

Monroe Council Minutes
Regular Meeting of Council
January 14, 2020 – 6:30 p.m.
233 South Main Street, Monroe, Ohio

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.

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

Approval of the Minutes

Mr. Funk moved to approve the Council Minutes of December 10, 2019 and January 2, 2020; and the Finance Committee Minutes of December 12, 2019; seconded by Mrs. Hale. Voice vote. Motion carried.

Visitors

Kelly Babcock of Clemans Nelson & Associates, Inc. reviewed the Executive Summary of the Compensation Study distributed to Council this evening. There were three main components of the study. An external market survey, internal equity analysis, and an analysis of the compensation plan with a recommendation of the pay scale for the non-bargaining employees.

- External Market Study. We surveyed 15 cities in the local geographic area. These cities were divided in two groups; tier 1 and tier 2 based upon their demographic information and comparability to the City of Monroe. We limited the number of benchmark positions and four proposed new positions to make it more manageable for the city responding.

Most of the classifications in the City were below market and then a few of the minimum pay ranges were below market, but not as many as the maximum. This does not say that the employee's pay is below market. We were only looking at the pay ranges and did not look at the employee.

- Internal Equity Analysis. This is the major part of the analysis. We use a point factor system and we assigned nine factors with a degree of points and recently updated job descriptions. She noted as part of this project the job descriptions were updated. The positions were point factored and ranked according to the internal qualifications of each position and levels of responsibility. The point factors were reviewed with the City staff and the Finance Committee of Council. While they are industry standard to a degree they are also tailored specifically for the City of Monroe and the local community. The point factor analysis is a systematic system. It is a way to take an objective look at positions which may look different and try to assign the values so that we can weigh those positions even though they may have different duties, so it is not scientific. When we evaluate the point factor analysis we are looking strictly at a position description, what the job requires, what education is required, and what minimum experience is required. The point factor does not look at an individual person. The last step is to look at the current pay scale and we have made a recommendation to modify your pay scale. Looking at the current pay scale there was some consistency at the very top and at the very bottom, but very inconsistent in the middle. We are recommending a pay grade of 1 through 10 with a spread to minimum and maximum of normally 40% except in one instance it will be 31%. This is due to the type of positions that are in that particular pay grade and we are trying to avoid any compression issues with employees in the bargaining unit and front line supervisors outside the bargaining unit. The impact when we place the individuals in the City in the new pay scale would result in a number of positions that would be below the starting pay and the cost to bring those positions up to minimum is \$29,868.00. There is one position that is above the maximum and part of the compensation plan recommended in the policy manual review will be how to handle individuals whose pay falls outside the maximum.

Mr. Brock is asking Council to review the information noting that the Finance Committee did a more in depth review of all of the information provided in the executive summary. If any other Council members would like to look at the additional information he can make it available through his office and can explain anything that you would like. We are asking for a motion to approve the report, accept the assumptions and methodologies used that doesn't approve anything in wage scales or what you see here tonight it would allow use to use these assumptions and methodology to start preparing legislation for consideration in the future.

Mayor Frentzel stated that Finance Committee has been working on this for approximately six months and it has been a collaborative effort between City staff and Clemans Nelson. Mr. Brock explained that he had asked early on that this was guided by Council through this process so they took a look at the percentages used in each area, reviewed the job descriptions, and provided guidance on what outside comparables to use. It is a Council report for consideration.

Mr. Hickman asked the City Manager if the Finance Committee had what was in his office and Mr. Brock acknowledged that the do. Mr. Hickman requested a copy of it. Mr. Brock offered Mr. Hickman an opportunity to review in his office due to the size of the documents. Mr. Hickman requested a copy as he is not going to be able to sit in his office to review if it is that large.

Mr. Funk moved to approve the report as presented; seconded by Mrs. McElfresh. Voice vote. Motion carried.

Mayor Frentzel acknowledged the Boy Scouts in the audience that are working toward their Eagle merit badge. Christian Levering has been working toward his Eagle merit badge and this is his final step in achieving that.

Committee Reports

Mayor Frentzel noted he should have the member listing of the Committees of Council by the end of the week.

Old Business

Emergency Resolution No. 53-2019. A Resolution approving a petition for the creation of energy special improvement district special assessments for special energy improvement projects and a plan for public improvements; approving the necessity of acquiring, constructing, and improving certain public improvements in the City of Monroe, Ohio in cooperation with the Monroe, Liberty Energy Special Improvement District; and declaring an emergency. (Second Reading – Tabled December 10, 2019)

Mr. Funk moved to remove Emergency Resolution No. 53-2019 from the table; seconded by Mrs. McElfresh. Voice vote. Motion carried.

Mr. Brock explained that the three pieces of legislation on the agenda is creating the Energy Special Improvement District with Liberty Township. He further explained that the fixtures in the Council Chambers and the hallway need replaced and the parts are hard to find. This will be used as a sample project.

Mrs. McElfresh asked what the City's cost moving forward with this endeavor. Mr. Brock replied that the City's cost will be shared with Liberty Township. There are some legal fees in the creation of the District and start up costs similar to the Community Improvement Corporation (CIC). Those costs will be minimal initially and as companies come into the District those costs will go back into the District. Mrs. McElfresh asked what the benefit is to the businesses of Monroe. Mr. Brock explained that the businesses of Monroe are able to utilize this special financing and special assessments over time. The percentage rates are low and it reduces their energy costs.

Mr. Hickman asked if the District is the entire City of Monroe and Mr. Brock advised it is the City of Monroe and Liberty Township. At Mr. Hickman's request, Mr. Brock explained that the District will be operated by two members from Monroe and two from Liberty. Mrs. Patterson added that these four members will appoint a fifth member that will be involved with economic development and real estate. Mr. Hickman asked if it would be someone like her and she advised that it would probably not be her as they have some people that would be a third party as Mayor Frentzel understood. Mrs. Patterson stated that this will not be a paid position.

Mr. Funk moved to amend Emergency Resolution No. 53-2019 as presented; seconded by Mrs. Hale. Voice vote. Motion carried.

Mr. Funk moved to adopt Emergency Resolution No. 53-2019; seconded by Mrs. Hale. Roll call vote: seven ayes. Motion carried.

Emergency Ordinance No. 2019-33. An Ordinance determining to proceed with the acquisition, construction, and improvement of certain public improvements in the City of Monroe, Ohio in cooperation with the Monroe, Liberty Energy Special Improvement District and declaring an emergency. (Second Reading – Tabled December 10, 2019)

Mr. Funk moved to remove Emergency Ordinance No. 2019-33 from the table; seconded by Mrs. McElfresh. Voice vote. Motion carried.

Mr. Funk moved to amend Emergency Ordinance No. 2019-33 as presented; seconded by Mrs. McElfresh. Voice vote. Motion carried.

Mr. Funk moved to adopt Emergency Ordinance No. 2019-33; seconded by Mr. Callahan. Roll call vote: seven ayes. Motion carried.

Emergency Ordinance No. 2019-34. An Ordinance levying special assessments for the purpose of acquiring, constructing, equipping, and improving certain public improvements in the City of Monroe, Ohio in cooperation with the Monroe, Liberty Energy Special Improvement District, and declaring an emergency. (Second Reading – Tabled December 10, 2019)

Mr. Funk moved to remove Emergency Ordinance No. 2019-34 from the table; seconded by Mrs. McElfresh. Voice vote. Motion carried.

Mr. Funk moved to amend Emergency Ordinance No. 2019-34 as presented; seconded by Mrs. Hale. Voice vote. Motion carried.

Mr. Funk moved to adopt Emergency Ordinance No. 2019-34; seconded by Mrs. McElfresh. Roll call vote: seven ayes. Motion carried.

Ordinance No. 2019-42. An Ordinance amending Exhibit “1” of Ordinance No. 2019-13 to adjust the minimum and maximum wage/salary range for all non union employees by a two percent increase. (Second Reading)

Mr. Hickman asked when the vote will be on the compensation study with the proposed wage scale and asked if we wanted to wait before adopting this legislation. Mr. Brock advised that it will be within the next two months and the changes in the cost of living (COLA) were reflected in the numbers presented this evening. Mr. Funk confirmed the COLA numbers were reflected in the report and did not believe Council should wait to adopt this legislation in case Council does not approve the new wages.

Mr. Funk moved to consider this the second reading of Ordinance No. 2019-42 and have it read by title only; seconded by Mr. Callahan. Voice vote. Motion carried.

The Clerk of Council read Ordinance No. 2019-42 by title only.

Mr. Funk moved to adopt Ordinance No. 2019-42; seconded by Mrs. McElfresh. Roll call vote: seven ayes. Motion carried.

Ordinance No. 2019-43. An Ordinance authorizing the City Manager to enter into a Lease Agreement by and between the City of Monroe and Cellco Partnership dba Verizon Wireless for the continued use of a tower located at 6250-6262 Hamilton-Middletown Road. (Second Reading)

Mr. Funk moved to consider this the second reading of Ordinance No. 2019-43 and have it read by title only; seconded by Mrs. McElfresh. Voice vote. Motion carried.

The Clerk of Council read Ordinance No. 2019-43 by title only.

Mr. Funk moved to adopt Ordinance No. 2019-43; seconded by Mr. Hickman. Roll call vote: seven ayes. Motion carried.

New Business

Emergency Resolution No. 01-2020. A Resolution approving a Then-and-Now Certificate in the amount of \$70,936.80 to W. G. Stang LLC and declaring an emergency.

Mr. Brock stated that this is for the cost of the improvements at Hankins and Yankee Road to lower the water main while Butler County made repairs to that intersection.

Mr. Funk moved to suspend the rule requiring the reading of Emergency Resolution No. 01-2020 on two separate days, authorize its adoption on the first reading, and have it read by title only; seconded by Mr. Callahan. Voice vote. Motion carried.

The Clerk of Council read Emergency Resolution No. 01-2020 by title only.

Mr. Funk moved to adopt Emergency Resolution No. 01-2020; seconded by Mrs. McElfresh. Roll call vote: seven ayes. Motion carried.

Emergency Resolution No. 02-2020. A Resolution approving a Then-and-Now Certificate in the amount of \$3,096.00 to USI Insurance and declaring an emergency.

Mr. Brock explained that this is for the dishonesty bond renewal and the invoice came in between the time no purchase orders were to be opened for the new year.

Mr. Funk moved to suspend the rule requiring the reading of Emergency Resolution No. 02-2020 on two separate days, authorize its adoption on the first reading, and have it read by title only; seconded by Mrs. Hale. Voice vote. Motion carried.

The Clerk of Council read Emergency Resolution No. 02-2020 by title only.

Mr. Funk moved to adopt Emergency Resolution No. 02-2020; seconded by Mrs. McElfresh. Roll call vote: seven ayes. Motion carried.

Emergency Resolution No. 03-2020. A Resolution approving a Then-and-Now Certificate in the amount of \$32,660.33 to Civica CMI and declaring an emergency.

Mr. Brock reported that this is for the annual maintenance fees for the police department's record management system.

Mr. Funk moved to suspend the rule requiring the reading requiring Emergency Resolution No. 03-2020 on two separate days, authorize its adoption on the first reading, and have it read by title only; seconded by Mr. Callahan. Voice vote. Motion carried.

The Clerk of Council read Emergency Resolution No. 03-2020 by title only.

Mr. Funk moved to adopt Emergency Resolution No. 03-2020; seconded by Mrs. McElfresh. Roll call vote: seven ayes. Motion carried.

Emergency Resolution No. 04-2020. A Resolution accepting the bid submitted by Rack and Ballauer Excavating Co., Inc. and authorizing the City Manager to enter into agreement for the Todhunter Road Culvert Replacement Project and declaring an emergency.

Mr. Brock reported that bids were accepted for the repair of the failing box culvert under Todhunter Road and recommended that Council accept the bid submitted by Rack and Ballauer with the alternate at a cost of \$188,685.58.

Mr. Funk moved to suspend the rule requiring the reading of Emergency Resolution No. 04-2020 on two separate days, authorize its adoption on the first reading, and have it read by title only; seconded by Mrs. Hale. Voice vote. Motion carried.

The Clerk of Council read Emergency Resolution No. 04-2020 by title only.

Mr. Funk moved to adopt Emergency Resolution No. 04-2020; seconded by Mr. Callahan. Roll call vote: seven ayes. Motion carried.

Emergency Resolution No. 05-2020. A Resolution accepting the recommendation of the Butler County Tax Incentive Review Council of November 7, 2019, and declaring an emergency.

Mr. Brock stated that the Butler County Tax Incentive Review Council reviewed the City's Tax Incentive Review Districts, Residential Improvement Districts, and the Community Reinvestment Areas on November 7, 2019, and recommended the continuation of these.

Mr. Funk moved to suspend the rule requiring the reading of Emergency Resolution No. 05-2020 on two separate days, authorize its adoption on the first reading, and have it read by title only; seconded by Mrs. McElfresh. Voice vote. Motion carried.

The Clerk of Council read Emergency Resolution No. 05-2020 by title only.

Mr. Funk moved to adopt Emergency Resolution No. 05-2020; seconded by Mr. Hickman. Roll call vote: seven ayes. Motion carried.

Resolution No. 06-2020. A Resolution approving blanket purchase orders as recommended by the Director of Finance and the City Manager.

Mr. Brock reported that this covers the larger amounts spent such as, National Inspection Corporation for building permits.

Mr. Funk moved to consider this the first reading of Resolution No. 06-2020 and have it read by title only; seconded by Mrs. McElfresh. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 06-2020 by title only.

Mr. Funk moved to approve the first reading of Resolution No. 06-2020; seconded by Mrs. Hale. Roll call vote: seven ayes. Motion carried.

Resolution No. 07-2020. 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.

Mr. Brock advised that this requests that the Auditors of Butler and Warren Counties submit the City's tax revenues when collected rather than twice per year.

Mr. Funk moved to consider this the first reading of Resolution No. 07-2020 and have it read by title only; seconded by Mr. Callahan. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 07-2020 by title only.

Mr. Funk moved to approve the first reading of Resolution No. 07-2020; seconded by Mr. Hickman. Roll call vote: seven ayes. Motion carried.

Resolution No. 08-2020. A Resolution expressing Council's intent for the sale of personal property not needed for public use or is obsolete or unfit for the use for which it was acquired by Internet auction.

Mr. Brock stated this is an annual piece of legislation that allows the City to sell personal property on Internet auction and does not preclude Council from declaring certain items valued over \$1,000 as surplus.

Mr. Callahan asked what type of personal property would this be and Mr. Brock replied that it could be furniture, vehicles, computers, etc.

Mr. Funk moved to consider this the first reading of Resolution No. 08-2020 and have it read by title only; seconded by Mr. Callahan. Voice vote. Motion carried.

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

Mr. Funk moved to approve the first reading of Resolution No. 08-2020; seconded by Mr. Callahan. Roll call vote: seven ayes. Motion carried.

Resolution No. 09-2020. A Resolution authorizing and directing the City Manager to designee to apply for any and all grant funds; provided that acceptance of any grant funds, including matching funds, must be specifically approved by Council.

Mr. Brock explained this allows staff to apply for any available grants throughout the year.

Mr. Funk moved to consider this the first reading of Resolution No. 09-2020 and have it read by title only; seconded by Mr. Callahan. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 09-2020 by title only.

Mr. Funk moved to approve the first reading of Resolution No. 09-2020; seconded by Mrs. Hale. Roll call vote: seven ayes. Motion carried.

Administrative Reports

Executive Session: To discuss pending court action and consider the purchase of property for public purposes.

Mr. Funk moved to adjourn into executive session to discuss pending court action and consider the purchase of property for public purposes; seconded by Mrs. McElfresh. Roll call vote: seven ayes. Motion carried.

Council adjourned into executive session at 7:27 p.m.

Mr. Funk moved to reconvene into regular session; seconded by Mrs. Hale. Voice vote. Motion carried.

Council reconvened into regular session at 7:49 p.m.

Adjournment

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

The regular meeting of Council adjourned at 7:50 p.m.

Respectfully submitted,

Angela S. Wasson, MMC
Clerk of Council