

Monroe Council Minutes
Regular Meeting of Council
February 26, 2019 – 6:30 p.m.
233 South Main Street, Monroe, Ohio

Pledge of Allegiance

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

Roll Call

Members of Council present: Dan Clark, Jason Frentzel, Keith Funk, Todd Hickman, and Christina McElfresh.

Members of staff present: City Manager William J. Brock
 Law Director K. Philip Callahan
 Director of Development Kevin Chesar
 Captain of Police Brian Curlis
 Director of Finance Karen Ervin

Visitors: Michael Berns of Berns Garden Center and Lenny Robinson of Corridor 75 Park.

Mrs. McElfresh moved to excuse Mayor Routson and Mrs. Hale; seconded by Mr. Frentzel. Voice vote. Motion carried.

Approval of the Minutes

Mrs. McElfresh moved to approve the Council Minutes of February 12, 2019, and the Performance Committee Minutes of February 12, 2019; seconded by Mr. Funk. Voice vote. Motion carried.

Visitors

Captain Curlis introduced and led the badge pinning of Bradley Pelfrey, Michael Rosenbalm, and Alicia Beacock as recently promoted Lieutenants of Police.

Lenny Robinson, one of the owners of Corridor 75 Park, requested that the rezoning public hearing scheduled for March 26, 2019, be rescheduled to the first meeting in April to meet the 15 day advanced notice requirement. He explained that he will be unable to attend the March 26th hearing.

Mr. Callahan advised that due to the fact that the public hearing has already been advertised and notices sent for the March 26th date, Council can open the public hearing on March 26th and, rather than close it, extend it to the April date as requested. Mr. Clark asked if there is any negative impact in doing that and Mr. Callahan replied that it just simply extends the date of a decision on the rezoning request.

Mr. Chesar explained the reason for having a Comprehensive Plan. The last time it was updated was in 2010. When decisions are made for rezonings, changes to the Planning and Zoning Code, and obtaining grants an updated Plan provides a legal basis and goals for staff. The Plan helps the citizens and elected officials determine the future and improve the quality of life for everyone.

Referencing the Housing Study, Mr. Chesar confirmed Mrs. McElfresh's understanding that it will feed into the Comprehensive Plan.

Committee Reports

None.

Old Business

Resolution No. 07-2019. A Resolution accepting the bid submitted by Ford Development Corporation and authorizing the City Manager to enter into a contract for the South Main Street Sidewalk Extension Project. (Second Reading)

Mr. Brock noted that staff is recommending that it be read as an emergency to proceed with the project.

Mrs. McElfresh moved to suspend the rule requiring the reading of Resolution No. 07-2019 on two separate days, authorize its adoption on the second reading, and have it read by title only; seconded by Mr. Frentzel. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 07-2019 by title only.

Mrs. McElfresh moved to adopt Resolution No. 07-2019; seconded by Mr. Funk. Roll call vote: five ayes. Motion carried.

Resolution No. 08-2019. A Resolution approving Blanket Purchase Orders as recommended by the Director of Finance and the City Manager. (Second Reading)

Mrs. McElfresh moved to consider this the second reading of Resolution No. 08-2019 and have it read by title only; seconded by Mr. Hickman. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 08-2019 by title only.

Mrs. McElfresh moved to adopt Resolution No. 08-2019; seconded by Mr. Frentzel. Roll call vote: five ayes. Motion carried.

Resolution No. 09-2019. A Resolution adopting a Comprehensive Housing Study. (Second Reading)

Mrs. McElfresh moved to consider this the second reading of Resolution No. 09-2019 and have it read by title only; seconded by Mr. Funk. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 09-2019 by title only.

Mrs. McElfresh moved to adopt Resolution No. 09-2019; seconded by Mr. Hickman. Roll call vote: five ayes. Motion carried.

Ordinance No. 2019-03. An Ordinance approving the Final Plat of Monroe Center. (Second Reading)

Mr. Brock stated that the developer has proposed naming the streets Orton and Brooks, which are being reviewed by the fire and police staff.

Mrs. McElfresh moved to consider this the second reading of Ordinance No. 2019-03 and have it read by title only; seconded by Mr. Frentzel. Voice vote. Motion carried.

The Clerk of Council read Ordinance No. 2019-03 by title only.

Mrs. McElfresh moved to adopt Ordinance No. 2019-03; seconded by Mr. Funk. Roll call vote: five ayes. Motion carried.

Ordinance No. 2019-04. An Ordinance supplementing the Personnel Policy Manual to include vacation accrual of 4.5 weeks of vacation following completion of 15 years of service. (Second Reading)

Mrs. McElfresh moved to consider this the second reading of Ordinance No. 2019-04 and have it read by title only; seconded by Mr. Hickman. Voice vote. Motion carried.

The Clerk of Council read Ordinance No. 2019-04 by title only.

Mrs. McElfresh moved to adopt Ordinance No. 2019-04; seconded by Mr. Frentzel. Roll call vote: five ayes. Motion carried.

New Business

Emergency Resolution No. 10-2019. A Resolution authorizing the Butler County Engineer's office to include the relocation of a certain City water main with the bidding of a Butler County improvement project and declaring an emergency.

Mr. Brock reported that as part of the project Butler County is doing at the intersection of Hankins and Yankee there is approximately 500 feet of the City's water main that needs replaced. As opposed to bidding it out separately, staff is requesting that Council approve the inclusion of this water main in Butler County's project. Mr. Hickman asked about the cost given at \$71,000 for the water main and Mr. Brock advised that it was the engineer's estimate.

Mrs. McElfresh moved to suspend the rule requiring the reading of Emergency Resolution No. 10-2019 on two separate days, authorize its adoption on the first reading, and have it read by title only; seconded by Mr. Funk. Voice vote. Motion carried.

The Clerk of Council read Emergency Resolution No. 10-2019 by title only.

Mrs. McElfresh moved to adopt Emergency Resolution No. 10-2019; seconded by Mr. Hickman. Roll call vote: five ayes. Motion carried.

Emergency Resolution No. 11-2019. A Resolution authorizing the City Manager to enter into a Municipal Income Tax Consultant Agreement by and between the City of Monroe and the City of Huber Heights and declaring an emergency.

Mrs. Ervin explained that the City is in the process of hiring an individual to fill the vacancy of Income Tax Administrator. She does not have the technical background needed as the City faces the height of tax season and we are looking to Huber Heights for assistance as our former Tax Administrator, Tracy Vanderman, works there. We are not looking to use them on a long term basis. It is anticipated to use her for approximately two hours per week until we have adequate staff in the income tax area.

Mr. Hickman asked if Mrs. Vanderman's supervisor approved this and Mrs. Ervin replied that their City Manager and the Mayor have approved this.

Mr. Clark was concerned about the unknown time frame of this agreement. Mrs. Ervin explained that it can be terminated at any time and Mrs. Vanderman has agreed to be our liaison for now. Mr. Clark requested that reports go to the Finance Committee to keep an eye on this.

In response to Mr. Hickman's question, Mrs. Ervin advised that Monroe will be paying the City of Huber Heights and not Mrs. Vanderman.

Mr. Funk asked if anyone within the department is being trained in the meantime. Mrs. Ervin has spent a lot of time with other administrators to try to learn it and our tax auditors are fairly new as well. Any of the tax auditor questions must go through Mrs. Ervin first as she may know the answer and it will assist with where training is needed.

Mr. Hickman asked what Mrs. Vanderman receives out of this. Mr. Callahan pointed out that the agreement is clear that we pay Huber Heights and not Mrs. Vanderman. Mrs. Ervin noted that Huber Heights has provided these services to other communities.

Mr. Brock stated that the City of Hamilton acted as Monroe's income tax collector in the '90s before we took it over. Mr. Clark asked if it was more cost effective to have it in-house and Mr. Brock replied that it was at that time and we had a better return having it in-house.

Mrs. McElfresh asked if there are temp agencies where this position could come out of and Mrs. Ervin advised that they may have tax experience, but not local tax experience.

Mr. Hickman asked how long Mrs. Vanderman has been gone from Monroe and Mrs. Waggaman replied since 2014.

Mrs. McElfresh moved to suspend the rule requiring the reading of Emergency Resolution No. 11-2019 on two separate days, authorize its adoption on the first reading, and have it read by title only; seconded by Mr. Frentzel. Voice vote. Motion carried.

The Clerk of Council read Emergency Resolution No. 11-2019 by title only.

Mrs. McElfresh moved to adopt Emergency Resolution No. 11-2019; seconded by Mr. Funk. Roll call vote: five ayes. Motion carried.

Resolution No. 12-2019. A Resolution authorizing the City Manager to enter into an agreement by and between the City of Monroe and Rundell Ernestberger Associates for professional planning services to assist with updating the Comprehensive Plan.

Mr. Brock explained this authorizes him to enter into an agreement for professional planning services to assist with updating the Comprehensive Plan with an anticipated cost of \$100,000. Mr. Chesar looked at what other communities are paying for this and it is the going rate.

Mrs. McElfresh moved to consider this the first reading of Resolution No. 12-2019 and have it read it by title only; seconded by Mr. Frentzel. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 12-2019 by title only.

Mrs. McElfresh moved to approve the first reading of Resolution No. 12-2019; seconded by Mr. Funk. Roll call vote: four ayes; one nay (Hickman). Motion carried.

Emergency Ordinance No. 2019-05. An Ordinance authorizing the City Manager to enter into an Incentive Agreement by and between the City of Monroe and the Board of Education of the Monroe Local School District and declaring an emergency.

Mr. Brock stated that this is related to the Kroger CRA Project and approved by the School Board last evening. Mr. Hickman asked if Mr. Brock knew what the agreement is between the School and Kroger and Mr. Brock did not. In response to Mrs. McElfresh's inquiry, Mr. Brock advised that if this is not approved it has the potential to hold up the progress.

Mrs. McElfresh moved to suspend the rule requiring the reading of Emergency Ordinance No. 2019-05 on two separate days, authorize its adoption on the first reading, and have it read by title only; seconded by Mr. Funk. Voice vote. Motion carried.

The Clerk of Council read Emergency Ordinance No. 2019-05 by title only.

Mrs. McElfresh moved to adopt Emergency Ordinance No. 2019-05; seconded by

Ordinance No. 2019-06. An Ordinance rezoning real property containing approximately 117.361 acres, more or less, located south of Mason Road and east of I-75 from C-2 General Commercial District to L-1 Light Industrial District.

Mr. Brock first reading located south of Mason Road and east of I-75 from C-2 General Commercial District to L-1 Light Industrial District and Planning Commission recommended approval of this. Mr. Chesar advised there will be a formal presentation at the public hearing. He confirmed Mr. Hickman's understanding that this was changed before.

Mrs. McElfresh moved to consider this the first reading of Ordinance No. 2019-06 and have it read by title only; seconded by Mr. Funk.

The Clerk of Council read Ordinance No. 2019-06 by title only.

Mrs. McElfresh moved to approve the first reading of Ordinance No. 2019-06; seconded by Mr. Frentzel. Roll call vote: three ayes; two nays (Clark and Hickman). Motion failed.

Ordinance No. 2019-07. An Ordinance rezoning real property containing approximately 164.419 acres, more or less, located at 6337 Greentree Road and 1401 North Union Road from B-P Business Park District to L-1 Light Industrial District.

Mr. Brock explained that this is for the rezoning of property located along Greentree Road bounded by Union Road to the east. This was recommended for approval of the Planning Commission to rezone the property from B-P Business Park District to L-1 Light Industrial District.

Mrs. McElfresh moved to consider this the first reading of Ordinance No. 2019-07 and have it read by title only; seconded by Mr. Frentzel. Voice vote. Motion carried.

The Clerk of Council read Ordinance No. 2019-07 by title only.

Mrs. McElfresh moved to approve the first reading of Ordinance No. 2019-07; seconded by Mr. Funk. Roll call vote: three ayes; two nays (Clark and Hickman). Motion failed.

Ordinance No. 2019-08. An Ordinance supplementing Chapter 1065 of the Codified Ordinances to provide for rules and regulations for the reservation of park shelters.

Mr. Brock stated that as the park system continues to grow Public Works staff has been asked to review the regulations for the reservations of the shelters and the Park and Recreation Board has recommended these regulations and a fee of \$25.00.

Mr. Hickman asked if there has been a problem and Mr. Brock advised that there have been times where cleaning them up was needed.

Mrs. McElfresh moved to consider this the first reading of Ordinance No. 2019-08 and have it read by title only; seconded by Mr. Frentzel. Voice vote. Motion carried.

The Clerk of Council read Ordinance No. 2019-08 by title only.

Mrs. McElfresh moved to approve the first reading of Ordinance No. 2019-08; seconded by Mr. Funk. Roll call vote: four ayes; one nay (Hickman). Motion carried.

Ordinance No. 2019-09. An Ordinance supplementing Chapter 286 of the Codified Ordinances to establish the fee for the reservation of park shelters.

Mr. Brock noted this is to apply the non refundable reservation fee for the shelters that will go in the Park Fund. Mr. Hickman questioned why it is being done now if there hasn't been a problem. Mr. Arthur stated that we get frequent requests and right now we charge \$50.00 and return \$40.00 of it. Mr. Funk thought it would be nice to know if it is reserved then it should be empty when you arrive.

Mr. Hickman could see doing this for people out of town, but the homeowners in Monroe should not have to pay to use the park space. Mr. Funk felt it was like a facility rental similar to the use of the former James Monroe Community Room.

Mr. Arthur confirmed Mr. Frentzel's understand that those that have already reserved the shelters will not be back charged for this fee.

Mrs. McElfresh moved to consider this the first reading of Ordinance No. 2019-09 and have it read by title only; seconded by Mr. Frentzel. Voice vote. Motion carried.

The Clerk of Council read Ordinance No. 2019-09 by title only.

Mrs. McElfresh moved to approve the first reading of Ordinance No. 2019-09; seconded by Mr. Funk. Roll call vote: five ayes. Motion carried.

Consideration of Motion appointing Brian Curlis and John MacDonald to the Tax Incentive Review Council for Butler County and Warren County.

Mr. Brock explained that Monroe is required to have two residents on both of the County Tax Incentive Review Councils.

Mrs. McElfresh moved to appoint Brian Curlis and John MacDonald to the Tax Incentive Review Council for Butler County and Warren County; seconded by Mr. Hickman. Voice vote. Motion carried.

Mr. Hickman referred to the evaluation form in the packets for the City Manager and reported that the Performance Committee recommended that it be approved by Council.

Mr. Hickman moved to use the new City Manager's evaluation from this point on and replace the old evaluation form; seconded by Mr. Frentzel. Roll call vote: five ayes. Motion carried.

Administrative Reports

None.

Adjournment

Mr. Hickman moved to adjourn the regular meeting of Council; seconded by Mr. Frentzel. Voice vote. Motion carried.

The regular meeting of Council adjourned at 7:33 p.m.

Respectfully submitted,

Angela S. Wasson, MMC
Clerk of Council