

**Monroe Council Minutes**  
**Regular Meeting of Council**  
**April 23, 2019 – 6:30 p.m.**  
**233 South Main Street, Monroe, Ohio 45050**

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***Pledge of Allegiance***

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

***Roll Call***

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

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

***Approval of the Minutes***

Mr. Clark moved to approve the Council minutes of March 12 and April 9, 2019; seconded by Mrs. Hale. Voice vote. Motion carried.

***Visitors***

Mr. Callahan swore in David Leverage as Assistant Fire Chief.

In preparation of the 2020 census, Carolyn Tepe, Partnership Specialist of the United States Census, provided Council with background and the impact the census has on federal, state, local, and tribal governments. Ms. Tepe explained the different job opportunities that the 2020 census has available. She asked that Council assist in providing a training space, advertising, and create a committee to prompt the community members to respond.

Mr. Hickman asked if it was difficult to fill the positions and Ms. Tepe replied it is a challenge at times and background checks are performed.

Mark Shoemaker of KZF Design presented the draft schematic design for the new police facility at 601 South Main Street. A sally port has been incorporated, the parking has been moved further away from the building, and it will provide for a community room. In addition, the parking area for the cruisers and employees will be in a secure area.

Mr. Clark asked what the cost of an indoor shooting range is and Mr. Shoemaker estimated it to be \$500,000.

Mr. Brock advised that the estimated costs for renovation, including the purchase of the property, are under what they thought they would need to obtain bonds for. The bond numbers and revenue will be re-evaluated. He added that the design phase will be completed later this year to allow for bidding in the fall, which is a good time to bid this type of work.

Mr. Clark asked if contact has been made with the tenant located where the sally port will be installed. Mr. Brock replied that contact has been made and the tenant will be letting him know their intentions.

Caleb Bell of Brickler & Eckler explained that one economic development tool is Property Assessed Clean Energy (PACE) financing. PACE assessments are used for private business owners to perform energy efficiency improvements. The most common improvements are HVAC, lighting, roofs, windows, and insulation. Property owners like the ability to reinvest in their buildings. PACE assessments are senior to mortgages and other liens, which makes it more valuable to the property owners. The City can create a district similar to the Community Improvement Corporation or you can join an existing district. Regardless, the City's approval is required for every project and the property owner is still required to obtain all necessary permits.

Mr. Clark asked if staff had a recommendation. Mr. Brock advised that they will be speaking with Middletown and Warren County to see what they have to offer.

### ***Committee Reports***

Mr. Frentzel reported that the Lions Club is seeking approval for beer sales during the Light Up the Sky event. The layout would be the same as last year with the exception that they are requesting signs be erected indicating "no alcohol past this point" as opposed to snow fencing.

Mr. Frentzel moved to approving the layout as submitted, beer sales in the park, and Mr. Brock to move forward with executing the user agreement with the Monroe Lions Club; seconded by Mr. Hickman. Voice vote. Motion carried.

Mr. Frentzel referenced the expense report in the Council packet from the Lions Club and the options of what to donate to the event and/or the City sponsoring and paying for the fireworks. The donation from the City will have an impact on what the Lions Club will be able to afford for the event. Mr. Brock noted that the Lions Club has already paid the deposit for the fireworks.

Mayor Routson reminded everyone that the City has donated \$5,000, but also manpower. The City is spending more than just the \$5,000 when you consider the expense of fire, police, and public works services.

Mr. Frentzel explained that the Lions Club wants an event the City can be proud of and they are not going to make it less of an event just so they can give out more scholarships.

*Old Business*

**Resolution No. 17-2019.** A Resolution authorizing the City Manager to accept the proposal from CT Consultants for professional engineering services for signal improvements to the intersection of American Way and State Route 63. (Second Reading)

Mr. Clark moved to consider this the second reading of Resolution No. 17-2019 and have it read by title only; seconded by Mr. Funk. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 17-2019 by title only.

Mr. Clark moved to adopt Resolution No. 17-2019; seconded by Mr. Frentzel. Roll call vote: seven ayes. Motion carried.

*New Business*

**Resolution No. 18-2019.** A Resolution accepting the recommendation of the Warren County Tax Incentive Review Council of March 1, 2019.

Mr. Brock reported that Warren County Tax Incentive Review Council met and reviewed Monroe's CRAs and TIFs in Warren County and recommended continuation of both.

Mr. Clark moved to consider this the first reading of Resolution No. 18-2019 and have it read by title only.

The Clerk of Council read Resolution No. 18-2019 by title only.

Mr. Clark moved to approve the first reading of Resolution No. 18-2019; seconded by Mr. Hickman. Roll call vote: seven ayes. Motion carried.

**Resolution No. 19-2019.** A Resolution authorizing the City Manager to enter into a Sports Medicine Services Agreement by and between the City of Monroe and Premier Health.

Mr. Brock stated this is an agreement with Premier for sports medicine services to firefighters and emergency medical providers.

Mr. Clark moved to consider this the first reading of Resolution No. 19-2019 and have it read by title only; seconded by Mrs. McElfresh. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 19-2019 by title only.

Mr. Clark moved to approve the first reading of Resolution No. 19-2019; seconded by Mr. Funk. Roll call vote: seven ayes. Motion carried.

**Consideration of Motion** authorizing the expenditure of \$67,913.72 to purchase one E50 T4 Bobcat Compact Excavator for the Department of Public Works.

Mr. Brock reported that this expenditure will add to our fleet and was included in the budget.

Mr. Clark asked how many we have, how long they last, and how old the other was. Mr. Brock replied that this will be the second one and the other is approximately five years old. He added that they do last a long time and with two will last even longer.

Mr. Clark moved to authorize the expenditure of \$67,913.72 to purchase one E50 T4 Bobcat Compact Excavator for the Department of Public Works; seconded by Mr. Frentzel. Voice vote. Motion carried.

**Consideration of Motion** to request a hearing of the transfer of a liquor permit from Field Sports Arena Inc. to Craig and Michaels Holdings LLC dba Field Sports Arena located at 215 American Way.

No action was taken.

### ***Administrative Reports***

Mr. Clark referenced emails Council received about the newspapers that are thrown in the driveways and would like to stop this. He is not opposed to advertising, but doing it this way he does not agree with.

Mr. Brock advised he spoke with Mr. Callahan and it could be considered littering and it would require a police officer to catch them in the act and cite them in the court. Mr. Clark felt that action could not only be taken against the contractor that is doing this as well as the company they are working for. Mayor Routson agreed and we should send them a letter advising them what action the City will take if it does not stop.

### ***Adjournment***

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

The regular meeting of Council adjourned at 7:49 p.m.

Respectfully submitted,

Angela S. Wasson, MMC  
Clerk of Council