

**Monroe Council Minutes
Regular Meeting of Council
February 11, 2014 – 6:30 pm
233 South Main Street, Monroe, Ohio**

Pledge of Allegiance

Mayor Routson opened the meeting with the Pledge of Allegiance at 6:30 pm.

Roll Call

The following members of Council were present: Steve Black, Anna Hale, Todd Hickman, Bob Kelley, Robert Routson, Suzi Rubin, and Lora Stillman.

Staff members present: City Manager/City Engineer William J. Brock
 Law Director K. Philip Callahan
 Director of Finance Kacey L. Waggaman
 Chief of Police Gregory C. Homer
 Director of Public Works Daniel J. Arthur
 Director of Development Kevin Chesar

Visitors: Rick Pearce of The Chamber of Commerce.

Approval of the Minutes

Mr. Kelley moved to approve the Council Minutes of January 28, 2014; seconded by Mr. Black. Voice vote. Motion carried.

Visitors

Rick Pearce President of The Chamber of Commerce invited all of Council to the annual chili cook off that will take place at Mount Pleasant on Wednesday, February 19th beginning at 6:00 pm.

Committee Reports

None.

Old Business

None.

New Business

Emergency Resolution No. 04-2014. A Resolution amending and supplementing Emergency Resolution No. 02-2014 approving blanket purchase orders as recommended by the Director of Finance and the City Manager and declaring an emergency.

Mr. Brock commented that this will add NIC and an addition to the salt to the blanket purchase orders.

Mr. Kelley moved to suspend the rule requiring the reading of Emergency Resolution No. 04-2014 on two separate days, authorize its adoption on the first reading, and have it read by title only; seconded by Mrs. Rubin. Voice vote. Motion carried.

The Clerk of Council read Emergency Resolution No. 04-2014 by title only.

Mr. Kelley moved to adopt Emergency Resolution No. 04-2014; seconded by Mr. Black. Roll call vote: seven ayes. Motion carried.

Emergency Resolution No. 05-2014. A Resolution to authorize the City Manager to enter into a collective bargaining agreement by and between the City of Monroe and the International Association of Firefighters, Local 3824 and declaring an emergency.

Mr. Brock reported that the Union has approved this contract.

Mr. Kelley moved to suspend the rule requiring the reading of Emergency Resolution No. 05-2014 on two separate days, authorize its adoption on two separate days, and have it read by title only; seconded by Mrs. Hale. Voice vote. Motion carried.

The Clerk of Council read Emergency Resolution No. 05-2014 by title only.

Mr. Kelley moved to adopt Emergency Resolution No. 05-2014; seconded by Mrs. Hale. Roll call vote: seven ayes. Motion carried.

Emergency Resolution No. 06-2014. A Resolution directing the Director of Finance to request an advancement of taxes assessed and collected on behalf of the City of Monroe from the Auditors of Butler and Warren Counties and declaring an emergency.

Mr. Brock noted this will allow the Finance Director to request an advance of taxes from both Butler and Warren counties.

Mr. Kelley moved to suspend the rule requiring the reading of Emergency Resolution No. 06-2014 on two separate days, authorize its adoption on the first reading, and have it read by title only; seconded by Mrs. Stillman. Voice vote. Motion carried.

The Clerk of Council read Emergency Resolution No. 06-2014 by title only.

Mr. Kelley moved to adopt Emergency Resolution No. 06-2014; seconded by Mr. Black. Roll call vote: seven ayes. Motion carried.

Emergency Ordinance No. 2014-03. An Ordinance repealing sections 236.05 and 236.06 of the Administration Code of the Codified Ordinances and declaring an emergency.

Mr. Brock stated that these sections were created when we brought the positions in house and we would like to cover what they do under the usual wage ordinance.

Mr. Black asked if the position descriptions in 236.05 and 236.06 covers the roles and responsibilities. Mr. Brock advised there should be nothing as that is covered under their job descriptions.

Mr. Kelley moved to suspend the rule requiring the reading of Emergency Ordinance No. 2014-03 on two separate days, authorize its adoption on its first reading, and have it read by title only; seconded by Mrs. Rubin. Voice vote. Motion carried.

The Clerk of Council read Emergency Ordinance No. 2014-03 by title only.

Mr. Kelley moved to adopt Emergency Ordinance No. 2014-04; seconded by Mr. Hickman. Roll call vote: seven ayes. Motion carried.

Emergency Ordinance No. 2014-04. An Ordinance amending Exhibit "1" of Ordinance No. 2013-35 to increase the number of Crew Leader positions in the Street Department to three, change the positions of Income Tax Commissioner and Income Tax Auditor to unclassified, and declaring an emergency.

Mr. Brock advised that initially he looked to fill the position of Income Tax Commissioner with an existing staff member, Victoria Burton; however she has recently decided she does not want to take that position at this time. The amended legislation presented creates an additional position of Income Tax Auditor. The duties of Income Tax Commissioner can be handled by our Assistant Finance Director. It really is an oversight position and the main thing she would do over the auditor, other than supervise them, will report to the Income Tax Review Board. Going forward we didn't feel there was a need to have that additional layer of management. Additionally, we are also asking you to recreate two crew leader positions within the Street Department as this is something discussed in budget discussions to help Mr. Arthur with his level of control.

Mrs. Stillman asked if Mrs. Burton will retain her current position and Mr. Brock advised she will. Mr. Brock advised that the Income Tax Commissioner position will be filled by Deborah Armitage, Assistant Finance Director. Mr. Black asked if the position could be eliminated. Mr. Brock preferred to retain the position and be flexible if we need to expand in the future. Mrs. Waggaman thought we still had to keep that title and it is not uncommon for the Assistant Finance Director to also be the Income Tax Commissioner. Mrs. Stillman felt that rather than eliminating the position to leave it with the knowledge that if it does not work out this way we would not have to recreate the position. Mr. Black thought about that, but the issue he has is it is

a salary position with a definitive wage range and an auditor is cheaper. Mr. Black asked if there was a reason the Assistant Finance Director could not do the job as the Income Tax Commissioner. Mrs. Waggaman did not foresee any reason she could not because the only difference between Commissioner and Auditor is a management responsibility and meeting with the Review Board. Mrs. Waggaman confirmed Mr. Black's understanding that if you could reconcile a bank account you can be a tax commissioner. Mr. Kelley asked what it does to the payroll budget for the department. Mrs. Waggaman replied that it would decrease it a little depending on the new person and what they get brought in at. The auditor we have now is at the top of her range, so we would anticipate bringing someone in at the lower part of the range.

Mr. Callahan was not sure if you are required to have a tax commissioner under the ORC; however, the tax code refers to having a tax commissioner, so you would have to keep that position in place or amend the tax code.

Mr. Hickman asked if it has been decided who will be hired to fill the tax auditor position and Mr. Brock advised it has not.

Mr. Kelley asked how long it will take to fill this position. Mrs. Waggaman hopes to have someone in a few weeks. She is going to use a temp agency that way we can try them to see if they will work out.

Mr. Kelley asked why we are changing from Victoria Burton to Deborah Armitage. Mr. Brock advised that Victoria, after some thought, did not want to take the step up position.

Mr. Hickman asked if the vacant positions following the promotions in the Street Department would be filled. Mr. Brock advised that the intent was to not fill those, but simply to promote the two. Mr. Hickman asked how many employees the crew would supervisor and Mr. Arthur stated the intent is to have three four person crews and one three person crew. Mrs. Hale asked if it was in the budget to have the additional crew leaders and Mr. Arthur advised it that it is.

Mr. Black is not comfortable with excessive hiring until we know where we are going to be the next three to five years and requested an updated forecast.

Mr. Hickman asked if they are working crew leaders. Mr. Arthur responded that they will be working crew leaders.

Mrs. Hale asked how many streets were in Monroe that had to be cleared. Mr. Arthur advised we have 172 lane miles that need to be cleared.

Mrs. Stillman asked for clarification on hiring the two laborer positions following the promotions. Mr. Arthur stated that the long term goal is to have it filled to 12, but all we have budgeted for is the crew leaders and to fill back the position we were down to take us back to 11.

Mr. Kelley moved to amend Emergency Ordinance No. 2014-04 to include the increase in the income tax auditor positions; seconded by Mrs. Rubin. Voice vote. Motion carried.

Mr. Kelley moved to suspend the rule requiring the reading of Emergency Ordinance No. 2014-04 on two separate days, authorize its adoption on the first reading, and have it read by title only; seconded by Mr. Black. Voice vote. Motion carried.

The Clerk of Council read Emergency Ordinance No. 2014-04 by title only.

Mr. Kelley moved to adopt Emergency Ordinance No. 2014-04; seconded by Mrs. Stillman. Roll call vote: seven ayes. Motion carried.

Consideration of Motion confirming the appointment of Victoria Burton as Income Tax Commissioner effective February 15, 2014.

Mr. Kelley moved to confirm the appointment of Deborah Armitage as Assistant Finance Director and Income Tax Commissioner effective February 15, 2014; seconded by Mrs. Rubin. Voice vote. Motion carried.

Ordinance No. 2014-05. An Ordinance authorizing the City Manager to enter into an amended Planned Unit Development Agreement by and between the City of Monroe and USB Mortgage Corporation.

Mr. Chesar reported that the developers constructed four units in 2006, but since that time the property has become defunct and the mortgage company has assumed ownership of the property. The mortgage company requested Planning Commission's approval to change the remaining lots to 16 single family homes. This will reduce the total number of residents that can be there, eliminate the age restriction, and dedication of the roadway following it being brought up to code.

Mr. Kelley moved to consider this the first reading of Ordinance No. 2014-05 and have it read by title only; seconded by Mrs. Hale. Voice vote. Motion carried.

The Clerk of Council read Ordinance No. 2014-05 by title only.

Mr. Kelley moved to approve the first reading of Ordinance No. 2014-05; seconded by Mr. Black. Roll call vote: seven ayes. Motion carried.

Consideration of Motion setting a public hearing for the amended Planned Unit Development Agreement with USB Mortgage Corporation PUD on February 25, 2014 at 6:30 pm.

Mr. Kelley moved to set a public hearing for the amended Planned Unit Development Agreement with USB Mortgage Corporation PUD on February 25, 2014 at 6:30 pm; seconded by Mrs. Hale. Voice vote. Motion carried.

Ordinance No. 2014-06. An Ordinance amending and supplementing various sections of the Planning and Zoning Code to clarify the applicability of buildings and regulation of Conservation Subdivisions, lots, natural resources, apartments on upper floors, storage of recreational vehicles, location of accessory uses and structures, outdoor lighting, off-street

loading requirements, earth mounds, truck docks, fences and walls, changeable copy signs, and temporary signs for special events; increase the maximum lot coverage in industrial districts; exempt basketball hoops; permit electric vehicle charging stations in any yard; provide for exemptions of certain accessory uses and structures; permit roadside stand in any yard; cross-reference the Comprehensive Storm Water Management Design Standard; eliminate the erosion and sediment control standards; require compliance with outdoor lighting standards in industrial districts; establish additional illumination standards and exemptions; reduce the minimum set back for vehicular use areas in business districts; restrict the use of electronic message centers incorporated into a monument sign to only C-2 and C-4 districts; permit sandwich boards in any commercial district or commercial uses in a business park district; and establish the definition of a manufactured home, mobile home, and nonprofit organization.

Mr. Chesar explained that with the new code we needed to clarify accessory uses, storm water erosion standards already addressed elsewhere, minimum and maximum lighting standards, uses in certain districts, and definitions.

Mr. Kelley moved to consider this the first reading of Ordinance No. 2014-06 and have it read by title only; seconded by Mrs. Rubin. Voice vote. Motion carried.

The Clerk of Council read Ordinance No. 2014-06 by title only.

Mr. Kelley moved to approve the first reading of Ordinance No. 2014-06; seconded by Mrs. Rubin. Roll call vote: seven ayes. Motion carried.

Consideration of Motion setting a public hearing for amendments and supplements to various sections of the Planning and Zoning Code on February 25, 2014 at 6:30 pm.

Mr. Kelley moved to set the public hearing for amendments and supplements to various sections of the Planning and Zoning Code on February 25, 2014 at 6:30 pm; seconded by Mr. Black. Voice vote. Motion carried.

Consideration of Motion confirming the appointment of Mark Swartz and Daniel Phillips to the Audit Committee.

Mr. Kelley moved to confirm the appointment of Mark Swartz and Daniel Phillips to the Audit Committee; seconded by Mr. Hickman. Voice vote. Motion carried.

Consideration of Motion approving the appointment of Daniel Phillips to the Income Tax Board of Review.

Mr. Kelley moved to approve the appointment of Daniel Phillips to the Income Tax Board of Review; seconded by Mrs. Hale. Voice vote. Motion carried.

Administrative Reports

Mrs. Stillman asked why everything wasn't cleared in the cul-de-sac where she resides. Mr. Arthur will follow up with that as his staff went through and cleared the cul-de-sacs, but that one could have been missed. She noted that she has heard a lot of positive comments about how well the streets in Monroe were cleared.

Mayor Routson reported that he is working with a group to assist with the colors on the new elevated water tank.

Adjournment

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

The Council meeting adjourned at 7:23 pm.

Respectfully submitted,

Angela S. Wasson, CMC
Clerk of Council