Monroe Council Agenda
Regular Meeting of Council
August 27, 2019 – 6:30 p.m.
233 South Main Street, Monroe, Ohio

Pledge of Allegiance

Roll Call

Approval of the Minutes – Council Minutes of August 13, 2019; Finance Committee Minutes of August 13 and August 20, 2019; and Public Involvement Committee Minutes of August 19, 2019

Visitors

- Maureen Corl; Dr. John Taylor, Medical Director for the emergency department; and Mark Johnston, EMS Coordinator – Liberty Christ Hospital

Committee Reports

Public Works Committee
Finance Committee
Administrative Liaison Committee
Technology Committee
Public Involvement Committee
Public Safety Committee

Old Business

Resolution No. 38-2019. A Resolution authorizing the City Manager to enter into a Memorandum of Understanding with multiple Butler County jurisdictions to apply for an Assistance to Firefighters Grant Program for a multi-agency radio grant. (Second Reading)

Resolution No. 39-2019. A Resolution authorizing the City Manager to enter into an Automatic Mutual Aid Agreement by and between the City of Monroe and Liberty Township. (Second Reading)

Resolution No. 40-2019. A Resolution authorizing the City Manager to enter into a contract by and between the City of Monroe and KZF Architects for professional design services for fixtures, furnishings, and equipment design and support services at 601 South Main Street. (Second Reading)

Resolution No. 41-2019. A Resolution granting consent to the Ohio Department of Transportation for bridge inspection program services. (Second Reading)

Ordinance No. 2019-18. An Ordinance levying assessments for sidewalks, curbs, gutters, and drive aprons.(Second Reading)

Ordinance No. 2019-19. An Ordinance authorizing the trade in of a 2010 International 4300 no longer needed for municipal purposes. (Second Reading)

New Business

Resolution No. 42-2019. A Resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor.

Consideration of Motion to proceed with the annexation of 4.497 acres, more or less, consisting only of a portion of Hankins Road.

Administrative Reports

Executive Session

> To consider confidential information relating to the marketing plans, specific business strategy, or personal financial statements of an applicant for economic development and consider the compensation of a public employee.

Adjournment

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Approval of the Minutes – Council Minutes of August 13, 2019; Finance Committee Minutes of August 13 and August 20, 2019; and Public Involvement Committee Minutes of August 19, 2019

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Committee Reports

Public Works Committee
Finance Committee
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Public Safety Committee

Old Business

Resolution No. 38-2019. A Resolution authorizing the City Manager to enter into a Memorandum of Understanding with multiple Butler County jurisdictions to apply for an Assistance to Firefighters Grant Program for a multi-agency radio grant. (Second Reading)

Background. The Fire Department is requesting that the City enter into an agreement for a multi-agency radio grant. 14 Butler County Fire Departments are entering an agreement for an Assistance to Firefighters Grant similar to the one Monroe received for cardiac monitors, SCBA's, and additional personnel. The grant will be administered by Liberty Township Fire Department acting as the hosting agency. The total funding requested for Monroe's portion is approximately $230,000.00 with a match of approximately $23,000.00. The grant funding, if awarded, will be available during 2020 and we will budget accordingly.

Our current radios were purchased through Butler County following a radio tax in approximately 2009. Our current cache of radios are at 10 years old. While the radios have been very reliable, they are rapidly approaching their useful life. We are seeing an elevated number of radios beginning to show wear and tear, having screen failures, and needing technical work to continue use. This grant could save the City approximately $207,000.00 if successfully submitted. In an effort to submit an extremely competitive grant packet, the group is hiring a professional grant writer for this submission. Each entity is responsible for a portion of this fee, being $375.00. The new radios have been engineered with a more ergonomic design, GPS tracking, and blue tooth capabilities.

Chief Centers has reviewed the grant with the Safety Committee and is recommending moving forward with having the City Manager sign the agreement, committing the City to the expenditure if the grant is awarded.

Resolution No. 39-2019. A Resolution authorizing the City Manager to enter into an Automatic Mutual Aid Agreement by and between the City of Monroe and Liberty Township. (Second Reading)

Background. Several months ago Chief Centers presented an automatic Mutual-Aid Agreement to the Safety Committee that Liberty Township developed for use with their neighboring fire departments. It was stated that we would like to see how the system functioned with Liberty & West Chester before committing to the agreement. Chief Centers recently had a meeting with Chief Klussman from Liberty to discuss the current data on this new agreement. Chief Klussman advised that the agreement has trimmed off approximately 5 minutes of lag time in the arrival of mutual-aid units responding into his jurisdiction. 5 minutes would be termed as "significant" in the EMS & Fire profession. The agreement stipulates a response on confirmed and reported structure fires only. There is a termination clause in the agreement which protects the City should we no longer have the ability to provide services of this type. The anticipated number of calls between Monroe & Liberty would be relatively even at 10-15 per department per year.

Chief has reviewed the agreement and the results with the Safety Committee and is recommending that we enter the Automatic Mutual-Aid agreement.

Resolution No. 40-2019. A Resolution authorizing the City Manager to enter into a contract by and between the City of Monroe and KZF Architects for professional design services for fixtures, furnishings, and equipment design and support services at 601 South Main Street. (Second Reading)

Background. As one of the final steps to complete the design and bidding process for the new Police Facility, we are recommending the amendment of the agreement with KZF to identify and coordinate the fixtures, furnishings and equipment needed in the facility. While there is some equipment we will be moving to the facility, much of the space requires new fixtures and furnishing. KZF will identify those items that meeting the characteristics needed for the facility from the state bid list where available, else they will identify items that will need to be purchased from other sources for installation by the eventual contractor on the rehab of the facility. The cost of the service will add $35,000 to the agreement and remain within estimations of costs associated with the design needs of the facility.

Staff is recommending that Resolution No. 40-2019 be adopted as an emergency on the second reading to avoid any delays in the project.

Resolution No. 41-2019. A Resolution granting consent to the Ohio Department of Transportation for bridge inspection program services. (Second Reading)

Background. The current municipal bridge inspection program through the Ohio Department of Transportation (ODOT) is ending on December 31, 2019. ODOT is in the process of renewing this program for three more years through 2022. The program is for any municipality in Ohio with bridge inspection responsibilities and has population less than 50,000. The City has participated in the program for the last 3 years.

Ordinance No. 2019-18. An Ordinance levying assessments for sidewalks, curbs, gutters, and drive aprons. (Second Reading)

Background. The ordinance covers those costs not paid for directly by the property owners from the 2018 concrete repair program.

Ordinance No. 2019-19. An Ordinance authorizing the trade in of a 2010 International 4300 no longer needed for municipal purposes. (Second Reading)

Background. Staff is requesting that Ordinance No. 2019-19 be tabled.

New Business

Resolution No. 42-2019. A Resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor.

Background. The City is required to submit a proposed Tax Budget to Butler County by July 20. The County's Budget Commission reviews this document and then certifies the review and provides an estimate to the City of the rate of each property tax necessary to be levied by the City. Then, City Council must review and formally authorize these rates. This resolution must be sent back to Butler County by October 1.

For the 2020 budget, the General Fund levy is projected to increase by $70,000 from last year. The Police levy is projected to increase by $60,000, and the Fire levies are projected to increase by $110,000.

Consideration of Motion to proceed with the annexation of 4.497 acres, more or less, consisting only of a portion of Hankins Road.

Administrative Reports

Executive Session

> To consider confidential information relating to the marketing plans, specific business strategy, or personal financial statements of an applicant for economic development and consider the compensation of a public employee.

Adjournment

Monroe Council Minutes
Regular Meeting of Council
August 13, 2019 – 6:30 p.m.
233 South Main Street, Monroe, Ohio

Pledge of Allegiance

Mayor Routson opened the regular meeting of Council with the Pledge of Allegiance at 6:30 p.m.

Roll Call

Council members present: Dan Clark, Jason Frentzel, Keith Funk, Anna Hale, Todd Hickman, Christina McElfresh, and Robert Routson

Staff members present: City Manager William J. Brock
Law Director K. Philip Callahan
Chief of Police Robert Buchanan
Fire Chief John P. Centers
Director of Development Kevin Chesar
Director of Finance Karen Ervin
Assistant to the City Manager/Clerk of Council Angela S. Wasson

Visitors: Darlene Bishop Driscoll, Rhonda Posey, Michael Berns, Monica Sumner, Joe Elder, Lenny Robinson, April McIntosh, and Heather Barnett.

Approval of the Minutes

Mr. Clark moved to approve the Council Minutes of July 20 and July 23, 2019; and Public Safety Committee Minutes of July 23, 2019; seconded by Mrs. Hale. Voice vote. Motion carried.

Visitors

Monica Sumner of Brandstetter Carroll Inc. gave a presentation of Phase One of the Bicentennial Commons Park.

Rhonda Posey advised Council that she has buildings with severe drainage issues that is coming off of the City streets. One in particular, is on Overbrook with mud coming down. She spoke with Jordan Parker who advised the property was on the schedule to have the ditch line cleaned out. On Breadon the parking lot is breaking up due to the water from the street. She requested that these issues be addressed.

Ms. Posey also advised Council that she has a letter from the City about some of her tenants that have exceeded the allowed sign area.

Mayor Routson informed Ms. Posey that the option of appealing sign issues to the Board of Appeals available.

Mr. Chesar reported that the letter was generated because no applications have been made to determine compliance with the signs.

Mr. Brock will follow up with Mr. Parker on the drainage issues.

Mr. Hickman suggested that if Ms. Posey has any other complaints in the future to send an email to Council along with pictures and they will make sure it is followed up.

Lenny Robinson updated Council on the project he is working on with Bob Laughlin of Paragon Properties. He understood that the proposed incentive package was not favorable by Council. Mr. Robinson did follow up with Jennifer Patterson with an alternate proposal that includes a reduction in the requested TIF amount. He did not know who the proposed tenant is and that is normal in economic development. It is a high level e-commerce business. This incentive package is specific to this developer and not a blanket proposal to the property. In addition, there is additional property from Nickel Road south to the Millen property and Mr. Laughlin is willing to take this remaining property to develop park property. Mr. Robinson added that if Butler Warren Road is improved it will also assist in improving the access to the Bishop property.

Mr. Hickman asked how large the property is that was referred to as possible park property. Mr. Robinson estimated the size to be between 20 and 25 acres.

Mr. Frentzel asked about people wanting to keep the Interchange area north of 63 more of an industrial area and keep more of a hometown feel in that area. Mr. Frentzel is concerned about the feel of what people will think of Monroe as they drive up I-75. Mr. Robinson pointed out that the only thing that would really change is the Bishop ranch and how that is developed. He added that the property is lower than the highway and with landscaping and design you may see the name on the building.

Mr. Robinson stressed that Mr. Laughlin is really interested in working out something for the property.

Darlene Bishop Driscoll and 35 years ago I bought the Switzer Farm knowing that I would live there the rest of my life, but we decided to sell the ranch. She wants to stay here as long as she can, but she doesn't want to stop any progress. This Interchange has been called the most diverse interchange on I-75 and it will determine what the progress would be by the sale of the L B Ranch. She wants to be a partner with the Council and the improvements to Butler Warren Road will make all the difference.

Mrs. Driscoll asked Council what they would like to see happen with the ranch. Mrs. McElfresh stated that she liked the ranch the way it is.

Committee Reports

None.

Old Business

Resolution No. 37-2019. A Resolution authorizing the City Manager to enter into an agreement by and between the City of Monroe and Clemans Nelson & Associates, Inc. for professional services to complete a compensation study. (Second Reading)

Mr. Brock requested that this be adopted as an emergency on the second week as there is a meeting scheduled within the next two weeks to begin the compensation study.

Mr. Clark moved to suspend the rule requiring the reading of Resolution No. 37-2019 on two separate days, authorize its adoption on the second reading, and have it read by title only; seconded by Mr. Frentzel. Voice vote. Motion carried.

The Clerk of Council read Emergency Resolution No. 37-2019 by title only.

Mr. Clark moved to adopt Emergency Resolution No. 37-2019; seconded by Mr. Funk. Roll call vote: seven ayes. Motion carried.

New Business

Resolution No. 38-2019. A Resolution authorizing the City Manager to enter into a Memorandum of Understanding with multiple Butler County jurisdictions to apply for an Assistance to Firefighters Grant Program for a multi-agency radio grant.

Mr. Brock reported this will allow us to obtain a grant for radios for the fire department. We are applying for $230,000 with a 10% match and $375.00 fee for the application.

Mr. Clark moved to consider this the first reading of Resolution No. 38-2019 and have it read by title only; seconded by Mrs. Hale. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 38-2019 by title only.

Mr. Clark moved to approve the first reading of Resolution No. 38-2019; seconded by Mrs. McElfresh. Roll call vote: seven ayes. Motion carried.

Resolution No. 39-2019. A Resolution authorizing the City Manager to enter into an Automatic Mutual Aid Agreement by and between the City of Monroe and Liberty Township.

Mr. Brock stated this agreement only applies to structure fires and cuts down on the response times.

Mr. Clark moved to consider this the first reading of Resolution No. 39-2019 and have it read by title only; seconded by Mr. Funk. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 39-2019 by title only.

Mr. Clark moved to approve the first reading of Resolution No. 39-2019; seconded by Mr. Hickman. Roll call vote: seven ayes. Motion carried.

Resolution No. 40-2019. A Resolution authorizing the City Manager to enter into a contract by and between the City of Monroe and KZF Architects for professional design services for fixtures, furnishings, and equipment design and support services at 601 South Main Street.

Mr. Brock advised that the furnishing and equipment for the police station design is one of the final steps.

Mr. Clark moved to consider this the first reading of Resolution No. 40-2019 and have it read by title only.

The Clerk of Council read Resolution No. 40-2019 by title only.

Mr. Clark moved to approve the first reading of Resolution No. 40-2019; seconded by Mrs. McElfresh. Roll call vote: seven ayes. Motion carried.

Resolution No. 41-2019. A Resolution granting consent to the Ohio Department of Transportation for bridge inspection program services.

Mr. Brock explained that the City has participated in the bridge inspection program for several years and the Ohio Department of Transportation covers all of the costs unless the City requested additional inspections.

Mr. Clark moved to consider this the first reading of Resolution No. 41-2019 and have it read by title only; seconded by Mrs. Hale. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 41-2019 by title only.

Mr. Clark moved to approve the first reading of Resolution No. 41-2019; seconded by Mr. Frentzel. Roll call vote: seven ayes. Motion carried.

Ordinance No. 2019-18. An Ordinance levying assessments for sidewalks, curbs, gutters, and drive aprons.

Mr. Brock reported that these assessments are for concrete work performed in the 2018 program.

Mr. Clark moved to consider this the first reading of Ordinance No. 2019-18 and have it read by title only; seconded by Mr. Hickman. Voice vote. Motion carried.

The Clerk of Council read Ordinance No. 2019-18 by title only.

Mr. Clark moved to approve the first reading of Ordinance 2019-18; seconded by Mr. Funk. Roll call vote: Motion Carried.

Ordinance No. 2019-19. An Ordinance authorizing the trade in of a 2010 International 4300 no longer needed for municipal purposes.

Mr. Brock stated that this ordinance and the following motion relate to the replacement of the older dump trucks and plows and was a budgeted item.

Mr. Hickman thought the $15,000 received for a trade in was low. Mr. Funk suggested looking at GovDeals to see what they were selling for. Mr. Brock will obtain figures and bring this back to Council prior to the second reading.

Mr. Clark moved to consider this the first reading of Ordinance No. 2019-19 and have it read by title only; seconded by Mr. Funk. Voice vote. Motion carried.

The Clerk of Council read Ordinance No. 2019-19 by title only.

Mr. Clark moved to approve the first reading of Ordinance No. 2019-19; seconded by Mr. Frentzel. Roll call vote: seven ayes. Motion carried.

Consideration of Motion authorizing the expenditure of $162,509 for the purchase of a Western Star 4700SF dump truck, including a snow removal package, for the Department of Public Works.

No action was taken on this motion.

Administrative Reports

Executive Session

> To review negotiations with public employees concerning their compensation or other terms and conditions of their employment.

Mr. Clark moved to adjourn into executive session to review negotiations with public employees concern their compensation or other terms and conditions of their employment; seconded by Mr. Funk. Roll call vote. Motion carried.

Council adjourned into executive session at 7:26 p.m.

Mr. Clark moved to reconvene into regular session; seconded by Mrs. Hale. Voice vote. Motion carried.

Mr. Clark referred to the unsolicited materials ordinance and asked Mr. Callahan for an update. Mr. Callahan advised that there is a company, Valassis, that delivers approximately 4,000 advertising packets. Mr. Callahan's goal, while we are reviewing the ordinance, is to contact the other companies delivering these packets and let them know what we expect them to do. Additionally, provide contact information for these companies to the public to opt out from receiving these packets. Mr. Callahan will have proposed amendments to Council in the future. Mr. Callahan stated that if these companies will cooperate it is the best route; however, if they fail to cooperate the ordinance will be in place should the need arise to issue citations.

Mr. Hickman brought up the Corridor 75 Land Swap and Mr. Callahan stated the original agreement had a sketch of the property. Mr. Brock met with the surveyor and the City has been given three different properties to choose from. Once a decision is made on which parcel Mr. Callahan will proceed with finalizing this.

Mr. Hickman asked how the annexation of Hankins Road came into existence. Mr. Callahan explained it is just the roadway portion of Hankins Road located in Lemon Township. Mr. Callahan drafted a 100% owner petition and staff was not able to obtain 100% of the owners on this petition. Mr. Callahan may need to put together a petition that does not require 100% of the owners and have it circulated, if the desire is to move forward with the annexation.

Mr. Hickman stated the issue is we take care of Lemon Township and it should have been brought to Council and requested that the decision to move forward with the annexation be presented to Council for a vote as to whether or not to move forward.

Mr. Callahan explained that normally Council doesn't vote on an annexation until a petition is presented.

Mr. Brock advised that all of the property owners are located in Monroe and it is just one half of the road that is still located in Lemon Township. Mr. Brock explained that an agreement was entered into between Lemon Township and the City of Monroe that Monroe would take care of a portion of Hankins as those properties are already in the City. He added that there was some concern if Lemon Township could continue to maintain that portion of Hankins.

Adjournment

Mr. Clark moved to adjourn the regular meeting of Council; seconded by Mrs. McElfresh. Voice vote. Motion carried.

The regular meeting of Council adjourned at 8:08 p.m.

Respectfully submitted,

Angela S. Wasson, MMC
Clerk of Council

City of Monroe
Finance Committee of Council
August 13, 2019

The Finance Committee of Council met in regular session at 5:47 p.m. on August 13, 2019, in the Council Library located at 233 South Main Street, Monroe, Ohio.

Present were: Jason Frentzel, Council Member; Keith Funk, Council Member; Christina McElfresh, Council Member; William J. Brock, City Manager; Kacey L. Waggaman, Assistant Manager; Karen Ervin, Director of Finance; Deborah Armitage, Assistant Finance Director; and Angela S. Wasson, Assistant to the City Manager/Clerk of Council.

Mrs. Ervin pointed out one negative in the Capital Improvement Fund and it just has to be moved when we set up the code, so it is not actually a negative.

Mrs. McElfresh liked how the carry-over for months to know that we have at least three months and asked what it would look like if we had four months. Mrs. Ervin replied that it is just a policy and we need to make sure we have the reserves to do that. Mr. Frentzel pointed out the three months is basically if we received zero revenue we could operate for three months. Mr. Brock advised that it would be approximately $2 million.

Mr. Frentzel was glad to see the income tax revenue continuing to increase and Mrs. Ervin advised it was due to monthly withholdings.

Mrs. McElfresh asked about the status of Open Checkbook. Mrs. Ervin explained that we have everything online we just need to fix some of the chart descriptions so when a viewer is looking at it they know what they are looking at.

Mr. Frentzel brought up the concerns about delinquent utilities and asked how often there are unpaid utilities when properties are transferred. Mrs. Ervin explained that we do assess that, but title companies are instructed to call the City to see if there are unpaid utilities. Mrs. McElfresh advised that often times the title companies do not do that and it is up to the buyer to call and get the information. She asked how the utility bill was so high so quickly on one of the bills. Reviewing the policy submitted by Mrs. Ervin, Mrs. McElfresh asked how it is determined which 15 properties will get turned off every week. Mrs. Ervin explained that the Financial Operations Manager will pull a list from Munis of all past due accounts that are more than $50 and 30 days past due. Once she has that report she will review all of the accounts to determine who can be shut off and who cannot. Sometimes you have a duplex, or a customer that was shut off last week that paid something and you don’t want to charge them another trip fee. You also have situations like a 75 year old woman that had a huge water leak and didn’t know it. We want to work with those people. Some call and say they can pay a certain amount of the balance and then three days later or next week I can pay the balance. From that list if there is more than 15 she will pull the top 15. Typically, there are more in the winter where we cannot turn them off due to the temperature or they want to use the money for the holidays. Mrs. Ervin advised that the County requested that we assess more frequently, so we are going to try to do it every two months rather than once per year.

Mrs. McElfresh expressed concern that if we have a policy and it is not being applied equally it may not be a good policy.

Mr. Frentzel mentioned that it could just be a manpower issue where they cannot shut off more than 15.

Mrs. McElfresh understood some weeks it may be a problem and she just wants to make sure if we have a policy it should applied to everyone. The language of "may be shut off" is arbitrary. Mr. Brock explained that there are weeks where there are less than 15 and weeks where there are more than 15, so it does even out.

Mrs. McElfresh is looking at the entire community and would like assurance that everyone is being treated fairly and the rules apply to everyone the same way. Mr. Brock will add this to the list of policies to be reviewed along with the storm water rates.

Mr. Frentzel asked if the water rates were ever increased. Mr. Brock replied he talked about one rate rather than two. He added that we need to review the rates being charged for those outside the City limits as that may have an impact on funds received from the Local Government Funds.

Mrs. McElfresh did not see the process of picking the 15 people being shut off and if there is a process it should be reviewed as well. Mrs. Ervin asked for clarification.

Mr. Frentzel stated that keeping that word "may" in there assists us if we do not have the manpower to shut off more than 15 and the impact it has on staff.

Mrs. McElfresh asked if we do not have sufficient staff to do what our policy says that we need to do should we look at another staff person. Mr. Frentzel did not want to hire additional staff just to shut the water off.

Mrs. Ervin suggested amending the language to say we will shut you off within a certain amount of time. Mrs. McElfresh felt the language and process needs to apply to everyone and perhaps taking out the arbitrary language.

The Finance Committee meeting adjourned at 6:17 p.m.

Respectfully submitted,

Angela S. Wasson, MMC
Clerk of Council

City of Monroe
Finance Committee of Council
August 20, 2019

The Finance Committee of Council met at 6:00 p.m. on August 20, 2019, in the City Manager's conference room located at 233 South Main Street, Monroe, Ohio.

Present were: Jason Frentzel, Council Member; Keith Funk, Council Member; Christina McElfresh, Council Member; Kacey L. Waggaman, Assistant Manager; Angela S. Wasson, Assistant to the City Manager/Clerk of Council; Karen Ervin, Director of Finance; Deborah Armitage, Assistant Finance Director; Deana England, Executive Assistant; Kelly Babcock and Frank Pompa of Clemens Nelson & Associates, Inc.

Ms. Babcock provided a listing of potential comparable jurisdictions to consider as step one in the compensation study process.

Mrs. McElfresh asked if this was pulled from the 2010 Census data. Mr. Pompa replied that only the population was pulled from 2010 and the remaining information is from the estimated 2017 figures.

The Committee agreed that the jurisdictions in Tier 1 (core jurisdictions) would be Franklin, Trenton, Springboro, Lebanon, Springdale, Loveland, and Forest Park. Tier 2 would be Sharonville, Montgomery, Blue Ash, Miamisburg, Mason, Fairfield, Middletown, and Hamilton.

Ms. Babcock presented a listing of proposed benchmarking positions to be surveyed.

Mr. Frentzel noted that the list includes the Director of Finance and Director of Development. He asked if only one request will be sent out as the pay scales are the same.

Ms. Babcock explained the intent is when the request for Director of Finance is sent out we will look at the point factor. Right now there are several positions with the same starting pay, but it depends on the point factor if that will remain the same.

Mrs. McElfresh asked why the City Manager was not on the list. Ms. Babcock advised the list could be changed; however, that position typically is on contract with different benefit packages.

Ms. Babcock asked if there are any particular positions the Committee wanted surveyed and the Committee requested that City Engineer and Director of Public Works be included. Mrs. McElfresh asked if positions were added would it change the price. Ms. Babcock said one or two will not. If you wanted all 35 positions it would affect the price.

Ms. Babcock explained that we do try to keep the list where it is not too large so people will respond. We have Finance Specialist, Utility Billing and Collections Specialist, and Planning and Zoning Specialists and if you do not think we need all three of those we can move it around a little. Mrs. Waggaman would like to see them remain on the list because they have been grouped for so long, but they are completely different positions and would like to see the comparables.

Mr. Funk asked what Mrs. Patterson's position is and Mrs. Wasson replied that it was Assistant to the City Manager. It was confirmed that the Director of Development is different than Economic Development. Mr. Funk asked Mrs. Waggaman if she thought if we should look at an Economic Development position for foresight. Mrs. Waggaman agreed it should be looked at, as well as, Park Director for the future.

Mrs. Waggaman explained that we have two positions titled Assistant to the City Manager, but they are two different positions. One is Angela Wasson who has Clerk of Council attached, some HR functions, and administrative support functions. The other is Jennifer Patterson who handles Economic Development. Mr. Frentzel pointed out that the Clerk of Council position is separate from Assistant to the City Manager. Mrs. Waggaman noted that it is and she is only paid under one position and not combined.

Ms. Babcock suggested that those positions that you do not have now can be surveyed and just provide a summary. Mrs. McElfresh felt it was good information to have as it will be beneficial in the future.

Mrs. Waggaman advised that we do not always have the part time position of Administrative Support Clerk and asked if we could look at one of the Administrative Assistants. The position of Police Administrative Assistant will be added to the list.

Mrs. Waggaman asked what the Committee's thoughts are on IT. Mr. Funk stated that we just entered into a contract with Velecor. The Committee thought it might be a good idea to look at. Mrs. Waggaman advised that staff has also talked about a GIS person and was not sure if it would be the same position as IT. The Committee was of the opinion that a GIS person would be more in line with engineering. Mrs. Waggaman noted that several different departments utilize the GIS. Ms. Babcock suggested adding it to the inquiry list. Mr. Frentzel thought that the Engineering Technician position is probably comparable to a GIS position.

Mrs. McElfresh felt that Communications Supervisor is something to look at as we grow. It was clarified that this position is currently in dispatch. Mrs. McElfresh was referring to a public information officer and Mrs. Waggaman advised that the need for that has been discussed.

The Committee agreed to keep the position of Planner on the list.

Mrs. Waggaman asked about Income Tax Auditor. She explained we have an Income Tax Administrator and two Income Tax Auditors. We have had staff turn-over in that area and it has been discussed if there should be two different levels of Income Tax Auditors. She would like to know as an inquiry position. Ms. Babcock pointed out that there are several positions within the same pay range and would be looked at through the point factor.

Mrs. Ervin asked the Committee, as they semi look from the outside, if they see any difference between an Income Tax Auditor, Accounts Payable Clerk, or a Payroll Clerk. Mrs. McElfresh did as they all do different jobs. Mr. Frentzel asked what an Income Tax Auditor does and Mrs. Ervin advised they review taxpayer returns, meeting with taxpayers, and a lot of data entry. Mr. Funk noted they are not CPAs and asked if the requirements are the same. Mrs. Ervin understood the requirements are the same and for accounts payable you have more flexibility because you don't have to have experience. We really want someone with experience in tax and payroll, but you also do not have to have it. Mr. Frentzel felt there is a difference as they are doing different job and asked if she is looking to see if there are different pay ranges. Mrs. Ervin stated she is interested enough to mention it.

Mrs. McElfresh is not aware of what people do every single day and if Mrs. Ervin feels it is important enough to look at them she will agree to that. Mr. Funk asked if those positions were considered of similar talent. Mrs. Waggaman is trying to think of how they would be looked at through the point factor. Ms. Babcock reminded them that the point factor would show if they are similar or different.

Ms. Babcock referenced the Clerk of Courts and Clerk of Council positions. Mrs. McElfresh felt that is hard because our Clerk of Council actually has two roles. Mr. Frentzel asked if the Clerk of Courts a stand-alone position. Ms. Babcock advised that Clerk of Courts will still be point factored, but is within the other positions in the pay range.

Mrs. McElfresh asked if other communities had a Code Enforcement Officer. Ms. Babcock replied they do, but the duties vary as some of them are building inspectors as well. The points will help determine it in the range as other positions. Mrs. McElfresh stated she is forward thinking and felt it would be nice to have data to reflect on in the future. Ms. Babcock explained the process is to focus on what we have now.

Ms. Babcock questioned if the following have been fairly represented: Assistant to the City Manager, IT Manager, Assistant Finance Director, and Financial Operations Manager. Mrs. Waggaman commented that it is going to be hard to compare the Financial Operations Manager to other jurisdictions because that was created and still evolving. Mrs. Waggaman asked Mrs. Wasson if she thought there would be comparables for Assistant to the City Manager. Mrs. Wasson felt that it would be too hard to compare because they all do something different. Mr. Funk felt the list we have is pretty inclusive. Ms. Babcock asked if the Committee wanted to look at the position of City Manager. Mr. Funk felt that it is not necessary because of the way he is appointed by Council and it is more of a negotiated position.

Mrs. Waggaman asked if it was common to have the City Manager listed on the wage ordinance. Ms. Babcock noted they were more of a contracted position. Mrs. McElfresh added that they are not all under contract. The Committee unanimously was in support of not including the position as a benchmarking position.

The Committee requested that the following positions be benchmarked: Assistant Manager, Director of Finance, Director of Public Works, City Engineer, Income Tax Auditor, Police Administrative Assistant, Assistant Fire Chief, Fire Captain, Police Chief, Police Lieutenant, Director of Development, Income Tax Administrator, Streets and Utilities Superintendent, Engineering Technician, Planner, Utility Billing and Collections Specialist, and Planning and Zoning Specialist.

Ms. Babcock provided a sample of a survey through Survey Monkey and if it is okay, she will work with Mrs. Waggaman on the questions.

Mr. Funk asked what happens if response to the survey is poor. Ms. Babcock advised they will follow up and submit a public records request. Mr. Pompa added that some communities will not respond unless a public records request is submitted.

Ms. Babcock provided a sample point factor manual and stated it can be changed if the Committee would like to. She asked the Committee to take time to review and it can be finalized at the next meeting. Ms. Babcock explained that if you have a position that only requires a GED and the person has a Master's Degree, the point factor will be based on the GED as that is the job requirement. This is something the City can use to determine what is valued and what it is willing to pay for.

Mr. Funk asked if the Committee could obtain the weight scale for some of the other clients that are similar to Monroe. He would like to know what other municipalities find important. Ms. Babcock will put together an idea of what other people are doing or have done.

Mrs. Waggaman would like to make sure to go through these to understand what everything means and discuss why we think that it is important or not as that is good content for staff to hear.

Mr. Funk asked that the sample point factors from other communities be emailed for the Committee's review.

Following receipt of the requested information a meeting of the Finance Committee will be scheduled.

The Finance Committee meeting adjourned at 7:46 p.m.

Respectfully submitted,

Angela S. Wasson, MMC
Clerk of Council

City of Monroe
Public Involvement Committee of Council
August 19, 2019

The Public Involvement Committee meeting of Council met at 6:00 p.m. in the City Manager's conference room located at 233 South Main Street, Monroe, Ohio.

Present were: Jason Frentzel, Council Member; Anna Hale, Council Member; William J. Brock, City Manager; Angela S. Wasson, Assistant to the City Manager/Clerk of Council; Brian Perkins, Parks and Cemeteries Superintendent; Leslie Sumner, Member of the Lions Club; April Morgan, Member of the Rotary Club; Nancy Hutton, Member of the Nathanial Sackett Chapter of the Daughters of the American Revolution; Lora Stillman, Member of the Monroe Historical Society; and Kim Mullally, Branch Manager of the Monroe Midpointe Library.

Humanity in Motion – Monroe Rotary Club 5K Run/Walk

Mrs. Morgan reported that they are expecting approximately 400 people for this event scheduled for October 19, 2019. She requested suggestions for a parking area(s) for the participants and attendees. She noted that the Park and Recreation Board has approved the Rotary Club's use of Monroe Community Park as the beginning and ending point. Mr. Perkins advised that the route proposed to the Park and Recreation Board needed changed as the Police Department felt that utilizing Main Street would be too much of an interruption of traffic and intersections that would need to be blocked. He suggested the route of Mason Avenue, through Wyandot Woods, and back around to Mason Avenue into the park. Mrs. Morgan asked Mr. Perkins to meet with her to drive the route to provide her with an idea of where the placement of the water stations would be.

Suggestions for parking were at the Monroe Community Park as the race would begin towards the front of the park making available all of the parking area in the back of the park. Mr. Brock also suggested utilizing the area at 601 South Main Street because the City does not anticipate breaking ground for a police station at this location prior to the date of the run/walk.

Mrs. Morgan asked about the use of the concession stand. Mr. Perkins will provide her with the contact information for the Baseball Association as they are typically using it. Mrs. Morgan indicated the need for trash receptacles along the route and invited the different clubs to set up along the route to provide an opportunity to get their information out. Mr. Perkins advised that there is a sufficient amount of trash cans they could use that came from the Monroe Bicentennial Commons Park.

Christmas on the Plaza

There was general discussion about the time and date of Christmas on the Plaza. Some expressed concern about having the event the same day as the Lions Club Pancake Breakfast creating a hardship on Santa, the Lions Club, and the Monroe Historical Society. A member of the Committee will speak with Santa to see how he feels about being able to attend both events on the same day, Saturday, December 7th. Mrs. Hale will contact Diamond Jubilee and Razors Edge. Mr. Frentzel will contact the Monroe High School Choir. Also suggested was to have each club offer a different refreshment and the tables being only on one side of the hallway.

Fourth of July Parade

Mr. Brock advised that Deana England has indicated she does not want to continue to organize the parade, which is not a whole lot of work, but she has other things she wants to do. Mr. Brock also mentioned the possibility of the Lions Club holding their Light up the Sky event at Monroe Bicentennial Commons next year and perhaps a two-day event.

Mrs. Morgan stated that she spoke with Ms. England about the parade this year on behalf of the Rotary Club and it was not something that the Club wanted to get involved in at that time. She pointed out one of the difficult things is to find cars for members of Council and, if it rains, the owners/drivers of the vehicles will back out. Mrs. Morgan requested that Ms. England put together everything that is involved in organizing the Fourth of July parade and she will present it to the Rotary Club again. Mr. Frentzel felt confident that there is some way the parade could continue.

Other Business

Leslie Sumner reported that the Lions Club has received more than enough donated bags for two benches. She explained that the program only permits the submission of enough bags for two benches per year and will share the link to the program with the other organizations.

Mrs. Sumner further reported that the Lions Club Pancake Breakfast will be held on December 7, 2019.

Mrs. Wasson asked the Committee if there were any objections to holding the Public Involvement Committee meetings on the third Tuesday of the month as opposed to the third Monday. There were no objections to this change.

Lora Stillman announced that the Monroe Historical Society has a General Membership meeting scheduled for August 29th. Following a short meeting they will have a presentation on Sears Kit Houses that were sold through a mail order catalogue in the early 1900's.

Mrs. Stillman advised that the Historical Society will have a Paranormal Investigation on September 28th at 8 p.m. Mr. Frentzel suggested having those that have experienced this be placed on a waiting list so new people could experience it. This is due to the fact that this fills up so fast and Mrs. Stillman indicated that the group they will be taking through the museums will be smaller this year.

Ms. Mullally distributed fliers on upcoming events being held at the MidPointe Library Monroe Branch.

Nancy Hutton announced that DAR will be attending the Naturalization Ceremony on September 17 at Miami University of Hamilton, University Hall. She also announced that September 17 through 23, 2019, is Constitution Week.

The Public Involvement Committee meeting adjourned at 7:27 p.m.

Respectfully submitted,

Angela S. Wasson, MMC
Clerk of Council

RESOLUTION NO. 42-2019

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

(CITY COUNCIL)

Rev. Code, Secs. 5705.34, 5705.35

The Council of the **CITY OF MONROE**, Butler County, Ohio, met in

regular session on the ________ day of ________________________, 20 19, at the
(regular or special)

office of City Council with the following members present:

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____ moved the adoption of the following Resolution:

WHEREAS, This Council in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2020; and

WHEREAS, the Budget Commission of Butler County, Ohio has certified its action thereon to this Council together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Council, and what part thereof is without, and what part within the ten mill tax limitation; therefore be it

RESOLVED, By the Council of the **CITY OF MONROE,** Butler County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Village the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION, AND COUNTY AUDITOR'S ESTIMATED TAX RATES

FUND	AMOUNT APPROVED BY BUDGET COMMISSION INSIDE 10 MILL LIMITATION	AMOUNT TO BE DERIVED FROM LEVIES OUTSIDE 10 MILL LIMITATION	COUNTY AUDITOR'S ESTIMATE OF TAX RATE TO BE LEVIED	
			INSIDE 10 MILL LIMIT	OUTSIDE 10 MILL LIMIT
GENERAL FUND	870,000.00		2.32	
GENERAL BOND RETIREMENT FUND				
PARK FUND				
RECREATION FUND				
POLICE		590,000.00		2.50
FIRE		1,250,000.00		4.50
TOTAL	870,000.00	1,840,000.00	2.32	7.00

SCHEDULE B

LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

FUND		COUNTY AUDITOR'S ESTIMATE OF YIELD OF LEVY (Carry to Schedule A)		MAXIMUM RATE AUTHORIZED TO BE LEVIED
GENERAL FUND: Current expense levy authorized by voters on ,20 not to exceed years.				
Current expense levy authorized by voters on ,20 not to exceed years.				
Current expense levy authorized by voters on ,20 not to exceed years.				
Current expense levy authorized by voters on ,20 not to exceed years.				
TOTAL GENERAL FUND OUTSIDE 10 MILL LIMITATION		0.00		0.00
SPECIAL LEVY FUNDS: Levy authorized by voters on 20 not to exceed years.				0.00
Levy authorized by voters on 11/07 ,1989 not to exceed IND years. 89-N (POLICE)		590,000.00		2.50
Levy authorized by voters on 11/00 ,1983 not to exceed IND years. 83-N (FIRE)				
Levy authorized by voters on 11/07 ,1989 not to exceed IND years. 89-N (FIRE)		590,000.00		2.50
Levy authorized by voters on 05/03, 2005 not to exceed IND years. 2005-N (FIRE)		660,000.00		2.00
Levy authorized by voters on 20 not to exceed years.				
Levy authorized by voters on 20 not to exceed years.				
Levy authorized by voters on 20 not to exceed years.				
Levy authorized by voters on 20 not to exceed years.				
Levy authorized by voters on 20 not to exceed years.				

and be it further

RESOLVED, That the Clerk of this Council be, and he/she is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

___________________________ seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

______________________________, _______

______________________________, _______

______________________________, _______

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______________________________, _______

Adopted the ________ day of ____________________, 20____.

____________________ ________________ ______
Mayor

____
CLERK OF COUNCIL

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CERTIFICATE OF COPY

ORIGINAL ON FILE

The State of Ohio, Butler County, ss.

I, Angela S. Wasson, Clerk of the Council of the City of Monroe,

within and for said County, and in whose custody the Files and Records of said Council are required by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the original ______

now on file, that the foregoing has been compared by me with said original document, and that the the same is a true and correct copy thereof.

WITNESS my signature, this ________ day of ________________________, 20______

CLERK OF COUNCIL

NOTE: A copy of this Resolution must be certified to the County Auditor before the first day of October in each year, or at such later date as may be approved by the Board of Tax appeals.

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RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR. (CITY COUNCIL)

ADOPTED____________________,20______ FILED________________, 20____

CLERK OF COUNCIL

COUNTY AUDITOR

DEPUTY AUDITOR

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