

Thursday, February 4, 2016

ITEM 1: CALL TO ORDER: Mayor Flaute called the City of Riverside, Ohio Council Meeting to order at 6:00 p.m. at the Riverside Administration Center located at 5200 Springfield Street, Suite 100, Riverside, Ohio.

ITEM 2: ROLL CALL: Council attendance was as follows: Mr. Curp, present; Mr. Denning, present; Mr. Fullenkamp, present; Mrs. Lommatzsch, present; Mrs. Reynolds, present; Deputy Mayor Smith, present and Mayor Flaute, present.

Staff present was as follows: Emily Christian, Interim City Manager/Assistant City Manager; Chief Mark Carpenter, Fire Department; Tom Garrett, Finance Department Director; Mitch Miller, Service Department Director; Bob Murray, Economic Development Director; Chief Frank Robinson, Police Department; and Brock Taylor, Planning and Program Management Director.

ITEM 3: EXCUSE ABSENT MEMBERS: All members were present.

ITEM 4: ADDITIONS OR CORRECTIONS TO AGENDA: A motion was made by Mrs. Reynolds to approve the revised agenda to include the presentation by St Mary/Miller Valentine Group, the amendment to Resolution No. 16-R-2130 revised Exhibit B and C and the addition of an executive session. Mr. Denning seconded the motion. With no further discussion a vote was taken. All were in favor; none were opposed. **Motion passed.**

ITEM 5: APPROVAL OF AGENDA: The agenda was approved in item 4.

ITEM 6: WORK SESSION ITEMS:

a) General Engineering Services

Ms. Christian: There is a memo in your packet regarding our general engineering services. For the benefit of the audience, our contract with LJB is set to expire at the end of the year so we are working on selecting a new contractor for engineering services. Staff has reviewed the proposals, for which we received seven, and also interviewed the top two choices which were Barge, Wagnor, Sumner & Camden and Choice One Engineering. Two of the three members of staff did prefer Barge, Wagnor, Sumner & Camden but Choice One did a good job and one of our staff members did prefer them. As a result of that as well as the staffing changes I would recommend that we schedule some time during the next couple work sessions so that Council can interview both of those firms. They can provide a quick presentation about the proposal and we would have plenty of time for questions and answers.

Mrs. Reynolds: What was the criteria that you used in assessing the proposals that you received?

Ms. Christian: I was not actually on the team that assessed the proposals so perhaps Mr. Taylor might want to address that. And Mr. Miller was also part of that group. They don't mind me putting them on the spot.

Mr. Taylor: No not at all. That's what we are here for right? Part of the request for proposal package listed several criteria that they needed to submit to us that we had specifically asked for. It is important to note that out of the seven nobody fully submitted everything that we had asked for. I don't have that list in front of me but some of the things I think were less important than others and I think Mr. Miller might agree with me. So what we did; the three people on the committee took a different approach. I was looking at more from the planning and zoning perspective and what we needed from them. I think Mr. Miller did more of a technical approach. And then the third person kind of did both. So through that, the things I was looking for were grant writing; how many projects and grant projects have they gotten; were their proposals in plain English to where I could understand them because I'm not an engineer, which I thought was important for our zoning and planning reviews so that the customers we are dealing with would understand their language. I think Choice

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One and Barge, Wagnor really excelled in this point. Choice One's proposal was fantastic. They had a grant writer on staff and that is one of the things that she does. It was a really good written proposal. In the interview they weren't my selection. The conversation was hard to come by. I think that what we are looking for in terms of speed and the things we are trying to get away from with LJB; which aren't bad it's just the way they are doing things; every proposal required a scope of work and sometimes we just needed two hours of their time. Barge Wagnor was more apt to give us two or three hours of their time and develop a scope together and go forward from there. That is kind of how I went through it. If Mr. Miller wants to add to it.

Mr. Miller: As Mr. Taylor stated we were looking at very specific items. We were trying to do some comparison match ups to projects that we have encountered since I've been here and matchup what their success was. Choice One was very forthright on the fact that they did fail on one project; which everybody has failures, but for them to actually put it in the proposal I thought was sort of novel. All of the engineering firms that we looked at including LJB on paper look very good. We are trying to match up the closest to what we had experience with. I know Mr. Taylor has experienced down in Dayton. As far as what we are looking for to provide the best service, the two people that we were recommending are eminently qualified, have excellent backgrounds, and have excellent experience. They went into detailed resumes of each and every one of their engineers and exactly what projects they worked on in the outcome of these projects. The proposals were thorough but they didn't match every element that we are looking for and had defined for the engineering firms. But the two that we had selected were the closest.

Mayor Flaute: Do they both have local offices? Or where are the local offices?

Mr. Miller: That's a good question. Choice One is a little further away in Sydney, Ohio. The other one does have a local Dayton office.

Mayor Flaute: How big is that local office here in Dayton? Do you know?

Mr. Taylor: The office here in Dayton; both offices are roughly the same size. On paper you can't go wrong with either one. Barge Waggoner has 20 or 21 on staff here in Miamisburg. And then Choice One I think has a 30+ person staff and then they have offices throughout Ohio, Indiana and some other states. So they have about 100+ people in their entire firm. Barge Waggoner has somewhere around 400 or 500 people I believe it was in their firm. It is really great where they highlighted that if there was something they couldn't do in their office they can reach out to those other offices. They highlighted where they had a project that they weren't 100% comfortable with so they brought somebody from their Nashville office for that project to fill that gap.

Mr. Miller: I think that was a bridge they were trying to construct; structural engineers.

Mr. Taylor: If they didn't have the expertise in-house they had it in their firm elsewhere.

Mr. Fullenkamp: Do any other cities or organizations in the area have experience with either of these or both?

Mr. Miller: One thing we did not do is go and contact references; they listed all the references; we did not do that.

Mr. Fullenkamp: But did those references include local references and regional references?

Mr. Miller: Yes, yes they did. They have references for ODOT; they had references for several other communities that are in the surrounding area.

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Mr. Taylor: Very near; both of them. Barge Waggoner had just done a project I've seen in Butler Township and Vandalia on N. Dixie Dr. right in front of the new high school. That was one of their projects. And Choice One's project in the area was another one that was real close. I'd say it was in Kettering for Centerville.

Ms. Christian: Choice One had a project in Troy that they highlighted as well as some in Tipp City. Choice One's clients' skew north obviously with them being in Sydney. They have Brookville; well Loveland doesn't skew north I guess, but Loveland, Sydney.

Mr. Miller: They do have a Loveland office I believe.

Ms. Christian: Some of the smaller ones were Ada, Fort Recovery, Minster, and Richey.

Mr. Fullenkamp: So they both offer the same range of engineering services?

Mr. Taylor: Almost identical.

Mr. Fullenkamp: The last question I have is; you had a list of seven was there a big difference between number three, number two and one?

Mr. Taylor: I don't think so. I think my number two was a different company than the two that we had. I think Choice One was my number one. Barge Waggoner was my number three and I had somebody else is my number two. Then it got whittled down to the other two that's how it got there.

Mr. Fullenkamp: Is there any reason not to include number three into this list or do you think that is too many to choose from?

Mr. Taylor: It might muddy the waters a little bit more. Like I said both are firms that we've looked at on paper a very good.

Mr. Miller: If Council wanted to interview the top three.

Mr. Fullenkamp: That's kind of is a magic number.

Mr. Miller: So if you like to do that I think that would be warranted so you have a comfort level with what they're going to provide in the way of service; professional services.

Mr. Fullenkamp: And who is number three by the way?

Mr. Miller: I would have to look at it.

Mr. Taylor: We can go back and I'm betting Mr. Miller and I have different ones so we can easily go back and look at them and pick a number three that we think would be a good choice.

Mr. Fullenkamp: That is my preference to have the top three.

Mr. Denning: LJB wasn't in the list or anywhere close?

Mr. Taylor: They were not. Their proposal on paper was really, really great looking and through our experience they were not in the top five.

Mr. Miller: Some of the questions we were asking when we interviewed the engineering firms; my concern and it has been a great concern and I think it is been Council's concern is the fact that many times we are not on schedule. A public announcement is made or an announcement is made in Council that we are planning to do work and then we end up delaying it. The time and timing were issues where it had an impact on the city directly and we are asking very specific questions about their capability to be able to deliver a level of service to where the time and timing was not an issue. I know for outside funding, ODOT funding and some other funding it has a

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direct impact. MVRPC gets very unhappy when you slip schedules and don't perform in a manner that you originally inform them. It requires them to bump other projects and do other things. Basically if you are planning something out you need to plan it and adhere to the plan and that wasn't happening with LJB.

Mr. Denning: Okay and that's fine I just wanted to know. They did put in a proposal; they didn't make the top five on the list and I'm okay with that.

Mr. Miller: And the only reason was on paper they look very good but our experience; we had a different experience from what was on paper.

Mr. Denning: Okay, to Mr. Fullenkamp's suggestion, I think we need to check references with other cities to make sure that we don't run into the same issue possibly with the new folks. A lot of people can look good on paper and then the experience is a totally different situation so we definitely need to check these references so that we make sure we are getting what they say we are getting.

Mr. Taylor: Yep we can do that.

Mrs. Reynolds: Maybe just do some personal calls to some of those groups because I think hearing Mr. Miller's concerns that we've all expressed and the opportunity we have to make those changes in this process and that maybe something we find with other communities also. So I think that would be important for you all to go and have some conversations to make sure.

Mr. Denning: With your peers in other cities because I think that is where you're going to get the real answers.

Mayor Flaute: And I wouldn't mind having the legislators maybe the mayor of whatever cities you're contacting. Administrative people talk to administrative people and mayors talk to mayors.

Mr. Denning: And that's fine.

Mr. Taylor: Before we schedule interviews I think Mr. Miller and I can do that. We can reach out and identify who we have spoken to and what they have said and provide that before the interview for you.

Mr. Miller: And I think it would be a very wise thing to thoroughly vet the potential candidates and then have them do presentations; the top three.

Mayor Flaute: It sounds like the top three are pretty solid. The top three is what I'm hearing.

Mrs. Reynolds: Mme. City Manager I understand from the gentleman that in each one of the proposals there was something left out or something not submitted, is that normal procedure? I'm not quite sure what would be left out.

Mr. Miller: On some of the proposals we didn't select they didn't have any references.

Mr. Taylor: They didn't have their pricing.

Mr. Miller: Some of them failed to provide a listing of projects that were similar. We tried to hone in on four key elements that concerned us based on our past experience. The two that were chosen were closest to providing all of the essential elements and information that we had asked.

Mr. Taylor: The big points, and Mr. Miller would probably be able to clarify, there are ODOT standards and state standards and all firms met those; those really big key points. It was the smaller stuff that we said like they didn't give us their cost breakdown per hour.

Mrs. Lommatzsch: That's pretty important.

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Mr. Taylor: I think so.

Mayor Flaute: I was going to ask that, is there a big difference in the price per hour?

Mr. Miller: A tremendous difference, a tremendous difference.

Mayor Flaute: What about the two?

Mr. Miller: They were pretty close.

Ms. Christian: Barge Waggoner was little bit more expensive than Choice One. They are more of a national firm.

Mr. Miller: The other aspect is they may be more expensive but you realize that if an engineering firms' location is not close to you, once they step in the vehicle they're like a taxi driver; they're charging meter starts. Choice One is little farther away; they are a little less priced. However Barge Waggoner is a lot closer. Is distance an element in this day and age, somewhat it can be. If you have meetings it can be critical especially if you have multiple parties in that meeting from the same company. So much can be done on the Internet and other methods; we could do a videoconference so there are ways of addressing that but at the same time it is a concern for me because we have had problems in the past where we needed an engineer on site to look at something and logistics can be a costly thing.

Mr. Fullenkamp: This really concerns me. It's not about who we select but it's who this engineering firm works with now because I know that the relationship before was with the former city manager and all of the coordination occurred through him. And I'm not sure who had has the skill set that is in house here; and I'm not sure that he had the skill sets but to take over and the time to take over those responsibilities and coordinating all the work with the engineering firm. It's not something I want answered now but it is something I think we need to be thinking about since the construction season is approaching because I know he was always intimately involved in those day to day operations. Am I wrong?

Mr. Miller: I have some experience; I have 10 years' experience at the county level in operation so I do have some experience.

Mayor Flaute: Alright so I guess the orders are to get the three in here.

Ms. Christian: I was going to ask about the logistics. We have a few other things on the work session for the 18th. We could probably squeeze in one interview if you guys wanted to stagger those but if we want to do all three that may require either a special meeting or waiting until March 3rd.

Mr. Denning: Are we in a hurry to try and get this changed? Or should we be? Should we be moving this along fairly quickly so that we can get somebody new on because of the construction season coming and all that?

Ms. Christian: I really would prefer to have somebody by April. I think we could manage until then. Most of the things that are an ongoing project LJB is handling already. There is a need to work with an engineer for the sign relocation and that is a time sensitive thing but besides that; we had planned to wait for the new city engineer as opposed to giving additional work to LJB whenever possible.

Mayor Flaute: Is everybody okay with the March 3rd meeting then?

Mr. Fullenkamp: I actually would prefer the other engineering firms not to be present when the others are being spoken with.

Ms. Christian: That was a consideration of mine too.

Mr. Fullenkamp: I think it would be good idea for them to come individually and then we would have a chance to talk to them.

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Mrs. Reynolds: Maybe we could just schedule and evening and stagger them coming in.

Mr. Fullenkamp: That would be fine but they shouldn't be in the room together.

Mr. Denning: If it is a Council meeting they can be. If we do it on a separate night as an interview process.

Mayor Flaute: Next Thursday we're interviewing interim city managers and then we'll go from there to see how that works out. So if we want to have another night to interview the firms we'll have to look at a date.

After some deliberation Council decided to have a special meeting on Tuesday, February 16, 2016 for interviews of general engineering firms at 6:00 PM in Council chambers.

b) Safety Services Building Renovation

Ms. Christian: We have some changes to the schedule for the Safety/Services Building Renovation and I'm going to turn over to Mr. Taylor to fully explain all of that.

Mr. Taylor: In your packet you should've received the plans. This is the final iteration for what we have come up with. I think the major changes from what you've seen in the past are where the folks would come in and we had two windows. We have change that so there is only one point of contact. I think that is going to be easier on staffing levels and make it a better interaction with the public. So there's just the one window and from that window you would be able to access police, fire and any service questions you would have. In addition, it keeps the continuity of the circle so there is still the circular path and most of the interior walls we have are staying. We have kind of cut back some scope and extra work where there are structural walls and whatnot. That was reflected in the new cost estimate that I will get to you in a little bit. In addition, if we go to the next one, safety services, I think this is where we did the most work and where most of our cost savings come from. If you remember in the earlier iterations of the plans, between the two bay doors in the garage, space 113, there is a brick wall there and that brick wall is nonstructural. It was built to separate those two bays years ago. It is just a standalone brick masonry wall and by taking that out it gives the guys a lot more room in there. And then the first proposal had the wall between the break room and that garage coming out. So we're going to keep that wall. It adds continuity; it saves on demo costs because there is a ceiling where you walk into the back service building. There is a masonry wall on the side and it was originally proposed to take that one out. We are going to keep that wall and take the other brick wall so it saves us all the money in the construction there. It also then provides; in talking to the staff, they are really concerned about having two separate spaces. I call it a people space and then a workspace. In the past they have had to take breaks; they have had to set up tables in the garage space and there would be birds flying around and whatnot and it really wasn't a very healthy situation. They also wanted to make sure they had a space when they are working, whether it was in the field or in the garage, so that whatever chemicals they had on them they would be able to take this off and then change clothes and then go into a break room and eat lunch or do whatever. And so that's kind of the main reasons for the changes plus there is a substantial cost savings. So in addition to that we were talking about raising the garage door. And this is back on the front of the building. Originally when I proposed this project we needed to raise these for the fire trucks, especially the new apparatuses that were coming in. Those bays are currently 10 feet tall and there were some concerns about height so we were looking at raising those 6 inches. The problem with that is if you look at the picture on the left; what you are looking at is a piece of metal and I'm not sure what's behind there. I think there is some layer of block and then there is an 8 inch block and then there is that small course of bricks which is about 2 inches thick and above that is the bond beam. So we would have to take all of that material out to

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the bond beam and then build it back down to the height that we would want and what that does is those brick courses are only 2 5/8 inch thick so there is about 6 inches there. So what happens is you would get into that blue border that we have all the way around that building. If we were to raise it up we would have to take that off and we don't know what's behind there and we don't know how it is attached. It would have to wrap around the corner so there is quite a bit of cost. So what the architect and I prefer; when we were over there looking we saw this condition. This is water draining off the trucks from slush that they pick up while they are out on a call. I think the tanks might leak a little bit; I'm not going to judge. But what you can see here is this is draining into the building and there is a crack between the slab and the foundation because this was added at a later date. You can see in the picture on the right the water seeping down there and that causes some concern for some structural failure. So with that in mind and the cost for raising it we were thinking if we lower the slab 4 inches. What we would do is we would cut pretty much the middle section out retaining the sides. We would lower that slab in the back which would be where the firemen walk out into the bay, there would be a 2 inch step and then there would be a slope so that you get all that water or anything would train straight out the bay doors and out into the front where the architect has proposed to build or to set a concrete slab. If you look at where the trucks are sitting; this is from today and if you go out there you can see there is a lot of wear and tear on that asphalt and it is starting to peel up. So if we were to build a good concrete apron that would save us in the long run on wear and tear on the asphalt plus it will continue that drainage. So this will kind of kill two birds with one stone. Instead of cutting 6 inches off the top we would be lowering 4 inches which would give us the added height plus it fixes this drainage issue that we see here. And that's not a really big puddle and I'm assuming on really icy days we get a lot of water in there. So I'm amazed we haven't seen failures in the foundation or whatnot from that water. And so what the architect has proposed is we would have to do a survey; a land survey and bring an engineer in to verify that elevation because when you look at it, it looks like there is enough elevation there but you know our eyes can play tricks on us so we want to make sure that we have the 4 inches to get proper drainage. And then through that survey it would highlight whether we need to put in an exterior trench drain. We don't have a cost for that because we were not sure what that would look like. So it saves us costs. There are unknowns in that going on the exterior and raising that and of course it kills two birds with one stone; the drainage issues in the bay and height clearance.

Mr. Denning: So the floor would actually be 4 inches lower in the front so it would be an angled surface? Because the only issue is getting the truck in and out of the doorway so it was low enough there, once you get in you have plenty of height. So backing it up at an angle is not an issue. I just want to make sure I have a clear picture.

Mr. Taylor: Plus it would be lower anyways in the back.

Mr. Denning: So you would cut out 4 inches in the front but you would only be cutting 2 inches in the back so it would be angled from the back towards the front and it would drain out the front door.

Mr. Fullenkamp: I've got question, is the floor going to cost more than changing the top of the door?

Mr. Taylor: No according to the architect estimate; so the revised estimate includes dropping the floor. What happens is in his original cost estimate to raise the doors 6 inches it included new doors plus that work in there and he had a contingency for unknowns that he was planning for and he still wasn't comfortable that he had enough to cover it in there. So by taking that dollar figure that he had to do that work and put it into lowering the slab it was a wash according to the architect. So we are estimating \$65,000 for the front building and \$35,000 for the rear building which was a total of \$100,000. With both buildings combined we are \$93,000 according to the architect's

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estimate. And then he added in these alternates, which is the mop sink which I think at one point used to be a shower, and they would like to return that back to a shower. The estimated cost on that because there is jackhammering of that floor would be about \$7500. And then the other thing that we can add, inside the bays would be trench drains and an oil separator. Since we would already have a concrete slab cut out this price is significantly less at \$15,000 if we were to do that. So if we were to raise the doors the 6 inches and then try and put in floor drains that cost would be probably closer to \$45,000. It opens up some possibilities to do more work to get a better project over there at roughly the same to little bit more money.

Mrs. Reynolds: What is the timeframe Sir?

Mr. Taylor: Well the timeframe would be; if everything looks good to Council here we will get with architect and get the survey engineers out there in the next week to week and a half then once we know exactly the scope of that we can put our bid documents together and go out probably March 1st which puts us back about a month from where we were originally planning. I think we end up with a better project that way.

Mrs. Reynolds: When is the fire truck coming?

Chief Carpenter: It is still to be determined but we did stagger the delivery. So the first one was expected March/April and I haven't heard any other date yet but it could be a little delayed. That is a possibility. The second one is supposed to come in the fall. So there is a possibility of assigning the first one to station six and then complete this project.

Mrs. Reynolds: Take it across town.

Chief Carpenter: Yeah.

Mrs. Reynolds: How close are the estimates do you feel? You feel comfortable with this?

Mr. Taylor: He feels real comfortable with this. I was little uneasy with all of the scope changes we had and I haven't seen precise line items which makes me nervous but I didn't see that here at 5200. On our costs we had a \$325,000 cost estimate and we got it bid at \$323,000. We had a couple of overruns so we are going to be at a final of \$330,000-\$345,000 when everything is said and done or somewhere in there because we are not quite finished with the final paperwork. So he was really close there and I feel pretty good about those numbers just from past experience.

Mrs. Reynolds: Originally we had roughly \$125,000 scheduled for this raising of the doorways. What was the total amount we had before?

Mr. Taylor: So the breakdown where it has budget is we were talking about. When I was tasked with this I was given that price in column B. So in phase 2 which is just the police/fire building and not the services building I was budgeted \$65,000 and then \$35,000 for the rear building. With that contingency of \$35,000 I spent, as you can see in column C I am almost at \$25,000 of that where I am with purchase orders and money that I've held up; I haven't spent all of that money on this purchase order. I currently have about \$110,000 in the whole project. I was counting on the \$100,000 plus whatever I can save out of that contingency which is about \$10,000. So that was the original that I was given. Anything past that I can only guess and speculate.

Mr. Smith: In reference to the fire bay, when we redo the floor and re-cement that where are we going to put the equipment? Have we made arrangements?

Mr. Taylor: During that process?

Mr. Smith: Yes.

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Mr. Taylor: As of right now I have no idea. Would have to talk to the chief to look at how long that will take. There are a lot of questions that we would have to take care of and I haven't across those bridges yet.

Mr. Smith: That is a pretty big concern.

Chief Carpenter: All of this is new and is dependent upon your approval. But right now we could fit everything out at one station if we had to but we like to keep some equipment north. We would have to investigate and see what is the best we could do.

Mr. Denning: Could we pull the big trucks out of service and put a fire truck there? My main reason for saying that is I'm concerned with the bridge construction that we would have issues getting equipment from the south side to the north side.

Chief Carpenter: That is still to be determined; how long it would be out of service. There are a lot of unknowns at this point.

Mr. Miller: We can measure our bays to verify that their trucks would fit. I think height wise it will be okay.

Mrs. Reynolds: Sir we have to worry about response times too. We can't impede anything that would slow down the response time so that is the main thing we have to look at.

Mr. Smith: Also you mentioned in the service department back there doing a bathroom. You mentioned the employees possibly having chemicals on them and changing their clothes and taking a break and putting their clothes back on. Have you considered putting a shower in the service department in case there is a chemical spill on the individual and they need to get washed off or something along those lines?

Mr. Taylor: No. We could look at that. That was not in the scope. I had a lot of conversations with the staff back there and that wasn't brought up.

Mr. Miller: We do have an eye wash station where with a little bit of conversion; it has a drain right there and we could retrofit it at probably minimal expense.

Mayor Flaute: Just for emergencies.

Mr. Miller: Correct.

Mr. Denning: They make emergency showers/eye wash stations.

Mr. Miller: We have one set back there by the back door if somebody gets a chemical splash in their face there one available. It probably needs to be updated to be honest with you but we could also bid on it and make it a full body shower with dual-purpose function for a minimal expense.

Mr. Taylor: I'll ask the architect to look into providing a shower back there. That's something we haven't considered.

Mayor Flaute: Even if it is a simple one.

Mr. Smith: Yeah I think that is something we need to look at. Okay thank you.

Mr. Fullenkamp: I guess along those lines; the guys are out in the field and so there is really nothing available for them when they are in the field.

Mr. Miller: Usually when they are in the field they have 20 and 30 gallon water containers that they take with the trucks that are strapped to them. If there are other issues they will call usually and we come out and help them if they have other issues in the field. So far we've been pretty lucky to be honest with you.

Mr. Fullenkamp: I'm just wondering where the workers are at the most risk; whether it is here or whether it is in the field.

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Mr. Miller: That is a good question. Probably the highest risk in my opinion is when they are mixing chemicals and usually they mix them back; not inside the garage but back in that area to where they have access to what they need. But that is a good thought and a good question.

Mr. Curp: This is all being funded out of the 402 fund?

Mr. Taylor: Yes.

Mr. Curp: So I am going to assume that I have a good comfort level that we have the mechanisms and processes in place to capture all of the expenses including staff time.

Mr. Taylor: Like tracking my staff time on that?

Mr. Curp: Anybody who touches it.

Mr. Taylor: I'm sure we could figure something out.

Ms. Christian: It's not something we have discussed extensively but I know that is something that Council would like to see and it is on my list and I'm planning on talking about that with the staff.

Mr. Curp: Because we got into December; the fourth quarter and then in December we still didn't have all of the money accounted for when it came time to do the supplemental appropriation and I would've thought that that would've been a significant enough communication that this is something that needs to get accomplished. So I hope we can make sure that this gets done for 1791 but also for stuff that we are still doing here. And that will come up again when we have the ordinance later on this evening.

Mayor Flaute: Okay very good. The only question I have now is you want to put another shower in the restroom there by the firehouse and then there is also a shower just down the hall about 20 feet or so. So you're going to have both showers right there? Is there reason for that?

Chief Carpenter: Okay so the guys come back from the fire and they don't have to wait and take turns. It is more just have it available so we can expedite the process.

Mr. Smith: Isn't the other shower in the ladies room?

Chief Carpenter: It is. Right now it is shared.

Mayor Flaute: And we are not putting any shower over on the police side? You guys don't need one?

Chief Carpenter: They have access to the showers as well.

Mayor Flaute: To the showers? Okay that makes sense.

Mr. Denning: This would be the time now that we are trying to get all us laid out. The question I have is, we had this great idea of bringing all of the administrative staff into this building and all of that. My question is, is that working? The reason I'm asking is if Mr. Miller for the Chiefs need office space over there so they can stay better in touch with their folks now is the time for us to think about that before we make these modifications. What I don't want to see is we do all these modifications and then we find out that we need a couple of extra office spaces and that we had to go back in and modify it again. I don't know if this is the time to have that discussion or not. I know we had a great idea to do that but I'm not hundred percent sure; I don't know if we want to discuss that with staff or not.

Mayor Flaute: There is an open office at least on the police side.

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Mr. Denning: In the services department there is only one office and my question is, is this working? Do they need to spend more time with the guys than they spend over here?

Mayor Flaute: Ms. Manager do you feel that the way things are set up now is okay?

Ms. Christian: I think that part might need a little bit more time and analysis. But in terms of the main building at 1791 Harshman Rd.; so nothing about the garage itself there is open office space for each one of those department heads.

Mayor Flaute: Should they want to do that.

Ms. Christian: I won't speak for them but I think we had always foreseen them splitting their time between those two buildings.

Mr. Denning: Okay I just don't want us to paint ourselves in the corner and not have office space over there if we are going to need it. Because if we're going to need it, now is the time to put it in there. There can be office space now and the shower next year but taking a shower and making it into an office space is a little more difficult.

Mayor Flaute: So Chief is it working out for you or do we want to wait until we get a new city manager? We might need some new eyes on this. Do you guys have any comments?

Mr. Miller: I will speak for the service department. We are making it work. We are trying to spend it 50-50, at least I am. If need be; I leave this office here and go down there and address something; anything that needs to be addressed and then come back here. And we are making it work.

Mayor Flaute: It's all new. Change so is hard no matter what. So whether you've given it enough time to know whether the change is good or bad may not be a fair question at this point.

Mr. Miller: Mayor we haven't been here that long to really see the results. We are working out a few bugs, yes. It has been a challenge; not a bad challenge it is a good challenge.

Mayor Flaute: It is a change and it is sometimes hard to get used to.

Mrs. Lommatzsch: I thought I always understood that they would have an office over there from the get-go; that they would have an office in both places. That was my understanding from the original plan.

Chief Robinson: I will speak from my thoughts on it and I will be perfectly honest with you, I've never seen a place where other than where it is really large like in Dayton or whatever who has the police chief not in the location where his people are. I'm trying to make it work. I will say that I don't like it. I think you lose some continuity with the day-to-day. We will make it work, I will do whatever you guys want me to do and that's what I will do and we will make it work however I don't like the current arrangement. Actually I feel like I am in prison for about four hours a day and I don't feel like I can come and go as I want to and that just makes me uncomfortable. So I don't like it. But I will tell you this, I don't have any problem coming here every day for four hours. I actually would like to change that; it would be a better thing for me if it was maybe one day where I was in the whole day. Four days down there; one day here or three days down there and two day here or something to that effect. It would actually work better for me. Because what happens in a police department is that things happen so quickly that sometimes I need to make decisions on the fly and sometimes I think I am out of touch down there. If I get a phone call from whomever because I'm not standing there listening to the conversation because guess, what we have a search warrant going right now and we need to go and I'm not going to be down there to hear none of that. So I feel like I lose some of it. So that's

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just how I feel about it and like I said I will do whatever and I will make it work of course.

Mayor Flaute: That is good information.

Mr. Denning: That is between you and the manager but I think what we want is the best possible services, whether it is the service department, police department or fire department for our residents. So whatever is going to make that the best service is what we want.

Chief Robinson: Right and I'm not saying I'm shooting down the thought about us being at this building and having an office down there. That's what I always thought too; I'm not shooting that down whatsoever. There needs to be some communication between myself and the folks that are here as well. Those are my thoughts.

Chief Carpenter: Due you want my thoughts?

Mayor Flaute: Yes, you're looking at me like you're going to.

Chief Carpenter: Well I guess I feel kind of obligated to chime in. My situation is just a little bit different. I already had two facilities; station six and station five. It is definitely, when I'm at five you hear the thoughts of what the firemen are thinking but I also have the advantage of the officer in charge; whether it is the battalion chief for the lead lieutenant. They kind of run the shift as it goes and they are really good about contacting me and keeping me abreast about what is happening. And since we've been here I try to make it a point to get to the stations either in the morning or at lunchtime or at the end of the day. Also it is almost every day that somebody drops in whether it is the officer in charge or some of the firefighters that stop by here. So it hasn't been a great burden on me and I'll just leave it at that.

Mayor Flaute: So you're used to that. Okay.

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Ms. Christian: The last item on the agenda I believe we have a representative from Miller Valentine here. They're working on senior lofts; residential construction and have requested some support from my office and I just wanted a discussion of Council on this matter.

Mayor Flaute: Mr. Schwiegeraht please come forward.

Mr. Schwiegeraht: Thanks for the introduction. Pete Schwiegeraht with Miller Valentine Group. We are located at 9349 Waterston Blvd. in Cincinnati Ohio. Just a real quick background on Miller Valentine, we have been in existence now for over 50 years as a full-service developer. We really do about anything and everything under the rainbow in development. Commercial, retail, office and certainly housing as well. We have been doing housing now for 25 years. We have developed, own and manage a portfolio of housing that includes around 13,000 units in 16 states. So we've had a lot of experience with housing for quite a period of time. We introduced ourselves to staff; the previous manager and related our interest in developing some housing in the community; in particular senior housing. There is a growing demographic in every community I go into and certainly seniors have certain needs for housing that sometimes aren't always contemplated in conventional designs. So we were interested in pursuing an opportunity to develop senior housing in the community. We first worked with staff to identify sites that made sense and then from there had the utilities, the zoning and all of those things in place but also our funding source that we are pursuing requires local assistance in contribution and participation in local revitalization and economic development plans. So we are also looking for areas that made sense within your CRA (Community Reinvestment Area) so that potentially those local incentives that you brought to the project as well. I think we talked to about as many as six or so sites and at some point arrived at the proposed sites on Harshman

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Road which made sense for a lot of reasons; they are very centrally located, a reasonable proximity to the services, and amenities, the land is available, it is owned, utilities are at the site and therefore obviously the land has been prepared and planned for multi family use at some point surrounded by similar multifamily use. Our proposal is a 55+ community so it is age restricted. The target audience is 55 or older. We have around 2000 of these units in our portfolio and we probably average around a 68 to 70-year-old residents depending on the product. In this project we are actually hoping to utilize two of our product types; one being a three-story elevator building. We will have a mix of one and two-bedroom units and it is full of amenities too, fully modernize units. They will be green building design; enterprise green building standards. They will be 100% accessible and will include universal design features that make mobility and access easier for seniors. Inside that building we will have a fitness center, a business center, a theater room, a community room, on-site manager's office, service coordination to make sure that seniors are linked to services and programming. A lot of that includes curb to curb transportation and home meals, light housekeeping, programs, services, healthcare referral. These will be independent living not assisted care so we don't provide any medical care but we do help link residents to their healthcare needs. So that would be in the main building. And then in addition to that we are proposing a mix of senior cottages as well. Those would be two bed, one half bath, one car attached garage, ranch units, zero step entry. The goal is to try and target and be attractive to all senior demographics. So a cottage may attract a younger senior who is a little more independent and active. And then seniors who have more of a need for attention might be in the building where they have quicker access to management and some of the amenities of the building. We are looking to acquire more ground than what is necessary for this part project. We are trying to help this property and the adjacent property develop as a kind of thought out master plan. So we are hopeful and excited about this potentially growing with future phases. Certainly as we would work on future phases we would come and get your input just like we are tonight. This project, we are applying for funding and the funding requires an application by February 18. To be honest we will need application documents before then because it does take some time to assemble this. The application is a competitive process; we compete with projects throughout the state for these funds and it is really the projects that score the best that get funded. Some of the things we're hoping that you can assist with will help us score well. Being within your CRA I believe does make us eligible for abatement. I believe that the program allows for a 75%, 15 year abatement for this type of development. That is almost identical to what the state requires from a scoring standpoint. So we are hoping that if the city is comfortable with this project they will allow that abatement for the project. We would need a letter kind of summarizing that that abatement is going to be available for the project for our application. In addition to that there are some more staff related items that will come out of that as well. One is just a letter that confirms the project meets zoning. Another would be a letter that confirms the project as part of this CRA and will contribute to the CRA and therefore benefit from its incentives. And there may be some other similar related documents that we are looking for support on but I think the goal here is number one to get your input and feedback and make sure you are interested and supportive of the project and if so in hopes that you will support the manager in writing a letter confirming that we are in the abatement or in the CRA zone and that our project is eligible for the abatement and ultimately note the city's support of the project. So I'm certainly happy to answer any questions you might have in an effort to make sure this is something you're comfortable with and in supportive of. And thanks so much for giving me the time to come and introduce you to the project.

Mayor Flaute: Thank you Mr. Schwiegeraht. Are there any questions?

Mr. Denning: This is the property across from Arrow Rock where the farmhouse is now?

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Mr. Schwiegeraht: It is slightly north of that.

Mr. Denning: Right next the church?

Mr. Schwiegeraht: Yes, just south of the church.

Mr. Denning: Just south of the church so you're looking at that property and then eventually the property where the house was taken down.

Mr. Schwiegeraht: Yes.

Mr. Denning: So the whole thing would be basically between the two churches.

Mr. Schwiegeraht: Just about. There are three ownership structures. One is a 5 acre ownership to the north, a 5 acre owner in the middle and that kind of wraps around a 2 acre piece. We are using the two five acre pieces so we will have about 10 acres in total. We would use about half of that for the initial phase.

Mayor Flaute: Is the old farmhouse going to still stay there?

Mr. Schwiegeraht: Is that on the 2 acre piece?

Mr. Taylor: The farmhouse is that L-shaped building; the Victorian house. In the first phase that house would have to come out.

Mr. Schwiegeraht: We aren't intending on preserving the houses. Maybe temporarily they would be up and certainly until we start the project but they will ultimately come down.

Mrs. Reynolds: Sir you indicated that your application was due on February 18. When do you expect to hear back?

Mr. Schwiegeraht: We would find out late June. If we were funded in June we would start construction hopefully about this time next year. Weather permitting. But it is about a year from now until we would be ready to close and start the project. So your would build so then you are delivering your units and winter/spring of 2018. We are looking at 62-ish units; somewhere in there. It is going to total around \$12 million in total development.

Mayor Flaute: You said they are all two bedrooms?

Mr. Schwiegeraht: It is a mix; it is mostly twos and there are some ones. In the three-story buildings there are ones and twos and then the cottages are all twos.

Mr. Smith: On the rents, is that income-based or is it subsidized?

Mr. Schwiegeraht: It is income-based; there is no subsidy in that. The housing tax credit program; we will be applying for tax credits to build these higher-quality, green designs, accessibility. Like I said, this going to be upward of nearly \$200,000 a unit in cost. So the quality is there. The income restrictions; the goal here is to make for affordable housing for seniors that have fixed incomes and retirees and so we will target the 60% AMI bracket and under. In Montgomery county that is right around \$30,000 and if you are thinking retired seniors it is a pretty easy test because it is income-based not asset. For example, we get 45% of our renters out of ownership. So folks are electing to sell their homes as an asset and not an income. It doesn't disqualify them. It simplifies your life from trying to keep up on the mortgage, taxes, insurance, water, sewer, trash, snow, lawn, upkeep on the house. You can sell out and we can provide that. Now the benefit to the resident and why you want this new community is as your seniors age there are certainly options out there where people may pay \$2300 a month for the senior facilities. Or unfortunately your other option is then ending in assisted care and the whole goal here is to keep folks independent, on their own as absolutely long as possible and out of the more expensive Medicare/Medicaid type programs. And so they will get a very affordable rate. The

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rent might be; maybe market would say it is an \$800 unit. We are required to make sure it is affordable and accessible to seniors so they may rent it for \$650 or \$700 instead of the \$800 or \$850 that market would say. But they pay the rent; there is no project based, there is no section 8, there is no rent subsidy. Residents are paying their own rent. They just have to hit that 55+ requirements and the 60% AMI and under. That being said there are market rate units in the development and I think it is somewhere about 10% to 15% of the units that are true market units where anyone is eligible and can qualify for that unit. They still have the age restriction they just don't have the income restriction.

Mr. Curp: What is the current dollar amount of the 60%?

Mr. Schwiegeraht: The easiest is probably to give around the \$30,000 mark; \$30,000 in income a year.

Mr. Curp: Is that adjusted or gross income?

Mr. Schwiegeraht: That's where I would have to get my property managers in here to start breaking down the details because I don't want to misspeak. The way we typically look at it is 60% AMI to kind of tell you the people in your community are going to meet the criteria. But when you're looking at the seniors with; the 55 years who is mostly retired, it is normally 85+ percent of the seniors of your community that will meet this criteria because many of the 70+ demographic are retired and working off of Social Security and pension and programs like that.

Mrs. Lommatzsch: I sat in a three-hour meeting today for the Montgomery County Affordable Housing Board that I'm currently on and I heard a 45 minute presentation. It is affordable housing and the Chamber has chosen not to support this the Riverside Chamber. It was highly discussed; the saturation of this kind of housing that is already up there. Timber Ridge and you name it. Is that what Riverside wants? There are numbers that support the amount of lower income versus the market value houses.

Mayor Flaute: But isn't timber Ridge.

Mr. Schwiegeraht: It is family oriented.

Mayor Flaute: That is family oriented this is senior oriented.

Mrs. Lommatzsch: I understand that. It is still affordable housing. It is not a senior complex it is affordable housing.

Mr. Schwiegeraht: No we are age restricted two 55+.

Mrs. Lommatzsch: I understand that.

Mr. Fullenkamp: So it is senior affordable housing?

Mr. Schwiegeraht: The whole goal here; by the way the same product here is in Huber Heights if you are familiar with the Carriage Trails developments; a very high end, upscale growing area. They're probably putting more houses up there than anywhere else in the city of Dayton right now. We are in that development with 48 units. They are 100% leased, there is a 100 person waiting list. This product is needed in really every community; low income or high income and you do not have senior oriented products in your community and the folks are going to need it. They're going to have to go to places like Carriage Trails or down to other communities that have similar product. And the whole goal here is a lot of your seniors age in place and do so in your community. And really we are improving quality of life by providing these great units. And I urge you to go look at Huber Heights if you are concerned about the quality at a very reasonable rate for seniors. My grandmother raised nine kids that took care of her until she was 80 something years old and that worked out pretty well for her because she had nine kids to take care of her. Not everyone has nine kids to take care of them. This gives us an opportunity to keep folks in the community, give them the care they

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need so they can stay independent and out of home settings. And we just hope you are supportive of that and understand how valuable that can be for your community.

Mr. Fullenkamp: You mentioned before about meeting our zoning requirements. How do we know that this is the case? Has the Planning Commission been involved in this already?

Mr. Schwiegeraht: The property is already zoned R-4 but I will defer to Mr. Taylor.

Mr. Fullenkamp: So it is really just how it is zoned currently and whether the actual development meets our zoning code; do we know that?

Mr. Taylor: My experience looking at preliminary projects like this, when they asked does it meet zoning we looked at several things. First, what is the zoning; it's an R-4. If we were going to have a multi-housing project, that's where we would put it. They're looking at about 60 to 65 units on 5 to 10 acres. Looking at just the drawing in front of you, our current UDO; the biggest restriction is lot coverage which is currently 55%. I think other R-4s are usually in the 75% but looking at that map I think there is about; of hard surface they would meet that. They are under that 55% or 50%. And then we look at height restriction. Well they are doing a three story building with a pitched roof. Our height restriction is 45 feet. If you figure 10 feet per level that is 30 and are not going to have 15 feet of roof. You're probably going to have closer to 8 feet of roof so you are under that height restriction. So looking at those minimal criteria you see that this meets our zoning where they don't have to jump through a lot of hoops for rezoning. There will be a lot consolidation of course and then of course our typical review where the more details that get passed out; if for some reason they come in with a tall pitched roof and they are over 45 feet I think that is an easy thing to come under. If we are over the lot coverage we would have to look at parking and other requirements to see how we could meet that. But preliminarily I think this would fit.

Mr. Fullenkamp: So we can give sufficient assurances to the grant agency that we have the appropriate zoning?

Mr. Taylor: Absolutely.

Mr. Schwiegeraht: We provided a template letter to Mr. Taylor that he can modify as he sees fit. But it says it is on this, multi family is permitted, it is within the density and lot coverage is to be determined by final code review and site plan approval.

Mr. Fullenkamp: That is not necessary at this stage.

Mr. Schwiegeraht: That would be after we are funded then we would come back with our full force effort for closing and construction.

Mr. Fullenkamp: Thank you I wanted to understand that.

Mayor Flaute: Okay I guess I didn't understand. We are in need of senior housing in this community. We had talked about that so many times and this is definitely seniors. It is affordable but it is still senior housing. It is what Mr. Schwiegeraht said; they are getting out of the big house and going into smaller houses. Why would there be a problem with that?

Mrs. Lommatzsch: It's not going to be open to everybody.

Mayor Flaute: Is that true?

Mr. Schwiegeraht: From the marketing standpoint all units will have a 55+ senior restriction. The majority of the units will have the 60% AMI restriction.

Mrs. Lommatzsch: If you make too much money you can't go there.

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Mr. Schwiegeraht: And another portion of the units will be truly market rate so no matter how much money you would be eligible for those units.

Mayor Flaute: So that is in conflict with what you are saying. There is market rate.

Mrs. Lommatzsch: There is a small percentage.

Mr. Schwiegeraht: There is a percentage. It is 10% to 15%.

Mrs. Lommatzsch: It is a percent of the total; of the total residents.

Mayor Flaute: So our other option would be to build something that is all market? Is that what the conversation was looking for?

Mrs. Lommatzsch: People that we know that are moving away from the community are not moving into this kind of facility.

Mr. Curp: It is a different product.

Mrs. Lommatzsch: Yes this is not the product that people are moving into; the community they want to move into.

Mr. Schwiegeraht: We did a 3 mile ring of the site which essentially is Riverside. Now granted 3 miles pulls in some other communities but 3 miles from the site; a ring around the community there are over 700 qualified households meaning they are 55+ households and they are under the 60% bar. 700 within a 3 mile ring of the site.

Mrs. Lommatzsch: And there was much discussion today about moving the people out of Avondale to this facility and my statement at that meeting was, you don't understand, the people who live in Avondale like living in Avondale for the most part. Grandmother lives there, mom and dad lived there, I live there, my children are going to live there. Those the houses that you are counting in these people are not people that are going to move into this facility. Now on paper that might be true but in reality; and I may be wrong and Mrs. Reynolds can certainly address that. But those are the numbers you are using because if you look to the north and you look to the east in a 3 mile there are not a lot of houses.

Mr. Schwiegeraht: I don't want to necessarily dispute anybody's opinions; I respect everybody's opinions. I just feel there is a demand in the community.. When we did Huber; I've done 30 of these developments for Miller Valentine in four or five states. Our marketing efforts are here locally. Our goal is to house folks from the community; in the community with a new option. I remember I met a lady from Tipp who was in our Huber project. Why are you moving? Well we don't have this Tipp. I've had folks in Champaign, Illinois move from an hour away because I didn't have it in their community. So you're going to get some folks from outside the community. I don't know that that's a bad thing. They're going to spend money in your stores; these folks will have discretionary income. They have had careers, raised families and have now elected to a new life decision. The unfortunate thing about senior housing is you have this product over here that is \$2500 a month that is the country club and you have this which accommodates those who have work their lives but don't necessarily have enough money to go for \$2500 a month for meals and all of these extra amenities.

Mr. Fullenkamp: I don't understand what your concern is. Express it to me why this is not a good idea; either one of you.

Mr. Curp: The variety of additional housing styles and products. Certainly we need senior housing. I don't think senior housing belongs in this location for number of reasons. First of all it is affordable housing. Across the street at Timber Ridge we have affordable housing. Next-door to this location is affordable housing which is Riverside Commons. On the backside of this space when you get around to Brandt Pike and Texas Avenue that project has resurfaced and that is 55 units of workforce housing.

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Additional affordable housing does nothing for the needs of this community. We need housing of a different product at a different pricing level.

Mr. Fullenkamp: What do we need?

Mr. Curp: If you go out to New Germany-Trebein Road in Greene county you will get the Villas at Beaver creek. It is a different type of housing. It doesn't fit into the business model that we are talking about here because it is market price housing. Those are patio homes/condos and that is what I think this community needs. Because as you heard Mrs. Lommatzsch's comments earlier we had people leaving this community because that kind of housing isn't available. Do we need this kind of housing, certainly we do. We talked about it. A couple years ago we went on a bus tour out to Hoover Place and we saw this kind of housing out there. We saw Hoover Place, we saw the Lofts at Hoover and we have a need for that and we talked about putting that kind of housing in at a complex on Valley Street and that apparently has fallen through. But we agreed that the community needs this kind of housing. The question is where should it be? We need probably some in each geographic area in this community. I don't think it belongs here. I would rather see it be more of an infill situation which is very difficult to get developers to do. It is more costly. But that's all this community has. We have very little green space available and if we are going to take good green space and use it for something I would prefer it to be something that this community needs more and that is alternative housing styles in addition to what we have for senior housing. We've seen it and we can attract people to that housing level because we have it going on over on Brandt Pike in the Brantwood subdivision. We had people willing to come to this community and pay that kind of money for those properties. But these kinds of developers want to have open green space and if we use it for affordable housing we won't get that kind of development in this community. And I know they can move this stuff around, I don't really want to have another multi-story structure along Harshman Road because we have these apartments across the street. I don't want us to have affordable income housing canyon of multistory buildings. Certainly they can move this building to the back of the lot instead of the front and put the single stories out in front. Maybe that will break it up a little bit. But I don't see it fitting in this location.

Mrs. Reynolds: Sir have you checked the occupancy rate at Riverside Commons and the housing that we now have available?

Mr. Schwiegeraht: We have a market study in process and it is not complete yet. We are the owners of Pheasant Run and it is full. We are also the owner in Huber and it is full. We are seeing no indication of demand issues here.

Mrs. Reynolds: And I understand because I deal with a lot of the community members in Riverside Commons and Councilman Curp makes a very good point. I'm going to try and make just as good a point for affordable housing because I believe we need it. And I know that Councilman Curp said that we need it and he knows that we need it but he is looking at some property and there is another need that we have. We need to address that need and I will be the first to say it. I know how much Mrs. Lommatzsch wants a patio home and I know that there are hundreds of others seniors that want that very same thing. But I also know that in the community where you are looking right now; I don't know what group today was talking about the Avondale community.

Mrs. Lommatzsch: It is the Montgomery County Affordable Housing Board.

Mrs. Reynolds: I hope there were some people from that community that were at that meeting that were able to talk. Last Sunday we were out walking and working in that community. There are people that will never leave that community but there are people that will leave that community at an opportunity for affordable housing; good affordable housing. And that's what I expect. I don't expect anything but the best for this community. I can support this. I feel like they have the support for my

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community. And for those other members of the city that are looking for good housing. Thank you very much.

Mr. Denning: Let me fill in a little bit for Mrs. Reynolds. I think there are people that live in Avondale that stay in Avondale because they want to stay in Riverside. They want to stay close by. If there was affordable housing in the city that they could move to they would sell their house or turn it over to their children or whatever so they could still stay close by. But they don't want to have to move out to Huber Heights or Tipp City or the city of Dayton or Trotwood to get affordable housing and so they stay in the Avondale area because it is what they're used to and they can afford it and they stay there. But I think if there was affordable housing close by, which this would provide, I think they would move there and stay there and stay in our community. I fully support this.

Mr. Fullenkamp: For my neighborhood, Spinning Rd., Bayside and that area, I know people in that area that are looking for this kind of housing. They are not wealthy; they don't have the income to go to these higher rent spaces and would love to be able to live in a cottage or a two bedroom nice apartment. I realize that this doesn't meet the needs of everybody but if you look at the economics of our city; we have a range of economic needs in the city and it falls across the city. I do see a demand for this kind of housing in the city of Riverside whether it be for Avondale, whether it be for my neighborhood over on Spinning Road, whether it be over off of wherever it is. There are a lot of people in the income bracket that would find this useful for them in their later years. I'll consider it at some point.

Mayor Flaute: The market rate is how much a month on a two bedroom?

Mr. Schwiegeraht: Market rates haven't been set.

Mayor Flaute: What is typical around here?

Mr. Schwiegeraht: It could really range anywhere from \$750-\$850 for a two bedroom new unit. That is the other challenge; any product we are going to comp in Riverside is going to be 10 to 15 years old. So it is kind of tough to comp versus one of the new apartment communities that have been built over in Beavercreek.

Mayor Flaute: How much are those? Do you have any idea?

Mr. Schwiegeraht: Even a one-bedroom can go for \$900 plus and some of the stuff over by the Greene; one beds at the Greene go for over \$1000. So there is such a spectrum from a 20-year-old product so that is hard to say. I'm saying that we will probably be selling our 60% one bed units for \$575. One bed market is probably \$675 or \$650. A two bed, 60% unit is going to be about \$650-\$675 where a market unit might get another \$100.

Mr. Fullenkamp: Is this utilities included?

Mr. Schwiegeraht: We pay water, sewer, trash and they pay electric.

Mr. Denning: So these are going to be all electric?

Mr. Schwiegeraht: Yes.

Mayor Flaute: They're going to be green.

Mr. Schwiegeraht: Yes they are green design. Yes everything is enterprise green built, energy efficient appliances, energy star ratings. The URS ratings in these buildings is like 55.

Mrs. Lommatzsch: A 15 year abatement.

Mr. Fullenkamp: We're just doing a 30 year TIF.

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Mr. Curp: I want to make sure that my position is not misunderstood. I haven't said I don't believe that this is not needed. I just said there are other places where I think it should go instead of this location. I would rather see a different product than this product. We could kill two birds with one stone by putting it in a different location where we need to dress up that part of the community. It could still be close the Avondale neighborhood if not in the Avondale neighborhood. However you want to define that boundary.

Mrs. Reynolds: Where are you thinking Sir?

Mr. Curp: On Valley Street next to the church and look around and find places.

Mr. Schwiegeraht: I appreciate your conversation but I just want you to be aware that we did make an effort with staff to try and find a site that made sense. Your zoning, a lot of your planning really pushed multifamily to this area. It made a lot of sense from looking at your code and your land use maps and so forth.

Mr. Smith: I think the product that you have here is needed in our community and I agree with Mr. Curp about putting this three-story, L-shaped building possibly in the rear and making the front the one-story cottages. I think that would look maybe a little bit more aesthetically pleasing.

Mr. Schwiegeraht: We are completely flexible in the design and layout. In the end we'll obviously come through your site plan approval. We can make modifications from our application to some extent. So if that is the desire we can certainly make some adjustment and even if we get approved we can come in and do a workshop or something that helps us design and layout in a way that everybody's comfortable with.

Mrs. Reynolds: Will you make sure that you follow up with a letter to the gentleman to make sure that he understands that Council would like that in the back.

Mr. Schwiegeraht: No problem.

A motion was made by Mr. Fullenkamp approving the interim city manager to sign the letter in support of the Riverside Senior Loft Development. Mr. Denning seconded the motion. With no further discussion a roll call vote was taken as follows: Mr. Fullenkamp, yes; Mr. Denning, yes; Mr. Curp, no; Mrs. Lommatzsch, no; Mrs. Reynolds, yes; Mr. Smith, yes and Mayor Flaute, yes. **Motion passed.**

ITEM 7: RECESS: The Council took a recess at 7:38 p.m.

ITEM 8: RECONVENE: The meeting reconvened at 7:51 p.m.

ITEM 9: PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE, Stefan Warwick from Boy Scout Troop 329, led all those in attendance in the Pledge of Allegiance.

ITEM 10: MINUTES – Consider approval of the January 21, 2016 regular Council Meeting.

A motion was made by Mrs. Reynolds approve the minutes as written. Mr. Denning seconded the motion. With no further discussion a vote was taken. All were in favor; none were opposed. **Motion Passed.**

ITEM 11: ACCEPTANCE OF WRITTEN CITIZEN PETITIONS

There were no citizens that asked to speak.

ITEM 12: CITY MANAGER'S REPORT

Ms. Christian: You have my report. Should you have any other questions feel free to ask and I will be happy to address them.

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Mayor Flaute: So for the full-time administrator, are going to be waiting to see how that settles out and whether there is a need for that position?

Ms. Christian: There may be different needs; a different kind of need. We are trying to work on that. Ms. Rice, one of our administrative assistants has been on extended medical leave. She is coming back here soon so that will give us a better picture.

Mayor Flaute: Since we moved here maybe there is a better way to Mr. Denning's point earlier. Maybe there is a better way of making this work. Will you be in touch with Council then before you make the decision?

Ms. Christian: Oh definitely.

Mayor Flaute: Okay because we will probably want to discuss that to at least hear the pros and cons for that.

Mr. Fullenkamp: I just want to bring up some of my concerns about the Street Lighting Improvement Plan. I talked to the city manager about this and my concern is if we are going to be assessing people for street lighting they need to have a say in this process because some of the lights that are on our thoroughfares are assessed through the street lighting plan. So if we are going to decide to upgrade the poles and go to LED lighting and if there are increase costs they need to be involved in this conversation before we just make a decision to impose upon them. Most of us hear on this dais aren't in lighting assessment districts so that is why I think it is incumbent on us to have as much involvement as possible if we are going to do this beautification on their backs. You look confused Mr. Mayor.

Mayor Flaute: I'm not sure; we are talking about a future resolution?

Mr. Fullenkamp: It was in the packet. You have pricing information and I wanted to just bring this issue up for people to think about.

Mayor Flaute: I just wanted to make sure it wasn't something we are dealing with tonight that I missed.

Mr. Fullenkamp: I don't want it to be a cost borne by these people. If we are beautifying the city than the entire city ought to bear the cost not just the people who are paying for lighting.

Mr. Smith: In reference to the replacement of the steel poles with spun aluminum or wood; are we saying we are going to take down a steel pole and put up a wood pole?

Ms. Christian: I don't think we would do that. A representative from Miami Valley Lighting will be at the next meeting to present that. Basically from what I understand, they want to give us the option should we choose to exercise it. There are several; more than several steel poles and they are moving towards aluminum but there is a cost associated with that. There is no cost if we did wooden poles but there is a cost with aesthetics.

Mayor Flaute: That is a decision we would need to make.

Ms. Christian: I'm not sure that they are looking for a decision right away. This is a ten-year project if you will. Not that we want to sit around and wait but we have some time to consider it.

Mr. Fullenkamp: I have one more point on this on the technical side I would like to see apples to apples in comparisons. On the one hand they are giving us what's in terms of light output in the other is a true measure of light output which is lumens. And I would like to see the comparison and the energy consumption for those things. I'm sure they have staff at Miami Valley Lighting that will know if you say this is what they mean because I can't compare a watt to a lumen.

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Ms. Christian: Sure and I will speak with them. I was already planning on speaking with them next week to make sure that they had everything that they needed for the presentation. So we will make sure to include that.

- a) **FYI**
 - i) **Council Request Sheets**
 - ii) **Council Agenda Calendar**
 - iii) **City Manager's Project and Activities Report**
- b) **Monthly Verbal Updates**
 - i) **Finance Department**

Ms. Christian: It is the Finance Director's turn so I will turn the floor over to Mr. Garrett for his report.

Mr. Garrett: Thank you. I guess a quick overview, it is been a busy month in January with all of the details of closing out last year and then getting this year started inputting the appropriations and issuing the initial batch of purchase orders and then getting out W-2s and 1099s so there is just lots of activity that we do. Income tax questions are starting to ramp up. We are starting to get several calls from residents with income tax questions or assistance so I helped a number of people that walked in and talked to several more on the phone. It is also time to get going on this year's audits. I had an initial meeting with the team leader with the GAP conversion team where they give us a list of data that they need to work with and they will probably be getting started at the end of February to put all that together. At the same time we just started with a vehicle registration tax audit. There is an independent tax consultant that we have agreed to go with who is reviewing the vehicle registrations throughout all of Montgomery county and to make sure that they are recorded in the correct city so that the right taxes come out. We have used the same consultant the last two years and so we anticipate finding some improperly recorded registrations and get going with that; we got going on January. Our income tax that was collected in December but was forwarded to us in January came in at \$315,000. That is about \$100,000 less than our target value. It is about \$60,000 less than it was in January of last year but it is a little bit too early to tell because some of that could be timing or whatever were all of the many details of people's individual returns. So we will keep an eye on that.

Mr. Denning: This consultant that we hire, does he get us more money than he costs us?

Mr. Garrett: Well yeah, I look back last year, for example, we paid \$596 in fees and we get either \$3 or \$10 for each correction. That brought us in I think \$3000.

Mr. Denning: As long as he is not costing us more than we are making off of the deal I don't have an issue. The other question I have is I noticed our W-2 forms are on triple duplicates where you actually have to use a typewriter to print them out and 90% of the rest the United States is using a nice printed out system where you can actually read it. Is there a way we can update the way we do this process or is this something we are thinking about?

Mr. Garrett: Those are the same W-2 stock that we have used for the last several years.

Mr. Denning: Right, I understand that.

Mr. Garrett: We use our big impact printer. Yes we can switch to laser print forms but there is a conversion cost from CMI. And then of course we would have to buy the laser printer.

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Mr. Denning: I think going into the 21st century make sense to me because I had a hard time reading the W-2 form and we have 150 employees that I'm sure have the same issue. It is something we need to consider and look at and see what it would cost us.

Mr. Fullenkamp: Laser printers are cheap now.

Mr. Garrett: That's true.

Mrs. Reynolds: Mr. Garrett I had requested a copy of the open order list and you were kind enough to get me that open order list. I did notice a substantial amount of money and balances on those open PO's. Has that been closed; have all of those PO been closed?

Mr. Garrett: Certainly not all of those are closed because a number of those were written towards the tail end of 2015 and we are waiting to pay the bills against those purchase orders.

Mrs. Reynolds: I understand that but this one is February 4 and invoices should've been in by now if we put a purchase order through on December 30.

Mr. Garrett: They come in at variable amounts of time to provide the service. Sometimes some of the things that people might've bought might've taken quite a while. But yes we have closed down a number of the PO's.

Mrs. Reynolds: It makes it very difficult to close books out and it causes you all to do a lot of extra work that you don't need to be doing. I will move on to my next concern. There were some open purchase orders on there from 2014.

Mr. Garrett: Yes there were.

Mrs. Reynolds: They still have balances remaining on them. My bottom line question is, of those PO's that were on that open order list it totaled about \$1,740,000 in balances. When are we going to know exactly what goes back to the line?

Mr. Garrett: We've got the \$1 million just on the 2014 PO's or all of them?

Mrs. Reynolds: All of them.

Mr. Garrett: There are six or seven pages of purchase orders.

Mrs. Reynolds: There were five pages, right.

Mr. Garrett: Well like I said, we wrote a number of those in November and December and we are just waiting to pay the bills on those. Some of those others that are sprinkled and through there are remaining amounts from repeating projects for various construction things and I have asked the operating departments to review those so that we can determine if there is any remaining amount against those projects or if we are all completely done and then we can close the PO's.

Mrs. Reynolds: I'm going to make a suggestion because when I saw the dollar amount remaining on the open PO's and a lot of them dating back to the first of 2015 and some in 2014 and understanding the situation we find ourselves in right now with not being sure of the dollars that we have to utilize in the city. Mme. City Manager a letter should go out to all department heads immediately; close the PO's. And the invoices and close those PO's. I'm sorry but that is not sound practice for any of us to be doing. It needs to be done and they need to be closed and we need to know what kind of financial standing we have. And if they are dragging their feet and not putting those orders through yet; please I would appreciate that. Undoubtedly they don't need what they ordered.

Mr. Smith: In reference to the car tax when people register their cars. Say they live in Dayton and they actually live in Riverside, can we get that money back that we lost?

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Mr. Garrett: Well that is the purpose of the audit is they are looking and verifying the most recent registration and then they send it to the state; the Bureau of Motor Vehicles and get it corrected and we get the tax then on the next distribution.

Mayor Flaute: I would like to know how much we get back when you are done with that. It would be good to know.

Mr. Garrett: It is all kind of commingled so I probably won't really know until we get our invoice from our consultant; how many corrections we had.

Mayor Flaute: Whenever that is that's fine. I'm surprised at \$3000 and I just can't imagine we get another \$3000 out of it but it would be interesting to see what we get.

Mrs. Reynolds: How much do we get normally Mr. Garrett? What do you receive in?

Mr. Garrett: For vehicle registration?

Mrs. Reynolds: For car tax.

Mr. Garrett: Well there is the permissive tax registration which is the extra \$5 that we put on everybody's registration when they register. We get about \$160,000 in a year just from that. And then we also get motor vehicle registration and I don't know the number right off the top of my head but I'm guessing another \$50,000, \$60,000 or \$100,000.

Mrs. Reynolds: Did it fluctuate somehow that cost you to start searching this and bringing this gentleman in?

Mr. Garrett: Well actually the consultant kind of caught our attention to it. They called us because they were doing it for several other cities and they just wanted to know if we wanted to ride on the process.

Mayor Flaute: There are members of Council who brought that up several times. I am very pleased to hear that we are really doing that.

Mrs. Lommatzsch: The actual license that you put in your wallet, I find them at my employment all the time when I look at the address and it says Dayton on it and I say you do not live in Dayton you live in Riverside and there is a fee assessed to that.

Mayor Flaute: Is that part of what we find? What Mrs. Lommatzsch mentioned?

Mr. Garrett: We are talking vehicle registration.

Mayor Flaute: Well what about the license you carry in your pocket? Do they check for that too?

Mr. Garrett: I'm not sure that there is a fee on the license.

Mrs. Lommatzsch: I won't say I see it every day.

Mayor Flaute: I just wonder if there is a fee with that and if they're looking they might as well look.

Mrs. Lommatzsch: Somebody's getting the money.

Mr. Denning: I think the state gets all that; we don't get any portion of that.

Mayor Flaute: I don't know. If we do we need to add that to have the guy do that too if there is any money to be had.

Mr. Curp: The income tax queries that come in, this is my third year volunteering with the Volunteer Income Tax Assistance Program sponsored by AARP and the IRS. People who call and need assistance with their federal and state and we also do their local income tax at the same time can contact Huber Heights Senior Center, Kettering Senior Center, the Washington Township/Centerville Senior Center which is where I

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spend my time doing my volunteer work. They will do income tax returns for free. It is promoted in the media as for the elderly and the low income but it is for anybody who walks in but they do focus quite a bit on the elderly and low income people who need some assistance in doing this. And all of the filing is done electronically and people don't have to worry about sending stuff in to the federal government or to the state of Ohio. And we put together their municipal income tax returns for them also regardless of what city they owe their tax to and Riverside is one of the city's that is covered. I can tell you that because our January training sessions in Riverside and the income tax reciprocity formula and RITA forms are always talked about. We know that its Riverside citizens are using the services because all of our people in these facilities that come to the training session are talking about not just Riverside there are other cities that have a partial reciprocity ordinance. In any event I will get those locations and telephone numbers to the city manager and she can get those out to the finance departments in case you have this, questions that come in.

Mr. Garrett: I did have one come in I think just yesterday. A gentleman wanted to know if anybody could help him do his federal taxes and I said well last year Huber Heights and the Dayton Senior Centers were helping.

Mr. Curp: And there are other places. Vandalia and I know Xenia does it to but these ones that are closest to our people. I know our people go there. The price is right.

Mrs. Reynolds: If I may, I was going to bring it up in councilmember comments but because of what we're talking about I think I will go ahead and mention it now. During our open house we had a resident that came through that works for the city of Trotwood and Trotwood does their tax collections themselves and I think at some point in time I think that is a conversation; she brought a lot of good information just in the time that we talked. She has shared with me the budget that she has and I believe she has six members in her department and she still exceeds \$100,000 over cost each year. So I think maybe at some point in time we need to talk about that. If Council wishes I will get with her and get more information and send it to you all.

Mayor Flaute: That's why we stick with RITA because we can't afford the h\$100,000.

Mrs. Reynolds: It is cheaper. She is saving over \$100,000 from what RITA charged.

Mr. Curp: During the work session what we found a number of years ago when we brought a person in to take a look at that was that we weren't taking advantage of the services that RITA provides. We were waiting for them to initiate the activity and RITA was waiting for us to initiate activity and so all of those services weren't being accomplished. So we just need to set that for a work session.

Mayor Flaute: Yeah because last year we had Huber Heights that was interested in pairing up with us or talking about doing some things together. I'm not sure what happened with that suggestion. It never became something that we chose to do.

Mrs. Reynolds: I will get the information and share with you all.

Mayor Flaute: We will put it on a work session. Thank you Mr. Garrett we appreciate it.

ii) Economic Development Department

Ms. Christian: Mr. Murray the economic development director is next and as usual he has a list that I am distributing.

Mr. Murray: I will coverages the bold items as usual. Mr. Taylor did get the plans in and those are being reviewed right now for Airway and that is a little piece of ground up from Wendy's across from the Dairy Queen. And so that will be eight units, a 10,000 ft.² building right there. It backs up against the AFRL property and we should see something coming out of the ground. Now Councilman Denning was asking me

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about the McDonald's property. I noticed that the address for the owner of the McDonald's property matches the address for the developer of this parcel; the new owner for that. So it is the same individual who owns both McDonald's property as well as this property that is going to be developed or shortly.

Mr. Denning: So this is moving forward again?

Mr. Murray: It languished for a while.

Mayor Flaute: So it is eight units of what? Offices?

Mr. Murray: Mixed retail. Those are what were proposed but it could go down to four based on how big the space is. Those are temporary just for concept purposes.

Mr. Fullenkamp: Do you know what the estimated value of the build out is?

Mr. Murray: No I don't. We will get that for you. I know we had that one time but I can't remember what it is that we will get that for you.

Mayor Flaute: You know what the prospects are for the car wash on Linden at this point?

Mr. Murray: Not this time. They are taking inquiries but no one has stepped forward to do anything there.

Mayor Flaute: Okay keep working it.

Mr. Murray: General Dynamics is in their new space and loving that. SPGlobal, we are getting tenant improvement quotes. The lease has been signed. Tenet3 we are waiting for signers on the lease and that should happen shortly. He is very busy now putting in proposals. Eccrine, that lease will go out tomorrow after attorney review. Skipping down, for maintenance you will see this every time I submit this report; I have listed the things that were in the supplemental so you will see when those things get done and it will be in front of you there. The new booster pump for 5100 was not on that. We actually completed that recently but that was a 2015 project and that was a must do. But that is done now. Skipping down, again going back to the DMAP grant, we did receive the \$28,000 and I've had initial meetings with providers there and said that is moving forward. Now what's become real interesting is the meeting that we had for grant number two. So in this meeting it was called by the state of Ohio, by the Ohio State University. We had myself, Riverside, Beavercreek, Fairborn, Montgomery county, Greene county, a representative from Senator Portman's office, a representative from the governor's office and the DDC. Scattered in there was also Perdue, Michigan and Ohio State. It went on for maybe four hours. That second page that you have if for the four top projects that came out of this meeting. So I gave you that just as a heads up for later. I think these will be coming back. On February 25th through the 26th we will be hosting the next meeting for this DMAP grant. A program manager from DC, the Office of Economic Adjustment will be attending our meeting here and we are going to hold in chambers. So this is a very big deal. There are going to be 15 people in that meeting. These are workers; these aren't the cities any more. This is a group sent to study this area. This I think really developed into something. Again the director is coming from DC to attend this meeting and see what is going on over here. So I'm looking forward to seeing what they come up with. And then finally at the bottom is that website address so that you can get your information about any parcel on your phone. If there any questions let me know. That's where we're at.

Mrs. Reynolds: Mr. Murray you have talked about Linden Plaza. U-Haul is still working on it. What is the progress over there?

Mr. Murray: I'm kind of out of that loop. I will turn that over to Mr. Taylor if that's all right.

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Mr. Taylor: The last communication we had and I will have to get back with you on this; they were supposed have something to us in mid-January and that didn't happen. We had sent a letter explaining that, hey you promised us and we haven't seen anything, what is going on. I don't know what the answer to that letter was or where we are at on that but I can update everyone as soon as we know, but they have gone silent. They are not responding to our requests.

Mayor Flaute: What do you need from them?

Mr. Taylor: They need to submit what they are going to do there. The only thing that was approved over there was that they could do operations over there with the zoning overlay so we would need a sight plan approval, we would need a landscape plan, we would need lighting plans, you know the whole shooting match. They haven't submitted anything.

Mrs. Reynolds: They are in operation every day?

Mr. Taylor: So that first part that they have always had is in operation. The biggest foul that they have right now is parking their trucks over there. I guess our recourse would be to ticket those trucks. They don't really have the use approved for that. But we haven't taken that action yet

Mr. Denning: They have a big U-Haul sign.

Mr. Taylor: The unapproved temporary sign.

Mr. Denning: Whether we need a cease-and-desist until we get the information we need; I don't want to play too hard a ball with them but if we need to get information we need to get their attention.

Mr. Taylor: And I apologize because the zoning administrator takes care of those because that is his day-to-day operation but I can get back to you tomorrow afternoon if you would like an email date update on that.

Mr. Denning: The only big thing is we need to be consistent and we need to be upfront with these people and if we need to make sure; if they are not communicating with us that we are communicating with them as forcefully as necessary but not overly aggressive. But we need to get it done right and they need to do it our way not when they feel like it.

Mayor Flaute: Okay, well thank you Mr. Murray we appreciate it. We'll move onto the next monthly update.

iii) Administration Department

Ms. Christian: I guess it's my turn. In addition to what was in the manager's report I have a few things HR wise and some other little things. So the folks that are celebrating February anniversaries include:

February

Sgt David Crigler	Police	20
Dawn Donahue	Custodian	19
Lt. Chris Tesarz	Fire	19
Paula Balcom	Firefighter	17
Pam Rice	Svc. Admin Asst	15
Shelby McKibben	Prop. Room Cust.	9

In addition to that we are working on the spring newsletter which will be going out in March. So if you have any ideas I will make sure that we put this information that Mr. Curp had shared about the free tax assistance in there. But if you have any other ideas feel free to let me know or our Administrative Assistant, Elayna Artman. And then

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yesterday I think it was, I posted some photos from the open house on our Facebook page that Childers Photography had provided to us. They're nice photos, if you have a chance to take a look. I know that several people have already.

Mrs. Reynolds: Do you need anything from us?

Ms. Christian: I don't think I'm too shy about reaching out when assistance is needed but at the moment no.

Mr. Denning: I would like to say I appreciate the text and or emails that we get when something is going on with the police department or fire department. I do appreciate that.

Ms. Christian: Sure.

Mr. Denning: Because I would much rather see it before comes on the news or if I have neighbors asking me what is going on I appreciate being able to give an explanation. So thank you for that.

Mayor Flaute: Thank you Ms. Manager back to you on the monthly updates.

iv) Planning and Program Management Department

Ms. Christian: Next we have Mr. Taylor with the update from the Planning and Program Management Department.

Mr. Taylor: Thank you. So I had my list of things to talk about which was Harshman Lofts and we have spoken about that so we'll cross that off. I do want to talk about; I think most of you had met our intern that we have in the planning department from UD. Her name is Deidre McVeigh. She comes in between 1:30 and 2:00 and she is here every day of the week doing work for us from 1:30 to 5:00. We have outlined for her to do specifically updating our applications and policies and procedures and this will speak directly to some of the concerns that Council Member Denning just brought up about making sure we have; that we are treating everyone the same way. I was not quite prepared to show them yet but we have a draft application already completed that we would like to share with Council at some point before we get that implemented. Basically what we did is we had her look at all of our applications and see how we can condense them. I really think it is going to make it easier on our residents to know instead of which application do I use there is one application with easy checkmarks. In addition to that we have started what we are calling Cooperative Code Enforcement which is a program that will outline how we do code enforcement and it will outline times, dates, how long will you give for notice, how much time should be in between everything. And she started on that today and I was really impressed with her work. She had a two-page procedure on that kind of outline so hopefully as we update our policies and procedures, because they haven't been updated since the 2014 UDO was adopted. I guess my question would be would you like to see it all in one bunch or would you like me to trickle those into Council to review them and take comments as we get them finished?

Mr. Denning: How much is that going to be?

Mr. Taylor: We currently had 23 policies and procedures. Three of them we can remove and I think we can condense a lot of them so I'm thinking we are going to be down to maybe 10 to 15. So we went from; this is what the intern did she outlined the steps of each one so that we could read it more easily and she went from 62 pages to 17 pages of just outline so there is a lot. So you would like them trickled I assume.

Mr. Fullenkamp: Well if it is only 17 pages I can do with that.

Mr. Taylor: That's just outline.

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Mr. Fullenkamp: Okay let's trickle them.

Mr. Taylor: So that's what she's been doing. She's been great working and she will be here until June 1st so we are really excited to have her and she is doing great work. In addition I wanted to talk about the ODRN; the Eintracht or the boat launch or the Great Miami Valley. That was approved. During the review process ODRN reviewed the engineers' cost estimate which I haven't seen yet. And as it came across it was \$115,000 is 100% funded and \$94,750. So that leaves \$40,000 on the table. So we are ready to go out and bid that project leaving that money on the table which I thought was a bad idea. So I've asked the engineer to go back in and scope be reviewed again by ODRN. So what we do know signage, some fencing that Eintracht had asked for in several places and we'll see where that is and I don't think that will be the whole \$40,000 so as the project goes we can also revise that scope. So we back that up about two weeks at least to try and add that additional scope so that we don't leave funding on the table. We don't have to pay a percentage of that so I thought that was the best way to proceed. That's all I have. Questions or comments?

Mr. Fullenkamp: I don't know who to address this question to it will go to you but anyone else who is a real estate expert that knows how to deal with it. A lot of the problems that I am seeing with the new businesses moving into the city's commercial real estate, people selling property and not informing those folks with the rules that are in the city. I don't know if there is a way to work with commercial real estate folks to get in early and make sure that these people, before they lay their money down, here's what you're going to have to do? I know real estate people want to do the deal and they don't care what they tell them to do the deal.

Mr. Murray: I think it is most appropriate or more appropriate to go to the landowner because he is the one that would be most affected by that. I'm talking here primarily about leasing.

Mr. Fullenkamp: The buyer or the owner?

Mr. Murray: I was talking about the owner if they lease the property. So if a realtor brings in somebody that is leasing a property we go to the owner and say here's what you need. So we go to Mid-America and say before we give an occupancy permit and before anyone can do anything here is of the list of things that they need to provide. The other way is to invite the actual realtors in. We can very easily find out where the properties are listed and who the properties are listed with. That's online. So we could send out something to them and that would take a half hour to send that out and address that individual who has the listing and here's what you need to do.

Mr. Fullenkamp: I'm not suggesting that the realtor would not reveal the whole truth and nothing but the truth to a buyer but I guess I am.

Mr. Smith: I take offense that.

Mr. Fullenkamp: I'm sure you do and I hope you take note. But I think that is where our problems begin. People buy a property with certain assumptions that aren't in alignment with reality and then we go down the road.

Mr. Murray: An early warning would go a long way.

Mr. Fullenkamp: I'm not sure how we go about doing that and I trust staff can work it out a little bit.

Mr. Denning: For instance the Oakley, Champion, they bought it as a business,

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what our rules were for that, they assumed that they didn't have anything else to do, but I think being a little proactive and in a nice way.

Mr. Taylor: And I would agree with that. When I was in Dayton and I think that is a very good question to ask about in building services. I think trying to address it from our side; there are things Mr. Murray and I can do of course. I think we are going to have help reaching out like the Riverside Chamber or if we have any local real estate agents.

Mr. Fullenkamp: I don't know but if we can prevent 50% of these that would be something that would be good. So thanks. Is there any way that might alert the market?

Mr. Taylor: I think so and as we develop more of our policies and procedures so that not only can you see that we could easily make that into a flyer or a pamphlets so that anyone can read them so that it is an easily laid out process so I think that will be a step in the right direction.

Mr. Denning: Even a little flag on our website that says, if you're going to buy, come talk to us first. Here's what you need to know.

Mr. Taylor: What should I do before I open a business? There are lots of things.

Mr. Murray: We can work through that.

Mr. Smith: I think if you are going to put out a flyer or a pamphlet through the realtors that have the property listed; a commercial property, a property for lease or whatever the case may be, it is a great idea. I think you would be doing some ground-breaking there because a lot of communities don't offer information. We have to go to them and ask and drill down to get the information we need. So it would be a big help but it would be something you have to stay on top of because sometimes the listing will expire; the seller will hire another realtor so it is to keep everybody informed. But I think it is a good idea. And it is something to that you could possibly put a little class on at the Dayton Area Board of Realtors and invite the realtors down that specifically do businesses properties, commercial properties and help them out. I think that would be a great asset and possibly you could get some other cities to chime in with you and follow up with more information that way. Just an idea.

Mr. Curp: In your report that is part of the city manager's report there is a section here on general planning and zoning activities. It says on January 12th staff met to review 2015 and talk about changes and improvements for the 2016 active enforcement period. Sometime ago one of the things I mentioned was that during this kind of low of the winter when we don't do as much tall grass and weeds and that sort of stuff as we do during these active periods we could be going out into the neighborhoods and looking at those property improvement product checks that probably need to go on in some places. For example when I was out walking back in September/October I made a list of some places and I will get those to the city manager but for example one house had aluminum siding that was actually rusting. Now this is something that probably needs addressed just like paint peeling off of houses or garages or that sort of thing. This would be a time where we could have staff out in providing this notices; not giving citations but providing notices to people saying, this is something that leads to neighborhood deterioration and we are asking you to improve the appearance of your neighborhood and we would like you to fix this issue. And we understand that you can't do in the snow or in the freezing rain but you should start planning the thing now so when the good weather comes you will have your budget put together, your materials already identified and you can get your stuff and go out and start working on

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the project. And then hopefully we will see some improvements in our neighborhoods. But this would be a good time to start doing some of that.

Mr. Taylor: I would agree with that.

Mayor Flaute: Maybe that's an article that needs to go in the spring flyer.

Mr. Taylor: And you had mentioned that back when we are in the old building and Mr. Lohr I had talked about that. This is where we spent a lot of time as you know; Mr. Leist as you know is new to code enforcement so we've been utilizing this off time to get him some extra training and to really bring him up to speed and I'm hoping next winter that we can have a program in place like that where we are identifying those, sending out letters not aggressive or scary or sending a violation but identifying those issues to prepare them for spring and fall. Am I following you correctly?

Mr. Curp: No. Because I wasn't talking about doing it next winter I was talking about doing it starting Monday. I mean otherwise we will have another year of additional deterioration. I don't want to go there. We have one free shot and then we out to move on.

Mayor Flaute: Any other questions or comments? Seeing none thank you Mr. Taylor. We appreciate it.

ITEM 13: PUBLIC COMMENT ON AGENDA ITEMS

There were no public comments.

ITEM 14: OLD BUSINESS

a) RESOLUTIONS

- i) Resolution No. 16-R-2130 – a resolution approving the Brantwood II Subdivision Tax Increment Financing and Infrastructure Development Agreement between the City of Riverside and Brantwood Development, LLC and authorizing the City Manager to enter into said agreement. (Tabled on January 21, 2016) Amended Exhibit B and C.**

Ms. Christian: This is a resolution to approve the Brantwood 2 Subdivision Tax Increment Financing and Infrastructure Development Agreement. Mr. Jonathan Bills is here from Brantwood Development LLC should you have any questions that the two of us can't address.

A motion was made by Mr. Denning to approve Resolution Number 16-R-2130. Mr. Curp seconded the motion.

Mrs. Reynolds: Mme. City Manager if you would look at page 5 of the agreement, the second paragraph and probably Mr. Garrett will need to look at it also. It says subject to the terms. We are talking about the 5% interest annually on the outstanding balance of the dollars and that goes back to the escrow account amount that is being put in, the first \$500,000. When will other deposits be made? Do we know?

Ms. Christian: So the other deposits will be made prior to the construction of the contract being awarded.

Ms. Reynolds: The total dollar amount?

Ms. Christian: We don't know for sure because we don't have the bid but we estimated it.

Mrs. Reynolds: The \$1,360,000?

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Ms. Christian: Roughly that. Yeah.

Mrs. Reynolds: So we will have \$1,360,000 in an escrow account that we will make payments from. Is that correct Mr. Garrett, for the bid?

Mr. Garrett: We will use the escrow account to pay for the construction progress.

Mrs. Reynolds: So the 5% interest annually is based on the outstanding balance; as that balance goes down the 5% about changes.

Mr. Garrett: Correct.

Mrs. Reynolds: Where does that 5%; what fund does that come out of?

Ms. Christian: So we will be reimbursing Brantwood LLC the developer out of what is paid in service payments to the TIF fund. So that 5% would come out of the service payment.

Mrs. Reynolds: Service payments being?

Ms. Christian: The property owners.

Mr. Garrett: Similar to property tax payments. We would receive it.

Mrs. Reynolds: So the property owners are paying the 5% interest to the developer?

Ms. Christian: Essentially they are making the service payments and the developer hopes that the money that they put up for the construction of this over 30 years will equal out.

Mrs. Reynolds: So all of their property taxes for service payments then they are charged with the 5% interest that the developer uses than to pay his investors; whatever the cost is.

Mr. Garrett: The property owners would be paying their property tax either way it's just with the TIF setup they are paying the service payments instead of having a normal tax distribution. So it is going to be the same amount of tax for them either way whether it is a TIF or not a TIF it's just that we would receive that money into the fund and then the amount that we; we have a cap on the amount we are going to pay and yes it is stated to calculate at 5% interest but we can't pay anymore then we what we receive and the sum total of those service payments over the life of the TIF.

Mrs. Reynolds: Is the 5% interest a first page or a last pay?

Mr. Garrett: What you mean by that?

Mrs. Reynolds: Which payment is paid first to the developer or how does that work? This is a separate pot of money. Who gets paid first in line?

Ms. Christian: So the agreement does kind of spell that out.

Mrs. Reynolds: I know it's a little confusing.

Ms. Christian: So when the property owners make their property tax payment the state treasurer will segregate what portion needs to be a service payment. When the service payment is received by the city there is a portion that may go to schools.

Mrs. Reynolds: My concern is this is an annual 5% on the balance of that escrow account, correct? When is that paid?

Ms. Christian: It is paid at the time that service payments are received.

Mrs. Reynolds: So they are both paid at the same time? Everything goes out of the same time? The schools payment and everybody at the same time?

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Mr. Garrett: I think in the agreement it says within a month or so after we receive the tax settlement service payments.

Mrs. Reynolds: Thank you very much.

Mr. Fullenkamp: I'm going to talk more about this. So when is the principal; we'll call it the principal, evaluated for the 5% payment? At the end of the year? Is it simple interest?

Ms. Christian: I'm not sure I can answer that I'm sorry.

Mr. Fullenkamp: So during the first year money goes into the TIF from that investors and no houses are built. Do those interest payments then accrued; go into the TIF as money that will ultimately be paid through the funds that come from the county?

Mrs. Reynolds: There is a point where you will not be receiving any money.

Mr. Fullenkamp: Well there is going to be time when there is no equity; there is no improvement so now you have interest accruing, the TIF amount will continue to rise, potentially. Is that how the agreement works?

Mr. Fullenkamp: Mr. Garrett do you know?

Mr. Garrett: No not really other than what it says here. It says 5% annually but it is not clear as to whether we calculate that every month or at the end of the year.

Mr. Fullenkamp: So what are we doing for the other TIF? Do we know?

Mr. Garrett: We haven't done anything yet because they haven't received any service payments yet.

Mr. Fullenkamp: I thought they receive some. So has interest been accruing into that account? So the interest does accrue?

Mr. Garrett: Well the calculation would be the amount obligated for us to pay but we haven't received any service payments at all yet.

Mr. Fullenkamp: But we are obligated to pay but does interest accrue on the principal amount in the account? That's the question I'm asking. If you have gotten no service payments, has interest been accruing during that time between when there is no improvement to the time you receive the first service payment?

Mr. Garrett: Well yes it would be. It says on the outstanding balance. So they loaned us \$1,500,000 and it is going to take a year before we are going to receive any money.

Mr. Fullenkamp: So we don't know whether this is simple interest, annual, determined at the end of the year or it is paid monthly? Does anybody know?

Mr. Garrett: Well it won't be paid monthly it will be paid whenever we receive the service payment.

Mr. Fullenkamp: No, when the interest will be paid on the principal into the escrow account. I mean, we are going to pay interest whether there are any service payments or not. That is my understanding.

Mrs. Reynolds: From the date that he deposits those.

Mr. Fullenkamp: So that money is going to start accruing from day one; the interest payments back into the TIF account. It is eventually going to go to the investors that invest in this account. So I am confused about how interest accrues.

Mr. Garrett: It is not real clear but in another paragraph it says the sum total that we are going to pay back is capped by the amount we receive in service payments. So if we get less than what it would have calculated we are still only going to pay the amount we receive in service payment.

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Mr. Fullenkamp: But we don't know what that is, that is an unknown; what the service payments will be, correct? We don't know the value of the homes, correct?

Mr. Garrett: Right.

Mr. Fullenkamp: So that is an unknown; what the total service payments will be, right?

Mr. Garrett: So far, yes. I mean I did an estimate on the Brantwood phase 1 but we haven't received anything yet. I think we are going to get about \$10,000 in service payments this year.

Mr. Fullenkamp: What is the principal in that account right now?

Mr. Garrett: Well there is nothing in the account right now but they loaned us \$1,400,000 up front then we spent a little over \$1,000,000 to put in the roads; the infrastructure stuff and then we did refund something like \$60,000 that was the remaining balance that was in the TIF account at that time.

Mr. Fullenkamp: So annually on phase 1, and I am assuming we paid them 5% on phase 1 also.

Mr. Garrett: Yes.

Mr. Fullenkamp: Is there an interest payment of about \$70,000 a year annually due to the investors? Correct?

Mr. Garrett: Yes.

Ms. Christian: With the understanding that if we don't have service payments we aren't making the payment.

Mr. Fullenkamp: We are not making the payment but the interest is accruing in the TIF account.

Mr. Garrett: That is correct.

Mr. Fullenkamp: We are just paying it later and then it compounds.

Mr. Denning: If the money is there.

Mrs. Reynolds: We are not receiving anything. So we are still accruing all of those costs.

Mr. Fullenkamp: So who negotiated the interest rate for this agreement?

Mr. Garrett: It was in the original agreement.

Mr. Fullenkamp: Is that something the city negotiated the 5% interest rate?

Mr. Garrett: The prior city manager with the developer as they were roughing out the agreement.

Mr. Fullenkamp: I want to get it on this deal. I want to get 5% someplace.

Mr. Garrett: We made a comment at that time that we thought 5% was kind of generous but it stayed in the contract.

Mr. Denning: But they are not going to get any of it if they don't sell houses. If it doesn't increase than they don't get payments.

With no further discussion a real call vote was taken as follows: Mr. Denning, yes; Mr. Curp, yes; Mr. Fullenkamp, no; Mrs. Lommatzsch, yes; Mrs. Reynolds, no; Deputy Mayor Smith, yes and Mayor Flaute, yes. **Motion passed.**

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ii) Resolution No. 16-R-2131 - a resolution authorizing the City Manager to release for bid the Brantwood Subdivision Section II Project under certain terms and conditions. (Tabled on January 21, 2016)

Ms. Christian: This is a resolution to authorize the city manager to release for bid the Brantwood Subdivision Section 2 Project.

A motion was made by Mr. Denning to approve Resolution No. 16-R-2131. Mrs. Lommatzsch seconded the motion. With no further discussion, a roll call vote was taken as follows: Mr. Denning, yes; Mrs. Lommatzsch, yes; Mr. Curp, yes; Mr. Fullenkamp, no; Mrs. Reynolds, no; Deputy Mayor Smith, yes and Mayor Flaute, yes. **Motion Passed.**

ITEM 15: NEW BUSINESS

a) ORDINANCE

i) Ordinance No. 16-O-591 - an ordinance to approve employee position titles, number of positions and pay ranges and to repeal Ordinance 15-O-577, adopted May 21, 2015. (First Reading)

Ms. Christian: This is the first reading of Ordinance No. 16-O-591 to approve the new table of organization with the addition of an economic development specialist.

A motion was made by Mrs. Reynolds to approve Ordinance No. 16-O-591. Mr. Fullenkamp seconded the motion.

Mr. Curp: I am pleased to see that in the actual list of positions that this position does have a footnote that says it will be paid out of the Wright Point fund and I appreciate the staff's attention to that detail. My question would be if we need to have that in the body of the ordinance also. In section 3 or section 1a. As long as we all understand that it is being funded by 402.

Mayor Flaute: I think it is in the Exhibit A; it says it somewhere in there. So it does talk about it in Exhibit A as part of it and I do believe that everyone understands. I do definitely understand, especially this one. Now that is the only change that was made?

Ms. Christian: The only change.

Mayor Flaute: We have this long-term structure here of how everything is going to be structured. Does this still fit this or is there going to be more changes coming?

Ms. Christian: Sgt. Trego is retiring soon and there is a discussion that needs to occur in the short-term regarding the police department structuring. It's not necessarily something that I am prepared to talk about this evening.

Mr. Fullenkamp: There is one other change and that is the assistant to the police chief.

Mayor Flaute: It still shows up until we know what we're going to do.

Ms. Christian: It is still a funded position and your point yeah that is another change that we will be looking at as well.

The clerk read the ordinance in its entirety. With no further questions a vote was taken. All were in favor; none were opposed. **Motion passed.**

b) RESOLUTIONS

i) Resolution No. 16-R-2140 - a resolution recognizing Fisher/Nightingale Houses, Inc. "All-American Evening" as a function that promotes the public health, general welfare, and contentment of the citizens of the City of Riverside.

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Ms. Christian: This is a resolution recognizing the Fisher/Nightingale Houses, Inc. "All-American Evening" as a function that promotes the public health, general welfare, and contentment of the citizens of the City of Riverside.

A motion was made by Mrs. Lommatzsch to approve Resolution No. 16-R-2140. Mr. Denning seconded the motion.

Mr. Denning: Is this is for \$250?

Mayor Flaute: It says it in there.

With no further discussion a vote was taken. All were in favor; none were opposed.

Motion passed.

ii) Resolution No. 16-R-2141 - a resolution setting forth appointment of Stanley A. Leszczuk to the Property Maintenance Appeals Board for a two year term beginning February 15, 2016 through February 14, 2018.

Ms. Christian: This is a resolution setting forth the appointment of Stanley A. Leszczuk to the Property Maintenance Appeals Board.

Mr. Denning made a motion to approve Resolution No. 16-R-2141. Mrs. Lommatzsch seconded the motion. With no further discussion a vote was taken. All were in favor; none were opposed. **Motion passed.**

Mayor Flaute: We did have one other matter that came to light today. A rather unfortunate situation is that Ms. Mary Ramsey has written an email to the clerk asking that she must officially resigned the Parks and Recreation Commission. Of course she was the chair at least last year. They haven't gotten a new chair yet. Her husband is active-duty and the received orders to move this June. So she is participating in a lot of other things. She regrets resigning and hopes to allow another citizen to join the commission and help it thrive. Let me know if you or the city Council needs anything further from me. I think you kindly, Mary Ramsey.

A motion was made by Mr. Denning to approve the resignation of Ms. Mary Ramsey with regrets. Mrs. Reynolds seconded the motion. With no further discussion a vote was taken. All were in favor; none were opposed. **Motion passed.**

ITEM 16: PUBLIC COMMENT ON NON-AGENDA ITEMS

ITEM 17: COUNCILMEMBER COMMENTS

Mr. Denning: This Sunday at 2 o'clock if anybody so inclined it will be a community cleanup. We will be picking up trash starting at the McDonald's and work our way down Valley Street. This is something that was started by Mr. Dan Ryan. It was kind of a Facebook thing that started. We were out there last Sunday on Guernsey Dale, Bushnell and Rohrer and we collected quite a few bags of trash. We're picking it up along the street in the right-of-way between street and people's fence line. It was a good time and we actually had residents come out and thank us for doing that. So if you're so inclined the weather is supposed to be nice again on Sunday so if you would like help with that we would like to see you out there. It is well before the start of the Super Bowl. We were only out there about an hour or an hour and a half last week so I don't expect to be out there much longer this week. The services department provided the trash bags and trash pickers. Dan actually went out and got some disposable gloves for us. It was a good time. It was social as much as anything else.

Mrs. Lommatzsch: I just want to thank everybody who supported the open house and all of your attention to the open house. But to the employees who are most gracious and went overboard trying to help and make sure everything was just perfect. And I appreciate this thank you note from the personnel here at City Hall. I have never received a thank you from the employees for anything I have ever done as a public

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servant. And when this came in the mail I had to get a tear and I thank you all. It means a lot to me.

Mayor Flaute: Thank you Mrs. Lommatzsch I know you work hard and I know a lot of the employees worked very hard and we do thank you all for that. It was good showing of Riverside.

Mr. Fullenkamp: I did my first MVRPC meeting today. They had terrible coffee. We talked about roads, we talked about airports, we talked about flooding problems, we talked about Beavercreek's wish list for \$120 million to do state route 35. We talked about lots of things. So I'm assuming it Mrs. Lommatzsch's plans have changed that I may be doing this more often. I don't know the specifics yet but it sounds like she has another obligation at the same time.

Mrs. Lommatzsch: Well they don't meet every month they only meet as needed. So we will have to coordinate that.

Mr. Fullenkamp: I'll probably just show up in case and give and get in the loop and start touching base with these folks. It was a; I would call it a fascinating meeting.

Mayor Flaute: Informative?

Mr. Fullenkamp: At some point it will be. Yes.

Mrs. Lommatzsch: A lot of times it is just information that is interesting but not affecting Riverside particularly.

Mr. Fullenkamp: I don't see a lot of decision-making going on there. It is pretty much a big rubberstamp but it is a good place to get some information and meet some people. Anyway that's all I have. Thanks.

Mayor Flaute: I just have a couple things. I want to the Dayton Development Annual meeting and like your meeting there wasn't a lot about Riverside. They talk a lot about Wright Patterson Air Force Base but they seem to stop at the gate. I will keep pushing them to keep Riverside on top of their mind. We did have someone from the Dayton Development Coalition come to our open house so she knows what we need and she came from Wright Patterson. I think we'll see some good things from them. Just a few other things here, United Rehabilitation Services is having their 60th anniversary. They are in our city. I'm not 100% sure I can go. It is on Saturday, February 20. If anybody wants to go to this thing to represent the city please let us know because we need somebody there. Like I said I might be going but it wouldn't hurt to have two of us there. It is a gala celebration and they are big part of our city it is from 6 PM to 11 PM. It is at Belmont Park North up by the Art Institute.

Mr. Smith: They are located here in Riverside? Where at?

Mayor Flaute: Right at the corner of Troy and Needmore.

Mr. Smith: Is that in Riverside or Dayton?

Mayor Flaute: Okay with telling people the story so thank you for asking. The side of the building is in Huber Heights, the building is in Riverside and the parking lot is in Dayton. So we get the income tax but the other two cities don't. And now they want to build on and so we have been working on this for probably six years trying to get Dayton to allow us to annex or trade something. It has come down to I don't think that is going to happen. They're going to build on to the city. If you are on the side of the line you're going to be in Riverside and if you are on the side of the line you're going to be in Dayton and there's going to be a hallway down the middle of the building. And that's what they decide to do which I think is very unfortunate but we just couldn't come to any kind of agreement. Maybe our new city manager can convince them. Anyways that's answer to your question. Thank you for asking. One of the things I went to was the Martin Luther King celebration at the Wright Patterson Air

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Force Base. It was a humanitarian award luncheon and one of our 12th-graders from Walter E Stebbins high school won the essay award so I invited him to come to our February 18 meeting and read his essay. I hope that Council will give him the appropriate way to go that he needs.

Mrs. Lommatzsch: How long is the essay?

Mayor Flaute: I asked him that and he said he could read it in five minutes. And I said okay. Hope for Riverside on April 2 they will be having a Socks Drive. Socks will be donated to Shoes for the Shoeless so anyone who is interested in that please see me or contact Julie Denning for more information on that. The Unsung Heroes Award, we did have a recipient in mind. I did get a call from her family and they really do not want to participate. That is very unfortunate. So anyone you know someone of Appalachian heritage that would be honored to get this award; we've had several from Riverside and we have been very proud of that. So if you know anybody it is a nice breakfast; it is a nice recognition of what you've done for the community. So please get the name and we'll get that done. St. Vincent DePaul, they sent us information that they are having a walk and run. And then we have the health connection from Kettering health network for anybody that wants to read that. That's all I have.

Mr. Denning: Last year one of the big things we talked about for all the files that were in Cincinnati and we're supposed to have a plan on getting all of that taken care of. Are we moving on that plan or where are we quick? I was just curious because you put a very nice process together on how we're going to do that but we are waiting until we moved into the new building to move forward with that. So I was wondering where we were with that.

Mr. Fullenkamp: The line item was zeroed out during the budget process. If we want to move forward we are going to have to do a supplemental to put it back in and I think we should.

Mr. Denning: I think I would like to get the city manager's information.

Ms. Christian: The line item was zeroed out. We didn't just drop it we decided it would just have to be a slower process and we would use staff's time. It is part of my; I had in mind; some of the administrative assistants don't know quite yet but that was going to be part of their goals for this year.

Mr. Fullenkamp: So do you know the extent of this? And you know how much time it will take from staff?

Ms. Christian: It is a long time.

Mr. Denning: How much do we need to put back in the line item?

Mr. Fullenkamp: If you want to make it a long-term thing maybe we can visit in over several years. We had \$45,000 in there this year and I don't know if that was enough to complete the task or not.

Ms. Christian: It was still going to have to be implemented multi-year.

Mr. Fullenkamp: If any tools, they need assistance from experts, I don't know what we've got until we pull a couple dozen boxes back here. I am going through two estates and boxes are not created equal.

Mr. Denning: I just want to make sure that this doesn't fall off our radar because it was very important to us and it should not fall by the wayside. It was important six months ago; it is so important. But I want that stuff to be down there for another 10 or 20 years and then 20 years from now we start doing that whole process again.

Mayor Flaute: As soon as we get a new city manager.

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Mr. Denning: I don't think this has anything to do with getting a new city manager.

Mayor Flaute: I think she's got her plateful but I understand what you're saying.

Mr. Denning: She's got a really nice plan put together.

Mr. Fullenkamp: But if they had zeroed out that line item it would still be on the table and that was not discussed with us; zeroed out that line item. That was not an item talked about as a Council that night where we talked about making cuts and yet when that final budget came forward that line item was zeroed out. So I think we need to move forward; we can continue to stall.

Mayor Flaute: I understand that.

Mr. Denning: I'll give you until next month. A to see us; we keep kicking cans we have multiple cans we keep kicking down the road and we never seem to move forward because of that. I'm not asking you to have 100% I'm just asking for an update once in a while so we know where it is going and if the answer is I don't have time until we get a little more settled I am okay with that but I just don't want to fall off our radar but that still needs done. That's all I'm saying.

Mayor Flaute: All right anything else? I've got to say I had three weddings in the past two weeks. So I've got more of those coming.

A motion was made by Mrs. Reynolds to go into executive session. Mr. Denning seconded the motion. With no further discussion a roll call vote was taken as follows: Mrs. Reynolds, yes; Mr. Denning, yes; Mr. Curp, yes; Mr. Fullenkamp, yes; Mrs. Lommatzsch, yes; Deputy Mayor Smith, yes and Mayor Flaute, yes. **Motion passed.**

Council went into executive session at 9:14 p.m.

ITEM 18: EXECUTIVE SESSION

- a) **Discuss the Interim City Manager Position per Section 103.01 (d)(1) Unless the City employee or official requests a public hearing; to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a city employee or official or the investigation of charges or complaints against a City employee or official.**

Council came out of executive session at 9:40 p.m.

ITEM 19: ADJOURNMENT

A motion was made by Mr. Denning to adjourn. Mr. Fullenkamp seconded the motion. With no further discussion a vote was taken. All were in favor; none were opposed. **Motion passed.**

The meeting ended at 9:41 p.m.

William R. Flaute, Mayor

Clerk of Council