

Notice of Meeting

CITY COUNCIL WORK SESSION

Tuesday, September 2, 2025

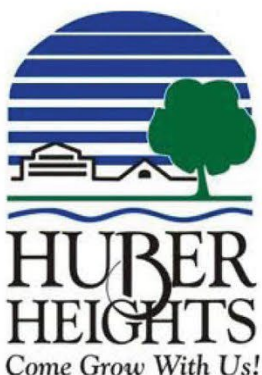
*at or about 6:00 p.m. at City Hall –
Council Chambers – 6131 Taylorsville Road*

Huber Heights Mayor Jeff Gore has scheduled a City Council Work Session to discuss:

- City Manager Report
- OPWC Application – Water Main Installation – Taylorsville Road
- Purchase Of Snowplow Dump Trucks
- Increase Not To Exceed Amount/ Contract Extension – GreenTech
- Increase Not To Exceed Amount – 911 Fleet And Management
- Increase Not To Exceed Amount – Atlantic Emergency Solutions
- Supplemental Appropriations
- Work Rules/Policies/Personnel Regulations
- Opioid Settlement Participation
- City Code – Amendments – Citizen Complaint Review Board
- Board And Commission Appointments

Please Note:

The meeting will be viewable by the public on live stream available at www.hhoh.org



Distributed – August 27, 2025

For more information, visit www.hhoh.org



**CITY OF HUBER HEIGHTS
STATE OF OHIO**

City Council Work Session

**September 2, 2025
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. August 19, 2025
3. **Work Session Topics Of Discussion**
 - A. City Manager Report
 - B. OPWC Application - Water Main Installation - Taylorsville Road
 - C. Purchase Of Snowplow Dump Trucks
 - D. Increase Not To Exceed Amount/Contract Extension - GreenTech
 - E. Increase Not To Exceed Amount - 911 Fleet And Management
 - F. Increase Not To Exceed Amount - Atlantic Emergency Solutions
 - G. Supplemental Appropriations

H. Work Rules/Policies/Personnel Regulations

I. Opioid Settlement Participation

J. City Code - Amendments - Citizen Complaint Review Board

K. Board And Commission Appointments

* Citizen Complaint Review Board - Appointments

4. **Adjournment**

**CITY OF HUBER HEIGHTS
STATE OF OHIO**

Council Work Session Meeting Minutes

Name of Body: Council Work Session

Date: September 2, 2025

Time: 6:00 P.M.

Place: City Hall – 6131 Taylorsville Road – Council Chambers

Members Present:

Fred Aikens, Councilmember
Kate Baker, Councilmember
Nancy Byrge, Councilmember
Mark Campbell, Councilmember
Scott Davidson, Councilmember
Anita Kitchen, Councilmember
Brian Looney, Councilmember
Don Webb, Councilmember
Jeff Gore, Mayor

Others Present:

City Staff Present: Jeffrey Adams, Mike Gray, John Russell, Russ Bergman, Katie Knisley, Jim Bell, Keith Knisley, Alex Zaharieff, Aaron Sorrell, Jordan Staley, and Anthony Rodgers.

Topics Of Discussion:

- City Manager Report
- OPWC Application – Water Main Installation – Taylorsville Road
- Purchase Of Snowplow Dump Trucks
- Increase Not To Exceed Amount/Contract Extension – GreenTech

- Increase Not To Exceed Amount – 911 Fleet And Management
- Increase Not To Exceed Amount – Atlantic Emergency Solutions
- Supplemental Appropriations
- Work Rules/Policies/Personnel Regulations
- Opioid Settlement Participation
- City Code – Amendments – Citizens Complaint Review Board
- Board And Commission Appointments

1. **Call Meeting To Order/Roll Call**

Mayor Jeff Gore convened the Council Work Session at 6:02 P.M.

Anthony Rodgers took Roll Call.

2. **Approval Of Minutes**

The following minutes were approved unanimously at the beginning of this meeting:

- August 19, 2025

There were no changes or corrections to these minutes as submitted.

This Council Work Session was recorded by the City and the recording of this meeting will be posted to the City's website and will also be maintained by the City consistent with the City's records retention schedule.

3. **Work Session Topics Of Discussion**

City Manager Report

John Russell provided a PowerPoint presentation regarding the City Manager Report (see attached). He said the City's Summer Music Series will be hosting an event at the Eichelberger Amphitheater on August 6, 2025 from 7:00 P.M. to 10:00 P.M., featuring Heather Redman and The

Reputation. He said the Huber Heights Community Garage Sale will take place from September 11, 2025 to September 14, 2025 with a registration deadline of 5:00 P.M. on September 8, 2025. He said registration for the Huber Heights Community Garage Sale can be made on the City's social media pages and website or by calling the City Hall main number. He said the list of homes participating in the Huber Heights Community Garage Sale will be posted on the City's website and it will be available at City Hall as well. He said the Culture and Diversity Citizen Action Commission will be hosting the City's Multicultural Festival on September 13, 2025 from 11:00 A.M. to 6:00 P.M. at the Eichelberger Amphitheater. He said the Fire Division will be hosting an open house at Fire Station 22, located at 7008 Brandt Pike, on September 28, 2025 from 12:00 P.M. to 3:00 P.M. He said on October 16, 2025, the Police Division will be hosting its annual Pups and Police event at DogTown, located at 6119 Brandt Pike, from 5:00 P.M. to 7:00 P.M. He said the Pups and Police event will include a Halloween costume contest, giveaways, face paintings for kids, nail trimmings for dogs, and a chance for attendees to meet with Huber Heights police officers and K9 units. He said the City's Economic Development Grants Program, which will award a total of \$125,000 to Huber Heights businesses and nonprofit organizations in 2025, is still taking applications. He said the application period for the economic development grants will close on October 17, 2025.

John Russell answered questions from the City Council regarding items in the City Manager Report.

OPWC Application – Water Main Installation – Taylorsville Road

Russ Bergman distributed information and proposed legislation to authorize an application to the Ohio Public Works Commission (OPWC) for the Taylorsville Road Water Main Project (see attached). He said this legislation authorizes an application to the Ohio Public Works Commission (OPWC) District IV Integrating Committee for funding to construct the Taylorsville Road 24" Water Main Project. He said it is necessary to secure funding to construct this project; and the OPWC funds are an appropriate source for the City to seek funding for this project.

After discussion, the City Council agreed to recommend that proposed legislation to authorize an application to the Ohio Public Works Commission (OPWC) for the Taylorsville Road Water Main Project be placed on the agenda at the September 8, 2025 City Council Meeting for a first reading as non-emergency legislation with adoption of the proposed legislation at the September 8, 2025 City Council Meeting.

Purchase Of Snowplow Dump Trucks

Mike Gray distributed information and proposed legislation to authorize the purchase of two (2) snowplow dump trucks for the Public Works Division (see attached). He said this legislation authorizes a contract to purchase two (2) Class 7 snowplow dump trucks and appurtenant equipment for the Public Works Division and waives the competitive bidding requirements.

After discussion, the City Council agreed to recommend that proposed legislation to authorize the purchase of two (2) snowplow dump trucks for the Public Works Division be placed on the agenda at the September 8, 2025 City Council Meeting for a first reading as non-emergency legislation with adoption of the proposed legislation at the September 8, 2025 City Council Meeting.

Increase Not To Exceed Amount/Contract Extension – GreenTech

Mike Gray distributed information and proposed legislation to increase the not to exceed amount and to authorize a one-year contract extension for GreenTech Lawn and Irrigation for mowing and landscaping services (see attached). He said this legislation amends Resolution No. 2025-R-7561 to extend the current agreement with GreenTech Lawn and Irrigation and to establish a new not to exceed annual amount of \$550,000 for additional mowing and landscaping services for the Public Works Division for Fiscal Year 2026.

After discussion, the City Council agreed to recommend that proposed legislation to increase the not to exceed amount and to authorize a one-year contract extension for GreenTech Lawn and Irrigation for mowing and landscaping services be placed on the agenda at the September 8, 2025 City Council Meeting for a first reading as non-emergency

legislation with adoption of the proposed legislation at the September 8, 2025 City Council Meeting.

Increase Not To Exceed Amount – 911 Fleet And Management*

Fire Chief Keith Knisley distributed information and proposed legislation to increase the not to exceed amount for 911 Fleet and Equipment* for purchasing personal protective equipment for the Fire Division for Fiscal Year 2025 (see attached). He said this item is to increase the not to exceed amount for 911 Fleet and Equipment for the purchase of firefighter personal protective equipment (PPE). Due to an increase in pricing and personnel increases, he said there is a need to increase the not to exceed spending amount by \$20,000 due to this change. He said 911 Fleet and Equipment is the designated dealer for Morning Pride gear and it offers a price equal to or less than the bidding platform of SourceWell. He said this legislation authorizes an increase in the not to exceed amount for 911 Fleet and Equipment as established in Resolution No. 2024-R-7197 by \$20,000 to a new not to exceed amount of \$90,000 for Fiscal Year 2025.

After discussion, the City Council agreed to recommend that proposed legislation to increase the not to exceed amount for 911 Fleet and Equipment for purchasing personal protective equipment for the Fire Division for Fiscal Year 2025 be placed on the agenda at the September 8, 2025 City Council Meeting for a first reading as non-emergency legislation with adoption of the proposed legislation at the September 8, 2025 City Council Meeting.

Increase Not To Exceed Amount – Atlantic Emergency Solutions

Fire Chief Keith Knisley distributed information and proposed legislation to increase the not to exceed amount for Atlantic Emergency Solutions for purchasing fire and EMS apparatus maintenance and parts for the Fire Division (see attached). He said this item is to increase the not to exceed amount for purchases and services from Atlantic Emergency Solutions. In the spring of 2025, he said Horton Ambulances named Atlantic Emergency Solutions as the designated repair service center for Horton Emergency Vehicles, and all of the City's ambulances are manufactured by Horton Emergency Vehicles. He said there is a need to increase the not to exceed spending amount by \$40,000 due to this

change, as well as a need to purchase new Self-Contained Breathing Apparatus (SCBA) masks and regulators. He said this legislation authorizes an increase to the not to exceed amount for Atlantic Emergency Solutions as established in Resolution No. 2024-R-7197 by \$40,000 to a new not to exceed amount of \$60,000 for Fiscal Year 2025.

After discussion, the City Council agreed to recommend that proposed legislation to increase the not to exceed amount for Atlantic Emergency Solutions for purchasing fire and EMS apparatus maintenance and parts for the Fire Division be placed on the agenda at the September 8, 2025 City Council Meeting for a first reading as non-emergency legislation with adoption of the proposed legislation at the September 8, 2025 City Council Meeting.

Supplemental Appropriations

Jim Bell distributed information and proposed legislation to approve various supplemental appropriations for 2025 (see attached). He said these supplemental appropriations are for the various purposes listed:

- \$20,455 for purchase of Fire Division equipment (matched by two grants received).
- \$122,944 for issuance costs and arbitrage rebates from the June note issues (matched by note proceeds premiums).
- \$40,392.64 return of deposit for fire damage to two residents' houses (insurance check previously received).

After discussion, the City Council agreed to recommend that the proposed legislation to approve various supplemental appropriations for 2025 be placed on the agenda at the September 8, 2025 City Council Meeting for a first reading as non-emergency legislation with the waiving of the second reading and adoption of the proposed legislation at the September 8, 2025 City Council Meeting.

Work Rules/Policies/Personnel Regulations

Katie Knisley distributed information and proposed legislation to authorize amendments to the City's work rules and policies for establishing procedures for implementing personnel regulations (see attached). She said this legislation authorizes amended policies and

establishes procedures for implementing personnel regulations within the Employee Personnel Manual and other work rules or policies that the City Manager deems necessary. She said this legislation will also allow the City Manager to regulate the day-to-day policies and keep these policies up to date with current federal and state law and to adopt temporary policies in the event of emergencies to ensure the safety of the City's employees. She said amendments to personnel-related City Charter provisions will be brought to Council for recommendation for approval. She said City Staff are working with a company called Lexipol to update the Huber Heights Personnel Manual that is currently outdated. She said working with Lexipol allows the City to keep its policies updated as it relates to changes to state and federal law and will allow the City to stay in compliance. She said this proposed legislation would allow the City Manager greater latitude to create and impose policies for day-to-day operations if needed. She said financial matters, such as payouts and potential raises for employees would still come before Council.

Mayor Jeff Gore said he had spoken with John Russell, and he felt that this new policy would allow the City Manager to streamline the implementation of policies needed to deal with the City's day-to-day operations. He stressed that this new policy would still require City Staff to bring financial matters and any changes personnel changes related to the City Charter before Council.

Nancy Byrge said she supported the City Manager having more latitude in the day-to-day operations as it relates to employee policy, but she wanted to be sure that larger matters, including those dealing with issues such as case law would still be brought before Council.

Katie Knisely assured Nancy Byrge that Council oversight of these matters would be the case and that any new policies that City Staff chose to implement would be vetted by the City's Law Director prior to implementation.

After discussion, the City Council agreed to recommend that proposed legislation to authorize amendments to the City's work rules and policies for establishing procedures for implementing personnel regulations be placed on the agenda at the September 8, 2025 City Council Meeting for

a first reading as non-emergency legislation with adoption of the proposed legislation at the September 8, 2025 City Council Meeting.

Opioid Settlement Participation

Alex Zaharieff distributed information and proposed legislation to authorize the City Manager to execute any necessary documents or agreements for future opioid settlements (see attached). He said the OneOhio Opioid Settlement is part of a national agreement with opioid distributors and manufacturers, providing Ohio with significant funds to combat the opioid crisis. He said the local share is distributed annually and must be placed in a dedicated special revenue fund, used only for approved purposes such as prevention, treatment, recovery support, public awareness, and reducing opioid oversupply. Since the program began, he said the City of Huber Heights has received \$129,840.32, which has been used to support the Police Division's K9 program. He said the OneOhio Recovery Foundation manages the largest portion of funds through nineteen regional boards. He said Huber Heights is in Region 8, which, in the 2024 grant cycle, was allocated \$3.86 million for eligible projects. He said these grants have supported initiatives such as expanding treatment capacity, enhancing prevention programs, supporting recovery housing, and improving coordination among service providers. Due to the additional settlements now being finalized, he said the purpose of this legislation is to authorize the necessary agreements as each settlement is received. He said this legislation simply authorizes the receipt and execution of settlement agreements; and as additional funds are received, City Staff will return to Council during the budget discussions to determine the future expenditures of these funds.

Anita Kitchen expressed the sentiment that the City needs to get creative in using these funds from the opioid settlements to the direct benefit of the Huber Heights community.

Alex Zaharieff said City Staff and Council would discuss the use of the opioid settlement funds during the discussions regarding the 2026 City Budget.

After discussion, the City Council agreed to recommend that proposed legislation to authorize the City Manager to execute any necessary documents or agreements for future opioid settlements be placed on the

agenda at the September 8, 2025 City Council Meeting for a first reading as non-emergency legislation with adoption of the proposed legislation at the September 8, 2025 City Council Meeting.

City Code – Amendments – Citizens Complaint Review Board

Anthony Rodgers distributed information and proposed legislation to amend Chapter 168 – Citizen Complaint Review Board of the Huber Heights City Code (see attached). He said the Citizen Complaint Review Board (CCRB) was developed cooperatively between the Culture and Diversity Citizen Action Commission (CDCAC), the Huber Heights Police Division, and City Administration. He said the CCRB was established by the City Council in October, 2023. He said City Staff have had significant difficulties in attracting and recruiting members of the Huber Heights Citizen Complaint Review Board due to the narrowly defined membership requirements in the original legislation establishing the CCRB. Only recently, he said several applicants have expressed an interest in serving as members of the CCRB. He said City Staff recommend that the legislation establishing the CCRB be modified in Section 168.04 - Members, Terms, And Vacancies in the Huber Heights Codified Ordinances. He said, under the current legislation, certain members need to be selected using racial criteria, have an affiliation with the NAACP, or have legal or police backgrounds. He said interviewing along these lines was often uncomfortable as it is atypical to question applicants about the applicants' racial backgrounds or ethnicity. He said potentially excellent candidates may have to be rejected due to not fitting into the narrowly defined criteria needed to adhere to the current CCRB member regulations. He said City Staff recommend that the legislation establishing the CCRB be modified to a more general membership criteria using language mirrored from the legislation establishing the CDCAC. He said these modifications will allow for the ability to attract and recruit a broader membership for the CCRB while maintaining a balance and diversity among the membership of the CCRB. Once the membership of the CCRB is complete, the CCRB will be able to operate and function as intended in the legislation creating the CCRB. He said the original legislation which created the CCRB proposed two non-voting members, being the City Manager and the Police Chief, and he said that portion of the legislation would be unchanged by the proposed changes.

Jeffrey Adams said that four of the eight current CDCAC members approved of the new language proposed in this legislation. He said the other four CDCAC members had not responded.

Fred Aikens said he would like to have a record of how each CDCAC member voted on this issue for future reference. He said he would also like to make sure the Police Chief was aware of and approved of the new CCRB legislation language.

Anthony Rodgers said that the Police Chief was informed of the CCRB legislation language changes. He said taking the time to formally review the proposed changes through the CDCAC would delay the appointments of the two pending CCRB members.

Fred Aikens said he was aware of the difficulties in recruiting applicants to the CCRB, however, he said he felt uncomfortable moving forward approving new language to the legislation regarding any CCRB appointments without having the CDCAC's vote on the issue recorded.

Mayor Jeff Gore said he was very interested in moving forward in the process of appointing members to the CCRB and getting that body active. He said he believes the language change in the CCRB legislation regarding the requirements of the applicants was an important step and he would be in favor of placing that language change as an agenda item for members of the CDCAC to officially vote on.

Anthony Rodgers said if this item were brought before the CDCAC, he wanted to make sure that it was only to get CDCAC member feedback, rather than allow the CDCAC to make the final determination regarding the new legislation language.

Fred Aikens said he supported the legislation language, but he wanted to make sure members of the CDCAC who had a hand in the original legislation language would be able to weigh in on the proposed changes.

Anita Kitchen said Council took the CCRB idea to First Tier Suburbs two years ago with the intention of getting one representative from each of the other First Tier Suburbs communities involved in order to create a well-informed, but impartial CCRB for all the communities. She said the First Tier Suburbs representatives were interested in the idea, but when

members of the CDCAC made a presentation at First Tier Suburbs, the CDCAC members stated they wanted an internal CCRB made up of only Huber Heights residents.

Nancy Byrge asked if there had been any cases brought before Council in the last two years in which CCRB input would have been useful.

Anthony Rodgers said while he did not believe so, the plan was to have the CCRB in place before such an issue occurred.

Mayor Jeff Gore said he supported the idea of getting First Tier Suburbs involved in the CCRB.

Anthony Rodgers said the First Tier Suburbs' involvement had merit, however, the Council has the CCRB as it currently stands on the books, and any effort to make a change would need to happen rapidly.

Scott Davidson also supported the idea of First Tier Suburbs' involvement with the CCRB. He asked about the length of the CCRB member terms.

Anthony Rodgers said the CCRB member terms were for three years.

Mayor Jeff Gore asked if Council could delay moving forward with any CCRB matters until the CCRB idea could be presented at the next First Tier Suburbs meeting.

John Russell suggested Council move forward with the CCRB changes for now, and if First Tier Suburbs is interested in being a part of CCRB then that issue could be addressed at a later time.

Don Webb said he would also be much happier moving forward with any CCRB plans after more input from the CDCAC.

Mayor Jeff Gore said City Staff will gather input from the CDCAC regarding the proposed CCRB changes at its meeting on September 4, 2025, as well as presenting on the CCRB at the First Tier Suburbs September, 2025 meeting to speed up the process as it concerns the membership of the CCRB.

After discussion, the City Council agreed to recommend that action on the proposed legislation to amend Chapter 168 – Citizen Complaint Review Board of the Huber Heights City Code be postponed until City Staff could present the proposed amendments to the CDCAC and request a recommendation on the proposed amendments from the CDCAC. The City Council also requested that this agenda item be discussed again at the next Council Work Session. Anita Kitchen agreed to take the CRRB item to the First Tier Suburbs for consideration.

Board And Commission Appointments

Anthony Rodgers distributed information regarding new appointments to the Citizens Complaint Review Board (CCRB) (see attached). He said due to the postponement of Council action on the previous agenda item to amend the City Code regarding the CCRB; it would not be necessary to discuss this agenda item; therefore, this agenda item was not discussed at the Council Work Session.

Other Business

There was no other business conducted by the City Council at the Council Work Session.

4. **Adjournment**

Mayor Jeff Gore adjourned the Council Work Session at 7:01 P.M.

AI-11069

Topics Of Discussion A.

Council Work Session

Meeting Date: 09/02/2025

City Manager Report

Submitted By: Anthony Rodgers

Department: City Council

Council Committee Review?: Council Work Session **Date(s) of Committee Review:** 09/02/2025

Audio-Visual Needs: SmartBoard **Legal Review:** Not Needed

Emergency Legislation?: No **Motion/Ordinance/Resolution No.:** N/A

Agenda Item Description or Legislation Title

City Manager Report

Purpose and Background

A copy of the presentation given with the City Manager Report has been attached (see attached).

Fiscal Impact

Source of Funds: N/A

Cost: N/A

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

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

Financial Implications:

Attachments

No file(s) attached.

Huber Heights City Council Meeting

September 2, 2025

Huber Heights – Summer Music Series



 **2025 FREE SUMMER
MUSIC SERIES IN THE
HEIGHTS**

9/6

**HEATHER REDMAN
& THE REPUTATION**

ALL SHOWS 7-10PM

AS THIS IS AN OUTDOOR EVENT,
PLEASE CHECK WWW.HHOH.ORG FOR ANY CANCELLATIONS

 facebook.com/hhohcity
 [@huberheightsohio](https://www.instagram.com/huberheightsohio)

**EICHELBERGER AMPITHEATER
8625 BRANDT PK**

Huber Heights – Community Garage Sale

- Thursday Sept 11-Sunday Sept14
- Sign up before 5pm Sept 8th
- Online Form or call (937) 237-5820



Huber Heights – Culture & Diversity Citizen Action Commission



Huber Heights Fire Division

OPEN HOUSE

Sun, Sept. 28
7008 Brandt Pk.
12:00–3:00pm



Huber Heights Police Division



- Thursday October 16th 5PM-7PM
- Featuring
 - Halloween Costume Contest
 - Face Painting
 - Meet & Greet with local officers and K9 Units
 - Vendors and Giveaways

**HUBER HEIGHTS
MEANS BUSINESS:**

ECONOMIC DEVELOPMENT GRANT PROGRAM



The City of Huber Heights is proud to offer \$125,000 in grant funding for 2025 to support local economic development, entrepreneurship, and diverse business ownership. Funded through the sale of city-owned property and lease revenue (not income tax), this grant program reflects our commitment to fostering a vibrant and inclusive economy.

FUNDING CATEGORIES



**Local Match for
County & State**



**Small Business
& Nonprofit
Organizations**



**Veteran-
Owned
Business**



**Women-Owned
& Minority-
Owned
Business**

INFORMATION YOU NEED TO KNOW

- ✓ Operate a business located within Huber Heights
- ✓ Provide proof of ownership
- ✓ Be in good standing with city zoning, licensing, and tax obligations
- ✓ Submit complete application



**SCAN QR CODE
for direct link
to grant info**



APPLY 8/18/25 - 10/17/25



**More information
(937) 237-5821**



**Visit our website
www.hhoh.org**

Contact City of Huber Heights

Economic Development



Questions??



AI-11062

Topics Of Discussion B.

Council Work Session

Meeting Date: 09/02/2025

OPWC Application - Water Main Installation - Taylorsville Road

Submitted By: Stephanie Wunderlich

Department: Assistant City Manager - Public Services

Council Committee Review?: Council Work Session

Audio-Visual Needs: None

Emergency Legislation?: No

Division: Engineering

Date(s) of Committee Review: 09/02/2025

Legal Review: Not Needed

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

Agenda Item Description or Legislation Title

OPWC Application - Water Main Installation - Taylorsville Road

Purpose and Background

This legislation authorizes an application to the Ohio Public Works Commission (OPWC) District IV Integrating Committee for funding to construct the Taylorsville Road 24" Water Main Project. It is necessary to secure funding to construct this project; and the OPWC funds are an appropriate source for the City to seek funding for this project.

Fiscal Impact

Source of Funds: N/A

Cost: N/A

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

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

Financial Implications:

Attachments

Map

Resolution

Legend

- Proposed Water Main
- Existing Water Main
- Huber City Corporation

Proposed 5,400' of
24" Water Main

Rip Rap Water
Treatment Plant

Taylorville Rd

Wildcat Rd



City of Huber Heights, OH
**PROPOSED 24"
WATER MAIN**

Date: 8/8/2025



CITY OF HUBER HEIGHTS
STATE OF OHIO

RESOLUTION NO. 2025-R-

AUTHORIZING THE CITY MANAGER TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND/OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED FOR THE TAYLORSVILLE ROAD 24" WATER MAIN PROJECT.

WHEREAS, the State Capital Improvement Program and the Local Transportation Improvement Program both provide financial assistance to political subdivisions for capital improvements to public infrastructure; and

WHEREAS, the City of Huber Heights is planning to make capital improvements to Install a new 24" water main on Taylorsville Road; and

WHEREAS, the infrastructure improvement herein above described is considered to be a priority need for the community and is a qualified project under the Ohio Public Works Commission (OPWC) programs.

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

Section 1. The City Manager and/or the City Engineer is hereby authorized to apply to the Ohio Public Works Commission for funds as described above.

Section 2. The City Manager is further authorized to enter into any agreements as may be necessary and appropriate with the Ohio Public Works Commission to obtain this financial assistance for the Taylorsville Road 24" Water Main Project.

Section 3. This legislation shall serve to authorize the transmittal and submission of an application for funding under the OPWC Funds. The application authorized by this Resolution shall be for the Taylorsville Road 24" Water Main Project.

Section 4. This legislation shall also authorize the provision on any additional information which may be requested during the review of this application conducted by the District IV Public Works Integrating Committee ("Committee") or any other appropriate committee or State of Ohio agency.

Section 5. The City of Huber Heights hereby commits to the local contribution for the project as identified in the project application as pertains to the improvement located within the corporate boundaries of the City of Huber Heights and further commits to those costs exceeding the estimate and which, therefore, exceed the grant amount.

Section 6. The City of Huber Heights hereby agrees to voluntarily contribute up to one (1) percent of the approved grant amount for the funds spent within the City of Huber Heights to help pay for expenses of the Committee.

Section 7. The City of Huber Heights also commits to additional reporting requirements by the Committee as part of the funding process.

Section 8. The City Manager is authorized to execute and enter into any agreements as may be necessary and appropriate with the Ohio Public Works Commission for the Taylorsville Road 24" Water Main Project.

Section 9. It is hereby determined that all formal actions of this Council concerning and relating to the passage of this Resolution were taken in an open meeting of this Council and that all deliberations of this Council and any of its Committees that resulted in such formal actions were conducted in meetings open to the public in compliance with all legal

requirements, including Section 121.22 of the Ohio Revised Code.

Section 10. 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 _____, 2025;
_____ Yeas; _____ Nays.

Effective Date:

AUTHENTICATION:

Clerk of Council

Mayor

Date

Date

AI-11072

Topics Of Discussion C.

Council Work Session

Meeting Date: 09/02/2025

Purchase Of Snowplow Dump Trucks

Submitted By: Linda Garrett

Department: Assistant City Manager - Public Services

Council Committee Review?: Council Work Session

Audio-Visual Needs: None

Emergency Legislation?: No

Division: Public Works

Date(s) of Committee Review: 09/02/2025

Legal Review: Not Needed

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

Agenda Item Description or Legislation Title

Purchase Of Snowplow Dump Trucks

Purpose and Background

This legislation authorizes a contract to purchase two (2) Class 7 snowplow dump trucks, and appurtenant equipment thereto, for the Public Works Division, and waiving competitive bidding requirements.

Fiscal Impact

Source of Funds: Public Works Division Budget

Cost: \$350,000

Recurring Cost? (Yes/No): No

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

Financial Implications:

Attachments

Resolution

CITY OF HUBER HEIGHTS
STATE OF OHIO

RESOLUTION NO. 2025-R-

AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT TO PURCHASE TWO (2) CLASS 7 SNOWPLOW DUMP TRUCKS AND APPURTENANT EQUIPMENT THERETO FOR THE PUBLIC WORKS DIVISION AND WAIVING THE COMPETITIVE BIDDING REQUIREMENTS.

WHEREAS, the need exists in the Public Works Division for two (2) Class 7 snowplow dump trucks to assist in snow removal and overall duties; and

WHEREAS, pricing for two (2) Class 7 snowplow dump trucks cab and chassis meeting the specifications of the Public Works Division is available through the State of Ohio Department of Administrative Service Cooperative Purchasing Program; and

WHEREAS, only one source of the necessary appurtenant equipment compatible with the two (2) Class 7 snowplow dump truck is reasonably available; and

WHEREAS, the funds for this purchase have been appropriated for the Public Works Division as part of the approved 2026 Public Works Division Budget.

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

Section 1. In accordance with Huber Heights Codified Ordinances, Council hereby waives the requirements to formally bid the purchase of two (2) Class 7 snowplow dump trucks through the State of Ohio Department of Administrative Service Cooperative Purchasing Program provided the aggregate price, with the necessary appurtenant equipment, does not exceed \$350,000.00. In accordance with Section 171.12(a)(1) of the Huber Heights Codified Ordinances, Council hereby waives the requirements to formally bid the necessary equipment appurtenant to said two (2) Class 7 snowplow dump trucks and awards the purchase and installation of the appurtenant equipment to K.E. Rose as the sole source provider.

Section 2. The City Manager is hereby authorized to contract for the purchase of two (2) Class 7 snowplow dump trucks for the Public Works Division with the vendor providing the lowest and best price as determined by the Public Works Division for Fiscal Year 2026 for an aggregate price, with the necessary appurtenant equipment, in an amount not to exceed \$350,000.00.

Section 3. It is hereby determined that all formal actions of this Council concerning and relating to the passage of this Resolution were taken in an open meeting of this Council and that all deliberations of this Council and any of its Committees that resulted in such formal actions were conducted in meetings open to the public 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 _____, 2025;
_____ Yeas; _____ Nays.

Effective Date:

AUTHENTICATION:

Clerk of Council

Mayor

Date

Date

AI-11046

Topics Of Discussion D.

Council Work Session

Meeting Date: 09/02/2025

Increase Not To Exceed Amount/Contract Extension - GreenTech

Submitted By: Linda Garrett

Department: Assistant City Manager - Public Services

Council Committee Review?: Council Work Session

Audio-Visual Needs: None

Emergency Legislation?: No

Division: Public Works

Date(s) of Committee Review: 09/02/2025

Legal Review: Not Needed

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

Agenda Item Description or Legislation Title

Increase Not To Exceed Amount/Contract Extension - GreenTech

Purpose and Background

This legislation is to amend Resolution No. 2025-R-7561 in order to extend the current agreement with GreenTech Lawn and Irrigation and establish a new not to exceed annual amount of \$550,000 for additional services for the Public Works Division for Fiscal Year 2026.

Fiscal Impact

Source of Funds: Public Works Division Budget

Cost: \$550,000

Recurring Cost? (Yes/No): Yes

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

Financial Implications:

Attachments

Resolution

CITY OF HUBER HEIGHTS
STATE OF OHIO

RESOLUTION NO. 2025-R-

TO AMEND RESOLUTION NO. 2025-R-7561 TO EXTEND THE CURRENT AGREEMENT AND TO INCREASE THE NOT TO EXCEED ANNUALLY FOR GREENTECH LAWN AND IRRIGATION FOR ADDITIONAL MOWING, LANDSCAPING, AND IRRIGATION SERVICES FOR THE PUBLIC WORKS DIVISION IN FISCAL YEAR 2026.

WHEREAS, there have been changes to the required services provided from GreenTech Lawn and Irrigation for mowing and landscaping services; and

WHEREAS, the new not to exceed amount for GreenTech Lawn and Irrigation needs be increased to \$550,000.00 annually.

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

Section 1. Resolution No. 2025-R-7561, passed by Council on April 15, 2025, is hereby amended to establish a new not to exceed amount of \$550,000.00 annually for GreenTech Lawn and Irrigation for Fiscal Year 2026.

Section 2. The City Manager is hereby authorized to enter a one-year contract extension for services related to the mowing and maintenance of specific properties in the City of Huber Heights to GreenTech Lawn and Irrigation, 2985 Fenner Road, Troy, Ohio for Fiscal Year 2026 at a cost not to exceed \$550,000.00 annually.

Section 3. It is hereby determined that all formal actions of this Council concerning and relating to the passage of this Resolution were taken in an open meeting of this Council and that all deliberations of this Council and any of its Committees that resulted in such formal actions were conducted in meetings open to the public 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 _____, 2025;
_____ Yeas; _____ Nays.

Effective Date:

AUTHENTICATION:

Clerk of Council

Mayor

Date

Date

AI-11068

Topics Of Discussion E.

Council Work Session

Meeting Date: 09/02/2025

Increase Not To Exceed Amount - 911 Fleet And Management

Submitted By: Keith Knisley

Department: City Manager

Division: Fire

Council Committee Review?: Council Work Session

Date(s) of Committee Review: 09/02/2025

Audio-Visual Needs: None

Legal Review: Not Needed

Emergency Legislation?: No

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

Agenda Item Description or Legislation Title

Increase Not To Exceed Amount - 911 Fleet And Management

Purpose and Background

This item is to increase the not to exceed amount for 911 Fleet and Fire Equipment for the purchase of firefighter personal protective equipment (PPE). Due to an increase in pricing and personnel increases, there is a need to increase the not to exceed spending limit by \$20,000 due to this change. 911 Fleet and Fire Equipment is the designated dealer for Morning Pride gear and offers a price equal to or less than the bidding platform of SourceWell. This legislation authorizes an increase in the not to exceed amount for 911 Fleet and Equipment as established in Resolution No. 2024-R-7197 by \$20,000 to a new not to exceed amount of \$90,000 for Fiscal Year 2025.

Fiscal Impact

Source of Funds: Fire Capital Fund/ Fire Operations Fund

Cost: \$20,000

Recurring Cost? (Yes/No): No

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

Financial Implications:

Attachments

Resolution

CITY OF HUBER HEIGHTS
STATE OF OHIO

RESOLUTION NO. 2025-R-

TO INCREASE THE NOT TO EXCEED AMOUNT FOR 911 FLEET AND EQUIPMENT FOR THE PURPOSE OF PURCHASING FIREFIGHTING PERSONAL PROTECTIVE EQUIPMENT FOR FISCAL YEAR 2025.

WHEREAS, vendor 911 Fleet is the approved vendor and offers sales for our current Morning Pride personal protective equipment (PPE) turn out gear within the City with a current spending limit of \$70,000.00; and

WHEREAS, 911 Fleet and Equipment is the approved vendor of Morning Pride turnout gear and is extending pricing at the rate established or less through the competitive bidding site, Sourcewell; and

WHEREAS, there is a need to increase the not to exceed spending limit by \$20,000.00 for replacing PPE and outfitting new employees.

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

Section 1. The City Manager is hereby authorized to increase the not to exceed amount for 911 Fleet and Equipment as established in Resolution No. 2024-R-7197 by \$20,000.00 to a new not to exceed amount of \$90,000.00 for Fiscal Year 2025.

Section 2. It is hereby determined that all formal actions of this Council concerning and relating to the passage of this Resolution were taken in an open meeting of this Council and that all deliberations of this Council and any of its Committees that resulted in such formal actions were conducted in meetings open to the public 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 _____, 2025;
_____ Yeas; _____ Nays.

Effective Date:

AUTHENTICATION:

Clerk of Council

Mayor

Date

Date

AI-11067

Topics Of Discussion F.

Council Work Session

Meeting Date: 09/02/2025

Increase Not To Exceed Amount - Atlantic Emergency Solutions

Submitted By: Keith Knisley

Department: City Manager

Division: Fire

Council Committee Review?: Council Work Session

Date(s) of Committee Review: 09/02/2025

Audio-Visual Needs: None

Legal Review: Not Needed

Emergency Legislation?: No

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

Agenda Item Description or Legislation Title

Increase Not To Exceed Amount - Atlantic Emergency Solutions

Purpose and Background

This item is to increase the not to exceed amount for purchases and services from Atlantic Emergency Solutions. In the spring of 2025, Horton Ambulances named Atlantic Emergency Solutions as the designated repair service center for Horton Emergency Vehicles, which all of the City's ambulances are manufactured by Horton. There is a need to increase the not to exceed spending limit by \$40,000 due to this change, as well as a need to purchase new Self-Contained Breathing Apparatus (SCBA) masks and regulators. This legislation authorizes an increase to the not to exceed amount for Atlantic Emergency Solutions as established in Resolution No. 2024-R-7197 by \$40,000 to a new not to exceed amount of \$60,000 for Fiscal Year 2025.

Fiscal Impact

Source of Funds: Fire Capital Fund/ Fire Operations Fund

Cost: \$40,000

Recurring Cost? (Yes/No): No

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

Financial Implications:

Attachments

Resolution

CITY OF HUBER HEIGHTS
STATE OF OHIO

RESOLUTION NO. 2025-R-

TO INCREASE THE NOT TO EXCEED AMOUNT FOR ATLANTIC EMERGENCY SOLUTIONS FOR THE PURPOSE OF PURCHASING FIRE AND EMS APPARATUS MAINTENANCE AND PARTS FOR FISCAL YEAR 2025.

WHEREAS, vendor Atlantic Emergency Solutions offers services for parts and maintenance of the City's fire apparatus, medic units, as well as parts for the City's Self-Contained Breathing Apparatus (SCBA); and

WHEREAS, Atlantic Emergency Solutions recently became the Fire Division's primary authorized service provider for its Horton ambulances; and

WHEREAS, there is a need to increase the not to exceed amount for Atlantic Emergency Solutions by \$40,000.00 to assist in outfitting new employees and purchasing spare SCBA masks and regulators.

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

Section 1. The City Manager is hereby authorized to increase the not to exceed amount for Atlantic Emergency Solutions as established in Resolution No. 2024-R-7197 by \$40,000.00 to a new not to exceed amount of \$60,000.00 for Fiscal Year 2025.

Section 2. It is hereby determined that all formal actions of this Council concerning and relating to the passage of this Resolution were taken in an open meeting of this Council and that all deliberations of this Council and any of its Committees that resulted in such formal actions were conducted in meetings open to the public 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 _____, 2025;
_____ Yeas; _____ Nays.

Effective Date:

AUTHENTICATION:

Clerk of Council

Mayor

Date

Date

AI-11065

Topics Of Discussion G.

Council Work Session

Meeting Date: 09/02/2025

Supplemental Appropriations

Submitted By: Jim Bell

Department: Assistant City Manager - Finance/ED

Division: Finance/Tax

Council Committee Review?: Council Work Session

Date(s) of Committee Review: 09/02/2025

Audio-Visual Needs: None

Legal Review: Not Needed

Emergency Legislation?: No

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

Agenda Item Description or Legislation Title

Supplemental Appropriations

Purpose and Background

The supplemental appropriations are for the following purposes:

- \$20,455 for purchase of Fire Division equipment (matched by two grants received).
- \$122,944 for issuance costs and arbitrage rebates from the June note issues (matched by note proceeds premiums).
- \$40,392.64 return of deposit for fire damage to two residents' houses (insurance check previously received).

Fiscal Impact

Source of Funds: Various Funds

Cost: \$0.00

Recurring Cost? (Yes/No): No

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

Financial Implications:

The net increase to the 2025 City Budget is \$0.00 for these proposed changes because the increases to the budget are covered by matching grants, note proceeds, and Fire Division insurance deposits.

Attachments

Ordinance

CITY OF HUBER HEIGHTS
STATE OF OHIO

ORDINANCE NO. 2025-O-

AMENDING ORDINANCE NO. 2024-O-2676 BY MAKING SUPPLEMENTAL APPROPRIATIONS FOR EXPENSES OF THE CITY OF HUBER HEIGHTS, OHIO FOR THE PERIOD BEGINNING JANUARY 1, 2025 AND ENDING DECEMBER 31, 2025.

WHEREAS, supplemental appropriations for expenses of the City of Huber Heights must be made for appropriations of funds for various 2025 operating and project funding.

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

Section 1. Ordinance No. 2024-O-2676 is hereby amended as shown in Exhibit A of this Ordinance.

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

Section 3. 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 _____, 2025;
_____ Yeas; _____ Nays.

Effective Date:

AUTHENTICATION:

Clerk of Council

Mayor

Date

Date

EXHIBIT A

AMENDING ORDINANCE NO. 2024-O-2676 BY MAKING APPROPRIATIONS FOR EXPENSES OF THE CITY OF HUBER HEIGHTS, OHIO FOR THE PERIOD BEGINNING JANUARY 1, 2025 AND ENDING DECEMBER 31, 2025.

- 1) Section 6 of Ordinance No. 2024-O-2676 is hereby added to reflect an increase in the appropriations of the 210 Fire Fund, as follows:
 - a. Subsection a) Fire, Operations and Capital of \$20,455.00
- 2) Section 35 of Ordinance No. 2024-O-2676 is hereby added to reflect an increase in the appropriations of the 410 Transformative Economic Development Fund, as follows:
 - a. Subsection b) Non-Departmental, Debt Service of \$26,000.00
- 3) Section 44 of Ordinance No. 2024-O-2676 is hereby added to reflect an increase in the appropriations of the 501 Water Fund, as follows:
 - a. Subsection f) Non-Departmental, Debt Service of \$44,444.00
- 4) Section 46 of Ordinance No. 2024-O-2676 is hereby added to reflect an increase in the appropriations of the 504 Water Utility Reserve Fund, as follows:
 - a. Subsection b) Non-Departmental, Debt Service of \$52,500.00
- 5) Section 52 of Ordinance No. 2024-O-2676 is hereby added to reflect an increase in the appropriations of the 723 Fire Insurance Fund, as follows:
 - a. Subsection a) Capital, Operations and Capital of \$40,392.64

Fire Fund	\$20,455.00
Local Street Operating Fund	\$26,000.00
Water Fund	\$44,444.00
Water Utility Reserve Fund	\$52,500.00
Fire Insurance Fund	\$40,392.64

AI-11075

Topics Of Discussion H.

Council Work Session

Meeting Date: 09/02/2025

Work Rules/Policies/Personnel Regulations

Submitted By: Katie Knisley

Department: City Manager

Division: Human Resources

Council Committee Review?: Council Work Session

Date(s) of Committee Review: 09/02/2025

Audio-Visual Needs: None

Legal Review: Completed

Emergency Legislation?: No

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

Agenda Item Description or Legislation Title

Work Rules/Policies/Personnel Regulations

Purpose and Background

This legislation authorizes amended policies and establishes procedures for implementing personnel regulations within the Employee Personnel Manual and other work rules or policies that the City Manager deems necessary. This legislation will also allow the City Manager to regulate the day-to-day policies and keep these policies up to date with current federal and state law and to adopt temporary policies in the event of emergencies to ensure the safety of the City's employees. Amendments to personnel-related City Charter provisions will be brought to Council for recommendation for approval.

Fiscal Impact

Source of Funds: N/A

Cost: N/A

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

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

Financial Implications:

Attachments

Resolution

CITY OF HUBER HEIGHTS
STATE OF OHIO

RESOLUTION NO. 2025-R-

AUTHORIZING THE CITY MANAGER TO AMEND WORK RULES AND POLICIES AND ESTABLISHING PROCEDURES FOR IMPLEMENTING PERSONNEL REGULATIONS.

WHEREAS, the City Charter and relevant personnel legislation provide for the establishment of standards and procedures to govern the employment practices within the City; and

WHEREAS, it is the purpose of these Personnel Regulations to implement the provisions of the City Charter and personnel legislation by establishing standards and procedures that provide detail to existing personnel-related City Charter provisions or personnel legislation; and

WHEREAS, these regulations serve as a guideline to be followed in situations not specifically addressed in the City Charter or modified by an applicable labor contract; and

WHEREAS, the City Council acknowledges the need for flexibility in enabling the City Manager to modify work rules and policies in response to changes in federal law, state law, and case law, to ensure legal compliance and effective governance.; and

WHEREAS, the City Council recognizes that natural and man-made disasters, including weather events, pandemics, and cyber-attacks, may necessitate the immediate modification of work rules and policies to ensure the safety, health, and effective functioning of the City's workforce; and

WHEREAS, the City Council recognizes the necessity for flexibility in adapting to changing circumstances and the need for the City Manager to have the authority to amend work rules and policies as required to ensure the effective management of the City's workforce; and

WHEREAS, it is essential that all employees of the City understand their obligation to comply with and be familiar with these regulations, as well as any amendments thereto.

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

Section 1. Authority to Amend Work Rules and Policies: The City Manager is hereby authorized to amend, establish, or rescind work rules and policies as necessary to ensure the efficient operation of the City's personnel regulations, while adhering to the City Charter, applicable laws, and any in force labor contracts. The City Manager shall bring any amendments to the following rules and regulations before the City Council for review and approval prior to implementation:

Merit and Personnel System Rules
Personnel Appeals Board
Employee Fringe Benefits
Hours of Work
Discipline
Compensation Plan and Staffing Levels

Section 2. Temporary Measures: Any work rules or policy changes made by the City Manager in response to a disaster shall be considered temporary and shall remain in effect only for the duration of the emergency. The City Manager shall inform the City Council of any work rule or policy changes made in response to a disaster as soon as practicable.

Section 3. Employee Notification and Compliance: At the time of appointment, all employees shall be provided with a copy or a digital copy of the Huber Heights Personnel Manual. It shall be the obligation of each employee to sign, in paper or digital form, an acknowledgment that they have read and comprehend any rulings and interpretations that the City Manager's Office may generate. Failure to be familiar with these rules will not excuse any non-compliance with the rules.

Section 4. Non-Contractual Nature of Regulation: Any work rule or policy changes made by the City Manager is a general guide to employment with the City and is not intended to constitute a contract of employment, nor shall it be construed as such. The City Manager reserves the right to

change the contents of the Huber Heights Personnel Manual at any time, with or without notice, and either retroactively or prospectively. The Huber Heights Personnel Manual prohibits any employee in the City from making oral statements that modify the terms and conditions of employment. Any such statements shall be considered unauthorized and without effect.

Section 2. It is hereby determined that all formal actions of this Council concerning and relating to the passage of this Resolution were taken in an open meeting of this Council and that all deliberations of this Council and any of its Committees that resulted in such formal actions were conducted in meetings open to the public 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 _____, 2025;
_____ Yeas; _____ Nays.

Effective Date:

AUTHENTICATION:

Clerk of Council

Mayor

Date

Date

AI-11066

Topics Of Discussion I.

Council Work Session

Meeting Date: 09/02/2025

Opioid Settlement Participation

Submitted By: Rachael Dillahunt

Department: City Manager **Division:** City Manager

Council Committee Review?: Council Work Session **Date(s) of Committee Review:** 09/02/2025

Audio-Visual Needs: None **Legal Review:** Not Needed

Emergency Legislation?: No **Motion/Ordinance/Resolution No.:**

Agenda Item Description or Legislation Title

Opioid Settlement Participation

Purpose and Background

The OneOhio Opioid Settlement is part of a national agreement with opioid distributors and manufacturers, providing Ohio with significant funds to combat the opioid crisis. Under the OneOhio Memorandum Of Understanding (MOU), settlement proceeds are divided as follows: 55% to the OneOhio Recovery Foundation, 30% directly to local governments, and 15% to the State of Ohio. The local share is distributed annually and must be placed in a dedicated special revenue fund, used only for approved purposes such as prevention, treatment, recovery support, public awareness, and reducing opioid oversupply. Since the program began, the City of Huber Heights has received \$129,840.32, which has been used to support the Police Division's K9 program, an important tool for drug detection and enforcement. The OneOhio Recovery Foundation manages the largest portion of funds through nineteen regional boards. Huber Heights is in Region 8, which, in the 2024 grant cycle, was allocated \$3.86 million for eligible projects. These grants have supported initiatives such as expanding treatment capacity, enhancing prevention programs, supporting recovery housing, and improving coordination among service providers. Due to the additional settlements now being finalized, the purpose of this resolution is to authorize the necessary agreements as each settlement is received. This resolution simply authorizes the receipt and execution of settlement agreements; as additional funds are received, City Staff will return to Council during the budget discussions to determine future expenditures of these funds.

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

Report
Resolution

REGION 8

2024 REGIONAL GRANT CYCLE REPORT



Organization	Project Summary	Abatement Strategy	Grant
A Loving Heart Youth Services	ARISE Project of Dayton	Recovery Supports	\$187,500
Ascend Innovations	Crisis Notifications	Intervention & Crisis Support	\$65,000
Boys & Girls Club of Dayton	Prevention Programming	Prevention	\$74,250
Brigid's Path	Growing Support	Treatment & Healthcare Services	\$47,200
Dayton & Montgomery County Community Overdose Action Team (COAT)	ODMAP Expansion	Intervention & Crisis Support	\$50,000
Dayton Children's Hospital	Behavioral Health Dept. Support	Prevention	\$1,770,899
Good Shepherd Ministries	Feed the Streets Sober Seed Bus	Recovery Supports	\$75,000
Kettering Medical Center	Peer Recovery Support	Recovery Supports	\$475,000
Premier Health	Screening, Treatment and Provider Education	Treatment & Healthcare Services	\$423,149
Single Parents Rock	Trauma-Informed Care	Intervention & Crisis Support	\$50,710
St Mary Development Corporation	Seniors Prevention Programming	Prevention	\$134,523
Unite Us	Unite Ohio Program	Intervention & Crisis Support	\$193,250
Wright State University	Dayton Street Medicine	Treatment & Healthcare Services	\$293,968
Wright State University	Behavioral Couple Therapy for SUD	Workforce	\$27,106

For more details about all 2024 cycle grantees, visit:
www.OneOhioFoundation.com/GrantAwards



OneOhio Region 8 Roster (as of June 2025)

Below are the individuals appointed to the OneOhio Region 8 regional board. Those serving on the board are appointed in accordance with the Region's bylaws. Region board members are volunteers of the OneOhio Recovery Foundation.

NAME	TITLE	ORGANIZATION	APPOINTING AUTHORITY	TERM ENDS
Judy Dodge, <i>Chair</i>	Commissioner	Montgomery County Commissioners	Montgomery County Commissioners	6/03/2026
Barbara Doseck	Law Director	City of Dayton	Region's Largest Municipality	3/25/2026
Jeff Mims	Mayor	City of Dayton	Region's Largest Municipality	3/25/2026
Jennifer Wentzel	Health Commissioner	Public Health – Dayton & Montgomery County	Public Health – Dayton & Montgomery County	3/25/2026
Yvette Page	Mayor	City of Trotwood	Greater Dayton Mayors and Managers Association	2/02/2026
Lee Ann Bradfield	Strategic Initiatives Operations Manager	Office of Strategic Initiatives	Office of Strategic Initiatives	11/01/2026
Scott McGohan	Founder	One Morning	Dayton Area Chamber of Commerce	3/25/2026
Marty Larson	COO	Greater Dayton Area Hospital Association	Greater Dayton Area Hospital Association	3/25/2026
Stacey MacDonald	Clerk of Courts Program Manager	Montgomery County Clerk of Courts	Criminal Justice Council	11/01/2026
Helen Jones-Kelley	Executive Director	Montgomery County ADAMHS Board	Montgomery County ADAMHS Board	3/25/2026
Derek Shell	Village Administrator	Village of Farmersville	Village Appointee	5/03/2026

NAME	TITLE	ORGANIZATION	APPOINTING AUTHORITY	TERM ENDS
Joshua Swan	Substance Abuse Counselor	DeCoach Recovery Centre	Individual with Lived Experience	5/02/2027
Georgeann Godsey	Township Trustee	Harrison Township	Township Association	5/02/2027

CITY OF HUBER HEIGHTS
STATE OF OHIO

RESOLUTION NO. 2025-R-

AUTHORIZING THE CITY MANAGER TO EXECUTE ANY NECESSARY DOCUMENTS OR AGREEMENTS FOR PARTICIPATION AGREEMENTS IN ANY FUTURE OPIOID SETTLEMENTS.

WHEREAS, the people of the State of Ohio and its communities have been harmed by misfeasance, nonfeasance, and malfeasance committed by certain entities related to the use, manufacturing, supply and distribution of opioids; and

WHEREAS, the State of Ohio, through its Attorney General, and certain local governments, through its elected representatives and counsel, have been engaged in litigation seeking to hold such entities accountable for the damage caused by misfeasance, nonfeasance, and malfeasance; and

WHEREAS, the City of Huber Heights shares a common desire to abate and alleviate the impacts of that misfeasance, nonfeasance, and malfeasance throughout the State of Ohio.

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

Section 1. Following the Law Director’s review and approval of any future Opioid Settlement Agreement or other documents related to such settlements, the City Council hereby authorizes the City Manager to accept and execute any such Settlement Agreement and/or other necessary documents for the settling of any remaining opioid litigation on behalf of the City of Huber Heights.

Section 2. It is hereby determined that all formal actions of this Council concerning and relating to the passage of this Resolution were taken in an open meeting of this Council and that all deliberations of this Council and any of its Committees that resulted in such formal actions were conducted in meetings open to the public 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 _____, 2025;
_____ Yeas; _____ Nays.

Effective Date:

AUTHENTICATION:

Clerk of Council

Mayor

Date

Date

AI-11071

Topics Of Discussion J.

Council Work Session

Meeting Date: 09/02/2025

City Code - Amendments - Citizen Complaint Review Board

Submitted By: Anthony Rodgers

Department: City Council

Council Committee Review?: Council Work Session **Date(s) of Committee Review:** 09/02/2025

Audio-Visual Needs: None **Legal Review:** Not Needed

Emergency Legislation?: No **Motion/Ordinance/Resolution No.:**

Agenda Item Description or Legislation Title

City Code - Amendments - Citizen Complaint Review Board

Purpose and Background

The Citizen Complaint Review Board (CCRB) was developed cooperatively between the Culture and Diversity Citizen Action Commission (CDCAC), the Huber Heights Police Division, and City Administration. The CCRB was established by the City Council in October, 2023. City Staff have had significant difficulties in attracting and recruiting members of the Huber Heights Citizen Complaint Review Board due to the narrowly defined membership requirements in the original legislation establishing the CCRB. Only recently, several applicants have expressed an interest in serving as members of the CCRB. After review by City Staff and consultation with the CDCAC, City Staff are recommending that the legislation establishing the CCRB be modified in Section 168.04 - Members, Terms, And Vacancies in the Huber Heights Codified Ordinances to a more general membership criteria using language mirrored from the legislation establishing the CDCAC. These modifications will allow for the ability to attract and recruit a broader membership for the CCRB while maintaining a balance and diversity among the membership of the CCRB. Once the membership of the CCRB is complete, the CCRB will be able to operate and function as intended in the legislation creating the CCRB.

Fiscal Impact

Source of Funds: N/A

Cost: N/A

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

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

Financial Implications:

Attachments

Ordinance

Exhibit A

CITY OF HUBER HEIGHTS
STATE OF OHIO

ORDINANCE NO. 2025-O-

~~ESTABLISHING THE CITY OF HUBER HEIGHTS CITIZEN COMPLAINT REVIEW BOARD AND CREATING AMENDING~~ CHAPTER 168 – CITIZEN COMPLAINT REVIEW BOARD OF TO PART ONE – ADMINISTRATIVE CODE, TITLE FIVE – ADMINISTRATIVE OF THE CODIFIED ORDINANCES OF HUBER HEIGHTS, OHIO ~~AND ESTABLISHING THE CITIZEN COMPLAINT REVIEW BOARD PROCEDURE POLICY AND PROCESS.~~

WHEREAS, the ~~City of~~ Huber Heights Culture and Diversity Citizen Action Commission (CDCAC), ~~the~~ City Administration, and the Huber Heights Police Division seek to ensure that City actions are absent undue influence or bias on the basis of race, color, religion, sex, or national origin; and

WHEREAS, the Citizen Complaint Review Board (CCRB) has been developed cooperatively between the CDCAC, the Huber Heights Police Division, and ~~the~~ City Administration; and

WHEREAS, there have been significant difficulties in attracting and recruiting members of the Huber Heights Citizen Complaint Review Board due to the narrowly defined membership requirements in the original legislation establishing the CCRB; and

WHEREAS, ~~the~~ City Council desires to establish certain procedures, processes, and policies for the Citizen Complaint Review Board to facilitate the effectiveness and functionality thereof.

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

Section 1. Chapter 168 ~~titled “– Citizen Complaint Review Board”~~ of is hereby created and added to Part One – Administrative Code, Title Five – Administrative of the Codified Ordinances of Huber Heights, Ohio, ~~which shall read~~ is amended as follows:

168.01 CREATION.

There is hereby established in and for the City a Board to be known as the Huber Heights Citizen Complaint Review Board (hereinafter “Board”).

168.02 PURPOSE.

The Board exists as an additional community resource to help ensure the actions of the City of Huber Heights, Ohio, Division of Police (HHPD) are absent undue influence or bias in matters of race, color, religion, sex, or national origin. The Board may review those complaints involving completed HHPD Internal Affairs investigations where the complainant believes race, color, religion, sex, or national origin were influencing factors in an investigation’s outcome.

168.03 DUTIES AND RESPONSIBILITIES.

The Board, subject to the City of Huber Heights Board and Commission Handbook as adopted by the City Council, is limited in its authority to providing recommendations to the Office of the City Manager with respect to HHPD policy and training. In no instance shall the Board be empowered to recommend or effect disciplinary actions on any member of HHPD or review matters regarding the undue influence of race, color, religion, sex, or national origin in any department or division of the City beyond the HHPD.

168.04 MEMBERS, TERMS AND VACANCIES.

~~(A) — Members of the Board shall be appointed by the City Council. Board membership shall consist of the following appointment members: One (1) elector-member recommended by the Huber Heights Culture and Diversity Citizen Action Commission; One (1) elector-member recommended by the Greater Dayton Chapter of the National Association for the Advancement of Colored Persons (NAACP); One (1)~~

~~elector-member recommended by the City Manager with a law enforcement background, who is not actively employed with the HHPD; One (1) elector-member recommended by the City Manager with a legal background; One (1) elector-member recommended by the City Manager to represent the City's largest race group as identified in the most recent U.S. Census; One (1) elector-member recommended by the City Manager to represent the City's second-largest race group as identified in the most recent U.S. Census; One (1) elector-member recommended by the City Manager to represent the City's third-largest race group as identified in the most recent U.S. Census; and Two (2) ex-officio, non-voting members recommended by virtue of office with the City. These two ex-officio members shall be the Chief of Police (or designee) and the City Manager (or designee) and shall provide technical assistance and respond to additional inquiries but shall serve in a non-voting capacity.~~

(A) The Board membership shall consist of no fewer than five (5) and no more than seven (7) voting elector-members appointed by the City Council. The members of the Board will be balanced to reflect the culture and diversity of the community and should be able to provide in-depth knowledge and understanding of the community issues that create discrimination and the ability to address and make recommendations for the resolution of these issues. The Board's membership shall also consist of two (2) ex-officio, non-voting members recommended by virtue of office with the City. These two ex-officio, non-voting members shall be the Chief of Police (or designee) and the City Manager (or designee) and shall provide technical assistance and respond to additional inquiries but shall serve in a non-voting capacity.

(B) Terms: With exception of the ~~first initial member~~ appointments, each member of the Board shall be appointed ~~and to~~ serve a three (3) year term, with the term expiring on December 31~~_~~ of each year. The initial members shall be appointed for staggered terms of one (1), two (2), or three (3) years as determined by the City Council at the time of their appointment.

(C) Vacancies: Vacancies shall be filled by a majority vote of the members of ~~the~~ City Council then holding office for the unexpired term of office.

168.05 ORGANIZATION AND QUORUM.

As permitted by Article IX of the Huber Heights ~~City~~ Charter, appointments may be made by concurrence of the majority of ~~the~~ City Council then in office. Thereafter, at the first board meeting each calendar year, the Board shall elect from amongst its elector-members a Chair~~;~~ ~~and a~~ Vice Chair and appoint a Secretary (which Secretary may be a member of the Board, or who holds other employment with the City, upon approval of the City Manager to serve as Secretary). The Board may select from amongst its elector-members other officers as deemed necessary by the Board. The Chair shall preside at meetings of the Board. The Vice Chair shall, when the Chair is absent, perform the duties of the Chair. A simple majority of the currently appointed members of the Board shall be necessary to constitute a quorum and conduct business at any Board meeting.

168.06 MEETINGS.

The Board shall meet as necessary when complaints are referred to the Board. All meetings of the Board shall follow the requirements of Ohio Open Meetings Act to allow and promote public participation in the deliberations and decisions of the Board. The Board shall keep minutes and other appropriate written records of its resolutions, proceedings and actions in accordance with the Ohio Open Meetings Act and the Ohio Public Records Law, and the policies, ordinances~~,~~ and laws of the City of Huber Heights.

Section 2. The Citizen Complaint Review Board shall be subject to and governed by certain policies and procedures as established by the City Council and as permitted by the Board, subject to subsequent amendment from time to time. The City Council hereby establishes the Citizen Complaint Review Board Procedure Policy and Process as more specifically set forth in Exhibit A to this ~~Resolution~~Ordinance.

Section 3. It is hereby determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council and that all deliberations of this Council and any of its Committees that resulted in such formal actions

were conducted in meetings open to the public 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 _____, 2025;
_____ Yeas; _____ Nays.

Effective Date:

AUTHENTICATION:

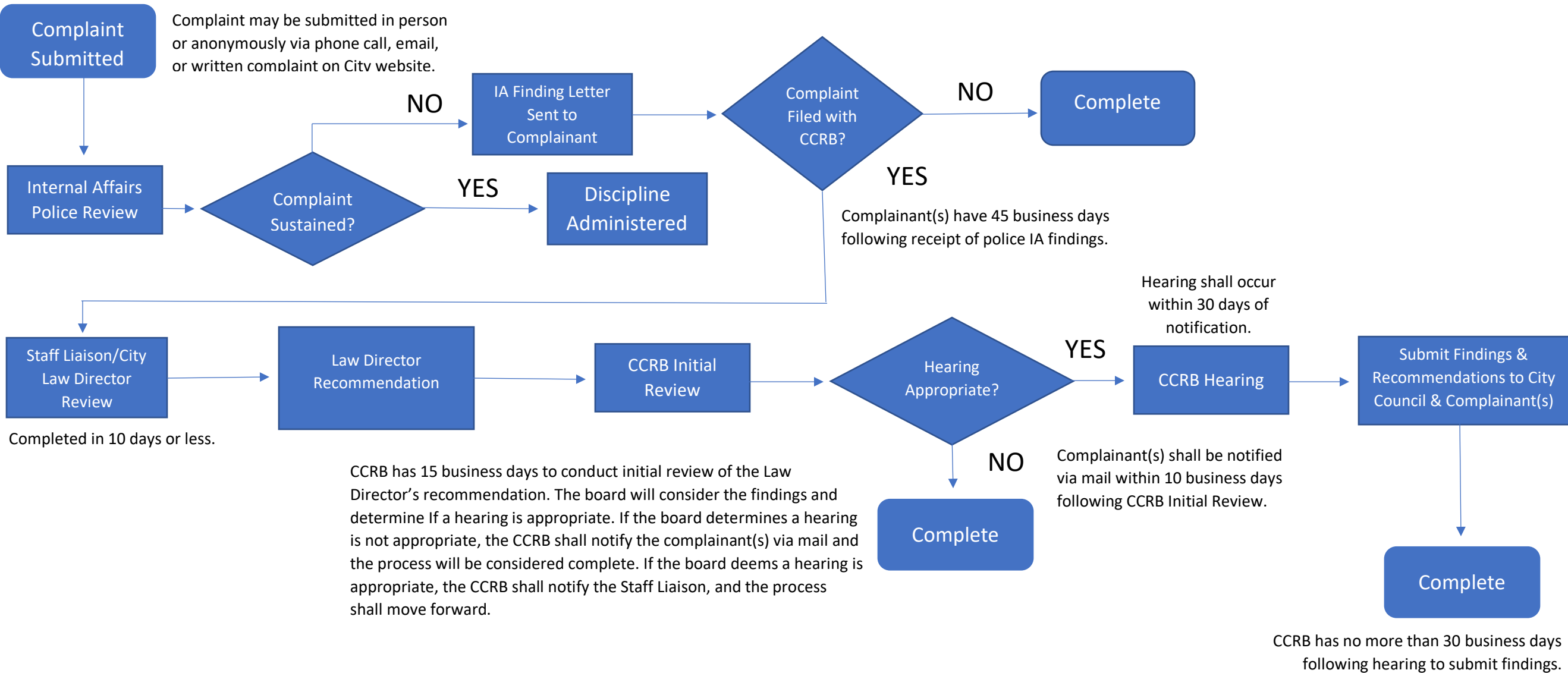
Clerk of Council

Mayor

Date

Date

EXHIBIT A
City of Huber Heights CCRB Process





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

937.233.1423
937.233.1272 fax

www.hhoh.org

City of Huber Heights Citizen Complaint Review Board Procedure Policy

- Intent:** The intent of this policy is to provide guidance on the utilization of the Huber Heights Citizen Complaint Review Board (CCRB) to the City's employees, residents, visitors, and volunteers
- Purpose:** The CCRB exists as an additional community resource to help ensure the actions of the City of Huber Heights, Ohio, Division of Police (HHPD) are absent undue influence or bias in matters of race, color, religion, sex, or national origin. The CCRB may review those complaints involving completed HHPD Internal Affairs investigations where the complainant believes race, color, religion, sex, or national origin were influencing factors in an investigation's outcome.
- Authority:** The CCRB is limited in its authority to recommendations with respect to HHPD policy and training. In no instance shall the CCRB be empowered to effect disciplinary actions on any member of the HHPD or review matters of race, color, religion, sex, or national origin in any department or division of the City beyond the HHPD.
- Legitimacy:** The CCRB shall be a Council-established Board, considered a public body, and subject to the City of Huber Heights Board and Commission Handbook.
- Membership:** The CCRB shall be comprised of the following members:
- One (1) elector-member recommended by the Huber Heights Culture and Diversity Citizen Action Commission.
 - One (1) elector-member recommended by the Greater Dayton Chapter of the National Association for the Advancement of Colored Persons (NAACP).
 - One (1) elector-member recommended by the City Manager with a law enforcement background, who is not actively employed with HHPD.
 - One (1) elector-member recommended by the City Manager with a legal background.
 - One (1) elector-member recommended by the City Manager to represent the City's largest race group as identified in the most-recent U.S. Census.
 - One (1) elector-member recommended by the City Manager to represent the City's second-largest race group as identified in the most-recent U.S. Census.
 - One (1) elector-member recommended by the City Manager to represent the City's third-largest race group as identified in the most-recent U.S. Census.
 - Two (2) ex-officio non-voting members by virtue of office with the City. These two ex-officio members shall be the Chief of Police (or designee) and the City Manager (or designee) and shall provide technical assistance and respond to additional inquiries.



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All elector-members of the CCRB shall be required to attend the Huber Heights Police Division Citizens Police Academy within twelve (12) months of appointment.

Procedures:

In furtherance of its purpose, the CCRB shall utilize the following processes and procedures to accomplish its primary objectives:

- 1) When an HHPD Internal Affairs Investigation has been completed and such investigation was predicated on a complaint filed external to the City, a letter shall be sent to the complainant(s) notifying them of the investigation's outcome. Such letter, a sample of which is attached hereto, shall inform the recipient of their option to seek further considerations from the CCRB and how to file for said review.

In such instances where an individual has a direct, vested interest in an incident or internal affairs investigation in which they believe race, color, religion, sex, or national origin were influencing factors; and an internal affairs investigation is not underway; such persons may access the appropriate CCRB forms from the City's website, City administrative offices, or by emailing any senior member of the HHPD or City Manager's Office.

- 2) Upon receipt of the internal affairs finding letter, the complainant(s) has forty-five (45) business days to take definitive action by filing a complaint with the CCRB. If no such definitive action is taken by the complainant(s) within forty-five (45) business days, the CCRB process shall be considered closed. Upon completion of the CCRB process, the Staff Liaison shall maintain all official documents related to the case for no less than twelve (12) months from the date of the initial HHPD Internal Affairs investigation.

If a complaint is filed with the CCRB, the Assistant To The City Manager shall assume the role of Staff Liaison, and act as a link to facilitate the CCRB process. As the Staff Liaison, the Assistant To The City Manager shall be responsible for directing communication and information to any party which may have a direct, vested interest in the matter. Staff Liaison communication may be conducted via written correspondence, telephone, and email. Additional responsibilities of the Staff Liaison include, but are not limited to:

- a. Reserve a meeting room.
- b. Make advance public notice of any meeting or meeting change or cancellation. Provide a notice to the Clerk of Council of any meeting date or location changes or cancellations for dissemination to the City Council. Post public notice of any meeting or meeting change or cancellation at the entrance of City Hall and on the City's website. Add the meeting to the Community Calendar on the City's website.
- c. Arrange for a person to take minutes for the meeting,
- d. Set up the meeting room and ensure that the digital audio/video recording system operable (if applicable).



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- e. Ensure that a sign-in sheet is available and that all Board members and guests sign-in. Provide the sign-in sheet to the person taking the minutes before the end of the meeting.
- f. Develop an agenda and a meeting packet for the meeting in consultation with the Board Chair within three (3) business days in advance of a meeting and transmit copies of the agenda and the meeting packet to the Board members. Post the agenda and the meeting packet to the AgendaQuick system.
- g. Ensure that a complete file for each meeting is maintained pursuant to Ohio statutes and City of Huber Heights retention schedules for public records. This includes but is not limited to: (a) agenda for the meeting; (b) sign-in sheet; (c) copies of all materials handed out or displayed during meeting presentations; (d) meeting packet; (e) all agenda materials provided to the Board; and (f) minutes for the meeting.
- h. Advise the City Manager of any topics or recommendations requiring City Staff time and funds beyond reasonable City Staff duties for the Board.

Upon receiving notification that a complaint has been filed with the CCRB, the Staff Liaison shall collect all pertinent information to the incident and forward a notice via written correspondence or email to the City Law Director within two (2) business days from the date the complaint is filed with the CCRB. Upon receipt of the notification and all pertinent documents and information, the Law Director shall conduct a review of the complaint prior to the initial CCRB review. The purpose of the Law Director review is to assess whether the complaint merits the review of the CCRB on the grounds that the complainant(s) was subjected to undue influence or bias in matters of race, color, religion, sex, or national origin. The Law Director's assessment and subsequent recommendation shall be established employing only the information presented, in conjunction with the Law Director's professional opinion and expertise.

- 3) The Law Director's review shall be completed in ten (10) business days or less from the date the notification is received from the Staff Liaison. If the Law Director's review determines that the complaint is not sustained on the grounds that race, color, religion, sex, or national origin were influencing factors in the matter, the Law Director shall submit such recommendation to the Staff Liaison via written communication or email. The Staff Liaison shall subsequently forward the Law Director's recommendation, to include a synopsis of the incident and the Law Director's review and rationale, to the CCRB for review within (10) business days from the date of the Law Director's conclusion. The CCRB shall have fifteen (15) business days to conduct an initial review of the recommendation to determine if the Board concurs with the assessment. If the Board concurs, the CCRB will notify the complainant(s) via mail and the process shall be considered closed. Upon completion of the CCRB process, the Staff Liaison shall maintain all official



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documents related to the case for no less than twelve (12) months from the date of the initial HHPD Internal Affairs investigation.

If upon completion of the Law Director's review, it is determined that undue influence or bias in matters of race, color, religion, sex, or national origin was present during the incident, the Law Director shall report such recommendation to the Staff Liaison via written correspondence or email. The Staff Liaison shall notify the Board, via written correspondence or email within ten (10) business days from the date of the Law Director's conclusion. The Staff Liaison's notification shall include a synopsis of the incident, the initial findings of the HHPD Internal Affairs investigation, the intent to file with the CCRB, and a summary of the Law Director's review and rational for decision. The Staff Liaison shall also send a separate notification via written correspondence to the complainant(s) within ten (10) business days from the date of the Law Director's conclusion. This notification letter shall advise the complainant(s) that the incident has been recommended to be reviewed by the CCRB. Additionally, the notification letter shall advise the complainant(s) that the CCRB will conduct a review to determine if a hearing is appropriate, and the Staff Liaison will inform them once a decision is made. Lastly, the Staff Liaison will identify themselves as the Point-of-Contact (POC) moving forward and provide the complainant(s) with appropriate contact information, should the complainant(s) need further assistance.

- 4) The CCRB shall conduct an initial review, to include the Law Director's assessment, and the members of the Board shall determine if a hearing is appropriate. If the Board deems a hearing is not appropriate, the CCRB shall submit a report of their recommendation and rational of their decision via written correspondence or email to the Staff Liaison within ten (10) business days following the initial Board review. Subsequently, the Staff Liaison shall notify the complainant(s) of the Board's decision via written correspondence within ten (10) business days following the initial Board review. This notification shall include a synopsis of the incident and a summary of the Board's review and rational. Upon this action, the CCRB Process shall be considered closed, and the Staff Liaison shall maintain all official documents related to the case for no less than twelve (12) months from the date of the initial HHPD Internal Affairs investigation.

If a hearing is deemed appropriate, the CCRB shall report their recommendation to the Staff Liaison via written correspondence or email. The Staff Liaison shall notify the complainant(s) of the hearing via written correspondence within ten (10) business days following the initial review. The Staff Liaison's written correspondence shall include the Board's recommendation to hold a public hearing, the date, time, and location of the hearing (if readily available), and guidelines for public participation in a meeting, as approved by the City Council. Additionally, the Staff Liaison shall ensure that proper notice of the hearing is provided. Board elector-



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members shall review the statutes, rules or procedures governing the type of meeting being held and follow the appropriate public notice requirements as outlined in the City of Huber Heights Board and Commission Handbook. The complainant(s), recorded witnesses, and officer(s) involved in the incident are not required to attend the hearing. If the beforementioned decline to attend the hearing, their statements recorded during the internal investigation shall serve as their record of statement during the hearing.

- 5) A CCRB Hearing shall be conducted within thirty (30) business days of issuing the hearing notification letter. In accordance with the purpose of this policy, it is the objective of the CCRB to help ensure the complainant(s) was not subjected to undue influence or bias in matters of race, color, religion, sex, or national origin. The findings and recommendations of the CCRB shall be grounded solely within the purpose of this policy.
- 6) Upon completion of the hearing, the CCRB shall have no more than thirty (30) business days following the hearing to submit findings and recommendations to the City Council, copied to the complainant(s). In accordance with the authority of this policy, the CCRB is limited in its authority to recommendations, and in no instance shall the CCRB be empowered to effect disciplinary actions. Disciplinary action, if applicable, shall be administered by the HHPD.

Upon submission of findings and recommendations, the CCRB Process shall be considered complete. The Assistant To The City Manager shall maintain all official documents related to the case for no less than twelve (12) months from the date of the initial HHPD Internal Affairs investigation.

Effective

Date:

Authorized:

This policy shall take effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Richard S. Dzik, MA, PMP
City Manager

Date



HUBER HEIGHTS POLICE DIVISION

Integrity, Courage, Honor, Respect, Equality



Mark E. Lightner
Chief of Police

6121 Taylorsville Rd. Huber Heights, OH 45424

937-237-5850 937-237-5851 fax

January 1, 2023

John Doe
123 Sesame Street
Huber Heights, OH 45424

Dear Mr. Doe,

I have completed the investigation of your complaint you filed with the Huber Heights Police Division concerning (summarize complaint). I have come to the conclusion the allegation of (state complaint) by officer/s involved in this incident is Not Sustained. I appreciate the concerns you have for your well-being and the Huber Heights Police Division will continue to offer our support and assistance when called upon. I hope you are satisfied with the response you received from the Huber Heights Police Division.

Sincerely,

Lt. (Name)
Administrative Lieutenant

If you believe issues of race, color, religion, sex or national origin were factors influencing the findings of this complaint, you may request a review of your complaint's outcome by the Citizen's Compliant Review Board.

A Request For Review by the Citizen Complaint Review Board can be found on the City of Huber Heights website at www.hhoh.org.



An Internationally
Accredited Agency



HUBER HEIGHTS POLICE DIVISION

Integrity. Courage. Honor. Respect. Equality



Request For Review By Citizen Complaint Review Board

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Phone number: Click or tap here to enter text.

Email (optional): Click or tap here to enter text.

Internal Affairs case number : Click or tap here to enter text.

Officer(s) involved: Click or tap here to enter text.

Witnesses: Click or tap here to enter text.

SAMPLE

The Board will make no recommendations concerning the discipline of an employee, which is determined solely by the Chief of Police. Instead, the Board will decide if it concurs or does not concur with the results of the Police Division investigation. The Board's findings may be discussed with City Council and City Staff to discuss the review and potential recommendations. The Board may not change any discipline previously given by the Chief of Police in response to the original complaint.

Be advised: under ORC 2921.15: No person shall knowingly file a complaint against a peace officer that alleges that the peace officer engaged in misconduct in the performance of the officer's duties if the person knows the allegation is false. Whoever violates this is guilty of Making a False Allegation of Peace Officer Misconduct – first degree misdemeanor.

Having been advised of the above law, I hereby affirm the facts contained on this information form and my statement of allegation(s) against Huber Heights Police Division officer(s) are true and accurate.

Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.





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Huber Heights, OH 45424

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937.233.1272 fax

www.hhoh.org

City of Huber Heights

LAW REVIEW NOTIFICATION LETTER- NO CCRB REVIEW RECOMMENDED

January 1, 2023

John Doe
123 Sesame Street
Huber Heights, OH 45424

SAMPLE

Dear Mr. Doe,

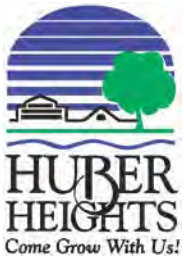
On (date complaint was submitted to Huber Heights Police Division Internal Affairs) you, or someone acting on your behalf, submitted a complaint which was reviewed and investigated by the Huber Heights Police Division Internal Affairs. The results of the investigation yielded that the complaint was not sustained on the grounds that issues of race, color, religion, sex, or national origin were factors influencing the findings of the complaint. On (date requested for CCRB review) you, or someone acting on your behalf, requested a review of the complaint's outcome by the Citizen Complaint Review Board (CCRB).

In accordance with the City of Huber Heights CCRB Procedure Policy, prior to an initial CCRB review, all complaints are first reviewed by the City Law Director for recommendation. The purpose of the Law Director's review is to assess whether the complaint merits the review of the CCRB on the grounds that the investigation's findings were subjected to undue influence or bias in matters of race, color, religion, sex, or national origin. The Law Director's assessment and subsequent recommendation shall be established employing only the information presented, in conjunction with the Law Director's professional opinion and expertise.

Upon review of the complaint, it is recommended that this matter does not merit the review of the CCRB. This recommendation is based on the following:

- (Synopsis of the incident)
- (Summary of the Law Director's findings and rationale)

Upon this recommendation, the complaint is considered closed, and the CCRB process complete. The City of Huber Heights denounces all forms of systemic and institutional racism and discrimination and declares that racism is a public health crisis. If you have any additional questions or concerns, please feel free to contact the Staff Liaison, Jeffrey Adams, at (937) 237-5836 or at jadams@hhoh.org.



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Huber Heights, OH 45424

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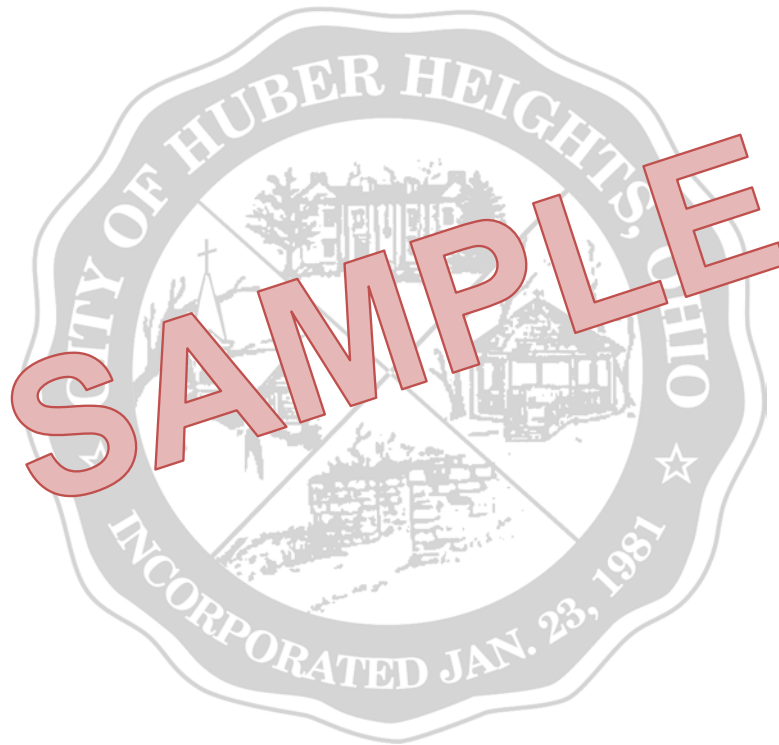
City of Huber Heights

LAW REVIEW NOTIFICATION LETTER- NO CCRB REVIEW RECOMMENDED

Sincerely,

Jeffrey Adams
Assistant To The City Manager

Date





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

937.233.1423
937.233.1272 fax

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City of Huber Heights

LAW REVIEW NOTIFICATION LETTER- CCRB REVIEW RECOMMENDATION

January 1, 2023

John Doe
123 Sesame Street
Huber Heights, OH 45424

SAMPLE

Dear Mr. Doe,

On (date complaint was submitted to Huber Heights Police Division Internal Affairs) you, or someone acting on your behalf, submitted a complaint which was reviewed and investigated by the Huber Heights Police Division Internal Affairs. The results of the investigation yielded that the complaint was not sustained on the grounds that issues of race, color, religion, sex, or national origin were factors influencing the findings of the complaint. On (date requested for CCRB review) you, or someone acting on your behalf, requested a review of the complaint's outcome by the Citizen Complaint Review Board (CCRB).

In accordance with the City of Huber Heights CCRB Procedure Policy, prior to an initial CCRB review, all complaints are first reviewed by the City Law Director for recommendation. The purpose of the Law Director's review is to assess whether the complaint merits the review of the CCRB on the grounds that the investigation's findings were subjected to undue influence or bias in matters of race, color, religion, sex, or national origin. The Law Director's assessment and subsequent recommendation shall be established employing only the information presented, in conjunction with the Law Director's professional opinion and expertise.

Upon review of the complaint, it is recommended that this matter does merit the review of the CCRB.

In accordance with the City of Huber Heights CCRB Procedure Policy, the CCRB shall have no more than fifteen (15) business days from the date of this correspondence to conduct an initial review of the complaint and deem if a public hearing is appropriate. During the CCRB process, I shall act as the Staff Liaison, and I shall notify you via mail of the Board's decision to move forward with a public hearing. If you have any questions or concerns, please feel free to contact me at (937) 237-5836 or at jadams@hhoh.org.



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City of Huber Heights
LAW REVIEW NOTIFICATION LETTER- CCRB REVIEW RECOMMENDATION

Sincerely,

Jeffrey Adams
Assistant To The City Manager

Date





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City of Huber Heights
HEARING NOTIFICATION LETTER- HEARING NOT RECOMMENDED

January 1, 2023

John Doe
123 Sesame Street
Huber Heights, OH 45424

SAMPLE

Dear Mr. Doe,

On (date requested for CCRB review) you, or someone acting on your behalf, requested a complaint submitted to the Huber Heights Police Division Internal Affairs be reviewed by the Citizen Complaint Review Board (CCRB). In accordance with the City of Huber Heights CCRB Procedure Policy, that request was initially reviewed by the City Law Director, and it was subsequently determined that the complaint warranted a CCRB Initial Review.

Upon further review, the CCRB has determined that the complaint does not merit a public hearing. This recommendation is based on the following:

- (Synopsis of the incident)
- (Summary of the Board's findings and rationale)

Upon this recommendation, the complaint is considered closed, and the CCRB process complete. The City of Huber Heights denounces all forms of systemic and institutional racism and discrimination and declares that racism is a public health crisis. If you have any additional questions or concerns, please feel free to contact me at (937) 237-5836 or at jadams@hhoh.org.

Sincerely,

Jeffrey Adams
Assistant To The City Manager

Date



City of Huber Heights
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City of Huber Heights
HEARING NOTIFICATION LETTER- HEARING RECOMMENDATION

January 1, 2023

John Doe
123 Sesame Street
Huber Heights, OH 45424

SAMPLE

Dear Mr. Doe,

On (date requested for CCRB review) you, or someone acting on your behalf, requested a complaint submitted to the Huber Heights Police Division Internal Affairs be reviewed by the Citizen Complaint Review Board (CCRB). In accordance with the City of Huber Heights CCRB Procedure Policy, that request was initially reviewed by the City Law Director, and it was subsequently determined that the complaint warranted a CCRB Initial Review.

Upon further review, it is the recommendation of the CCRB that a public hearing regarding this matter is appropriate and warranted.

In accordance with the City of Huber Heights CCRB Procedure Policy, the CCRB has no more than thirty (30) business days from the date of this correspondence to conduct a public hearing. As the Staff Liaison, it shall be my duty to ensure proper notice of the hearing is provided. I shall notify all parties involved via mail no less than two (2) weeks from the date of the hearing with appropriate date, time, and location of the hearing. Please be advised of the guidelines for public participation in a public meeting, as approved by the City Council. If you have any additional questions or concerns, please feel free to contact me at (937) 237-5836 or at jadams@hhoh.org.

Sincerely,

Jeffrey Adams
Assistant To The City Manager

Date

AI-11070

Topics Of Discussion K.

Council Work Session

Meeting Date: 09/02/2025

Citizen Complaint Review Board Appointments - H. Adams/T. Brookshire

Submitted By: Anthony Rodgers

Department: City Council

Council Committee Review?: Council Work
Session

Date(s) of Committee Review: 09/02/2025

Audio-Visual Needs: None

Legal Review: Not Needed

Emergency Legislation?: No

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

Agenda Item Description or Legislation Title

Board And Commission Appointments

* Citizen Complaint Review Board - Appointments

Purpose and Background

The City's interview panel recommends the appointment of Howard Adams and Tiara Brookshire to the Citizen Complaint Review Board for a term ending December 31, 2028. Background checks on Mr. Adams and Ms. Brookshire have been processed through Human Resources.

Fiscal Impact

Source of Funds: N/A

Cost: N/A

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

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

Financial Implications:

Attachments

Application - H. Adams

Application - T. Brookshire



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Huber Heights, Ohio 45424
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Fax: (937) 233-1272
www.hhoh.org
An Equal Opportunity Employer

RECEIVED -
07/03/2025
10:13 AM -
AC

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:

CCRB

DATE APPLIED:

July 3, 2025

Last Name	First Name	Middle Name
Adams	Howard	MAURICE

Address	City	State	Zip Code
6644 Loblolly Drive	Huber Heights	OH	45424

Phone Number	Email Address
937-206-0687	pssapp13@gmail.com

EDUCATION

	SCHOOL	COURSE OF STUDY OR DEGREE EARNED
HIGH SCHOOL	YES	YES
COLLEGE	YES	NO
GRADUATE SCHOOL	NO	N/A
OTHER (SPECIFY) US ARMY	YES	YES

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
Montgomery County CASA Program	2011 - 2012
Montgomery County College Promise Program	2019 - 2023
East End Community Services of Dayton	2012 - 2018
Miami Valley Hospital	1980 - 1982

EMPLOYMENT HISTORY

NAME OF EMPLOYER	POSITION(S) HELD	DATES OF EMPLOYMENT
US Army	SPEC-4	1972 - 1976
Dept of the Air Force	Numerous	1977 - 2011

STATEMENT OF INTEREST

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

[illegible]

REQUIREMENTS AND APPLICANT STATEMENT

Are you at least 18 years of age? ☒ Yes ☐ No

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

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

Are you a registered voter? ☒ Yes ☐ No


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

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

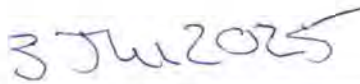
I hereby acknowledge that I, voluntarily and of my own free will, have applied for a volunteer position with the City of Huber Heights with the understanding that the City may use a variety of screening procedures to evaluate my qualifications and suitability for appointment. I have been advised that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

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

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



Signature



Date

For Administrative Use:

Applicant Interview Date/Time: 07/30/2025 3:00 p.m.

Application Status: _____



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

Application For City Boards And Commissions

Received - City of Huber Heights
JUN 23 12:49 PM

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: Citizen Complaint Review Board	DATE APPLIED: 6/23/25
---	---------------------------------

Last Name				First Name		Middle Name	
Brookshire				Tiara		Shazzere	
Address		City		State		Zip Code	
4006 Haylen Loop		Huber Heights		Ohio		45424	
Phone Number				Email Address			
937-607-4000				tiarasbrookshire@gmail.com			

EDUCATION

	SCHOOL	COURSE OF STUDY OR DEGREE EARNED
HIGH SCHOOL	Wayne High School	high school diploma
COLLEGE	The Ohio State	Bachelor's in Social Work (BSW)
GRADUATE SCHOOL	n/a	n/a
OTHER (SPECIFY)		

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
n/a	n/a

EMPLOYMENT HISTORY

NAME OF EMPLOYER	POSITION(S) HELD	DATES OF EMPLOYMENT
Youth Villages	family intervention specialist	2/24 - Present
Help Me Grow	home visitor coordinator	7/22 - 2/24
Dayton Public City Schuls	long-term substitute teacher	11/21 - 5/22

STATEMENT OF INTEREST

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

I am writing to express my strong interest in serving on the Huber Heights Citizen Complaint Review Board. As a dedicated Social Services professional with extensive experience in family intervention, community engagement, and advocacy, I believe my background uniquely positions me to contribute meaningfully to this important community oversight role. I believe that effective community oversight requires individuals who are committed to both supporting law enforcement and ensuring accountability to the community. I am prepared to contribute to this important work and help strengthen the relationships between Huber Heights Police Division and the community it serves. Thank you for considering my application. I look forward to the opportunity to discuss how my experience and commitment can contribute to the important work of the Citizen Complaint Review Board.

REQUIREMENTS AND APPLICANT STATEMENT

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Lara Brookshire
Signature

6/23/25
Date

For Administrative Use:

Applicant Interview Date/Time: 7/30/2025 3:30 pm.

Application Status: _____

TIARA BROOKSHIRE

tiarasbrookshire@gmail.com | 937-607-4000

PROFESSIONAL SUMMARY

Dedicated social services professional with expertise in family intervention, early childhood development, and education. Proven track record of delivering evidence-based support services and building strong relationships with families and community partners. Skilled in developing individualized treatment plans, conducting developmental assessments, and implementing effective interventions.

PROFESSIONAL EXPERIENCE

Family Intervention Specialist | Youth Villages, Dayton, Ohio

February 2024 - Present

- Deliver evidence-based intensive in-home parenting skills to prevent out-of-home child placement
- Develop and implement individualized treatment plans in collaboration with providers, schools, case workers, and courts
- Conduct regular home visits averaging three times weekly to address family stability issues
- Connect families with community resources and establish long-term support systems

Home Visitor Coordinator | Help Me Grow

July 2022 - February 2024

- Developed individualized family programs focusing on early childhood development and family support
- Conducted comprehensive developmental screenings and assessments for infants and toddlers
- Managed accurate documentation of billable time and program outcomes
- Established strategic community partnerships to enhance resource referral network
- Maintained continuous professional development aligned with industry standards

Long Term Substitute Teacher | Edison Elementary School, Dayton, Ohio

November 2021 - May 2022

- Designed and implemented engaging lesson plans and learning objectives for elementary students
- Adapted teaching methodologies to accommodate diverse learning styles and needs
- Provided individualized student support through one-on-one instruction
- Facilitated effective parent-teacher communications and conferences

Teacher Student Assistant | The Ohio State University Child Care Program

August 2017 - July 2018

- Collaborated with lead teachers to implement daily educational activities and document child progress
- Maintained detailed communication with parents regarding child development
- Created nurturing learning environments promoting positive social interactions
- Supported program operations and curriculum implementation

EDUCATION

****Bachelor of Science in Social Work****

The Ohio State University, 2021

FIELD EXPERIENCE

****SAFY of Dayton****

- Assisted in foster parent certification process
- Supported family placement initiatives

LEADERSHIP EXPERIENCE

****Society of Sisters, The Ohio State University****

Executive Board Member - Moral Chair (August 2020 - May 2021)

- Orchestrated executive board events and activities
- Managed member communications and attendance tracking
- Developed and distributed weekly informational content

SKILLS

- Family Intervention & Support
- Child Development Assessment
- Treatment Planning
- Documentation & Reporting
- Community Resource Navigation
- Parent Education
- Crisis Intervention
- Collaborative Partnership Building