

**Monroe Council Minutes  
Regular Meeting of Council  
January 12, 2021 – 6:30 p.m.  
233 South Main Street, Monroe, Ohio**

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***Pledge of Allegiance***

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

***Roll Call***

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

***Approval of the Minutes***

Mr. Funk moved to approve the Council Minutes of December 15, 2020; seconded by Mrs. McElfresh. Voice vote. Motion carried.

***Visitors***

Chief Buchanan presented a plaque to Gregg Myers who recently retired as Patrol Officer. Officer Myers currently works as a dispatcher for Monroe.

***Committee Reports***

None.

***Old Business***

**Resolution No. 87-2020.** A Resolution instructing 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. (Second Reading)

Mr. Brock stated that this will request the taxes be sent to the City as they are received from the counties.

Mr. Funk moved to consider this the second reading of Resolution No. 87-2020 and have it read by title only; seconded by Mr. Routson. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 87-2020 by title only.

Mr. Funk moved to adopt Resolution No. 87-220; seconded by Mrs. Hale. Roll call vote: seven ayes. Motion carried.

**Ordinance No. 2020-36.** An Ordinance amending and supplementing Ordinance No. 2020-03 to authorize a 3% cost of living to non-union employees. (Second Reading)

Mr. Brock advised this is the second reading for a three percent cost of living for the non-union employees.

Mr. Hickman asked if this will be fixed so those two women that did not get an increase in their salary this year or is this going to be something that we have to do every year for them.

Mr. Brock replied that the intent is to include this language every year. Mr. Hickman asked how the study could be changed so they at least get the raises we are giving everyone else. Mr. Brock suggested that it go back through committee for that recommendation.

Mayor Frentzel asked if the Finance Committee would review the entire study again or just for those two roles. Mr. Hickman did not believe another study was necessary since Council can change it. Otherwise, this is something that will need to happen every year until those two women retire. Mr. Brock noted we need a recommendation to change the language in that study. Mrs. McElfresh agreed.

Mr. Funk recalled that the study was based on position by position and not to consider specific individuals and that may be where we are getting hung up here. Mr. Brock could not comment where the hang up is, but the statement about the study is correct. Mr. Funk stated it is only a conflict because maybe where our Clerk is at the current place and time, between tenure and responsibility. If she were to retire the way it is currently set up would be fine for a long time. Mr. Brock advised that is correct and believed the study addresses redlined employees and that is the language you would need to take a look at.

Mr. Funk did not want to make permanent decisions that we will have to change upon somebody's retirement as that study was pretty inclusive.

Mayor Frentzel indicated that the Finance Committee can certainly discuss it and bring back a recommendation.

Mr. Funk moved to consider this the second reading of Ordinance No. 2020-36 and have it read by title only; seconded by Mr. Routson. Voice vote. Motion carried.

The Clerk of Council read Ordinance No. 2020-36 by title only.

Mr. Funk moved to adopt Ordinance No. 2020-36; seconded by Mrs. Hale. Roll call vote: seven ayes. Motion carried.

### ***New Business***

**Emergency Resolution No. 01-2021.** A Resolution approving a Then-and-Now Certificate and ratify the change orders in the amount of \$295,496.67 for the reconstruction of 601 South Main Street to Graybach, LLC and declaring an emergency.

Mr. Brock reported that change orders were necessary for the new police facility.

Mr. Funk moved to suspend the rule requiring the reading of Emergency Resolution No. 01-2021 on two separate days, authorize its adoption on the first reading, and have it read by title only; seconded by Mr. Routson. Voice vote. Motion carried.

The Clerk of Council read Emergency Resolution No. 01-2021 by title only.

Mr. Funk moved to adopt Emergency Resolution No. 01-2021; seconded by Mr. Callahan. Roll call vote: seven ayes. Motion carried.

**Resolution No. 02-2021.** A Resolution authorizing the City Manager to enter into a Memorandum of Understanding by and between the City of Monroe and other participating political subdivisions in Warren County for the purpose of establishing and maintaining the existence of a task force to provide tactical response in specialized situations requiring a law enforcement response.

Chief Buchanan explained this establishes a tactical response task force and is similar, but an enhancement to, the Warren County Drug Task Force. Mr. Funk thanked Chief Buchanan and stated it is a good idea to pull resources together from other jurisdictions.

Mr. Funk moved to consider this the first reading of Resolution No. 02-2021 and have it read by title only; seconded by Mr. Routson. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 02-2021 by title only.

Mr. Funk moved to approve the first reading of Resolution No. 02-2021; seconded by Mrs. McElfresh. Roll call vote: seven ayes. Motion carried.

**Resolution No. 03-2021.** A Resolution authorizing the Mayor to enter into an Employment Agreement by and between the City of Monroe and William J. Brock, I.

Mr. Brock thanked Council for considering to updating his contract. Mayor Frentzel noted that he was asked why it wasn't an emergency and he wanted to allow Council sufficient time to review.

Mr. Funk moved to consider this the first reading of Resolution No. 03-2021 and have it read by title only; seconded by Mr. Routson. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 03-2021 by title only.

Mr. Funk moved to approve the first reading of Resolution No. 03-2021; seconded by Mrs. Hale. Roll call vote: seven ayes. Motion carried.

**Ordinance No. 2021-01.** An Ordinance amending and supplementing Chapter 286 of the Codified Ordinances to increase and add certain fees for services.

Mr. Brock advised this updates our fee ordinance to include the engineering fees for review of documents. The sexually oriented business fees are simply being moved to the fee ordinance. We included the credit card processing fees as we were close to \$60,000 we absorbed. Mr. Brock recommended that this section be pulled from the legislation so the Finance Committee can review, as well as, other regulations. He asked Council to consider including in the water rates or just those that use the credit card.

Mr. Funk commented if we look at spreading it across the masses, he would like to know what that looks like as far as 95% of the people use credit cards, how much is it going to affect that 5%. If we are talking a couple of dollars that is a bigger issue, but if only 25% of the population uses credit cards. He could see it be an issue if the numbers don't add up.

Mrs. McElfresh stated if you use your credit card in that capacity, you could pretty much anticipate there is going to be a fee. She does not feel it should be charged to someone that doesn't use a credit card. Mr. Callahan and Mayor Frentzel agreed. Mayor Frentzel noted that we do offer other ways to pay and not use a credit card.

Mr. Brock, in response to Mr. Hickman's question, advised the average charge for use of a credit card is approximately 2.7%. Mr. Hickman asked about the convenience if everyone started using checks and cash and if it would require another person. He felt we are always trying to get something out of water.

To Mr. Hickman's point, Mayor Frentzel referred to the increase in the volume of processing cash and checks if people choose not to use a credit card because of the convenience fee. Mr. Brock replied that it would not be enough to justify another person.

Mr. Hickman questioned how convenient it is for the City, as well as the residents. Mayor Frentzel added it would be helpful to get the numbers of how many use credit cards versus how many use checks or cash. Mr. Brock advised it is the goal of the business accounts for utilities to not make money, but not lose money. Mayor Frentzel pointed out that Mayor's Court already passes the credit card fee to the user.

Mr. Routson advised that the majority of people that come to Mayor's Court are going to make payments and agreed that it would be good to see the amount of people that use credit cards. He noted it should not be at the cost to those that do not use a credit card.

Mr. Funk moved to amend Ordinance No. 2021-01 to remove Section 286.22 referencing credit card processing fees; seconded by Mr. Routson. Voice vote. Motion carried.

Mr. Funk moved to consider this the first reading of Ordinance No. 2021-01 and have it read by title only; seconded by Routson. Voice vote. Motion carried.

The Clerk of Council read Ordinance No. 2021-01 by title only.

Mr. Funk moved to approve the first reading of Ordinance No. 2021-01; seconded by Mrs. McElfresh. Roll call vote: seven ayes. Motion carried.

**Ordinance No. 2021-02.** An Ordinance amending Section 860.06 of Chapter 860 of the Codified Ordinances to remove the specific license fees.

Mr. Funk moved to consider this the first reading of Ordinance No. 2021-02 and have it read by title only; seconded by Mr. Routson. Voice vote. Motion carried.

The Clerk of Council read Ordinance No. 2021-02 by title only.

Mr. Funk moved to approve the first reading of Ordinance No. 2021-02; seconded by Mrs. Hale. Roll call vote: seven ayes. Motion carried.

**Ordinance No. 2021-03.** An Ordinance amending Exhibit “1” of Ordinance No. 2020-36 to establish the position and pay range of GIS Analyst.

Mr. Brock referred to the information provided to Council that the GIS Analyst would perform in-house. Mr. Brock added it is recommended to fill the GIS Analyst position first and then the Human Resources Manager position in six months.

Mr. Hickman asked if a City Engineer could perform these duties. Mr. Brock explained the engineer would be more directed toward review and policy decisions. Mayor Frentzel pointed out the tasks of a GIS Analyst is not something you would want to pay at a City Engineer’s salary for fulltime purposes. Mr. Hickman advised you would be getting both for the price of an engineer and was curious how much work a City Engineer would have. Mr. Brock advised they are looking at hiring an engineering firm as an engineer is in high demand and our salary range isn’t as good because the private sector is hiring them at a higher range.

Mr. Brock confirmed Mr. Funk’s understanding that this is not an unusual role other municipalities have.

Mayor Frentzel commented that we would be paying \$20,000 less in consultant fees if we filled this position and it isn’t even for someone that is putting in the same amount of hours. Mayor Frentzel asked if we were going to be competitive enough to find someone to fill this position. Mr. Brock replied that there is a lot of interest in this position.

After reviewing the documentation provided by Council, Mayor Frentzel felt there is more of a benefit and value in filling the GIS Analyst position now rather than the Human Resources Manager position. Mr. Brock pointed out that the Human Resources Manager position needs additional prep work, as well as a place to sit.

Mr. Funk stated we are already outsourcing upwards of \$50,000 for GIS services; however, we are not maximizing GIS capabilities because of the cost. Mr. Brock noted it would be easier to manage in-house.

Mrs. McElfresh asked what this position would cost, including benefits. Mayor Frentzel responded that it would be \$102,500 and this position is in the budget. Mrs. McElfresh asked if there would be additional costs for equipment. Mr. Brock advised that we have most of the equipment with the exception of a possible upgrade in a computer.

Mrs. McElfresh appreciated the documentation provided, but she feels we need to be more conservative and didn't know if we need to do this right now and is of the opinion that HR is a more important role.

Mr. Routson stated if you don't work with GIS people you don't know and even an engineer does not have the expertise that a GIS Analyst would have. There are two specialist in his office and there is more they do for the Auditor's office than you can believe. Not only for fire and police, but water and sewer and the rest. If you really understood what they can do you would probably reconsider that.

Mrs. McElfresh advised she did understand.

Mr. Funk advised this position was included in the budget and the five-year forecast, both of which look very well, and our staff has been very conservative. We have always stayed ahead of target and with Mr. Brock coming to us saying he sees value I am just going to put my trust in him.

Mr. Funk moved to consider this the first reading of Ordinance No. 2021-03 and have it read by title only; seconded by Mr. Routson. Voice vote. Motion carried.

The Clerk of Council read Ordinance No. 2021-03 by title only.

Mr. Funk moved to approve the first reading of Ordinance No. 2021-03; seconded by Mrs. Hale. Roll call vote: five ayes; two nays (Hickman and McElfresh). Motion carried.

**Ordinance No. 2021-04.** An Ordinance amending Exhibit "1" of Ordinance No. 2021-03 to establish the position and pay range of Human Resources Manager.

Mr. Brock explained that he is not looking to hire this individual right away due to the need for space and additional work we need to do around that management priority to understand all of the roles and responsibilities for that new position. What is being done in the City Manager's office and the departments to make sure that transition goes smoothly.

Mr. Funk felt that it is good to put it in the Ordinance, but how is Council assured that this position isn't filled earlier than six months. Mr. Brock replied Council could amend the Ordinance that the position would not be hired until June or Council could consider this Ordinance in June.

Mayor Frentzel asked if there is a benefit to consider this now versus waiting until everything has been put together for this. Mr. Brock stated the wage range has pretty much been determined

based on the compensation study and it is more of work flow than actual responsibilities they are looking at.

From a budgetary stance, Mr. Funk noted it was included and would be cut in half if it was not filled for six months. From an ease of Council, we do not know the impact of 2020 in terms of revenue. Perhaps after those numbers come in after April we will have a better idea.

Mr. Callahan suggested waiting until later to adopt this legislation.

Law Director Callahan recommended that it be voted down. The process of tabling an ordinance is not to table it for six or seven months from now.

Mr. Funk moved to consider this the first reading of Ordinance No. 2021-04 and have it read by title only. *This motion died for lack of a second.*

### ***Administrative Reports***

- Refuse and Recycling Contract Amendment for year 4

Mr. Brock updated Council that we are going to be in the fourth year of the Rumpke contract. The current charge is \$13.50 for the residents. We will present an analysis to the Finance Committee to determine if a rate change is needed.

Mr. Brock requested that Council consider when to begin shutting off the water due to nonpayment as the past due balances are starting to increase and is cause for concern.

Mr. Hickman thanked Mr. Brock for addressing the sign issue so quickly.

### ***Adjournment***

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

The regular meeting of Council adjourned at 7:37 p.m.

Respectfully submitted,

Angela S. Wasson, MMC  
Clerk of Council