

Thursday, March 3, 2016

ITEM 1: CALL TO ORDER: Mayor Flaute called the City of Riverside, Ohio Council Meeting to order at 6:01 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, absent; Mr. Denning, present; Mr. Fullenkamp, present; Mrs. Lommatzsch, present; Mrs. Reynolds, present; Deputy Mayor Smith absent and Mayor Flaute, present.

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

ITEM 3: EXCUSE ABSENT MEMBERS: A motion was made by Mr. Denning to excuse Mr. Curp and Deputy Mayor Smith. Mrs. Lommatzsch seconded the motion. With no further discussion a vote was taken. All were in favor; none were opposed. **Motion passed.**

ITEM 4: ADDITIONS OR CORRECTIONS TO AGENDA: A motion was made by Mrs. Reynolds to approve the revised agenda and to move Ordinance No. 16-O-593 to after the 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 Discussion with new Interim City Manager

Mayor Flaute: At this time I would like to welcome our new City Manager, Mr. Jim Percival. I hope all of you have had time to meet with him between Monday and now. If not, he keeps coming back to work so we are pleased about that. Welcome Mr. Percival we are glad you're here. We didn't have any agenda items for the work session so I thought rather than not have a work session maybe this would be a good time to talk about some things that are going on and the city manager agreed that maybe there are a couple items so we could talk about before we get into our regular meeting. So at this time I am going to turn this work session item over to you Mr. Manager if you would like to start the discussion I would appreciate it.

Mr. Percival: Well the first thing I would like to do is thank you for bringing me here. It is my pleasure and I appreciate the opportunity to serve the citizens of Riverside. I look forward to working with all of you. As the Mayor stated there were a couple things we talked about. One of the things that I looked at in your agenda packet I noticed first off that your minutes are verbatim minutes and that is interesting to say the very least. With the technology; I know that I said that I don't have any technological abilities but I do understand technology. With the technology that we have today with the ability to burn to discs I was wondering if the Council might consider going to more of a standard set of minutes and not try and do them all verbatim knowing that we have the ability. We have a backup now for everything. I said tape the other day and that tells you where my technology is but we've got a backup disk for everything. Ms. Christian said we can burn a disk for anyone who wants one or even potentially set up a viewing area here at City Hall.

Mayor Flaute: Or we could put them on the website.

Mr. Percival: Or you could just put the discs on the website. But it would save significant dollars because when you are transcribing something like that I know it takes hours and hours and hours to try and verbatim transcribe especially in a meeting like this with a dais set up like this. If you have two people talking at the same time it

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is almost impossible. I haven't talked to your clerk about it put the clerk that I used to work with would throw things at me because she would say, I can't tell who is speaking because if more than one person is speaking or if somebody jumps in right behind somebody she would say it was almost impossible. So that was one thing I looked at. I didn't know where Council was on that but I thought it might be a chance to not only save money but expedite the process and the ability to have the technology available in other ways. It would still make sure that people have the ability to review the information should they want to.

Mayor Flaute: I told him that we tried this six years ago or whenever I first became Mayor. That was one of the first things I thought we needed to do but things have changed since then. The backups of the recordings; I haven't heard them but it is my understanding is it's not like recording them on a little tape recorder now. You can really hear what's going on. So that technology has changed and so that's why I thought this is a good time to bring it up because we could be in transition with the clerk's job and I have heard from several clerks; at least a couple of clerks that it would make the job a whole lot easier if they didn't have to transcribe the minutes. As Mr. Percival said it is up to you guys if you want to just try it at least for now and see how works and see what kind of backlash we get.

Mr. Fullenkamp: The residents that I know really like the verbatim minutes. I've heard a lot of positive things from residents that prefer to read versus sitting there listening to an audio or watching a video. I'm willing to consider it but until we have a known process in place to get these minutes to residents that are audio or video; we are not even putting this online or DATV or anything at this point. I mean that is been one of the problems we've had, well how do you distribute it? We should have them put it online. We should have them put downloads for people to have.

Mayor Flaute: I think we agreed to that already that we were going to do that.

Mr. Fullenkamp: Well we haven't. We haven't done it and we don't have a proven process so far. There are some people; not everybody in the community wants to listen. A lot of people like to read.

Mayor Flaute: There is a cost of that though.

Mr. Fullenkamp: There is a cost for everything.

Mayor Flaute: One hour of meeting time is like four or five hours of transcribing.

Mr. Fullenkamp: It depends on the skill of the transcription person, right? That is one of the skills that I think we have to look at is the transcription skills for the next clerk. Maybe that is something we need to emphasize more. Now I'm not against it but we haven't had anything in place to eliminate the need for verbatim minutes. Up until we started talking about actually recording the meetings we've had any motion for the last four or five years. I'm willing to consider it but and have it happen parallel with transcription and then see how it goes and see what the response of the residents are. That is my primary concern, what do the residents want. If it is going to cost us a few more dollars if that is what the residents' desire then I think we do our best to get it to them.

Mayor Flaute: Well I definitely agree with you. We definitely have to have a trial period to see what we hear from our residents but I think it is worth talking about anyways.

Mrs. Reynolds: Mr. City Manager, could you possibly get us; I am not familiar with anything but the verbatim minutes that we have used, could you get us an example of a summary minutes so we could have a look and see what kind of change that would be.

Mr. Percival: Yeah I would be happy to do that. Basically what you would do is you record the actions that happened at the meeting. You would still have the roll call, you

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would still have all of those things that you have but instead of the city manager droning on for 15 minutes and every word that the city manager said; all you would have is, discussion was held on item X and the points of the discussion were A, B, C, D and E. And the extended version would be available by disk or online. I agree with you 100% that it should be online and be available for people to be able to be out there and see it and access that information. But I think the technology is there to make that happen and it was just one of the things that I observed when I open my packet, I was like, wow. Like the Miami Valley Lighting discussion that I think is included in tonight's minutes from a previous meeting. There was a lot of discussion there that may or may not be important to everybody. That would be a real good example of what I am talking about.

Mayor Flaute: Any other discussion or thoughts on that?

Mr. Denning: We have a tendency to; yet technology is there but we don't seem to have come up with it yet. There is voice recognition software out there that would basically almost write these minutes for us for one. Now that we are recording it this way it may be different than with the digital, I don't know. But the problem is we talk about staying up with technology and we don't seem to embrace it and use it to its fullest capability. And if we are going to do that I am with Mr. Fullenkamp. I think you need to prove that yeah we can but are we going to and are we doing it and make sure that it is going to happen and that is equal to or better than what we already have in order to make this transition. And I thought about that already this week because now that we are talking about putting everything on CD and all of that, that is great and yeah I can listen to it but with the minutes of the way that they are, if I want to go and look at a specific area that somebody said; that I remember that Mr. Smith said something about whatever it was, I can go to the minutes and read that versus which part of the disc. It's just what you are used to. I think that is what our residents are used to is being able to read this minutes and say, they don't care about the roll call and they don't care about this but they want to get down into what is going on with the lighting districts and stuff like that and how that comes off. And yet I can do that with the disc and they can do that on the website but again it is getting people used to the new technology. Not just saying that technology is out there. But that technology that we are talking about has been out there for five years at least.

Mayor Flaute: If you don't mind I would like to ask Mme. Clerk to say something. Go ahead Mr. Fullenkamp.

Mr. Fullenkamp: Mr. Denning makes a point that we are behind the times. We are one of the few cities that does not broadcast our meetings one way or the other.

Mayor Flaute: We are planning on doing that.

Mr. Fullenkamp: I know but we have been planning on this ever since I've been on Council.

Mayor Flaute: We have tried, we've tried.

Mr. Fullenkamp: We weren't willing to spend any money to do it. We wanted it for free and you can't run a city like that. You can't run a city on all volunteers.

Mayor Flaute: It was tougher over at the other building though.

Mr. Fullenkamp: We had the capability to do it then.

Mayor Flaute: We are moving in that direction.

Mr. Fullenkamp: Don't make excuses because we haven't. We haven't made any motion yet; none prior to last meeting or two. The one thing about written minutes; a transcript is I can do a search for those phrases. I can say I'm looking for such and such and I can look through two years worth of minutes and do a search for certain

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topics and it makes it very easy for me to go and find facts. If I have to go listening to tapes; not tapes but to audios or look through videos it is impossible. I would have no record. But I can look at the record now, even if the minutes aren't OCR (Optical Character Recognition) I can OCR them at home and then I can go through and I can type in a phrase and I can look through two or three years worth of minutes in 15 or 20 minutes and find the passages that are of interest for an ordinance to what the discussion about the ordinance is. So I think it really has value. Does it have a cost? Absolutely. But is that cost worth it to a Council or to a staff? I think there is some real value in that sort of documentation of what we have done.

Mayor Flaute: Mme. Clerk would you comment on looking for the technology to transcribe?

Council Clerk: Sure. I've done a lot of research on word recognition software and automating it is much as possible. Believe me I have done a lot of searching and a lot of checking. I've talked to other clerks about it. Dragon Dictation is probably the best voice recognition software out there which is currently what I have. But it still takes me speaking the whole meeting for it to recognize the words. It is not advanced enough to learn everyone's voices here and separate it out. That may be coming in the next couple years but I can't do that right now. I have tried, like when someone is having a 15 minute presentation or something to learn that person's voice and segment that out but this is the first time Dragon has ever had that in this version and I just can't get it to work. I talked to the customer service and their helpdesk and they keep telling me it is too long. Even that part is not quite functioning yet.

Mr. Fullenkamp: I have a technical question about our system. This is all going into a single channel? See that is part of the problem. If we each had an individual channel then it would become easier to recognize the voices.

Council Clerk: That's true but then it would be just what each individual said and then it would have to be put back together again in the order that actually happened.

Mr. Fullenkamp: I understand but there would be synchronization information on each tape that would be 30 seconds in or whatever. I understand that but that would all be in a system like that because a multi-channel approach would be helpful in resolving some of the jumble that you are seeing because you could separate out each microphone and then put it all back together. I understand the problems but I also understand the usefulness of these types of minutes to myself and to the rest of the community and maybe to staff.

Council Clerk: I just wanted to make that comment because as far as the transcription goes I am using the latest technology and it is still only 95% accurate so it does take a lot of intense proofing. When you type the typos are obvious but when you are speaking it, it screws up words like "and" and "in" and those sorts of things.

Mr. Fullenkamp: So you become an editor.

Council Clerk: Yeah and the process is lengthy.

Mrs. Lommatzsch: I think Mr. Taylor had something to say.

Mr. Taylor: There is just one channel.

Mr. Fullenkamp: Just one channel.

Mrs. Lommatzsch: This has been an ongoing issue for 20 years.

Mayor Flaute: And I really wanted to change it. I understand the citizens; at least the ones that came to the meetings liked it but I'm just not sure how many people really do read them word for word. I know when we had the First Suburbs discussion last year they couldn't believe it. All of the cities that touched it, and that was the executive board, that was about six cities and none of them have it. None of them have

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it word for word and they were just shocked to see that. It's kind of like the same reaction that Mr. Percival had. What? You guys do that? They liked it. They did say that they liked it but they could not believe that we are still doing that word for word. So that says something too.

Mrs. Lommatzsch: We have had people at the mic. complement us on our minutes.

Mayor Flaute: I would like to know how many cities do it word for word. I would say there wouldn't be very many out there.

Mr. Denning: The question with that is though, are we just the only ones doing it right or are we the only ones doing it wrong?

Mayor Flaute: We are the only ones paying \$200 or more just on labor. I just threw that number out I don't know how much it really is but we are spending a lot of money and labor and a lot of frustrations on some of our clerks because of voice recognition and that type of thing that maybe we don't need to spend. That is my point.

Mr. Denning: Maybe there is some kind of hybrid that we could do.

Mayor Flaute: That is what he suggested.

Mr. Denning: Will we get most of the information but maybe not every "the", "and" and "but".

Mayor Flaute: Maybe just discussions on ordinances or discussions on resolutions but if we are having a presentation, do we need the whole presentation? I don't know but we need to look at something new.

Mrs. Lommatzsch: Most of what I think the community finds interesting is the public discussion. People who come to the Council and verbalize issues, that's what they are most interested in. I'm not saying that an ordinance or resolution can be important but I think that is what I hear people say, I read the minutes and so-and-so said so-and-so.

Mayor Flaute: And I think the reports that we have from our department heads tell a lot about what is going on in the community.

Mrs. Lommatzsch: They are factual.

Mr. Percival: But the other thing on the reports and on some of that, your department heads can provide a written copy of the report that can be added to the minutes. They can provide you a written report, police responded to 195 calls last month.

Mayor Flaute: Well they do that already.

Mr. Percival: That's what I'm saying but that written report can be included as a copy of the agenda packet which then will be a copy of the public record for that meeting and it doesn't have to then be transcribed is what I'm saying. Or if someone was to make a comment to the Council or a lot of times people will have written out what they want to say anyways and provide that as an addendum for part of the public record at that point and then it's there.

Mrs. Reynolds: Again Mr. City Manager, if you would get us an example or samples for us to look at. And also if you could lay out how you think it would work to get it to the public; the putting it on the website and how long that would take and who would be responsible for that and those kinds of things so that we will have a clear picture of what we would be changing to.

Mr. Percival: I would be happy to do that, yep.

Mrs. Lommatzsch: There are a lot of them out there online.

Mrs. Reynolds: When I go home.

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Mr. Fullenkamp: And I don't like them.

Mayor Flaute: I know but we have to be realistic too.

Mrs. Lommatzsch: There are a lot of condensed minutes.

Mr. Fullenkamp: But I don't like them.

Mrs. Lommatzsch: They don't tell you anything.

Mr. Denning: The only thing I would like is I would like a ballpark dollars and cents of what is it costing us what it would cost us. How long does it take her to do it verbatim versus how many hours would it take the new way? Then you're going to have to add in the hours that we are adding to someone else to put it on the website.

Mayor Flaute: We are going to do that anyways.

Mr. Denning: Let's take your \$200 number for instance. Okay it does cost \$200 to have them typed up but it is going to cost us \$150 with everything else so then is it worth \$50.

Mayor Flaute: I don't know how much it costs to do summarized minutes or how many hours. We need to know that.

Mrs. Reynolds: Mr. City Manager, being new to the city did you learn anything from those minutes?

Mr. Percival: Some of the Miami Valley Lighting discussion was enlightening. I tend to; when I read through minutes like that I skip a lot of the he said, she said, blah, blah, blah and go right to the action items because that is what I am used to. I am used to looking at the action items and that there was discussion relative to the action items.

Mayor Flaute: You could do that with audio too for about the same amount of time.

Mr. Percival: Probably, yeah. I can see the benefit but I think there is another way to get to that same benefit and save some dollars too.

Mr. Denning: And if you can show us that; we are not saying no.

Mr. Fullenkamp: We are just skeptical.

Mr. Denning: Skeptical, I guess that's the word.

Mayor Flaute: We've got to change I keep hearing that. I'm not good at change.

Mr. Denning: We appreciate the information because sometimes we are stuck in our little world and we just keep doing things the way we've always done them.

Mr. Percival: The new guy comes in and say I'm the new guy but.

Mayor Flaute: Boy I don't like change at all.

Mrs. Lommatzsch: This has been an ongoing issue. I don't think this is new.

Mayor Flaute: Yeah we left it go for a long time.

Mr. Percival: I think regardless of what you do with the minutes though I really do think it is a good idea to post the meetings online. Regardless of what happens with the minutes, having those meetings available to be viewed online is a good idea.

Mayor Flaute: And on DATV if we can have that done. I'm hoping they will show it if we send it to them.

Mr. Denning: Well if it's online.

Mayor Flaute: I know some people who still don't have computers yet.

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Mr. Fullenkamp: Most people don't have Time Warner.

Mr. Percival: The other thing that Ms. Christian offered to was to set up a station here at City Hall that people can come in and view the meeting if they wanted to. It was crazy in Xenia we went to broadcasting the meetings on computer. You could sit down at your computer and watch the meeting live. Was that cost effective? I don't think so. But if you want to talk about the latest technology you can just live stream the meeting. I'm not sure that there is a whole lot of merit to that but it is another possibility.

Mr. Fullenkamp: I think the best thing is to actually put the recording of it online and people can access it on demand.

Mayor Flaute: That makes sense. And I agree that we should try. I'm not saying jump into it but we should maybe make an attempt. As Ms. Lommatzsch said it has been an issue for years so let's try it. Maybe we should just did try it after we get the information that Ms. Reynolds wants. Let's try it and see what kind of response we get.

Mr. Fullenkamp: Try what? I do have one question, Ms. Christian what would it take to get it up online? I don't think it would be that difficult would it?

Ms. Christian: Well we had talked about it at the meeting before but I hesitate for us to have our website host it because that is a lot of data but we were talking about just starting a YouTube account and having a link from our website. I've never put a video that long on YouTube but I know it can be done.

Mr. Fullenkamp: I have. I used to upload the meetings that we recorded and so you just have to dedicate a computer just to do that.

Mr. Percival: So then you have the YouTube account and that's where people go for everything. YouTube and Wikipedia, if it's not there it doesn't exist.

Ms. Christian: We could put it in one of the conference rooms if someone wants to watch it.

Mr. Fullenkamp: But we have to drive people to YouTube. We have to put the addresses up on our website, we had to put it on our newsletters. I'm all for that. Whether or not we change minutes, that is another discussion as far as I am concerned. Does it make it more feasible to change the minutes with this, I'm not sure. It's not for me. For the usability of the minutes for me I love the minutes we have. Like I said I can search anything and find it. I don't know if anybody else does it but it is easy if I want to look for an ordinance number for a discussion about an item.

Mr. Percival: But you would be able to do that with the others, every ordinance and all the numbers.

Mr. Fullenkamp: Not the discussion.

Mr. Percival: Yes.

Mr. Fullenkamp: That's what I want. I want the detail.

Mayor Flaute: Mr. Taylor did you have something you wanted to add.

Ms. Christian: He was just saying there is only one channel.

Mayor Flaute: Mr. Manager I think you have what our desire is.

Mr. Percival: Kind of.

Mayor Flaute: Maybe we need to put it on a work session and have this discussion again after having those items given to us. So whenever it works to put it on a work session we should do so. Is that what Council agrees to? Alrighty.

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Mrs. Reynolds: But as soon as we receive that we will have time to do some research Sir. I'd like to look at other communities and see how it plays out. I can see something; a piece paper.

Mayor Flaute: We are having a Mayors and Managers meeting in Riverside this week and one of the questions; I get the floor for a while to talk about the great things going on in Riverside and one of the questions I might ask is how many of you do minutes verbatim.

Mr. Denning: The other part of that question to the other cities is how many of them use automated agendas and electronic agendas and all of that because some of those will automatically help your minutes move along and write your minutes for you. Not verbatim minutes but you go through so everything comes up in the automated stuff. So it will be interesting to know who uses that and what types of software. You were supposed to check when you went to the Managers meeting out in Washington or whatever with companies that had electronic agendas and things like that. Did you guys look at anything like that? At the tradeshow part? In like October, November, December. No. I know Huber Heights uses an electronic agenda and stuff like that and I would just be interested to see if it makes sense for us or not and what the costs are. To me it almost goes along with automating the minutes. And you may want to ask that question at your Mayors and Managers meeting.

Mayor Flaute: Okay. What was the rest of that?

Mr. Denning: Electronic agendas. Automated agendas.

Mayor Flaute: Okay. That's the thing I keep fighting. That's me I don't like change but this one could make a lot of sense. Well thank you Mr. Manager. The next discussion item.

Mr. Percival: I know when I sat down and talk with Council when I first came in we talked a little bit about the search for another city manager. I think one of the things that is going to be critical regardless of how we go about the search process is for the Council to begin to prioritize what you want to see in your next manager. And the one thing that I thought we might do is just introduce the subject this evening and have folks be thinking about it over the weekend and next week and then start writing down and start communicating with each other and with me what priorities you are looking for because I'm guessing there are seven people on Council and everybody's priorities are not going to be the same. I'm just guessing.

Mrs. Lommatzsch: You read the minutes didn't you.

Mr. Percival: But I think if you start committing some of those things to writing and email them to me and we can start looking at what different priorities are. And I'm guessing they are going to be things that are very similar among all seven. I'm guessing there are others that may not be as similar among the seven. So that we can start putting some of the information together and getting it back to Council so that in a future work session you guys can start saying, okay this is why I believe this is really critical for our community. So you can start putting some of that information together.

Mr. Fullenkamp: Question. Do you want characteristics or do you want goals for the city?

Mr. Percival: Yes. I think at this point as much information as can be shared will help in bringing that profile together.

Mayor Flaute: Can you create a timeline?

Mr. Percival: I think the timeline is Council's timeline. I'm just here to help. I think the sooner that we begin to put these priorities down the sooner we will be able to come up with a profile.

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Mr. Fullenkamp: What is your opinion about a consultant to help us do this?

Mr. Percival: That is completely up to the Council.

Mr. Fullenkamp: You don't have an opinion?

Mr. Percival: I've seen it done both ways and I've seen it done well both ways. And I've seen it done poorly both ways. I can say that but Council needs to decide on that. I am here to help regardless of how it goes. I worked with a lot of those different consultants over the years and there are some that are very, very good. There are some that in my opinion that are probably there to collect their \$35,000 and go out the door. I am here to serve you guys however you want to do it. There are consultants out there that are dead on. And like I said I've seen it done well both ways and I've seen it done poorly both ways.

Mr. Fullenkamp: And you would be willing to share the name of those firms with us?

Mr. Percival: Well yeah.

Mr. Fullenkamp: Okay, thank you.

Mayor Flaute: Any other questions or comments about that? Whenever you get your thoughts put them down; write them down and get them to the manager and then we will figure out a time when we can discuss that. He said it is Council's timeline so I don't know if we need to start talking about that now.

Mr. Denning: We definitely need to start talking about it now.

Mrs. Lommatzsch: Why wouldn't we?

Mr. Denning: We will be kicking this same can a year from now.

Mr. Percival: You don't want to be kicking that can. We've had that discussion already.

Mr. Denning: The issue I have is a lot of times if we don't set up; even if we say we want the piece that Mr. Percival just talked about, the goals and personalities and we want to have that done by the first meeting in April. Even if we slip we need that deadline.

Mrs. Lommatzsch: The next meeting.

Mr. Percival: If I can have all of that information prior to the next meeting, March 17.

Mayor Flaute: I guess I would like to have some kind of timeline and then we as Council can agree on the timeline.

Mrs. Lommatzsch: Timeline for what? That would be part of the information that we need to give him.

Mayor Flaute: Okay so everybody have that information to the manager by the next meeting. The information that he needs.

Mr. Percival: What your priorities are for the next city manager.

Mayor Flaute: And then at that time we will decide what our next move is.

Mr. Percival: I think it can be everything from personality traits to goals to I want a financial guru. Anything that you think is critical for the health, welfare and well-being of the community put down on a piece of paper.

Mr. Fullenkamp: And I want to encourage all of Council and I'm going to do it too, have a sit down and one-on-one with Mr. Percival. I think we all need to sit down and have a conversation one-on-one so he can kind of evaluate us outside of a group

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meeting and we can talk more frankly about what we think we need. That would be my recommendation. Thanks.

Mayor Flaute: Mr. Percival is there anything else you'd like to talk about this time?

Mr. Percival: I have nothing further this evening thank you.

Mayor Flaute: Is there anything else that Council would like to talk about? If not we are going to take a 15 minute recess and we will come back and start our regular meeting at 7 o'clock. Thank you all for your work.

ITEM 7: RECESS: The Council took a recess at 6:43 p.m.

ITEM 8: RECONVENE: The meeting reconvened at 7:00 p.m.

ITEM 9: PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE, Mitchell Bird from the Boy Scouts Troop 162 and Riverside resident, led all those in attendance in the Pledge of Allegiance.

ITEM 10: MINUTES – Consider approval of the February 11, 2016 special Council Meeting, February 18, 2016 regular Council Meeting and February 25, 2016 special 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: PROCLAMATION FOR FAIR HOUSING MONTH

Mayor Flaute: We were asked to proclaim the Fair Housing Month for this month and asked to write a proclamation so at this time I would ask Mr. Zimmerman to please come forward and talk a little bit about Fair Housing and then we will have the proclamation read.

Mr. Zimmerman: Thank you Mayor Flaute and Council members. We appreciate your support not only this year but in the years past as well for our Fair Housing Months. This year's fair housing theme is, Fair Housing, The Bridge to Equitable Communities. I placed a brochure at each one of your desks there and you are all certainly welcome to attend on April 7 at Sinclair community college. I have also placed a brochure that explains the services that we have at Miami Valley Fair Housing Center. Our mission is to help ensure equal housing opportunities for all residents in Montgomery county and the surrounding area. To do so we educate the public and housing professionals about fair housing laws and assist people who may have encountered discrimination. Certainly if any of the residents of the city of Riverside have any challenges or questions for us our phone number is 223-6035 or they can visit our website@mvfairhousing.com. Do you have any questions?

Mayor Flaute: Any questions for Mr. Zimmerman? Okay seeing none I would like to present you with this proclamation.

Mayor Flaute read the proclamation for Fair Housing Month in the City of Riverside, April 2016.

Mayor Flaute: Thank you for all of your work and for doing it. We appreciate it.

Mr. Zimmerman: Thank you so much. Thank you Council as well.

ITEM 12: ACCEPTANCE OF WRITTEN CITIZEN PETITIONS

There were no citizens that asked to speak.

ITEM 13: CITY MANAGER'S REPORT

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Mr. Percival: Included in your packet is a city manager's report which includes the request sheets, the agenda calendar, the activities report which I think Ms. Christian did a great job of doing a synopsis of everything that has been going on. And then a memo from your Finance Director, Mr. Garrett regarding some requests that Council had. I would turn it over at this point to Mr. Garrett to walk through some of those items that Council had requested on that. And I think there was also a sheet with the schedule of debt that was passed out this evening. Mr. Garrett.

Mr. Garrett: Well as you can see I gave you the December and the January fund balance report just to show you how it was portrayed. I tried to talk a little bit about it at the last Council meeting but it was kind of talking without a picture so I included that in the packet so that you could see where we have an actual fund balance in the middle column and then show the purchase orders that are encumbered against that fund leaving a clear fund balance on the far right column for each of those. It is the actual fund balance in the middle column that becomes the beginning balance for the next month if you will. Now that sheet that I did provide; the one that was in the packet it turns out I discovered that there was a calculation error on summing up the interest for the month so the corrected copy is provided for you tonight. All of the interest and principal payments are the same it's just the interest is not totaled up correctly on that fund report. Those are the debt items that the city is committed to. Over the last two years we have taken out three loans for the Honeywell Conservation project and then to buy the fire trucks and the snow plows. So that added on and in the middle of that list we have the Wright Point one year building acquisition. We pay it off each year.

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

Mrs. Reynolds: Mr. Garrett, thank you for providing the information on the open orders but the sheets leave some questions still to be answered. Or asked and hopefully answered. I see that most of the purchase orders and I think there were 134 that were put through the January 5 of this year. Were those all open orders or are they itemized purchase orders?

Mr. Garrett: A lot of what we did in January was we opened up blanket purchase orders for this coming year so anything that is labeled beginning with MV for Multivendor or BL for a Blanket Order we are probably going to have open for the majority of the year and use as needed. Then there are a few that just start out with RG for Regular purchase orders and those are normally for one specific expense so you use that expense and then close any small remaining balance on that purchase order.

Mrs. Reynolds: So you're open orders are MV's.

Mr. Garrett: Those are Blankets. We have two kinds of Blankets we have the ones that are labeled BL meaning Blanket and those are if there is only one vendor that is going to be paid off of that purchase order say like DP&L or whatever where we are going to use them over and over again multiple times during the year but only one vendor. The Multivendor is kind of an expanded Blanket purchase order. Say we write one for general contracted services and we can pay multiple, different vendors off of that same purchase order instead of having to write a separate purchase order for each vendor as we go through the year.

Mrs. Reynolds: So when we look at blanket purchase orders, is it a three month Blanket or is it a year Blanket because I can't tell.

Mr. Garrett: As a general rule we fund them through the first quarter; for three months.

Mrs. Reynolds: For three months. So Blankets should be three months, usually 90 days.

Mr. Garrett: That's right.

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Mrs. Reynolds: And then we look at the Multiple Vendors.

Mr. Garrett: The same thing. We provide funding for the first quarter of the year. There are a couple of exceptions where it made sense to maybe do a half of the year or something.

Mrs. Reynolds: So we actually don't know; if I look at purchase order MV160020 which is for nuisance abatement.

Mr. Garrett: We looked at the appropriated balance from the approved budget. We fund it to one quarter of the year's amount which was for the first quarter. What will likely happen at the end of the first quarter is we will increase it by the amount of the second quarter's worth of funding. So the purchase order will likely stay open all year but right now it only has enough money to carry it through the first quarter and at the beginning of the second quarter we will add a second quarter's worth of funds onto that same purchase order.

Mrs. Reynolds: Why would it stay open all year Sir if you only fund it for the first quarter worth of expenditures?

Mr. Garrett: It is just an administrative way of looking at it. We would just add funds to it and keep using the same purchase order rather than having to start all over and issue a totally new purchase order.

Mrs. Reynolds: So the timeframe is not important?

Mr. Garrett: It just has to be within the year.

Mrs. Reynolds: If you open a purchase order on January 5 as this one was opened there is no specific date on that PO? For services to be rendered on nuisance abatement?

Mr. Garrett: Right. When we issued the PO we put a descriptive phrase on it and said for the year of 2016 but we only initially funded it with three months worth of money. On 1 April when we go into the second quarter we are going to add more money onto that same purchase order.

Mrs. Reynolds: And what did you have on the line at that time? Only \$5000? Or was there additional dollars there? You said you only funded a PO for a three month period or whatever but you're going to use it all year long so why wouldn't you encumber the full dollar amount?

Mr. Garrett: Well mostly that is a cash flow kind of question. Some of those are going to be fairly large expenditures throughout the whole year. Like in that case for nuisance abatement, that is general government I believe. So we appropriated \$50,000 for the year so we have encumbered about \$6000 for the year so far on it. \$7000 maybe. It is just for administrative convenience. We just keep using the same purchase order all year rather than canceling it and writing a whole other new one that's all.

Mrs. Reynolds: But that doesn't give me looking at this as a councilperson any idea. I'm looking at this and I see we have \$7500 in nuisance abatement and you're telling me there is additional dollars.

Mr. Garrett: Well we planned on spending.

Mrs. Reynolds: If we know that is nuisance abatement why aren't we putting in that whole dollar amount and if you're going to use that PO all year long then I know that that line is zeroed out and once we get to that point I know how much we have spent. Right now I have to call you and say do we have any more money in nuisance abatement if I want to know.

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Mr. Garrett: Well it is in these monthly reports that we provide every month with the amount of the unencumbered money against the appropriated line.

Mrs. Reynolds: If we look on Furniture Solutions I have a concern that we have all of these purchase orders from 2014 and 2015 open. Furniture Solutions, we had a \$160,000 PO and we adjusted it down by \$80,000. You have payments of \$77,000 and \$835. That is for the furniture that was purchased for this building when you all moved in?

Mr. Garrett: That is correct.

Mrs. Reynolds: And there is a balance still remaining on the line of 2164. I'm assuming that either something hasn't been delivered and if it has not been delivered we need to close that PO and we need to issue a new PO or we need to ask that vendor why it has not been delivered at this point. I know that the police chief had a situation with chairs but to hold this dollar amount opened when we are trying to get a handle on where we're at with our finances. We are still; I think you said in your memo you closed \$616,000 worth of PO's.

Mr. Garrett: That is an estimate.

Mrs. Reynolds: We still have roughly \$800,000 to close. We need to get that closed; those PO's that can be closed. I don't know why it's a problem closing the PO's. Are they not sending invoices to you? Are they not giving you what you need? And who do we need to be setting a letter to, to get those invoices in here and get them closed?

Mr. Garrett: Well of course there are lots of different cases so it's hard to answer that but for the Furniture Solutions there was an initial order and delivery and then there was a supplemental order made. We just paid that this last Friday and so now that purchase order has been marked for closing as an example.

Mrs. Reynolds: This is from March 4 Sir.

Mr. Garrett: That's right.

Mrs. Reynolds: We had that furniture how long?

Mr. Garrett: Well we got the majority of it back in November but there was a supplemental order for a couple of items and those were just received and just paid for last week.

Mrs. Reynolds: I will tell you Mr. Garrett I don't like a vendor treating you all that way. I think a vendor should take of doing business with the city of Riverside much more seriously and I think that is something that we need to look into. Why they would be allowed to do that. I don't like that happening to you all. And I do appreciate you fixing the sheet. It makes a little more sense now. I can at least know that we have greater debt than \$799,000. Thank you very much.

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

Mr. Percival: The first item on the monthly update is the finance department. I would once again turn it over to the finance director for his report.

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Mr. Garrett: Just a little bit more to add I guess. I am in the process closing out February so I did close several more here today and did prepare a list of purchase orders as of today.

Mrs. Reynolds: February is closed out?

Mr. Garrett: I have to print a couple more reports so it is not technical closed but I think all of the transactions are in the system and some reports still need to be printed. We spent some time the last couple weeks sending out the W-2s and 1099s. We deliver them to the employees as required by the end of February and get them to all of the other cities that collect taxes. That is several days worth of work to get all of that out so we did that. As I mentioned, last time the Local Government Services of the State Auditor is going to be assisting us with our financial statements in the GAP format preparation. We gave them some information in mid-February and they have started working on that. In fact they called me today to schedule for them to come out the week of March 14. We haven't zeroed in on exactly which day for them to actually come in and work for a couple of days right here at the office so they have more ready access to the files. Like I said I'm working on closing out the month of February and I'd like to point out that income tax did pick up in the month of February which of course was our January collections. We had anticipated getting about \$398,000 for the income tax and we received \$418,000. We were behind track at the end of January so we made up some of that ground. We are still about \$80,000 below our plan to track for the year but we are making up ground.

Mr. Denning: The W-2 forms that you have to send, those are all mechanical? Or is that done electronically?

Mr. Garrett: Those are all mechanical.

Mr. Denning: We can't do that electronically?

Mr. Garrett: We probably could.

Mr. Denning: I just think that would be more efficient and faster. I don't know what it would take to do that. If you could at least check into that.

Mr. Garrett: Like with the IRS we would have to enroll with their online W-2 transmittal.

Mr. Denning: I would think that would be so much more efficient to do that. It is something to think about. And making everything more efficient is always better for everybody. Cost wise and stress wise hopefully for you to.

Mr. Garrett: That would probably be a bit of a software change in our system to accommodate the change. Of course we would have to enroll with the IRS.

Mr. Denning: The state probably has it electronically. I do all my taxes online I do everything online. I don't send anything through the mail anymore unless I owe them than I send it through the mail but other than that I would think it would be better for us to do that electronically if we can. It is something for us to at least look into.

Mr. Fullenkamp: I'm going to add on to what Mr. Denning said and I've had these discussions with the finance director. I think we need to look at our entire finance package and see if there are ways we can streamline and even procedures for how staff interacts with the finance department to make sure that things are; there is plenty of time to do what needs to be done. To make us operate better and maybe make less mistakes here and there and be able to follow through on some of these issues that have been spoken about tonight. Thanks.

Mr. Denning: I understand that it may cost us something up front; buying new software or even training for folks and all of that but I think in the long run I think it is

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going to be more efficient for everybody and in the long run we would end up saving more money. So I really would like to suggest that we look into that.

Mayor Flaute: Any other questions or comments? Thank you Mr. Garrett.

ii) Economic Development Department

Mr. Percival: At this time I will turn it over to our Economic Development Director for his report.

Mr. Murray: I have a list.

Mr. Denning: Can we get that electronically Mr. Murray? It's not on our screen.

Mr. Fullenkamp: Doesn't really help anyways.

Mr. Murray: The first one on the list is the car wash again and we have a new prospect looking at that. Well it's actually one of the original prospects that was looking at the car wash just prior to the other guy getting an option on that. So the Chinese restaurant has gone away and one of the original prospect has picked it back up again. So that is a good thing.

Mrs. Lommatzsch: What is the depot going to do?

Mr. Murray: The depot?

Mrs. Lommatzsch: It says Linden Depot. So the new name is Linden Depot.

Mr. Murray: That is the corner gas station. That is one down.

Mrs. Lommatzsch: Okay.

Mr. Murray: That is the gas station that we approved. At the bottom of the list there on Linden Avenue is the MTC building and this is the Raj Soin building. It goes up for auction on March 30 at 11:30. The minimum bid is \$100,000 and I am dealing with a client who is interested in it. So I've given him some information and we are going to be examining whether that is a good fit there. But I think it is an excellent fit but we will see as we go through the analysis. The strip center, on Airway is under engineers' review. They are looking at retention as well as the entryways there to make sure they are appropriate. You may have heard that 5395 Burkhardt had been sold to Dr. Corey Seller. He is going to be doing a complete rehab of that building. That is almost right across the street from Taco Loco if you are familiar. I have introduced him to County Corp. County Corp. has a 1 ¼% interest rate that he can get that done with so we will see how that goes for him. I will skip down through the Wright Point stuff. That is something we are going to talk about in a minute. I did experience a new maintenance problem at 5100 and that is we have a corrugated steel roof and over time; over 30 years as people have walked on that roof to the new rooftop units; the fireproofing has fallen down. Where the paths are from the hatch to the rooftop units, that is gone and so right now we have a team up there replacing the fireproofing. It is a code violation and so we have to get fixed. That is preceding; what we want to do on that floor which I will talk about later today. Right now I am awaiting, when it comes to the D-MAP program, we are awaiting regional incentives from Ohio State and Michigan State to select a program for us. And again that is a follow-up to the \$100,000 grant that the region will be receiving. I did include again the MVRPC informational map and the reason I did that is it does now has our new zoning codes on there. So if you bring that up you will be able to tell what district a property is in. What is not on your list and I will tell you about is the fact that we have done the employment ad for the position to help me. We put it in the Dayton Daily News. It is on our website now. We sent one to Wright State, University of Dayton, the National Development Council, Ohio Economic Development Association, it is on their website as well and Montgomery County took a copy of it for Business First. So we have it pretty wide spread there so

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I'm looking forward to reviewing those applications. Any questions in regards any of this?

Mayor Flaute: I just have one. I was at Wright State for a meeting and I saw on the bulletin board that they were advertising for workers for 4317 Linden Ave. I'm thinking that might be Smokin' Aces. I think they're trying to get people to come and interview and I think the interviews were last Saturday.

Mr. Murray: What was the address again Mayor?

Mayor Flaute: 4317 Linden Ave. I was going to Google that and I didn't do that. They had them all over the bulletin boards.

Mr. Murray: I will look into that. I've seen cars there but I haven't gotten a response as far as if there is anything going on.

Mayor Flaute: Check that out.

Mr. Murray: Oh absolutely. I will look into that.

Mayor Flaute: Any other questions for Mr. Murray? Thank you Mr. Murray we appreciate it.

iii) Administration Department

Mr. Percival: The administration department, I will turn that over to our Assistant City Manager so she can give us a brief report on that.

Ms. Christian: Thank you Mr. Manager. In terms of hiring we do have quite a bit of activity that is going on lately. We did administer the written test for the firefighter/paramedic position. We did have six candidates that tested earlier this week. Only three passed so three will go on to the physical agility and practical skills test. That will happen over the weekend. And then we are going to be doing interviews starting the week of March 14. We do have a sergeant's test coming up on March 15. I believe that 10 officers have submitted their letters of interest for that position. Hopefully more than five pass that test but you know we'll see. And then as Mr. Murray had mentioned, we are accepting applications for the economic development specialist until April 8 which is the deadline for that. And then some other human resources related information, I am probably cursing myself but we have had zero Bureau of Worker's Compensation claims so far this year so that is pretty good. A record. Next week I will be attending the Safety Congress in Columbus which is a very large scale safety conference that basically anyone who has workers compensation which is any employer basically in the state of Ohio attends at least one of the days. So I will be attending on Friday next week. Coming up in April we also have some training. We have another round of the Drug-Free training that we do for both employees and supervisors. And we are also scheduling a couple of business writing courses through Sinclair Workforce Development for all of our supervisors as well as other staff. So we are looking forward to that. Finally in terms of human resources, this year we actually started providing some online exit surveys to individuals who leave employment with the city of Riverside. Because we have a smaller staff, that will be something that I aggregate the data so that it can remain as anonymous as possible so we get some decent feedback and some constructive feedback. So I will be that and providing it to all of the department heads as part of the 2016 annual report. I just wanted to let you all know about that. In mid-February the Health and Safety Commission went to the River preschool and did Kid IDs for I think about 70 kids at that event. Thank you to Administrative Assistant Anne Wood who helped out with that. And finally the employees who are celebrating March anniversaries:

Officer Clifford Decker	Police	5
Dustin Copley	PT FF	3

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David Schmitt

PT FF

1

Ms. Christian: And that's it.

Mayor Flaute: Thank you. Are there any questions or comments for the Assistant City Manager?

Mr. Denning: My wife was actually on Facebook and saw some people complaining about streets and about things like that. I think part of the issue is we are not getting the information out there on what we are doing so if you can I would like for the plan that Mr. Miller gave us at the beginning of the year on which streets that we are doing in each section or the memo that you gave us splitting the city into four sections and we are doing these streets in this section and these streets in this section. If we get that on our Facebook page and our webpage at the very least so if we see this kind of comments we can point people to that information so that they are not thinking that we are not doing anything. If we want to put what we did last year and the year before in there I think that would be helpful so that people understand that we are working towards getting as much done as we can but we only have a limited number of dollars to do that. But I think the biggest thing is just getting the information out there. And I know we are doing it but I don't think it is out there and I can't tell them exactly which streets we are doing so I think having that information up there even if I have to go to it to reference quickly I could. I think that would be helpful.

Mrs. Lommatzsch: To answer your question it is Smokin' Aces and there is an advertisement on here that says we are looking for experienced, hard-working, energetic individuals to staff a new bar and grill.

Mayor Flaute: Okay good deal. Mr. Murray you need to maybe take a visit to them.

Mrs. Lommatzsch: There are having open interviews March 3 and Thursday, March 10. A minimum of two years experience as bartenders, servers, cooks, security and bussers.

Mayor Flaute: Thank you for checking that out. Any other questions for Ms. Christian?

Mrs. Reynolds: Mme. City Manager, the meeting before we talked to the St. Mary's rep. I think we were going to send a letter to them about placement of that three-story building. Have we done that yet Ma'am?

Ms. Christian: Yes we have.

Mrs. Reynolds: Could you get us a copy of that please? Thank you very much.

Mayor Flaute: Thank you Ms. Christian.

iv) Planning and Program Management Department

Mr. Percival: The final item is the planning and program management and I will turn it over to our City Planner to give his report on this item.

Mr. Taylor: Since Mr. Murray kind of talked about the Airway project and the engineering. We also should be getting the final engineering from Dunkin' Donuts back soon. They are waiting on some minor information about storm water calculations and stacking for the driveway. They have an overall approval of everything else except for those two things. So they should be moving forward here shortly I hope. Projects, the ODNR Boat Launch also known as the Great Miami River Access, we had our pre-bid meeting today. It was outside and it was wonderful in the snow this afternoon. We had three good contractors show up and so I hope we will get three good bids. That bid opening is March 11 right here so hopefully we will be able to award that contract at the 17th meeting. The safety/services building, the survey was

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completed over there for the elevation to make sure we have enough fall. We have plenty of fall, it is about 12 inches. The architect is working on those last details. Our goal is to have the bid and send it out to bid. Our drop dead goal is the 24th and we think we can do that so we are trying to get ahead of that but it will definitely be out before the 24th. Airway Rd., West, the paving project, that is currently on schedule. We have a March 8 meeting to do a little kick off and then we will visit the site. Mr. Miller and Mr. Keaton have both been invited to that so hopefully we can keep that moving. Other than that if you have any questions.

Mayor Flaute: Thank you Mr. Taylor. Any questions for Mr. Taylor?

Mayor Flaute: Just for the audience's sake, we are building a canoe and kayak launch by the Eintracht club which is on the Great Miami River right off of old Troy Pike. So be watching for that. It is a new thing for city and we are looking forward to having a canoe/kayak launch sometime in April.

Mr. Percival: One thing about that project that should be noted is that it is a grant funded project. That is not city funds; it is 100% ODNR funded project so I think that is a feather in the staff's That they were able to come up with funding for that project and make it happen.

Mayor Flaute: Thank you Mr. Manager that is true. Very good, we appreciate it.

ITEM 14: PUBLIC COMMENT ON AGENDA ITEMS

There were no public comments.

ITEM 15: NEW BUSINESS

a) ORDINANCES

- i) Ordinance No. 16-O-592 – an ordinance providing for the issuance of not to exceed \$5,400,000 building acquisition and improvements special obligation bond anticipation notes, series 2013, third (2016) renewal, by the City of Riverside, Ohio in anticipation of the issuance of bonds, providing for the pledge of revenues for the payment of such notes. (First Reading)**

Mr. Percival: This ordinance is providing for issuance of not to exceed \$5,400,000 building acquisition and improvements on special obligation bond anticipation notes, series 2013, third (2016) renewal, by the City of Riverside, Ohio in anticipation of the issuance of bonds, providing for the pledge of revenues for the payment of such notes.

A motion was made by Mrs. Lommatzsch to approve the first reading of Ordinance No. 16-O-592. Mr. Denning seconded the motion. The Mayor and Clerk read the ordinance in entirety.

Mr. Denning: I would like to make a suggestion that in the future when we have ordinances that are this long that maybe we can record them ahead of time and then just play it because with the ability we have to go into the system I would think that it would be quicker and not as hard on everybody's voice. Just push the button and get it done and it would be done. It is just a thought if the clerk thinks that would be a good idea. Then you could do it any time you want. You can record it and input it into the system if it makes sense to do it that way.

Mr. Fullenkamp: I'm going to direct this to the Finance Director. Section 10, second paragraph, annual debt service the annual interest due on the notes plus an amount equal to a principal payment as if the notes had been issued as 30 year bonds. That tells me we are paying down interest at a rate of \$180,000 a year; or principal. Is that the right interpretation? You don't think so?

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Mr. Garrett: No, this is the third renewal and we just pay off the note.

Mr. Fullenkamp: What does that line mean? Somebody help me out because that looks like it is a 30 year mortgage essentially because it says plus an amount equal to the principal payment as if the notes had been issued as 30 year bonds. The principal payments.

Mr. Garrett: I don't have a firm answer on that.

Mr. Fullenkamp: Interest plus principal.

Mr. Garrett: Right, I think that really just goes into a calculation of some of the limits against the note but in practice we pay off the note in full with interest which is just a simple interest calculation as stated on the bond. Like last year it was $1\frac{1}{4}\%$ interest so it is the face amount of the bond times $\frac{1}{2}\%$ and that was the interest payment that we made.

Mr. Fullenkamp: And this is the exact same contract that we did last year.

Mr. Garrett: Yes it is.

Mr. Fullenkamp: So there is no way they could come back to us and say, we want \$180,000 in principal.

Mr. Garrett: No, again this is as prepared by our bond council.

Mr. Fullenkamp: Okay.

Mr. Miller: It says the certificate of the maximum maturity of the bonds it talks about maturity being 30 years but being paid off in 17 and they discuss specifically how that would happen which ties back to the one paragraph you had a question in. We are making principal payments in addition to your interest based on what they described earlier.

Mr. Fullenkamp: What section?

Mr. Miller: Section 3. The title on the certificate is to a maximum security of bonds upon anticipation.

Mr. Fullenkamp: I just want to make sure we are doing this properly. That stuck out to me.

Mr. Miller: (Part of the audio was lost.)

Mr. Fullenkamp: And if you don't make the principal payment it never gets paid off.

Mr. Miller: I believe that is what it is saying although I am not a bond attorney.

Mr. Fullenkamp: We need two readings on this and they are both going to happen tonight?

Mr. Miller: No.

Mr. Fullenkamp: Could we get some clarification on paragraph 10. I would be interested to know the meaning of that paragraph.

Mr. Denning: From what I got out of this, we are paying off \$60,000 on principal because we had borrowed \$5,460,000 and this time we are doing \$5,400,000. So we are paying off \$60,000 that we had borrowed before.

Mr. Garrett: That is correct. We had a \$4.6 million dollar note for the general Wright Point project and we added on an amount of \$860,000 for the renovation of this space and the other city buildings and we are paying down that \$860,000.

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Mr. Denning: Okay. And we are paying some of it down. We are not borrowing the exact same amount every year. Okay, thank you.

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

b) RESOLUTIONS

- i) Resolution No. 16-R-4145 – a resolution authorizing the City Manager to enter into a contract with the lowest, responsive and best qualified bidder for the Brantwood Section Two Project.**

Mr. Percival: Resolution No. 16-R-4145 – a resolution authorizing the City Manager to enter into a contract with the lowest, responsive and best qualified bidder for the Brantwood Section Two Project. Attached to that is a letter from LJB expressing that they have reviewed the bids that we received for that project and have confirmed that the low bidder is Kinnison Excavating, Inc. with a total base bid of \$789,694 and that the recommendation is to enter into a contract with them.

A motion was made by Mrs. Lommatzsch to approve Resolution No. 16-R-4145. Mr. Denning seconded the motion. With no further discussion a vote was taken. Three were in favor; two were opposed (Mr. Fullenkamp and Mrs. Reynolds). **Motion passed.**

- ii) Resolution No. 16-R-4146 – a resolution authorizing the City Manager to enter into a contract for the purchase of three police vehicles from Lebanon Ford for use at the Division of Police under the 2016 State of Ohio Cooperative Bid Program.**

Mr. Percival: Resolution No. 16-R-4146 – a resolution authorizing the City Manager to enter into a contract for the purchase of three police vehicles from Lebanon Ford for use at the Division of Police under the 2016 State of Ohio Cooperative Bid Program.

A motion was made by Mrs. Reynolds to approve Resolution No. 16-R-4146. Mr. Denning 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

Mayor Flaute: Please keep your comments to approximately three minutes. The first one I believe would be Mr. Frank Smith. Mr. Smith, would you please come to the podium and tell us your issue.

Mr. Frank Smith: Thank you Mr. Mayor and Council. This is regarding my guard rail for my property. I put in for this permit back on 6/23/2015, nine months ago. By the paperwork I got from Mr. Chodkowski before that it had been turned over to the City Attorney for approval. The attorney said it could be done so there was supposed to be some more paperwork done by the Council or somebody, I am not sure. But I need a resolution to this. It is apparent that I am still having a problem. Mr. Masse is still having a problem. We keep having trucks where they are not supposed to be. He had to call the police last week three times because they had once run over his trees that he put up. So he put them up but the trucks still want to be in there. Mrs. Reynolds was out this weekend, thank you, and took pictures of this mess. So I need to get some resolution to this because the paperwork is in the works to get this taken care of but I need to get something done because I am still paying tags and insurance on a vehicle to keep it there to keep Mr. Sammons off my property. Or I am going to end up with the same mess that Mr. Massa's got. And the trees don't work so I need something more significant if they are to keep him where he needs to be. And I am not trying to make the Council or anybody here look bad but I need to get something moving.

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Mayor Flaute: We do have your phone number here and I am sure staff will look into it and get with you tomorrow and at least give you some idea of what is going on or where it is at.

Mr. Frank Smith: Thank you very much.

Mr. Fullenkamp: Mr. Taylor, what is the status of changing the zoning code to allow residents to do this type of work in the right-of-way?

Mr. Taylor: This was something that the former city manager was working on personally he had been in discussion with Ms. Grandjean, the Law Director. I'm not sure where that process was at. I know that the next step after the law director reviewed everything would be to submit either a resolution or an ordinance allowing right-of-way permits within the city which the Council would have needed to vote on. The two other cities that do this that I know of are Centerville and Oakwood. And so that's kind of where that is at. Where that stuff is from the law director I can't say.

Mr. Fullenkamp: Would you please check with the attorney. I have some of that paperwork and I will send it to you. She sent me the ordinances from Oakwood and Centerville. I didn't realize this had not been turned over to you and that you had no involvement in this so that is unfortunate but I would like to have some follow through on this so we know where we're at and where we need to go. Thank you.

Mrs. Reynolds: Mr. City Manager I would ask that you would oversee that and make sure that we know where that work is.

Mr. Percival: I will get up to speed on it quickly.

Mrs. Reynolds: Thank you very much Sir.

Mr. Denning: And I would like that we all get the information so that everybody is kept up-to-date on what is going on.

Mayor Flaute: Okay the next person who asked to talk is Mr. Steve Massa. Mr. Massa please come forth.

Mrs. Lommatzsch: I would like to comment on that. This is the first time that I had known of Mr. Smith's issue and obviously other people have known about it for a while. Now I'm not talking about Mr. Massa, he has kept me informed but I did not know that he had made these efforts. I don't know who on Council knew that but I had never heard of his concern about guardrails and I think it would be only fair that we all know before he comes before Council.

Mr. Massa: Mrs. Lommatzsch the reason why you didn't know is because there were people in this room that didn't want you to know. Some of these people aren't here right now they are gone. So that is probably why. I wrote a letter here. I think it would be quicker for me to read this so I don't go on rambling aimlessly so I'm going to go ahead and read this letter and I am going to ask for a response when I'm done. Staff, City Council and persons with authority, as you know there are all kinds of problematic behaviors occurring within our city. The one I am speaking of tonight is the damage and dust problem emanating from Sammons' truck lot on Planters Avenue and Byesville Boulevard. The issues such as airborne dust and damage to the surrounding areas of Sammons' truck lot still persists and the hours spent by staff and the many hours spent by Council concerning this issue. I believe Riverside desires to stop hearing about this problem and I also believe that Sammons' truck lot would also desire to stop hearing about this problem. Unfortunately this desire cannot come to fruition until the property damage dust problem and several other issues have been abated. This type of airborne dust typically contains microorganisms, crystal and silica and many other hazardous properties. I do not want my family and myself breathing this dust and I'm sure none of you would enjoy breathing this dust where you live. I am not asking for anything I would not be expected to do if I was the source of the

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problem. Riverside would not tolerate property damage to landscaping and dusting of its occupants at 1791 Harshman Rd. and 5100 and 5200 Springfield St. I can say with confidence anyone sitting in front of me or to the sides of me would also not tolerate these conditions in their living area. Why should my neighbors and my family be expected to? I am not simply asking a question expecting a response. Am standing here tonight, right now waiting for a response. And please Mr. Mayor, don't ask me to see a staff member after the close in response to my question. Again, the question is, why should my neighbors and my family and myself be expected to tolerate these conditions when they would not be tolerated on city-owned property and where you and your families live.

Mayor Flaute: Thank you Mr. Massa but the form is that you need to go to the City Manager. We've got a new city manager on board, he is willing to help you and that's the way things work. So I'm sorry I have to give you that information. But the information is we have your phone number and someone will be getting back with you to discuss your issue.

Mr. Massa: With the way the system works there is nothing stopping any of these people here from commenting. If someone would like to comment they have the right to do it.

Mayor Flaute: They have the right to do that and if anyone from Council would like to then feel free.

Mr. Fullenkamp: Mr. Massa, I'm willing to sit down with you in the new city manager to talk about this again. I don't know that we are going to get this done in a public forum but I am going to continue to work with you and I am going to be a bulldog about this. We have been working together on this for a couple of years now and I am not any happier than you are about the lack of responsiveness and the lack of behavior change that we have seen from the firm down there. So that's all I can offer you right now. We are not going to get you a solution tonight. I don't know when we're going to get one but I am not giving up and I hope you don't either. I hope you don't get so frustrated that you do something that you shouldn't.

Mayor Flaute: Thank you Mr. Fullenkamp.

Mr. Denning: Mr. Massa, I appreciate everything you're trying to do for yourself and your neighbors. We had long discussions. I am not giving up on this. I am as frustrated as you are. I got on Council six years ago and the one thing that I have found unfortunately is things move very slowly. But we hope that eventually we will get to a change and unfortunately there are a lot of rules that we have to deal with and the other side of that is that we were not all getting the information and I'm hoping that that is going to change. But we all have to have the same information so that we can help you. And if the answer is we need to make a rule changes then we have to change the rule before we can enforce it. We will see what we can do.

Mrs. Reynolds: Mr. Massa, you know that we will support you in any way that we possibly can. I know that you've been through a lot. I know that your neighborhood has been through a lot and I am sorry for all of you. And hopefully will be able to do something with the dust. I know it is a problem. Mr. City Manager, the first problem of the year probably for you so if you could meet with Mr. Massa at some point and Mr. Fullenkamp and Mr. Denning. They have been very supportive and tried to help and they have a lot of history. So if you could make time to do that Sir I know everyone would appreciate it.

Mayor Flaute: Any other questions or comments? Thank you Sir we'll be in contact.

Mr. Massa: Alright thanks for hearing me and Mr. Percival I look forward to talking to you and meeting you also.

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Mr. Percival: Absolutely.

Mrs. Lommatzsch: Thanks for your persistence.

Mr. Massa: You're welcome.

ITEM 17: COUNCILMEMBER COMMENTS

Mrs. Reynolds: I would like to address Mitchell Bird. Mitchell thank you very much for being here this evening. This is that participation that we talked about. That's what it's all about so just keep it up and congratulations on that Citizenship Badge.

Mayor Flaute: Someday you could be a mayor or a councilmember. We are always looking for young folks to do that. Once you turn 18 come on and join us.

Mrs. Lommatzsch: Thank you for hanging in there on the five-page ordinance. We did have the MVRPC meeting this morning and you have all probably got the email today of the newly elected; it's coming it was very late probably 5 o'clock where they have new executive board members and no I did not put my name up to go to another meeting. I already have lots of meetings on behalf of this Council so I did not volunteer to do that. I would like to bring up an issue that I think is becoming more pervasive throughout the community and I think in thinking through this; I haven't talked to anybody about this. I would like the Council to consider a mild solution to this. Trash containers whether they are new, old or whatever are being left in front of garage doors and visible from the street throughout the community. I've been thinking about how and I think we need to address that in the next newsletter. I know we just had one out but I think we need reinforcement of putting them out and getting them in and where you keep them. It is not appropriate to keep them in front of your garage door all week and I believe zoning speaks to that. So my solution and you all can tell me to go jump in a lake but why wouldn't it be; and I knew the police are sick and tired of getting things to do but could we not just have some flyer kind of a thing as our officers are through the neighborhood and I'm seeing officer in my neighborhood on a fairly regular basis. But when they see that, just a gentle reminder left at the door. These are the regulations because what happens is sometimes they are flying down the street with the wind and they are not being properly secured and should not be sitting out in front of their houses all week. I don't want them to get fine notices or anything but some sort of flyer that tells them what the etiquette is and the expectations of zoning of what they should do. And I guess maybe the bright blue ones make it really obvious. It is getting very pervasive throughout the city. I see it in the Ridge, I see it everywhere, up in the new neighborhood, in the Valley Street area. I see it everywhere and it is just not safety or visually very pleasant.

Mayor Flaute: Thank you for bringing that up and the city manager will duly note it. We've heard your suggestion.

Mr. Denning: Sounds like an article for the next newsletter.

Mrs. Lommatzsch: And I think there are other parameters about the trash that we can continue to enforce but it is really becoming a pervasive problem. And I have another issue but I will ask the question to the staff after the meeting. Thank you for your time.

Mrs. Reynolds: I've something to go along with that. Mr. Taylor, what is the code on that; on trash containers. I thought we had so long after.

Mr. Taylor: Offhand I remember it.

Mrs. Lommatzsch: You don't put them out 24 hours before and have them in within 24 hours but you cannot store it on your driveway in front of your garage.

Mr. Fullenkamp: It depends. I think the code reads it can't be in front of your house.

Mrs. Lommatzsch: Something like that.

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Mr. Fullenkamp: But if your garage is behind your house I don't think there is any stipulation.

Mrs. Lommatzsch: Oh I didn't mean that I meant the front yard.

Mrs. Reynolds: That's where we are having a problem I think with the side yards and the fencing and things. If we get that in the newsletter that would be great.

Mayor Flaute: I just have a few. First of all on your behalf I attended the Ohio Mayors Association meeting and we are working hard with First Suburbs and the Mayors and Managers to build a relationship with our State Reps. So that is in progress and we'll continue so. I had an In Crowd at the Asian Gourmet and it was very successful.

Mrs. Lommatzsch: It was gourmet.

Mayor Flaute: Oh it was. It was so good. Everyone is invited to them. If you want more information go to the Chamber's website and you're welcome to come to those. I went to a Manpower Capability panel. I was working with a panel to offer suggestions for employment out at Wright Patterson. They are saying now that looks like about 14% of the workforce out at Wright Patt is going to be retiring within the next couple of years so they are looking for ways for young folks and people who need jobs to become aware of that situation. And we are looking at ways of getting the millennials to be interested in government and to get out to Wright Patt. The bus situation isn't the best situation for Wright Patt. The people from Riverside have to go either to Linden Avenue or downtown to get a bus back to Wright Patt so we are working on some of those kinds of things. A Leap Day celebration at Wright State, I mentioned that earlier that I was there. Leap is a group of students who come from other countries who can't speak English. And so they get them in this Leap area and teach them how to speak English and when you get to a level for which takes about six or seven months normally you are now allowed to attend your first class. Because if they don't teach these folks good English they are set up to fail. It is called Leap and since it was a Leap year they have a celebration every four years for that. I had an Appalachian board meeting and we are still trying to work with that community to bring it up some. We had the grand opening of the USO. Most USO's are in airports around the country and some large downtown areas. There used to be one in downtown Dayton in the Union Station and when Union Station closed in the early 70s or whenever it was so did the USO. So now we have one at Wright Patterson Air Force Base and as most of you know USO's are just great references for our airmen and we are very pleased to have one out at Wright Patt. A Hope for Riverside had a community service this week Sunday evening. There were 37 churches involved and there were 15 that were part of the celebration. It was just a good unity type of thing for a city. URS (United Rehabilitation Service) had the grand opening and as many of you know I have been working with URS since 2008 because they have been trying to build on and the problem is that the front of URS is in Huber Heights, the building of URS is in Riverside and the parking lot URS is in the city of Dayton. So I was trying very hard to make sure we annexed the part that they wanted to build this building on. The long story short is it did not happen so they are now building that building in the city of Dayton and it is connecting to the building that is in the city of Riverside. Very complicated and very unfortunate but the good news is we are keeping our part of the building and that's where I think most of the expense of jobs are so at least we're getting the better income tax from it. But it is such a shame because it is so fragmented. They did have the grand opening and it is going to be a good building. It is going to be good for URS and good for Riverside and good for the patients.

Mrs. Lommatzsch: Peggy Lehner was there and she said she would like to come visit the Council in the new facility and she sent her best everybody and I forgot that. Sorry.

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Mayor Flaute: No, thank you, thank you for saying that. I did four weddings in the last two weeks so they continue on. I think that pretty much covers everything. The only thing that I did have, I went to the Parks and Recreation commission meeting and they talked about the Bark Park renaming ceremony. Is staff working on that or is Council? Mrs. Lommatzsch, were you working on that?

Mrs. Lommatzsch: No.

Mayor Flaute: Is staff working on that?

Ms. Christian: (Part of the audio recording was lost.)

Mayor Flaute: Okay if you could plan that we like to have some kind of celebration as soon as possible. Sooner rather than later.

Mr. Denning: Ms. Christian, thank you for holding the helm while everything was going on. And Mr. Percival, welcome and are you sure you going to come back?

Mr. Percival: I don't know if these meetings go this long.

Mr. Denning: Anyways, thank you for being here.

Mr. Percival: I'm glad to be here.

Mayor Flaute: It would've been 20 minutes shorter but we hadn't had to read the ordinance.

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

Mayor Flaute: So we will be in executive session for about 45 minutes and we do have a resolution and an ordinance to pass after the executive session so you're welcome to hang around until after the executive session. Thank you all very much for coming.

Council went into executive session at 8:28 p.m.

ITEM 18: EXECUTIVE SESSION

- a) **Discuss of Clerk of Council Position – Codified Ordinance 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.**
- b) **Discussion of Wright Point Leases – Codifies Ordinances Section 103.01 (d) (7) – To receive and consider from an applicant for a permit, license, variance, zoning change or other similar privilege granted by the City, the following information confidentially received from the applicant: (C) Production techniques and trade secrets.**

Council came out of executive session at 9:40 p.m. The Business Meeting continued at 9:46 p.m.

ITEM 19: NEW BUSINESS (Continued)

- a) **ORDINANCES (Continued)**
 - ii) **Ordinance No. 16-O-593 an ordinance to make supplemental appropriations for current expenses and other expenditures of the City of Riverside, State of Ohio, for the period January 1 through**

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December 31, 2016. (First Reading, Second Reading and Consideration of Approval)

A motion was made by Mrs. Lommatzsch to approve the first reading of Ordinance No. 16-O-593. Mrs. Reynolds seconded the motion. The clerk read the ordinance in its entirety. With no further discussion a vote was taken. All were in favor; none were opposed. **Motion passed.**

A motion was made by Mrs. Reynolds to suspend the rule allowing the first and second readings to take place at the same meeting. Mr. Denning seconded the motion. With no further discussion a vote was taken. All were in favor; none were opposed. **Motion passed.**

A motion was made by Mr. Denning to approve the second reading of Ordinance No. 16-O-593. Mrs. Reynolds seconded the motion. With no further discussion a vote was taken. All were in favor; none were opposed. **Motion passed.**

b) RESOLUTIONS (Continued)

iii) Resolution No. 16-R-4147 – a resolution authorizing the City Manager to enter an agreement with Pinnacle Architects, Inc. and Nauman & Zelinski, LLC for professional services related to the Radiance Technology Relocation Project.

A motion was made by Mrs. Reynolds to approve Resolution No. 16-R-4147. Mr. Denning seconded the motion. With no further discussion a vote was taken. All were in favor; none were opposed. **Motion passed.**

A motion was made by Mrs. Reynolds to move the March 17, 2016 regular Council Meeting to March 16, 2016 due to St. Patrick's Day. With no further discussion a vote was taken. All were in favor; none were opposed. **Motion passed.**

ITEM 20: ADJOURNMENT

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

The meeting ended at 9:51 p.m.

William R. Flaute, Mayor

Clerk of Council