

**Monroe Council Agenda
Regular Meeting of Council
November 10, 2020 – 6:30 p.m.
233 South Main Street, Monroe, Ohio**

Pledge of Allegiance

Roll Call

Approval of the Minutes – Council Minutes of October 10, 13, and 27, 2020.

Visitors

Committee Reports

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

Old Business

Resolution No. 73-2020. A Resolution authorizing the City Manager to accept the proposal from Briggs Creative Services, LLC for professional right-of-way acquisition services for the Butler Warren and Mason Road Water Main Improvement Project. (Second Reading)

New Business

Emergency Resolution No. 74-2020. A Resolution approving a Then-and-Now Certificate in the amount of \$4,590.00 to CDW Government and declaring an emergency.

Emergency Resolution No. 75-2020. A Resolution authorizing specific expenditures of the City of Monroe's share of Coronavirus Relief Funds as legislated in the Coronavirus Aid, Relief, and Economic Security Act, and declaring an emergency.

Emergency Resolution No. 76-2020. A Resolution urging the Governor of the State of Ohio and the State Legislature of Ohio to extend the deadline for members of a public body to hold and attend meetings via electronic technology during the period of the emergency declared by Executive Order 2020-01D on March 9, 2020, until the declared emergency is terminated, and declaring an emergency.

Administrative Reports

Executive Session – To consider the employment and compensation of public employees.

Adjournment

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Old Business

Resolution No. 73-2020. A Resolution authorizing the City Manager to accept the proposal from Briggs Creative Services, LLC for professional right-of-way acquisition services for the Butler Warren and Mason Road Water Main Improvement Project. (Second Reading)

Background. Staff is requesting that Resolution No. 73-2020 be adopted as an emergency on the second reading so we can proceed with the property acquisition.

New Business

Emergency Resolution No. 74-2020. A Resolution approving a Then-and-Now Certificate in the amount of \$4,590.00 to CDW Government and declaring an emergency.

Background. A purchase order was not opened at the time when the direction was given to add the additional items needed for the expansion of IT infrastructure to connect the police facility. These items were budgeted.

Emergency Resolution No. 75-2020. A Resolution authorizing specific expenditures of the City of Monroe's share of Coronavirus Relief Funds as legislated in the Coronavirus Aid, Relief, and Economic Security Act, and declaring an emergency.

Background. Attached is a list for the 3rd disbursement of Cares Act funds. All items have been reviewed to ensure that they meet the requirements for funding.

Emergency Resolution No. 76-2020. A Resolution urging the Governor of the State of Ohio and the State Legislature of Ohio to extend the deadline for members of a public body to hold and attend meetings via electronic technology during the period of the emergency declared by Executive Order 2020-01D on March 9, 2020, until the declared emergency is terminated, and declaring an emergency.

Administrative Reports

Executive Session – To consider the employment and compensation of public employees.

Adjournment

**City of Monroe
Special Meeting of Council
October 10, 2020
6 East Avenue, Monroe, Ohio**

Mayor Frentzel opened the special meeting of Council at 8:33 p.m. with the Pledge of Allegiance.

Council members present: Tom Callahan, Jason Frentzel, Keith Funk, Todd Hickman (remote), and Christina McElfresh (remote).

Staff members present: William J. Brock, City Manager/City Engineer; Kacey L. Waggaman, Assistant City Manager; and Angela S. Wasson, Clerk of Council/Assistant to the City Manager.

Also present were: Jennifer Teal and Morgan Daniel of the Novak Consulting Group.

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

Mr. Brock thanked everyone for attending and introduced Ms. Teal and Ms. Daniel.

Ms. Teal advised that part of the goal for today is not just to develop retreat norms, but to listen and listen with respect. This is particularly important in a hybrid arrangement. When we listen with respect we are letting the other person finish and we are being attentive. When we disagree, we disagree agreeably. She would like people to be bold, candid, and honest. There will be times when it is okay to not agree and to come up with a consensus.

Mr. Brock informed Council to set this up we talk about an operational update and we start talking about those types of things. The second and fourth Tuesday of every month we talk about things and we don't often look at that five year/ten year big picture. Over time when we look at these things we need to reflect upon where we are at and where we are going. The last time we did that was quite some time ago. We want to look at the City's organizational structure and the assumptions that we are using on an everyday basis as we go forward. A lot of what we have set up organizationally was set up with strategic planning that was done ten to fifteen years ago and a lot of the assumptions that we are using are just not true anymore. The hard work, the deep work, that we need Council to do is to make sure that what we are doing within the organization is aligned with your vision. As we move out into the future we need to think about what are the hard truths we need to move forward. Again, the vision/strategic plan has not really been deep dived. We have touched on it a couple of times when we tried to get a meeting together. We tried looking at the values and realigned with those. That is not what really needs to be done. What needs to be done is to take a look at what's our future look like and what do we have coming up. Since that time we have heavily invested in the police and fire departments. We had large staffing increases, both in frontline and administration/supervisory in each department. It has allowed individual advancement; however, the City administration is having a hard time keeping up with their pace. They have a lot of employees that they need to think about how to improve those operations. We haven't focused on the administration side, finance, human resources, the City Manager's office

support for these things is still in a way that it has been for years and years and years. We are hitting up against the wall with that structure.

We have heavy investment in capital infrastructure. Whether that was a developer that came in and created the roads or what the City has done. We are trying to build parks and trying to make sure our infrastructure is where we need to be. We haven't focused on the maintenance plan. We now need to focus on how we get that in the plan so those items do not fall apart on us. We need to make sure public works staffing is aligned with the workload. Public works needs facilities. As we go forward we have to reflect on how we got here. My management style is trying to stay lean. It has been who has knowledge in that area and who has a little bit of time to put in those areas. It has developed a very diverse set of people who are very good at those things, but as we continue to grow the time constraints are not where they need to be to fully focus in those areas. We have a lot of people doing multiple rolls and it is just not sustainable. We need to look at what we need in the future as we look at the long term plan and what are the job responsibilities that we need to align so that we are getting the full benefit for everybody in that position. We have confusion on who to go to sometimes and inefficiencies within that operation that we need to reflect upon and improve upon and separate out. We want to keep up with the best practices, not only managerially, and give those out in the field to keep the public happy we need to look internally as well. We have day-to-day issues that we are falling behind in. We have this culture of resistance in using consultants or the addition of administrative staff that we need to reflect upon and get to understand where Council is at and get you the data that you want to be asking for and say here is why and here is how and can we move forward in the big picture. What we have right now we have staff that is doing multiple roles that is getting burned out and overwhelmed. The system is just not working.

As we look out we see some significant possible retirements in the next five years. I am eligible to retirement from the system in May. I'm not saying I am going to retire, but I become eligible and I need to think about my future and where I want to be. The Law Director, Clerk of Council, and Fire Chief are eligible within the next five years. What will the Council desire in the next City Manager? It is part of the conversation so we have an easy transfer from city manager to city manager. Will Council come to a consensus on these positions? Does Council support retire/rehire options for administrative positions? Some of these administrative positions has been talked about, both positive and negative, but that will be an option of Council. It will require a strong vision so you know what you are looking for in the future. We have Charter Review next year and we have done a lot of things the Council operates in a certain way you need to reflect on if that was the intent when the Charter was written. There are Committees of Council that I do not think are operating as was intended when that Charter was first written and is this how you want to continue to operate. Council is governed by the Charter, the boards and commissions are set up to operate that way. That is all within that conversation. Have you put the right people in place to make sure the ordinances that Council has passed to make sure are being reflected on from month-to-month do you have an evaluation process in place to come back and evaluate those boards and commissions. At this point, I see a little bit of disconnect there in what is going on and it will just lead to more of a need to set these priorities and this vision and make sure they are understood throughout the organization.

Operationally, we need to make some essential shifts. We need to increase staffing in administration and public works and reflect upon those needs. We need to keep police and fire at current levels. We need to look at policies that Council has set that affect that. Most recently we made a policy of where our fund balance needs to be. That becomes a challenge of keeping those staffing levels in doing what we need to be in administration and public works. You have a desire to keep a \$4 million fund balance. That is fine, but that changes where we are at with the budget and how we get there to meet the other goals that you have set. The last time we did this we set some policies and created the industrial subdivisions. They have done what was expected, but Council has changed policy in saying that is not what we want. That is fine, but what we need is what do you want in the future and what do you want that growth to be so that if we want to continue to provide services at a certain level is that income generation where it needs to be. All of these things are tied together. Part of this process is looking at the big picture to align with one another. We have been working internally to define those core functions and those services as we build a priority based budgeting system. What that is going to do as we build these systems. We will say here are our programs and the departments are saying here is how we are operating. Council then decides how it wants to fund them. That is done at a policy level and getting the priorities set. We need to prepare for those upcoming changes over the next five to ten years.

Mrs. Waggaman advised that there will still be a line item budget and, with priority based budgets, it breaks it down to the programs that it is tied to. It will look at staffing and consultants. It is hard to set the priorities without the input from Council.

Ms. Teal asked each person what would make a good day for you.

Mayor Frentzel – With Mr. Brock’s presentation he is interested to know what Council’s direction will take and reviewing the items that Mr. Brock brought up.

Mr. Hickman – How are we going to fund all of these changes? Everything Mr. Brock brings out gets passed and I would like to know why he thinks Council is holding the City back.

Mrs. McElfresh – The one thing I would like to see for all of us to basically be on the same page. Some defined focus, priorities, and are we all in agreement if that is the direction we want to go.

Mr. Callahan – Take in everything I can and envision better for the future.

Mr. Funk – City management, Mr. Brock and Mrs. Waggaman leave here with their questions answered and the direction that they are seeking.

Mr. Brock – Make sure that Council is aware of the big picture of where this City wants to go. How everything ties together. Day-by-day, we try to meet those goals and expectations. This meeting is a start. This is more than today. This is working today and continue the good stuff we have been doing.

Mrs. Waggaman – Sense of partnership meaning that we all understand and transparent of where we are and defining of how we are going to work together going forward through the

communication channels that are preferred. Also, some sort of structure defined going forward so that we don't lose the work that we do today doesn't get forgotten about.

Mr. Callahan – More communication between Council members.

Ms. Teal noted that Council will receive a report of the retreat. When I asked all of you to think about what is true today and what you hope will be true in 10 years and, if there are things that are not true yet, but you want them to be.

True Today-True in 10 Years

Mr. Funk – Monroe is attracting families – core relation to our school and City services; we have a small town feel; our City and school district is realigned and a relationship we should keep.

Mr. Callahan – Small town feel; do not feel like we need more people in town.

Mrs. McElfresh – We have a small town feel with city amenities; people of Monroe take pride in Monroe; neighborly and family oriented.

Mr. Hickman – Move traffic flow on State Route 63 to I-75 – not much traffic right now. Fire and police services are the best. The public works services are really great.

Mayor Frentzel – Monroe continues to be a great place to live and raise a family; Monroe has a small town feel while offering city amenities; safe place to live, work, and play.

Mrs. Waggaman – fiscally stable; very supportive community between the residents and the City; really innovative executive leadership team.

Mr. Brock – Great and dedicated staff in all areas; which has created a stable foundation in all of the service levels we provide; diverse and proud population;

True about Monroe in the future that are not necessarily true today. What you hope is true in the future.

Mr. Brock – Have an established park system in place; properly align City functions that play off each well, engaged and digitally connected to all of our citizens.

Mrs. Waggaman – Clear identity; be considered premier employer best place to work where people do not want to leave; overall culture of excellence where everybody is doing quality work every day and we value each other and the service level to the residents is top notch.

Mr. Funk – Increase quality of life that include robust parks, used sports facilities, dog parks, walking trails. Things I think residents are yearning for at the moment; to create a parks department; expanding health and wellness ideas; we are unique in the way the City is laid out to different communities, home, mall, entertainment district without driving.

Mayor Frentzel – Residents of Monroe want more amenities such as parks than they do now; Monroe thought more than a bedroom community; residents will not feel they would have to leave Monroe for entertainment or a good meal.

Mr. Callahan – We could acquire the old high school property put some restaurants in for the local community, put some nice streets in there with a fountain; old element school tore down and put some condominiums up; no more warehouses built.

Mrs. McElfresh – Connectivity is a key word with me, both physical through sidewalks, bike trails, parks and you can get from one side of the City to the other in a safe way. And connectivity via communication so, I want to see our City really capture how we are going to connect with the residents, I am not sure what we re doing is wrong or bad, but how do we capture that in the future so that everyone feels included; growth and I do not want to lose that small town feel so there is a balance with that. I want to grow business and not warehouse. Companies will come and their employees can live and residentially. I think there is a way we can capture that and with that will come community diversity and acceptance.

Mr. Hickman – The bike path will be completed and connects to Hamilton and Middletown and a bike path through Monroe to the old Armco Park that will probably be connected to Lebanon. I would like to see sidewalks people walking the streets trying to get from place to place and it is very dangerous; the village mentality that people have I hope it is gone in 10 years.

With the comments made, Ms. Teal put the following categories together:

Vision Statement – Common Themes to Include

Family Focus

Small town feel with city amenities

Well managed

Parks and connectivity

Managed growth

Communication

Ms. Teal stated that in order to develop a strategic plan is to answer these questions: 1. what do we know to be true today; 2. what do we want to be true in the future; and 3. how do we get there. Then we think about roles and responsibilities. The job of the elected is to develop the mission and set the priorities. The role of the staff is to identify the mission and they typically will embody the values of the staff organization.

Ms. Teal provided sample vision statements:

- § <City Name> A vibrant community ensuring the finest quality of life for all generations
- § <City Name> will offer an exceptional quality of life for residents and visitors by embracing opportunities to enhance commerce and economic activity, while preserving the community's historic charm, attractive character and unique national environment.
- § The City of <City Name> supporting an unmistakably vibrant community with innovative, equitable, transparent, and responsible local government.

Ms. Teal referred to typical vision statement framework included in the packet. She hoped a goal coming out of the day was to develop clarity around the vision and clarity around priorities so staff can do what they need to do to move forward. My question for Council is a succinct one-liner vision statement. A vision statement is short enough that you can remember it and live it. It captures the most important big picture things for the future. What would Monroe's vision statement be? If we are going to create this long-term framework by which priorities get developed, starting with vision is one of the most important things a Council can do. Monroe has a great framework that lays out ideas that are not in conflict.

Mayor Frentzel thought that we already had a vision statement when we went through the previous strategic planning process. Ms. Teal replied that there was a paragraph that says if we do all of these things right we will be where we want to be. Monroe does not have a vision statement.

Ms. Teal gave an example if Council wanted to do a search for a City Manager it is common to hand out a one-pager that lists the vision, mission, and it shows this is who we are.

Mrs. McElfresh asked how this activity works in conjunction with the steering committee for the comprehensive plan. I feel like we went through this with that as well. Mr. Brock advised that as part of the comprehensive plan process we developed a strategic vision for the comprehensive plan. Some of it overlaps, but realistically this is going to sit over that comprehensive plan and make sure when you come back in the next few months it is going to be what Council wants. They will be similar. This is going to touch more places in the organization.

Ms. Teal noted that this is the top of the hierarchy. There may be subsidiary plans, but all of those other plans have to align with what Council has set for the vision of the City. It is common to start with some of the subsidiary plans, but what you don't want to have is those plans going in a different direction.

Mr. Funk suggested "small town community striving to engage and support residents through superior quality of life and public services." Ms. Teal referenced the word strive. Because it is a vision statement, it is not what we are trying to do, it is where we are.

Mrs. McElfresh asked if it is possible to go around and ask for everyone's input and see where the similarities are and then combine it. Mrs. McElfresh one thing I do not want to lose is our one great asset the feel of a small community and still all of the perks of a big city. We are a caring community and offer superior services.

Mr. Hickman asked if a vision statement is what you want today. Ms. Teal would like to have is what it might include and she would then include what she believes she heard and something Council can react to that will be in her report.

Ms. Teal asked if there is anything that Council did not want to include. Mr. Hickman stated that he would have to look at a lot of cities vision statement or even go with what Ms. Teal brings to Council.

Mayor Frentzel agreed with a lot of what Mrs. McElfresh said, but a lot of what people agreed with is connectivity, parks, and family focus.

Ms. Teal emphasized the importance of setting priorities.

Expectations – City Council. What expectations do I have for my colleagues on City Council?

Mr. Funk – Objectivity.

Mayor Frentzel – Doing what is best for the community and not what is best as you as an individual.

Mrs. McElfresh – Open mindedness,

Mr. Funk – Respect.

Mr. Callahan – More communication.

Mr. Hickman – when making decisions today think about how they affect the future.

Mr. Funk – Support for City staff without micromanaging.

Mrs. McElfresh - The ability to agree to disagree amicably.

Mayor Frentzel – more constructive communication.

What am I willing to give my colleagues?

Mrs. McElfresh – All of those things.

Mayor Frentzel – Hear everyone’s opinion even if I do not agree with it.

Mr. Funk – Dedication.

Mrs. McElfresh – Participation.

Mr. Funk - Attention and effort.

Mr. Hickman – My opinion.

Mayor Frentzel – Giving more than what the job description entails. More than just showing up to Council meetings.

Mr. Hickman – Just show up to meetings.

Mr. Funk – Respect.

Mayor Frentzel – Being open minded to new ideas.

Expectations – Manager and Staff. What does the city management need from Council?

Mr. Brock – In preparation for this meeting being prepared, being present, and being focused on progress. To be able to work a solution when there is a disagreement. Build that consensus.

Mrs. Waggaman – I would like to see more direct communication and along those lines of being prepared have that communication with staff outside of the meetings so we can have time to research and get answers and provide alternative solutions so that the meeting is more productive. Just so we have a better understanding if a Council member doesn't agree with something that we understand the why because there is not a lot of opportunity because sometimes people give that and then sometimes they don't because there is just a vote. Staff is not really sure why someone voted no or yes.

Mr. Callahan – I ask Mr. Routson his opinion on a lot of stuff because I want to understand why they disagree and I ask Mr. Hickman a lot too.

What does Council need from city management?

Mr. Hickman – Honesty.

Mr. Funk – Projections and transparency of potential issues for the City.

Mrs. McElfresh – Transparency and explaining how or why. When a question is asked as far as the fund balance if there is more explanation there other than yes or no, I want to know how you came up with that answer.

Mayor Frentzel – Following up with unanswered questions from communications.

Mr. Funk – Prompt information. Timely reporting.

Mr. Hickman – Transparency has always been an issue.

Mayor Frentzel – Open to change if Council doesn't agree with the direction they have laid out make sure there is a clear path they can go.

What is Council willing to give management?

Mayor Frentzel – I would give the City Manager the same respect that I give my other Council members.

Mr. Funk – Dedication.

Mrs. McElfresh – I will give the City Manager and staff my full attention.

Mayor Frentzel – To communicate in a timely manner.

Mr. Funk – Availability.

Mr. Callahan – I think we should talk more.

Mayor Frentzel – Being open minded that are brought forth by City management and being open to change.

Mr. Funk – Direction. Autonomy.

Mr. Hickman – My honest opinions.

Mr. Hickman – He gets clear direction from all of us, but just different directions. There are seven Council members he has to work with what he has got.

Mr. Brock – I do receive a lot of direction from Council or opinion that turns into direction but it is the hard work to put that all together and try to make that work as a Council priority.

What is the City Manager willing to give to Council

Mr. Brock – The honest and transparent information dialogue reporting to Council. Dedicated to that vision Council sets. Willing to seek more feedback on the decision and direction that staff is making and be available.

Ms. Teal asked if Council had anything they needed and is not getting from management.

Mayor Frentzel – There are times it feels like in Council meetings items are brought up and people are asking for more information and the information isn't provided until right before the next Council meeting. He understands time is needed to gather the information and Council doesn't give you a heads up. Council should give Mr. Brock a heads up so he knows ahead of time.

Ms. Teal is working with a large community to log in Council questions and there is software involved and if it was logged in so many days prior to the meeting staff has sufficient time to prepare an answer to these questions. Having a strong foundation of how you work together will help you. Mr. Brock will retire someday and no one loves a manager that they don't give clear direction to and good strong communication systems in place.

Mrs. Waggaman – I would like to see a way for Council and staff to have more opportunities for more individual conversations so that we can fully explain things or give those answers and have a back and forth contacts because again a meeting isn't the right place for that. People are at different experience levels and different ideas and I just think we need some sort of vehicle to have that direct communication and we need you guys to bother us and we are willing to give you as much time as you need. Communicating with you and then communicating with staff. A lot of

times it seems that your sending all of your communication to the Clerk and that is not always connected to us. There is missing context and it is very hard to say what is your real concern or is this what you are talking about to make sure we understand. I would like to see more direct questions, concerns, or criticisms or whatever it is. I'm a big believer in you should have these hard conversations all the time. That is how you improve things and make things better and I will tell you if things are working or not working. I am pretty open book about it. But we need that opportunity to have that discussion.

Mayor Frentzel - I will say along those same lines there is times I will have a conversation with Mrs. Wasson and the conversations are more of a Council question at that point and it may transition into something else. Sometimes I will ask Mrs. Wasson to talk to one of you guys about it mainly just because I am busy doing my normal job and at the same time too if you guys need more context you are free to call or text me and be like hey what are you looking for. Mrs. Waggaman – that would be helpful to know what your preferred method of communication is. Clearly there is seven of you so we are trying to communicate the same message to everybody. Some prefer to talk on the phone, in person, email, or a text saying there is an email. Just knowing that would be helpful.

Mayor Frentzel – sometimes a phone call works, sometimes a text or email works. There are some that do not check their email every day and a phone call would work better. What your original thought was on having more one on one communication and it is something that should be brought up to everybody else. I feel there have been some times where you guys have had one on one conversations and I am hearing about it third-hand like oh yeah I talked to Mr. Brock or I talked to Mrs. Waggaman about that. Mrs. Waggaman I think it is important that we work it out though. It should be an expectation if you are having a conversation whatever the result is should be communicated out to everybody else.

Mr. Callahan – Communication means a lot.

Mrs. McElfresh – I will say in response to Mrs. Waggaman's comment Mrs. Wasson is the Clerk of Council so she is the one that I will go to first. I feel like she is our clerk I will often times reach out to Mrs. Wasson and often times she will say you know what that is a great question for Mr. Brock. Then I will reach out to Mr. Brock, but I feel like she is kind of our glue and she is an important element and she has been a tremendous help to me personally, especially when I first started. She is a wealth of information. I have a comfort level there. It is not like I am not comfortable with anybody else that is not what I am saying. I tend to gravitate to at least initially reaching out to Clerk of Council and then expand upon that point. So I was trying to offer some understanding.

Mr. Hickman - I get with the Clerk and with Mr. Brock. I want everybody to remember there are seven Council members so if seven of us are calling different people in the City asking for different things and having these conversations by themselves, setting up meetings by themselves, and not having the rest of Council involved I see a problem with that.

Mayor Frentzel - I am not saying that Mrs. Wasson is not busy, I know that she has a lot on her plate not only with City Council, but with the City Manager's office as well. I think there are

times I know that Mr. Brock is not just the City Manager you are the acting City Engineer and with all the projects going on throughout the City you are not always available. That is why I kind of rely on talking more with Mrs. Wasson not to mention that sometimes it is more Council related items. Like Mrs. Waggaman, you are heavily involved in Finance and so you have split priorities that is why it is an easier communication I know Mrs. Wasson is more available.

Mr. Hickman – the City Manager does not want Council calling his employees. It is set up that the Mayor is supposed to get the questions from the City Manager, but we have always been able to get with the City Manager ourselves and ask the questions. As far as going and asking questions from other people we should be getting our answers from the City Manager or the Clerk. The Clerk usually has to get with whoever to get the information to us. I am sure the City Manager doesn't want seven people calling, emailing, or texting him constantly when we can just call or email Mrs. Wasson can you get me this or that. That is basically what her job is. Maybe we need a full time Clerk now.

Mayor Frentzel – We keep talking about Mrs. Wasson like she is not here and she is sitting right here. Is there anything you want to add or an issue that hasn't been brought up that you want to reiterate?

Mrs. Wasson - I am not aware of any issues. Council has three employees. The Law Director, City Manager, and your Clerk of Council. Your Clerk is your secretary, your assistant, that is what I do. That is my job. If there are things that need to be expanded out to staff I think that is the City Manager's role.

Mayor Frentzel – So if someone brings something up to you then you would bring that up to Mr. Brock or Mrs. Waggaman if that is something that they need to know.

Mrs. Wasson – it would be to Mr. Brock because he would make that decision as to where it goes from there and I work directly for him and I also work directly for City Council.

Mr. Hickman – So when those communications are made and, let's just say I ask Mrs. Wasson for something and when she gets that information she can send that out to all Council members. That is how there is an open communication. That is why we really need to go through these three people. The two main people we need to communicate with is the City Manager and the Clerk and the Law Director, of course.

Ms. Teal analyzed what she is hearing is I'm finding out about your questions at the Council meeting and if I had known there were questions I could have answered them ahead of time and so now we are where we are.

Mayor Frentzel – Sometimes not answered ahead of time because there are times they need answered in more of an open forum.

Mr. Hickman – That is where the transparency comes in is at the Council meetings.

Ms. Teal commented so the give is Council I read my packet I know what we are going to be asked to vote on, I have thought about it, and I have a question. I am going to communicate that question in advance using a predetermined way if that happens. Staff will not be blindsided by my question in advance of the meeting and they will have time to prepare to be able to add a robust communication.

Mayor Frentzel – You referenced a question about the packets and it could be something else that is not on the agenda.

Ms. Teal – a heads up does not mean you have come up with this super secret solution and nobody else knows about it, that is not what we are talking about. In a healthy and robust conversation, you may come up with new questions and that is fair. It is not like a moratorium of questions it is just if I knew there were going to be questions I can bring it up to staff and they would be prepared. That would sort of require some sort of a system. Whether the questions go to the Clerk and the Clerk pushes them to Mr. Brock or whether that is something else altogether.

Mrs. Wasson – Unless Council directs me to let Mr. Brock know something. I pride myself on being objectionable. If Mr. Funk calls me about something that is a conversation that is not going to go anywhere it will remain with me. He didn't say hey can you call the Mayor and check with him or can you let Mr. Brock know. That is not my place.

Mr. Funk – I don't that she was saying you have to disseminate all communications, but like Mr. Hickman was saying does questions get funneled through Mayor Frentzel or do they go through you or do you push them to Mr. Brock.

Mayor Frentzel – Technically there is a structure for how Council addresses the City Manager. It is supposed to go through the Mayor I believe that is how Council rules read. My predecessor allowed all of Council to contact Mr. Brock.

Mr. Hickman - Mr. Brock are you okay with Council calling staff?

Mr. Brock – I have always been open with Council calling staff. I always ask staff just let me know what that conversation was and I don't think we have had an issue doing that.

Mr. Hickman – I don't think anyone actually calls staff and staff are hesitant to even say anything. We need to go through you, or Mrs. Wasson, or the Law Director to get our information. No one else.

Mrs. McElfresh – Or the Mayor.

Mr. Hickman – He works a job like the rest of us. That is why the Mayor years ago allowed Council to get with the City Manager because usually when you have a question you send it right then you are not going to wait and it gives Mr. Brock or Mrs. Wasson time to get the answer.

Mayor Frentzel – There are Council members that ask me questions and ask me to bring it to City staff. I don't want to take that out if people are comfortable doing that.

Ms. Teal – let's be clear what it means when we say City staff. It could be seven Council members calling all the department heads with however many questions and that could go crazy quick. There is need for timing and where we are assured that questions are coming through a reasonable channel. Related to communication is there anything else you need from each other to communicate better. One thing I heard is transparency and the why behind things.

Mr. Brock – I will use this as a comparison. I am by nature brief and read headlines. Mr. Chesar will write everything that comes out in his head and hash it out and rehash it out. I have always been known for my brevity and if that is not enough I am not unwilling to explain more, but my normal isn't always to get that all out on paper. I see that as part of the difficulty sometimes. I am trying to include more information from my staff so there is more information out there.

Ms. Teal – Mrs. McElfresh said earlier something along the lines don't just tell me it is okay but explain how or why.

Mrs. McElfresh - When you are dealing with transparency and communication detail is not a bad thing. So explaining more; I don't mean that on every single issue, but the bigger issues to explain why or how you came to the conclusion is better for everyone.

Mayor Frentzel – If there is something you need more detail on don't be afraid to ask for more detail. Don't just take what Mr. Brock says to beat all end all. He just doesn't always get into all of the information all the time.

Mr. Funk – I have respect for administration's time. If I need information I will ask for it. Sometimes I appreciate a concise response because I do not have time to read over all those pages. Sometimes just the meat and potatoes is good. That is where the prompt information comes into play.

Ms. Teal – like financial decisions creating a common vocabulary becomes helpful. That way when the words are used later it allows to be more brief later. When I talked to each one of you before hand. Communication between Council and the management every one of you had something to say about that. All of those really boil down to how we communicate with each other.

Mr. Brock added that over the course of 17 years as City Manager and even before that and Mrs. Wasson has been the same way. We have been married to these cell phones and it is very rare that we do not have them on us. We understand and you should understand that we know this is a 24 hour job 7 days a week. We appreciate the time that we get on weekends and holidays and when we take vacations. I have literally been listening through her phone to Council meetings while I was on vacation. It is that important to us. I believe we have demonstrated that to our staff as well, but just to let you know this is always on me unless I am in the hospital or something. I just want to reiterate that and I appreciate the calls to say I don't want to bug your weekend or your evening, but we have always felt it is not a problem.

Mr. Callahan – I don't see how you can't get away from it awhile and get a break.

Mr. Brock – I don't.

Mayor Frentzel – I appreciate that and I know Mrs. Wasson is like that because there are times I will send an email or a text out and do not expect a response back until the next business day, but I will still get a response.

Mrs. McElfresh – I greatly appreciate Mr. Brock and Mrs. Wasson both and I think as far as my perspective they are both extremely responsive and it is shocking sometimes and feel bad, but I have to ask the question in the moment because I am afraid I will forget to ask. I just want to thank them both.

Council recessed for lunch at 11:58 a.m.

At 1:00 p.m. Council continued with the retreat.

Ms. Teal presented a draft vision statement: "Monroe is a family-friendly small town with quality-amenities, well-managed public services, and a connected and engaged community."

What has to go well to reach the vision statement?

Mrs. McElfresh – We have to have the infrastructure and staff to make it happen.

Mr. Funk – Working relationship with our schools.

Mrs. McElfresh – Park district/system.

Mayor Frentzel – Continue to engage the public to make sure we are going in the right direction.

Mrs. McElfresh – In our hope to be better connected, not just by sidewalks, but to be connected digitally, but it is a huge facet of our lives. I would like to see city-wide fiber optic.

Mr. Funk – Maintain staffing levels.

Mayor Frentzel – Or grow staff to achieve some of these items as well.

Mrs. McElfresh – In respect to dedication I would like to see a dedicated communications director.

Mayor Frentzel – Continuing to grow our parks to attract families, such as programs or activities in the parks. With continuing to grow we need to make sure we are not growing so quickly that it will overwhelm others, such as the school.

Mr. Hickman – The way Monroe is set up we have two cities in one. We have this side, which was the Village at one time, then we have the other side which is basically split between Lemon Township and the railroad tracks. Those two communities somehow need to meet. We take care of this side more than we do the other side. Hopefully, with this trail and park maybe the other side will feel more connected to the side most of us live on. We still need the connectivity. The

only thing really connecting the two sides is the school and not everybody has kids in school. This is an older community. People my age still want bike paths, walking trails, and parks. We really are separated.

Ms. Teal asked if it is beyond physical or is like “east side-west side?” Mr. Hickman did not think so.

Mayor Frentzel - Bicentennial Commons will hopefully bridge some of that, but you do have some farms in the community. Like you said Mr. Hickman, we are a lot different because Lemon Township is right in the center of Monroe.

Mr. Funk – People come to this side to play baseball and the other side to play soccer.

Ms. Teal - What does Monroe need to continue to be family friendly. We talked about the relationship with the schools and parks.

Mayor Frentzel – We probably need to be smarter in how we bring businesses into the City that doesn’t drive people away.

Mr. Funk – Partnering with youth organizations.

Ms. Teal - What must allow in the future for Monroe to keep its small town feel?

Mr. Funk – We have to maintain pride. When you wear your town on your sleeve that is the small town feel.

Ms. Teal - One of the things that came up earlier is managed growth and how you are developing. Is there anything that goes with that for the small town feeling?

Mr. Funk – Having a plaza where everybody in the community comes together for an event.

Mrs. McElfresh – I want to be very careful moving forward so that we do not have a neighborhood next to a warehouse. The obvious thing we have to have what must go well to achieve this vision is the funding to make all of this happen and community buy-in.

Ms. Teal asked what must go well to have quality amenities.

Mr. Funk – We have to prioritize our budget.

Mayor Frentzel – There are some services that the City has that are really good, some that are alright, and we need the ability to maintain the quality of some services while improving others.

Ms. Teal mentioned working in a community where the police department got what they wanted because otherwise people will die. Well we would like some asphalt please. Creating clarity around service levels. Define service levels. Define maintenance standards. If you are going to start doing priority settings.

Mayor Frentzel – Bring all service levels up to the same standard.

Mr. Funk – Nice places to eat, nice places for entertainment, with a community hub if it is built they would come.

Mayor Frentzel – Business partnerships.

Mrs. McElfresh – When you look at an entertainment district or area everyone wants nice sit down restaurants, but you have to have enough rooftops to make that happen. It is my understanding that we are not quite there with the count of rooftops.

Mr. Funk – The hotel being constructed might bring some opportunities.

Ms. Teal what has to go well to have well managed services?

Mrs. McElfresh – Happy staff.

Mayor Frentzel – Clear visions.

Mr. Funk – Proactive management.

Mr. Brock – Communication and expectations, being proactive, and happy staff. The communication is a big part of that not only with staff, but with boards and commissions.

Ms. Teal – are there any areas where you do have challenges in public services that maybe you are not up to where you want to be?

Mr. Brock – We are coming in behind on some of the mandated items like storm water, the public works side. Connectivity – they have to be handicap accessible. We have a lot of those federal mandates that we have to work on. We see that through many different areas. Some of our infrastructure we have to make sure we are addressing that. Making sure the staff are properly trained.

Mayor Frentzel – Water related as some of the records we do have of what the infrastructure is we need accurate maps.

Mr. Brock – We have 400 valves on our water system and each one of those valves have to be exercised and the fire department needs to turn on a fire hydrant or shut one down if there is a water main break. Everything is interconnected and we have to understand those interconnectivities.

Mrs. McElfresh – I just want to make sure our pipes, our sewers, and our storm drains are functioning properly. If something is aging it would be good to have a plan moving forward in knowing that something is going to have to be replaced and I think that Mr. Brock is really good about that.

Mayor Frentzel – Some of that stuff we can control, but we need to educate private property owners on infrastructure on their property.

Ms. Teal – Connected and engaged community. What does connected mean? What has to go well for Monroe to be a connected community in the future?

Mr. Hickman – Make it a priority.

Mayor Frentzel – It goes back to communication too. If someone tells you something at Kroger telling someone else about it is good rather than keeping it to themselves.

Mr. Funk – Public information would come into play.

Mrs. McElfresh – If you have a dedicated department for communication that gives it a priority because you have dedicated staff towards that. In Monroe we do have many senior citizens and we cannot be all digital for all people. It is coming from all different directions.

Ms. Teal – we have talked a lot about physical connectivity.

Mrs. McElfresh – Sidewalks.

Mrs. Waggaman – We need to be creative on how we get information from information. I think we focus too much on pushing information out.

Mrs. McElfresh – If you are talking about developing this park program I would like us to be better in asking what their thoughts are.

Ms. Teal – Engaged community. What has to go well to have an engaged community?

Mrs. McElfresh – Happy people.

Mayor Frentzel – Sometimes unhappy people.

Mr. Funk – The constant effort on the City's part in reaching out and asking how is it going. What is going right and what do you think is going wrong.

Mr. Brock – A lot of communities do community surveys.

Ms. Teal – Do you only mean engaged in Monroe government only or do you mean in other ways too.

Mr. Funk – I think in other ways, such as what is available like sports from different areas.

Ms. Teal – It doesn't all have to be your services and if you help people connect with those opportunities.

Mr. Funk – Similar to your citizens surveys you would reach out to your cooperate partners.

Mayor Frentzel – How can we help businesses.

Ms. Teal – Anything else that has to go out in order to achieve this vision?

Mayor Frentzel – I think there are not enough engaged in their community. I see multiple times where we have kids that want to play sports, but we do not have enough adults for coaches.

Ms. Teal – We have to go to a couple of priority areas. For example, well managed and well maintained infrastructure, or a well connected city, or well developed park and recreation system.

Ms. Teal felt that you would have family friendly focused and small-town feel if the other items were met.

Council Member Strategic Priorities

Communication and Personal Connections

- Dedicated communications resources
- Community input
- Engagement

Parks and Connectivity

- Organizational structure/staffing
- Growing parks and recreation
- Trails/connectivity

Well Managed Systems and Infrastructure

- Proactive management approach
- Asset/infrastructure management
- Staff resources
- Fiscal resources

Careful Planning and Development

- Strategic approach/small-town
- Community hub

Mr. Funk felt that the trails/connectivity should include sidewalks.

Ms. Teal spoke about the vision statements in the strategic plan completed in 2006 to see if there was an opportunity for a wording transfer or connections to be drawn.

“Pride of Place: A Monroe Tradition.” The Mayor stated that it lives in every section of it.

“Responsive and Caring Service Delivery.” The Mayor felt this was covered as well. Ms. Teal noted that the word responsive was not used today; however, we talked about getting community input.

“Managed Growth and Development.” Ms. Teal advised that this is the same as careful planning and development. Mr. Funk preferred the word “strategic” rather than “careful.”

“Community Engagement.” Ms. Teal indicated this falls under “Communication and Personal Connections.”

“Fiscal Responsibility and Stability.” Ms. Teal pointed out this falls under Well Managed Systems and Infrastructure.”

“Exceptional Schools” – “Communication and Personal Connections.”

“Invest in Employees.” – “Well Managed Systems and Infrastructure”

Individual Council Member Priorities

Mayor Frentzel

- Being an inviting place for businesses of all size, but not at the cost of our residents.
- To continue develop and grow the park system and open the Bicentennial Commons Park to the public for events.
- Continue to expand the walkability and connectivity of the City.

Mr. Hickman

- Would like to see the Bicentennial Commons Park open by September.
- The bike path opened by Labor Day weekend.
- Bike path that goes from one park to the other through the middle of Monroe.
- Sidewalk on Britton Lane from Todhunter Road to State Route 63.

Mrs. McElfresh

- To have City-wide fiber optic.
- Physical connectivity of our City and neighborhoods.
- Bicentennial Commons Park open at least in the first phase by the end of September.

Mr. Funk

- Improve the quality of life through the parks system. Mainly through the Bicentennial Commons Park, but also through youth sports facilities.
- Physical connectivity and planning.
- Economic development strategy. Strategic way to attract businesses that we want. Supporting our local businesses and a vision for the Interchange.

Mr. Callahan

- Listen to the residents of Monroe and their needs.
- Working with businesses to see how we can help them grow.
- Having the park open by the end of the year.

Ms. Teal when I spoke with Mr. Routson his priorities were:

- To continue to make our parks better and continue with that investment.
- To maintain adequate budget for street repairs and other infrastructure maintenance.

Ms. Teal when I spoke with Mrs. Hale her priorities were:

- Communications and involvement beyond just digital.
- Grow and grow well. Not rush into things.

Ms. Teal indicated that to maintain adequate infrastructure falls in the category of “Well Managed Systems and Infrastructure.” For “Strategic Growth and Development” she has working with businesses to see how we can help them grow and being inviting to all businesses not at the cost of residents and having an intentional approach to growth and having an economic strategy that includes a vision for the Interchange that supports local businesses. For “Communication and Interpersonal Connections” we had improve the communication and listen to residents needs. For “Parks and Connectivity” expand walkability and connectivity, expand and make parks better, Bicentennial Commons Park open in Phase One by the end of September and opened by the end of the year, physical connectivity of City and neighborhoods. Improve quality of life by park system, Bicentennial Commons Park, and youth sports, and having a physical connectivity plan. Developing a sidewalk on Britton Lane from Todhunter Road to State Route 63, completed bike path by Labor Day weekend, seeing Bicentennial Commons Park open by September, and continue to improve parks.

Referring to the “Well Managed Systems and Infrastructure” category, Mr. Funk felt to enable the sheets that follow we are probably going to need activity here.

Ms. Teal stated this is where the convergence of the strategic planning framework, the priority based budgeting, and the communications come together. You have a big opportunity with the priority based budgeting in the future. It can be really hard as a council body to make a decision about a budget when you can’t really see how that affects what you have identified as priorities. This gives you good tools to make some really big decisions and everything is so interconnected. To achieve this vision you will need to operate differently than you did before. You will need to make hard but future oriented decisions.

Ms. Teal stated this is not an annual plan. A strategic plan is usually updated every three to five years.

Mayor Frentzel asked if Mr. Brock and Mrs. Waggaman had priorities. Ms. Teal responded that intentionally the policy makers are asked first. Mayor Frentzel would like to hear their priorities.

Mr. Brock - Mine is a little more down in the weeds, but it does tie into some of these things. The public works organizational structure is key in setting these items up. Building our GIS capability. Board and commission evaluation so that we are consistent in our approach in building these bodies with the same vision that Council has.

Mrs. Waggaman - I had collaborative communication both internal and external and more structured like social media and marketing. Progressive where we are heading. Restructured organization with well defined roles and service areas are covered. To make sure we are backing up our own standards making sure everyone is in alignment and holding everyone to those in a consistent manner.

Ms. Teal advised you are going to get a report in the next couple of days that will reflect everything that has been discussed today. Not verbatim, but here is what we talked about. It will start with the planning framework so you can start to move forward in the action plan items. As staff works on more tactical goals the framework is urge you as a body to adopt that framework. Even if it is just a vision and the strategic priorities. What can happen is that this goes away if you do not memorialize it.

Ms. Teal asked for parting thoughts.

Mr. Hickman – The report that you are generating should go to the committee working on the Comprehensive Plan. Most of the items we talked about today have been discussed for years. These are not all things that are a surprise to any of us and they have been written down before. Hopefully, we start seeing things happen with this.

Mrs. McElfresh – I think we accomplished great things today. There was a lot of dialogue and do not want our thoughts and words, to be for naught. I want to know that what we discussed today are meaningful and they are going to be carried through and followed through with. The seven Council members that comprise this team that we have, we are a team that work for the people of Monroe. Moving forward that we continue to be a non-partisan team that has nothing but the best interest of the City and the people of Monroe in mind.

Mr. Callahan – Very educational. A lot to take in and a lot of information.

Mr. Funk – Thanked everyone for coming today. I feel like there was a lot of structure and cannot wait to keep going.

Mrs. Waggaman – Thank everyone for coming and felt that everyone was open and honest to make sure this works and excited to get the report and set the systems in place so we can continue working on it and it doesn't fall off the radar.

Mr. Brock – I think today helped us define clarity and purpose and there are some things out there that there was some uncertainty around and brought everybody together around those topics and really started to get us off in the right direction for priority based budgeting and looking into the future and building the systems that we need to do. It has invigorated me more to develop a list and to have the Council be consistent in those things. It was very refreshing. There is more work to be done both internal and by the Council and the Council is what I need as a resource.

Mayor Frentzel – Thanks for facilitating. You did a good job. Definitely a benefit having them here and having Mr. Brock, Mrs. Waggaman, and Mrs. Wasson for being here and appreciate their commitment to the City. I am excited to see the final report, but not stopping here. We would do a big disservice if we do not have follow up meetings and it is great groundwork. Even if it is items we talked about before it gives ourselves and staff an idea where we should be heading.

Adjournment

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

The special meeting of Council adjourned at 3:20 p.m.

Respectfully submitted,

Angela S. Wasson, MMC
Clerk of Council

**Monroe Council Agenda
Regular Meeting of Council
October 13, 2020 – 6:30 p.m.
233 South Main Street, Monroe, Ohio**

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: Tom Callahan (remote), Jason Frentzel, Keith Funk, Anna Hale, Mr. Hickman (remote), and Mrs. McElfresh (remote).

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

Approval of the Minutes

Mr. Funk moved to approve the Council Minutes and Finance Committee Minutes of September 22, 2020; seconded by Mrs. McElfresh. Voice vote. Motion carried.

Visitors

- Thomas Hall announced that he is running as State Representative of the 53rd House District. He wanted to introduce himself to City Council. He is from Madison Township, furthered his education at Miami University, and currently works at Lexis-Nexus. He would like to make sure that we always have an open line of communication.
- Linda Tucker watched the majority of the retreat and hopes that moving forward as much as possible is shared with the community that way. She thanked Mr. Brock for all he has done for the community. She has heard that Monroe has a reputation that this area is unwelcome to minorities. She asked Council to make us proud again.
- Kara Brown read statements from two residents. The first was from Leslie King and it read, in part, of deepest concern is having Tom Callahan on Council and feels he is not suitable to represent the citizens of Monroe. The second is from Ahdi Ratliff and it read, in part, a question of what is it that Council is afraid of in taking action. Ms. Brown concluded by advising that people have come together and donated pacifiers to babies in need.
- Kelly Clark updated Council in the surrounding communities where inappropriate comments were made and those individuals apologized and resigned or were fired. She noted that Mr. Callahan still has time to turn his mistake around and one good thing is that more people than ever are watching the meetings of Council. She requested that Council censure Mr. Callahan.

- Carrie Goodrich read on behalf of Lynette Musgrave, in part, that they will continue to mobilize and not be silent.
- Katie Wagner listened to the retreat where Council wanted to keep that small-town feel alive. She will not allow Council to treat the citizens of Monroe as insignificant, unimportant, or less than.
- Ben Wagner referred to Mr. Routson's motion to have Council meet in-person making it much harder for people come to the Council meetings and give our speeches, emails, and input. Mr. Wagner concluded that being a small town does not mean we have to be small minded.
- Maria Fezell read a statement from another Monroe resident, in part, that Council approved a motion to begin meeting in person forcing residents to come to Council meetings in-person during a pandemic.
- Bobbie Drew stated that the people that have spoken so far do not speak for her. Yes, there have been some things that have been out of line, but feel we need to get off the Callahan subject and move on with getting our City where we need it to be. Those people do not speak for her and a lot of other people.
- Christine Maticic of the Council on Aging of Southwestern Ohio advised there is a renewal for a senior services levy and provides Butler County residents to have a safety net to stay in their homes as long as possible.

Mrs. McElfresh, after hearing everyone's comments and the entire situation, she made the following motion:

Mrs. McElfresh moved for censure regarding Council person Tom Callahan's comments on July 14th with the slur and on August 25 with the pacifiers and hit the road comments; seconded by Mr. Hickman.

Discussion

Mr. Funk asked Law Director Callahan to provide insight on this. Law Director Callahan advised there is not statutory or Charter-based item as a censure. It is basically going on the record as Council stating that something another Council member has done does not meet the approval of a majority of Council.

Mr. Funk does not agree with Councilman Callahan's comments and appreciates the passion and enthusiasm of everybody that has come in the Council Chambers and voiced their disbelief for those comments. He understands the constraints in which Council is under and hope that the residents can understand that as well.

Roll call vote: four ayes; two abstentions (Callahan and Hale). Motion carried.

Committee Reports

Mayor Frentzel referred to a discussion the Finance Committee had about the transparency platform and asked if Council had any questions about that. Mr. Brock encouraged Council to direct any comments or questions to himself or Mrs. Ervin.

Old Business

None.

New Business

Emergency Resolution No. 65-2020. A Resolution amending Resolution No. 49-2020 approving blanket purchase orders as recommended by the Director of Finance and the City Manager and declaring an emergency.

Mr. Brock stated that this adjusts the amount for Enterprise Leasing for the Police Department.

Mr. Funk moved to suspend the rule requiring the reading of Emergency Resolution No. 65-2020 on two separate days, authorizing 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. 65-2020 by title only.

Mr. Funk moved to adopt Emergency Resolution N. 65-2020; seconded by Mrs. Hale. Roll call vote: six ayes. Motion carried.

Emergency Resolution No. 66–2020. A Resolution authorizing specific expenditures of the City of Monroe’s share of Coronavirus Relief Funds as legislated in the Coronavirus Aid, Relief, and Economic Security Act, and declaring an emergency.

Mr. Brock advised this relates to the CARES Act funding and the majority are public safety expenditures or for remote working.

Mrs. Patterson gave a presentation on a proposed grant program in the amount of \$50,000 administered by the Community Improvement Corporation. The program will help businesses with qualified costs that occurred during mandated closures, recognizing businesses may have additional costs associated with Responsible Restart, and encourage businesses to bring back laid off employees by offsetting on-boarding costs. Businesses must have been in business as of January 1, 2019 and doing well going into the COVID-19 pandemic. They must be up-to-date on taxes and utilities as of March 15, 2020. The grants would be up to \$2,500 for bricks and mortar businesses and \$1,000 for home occupations.

Mrs. McElfresh asked if there is an employee minimum/maximum. Mrs. Patterson replied that they are looking at less than fifty.

Mrs. Patterson confirmed Mr. Funk's understanding that these are CARES Act funds and not City funds.

Mr. Brock, in response to Mayor Frentzel's question, advised that we are requesting up to \$50,000 and if we see it successful we can bring it back at a later time.

Mr. Hickman asked if Council will see who receives the grants. Mrs. Patterson explained that the reports will come back to Council and if the \$50,000 was not spent on this it is not just be held by the CIC.

Mr. Funk moved to suspend the rule requiring the reading of Emergency Resolution No. 66-2020 on two separate days, authorize its adoption on the first reading, and have it read by title only; seconded by Mrs. McElfresh. Voice vote. Motion carried.

The Clerk of Council read Emergency Resolution No. 66-2020 by title only.

Mr. Funk moved to adopt Emergency Resolution No. 66-2020; seconded by Mrs. McElfresh. Roll call vote: six ayes. Motion carried.

Emergency Resolution No. 67-2020. A Resolution authorizing the City Manager to enter into an agreement by and between the City of Monroe and the Ohio Department of Natural Resources for the construction of a 2.3 mile long trail along the Great Miami River associated with the Clean Ohio Trails Funds awarded and declaring an emergency.

Mr. Brock explained this is for the second half of the grant funding for the trail along the Great Miami River.

Based on Mr. Brock's previous summary, Mr. Hickman indicated it appears the trail may not be completed until 2022. Mr. Brock confirmed that as there were delays in the right-of-way purchases, so it is a six month delay. Mr. Hickman asked when the park would be open. Mr. Brock advised they are currently working on Phase 1B of Bicentennial Commons Park and hope to get that bid out in the next couple of months. If we can meet our project budgets and get that entry way completed he believes we can meet the Labor Day deadline next year Council wanted.

Mr. Funk moved to suspend the rule requiring the reading of Emergency Resolution No. 67-2020 on two separate days, authorize its adoption on the first reading, and have it read by title only; seconded by Mrs. McElfresh. Voice vote. Motion carried.

The Clerk of Council read Emergency Resolution No. 67-2020 by title only.

Mr. Funk moved to adopt Emergency Resolution No. 67-2020; seconded by Mr. Hickman. Roll call vote: six ayes. Motion carried.

Emergency Resolution No. 68-2020. A Resolution granting consent to the Ohio Department of Transportation for guardrail replacement along State Route 4 and State Route 63 and declaring an emergency.

Mr. Brock commented this is a consent agreement for the Ohio Department Transportation for guardrail replacement and there is no cost to the City.

Mr. Funk moved to suspend the rule requiring the reading of Emergency Resolution No. 68-2020 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. 68-2020 by title only.

Mr. Funk moved to adopt Emergency Resolution No. 68-2020; seconded by Mr. Hickman. Roll call vote: six ayes. Motion carried.

Resolution No. 69–2020. A Resolution authorizing the City Manager to enter into an agreement by and between the City of Monroe and Baker Tilly Municipal Advisors, LLC for professional services to complete a water rate study.

Mr. Brock reported this will allow for a water rate study including the necessary updates for a five year capital plan, as well as fund balance policy for the water fund, and of course the user fees for the water fund.

Mr. Hickman asked when the last study was completed and Mrs. Ervin replied that it was in 2014.

Mr. Funk moved to consider this the first reading of Resolution No. 69-2020 and have it read by title only; seconded by Mrs. Hale. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 69-2020 by title only.

Mr. Funk moved to approve the first reading of Resolution No. 69-2020; seconded by Mr. McElfresh. Roll call vote: six ayes. Motion carried.

Emergency Ordinance No. 2020-29. An Ordinance authorizing the sale and trade-in of certain personal property no longer needed for municipal purposes and declaring an emergency.

Mr. Brock explained this is to declare surplus for five tractors in the Public Works Department and further down on the agenda there is a request to purchase two tractors that will replace these five.

Mr. Funk recalled that during a Public Works Committee meeting it was discussed that only one tractor would be purchased. Mr. Morton explained we had in the budget for two tractors and during that meeting we did not know how the pandemic was going to affect the budget. After speaking to Mr. Brock, he felt comfortable that we could go ahead and ask for the second one. One of the tractors that we wanted to replace the clutch went out last week. They are costing a lot of money in repairs and downtime.

Mr. Funk moved to suspend the rule requiring the reading of Emergency Ordinance No. 2020-29 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 Ordinance No. 2020-29 by title only.

Mr. Funk moved to adopt Emergency Ordinance No. 2020-29; seconded by Mrs. McElfresh. Roll call vote: six ayes. Motion carried.

Emergency Ordinance No. 2020-30. An Ordinance providing for the issuance and sale of not to exceed \$3,325,000 of Waterworks system Improvement Revenue Refunding Bonds, Series 2020, of the City of Monroe, Counties of Butler and Warren, State of Ohio, under Section 12 of Article XVIII of the Ohio Constitution for the purpose of refunding bonds issued to pay the costs of certain waterworks system improvements, and pay the costs of issuance of said bonds; authorizing the preparation and distribution of an official statement; authorizing a pledge of the revenues thereof to secure the bonds; and declaring an emergency.

Mr. Brock stated that this ordinance and the next is to refund bonds and takes advantage of the rates in the market saving the City money.

Mr. Funk moved to suspend the rule requiring the reading of Emergency Ordinance No. 2020-30 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. 2020-30 by title only.

Mr. Funk moved to adopt Emergency Ordinance No. 2020-30; seconded by Mr. Hickman. Roll call vote: six ayes. Motion carried.

Emergency Ordinance No. 2020-31. An Ordinance providing for the issuance of not to exceed \$750,000 various purpose refunding bonds, Series 2020, by the City of Monroe, Ohio, and declaring an emergency.

Mr. Funk moved to suspend the rule requiring the reading of Emergency Ordinance No. 2020-31 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 Ordinance No. 2020-31 by title only.

Mr. Funk moved to adopt Ordinance No. 2020-31; seconded by Mr. Hickman. Roll call vote: six ayes. Motion carried.

Consideration of Motion authorizing the purchase of a Jack Payment Kiosk in the amount of \$51,796.32 to be reimbursed through the CARES Act.

Mr. Brock advised the purchase of the kiosk is fully reimbursable through the CARES Act and it can take any payments, is accessible 24 hours per day, and will take cash and give change.

Mrs. Hale asked if it was absolutely necessary. Mr. Brock advised it will assist those that are not comfortable in making payments in person or cannot make it during business hours.

Mr. Funk moved to authorize the purchase of a Jack Payment Kiosk in the amount of \$51,796.32 to be reimbursed through the CARES Act; seconded by Mr. Hickman. Voice vote. Motion carried.

Consideration of Motion authorizing the expenditure of \$38,976.33 to Mobilcomm for a public safety communication enhancement system for the new police facility.

Mr. Brock stated this is a repeating station as the signal strength was diminished due to the concrete walls.

Mr. Funk moved to authorize the expenditure of \$38,976.33 to Mobilcomm for a public safety communication enhancement system for the new police facility; seconded by Mrs. Hale. Voice vote. Motion carried.

Consideration of Motion authorizing the expenditure of \$71,126.00 to Zimmer Tractor for the purchase of a front wheel loader boom mower for the Department of Public Works.

Mr. Funk moved to authorize the expenditure of \$71,126.00 to Zimmer Tractor for the purchase of a front wheel loader boom mower for the Department of Public Works; seconded by Mrs. McElfresh. Voice vote. Motion carried.

Consideration of Motion authorizing the expenditure of \$62,111.73 to Deere & Company for the Department of Public Works.

Mr. Funk moved to authorize the expenditure of \$62,111.73 to Deere & Company for the purchase of two tractors; seconded by Mrs. McElfresh. Voice vote. Motion carried.

Consideration of Motion accepting the May, June, and July 2020 Finance Reports as submitted.

Mr. Funk moved to accept the May, June, and July 2020 Finance Reports as submitted; seconded by Mrs. Hale. Voice vote. Motion carried.

Administrative Reports

Mrs. McElfresh sought clarification on the Planning Commission meeting about sidewalks for the new phase of Monroe Crossings. She would like to ensure that the builder(s) understand that sidewalks are important.

Mr. Brock stated that the typical requirement for any street, particularly residential, requires sidewalk on both side of the street. The preliminary plat shows sidewalks throughout the subdivision.

Mr. Chesar stated that the Planning and Zoning Code requires that sidewalks should be installed on Hankins Road. As it stands now the most recent comments from Planning Commission would be to not require sidewalks along Hankins Road.

Mr. Brock stated he is on the Liberty Township Trails Committee so that we coordinate the north and south in that area. We want to make sure the connection to Windsor Estates is supported by both jurisdictions.

Mrs. McElfresh understood what has been said and asked will there or will there not be a sidewalk down Hankins Road. Mr. Brock advised it is required, but Planning Commission will be reviewing the preliminary plat at their next meeting.

Mr. Chesar stated it doesn't appear that a sidewalk will be required by Planning Commission. Staff has pointed out the Code requirements and Planning Commission can waive that requirement.

Mr. Hickman asked if they will clear out all the brush along Hankins Road. Mr. Chesar advised that Planning Commission has not indicated yet that the brush needs to be removed. Mr. Chesar explained that Council will see this when specific sections come in for the final plat.

Mrs. McElfresh has an issue with not having a sidewalk when we have asked every other business to comply and put in a sidewalk.

Mayor Frentzel asked Mr. Chesar if you could pass on what Council discussed at their retreat relating to the importance of connectivity. It was the consensus of Council the importance of this. Mr. Hickman added the removal of the brush.

Mayor Frentzel announced that Riley's Furniture is having a 50th Anniversary celebration on Saturday at 1 p.m. and if any Council members would like to attend, please let Mrs. Wasson know.

Mrs. McElfresh announced that the President of the Historical Society reached out and the Society is in need of officers. If anyone is interested please reach out to either her or Dan Clark.

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

Mr. Funk moved to adjourn into executive session to consider confidential information related to marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance; seconded by Mrs. Hale. Roll call vote: six ayes. Motion carried.

Council adjourned into executive session at 8:36 p.m.

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

Council reconvened into regular session at 9:16 p.m.

Adjournment

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

The regular meeting of Council adjourned at 9:16 p.m.

Respectfully submitted,

Angela S. Wasson, MMC
Clerk of Council

**Monroe Council Minutes
Regular Meeting of Council
October 27, 2020 – 6:30 p.m.
233 South Main Street, Monroe, Ohio**

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: Tom Callahan (remote), Jason Frentzel, Keith Funk, Anna Hale (remote), Todd Hickman (remote), Christina McElfresh (remote), and Robert Routson

Approval of the Minutes

None.

Visitors

John Robbins referred to a newspaper article that reported Council recently discussed face masks. Some people have tried to control what other people do or say and I would call this bullying. Maybe even thought police. As individuals we do not all think alike or speak the same. It is a bad situation when we are told what to think or say. This is what leaders in the past and present have done. People like King George, people in Russia, Germany, China, North Korea, Iran, and several American colleges. If you speak differently, apparently you can be treated like one turkey out of a flock by tying a red ribbon around a turkey's neck. May Monroe always have free speech and free thought as our founding fathers said freedom and liberty does not come from government. Freedom and liberty come from our creator.

Committee Reports

Reporting on Planning Commission activity, Mr. Routson reported that some changes to the Planned Unit Development (PUD) in Monroe Crossings Subdivision were made. These are preliminary changes and, once the final plat is ready, it will come to City Council for approval. One of the changes involved vinyl that we didn't allow for quite awhile. We did allow vinyl that is a heavier grade. This last phase in Monroe Crossings is going to be pretty nice homes. A lot of Council members have discussed that you would like to connect with other neighborhoods with sidewalks. The subdivision located in Liberty Township across from Monroe Crossings is also owned by the same developer has a bike trail/sidewalks. There will be come connection from the Liberty Township development to the Monroe development, but it will not be a complete sidewalk or bike trail down on the Monroe side. In Monroe Crossings these will be upper-end homes. Mr. Routson referred to the Housing Study that recommended higher-end homes. There were just a few things that were discussed and not one of those things that will be a downgraded neighborhood, but there was some changes to the PUD.

Mayor Frentzel recognizes that there is a certain stigma of vinyl siding, but there is a certain thickness of it that would make it a higher-end.

Referencing a sidewalk within Monroe on Hankins Road, Mr. Hickman asked if that was part of the Planning and Zoning Code for subdivisions. He pointed out there is a walking path across the street, but it only goes so far. You have people that are private owners and I would think we would just put that sidewalk in and connect it on Hankins Road.

Mr. Brock advised there is a requirement within the Planning and Zoning Code that sidewalks are required. That was waived with the PUD amendment. Planning Commission didn't feel putting a sidewalk on Hankins, with the nature of Hankins, was safe and with the hiker/biker trail on the south side providing a connection to that and working with Liberty Township to extend their trail system as well we can coordinate between the two subdivisions.

In response to Mr. Hickman's questions, Mr. Brock advised that he is on the Liberty Township Trail Committee and part of the plan is to connect to Dudley Park, but there is no schedule. Mr. Brock further advised he has been on the Committee for about two years so he can be aware of the regional trail aspect as we were developing the Great Miami Trail and be a proponent for them to hook up into our system along the Great Miami River Trail.

Mr. Hickman asked what some of the ideas are for the Liberty Township Trails System as we don't have a trails system in Monroe. He noted that Mr. Brock moved out of Monroe to Liberty Township and is now on one of their committees and asked what the goal is for Monroe's trail system.

Mr. Brock hopes that through the Comprehensive Plan and future planning that we do develop further trails throughout the City as it is part of the existing Comprehensive Plan and it should be part of the upcoming Comprehensive Plan.

Mrs. McElfresh referenced the Housing Study that taxpayers paid for and the current process of completing a Comprehensive Plan to replace the one that is already on the books. Between those two big studies she recalled the total cost was approximately \$140,000 for those two things to happen. The reason for these two things to happen were to define where our pockets were for housing in our City and how to move forward to make it more of an eclectic feel. One of the things that came out of the Housing Study was the need for larger homes on larger lots. Mrs. McElfresh did not understand why Planning Commission is not following our Code and why we use taxpayer money in the amount of \$140,000 to pay for a study when it doesn't matter.

Mrs. Hale asked if a sidewalk was put in just north of Hankins Road if that would take away from the lot size.

Mr. Hickman added that we just put a sidewalk down Macready that took property away and we didn't even have to do that. It was just a request by a Council member.

Mr. Brock thought the nature of the question has to do with the interaction between Planning Commission and Council. Council approves the Comprehensive Plan and the Housing Plan with

an intent to give that to Planning Commission. Planning Commission then takes that, interprets it, and uses it to act on the plans that are presented. There needs to be more work done with aligning the boards and commissions with the strategic vision of Council.

Mrs. McElfresh asked how that will help us now. Mr. Brock stated that you have a question for Planning Commission and their interpretation of your intent. They are your board. Staff provides comments and recommendations to them, but they will make that decision based on the ideas of Council.

Mrs. McElfresh commented there will be no sidewalks when our Code says there is to be sidewalks. She understood there is interior sidewalks, but down that main stretch road as all of that land is developed, whose responsibility is it to put those sidewalks in after the fact? That is not fair to taxpayers. If it is in our Code she didn't understand how sidewalks can be thrown to the curbside. We did not have vinyl on that list and now there is vinyl. These developers had this Code and knew what the expectations were and knew what the rules were before any plan was drawn up and here we are.

Mr. Brock stated that it would be incumbent on the Planning Commission to provide further information.

Mr. Funk pointed out in turn it is our job to request that information. They are our board and Mr. Brock doesn't tell them what to do. Mr. Brock and his administration create codes per our input and vision and we have boards and commissions that develop per those codes. There is variance in every municipality. That is why these boards and commissions are in place. It is our job, as we discussed during the retreat, to create that better relationship, that better chain of communication, that better working relationship with our boards and commissions so that these slips do not happen.

Mr. Hickman pointed out that Mr. Brock does offer his opinion and has a lot of control over this Planning Commission. Mr. Hickman informed Council he was told that Mr. Brock gives advice regarding trees and where they are planted. It is not necessarily that Mr. Brock does not offer any advice because, as Mr. Hickman was told by Planning Commission, that he does. Half of that road is still Lemon Township and Mr. Hickman asked how far does that road outside of the City limits go into their property.

Mr. Brock explained that it does not go into their property as it is from the middle of the road to the end of the road. Mr. Hickman asked about the status of annexing that portion of the roadway. Mr. Brock advised it was our intent to annex that while we were working on getting those signatures, the time elapsed to get those signatures because of land transfers and that sort of thing. Mr. Brock will ask the developer, and it was part of PUD agreement and the preliminary plat, that we annex that part of Hankins Road with that project.

Mr. Brock answered in the affirmative Mr. Hickman's question if, once this portion of Monroe Crossings is completed, if that is the end of this PUD. Mr. Hickman how many PUDs we have out there that are left that need to be built. Mr. Brock advised that Tall Oaks Subdivision is the only residential subdivision with available lots and confirmed that not all developments have a

PUD. Mr. Hickman asked if a PUD comes to Council before it is approved and Mr. Chesar replied that if a new one came right now it would come to Council similar to a zoning amendment.

Old Business

Resolution No. 69-2020. A Resolution authorizing the City Manager to enter into an agreement by and between the City of Monroe and Baker Tilly Municipal Advisors, LLC for professional services to complete a water rate study. (Second Reading)

Mr. Hickman expressed concern about paying \$40,000 for a water study as we do a lot of studies that do not pan out.

Mayor Frentzel added that at the same time we have staff that has the information but does not necessarily have the time with all the other responsibilities to compile that data, so that is why we have to have some of these studies.

Mr. Funk moved to consider this the second reading of Resolution No. 69-2020 and have it read by title only; second by Mr. Routson. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 69-2020 by title only.

Mr. Funk moved to adopt Resolution No. 69-2020; second by Mr. Routson. Roll call vote: four ayes; three nays (Callahan, Hickman, and McElfresh). Motion carried.

New Business

Emergency Resolution No. 70-2020. A Resolution approving a Then-and-Now Certificate in the amount of \$19,751.68 to Butler County Water and Sewer and declaring an emergency.

Mr. Brock explained this is for the permit fee to Butler County Water and Sewer for the sewer connection at Bicentennial Commons Park. We were going through some engineering changes and once that was completed they set the permit amount.

Mr. Funk moved to suspend the rule requiring the reading of Emergency Resolution No. 70-2020 on two separate days, authorize its adoption on the first reading, and have it read by title only; seconded by Mr. Routson. Voice vote. Motion carried.

The Clerk of Council read Emergency Resolution No. 70-2020 by title only.

Mr. Funk moved to adopt Emergency Resolution No. 70-2020; seconded by Mrs. Hale. Roll call vote: seven ayes. Motion carried.

Emergency Resolution No. 71-2020. A Resolution authorizing the City Manager to enter into a lease agreement by and between the City of Monroe and Enterprise Fleet Management and declaring an emergency.

Mr. Brock stated this is for the leased vehicles for the Police Department. We are turning in four unmarked and four marked and leasing three of each going forward. This is the last phase of the overall plan for the number of vehicles in this department.

Mr. Hickman asked if the Police Department is the only one leasing now. Mr. Brock replied the administrative vehicles in the Fire Department are being leased, some in the Public Works Department, and the vehicle used by the Code Enforcement Inspector. We were getting out of leasing of certain vehicles in the Public Works Department. Mr. Hickman asked why the City is getting rid of these police cruisers.

Chief Buchanan explained we currently still have four marked vehicles that the City owns. One has approximately 100,000 miles and the remaining have approximately 60,000 miles. One is a Sedan and the other Ford Explorers and are undersized for the equipment that we carry. With the lower miles and time frame they would be better trade in value toward the leasing of the new cruisers. Chief Buchanan confirmed Mayor Frentzel's understanding that we are downsizing the amount of vehicles in the police department.

Mr. Funk moved to suspend the rule requiring the reading of Emergency Resolution No. 71-2020 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. 71-2020 by title only.

Mr. Funk moved to adopt Emergency Resolution No. 71-2020; seconded by Mrs. Hale. Roll call vote: six ayes; one nay (Hickman). Motion carried.

Emergency Resolution No. 72-2020. A Resolution endorsing the filing of a Community Development Block Grant Funding Application for an Americans with Disabilities Act Program and declaring an emergency.

Mr. Brock reported that we are applying for \$100,000 in Community Development Block Grant Funding through Butler County. This application is due on November 6th. We intend to replace the ADA ramps required by federal standards in the downtown area. We would have a match of approximately \$10,000.

Mr. Funk noted that grant or no grant it is the right thing to do.

Mayor Frentzel understood this is an emergency because of the grant itself, but asked if this grant come in on a fast basis that we didn't know about or needed to get additional information and it couldn't have been presented earlier. Mr. Brock replied that we could have had it at the last Council meeting and we were putting together all the information and doing the estimates to see what kind of money we would be asking for.

Mr. Callahan asked what we are repairing with this money. Mr. Brock replied that we are repairing and replacing most of the curb ramps to ADA standards within the downtown area.

Mr. Funk moved to suspend the rule requiring the reading of Emergency Resolution No. 72-2020 on two separate days, authorize its adoption on the first reading, and have it read by title only; seconded by Mrs. McElfresh. Voice vote. Motion carried.

The Clerk of Council read Emergency Resolution No. 72-2020 by title only.

Mr. Funk moved to adopt Emergency Resolution No. 72-2020; seconded by Mr. Routson. Roll call vote: seven ayes. Motion carried.

Resolution No. 73-2020. A Resolution authorizing the City Manager to accept the proposal from Briggs Creative Services, LLC for professional right-of-way acquisition services for the Butler Warren and Mason Road Water Main Improvement Project.

Mr. Brock reported this is an agreement for land acquisition purposes for the needed right-of-way for the Mason Road waterline project. It will connect Gallaher Road to Gateway Boulevard. Along Mason Road, as part of the project, we want to straighten out the curve next to the driveway to the ranch. It will identify those parcels needed and negotiate the prices for those parcels.

Mr. Hickman asked about the status of the land swap agreement on Butler Warren Road and if this waterline go through that. Mr. Brock advised that the Law Director is finalizing this and the waterline will go through that property.

Mayor Frentzel asked about the land between Butler-Warren Road and Gateway Boulevard as he has seen projected plans for what the projected road will look like and if this waterline follow that projected road. Mr. Brock replied that the plans have been provided to the landowner and the hope is that the landowner will dedicate that right-of-way to the City in hopes there will not be a lot of costs associated with that. Mayor Frentzel asked about the straightening of the road near the ranch asked if some of it could go back to the ranch and Mr. Brock replied that it is possible.

Mr. Funk moved to consider this the first reading of Resolution No. 73-2020 and have it read by title only; seconded by Mr. Routson. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 73-2020 by title only.

Mr. Funk moved to approve the first reading of Resolution No. 73-2020; seconded by Mrs. McElfresh. Roll call vote: seven ayes. Motion carried.

Emergency Ordinance No. 2020-32. An Ordinance appropriating the City's Coronavirus Relief Fund Payment to the City's COVID-19 response, directing the City Manager to establish the COVID-19 Small Business Assistance Program to be administered by the Monroe Area Community Improvement corporation and declaring an emergency.

Mr. Brock stated this is in response to the presentation at the last Council meeting creating the Small Business Assistance Program to be administered through the Community Improvement Corporation.

Mayor Frentzel noted that the dates were not included in the packet. Mr. Brock advised that Mrs. Patterson left those blank in the event there were any questions or changes from Council. Mrs. Patterson reported that it is anticipated that the program will kick off on November 16th to allow about two weeks for businesses to get their applications ready and we would take applications through December 4th. We will schedule a review meeting that following week. Mrs. Patterson further reported that a lighting round is anticipated that following week so that we could get all the money, hopefully, to all the businesses in case the first round does not meet the \$50,000 threshold that we are looking for.

Mr. Funk moved to suspend the rule requiring the reading of Emergency Ordinance No. 2020-32 on two separate days, authorize its adoption on the first reading, and have it read by title only; seconded by Mr. Routson. Voice vote. Motion carried.

The Clerk of Council read Emergency Ordinance No. 2020-32 by title only.

Mr. Funk moved to adopt Emergency Ordinance No. 2020-32; seconded by Mr. Routson. Roll call vote: seven ayes. Motion carried.

Emergency Ordinance No. 2020-33. An Ordinance authorizing the trade-in of certain personal property no longer needed for municipal purposes and declaring an emergency.

Mr. Brock noted this authorizes the trade-in of the four police cruisers.

Mr. Funk moved to suspend the rule requiring the reading of Emergency Ordinance No. 2020-33 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 Ordinance No. 2020-33 by title only.

Mr. Funk moved to adopt Emergency Ordinance No. 2020-33; seconded by Mr. Routson. Roll call vote: six ayes; one nay (Hickman). Motion carried.

Consideration of Motion accepting the 2020 Rock Salt Bid through the SWOP4G Program from Compass Minerals America Inc. at \$55.37 per ton.

Mr. Brock reported this is our annual bid through SWOP4G for rock salt and it is quite a bit of a reduction compared to last year.

Mr. Funk moved to accept the 2020 Rock Salt Bid through the SWOP4G Program from Compass Minerals America Inc. at \$55.37 per ton; seconded by Mr. Routson. Voice vote. Motion carried.

Consideration of Motion rescheduling the regular meeting of Council on December 8, 2020, to December 15, 2020.

Mr. Brock requested that Council reschedule the meeting as we prepare for finalizing the budget and the temporary appropriations to allow additional time since the second meeting is typically cancelled in December.

Mr. Funk moved to reschedule the regular meeting of December 8, 2020 to December 15, 2020; seconded by Mr. Routson. Voice vote. Motion carried.

Administrative Reports

Mr. Brock advised it is that time of year that we begin preparing the temporary appropriations and we will present what our budget looks like in November. One of those items is the cost of living adjustment for non-union employees. The mid-west CPI is 1.3% and the union contracts are at 3%. He sought input from Council on this.

Mr. Funk asked if the Department Heads are still pairing back their budget in terms of the impact of COVID-19. Mr. Brock replied we are working toward utilizing that money and the income seems to be strong and up for the year. We are still working with that five percent reduction level and still have some uncertainty with net profit taxes next year.

Mr. Funk would rather pair back the budgets and put that on the departments and not on the employees. Mr. Funk is in favor of an increase of three percent.

Mr. Hickman asked if the employees have continued to receive their annual raises as well. Mr. Brock replied that we have started to begin giving the annual raises as well. Mr. Hickman stated that typically it is always good to discuss these things in executive session and isn't sure why we are discussing this in open session.

It was the consensus of Council to provide a three percent increase.

Mrs. McElfresh asked if there is an employee that is maxed out and reached whatever the top of their bracket is, do they get the three percent on top of that pay scale. Mr. Brock replied it is correct.

Mr. Brock referred to the vision statement and the report that the facilitator put together and requested any type of comment from Council before presenting for adoption.

Mrs. McElfresh commented that we are finalizing our Comprehensive Plan and would be interested in waiting to see what the steering committee comes up with and look at the two documents at that time.

Mr. Brock the vision statement for the Comprehensive Process was set earlier this year already and we can provide that information again formally.

Mr. Brock asked Council if the utility billing information that we are providing is relevant and if they have any questions to determine when we can begin shutting off water due to non-payment.

Mayor Frentzel likes the information being provided. It appears that the dollar amount is down and did not know if there was anything else that could help in the future.

Adjournment

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

The regular meeting of Council adjourned at 7:30 p.m.

Respectfully submitted,

Angela S. Wasson, MMC
Clerk of Council

EMERGENCY RESOLUTION NO. 74-2020

A RESOLUTION APPROVING A THEN-AND-NOW CERTIFICATE IN THE AMOUNT OF \$4,590.00 TO CDW GOVERNMENT AND DECLARING AN EMERGENCY.

WHEREAS, a purchase order was not opened at the time when the direction was given to add the additional items needed for the expansion of the IT infrastructure to connect the new police facility.

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

SECTION 1: A Then-and-Now Certificate in the amount of \$4,590.00 to CDW Government is hereby approved.

SECTION 2: 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 Certificate at the earliest possible date to meet the deadline for approval of said Certificate within the time required by law. Therefore, this measure shall take effect and be in full force from and after its passage.

PASSED:_____

ATTEST:

APPROVED:

Clerk of Council

Mayor

EMERGENCY RESOLUTION NO. 75-2020

A RESOLUTION AUTHORIZING SPECIFIC EXPENDITURES OF THE CITY OF MONROE'S SHARE OF CORONAVIRUS RELIEF FUNDS AS LEGISLATED IN THE CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT, AND DECLARING AN EMERGENCY.

WHEREAS, the Coronavirus Aid, Relief, and Economic Security Act, 116 Public Law 136, (the CARES Act) was signed into law by the President of the United States on March 27, 2020; and

WHEREAS, the Ohio General Assembly established a process for distributing funds provided by the "Coronavirus Aid, Relief, and Economic Security Act" in House Bill 481 of the 133rd General Assembly (HB 481); and

WHEREAS, HB 481 requires subdivisions receiving funds under Section 1 of the act, to pass a resolution affirming that funds from the County Coronavirus Relief Distribution Fund may be expended only to cover costs of the subdivision consistent with the requirements of section 5001 of the CARES Act as described in 42 U.S.C. 601(d), and any applicable regulations before receiving said funds; and

WHEREAS, The City of Monroe requested its share of funds from the County Coronavirus Relief Distribution Fund by Emergency Resolution 40-2020 on June 9, 2020; and

WHEREAS, The U.S. Department of Treasury declared all public safety employees to be substantially dedicated to mitigating or responding to the COVID-19 public health emergency in its Coronavirus Relief Fund "Frequently Asked Questions"; and

WHEREAS, The Ohio Office of Budget and Management recommended that the local government Chief Executive Official declare a proclamation in some manner and document the individuals or job positions with the specific duties that meet the substantially dedicated criteria in its "Guidance and Frequently Asked Questions" for the Coronavirus Relief Fund; and

WHEREAS, The City of Monroe has identified certain expenditures of the funds that are consistent with CARES Act restrictions identified in 5001 of the CARES Act as described in 42 U.S.C. 601(d), as listed following this document as "Exhibit A."; and

WHEREAS, The City of Monroe acknowledges that some items set forth in "Exhibit A" may, upon ordering, be less than the amount indicated; and

WHEREAS, The City of Monroe authorizes any unused/excess funds to be reallocated toward additional qualifying expenses consistent with the CARES Act restrictions.

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

SECTION 1: All funds received from the County Coronavirus Relief Fund are to be expended **only** to cover costs of the City consistent with the requirements of section 5001 of the CARES Act

as described in 42 U.S.C. 601(d), and any applicable regulations and guidance only to cover expenses that:

- (1) Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- (2) Were not accounted for in the City of Monroe's most recently approved budget as of March 27, 2020; and
- (3) Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

SECTION 2: The City Council and the City Manager acknowledge that its public safety, public health, health care, human services, and similar employees perform specific duties that meet the substantially dedicated criteria, so the payroll expenses for said employees are an eligible expense under the CARES Act.

SECTION 3: The City Council and the City Manager acknowledge that some of its non-public safety employees have been repurposed to perform previously unbudgeted functions substantially dedicated to mitigating or responding to the COVID-19 public health emergency, and as such, their payroll expenses are an eligible expense under the CARES Act.

SECTION 4: This measure is hereby 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 proceed with project at the earliest possible date. Therefore, this measure shall take effect and be in full force from and after its passage.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor

City of Monroe

CARES Act Funding - COVID-19

(\$499,887.85 Estimated from Butler Cty; \$5,153.11 From Warren Cty; \$1,107.06 Sept. interest)

\$ 506,148.02 TOTAL AVAILABLE

\$ 506,151.86 TOTAL REIMBURSEMENT

\$ (3.84) TOTAL REMAINING

Amount	Description	Vendor	Date Purchased	Reason Eligible
\$ 3,280.70	25% Local Match for FEMA Funding	See FEMA spreadsheet	See FEMA spreadsheet	#42 US Treasury FAQs - "Payments from the Fund may be used to meet the non-federal matching requirements for Stafford Act assistance to the extent such matching requirements entail COVID-19-related costs that otherwise satisfy the Fund's eligibility criteria and the Stafford Act."
\$ 53,119.11	JACK Payment Kiosk	Adcomp Systems Inc	10/14/2020	See Attached explanation for "why necessary"
\$ 848.29	COVID-19 Related Personal Leave (FFCRA) - Unreimbursed from 2nd disbursement	City employees	Mar - Aug	OBM Guidance & FAQs - "When can CRF funds be used to cover payroll expenses of employees on leave? (Updated July 16, 2020)" "CRF money may be used for leave required in the Families First Coronavirus Response Act (FFCRA). The jurisdiction must ensure that the leave was taken for reasons outlined in FFCRA." & US Dept of Treasury Guidance for State, Territorial, Local, & Tribal Governments, Nonexclusive examples of eligible expenditures #4, Bullet 4 "Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions"

\$ 16,500.00	COVID-19 Related Personal Leave (FFCRA)	City employees	Sept - Dec	OBM Guidance & FAQs - "When can CRF funds be used to cover payroll expenses of employees on leave? (Updated July 16, 2020)" "CRF money may be used for leave required in the Families First Coronavirus Response Act (FFCRA). The jurisdiction must ensure that the leave was taken for reasons outlined in FFCRA." & US Dept of Treasury Guidance for State, Territorial, Local, & Tribal Governments, Nonexclusive examples of eligible expenditures #4, Bullet 4 "Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions"
\$ 1,112.37	NeoGov Performance Management System	NeoGov	To be determined	See Attached explanation for "why necessary"
\$ 68,936.00	ExecuTime Module in MUNIS	Tyler Technologies	To be determined	See Attached explanation for "why necessary"
\$ 60,800.00	Digital signage for streaming messages to residents	A&A Safety	To be determined	See Attached explanation for "why necessary"
\$ 6,300.00	Digital Upgrades at Community Center	Multiple	To be determined	See Attached explanation for "why necessary"
\$ 48,000.00	Back-Up Generator at the Community Center	State bid	To be determined	#28 US Treasury FAQs (10/19/20)- "Fund payments may be used for the expenses of, for example, establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity or improve mitigation measures, including related construction costs."
\$ 3,400.00	Combination Water Fountain Bottle Filler for City buildings		To be determined	See Attached explanation for "why necessary"
\$ 14,100.00	Outdoor Combination Drinking Fountain w Bottle Filling Station & Pet Fountain for City parks		To be determined	See Attached explanation for "why necessary"

\$	9,888.00	<i>Temperature Screening Kiosk</i>	Translation Equipment	To be determined	This reduces cross contamination, logs entries, provides facial recognition, mask warning, and is portable. The unit can be utilized for Council, Municipal Court, training sessions, and medium scale gatherings. Warnings are automatically sent via e-mail to selected groups. See Attached explanation for additional "why necessary."
\$	1,991.87	<i>Power DMS - Power Management Software</i>	PowerDMS	To be determined	See Attached explanation for "why necessary"
\$	7,298.00	<i>Metal detector with temp scan</i>	CEIA USA	To be determined	See Attached explanation for "why necessary"
\$	6,000.00	<i>Kaivac 1250 No-Touch Cleaning System</i>	Valley Janitor Supply Co	To be determined	OMB Guidance 10.1.2020 - "Expenses for disinfection of public areas and other facilities, e.g., nursing homes, government facilities, parks, etc., in response to the COVID-19 public health emergency."
\$	4,290.00	<i>Clorox Total 360 Electrostatic Sprayer & Disinfectant Cleaner</i>	Valley Janitor Supply Co	To be determined	OMB Guidance 10.1.2020 - "Expenses for disinfection of public areas and other facilities, e.g., nursing homes, government facilities, parks, etc., in response to the COVID-19 public health emergency."
\$	8,831.00	<i>Stand-on Disc Floor Scrubber - Police</i>	Cleaning Stuff.net	To be determined	OMB Guidance 10.1.2020 - "Expenses for disinfection of public areas and other facilities, e.g., nursing homes, government facilities, parks, etc., in response to the COVID-19 public health emergency."
\$	5,749.00	<i>HVAC System Upgrade - Police Facility</i>	Geiler Mechanical Contractors	To be determined	See Attached explanation for "why necessary"
\$	8,230.00	<i>Collaboration Display Screen Board - Police</i>	Millennium Business Systems	To be determined	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - Provides conferencing technology for virtual meetings
\$	5,200.00	<i>PPE & Cleaning Supplies - Police</i>	Multiple	To be determined	Coronavirus Relief Fund FAQs - "Expenses for acquisition & distribution of medical & protective supplies, including sanitizing products & personal protective equipment"
\$	25,500.00	<i>Mobile Smart Board with Camera - Development</i>	To be determined	To be determined	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - Provides conferencing technology for virtual meetings

\$	2,000.00	<i>Large Video/TV Screens - Development</i>	To be determined	To be determined	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - Provides conferencing technology for virtual meetings
\$	6,000.00	<i>Large Community Room Webcam/Video Conferencing Kit w Computer - Development</i>	To be determined	To be determined	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - Provides conferencing technology for virtual meetings
\$	220.00	<i>Computer Webcam - Development</i>	To be determined	To be determined	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - Provides conferencing technology for virtual meetings
\$	8,000.00	<i>Install 2nd window in Mayor's Court clerk office facing Courtroom</i>	To be determined	To be determined	See Attached explanation for "why necessary"
\$	1,997.99	<i>Panasonic LUMIX GH5S Body 4K Digital Camera, 10.2 Megapixel Mirrorless Camera with High-Sensitivity MOS Sensor</i>	Amazon.com	To be determined	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - Provides conferencing technology for virtual meetings
\$	804.76	<i>Panasonic Lumix G X Vario II Professional Lens 12-35MM With UV Protection Filter 58 mm</i>	Amazon.com	To be determined	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - Provides conferencing technology for virtual meetings
\$	159.99	<i>AxcessAbles RK 12U Equipment Rolling Cabinet Rack Stand with Locking Caster Wheels</i>	Amazon.com	To be determined	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - Provides conferencing technology for virtual meetings

\$	295.00	<i>Blackmagic Design ATEM Mini HDMI Live Switcher</i>	Amazon.com	To be determined	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - Provides conferencing technology for virtual meetings
\$	149.99	<i>Furman M-8Lx Standard Level Power Conditioning, 15 Amp, 9 Outlets with Wall Wart Spacing, Pullout Lights</i>	Amazon.com	To be determined	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - Provides conferencing technology for virtual meetings
\$	399.99	<i>NOMATIC McKinnon Camera Pack- Travel Camera Bag</i>	Amazon.com	To be determined	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - Provides conferencing technology for virtual meetings
\$	1,395.00	<i>Blackmagic Design Smart Videohub 12x12</i>	Amazon.com	To be determined	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - Provides conferencing technology for virtual meetings
\$	495.00	<i>Blackmagic Design Smartview Duo 2 Rackmountable Dual 8 inch LCD HDL-SMTVDUO2</i>	Amazon.com	To be determined	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - Provides conferencing technology for virtual meetings
\$	995.00	<i>Blackmagic Design ATEM Television Studio HD Live Production Switcher</i>	Amazon.com	To be determined	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - Provides conferencing technology for virtual meetings
\$	495.00	<i>Blackmagic Design DeckLink Duo 2 4ch SDI Playback and Capture Card BMD-BDLKDUO2</i>	Amazon.com	To be determined	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - Provides conferencing technology for virtual meetings

\$	249.99	<i>CalDigit TS3 Plus Thunderbolt 3 Dock</i>	Amazon.com	To be determined	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - Provides conferencing technology for virtual meetings
\$	197.84	<i>Rode VideoMic GO Light Weight On-Camera Microphone</i>	Amazon.com	To be determined	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - Provides conferencing technology for virtual meetings
\$	695.00	<i>Blackmagic Design HyperDeck Studio Mini</i>	B&H Photo	To be determined	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - Provides conferencing technology for virtual meetings
\$	3,999.99	<i>PRISM Series E2211 Synchronized Dual 1080p60 Remote Playback</i>	Resi	To be determined	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - Provides conferencing technology for virtual meetings
\$	2,799.00	<i>16-inch MacBook Pro</i>	Apple.com	To be determined	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - Provides conferencing technology for virtual meetings
\$	1,799.99	<i>WD My Cloud Pro Series 40TB PR4100 4-Bay NAS Server (4 x 10TB)</i>	B&H Photo	To be determined	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - Provides conferencing technology for virtual meetings
\$	999.00	<i>Propresenter 7 Campus License</i>	Worshipous emedia	To be determined	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - Provides conferencing technology for virtual meetings

\$	51.59	<i>Pelican 1170 Case With Foam</i>	Amazon.com	To be determined	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - Provides conferencing technology for virtual meetings
\$	158.99	<i>FEELWORLD T7 7 Inch IPS 4K HDMI Camera Field Monitor Video Assist Full HD 1920x1200 Solid Aluminum Housing DSLR Monitor with Peaking Focus False Colors</i>	Amazon.com	To be determined	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - Provides conferencing technology for virtual meetings
\$	12,325.20	<i>Laptops for Finance employees</i>	CDW-G	To be determined	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	4,904.38	<i>Docking stations for Finance employees</i>	CDW-G	To be determined	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	2,640.00	<i>Dual monitors for Laptops - Finance Managers & 4 additional sets</i>	CDW-G	To be determined	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	162.72	<i>6 ft High Speed DHMI Cable Digital A/V cords</i>	CDW-G	To be determined	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"

\$	2,399.92	<i>Epson WorkForce WF-110 Wireless Inkjet Printer</i>	To be determined	To be determined	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	1,519.92	<i>Epson WorkForce ES-200 Color Portable Document Scanner w ADF, Duplex Scanning</i>	To be determined	To be determined	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	3,899.87	<i>SideTrak Slide Portable Monitor for Laptop</i>	To be determined	To be determined	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	100.00	<i>Portable Computer Cart for Tax</i>	To be determined	To be determined	Why necessary: We currently do not have the facilities to provide in-person tax preparation in our current office space while still maintaining the 6-foot distancing requirements. This cart will provide us mobility to provide appointments in the larger space provided by the Council Chambers.
\$	1,100.00	<i>Portable Printer/Scanners (3) for Tax</i>	To be determined	To be determined	Why necessary: We currently do not have the facilities to provide in-person tax preparation in our current office space while still maintaining the 6-foot distancing requirements. These printers/scanners will provide us mobility to provide appointments in the larger space provided by the Council Chambers.
\$	200.00	<i>Portable shield for tax</i>	To be determined	To be determined	Coronavirus Relief Fund FAQs - "Expenses for acquisition & distribution of medical & protective supplies, including sanitizing products & personal protective equipment"
\$	6,000.00	<i>Laptops & Home Stations for Administrative Staff</i>	To be determined	To be determined	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	3,500.00	<i>CollectionPoint 24" Payment Depository w Safe</i>	Kingsley	To be determined	See Attached explanation for "why necessary"

\$	100.00	<i>Disinfecting Wipes for Finance Dept</i>	To be determined	To be determined	Coronavirus Relief Fund FAQs - "Expenses for acquisition & distribution of medical & protective supplies, including sanitizing products & personal protective equipment"
\$	2,548.00	<i>Microsoft Surface & Docking Station for Fire Chief</i>	CDW-G	To be determined	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	2,039.90	<i>Lenovo ThinkPadT15 Gen 1 - 15.6" - Core i7 10610U</i>	CDW-G	To be determined	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	280.07	<i>Monthly cost of Tablets for Council</i>	Verizon	October 2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	654.70	<i>Monthly cost of Cell Phones for Teleworking</i>	Verizon	October 2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	280.07	<i>Monthly cost of Tablets for Council</i>	Verizon	November 2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	655.05	<i>Monthly cost of Cell Phones for Teleworking</i>	Verizon	November 2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"

\$	14.99	<i>Zoom Standard Pro Monthly</i>	Zoom Video Communications Inc	11/7/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	280.07	<i>Monthly cost of Tablets for Council</i>	Verizon	December 2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	655.05	<i>Monthly cost of Cell Phones for Teleworking</i>	Verizon	December 2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	14.99	<i>Zoom Standard Pro Monthly</i>	Zoom Video Communications Inc	12/7/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	1,000.00	<i>Mobile printer for Code Enforcement Officer</i>	To be determined	To be determined	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
ALREADY PURCHASED					
\$	13,161.19	<i>Street Department - Payroll devoted to sanitizing City facilities, including buildings & parks</i>	City Street employees	Mar - Oct 29	p.4 OBM Guidance updated 10/1/20 - "Personnel that that were diverted to a substantially different use due entirely to the COVID-19 public health emergency and are supporting the response to COVID-19 are allowable."

\$ 16,636.87	<i>Public Safety Overtime - Police</i>	City Police employees	Sept - Oct 1	#2 & #47 US Treasury FAQs - "Payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency" & "As a matter of administrative convenience, the entire payroll cost of an employee whose time is substantially dedicated to mitigating or responding to the COVID-19 public health emergency is eligible, provided that such payroll costs are incurred by December 30, 2020"
\$ 241.23	<i>Medicare - Police Overtime</i>	City FF employees	Sept - Oct 1	<i>Public Assistance Program & Policy Guide</i> from FEMA: "FEMA reimburses force account labor based on actual hourly rates plus the cost of the employee's actual fringe benefits. U.S. Dept of Treasury FAQs #11 - "The Guidance provides examples of broad classes of employees whose payroll expenses would be eligible expenses under the Fund....Payroll and benefit costs associated with public employees..."
\$ 1,309.70	<i>Police & Fire Pension - Police Overtime (Over reimbursed this line - this will correct)</i>	City Police employees	Mar - Oct 1	<i>Public Assistance Program & Policy Guide</i> from FEMA: "FEMA reimburses force account labor based on actual hourly rates plus the cost of the employee's actual fringe benefits. U.S. Dept of Treasury FAQs #11 - "The Guidance provides examples of broad classes of employees whose payroll expenses would be eligible expenses under the Fund....Payroll and benefit costs associated with public employees..."
\$ 418.68	<i>Workers Compensation - Police Overtime</i>	City Police employees	Sept - Oct 1	<i>Public Assistance Program & Policy Guide</i> from FEMA: "FEMA reimburses force account labor based on actual hourly rates plus the cost of the employee's actual fringe benefits. U.S. Dept of Treasury FAQs #11 - "The Guidance provides examples of broad classes of employees whose payroll expenses would be eligible expenses under the Fund....Payroll and benefit costs associated with public employees..."
\$ 606.00	<i>Headset Noise Cancelling w GN1210 Carbon Cord</i>	Pro OnCall Technologies LLC	3/18/2020	<u>Why Necessary</u> : Due to COVID-19, we shut down access to certain parts of the City building. As such, we could no longer help taxpayers in person. Instead, we offered appointments via telephone. The two auditors share a joint office, and the Income Tax Administrator has an adjoining office with a door partition. They needed noise cancelling headsets in order to effectively handle the increase in telephone calls.

\$	74.99	<i>Nighthawk AC1900 Dual-Band WiFi USB 3.0 Adapter</i>	Best Buy	4/22/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	2,255.00	<i>iPAD Wi-Fi 128 GB Space Gray</i>	Apple Inc	5/29/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	199.98	<i>Logitech - C922 Pro Stream Webcam</i>	Best Buy	7/10/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	199.95	<i>Speck - Balance Folio Case for Apple iPad 10.2"</i>	Best Buy	7/9/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	105.76	<i>Kaiwipes Cannisters 12/Cs</i>	Valley Janitor Supply Co	7/14/2020	Coronavirus Relief Fund FAQs - "Public health expenses such as" section - "Expenses for acquisition & distribution of medical & protective supplies, including sanitizing products & personal protective equipment..."
\$	39.99	<i>Vaxxen Labs No Touch Infrared Forehead Thermometer</i>	Amazon.com	7/31/2020	Coronavirus Relief Fund FAQs - "Public health expenses such as" section - "Expenses for acquisition & distribution of medical & protective supplies, including sanitizing products & personal protective equipment..."
\$	36.95	<i>Sanit Moisturizing Hand Sanitizer Gel 70% Alcohol</i>	Amazon.com	8/14/2020	Coronavirus Relief Fund FAQs - "Public health expenses such as" section - "Expenses for acquisition & distribution of medical & protective supplies, including sanitizing products & personal protective equipment..."
\$	1,015.00	<i>Smart CapnoLine Plus, Oral-Nasal, Adult/Intermediate, Tubing Female Connector</i>	BoundTree Medical	8/15/2020	Coronavirus Relief Fund FAQs - "Public health expenses such as" section - "Expenses for acquisition & distribution of medical & protective supplies, including sanitizing products & personal protective equipment..."

\$	935.76	CaviCide1 Surface Disinfectant/Decontaminant Cleaner, 1 gal	BoundTree Medical	8/17/2020	Coronavirus Relief Fund FAQs - "Public health expenses such as" section - "Expenses for acquisition & distribution of medical & protective supplies, including sanitizing products & personal protective equipment..."
\$	682.80	APEXPro LC 100 Exam Gloves, White/Black XL	BoundTree Medical	8/17/2020	Coronavirus Relief Fund FAQs - "Public health expenses such as" section - "Expenses for acquisition & distribution of medical & protective supplies, including sanitizing products & personal protective equipment..."
\$	682.80	APEXPro LC 100 Exam Gloves, White/Black, Medium	BoundTree Medical	8/17/2020	Coronavirus Relief Fund FAQs - "Public health expenses such as" section - "Expenses for acquisition & distribution of medical & protective supplies, including sanitizing products & personal protective equipment..."
\$	682.80	APEXPro LC 100 Exam Gloves, White/Black, Large	BoundTree Medical	8/17/2020	Coronavirus Relief Fund FAQs - "Public health expenses such as" section - "Expenses for acquisition & distribution of medical & protective supplies, including sanitizing products & personal protective equipment..."
\$	44.97	Insignia - 6' USB 3.0 Extension Cable A-Male to A-Female	Best Buy	8/18/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	199.99	Logitech - 4K Pro Webcam	Best Buy	8/31/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	73.72	Nighthawk AC1900 Dual-Band WiFi USB 3.0 Adapter	Best Buy	8/19/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	176.94	HP - 24f 23.8" IPS LED FHD FreeSync Monitor	Best Buy	8/19/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"

\$	7.85	Dynex - 6' HDMI Cable	Best Buy	8/19/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	22.12	Logitech - MK540 Advanced Wireless Keyboard & Mouse Bundle	Best Buy	8/19/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	534.12	Gown Isolation SPP Universal Blue	Henry Schein Medical	8/26/2020	Coronavirus Relief Fund FAQs - "Public health expenses such as" section - "Expenses for acquisition & distribution of medical & protective supplies, including sanitizing products & personal protective equipment..."
\$	14.99	Zoom Standard Pro Monthly	Zoom Video Communications Inc	9/7/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	29.90	Lysol Disinfecting Wipes	Kroger	9/21/2020	Coronavirus Relief Fund FAQs - "Public health expenses such as" section - "Expenses for acquisition & distribution of medical & protective supplies, including sanitizing products & personal protective equipment..."
\$	119.19	Disinfectant Wipes, Flatpk, 80 ct	Nickerson Business Supplies	9/24/2020	Coronavirus Relief Fund FAQs - "Public health expenses such as" section - "Expenses for acquisition & distribution of medical & protective supplies, including sanitizing products & personal protective equipment..."
\$	39.73	Disinfectant Wipes, Flatpk, 80 ct	Nickerson Business Supplies	9/29/2020	Coronavirus Relief Fund FAQs - "Public health expenses such as" section - "Expenses for acquisition & distribution of medical & protective supplies, including sanitizing products & personal protective equipment..."
\$	2,200.00	Legal counsel regarding CIC small business program for COVID-19	Bricker & Eckler LLP	9/30/2020	#24 US Treasury FAQs - "Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures."
\$	179.99	Elgato Game Capture HD60 S	Best Buy	10/1/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"

\$	87.98	<i>Pro Co MN-100 Pro Mic Cable 100 ft - for Council Chambers</i>	Parts Express	10/2/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	1.49	<i>3.5mm Slim-Plug Male to 2 x RCA Male 5 ft - for Council Chambers</i>	Parts Express	10/2/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	30.98	<i>DHMI 1-Input 2-Output Splitter Supports 4K and 3D - for Council Chambers</i>	Parts Express	10/2/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	21.50	<i>Audio-Technica AT8350 3.5mm to XLR Male Audio Adap - for Council Chambers</i>	Parts Express	10/2/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	9.95	<i>Hosa XVM-110M 3.5mm Right-Angle TRS to XLR3M Camcor - for Council Chambers</i>	Parts Express	10/2/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	17.45	<i>Hosa CYX-402M 3.5mm Male TRS to Dual Male XLR Stereo Breakout - for Council Chambers</i>	Parts Express	10/2/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	341.40	<i>Superbat SDI Cable BNC Cable 3G/6G/12G</i>	Amazon.com	10/5/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"

\$	168.99	<i>Neewer Film Movie Video Making System Kit for Canon Nikon Sony & Other DSLR Cameras Video Camcorders</i>	Amazon.com	10/5/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	512.10	<i>Superbat SDI Cable BNC Cable 3G/6G/12G</i>	Amazon.com	10/5/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	69.88	<i>Manfrotto Compact Action Aluminum 5-Section Tripod Kit with Hybrid Head</i>	Amazon.com	10/5/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	4,398.00	<i>Canon XA45 Professional Video Camcorder</i>	Amazon.com	10/5/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	1,289.85	<i>CrazyFire HD-SDI 1080P SDI WDR CCTV Mini Camera Indoor Surveillance Camera</i>	Amazon.com	10/5/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	426.75	<i>Superbat SDI Cable BNC Cable 3G/6G/12G</i>	Amazon.com	10/5/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	12.89	<i>zdyCGTime Balun HD Cat5 RJ45 to BNC Video Baluns Transceiver Passive w Power Connector</i>	Amazon.com	10/5/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"

\$	47.97	<i>muscccm Camera Screw, 21 Pcs 1/4" & 3/8" Converter Threaded Screws</i>	Amazon.com	10/5/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	35.96	<i>SMALLRIG Super Clamp w 1/4 & 3/8 Thread for Cameras, etc</i>	Amazon.com	10/5/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	81.60	<i>AKOAK 1/4" Swivel Mini Ball Head Screw Tripod Mount for DSLR Camera Camcorder Light Bracket</i>	Amazon.com	10/5/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	75.96	<i>Camera Screw, 22 pcs Tripod Screw Adapter Converter Ring Screw Pack</i>	Amazon.com	10/5/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	65.94	<i>Wasserstein Adjustable Indoor/Outdoor Security Metal Wall Mount Compatible w Arlo Pro</i>	Amazon.com	10/5/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	36.99	<i>Thinvik Photography Camera Lighting Wall Mount Boom Arm Light Stand Extended w Adapter</i>	Amazon.com	10/5/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	130.00	<i>Blackmagic Design Micro Converter BiDirectional SDI/HDMI</i>	Amazon.com	10/5/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"

\$	145.00	<i>Amamax Wall Adapter Power Supply - 12VDC 1A</i>	Amazon.com	10/5/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	14.99	<i>Zoom Standard Pro Monthly</i>	Zoom Video Communications Inc	10/7/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	147.96	<i>SanDisk 128GB Extreme PRO SDXC UHS-I Card</i>	Amazon.com	10/12/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - To provide virtual Council meetings
\$	19.95	<i>SanDisk 64 GB Extreme PRO SDXC UHS-I Card</i>	Amazon.com	10/12/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - To provide virtual Council meetings
\$	4,206.68	<i>Lenovo ThinkPad x13 Yoga Gen 1 - 13/3"</i>	CDW-G	10/13/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	3,451.68	<i>Blackmagic Design ATEM 2 M/E Production Studio 4K</i>	BH Photo	10/19/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	84.99	<i>Furman M-8Lx Standard Level Power Conditioning, 15 Amp, 9 Outlets</i>	Amazon.com	10/19/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - To provide virtual Council meetings

\$	295.00	<i>Blackmagic Design ATEM Mini HDMI Live Switcher</i>	Amazon.com	10/19/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - To provide virtual Council meetings
\$	135.98	<i>Mount-It Ceiling TV Mount Bracket</i>	Amazon.com	10/19/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - To provide virtual Council meetings
\$	29.99	<i>SDI Cable 25 ft, BIFALE 3G HD-SDI Cable, Heavy Duty</i>	Amazon.com	10/19/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - To provide virtual Council meetings
\$	291.90	<i>Monoprice Viper Series HD-SDI RG6 BNC Cable, 50 ft</i>	Amazon.com	10/19/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - To provide virtual Council meetings
\$	1,184.97	<i>Samsung 50-inch Class Crystal UHD TU-8000 Series - 4K UHD HDR Smart TV</i>	Amazon.com	10/19/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - To provide virtual Council meetings & for other virtual meetings
\$	99.99	<i>ECHOGEAR Full Motion TV Wall Mount for Big TVs</i>	Amazon.com	10/19/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - To provide for other virtual meetings
\$	149.99	<i>AxcessAbles RK 12U Equipment Rolling Cabinet Rack Stand with Locking Caster Wheels</i>	Amazon.com	10/19/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - To provide virtual Council meetings

\$	10.94	<i>eBoot 20 pieces Clip-on Ferrirte Ring Core RFI EMI Noise Suppressor Cable Clip</i>	Amazon.com	10/19/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - To provide virtual Council meetings
\$	29.67	<i>Smof Ground Loop Noise Isolator for Car Audio/Home Stereo System</i>	Amazon.com	10/19/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - To provide virtual Council meetings
\$	7.92	<i>MS PVC 1-in Outside Elbow</i>	Lowe's Home Centers, LLC	10/20/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - To provide virtual Council meetings
\$	7.94	<i>MS PVC 1-1/2-in Outside E</i>	Lowe's Home Centers, LLC	10/20/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - To provide virtual Council meetings
\$	15.98	<i>DW 14-pc B+G Drill Bit Set</i>	Lowe's Home Centers, LLC	10/20/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - To provide virtual Council meetings
\$	10.92	<i>Scotch Black Straps 1/2"</i>	Lowe's Home Centers, LLC	10/20/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - To provide virtual Council meetings
\$	47.76	<i>9-ft 16/2 3-Out Plrd Sld</i>	Lowe's Home Centers, LLC	10/20/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - To provide virtual Council meetings

\$	9.50	<i>Black Cable Tie Mount 10-Ct</i>	Lowe's Home Centers, LLC	10/20/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - To provide virtual Council meetings
\$	31.94	<i>MS PVC 1-1/2-in x 5-Ft Ra</i>	Lowe's Home Centers, LLC	10/20/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - To provide virtual Council meetings
\$	27.96	<i>MS PVC 1-in x 5 ft Racew</i>	Lowe's Home Centers, LLC	10/20/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - To provide virtual Council meetings
\$	11.98	<i>11-in Blk Cable Ties 100-</i>	Lowe's Home Centers, LLC	10/20/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - To provide virtual Council meetings
\$	246.90	<i>HRP50XL, case</i>	Dash Medical Gloves	10/21/2020	Coronavirus Relief Fund FAQs - "Public health expenses such as" section - "Expenses for acquisition & distribution of medical & protective supplies, including sanitizing products & personal protective equipment..."
\$	1,085.00	<i>Blackmagic Design Mini Converter UpDownCross HD</i>	Amazon.com	10/23/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"
\$	1,079.99	<i>Logitech MeetUp and Expansion MicHD Video and Audio Conferencing System for Small Meeting Rooms</i>	Amazon.com	10/23/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria"

\$	43.96	Maxxima 3 Grounded Multi Outlet Adaptor Wall Plug	Amazon.com	10/23/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - To provide virtual Council meetings
\$	139.58	SDI Cable 3ft, BIFALE 3G HD- SDI Cable, Heavy Duty	Amazon.com	10/23/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - To provide virtual Council meetings
\$	699.95	Victory Innovations Professional Cordless Electrostatic Handheld Sprayer VP200ESK	Amazon.com	10/27/2020	Coronavirus Relief Fund FAQs - "Public health expenses such as" section - "Expenses for acquisition & distribution of medical & protective supplies, including sanitizing products & personal protective equipment..."
\$	119.00	Electrostatic Disinfectant Sprayer Solution CMS	Amazon.com	10/27/2020	Coronavirus Relief Fund FAQs - "Public health expenses such as" section - "Expenses for acquisition & distribution of medical & protective supplies, including sanitizing products & personal protective equipment..."
\$	399.98	BRIO 4K Ultra HD Webcam	MicroCenter	10/29/2020	OBM Guidance & FAQs - Under the "Permissible Use of Funds" section: Equipment - "Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions" & "Equipment and lease costs if previously unbudgeted and consistent with other criteria" - To provide virtual meetings
\$	29.99	Forehead Thermometer for Adults	Amazon.com	10/29/2020	Coronavirus Relief Fund FAQs - "Public health expenses such as" section - "Expenses for acquisition & distribution of medical & protective supplies, including sanitizing products & personal protective equipment..."
\$	34.99	Caresour Advanced 75% Alcohol Hand Sanitizer Wipes	Amazon.com	11/4/2020	Coronavirus Relief Fund FAQs - "Public health expenses such as" section - "Expenses for acquisition & distribution of medical & protective supplies, including sanitizing products & personal protective equipment..."

\$ 506,151.86

City of Monroe

COVID Project Justification

The CARES Act requires that the disbursements are only used to cover expenses that:

- (1) Are **necessary** expenditures incurred due to the public health emergency with respect to COVID-19
- (2) Were not accounted for in the budget most recently approved as of March 27, 2020
- (3) Were incurred during the period that begins on March 1, 2020 and ends on December 31, 2020

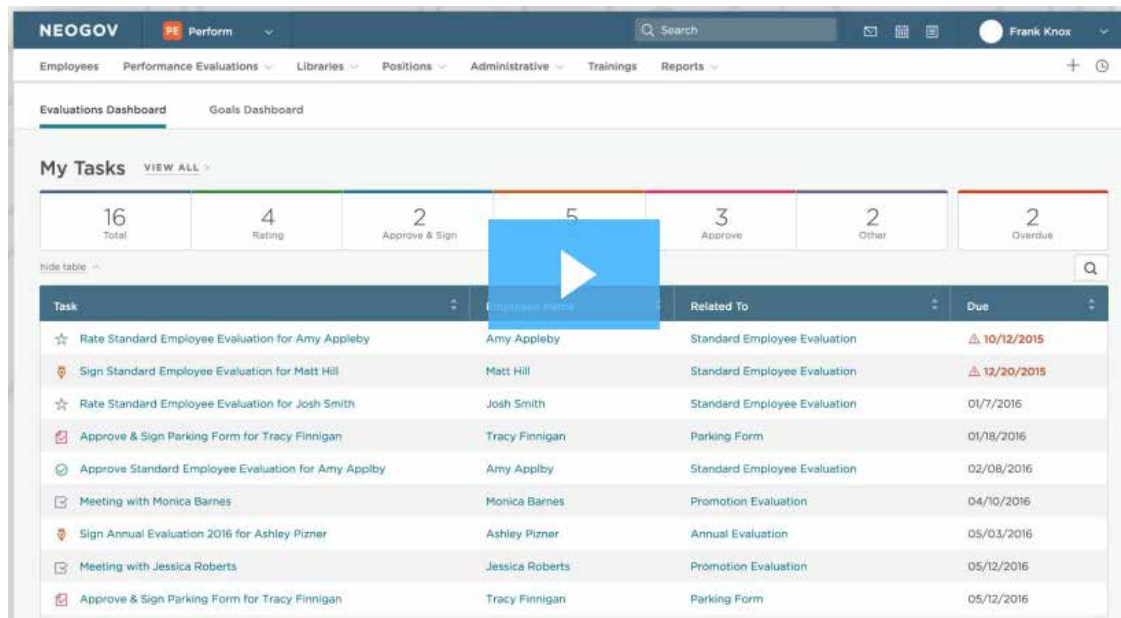
Images included in this document do not necessarily represent the specific type, brand, or make of the item we are recommending for purchase.

JACK PAYMENT KIOSK

Why Necessary: Numerous City residents visit the City's administrative building to pay their utility, tax, and mayor's court payments. This in-person interaction increases the risk of spreading COVID-19. As such, we are purchasing this kiosk to accept payments electronically, resulting in reduced employee and citizen contact, lessening potential exposure to COVID-19 while promoting improved social distancing measures. The kiosk also provides a 24/7 payment option, allowing citizens to enter the administrative building during hours that have less business traffic. With this option, we hope to reduce costs associated with late fees and potential health risks caused by disruption to utility service triggered by non-payment. The kiosk will accept all forms of payment, including cash, which will reduce the cash and paper handling required of City staff members. Initially, the kiosk will only accept utility payments as the vendor has a pre-existing relationship with our financial software provider, but once connections are established for the tax and Mayor's Court software, we will add those options to the kiosk as well. We did not budget for this project, and the need was defined by the COVID-19 outbreak.



NEOGOV PERFORMANCE MANAGEMENT SYSTEM

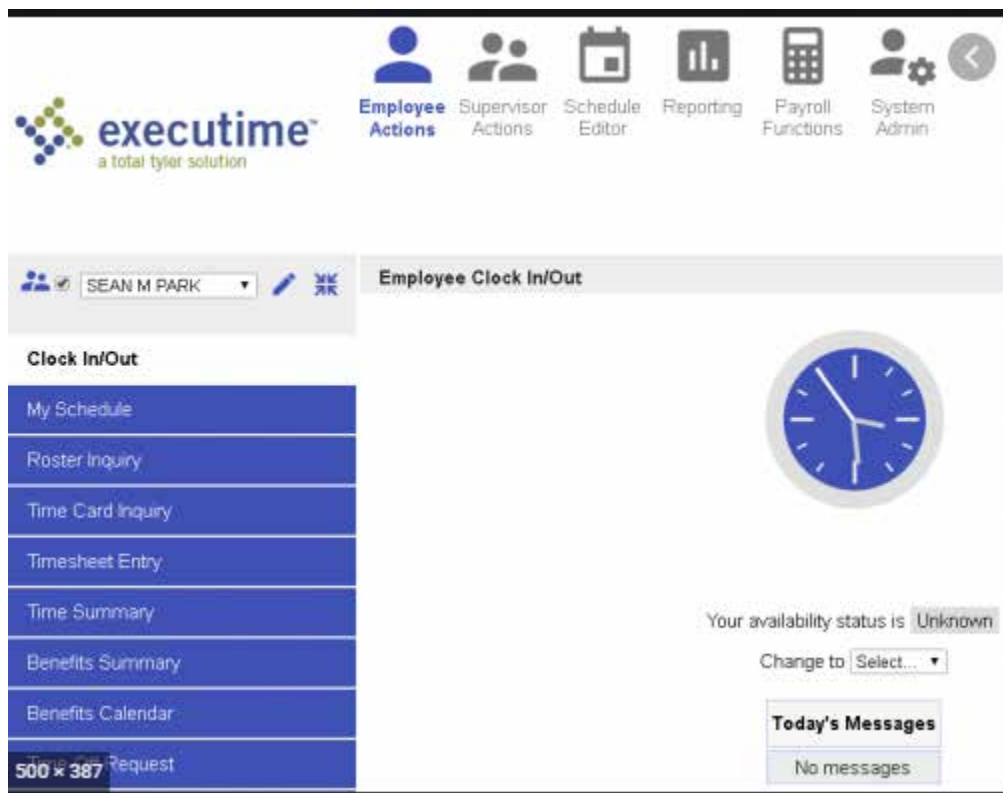


Why Necessary: Because of the strict guidelines implemented for COVID-19 regarding quarantine, precautionary social distancing, and the need to telework to manage school-age children who are learning virtually, City employees may work a flex schedule, a staggered shift, or telework from a home space as the need arises. These schedules can change rapidly and often. This presents unique challenges in the management of City staff. This particular software allows managers to assign tasks and training requirements to individual staff members who are working remotely. Additionally, the software allows managers to assign additional responsibilities or projects as they are identified in order to manage the different facets of the COVID-19 crisis. The software also automates annual and probationary employee evaluations so that significant delays do not occur when employees telework for longer periods or work staggered shifts. This module would house individual development plans to track career growth, education and contributions to department goals, and it allows for continuous communication with employees. It will also eliminate paper-based and hand-to-hand transfer of performance documents to reduce the risk of spreading the virus in the office. We did not budget for this project, and the need was defined by the COVID-19 outbreak.

EXECUTIME FOR MUNIS

Why Necessary: Because of the strict guidelines implemented for COVID-19 regarding quarantine, precautionary social distancing, and the need to telework to manage school-age children who are learning virtually, City employees may work a flex schedule, a staggered shift, or telework from a home space as the need arises. These schedules can change rapidly and often. This presents unique challenges in the management of City staff. This particular software is a module of our current financial software. ExecuTime provides advanced scheduling for Public Safety, Public Works, and any other area that has employees working flexible or staggered shifts. The module will also help manage remote workers time

entry, as it has more capabilities than ESS for employees to enter time and leave and for managers to approve those requests. It also has ability to utilize geolocation for managing mobile field teams for specific events and day to day. This module will also be used to track our COVID-19 leave and related overtime. Currently, our first responders must enter all of their time in two separate systems, which is difficult to maintain effectively when restructuring shifts for COVID-19 coverage. Additionally, we are not able to identify when overtime is triggered from use of COVID-19 leave, as the leave is tracked in the separate scheduling software. This module will allow us to identify the time requirements of managing the COVID-19 crisis. We did not budget for this project, and the need was defined by the COVID-19 outbreak.



DIGITAL SIGN TRAILERS



Why Necessary: We are recommending the purchase of four digital, solar powered sign trailers. The City has four primary entry points leading to the heart of our community. The digital signs would allow us to provide updated information regarding municipal building closures due to COVID-19 outbreaks, hours of operation, expanded services (such as COVID-19 treatment facilities), alternative locations for City services that allow for social distancing, traffic routing, parking, and general updates. This enhances our efforts to reduce foot traffic and visits to our facilities by residents who are not aware of the hours of operations and changes in the locations of specific City services. Our County is currently operating under a red level for COVID-19 cases, with a record number in cases over the last several weeks. While we provide updates on our social media platforms, a significant number of our

community-dwelling seniors do not have this capability. The signs also support remote message changes distributed from a central location. We did not budget for this project, and the need was defined by the COVID-19 outbreak.

DIGITAL UPGRADES AT COMMUNITY CENTER

Why Necessary: We are recommending the installation of a digital platform to our community center. This entails the purchase and installation of a smart TV, computer, compatible phone system, and sound system. Our current facilities do not support social distancing of more than a handful of employees in one location. At present, our larger departments cannot attend full shift meetings with social distancing except in the garage areas of our facilities. This will not be possible in the coming winter months. The large space in the community room allows us to host training sessions remotely, hold full department staff meetings, attend remote learning sessions, and provide digital media messaging during the use



of the space for community events. We did not budget for this project, and the need was defined by the COVID-19 outbreak.

BACK-UP GENERATOR AT THE COMMUNITY CENTER



Why Necessary: We are recommending the installation of a back-up generator for the Community Center. The Community Center was purchased by the City from a previous owner in 2011. At that time, the building had a generator; however, due to a lack of maintenance and to the age of the equipment, it was determined to be beyond its useful life. While the City has not been able to fund a new generator, the use of the building has historically not required a generator. Given the significant increase in COVID-19 cases, we are committing to the development of a POD, or Point of Distribution, for COVID-related medications for our community. Further, this space will be utilized for treatment, testing, and evaluation of suspected COVID-19 cases. We are working with our local Health Department and hospital systems on policy development in these areas. Given this will be a marketed Treatment Center, we must have measures in place to guarantee functionality on a 24-hour basis. We did not budget for this project, and the need was defined by the COVID-19 outbreak. (This is a State Bid Item.)

WATER FOUNTAIN / BOTTLE FILL STATION

Why Necessary: We are recommending the installation of touchless water fountain / bottle fill stations in our facilities. As attendance in our community buildings ultimately begins to increase, we feel these devices will allow us to reduce exposure / cross contamination during their use. Further, this enhances our efforts to create a relatively risk-free environment for visitors and staff members. The development of procedures to reduce the risk of spread has been paramount in our long-term planning. We did not budget for this project, and the need was defined by the COVID-19 outbreak.



OUTDOOR WATER FOUNTAIN / BOTTLE FILL STATION



Why Necessary: We are recommending the installation of outdoor touchless water fountain / fill stations in our community parks. As the frequency of visits to our parks has greatly increased, we feel this is one of our focus areas to reduce exposures associated with the use of these devices. With the reduction in attendance in retail stores and entertainment facilities due to COVID, we anticipate an even higher rate of use of our outdoor community spaces. This again supports our plans to provide safe spaces with engaged policies in the prevention of disease spread. We did not budget for this project, and the need was defined by the COVID-19 outbreak.

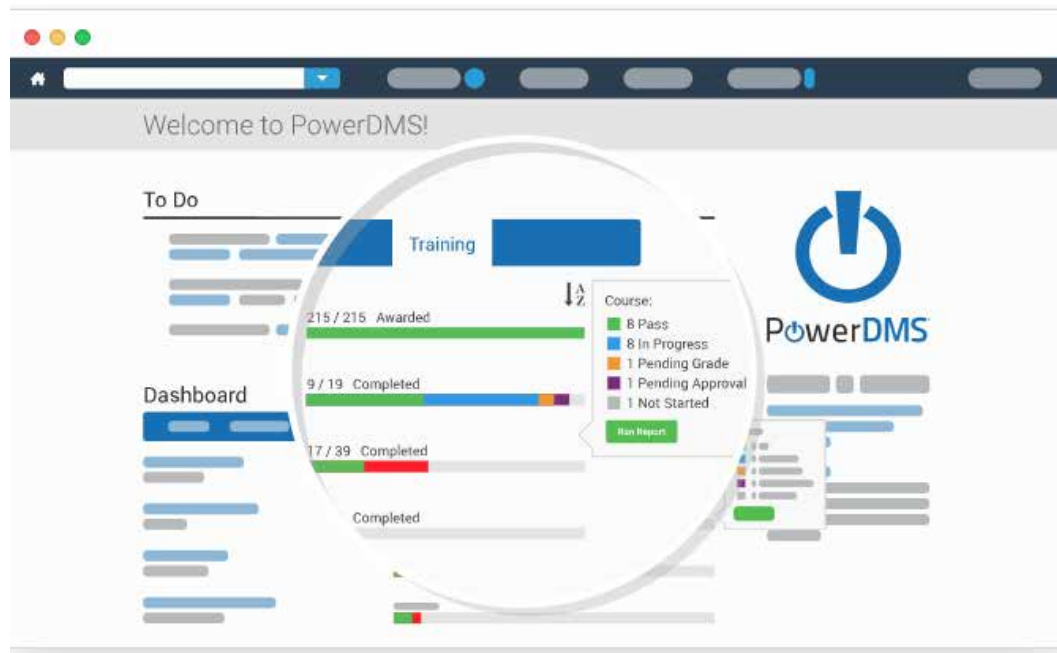
TEMPERATURE SCREENING KIOSK

Why Necessary: We are recommending the purchase of temperature kiosks in all of our facilities. We currently share hand-held devices throughout our facilities, along with hard copy folders indicating daily tests for safe entry. Further, the device quality of the current hand-held devices is questionable at best with a number of variables like battery level influencing the effectiveness of the devices. The kiosks allow us to be completely hands-free, to declare mask mandates through the device, and to log entries with facial recognition to a digital platform. Since the process is completely hands-free, the device can be utilized with automated doors to allow safe entry to our facilities, if warranted. We did not budget for this project, and the need was defined by the COVID-19 outbreak.



POWER DMS' POLICY MANAGEMENT SOFTWARE

Why Necessary: The COVID-19 pandemic has required frequent and significant policy changes as new information has become available. Currently, the City has no way to ensure that all staff members receive, read, and understand policy updates in a timely manner, as policy changes are historically issued via email, word of mouth, or with paper.



Power DMS offers a policy management software that condenses all City policies into a single, searchable online source that automatically disseminates, collects signatures on, and tracks the City's policies and procedures. The software will also allow us to require content verification on critical policies. Employees and managers can access this virtual database anytime, providing immediate access to the latest policies and procedures. The City's Police Department already uses this software, so this cost is to expand its use to all City departments. As an added benefit, this software will store, distribute, and test employees on training material. This can include multiple formats from videos to PowerPoint and will allow the same message and material to be given to each employee regardless of their work shift or availability to attend an in-person training. We did not budget for this project, and the need was defined by the COVID-19 outbreak.

THERMAL DETECTION UNIT

Why Necessary: Currently, Mayor's Court must rely on residents to notify us if they cannot attend a court hearing due to potential COVID-19 exposure or symptoms, there is no way to monitor temperature. This TDU unit provides a simultaneous threat and fever detection system that are completely hands-free that will assist us in mitigating a common symptom of COVID-19. We did not budget for this project, and the need was defined by the COVID-19 outbreak.



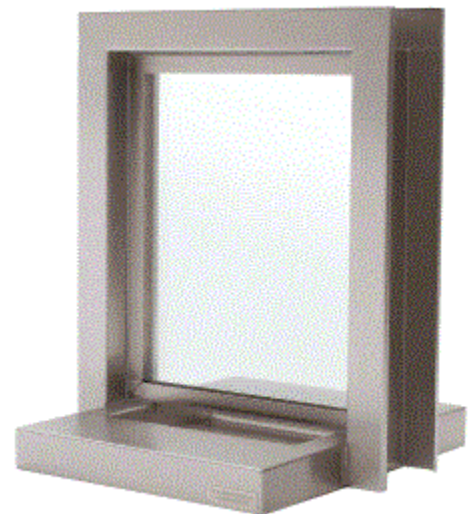
HVAC SYSTEM UPGRADE – POLICE FACILITY



Why Necessary: This upgrade would add the *Phenomenal Aire Cold Plasma Generator* to the current HVAC system at the new Police facility. This product was recommended by the HVAC company that installed the current HVAC in the new Police facility. The upgrade includes a feature that kills mold, viruses, bacteria, and fungus; eliminates VOC's (volatile organic compounds), allergens, static electricity, smoke, & odors; but produces no detectable o-zone bi-products. Ideally, this upgrade will help us reduce the spread of COVID-19 within the Police facility. We did not budget for this project, and the need was defined by the COVID-19 outbreak.

INSTALLATION OF SECOND SERVICE WINDOW FOR MAYOR'S COURT OFFICE

Why Necessary: The current Mayor's Court clerk office has one service window, which is located outside the courtroom. Due to the volume of people flowing through the court, long lines form on Court days. Additionally, various City staff members and other individuals like Court attorneys need to enter the clerk's office from the back door in order to discuss items with the clerk or to hand her paperwork. This increases exposure and potential risk related to COVID-19. By adding a second service window, more customers can be assisted at a time and no one should need to come directly into the office to speak with the clerk. This should reduce pedestrian traffic and staff exposure, while allowing for better control/distancing of customers inside the building. We did not budget for this project, and the need was defined by the COVID-19 outbreak.



MEDIA UPGRADE TO COUNCIL CHAMBERS

Why Necessary: Throughout the COVID-19 crisis, City Council implemented a virtual option for residents and employees to view/attend bi-monthly Council meetings. The current media set-up in the Council Chambers, however, does not provide adequate support for making these meetings clear and understandable in the virtual setting. As such, the City needs to purchase various pieces of equipment and hardware to improve its broadcasting capabilities and continue to allow staff members and residents to attend these meetings virtually. We did not budget for this project, and the need was defined by the COVID-19 outbreak. [Picture not available]

COLLECTIONPOINT PAYMENT DEPOSITORY WITH SAFE

Why Necessary: Numerous City residents visit the City's administrative building to pay their utility, tax, and mayor's court payments. This in-person interaction increases the risk of spreading COVID-19. As such, we are purchasing this drive-by payment depository to provide a hands-free drop off location for physical payments, resulting in reduced employee and citizen contact, lessening potential exposure to COVID-19 while promoting improved social distancing measures. The depository also provides a 24/7 payment option, allowing citizens to drop off payments during hours that have less business traffic. With this option, we hope to reduce costs associated with late fees and potential health risks caused by disruption to utility service triggered by non-payment. We did not budget for this project, and the need was defined by the CO VID-19 outbreak.



EMERGENCY RESOLUTION NO. 76-2020

A RESOLUTION URGING THE GOVERNOR OF THE STATE OF OHIO AND THE STATE LEGISLATURE OF OHIO TO EXTEND THE DEADLINE FOR MEMBERS OF A PUBLIC BODY TO HOLD AND ATTEND MEETINGS VIA ELECTRONIC TECHNOLOGY DURING THE PERIOD OF THE EMERGENCY DECLARED BY EXECUTIVE ORDER 2020-01D ON MARCH 9, 2020, UNTIL THE DECLARED EMERGENCY IS TERMINATED, AND DECLARING AN EMERGENCY

WHEREAS, on March 27, 2020, the Ohio Legislature passed House Bill 197, which includes a provision to allow state boards and commissions, local and county governments, and higher education boards to operate meetings electronically during the declared emergency, but not beyond December 1, 2020, so long as the public is aware and can participate electronically; and

WHEREAS, Ohio has recently experienced a large spike of positive COVID-19 cases; and

WHEREAS, with the increase of the COVID-19 cases and the deadline of December 1, 2020, quickly approaching, there is an immediate need to address the safety and security of our Ohio communities by extending the deadline set forth in House Bill 197; and

WHEREAS, Senator Fedor has introduced SB 365 to extend this deadline.

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

SECTION 1: City Council hereby urges the Governor of the State of Ohio and the State Legislature of Ohio to extend the deadline to hold and attend meetings via electronic technology during the period of the emergency declared by Executive Order 2020-01D on March 9, 2020, until the declared emergency is terminated.

SECTION 2: The Clerk of Council is hereby directed to certify a copy of this Resolution to the Governor of the State of Ohio and the State Legislature of Ohio immediately after the passage of this Resolution.

SECTION 3: 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 provide its desire to extend the referenced deadline at the earliest possible date. Therefore, this measure shall take effect and be in full force from and after its passage.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor