

**Monroe Council Minutes  
Regular Meeting of Council  
October 11, 2016 - 6:30 p.m.  
233 South Main Street, Monroe, Ohio**

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***Pledge of Allegiance***

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

***Roll Call***

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

Staff members present:           City Manager/City Engineer William J. Brock  
  Law Director K. Philip Callahan  
  Director of Public Works Daniel J. Arthur  
  Chief of Police Robert Buchanan  
  Fire Chief John P. Centers  
  Director of Development Kevin Chesar  
  Director of Finance Tina Williams

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

***Approval of the Minutes***

Mrs. Hale moved to approve the Council Minutes of September 27, 2016; seconded by Mr. Frentzel. Voice vote. Motion carried.

***Visitors***

Kim Clark, Manager of the Warren County Elderly Services Program for Council on Aging, gave a presentation on the benefits they provide to elderly residents and their families of Warren County.

***Committee Reports***

None.

***Old Business***

**Ordinance No. 2016-12.** An Ordinance authorizing the City Manager to enter into a Development Agreement by and between the City of Monroe and Hillwood in connection with

the development of 116 acres, more or less, located along Clark Boulevard (Second Reading - Tabled July 12, 2016)

Mrs. Hale moved to remove Ordinance No. 2016-12 from the table; seconded by Mr. Clark. Voice vote. Motion carried.

Mr. Brock requested that this be voted down and will continue to work towards the development of the property.

Mrs. Hale moved to consider this the second reading of Ordinance No. 2016-12 and have it read by title only; seconded by Mr. Funk. Voice vote. Motion carried.

The Clerk of Council read Ordinance No. 2016-12 by title only.

Mrs. Hale moved to adopt Ordinance No. 2016-12; seconded by Mr. Hickman. Roll call vote: six nays. Motion failed.

**Ordinance No. 2016-28.** An Ordinance amending Section 286.11 of the Administration Code of the Codified Ordinances to provide for an increase in cemetery rates (Second Reading).

Mr. Brock reported that this will allow for an increase in cemetery rates and confirmed Mr. Hickman's understanding that this will become effective in 30 days.

Mrs. Hale moved to consider this the second reading of Ordinance No. 2016-28 and have it read by title only; seconded by Mr. Frentzel. Voice vote. Motion carried.

The Clerk of Council read Ordinance No. 2016-28 by title only.

Mrs. Hale moved to adopt Ordinance No. 2016-28; seconded by Mr. Clark. Roll call vote: six ayes. Motion carried.

**Resolution No. 45-2016.** A Resolution authorizing the City Manager to enter into a marketing agreement with Utility Service Partners Private Label, Inc. to allow the offer to residents to purchase water and/or sewer line warranty services (Second Reading).

Mr. Brock advised that this will allow for an agreement related to water and/or sewer line warranty services.

Mrs. Hale moved to consider this the second reading and have it read by title only; seconded by Mr. Hickman. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 45-2016 by title only.

Mrs. Hale moved to adopt Resolution No. 45-2016; seconded by Mr. Funk. Roll call vote: six ayes. Motion carried.

*New Business*

**Emergency Resolution No 47-2016.** A Resolution authorizing the City Manager to accept the proposal from RVP Engineering for professional engineering services related to the design of a sidewalk connection along South Main Street to Monroe Community Park and declaring an emergency.

Mrs. Hale moved to suspend the rule requiring the reading of Emergency Resolution No. 47-2016 on two separate days, authorize its adoption on the first reading, and have it read by title only; seconded by Mr. Clark.

The Clerk of Council read Emergency Resolution No. 47-2016 by title only.

Mrs. Hale moved to adopt Emergency Resolution No. 47-2016; seconded by Mr. Frentzel. Roll call vote: six ayes. Motion carried.

**Emergency Resolution No. 48-2016.** A Resolution authorizing the City Manager to enter into an agreement with Brandstetter Carroll Inc. to provide park and recreation mater planning services for a 47 acre site and declaring an emergency.

Mr. Brock advised that it wasn't necessary for this resolution to be adopted as an emergency.

Mr. Hickman requested that the purchase of property be included as the purpose for adjourning into executive session.

Mrs. Hale moved to consider this the first reading of Emergency Resolution No. 48-2016 and have it read by title only; seconded by Mr. Hickman. Voice vote. Motion carried.

The Clerk of Council read Emergency Resolution No. 48-2016 by title only.

Mrs. Hale moved to approve the first reading of Emergency Resolution No. 48-2016; second by Mr. Clark. Roll call vote: six ayes. Motion carried.

**Emergency Resolution No. 49-2016.** A Resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor and declaring an emergency.

Mr. Brock advised this is an annual resolution so that the County can levy our taxes.

Mrs. Hale moved to suspend the rule requiring the reading of Emergency Resolution No. 49-2016 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. 49-2016 by title only.

Mrs. Hale moved to adopt Emergency Resolution No. 49-2016; seconded by Mr. Frentzel. Roll call vote: six ayes. Motion carried.

**Consideration of Motion** authorizing the expenditure of \$25,944.00 to Digital Visions, LLC for surveillance cameras.

Mr. Brock reported that this is the first phase of the camera project and replace the current cameras and add a few additional.

Mrs. Hale moved to authorize the expenditure of \$25,944.00 to Digital Visions, LLC for surveillance cameras; seconded by Mr. Clark. Voice vote. Motion carried.

### ***Administrative Reports***

Mrs. Waggaman stated that there is approximately \$4 million available for debt issuance; however, that is not going to be enough to construct a major new facility. Income tax is about 8% increase over last year. The forecast is conservative and set at 6%.

Mr. Brock reported that the Finance Committee has discussed different revenue enhancements. We need to address our growth in 2017, especially in safety services. We want to start looking at our housing needs to promote more commercial type development. As we put together a budget document you will see personnel needs such as, three lieutenants and an administrative assistant in the Fire Department. We will have seven firefighters that will be paid for through a grant. Other positions will be three police lieutenants, through promotion, three full-time patrol officers, three part-time dispatchers to two full-time, a dispatch supervisor, and part-time tax clerk.

Safety services is a huge drain on the General Fund. Finance Committee has discussed ways to be specific to safety services. Operationally, from 2016 to 2017 we are looking specifically at the General Fund.

- In the Council budget, Mr. Brock recommends \$310,000. \$175,000 of which will go towards the Bicentennial and the remaining is to replace the chairs in the Council Library. Our staff needs is not included in the \$175,000 for the Bicentennial.
- In the City Manager's office, we are looking at \$571,000 for branding, legal fees related to the fiber project, and audio/video upgrade in the Council Chambers.
- In economic development, we are looking \$145,000 for marketing materials and work towards retail strategies.
- In human resources, we are looking at \$140,000 for position testing, increase in a wellness program, and anticipated police negotiations.
- Information Technology is a reduction to \$75,000 as there have been a lot of improvements.

- In Development it is based on anticipated growth, so we are looking at \$815,500 to continue to address Americana and conducting a housing study.
- In Finance the fund is stable at \$584,000. Mayor's Court is also stable at \$20,805.
- Dispatch increases to \$105,100 to cover the cost of the additional positions, training and equipment/software maintenance.
- Buildings and grounds is reduced to \$345,840 due to the reduction in the cost of the new phone system and insurance costs have been moved to other areas of the budget.
- There is an increase in parks to \$100,500 to purchase mowers, park furniture, and equipment replacements.
- Streets will increase to \$762,200 to allow for additional plow truck leases.

Mr. Clark asked if early next year is soon enough to look at the revenue enhancements. Mr. Brock was of the opinion that Council needs to be provided with figures on what we really need.

Mr. Hickman moved to adjourn into executive session to consider a specific business strategy for economic development and the purchase of property; seconded by Mr. Clark. Roll call vote: six ayes. Motion carried.

Council adjourned into executive session at 7:15 p.m.

Mr. Clark moved to reconvene into regular session; seconded by Mr. Frentzel. Voice vote. Motion carried.

Council reconvened into regular session at 7:56 p.m.

Mr. Funk asked Council if the recommendation of \$175,000 for the Bicentennial is a figure that Council is comfortable with.

Mayor Routson pointed out that the \$175,000 did not include the staff numbers and asked that the Committee go back and review the figures.

Mr. Clark thought the bands could be scaled back. Perhaps the first evening could be just a DJ with some vendors. like the two-day commitment.

Mr. Hickman and Mr. Clark preferred that the Committee concentrate on \$150,000 rather than \$175,000.

***Adjournment***

Mrs. Hale moved to adjourn the regular session of Council; seconded by Mr. Clark. Voice vote. Motion carried.

Council adjourned at 8:01 p.m.

Respectfully submitted,

Angela S. Wasson, CMC  
Clerk of Council