

**Monroe Council Minutes
Regular Meeting of Council
September 8, 2015 - 6:30 pm
233 South Main Street, Monroe, Ohio**

Pledge of Allegiance

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

Roll Call

The following members of Council were present: Anna Hale, Robert Routson, Suzi Rubin, and Lora Stillman.

Mrs. Rubin moved to excuse Mr. Black, Mr. Clark, and Mr. Hickman; seconded by Mrs. Hale. Voice vote. Motion carried.

Approval of the Minutes

Mrs. Rubin moved to approve the Finance Committee Minutes of August 25, 2015 and Council Minutes of August 23 and 25, 2015; seconded by Mrs. Hale. Voice vote. Motion carried.

Visitors

Mayor Routson presented a proclamation to K LW Plastics for their 10 year anniversary in the City of Monroe.

Keri Roe with Clark Shaefer Hackett presented the post audit report to Council. He reported that there were two audit adjustments of internal controls. One significant deficiency was in the financial reporting process where utility receivables were not calculated correctly at the end of the year and the debt issuance premium was placed into the wrong fund. Both were corrected.

A few items in the Management Letter that could be enhanced or are immaterial non compliance of internal controls. One related to the cash disbursements by the Financial Specialist. Those go out without a second review before they are mailed. We think a best practice would be a review. Payroll there was not a second review of payroll before the deposits were sent to the bank. We think the controls could be enhanced. These are enhancements and not deficiencies.

With regard to utility accounts there should be an approval process. Whether it is writing off a late fee or adjusting their account.

Ryan Levin and Greg Dove with Turtlecreek Flea Market addressed some of the concerns Council had on the issuance of the liquor license permits in an effort to avoiding the hearing later this month.

Mrs. Stillman asked if the permits allow for beer and wine to be removed from the premise. Mr. Dove advised that it does allow it, but we are only open two days a week and it is not in their plan to do that. Mr. Levin pointed out that people could go to a nearby business to purchase beer and wine much cheaper than paying an entry fee and purchasing it at the flea market.

Mrs. Rubin asked if people were asked if they had firearms before going into the beer garden. Mr. Levin advised that if you have a CCW you can enter an establishment, but you cannot drink. Mrs. Rubin was concerned about the idea of a brand new firearm that was purchased and then walking into the beer garden to show someone a gun that they do not know how it works yet. Mr. Dove advised that 85% of the people that come to the gun show do not come in from the flea market. We have security at the gun show and throughout the flea market itself. If we see anyone carrying a firearm we ask that they take it out to the car. We do not allow them to openly walk through the flea market. Our security and staff would not allow that.

Mrs. Stillman asked about the set up of the beer garden. Mr. Levin advised that it would be in the concession stand area and there is signage on both sides that will say no alcohol beyond a certain point and is a controlled area.

Lieutenant Steve Arrasmith and Commander John Burke with the Warren County Drug Task Force thanked Council for their support over the past several years. This Task Force was started about 16 years ago and has been expanded considerably. In 2014 we had 207 cases and produced 164 arrests. We had 11 meth labs in 2014 and over 604 drug tips. The heroin problem is the biggest concern in all areas.

Committee Reports

None.

Old Business

None.

New Business

Resolution No. 46-2015. A Resolution authorizing the City Manager to accept the proposal submitted by RA Consultants, LLC for professional services to update the City's GIS System and vehicle tracking system for the Department of Police.

Mr. Brock reported this will allow an agreement to develop work on our GIS programming. This was put together by Mr. Chesar and would expand the functionality to other departments. In addition, it will allow for the mapping of our storm water system and vehicle tracking system for the police department.

Mrs. Rubin moved to consider this the first reading of Resolution No. 46-2015 and have it read by title only; seconded by Mrs. Stillman. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 46-2015 by title only.

Mrs. Rubin moved to approve the first reading of Resolution No. 46-2015; seconded by Mrs. Hale. Roll call vote: four ayes. Motion carried.

Emergency Ordinance No. 2015-22. An Ordinance approving the final plat of Wyandot Woods Section 5 and declaring an emergency.

Mr. Brock reported this is for a final plat leaving one section left for Wyandot Woods.

Mrs. Rubin moved to consider this the first reading of Emergency Ordinance No. 2015-22 and have it read by title only; seconded by Mrs. Stillman. Voice vote. Motion carried.

The Clerk of Council read Emergency Ordinance No. 2015-22 by title only.

Mrs. Rubin moved to approve the first reading Emergency Ordinance No. 2015-22; seconded by Mrs. Hale. Roll call vote: four ayes. Motion carried.

Emergency Ordinance No. 2015-23. An Ordinance determining to adjust special assessments levied for the purpose of constructing certain improvements and declaring an emergency.

Mr. Brock reported that this will adjust the special assessments for certain improvements in Park North.

Mrs. Rubin moved to consider this the first reading of Emergency Ordinance No. 2015-23 and have it read by title only; seconded by Mrs. Stillman. Voice vote. Motion carried.

The Clerk of Council read Emergency Ordinance No. 2015-23 by title only.

Mrs. Rubin moved to approve the first reading of Emergency Ordinance No. 2015-23; seconded by Mrs. Hale. Roll call vote: four ayes. Motion carried.

Emergency Ordinance No. 2015-24. An Ordinance directing the Director of Finance to certify any and all unpaid assessments to the County Auditor for all unpaid water, sanitary sewer, storm sewer, and trash accounts, and declaring an emergency.

Mr. Brock advised this will allow for the assessments of unpaid water, sanitary and storm sewer, and trash accounts.

Mrs. Rubin moved to consider this the first reading of Emergency Ordinance No. 2015-24 and have it read by title only; seconded by Mrs. Stillman. Voice vote. Motion carried.

The Clerk of Council read Emergency Ordinance No. 2015-24 by title only.

Mrs. Rubin moved to approve the first reading of Emergency Ordinance No. 2015-24; seconded by Mrs. Hale. Roll call vote: four ayes. Motion carried.

Emergency Ordinance No. 2015-25. An Ordinance levying assessments for street lighting, listing real properties to be assessed located in Butler County, and declaring an emergency.

Mr. Brock stated that this is the first of two ordinances that will assess for street lighting in Butler and Warren County.

Mrs. Rubin moved to approve the first reading of Emergency Ordinance No. 2015-25 and have it read by title only; seconded by Mrs. Hale. Voice vote. Motion carried.

The Clerk of Council read Emergency Ordinance No. 2015-25 by title only.

Mrs. Rubin moved to approve the first reading of Emergency Ordinance No. 2015-24; seconded by Mrs. Stillman. Roll call vote: four ayes. Motion carried.

Emergency Ordinance No. 2015-26. An Ordinance levying assessments for street lighting, listing real properties to be assessed located in Warren County, and declaring an emergency.

Mrs. Rubin moved to consider this the first reading of Emergency Ordinance No. 2015-26 and have it read by title only; seconded by Mrs. Stillman. Voice vote. Motion carried.

The Clerk of Council read Emergency Ordinance No. 2015-26 by title only.

Mrs. Rubin moved to approve the first reading of Emergency Ordinance No. 2015-26; seconded by Mrs. Hale. Roll call vote: four ayes. Motion carried.

Consideration of Motion authorizing the expenditure of \$149,655.00 for the purchase of a 2016 Western Star 4700B Snow Plowing Truck for the Department of Public Works.

Mr. Brock reported that it was a planned expenditure this year. Due to the expanding roadways within the City we are adding another route.

Mayor Routson asked if this is part of the lease program. Mr. Arthur advised that this would be a purchase and not a leased vehicle.

Mrs. Rubin moved to authorize the expenditure of \$149,655.00 for the purchase of a 2016 Western Star 4700B Snow Plowing Truck for the Department of Public Works; seconded by Mrs. Stillman. Voice vote. Motion carried.

Administrative Reports

Mr. Brock referred to an email about the Christmas Light Display at 215 Stone Ridge and he will have a discussion with staff this week to see how the City could help.

Mr. Brock asked Council to work with the Clerk of Council to schedule a special meeting prior to Monday for adoption of the emergency legislation presented this evening. The assessments must be filed with the counties by Monday.

Mr. Callahan reported that there is a hearing scheduled next week on the issuance of the liquor permits to Turtlecreek Flea Market. The Department of Liquor Control decides on the issuance of these permits. Churches, schools, and governmental entities where the permit is being applied for is notified to determine if a hearing should be requested. Mr. Callahan has reviewed the statutes and case law and could not locate anything that would provide the City a basis for the Department of Liquor Control to deny issuing those permits. Mr. Callahan spoke with the Chief of Police who indicated that the Police Department does not have any basis to request a hearing. Mr. Callahan does not see being successful at the hearing and recommended that Council withdraw their request for a hearing.

Mayor Routson was not opposed to withdraw the request.

Mrs. Stillman felt better after hearing what the plans were, but still felt like it was a unique situation.

Mrs. Rubin understood that gun shows do not do background checks.

Chief Buchanan advised that it depends on the type of firearms and there are some dealers that could deal without a background check. Based on the history and the good working relationship he did not have any concerns.

Mrs. Hale would like more time to consider this.

- Work Session

Alcohol Use in the Parks

Mr. Brock asked Council if we should look at other areas in the City as well concerning alcohol. For example, the Veterans Memorial or during the Farmers Market that is located on City property. In the example received from the City of Miamisburg they have pretty vague restrictions of the use of alcohol within the ordinance itself.

Mrs. Stillman asked if someone were to rent the Community Room are they permitted to bring a bottle of champagne and consume alcohol and Mr. Callahan advised they could not under the current ordinance. Mrs. Stillman was of the opinion that we should also look at the use of alcohol for special events in our community rooms. She preferred to wait until all members of Council were present prior to discussing further.

Management Plan Update

Mr. Brock referred to the Management Plan that was updated for current trends and current needs. As we looked at this a lot of the areas tie together and he has highlighted the areas that

we need to look at for 2016. Mr. Brock asked for input from Council what order of importance they felt these items should be listed as. It keeps the same vision as when we set up the Strategic Plan in 2007-2008. The areas he felt should be focused on in 2016 are:

1. Capital Improvement Plan
2. Park Master Plan
3. Cemetery Assessment
4. Trails Plan
5. Economic Development Incentives Policy
6. GIS
7. Community Paramedicine
8. Expanding Transparency Online
9. Staffing and Salary Study
10. Street Lighting Utility
11. Americana Reuse Plan

Mr. Brock noted he will send this to the members of Council absent this evening to seek their input and as each plan area is developed, it will be brought back to Council.

Mrs. Stillman referred to regionalism and collaboration and Mr. Brock replied that the target date for that is 2020. Mrs. Stillman felt by 2020 might be too late and asked if regular conversations could take place with adjoining jurisdictions. Mr. Brock advised that extends down to staff and to Council and the boards and commissions. Mrs. Rubin agreed there is a lot more that we can all do.

Mrs. Rubin will be asking Council to approve a resolution of support in connecting the Tri-State Trails Plan.

Staffing

Mr. Brock asked his department heads to look at needed staff to allow managers to manage. They have prioritized the needs looking out to 2020 keeping in mind facilities and fiscal responsibilities as follows:

1. City Manager's Office. Assistant City Manager and Safety Service Director
2. Finance Department. Customer Support Manager, Collections Specialist, Comptroller, and additional Income Tax Auditor
3. Development Department. Code Enforcement Officer and Administrative Assistant
4. Public Works Department. Supervisor of Parks and Cemeteries, Utilities Supervisors, and City Engineer
5. Fire Department. Captains, Lieutenants, and Administrative Assistant.
6. Police Department. Community Resources and Sergeant Growth.

The following is what is being evaluated for the 2016 budget:

1. City Manager's Office. Assistant City Manager
2. Finance Department. Comptroller and Customer Support Manager
3. Development Department. Fulltime Zoning Compliance Officer/Property Maintenance Officer
4. Public Works Department. City Engineer, Janitor, and an additional Operator/Laborer
5. Fire Department. Captain, Administrative Assistant, and three Lieutenants
6. Police Department. Addition of two fulltime police officers and two fulltime dispatchers

Regulations for Parks

Mr. Brock noted that we are looking at the ordinances and how we handle the utilization agreements. The Park and Recreation Board is looking at these recommendations tomorrow evening.

Solicitors and Peddlers Ordinance

This was recommended by the Law Director. Mr. Callahan advised that the City of Englewood had an ordinance in place that was challenged and this is a reflection of the court decision.

Fee for Solicitors and Peddlers License

Mr. Brock advised that we will be recommending that the fee be increased from \$100 for an application to \$50.00 for the application and \$50.00 per person.

Adjournment

Mrs. Rubin moved to adjourn; seconded by Mrs. Hale. Voice vote. Motion carried.

The regular meeting of Council adjourned at 8:25 pm.

Respectfully submitted,

Angela S. Wasson, CMC
Clerk of Council