

# Notice of Meeting

## CITY COUNCIL WORK SESSION

Tuesday, September 16, 2025

*at or about 6:00 p.m. at City Hall –*

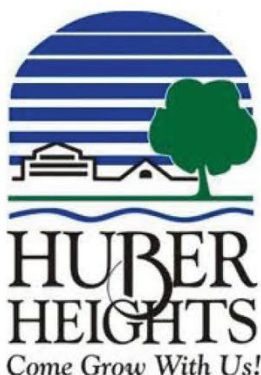
*Council Chambers – 6131 Taylorsville Road*

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

- City Manager Report
- Arts And Beautification Commission Update
- 2026 Star Spangled Heights Carnival Contract
- Deed Restriction – 8261 State Route 235
- New Community Authority (NCA)
- 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](http://www.hhoh.org)



Distributed – September 10, 2025

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**CITY OF HUBER HEIGHTS  
STATE OF OHIO**

**City Council Work Session**

**September 16, 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. September 2, 2025
3. **Work Session Topics Of Discussion**
  - A. City Manager Report
  - B. Arts And Beautification Commission Update
  - C. 2026 Star Spangled Heights Carnival Contract
  - D. Deed Restriction - 8261 State Route 235
  - E. New Community Authority (NCA)
  - F. City Code - Amendments - Citizen Complaint Review Board

G. 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 16, 2025

**Time:** 6:00 P.M.

**Place:** City Hall – 6131 Taylorsville Road – Council Chambers

**Members Present:**

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

**Others Present:**

City Staff Present: Jason Antonick, John Russell, Sarah Forsythe, Alex Zaharieff, Aaron Sorrell, Jordan Staley, and Anthony Rodgers.

**Topics Of Discussion:**

- City Manager Report
- Arts And Beautification Commission Update
- 2026 Star Spangled Heights Carnival Contract
- Deed Restriction – 8261 State Route 235
- New Community Authority (NCA)
- 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 6:06 P.M.

Anthony Rodgers took Roll Call.

2. **Approval Of Minutes**

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

- September 2, 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 Taylorville Road/Rip Rap Road will be closed from Bridgewater Road to Little York Road on September 16-17, 2025 from 7:00 A.M. to 3:00 P.M for road maintenance. He said the final concert of the 2025 Free Summer Music Series, featuring the Brass Tracks Band, will be held on September 20, 2025 at the Eichelberger Amphitheatre at 7:00 P.M. He said the Huber Heights Fire Division will be hosting an open house at Fire Station 22, located at 7008 Brandt Pike, from 12:00 P.M. to 3:00 P.M. on September 28, 2025. He said the Huber Heights 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. on October 16, 2025. 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 in grants 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.

### Arts And Beautification Commission Update

Sarah Chapman, Chair of the Arts and Beautification Commission, distributed information regarding an update on the Arts and Beautification Commission (see attached). She introduced herself as the new Chair of the Arts and Beautification Commission and Greg Fox who is a member of the Arts and Beautification Commission. She said the 2025 Lawn Beautification Awards initiative received nearly double the nominations from 2024. She said there is a lot of excitement around the Lawn Beautification Awards initiative with winners proudly displaying awards and future participants requesting information as to how to qualify for the event next year. She said the Arts and Beautification Commission Art Show will be held in May, 2026 at the Huber Heights Senior Center to align with the nationwide America 250 program. She said the Arts and Beautification Commission is supporting the City's initiative to take down the invasive Bradford Pear trees in Huber Heights' parks and is planning a community event to inform the public of the issue prior to complaints being called in about the felling of trees. She said encouraging native biodiversity of the local ecosystem is important to the Arts and Beautification Commission and taking out the invasive Bradford Pear trees is an important step as these trees often overwhelm other forms of growth. She said the Arts and Beautification Commission has received many ideas from the community as to how it may better serve Huber Heights. She said the Arts and Beautification Commission is making a budget request of \$11,000 for Fiscal Year 2026. She said the Arts and Beautification Commission is recommending the City create a policy on the City's acquisition, care, and disposal of artwork.

The City Council posed questions to Sarah Chapman about the Arts and Beautification Commission and expressed appreciation for the work of the Arts and Beautification Commission.

Mayor Jeff Gore said he is very pleased with the current energy and actions of the Arts and Beautification Commission.

Kate Baker thanked Sarah Chapman for volunteering for her position. She asked Sarah Chapman what will be planted in place of the Bradford Pear trees.

Sarah Forsythe said for every Bradford Pear tree taken down, two other trees would be planted. She said the plan is for a variety of flowering trees, including redwood and dogwood trees, to be planted.

Kate Baker asked if the City would be buying trees in bulk to keep costs down and if any grants would be available to help fund this project.

Sarah Forsythe said the City recently applied for a \$100,000 grant to remove all of the invasive or diseased trees that City Staff have identified south of Taylorsville Road. She said the City will investigate options for other outside funding to further assist the felling and replanting of trees in Huber Heights.

Anita Kitchen said the work the Arts and Beautification Commission is doing is exactly what she had hoped. She asked if the Arts and Beautification Commission had any vacancies currently.

Sarah Chapman said the Arts and Beautification Commission had four vacancies currently and she was hoping for at least one spot to be filled soon as it is difficult to achieve a quorum for meetings at this time.

Anthony Rodgers said there is an active posting for the vacancies on the Arts and Beautification Commission.

#### 2026 Star Spangled Heights Carnival Contract

Sarah Forsythe distributed information and proposed legislation to authorize a professional services agreement with Ego Midways for carnival rides and attractions for the 2026 Star Spangled Heights event

(see attached). She said the Parks and Recreation Department is asking Council to approve legislation for a new contract with Ego Midways to provide rides and attractions for the 2026 Star Spangled Heights event. She said this item would be a marked increase in cost over previous contracts, but that it would allow for more attractions and bigger and better rides for attendees. She said this contract will also make the rides available on the Friday prior to the Star Spangled Heights event for families to enjoy.

Mayor Jeff Gore said he supports the expanded ride and entertainment options for the 2026 Star Spangled Heights event due to its alignment with the United States' 250<sup>th</sup> Anniversary celebration. He said the growth of the event will hopefully quell any misgivings from residents or other communities following the unfortunate circumstances of the 2025 Star Spangled Heights event.

Anita Kitchen asked when Council was going to discuss the safety measures for the 2026 Star Spangled Heights event.

John Russell said City Staff have already had internal discussion on security improvements for the 2026 Star Spangled Heights event and will present those plans early next year.

Kate Baker asked if the parade, festival, and fireworks for the 2026 Star Spangled Heights event will all be happening on July 4, 2026.

Sarah Forsythe said yes, that is the current plan.

Mark Campbell asked what the cost of the rides will be for families at the 2026 Star Spangled Heights event.

Mayor Jeff Gore said the City would be covering the cost of the rides for attendees during the actual event on July 4, 2026, but anyone wishing to enjoy in rides on July 3, 2026, would either buy a bracelet to ride all of the rides or pay as they go.

Mark Campbell said the City should strongly promote the fact that it is offering free rides at the event for attendees as most cities do not provide this type of service.

Fred Aikens asked how many attendees were at the 2025 Star Spangled Heights event.

Sarah Forsythe said there were over 20,000 attendees at the event.

After discussion, the City Council agreed to recommend that proposed legislation to authorize a professional services agreement with Ego Midways for carnival rides and attractions for the 2026 Star Spangled Heights event be placed on the agenda at the September 22, 2025 City Council Meeting for a first reading as non-emergency legislation with adoption of the proposed legislation at the September 22, 2025 City Council Meeting.

#### Deed Restriction – 8261 State Route 235

Jason Antonick distributed information and proposed legislation to authorize the execution of a termination of restrictive covenant related to property at 8261 State Route 235 (see attached). He said the City is asking Council to approve the removal of a storage deed restriction for the property located at 8261 State Route 235 so that High-Tec Industries, a company that wishes to purchase the land and move its corporate headquarters to this location, may do so without undue restrictions on the deed which may be a hinderance to storing its fleet of vehicles on the property. He said the removal of the deed restriction has been discussed with City Staff as well at the City's Law Director and there were no issues found with removing the deed restriction.

Mark Campbell asked how many jobs would be brought to Huber Heights with High-Tec Industries' move to the City.

Jason Antonick said nearly one hundred jobs would be created in Huber Heights.

Mark Campbell asked how much revenue would be generated for the City by way of payroll taxes from High-Tec Industries.

Jason Antonick said he estimated the payroll taxes would net the City \$100,000 in annual payroll tax revenue.

Alex Zaharieff said the City would also receive corporate taxes as well.

Fred Aikens said it appears that High-Tec Industries was asking for the deed restriction to be removed so that it could park and house its fleet on the site, and not to store or dump potentially hazardous materials.

Jason Antonick said this observation was correct.

Aaron Sorrell said the City originally placed the deed restriction on the property to prevent the previous owner from dumping items and construction debris onto the location; however, the City's current Zoning Code already prohibit these actions, making the extra deed language unnecessary as well as ambiguous and overly strict.

Scott Davidson said other landowners near this property are also zoned Industrial (I-1) and store larger vehicles than High-Tec Industries would have on site. He said he has no issue releasing the deed restriction.

John Russell said there are no nearby residential areas that would be affected by the removal of the deed restriction.

After discussion, the City Council agreed to recommend that the proposed legislation to authorize the execution of a termination of restrictive covenant related to property at 8261 State Route 235 be placed on the agenda at the September 22, 2025 City Council Meeting for a first reading as emergency legislation with the waiving of the second reading and adoption of the proposed legislation at the September 22, 2025 City Council Meeting.

#### New Community Authority (NCA)

Anthony Rodgers said City Staff were not prepared to discuss this agenda item; therefore, this agenda item was not discussed at the Council Work Session.

#### 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, as discussed previously, City Staff have had significant difficulties in attracting and recruiting members of the Huber Heights Citizen Complaint Review Board (CCRB)

due to the narrowly defined membership requirements in the original legislation establishing the CCRB. He said City Staff recommended the legislation establishing the CCRB be modified in Section 168.04 - Members, Terms, And Vacancies in the Huber Heights Codified Ordinances. He said City Staff also recommended the legislation establishing the CCRB be modified to a more general membership criteria using language mirrored from the legislation establishing the CDCAC. He said, as directed by Council, he had presented the proposed amendments to the CCRB legislation to the Culture and Diversity Citizen Action Commission (CDCAC). He said the CDCAC had voted 7-0 to recommend approval of the proposed amendments to the CCRB legislation to the City Council.

After discussion, the City Council agreed to recommend that the proposed legislation to amend Chapter 168 – Citizen Complaint Review Board of the Huber Heights City Code be placed on the agenda at the September 22, 2025 City Council Meeting for a first reading as emergency legislation with the waiving of the second reading and adoption of the proposed legislation at the September 22, 2025 City Council Meeting.

#### Board And Commission Appointments

Anthony Rodgers distributed information regarding appointments to the Citizen Complaint Review Board (see attached). He said it was the recommendation of the City’s interview panel to appoint Howard Adams and Tiara Brookshire to the Citizen Complaint Review Board for a term ending on December 31, 2028. He said background checks on Mr. Adams and Ms. Brookshire were processed by Human Resources.

After discussion, the City Council agreed to recommend approval of the appointment of Howard Adams and Tiara Brookshire to the Citizen Complaint Review Board for a term ending on December 31, 2028 and requested that the necessary motion be prepared and placed on the agenda for approval at the September 22, 2025 City Council Meeting.

#### Executive Session – To Consider Confidential Information Related To Negotiations With Other Political Subdivisions Respecting Requests For Economic Development Assistance That Involves Public Infrastructure Improvements That Are Directly Related To An Economic Development

Project And The Executive Session Is Necessary To Protect the Possible Investment Or Expenditure Of Public Funds To Be Made In Connection With The Economic Development Project

Kate Baker made a motion to go into Executive Session to consider confidential information related to negotiations with other political subdivisions respecting requests for economic development assistance that involves public infrastructure improvements that are directly related to an economic development project and the Executive Session is necessary to protect the possible investment or expenditure of public funds to be made in connection with the economic development project at 6:41 P.M. Mark Campbell seconded the motion. On a call of the vote, Ms. Baker, Mr. Campbell, Mayor Gore, Mr. Aikens, Mr. Looney, Mrs. Kitchen, and Mr. Davidson voted yea; none voted nay. The motion passed 7-0. The City Council went into Executive Session at 6:41 P.M.

The City Council adjourned from Executive Session at 7:32 P.M.

There were no other actions taken or decisions made by the City Council following the Executive 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 7:32 P.M.

**AI-11097**

**Topics Of Discussion**    **A.**

**Council Work Session**

**Meeting Date:**                      09/16/2025

City Manager Report

**Submitted By:**                      Anthony Rodgers

**Department:**                        City Council

**Council Committee Review?:** Council Work    **Date(s) of Committee Review:** 09/16/2025  
Session

**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 16, 2025

# Huber Heights – Road Closure



- Taylorsville & Rip Rap Road
- Tuesday Sept 16 & Wednesday Sept 17 from 7am-3pm
- Road Maintenance
- Closed from Bridgewater Road to Little York Road
- Open to local businesses

# Huber Heights Summer Music Series



 2025 FREE SUMMER  
MUSIC SERIES IN THE  
HEIGHTS

**9/20**  
**BRASS TRACKS**  
**BAND**

**ALL SHOWS 7-10PM**  
AS THIS IS AN OUTDOOR EVENT,  
PLEASE CHECK [WWW.HHOH.ORG](http://WWW.HHOH.ORG) FOR ANY CANCELLATIONS

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

EICHELBERGER AMPHITHEATER  
8625 BRANDT PK

# Huber Heights Fire Division

# OPEN HOUSE



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



# Huber Heights Police Division



- Thursday October 16<sup>th</sup> 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



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



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

**Contact City of Huber Heights**

**Economic Development**



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



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



# Questions??



**AI-11100**

**Topics Of Discussion B.**

**Council Work Session**

**Meeting Date:** 09/16/2025

Arts And Beautification Commission Update

**Submitted By:** Anthony Rodgers

**Department:** City Council

**Council Committee Review?:** Council Work Session **Date(s) of Committee Review:** 09/16/2025

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

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

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**Agenda Item Description or Legislation Title**

Arts And Beautification Commission Update

**Purpose and Background**

Representatives of the Arts and Beautification Commission will give an update presentation on the activities and work of the Arts and Beautification Commission.

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**Fiscal Impact**

**Source of Funds:** N/A

**Cost:** N/A

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

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

**Financial Implications:**

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**Attachments**

*No file(s) attached.*

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AI-11101

Topics Of Discussion C.

**Council Work Session**

**Meeting Date:** 09/16/2025

2026 Star Spangled Heights Carnival Contract

**Submitted By:** Sarah Forsythe

**Department:** Assistant City Manager - Public Services

**Division:** Parks/Recreation

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

**Date(s) of Committee Review:** 09/16/2025

**Audio-Visual Needs:** None

**Legal Review:** Not Needed

**Emergency Legislation?:** No

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

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**Agenda Item Description or Legislation Title**

2026 Star Spangled Heights Carnival Contract

**Purpose and Background**

This legislation authorizes a contract with Ego Midways for \$89,000 to provide carnival rides and attractions at the 2026 Star Spangled Heights event. Since the Star Spangled Heights event falls on Saturday, July 4, 2026 and it is the 250th anniversary celebration of the United States, it is necessary to make the City's commitment earlier than normal.

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**Fiscal Impact**

**Source of Funds:** Parks And Recreation Budget

**Cost:** \$89,000

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

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

**Financial Implications:**

The funds for the 2026 Star Spangled Heights event will be budgeted for in the 2026 programmatic budget for the Parks and Recreation Department.

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**Attachments**

Resolution

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CITY OF HUBER HEIGHTS  
STATE OF OHIO

RESOLUTION NO. 2025-R-

AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH EGO MIDWAYS FOR CARNIVAL RIDES AND ATTRACTIONS AT THE 2026 STAR SPANGLED HEIGHTS EVENT.

WHEREAS, the City of Huber Heights seeks to provide carnival rides at the 2026 Star Spangled Heights event at Thomas A. Cloud Memorial Park located at 4707 Brandt Pike, for the benefit of its citizens; and

WHEREAS, Ego Midways is a purveyor of carnival rides and attractions with competitive pricing and is a past provider in good standing for the Star Spangled Heights event.

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

Section 1. The City Manager is hereby authorized to contract Ego Midways in an amount not to exceed \$89,000.00 for carnival rides at the 2026 Star Spangled Heights event.

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-11102

Topics Of Discussion D.

**Council Work Session**

**Meeting Date:** 09/16/2025

Deed Restriction - 8261 State Route 235

**Submitted By:** Jason Antonick

**Department:** Assistant City Manager - Finance/ED

**Division:** Economic Development

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

**Date(s) of Committee Review:** 09/16/2025

**Audio-Visual Needs:** None

**Legal Review:** Completed

**Emergency Legislation?:** Yes

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

**Agenda Item Description or Legislation Title**

Deed Restriction - 8261 State Route 235

**Purpose and Background**

High-Tec Industries, currently located at 15 Industry Park Cort, Tipp City, Ohio 45371, is under contract to purchase the property at 8261 State Route 235, Huber Heights, Ohio 45424. During the due diligence, the company determined that the property is subject to a deed restriction limiting outdoor storage to product testing purposes. This restriction creates a barrier to their planned operations, particularly related to the parking of its fleet of rolling stock. The Huber Heights location would bring over 100 jobs to the community and serve as the corporate headquarters for High Tech's operations across Ohio, Indiana, and Kentucky. This relocation not only secures significant employment, but also positions Huber Heights as a central hub for the company's long-term growth strategy in the region. The City Council is being asked to authorize the termination and release of the storage restriction while leaving all other restrictions of record unaffected. Approval of this ordinance will remove this obstacle to High-Tec Industries' relocation and expansion in Huber Heights and demonstrates the City's commitment to supporting local economic development opportunities. City Staff have reviewed the proposed removal of the deed restriction and have no objections. City Staff are requesting that this ordinance be passed as emergency legislation in order to clear this barrier promptly and to ensure the company can proceed with its relocation plans.

**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-

AUTHORIZING THE CITY MANAGER TO EXECUTE A TERMINATION OF RESTRICTIVE COVENANT RELATED TO THE PROPERTY LOCATED AT 8261 STATE ROUTE 235, HUBER HEIGHTS, OHIO AND FURTHER IDENTIFIED AS PARCEL NUMBER P70 01218 0016, AND DECLARING AN EMERGENCY.

WHEREAS, the City of Huber Heights, Ohio (the “City”), previously owned the real property located at 8261 State Route 235, Huber Heights, Ohio, being Lot No. 16 of Center Point 70-II Subdivision Five, as recorded in Plat Book 175, Page 14 of the Plat Records of Montgomery County, Ohio, Parcel Number. P70 01218 0016 (the “Property”); and

WHEREAS, the City transferred the Property to Wenco Development Co. by Limited Warranty Deed dated October 15, 2002 and recorded October 22, 2002 as Instrument No. 02-129602 of the Montgomery County, Ohio records, which deed included certain restrictive covenants affecting the Property, including a covenant restricting outdoor storage to storage related only to outdoor product testing (the “Storage Restriction”); and

WHEREAS the City is the sole holder and beneficiary of the Storage Restriction and has received a request from the developer of the Property to release the Storage Restriction in order to facilitate future development; and

WHEREAS, the City Council finds it in the best interests of the City to authorize the termination and release of the Storage Restriction while leaving all other restrictions of record unaffected.

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

Section 1. The City Manager is hereby authorized to execute, on behalf of the City, the Termination of Restrictive Covenant substantially in the form attached hereto as Exhibit A, which terminates the Storage Restriction contained in the October 15, 2002 Limited Warranty Deed, and to take all other actions necessary to carry out the intent of this Ordinance, including delivery and recordation of the executed instrument.

Section 2. The termination authorized herein is limited solely to the Storage Restriction and shall not affect any other covenants, easements, restrictions, or obligations of record pertaining to the Property.

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 is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare and for the further reason that there is an expeditious need to remove this deed restriction and obstacle to support the relocation of High-Tec Industries for the furtherance of local economic development; therefore, this Ordinance shall take full force and effect immediately upon its adoption by Council.

Passed by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2025;  
\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Effective Date:

AUTHENTICATION:

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**EXHIBIT A**  
**TERMINATION OF RESTRICTIVE COVENANT**

**THE CITY OF HUBER HEIGHTS, OHIO**, an Ohio municipal corporation, of Montgomery County, Ohio (the “City”), for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, hereby agrees as follows:

1. The City was previously the title holder to that certain real property further described in Exhibit “A” attached hereto and made a part hereof (the “Property”).
2. Pursuant to that certain Limited Warranty Deed transferring the Property from the City to Wenco Development Co., an Ohio corporation, the same being dated October 15, 2002 and recorded October 22, 2002 as Instrument No. 02-129602 (the “Deed”), the City imposed certain restrictions on the use and development of the Property, including restriction No. 2, that “Outdoor storage on the Property shall be limited to storage related to outdoor product testing” (the “Storage Restriction”).
3. The City, as the sole intended beneficiary of the Storage Restriction, hereby terminates the same effective upon the recording of this instrument, at which point the Storage Restriction shall have no further force and effect. For the avoidance of doubt, this termination is strictly limited to the Storage Restriction, and all other covenants, restrictions, easements, and obligations contained in the Deed or otherwise of record shall remain in full force and effect.

In Witness Whereof, John Russell, the duly authorized City Manager of **THE CITY OF HUBER HEIGHTS, OHIO**, an Ohio municipal corporation, has hereunto set his hand this \_\_\_\_ day of September, 2025, for and on behalf of said Ohio municipal corporation.

**THE CITY OF HUBER HEIGHTS, OHIO**,  
an Ohio municipal corporation

By: \_\_\_\_\_  
John Russell, City Manager

STATE OF OHIO :  
 : ss:  
COUNTY OF MONTGOMERY :

The foregoing instrument was acknowledged before me, a Notary Public in and for said state and county, this \_\_\_\_ day of September, 2025, by John Russell, the duly authorized City Manager of **THE CITY OF HUBER HEIGHTS, OHIO**, an Ohio municipal corporation, for and on behalf of said Ohio municipal corporation.

\_\_\_\_\_  
Notary Public

This instrument was prepared by: Andrew J. Hogan, Esq., Kohnen & Patton LLP, 201 East Fifth Street, Suite 800, Cincinnati, Ohio 45202

DRAFT

Exhibit A  
Legal Description

Situate in the City of Huber Heights, County of Montgomery and State of Ohio and being Lot Numbered SIXTEEN (16) of Center Point 70-II Subdivision Five, as recorded in Plat Book 175, page 14 of the Plat Records of Montgomery County, Ohio.

Parcel Number: P70 01218 0016

Address: 8261 State Route 235, Huber Heights, Ohio 45424

DRAFT

AI-11095

Topics Of Discussion F.

**Council Work Session**

**Meeting Date:** 09/16/2025

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 and 09/16/2025

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

**Emergency Legislation?:** Yes **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.

This proposed legislation amending the membership requirements for the CCRB was presented to the CDCAC at its September 4, 2025 meeting. The CDCAC voted 7-0 to recommend the adoption of the proposed legislation. The CDCAC requested that one (1) member of the CDCAC also serve as a member of 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 - Tracked Changes

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, AND DECLARING AN EMERGENCY.~~

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 ~~itled “~~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 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~~<sup>initial</sup> 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<sup>st</sup> 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.

Formatted: Superscript

(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~~<sup>Ordinance</sup>.

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 is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare and for the further reason that the Citizens Complaint Review Board needs to have a full membership and to be available to hear any complaints should the need arise; therefore, this Ordinance shall take full force and effect immediately upon its adoption by Council.

Passed by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2025;  
\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Effective Date:

AUTHENTICATION:

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

CITY OF HUBER HEIGHTS  
STATE OF OHIO

ORDINANCE NO. 2025-O-

AMENDING CHAPTER 168 – CITIZEN COMPLAINT REVIEW BOARD OF PART ONE – ADMINISTRATIVE CODE, TITLE FIVE – ADMINISTRATIVE OF THE CODIFIED ORDINANCES OF HUBER HEIGHTS, OHIO, AND DECLARING AN EMERGENCY.

WHEREAS, the 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 ORDAINED by the City Council of Huber Heights, Ohio that:

Section 1. Chapter 168 – Citizen Complaint Review Board of Part One – Administrative Code, Title Five – Administrative of the Codified Ordinances of Huber Heights, Ohio 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) 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 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 the exception of the initial member appointments, each member of the Board shall be appointed to serve a three (3) year term, with the term expiring on December 31<sup>st</sup> 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 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 Citizens Complaint Review Board, subject to subsequent amendment from time to time. The City Council hereby reaffirms the Citizen Complaint Review Board Procedure Policy and Process as more specifically set forth in Exhibit A to this 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 is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare and for the further reason that the Citizens Complaint Review Board needs to have a full membership and to be available to hear any complaints should the need arise; therefore, this Ordinance shall take full force and effect immediately upon its adoption by Council.

Passed by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2025;  
\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Effective Date:

AUTHENTICATION:

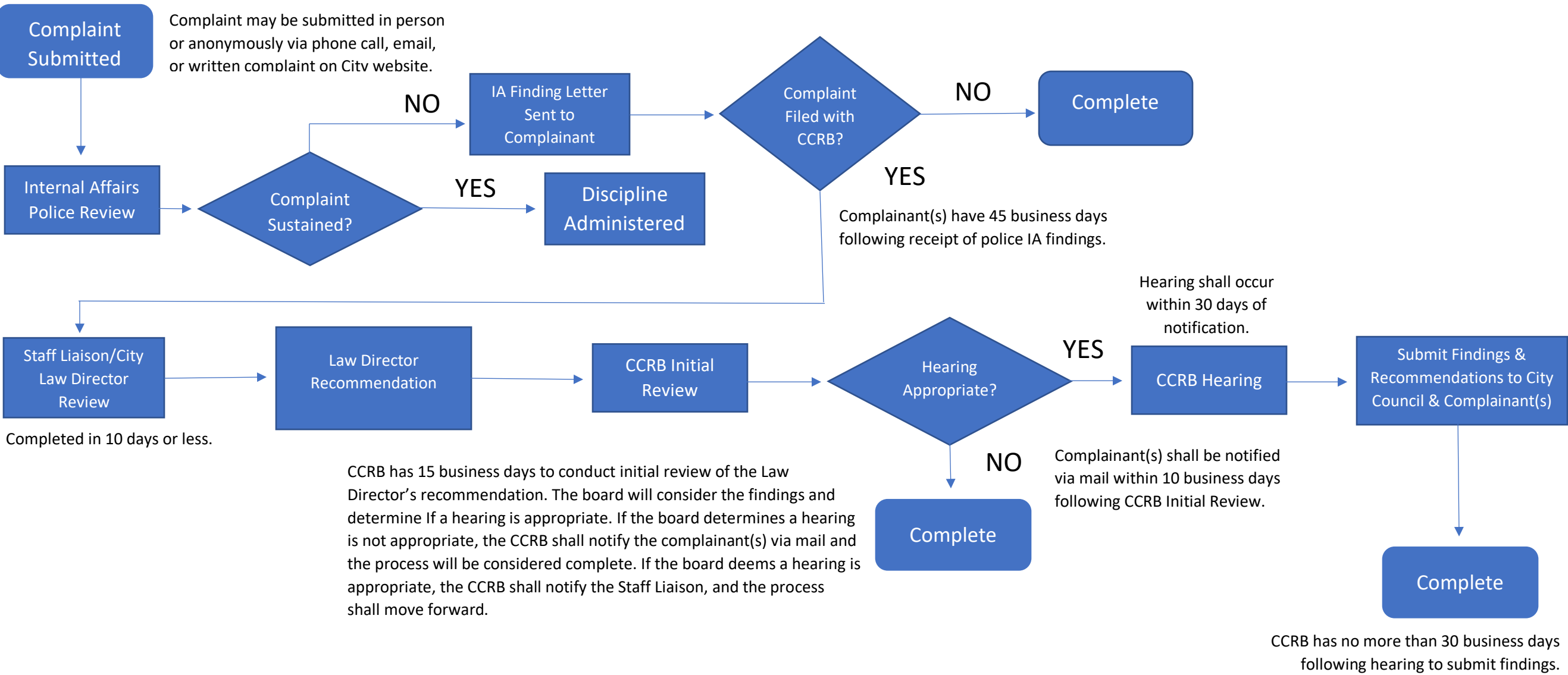
\_\_\_\_\_  
Clerk of Council

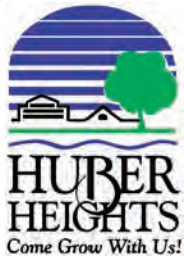
\_\_\_\_\_  
Mayor

\_\_\_\_\_  
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](http://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 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.
- 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.
- 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,



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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).
- 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;



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- (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 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



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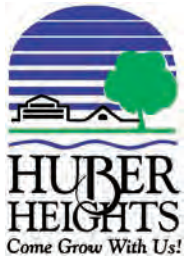
[www.hhoh.org](http://www.hhoh.org)

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-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)



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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

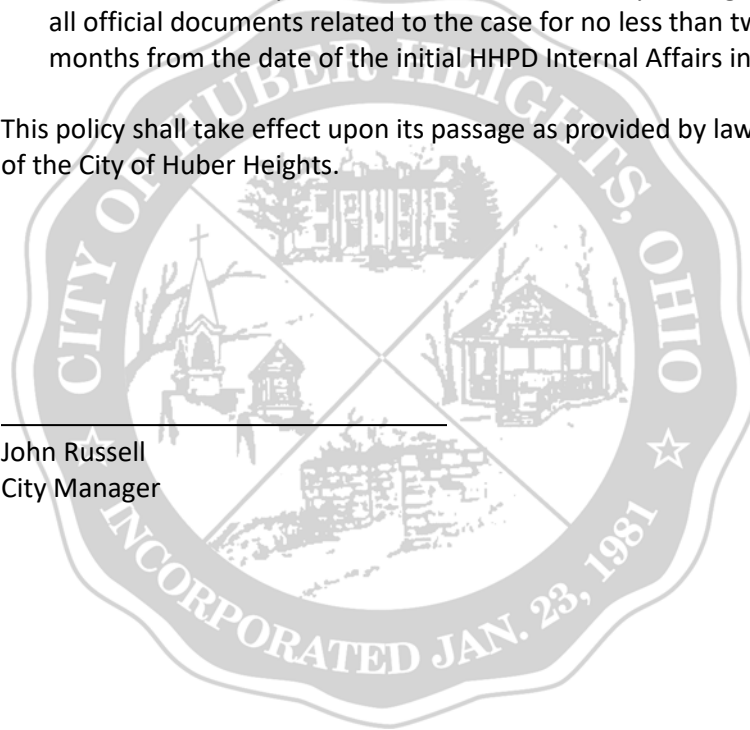
Date:

Authorized:

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

\_\_\_\_\_  
John Russell  
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](http://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

937.233.1423  
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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.



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

937.233.1423  
937.233.1272 fax

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

City of Huber Heights  
LAW REVIEW NOTIFICATION LETTER- NO CCRB REVIEW RECOMMENDED

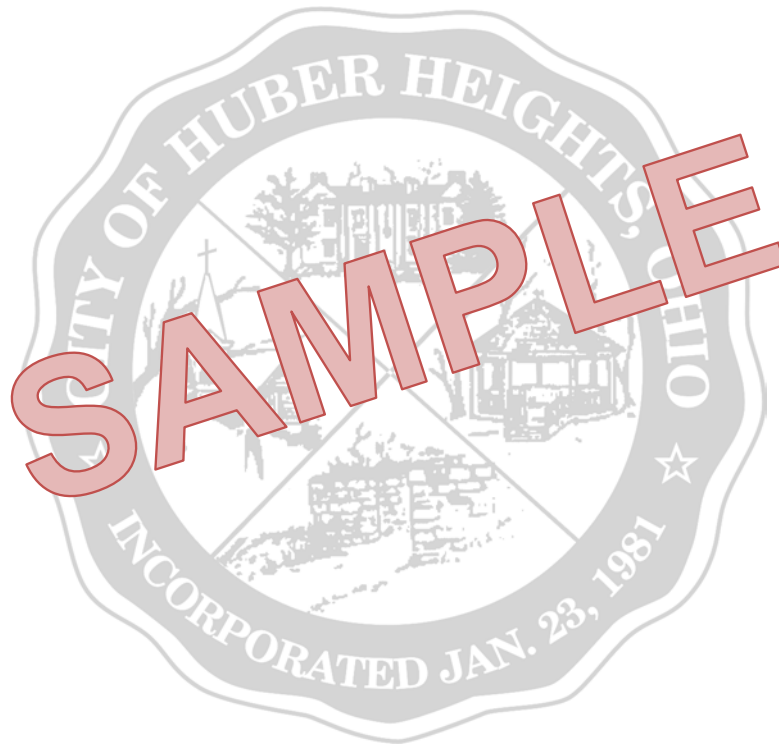
Sincerely,

---

Jeffrey Adams  
Assistant To The City Manager

---

Date





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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**

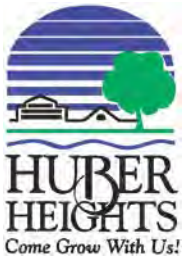
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Upon review of the complaint, it is recommended that this matter does merit the review of the CCRB.

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](mailto: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





City of Huber Heights  
HEARING NOTIFICATION LETTER- HEARING NOT RECOMMENDED

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

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www.hhoh.org

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  
HEARING NOTIFICATION LETTER- HEARING RECOMMENDATION

City of Huber Heights  
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Huber Heights, OH 45424

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January 1, 2023

John Doe  
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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-11096**

**Topics Of Discussion G.**

**Council Work Session**

**Meeting Date:** 09/16/2025

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  
and 09/16/2025

**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

---

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



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Huber Heights, Ohio 45424  
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An Equal Opportunity Employer

# Application For City Boards And Commissions

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

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

<b>BOARD OR COMMISSION APPLIED FOR:</b> CCRB	<b>DATE APPLIED:</b> 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



## 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.

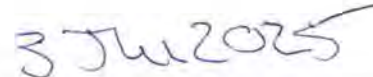
I hereby acknowledge that I, voluntarily and of my own free will, have applied for a volunteer position with the City of Huber Heights with the understanding that the City may use a variety of screening procedures to evaluate my qualifications and suitability for appointment. I have been advised that 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: \_\_\_\_\_



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 Fax: (937) 233-1272  
[www.hhoh.org](http://www.hhoh.org)  
 An Equal Opportunity Employer

# Application For City Boards And Commissions

Received - Clerk  
 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**

<b>BOARD OR COMMISSION APPLIED FOR:</b> Citizen Complaint Review Board	<b>DATE APPLIED:</b> 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

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.

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Jara 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