignment. Employees who are reassigned to positions with a lower pay grade through no fault of their own (i.e., reorganization, job abolishment, reduction-in-force, or market/technological factors, etc.), shall remain at their current rate of pay, or shall be placed at the maximum of the pay range, whichever is less. An employee who voluntarily requests and is granted a reassignment to a position with a lower pay grade will have their pay adjusted between the minimum and maximum of the lower pay grade.
- F. Temporary Upgrade to a Higher Position. Employees who are temporarily assigned (for a minimum of 7 consecutive calendar days) to perform all of the duties and assume all of the responsibilities of a position due to a position vacancy or an approved leave of absence of a position incumbent shall receive a pay increase not to exceed 5%. Temporary upgrades shall be recommended to the Human Resources Manager and approved by the City Manager in advance.
- G. Modification of Pay Ranges. When a position's pay range is modified upward, based on market data and/or strategic value, and the position is occupied, the incumbent shall retain his/her existing pay rate or be placed at the minimum of the new pay range, whichever is greater. When a position's pay range is modified downward, and the position is occupied, the incumbent shall remain at his/her current rate of pay.
- H. Transfers. Employees who transfer to another job in an identical pay range or to an identical position in another division in the same pay range, there will be no change in the employee's rate of pay.
- I. Transitional. In cases deemed necessary and appropriate by the City Manager, an appointment to a position in the non-exempt service, which is not yet vacated, but which position incumbent has provided the City Manager with a written notice of resignation or retirement on a date certain, which date is within 90 days following the date of such appointment.

- J. In the event there is a planned retirement, separation from service, or long-term leave of absence for medical or military service reasons, to ensure efficient and uninterrupted City operations, the City Manager may increase the permanent staffing of the department, or division, effected by the planned retirement or separation from service by one position per expected vacancy for the expected duration of that vacancy.
- K. Paid Intern Positions: In cases deemed necessary and appropriate by the City Manager, an appointment of a student intern may be made based on skill, experience, and the scope of the project to be completed

7. Compensation Increases

The compensation of each employee shall be reviewed annually by the department director/division manager, or Mayor and Council, for the purpose of determining which employees may be entitled to a performance-based increase. All personnel records, performance, and experience shall be considered in making recommendations with major emphasis placed on the evaluation. The City Manager or Mayor and Council is authorized to pay non-union employees a performance-based increase provided that said increase is within the approved salary range for the respective position. The performance-based increase may also be provided in the form of a bonus. The annual performance-based increase is determined upon the availability of funds and economic and budget projections and priorities.

Providing the Collective Bargaining Agreements receive an annual increase, the City shall adjust the compensation of all non-union employees, to include employees of the City Council, to reflect the same annual increase within the respective year.

To be eligible for a performance-based increase, an employee must be employed with at least six months of continuous service before the merit award date.

An employee whose pay is at the maximum of the compensation range may not be granted an increase that would cause the base compensation to exceed the maximum of the range for that position. The employee would continue to be eligible for an annual increase and performance bonus, with a lump sum increase based upon the percentage increase. The pay range, however, does not change until a new market study is conducted, every three years, and a recommendation is made to revise pay structures and pay ranges as necessary

Passed by Council on the \_\_\_\_ day of \_\_\_\_\_, 2024;  
\_\_\_\_ Yeas; \_\_\_\_ Nays.

Effective Date:

AUTHENTICATION:

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**AI-9985**

**Topics of Discussion** E.

**Council Work Session**

**Meeting Date:** 04/16/2024

Disposal Of Surplus Vehicles

**Submitted By:** Linda Garrett

**Department:** Assistant City Manager

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

**Division:** Public Works

**Date(s) of Committee Review:** 04/16/2024

**Audio-Visual Needs:** None

**Emergency Legislation?:** No

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

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**Agenda Item Description or Legislation Title**

Disposal Of Surplus Vehicles

**Purpose and Background**

The Public Works Division requests approval for the disposal of surplus City vehicles.

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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**

Resolution

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CITY OF HUBER HEIGHTS  
STATE OF OHIO

RESOLUTION NO. 2024-R-

DECLARING CERTAIN CITY PROPERTY AS NO LONGER REQUIRED FOR MUNICIPAL PURPOSES AS SURPLUS AND AUTHORIZING DISPOSAL OF SAID PROPERTY.

WHEREAS, the City of Huber Heights is in possession of certain property including City vehicles and appurtenant equipment assigned to various City departments/divisions; and

WHEREAS, the property is no longer required for municipal purposes.

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

Section 1. Consistent with the provisions of the Ohio Revised Code Section 721.15 and applicable sections of the Huber Heights Codified Ordinances and purchasing procedures, the following equipment is declared surplus, no longer required for municipal purposes, and authorization is hereby provided to dispose of the property consistent with the provisions of the Huber Heights Codified Ordinances.

YEAR/MAKE/MODEL	VIN #
2015 Ford F-450	1FDUF4HYXFEB13236
2015 Ford F-350	1FDRF3H60FED32320
2017 Ford F-250	1FT7W2B65HEC46759
2010 Ford Econoline	1FMNE1BL4ADA12663

Section 2. Authorization is hereby provided to the City Manager to dispose of the listed surplus item(s) on an online auction site or in such other manner as authorized by law.

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 \_\_\_\_\_, 2024;  
\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Effective Date:

AUTHENTICATION:

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**AI-10001**

**Topics of Discussion** F.

**Council Work Session**

**Meeting Date:** 04/16/2024

New Public Works Division Facility - Award Contract

**Submitted By:** Linda Garrett

**Department:** Assistant City Manager

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

**Division:** Public Works

**Date(s) of Committee Review:** 04/16/2024

**Audio-Visual Needs:** None

**Emergency Legislation?:** No

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

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**Agenda Item Description or Legislation Title**

New Public Works Division Facility - Award Contract

**Purpose and Background**

This legislation authorizes the City Manager to award a contract for services related to the construction of a new Public Works Division Facility.

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**Fiscal Impact**

**Source of Funds:** Public Works Division Budget

**Cost:** \$21,000,000

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

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

**Financial Implications:**

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**Attachments**

Resolution

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CITY OF HUBER HEIGHTS  
STATE OF OHIO

RESOLUTION NO. 2024 -R-

AUTHORIZING THE CITY MANAGER TO AWARD A CONTRACT FOR SERVICES RELATED TO THE CONTRUCTION OF A NEW PUBLIC WORKS DIVISION FACILITY.

WHEREAS, the City of Huber Heights will require construction services for construction services for a new Public Works Division Facility and these services are estimated at an amount not to exceed \$21,000,000.00; and

WHEREAS, theses services are the required continuum of previously agreed services to assure the safety and well-being of occupants; and

WHEREAS, bids for providing construction services for a new Public Works Division Facility on specified City properties were received on March 26, 2024.

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

Section 1. The City Manager is hereby authorized to award a contract for services related to the construction of a new Public Works Division Facility on specified City properties to Brumbaugh Construction at 3520 State Route 49, P.O. Box 309, Arcanum, Ohio 45304. This proposal and contract shall be for the period from award of the contract to project completion and shall be in an amount not to exceed \$21,000,000.00 subject to the availability of funds.

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 \_\_\_\_\_, 2024;  
\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Effective Date:

AUTHENTICATION:

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**AI-10003**

**Topics of Discussion**    **G.**

**Council Work Session**

**Meeting Date:** 04/16/2024

Governance Center Project - Phase 1 - Solicit Bids

**Submitted By:** Hanane Eisentraut

**Department:** Assistant City Manager

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

**Division:** Engineering

**Date(s) of Committee Review:** 04/16/2024

**Audio-Visual Needs:** None

**Emergency Legislation?:** No

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

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**Agenda Item Description or Legislation Title**

Governance Center Project - Phase 1 - Solicit Bids

**Purpose and Background**

This legislation will allow the City to solicit, advertise, and receive bids for the Huber Heights Governance Center Project - Phase I.

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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**

Resolution

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CITY OF HUBER HEIGHTS  
STATE OF OHIO

RESOLUTION NO. 2024- R-

AUTHORIZING THE CITY MANAGER TO SOLICIT, ADVERTISE AND RECEIVE BIDS FROM QUALIFIED FIRMS FOR THE HUBER HEIGHTS GOVERNANCE CENTER PROJECT - PHASE 1.

WHEREAS, the City of Huber Heights recognizes its obligation to provide efficient operations and services; and

WHEREAS, a competitive bidding process would be utilized to obtain a reputable firm to provide services related to the construction of this project; and

WHEREAS, Council has determined to proceed with this project during the 2024 construction season; and

WHEREAS, funds are available to cover the cost of 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, advertise and receive responses from qualified firms for the construction of the Huber Heights Governance Center Project - Phase 1.

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 \_\_\_\_\_, 2024;  
\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Effective Date:

AUTHENTICATION:

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**AI-10004**

**Topics of Discussion**     **H.**

**Council Work Session**

**Meeting Date:** 04/16/2024

Supplemental Appropriations

**Submitted By:** Jim Bell

**Department:** City Manager     **Division:** Finance/Tax

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

**Date(s) of Committee Review:** 04/16/2024

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

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

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**Agenda Item Description or Legislation Title**

Supplemental Appropriations

**Purpose and Background**

The supplemental appropriations are for the following purposes:

- \$67,769 for reimbursement of overtime by Montgomery County dispatchers to assist the remote dispatching by City of Huber Heights staff following the cyber attack.
- \$5,000 for Fire equipment (matching a donation from a resident).
- \$7,513 transfer from FEMA Fund for grant monies to reimburse overtime by Fire employees following Hurricane Idalia.
- \$21,000,000 for construction of a new Public Works Division Facility.
- \$72,070 for debt expenses for a sewer jet/vacuum truck.

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**Fiscal Impact**

**Source of Funds:** Various Funds

**Cost:** \$21,139,839

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

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

**Financial Implications:**

Notes will be issued for construction of the PW Facility in addition to the original \$5 million issued in November 2023.

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**Attachments**

Ordinance

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CITY OF HUBER HEIGHTS  
STATE OF OHIO

ORDINANCE NO. 2024-O-

AUTHORIZING TRANSFERS BETWEEN VARIOUS FUNDS OF THE CITY OF HUBER HEIGHTS, OHIO AND AMENDING ORDINANCE NO. 2024-O-2625 BY MAKING SUPPLEMENTAL APPROPRIATIONS FOR EXPENSES OF THE CITY OF HUBER HEIGHTS, OHIO FOR THE PERIOD BEGINNING JANUARY 1, 2024 AND ENDING DECEMBER 31, 2024.

WHEREAS, supplemental appropriations for expenses of the City of Huber Heights must be made for appropriations of funds for various 2024 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 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 transfers necessary and effected after January 1, 2024.

Section 2. Ordinance No. 2024-O-2625 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 \_\_\_\_\_, 2024;  
\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Effective Date:

AUTHENTICATION:

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



EXHIBIT A

<i>Transfer:</i>			
<u>Amount</u>	<u>Fund From</u>	<u>Fund To</u>	<u>Purpose</u>
\$ 7,513.00	251 FEMA	210 Fire	Grant reimbursement for overtime hours related to Hurricane Idalia

**EXHIBIT B**

AMENDING ORDINANCE NO. 2024-O-2625 BY MAKING APPROPRIATIONS FOR EXPENSES OF THE CITY OF HUBER HEIGHTS, OHIO FOR THE PERIOD BEGINNING JANUARY 1, 2024 AND ENDING DECEMBER 31, 2024.

- 1) Section 1 of Ordinance No. 2024-O-2625 is hereby amended to reflect an increase in the appropriations of the 101 General Fund, as follows:
  - b. Subsection g) Central Services, Operations and Capital of \$67,769.00
- 2) Section 6 of Ordinance No. 2024-O-2625 is hereby amended to reflect an increase in the appropriations of the 210 Fire Fund, as follows:
  - a. Subsection a) Fire, Operations and Capital of \$5,000.00
- 3) Section 25 of Ordinance No. 2024-O-2625 is hereby amended to reflect an increase in the appropriations of the 251 FEMA Fund, as follows:
  - a. Subsection b) Non-Departmental, Transfers of \$7,513.00
- 4) Section 31 of Ordinance No. 2024-O-2625 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 \$21,000,000.00.
- 5) Section 45 of Ordinance No. 2024-O-2625 is hereby amended to reflect an increase in the appropriations of the 551 Sewer Fund, as follows:
  - a. Subsection e) Non-Departmental, Debt Service of \$72,070.00.

General Fund	\$67,769.00
Fire Fund	\$5,000.00
FEMA Fund	\$7,513.00
Capital Improvement Fund	\$21,000,000.00
Sewer Fund	\$72,070.00

**AI-10005**

**Topics of Discussion** I.

**Council Work Session**

**Meeting Date:** 04/16/2024

Waverly Place TIF District

**Submitted By:** Kyren Gantt

**Department:** Assistant City Manager

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

**Division:** Economic Development

**Date(s) of Committee Review:** 04/16/2024

**Audio-Visual Needs:** None

**Emergency Legislation?:** No

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

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**Agenda Item Description or Legislation Title**

Waverly Place TIF District

**Purpose and Background**

The purpose of this Economic Development Plan (the "Plan") is to satisfy the requirement of Section 5709.40(A)(5)(f) of the Ohio Revised Code, which requires that an economic development plan evidence that the public infrastructure serving a proposed residential tax increment financing incentive district is inadequate to meet the development needs of the district. This Plan has been developed to continue the efficient and effective development of the City of Huber Heights, Ohio (the "City"). This Plan relates to the proposed 97-unit residential development within the City on approximately 22.38 acres, known as the Waverly Development Project (the "Project"). The proposed development is located east of Bellefontaine Road, north of Fishburg Road, and south of Chambersburg Road. The City has determined that the construction of the Project is expected to result in the creation of employment opportunities within the City as well as the creation of various types of housing for residents of the City.

The City is considering the creation of a residential Tax Increment Financing (TIF) Incentive District (the "Incentive District") which will include the proposed residential development. The Incentive District will: (1) use quality architecture and design; (2) permit the development of high quality, multi-unit housing; (3) enhance the City by providing for public infrastructure improvements necessary for the preservation and advancement of public health, safety, and well-being; and (4) increase the City's collection of income taxes and, over time, real property taxes.

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**Fiscal Impact**

**Source of Funds:** Tax Increment Financing (TIF)

**Cost:** \$0

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

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

**Financial Implications:**

The developer forecasts 97 housing units with an average sale price per unit of \$324,731.

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**Attachments**

Ordinance

Exhibit A

Exhibit A - Attachment A

Exhibit A - Attachment B

Exhibit B

Certificate Of City Engineer

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CITY OF HUBER HEIGHTS  
STATE OF OHIO

ORDINANCE NO. 2024-O-

CREATING A TAX INCREMENT FINANCING INCENTIVE DISTRICT; DECLARING IMPROVEMENTS TO THE PARCELS WITHIN THE INCENTIVE DISTRICT TO BE A PUBLIC PURPOSE AND EXEMPT FROM REAL PROPERTY TAXATION; REQUIRING THE OWNERS OF THOSE PARCELS TO MAKE SERVICE PAYMENTS IN LIEU OF TAXES; ESTABLISHING A MUNICIPAL PUBLIC IMPROVEMENT TAX INCREMENT EQUIVALENT FUND FOR THE DEPOSIT OF THOSE SERVICE PAYMENTS; SPECIFYING THE PUBLIC INFRASTRUCTURE IMPROVEMENTS THAT BENEFIT OR SERVE PARCELS IN THE INCENTIVE DISTRICT; AUTHORIZING COMPENSATION PAYMENTS TO MONTGOMERY COUNTY, OHIO, THE HUBER HEIGHTS CITY SCHOOL DISTRICT AND THE MIAMI VALLEY CAREER TECHNOLOGY CENTER, AND DECLARING AN EMERGENCY.

WHEREAS, this Council has determined pursuant to Ohio Revised Code (“*ORC*”) Sections 5709.40, 5709.42 and 5709.43 (collectively, the “*TIF Statutes*”) to declare the improvement to each parcel of real property located within the incentive district to be a public purpose and exempt from taxation, require the owner of each parcel to make service payments in lieu of taxes, require the owner of each parcel to make service payments in lieu of taxes, to provide for the distribution of an applicable portion of such service payments to the County of Montgomery, Ohio, the Huber Heights City School District and the Miami Valley Career Technology Center, establish a municipal public improvement tax increment equivalent fund for the deposit of the remainder of those service payments, and specify public infrastructure improvements made, to be made or in the process of being made that benefit or serve, or that once made will benefit or serve, parcels in the incentive district; and

WHEREAS, this Council has determined to create the Waverly Development Project Incentive District, a residential incentive district (the “*Incentive District*”), the boundaries of which will be coextensive with the boundaries of, and will include, the parcels of real property specifically identified and depicted in Exhibit B attached hereto (as currently or subsequently configured, the “*Parcels*”, with each of those parcels referred to herein individually as a “*Parcel*”); and

WHEREAS, the City anticipates that 97 new single-family homes will be constructed within the Incentive District (collectively, the “*Project*”); and

WHEREAS, by Ordinance No. 2024-O-2627 passed on February 12, 2024, this Council approved an Economic Development Plan for the Incentive District (the “*Economic Development Plan*”), which Economic Development Plan is on file in the City’s Division of Engineering; and

WHEREAS, the City Engineer has certified to this Council that (i) the Incentive District and the related overlay area is less than 300 acres in size and is enclosed by a continuous boundary and (ii) the public infrastructure serving the Incentive District is inadequate to meet the development needs of the Incentive District as evidenced by the Economic Development Plan; and

WHEREAS, this Council has determined to provide for the construction of public infrastructure improvements described in Exhibit A attached hereto (the “*Public Infrastructure Improvements*”), which Public Infrastructure Improvements, once made, will benefit or serve the Parcels; and

WHEREAS, notice of the public hearing regarding this Ordinance has been sent by first class mail to each owner of real property within the proposed Incentive District at least 30 days prior to such hearing, which notice included a map of the proposed Incentive District as well as the overlay area required by ORC Section 5709.40(C)(2); and

WHEREAS, a public hearing regarding this Ordinance was conducted by the City on April 22, 2024, which hearing was conducted at least 30 days following the provision of notice to each owner of real property within the proposed Incentive District; and

WHEREAS, notice of this proposed Ordinance has been delivered to the Board of County Commissioners of Montgomery County, Ohio, in accordance with and within the time period prescribed in ORC Section 5709.40(E); and

WHEREAS, notice of this proposed Ordinance has been delivered to the Board of Education of the Huber Heights City School District and the Miami Valley Career Technology Center in accordance with and within the time periods prescribed in ORC Sections 5709.40 and 5709.83;

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

Section 1. Incentive District Findings and Determinations; Creation of Incentive District. This Council hereby: (a) accepts and adopts the City Engineer's certification to this Council and the City Engineer's findings set forth therein that (i) the Incentive District and the related overlay area is less than 300 acres in size and is enclosed by a continuous boundary and (ii) the public infrastructure serving the Incentive District is inadequate to meet the development needs of the Incentive District as evidenced by the Economic Development Plan, (b) finds and determines that the Project will place additional demand on the Public Infrastructure Improvements, (c) finds and determines that the City sent written notice of the public hearing regarding this Ordinance by first class mail to each owner of real property within each proposed Incentive District at least 30 days prior to such hearing, which notice included a map of the proposed Incentive District as well as the overlay area required by ORC Section 5709.40(C)(2), (d) finds and determines that this Council has not received a request from the owner of any real property within any proposed Incentive District to exclude that owner's property from the Incentive District, (e) finds and determines that notice of this Ordinance has been delivered to the Board of County Commissioners of Montgomery County, Ohio within the time period prescribed in ORC Section 5709.40 and (f) finds and determines that notice of this ordinance has been delivered to the Huber Heights City School District and the Miami Valley Career Technology Center within the time periods prescribed in ORC Sections 5709.40 and 5709.83. This Council further finds that the sum of the taxable value of real property in the Incentive District for tax year 2023 and the taxable value of all real property in the City that would have been taxable in tax year 2023 were it not for the fact that the property was in an existing incentive district and therefore exempt from taxation, does not exceed twenty-five percent of the taxable value of real property within the City for tax year 2023. Pursuant to the TIF Statutes, this Council creates the Incentive District, the boundaries of which are coextensive with the boundaries of, and include, the Parcels as depicted on **EXHIBIT A** attached hereto.

Section 2. Public Infrastructure Improvements. This Council designates the Public Infrastructure Improvements described in **ATTACHMENT B** attached hereto, and any other public infrastructure improvements hereafter designated by ordinance, as public infrastructure improvements made, to be made or in the process of being made by the City that benefit or serve, or that once made will benefit or serve, the Parcels.

Section 3. Authorization of Tax Exemption; Life of Incentive District. Pursuant to and in accordance with the provisions of ORC Section 5709.40(C), this Council hereby declares that 100% of the increase in assessed value of each Parcel subsequent to the effective date of this Ordinance (which increase in assessed value is hereinafter referred to as the "Improvement," as defined in ORC Section 5709.40(A)) is a public purpose and exempt from taxation for a period coextensive with the life of the Incentive District. The life of the Incentive District commences with the first tax year that begins after the effective date of this Ordinance and in which an Improvement attributable to a new structure would first appear on the tax list and duplicate of real and public utility property for any Parcel within the Incentive District were it not for the exemption granted in this Ordinance and ends on the earlier of (a) 30 years after such commencement or (b) the date on which the City can no longer require service payments in lieu of taxes, all in accordance with the requirements of the TIF Statutes. Notwithstanding any other provision of this Ordinance, the exemption granted pursuant to this Section 3 and the payment obligations established pursuant to Section 4 of this Ordinance are subject and subordinate to any tax exemption applicable to the Improvement approved by the City pursuant to ORC Sections 3735.65 through 3735.70.

Section 4. Service Payments and Property Tax Rollback Payments. Subject to any tax exemption applicable to the Improvement approved by the City pursuant to ORC Sections

3735.65 through 3735.70, and pursuant to ORC Section 5709.42, the owner of each Parcel is hereby required to make annual service payments in lieu of taxes with respect to the Improvement to that Parcel to the Treasurer of Montgomery County, Ohio (the “*County Treasurer*”) on or before the final dates for payment of real property taxes. Each service payment in lieu of taxes, including any penalties and interest at the then current rate established for real property taxes (collectively, the “*Service Payments*”), will be charged and collected in the same manner and in the same amount as the real property taxes that would have been charged and payable against the Improvement if it were not exempt from taxation pursuant to Section 3 of this Ordinance. The Service Payments, and any other payments with respect to each Improvement that are received by the County Treasurer in connection with the reduction required by ORC Sections 319.302, 321.24, 323.152 and 323.156, as the same may be amended from time to time, or any successor provisions thereto as the same may be amended from time to time (the “*Property Tax Rollback Payments*”), will be deposited and distributed in accordance with Section 6 of this Ordinance.

Section 5. TIF Fund. This City Council establishes, pursuant to and in accordance with the provisions of ORC Section 5709.43, the Waverly Development Incentive District Municipal Public Improvement Tax Increment Equivalent Fund (the “*TIF Fund*”). The TIF Fund shall be maintained in the custody of the City and shall receive all distributions to be made to the City pursuant to Section 6 of this Ordinance. Those Service Payments and Property Tax Rollback Payments received by the City with respect to the Improvement of each Parcel and so deposited pursuant to ORC Section 5709.42 shall be used solely for the purposes authorized in the TIF Statutes or this Ordinance (as it may be amended or supplemented). The TIF Fund shall remain in existence so long as such Service Payments and Property Tax Rollback Payments are collected and used for the aforesaid purposes, after which time the TIF Fund shall be dissolved and any incidental surplus funds remaining therein transferred to the City's General Fund, all in accordance with ORC Section 5709.43.

Section 6. Distribution of Funds. Pursuant to the TIF Statutes, the County Treasurer is requested to distribute the Service Payments and the Property Tax Rollback Payments as follows:

(a) to Montgomery County, Ohio, any amounts payable pursuant to ORC Section 5709.40(E)(3) or as otherwise established in a compensation agreement between the City and Montgomery County, Ohio;

(b) to the Huber Heights City School District, an amount equal to the amount the Huber Heights City School District would otherwise have received as real property tax payments (including the applicable portion of any Property Tax Rollback Payments) derived from the Improvement to each Parcel if the Improvement had not been exempted from taxation pursuant to this Ordinance;

(c) to the Miami Valley Career Technology Center, an amount equal to the amount the Miami Valley Career Technology Center would otherwise have received as real property tax payments (including the applicable portion of any Property Tax Rollback Payments) derived from the Improvement to each Parcel if the Improvement had not been exempted from taxation pursuant to this Ordinance; and

(d) to the City, all remaining amounts for further deposit into the TIF Fund for payment of costs of the Public Infrastructure Improvements, including, without limitation, debt charges on any notes or bonds of the City issued to pay or reimburse costs of those Public Infrastructure Improvements or finance costs for those improvements.

All distributions required under this Section are requested to be made at the same time and in the same manner as real property tax distributions.

Section 7. Further Authorizations. This City Council hereby authorizes and directs the City Manager, the Director of Finance, the Law Director, the Clerk of Council or other appropriate officers of the City to make such arrangements as are necessary and proper for collection of the Service Payments and the Property Tax Rollback Payments. This City Council further hereby authorizes and directs the City Manager, the Director of Finance, the Law Director, the Clerk of

Council or other appropriate officers of the City to prepare and sign all documents and instruments and to take any other actions as may be appropriate to implement this Ordinance.

Section 8.     Tax Incentive Review Council. The applicable Tax Incentive Review Council, with the membership of that Council to be constituted in accordance with ORC Section 5709.85, shall, in accordance with ORC Section 5709.85, review annually all exemptions from real property taxation granted by this Ordinance and any other such matters as may properly come before that Council, all in accordance with ORC Section 5709.85.

Section 9.     Filings with Ohio Department of Development. Pursuant to ORC Section 5709.40(I), the City Manager is hereby directed to deliver a copy of this Ordinance to the Director of the Ohio Department of Development within fifteen days after its effective date. Further, and on or before March 31 of each year that the tax exemption authorized by Section 3 remains in effect, the Director of Development or other authorized officer of the City is directed to prepare and submit to the Director of the Ohio Department of Development the status report required under ORC Section 5709.40(I).

Section 10.    Open Meetings. This City Council finds and determines that all formal actions of this City Council and any of its committees concerning and relating to the passage of this Ordinance were taken in an open meeting of this City Council or any of its committees, and that all deliberations of this City Council and any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law including ORC Section 121.22.

Section 11.    Effective Date. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the City, and for the further reason that this Ordinance is required to be immediately effective in order to facilitate the orderly and timely development of the Project and the related Public Infrastructure Improvements; therefore, this Ordinance shall be in full force and effect immediately upon its passage.

Passed by Council on the \_\_\_\_ day of \_\_\_\_\_, 2024;  
\_\_\_\_ Yea; \_\_\_\_ Nay.

Effective Date:

AUTHENTICATION:

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**CERTIFICATE**

The undersigned, Clerk of Council of the City of Huber Heights, Ohio, hereby certifies that the foregoing is a true and correct copy of Ordinance No. 2024-O-\_\_\_\_ passed by the City Council of the City of Huber Heights, on \_\_\_\_\_, 2024.

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

**EXHIBIT A**

**CITY OF HUBER HEIGHTS, OHIO**  
**WAVERLY DEVELOPMENT PROJECT**  
**ECONOMIC DEVELOPMENT PLAN**  
**RESIDENTIAL INCENTIVE DISTRICT**

**November 30, 2023**



## **The Plan**

The purpose of this Economic Development Plan (the “Plan”) is to satisfy the requirement of Section 5709.40(A)(5)(f) of the Ohio Revised Code, which requires that an economic development plan evidence that the public infrastructure serving a proposed residential tax increment financing incentive district is inadequate to meet the development needs of the district. This Plan has been developed to continue the efficient and effective development of the City of Huber Heights, Ohio (the “City”).

## **Proposed Development**

This Plan relates to the proposed 97-unit residential development within the City on approximately 22.38 acres, known as the Waverly Development Project (the “Project”). The proposed development is located east of Bellefontaine Road, north of Fishburg Road, and south of Chambersburg Road. The City has determined that the construction of the Project is expected to result in the creation of employment opportunities within the City as well as the creation of various types of housing for residents of the City. The current development plans for the Project are contained in Attachment A.

## **Proposed Incentive District**

The City is considering the creation of a residential Tax Increment Financing (TIF) Incentive District (the “Incentive District”) which will include the proposed residential development. The Incentive District will: (1) use quality architecture and design; (2) permit the development of high quality, multi-unit housing; (3) enhance the City by providing for public infrastructure improvements necessary for the preservation and advancement of the public health, safety, and well-being; and (4) increase the City’s collection of income taxes and, over time, real property taxes.

## **Public Infrastructure Improvements**

Service payments in lieu of taxes collected from the proposed Incentive District will fund public infrastructure improvements necessary to support residential development, including, without limitation, the following improvements:

Phase I Improvements include the construction of utility, entry and roadway infrastructure. It shall be the obligation of the Project developer to construct the water lines, fire hydrants, valves, and related appurtenances within the Project, which water lines, fire hydrants, valves, and related appurtenances shall be installed

and inspected pursuant to plans and specifications approved by the City Engineer in accordance with the City's standards. All roads constructed within the Project shall be constructed by the Project developer as needed for its intended use of the Project. All public roads shall be constructed in accordance with City standards as applicable to the type of road being constructed and all private roads shall be constructed in accordance with final development plans and permits approved by the City. All roads shall be reviewed, inspected and approved by the City. Additionally, Phase I Improvements include the construction of a pump station. Project engineer estimates total cost of \$1,081,545,72 for Phase I Improvements.

Phase II Improvements will include the replacement, repair, maintenance, and/or construction of new or existing permanent improvement amenities located within the Incentive District; or any costs directly associated thereto such as design and other related costs, any right-of-way acquisition, erosion and sediment control measures, grading and other related work, survey work, soil engineering and construction staking, and in each case, all other costs and improvements necessary and appurtenant thereto. For the purposes of this phase, "permanent improvement" shall have the same meaning as defined in Section 133.01(CC) of the Ohio Revised Code.

Phase III Improvements will include all Public Infrastructure Improvements (as that term is defined in Section 5709.40(A)(8) of the Ohio Revised Code) that directly benefit, or that once made will directly benefit, the Incentive District, as detailed in the Citywide Infrastructure Reliance Study prepared by LBJ, Inc. (see Attachment B), dated September 30, 2022. Phase III Improvements will also include, but not be limited to, excavating, grading, paving, constructing and installing curbs and gutters, public utilities which include water mains, sanitary sewers, and storm sewers, street lighting, sidewalks, bikeways, landscaping, traffic signalization, and also including design and other related costs, any right-of-way acquisition, erosion and sediment control measures, grading and other related work, survey work, soil engineering and construction staking, and in each case, all other costs and improvements necessary and appurtenant thereto, all of which will directly benefit, or that one made will direct benefit the Incentive District.

## **Conclusion**

Residential development has been an important catalyst to the City's economic development success. The proposed development area will serve as an additive for sustaining such economic development in the City. The residential development will provide a desired housing option for the City's growing population.

The public infrastructure improvements will support the residential development by increasing the safety levels of the pedestrian transportation and recreational amenities utilized by the residents of the proposed development. The proposed Incentive District is located in an area identified by the City for growth and development.

### **Analysis and Assessment**

The proposed residential development described in this Plan will help play a vital role in supporting the growth and preservation of the community through planned development. The proposed residential development will create an urgent need for infrastructure upgrades in this area of the City. The service payments in lieu of taxes generated by the proposed Incentive District will assist in financing public infrastructure improvements vital to the growth and development of the proposed development. Moreover, the Incentive District will ensure such amenities are maintained in a timely and appropriate manner to ensure their safe and effective use by residents of the proposed development.

### **Attachments**

**Attachment A: Current development plans for the Project**

**Attachment B: Citywide Infrastructure Reliance Study**



[illegible]

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**CITY OF HUBER HEIGHTS  
SITUATE IN SECTION 16, TOWNSHIP 2, RANGE 8, MRS  
MONTGOMERY, OHIO**

Project Number	20632.00
Drawing Scale	1"=60'
Sheet Number	EXHIBIT
File Number	20632





# EXHIBIT A - ATTACHMENT B



## CITYWIDE INFRASTRUCTURE RELIANCE STUDY

September 30, 2022

### PREPARED FOR:

City of Huber Heights  
Mr. Bryan Chodkowski

6131 Taylorsville Road  
Huber Heights, Ohio 45424

### PREPARED BY:

LJB Inc.

2500 Newmark Drive  
Miamisburg, OH 45342  
(937) 259-5000

Daniel J. Hoying, P.E., P.S., STP  
DHoying@LJBinc.com

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## METHODOLOGY

### BACKGROUND

The City of Huber Heights commissioned LJB Inc. to conduct a citywide Infrastructure Reliance Study that evaluates critical linkages in the city's roadway, water, wastewater, and stormwater infrastructure. The results of this study will help the city better understand the correlation and interdependence of infrastructure elements, which will better position the city for funding opportunities for the maintenance and expansion of critical services for city residents and businesses. Increased funding for infrastructure allows Huber Heights to better distribute improvements throughout the city, improve service, and attract new developments.

The City of Huber Heights covers 25 square miles with a population of more than 43,000 residents and 800 businesses. The city also includes 233.91 centerline miles of roadways, 210.24 miles of water main, 189.71 miles of sanitary sewer, and 163.81 miles of stormwater infrastructure facilities.

### INFRASTRUCTURE ATTRIBUTE APPROACH

#### Infrastructure Districts

Allocation of the city's 45,833 individual infrastructure elements distributed over 25 square miles requires suballocation of districts within the city. The LJB team collaborated with city staff to develop 8 Infrastructure Districts. Most city infrastructure exists within roadway right of way. Right of way for major roadway corridors were selected as borders of the Infrastructure Districts. The city corporation limits were bisected by SR 202 and SR 201 in the north and south direction and by the Montgomery County / Miami County line, I-70, Taylorsville Road and Fishburg Road in the east west directions. These corridors were selected as District borders at various points in the city. **Figure 1**, on the following page, depicts the Infrastructure Districts that are used throughout this study.

The infrastructure facilities identified for evaluation in this study are each linked to the residents and businesses in the city in different ways. For that reason, a different approach was used for the determination of how each of the different infrastructure facility categories provides service to a region of the city. A description of the allocation approach that was used for each asset category is included below.

Mapping of the infrastructure elements attributable to each of the Infrastructure Districts is included in the Appendices of this report. Maps include an overall District Infrastructure Map as well as individual maps for each of the roadway, water, sanitary sewer and stormwater assets for that district.

#### Roadways

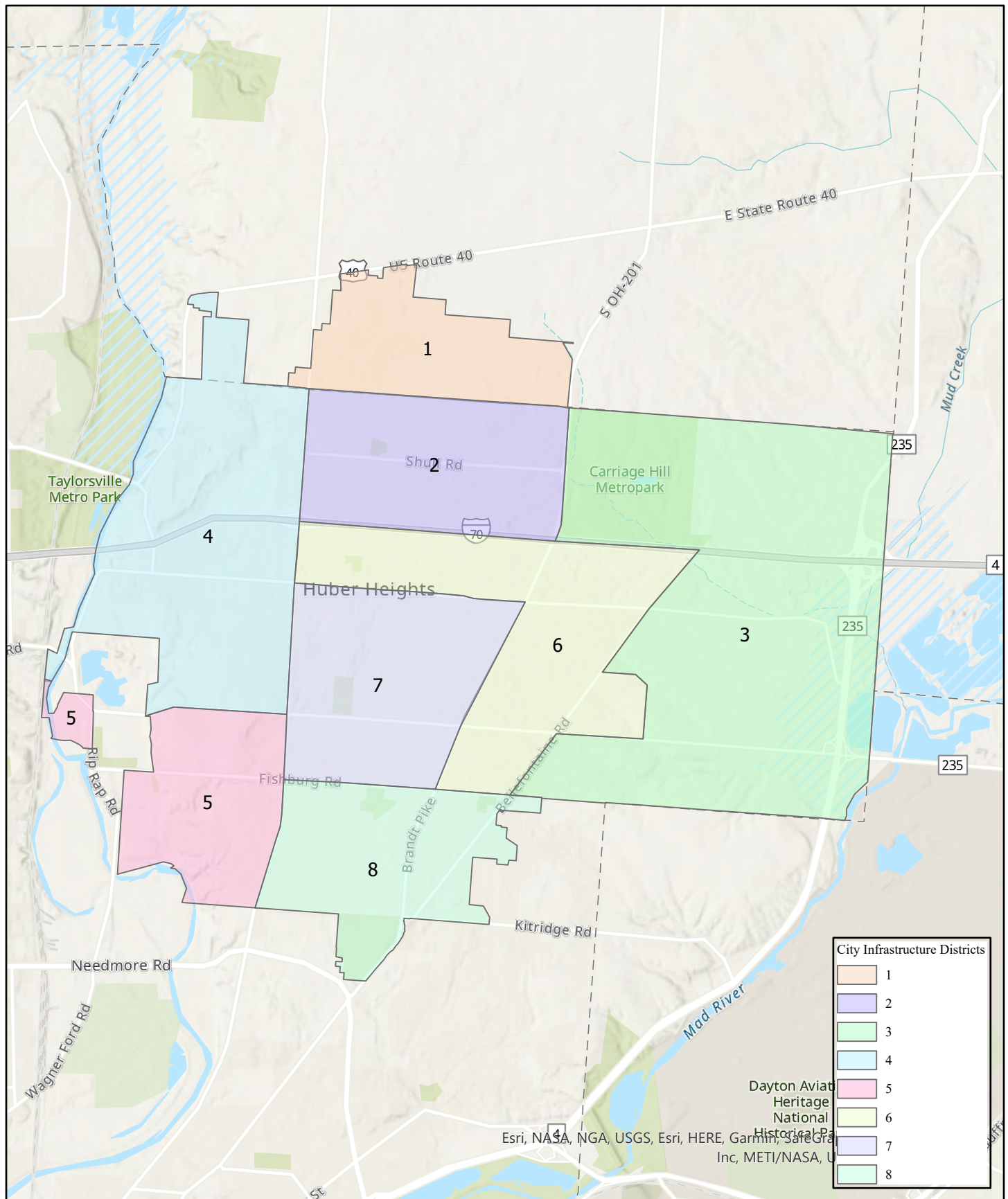
The city's roadway network provides critical access for people and goods to reach homes and businesses throughout the city. These residences and businesses rely on the roadway network to reach points inside and outside the city limits. The primary roadways that carry people and goods to points beyond the city limits are I-70, SR 202 and SR 201. A roadway segment was allocated to an Infrastructure District if it is located within that District or provided a critical, convenient link between residences and businesses within the district to the I-70, SR 202 or SR 201 corridors.

#### Clarifications

- > The Ohio Department of Transportation owns and maintains I-70 including grade separated interchanges with State Route 202 (SR 202) and State Route 201 (SR 201). This facility was not allocated to any of the Infrastructure Districts as it is not maintained by the city.
- > US 40 and SR 4 are also significant roadway assets in the region. While the city borders on these facilities, they are not maintained by the city and were not included in the study beyond being destinations beyond the city limits that are connected to the city's primary corridors.

Figure 1

# Huber Heights Infrastructure Districts



0 0.5 1 2  
Miles

1 inch equals 1 miles





### **Water Infrastructure**

The city's supply of potable water for residential and commercial use and fire protection throughout the city is a very interconnected system. The entire city relies on the water treatment plant to provide safe water. The entire city also relies on elevated storage tanks, booster stations, and a network of pipes 6" in diameter and larger that provide appropriate redundancy and pressure balancing to all areas of the city.

A water infrastructure asset was allocated to an Infrastructure District if it is located in that district or is a part of the water treatment or pressure-providing system for that district. All water mains 6" in diameter and larger are included in the pressure-providing system and are therefore included in each of the Infrastructure Districts. A map of all water assets is included in Appendix X. See the table of contents for a listing of the exhibits that include maps for water assets in each of the Infrastructure Districts.

### **Sanitary Sewer Infrastructure**

The city's sanitary sewer network includes all wastewater collection infrastructure from the individual residences, businesses and facilities to the lines that leave the city carrying sewage to the Tri-Cities Northern Regional Wastewater Authority or Clark County treatment plants. The system includes gravity sewer conduits, manholes, pump stations and sanitary sewer force mains.

A sanitary sewer infrastructure asset was allocated to an Infrastructure District if it is located in that district or is a downstream asset moving flows from the district towards the outfalls from the city. The vast majority of sanitary sewer infrastructure in the city carries flows to the Tri-Cities Northern Regional Wastewater Authority treatment plant located at 3777 Needmore Rd, Dayton, OH 45424, just outside the city's southwestern corporation limits. A small portion of the city's eastern sanitary sewer system, providing service to the Centre Point 70 development and businesses along New Carlisle Pike south of I-70, leaves the city to the east to enter the Clark County system just north of the Artz and SR 235 intersection.

### **Stormwater Infrastructure**

The city's stormwater infrastructure network includes all publicly maintained open and closed drainage systems that carry rainwater from properties within the city limits to tributaries of the Great Miami River and Mad River as they exit the city corporation limits. The city's storm water system relies entirely on gravity flows and includes catch basins, manholes, storm sewer conduits, open channels and culverts within public right of way.

A storm sewer infrastructure asset was allocated to an Infrastructure District if it is located in that district or is a downstream asset moving flows from the district towards the outfalls from the city. Culverts carrying water under city owned and maintained roadways were included in the infrastructure asset assignments for Infrastructure Districts that drain to that location.

### **GIS MAP INTERFACE**

The volume of infrastructure assets included in the city's dataset suggests that map-based presentations and management of the data will be the most effective. The LJB team applied additional data fields to the city's existing GIS information to allocate each asset to one or more Infrastructure Districts. This approach will allow the city to re-integrate the data into their existing system and apply similar approaches to modified or additional elements that are added. It will also allow city staff to query and produce maps and datasets according to the various District assignments.

### Coding of Infrastructure Assets

Utility assets were assigned a code, which is viewable in the asset attribute field “Infrastructure Support District”, identifying the infrastructure district of origin. For road, storm and sanitary sewer assets, lines of continuity were followed until the utility assets exited the city boundary or ended at a body of water or processing facility. Codes were assigned to each segment in that path relating to the infrastructure district of origin, providing a clear path of asset origin to termination as defined earlier.

### Query Process

To query assets, LJB first sorted by infrastructure district of origin by selecting the corresponding value from the “Infrastructure Support District” attribute field, thus showing all assets located within the boundaries of the district of interest. Next LJB added additional querying statements to show the path from origin to termination by selecting the corresponding value for “Support District” attribute fields 1-4. When structured correctly, the querying statement selects assets from the infrastructure district of origin and the accompanying assets required to perform a trace from infrastructure district of origin to point of termination.

Queried shapefile layers have been provided for each Infrastructure Support District.

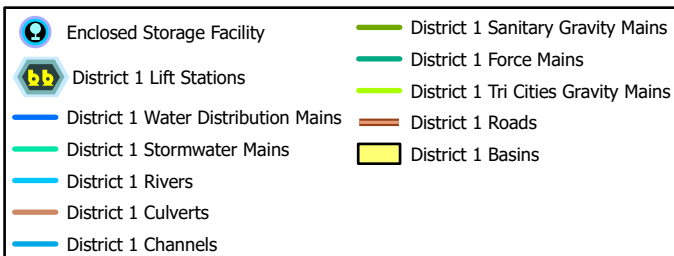
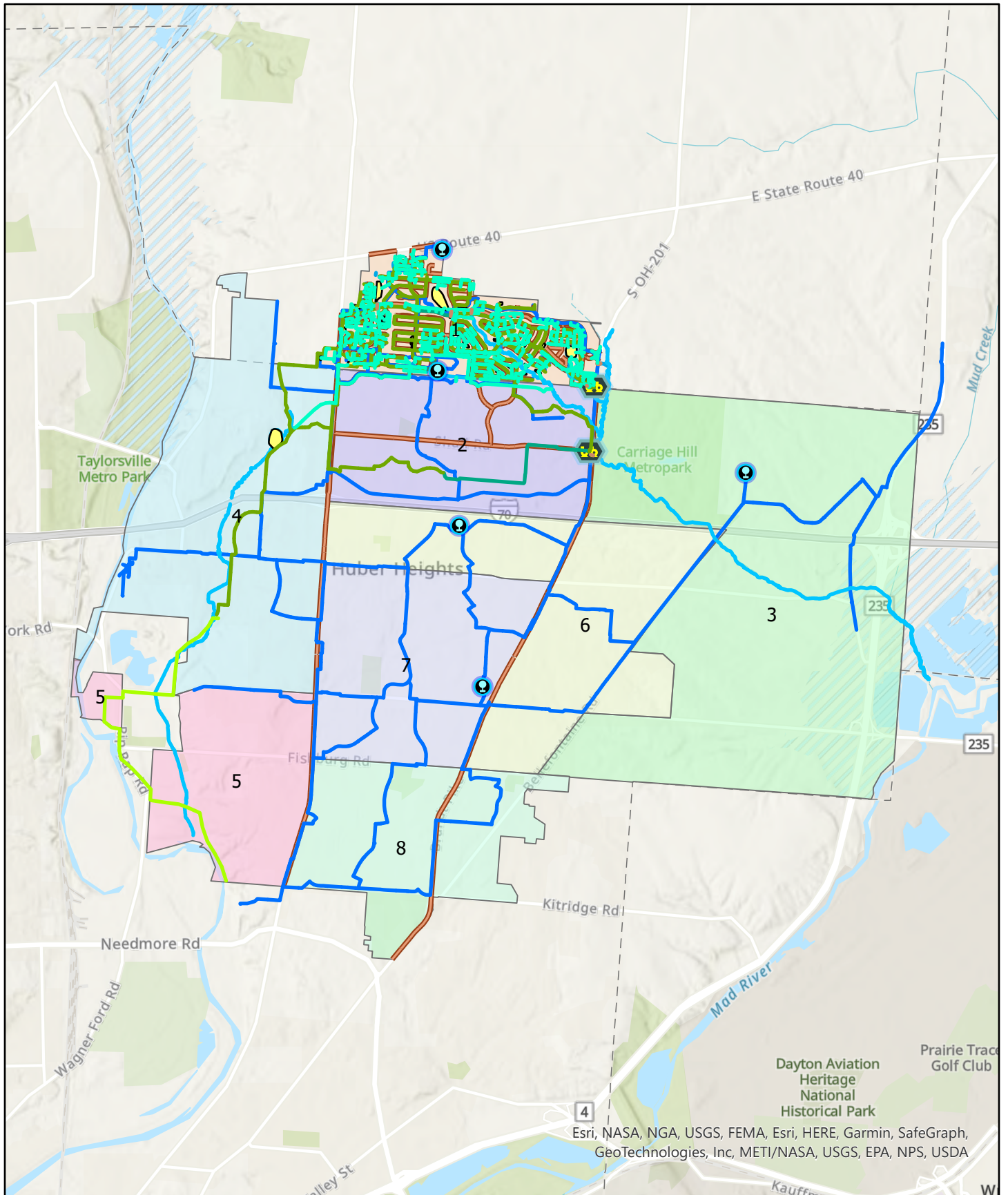
# Appendix A

Infrastructure District 1



We think bigger.

## Infrastructure District 1 - Overview



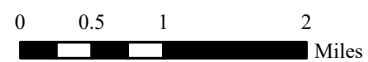
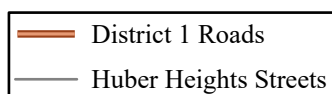
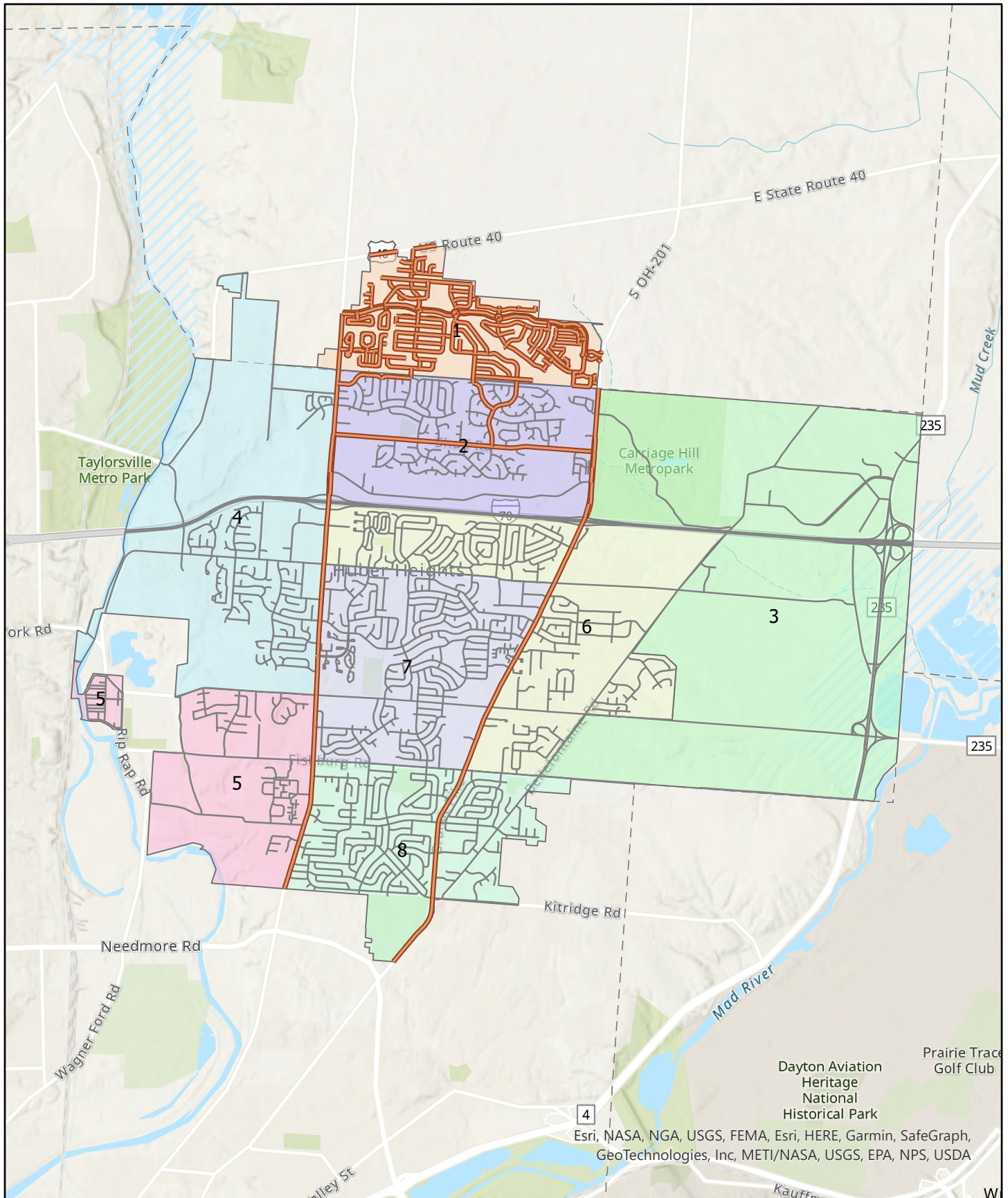
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1 inch equals 1 miles





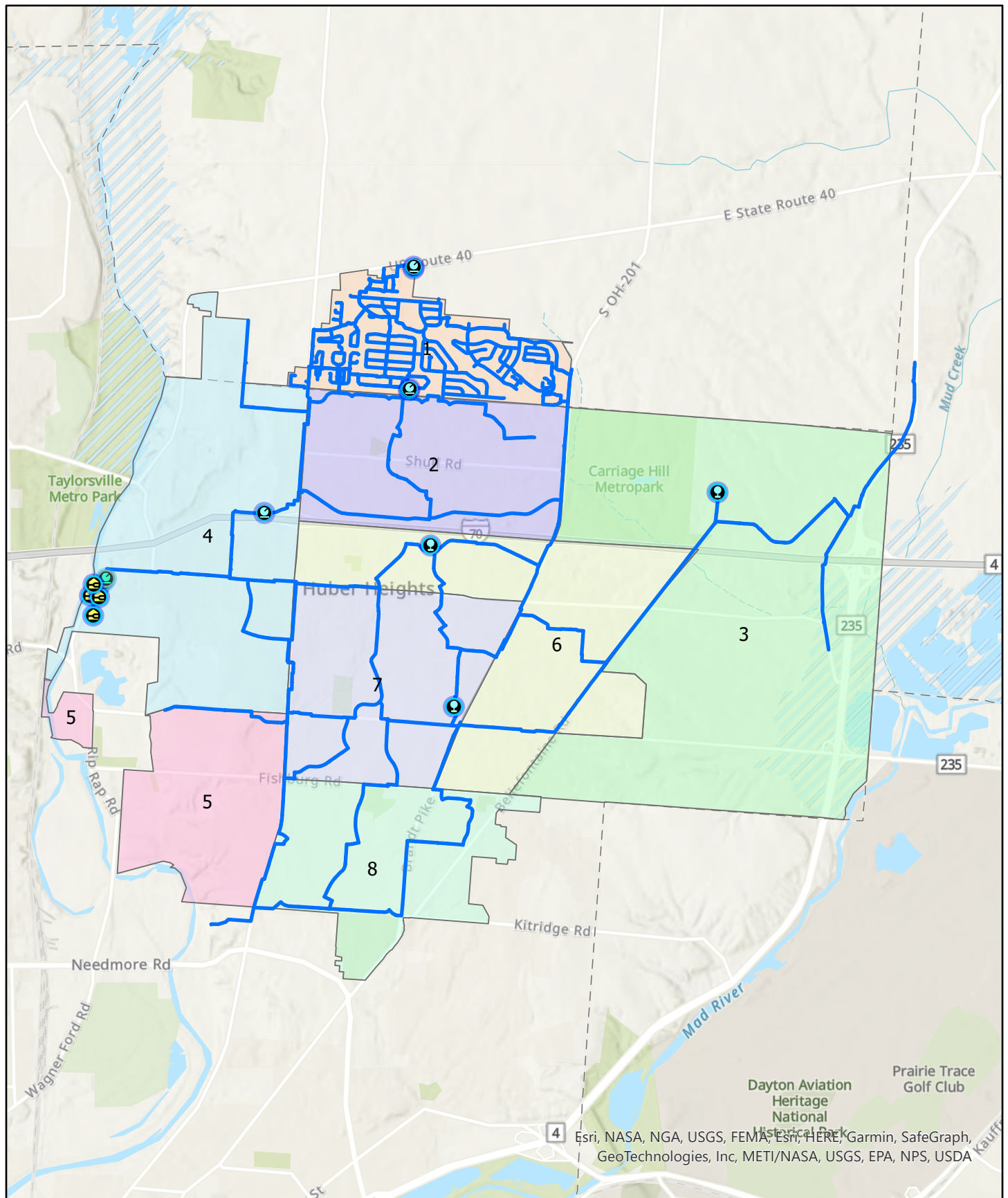
# Infrastructure District 1 - Roads



1 inch equals 1 miles



# Infrastructure District 1 - Water



	Enclosed Storage Facility		Pump Station
	Intake		Storage Basin
	Meter Station		Treatment Plant
	Production Well		Water Distribution Mains

0 0.5 1 2 Miles

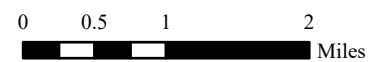
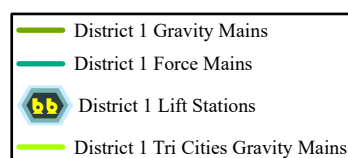
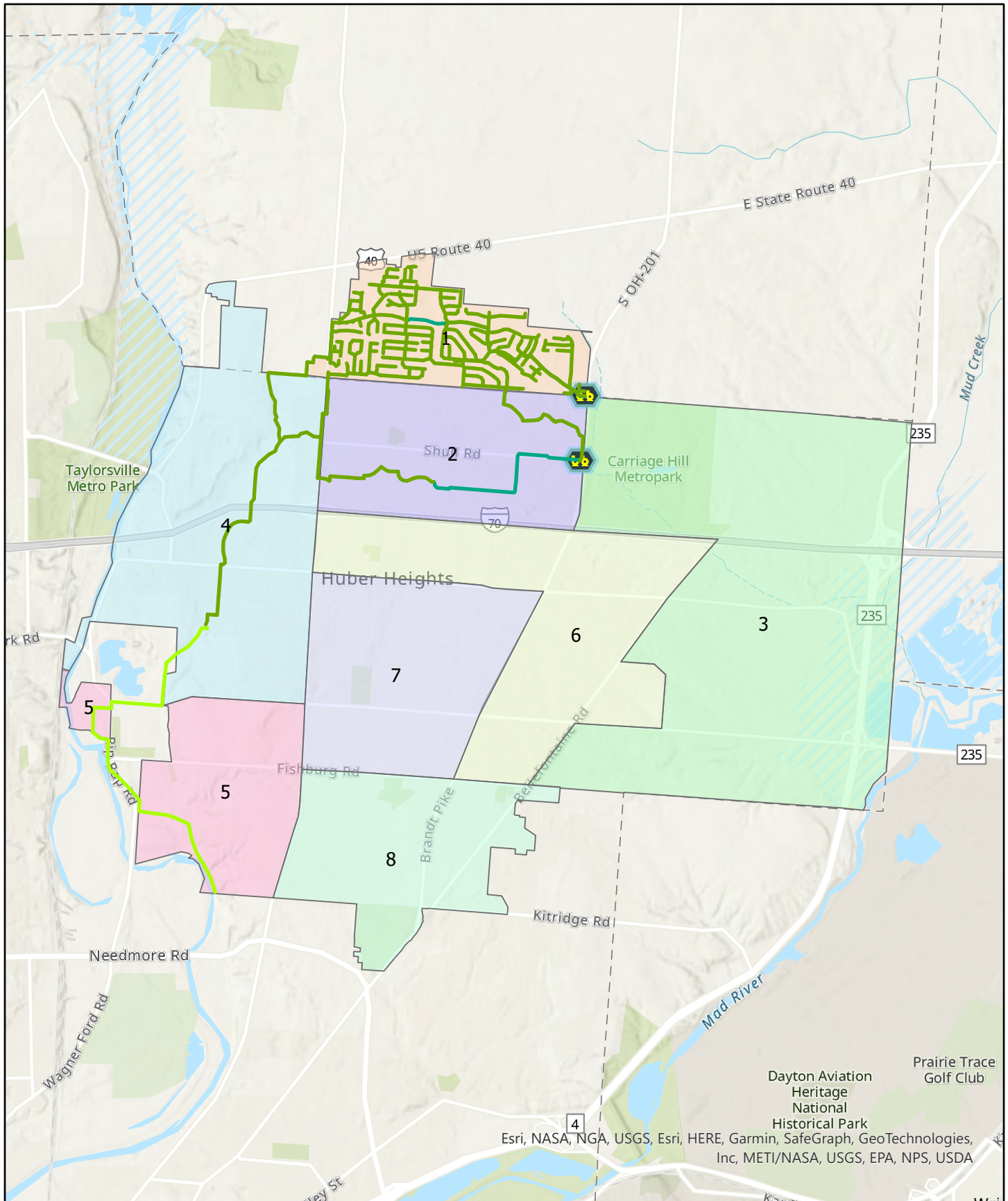
1 inch equals 1 miles



Esri, NASA, NGA, USGS, FEMA, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, USDA



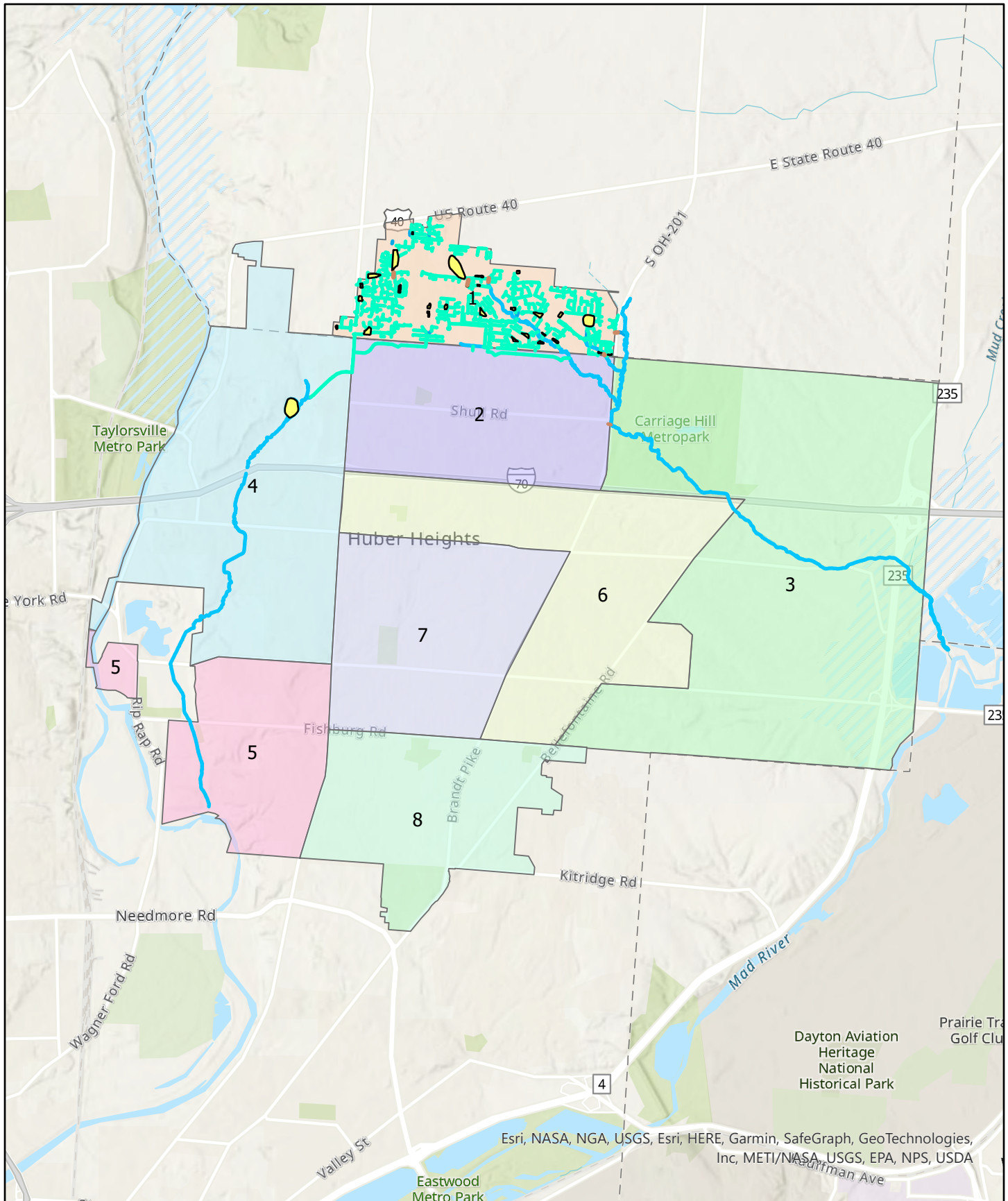
# Infrastructure District 1 - Sanitary Sewer



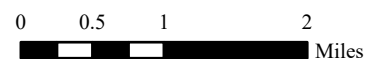
1 inch equals 1 miles



# Infrastructure District 1 - Stormwater



<span style="color: green;">—</span> District 1 Stormwater Mains	<span style="color: blue;">—</span> District 1 Channels
<span style="color: lightblue;">—</span> District 1 Rivers	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> District 1 Basins
<span style="color: brown;">—</span> District 1 Culverts	



1 inch equals 1 miles





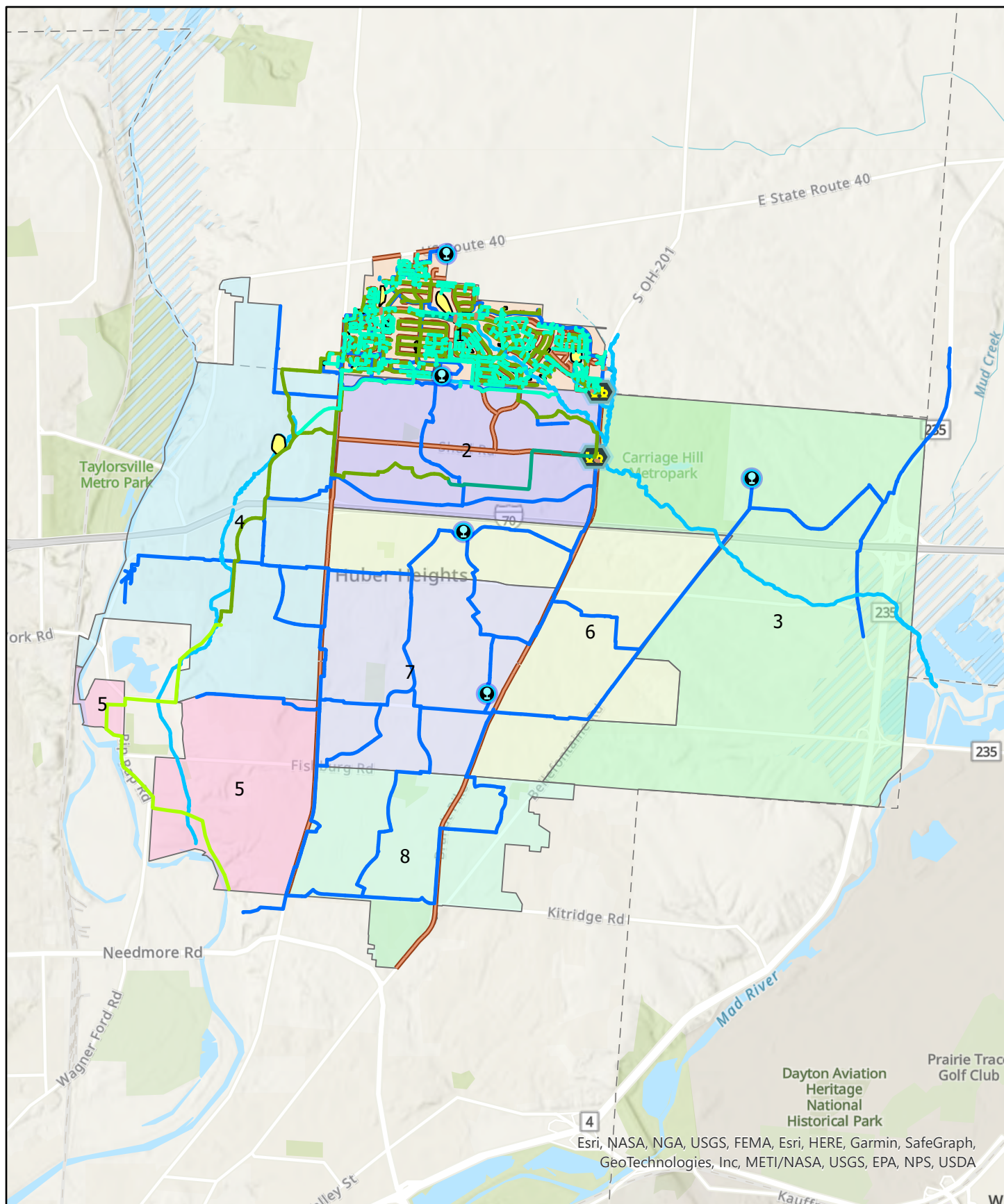
# Appendix B

Infrastructure District 2



We think bigger.

## Infrastructure District 1 - Overview



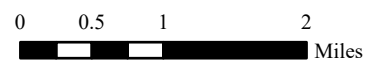
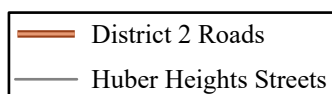
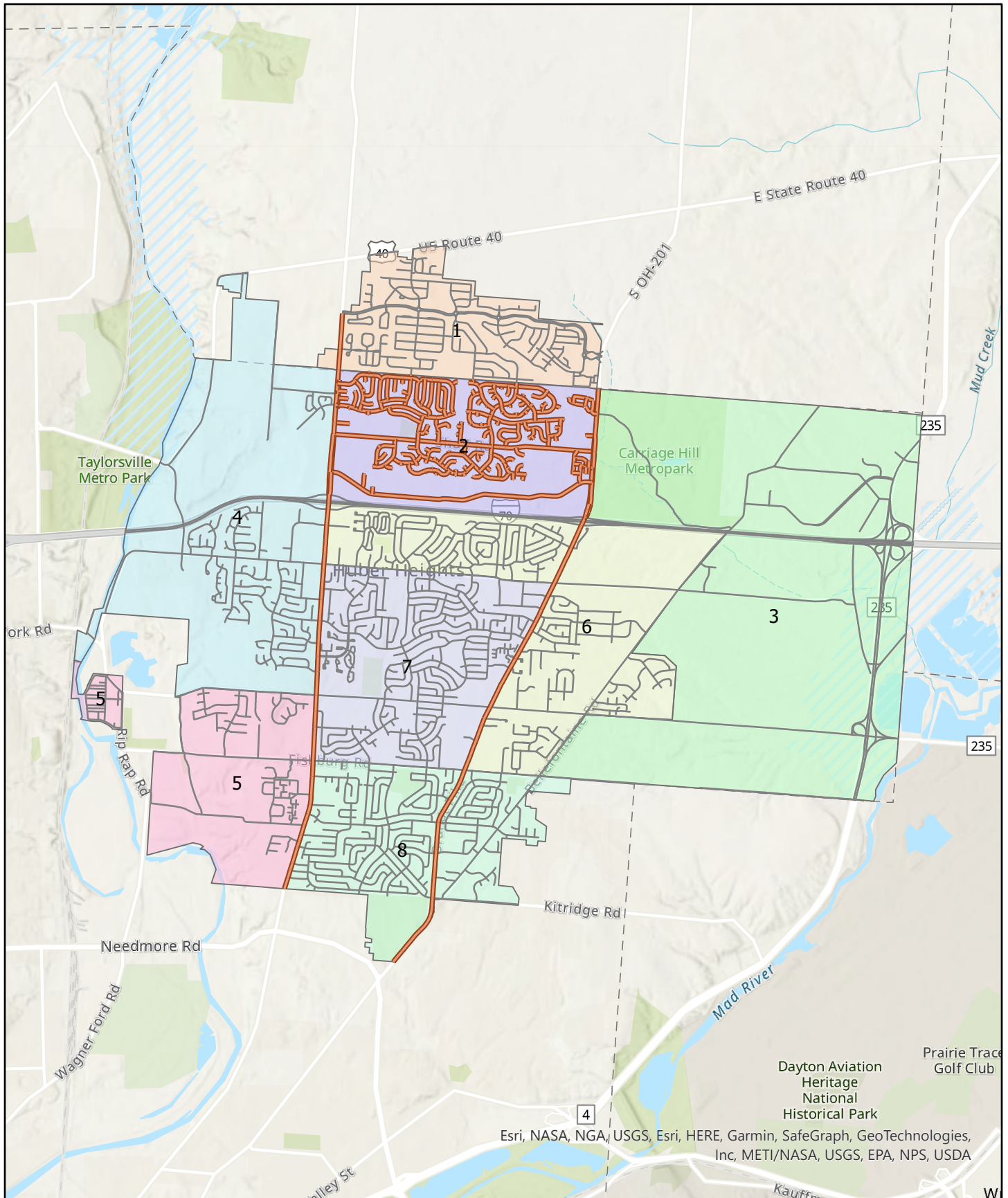
- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| Enclosed Storage Facility           | District 1 Sanitary Gravity Mains   |
| District 1 Lift Stations            | District 1 Force Mains              |
| District 1 Water Distribution Mains | District 1 Tri Cities Gravity Mains |
| District 1 Stormwater Mains         | District 1 Roads                    |
| District 1 Rivers                   | District 1 Basins                   |
| District 1 Culverts                 |                                     |
| District 1 Channels                 |                                     |

0 0.5 1 2  
Miles

1 inch equals 1 miles



# Infrastructure District 2 - Roads

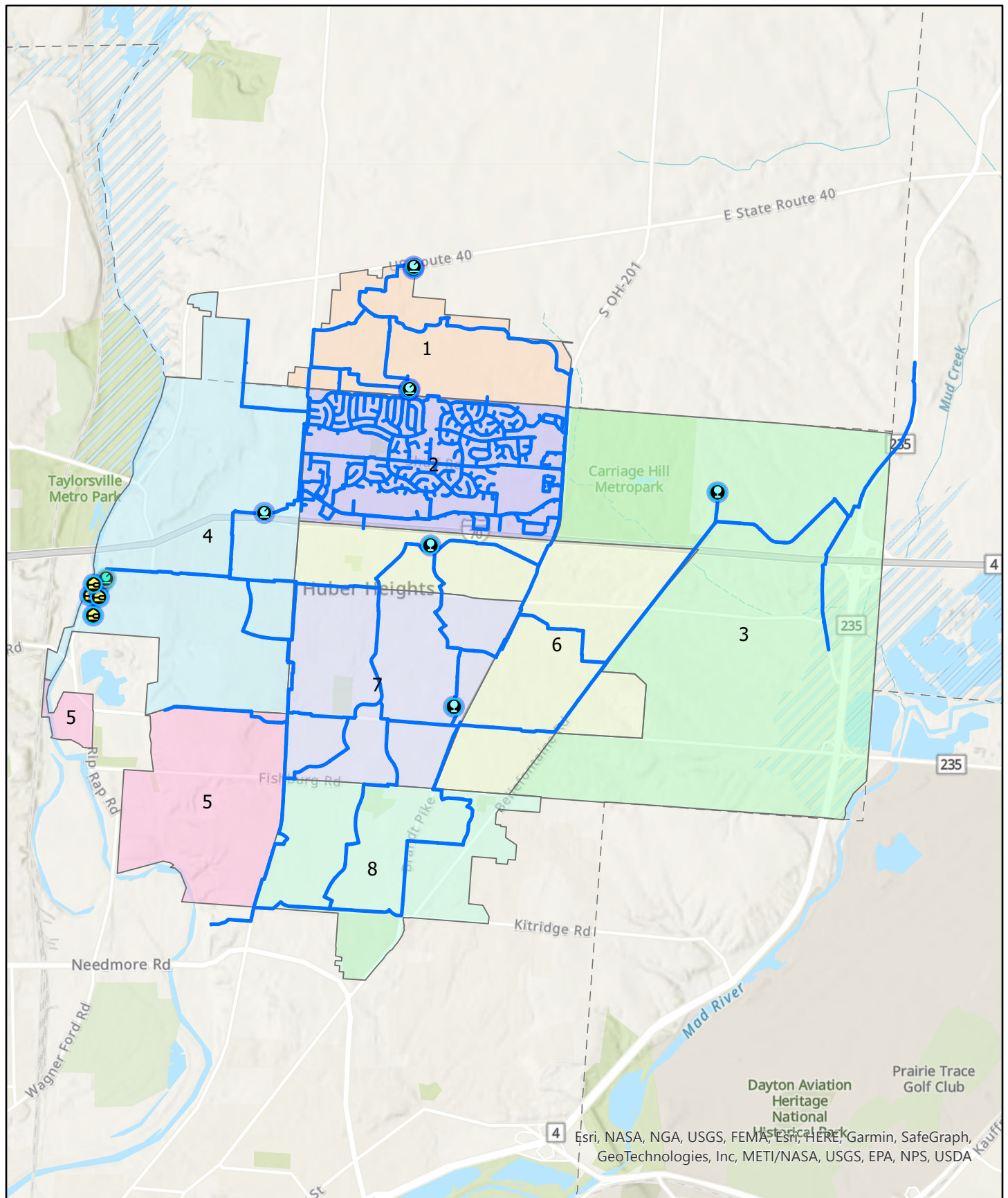


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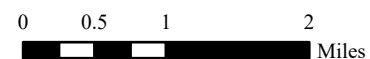




# Infrastructure District 2 - Water



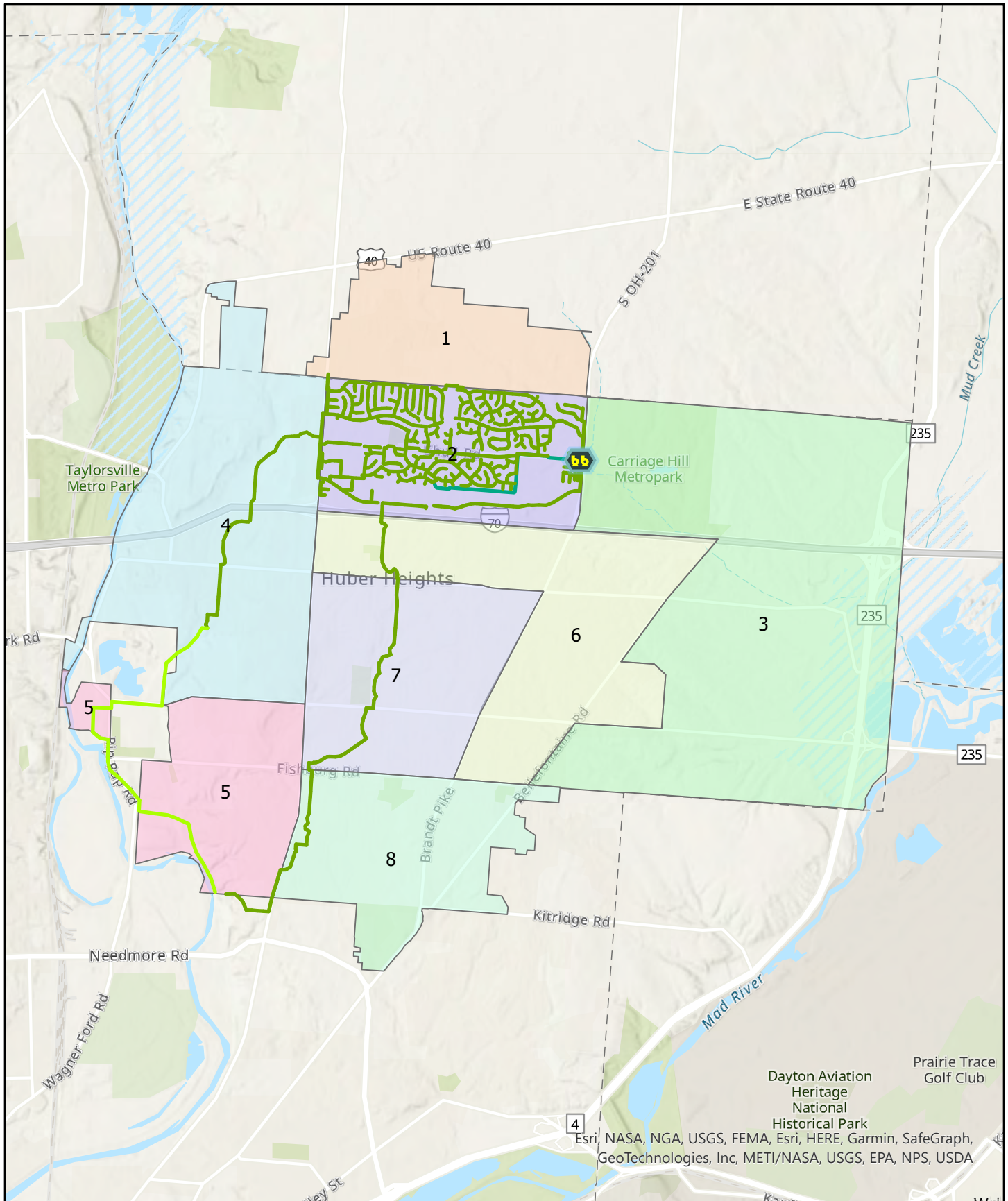
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	Intake		Storage Basin
	Meter Station		Treatment Plant
	Production Well		Water Distribution Mains



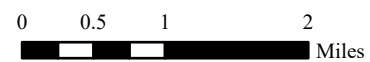
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# Infrastructure District 2 - Sanitary Sewer



- District 2 Gravity Mains
- District 2 Force Mains
- District 2 Lift Stations
- District 2 Tri Cities Gravity Mains

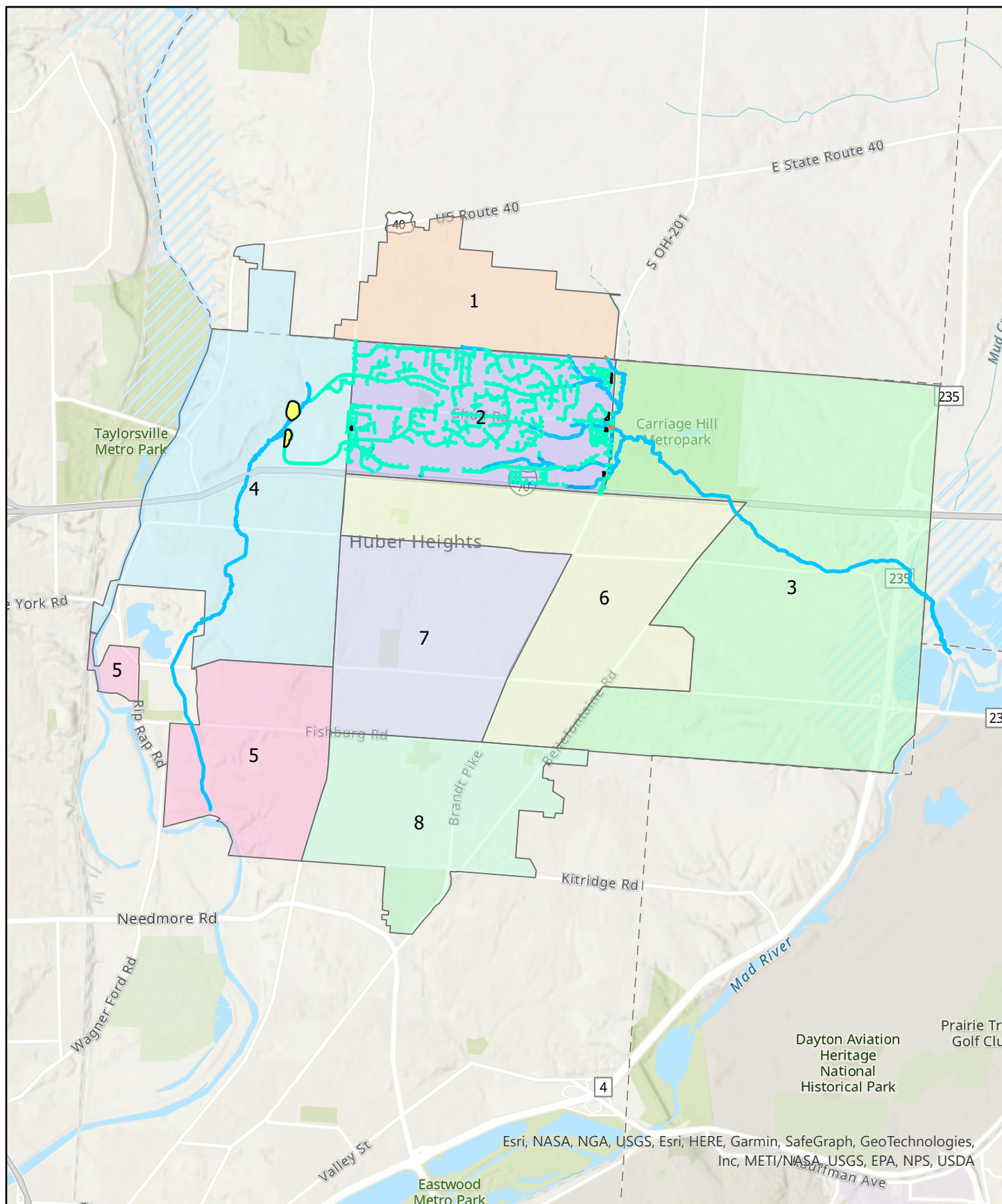


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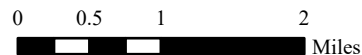




# Infrastructure District 2 - Stormwater



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<span style="color: yellow;">—</span> District 2 Rivers	<span style="background-color: orange; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> District 2 Basins
<span style="color: brown;">---</span> District 2 Culverts	



1 inch equals 1 miles



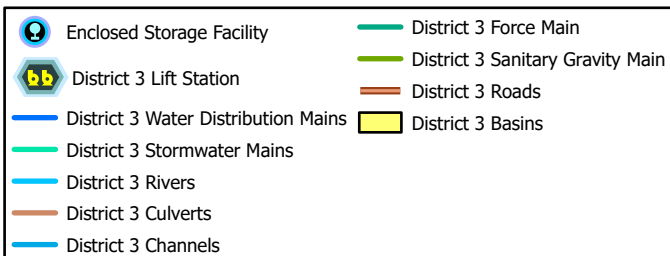
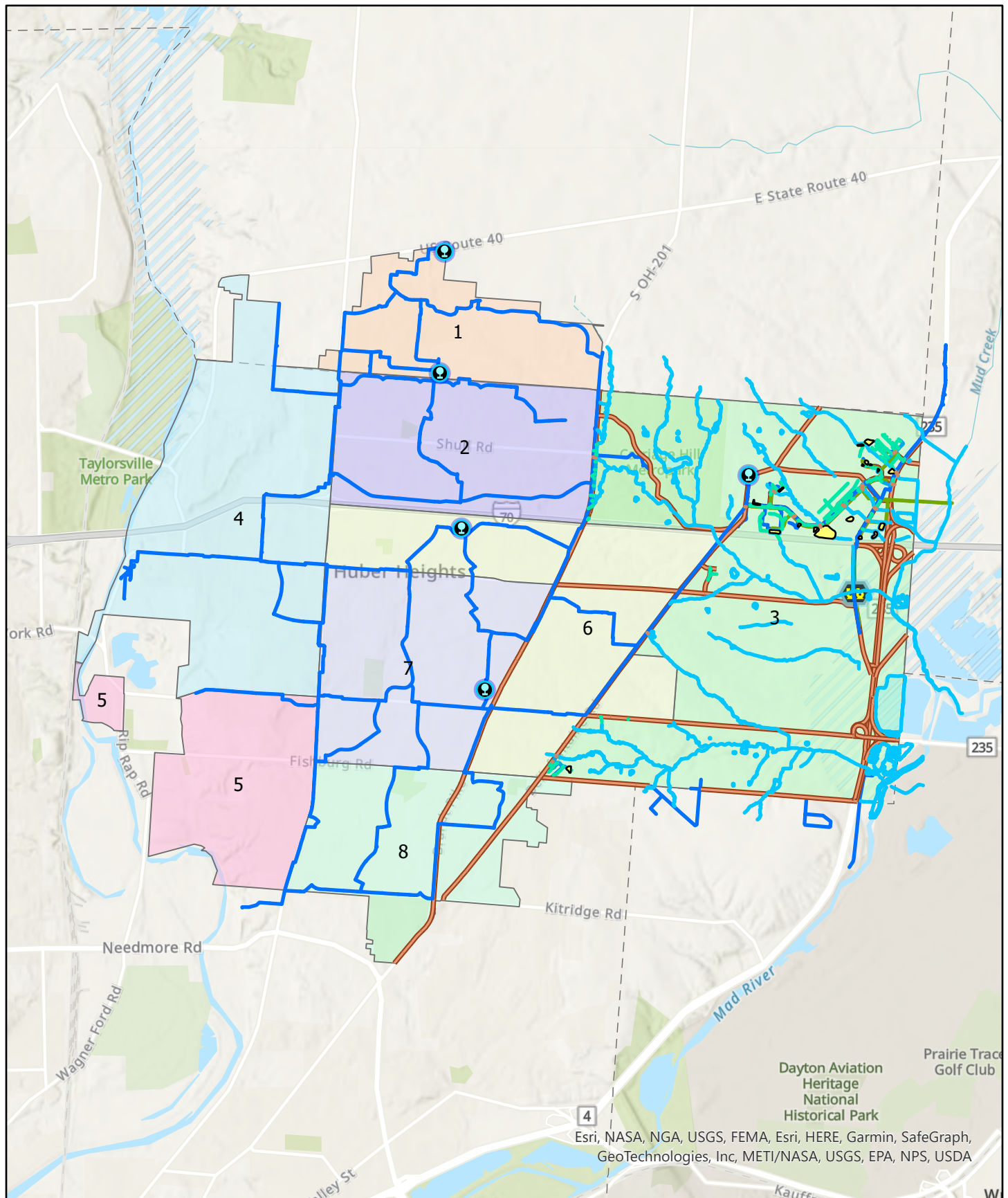
# Appendix C

Infrastructure District 3



We think bigger.

## Infrastructure District 3 - Overview



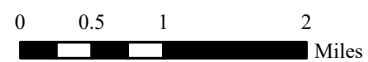
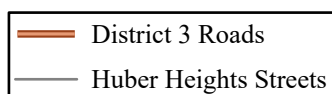
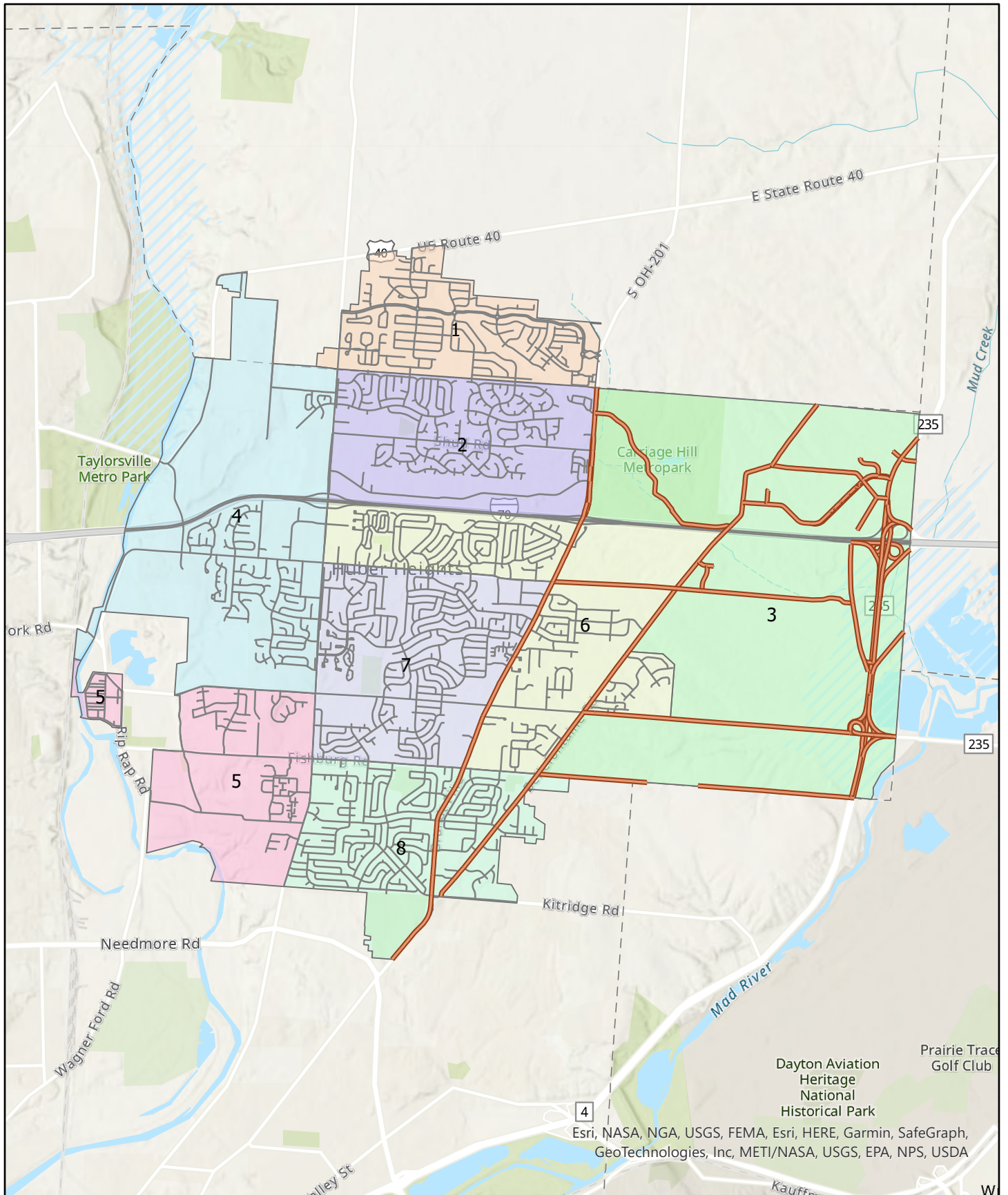
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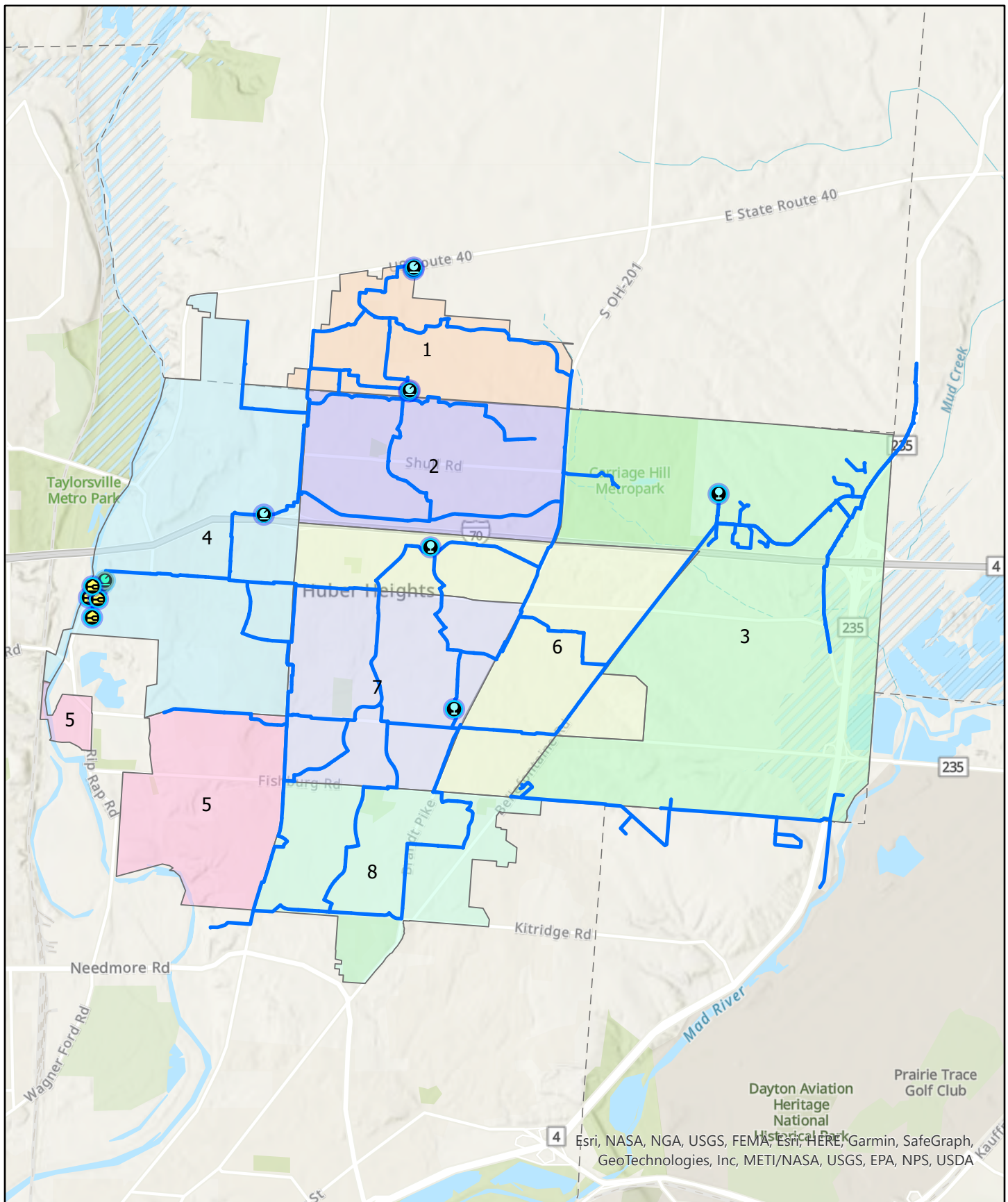
# Infrastructure District 3 - Roads



1 inch equals 1 miles



## Infrastructure District 3 - Water



	Enclosed Storage Facility		Pump Station
	Intake		Storage Basin
	Meter Station		Treatment Plant
	Production Well		Water Distribution Mains

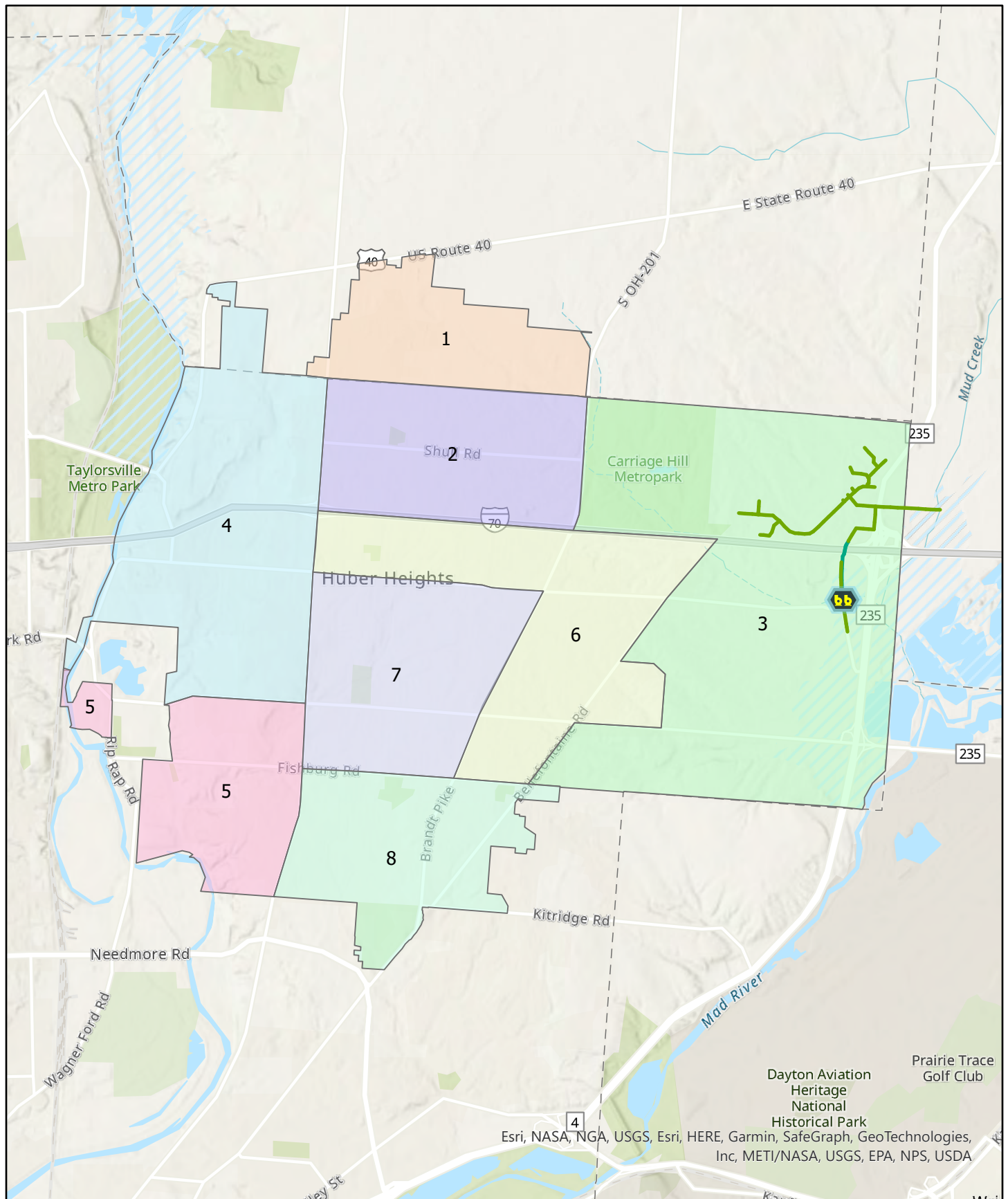
0 0.5 1 2  
Miles

1 inch equals 1 miles





# Infrastructure District 3 - Sanitary Sewer



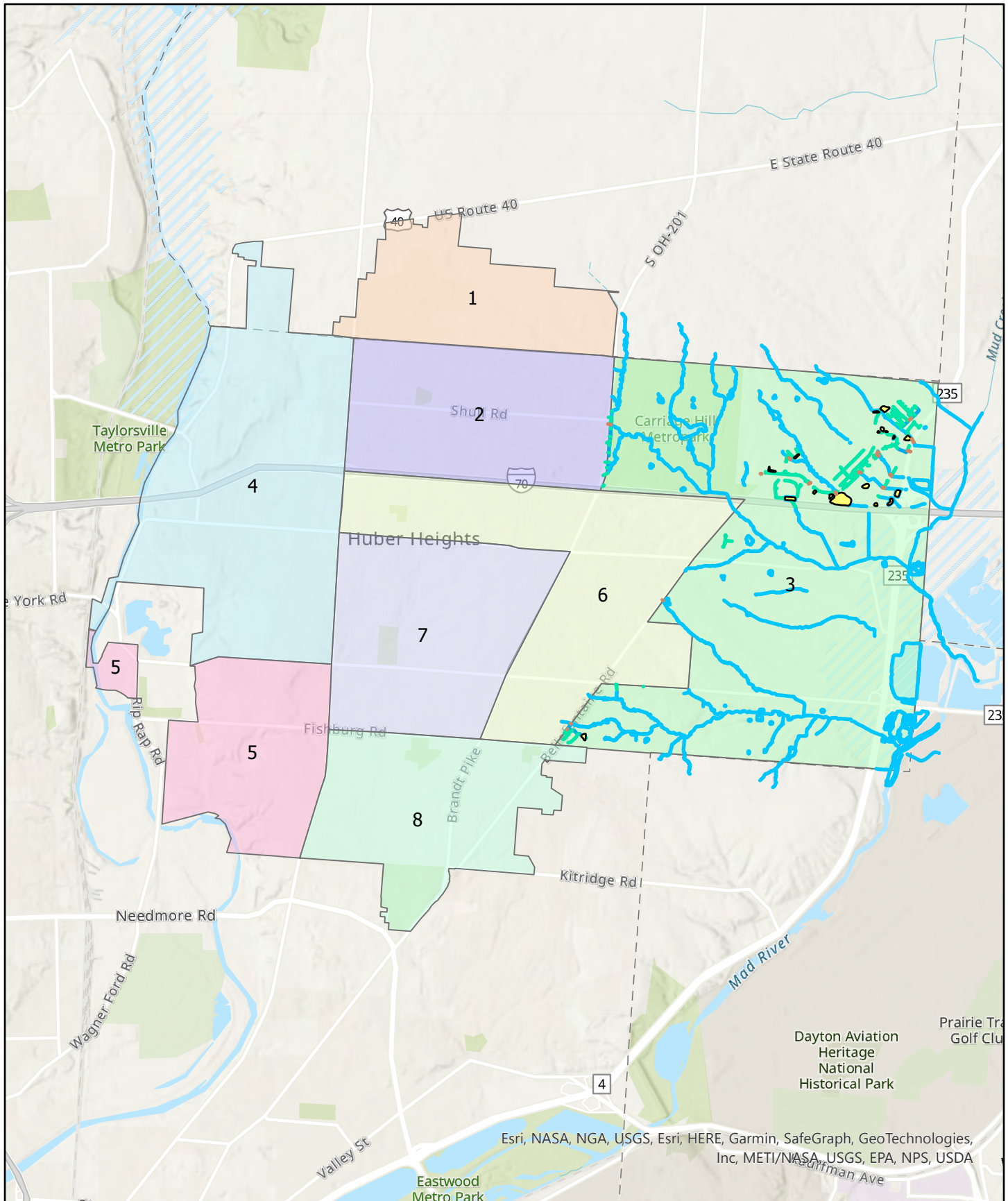
	District 3 Gravity Main
	District 3 Force Main
	District 3 Lift Station

0 0.5 1 2  
Miles

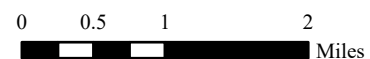
1 inch equals 1 miles



# Infrastructure District 3 - Stormwater



<span style="color: green;">—</span> District 3 Stormwater Mains	<span style="color: blue;">—</span> District 3 Channels
<span style="color: blue;">—</span> District 3 Rivers	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> District 3 Basins
<span style="color: brown;">—</span> District 3 Culverts	



1 inch equals 1 miles



# Appendix D

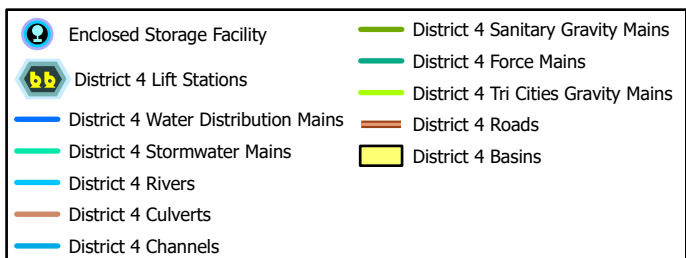
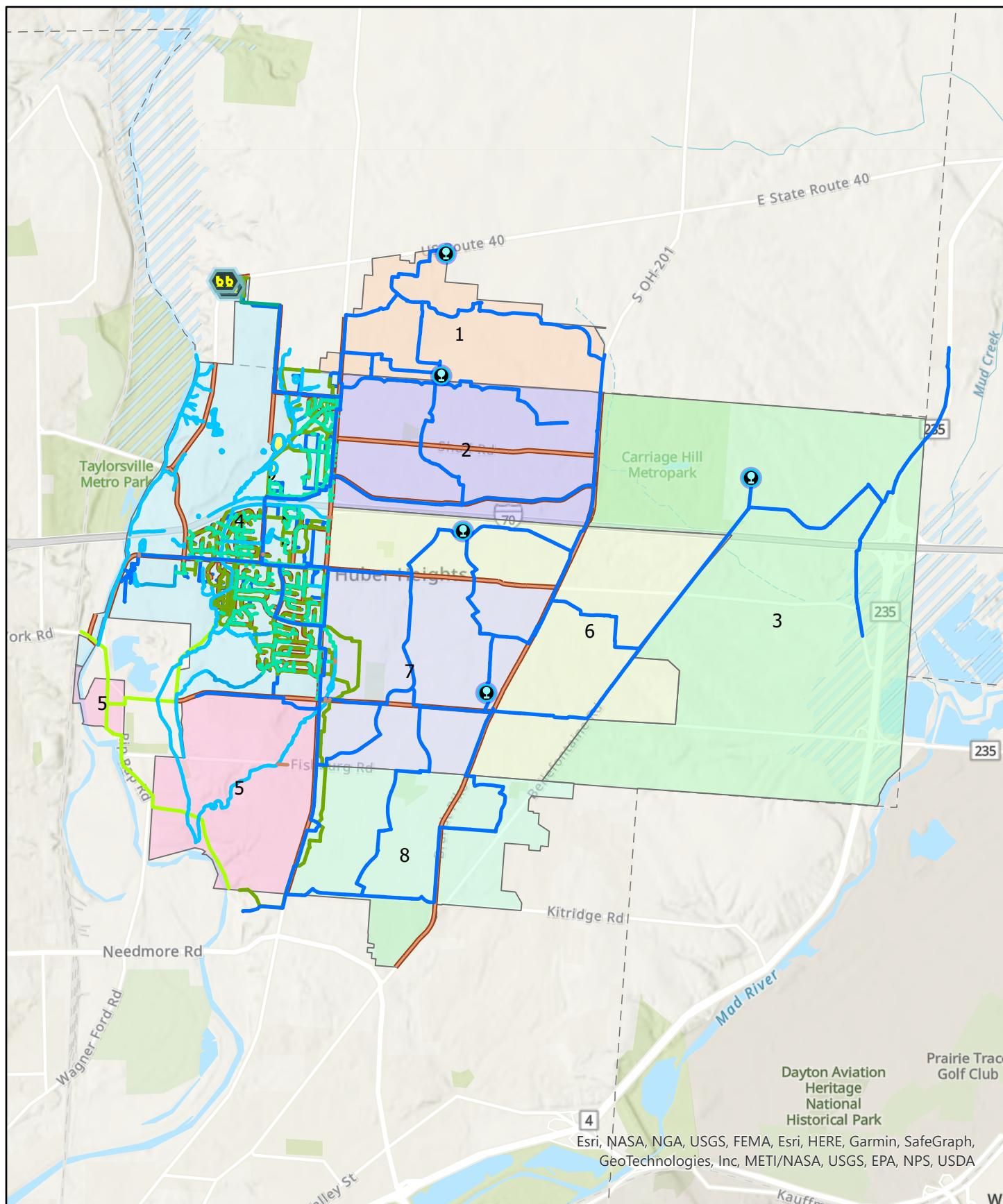
Infrastructure District 4



We think bigger.



## Infrastructure District 4 - Overview

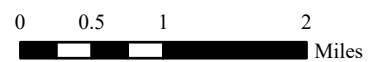
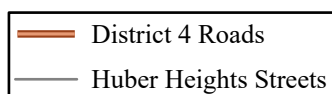
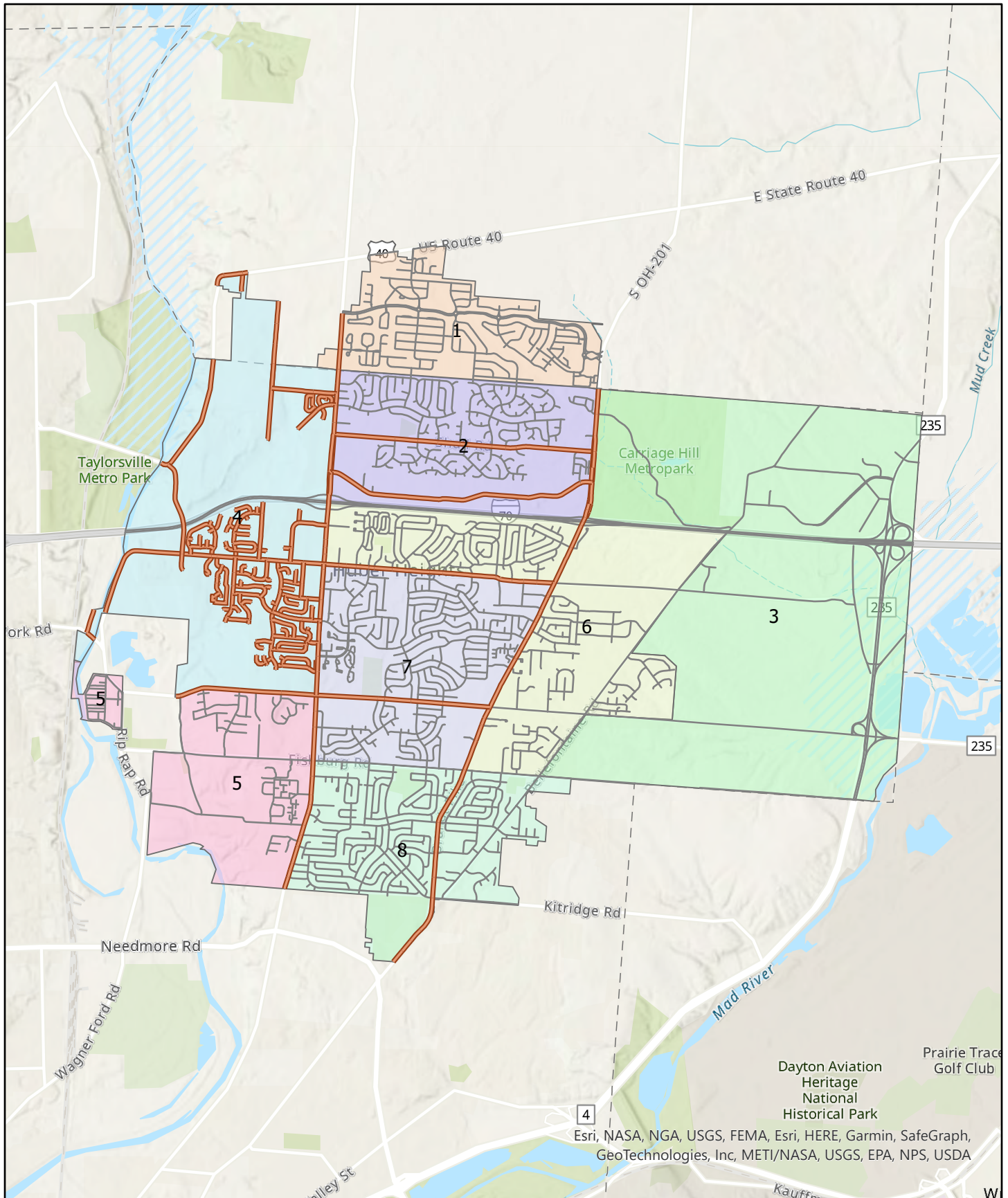


0 0.5 1 2 Miles

1 inch equals 1 miles



# Infrastructure District 4 - Roads

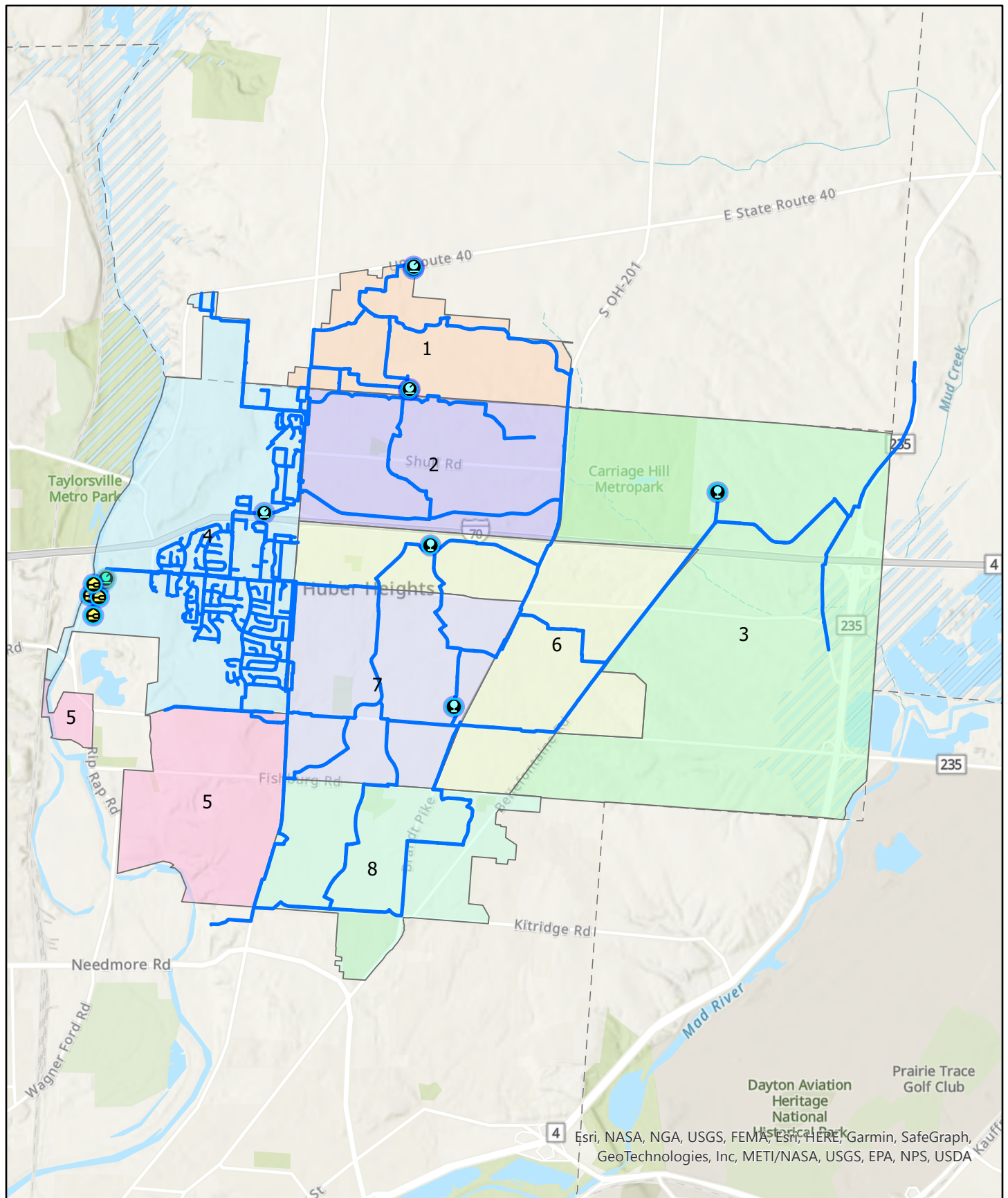


1 inch equals 1 miles





# Infrastructure District 4 - Water



	Enclosed Storage Facility		Pump Station
	Intake		Storage Basin
	Meter Station		Treatment Plant
	Production Well		Water Distribution Mains

0 0.5 1 2 Miles

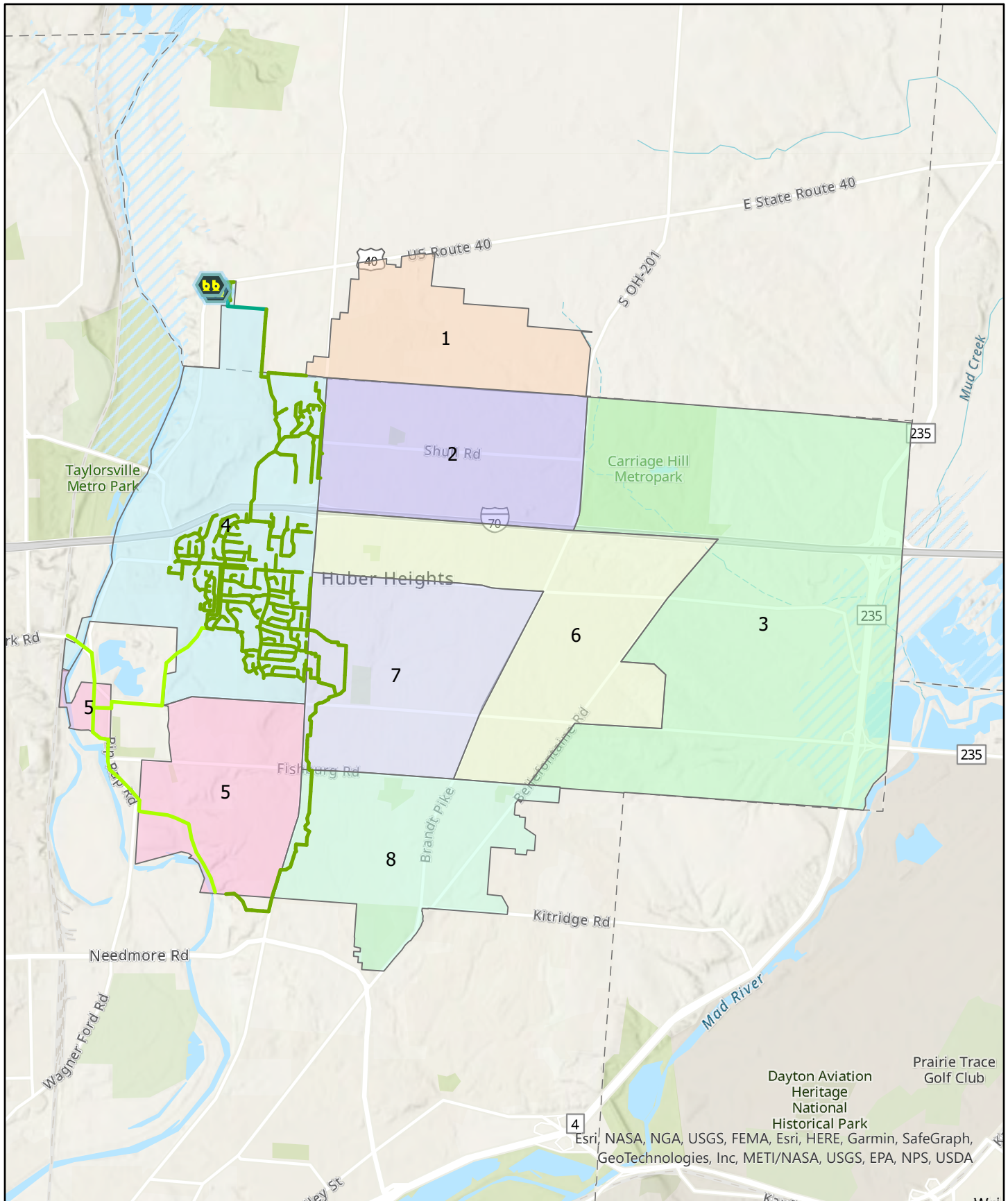
1 inch equals 1 miles



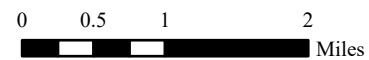
Esri, NASA, NGA, USGS, FEMA, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, USDA



# Infrastructure District 4 - Sanitary Sewer



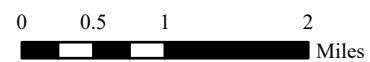
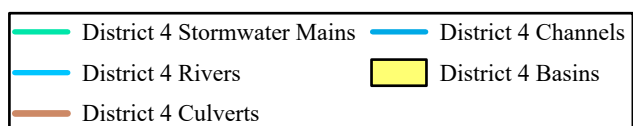
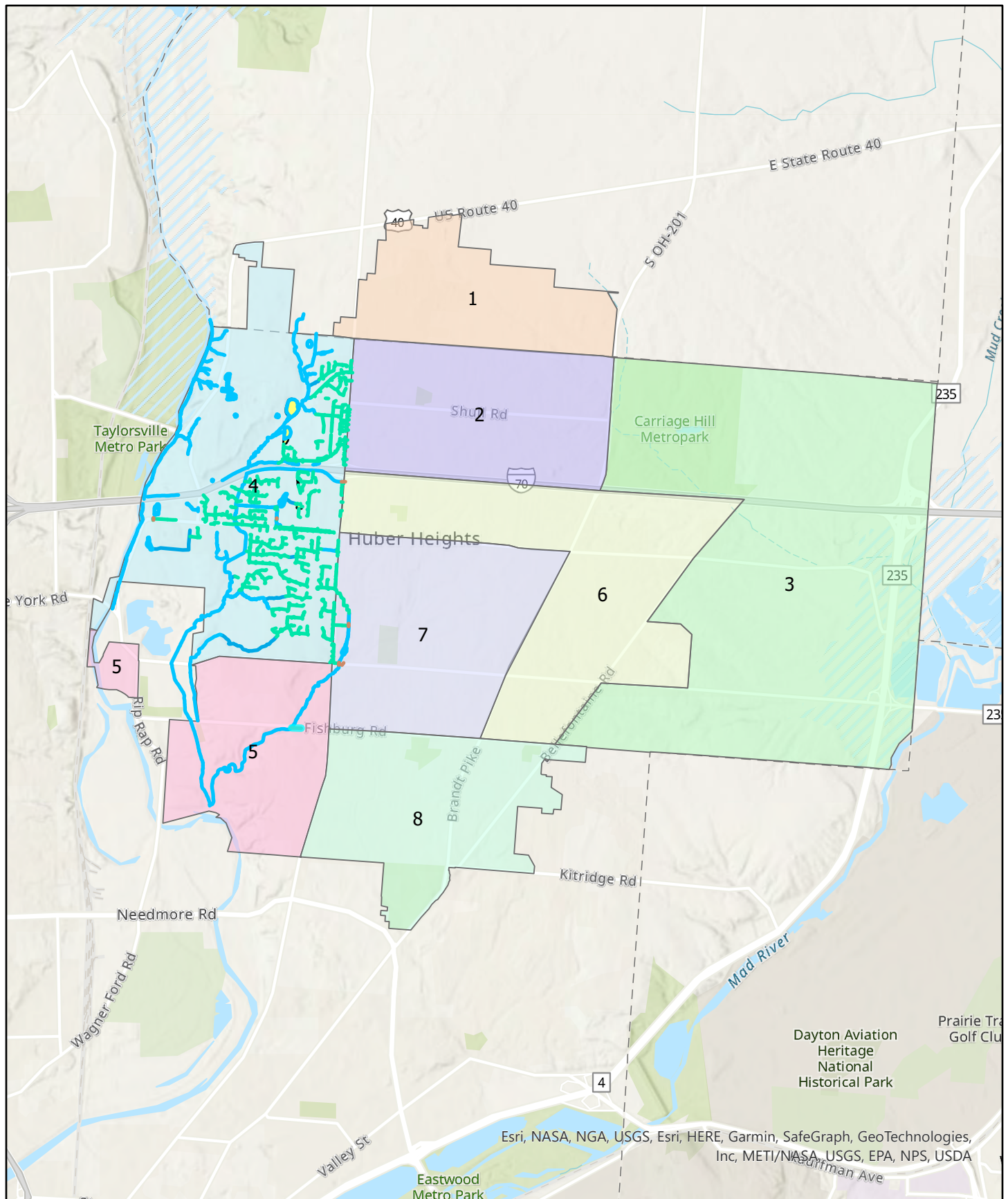
- District 4 Gravity Mains
- District 4 Force Mains
- bb District 4 Lift Stations
- District 4 Tri Cities Gravity Mains



1 inch equals 1 miles



## Infrastructure District 4 - Stormwater



1 inch equals 1 miles



# Appendix E

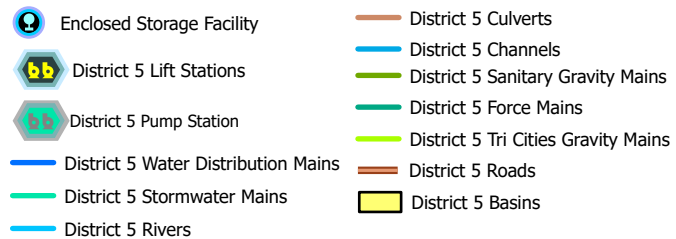
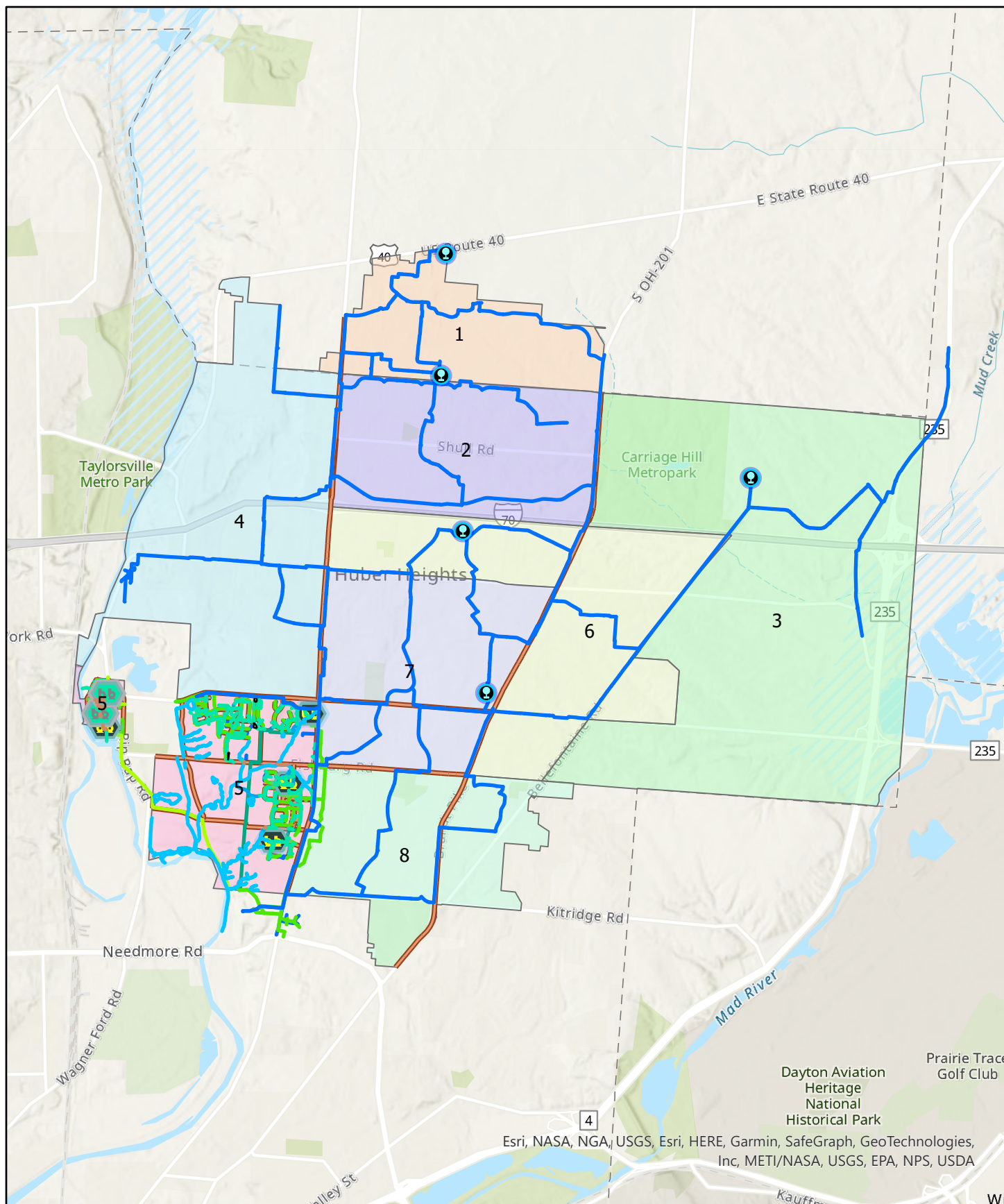
Infrastructure District 5



We think bigger.



## Infrastructure District 5 - Overview

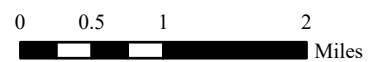
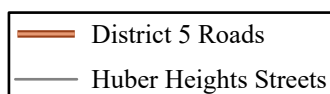
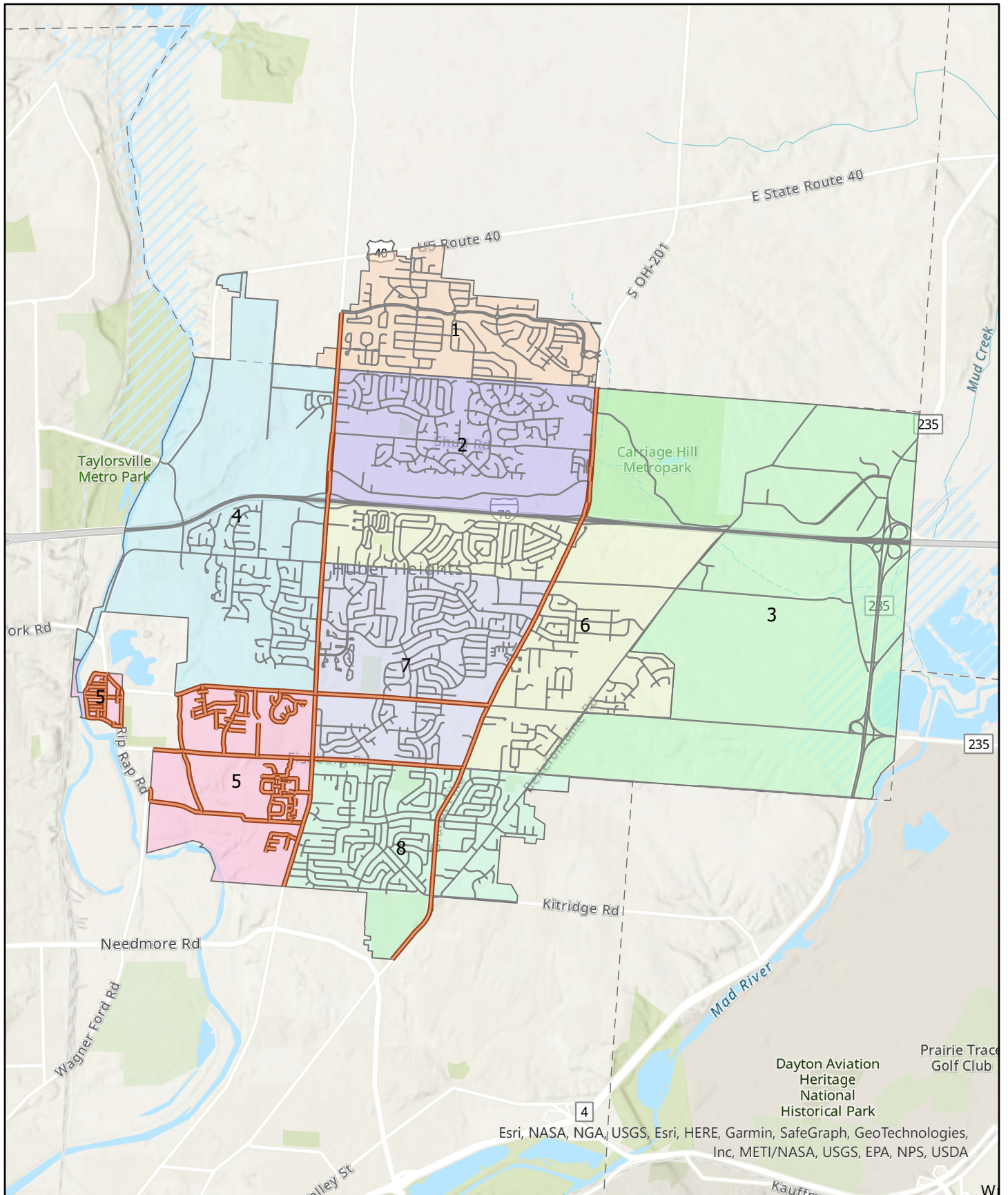


0 0.5 1 2 Miles

1 inch equals 1 miles



# Infrastructure District 5 - Roads

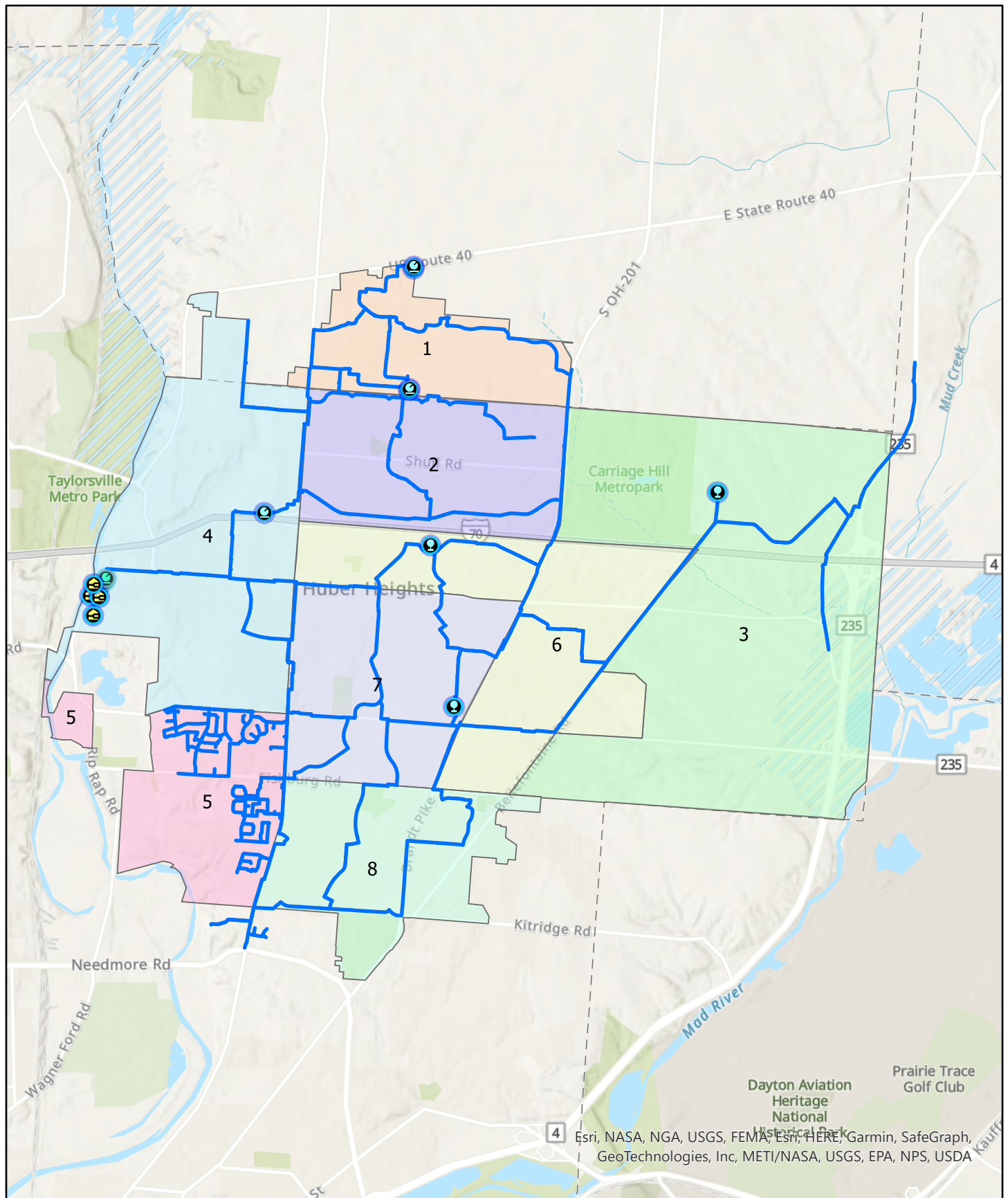


1 inch equals 1 miles





# Infrastructure District 5 - Water



	Enclosed Storage Facility		Pump Station
	Intake		Storage Basin
	Meter Station		Treatment Plant
	Production Well		Water Distribution Mains

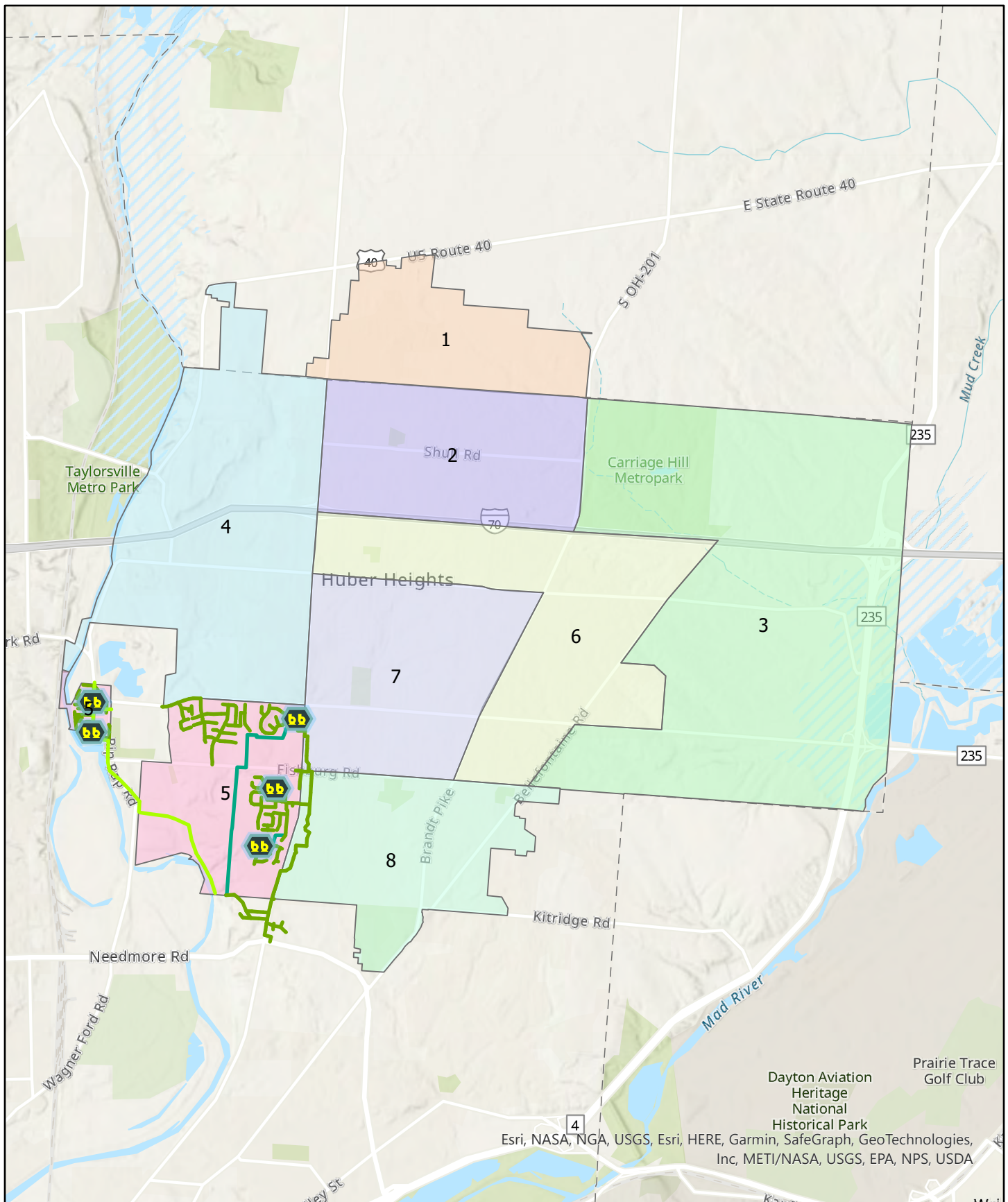
0 0.5 1 2 Miles


1 inch equals 1 miles



Esri, NASA, NGA, USGS, FEMA, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, USDA

# Infrastructure District 5 - Sanitary Sewer



- District 5 Gravity Mains
- District 5 Force Mains
-  District 5 Lift Stations
- District 5 Tri Cities Gravity Mains

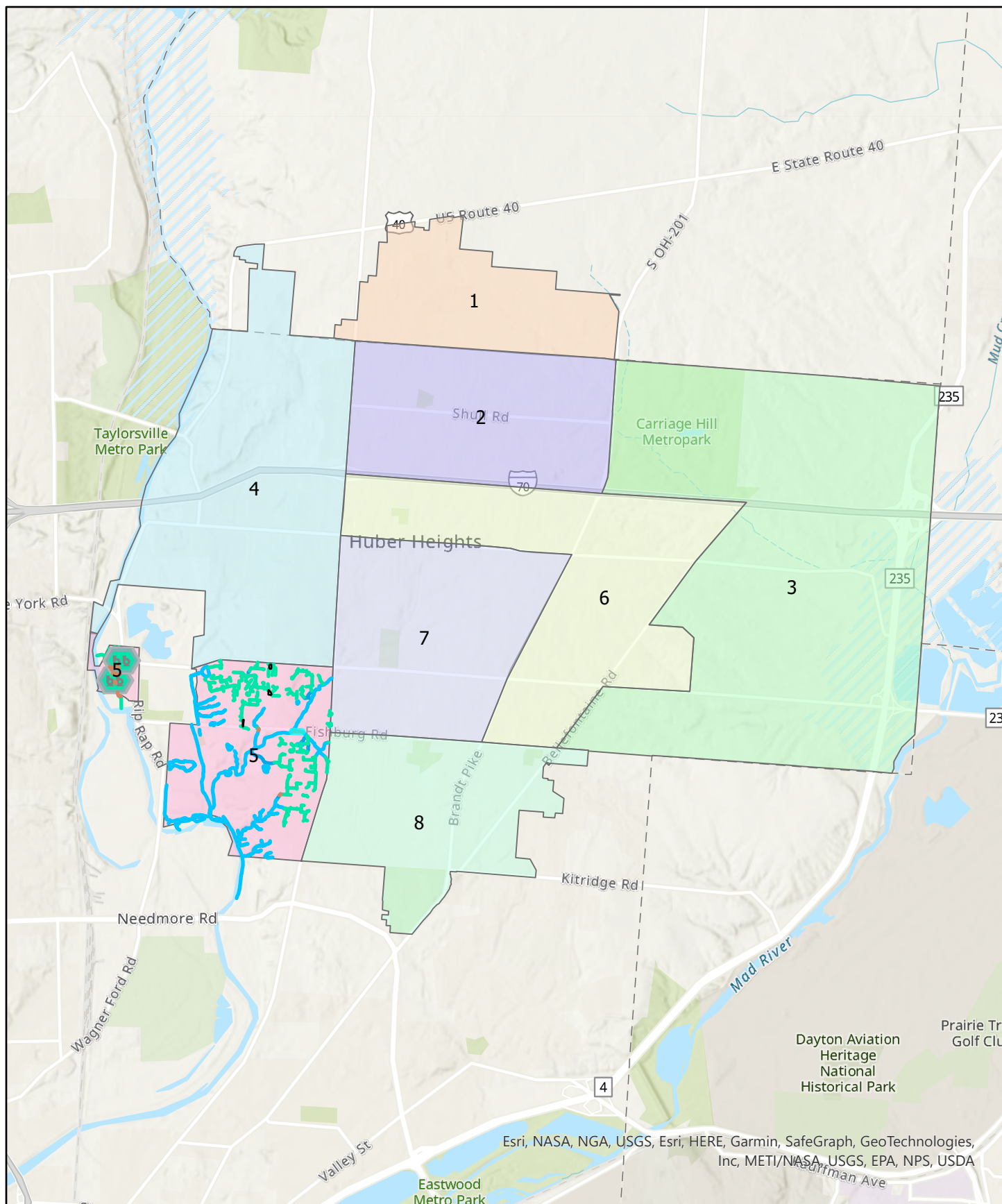
0 0.5 1 2  
Miles

1 inch equals 1 miles

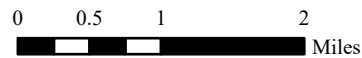




# Infrastructure District 5 - Stormwater



<span style="color: green;">—</span> District 5 Stormwater Mains	<span style="color: blue;">—</span> District 5 Channels
<span style="color: blue;">—</span> District 5 Rivers	<span style="background-color: yellow;"> </span> District 5 Basins
<span style="color: brown;">—</span> District 5 Culverts	<span style="background-color: green; color: white; border: 1px solid black; border-radius: 50%; padding: 2px;">P</span> Pump Station



1 inch equals 1 miles





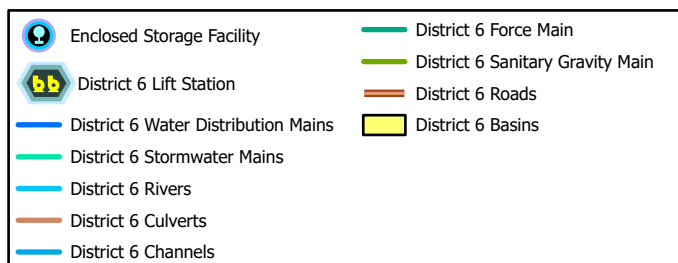
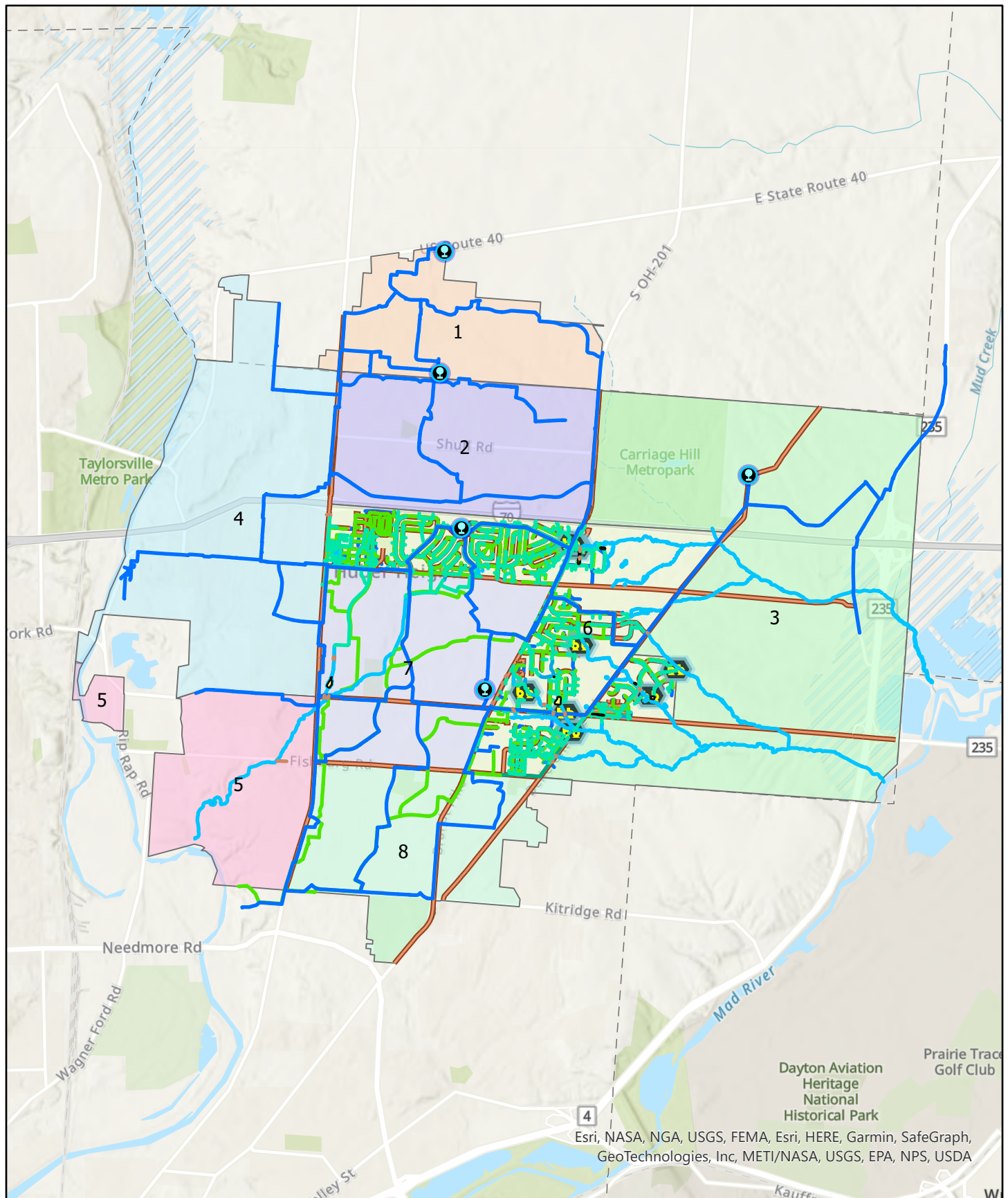
# Appendix F

Infrastructure District 6



We think bigger.

## Infrastructure District 6 - Overview

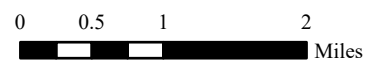
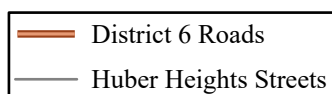
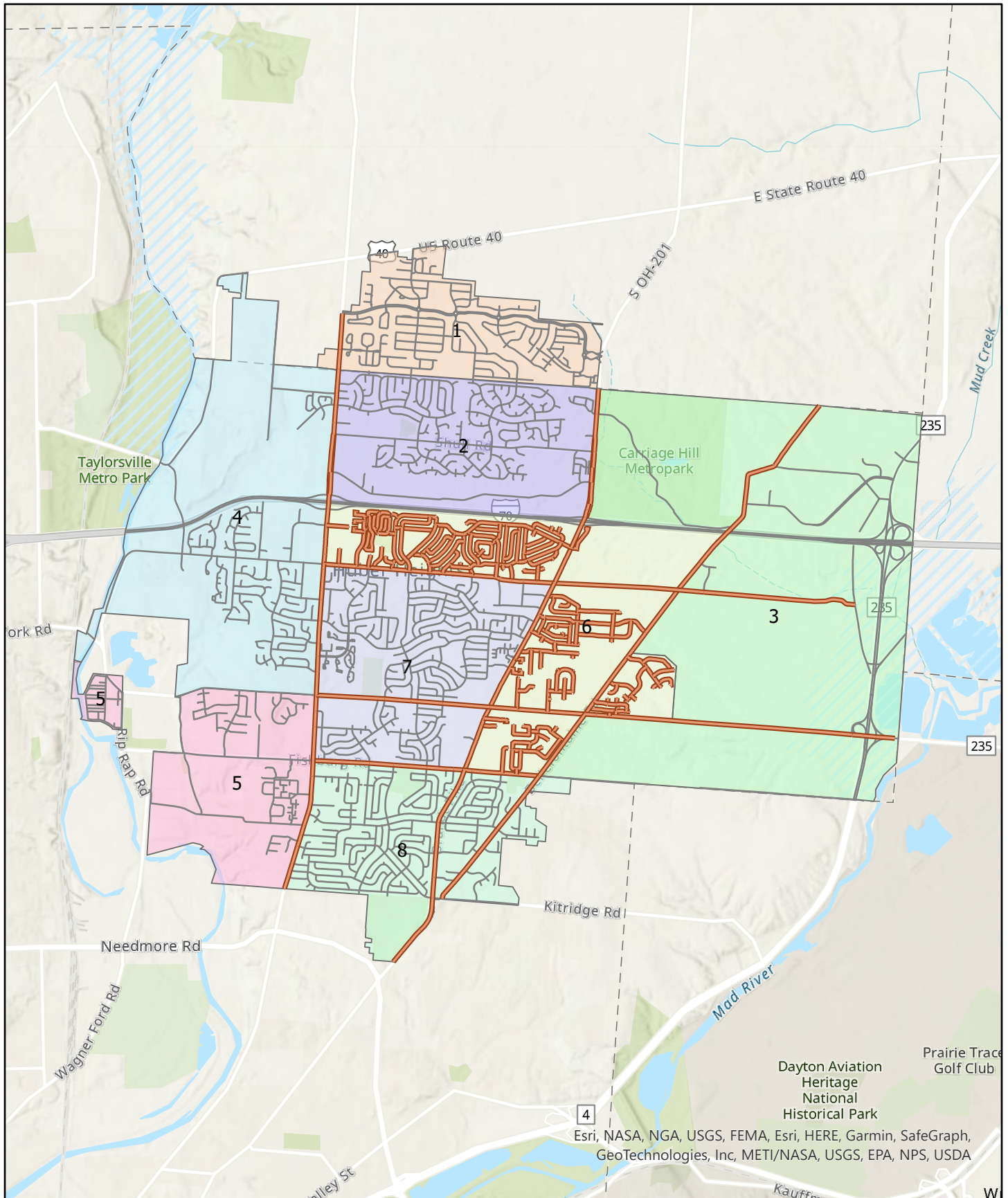


0 0.5 1 2 Miles

1 inch equals 1 miles



# Infrastructure District 6 - Roads

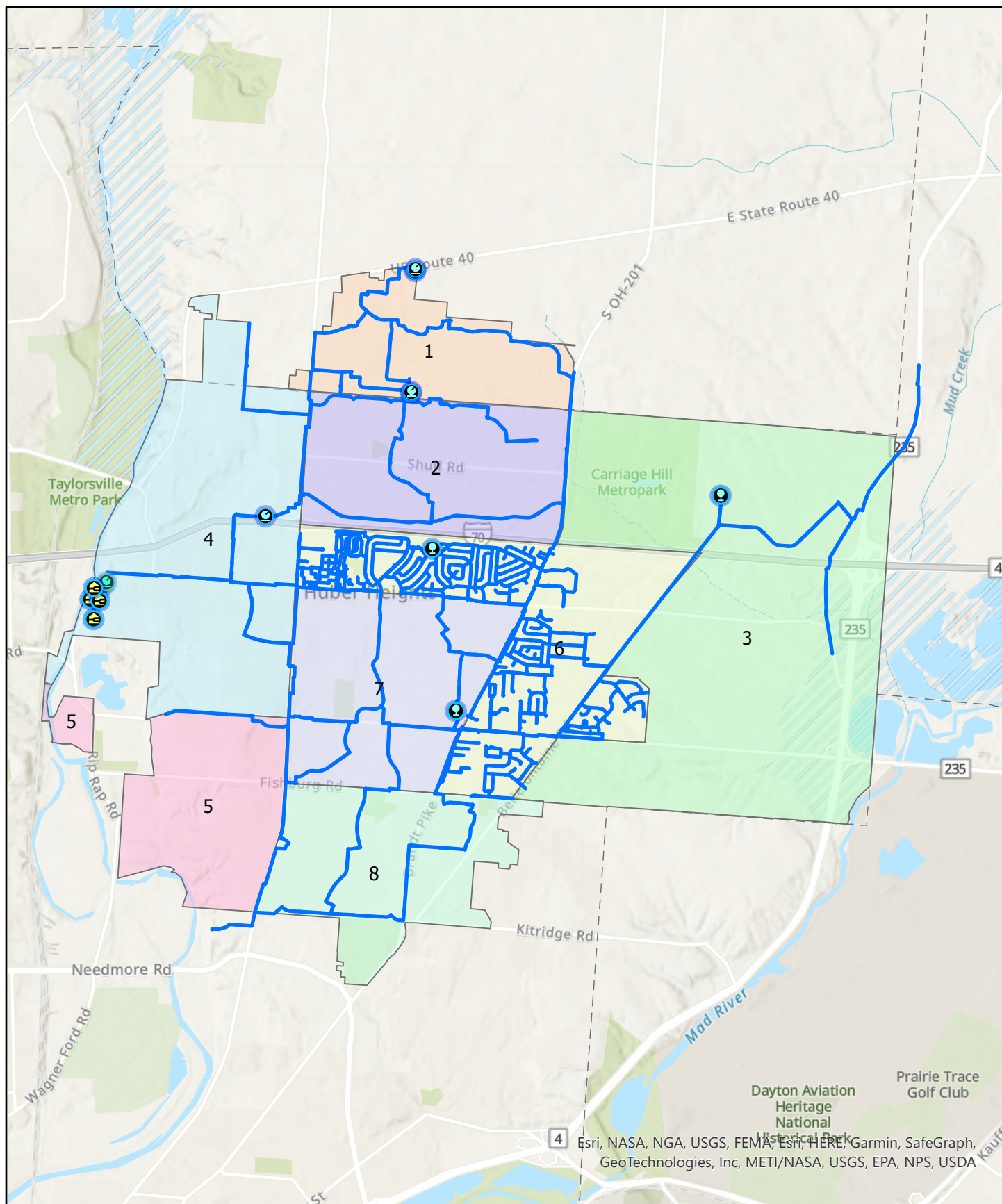


1 inch equals 1 miles





# Infrastructure District 6 - Water



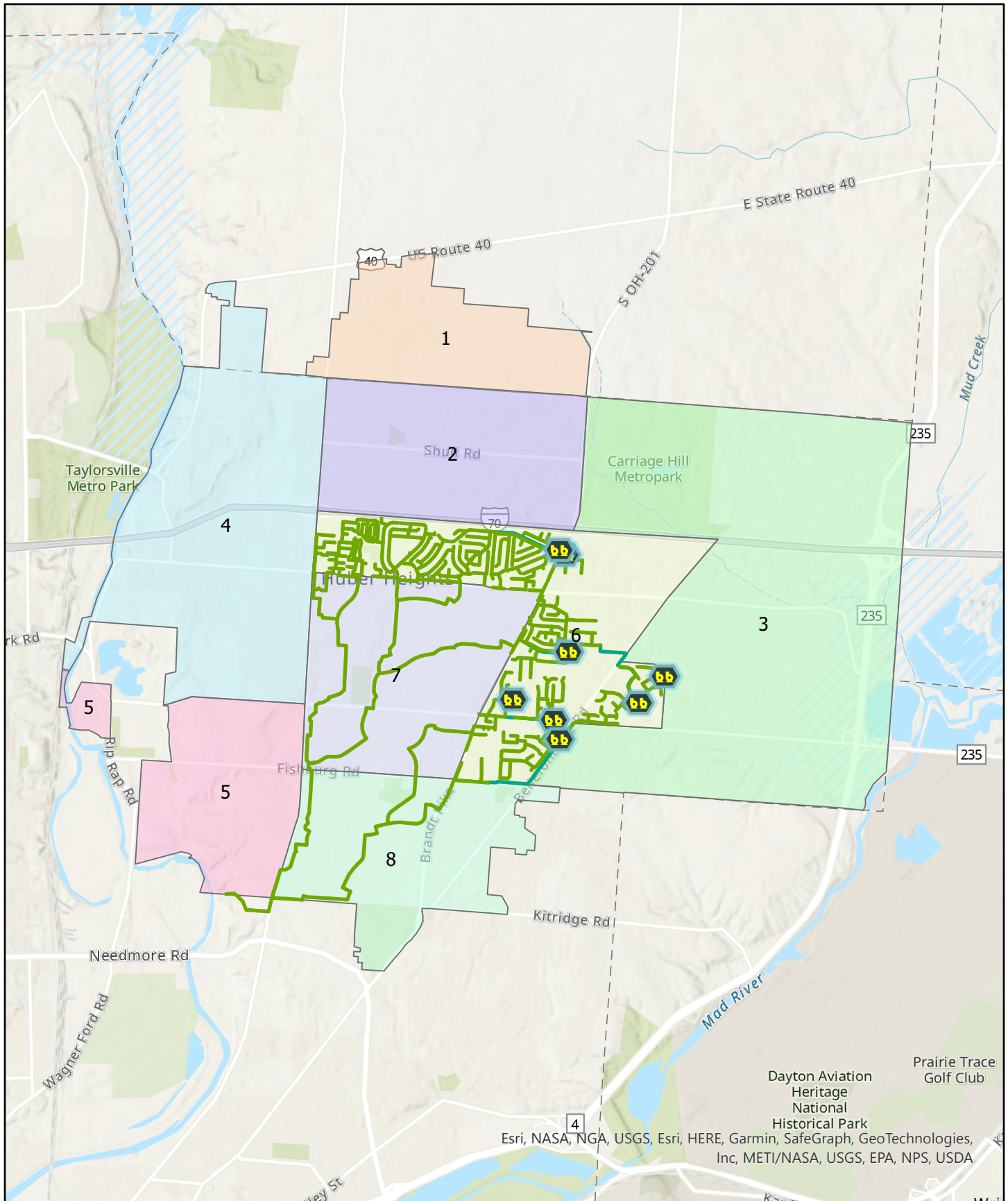
	Enclosed Storage Facility		Pump Station
	Intake		Storage Basin
	Meter Station		Treatment Plant
	Production Well		Water Distribution Mains

0 0.5 1 2 Miles

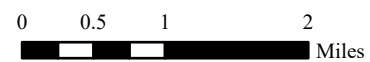
1 inch equals 1 miles



# Infrastructure District 6 - Sanitary Sewer



- District 6 Gravity Main
- District 6 Force Main
- bb District 6 Lift Station

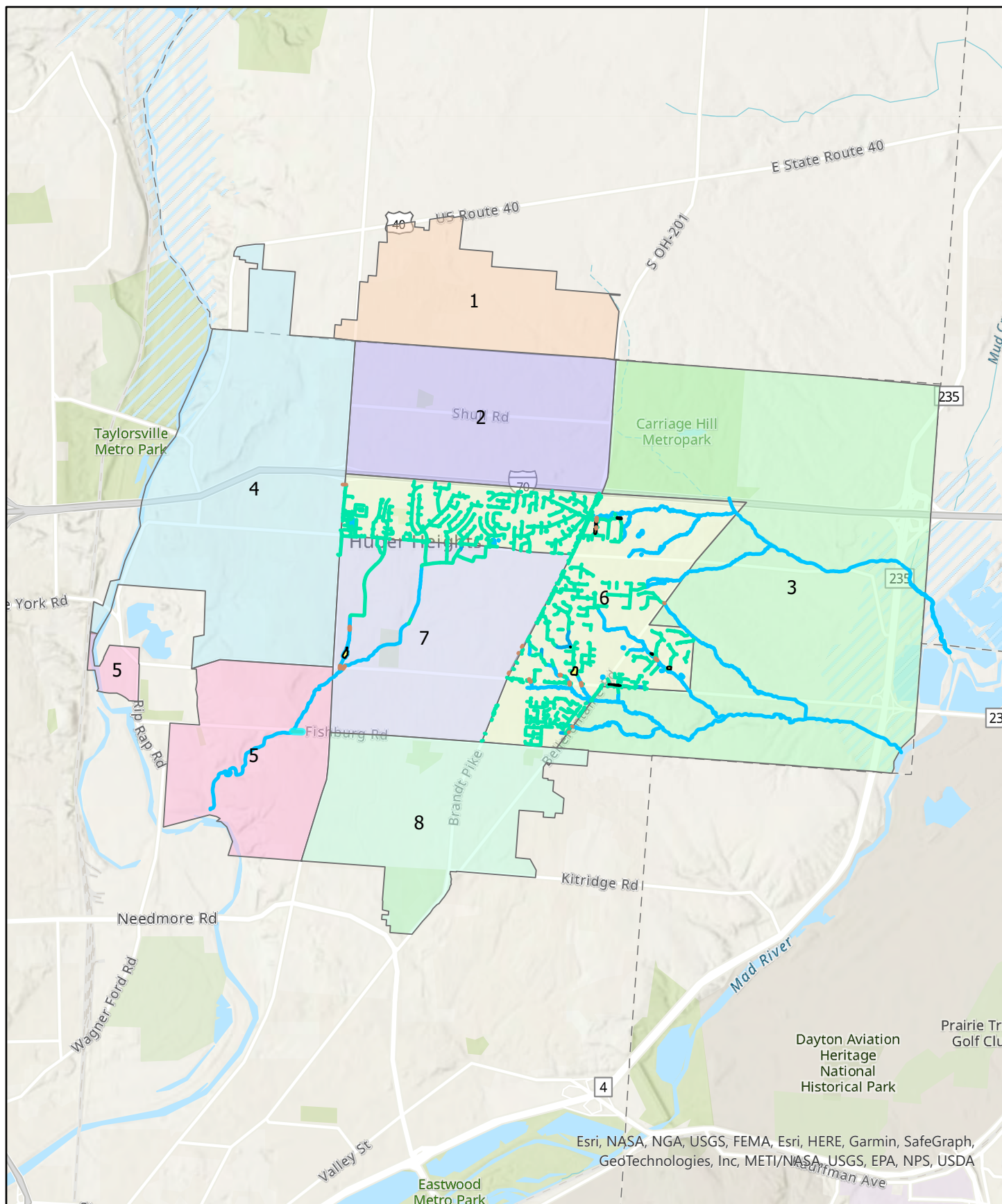


1 inch equals 1 miles

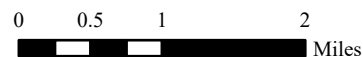




# Infrastructure District 6 - Stormwater



<span style="color: green;">—</span> District 6 Stormwater Mains	<span style="color: blue;">—</span> District 6 Channels
<span style="color: lightblue;">—</span> District 6 Rivers	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> District 6 Basins
<span style="color: brown;">—</span> District 6 Culverts	



1 inch equals 1 miles



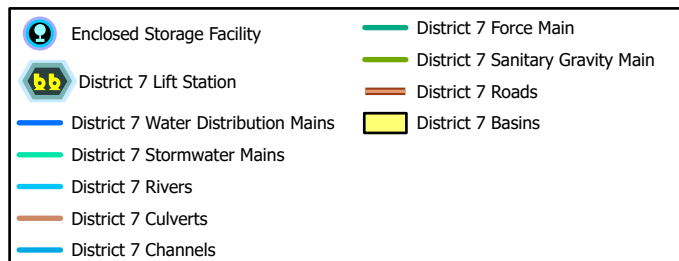
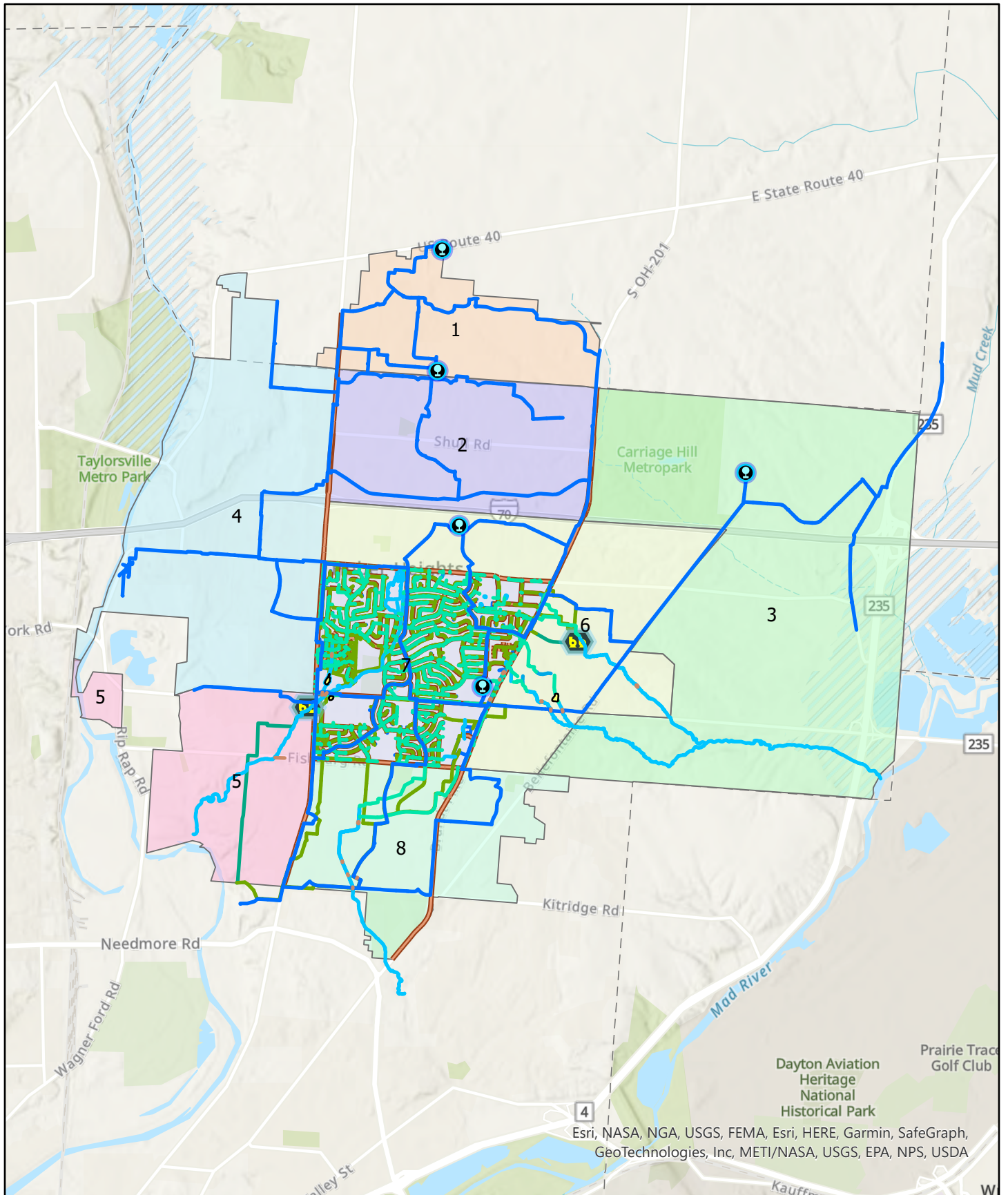
# Appendix G

Infrastructure District 7



We think bigger.

## Infrastructure District 7 - Overview



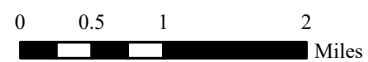
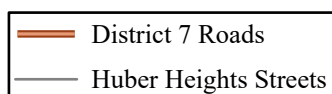
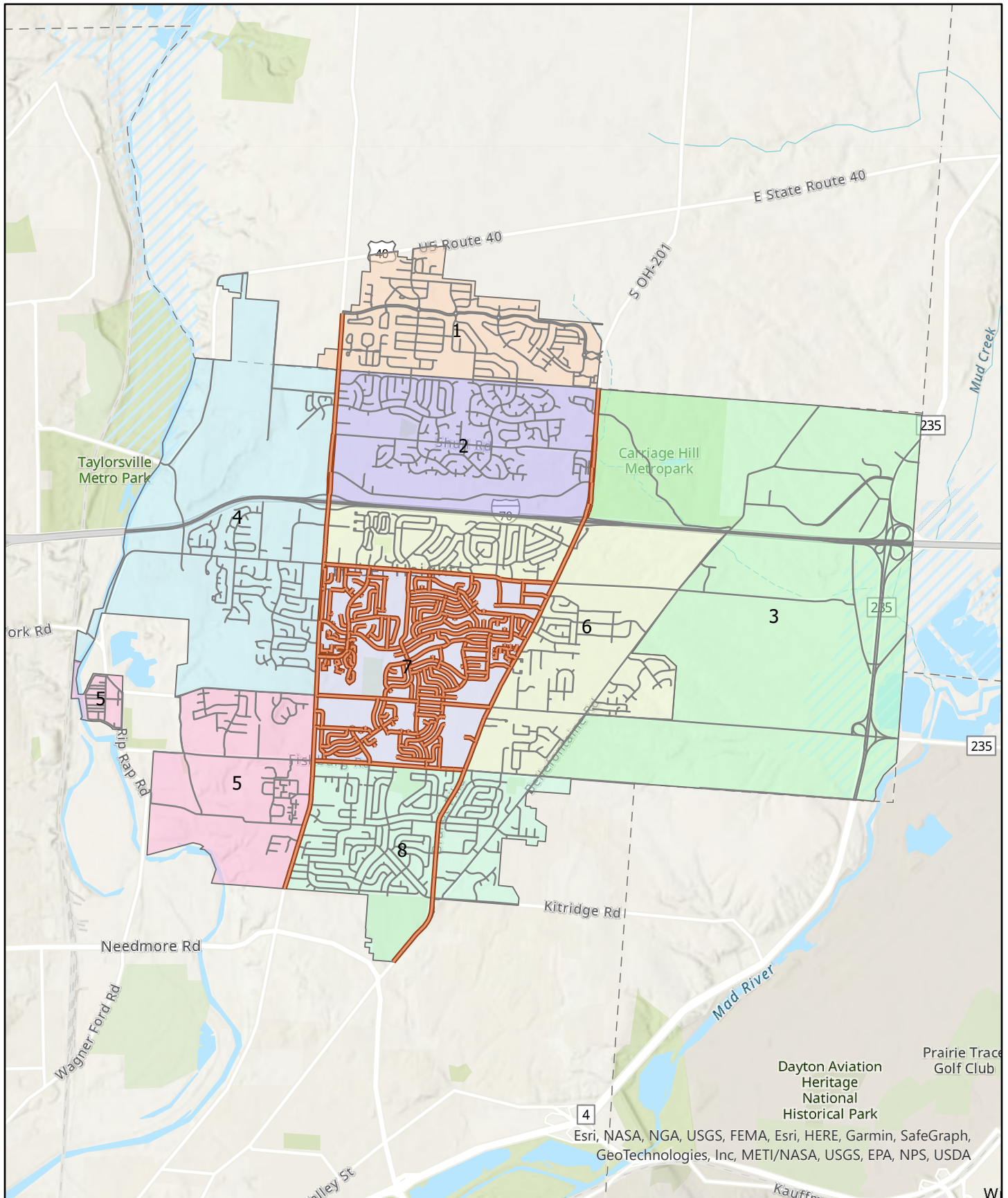
0 0.5 1 2 Miles

1 inch equals 1 miles





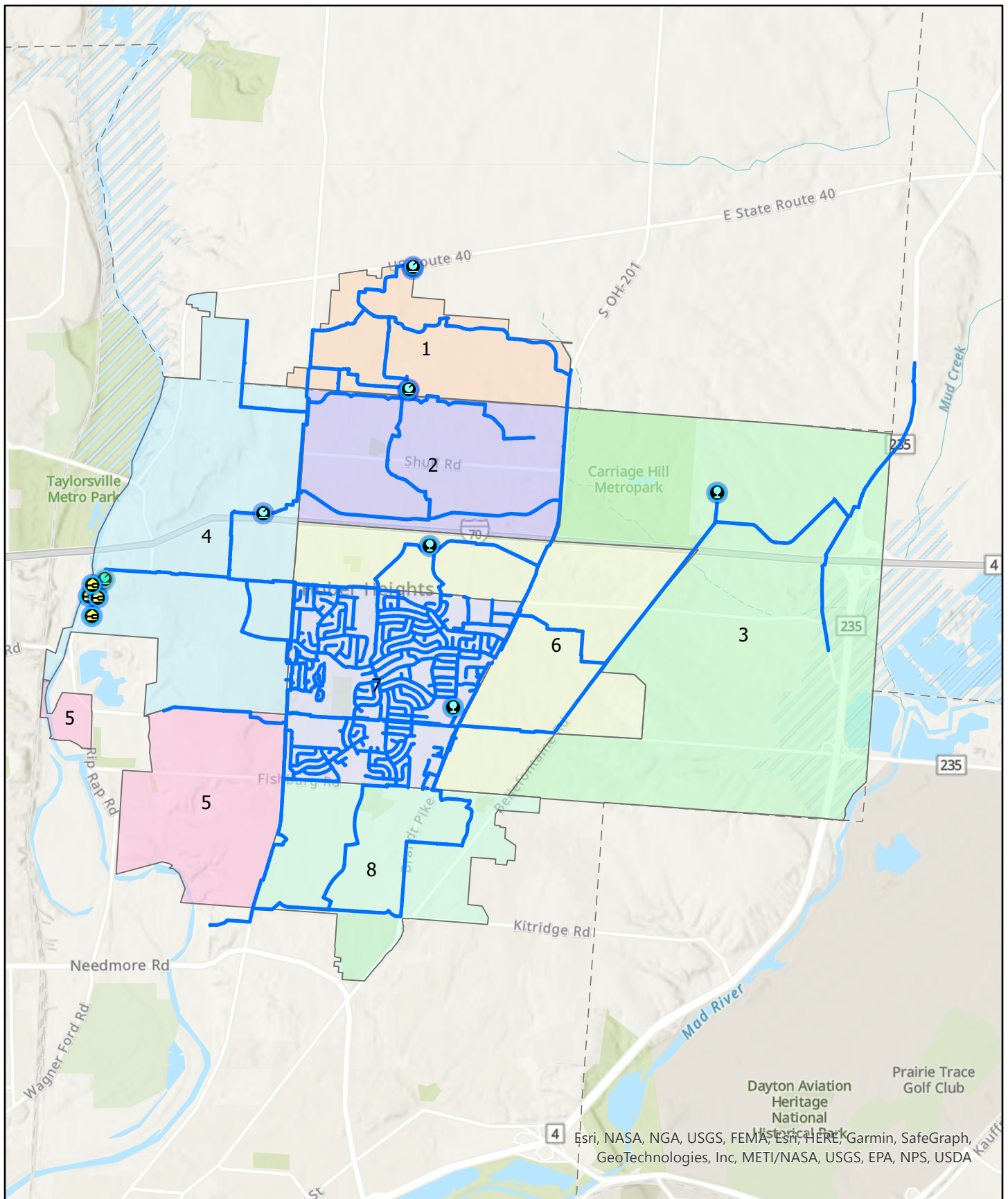
# Infrastructure District 7 - Roads



1 inch equals 1 miles



## Infrastructure District 7 - Water



	Enclosed Storage Facility		Pump Station
	Intake		Storage Basin
	Meter Station		Treatment Plant
	Production Well		Water Distribution Mains

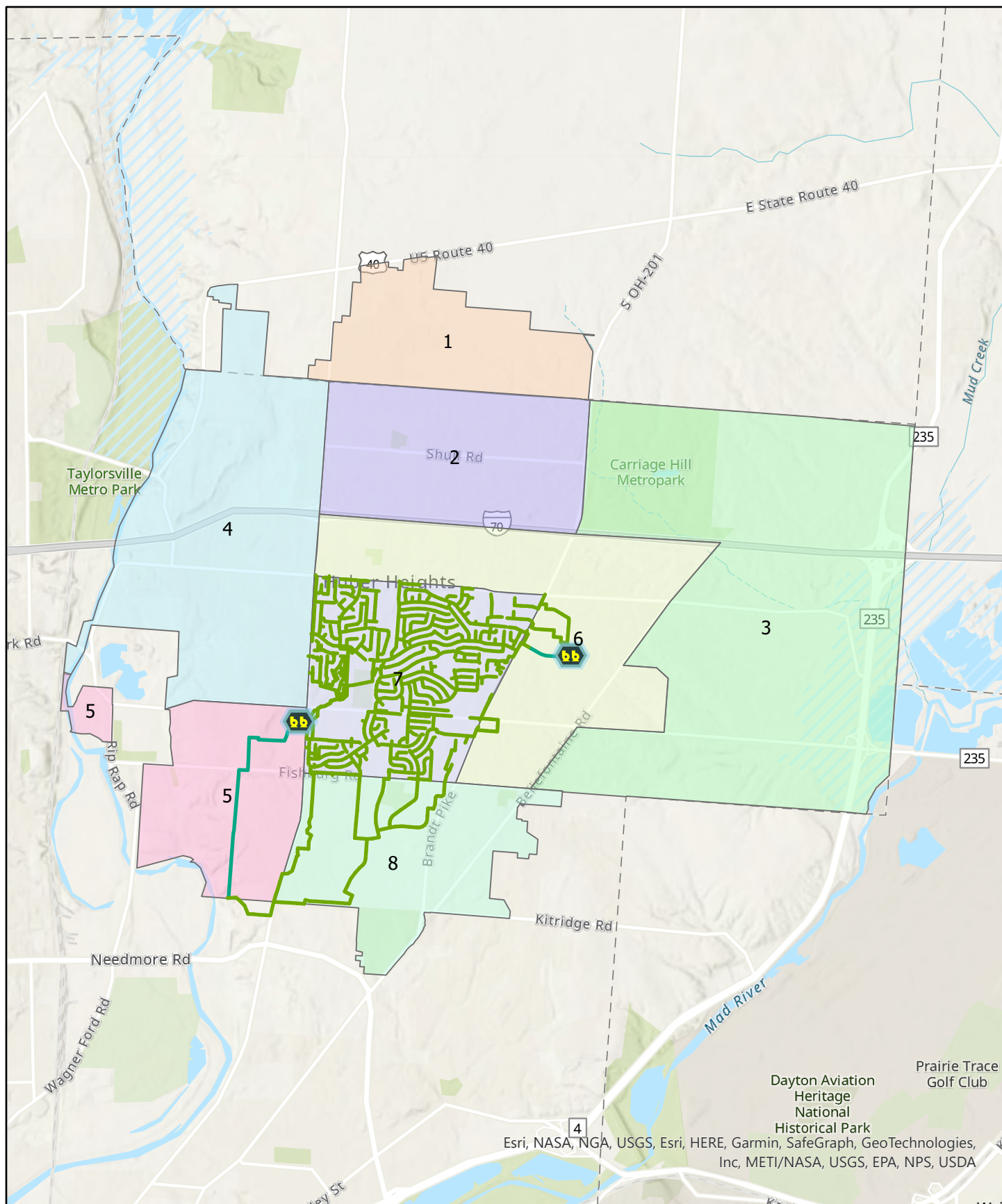
0 0.5 1 2  
Miles

1 inch equals 1 miles

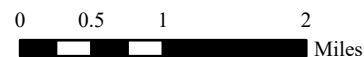




# Infrastructure District 7 - Sanitary Sewer



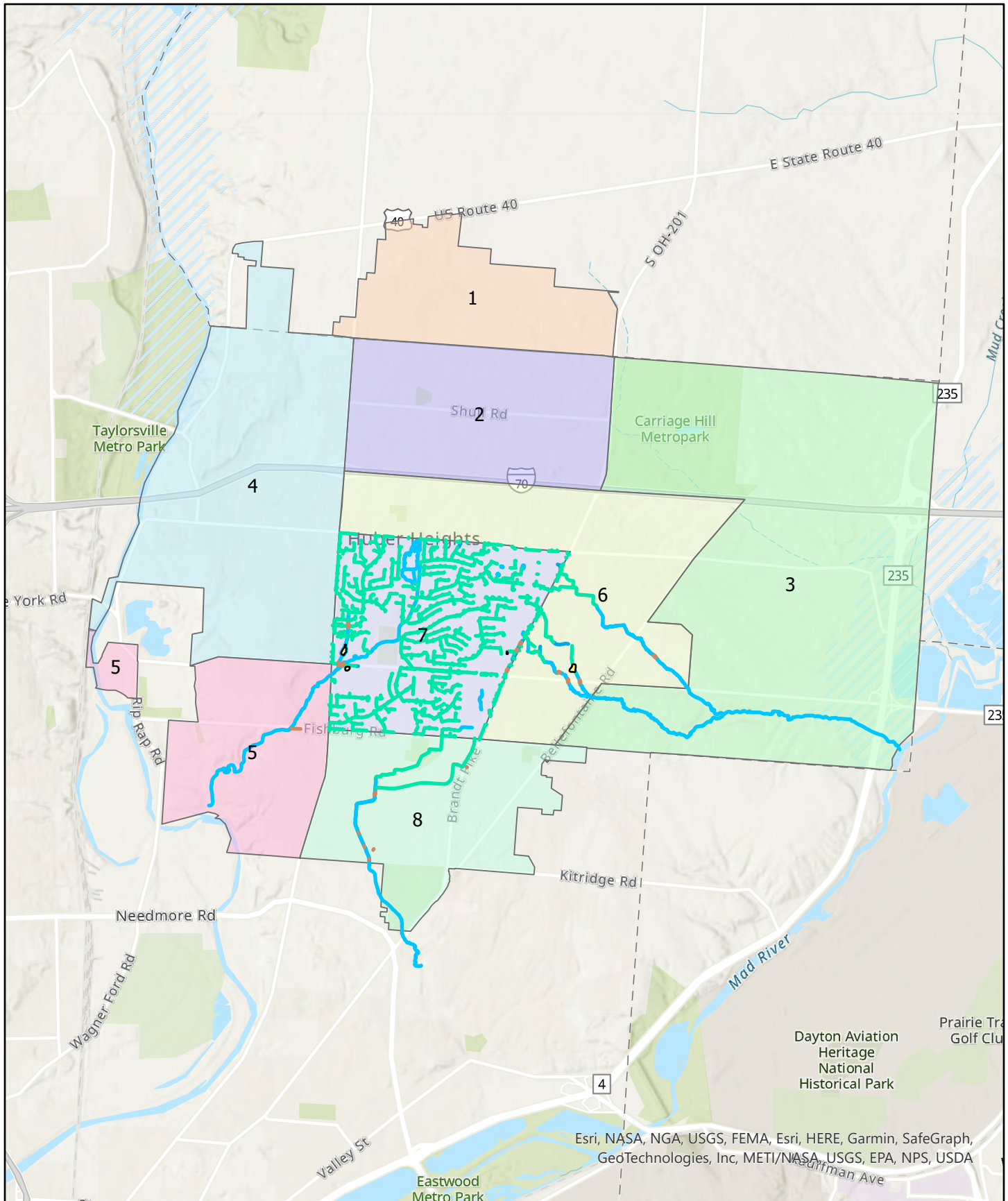
- District 7 Gravity Main
- District 7 Force Main
- bb District 7 Lift Station



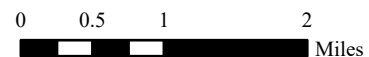
1 inch equals 1 miles



# Infrastructure District 7 - Stormwater



<span style="color: green;">—</span> District 7 Stormwater Mains	<span style="color: blue;">—</span> District 7 Channels
<span style="color: lightblue;">—</span> District 7 Rivers	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> District 7 Basins
<span style="color: brown;">—</span> District 7 Culverts	



1 inch equals 1 miles



# Appendix H

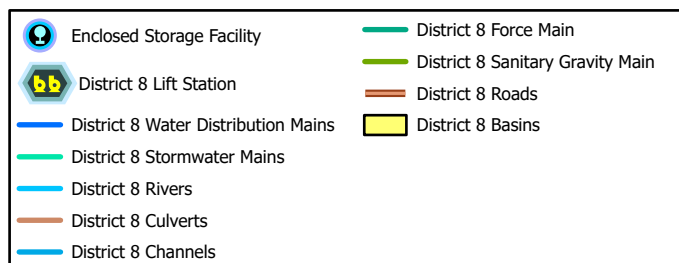
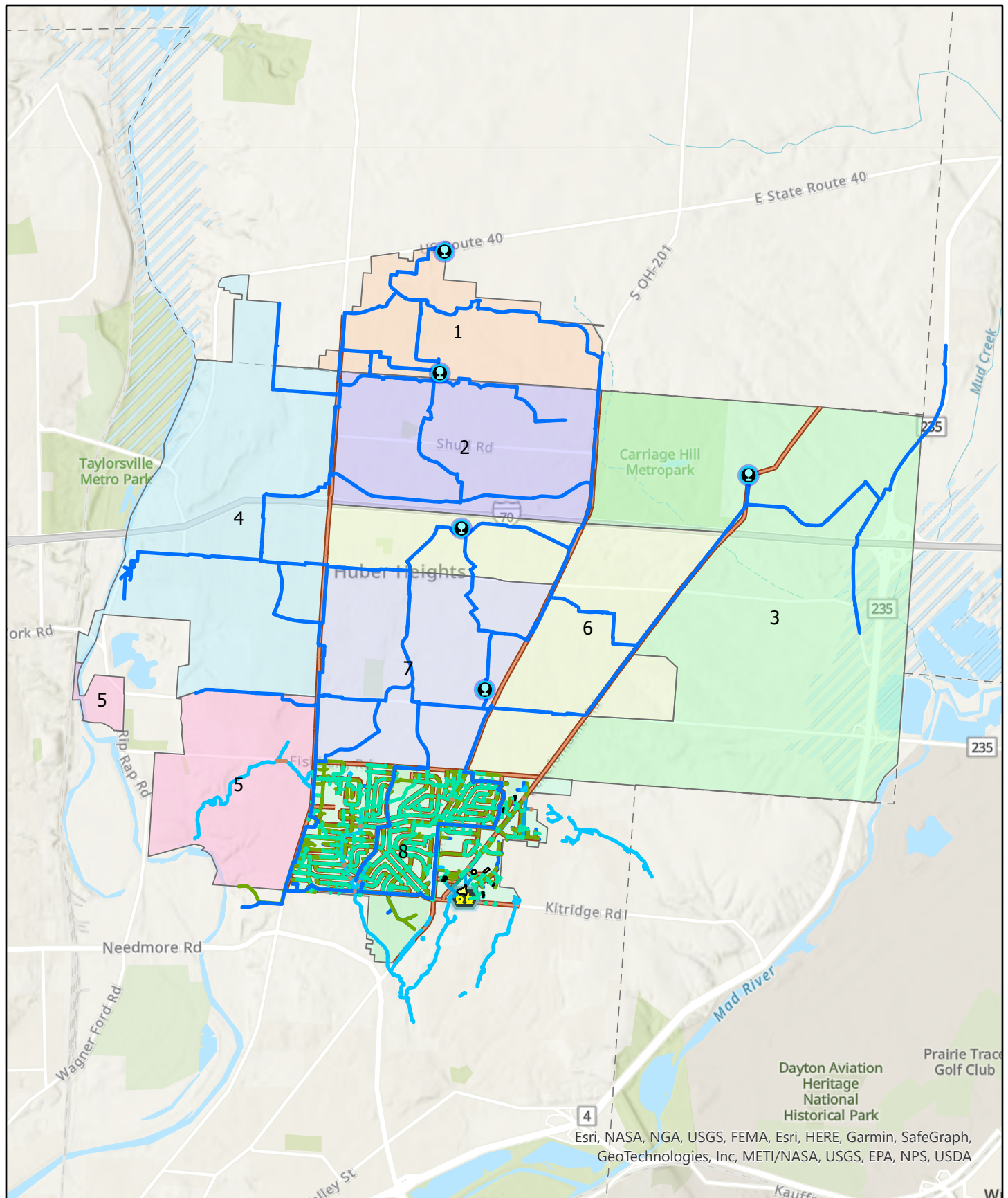
Infrastructure District 8



We think bigger.



## Infrastructure District 8 - Overview

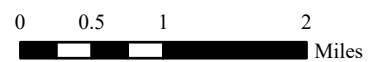
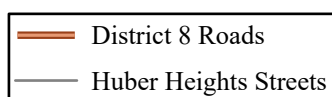
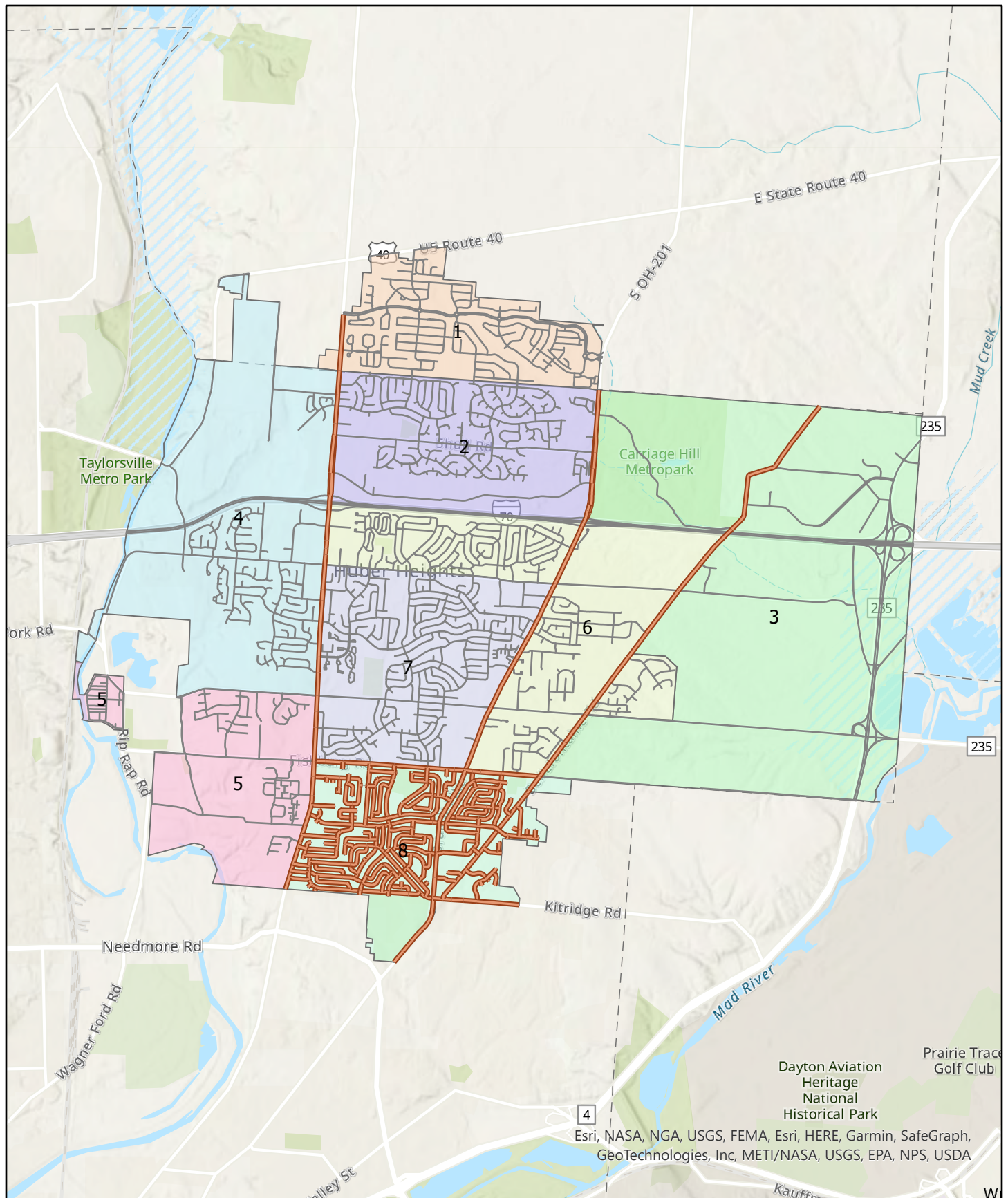


0 0.5 1 2 Miles

1 inch equals 1 miles



# Infrastructure District 8 - Roads

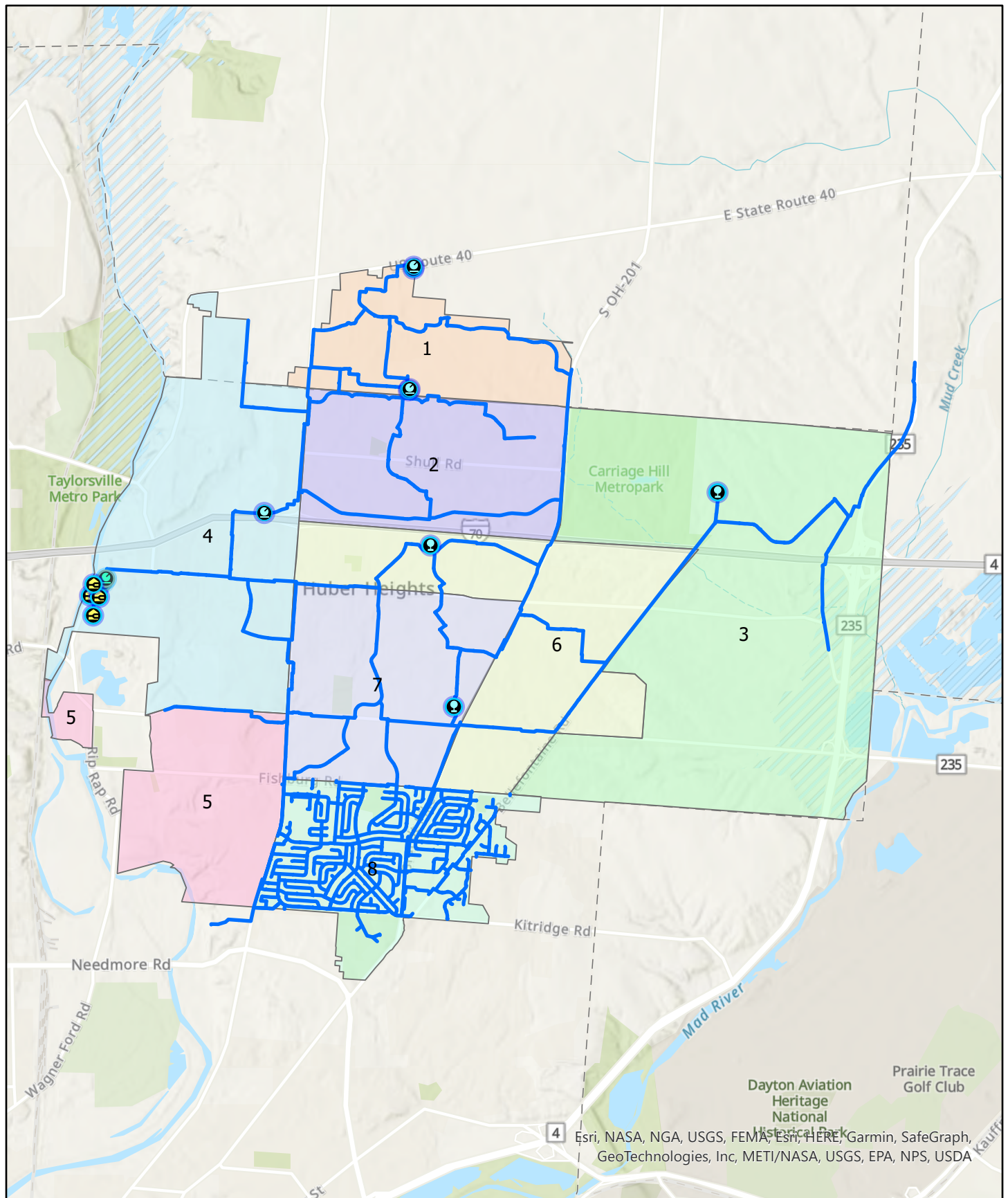


1 inch equals 1 miles





# Infrastructure District 8 - Water



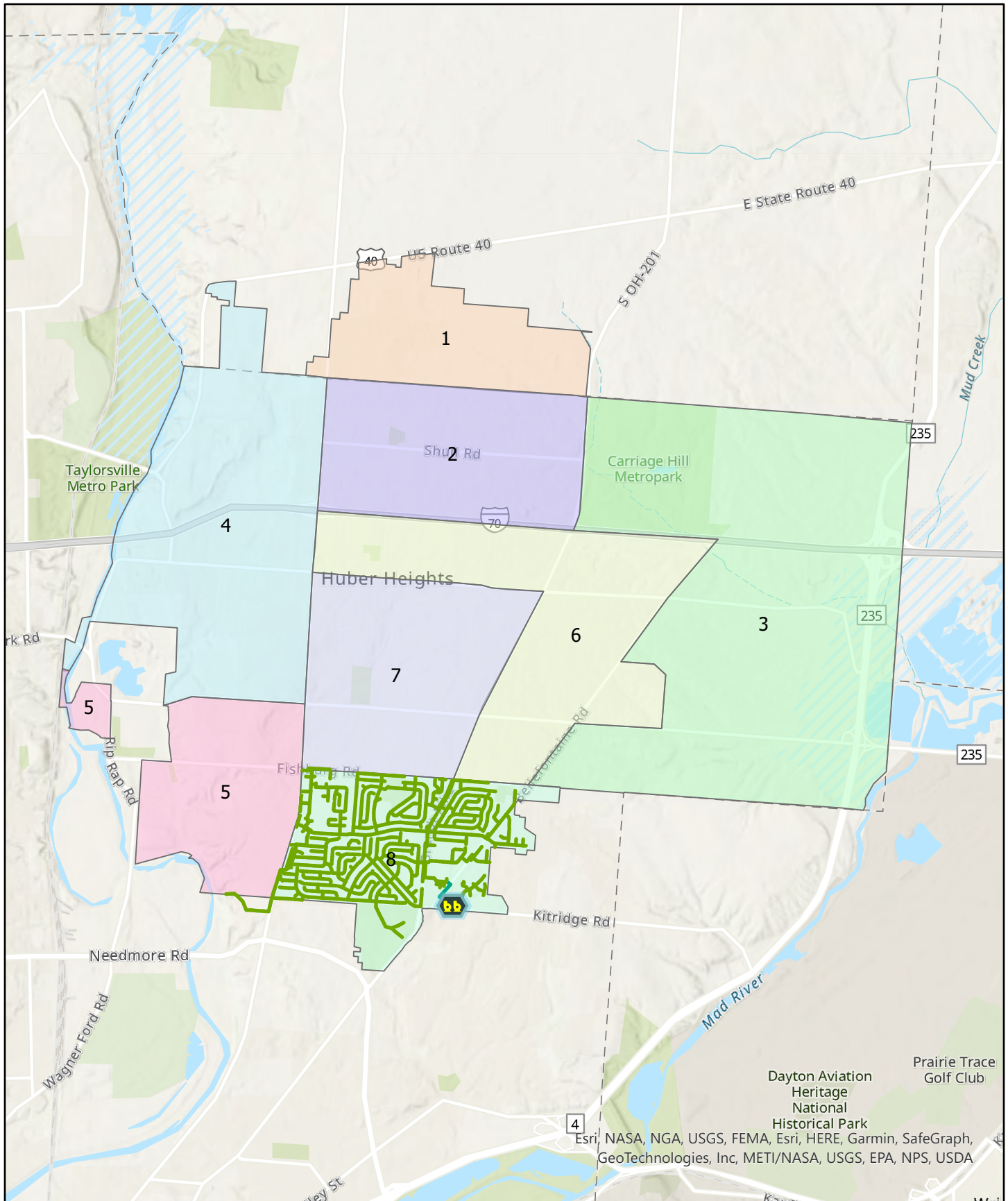
	Enclosed Storage Facility		Pump Station
	Intake		Storage Basin
	Meter Station		Treatment Plant
	Production Well		Water Distribution Mains

0 0.5 1 2 Miles

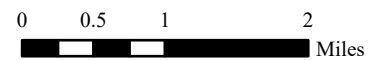
1 inch equals 1 miles



# Infrastructure District 8 - Sanitary Sewer



- District 8 Gravity Main
- District 8 Force Main
- bb District 8 Lift Station

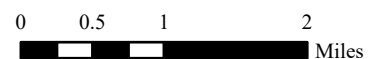
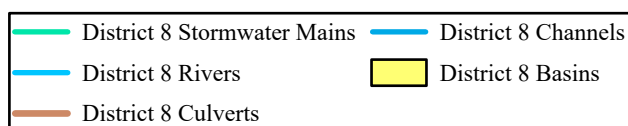
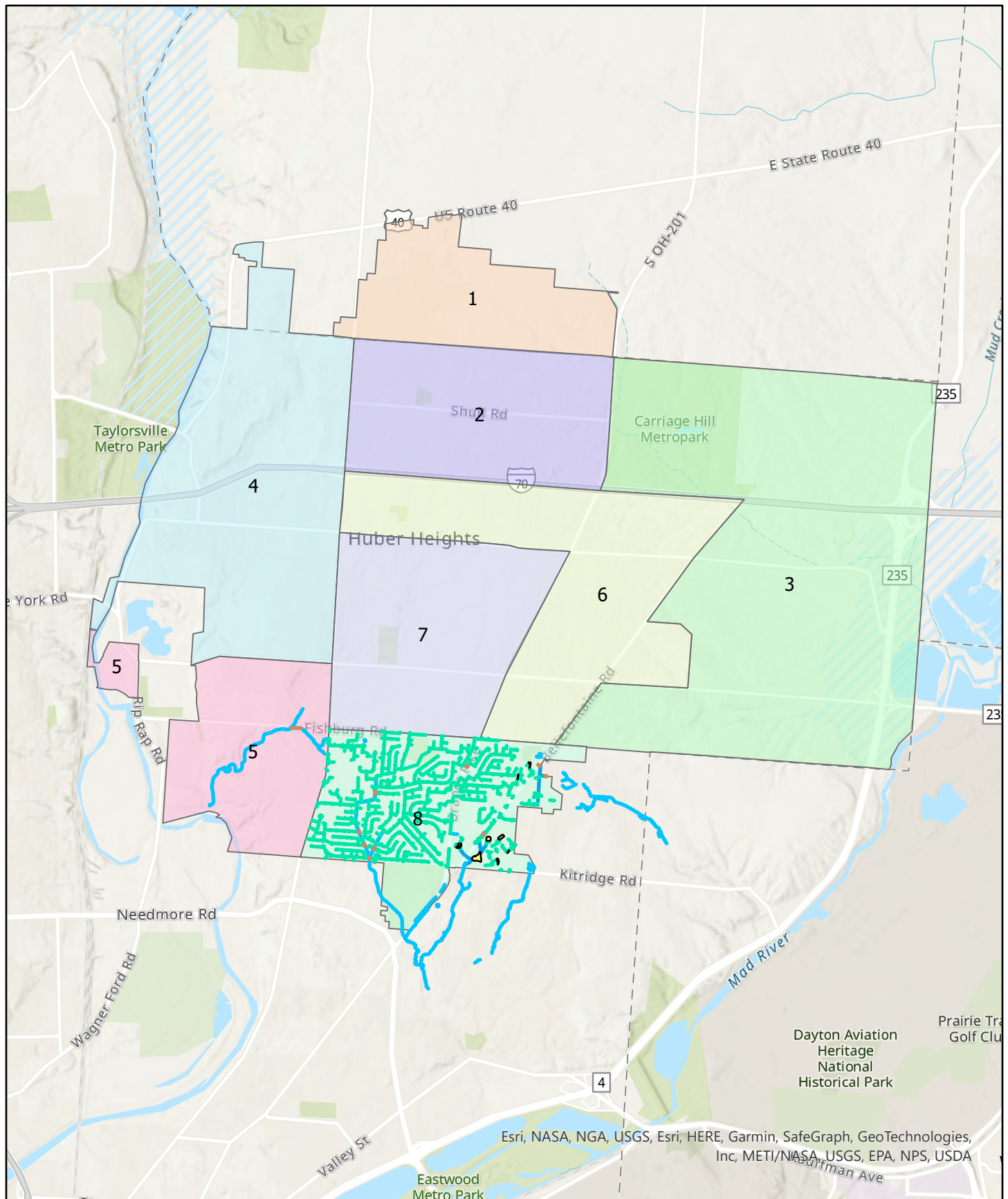


1 inch equals 1 miles



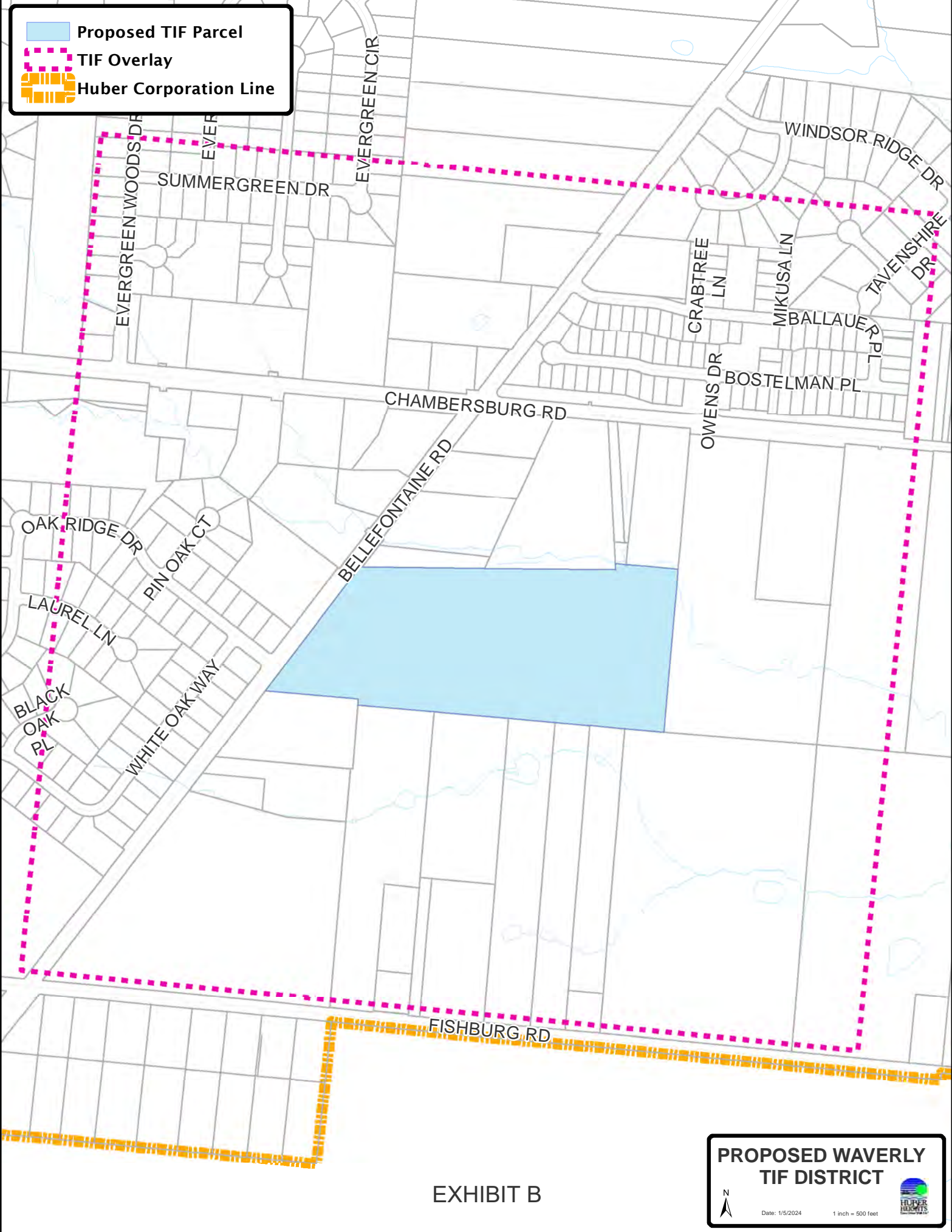


# Infrastructure District 8 - Stormwater



1 inch equals 1 miles





 **Proposed TIF Parcel**

 **TIF Overlay**

 **Huber Corporation Line**

EXHIBIT B

**PROPOSED WAVERLY  
TIF DISTRICT**

Date: 1/5/2024      1 inch = 500 feet

CERTIFICATE OF CITY ENGINEER  
PURSUANT TO OHIO REVISED CODE SECTION 5709.40(A)(5)(f)

WHEREAS, pursuant to Ohio Revised Code Section 5709.40(C), City Council of the City of Huber Heights, Ohio (the “City”), by its proposed Ordinance No. 2024-O-2627 (the “*Proposed Ordinance*”), intends to create the “Waverly Incentive District” (the “*Proposed District*”) and to declare improvements to parcels of real property located within the Proposed District to be a public purpose and exempt from taxation; and

WHEREAS, the real property specifically identified and depicted on Exhibit A to the Proposed Ordinance (collectively, the “*Parcels*”) is located in the City of Huber Heights, Montgomery County, Ohio; and

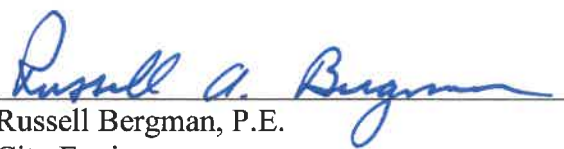
WHEREAS, the boundary of the Proposed District would be coextensive with the boundary of the Parcels within the Proposed District as further depicted and described on Exhibit A to the Proposed Ordinance; and

WHEREAS, City Council approved Ordinance No. 2024-O-2627 approving the “Waverly Development Project –Residential Incentive District” (the “*Development Plan*”) on February 12, 2024 which Development Plan details the development needs of the Parcels and the Proposed District;

NOW, THEREFORE, I certify that I am the duly appointed, qualified and acting City Engineer of the City of Huber Heights, Ohio, and that:

1. The Proposed District contains an area not more than three hundred acres in size enclosed by a continuous boundary.
2. The public infrastructure serving the Proposed District is inadequate to meet the development needs of that Proposed District as evidenced by the Development Plan as adopted by City Council.

Dated: February 20, 2024

  
Russell Bergman, P.E.  
City Engineer  
City of Huber Heights, Ohio



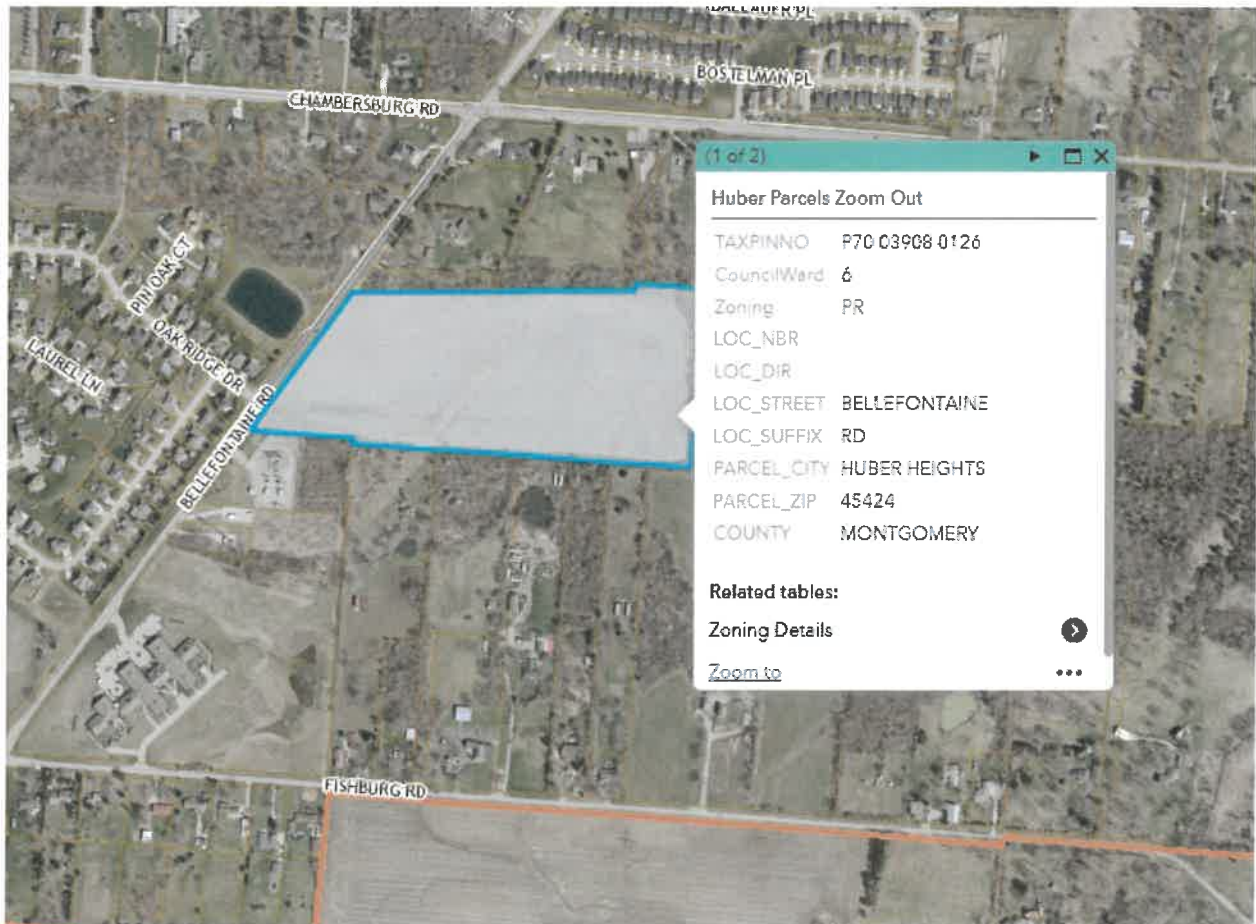
## EXHIBIT A

### IDENTIFICATION AND MAP OF THE INCENTIVE DISTRICT

The enclosed area on the following map specifically identifies and depicts the Parcels and the boundaries of the Incentive District, and constitutes part of this Exhibit A. The following Parcel numbers are as of February 20, 2024 and are included for ease of reference only.

Parcel Numbers:

TAXPINNO	LOC_NBR	LOC_STREET	LOC_SUFFIX	LOC_AREA
P70039080126		BELLEFONTAINE	RD	HUBER HEIGHTS





Proposed TIF Parcel


TIF Overlay


Huber Corporation Line




PROPOSED WAVERLY  
TIF DISTRICT



Date: 1/5/2024

1 inch = 500 feet



**AI-9996**

**Topics of Discussion** J.

**Council Work Session**

**Meeting Date:** 04/16/2024

Miami County Prosecution Services

**Submitted By:** Richard Dzik

**Department:** City Manager

**Council Committee Review?:** Council Work Session **Date(s) of Committee Review:** 04/16/2024

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

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

---

**Agenda Item Description or Legislation Title**

Miami County Prosecution Services

**Purpose and Background**

In consultation with Coolidge Law, Co., L.P.A. and Shipman, Dixon & Livingston, it is determined that Shipman, Dixon & Livingston, which serves as the Law Director for the City of Troy, is best positioned to provide prosecutorial services for the City of Huber Heights for cases in Miami County. Currently, there are approximately 35 cases per year in Miami County.

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**Fiscal Impact**

**Source of Funds:** General Fund

**Cost:** \$7,500

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

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

**Financial Implications:**

Funds can be utilized from our current legal services budget(s).

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**Attachments**

Letter

Resolution

Exhibit A

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# Shipman, Dixon & Livingston

A LEGAL PROFESSIONAL ASSOCIATION

215 WEST WATER STREET, P.O. BOX 310, TROY, OHIO 45373

www.sdlattorneys.com

TELEPHONE (937) 339-1500

FAX (937) 339-1519

Grant D. Kerber  
Leneé M. Brosh  
Andrew H. Johnston  
Jared B. Chamberlain

April 1, 2024

L.H. Shipman (1874-1955)  
F.L. Shipman (1906-1973)  
Charles H. Sell, II (1947-2014)  
William M. Dixon (1922-2014)

Retired

James R. Livingston  
Robert C. Johnston

Via Electronic Mail Only – Rdzik@hhoh.org

Rick Dzik  
Huber Heights City Manager

Re: Miami County Municipal Court Representation

Dear Mr. Dzik,

Thank you for the opportunity to present the City of Huber Heights, Ohio with a proposal to provide prosecutorial services for all offenses within the jurisdiction of the Miami County Municipal Court. Presently, the firm of Shipman, Dixon & Livingston Co., L.P.A. prosecutes all cases in the Miami County Municipal Court for the City of Troy, the Villages of Fletcher, West Milton, Bradford and Laura, and all of the unincorporated areas of Miami County.

Shipman, Dixon & Livingston Co., L.P.A. utilizes four attorneys as prosecutors, namely Leneé Brosh, Andrew Johnson, Andrew Wannemacher, and myself. When prosecuting, we work collaboratively with law enforcement agencies and are mindful of the needs of these agencies.

As the prosecutor for Huber Heights, my office would represent Huber Heights at the preliminary hearing for felonies, prosecute all aspects of misdemeanors and traffic cases, attend probation and probation revocation hearings, and provide counsel and assistance to the police department. Further, my office will make all required Marsy's Law victim notifications.

For these services, Shipman, Dixon & Livingston, Co., L.P.A., proposes a flat fee of \$7,500.00 annually, paid in quarterly installments in advance. For any appellate or extraordinary legal work, Shipman, Dixon & Livingston, Co., L.P.A., would bill at the rate of \$175.00/hour. From my experience, appellate and extraordinary work would be a rare occurrence.

I have enclosed a proposed Agreement. I would be happy to discuss this matter further with you and I am honored by your consideration.

Sincerely,

SHIPMAN, DIXON & LIVINGSTON CO., L.P.A.

Grant D. Kerber

GDK/pm  
cc: Chris Conard  
Enclosure



CITY OF HUBER HEIGHTS  
STATE OF OHIO

RESOLUTION NO. 2024-R-

AUTHORIZING THE CITY OF HUBER HEIGHTS TO ENTER INTO AN AGREEMENT WITH SHIPMAN, DIXON, & LIVINGSTON CO., L.P.A. FOR PROSECUTORIAL SERVICES IN MIAMI COUNTY FOR THE CITY OF HUBER HEIGHTS, OHIO.

WHEREAS, the City Council has recently engaged the law firm of Coolidge Wall Co., L.P.A. for legal services as City Attorney/Law Director for the City of Huber Heights; and

WHEREAS, the City Council desires separate prosecutorial services for Miami County Municipal Court cases.

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

Section 1. By an affirmative vote of City Council, the Mayor is directed to execute on behalf of the City of Huber Heights an agreement substantially upon the same provisions contained in the attached as set forth in Exhibit A appointing Shipman, Dixon & Livingston Co., L.P.A. as legal counsel to represent the City on prosecutorial matters in the Miami County Municipal Court.

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 \_\_\_\_\_, 2024;  
\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Effective Date:

AUTHENTICATION:

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## EXHIBIT A

### **AGREEMENT**

THIS AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2024, by and between THE CITY OF HUBER HEIGHTS (“City”) and SHIPMAN, DIXON & LIVINGSTON CO., L.P.A. (the “Law Firm”), under the following circumstances:

WHEREAS, City requires legal services for general prosecution matters for City matters in Miami County Ohio; and

WHEREAS, the Law Firm represents that it possesses the expertise and personnel necessary to furnish such services to City; and

WHEREAS, City desires to engage the Law Firm to perform such services, and Law Firm desires to accept such engagement;

NOW, THEREFORE, the parties agree as follows:

1. **Duties.** The Law Firm shall provide legal representation to City as is necessary from time to time. Such legal representation shall include, but not be limited to, representing the City in all prosecutions under City ordinances and state statutes in all prosecutions of City ordinances and State statutes in Miami County Municipal Court, which originated in Huber Heights. The Law Firm shall provide such service and devote such time as is necessary in order to represent the City effectively on all ordinance and statutory violations filed in Miami County Municipal Court, which originated in Huber Heights.

The Law Firm shall also provide, upon request, reasonable reports from time to time as to the number and type of cases handled, attorneys involved, number of cases tried as opposed to those disposed of by agreement, etc., as may be reasonably requested by the City. No additional legal fees will be due for preparation of such reports.

In the event the Law Firm is required to write exhaustive legal briefs or prepare for appellate arguments on cases that may be appealed to the Court of Appeals or to the Supreme Court, City shall compensate the Law Firm at the rate of \$175.00/hour.

2. **Fees.** Attorneys with the Law Firm shall furnish services to City under this Agreement at a cost to the City of \$7,500.00 per year payable in quarterly installments in advance. In the event the City requests the Law Firm to provide services beyond the prosecution services noted above, the Law Firm will provide a written proposal of a fixed price or hourly rates for such services.

3. **Expense Advances.** The Law Firm shall be reimbursed for costs advanced in furtherance of pending cases, including but not limited to court costs, mileage, expert witness fees, delivery costs, court reporter charges and other necessary advances, duplicating expenses,

telephone charges and postage are included in the above fee.

4. **Invoices.** The Law Firm shall submit invoices to City on a quarterly basis. After receiving approval of such invoices from the Law Director or his/her designate, City shall pay Law Firm within thirty (30) days of its receipt of such invoice.

5. **Term.** The term of this Agreement shall commence on the date first above written, and shall continue until terminated by written notice from either party, in which case such termination shall be effective on the date stated in the notice.

6. **Change in Key Personnel.** Grant D. Kerber is hereby designated as "City Prosecutor for Miami County" on behalf of the Law Firm and shall be the primary contact with the City. In the event of the termination or cessation of employment of Mr. Kerber, regardless of cause, the Law Firm shall promptly notify City of this event. Law Firm may have other attorneys provide services from time to time, provided such attorneys are designated in writing to the City and if applicable the Court. The City may refuse to accept any attorneys by written notice to the Law Firm. In such case, the Law Firm will designate a different attorney and not assign the refused attorney further.

7. **Termination.** This Agreement may be terminated by either party upon 30 days prior written notice to the other party.

8. **Records.** Any records or files pertaining to any matter handled by the Law Firm for City under this Agreement remains at all times the property of City. In the event of termination of this Agreement, the Law Firm shall return all records, files and any and all work product resulting from work performed for City under this Agreement.

9. **Assignment.** This Agreement may not be assigned by either party.

10. **Governing Law.** This Agreement shall be construed in accordance with the laws of the State of Ohio.

11. **Modification.** This Agreement may be modified only by an amendment signed by both parties.

12. **Entire Agreement.** This Agreement constitutes the entire agreement of the parties.

[Remainder of page left blank intentionally]

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first above written.

WITNESSES:

CITY OF HUBER HEIGHTS, OHIO

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SHIPMAN, DIXON & LIVINGSTON, CO., LPA.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

Its: \_\_\_\_\_

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



## Topics of Discussion K.

**Meeting Date:** 04/16/2024

**Submitted By:** Anthony Rodgers

**Department:** City Council

Type of	New
---------	-----

**Liquor Permit:**

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

### Agenda Item Description

Liquor Permit #6200886 - Mr. Pollo Mexican Grill - 4480 Powell Road

### Review and Comments - Police Division

The Police Division has no objections to this liquor permit application.

### Review and Comments - Fire Division

The Fire Division has no objections to this liquor permit application.

## 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

Memorandum - Fire Division

Liquor Permit



# Huber Heights Fire Division

TO: Anthony Rodgers, Clerk of Council

FROM: Keith Knisley, Fire Chief

DATE: 4/10/2024

RE: Liquor Permit #66200886– Mr. Pollo Mexican Grill

I am writing to inform you that there are no outstanding Fire Code Violations as any violations at the time of the last annual fire inspection have been rectified.

## OHIO DIVISION OF LIQUOR CONTROL

6606 TUSSING ROAD

P.O. BOX 4005

REYNOLDSBURG, OHIO 43068-9005

## NOTICE TO LEGISLATIVE AUTHORITY

TO

6200886 PERMIT NUMBER		NEW TYPE	MR POLLO MEXICAN GRILL LLC 4480 POWELL RD HUBER HEIGHTS, OH, 45424
ISSUE DATE			
03/08/2024 FILING DATE			
D5 PERMIT CLASSES			
57 TAX DISTRICT	083	E011423 RECEIPT NO.	

FROM 03/28/2024

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



MAILED

RESPONSES MUST BE POSTMARKED NO LATER THAN.

**IMPORTANT NOTICE**

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL

WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES

(TRANSACTION &amp; NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT  
THE HEARING BE HELD ☐ IN OUR COUNTY SEAT. ☐ IN COLUMBUS.WE DO NOT REQUEST A HEARING. ☐

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

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

(Signature)

(Title) ☐ Clerk of County Commissioner  
☐ Clerk of City Council  
☐ Township Trustee

(Date)

CLERK OF HUBER HGTS CITY COUNCIL  
6131 TAYLORSVILLE RD  
HUBER HGTS OHIO 45424CERTIFIED MAIL  
RETURN RECEIPT REQUESTED

**AI-9995**

**Topics of Discussion** L.

**Council Work Session**

**Meeting Date:** 04/16/2024

City Liquor Permits - 2024 Annual Objections

**Submitted By:** Anthony Rodgers

**Department:** City Council

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

**Date(s) of Committee Review:** 04/16/2024

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

**Motion/Ordinance/** N/A

**Resolution No.:**

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**Agenda Item Description or Legislation Title**

City Liquor Permits - 2024 Annual Objections

**Purpose and Background**

Each year, the City Has the opportunity to object to the renewal of any liquor licenses in the City (see attached). The deadline for filing an objection is May 2, 2024.

City Staff, the Police Division, and the Fire Division have not identified any liquor permit objections in the City at this time.

---

**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**

Memorandum

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March 23, 2024

CLERK OF HUBER HGTS CITY COUNCIL  
6131 TAYLORSVILLE RD  
HUBER HGTS, OHIO, 45424

**NOTICE TO LEGISLATIVE AUTHORITIES  
Objecting to the Renewal of a Retail Liquor Permit**

Dear Clerk of Legislative Authority:

All Class C and D retail permits to sell alcoholic beverages in your political subdivision will expire on June 1, 2024. Every retail permit holder must file an online renewal application with the Division of Liquor Control to maintain permit privileges.

Ohio Revised Code Section 4303.271(B) gives the legislative authority the right to object to the annual renewal of a retail permit and to request a hearing. This will be your only opportunity to object to the renewal of retail liquor permit premises that might be a problem in your community.

To register a valid objection with the Division and request a hearing, the legislative authority must pass a resolution that specifies the problems at the liquor permit premises and the legal grounds for the objection as set forth in Ohio Revised Code Section 4303.292(A). We suggest that a separate resolution be passed for each permit premises. The Chief Legal Officer of your political subdivision must also submit a statement with the resolution that, in their opinion, the objection is based on substantial legal grounds within the meaning and intent of Ohio Revised Code Section 4303.29(A).

**The resolution and Chief Legal Officer's statement must be sent by email (below) or mailed to the Division of Liquor Control, Attn: Legal Section, 6606 Tussing Road, P.O. Box 4005, Reynoldsburg, Ohio 43068-9005 and postmarked no later than May 2, 2024.**

You may wish to contact your local law enforcement agency to determine if it has any information which will aid in your decision whether or not to object and request a hearing. You can find retail permit holders within your jurisdiction by going to [com.ohio.gov/findapermitholder](http://com.ohio.gov/findapermitholder). Select your city/township name where asked and "issued" under "class issue status." For more resources on how to deal with problem establishments, go to [com.ohio.gov/govhelp](http://com.ohio.gov/govhelp).

If you decide NOT to object to any permit premises within your jurisdiction, then no further action is needed. When those permit holders submit their renewal applications, we will process them as appropriate. If you have any questions, please contact your legal counsel or the Division's Legal Section at [liquorlegal@com.ohio.gov](mailto:liquorlegal@com.ohio.gov). Sign up for our emails at [com.ohio.gov/stayinformed](http://com.ohio.gov/stayinformed).

Sincerely,

Licensing Section

**AI-10010**

**Topics of Discussion     M.**

**Council Work Session**

**Meeting Date:** 04/16/2024

Military And Veterans Commission Appointment - K. McDonald

**Submitted By:** Anthony Rodgers

**Department:** City Council

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

**Date(s) of Committee Review:** 04/16/2024

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

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

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**Agenda Item Description or Legislation Title**

Board And Commission Appointments

\* Military And Veterans Commission - Appointment

**Purpose and Background**

The City Council interview panel recommends the appointment of Kevin McDonald to the Military and Veterans Commission for a term ending December 31, 2026. A background check on Mr. McDonald has been processed through Human Resources.

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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**

Application - K. McDonald

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6131 Taylorsville Road  
Huber Heights, Ohio 45424  
Phone: (937) 233-1423  
Fax: (937) 233-1272  
[www.hhoh.org](http://www.hhoh.org)  
An Equal Opportunity Employer

# Application For City Boards and Commissions

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**

**Board or Commission Applied For:**

Military And Veterans Commission

**Date Applied:**

3/20/2024

Last Name :

McDonald

First Name

Kevin

Middle Name

B

Address

8442 Schoolgate Dr

City

Huber Heights

State

Ohio

Zip Code

45424

Home Phone Number

Daytime Phone Number

E-mail Address

## EDUCATION

	SCHOOL	COURSE OF STUDY OR DEGREE EARNED
HIGH SCHOOL	Bishop Timon HS	College Studies
COLLEGE	State University of NY at Buffalo	BSIT
GRADUATE SCHOOL	Lindenwood University	MBA
OTHER (Specify)	USN schools in communications and repair	Certified communications repair and operations

## 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**

Ginghamsburg Veterans	2018-2022
Micam County Planning Board	2017 -2019
Ginghamsburg tonnato clean up	2029
Tipp City Chamber of commerce	2001-2005

## EMPLOYMENT HISTORY

Name of Employer	Position(s) Held	Dates of Employment
Delphi	Engineering Manager	1995 -2005
Tenneco	Project Manager	2005 - 2019
Chewy	Project Manager	2019 - 2023
ADC	Consultant	2023 - Present

## REFERENCES

Name	Address	Telephone Number
Cliff Blake	6060 Milo Rd	937 890 3388
Name	Address	Telephone Number
Nick Libertini	1341 Burkhardt Rd Clayton OHIO	937-205-2165
Name Jason Haun	Address Huber Height Heights	Telephone Number 9377510237

## STATEMENT OF INTEREST

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

I have served on Miami County planning board as officer and President, and worked with local governments on planning items.

Served as a chamber of commerce member and active officer in Tipp City Chamber of commerce.

I am an active advocate for Veterans and serve to support needs.



## 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.

*Kevin McDonald*

3/20/2024

**Signature**

**Date**