

**Monroe Council Agenda
Regular Meeting of Council
July 28, 2020 – 6:30 p.m.**

This meeting will be held electronically (Zoom) pursuant to Ohio Revised Code Section 121.221. The meeting can be viewed live at [Facebook.com/MonroeOhio](https://www.facebook.com/MonroeOhio).

Public comments or questions must be submitted no later than 6:30 p.m. EST on Monday, July 27, 2020, to the Clerk of Council at wassona@monroeohio.org. These comments or questions will be read into the record during the Visitors section of the meeting. You must include your name, address, telephone number, and comments or questions. Comments or questions shall not exceed three minutes in length when read.

Pledge of Allegiance

Roll Call

Approval of the Minutes – Council Minutes of June 23, 2020 and July 14, 2020.

Visitors

Committee Reports

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

Old Business

Resolution No. 49-2020. A Resolution amending Resolution No. 06-2020 approving blanket purchase orders as recommended by the Director of Finance and the City Manager. (Second Reading)

New Business

Resolution No. 50-2020. A Resolution adopting a Fund Balance Reserve Policy.

Emergency Resolution No. 51-2020. A Resolution authorizing the submission of a multi-jurisdictional final application and participation thereof by the City of Monroe, Ohio in the Ohio Public Works Program for PY35/2021 for the South Union Road Construction Project and declaring an emergency.

Ordinance No. 2020-24. An Ordinance vacating a certain easement containing 2,750 square feet no longer needed for municipal purposes.

Consideration of Motion authorizing the expenditure of \$69,500 to Enterprise for the purchase of nine previously leased vehicles for the Department of Public Works.

Consideration of Motion to accept the quote and authorize the expenditure of \$20,500 to J.W. Brennen Excavating, LLC for the installation of a 6” sewer lateral for the Monroe Crossings Park Restroom Facility.

Administrative Reports

Executive Session. To consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance.

Adjournment

**Monroe Council Agenda
Regular Meeting of Council
July 28, 2020 – 6:30 p.m.**

This meeting will be held electronically (Zoom) pursuant to Ohio Revised Code Section 121.221. The meeting can be viewed live at [Facebook.com/MonroeOhio](https://www.facebook.com/MonroeOhio).

Public comments or questions must be submitted no later than 6:30 p.m. EST on Monday, July 27, 2020, to the Clerk of Council at wassona@monroeohio.org. These comments or questions will be read into the record during the Visitors section of the meeting. You must include your name, address, telephone number, and comments or questions. Comments or questions shall not exceed three minutes in length when read.

Pledge of Allegiance

Roll Call

Approval of the Minutes – Council Minutes of June 23, 2020 and July 14, 2020.

Visitors

Committee Reports

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

Old Business

Resolution No. 49-2020. A Resolution amending Resolution No. 06-2020 approving blanket purchase orders as recommended by the Director of Finance and the City Manager. (Second Reading)

Background. Staff is recommending that this be adopted as an emergency on the second reading in order to pay upcoming invoices without the need for a Then-and-Now Certificate.

New Business

Resolution No. 50-2020. A Resolution adopting a Fund Balance Reserve Policy.

Background. The Government Finance Officers Association (GFOA) recommends that all local governments develop and implement a written, formal fund balance policy. Currently, City Council has an informal policy in which the City maintains an approximately \$4 million cash

balance in the General Fund. This current policy formalizes the amount of reserve required in the General Fund, but also adds plans for building reserves in other major operating and capital funds of the City.

Emergency Resolution No. 51-2020. A Resolution authorizing the submission of a multi-jurisdictional final application and participation thereof by the City of Monroe, Ohio in the Ohio Public Works Program for PY35/2021 for the South Union Road Construction Project and declaring an emergency.

Background. Council previously approved the preliminary application for Public Works Commission Grant Funds for the road improvement and water line extension project along S. Union Road. The project is seeking grant funds in the amount of \$2,928,949 for the joint project between Warren County and the City of Monroe. As a part of the project, the City will improve S. Union Road Between Exploration Drive and Nickel Road by widening the roadway, replacing a major drainage structure and realigning the road to encourage traffic to use the roadway system within the Park North Industrial Plat. The County portion of the project will include a loop water line for Warren County's water system with potential for cross connection into the Monroe Distribution System

If awarded, Council will be asked to accept the grant and move forward with the project, funding the balance of the roadway improvements while Warren County funds the local match for the water line extension. The total amount of the local match will be \$1,435,185.

Ordinance No. 2020-24. An Ordinance vacating a certain easement containing 2,750 square feet no longer needed for municipal purposes.

Background. The property owner of a parcel that we obtained an easement for the purposes of a well head, has requested that we vacate the easement. The discontinued operations of their Water Treatment plant several years ago and abandoned the well head per EPA regulations. The site would no longer meet the requirements under the EPA to begin pumping and treating water again, plus the construction of a facility would be cost prohibitive. The vacation of this easement will allow the property owner to use the land for other purposes.

Consideration of Motion authorizing the expenditure of \$69,500 to Enterprise for the purchase of nine previously leased vehicles for the Department of Public Works.

Background. This is to purchase 9 vehicles through Enterprise from our lease program. The lease on all 9 units has expired. It was determined that these vehicles still had sufficient life and it was best to purchase these units outright as opposed to turning in these unit for new ones. All 9 units were appropriated for in the Capital Equipment budget that was approved for 2020.

Six of the trucks are assigned to the street department, two trucks are assigned to the water department and one truck is assigned to the engineering department.

The break down of cost is as follows:

Street Department

3- Crew cab utility trucks

3- single cab 1-ton dump trucks

Payment to come from: 31230000-53719 Amount of payoff: \$45,000.00

Water Department

1- Crew cab utility trucks

1- single cab 1-ton dump trucks

1- Ford Explorer Interceptor

Payment to come from: 6120-53719 Amount of payoff: \$24,500.00

Consideration of Motion to accept the quote and authorize the expenditure of \$20,500 to J.W. Brennen Excavating, LLC for the installation of a 6" sewer lateral for the Monroe Crossings Park Restroom Facility.

Background. This is to approve J.W. Brennan Excavating, LLC to install the 6" sewer lateral for the Monroe Crossings Restroom Facility in the rear of the park. This project will tie-in to butler county sewer at the apartment complex and run to the new structure. Due to the depth of the existing sewer, we need to contract this portion of the project out.

City crews will be installing the water service as well as the electric service to the building, however with a depth of 13' we are not properly equipped to safely tie-in to the sewer.

This will be paid for from budget line 31142200-53712. This expenditure will fall within the original approved budget.

Three bids were accepted on this project with J.W. Brennan Excavating, LLC being the lowest quote by \$4,450.00.

Administrative Reports

Executive Session. To consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance.

Adjournment

**Monroe Council Minutes
Regular Meeting of Council
June 23, 2020 – 6:30 p.m.**

**This meeting was held electronically (remotely) pursuant to
Ohio Revised Code Section 121.221**

Pledge of Allegiance

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

Roll Call

Council members present: Jason Frentzel, Keith Funk, Todd Hickman, Christina McElfresh, and Robert Routson.

Mr. Funk moved to excuse Mr. Callahan and Mrs. Hale; seconded by Mrs. McElfresh. Voice vote. Motion carried.

Approval of the Minutes

Mr. Funk moved to approve the Council Minutes of June 9, 2020 and the Finance Committee Minutes of June 16, 2020; seconded by Mrs. McElfresh. Voice vote. Motion carried.

Visitors

None.

Committee Reports

None.

Old Business

Resolution No. 36-2020. A Resolution authorizing the City Manager to enter into an Indefeasible Right-to-Use Agreement by and between the City of Monroe and the SouthWest Ohio Computer Association for the utilization of fiber systems specifically for traffic signals. (Second Reading)

Mr. Brock noted this is a 10 year lease for our traffic signals.

Mr. Funk moved to consider this the second reading of Resolution No. 36-2020 and have it read by title only; seconded by Mr. Routson. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 36-2020 by title only.

Mr. Funk moved to adopt Resolution No. 36-2020; seconded by Mr. Hickman. Roll call vote: five ayes. Motion carried.

New Business

Emergency Resolution No. 41-2020. A Resolution accepting the lowest and/or best bid submitted for the Britton Lane Tank Rehabilitation Project, authorize the City Manager to enter into an agreement with L & T Painting Company, Inc. for said project, and declaring an emergency.

Mr. Brock reported that the tank is currently empty and he would like to move forward on the repairs to get the tank filled back up.

Mr. Funk moved to suspend the rule requiring the reading of Emergency Resolution No. 41-2020 on two separate days, authorize its adoption on the first reading, and have it read by title only; seconded by Mr. Hickman. Voice vote. Motion carried.

The Clerk of Council read Emergency Resolution No. 41-2020 by title only.

Mr. Funk moved to adopt Emergency Resolution No. 41-2020; seconded by Mr. Routson. Roll call vote: five ayes. Motion carried.

Resolution No. 42-2020. A Resolution authorizing the City Manager to enter into an agreement by and between the City of Monroe and US Bank for banking services.

Mr. Brock explained this will designate US Bank as our depository. We have used them since 2009 and Mrs. Ervin is pleased with their services.

Mr. Funk moved to consider this the first reading of Resolution No. 42-2020 and have it read by title only; seconded by Mrs. McElfresh. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 42-2020 by title only.

Mr. Funk moved to approve the first reading of Resolution No. 42-2020; seconded by Mr. Hickman. Roll call vote: five ayes. Motion carried.

Resolution No. 43-2020. A Resolution accepting the recommendation of the Butler County Tax Incentive Review Council of May 21, 2020.

Mr. Brock advised that the Butler County Tax Incentive Review Council recommended that the City of Monroe amend the Community Reinvestment Agreement with Rivertown Brewery due to their failure to pay the first half property taxes in February of 2020. If Council accepts the recommendation staff will then discuss with Council on how to proceed with this agreement.

Mr. Funk moved to consider this the first reading of Resolution No. 43-2020 and have it read by title only; seconded by Mr. Routson. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 43-2020 by title only.

Mr. Funk moved to approve the first reading of Resolution No. 43-2020; seconded by Mr. Routson. Roll call vote: five ayes. Motion carried.

Resolution No. 44-2020. A Resolution authorizing the City Manager to enter into an agreement by and between the City of Monroe and the Ohio Department of Transportation for the construction of a 2.3 mile long trail along the Great Miami River associated with the Federal grant funds awarded.

Mr. Brock stated that this resolution, and the next, are related to the grant funds received from OKI for the Great Miami River Trail and required by the Ohio Department of Transportation.

Mr. Funk moved to consider this the first reading of Resolution No. 44-2020 and have it read by title only; seconded by Mr. Hickman. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 44-2020 by title only.

Mr. Funk moved to approve the first reading of Resolution No. 44-2020; seconded by Mr. Routson. Roll call vote: five ayes. Motion carried.

Resolution No. 45-2020. A Resolution authorizing the City Manager to enter into an agreement by and between the City of Monroe and the Ohio Department of Transportation agreeing to participate in the construction of a 2.3 mile long trail along the Great Miami River.

Mr. Funk moved to consider this the first reading of Resolution No. 45-2020 and have it read by title only; seconded by Mr. Hickman. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 45-2020 by title only.

Mr. Funk moved to approve the first reading of Resolution No. 45-2020; seconded by Mr. Routson. Roll call vote: five ayes. Motion carried.

Resolution No. 46-2020. A Resolution adopting the Tax Budget for the City of Monroe, Ohio, for the 2021 fiscal year.

Mr. Brock reported this is the first reading of the Tax Budget and required by the Ohio Revised Code. It shows the counties that we are in need of the tax levies and the public hearing will be held at the next meeting.

Mr. Funk moved to consider this the first reading of Resolution No. 46-2020 and have it read by title only; seconded by Mrs. McElfresh. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 46-2020 by title only.

Mr. Funk moved to approve the first reading of Resolution No. 46-2020; seconded by Mr. Routson. Roll call vote: five ayes. Motion carried.

Consideration of Motion authorizing the expenditure of \$50,321.62 for the purchase of a T66 T4 Bobcat Compact Track Loader for the Department of Public Works.

Mr. Brock advised that the Public Works Committee reviewed items for capital purchases needed and it is part of the state procurement contract.

Mrs. McElfresh asked if the old one will be kept and Mr. Brock replied that we are keeping the old one. Mr. Morton noted that the trade-in value is very low and there are times where we need multiple machines.

Mr. Funk moved to authorize the expenditure of \$50,321.62 for the purchase of a T66 T4 Bobcat Compact Track Loader for the Department of Public Works; seconded by Mr. Routson. Voice vote. Motion carried.

Consideration of Motion accepting the January through April 2020 Finance Reports as submitted.

Mr. Funk moved to accept the January through April 2020 Finance Reports as submitted; seconded by Mr. Routson. Voice vote. Motion carried.

Consideration of Motion to continue the suspension of water shut offs for reasons of non-payment until such time as the Ohio Environmental Protection Agency lifts this suspension.

Mr. Brock reported that the water shut-offs have been suspended and the Ohio Environmental Protection Agency will lift the restriction on July 10, 2020.

Mr. Hickman asked there were any shut-offs that would have occurred during this time. Mr. Brock explained that water shut-offs are typically performed weekly and there is a slight uptick in the delinquent bills, but not drastic.

In response to Mayor Frentzel's question, Mr. Brock advised that the notice of shut-offs being reinstated will be on the utility bills and on social media. Mr. Brock added that payment plans will be offered.

Mr. Hickman asked how long residents can go without paying. Mr. Brock replied that it is a tiered payment plan.

Mr. Funk moved to continue the suspension of water shut offs for reasons of non-payment until such time as the Ohio Environmental Protection Agency lifts this suspension; seconded by Mr. Routson. Voice vote. Motion carried.

Administrative Reports

Mr. Brock referenced the solicitation permits and staff is reviewing a "Do Not Knock" list that could be a possibility.

Law Director Callahan continues to receive calls from attorneys on this and recommended that the band on this restriction be lifted; provided, that the solicitors follow the social distancing and mask guidelines from the Governor and the Ohio Department of Health.

Mrs. McElfresh asked how many permits have been issued for solicitation because she has had people coming to her door. Mr. Brock noted that it is an enforcement issue and sometimes we are unaware they are out there.

Law Director Callahan pointed out that residents can put a sign on their door and solicitors should not violate that.

Mr. Funk moved to rescind the restrictions on the solicitation permits; seconded by Mr. Routson. Voice vote. Motion carried.

Mr. Brock introduced Chief Buchanan who will provide a presentation in response to the emails that the City has received about the policies and procedures of our department revolving around current events in the nation.

Presentation by Chief Buchanan – Police Department Operations

The purpose of this presentation is to provide a broad overview of the Monroe Police Department's practices as it relates to our policy, procedures, reporting and accountability efforts. In light of the societal issues that have gripped our nation, this is a good time to reflect on what your police department has done over the past couple of years, answering questions that the public may have, and look ahead to the future of policing as it may impact the City of Monroe.

The Mission Statement of the Monroe Police Department is in our policies and procedures and a foundation for everything we utilize. The Mission of the Monroe Police Department is a continued commitment to a partnership with our every-growing community that promotes a safe and secure environment and enhances the quality of life for our citizens. We will accomplish this with Honor, Integrity, and Professionalism. We focus hard on our core values which is Honor, Integrity, and Professionalism. We believe that to be the cornerstone of everything we do as a law enforcement agency.

The following is our core values and how we put them into practice:

- Recruitment and Hiring Process. This is one of the most important things we do. The department has a recruitment plan, as well as recruiters who work to develop interest in people from all backgrounds in joining the Monroe Police Department. The goal is to have a Police Department that reflects the diversity of our community, this includes those who live, work in, and visit our City. The hiring process is extensive and requires several steps that include:
 - Written Test
 - Structured Panel Interview
 - Background Investigation
 - Truth Verification
 - Additional Interview
 - Psychological Assessment
- Accreditation. Commission on Accredited Law Enforcement Agencies (CALEA) is a guide for principles used by the department. This is an international group made up of both private and public enterprises. We have proven that we are following policies. In 2016, the Monroe Police Department began the process of achieving accreditation through CALEA. Policy development to match standards set by CALEA and procedures put in place and demonstrated that we are following policy. In 2018, we were awarded Advanced Law Enforcement Accreditation. This means that we were in compliance with all 304

mandatory standards established by the Commission that includes subjects such as use of force, prohibitions, and training. In addition, we were compliant with 58 of the 66 non-mandatory standards.

The Ohio Collaborative is essentially a State accreditation process. It includes 23 standards over eight topics that include such items as body worn cameras, use of force, pursuits, hiring, etc. These standards are also included in the CALEA standards. In the future Chief Buchanan will look at the Ohio Collaborative accreditation process. However, they are already a recognized CALEA agency that covers the Ohio accreditation standards.

- Policy Development. Part of the process with CALEA is we consider ourselves a learning organization. We continuously evaluate our policies, procedures and training methodology; police development involves all levels of the organization; and the department focuses on being up-to-date with the latest trends in law enforcement. We not only look at what is happening on the road, but in the counties, state, and national conversations.

This process has led to implementation of such items as body worn cameras that have been worn by Monroe Police Department officers since 2017. Also revised the Vehicle Pursuit Policy to limit pursuits to felony or crimes of violence; and revised the Use of Force Policy to include requiring the display of a firearm or Taser be reported and reviewed. Our deescalating training has been successful.

Our Use of Force Policy is one of 35 chapters within the policy and procure manual that the department uses. An excerpt of this policy reads, in part:

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Officers are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Officers must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

The Department recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation and a careful balance of all interests.

Officers shall only use that amount of force that reasonable appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.

The reasonableness of force will be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force that reasonable appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain and rapidly evolving.

Given that no policy can realistically predict every possible situation an officer might encounter; officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

This is the foundation of our use of force philosophy. We utilize this in our training programs and on the street.

Additional policies are:

- o Duty to Intercede. This is one of the questions that has been brought to the forefront from a number of our citizens. Any officer present and observing another officer using force that is clearly beyond that which is reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force. Any officer who observes another employee use of force that exceeds the degree of force permitted by law should promptly report these observations to a supervisor.
- o Firearms and Use of Deadly Force. Use of deadly force is justified in the following circumstances:
 - § An officer may use deadly force to protect him/herself or others from what he/she reasonably believes would be an imminent threat of death or serious physical harm.
 - § An officer may use deadly force to stop a fleeing subject when the officer has probable cause to believe that the person has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious physical harm or death, and the officer reasonably believes that there is an imminent risk of serious physical harm or death to any other person if the subject is not immediately apprehended.
 - § Under such circumstances, a verbal warning should precede the use of deadly force, where feasible.

Mrs. McElfresh asked when new officers are hired from another agency, is their past history checked to find out why they are leaving and if they jump around from job-to-job. Chief Buchanan advised that the same background is performed on new officers and lateral entry officers such as, true verification. They not only go through that background process, we also go through field training.

Mrs. McElfresh referenced body cameras and asked if they are always on. Chief Buchanan advised they are and also have in-car cameras on.

Mayor Frentzel asked if the testing is a standardized test. Chief Buchanan replied that the Personnel Board determines the testing and CALEA also has procedures that must be followed.

Mayor Frentzel asked if the report reflecting the display of a firearm or Taser is just internal or is it readily available as a public record. Chief Buchanan advised that we make that available and anyone can ask for that.

Mr. Hickman asked if he could receive a copy of a BCI Investigation and Chief Buchanan indicated he could.

- Training, Training, Training. Training topics that are at the forefront of the current discussion include de-escalation training, mental health crisis response training, biased-based police, lethal and less than lethal use of force.

The Monroe Police Department has focused the last several years of training on these topics for all of our officers that include:

- o Annual training on ethics and professionalism
- o Annual training on traffic stops and non-biased based policing
- o Annual testing on use of force policy and procedures.
- o Over half of the department has been certified in Crisis Intervention Team training to help officers deal with individuals in a mental health crisis taught by a mental health professional from the Mental Health Recovery Board of Warren and Clinton Counties. When it comes to de-escalation issues this has been very helpful.
- o Participation in use of force is a de-escalation training scenario as part of the Warren County Combined Training Group.
- o Specialized instructor in verbal defense and influence/de-escalation is on staff. Certified instructors on staff for all firearms and less-lethal force options that the department has a policy on. This includes unarmed self-defense and part of this is the carotid hold, which has been associated with the chokehold.

The current debate on “Choke Holds/Carotid Holds’ is ongoing. There is a difference. A chokehold is where you are cutting off someone’s airway and a carotid hold is focusing on blood flow to the brain. We have realized and looked at this long before all of this came about. The officers of the Monroe Police Department are currently trained in the use of carotid holds.

We have two instructors who not only have been certified by the State in unarmed self-defense techniques, but have advanced certification training in ground fighting self-defense skills. They are able to come back and teach the officers “hands-on” training. In addition, we sent them to specialized training to focus on ground fighting techniques. This includes mixed martial arts style (MMA) and ground fighting. The reason we started this a few years back is because people that were being trained in this style from wrestling and Brazilian Jujitsu. The officers were encountering people that had this type of training. We started looking at counter moves and have someone come into compliance with what we were trying to do.

The carotid hold is part of that advanced training. They are trained in that and receive that original training They are recertified every year. The focus is always on proper application and technique. We emphasize the difference between a carotid choke and a choke. Our use of force policy governs that the application of this technique must be reasonable. I support banning the airway chokehold and we are very cognizant of the recent announcement by Governor DeWine and will be involved in those discussions and policy decisions. I believe in banning certain types of chokeholds and believe in banning those that have not been through the training process. As with all of our techniques if the officer is not comfortable in utilizing it they do not utilize it. Except when it arises when you are in a position to save yourself or someone in the community. That is the basis that we look at this. We will then determine if there are any policy amendments necessary.

Mr. Hickman asked if a chokehold is necessary if someone is in handcuffs. Chief Buchanan explained that depending on the circumstances we look at a reasonable officer on the scene at the time. It depends on the circumstances that we were under at the time.

Mayor Frentzel asked if someone is complaining they cannot breathe or something else while in this hold is there a policy to readjust or a different technique. Chief Buchanan advised that any use of force you have to analyze what you are doing and you are looking at getting compliance from someone to get a lawful effective. Within that, if the incident is not working you adjust to something else. If you are not receiving compliance to what you are doing, the officers are trained to adjust to what they need to do. With a carotid hold if they feel the person has gone unconscious or complying you check to see if the person can hold up their hand to adjust the pressure to do all those things to make sure you are not cutting off their airway. There is a laundry list that are taught to the officers.

Mr. Hickman asked if that was needed if the person was complying with the officers and Chief Buchanan replied that if the person is complying with the officers there is no need for the force. That is the purpose for the force is to gain compliance. To get someone to stop or submit to the lawful objective that the officers are trying to reach. We use only the amount of force necessary to gain compliance.

Mr. Hickman asked Chief Buchanan if he saw the hashtag “8can’twait.” Chief Buchanan acknowledge that he saw it and thought it was someone’s perspective of all of this and a lot of things people are discussing we have already complied with. The difficulty you run into is the validation of some of the studies. If you look at the websites the word “reasonable” is used frequently. We always make sure we are up-to-date on all of the policies and training.

Mrs. McElfresh respects what Chief Buchanan has shared so far, but was concerned and asked for a scenario where you have a suspect that is handcuffed where a chokehold or carotid hold would be applicable. Chief Buchanan stated he is not trying to avoid the question of someone that is handcuffed. It is more of what the officer is facing at the time. We have to take it from the reasonableness of the officer on the scene at the time. Giving an exact scenario you ask what is the officer trying to achieve. The officer could be in an elevated position and the person is handcuffed and still pulling away from the officer, that carotid hold is used to pull the suspect back from the ledge. We could go into a whole lot of what ifs in that. The officer could feel they are about to go over the ledge and this is my best option at this time. We train our officers that force is a last resort and utilized to not inflict harm, not torment, not punish it is used to gain compliance to protect yourself and the individual that you are dealing with. To also effect that lawful objective. Our use of force is always governed by the actions of the individual that you are dealing with and that is the challenge that we are dealing with.

Mr. Routson stated that back in the day we really didn’t have a cell, but we had a bench with an eye bolt going through it. We had a gentleman that was handcuffed with the handcuffs going through the eye bolt so that he couldn’t escape. The bench probably weighed 150 lbs. and typical people probably wouldn’t be able to do anything sitting on the bench waiting for transportation to Butler County Jail and this gentleman was able to pick that bench up, with the handcuffs on, and started swinging the bench around in the old police department. He had to be restrained and I do not recall that anyone used a chokehold, but he was taken down and it was one of those situations just because you have handcuffs on, doesn’t mean that all the fear and whatever could happen to

an officer because it can. The handcuffs are part of the restraint, but sometimes there has to be a little more.

Mr. Funk appreciated everything that Chief Buchanan has shared and the thought and the caring that goes into any of these procedures. Mr. Funk did not feel some of his procedures are the root cause we see from some bad apples. He would imagine that other departments that experience some poor behavior from officers have pretty good procedures in place as well. He asked if there were systems in place that help you comb through your team. You are constantly evaluating the team and not just training. Some of these issues are mindset issues.

- Leadership and Professional Development. For the past several years we have focused on this. Officers with leadership potential are identified and sent to first line supervisors training. First line supervisors and command staff are sent to advanced leadership schools that include the Supervisor's Training and Education Program, Police Executive Leadership College, and Certified Law Enforcement Executive Training. These are intensive in-house trainings. We send out to Butler Tech for some of the other supervisor training.

Command staff are instructors in local advanced law enforcement training programs on first line supervision. Officers are commonly sent to specialized training to enhance the capabilities of the department, as well as contribute to their professional development. These trainings include Drug Recognition Experts, Evidence Technicians, Emergency and Pursuit Vehicle Operations, Investigation and Interview, etc.

- Community Oriented Policing Mindset. This is a mindset within the department and we are committed to developing a culture of cooperation with our community. Our Community Service Officer is one component of this. Our School Resource Officers are one component of this. We utilize this with all of our officers that develop a relationship with all of the community to help us do our job.

The Community Service Officer is engaged with our business and community members and developed relationships with several of our homeowners associations and has several meetings with them.

Our School Resource Officers are active in our school system and interacting with our children on almost a daily basis.

Citizen Police Academy is held annually and is a great opportunity to learn about your police department. Community engagement and meeting opportunities such as Monroe Night Out, Monroe Safety Town, Touch-a-Truck, Food Truck Events, and other events are conversation starters. Monroe is a unique and diverse community. We lack a downtown, so we use these events to get out and about and engage the community throughout the year.

- Supervision and Oversight. A focus of the last five- year strategic plan was to restructure the department to provide the necessary supervision. Achieved in 2018 and 2019 with the assignment of a sergeant and lieutenant to each shift. One of the sergeant's primary responsibility is the supervision of the officers on the road. Going call to call to provide this vital component of oversight and professionalism. One of the lieutenant's primary

responsibility is the administrative oversight, which includes use of force reviews, pursuit reviews, and report approvals. There is nothing that we do that doesn't have a report and a review by a supervisor. There is a lot of work that is done behind the scenes after a call for service.

Process is designed for multiple layers of supervisory approval at all stages of the officer's work on the road. Chief Buchanan sees every use of force report. It comes to him at the end of the approval process and he must sign off on it.

- Accountability. Policy provides mechanisms for review of all use of force incidents, including the display of use of force incidents. Body worn cameras and in-car cameras are used for incident review. The lieutenants also randomly pull recordings from body cameras and review. It helps us to understand what is happening on the road, formulate training, and the officer's annual evaluation. These officers have conversations throughout the year with their supervisors and not just with their annual evaluation.

Supervisors utilize a documentation system through the department's records management system to document performance, which is reflected in the officer's evaluation. This is known as an early warning system that provides guidance to the supervisor to monitor individual officer performance. For example, the number of use of force incidents, sick time usage, complaints against an officer, vehicle pursuits, etc. are tracked and once a pre-determined number is reached it triggers a documented counseling between the officer and a supervisor. It is a counseling and not punitive or discipline. It is to see if there are any issues they are dealing with as they are human.

Citizen complaint process and review. The policy of the Monroe Police Department is that any and all complaints against the agency will be investigated by a supervisor. The process is defined in our policy and forms are made available to any citizen who wishes to file a complaint. Each individual who files a complaint will be notified of the outcome of the investigation. All complaints and dispositions are documented and reviewed annually.

There were over 20,000 calls for service last year. Almost 5,000 of those resulted in a report made to our RMS system. I had seven citizen complaints last year. That alone gives me a little indication, but we do not lose sight of overseeing what our officers do. It makes you accountable to the citizens that we serve.

Officers are held accountable for their actions and discipline is documented. Chief Buchanan stated he receives more compliments of the officers than complaints. An officer can't be perfect as we all make mistakes.

The disciplinary process is not for punishment it is for guiding behavior to make sure we are doing things the right way. All members of the Monroe Police Department hold themselves to the high standards that we have established for ourselves. The disciplinary process is well defined and established within the City's Personnel Policy Manual, the Monroe Police Department Policy, and the Collective Bargaining Agreement. In the event that an investigation reveals that discipline is warranted, the disciplinary process is utilized. Keeping in mind that the goal of discipline is to change behavior and train an employee,

both manuals and the collective bargaining agreement provide processes for termination if necessary.

- Analysis and Transparency. The Monroe Police Department completes annual reviews and an analysis of critical areas such as use of force and non-biased policing initiatives, and citizen complaints. These analyses are made available through in the department's annual report, which is posted on the Monroe Police Department's section of the City website. In addition, the department reviews other areas such as hiring plans, traffic enforcement, and community policing initiatives, which are included in the annual report.

Mr. Funk did not see in the presentation pride. In the beginning of the presentation it was indicated that when onboarding new hires they are taught the Monroe way. He believes pride is one of the things that make our police department so great. Mr. Funk asked what benefit would you gain in covering up in saying an officer or two or three, didn't use force when they actually did. Chief Buchanan replied that there is no benefit. Mr. Funk thought it would be the opposite as if there were these officers inside my organization that could potentially cause problems again.

Chief Buchanan emphasized that for him personally, he has been working on this for 20 years. When I got into law enforcement we have been working on police and community initiatives. We know we are not perfect. We know we make mistakes as a profession. When it comes down to what your police department is doing and what we are trying to achieve, Chief Buchanan has no problem saying that he gets to come to work with the finest individuals in the country. Each one of these officers know they have my utmost respect and if they don't, they will hear it here. They absolutely do a fantastic job day in and day out and he could not be prouder to serve with them. Chief recognizes that they are not perfect nor is he or anyone else. We know we are working hard and the things that you see in Minneapolis do not happen here. We do everything we can that it never happens. That includes people that feel they haven't been heard. We want them to be heard. He received a phone call from a lady yesterday that identified herself as an African American female that was pulled over by one of the officers. She was in tears because of how afraid she was and in the next sentence she said thank you to the officer, T J Allen, on the outstanding job that he did and the professionalism. She just wanted to say thank you because she was so worried when she got pulled over. Chief Buchanan added that it was a shame that she has to feel worried when getting pulled over by a police officer. He cannot put himself in her shoes, but the officers action made all the difference in the world. It reaffirms his belief in his department. When he sees what is going on nationally he gets angry, but when he thinks of Monroe and its citizens and cannot thank them enough. He cannot be more proud of Police Department that we have here. It is pride of place and pride of the department.

Mr. Funk expressed his appreciation for everything Chief Buchanan does.

Chief Buchanan referred to the actions of the Minneapolis police officer and, for him personally, it was horrible and nothing other than a crime. I can't find anyone that says otherwise. I also understand the court has to go through its process. We are committed to continue to work with our community partners, have honest discussions, listen, continue to educate while at the same time continue to focus on learning ourselves. We know that we do not know everything, but are committed to being the best law enforcement professionals we can. We will not tolerate crime. Period. Yes, there is discretion. There is the decision of the officer to issue a ticket or not issue a

ticket. Criminal activity in and of itself is a quality of life issue. It is our main focus and making sure we serve the community in the best possible way that we can.

As a public statement directly to his police officers, Chief Buchanan stated he could not begin to express how proud he is of each and every officer for the work that they do every day, the risk to their lives that they bravely face, the manner in which they stand in the face of bias criticism against our profession and the fact that they continue to show the highest levels of Honor, Integrity, and Professionalism.

To the Monroe community, Chief Buchanan stated he and his department are honored to serve this City and thank you for the outpouring of support that you have given. We want you to know that we will continue to put on our uniforms and provide you the best law enforcement services that we possibly can. We realize that we may not all agree on every topic, but we also value the undeniable truth that everyone deserves to be heard and have the opportunity to discuss issues. We welcome the opportunity to have this conversation and we are committed to ensuring that everyone has that chance.

Mrs. McElfresh commented that she looks at things happening on a national level and, while we are not a metropolitan city, at the same time we are a great city and have fabulous first responders. She is thankful to all of them.

Mayor Frentzel thanked Chief Buchanan for putting the presentation together. The citizens probably do not understand what goes on with all of the policies and procedures and only see what is on social media and the news. It is unfortunate that all first responders are put into a light because of a few doing what they shouldn't be doing. Mayor Frentzel personally has received almost nothing but compliments and the way the Monroe Police Department has handled themselves and it is truly a pride with the officers.

Mrs. McElfresh asked if the presentation can be shared with the community. Chief Buchanan indicated that it can be put on the website. There is obviously more discussion that needs to take place, but it would take him about five days to put everything together. We want to have more dialogue and have a responsibility as a profession to have that conversation and be the best organization in southwest Ohio.

Mrs. McElfresh asked Mr. Brock about the community rooms. She has had some organizations asking when they could reserve one of the two rooms. Mr. Brock indicated they do not have a time frame as we need to determine how we will be cleaning it and it may require a reduction in the amount of times it can be rented. We are continuing to put the policies together.

Executive Session. To review negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.

Mr. Funk moved to adjourn into executive session to review negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment; seconded by Mrs. McElfresh. Roll call vote: five ayes. Motion carried.

Council adjourned into executive session at 8:07 p.m.

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

Council reconvened into regular session at 8:27 p.m.

Adjournment

Mr. Funk moved to adjourn; seconded by Mrs. McElfresh. Voice vote. Motion carried.

The regular meeting of Council adjourned at 8:27 p.m.

Respectfully submitted,

Angela S. Wasson, MMC
Clerk of Council

**Monroe Council Minutes
Regular Meeting of Council
July 14, 2020 – 6:30 p.m.**

**This meeting was held electronically (remotely) pursuant to
Ohio Revised Code Section 121.221**

Public Hearing: Resolution No. 46-2020. A Resolution adopting the Tax Budget for the City of Monroe, Ohio, for the 2021 fiscal year.

Mayor Frentzel opened the public hearing on Resolution No. 46-2020, a Resolution adopting the Tax Budget for the City of Monroe, Ohio, for the 2021 fiscal year.

Having been sworn, Mrs. Ervin, Director of Finance, gave the following presentation:

This is tax budget season and the start of our annual budget process. This is for tax year 2021. The tax budget has historically been where I would present to you an estimate of our revenues and estimate of our expenses and we send it to the county to get their feedback. I would like us to take a look at the revenue portion and, using what we have so far in the data that we have collected, and say here is what we really anticipate our revenues to be. As we go through our budget process Council can really start to prioritize the services that we provide to our citizens based on here is the estimated revenue that we think we are going to get. Throughout this presentation you will hear me interchange tax budget with revenue budget. I will be using the two terms as the same thing this year. The tax budget will end with the City receiving the certificate of estimated resources. This is the legal document that we use in order to make appropriations. If we do not provide the county proof that we are going to get revenue we can't spend the money legally. The certificate of estimate resources is what allows you to set those priorities in order to establish the appropriations. We will do that starting in July. In September, we start working on our temporary appropriations. That is what we will call our operating budget. We don't do a lot of capital at that point. We just do temporary numbers. Here is what we think we are going to spend over the course of the next year and that happens in December. Then in April, we finalize everything. We use our actual year end revenue and expenditure totals to set up here is our budget plan for fiscal year 2021. That is when we start adding capital improvement items.

The tax budget is required to be adopted by the Ohio Revised Code and has to be submitted to the county by July 20th. The usefulness for Monroe is we are going to look at those revenues very closely. We have started implementing the five-year forecast. This will help isolate what we think we are going to get in the next year and this will help Council prioritize what services we can afford as a City to provide for our constituents. This is a tool that lets us build this wish list. We can say we want A, B, C, and D, but we know from our budget that we can only do A and B. This will give Council a framework for how we can budget. When we prepare a tax budget we can actually prepare it out of budget. Our expenses can exceed our revenues. This shows us what services we want to provide and then gives us a mechanism if we need to put additional tax levies on the ballot this gives us enough time. It also shows the county that we need the property taxes and the local government funding to build and continue to fund our various operations. It is three-fold why we do it, but there is a lot of value to it.

Mrs. Ervin presented the proof of publication notifying the public of this evening's public hearing. She then presented the time-line for the tax budget. By July 15th Council must approve the tax budget, by July 20th it must be received by the county, in August the County Budget Commission gives the amounts and rates of property tax to the City, and in October Council approves and returns a resolution accepting the amounts and rates for property tax. Thereafter, they will issue a certificate of estimated resources.

We take every fund that receives property tax revenue and we need to provide in detail what the revenue will be and what the expenses will be. We give three years of actual data and then estimate for the current year and then a projection for the next fiscal year. The remaining funds do not need the detail, just a summary.

Our assumptions for the revenue for fiscal year 2020, as most of you know we have gone through a large amount of unknowns. Many different factors. Every month I am updating our forecast and it is changing dramatically every month. The five percent reduction that Council approved in the appropriations were included in the tax budget due to COVID-19. The fiscal year 2021 estimates are based on the forecast that ended June 30th. We also took a look at the current staffing levels and the current contracts.

Over the last 10 years our General Fund has increased on average approximately four percent. You will see there is a lot of ups and downs, but the trend is an overall increase. We hope that will continue. We are taking it one month at a time.

We are trying to build the revenue budget so that Council can look at it and build the priorities. In the General Fund about 80% of our revenue comes from local taxes. This includes property tax, municipal tax, admissions tax, and hotel/motel tax. Of that 80% currently about 90% is municipal income tax. About 7% is property tax. 3% is the other such as permissive sales tax and admissions tax. Our income tax makes up about 76% of our full General Fund revenue.

Looking at the income tax we have trended upwards and we have talked several times about the impact of COVID-19 anticipated this year and next year. This is due to the businesses and individuals filing their net profit taxes because of the shut down this year. Delinquencies in both income tax and property tax is also a concern.

For the property tax the biggest impact is probably going to be the delinquencies. I still built in the increase because we want to get the maximum amount of the property tax revenue as we can in order to continue our current services.

For municipal tax we keep adjusting it every month. For 2020 we believe the payroll taxes will decrease. Overall I am projecting a four percent increase in net profits because taxes are collected in arrears. For 2021, an assumption that businesses and individuals lost approximately three months of revenue during the COVID period is being made. This will be reflected in the 2021 budget. The hotel/motel tax and admissions tax numbers are dependent on the amount of visitors to our City. She did not increase or decrease it, but it will not impact us as much.

For other revenue we are going to estimate conservatively. The 2021 revenue an approximate two percent decrease is estimated and these can be adjusted accordingly.

The General Fund expenditures averages an annual increase of four percent over the last ten years. This year's tax budget is budgeting an estimate of \$14 million and last year's was \$16 million. That is a decrease, but that includes the five percent reduction. These numbers may also change as we get more data. We budgeted 42% of the General Fund toward public safety. 34% is general government for the administration.

The 2021 tax budget is less than one percent higher than 2020. For personnel and insurance costs includes a standard five percent increase. For capital it includes projects and debt service payments. These are not final numbers.

Looking at the General Fund cash balance for 2020 and 2021 we are projecting a downward trend. This is normal and at the end of 2021 it estimates approximately a \$3.8 carry over balance.

Mayor Frentzel asked for any comments. There were no comments.

Mr. Funk moved to close the public hearing; seconded by Mrs. Hale. Voice vote. Motion carried.

Pledge of Allegiance

Mayor Frentzel opened the regular meeting of Council with the Pledge of Allegiance at 7:04 p.m.

Roll Call

Council members present: Tom Callahan, Jason Frentzel, Keith Funk, Anna Hale, Todd Hickman, and Christina McElfresh.

Mr. Funk moved to excuse Mr. Routson; seconded by Mrs. Hale. Voice vote. Motion carried.

Approval of the Minutes – None.

Visitors

None.

Committee Reports

None.

Old Business

Resolution No. 42-2020. A Resolution authorizing the City Manager to enter into an agreement by and between the City of Monroe and US Bank for banking services. (Second Reading)

Mr. Brock noted this is the second reading that will allow the City to consider its relationship with U S Bank.

Mr. Funk moved to consider this the second reading of Resolution No. 42-2020 and have it read by title only; seconded by Mrs. McElfresh. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 42-2020 by title only.

Mr. Funk moved to adopt Resolution No. 42-2020; seconded by Mrs. Hale. Roll call vote: six ayes. Motion carried.

Resolution No. 43-2020. A Resolution accepting the recommendation of the Butler County Tax Incentive Review Council of May 21, 2020. (Second Reading)

Mr. Brock requested that Council adopt Resolution No. 43-2020 as an emergency on its second reading.

Mr. Funk moved to suspend the rule requiring the reading of Resolution No. 43-2020 on two separate days, authorize its adoption on the second reading, and have it read by title only; seconded by Mrs. McElfresh. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 43-2020 by title only.

Mr. Funk moved to adopt Resolution No. 43-2020; seconded by Mr. Hickman. Roll call vote: six ayes. Motion carried.

Resolution No. 44-2020. A Resolution authorizing the City Manager to enter into an agreement by and between the City of Monroe and the Ohio Department of Transportation for the construction of a 2.3 mile long trail along the Great Miami River associated with the Federal grant funds awarded. (Second Reading)

Mr. Brock explained this is the first of two resolutions for the federal grants received for the 2.3 mile long trail.

Mr. Funk moved to consider this the second reading of Resolution No. 44-2020 and have it read by title only; seconded by Mrs. Hale. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 44-2020 by title only.

Mr. Funk moved to adopt Resolution No. 44-2020; seconded by Mrs. Hale. Roll call vote: six ayes. Motion carried.

Resolution No. 45-2020. A Resolution authorizing the City Manager to enter into an agreement by and between the City of Monroe and the Ohio Department of Transportation agreeing to participate in the construction of a 2.3 mile long trail along the Great Miami River. (Second Reading)

Mr. Funk moved to consider this the second reading of Resolution No. 45-2020 and have it read by title only; seconded by Mr. Hickman. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 45-2020 by title only.

Mr. Funk moved to adopt Resolution No. 45-2020; seconded by Mrs. Hale. Roll call vote: six ayes. Motion carried.

Resolution No. 46-2020. A Resolution adopting the Tax Budget for the City of Monroe, Ohio, for the 2021 fiscal year. (Second Reading)

Mr. Brock requested that Resolution No. 46-2020 be adopted as an emergency on the second reading as it is required to be adopted by July 15, 2020.

Mr. Funk moved to suspend the rule requiring the reading of Resolution No. 46-2020 on two separate days, authorize its adoption on the second reading, and have it read by title only; seconded by Mr. Hickman. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 46-2020 by title only.

Mr. Funk moved to adopt Resolution No. 46-2020; seconded by Mrs. McElfresh. Roll call vote: six ayes. Motion carried.

New Business

Emergency Resolution No. 47-2020. A Resolution approving a Then-and-Now Certificate in the amount of \$49,033.52 to Frost Brown Todd LLC and declaring an emergency.

Mr. Brock stated this is related to our labor counsel's cost for negotiations with the IAFF.

Mr. Funk moved to suspend the rule requiring the reading of Emergency Resolution No. 47-2020 on two separate days, authorize its adoption on the first reading, and have it read by title only; seconded by Mr. Hickman. Voice vote. Motion carried.

The Clerk of Council read Emergency Resolution No. 47-2020 by title only.

Mr. Funk moved to adopt Emergency Resolution No. 47-2020; seconded by Mrs. Hale. Roll call vote: six ayes. Motion carried.

Emergency Resolution No. 48-2020. A Resolution authorizing the City Manager to enter an agreement by and between the City of Monroe and Fishbeck for professional engineering services for the Rosemont Park Nature Preserve Storm Water Drainage Project and declaring an emergency.

Mr. Brock reported that this resolution is for engineering services to review and design improvements to Rosemont Park drainage. We experienced some run off that were not originally

intended for that type of run off in the Todds Glenn subdivision. This will give us options to redirect that water to the path it was originally intended.

Mrs. Hale asked if there was an engineer helping us in directing the water during the beginning of the work at Rosemont Park. Mr. Brock replied there was did not. Staff did their best to control the erosion that was happening at the park.

In response to Mr. Hickman's inquiry, Mr. Brock advised that the cost is \$16,500.

Mr. Funk moved to suspend the rule requiring the reading of Emergency Resolution No. 48-2020 on two separate days, authorize its adoption on the first reading, and have it read by title only; seconded by Mrs. Hale. Voice vote. Motion carried.

The Clerk of Council read Emergency Resolution No. 48-2020 by title only.

Mr. Funk moved to adopt Emergency Resolution No. 48-2020; seconded by Mrs. Hale. Roll call vote: six ayes. Motion carried.

Resolution No. 49-2020. A Resolution amending Resolution No. 06-2020 approving blanket purchase orders as recommended by the Director of Finance and the City Manager.

Mr. Brock stated that this includes a blanket purchase order to Frost Brown Todd to cover union negotiations.

In response to questions from Council, Mr. Brock advised that the appropriations were increased by \$50,000; however, a blanket purchase order was not created. Further, the amount in Emergency Resolution No. 47-2020 is not included in the blanket purchase order for \$50,000. He noted that there might be an increase dependent on how negotiations proceed.

Mr. Funk moved to consider this the first reading of Resolution No. 49-2020 and have it read by title only; seconded by Mr. Callahan. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 49-2020 by title only.

Mr. Funk moved to approve the first reading of Resolution No. 49-2020; seconded by Mr. Callahan. Roll call vote: five ayes; one nay (McElfresh). Motion carried.

Emergency Ordinance No. 2020-22. An Ordinance creating the Coronavirus Relief Fund and declaring an emergency.

Mr. Brock advised that this fund is required to track the activity related to the Coronavirus Relief Fund.

Mr. Funk moved to suspend the reading of Emergency Ordinance No. 2020-22 on two separate days, authorize its adoption on the first reading, and have it read by title only; seconded by Mr. Callahan. Voice vote. Motion carried.

The Clerk of Council read Emergency Ordinance No. 2020-22 by title only.

Mr. Funk moved to adopt Emergency Ordinance No. 2020-22; seconded by Mrs. Hale. Roll call vote: six ayes. Motion carried.

Emergency Ordinance No 2020-23. An Ordinance requiring face coverings in public spaces in the City of Monroe to reduce and prevent the spread of COVID-19, to allow for enforcement and assessment of a civil penalty for violation of said mandate, and declaring an emergency.

Mr. Brock stated that this ordinance would require face coverings in public spaces.

Mr. Hickman complimented Mrs. Wasson on putting the ordinance together and hopes that it passes so there is something we have in the City of Monroe to include both Butler and Warren counties. There are many other communities that has adopted similar legislation. Monroe needs to be on top of this and show the communities around us that we do care and make sure people where a mask; especially when they are in Kroger or other places. I just returned from Hilton Head and their businesses make sure that their customers wear a mask. While there, he was in Kroger and observed people following that 100%. If they can do that in Hilton Head they can do that in Monroe, Ohio.

Mrs. McElfresh pointed out that Butler County is at a different level than Warren County and the City of Monroe spans both counties. Therefore, our Entertainment District is not covered by any mandate or requirement. She believes that this ordinance will help bridge that within the City limits. Mr. Hickman added that we do have people that work on the Warren County side a lot. Everyone is well aware that thousands of people come up to Monroe on that side of the City. This would help Monroe keep those COVID cases down where they need to be. This helps Butler County. This helps the whole state. Mr. Hickman hoped that everyone really considers this and pass it.

Mr. Funk commented that hears Mr. Hickman when he says to keep the numbers where they need to be and I think our residents have done a great job. We are educating the public. Everybody is well informed and that is why we have only had 20 cases through all of this. It is a very marginal percentage and I do not think that putting undue stress on our businesses, on our residents, and as well on our administration to try to enforce such a wide spread thing. This is why the county is struggling with it. If the county health department is sufficient with a recommendation and saying yes wear it, but they are not going to enforce it, I would leave it. Especially, when we are leading the county as far as numbers go. Mr. Funk stated he is not against masks. He wears them all day at work and wears them when he goes to Kroger with his three boys. They all bought custom face masks. I feel like there is a majority of people that do not support this and as representatives of the residents I cannot vote for it.

Mr. Callahan stated that he wouldn't vote for that for nothing because I don't think it is our business to be telling these people to be wearing masks. It's not up to the government to tell the residents. I think what they should be doing if they feel threatened when they go into Kroger or if they don't feel like they got social distancing then they should do it on their own. Let them make the decision on what they want to do. I've not wore a mask yet and I've never felt threatened to

walk into any store or anywhere and I just disagree with telling people to wear a mask. Next thing you do you'd be wearing scarves around your head.

Mr. Hickman replied that it is about other people and not yourself. If you don't want to take care of the people around you that could get sick from this then don't wear your mask. This isn't going to be going after individuals. This is going to make the businesses making people coming in wear a mask. You are also infecting those who work there as well by not wearing your mask. To even say you are going to be wearing a scarf around your head that is kind of ridiculous. I'm sure there are going to be a lot of people that don't want to wear a mask. I know there is. It is proven. You can go to Kroger right now and you find half of them not wearing masks. Mr. Hickman was very surprised at the way people react to this. All you are doing is helping other people out; yourself, your family, and people that are on this call right now. There are people on this call right now that need to make sure people wear a mask. I think we need to do that. This is a way to help with this. The county is not going to get involved. We are in two different counties. We are actually purple now, technically. We do have six indicators that are tagged. My guess is if you guys don't want to wear masks and you want to shut down the businesses again then you continue on not wearing your mask and worry about wearing a scarf around your head.

Mayor Frentzel respected Mr. Hickman and Mrs. McElfresh's point. I also am a proponent for wearing masks. I wear them at work. I wear them out anywhere else. Over the last few months I have visited businesses on the Warren County side and I am only talking about retail establishments because that is the only places I have been to. I will tell you businesses where we have the most traffic coming in such as, the Outlet Mall, and the restaurants that are over on that side are either limiting people not coming in their restaurant and maybe using the drive-through. There are a lot of the stores at the Outlet Mall, if not all of them, that require for you to wear a mask and have a maximum of quantities that are allowed in there. They actually have ques out in front of their line. Nike, for instance, had a line around the store and almost into the parking lot when I was there with people waiting there. The businesses are doing what they should. Mrs. McElfresh noted some of them. Mayor Frentzel said the majority of them.

Mr. Callahan said there again you are letting the businesses make the choice. You are letting the people make the choice. You don't need to tell people that they need to be wearing a mask. Let the people make the choice. Let the business make the choice. If you guys pass this it will shut everyone of these activities down like baseball, football, soccer. Shut it all down because this is what you are telling them. This is what you're saying.

Mayor Frentzel stated that what he is saying is businesses are already doing this. The majority of businesses are doing this. They are recognizing that if they don't do this there is a very real possibility that they will be shut down again. They should be good community stewards and making sure that that happens. That being said, I don't feel comfortable taking someone that is already in an established position and making them go out and do this now. I don't feel it is the City's responsibility to make these businesses enforce this. What will happen when somebody enters the business and then immediately takes their mask off outside of public opinion. Why should the business be penalized for somebody's personal responsibility when they don't take their personal responsibility to wear their mask. That's what this ordinance is doing. It is penalizing businesses for individual's specific choices.

Mr. Hickman stated that you got two warnings. The idea was to put signs up that the City could make and distribute to wear a face mask when entering the building. It sounds like most of you, and I figured this pretty much out that this is the way this would go down. This would all be complaint based just like it would be for having a trailer sitting in your front yard. This isn't going to be going around looking. It would be complaint based, they would go check it out and if they walk in and a bunch of people don't have any masks they get a verbal. Next time they get a complaint it's a written. They talk to the owners or the managers and then the third time they get a fine. Hopefully, by then they are making people wear a mask.

Mayor Frentzel commented that the way this is written though, at least the way that I have interpreted the reading of it, is that we are only going to have one person that is going to be enforcing this. They work an 8 to 5 job, Monday through Friday. If anything happens after 5 p.m. during the weekday or during the weekend he has to visually see it happening. So if he happens to walk in and everybody is wearing masks then there is nothing for him to do so, I question the effectiveness of this ordinance.

Mr. Callahan said it is just like Sheriff Jones said "I'm not the mask patrol."

Mr. Funk added that regardless of the execution of it I do not think it is going to get there. But, Todd, the fundamental difference is what you keep saying. Make the businesses make the customers wear masks. Hopefully, after a couple of warnings they will make people wear masks. You continue to say make and we keep saying give people a choice. These are educated folks in our town and that is why our numbers are so good. We aren't Hamilton, we aren't Middletown, and we aren't Fairfield. We need to look at what we are dealing with. I don't think it is right to put that undue stress on our businesses, on our people, and on our administration. Not at this time.

Mrs. Hale asked if we are hiring someone to be code enforcement. Mr. Brock, referring to the ordinance, replied it would be the City's Code Enforcement Inspector. Regardless of the ordinance as it is written it is my responsibility that these things as written are administered. There would be some other questions I would have such as, how to set up the civil penalty. He believes a discussion is good on the back end and we as administrators just need to determine how best to administer it if it passes. Mr. Brock confirmed Mrs. Hale's understanding it would be the one code enforcement staff member that enforces all codes.

Mrs. McElfresh stated, if as Mayor Frentzel vocalized, most businesses are already doing this then what is the harm. The way I look at it, and maybe I am alone in this. I hope not, but maybe I am. I look at this as a preventative measure. Not to restrict anybody's rights. Not to force somebody to do something they don't want to do. The intent in my mind is to keep something worse from happening. That is the way I view this. If most businesses are already complying with this measure then it is not going to change for them. Nothing is going to change for them. We are not going to put any additional stress on those businesses if they are already doing it. My thought is, in this position, in a seat of Council, I look at this job as trying to make the best decision on behalf of the whole. On the community at large. No matter what decision you make there is going to be unhappy people no matter what. You have to look at what is the betterment of the whole and that is the only way I can view this and it is not personal. It is not political. It is what is in the best interest of the whole.

In response, Mr. Funk stated you don't do what is best for the residents you represent the residents, so you just keep that in mind.

Mr. Hickman did not know how most people don't want this ordinance. The fact is the ones that don't want to wear a mask are the ones who are vocal. The ones that do wear a mask are not vocal because they don't want to get put down, harassed, or bullied because they want masks to be worn.

Mayor Frentzel appreciated Mr. Hickman's point, but did not know if that was necessarily true. I understand this is a polarized topic. If you look at the emails we received today it is about 50/50 on the ones that are for and ones that are against it. I know that it is not that or Facebook is a tool that takes in 100% of the population. I don't feel that the people that are wanting the mask ordinance are not being vocal. I see just as many people being vocal about that as there are being vocal about not wanting it as well. I appreciate your point, but I just don't see that. Especially, the point where people have the option to email us versus going on a public forum. There is just as many for it as there are against it.

Mr. Hickman stated you can't make your decision on what is being listed on Facebook when you are a Council member. Mayor Frentzel said he is not. Mr. Hickman is just telling him that is not how you do it. Mayor Frentzel clarified that never did he say he was using that as a guide to make his decision.

Mr. Callahan stated to let the people have the choice. Don't be making rules and then enforcing them on wearing a mask or not wearing a mask. Let the businesses take care like they have been doing and let the people that needs to wear a mask and the other ones that need to stay in their basement let them stay in their basement.

Mrs. Hale pointed out that the Governor has already mandated that we wear a mask why does it have to be pushed to the local level. He has already done that for the state level.

Mr. Hickman explained it is because we are in Warren County too and they are not the same level. That is okay. At the end of the week we will be at level four. I'm not sure what that will do to businesses. If you guys don't want to try to keep businesses open then that is fine.

Mr. Funk moved to suspend the rule requiring the reading of Emergency Ordinance No. 2020-23 on two separate days, authorize its adoption on the first reading, and have it read by title only; seconded by Mr. Hickman. Voice vote. Motion carried.

The Clerk of Council read Emergency Ordinance No. 2020-23 by title only.

Mr. Funk moved to adopt Emergency Ordinance No. 2020-23; seconded by Mr. Callahan. Roll call vote: two ayes; four nays (Hale, Callahan, Frentzel, and Funk). Motion failed.

Consideration of Motion authorizing the expenditure of \$15,112.00 to Brunk Excavating for the demolition of the swimming pool and other structures located at 401 Old Street.

Mr. Brock reported that this expenditure is for the removal of the old pool as it is a safety hazard.

Mr. Funk asked if there are plans to make sure that the building cannot be accessed. Mr. Brock will have the Director of Public Works secure the building.

Mr. Funk moved to authorize the expenditure of \$15,112.00 to Brunk Excavating for the demolition of the swimming pool and other structures located at 401 Old Street; seconded by Mrs. Hale. Voice vote. Motion carried.

Consideration of Motion authorizing the expenditure of \$82,617.00 to Digital Visions Security Technologies for the camera system at the new police facility.

Mr. Brock advised this and the next three motions pertain to the new police facility. The reconstruction of the building is coming to conclusion in the next month to month and one-half. This is for the security system for that building.

Mayor Frentzel asked if all of these items part of the City's budget or is it in addition. Mr. Brock advised that it is all part of the appropriations.

Mr. Funk moved to authorize the expenditure of \$82,617.00 to Digital Visions Security Technologies for the camera system at the new police facility; seconded by Mr. Callahan. Voice vote. Motion carried.

Consideration of Motion authorizing the expenditure of \$51,283.00 to Sonitrol Verified Electronic Security for the access control system at the new police facility.

Mr. Callahan asked what specifically this is for. Mr. Brock explained it is the same system at the City Building and it will be for the security access points within the new police facility.

Mr. Funk moved to authorize the expenditure of \$51,283.00 to Sonitrol Verified Electronic Security for the access control System at the new police facility; seconded by Mrs. McElfresh. Voice vote. Motion carried.

Consideration of Motion authorizing the expenditure of \$36,313.20 to 123 Wellness Inc. for fitness equipment at the new police facility.

Mr. Hickman asked what type of equipment is being purchased. Mr. Brock referred to the listing of equipment that was part of the Council packet.

Mr. Callahan asked what is wrong with just going to a fitness center. Mr. Brock replied this will allow for those individuals to perform this onsite under supervision. Captain Curlis noted that the equipment is in with the state pricing. Mr. Hickman asked if they could go in and work out by themselves. Captain Curlis advised that there is the ability for a single person to go in there to work out.

Mr. Callahan felt it was a lot of money for something that will be used every once in a while.

Mayor Frentzel looked at it over paying for a gym membership as the fitness equipment will pay for itself. He asked if the officers would utilize the equipment either before or after their shift and not during their shift. Captain Curlis advised that has not been worked out yet.

Mr. Funk moved to authorize the expenditure of \$36,313.20 to 123 Wellness Inc. for fitness equipment at the new police facility; seconded by Mr. Hickman. Voice vote. Motion carried.

Consideration of Motion authorizing the expenditure of \$69,514.00 to RDT Concepts for the furnishings of the communication center in the new police facility.

Mr. Brock explained that these are dispatch consoles that we currently have to be transferred and two additional consoles to be purchased. Part of the plan is we have room for growth and there is a combined EOC we have enough consoles in the event of an emergency.

Mr. Funk moved to authorize the expenditure of \$69,514.00 to RDT Concepts for the furnishings of the communication center in the new police facility; seconded by Mr. Callahan. Voice vote. Motion carried.

Administrative Reports

Mrs. McElfresh asked Mr. Brock what the current policy is in the City Building as far as the COVID procedures and wearing masks. Mr. Brock replied that while we are in Butler County we have not put out any signs that say we require masks, but we do have all of the signs up requiring social distancing following the mask rules. We are encouraging people to wear masks in the building. We did receive an allotment of masks from the Butler County Emergency Management Agency and during Court this evening, we were handing them out. He has not seen an issue with people not wearing masks within the City Building and a lot of people are turning around and going back to their cars and grabbing them.

Mrs. McElfresh asked about staff wearing masks and if they are required to wear them. Mr. Brock stated that when they are outside their offices, yes. Front desk personnel has masks. Mrs. McElfresh asked if staff are complying with that. Mr. Brock indicated yes, for the most part.

In response to Mr. Hickman's question, Mr. Brock advised that the signs requiring people to wear masks in the City Building are not up yet, but we are supposed to according to the Governor. Mr. Hickman noted that Mr. Brock kind of proved his point and appreciated that.

Mr. Hickman moved to direct the City Manager to enforce the mask wearing policy of the Governor of Ohio in all of the departments; seconded by Mrs. Hale. Voice vote. Motion carried.

Mayor Frentzel asked if there is a mask station available and Mr. Brock informed him that we will have one. Mr. Hickman asked about other departments such as, the fire departments. Chief Centers confirmed that they are limiting our visitors unless it is essential such as servicing a cardiac monitor. They do require they go through a health screening prior to entering.

Mrs. Hale complimented Chief Centers and the Police Department on their year-end report.

Mr. Frentzel referenced meeting in person and he is looking at the 10 person rule guideline and leaning to continue with the virtual meetings until that is lifted. There were no objections.

- **Executive Session** – To review negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.

Mr. Funk moved to adjourn into executive session to review negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment; seconded by Mrs. Hale. Roll call vote: six ayes. Motion carried.

Council adjourned into executive session at 8:13 p.m.

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

Council reconvened at 8:53 p.m.

Adjournment

Mr. Funk moved to adjourn; seconded by Mrs. McElfresh. Voice vote. Motion carried.

The regular meeting of Council adjourned at 8:53 p.m.

Respectfully submitted,

Angela S. Wasson, MMC
Clerk of Council

RESOLUTION NO. 50-2020

A RESOLUTION ADOPTING A FUND BALANCE RESERVE POLICY.

WHEREAS, fund balance is the difference between what the City owns (its “assets”) and what the City owes (its “liabilities”); and

WHEREAS, this Fund Balance Reserve Policy takes a proactive approach to financial management; sets guidelines and establishes procedures that help identify and provide appropriate responses to warning signs of financial stress.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MONROE, STATE OF OHIO, THAT:

SECTION 1: The Fund Balance Reserve Policy marked Exhibit “A” attached hereto and made a part hereof is hereby adopted.

SECTION 2: This measure shall take effect and be in full force from and after the earliest period allowed by law.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor

First Reading: _____



FUND BALANCE RESERVE POLICY

Definition & Purpose

Fund balance is the difference between what the City owns (its “assets”) and what the City owes (its “liabilities”). Fund balance describes the City’s ability to finance its operations in the future.

This policy takes a proactive approach to financial management; the policy sets guidelines and establishes procedures that help identify and provide appropriate responses to warning signs of financial stress. This policy will establish, and ensure that the City maintains, a reasonable level of financial resources to:

- Provide sufficient cash flow for daily financial needs,
- Limit the need for and cost of short-term borrowing,
- Secure and maintain investment grade bond ratings as appropriate,
- Offset significant economic downturns or temporary revenue shortfalls, and
- Provide funds for unanticipated expenditures related to emergencies.

Additional Definitions:

- Carryover balance = The amount of money left in a fund of the City at the end of the fiscal year after all revenue has been received and all expenditures have been paid.
- Appropriations = The amount “reserved” and/or “earmarked” by City Council to pay for the City’s expenses.

Reserve Target Levels

Fund balance levels fluctuate from year to year due to normal City operations and necessary capital expenditures, so this policy expresses target levels as goal ranges. The City of Monroe primarily utilizes expenditures as its basis of calculation because City Council directly controls the appropriation of expenses, thereby making expenditures more predictable than revenues.

GENERAL FUND:

As an industry standard, the Government Finance Officers Association (GFOA) recommends, at a minimum, that the City maintain unrestricted budgetary fund balance in their General Fund of no less than two months of regular General Fund operating revenues or expenditures.

Additionally, the City's primary source of revenue in the General Fund is income tax (approximately 70-80%). This significant reliance on income tax revenue makes the City vulnerable to economic slowdown. As such, the City strives to maintain a carryover balance sufficient to cover a 3-month equivalent of income tax collections plus two months of regular operating expenditures.

Specifically, the City shall maintain a carryover balance in the General Fund equal to or exceeding 33% or a 4-month equivalent of adopted annual appropriations. However, the carryover balance shall not exceed 50% or a 6-month equivalent of adopted annual appropriations.

If the City experiences a natural disaster, pandemic, other emergency, or an economic recession/depression, City Council may approve a temporary reduction in the General Fund carryover balance. That balance should not be less than the GFOA recommended balance for the General Fund.

FIRE & POLICE LEVY FUNDS

The Fire & Police Levy Funds are primarily funded by voter-approved, designated property taxes, as well as subsidies from the General Fund. Residents of the City of Monroe value and prioritize public safety services, and a disruption in service could be detrimental to the community. Therefore, the target carryover balances in the Fire & Police Levy Funds shall equal or exceed 25% (approximately a 3-month equivalent) of adopted annual appropriations.

CAPITAL IMPROVEMENT FUNDS

The City will maintain a carryover fund balance in the Capital Improvement Funds to, at a minimum, fully fund the projects identified in the appropriate budget year of the City's Council-approved Capital Improvement Plan and, at a maximum, to fund all projects identified in the plan. The City shall also maintain appropriate capital fund reserves for emergency improvements relating to new regulations or emergency needs for capital repair and replacement.

For the purposes of this policy, any projects to be financed by new debt will be excluded from this calculation.

TIF/RID FUNDS

No minimum fund balance is set for the City's TIF/RID funds. These funds account for resources reserved for capital infrastructure construction and maintenance within or to the benefit of the TIF/RID districts.

DEBT SERVICE FUNDS

The City will maintain a minimum carryover fund balance in the Debt Service Funds equal to 50% of debt service payments due within the next 12 months. Debt service reserves are restricted for debt payments of the specific debt issuance that was established. Residual amounts within the fund when the debt is paid in full shall be transferred back to the General Fund.

For the purposes of this policy, this section does not include the Special Assessments Bond Retirement Fund, a fund that collects special assessment revenue annually that the City forwards to the trustee of the applicable debt.

Funding the Reserves

Funding for carryover balances will generally come from excess revenues over expenditures or one-time revenues. The carryover balances will be funded in the following priority order:

- General Fund
- Debt service funds
- Other operational funds
- Capital improvement funds

Conditions for Use of Reserves

City Council may authorize the use of carryover balances for one-time emergency costs and other non-recurring operating shortfalls such as:

- Natural disasters, pandemics, or other emergencies
- Economic recessions/depression
- Unexpected decline in revenue
- Unexpected large one-time capital expenditures
- Capital expenditures for which the ultimate funding source will be a grant or the issuance of debt.

The reserve is not intended to fund consecutive operational shortfalls, recurring operational expenditures outside of the current fiscal year, or labor contract settlements.

Authority over Reserves

City Council shall authorize the use of reserves in the City's annual appropriation ordinance. The Finance Director will regularly provide both current and projected carryover balances to City Council.

Replenishment of Reserves

Whenever carryover balances are used, the balances will be replenished as soon as possible. In the event that carryover balances remain beyond the specified limits at the end of the fiscal year, City management will develop a plan to restore such balances and will present the plan to City Council during the annual budget process. If feasible, minimum fund balances shall be restored in the following year and, certainly, within five years of use.

Excess Reserves

To the extent that the unencumbered carryover balances exceed the target levels, the amount in excess may be transferred to the General Fund, Capital Improvement Funds, or the Debt Service Funds as appropriate.

Periodic Review of Reserves

The City will measure its compliance with this policy annually during the City's budgeting process. If, based on staff's analysis and forecasting, the target level of reserves will not be met during any one of the five years forecasted, the City Manager and Finance Department will develop an action plan to replenish the reserve levels as required in this policy.

SAMPLE ACTION PLAN

General Fund:

- A. Step 1 – Revenues(expenses) are expected to drop(increase) related to a catastrophic event, but projected reserves percentage change cannot be determined yet
 - 1) If the City anticipates reserves to drop but cannot determine the amount of change, City leadership will closely monitor revenues received and expenses paid until a percentage change can be adequately determined.
 - 2) City management should take proactive action to slow spending. Potential steps include:
 - i. Limit spending to essential purchases only.
 - ii. Temporarily modify approval limits for all purchases, including but not limited to p-card limits, to ensure appropriate spending.
 - iii. Limit travel and training. All travel and training must be pre-approved by an appropriate level of management.
 - iv. Eliminate non-essential encumbrances, and limit future encumbrances to a 30-day supply/cost.
 - v. Close all stale purchase orders that have had no activity for the last year.
 - vi. Review current-year capital improvement projects and defer projects as appropriate.

- vii. Reduce building costs by reducing hours of operation or closing specific buildings.
- viii. Enact a hiring freeze with the exception of essential personnel.
- ix. Suspend all increases to employee salaries and wages.
- x. Enact a temporary furlough for all personnel. Sample options on either side of the spectrum include:
 - 1. For three to six months, furlough all administrative and non-essential personnel one day out of the two-week pay period. The period of furlough can be divided equally throughout the employee's entire year of payroll.
 - 2. Furlough all employees one day per week. For administrative employees, furlough on the same day each week so that City building expenses will also be reduced.
- xi. Cancel or reduce contributions for City-sponsored recreational events.

B. Step 2 – Projected reserves drop between 20% and 25%

- 1) If the reserves drop in this range because of a one-time capital purchase, no action will be needed on the assumption that the reserves will be met within one year.
- 2) If the reserves fall into this range due to operational expenses, City management shall, during the budget process, reduce all possible appropriations. If this process brings the budget within the required 25% reserve, no further action is required.

C. Step 3 – Projected reserves drop between 15% and 20%

- 1) If the reserves drop into this range, the City must take additional measures to limit expenditures and increase revenues.
- 2) The City Manager shall review all charges and fees and seek additional revenue sources.
- 3) City Council shall meet and consider the necessary suggestions for revenue enhancements.
- 4) City officials shall work to make every effort to raise revenues to bolster their reserves and limit expenditures.
- 5) The use of contractual employees and/or consultants will be closely scrutinized and discouraged.
- 6) Purchase of capital items shall only be made if necessary provided that those purchases do not increase future operating costs.
- 7) The City will enact a hiring freeze for any additional personnel who are funded through this fund, unless there is a revenue generating program to pay for the individual(s).
- 8) All non-union wages may be frozen; a request for wage concessions from its union employees will be made.

D. Step 4 – Projected reserves drop below 15%

- 1) Discuss revenue enhancements, tax levies, and reductions in personnel.

- 2) All non-essential expenditures shall cease.
- 3) City management shall prepare a detailed two-year budget projection to determine the long-term financial plan for recovery in the form of a proposed action plan.
- 4) City Council as a whole will evaluate the proposed action plan and approve the action plan once finalized.

Policy Implementation

A five-year plan will be created to attain the minimum fund balances described in this policy.

Last Updated July 14, 2020

City of Monroe

Fund Balance Policy - Carryover Balance Options

GENERAL FUND	
2020 Budgeted Revenues	14,077,587
2020 Appropriations	14,707,354
2019 Actual Revenue	12,925,843
2019 Income Tax Revenue (GF only)	9,379,000

OPTIONS			
1-	GFOA Recommended Minimum (2 mos)		
	Revenues	2,346,300	
	Expenses	2,451,200	
2-	Regionally Common Options		
	25% (~3 mos equivalent) Appropriations	3,676,800	My recommendation (it is easier to track than the combination option (#3) below, but it approximates 3 mons of lost/delayed income tax revenue plus covers 2 mons of appropriations)
	33% (~4 mos equivalent) Appropriations	4,853,400	
	40% (~5 mos equivalent) Appropriations	5,882,900	
	50% (~6 mos equivalent) Appropriations	7,353,700	
3-	Combination Income Tax & Appropriations		
	8% (~1 mon equiv) Gen Fund Income Tax	750,300	
	2 mos GFOA Recommended Exp	2,451,200	
		3,201,500	
	17% (~2 mon equiv) Gen Fund Income Tax	1,594,400	
	2 mos GFOA Recommended Exp	2,451,200	
		4,045,600	
	25% (~3 mon equiv) Gen Fund Income Tax	2,344,800	
	2 mos GFOA Recommended Exp	2,451,200	
		4,796,000	
	33% (~4 mon equiv) Gen Fund Income Tax	3,095,100	
	2 mos GFOA Recommended Exp	2,451,200	
		5,546,300	

City of Monroe

Fund Balance Policy - Carryover Balance Options

FIRE & POLICE LEVY FUNDS		
2019 Actual Revenue		
Fire Levy Funds		4,234,491
Police Levy Fund		2,769,877
2020 Appropriations		
Fire Levy Funds		5,186,127
Police Levy Fund		5,013,850

OPTIONS		
1- GFOA Recommended Minimum		
<i>None - "Evaluate risk"</i>		
2- Percentage of Appropriations		
FIRE LEVY FUNDS		
15% (~2 mos equivalent)		777,900
25% (~3 mos equivalent)		1,296,500
33% (~4 mos equivalent)		1,711,400
40% (~5 mos equivalent)		2,074,500
50% (~6 mos equivalent)		2,593,100
POLICE LEVY FUNDS		
15% (~2 mos equivalent)		752,100
25% (~3 mos equivalent)		1,253,500
33% (~4 mos equivalent)		1,654,600
40% (~5 mos equivalent)		2,005,500
50% (~6 mos equivalent)		2,506,900

City of Monroe

Fund Balance Policy - Carryover Balance Options

DEBT SERVICE FUNDS		
2019 Actual Expenses		
Fund 4110 - GO Bond Ret		1,340,543
Fund 4210 - Water Bond Ret		537,567
Fund 4410 - Inc Tax Bond Ret		253,503
2020 Annual Debt Service Payments		
Fund 4110 - GO Bond Ret		850,210
Fund 4210 - Water Bond Ret		533,992
Fund 4410 - Inc Tax Bond Ret		612,324

OPTIONS		
1-	GFOA Recommended Minimum	None
2-	% of Payments	
50% Pymts Due w/in Next 12 mons		
	Fund 4110 - GO Bond Ret	425,100
	Fund 4210 - Water Bond Ret	267,000
	Fund 4410 - Inc Tax Bond Ret	306,200
100% Pymts Due w/in Next 12 mons		
	Fund 4110 - GO Bond Ret	850,200
	Fund 4210 - Water Bond Ret	534,000
	Fund 4410 - Inc Tax Bond Ret	612,300

EMERGENCY RESOLUTION NO. 51-2020

A RESOLUTION AUTHORIZING THE SUBMISSION OF A MULTI-JURISDICTIONAL FINAL APPLICATION AND PARTICIPATION THEREOF BY THE CITY OF MONROE, OHIO, THE OHIO PUBLIC WORKS PROGRAM FOR PY35/2021 FOR THE SOUTH UNION ROAD RECONSTRUCTION PROJECT AND DECLARING AN EMERGENCY.

WHEREAS, the City of Monroe, Ohio has identified a need for certain public improvements; and

WHEREAS, the Warren County Water & Sewer Department, on behalf of the Warren County Commissioners, have also identified a need for certain public improvements within the same project area; and

WHEREAS, the City of Monroe, Ohio wishes to undertake such improvements by means of the Ohio Public Works Commission's (OPWC) Program; and

WHEREAS, the City of Monroe has identified as their project as the South Union Road Reconstruction Project.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MONROE, STATE OF OHIO, THAT:

SECTION 1: Jones Warner Consultants, Inc., the Project Engineer/Manager, is hereby authorized to act on behalf of the City by submitting a final application to the Warren County Sub-committee and OPWC.

SECTION 2: Upon grant award; formal acceptance and execution of any grant agreement will be made only by formal action of the City of Monroe Council and the City Manager.

SECTION 3: A cooperation agreement is in place between the City of Monroe, Ohio and the Warren County Water and Sewer Department outlining their roles and local share responsibilities and requirements.

SECTION 4: This measure is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare and further for the reason that Council desires to authorize the submission of the final application to stay within the guidelines of the Ohio Public Works Program. Therefore, this measure shall take effect and be in full force from and after its passage.

PASSED:_____

ATTEST:

APPROVED:

Clerk of Council

Mayor

ORDINANCE NO. 2020-24

AN ORDINANCE VACATING A CERTAIN EASEMENT CONTAINING 2,750 SQUARE FEET NO LONGER NEEDED FOR MUNICIPAL PURPOSES.

WHEREAS, a perpetual easement for well site purposes was granted to the Village of Monroe, now known as the City of Monroe, on August 10, 1967; and

WHEREAS, said easement no longer serves any benefit to the City as the well sites have been abandoned.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MONROE, STATE OF OHIO, THAT:

SECTION 1: The perpetual easement for well site purposes granted to the Village of Monroe, now known as the City of Monroe, on August 10, 1967, and recorded in Butler County deed book 387 pages 46, 47, and 48 and further described on Exhibit "1" attached hereto and made a part hereof is hereby vacated.

SECTION 2: This measure shall take effect and be in full force from and after the earliest period allowed by law.

PASSED:_____

ATTEST:

APPROVED:

Clerk of Council

Mayor

First Reading:_____

16401

PERPETUAL EASEMENT FOR
WELL SITE PURPOSESMiami Valley Industrial
Parks, Inc.

TO

Village of Monroe, Ohio

TRANSFER NOT NECESSARY

Jesse J. Shaffer
AUDITOR, WARREN COUNTY, OHIO

BOOK 387 PAGE 46

RECEIVED August 10, 1967
TIME 9:45 A. M.
BY J. J. Shaffer
V. J. Shaffer
FILE 387 PAGE 46EDWARD L. BOWYER
Warren County Recorder, Lebanon, O.5-3-3
4, 10346 for
Aug 7-1967

360 - Henry & Jones

FORM 526 PERPETUAL EASEMENT FOR WELL SITE
PURPOSESTUTTBLANK REGISTERED U.S. PAT. OFFICE
Tuttle Law Print Publishers, Rutland, Vt.

Know all Men by these Presents

For One Dollar and other valuable consideration, in hand paid, the receipt of which is hereby acknowledged, Miami Valley Industrial Parks, Inc., an Ohio corporation, does hereby grant to the Village of Monroe, Ohio, a perpetual easement for sanitary purposes with respect to land acquired by the Village of Monroe from Shakerland Farms, a partnership, for a well site which is described as follows:

Situated in Turtlecreek Township, Warren County, Ohio, and being a part of Section 5, Town 3, Range 3, and lying entirely within the Village of Monroe, and bounded and described as follows: Beginning at a stone at the southeast corner of Section 5 and at a corner in the westerly lines of a 575.14 acre tract, recorded in Deed Book 216, page 129, running thence, with the east line of said section and with the westerly lines of said 575.14 acre tract and with the centerline of Union Road (County Road 33), N. 3° 24' 00" E. 3695.00 feet to an iron rod; thence, leaving said section line but still with the westerly lines of said 575.14 acre tract and centerline of Union Road, N. 31° 24' 00" W. 1031.58 feet to a point, and the real point of beginning for the herein described tract: From said real point of beginning, running thence, with the centerline of Union Road, N. 31° 24' 00" W. 50.00 feet to a point; running thence, by new division lines: (1) N. 58° 36' 00" E. (passing an iron rod at 14.00 feet) a distance of 55.00 feet to an iron rod; (2) S. 31° 24' 00" E. 50.00 feet to an iron rod; (3) S. 58° 36' 00" W. (passing an iron rod at 41.00 feet) a distance of 35.00 feet to the point of beginning, containing 2,750 square feet, subject to all legal highways.

Grantor agrees that any of the land owned by them, their successors or assigns, located adjacent to said above described well site and which is within a 300 foot radius of the well constructed on said described premises, shall not be contaminated and that said grantor will comply with all rules and regulations of the Ohio Department of Health to prevent any such contamination of said well site.

IN WITNESS WHEREOF, Miami Valley Industrial Parks, Inc. by its duly authorized corporate officers, has executed this easement, this 7 day of August, 1967.

Witnesses:

Nancy S. Fields
Patricia J. Watts

MIAMI VALLEY INDUSTRIAL PARKS, INC.

BY *William K. Robinson*
William K. Robinson, Vice-Pres.
Elliott D. Levey
Elliott D. Levey, Secretary

STATE OF OHIO, WARREN COUNTY, SS:

Before me, a notary public in and for said county, personally appeared the above named Miami Valley Industrial Parks, Inc., by William K. Robinson its Vice President, and Elliott D. Levey its Secretary, who acknowledge that they did sign the foregoing instrument and that the same is the free act and deed of said corporation, and the free act and deed of each of them personally and as such officers.

In Testimony Whereof, I have hereunto set my hand and official seal the day and year aforesaid.


Notary Public

This instrument prepared by
Young & Jones, by Edward J.
Cranmer, Lebanon, Ohio

BOOK 387 PAGE 47

387 48

Survey Plat of Village of Monroe
Well Site
located in Village of Monroe
Section #5, Town 3, Range 3
Turtleneck Township, Warren County
Ohio

- DENOTES IRON ROD (SET)
- DENOTES EXISTING IRON ROD
- △ DENOTES STONE

SEC 3
SECTION LINE
SEC 4
SECTION CORNER
SEC 34

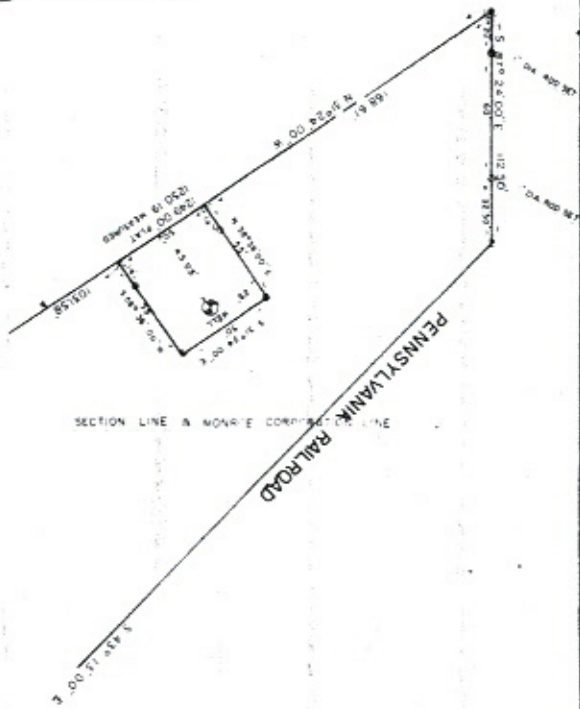
UNION ROAD

N 3° 24' 00" E 3718.80' PART
3695.00' = EXISTING

H/W



WEST LINE OF LANDEN FARMS



Survey Plat of
Village of Monroe - Well Site
located in
Village of Monroe
Section #5, Town 3, Range 3, Turtleneck Township
Warren County, Ohio

HASSELBROG, DUANE & THOMPSON			
ENGINEERS - SURVEYORS			
218 N. BROADWAY	1811 FIRST AVENUE		
CLEVELAND, OHIO	MILWAUKEE, OHIO		
SCALE 1" = 50'	MADE BY	CHECKED BY	
DATE 7-17-67	FILE	DRWG. BY	3767

J.W. Brennan Excavating, LLC

P.O. Box 782
Ross, OH 45061-0782

(513) 738-0360 • (513) 407-3303 cell • FAX# 894-0571 • (email) JWBrennanExcavating@gmail.com

July 20, 2020

City of Monroe

Attn: Gary Morton

Email: MortonG@monroecohio.org

RE: Monroe Crossing Pack Shelter

Description of Work:

- Install approximately 268' of 6" sanitary SDR35
- Tie into existing with Core-N-Seal boot at invert of existing MH
- 2 MH according to plan
- 1 lateral ran to designated point by engineer
- Granular bedding and cover to 1' above pipe compacted
- All dirt spoils compacted to subgrade
- Rough grade only no seed and straw
- No asphalt restoration
- Any extra spoils to be moved to City of Monroe's designated area onsite
- Mobilization

Total \$20,500.00

Not included:

- *Permits & inspection fees*
- *Offsite trucking of dirt spoils*
- *Seed and straw (rough grade only)*
- *Silt fence*
- *Engineering and surveying*
- *Geotech Engineer*
- *Sweeping of streets and parking lot*
- *Topsoil for grading*
- *Performance Bond*

JW Brennan Excavating is not responsible for any damage done during construction to existing driveway or parking lot due to truck and equipment traffic.

Additional Charges:

- **Additional charges will be assessed for any excessive rock that cannot be excavated with a 312 Trackhoe. Rock excavation will be performed on a time and material basis.**
- **Additional charges will be assessed for any excessive dirt or undercutting due to bad soil and disposal of bad soil.**
- **Any damage to private utilities will be repaired on a time and material basis.**
- **Additional cost for any unforeseen buried tanks and underground structures**

Terms: Net 20 Days

I agree to the above price, specifications & payment terms on work to be performed.

Failure to pay any invoice within 20 days of its due date will result in legal action.

Signature: _____ Date: _____