

Monroe Council Minutes
Regular Meeting of Council
June 25, 2019 – 6:30 p.m.
233 South Main Street, Monroe, Ohio

Pledge of Allegiance

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

Mayor Routson asked everyone to please bow their head and say a silent prayer for Madison Smallwood who passed away today.

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
Law Director K. Philip Callahan
Fire Chief John P. Centers
Police Captain David Chasteen
Director of Finance Karen Ervin
Clerk of Council/Assistant to the City Manager Angela S. Wasson

Visitors: Taylor Wright and Morgan Wright

Approval of the Minutes

Mr. Clark moved to approve the Technology Committee Minutes of June 6, 2019; Public Safety Committee Minutes of June 10, 2019; Finance Committee Minutes of June 11, 2019; and Council Minutes of June 11, 2019; seconded by Mrs. McElfresh. Voice vote. Motion carried.

Visitors

Chief Centers explained that the Distinguished Service Cross Award is for residents or employees in the City of Monroe where they play a vital role in our public safety system and are worthy of the Monroe Fire Department Distinguished Service Cross for distinguished service to the community such as, life saving or assistance to the Monroe Fire Department with little regard for the recipients life or safety. On this particular event we had two employees at Ohio Living at Mount Pleasant that came upon a visitor that had a complete airway obstruction. The visitor became unresponsive and the employees were able to manually remove the obstruction from this visitor's airway who began breathing on their own in a matter of a few minutes.

Chief Centers presented the Distinguished Service Cross Award to Brickley Anders-Frasik. Chief Centers noted there is an additional employee that will receive the award; however, she is stuck in traffic at this time.

Committee Reports

None.

Old Business

Resolution No. 23-2019. A Resolution authorizing the City Manager to accept a proposal from KZF Design for professional services related to the City of Monroe Public Works Facility Study. (Second Reading)

Mr. Clark moved to consider this the second reading of Resolution No. 23-2019 and have it read by title only; seconded by Mr. Hickman. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 23-2019 by title only.

Mr. Clark moved to adopt Resolution No. 23-2019; seconded by Mr. Frentzel. Roll call vote: seven ayes. Motion carried.

Resolution No. 24-2019. A Resolution granting consent to the Ohio Department of Transportation for the rehabilitation and overlay of the State Route 4 bridge over State Route 63. (Second Reading)

Mr. Clark moved to consider this the second reading of Resolution No. 24-2019 and have it read by title only; seconded by Mrs. McElfresh. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 24-2019 by title only.

Mr. Clark moved to adopt Resolution No. 24-2019; seconded by Mr. Funk. Roll call vote: seven ayes. Motion carried.

Resolution No. 25-2019. A Resolution granting consent to the Ohio Department of Transportation for the installation of a railroad interconnected traffic signal at State Route 63 and Union Road. (Second Reading)

Mr. Clark moved to consider this the second reading of Resolution No. 25-2019 and have it read by title only; seconded by Mr. Hickman. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 25-2019 by title only.

Mr. Clark moved to adopt Resolution No. 25-2019; seconded by Mr. Frentzel. Roll call vote: seven ayes. Motion carried.

New Business

Emergency Resolution No. 26-2019. A Resolution approving a Then-and-Now Certificate in the amount of \$64,421.48 to Tyler Technologies and declaring an emergency.

Mr. Brock explained this is for the annual support update and disaster recovery fees to Tyler Technologies. The invoice came in prior to the purchase order being opened.

Mr. Clark moved to suspend the rule requiring the reading of Emergency Resolution No. 26-2019 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. 26-2019 by title only.

Mr. Clark moved to adopt Emergency Resolution No. 26-2019; seconded by Mr. Frentzel. Roll call vote: seven ayes. Motion carried.

Emergency Resolution No. 27-2019. A Resolution authorizing the City Manager to enter into an agreement by and between the City of Monroe and Velevator Services for information technology services and declaring an emergency.

Mr. Brock stated after working with the Technology Committee of Council and staff to go through the process of reviewing the eight RFP submissions, it was recommended that Velevator provide our IT services for a four-year term. This company provides similar services for Lebanon, Sharonville, and Loveland. They will provide a 40 hour employee onsite as well as offsite support at a lower cost than what we have been paying to the BCESC. Mr. Brock requested that this be adopted as an emergency as the existing contract expires at the end of June and would like to make the transition on July 1st.

In response to Mr. Hickman's inquiry, Mr. Brock advised that the City was paying approximately \$142,000 last year for IT services. This contract is just under \$120,000.

Mr. Frentzel asked if we could negotiate within the contract if we want to reduce the onsite hours. Mr. Brock acknowledged that we will be able to do that and he has advised staff that the plan is to reduce these hours in the future.

Mr. Clark moved to suspend the rule requiring the reading of Emergency Resolution No. 27-2019 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. 27-2019 by title only.

Mr. Clark moved to adopt Emergency Resolution No. 27-2019; seconded by Mrs. McElfresh. Roll call vote: seven ayes. Motion carried.

Mr. Hickman asked if we have looked at other providers to find something cheaper than Tyler Technologies. Mr. Brock replied that we have not recently. We looked at it approximately 10 years ago and the cost to switch was almost too much. It is very difficult for the migration, but we can give you some estimates on what other companies would charge. The current software is used for finance, human resources, service orders, and permit processing. Migrating that data is typically cost prohibitive, but we will look into it. Mr. Hickman requested that since it goes up every year. Mr. Frentzel noted they have the City locked in and Mrs. McElfresh agreed and added that it is a good idea to at least examine "plan b."

Resolution No. 28-2019. A Resolution authorizing the submission of a multi jurisdictional pre-application and participation thereof by the City of Monroe, Ohio in the Ohio Public Works Program for PY35/2021 for the South Union Road Reconstruction Project.

Mr. Brock explained that during the development of plans for the Union Road Project it came to his attention that Warren County wanted to do some projects in the area as well. In speaking with the consultant, the process for the Ohio Public Works Commission is a little different for Warren County than it is for Butler County. This allows us to submit an application and participate with Warren County to combine the project. He noted that the pre-application was due last week, but they are allowing us to submit the resolution after the deadline.

Mr. Frentzel asked when the project was originally planned to be completed. The area of Union Road from Nickel Road to State Route 63 is horrendous and asked if the City will do any maintenance prior to the 2021 date. Mr. Clark advised that the Public Works Committee discussed that and if the portion can be avoided using Navigator Way. Mr. Hickman pointed out that it is a road and needs to be repaired. Mr. Brock advised that they will be addressing the potholes.

Mr. Clark moved to suspend the rule requiring the reading of Resolution No. 28-2019 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. 28-2019 by title only.

Mr. Clark moved to adopt Emergency Resolution No. 28-2019; seconded by Mr. Hickman. Roll call vote: seven ayes. Motion carried.

Ordinance No. 2019-13. An Ordinance amending and supplementing Ordinance No. 2018-31 to establish the position and salary range of City Engineer and increase the top hourly range for the position of Executive Assistant.

Mr. Brock requested that the City Engineer position be added to the wage ordinance at a salary range the same as department heads. In addition, it appears that the top wage for the Executive Assistant was incorrectly placed on the wage ordinance and asked that this be adjusted as well.

Mr. Hickman asked whom the City Engineer is going to report to and if will be in the Public Works Department. Mr. Brock replied that the position will report to him and will be in the Public Works Department until a separate department is created.

Referencing the salary, Mr. Hickman asked why it is proposed to be the same as a director. Mr. Brock reviewed what other surrounding jurisdictions are paying and we wanted to be competitive. Mr. Hickman expressed concern about the creation of an Assistant Public Works Director/City Engineer position and now it is being proposed to have three positions – Assistant Public Works Director, City Engineer, and Engineering Technician. The position of Assistant Public Works Director/City Engineer that was created was one position and now it is being split with the person receiving the same salary. It is a big increase in salaries that we are going to pay out.

Mrs. McElfresh moved to adjourn into executive session to discuss the compensation of public employees; seconded by Mr. Hickman. Roll call vote: seven ayes. Motion carried.

Council adjourned into executive session at 7:03 p.m.

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

Council reconvened into regular session at 7:27 p.m.

Mr. Clark moved to consider this the first reading of Ordinance No. 2019-13 and have it read by title only; seconded by Mr. Funk. Voice vote. Motion carried.

The Clerk of Council read Ordinance No. 2019-13 by title only.

Mr. Clark moved to approve the first reading of Ordinance No. 2019-13; seconded by Mr. Frentzel. Roll call vote: six ayes; one nay (Hickman). Motion carried.

Ordinance No. 2019-14. An Ordinance converting certain previously authorized cash advances from the General Fund to the Cemetery Fund to transfers.

Mrs. Ervin reported that in 2013 and 2014 Council authorized cash advances to the Cemetery Fund from the General Fund for a couple of capital improvement items. The Cemetery Fund does not make a lot of excess money. For financial accounting purposes she requested that Council switch those advances to transfers. If they are transfers the Cemetery Fund is not required to repay the General Fund.

Mr. Frentzel asked if there was something specific this advance was used for and Mr. Brock replied it was for the repaving of the cemetery.

Mr. Clark moved to consider this the first reading of Ordinance No. 2019-14 and have it read by title only; seconded by Mrs. Hale. Voice vote. Motion carried.

The Clerk of Council read Ordinance No. 2019-14 by title only.

Mr. Clark moved to approve the first reading of Ordinance No. 2019-14; seconded by Mr. Hickman. Roll call vote: seven ayes. Motion carried.

Consideration of Motion adopting the Guiding Principles dated June 25, 2019.

Mr. Brock noted this will be an important document as we move through the comprehensive plan process.

Mr. Clark moved to adopt the Guiding Principles dated June 25, 2019; seconded by Mr. Hickman. Voice vote. Motion carried.

Administrative Reports

Mr. Brock reported that he spoke to our risk manager about the pond at the former IGA property and he advised that if Council doesn't want something to occur there they need to pass legislation. He suggested not allowing boating, ice fishing, or swimming.

Mayor Routson was of the opinion that it would help if it was mowed around the pond and Mr. Brock would have to review the property maintenance code because that portion is not on City property.

Mr. Clark understood that the back portion will not be accessible to the public in the future and we should just ban everything, including fishing.

Mr. Funk pointed out that the intent of the pond is not fishing.

Mayor Routson heard that the Monroe Swim Club sold at a sheriff's sale. They failed to finish negotiations with the City, so now there is a private owner as of July 8th. Mayor Routson added that he was approached by a young man that received a ticket for going up the hill one-way (Old Street), which that is not a dedicated street. The Village of Monroe, is how it is deeded, owns about 12 feet. The remaining portion going up to the top of the hill belongs to the Swim Club, so the new owner of the Swim Club may decide whether or not we can use that. Mayor Routson stated there is a one-way sign at the bottom of the hill and questioned whether or not we had jurisdiction on private property.

Mr. Hickman asked if we actually needed the property and Mr. Brock indicated that it was talked about acquiring it, demolishing it, and using it to expand the park.

Mr. Hickman asked why it is one-way and thought it should be two-way. Mr. Clark agreed during special events, but not all the time due to the steepness of the hill.

Mr. Callahan advised that we have a potential easement to use that road since we have used that for so long and extended utilities.

Mr. Brock will contact the Swim Club again.

Adjournment

Mrs. Hale moved to adjourn the regular meeting of Council; 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