Monroe Council Minutes
Regular Meeting of Council
February 13, 2018 – 6:30 p.m.
233 South Main Street, Monroe, Ohio

Pledge of Allegiance

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

Roll Call

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

Staff members present: City Manager/City Engineer William J. Brock
Assistant Finance Director Deborah Armitage
Director of Public Works Daniel J. Arthur
Chief of Police Robert Buchanan
Fire Chief John P. Centers
Director of Development Kevin Chesar

Approval of the Minutes

Mr. Clark approved the Council Minutes of November 16, 2017, January 22, 23, and 27, 2018; Public Works Committee Minutes of January 22, 2018; and Public Safety Committee Minutes of January 23, 2018; seconded by Mrs. Hale. Voice vote. Motion carried.

Visitors

None.

Committee Reports

None.

Old Business

None.

New Business

Emergency Resolution No. 11-2018. A Resolution accepting a donation of mattresses for the Department of Fire and declaring an emergency.

Mr. Brock noted this is to accept a donation from Serta Simmons for 12 mattresses to the Fire Department.

Mr. Clark moved to suspend the rule requiring the reading of Emergency Resolution No. 11-2018 on two separate days, authorize its adoption on the first reading, and have it read by title only; seconded by Mr. Frentzel. Voice vote. Motion carried.

The Clerk of Council read Emergency Resolution No. 11-2018 by title only.

Mr. Clark moved to adopt Emergency Resolution No. 11-2018; seconded by Mr. Funk. Roll call vote: seven ayes. Motion carried.

Emergency Resolution No. 12-2018. A Resolution authorizing the City Manager to enter into an agreement by and between the City of Monroe and CivicPlus for agenda management software and declaring an emergency.

Mr. Brock reported that this is for agenda management software. We are currently using another product and the Clerk of Council is recommending this software as it costs less and ties into our new website.

Mr. Clark asked what the difference in cost is and the Clerk of Council replied that it was a little over $1,000 less per year.

Mr. Clark moved to suspend the rule requiring the reading of Emergency Resolution No. 12-2018 on two separate days, authorize its adoption on the first reading, and have it read by title only; seconded by Mr. Hickman. Voice vote. Motion carried.

The Clerk of Council read Emergency Resolution No. 12-2018 by title only.

Mr. Clark moved to adopt Emergency Resolution No. 12-2018; seconded by Mrs. McElfresh. Roll call vote: seven ayes. Motion carried.

Emergency Ordinance No. 2018-01. An Ordinance accepting certain easements related to the construction of a multi-use pate/sidewalk along the eastern side of Main Street from Lebanon Street to the Monroe Community Park and declaring an emergency.

Mr. Brock stated this would accept the easements related to the multi-use path along Main Street to Monroe Community Park.

Mr. Clark asked if there was an approximate time-frame that it would be completed. Mr. Chesar hoped that it will be completed by this fall.

Mr. Clark moved to suspend the rule requiring the reading of Emergency Ordinance No. 2018-01 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. 2018-01 by title only.

Mr. Clark moved to adopt Emergency Ordinance No. 2018-01; seconded by Mrs. Hale. Roll call vote: seven ayes. Motion carried.

Emergency Ordinance No. 2018-02. An Ordinance accepting certain easements related to the Monroe Medical Building Site Plan and declaring an emergency.

Mr. Brock advised that Monroe Medical is constructing a new building at the corner of State Route 63 and Main Street. Through this process it was determined that a multi-use path and water line easement will be needed.

Mr. Clark moved to suspend the rules requiring the reading of Emergency Ordinance No. 2018-02 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. 2018-02 by title only.

Mr. Clark moved to adopt Emergency Ordinance No. 2018-02; seconded by Mr. Hickman. Roll call vote: seven ayes. Motion carried.

Consideration of Motion appointing William J. Brock to the Emergency Management Advisory Council.

Mr. Clark moved to appoint William J. Brock to the Emergency Management Advisory Council; seconded by Mrs. Frentzel. Voice vote. Motion carried.

Mr. Clark moved to appoint Christina McElfresh to the Technology and Finance Committees of Council; seconded by Mr. Hickman. Voice vote. Motion carried.

Administrative Reports

Mr. Brock reported that the Public Works Committee and Public Safety Committee has met to discuss the employee changes in the Departments of Public Works and Police.

In the Department of Public Works they would like to add five new employees this year that would consist of four for a new crew and an Assistant Public Works Director/City Engineer.

The Police Department is requesting six new employees. The Lieutenants would become the Captains and add an additional lieutenant and sergeant, which would put an additional level in between the lieutenants and the Chief. The positions of sergeants, lieutenants, and captains would be promotions under filled with police officers and add three additional officers and one additional dispatcher.

On the administrative side we talked about moving one part-time position to a full time position at the front desk. We have three positions now, two full time and one part time and the request is to make all three of those positions the same at the same rate. They revolve for each other and back up each other.

We looked at the overall forecast with these positions as we develop and continue to grow. Mr. Brock provided Council a copy of the forecast with the new revenue and the proposed new positions and the debt service for a new police facility. We will provide a separation of the new monies so that you can see the separation of the new funds. For Public Works the additional cost is $338,344 for the first year in 2018. Mr. Brock noted that this is based on a full year; however, since we are already into 2018, it will be less than that. Police is $387,417 for those positions. Also included are the estimates that we have for debt service. You can see the growth in the expenditures, but you can see the dramatic increase in revenue. Even adding these employees we still have $2 million per year to address parks and capital improvements. For the public works positions there are another five positions he is seeking in 2020 also reflected in the forecast. We have provided what we feel is a good plan in place to address our growth needs.

Mr. Clark thanked Mr. Brock for the information. With the additional public works employees, Mr. Hickman sought confirmation that the first five would be now and additional five later. Mr. Brock confirmed this and noted that it may be 2020 or 2025. It depends on when it is needed.

Mr. Hickman expressed concern on the Monroe Bicentennial Commons not being completed in a timely manner.

Mr. Clark and Mr. Hickman requested additional meetings of the Public Safety and Public Works be held to further discuss these figures.

Mr. Brock advised that we interviewed three individuals for the position of Director of Finance and did not feel they were the right fit for the position. We will be advertising again for this position.

Executive Session

Mr. Clark moved to adjourn into Executive Session to consider confidential information related to personal financial statements of an applicant for economic development assistance and with other political subdivisions respecting requests for economic development assistance; seconded by Mr. Funk. Roll call vote: seven ayes. Motion carried.

Council adjourned into Executive Session at 7:00 p.m.

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

Council reconvened into regular session at 7:57 p.m.

Mr. Clark reported that the Light Up the Sky received $10,000 last year for the fireworks. In previous years the City donated $5,000. Mr. Funk felt this would be the subject of the Public Involvement Committee.

Mr. Hickman pointed out the website still has former members listed on the Council Committees. Mrs. Wasson stated that we are in the process of constructing a new website and thanked Mr. Hickman for pointing this out.

Mr. Hickman asked about the large shipping crates behind the fire station on State Route 4 and doesn't look very nice. Mr. Brock stated that these are going to be used as a training facility. Mr. Frentzel's understanding is that these will be painted more of a neutral color and perhaps will not be as noticeable.

Mr. Frentzel reminded everyone about the Warren County Municipal League meeting next Wednesday.

Adjournment

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

The regular meeting of Council adjourned at 8:04 p.m.

Respectfully submitted,

Angela S. Wasson, CMC
Clerk of Council