

**Monroe Council Agenda  
Regular Meeting of Council  
May 14, 2019 – 6:30 p.m.  
233 South Main Street, Monroe, Ohio 45050**

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*Pledge of Allegiance*

*Roll Call*

*Approval of the Minutes* – Technology Committee Minutes of April 9, 2019, and Council Minutes of April 23, 2019.

*Visitors*

- Ceremonial Swearing in of Matthew Grubbs as Fire Captain, Joseph Locke as Fire Lieutenant, and Sam Mullen and Dustin Helton as Firefighter/Paramedic/EMT
- Warren County Sheriff Larry Sims

*Committee Reports*

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

*Old Business*

**Resolution No. 18-2019.** A Resolution accepting the recommendation of the Warren County Tax Incentive Review Council of March 11, 2019. (Second Reading)

**Resolution No. 19-2019.** A Resolution authorizing the City Manager to enter into a Sports Medicine Services Agreement by and between the City of Monroe and Premier Health. (Second Reading)

*New Business*

**Consideration of Motion** authorizing the expenditure of \$49,438.47 to purchase and outfit a Chevy Tahoe police cruiser for the K-9 unit in the Department of Police.

*Administrative Reports*

*Adjournment*

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**Resolution No. 19-2019.** A Resolution authorizing the City Manager to enter into a Sports Medicine Services Agreement by and between the City of Monroe and Premier Health. (Second Reading)

**Background.** Staff is recommending that Resolution No. 18-2019 be adopted as an emergency on the second reading so the Fire Department staff can benefit from these services at the earliest possible date.

*New Business*

**Consideration of Motion** authorizing the expenditure of \$49,438.47 to purchase and outfit a Chevy Tahoe police cruiser for the K-9 unit in the Department of Police.

**Background.** This vehicle is included in the 2019 capital improvement budget for the Police Department. This vehicle will replace the current 2014 that has over 92,000 miles on the vehicle and has come to the end of its service life for the City.

*Administrative Reports*

*Adjournment*

**City of Monroe**  
**Technology Committee of Council**  
**April 9, 2019**

The Technology Committee of Council met at 5:33 p.m. on April 9, 2019, in the Council Library located at 233 South Main Street, Monroe, Ohio.

Present were: Christina McElfresh, Council Member; Jason Frentzel, Council Member; Keith Funk, Council Member; William J. Brock, City Manager; Angela S. Wasson, Clerk of Council/Assistant to the City Manager; Matt Worthen, CIO of the Butler County Educational Service Center (BCESC); and Roger Foust, Network Administrator of the BCESC.

Mr. Foust reported that they have upgraded the City from Microsoft Office 2007 to Microsoft Office 2016, upgraded the hard drives in the storage network adding more space, increased the ISP bandwidth from 40 MB to 100 MB through Cincinnati Bell, and working towards getting off Windows 7 and Windows 10 because it is end of life cycle next year. He further reported that they are holding off migrating the Fire Department to the VMware server because it is not very old and added the new Public Works building and Lending Library to our network.

Mr. Worthen explained that one of the initiatives we wanted to work on this year is connecting all of the data systems that the City has and putting the data points that are relevant to various decision makers to one dashboard. We have connected all of those systems and a dashboard demo system that will be tested by Mr. Brock starting next Wednesday. The second initiative is starting to head down the path to Office 365. Mrs. McElfresh asked if he liked Office 365 and Mr. Worthen indicated he did, especially compared to Exchange. He stated there are a lot of great tools, security features, and the collaboration features are good. Mrs. McElfresh questioned how secure the cloud is and Mr. Worthen replied that Microsoft is not going to update Exchange, so you are going to make a decision to go somewhere. From a doing business as usual standpoint the recommendation is to go with Office 365. The important piece is that we can sit down as a team and evaluate and assign weight to different categories.

Mr. Frentzel asked if those that have migrated to the cloud had issues with retrieving old or archived information, emails, or files. Mr. Worthen stated that when we talk about data retention, file versioning, and data backup those are important conversations that we need to have. Microsoft holds organizational data for 30 days in deleted accounts, but if you lapse that 30 days there is no number you can call or email you can send. The information is just gone. There are great cloud-to-cloud backup services to fill in that white space. When we get into outbound employees and long-term data holds it is good to pair up with a backup solution. With Office 365 you can actually start to theme emails so the user can make a decision on different types of retention.

Mr. Funk asked if they are aware of any other municipalities that have gone to cloud base. Mr. Brock was sure there are, but did not know which ones. Mr. Worthen noted the City of Boston is one, but he will find out locally if there are any.

Mr. Foust stated that we are on a cloud sweep with our antivirus and it worked well in addition to providing high level security.

Mr. Funk felt that cloud base is imminent. The only concern is the security and record retention. Functionality is great, but government is not in a position to take risks. It would be a comfort zone to see if other municipalities have been through this.

Mr. Foust stated it is easier to manage the budget rather than spending money on each individual license and can be paid monthly.

In response to Mr. Funk's question, Mr. Foust advised he is here all day.

Mr. Brock explained that we used to have one staff person and when that staff person left he was faced with finding another individual staff person with the knowledge of the issues that he was chasing down. Mr. Brock began working with the Monroe School District and the BCESC and that is what we began developing. As we progressed, technology has progressed, and we would spend a lot more in hiring staff.

Referencing the fiber, Mr. Foust explained that he had the fiber connected between the Lending Library and the new Public Works building. Mrs. McElfresh indicated she has had a lot of people ask if there is an opportunity to run fiber for the residents. Mr. Foust replied that they are going to pursue extending fiber to Monroe Community Park.

Mr. Worthen asked about another meeting in about three months to provide updates and the Committee would like to meet quarterly for IT updates.

Referring to a draft request for proposals for information technology support services, Mr. Brock advised some items are not currently addressed in the agreement with the BCESC, such as data analytics/program. The way it is set up now the BCESC hires and manages people as well as NextStep as a consultant.

Mr. Frentzel asked how it would work in the event the BCESC was not chosen. Mr. Brock indicated that someone internally would have to manage the contract or contracts. Mr. Funk asked if we are required to do an RFP. Mr. Brock explained that we are required to bid out services, but we could have just picked someone for professional services. Mr. Funk asked if there was something that prompted seeking proposals when they haven't been sought for the last three years. Mr. Brock explained that when it was renewed last, the question was asked if other proposals were obtained. While there is a good relationship with the BCESC, the Committee had no objection in looking at other proposals. Mr. Brock assured the Committee that there would be language in the contract in the event things do not work out. Mr. Frentzel asked when the existing agreement ends and Mr. Brock replied that it was July. The Committee would like to review the submitted proposals.

The Technology Committee meeting adjourned at 6:24 p.m.

Respectfully submitted,

Angela S. Wasson, MMC  
Clerk of Council

**Monroe Council Minutes**  
**Regular Meeting of Council**  
**April 23, 2019 – 6:30 p.m.**  
**233 South Main Street, Monroe, Ohio 45050**

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***Pledge of Allegiance***

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

***Roll Call***

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

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

***Approval of the Minutes***

Mr. Clark moved to approve the Council minutes of March 12 and April 9, 2019; seconded by Mrs. Hale. Voice vote. Motion carried.

***Visitors***

Mr. Callahan swore in David Leverage as Assistant Fire Chief.

In preparation of the 2020 census, Carolyn Tepe, Partnership Specialist of the United States Census, provided Council with background and the impact the census has on federal, state, local, and tribal governments. Ms. Tepe explained the different job opportunities that the 2020 census has available. She asked that Council assist in providing a training space, advertising, and create a committee to prompt the community members to respond.

Mr. Hickman asked if it was difficult to fill the positions and Ms. Tepe replied it is a challenge at times and background checks are performed.

Mark Shoemaker of KZF Design presented the draft schematic design for the new police facility at 601 South Main Street. A sally port has been incorporated, the parking has been moved further away from the building, and it will provide for a community room. In addition, the parking area for the cruisers and employees will be in a secure area.

Mr. Clark asked what the cost of an indoor shooting range is and Mr. Shoemaker estimated it to be \$500,000.

Mr. Brock advised that the estimated costs for renovation, including the purchase of the property, are under what they thought they would need to obtain bonds for. The bond numbers and revenue will be re-evaluated. He added that the design phase will be completed later this year to allow for bidding in the fall, which is a good time to bid this type of work.

Mr. Clark asked if contact has been made with the tenant located where the sally port will be installed. Mr. Brock replied that contact has been made and the tenant will be letting him know their intentions.

Caleb Bell of Brickler & Eckler explained that one economic development tool is Property Assessed Clean Energy (PACE) financing. PACE assessments are used for private business owners to perform energy efficiency improvements. The most common improvements are HVAC, lighting, roofs, windows, and insulation. Property owners like the ability to reinvest in their buildings. PACE assessments are senior to mortgages and other liens, which makes it more valuable to the property owners. The City can create a district similar to the Community Improvement Corporation or you can join an existing district. Regardless, the City's approval is required for every project and the property owner is still required to obtain all necessary permits.

Mr. Clark asked if staff had a recommendation. Mr. Brock advised that they will be speaking with Middletown and Warren County to see what they have to offer.

### ***Committee Reports***

Mr. Frentzel reported that the Lions Club is seeking approval for beer sales during the Light Up the Sky event. The layout would be the same as last year with the exception that they are requesting signs be erected indicating "no alcohol past this point" as opposed to snow fencing.

Mr. Frentzel moved to approving the layout as submitted, beer sales in the park, and Mr. Brock to move forward with executing the user agreement with the Monroe Lions Club; seconded by Mr. Hickman. Voice vote. Motion carried.

Mr. Frentzel referenced the expense report in the Council packet from the Lions Club and the options of what to donate to the event and/or the City sponsoring and paying for the fireworks. The donation from the City will have an impact on what the Lions Club will be able to afford for the event. Mr. Brock noted that the Lions Club has already paid the deposit for the fireworks.

Mayor Routson reminded everyone that the City has donated \$5,000, but also manpower. The City is spending more than just the \$5,000 when you consider the expense of fire, police, and public works services.

Mr. Frentzel explained that the Lions Club wants an event the City can be proud of and they are not going to make it less of an event just so they can give out more scholarships.

*Old Business*

**Resolution No. 17-2019.** A Resolution authorizing the City Manager to accept the proposal from CT Consultants for professional engineering services for signal improvements to the intersection of American Way and State Route 63. (Second Reading)

Mr. Clark moved to consider this the second reading of Resolution No. 17-2019 and have it read by title only; seconded by Mr. Funk. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 17-2019 by title only.

Mr. Clark moved to adopt Resolution No. 17-2019; seconded by Mr. Frentzel. Roll call vote: seven ayes. Motion carried.

*New Business*

**Resolution No. 18-2019.** A Resolution accepting the recommendation of the Warren County Tax Incentive Review Council of March 1, 2019.

Mr. Brock reported that Warren County Tax Incentive Review Council met and reviewed Monroe's CRAs and TIFs in Warren County and recommended continuation of both.

Mr. Clark moved to consider this the first reading of Resolution No. 18-2019 and have it read by title only.

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

Mr. Clark moved to approve the first reading of Resolution No. 18-2019; seconded by Mr. Hickman. Roll call vote: seven ayes. Motion carried.

**Resolution No. 19-2019.** A Resolution authorizing the City Manager to enter into a Sports Medicine Services Agreement by and between the City of Monroe and Premier Health.

Mr. Brock stated this is an agreement with Premier for sports medicine services to firefighters and emergency medical providers.

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

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

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

**Consideration of Motion** authorizing the expenditure of \$67,913.72 to purchase one E50 T4 Bobcat Compact Excavator for the Department of Public Works.

Mr. Brock reported that this expenditure will add to our fleet and was included in the budget.

Mr. Clark asked how many we have, how long they last, and how old the other was. Mr. Brock replied that this will be the second one and the other is approximately five years old. He added that they do last a long time and with two will last even longer.

Mr. Clark moved to authorize the expenditure of \$67,913.72 to purchase one E50 T4 Bobcat Compact Excavator for the Department of Public Works; seconded by Mr. Frentzel. Voice vote. Motion carried.

**Consideration of Motion** to request a hearing of the transfer of a liquor permit from Field Sports Arena Inc. to Craig and Michaels Holdings LLC dba Field Sports Arena located at 215 American Way.

No action was taken.

### ***Administrative Reports***

Mr. Clark referenced emails Council received about the newspapers that are thrown in the driveways and would like to stop this. He is not opposed to advertising, but doing it this way he does not agree with.

Mr. Brock advised he spoke with Mr. Callahan and it could be considered littering and it would require a police officer to catch them in the act and cite them in the court. Mr. Clark felt that action could not only be taken against the contractor that is doing this as well as the company they are working for. Mayor Routson agreed and we should send them a letter advising them what action the City will take if it does not stop.

### ***Adjournment***

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

The regular meeting of Council adjourned at 7:49 p.m.

Respectfully submitted,

Angela S. Wasson, MMC  
Clerk of Council