1. Updated Agenda
   Documents:
   
   20200218 01.PDF

2. Updated Workbook
   Documents:
   
   02-18-2020 WORKBOOK 01.PDF
CITY COUNCIL BUSINESS MEETING – 5:30 PM – COUNCIL CHAMBERS – LOWER LEVEL

MOMENT OF MEDITATION/PLEDGE OF ALLEGIANCE TO THE FLAG/ ROLL CALL

PRESENTATIONS
Warren County Sheriff Sims
Karin Maney and Verlena Stewart- CBI Update
Julie Joyce Smith- Butler County Auditor Outreach

CITIZEN COMMENTS

CITY MANAGER REPORT

CONSENT AGENDA. . . Matters listed under the Consent Agenda are considered to be routine and will be enacted by one motion and one vote of consent. There will be no separate discussion of these items. If discussion is desired, that item will be removed and considered separately.
(a) Receive and File Board and Commission Minutes:
   Library Board- October 15, October 29, November 19 and December 17, 2019
   Board of Health- January 14, 2020
(b) Confirm the personnel appointments of:
   Annette Accurso to the position of Historic Property Specialist in the Economic Development
   Department, Planning and Zoning Division; and
   Mark Horn to the position of Water Treatment Operator in the Department of Public Works &
   Utilities, Division of Water Treatment; and
(c) Confirm the promotional appointment of Pawel Mieczykowski to the position of Fire Lieutenant in
   the Department of Public Safety, Division of Fire.
(d) Confirm the demotion of Mark Sam Allen from the position of Police Sergeant to Patrol Officer in
   the Department of Public Safety, Division of Police.
(e) Receive and file an Oath of Office for Eric Grindstaff.
(f) Approve the purchase four new Ford Fusions for Detectives off the ODAS Contract for the Division
   of Police in the total amount of $82,176 from Middletown Ford.

PINNING CEREMONY

MOTION AGENDA
(a) Authorize the City Manager to enter into a contract with Howell Contractors Inc. to proceed with
   the Rosedale Rd. Water Main Dixie Highway Water Main Replacement.
(b) To approve a contract with various vendors for the purchase of supplies for the Water Maintenance Division.

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COUNCIL COMMENTS

LEGISLATION
1. Resolution No. R2020-04, a resolution to make adjustments to appropriations for current expenses and other expenditures of the City of Middletown, Counties of Butler and Warren, state of Ohio, for the period ending December 31, 2020. (Sewer Fund) (Second Reading)

2. Ordinance No. O2020-11, an ordinance consenting to real property tax exemption pursuant to R.C. 5709.08 applicable to property owned by the City of Middletown and more particularly described as Butler County Auditor’s Parcel No. Q6511026000021 and declaring an emergency.

3. Ordinance No. O2020-12, an ordinance amending Chapter 892 (Motor Vehicle License Tax) of the Codified Ordinances. (Second Reading)

4. Ordinance No. O2020-13, an ordinance establishing a procedure for and authorizing a contract with Badger Meter, Inc. for the purchase of water meters and declaring an emergency. (No action requested until March 4, 2020.)

EXECUTIVE SESSION
Under the authority of O.R.C. 121.22 (G) (4) Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment; and under the authority of O.R.C. 121.22 (G) (8) To consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance, provided that both of the following conditions apply:
(1) The information is directly related to a request for economic development assistance that is to be provided or administered under any provision of Chapter 715., 725., 1724., or 1728. or sections 701.07, 3735.67 to 3735.70, 5709.40 to 5709.43, 5709.61 to 5709.69, 5709.73 to 5709.75, or 5709.77 to 5709.81 of the Revised Code, or that involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project.
(2) A unanimous quorum of the public body determines, by a roll call vote, that the executive session is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project.
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(2) A unanimous quorum of the public body determines, by a roll call vote, that the executive session is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project.
CITIZEN COMMENTS, GUESTS, ORGANIZATION’S REPORT
I Call to Order
Mr. Hughley, Vice-President, called the meeting to order at 4:00 p.m.

II Opening Exercise

III Roll Call
The roll was called and the following members were present:

Ms. Frankie Carlson, Mr. Bruce Hughley, Mr. Richard Szopinski, and Mr. Keith Wright.

Those absent: Mr. Ronnie Choudhary, Mr. Bill Jones, and Mrs. Anita Shew

Also present were: Mr. Travis Bautz, Library Director; Ms. Cari Hillman, Community Engagement Director; Mr. Steve Mayhugh, Facilities Director; Mrs. Brielle Maynor, Public Services Director; Ms. Deborah Preston, Fiscal Officer; Mrs. Kathy Stengel, Human Resources Director; and Ms. Emily Vance, Accounting Supervisor.

IV Adoption of Agenda
Mr. Wright motioned, seconded by Mr. Szopinski, to approve the agenda as presented.

“Aye” Carlson, Hughley, Szopinski, Wright
“Nay” None
Motion Approved 19-77

V Public Comment
There were no public comments.

VI Approval of Minutes
Mr. Wright motioned, seconded by Ms. Carlson, to approve the minutes of the regular board meeting of September 17, 2019.

“Aye” Carlson, Wright
“Nay” None
“Abstain” Hughley, Szopinski
Motion not approved due to not having an affirmative vote of the majority of Trustees present.

VII Fiscal Officer’s Report
Financial Report, Investments, and Donations:
Ms. Preston reviewed the September 2019 financial report. Ms. Carlson motioned, seconded by Mr. Wright to approve the Financial Statement, Investments, and Donations for September 2019 as presented by Ms. Preston.
“Aye” Carlson, Hughley, Szopinski, Wright  
“Nay” None  
Motion Approved 19-78

Policy Update (Fixed Assets):  
Ms. Preston reviewed the revised and updated policy. She noted that the asset cost dollar value was increased to $1,000 which will easily allow a number of our assets to be given to our insurance carrier to determine what our insurance coverage will be. She asked members to please review the presented policy and she will bring it back next month for final review. The board discussed the value of an item, the average life of an asset, and reports than can be generated through the software.

Levy Resolution:  
Mr. Bautz reported that five board members are needed to be present at a meeting to pass a levy resolution. Due to not having enough board members present at today’s meeting, a special meeting will need to be scheduled to discuss and adopt the levy resolution.

VIII Directors’ Report  
Library Use Statistics:  
Mr. Bautz commented that the statistics are very similar to the past few months.

Policy Update (Makerspace):  
Mr. Bautz distributed a new policy for the Innovation Pointe makerspace that includes best practices for covering and management of the services; governance, liability; parental permission; behavioral guidelines; and a liability waiver. The board discussed safety gear, training, the construction time, permit process’, inspections, and the anticipated opening date.

Mr. Bautz reported that the facilities subcommittee met to discuss the property search in Liberty Township. They decided to look at previously viewed properties, and to review several other alternatives and possibilities. He recommended not to be aggressive for property acquisition in the next six months.

IX Public Services  
Mrs. Maynor reported that all branches will host Toys for Tots collection bins during the month of November; the Liberty holds lockers remain very popular; Library on Wheels has completed their first 5-week cycle of school visits; Middletown is delivering books to the Shoes 4 the Shoeless event at Rosa Parks Elementary, discussions continue for the remodeling options for the main floor restrooms, and carpet and hard flooring finishes are being finalized; and at West Chester the library is working with area senior citizens to accommodate those who have been displaced by the senior activity closing. Mrs. Maynor distributed and discussed the secret shopper report.
X Community Engagement Report
Ms. Hillman distributed informational statistics from the OrangeBoy software that focused on library card usage. She pointed out that the cluster information is valuable for levy information purposes. Mr. Bautz reviewed the 3-month snapshot of the e-cards, new card activity, and our Hoopla usage that was included in the statistics. Ms. Hillman reviewed community events including the Barktoberfest in Trenton that had over 250 people and dogs that attended; the Great Pumpkin Fest in West Chester was well attended; and the bookmobile will be at the Home Expo in West Chester this weekend. She also commented that e-cards will be delivered to Kettering Hospital. Ms. Hillman also unveiled a prototype drawing of mural that will be painted near the book drop area at West Chester to designate the maker space.

XI Personnel
Staffing Updates:
Mr. Wright motioned, seconded by Mr. Szopinski, to approve the following personnel changes:
Approve the employment of Mackenzie Fields, effective 9/30/2019, West Chester, full time, library specialist, makerspace, at pay level three; and
Approve the employment of John Burns, effective 10/14/2019, West Chester, full time, library specialist, makerspace, at pay level three.

“Aye” Carlson, Hughley, Szopinski, Wright
“Nay” None
Motion Approved 19-79

Health Insurance:
Mrs. Stengel reported that we received our insurance renewals which are very favorable with a zero increase in medical, dental, and life insurance, and a 6% increase in vision insurance. She added that our membership in the Cincinnati Chamber of Commerce gives us a very nice discount on our health insurance. Open enrollment will begin 11/1/2019 through the end of the month, and the new plan will begin 12/1/2019. She reported that our wellness incentive has resulted in over $13,000 in year-to-date reductions in our health insurance premium.

Mrs. Stengel also reported that the Ohio minimum wage will be increased to $8.70 per hour beginning January 1, 2020 and the Department of Labor has announced increased salary thresholds for exempt workers to $684 per week under the Fair Labor Standards Act effective January 1, 2020. We do not have any employees that will be affected by the new DOL threshold.

Compensation Study:
Mrs. Stengel reported that the compensation analysis that the board requested is ongoing and almost complete. The HR sub-committee will need to meet soon to discuss compensation philosophy, objectives, and determine any compensation modifications and timeframes.

XII Board Comments
Mr. Szopinski commented that everyone is doing an excellent job and there is good teamwork among staff.
XIII Adjournment
Mr. Hughley adjourned the meeting at 4:56 p.m.
19-80

_______________________________________
President

_______________________________________
Secretary
Minutes of Special Meeting of the
MidPointe Library System Board of Trustees
Middletown Library, Board Room
Tuesday, October 29, 2019 4:00 p.m.

I Call to Order
Mrs. Anita Shew, President, called the meeting to order at 4:00 p.m.

II Opening Exercise

III Roll Call
The roll was called and the following members were present:

Ms. Frankie Carlson, Mr. Ronnie Choudhary, Mr. Bruce Hughley, Mrs. Anita Shew, Mr. Richard Szopinski, and Mr. Keith Wright.

Those absent: Mr. Bill Jones

Also present were: Mr. Travis Bautz, Library Director; Ms. Cari Hillman, Community Engagement Director; Mrs. Brielle Maynor, Public Services Director; Ms. Deborah Preston, Fiscal Officer; and Mrs. Kathy Stengel, Human Resources Director.

IV Adoption of Agenda
Mr. Hughley motioned, seconded by Mr. Szopinski, to approve the agenda as presented.

“Aye” Carlson, Choudhary, Hughley, Shew, Szopinski, Wright
“Nay” None
Motion Approved 19-74

V Public Comment
There were no public comments.

VI Levy Resolution
Ms. Preston reviewed the process to put a levy on the ballot for the March election. Ms. Preston read the levy resolution requesting the city council of Middletown, Ohio to submit to the electors residing within the MidPointe Library System district the question of levying a tax. The board discussed the counties that will have our levy on their ballot; the actual ballot language; the precincts in the counties in our district boundaries; the length of the levy cycle; trends of library levy cycles; valuation of the millage; and the passage rate of library levies. Mr. Szopinski motioned, seconded by Mr. Hughley, to approve the resolution as presented.

“Aye” Carlson, Choudhary, Hughley, Shew, Szopinski, Wright
“Nay” None
Motion Approved 19-75

VII Board Comments
Mr. Bautz commented that the finance audit subcommittee and HR subcommittee need to schedule meetings. The finance audit subcommittee will meet on 11/13/2019 at 3:00 to review the draft appropriation. The HR subcommittee meeting will be scheduled after today’s meeting.
VIII Adjournment
Mrs. Shew adjourned the meeting at 4:23 p.m.
19-76

_______________________________________
President

_______________________________________
Secretary
I Call to Order
Mrs. Shew, President, called the meeting to order at 4:00 p.m.

II Opening Exercise

III Roll Call
The roll was called, and the following members were present:

Ms. Frankie Carlson, Mr. Bruce Hughley, Mr. Bill Jones, Mrs. Anita Shew, Mr. Richard Szopinski, and Mr. Keith Wright.

Those absent: Mr. Ronnie Choudhary

Also present were: Mr. Travis Bautz, Library Director; Ms. Cari Hillman, Community Engagement Director; Mrs. Allison Knight, Liberty Branch Manager; Mrs. Brielle Maynor, Public Services Director; Ms. Deborah Preston, Fiscal Officer; Mrs. Kathy Stengel, Human Resources Director; and Mrs. Amy Young, West Chester Branch Manager.

IV Adoption of Agenda
Mr. Szopinski motioned, seconded by Mr. Hughley, to approve the agenda as presented.

“Aye” Carlson, Hughley, Jones, Shew, Szopinski, Wright
“Nay” None
Motion Approved 19-81

V Public Comment
There were no public comments.

VI Approval of Minutes
Mr. Wright motioned, seconded by Mr. Hughley to approve the minutes of the regular board meeting of September 17, 2019.

“Aye” Carlson, Jones, Shew, Szopinski, Wright
“Nay” None
“Abstain” Hughley
Motion Approved 19-82

Mr. Wright motioned, seconded by Mr. Hughley to approve the minutes of the regular board meeting of October 15, 2019.

“Aye” Carlson, Hughley, Szopinski, Wright
“Nay” None
“Abstain” Jones, Shew
Motion Approved 19-83

Mr. Wright motioned, seconded by Mr. Hughley, to approve the minutes of the special board meeting of October 29, 2019.
“Aye” Carlson, Hughley, Shew, Szopinski, Wright
“Nay” None
“Abstain” Jones
Motion Approved 19-84

VII Fiscal Officer’s Report

Financial Report, Investments, and Donations:
Ms. Preston reviewed the October 2019 financial report. The board discussed the payroll clearing fund. Ms. Preston discussed the possibility of transferring money from the general fund to the capital improvement fund. The board discussed the practicality of moving funds by the end of the year; that funds have been moved in the past; funds can be moved back into the general fund if necessary; that a $3 million transfer in December would be prudent; and that a strategy of how levy funds are spent should be developed. The board agreed that the transfer could take place in December. Mr. Wright motioned, seconded by Ms. Carlson to approve the Financial Statement, Investments, and Donations for October 2019 as presented by Ms. Preston.

“Aye” Carlson, Hughley, Jones, Shew, Szopinski, Wright
“Nay” None
Motion Approved 19-85

Policy Update (Fixed Assets):
Ms. Preston mentioned that a revised policy was distributed at last month’s meeting. The purpose of the policy is to set forth guidelines for the physical and reporting control of the Library’s fixed assets over $1,000. The policy establishes definitions, classifications, property accounting principles, depreciation, pro-rate conventions, depreciation methods, fixed asset valuation, and fixed asset system maintenance. Ms. Preston commented that it is beneficial to have an accurate financial accounting of what we own which goes into our year-end financial statements and allows us to have an accurate financial accounting for property and casualty insurance purposes. The board discussed that the accounting department handles the fixed assets and it is managed through the SSI finance software which gives an accurate location of where the asset is located. Mr. Szopinski motioned, seconded by Mr. Hughley to approve the revised fixed asset policy as presented.

“Aye” Carlson, Hughley, Jones, Shew, Szopinski, Wright
“Nay” None
Motion Approved 19-86

VIII Director’s Report

Library Use Statistics:
Mr. Bautz commented that the statistics are very similar to the past few months. Overall our circulation was up by 3% for the month with Liberty and Library on Wheels having a very strong circulation; physical books are up by 7%; AV is down by 10% so that shows a shift with what customers are using. The digital collection had 33,048 items borrowed; PC use was down by 16% so re-purposing some of the computer area at West Chester into a makerspace should be a good use of space. Mr. Bautz commented on the Orangeboy statistics, noting the household market penetration, and new cardholder retention numbers are high. Ms. Hillman added that the penetration numbers are positive for levy informational use.
Policy Update (Makerspace and Public Policy Manual):
Mr. Bautz distributed a policy for the Innovation Pointe makerspace that includes best practices for management of the makerspace services such as governance, liability; parental permission, behavioral guidelines, and a liability waiver. He feels that the liability agreement is an important piece of this policy.

Mr. Bautz distributed and discussed a change to the Public Policy Manual to increase the opening hours at Monroe by one hour per day and at Liberty to open on Monday’s, at the mall’s request. The increases in hours will not necessitate an increase in staffing.

Mr. Hughley motioned, seconded by Mr. Wright, to approve the Innovation Pointe Use Policies and the change to the hours of operation in the Public Policy Manual.

“Aye” Carlson, Hughley, Jones, Shew, Szopinski, Wright
“Nay” None
Motion Approved 19-87

IX Public Services
Mrs. Maynor reported that new self-checkout machines have been ordered for four of the branches and are expected to be operational by April. At Liberty, the lockers have been so popular that we will be looking to transfer one tower of lockers from the Wayne Township location to Liberty. At Middletown, the reference and circulation desks will be dismantled to make way for a single new Welcome Desk to be assembled at the end of November; there are plans to lower the shelving height; and approximately 750 books were given away during the Shoes 4 the Shoeless event at Highview 6th Grade Center, Central Academy and Creekview Elementary. At Monroe, the contractors met to discuss plans for the former café. At West Chester, they are hosting many of the senior activities since the Senior Activity Center space was sold, and construction continues on the makerspace with most of the machines and equipment on hand for installation. The board discussed the Middletown lighting project.

X Community Engagement Report
Ms. Hillman reviewed the upcoming holiday events that include the Liberty Center holiday parade on 11/23, the Santa Parade at Middletown, the Olde West Chester Christmas Walk on 12/7, and the Food for Fines event starts on November 29th. A Giving Tree supporting the animal friends is at West Chester, and Toys for Tots bins are at all locations with the bookmobile participating with a Stuff the Bookmobile event. On the Library Facebook page, it features a local resident, who uses our homebound services, who turned 107 on 11/11 and is 3 months older than our library system. The Library outreach department took her a birthday cake and flowers and she reminisced about her library experiences. Ms. Hillman commented that she has been working with the Dolly Parton Imagination Library and the governor’s office to bring the service to all of Butler County and not just certain school districts.
XI Personnel
Staffing Updates:
Ms. Carlson motioned, seconded by Mr. Hughley, to approve the following personnel changes:
Accept the resignation of Shellina Borgman, effective 10/24/2019, West Chester, part-time, library specialist youth services;
Approve the employment of Rebecca Dineen, effective 10/22/2019, West Chester, part-time, library specialist, youth services, at pay level three, as a one-for-one replacement;
Approve the employment of Michaela Null, effective 10/28/2019, West Chester, part-time, library specialist, makerspace, at pay level three;
Approve the promotion of Mary Geers, effective 10/6/2019, Middletown, from library specialist to librarian, at pay level four; and
Approve the status change of Tracey Jipson, effective 9/22/2019, West Chester, from part-time to full-time, library specialist, at the same pay rate.

“Aye” Carlson, Hughley, Jones, Shew, Szopinski, Wright
“Nay” None
Motion Approved 19-88

Compensation:
Mrs. Stengel commented that the board human resources sub-committee met, where they discussed and reviewed compensation philosophy, the expenditure and productivity charts, and the compensation analysis of the library’s 40 different jobs. She also distributed and reviewed a draft of changes to the wage structure policy, and a compensation packet that included a summary of projected 2020 salary increases, the 2018 operating expenditure chart, the 2018 productivity chart, a 2019 performance merit grid, a 2020 pay range chart based on the 50th percentile market data, and a percentile comparison from the compensation analysis. The board discussed the compensation survey’s used in the analysis, blended survey data, the 50th percentile market data, and the average market position of our 40 job categories. The committee reviewed all of the data and chose to use the 50th percentile as the market and the 25th percentile as the minimum with the final numbers based on slotting done by the compensation analyst. The full board then discussed that an adjustment is needed, the usage of total compensation versus base compensation, the OPERS retirement benefit, how low salaries affect recruiting, phasing in up to the 50th percentile slowly, and that the difference between the percentiles is low. Other comments were that the majority of our positions pay below the 25th percentile, that recruiting efforts are hampered by low salaries, and that employees are more important than expansion. Mr. Bautz added that with expansion that has been done in the past 4 years we have maintained our expenses and still have the same amount in the bank which shows how we have adapted to different service models, have implemented efficiencies, have expanded staffing where it was needed, and have been creative in balancing staffing and services. Ms. Preston distributed a revenue vs expenditure comparison projecting out to 2027 using the 50th percentile compensation figures and discussed how expenses would increase, how compensation increases would dip into library reserves and we would be spending more than we would be taking in. Mr. Bautz commented that revenue dollars are collected to provide services and not to sit on savings and investments and invest and
make money. He added that personnel dollars are always higher in the budget than the actual amount spent due to turnover, recruitment time, or a salary change when someone leaves and a new person is hired. Ms. Preston discussed how the comparison is a worst-case scenario, but we need to know the big picture and how this would affect the financial position of the library. She commented that there are ways to increase revenue, such as going out for the levy earlier and to have a higher millage. The board decided to review the data, develop questions about the compensation figures and the compensation philosophy and to send them to Mr. Bautz so the answers can be brought to the board in December.

XII 2020 Budget
Ms. Preston reported that since the salaries and benefits are not yet decided that she will bring the 2020 budget back to the board in December.

XIII Adjournment
Mrs. Shew adjourned the meeting at 5:25 p.m.
19-89
Minutes of the Regular Meeting of the
MidPointe Library System Board of Trustees
Trenton Library, Community Room
Tuesday, December 17, 2019, 4:00 p.m.

I Call to Order
Mr. Hughley, Vice-President, called the meeting to order at 4:00 p.m.

II Opening Exercise

III Roll Call
The roll was called, and the following members were present:

Mr. Ronnie Choudhary, Mr. Bruce Hughley, Mr. Bill Jones, Mr. Richard Szopinski, and Mr. Keith Wright.

Those absent: Mrs. Anita Shew

Also present were: Mrs. Amy Abernathy, Middletown Branch Manager; Mr. Travis Bautz, Library Director; Ms. Cari Hillman, Community Engagement Director; Mrs. Allison Knight, Liberty Branch Manager; Mrs. Brielle Maynor, Public Services Director; Ms. Deborah Preston, Fiscal Officer; Mrs. Jennifer Riley-Johnson, Trenton Branch Manager; Mrs. Kathy Stengel, Human Resources Director; Ms. Emily Vance, Accounting Supervisor; and Mrs. Amy Young, West Chester Branch Manager.

IV Adoption of Agenda
Mr. Szopinski motioned, seconded by Mr. Wright, to approve the agenda as presented.

“Aye” Choudhary, Hughley, Jones, Szopinski, Wright
“Nay” None
Motion Approved 19-90

V Public Comment
Mr. Bautz announced that this is Mr. Choudhary’s last board meeting as he has served two terms. Mr. Bautz presented Mr. Choudhary with a small token of appreciation for his service on the library board.

VI Approval of Minutes
Mr. Wright motioned, seconded by Mr. Jones, to approve the minutes of the regular board meeting of November 19, 2019.

“Aye” Hughley, Jones, Szopinski, Wright
“Nay” None
“Abstain” Choudhary
Motion Approved 19-91

VII Fiscal Officer’s Report
Financial Report, Investments, and Donations:
Ms. Preston reviewed the November 2019 financial report. The board discussed the possible transfer from the general fund to the capital improvement fund. Ms. Preston discussed moving $3 million from the general fund to the capital improvement fund. Mr. Szopinski motioned, seconded by Mr. Wright, to approve the Financial Statement, Investments, and Donations for November 2019 as presented by Ms. Preston.
Budget Transfer Appropriation:
Ms. Preston distributed an Amended Annual Appropriation Resolution document to increase the general fund by an additional $3,000,000. Ms. Preston discussed that the General Fund would be increased by $3,000,000 from $8,852,775 to $11,852,775 for the fiscal year, and the total of all funds from $9,855,925 to $12,855,925 ending December 31st, 2019. Mr. Hughley asked for a motion to transfer $3,000,000 from the general fund to the capital improvement fund. Mr. Wright motioned, seconded by Mr. Szopinski, to approve the Amended Annual Appropriation Resolution as presented.

“Aye” Choudhary, Hughley, Jones, Szopinski, Wright
“Nay” None
Motion Approved 19-92

LED Bids:
Ms. Preston reported that this is the second bidding of the project due to the original bids being higher than the original estimates. The bid opening was last week and 7 bids ranging from $182,867 to $431,562 were received. The low bid was B&J Electrical Co, Inc. Mr. Bautz distributed an updated ROI sheet from BSWC Architectural that includes the bid price and a four-year ROI that showed the recover cost of this investment. This ROI is for the whole building and not just the public spaces. He recommended that the project encompass the whole building. The low bidder’s references were checked by the architect and came back as good with a recommendation to proceed with the low bidder. Mr. Hughley asked for a motion to award the LED Lighting Upgrades Project to B&J Electrical Co, Inc. at a total of $182,867 and authorize the Director to execute the documents required to complete the project. Mr. Wright motioned, seconded by Mr. Jones, to approve the motion as presented.

“Aye” Carlson, Choudhary, Hughley, Jones, Szopinski, Wright
“Nay” None
Motion Approved 19-93

Cash Drawer for Innovation Pointe:
Ms. Preston stated that all branches have a petty cash drawer and there is a need for one at the Innovation Pointe makerspace within the West Chester branch to facilitate money transactions. This drawer would have an established amount of $200.00. Mr. Hughley asked for a motion. Mr. Wright Motioned, seconded by Mr. Jones, to establish a $200.00 petty cash drawer for Innovation Pointe within the West Chester branch.

“Aye” Carlson, Choudhary, Hughley, Jones, Szopinski, Wright
“Nay” None
Motion Approved 19-94
VIII Director’s Report

Library Use Statistics:
Mr. Bautz commented that the pattern is similar to previous months. Monroe and Trenton had small decreases; digital circulation remains strong increasing by approximately 10%; door counts decreased from the same period last year but primarily due to the opening of Liberty last December. The number of programs have increased and attendance decreased.

Project Updates:
Mr. Bautz reported that they have been working with the governor’s office regarding the Dolly Parton Imagination initiative to bring the services state-wide with the state paying for half of the program which would help children prepare for kindergarten. The state is interested in a single county monetary management of the program instead of each school district or city doing their own and requires a 501 (c) (3) to be the fiduciary agent to manage the money part of the program, which MidPointe is not a 501 (c) (3). The Butler County United Way agency agreed to be the fiduciary agent for the county, and Lane Library would help implement the program throughout Butler County. He added that he met with United Way officials to determine how to continue fundraising and met with Middletown Community Foundation officials who may pledge money to the program within Butler County. Ms. Hillman added that she attended a session at the governor’s office with other entities to discuss this state-wide initiative. The board discussed potential donors to the program, fundraising, and collaborations such as local hospitals and school districts.

Regarding facilities, the makerspace construction is going well; the desk will arrive soon; the café in Monroe is being repurposed into staff space; and Middletown is getting new carpet, painting, adjusting shelf heights, and the LED lighting project will make it a more inviting space.

Advocacy:
We have partnered with the Census Bureau for the 2020 census, and are working with the Complete County Committees, helping get the word out about the census and making our internet available to those without online access.
In the western part of the country, there have been lawsuits by the Federation for the Blind regarding accessibility in libraries if not every resource was available with OCR format. The courts there have ruled that if every resource cannot be available, then no resource should be available. We have been working on a website update to make the site more accessible and making a good faith effort to make everything accessible.
MacMillian Publishing is holding firm on its library embargo. We are dealing with it and still purchasing from them but have to wait until they allow the item to become available to us. Lynda.com is changing their platform due to the LinkedIn buyout. We are waiting to see what will happen with the LinkedIn account issue. When looking at our statistics, this database has the most items downloaded by our customers over the last 11 months.
The Immigration Archives is increasing the cost to obtain records such as from Ellis Island, which has a lot of genealogists upset that about the increase in cost.
Ohio House Bill 76 legislation is a proposal regarding how ballot language is worded. This would change it from taxable value to fair market value to determine funds in ballot initiatives. The board discussed how this would impact libraries.
The levy paperwork for the Board of Elections has been turned in and information sharing is underway with fact sheets developed so staff can answer questions. We will be attending speaking engagements to give information about the levy and volunteer advocacy efforts are needed for fundraising and speaking engagements. Mr. John Lyons has agreed to again serve as chair. A budget of approximately $7,750 has been established for the PAC to advertise, and an additional $5,000 is needed. Ms. Preston added that the board of elections will meet at the end of this month where the levy initiative will then be official and the ballot language will be determined.
The City of Middletown Council will be discussing the library trustee appointments at their meeting tonight.

IX Public Services
Mrs. Maynor reported that at Middletown some shelving ranges have been cut down to match other shelving and bring in more light, and that the two desks have been combined for a total of one customer service desk and one in childrens. The board discussed additional seating. Painting is ongoing, flooring is being replaced and the carpet will be replaced next month. In the makerspace, the flooring has been installed, the drywall has been painted, the door and window is being installed and a meeting is held every week to discuss the project. We are supporting the local census in recruiting events and hosting those events in our meeting rooms. At Liberty, the hold lockers have been very popular, and one module was moved from Wayne Township to Liberty to keep up with demand. Another module will be ordered. The Toys for Tots program ended with the Stuff the Bookmobile event which was very popular. Mrs. Maynor distributed the latest mystery shopper statistics.

X Community Engagement Report
Ms. Hillman reviewed the Orangeboy platform. She mentioned that a new cardholder campaign was initiated with new cardholders receiving an initial welcome email, and an email for the following three weeks, for a total of 4 emails the first month. The click rate is 50% which is very good. We can see what type of materials they look at and how they use the library. She also mentioned that to raise interest in the Wayne Township lockers an email was sent out to cardholders that live in the area to give them information about the hold lockers and 63% clicked through to open the catalog. We have approximately 180,000 library card holders and have 65,000 valid email addresses, which is growing. The Food for Fines program wrapped up with $2,330 in fines being forgiven and 2,758 items collected to donate to various food pantries. Recent media coverage included the Journal News and a story regarding the Middletown renovation and Toys for Tots program. Ms. Hillman distributed and reviewed the West Chester & Liberty Lifestyle magazine which featured the makerspace on the front cover and a multi-page story.

XI Personnel
Staffing Updates:
Ms. Carlson motioned, seconded by Mr. Szopinski, to approve the following personnel changes:
Accept the resignation of Mark Minnelli, effective 12/18/2019, West Chester, full-time, library specialist floater, and place on the substitute list;
Accept the resignation of Pat Clingman, effective 12/20/2019, Middletown, full-time, librarian, collection services;
Remove Deanna Henry from the substitute list on 12/13/2019, last day worked 6/4/2019, Monroe, library associate;
Remove Anne Howard from the substitute list on 12/13/2019, last day worked 2/7/2019, Monroe, library specialist;
Remove Nichole Jung from the substitute list on 12/13/2019, last day worked 2/16/2019, West Chester, library associate;
Remove Laurynn Kraemer from the substitute list on 12/13/2019, last day worked 9/15/2018; West Chester, library aide;
Remove Jeremy Williams from the substitute list on 12/13/2019, last day worked 7/27/2018, Trenton, library aide;
Remove Elizabeth Young from the substitute list on 12/13/2019, last day worked 5/30/2019, Monroe, library associate;
Approve the employment of Haylee Henley, effective 11/26/2019, West Chester, part-time, library aide, at pay level one;
Approve the employment of Zach Hoover, effective 12/17/2019, Middletown, part-time, library aide, at pay level one;
Approve the employment of Alek Scott, effective 12/17/2019, Monroe, part-time, library aide, at pay level one;
Approve the transfer of Jacob Crosen, effective 11/24/2019, Middletown, full-time, library specialist floater to public services, at same pay rate, as a one-for-one replacement.

“Aye” Carlson, Choudhary, Hughley, Jones, Szopinski, Wright
“Nay” None
Motion Approved 19-96

Executive Session:
Mr. Wright motioned, seconded by Mr. Jones, to enter into executive session at 4:44 pm under the authority of O.R.C. 121-22 (g) (1) to consider the compensation of a public employee or official, unless the public employee or official requests a public hearing.

“Aye” Carlson, Choudhary, Hughley, Jones, Szopinski, Wright
“Nay” None
Motion Approved 19-97

The following were excused at 4:44 pm, Mrs. Abernathy, Mr. Bautz, Ms. Hillman, Mrs. Knight, Mrs. Maynor, Ms. Preston, Mrs. Riley-Johnson, Ms. Vance, and Mrs. Young.

The board returned to regular session at 5:18 pm.

The following returned to regular session: Mr. Bautz, Ms. Hillman, Ms. Preston, and Ms. Vance.

Compensation:
Mr. Szopinski motioned, seconded by Ms. Carlson, to approve the recommended 2020 Performance Merit Increase Grid for all eligible employees or an amount not to cause them to exceed the maximum of their current pay range except for the director and fiscal officer; to approve a 3.00% performance increase for the library executive director, and approve a 3.00% performance increase for the fiscal officer; to increase the hourly rate of all employees receiving a performance increase in pay levels one through seven by 1.75% or by an amount not to cause them to exceed the maximum of their current pay range;
to approve the recommended 2020 pay ranges; to approve the recommended lump sum increase for those employees whose performance increase would cause them to exceed their pay range; to approve twenty-seven paydays for the 2020 year for all exempt salaried employees, all to be effective on the first pay in January of 2020.

“Aye” Carlson, Choudhary, Hughley, Jones, Szopinski, Wright
“Nay” None
Motion Approved 19-98

XII 2020 Budget Appropriation
Ms. Preston distributed the 2020 Annual Appropriation Resolution document and reviewed each fund total for a grand total of $10,556,797. She also distributed and reviewed a Revenue vs. Expenditure spreadsheet which forecasts each fund out to 2027. Mr. Bautz added that the amounts actually spent every year are generally less than the forecasted amounts. Also, in 2020 the appropriation includes big projects such as the maintenance facilities plan. The board discussed how our expenses increase but our revenue remains flat; needed vs wanted projects; planned and unplanned expenses; expansion of services; how to increase revenue without additional taxes; improvements and efficiencies; and non-profit vs for-profit business models. Ms. Preston commented that she would bring an updated forecasting spreadsheet to the board every quarter. Mr. Hughley read the appropriation resolution. Mr. Wright motioned, seconded by Mr. Szopinski, to adopt the 2020 Annual Appropriation as presented.

“Aye” Carlson, Choudhary, Hughley, Jones, Szopinski, Wright
“Nay” None
Motion Approved 19-99

XIII Board Comments
Mr. Choudhary thanked everyone and enjoyed serving on the library board. A commented that a lot was accomplished in the last 8 years that he has been on the board. The library does a phenomenal job, that he was glad to be a part of it and associated with the library.

XIV Adjournment
Mr. Hughley adjourned the meeting at 5:54 p.m.
19-100
CITY OF MIDDLETOWN
BOARD OF HEALTH
Minutes
January 14, 2020

The City of Middletown Board of Health met in regular session at 7:30 AM on January 14, 2020.

Members Present
Mayor Nicole Condrey, President
Jeff Bonnell
Margie Davis, RN
Dr. Anita Scott Jones, Ed.D., MBA, BS
Sally Kash, MS, RN
Charlene Kurtz, BSN, RN
Dr. Ken Patrick, DVM
David Schul

Health Department Staff Present
Jackie Phillips, MPH, 3SN, RN
Carla Ealy, RS
Paul Jennewine, MD
Amanda McDonald

Absent and Excused
None.

ROLL CALL
Motion: Mr. Schul moved, seconded by Ms. Kash to excuse Dr. Scott Jones.
Roll call Vote: Yes-6 (Davis, Kash, Kurtz, Patrick, Bonnell, Schul). No-0. Motion passed.

CITIZEN COMMENTS
None.

APPROVAL OF MINUTES-December 2019
Motion: Ms. Kurtz moved, seconded by Mr. Schul to approve the December 2019 Board of Health Meeting Minutes.
Roll call Vote: Yes-6 (Davis, Kash, Kurtz, Patrick, Bonnell, Schul). No-0. Motion passed.

Dr. Scott Jones arrived at 7:35 AM.

RECEIVE AND FILE FINANCIAL REPORT- December 2019
Ms. Phillips stated that an end of the year overview was included in the packet. The health department ended the year with positive funds of approximately $25,000. The Ohio Department of Health has started an initiative geared towards reimbursing local health departments for the cost of indigent cremations. Mayor Condrey inquired about the loss of the HIV grant. Ms. Phillips explained that the HIV grant is a regional grant, we are no longer a part of that region. She stated that we are always looking for additional opportunities to serve our community via grants.
Roll call Vote: Yes-7 (Davis, Kash, Kurtz, Patrick, Bonnell, Schul, Scott Jones). No-0. Motion passed.
Ms. Phillips acknowledged new board members and asked the board to introduce themselves.

OLD BUSINESS

Sewage
Ms. Ealy stated that 10 property owners have been sent to the prosecutor’s office for failure to comply with sewage connection orders. Ms. Phillips stated that in 2012, there was a ruling which mandated that once sanitary sewers become available, homes must connect.

PHAB
Ms. Phillips stated that PHAB is currently working on assigning our site visitors. Once that is decided, we will await a date for the site visit. We will keep the board up to date with the status of the site visit.
Ms. Phillips explained the accreditation process to new board members.

EDUCATION PRESENTATION-Influenza
Dr. Jennewine educated the Board of Health on influenza and the status of the 2019-2020 flu season. Influenza is an upper respiratory illness caused by the influenza virus. Approximately 10-20% of the unvaccinated population is infected with influenza annually, resulting in anywhere from 10,000-50,000 deaths per flu season.

Flu season is normally October-May, peaking in February. There are two types of the influenza virus: Influenza A and Influenza B. Influenza A is seen early on in the flu season and typically affects adults. Influenza B is seen later in the flu season and typically affects young children and those considered to be at higher risk.

Influenza is thought to be transmitted primarily through droplets, being spread through coughs and sneezes. Prevention, such as hand washing, is key to fighting influenza. The flu vaccine is proven to be quite effective. Treatment consists of treating the symptoms with fever reducers and pain relievers. Products such as Tamiflu are the most well-known anti-viral prophylaxis, and are most effective if taken within 48 hours of symptoms appearing.

NEW BUSINESS

Travel Authorizations
None.

Facility Use Agreement-Miami University
Ms. Phillips stated that as part of the Public Health Emergency Preparedness Initiative, Miami University Middletown has agreed to allow the health department to use Johnston Hall as a Point of Dispensing site (POD) in the case of an emergency. Ms. Ealy explained that this agreement is renewed annually.

Motion: Ms. Kurtz moved, seconded by Ms. Kash to approve the facility use agreement.
Roll call Vote: Yes-7 (Davis, Kash, Kurtz, Patrick, Bonnell, Schul, Scott Jones). No-0. Motion passed.

Approval of CMHD 4th Quarter Report
Ms. Phillips explained that quarterly reports are published after each quarter. Year to date reports from the previous year are also included so that data may be compared from year to year. Ms. Ealy added that under food inspections it may appear that the numbers have fallen, yet explained that the inspection forms have changed from two forms to one.

Motion: Ms. Kash moved, seconded by Mr. Schul to approve the 2019 CMHD 4th Quarter Report.
Roll call Vote: Yes-7 (Davis, Kash, Kurtz, Patrick, Bonnell, Schul, Scott Jones). No-0. Motion passed.
Election of President Pro Tem
The president pro tem is to preside over meetings in the case of the president's absence.

Motion: Mr. Schul moved, seconded by Dr. Patrick to elect Ms. Kash president pro tem.
Roll call Vote: Yes-6 (Davis, Kash, Kurtz, Patrick, Schul, Scott Jones). No-0. Motion passed.

Board of Health Roster
Ms. Phillips instructed the board to review and update the roster as needed.

Health Committees
Ms. Phillips explained that there are two health committees; personnel and finance, in which the mayor resides over both. The personnel committee is called together before the health commissioner's anniversary date to conduct health commissioner's evaluation. The finance committee is responsible for overseeing revenue and expenses. The finance committee is called together in the case of an excessive downward trend to discuss the generation of revenue. Dr. Scott Jones agreed to serve on the finance committee.

REPORTS
Health Commissioner
Ms. Phillips presented new board members, Mayor Condrey and Dr. Scott Jones, with Board of Health orientation packets.

Ms. Phillips informed the board that Ohio Department of Health requires an Annual Report to be submitted on January 15th each year. Health department staff are working hard on completing the report, and it will be presented to the board at the February meeting.

Ms. Phillips stated that she will be engaging in several speaking events beginning in January. She met with SHALOM, the homeless shelter initiative, and has spoken with local churches and committees. She explained that Narcan is available for individuals that may need it, as well as for organizations such as: food pantries, parent resource centers, high schools, and other entities. Speaking engagements with Crosspointe and United Missionary have been scheduled. Ms. Phillips speaks on a variety of topics such as: trauma, opiates, homelessness, heart disease, diabetes, community health assessment and the upcoming health survey.

Ms. Phillips stated that the city manager has asked the health department to lead the Heroin Summit this year. This year's Heroin Summit will become an addiction/health summit. Ms. Phillips explained that this is exciting because this allows us the opportunity to address our Comprehensive Community Health Plan. It is her hope that this summit turns into a health initiative that can address multiple aspects of community (public) health.

Ms. Phillips explained the Tobacco 21 law to new board members. Ms. Phillips stated that the City of Middletown could license facilities that sell tobacco, enforcing the Tobacco 21 law passed by the State of Ohio. She stated that more information will be presented at the next board meeting.
major renovation on the kitchen and bar. Facilities are required to submit plans and receive approval from the health department before undergoing any major renovations. Figleaf complied with the cease and desist orders issued. Ms. Phillips, Ms. Ealy, and Ms. Mourer met with the manager of the facility to expedite the process allowing them to reopen. They were able to turn in the required information to expedite the plan review and prevent closure or disruption in service.

Ms. Davis made a motion to approve all business with a roll call vote.
Roll Call Vote: Yes-6 (Davis, Kash, Kurtz, Patrick, Schul, Scott Jones). No-0. Motion passed.

ADJOURNMENT
The meeting was adjourned at 8:58 AM. The next meeting will be held on February 11, 2020 at 7:30 AM.

[Signatures]
Jacquelyn D. Phillips, MPH, BSN, RNC  
Secretary  
Nicole Condrey, President  
City of Middletown Board of Health
February 3, 2020

TO: Susan Cohen, Acting City Manager

FROM: Brittany Grimes, Human Resources Specialist

SUBJECT: APPOINTMENT – HISTORIC PROPERTY SPECIALIST

We are recommending the appointment of ANNETTE ACCURSO to the position of Historic Property Specialist in the Economic Development Department, Planning and Zoning Division. Ms. Accurso currently works for the City as a Housing Code Specialist in the Police Department.

Ms. Accurso will be assigned to Range 186, Step G. The effective date of this appointment is February 19, 2020.

/bg

c: Amy Schenck, Clerk of Council
   Matt Eisenbraun, Assistant Economic Development Director
   Ashley Combs, Planning Director
   Human Resources
   Finance (Payroll)
   File

ccmtg2/18/20

PLANNING AND ZONING
Authorized Strength – 3
Current Staff Level – 2
January 30, 2020

TO: Susan Cohen, Acting City Manager

FROM: Brittany Grimes, Human Resources Specialist

SUBJECT: APPOINTMENT – WATER TREATMENT OPERATOR

We are recommending the conditional appointment of MARK HORN to the position of Water Treatment Operator in the Department of Public Works & Utilities, Division of Water Treatment. Mr. Horn was selected from the eligibility list as a result of Civil Service testing procedures. He will fill the vacancy created by the appointment of Andreas Eddy to Process Control Supervisor.

Mr. Horn will be assigned to Salary Range 237, Step C. The appointment is conditional upon the candidate successfully passing the required medical evaluation.

/bg

c: Amy Schenck, Clerk of Council
Scott Tadych, Public Works & Utilities Director
Scott Belcher, Water Treatment Manager
Human Resources
Finance (Payroll)
file

ccmtg2/18/20

WATER TREATMENT
Authorized Strength: 12
Current Staff Level: 11
February 3, 2020

TO: Susan Cohen, Acting City Manager
FROM: Brittany Grimes, Human Resources Specialist
SUBJECT: PROMOTIONAL APPOINTMENT – FIRE LIEUTENANT

We are recommending the promotional appointment of PAWEL MIECZYKOWSKI to the position of Fire Lieutenant in the Department of Public Safety, Division of Fire. Mr. Mieczykowski was selected from the eligibility list as a result of Civil Service testing procedures. He will fill the vacancy created by the retirement of Steven Tate Cobb.

Mr. Mieczykowski will be assigned to Range F02, Step F. The effective date of the promotion is January 25, 2020.

c: Amy Schenck, Clerk of Council
Paul Lolli, Fire Chief
Human Resources
Finance (Payroll)
file

cmtg2/18/20

**FIRE LIEUTENANT**
Authorized Strength - 11
Current Staff Level – 10
February 4, 2020

TO: Susan Cohen, Acting City Manager

FROM: Brittany Grimes, Human Resources Specialist

SUBJECT: DEMOTION – POLICE SERGEANT

We are recommending the demotion of Mark Sam Allen from the position of Police Sergeant to Patrol Officer in the Department of Public Safety, Division of Police. Major Leanne Hood made this recommendation in a memo dated December 16, 2019 and Police Chief David Birk approved the recommendation and you concurred.

Mr. Allen will be placed in Range PO1, Step F. The effective date of the demotion is February 4, 2020.

/bg

c: Amy Schenck, Clerk of Council
David Birk, Chief of Police
Human Resources
Finance/(Payroll)
file

2/18/2020 CC Meeting
OATH OF OFFICE

I, Adam Grindstaff, do solemnly swear that I will support the Constitution and laws of the United States and of the State of Ohio, and the Charter and Ordinances of the City of Middletown; that I will not make or authorize expenditures of public money other than for adequate consideration and efficient service; and that I will in all respects faithfully discharge the duties of my employment or office for the City of Middletown,

Butler / Warren Counties, Ohio.

REBECCA ZACCARIA, Notary Public
IN and for the State of Ohio
My Commission Expires Aug 30, 2023

Signature

Rebecca Zaccaria

Police Officer

Position

Sworn to before me and subscribed in my presence this 27th day of January, 2020.
February 3, 2020

TO: Susan Cohen, Acting City Manager
FROM: Samantha Zimmerman, Purchasing Agent

PURPOSE

To request approval to purchase four new Ford Fusion’s for Detectives off the ODAS Contract for the Division of Police in the total amount of $82,176 from Middletown Ford.

BACKGROUND and FINDINGS

The Division of Police has four detective vehicles that need to be replaced. All vehicles have met the City’s 15 point replacement schedule. The vehicles are a 2005 Ford Taurus that is 72 months past replacement date, a 2008 Chevrolet Impala that is 59 months past replacement date, and two 2010 Dodge Chargers that are 58 months past replacement date. The current vehicles will be sold through GovDeals.

All four new Fusion’s will cost $20,544 each. Three will be black and the other will be iconic silver. The vehicles are available through the state cooperative purchasing program, so bidding is not necessary.

ALTERNATIVES

The alternative is to keep the old vehicles, although maintenance costs continue to escalate.

FINANCIAL IMPACT

Funds have been appropriated in the 2020 budget for this purchase.

EMERGENCY/NON EMERGENCY

Consent agenda

cc: Jacob Burton, Finance Director
    Scott Tadych, Public Works & Utilities Director
    Rex Hoit, Garage Superintendent
PINNING CEREMONY
MOTION
AGENDA
DATE: February 5, 2020

TO: Susan Cohen, Acting City Manager

FROM: Scott Tadych, Public Works and Utilities Director
Prepared by Rob Nicolls, City Engineer

PURPOSE

Authorize the City Manager to enter into a contract with Howell Contractors Inc. to proceed with the Rosedale Rd. Water Main Dixie Highway Water Main Replacement.

BACKGROUND AND FINDINGS

The City is proposing to proceed with the Rosedale Rd. Water Main Replacement project which consists of replacing the water main on Rosedale Rd. between Breiel Blvd. and Thorn Hill Lane. This section has served it’s useful life and routinely develops leaks which require costly repairs. The roadway will also be resurfaced as part of the project.

Eight contractors submitted a bid for the project. Howell Contractors, Inc. submitted the lowest and best bid.

ALTERNATIVES

None.

FINANCIAL IMPACTS

The lowest bid received for this project on February 5, 2020 was $1,168,495.00 which is 23% lower than the engineer’s estimate and 8% lower than the next bidder.

The project will be funded by the Water Capital Fund (494). These funds are included in the 2020 budget.

EMERGENCY/NON EMERGENCY

Motion Agenda

ATTACHMENTS

Vicinity Map
Bid Tab
## ROSEDALE ROAD WATER MAIN REPLACEMENT

### BID TABULATION

**LEGAL NOTICE NO. 20-8121**  
**BIDS RECEIVED:** February 5, 2020

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<th>CONTRACTOR’S NAME &amp; ADDRESS</th>
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<td><strong>ENGINEER’S ESTIMATE</strong></td>
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<td>Walton, KY 41094</td>
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<td><strong>C.G. CONSTRUCTION &amp; UTILITIES, INC.</strong></td>
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<td><strong>MAJORS ENTERPRISES INC.</strong></td>
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</tr>
<tr>
<td>Monroe, OH 45050</td>
<td></td>
</tr>
<tr>
<td><strong>BRACKNEY INC.</strong></td>
<td>$1,561,228.60</td>
</tr>
<tr>
<td>10028 U.S. #52 South</td>
<td></td>
</tr>
<tr>
<td>Brookville, IN 47012</td>
<td></td>
</tr>
</tbody>
</table>

Howell Contractors, Inc. was the low bid in the amount of $1,168,495.00 which is 23% under the Engineer’s Estimate of $1,511,330.91
February 3, 2020

TO: Susan Cohen, Acting City Manager
FROM: Samantha Zimmerman, Purchasing Agent

Bid Recommendation, Bid #20-8119-02
Water Maintenance Supplies

PURPOSE

To request approval for a contract with various vendors for the purchase of supplies for the Water Maintenance Division.

BACKGROUND and FINDINGS

The Water Maintenance Division maintains an inventory of supplies to be used by the Water Service Workers. This recommendation is for contract pricing for various supplies/parts. The bid has been divided into separate sections so the award can be made by section, rather than individual parts, which would be too complicated. Bids were taken to get contract pricing that will be good through February 28, 2021.

ALTERNATIVES

The alternative is to purchase these parts individually, on an as needed basis.

OTHER CONSIDERATIONS

Bids were taken, and are being recommended as follows. The bid asked for individual prices for parts, and the parts were divided into eight sections. Five vendors responded. The dollar amounts shown below are an estimate for the purchase of parts over a 12 month period. Low bid was recommended in all sections except sections 2 and 4.

The lowest two bids in Section 2 – Repair Clamps, quoted parts using brands AY McDonald and Powerseal, the department prefers Ford parts and have had issues in the past with AY and Powerseal. The difference in price is minimal at $737.40; making Everett J. Prescott the lowest and best bid for Section 2.

Section 4 – Alpha Solid Repair Couplers, the low bid in this section quoted Hymax, which is not an equivalent to Alpha as it does not have the pipe restraint mechanism in the fitting. Therefore, Everett J. Prescott is the lowest and best bid in Section 4.
EJ USA, Inc. also allowed for a renewal for an additional year (March 1, 2021 through February 28, 2022) for Section 5 – Gate Valves.

<table>
<thead>
<tr>
<th>Section</th>
<th>Vendor</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1 – Brass</td>
<td>Everett J. Prescott – West Carrollton, OH</td>
<td>$18,325.15</td>
</tr>
<tr>
<td>Section 2 – Repair Clamps</td>
<td>Everett J. Prescott – West Carrollton, OH</td>
<td>$18,219.90</td>
</tr>
<tr>
<td>Section 3 – Valve Boxes, Sleeves</td>
<td>Everett J. Prescott – West Carrollton, OH</td>
<td>$27,668.90</td>
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<tr>
<td>Section 4 – Alpha Repair Couplers</td>
<td>Everett J. Prescott – West Carrollton, OH</td>
<td>$ 8,553.78</td>
</tr>
<tr>
<td>Section 5 – Gate Valves</td>
<td>EJ USA, Inc. – East Jordan, MI</td>
<td>$ 7,571.84</td>
</tr>
<tr>
<td>Section 6 – Alpha Gate Valves</td>
<td>Ferguson Enterprise – Cincinnati, OH</td>
<td>$22,734.00</td>
</tr>
<tr>
<td>Section 7 – Sewer Rings, Lids</td>
<td>Ferguson Enterprise – Cincinnati, OH</td>
<td>$10,020.00</td>
</tr>
<tr>
<td>Section 8 – Miscellaneous</td>
<td>Everett J. Prescott – West Carrollton, OH</td>
<td>$ 2,883.00</td>
</tr>
</tbody>
</table>

**FINANCIAL IMPACT**

The 2020 budget includes enough funding to cover the cost of these parts.

**EMERGENCY/NON EMERGENCY**

Motion agenda

cc: Jacob Burton, Finance Director  
Scott Tadych, Public Works & Utilities Director  
Brian Adams, Public Works Superintendent  
Robert Blake, Equipment Operator
COUNCIL COMMENTS
LEGISLATION
ITEM 1
RESOLUTION NO. R2020-04

A RESOLUTION TO MAKE ADJUSTMENTS TO APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF MIDDLETOWN, COUNTIES OF BUTLER AND WARREN, STATE OF OHIO, FOR THE PERIOD ENDING DECEMBER 31, 2020. (SEWER FUND)

BE IT RESOLVED by the City Council of the City of Middletown, Butler/Warren Counties, Ohio that:

Section 1

The following sums are hereby appropriated from the Sewer Fund of the City to accounts of the City for the purposes herein described as follows:

<table>
<thead>
<tr>
<th>FROM:</th>
<th>TO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unappropriated Sewer Fund (Fund #520)</td>
<td>$72,000.00</td>
</tr>
<tr>
<td></td>
<td>Sewer Maintenance:</td>
</tr>
<tr>
<td></td>
<td>Salaries &amp; Wages, Accounts of 582 (520.582.51110)</td>
</tr>
<tr>
<td></td>
<td>PERS, Accounts of 582 (520.582.51211)</td>
</tr>
<tr>
<td></td>
<td>Workers’ Comp, Accounts of 582 (520.582.51220)</td>
</tr>
<tr>
<td></td>
<td>Health Insurance, Accounts of 582 (520.582.51230)</td>
</tr>
<tr>
<td></td>
<td>Medicare, Accounts of 582 (520.582.51270)</td>
</tr>
<tr>
<td></td>
<td>Life Insurance, Accounts of 582 (520.582.51275)</td>
</tr>
<tr>
<td>TOTAL SEWER FUND</td>
<td>$72,000.00</td>
</tr>
</tbody>
</table>

Section 2

The Finance Director is hereby authorized to draw his warrants on the City Treasurer for payments from any of the foregoing appropriations upon receiving proper certificates and vouchers therefor, approved by the Board of Officers authorized by law to approve the same, or an ordinance or resolution of the City Council to make expenditures provided that no warrants shall be drawn or paid for salaries or wages except to persons employed by authority of and in accordance with law or ordinance.

Section 3

All legislation inconsistent herewith is hereby repealed.

Section 4

This resolution shall be in full force and effect from and after its adoption as provided by law.

Nicole Condrey, Mayor
January 22, 2020

TO: Susan Cohen, Acting City Manager

FROM: Scott Tadych, Public Works & Utilities Director

SUPPLEMENTAL APPROPRIATION FOR SEWER MAINTENANCE

PURPOSE

To authorize supplemental appropriations of $72,000 in the Sewer Maintenance Fund.

BACKGROUND AND FINDINGS

There is currently a vacancy in the Water Maintenance Division for a Public Works Leader position due to the recent promotion of Duane Retherford to the Assistant Public Works Superintendent. Staff is requesting to switch the vacant Public Works Leader position to Sewer Maintenance due requirements of the City’s consent decree with EPA to reduce combined sewer overflows. The consent decree requires a comprehensive sewer condition assessment program be completed by 2023. This will be accomplished by a combination of in-house staff and contractors. This position’s primary responsibility will be running the sewer inspection crew – cleaning and video inspection of sewers, analyzing condition, uploading data to the City’s GIS system, working with consultants, contractors, vendors etc. Water Maintenance has another Public Works Leader in place and we feel two Public Works Leaders in Water Maintenance is not needed at this time.

FINANCIAL IMPACT

A supplemental appropriation of $72,000 from the unencumbered Sewer Fund balance to the Sewer Maintenance budget (Fund #520.582) is needed.

ALTERNATIVES

N/A

EMERGENCY/NON-EMERGENCY

Non-Emergency
LEGISLATION
ITEM 2
ORDINANCE NO. O2020-11

AN ORDINANCE CONSENTING TO REAL PROPERTY TAX EXEMPTION PURSUANT TO R.C. 5709.08 APPLICABLE TO PROPERTY OWNED BY THE CITY OF MIDDLETOWN AND MORE PARTICULARLY DESCRIBED AS BUTLER COUNTY AUDITOR’S PARCEL NO. Q6511026000021 AND DECLARING AN EMERGENCY.

WHEREAS, the City of Middletown owns certain real property located adjacent to the Middletown Municipal Airport on Hook Drive, designated by the Butler County Auditor as Parcel No. Q6511026000021 (the “Property”); and

WHEREAS, the Property is currently subject to a tax increment financing exemption authorized pursuant to Ohio Revised Code 5709.40; and

WHEREAS, the Property is also eligible for real property tax exemption under R.C. 5709.08 as property which shall be used exclusively for a public purpose; and

WHEREAS, the City applied to the Ohio Department of Taxation for tax exemption of the Property under R.C. 5709.08;

WHEREAS, due to the current tax increment financing exemption applicable to the Property, R.C. 5709.911(B) requires City Council enact and submit to the Tax Commissioner an ordinance expressing the City’s consent to the tax exemption it now seeks under R.C. 5709.08; and

WHEREAS, City Council desires real property tax exemption for the Property under R.C. 5709.08 and hereby expresses its consent for such tax exemption through passage of this Ordinance.

NOW, THEREFORE, BE IT ORDAINED by City Council of the City of Middletown, Butler/Warren Counties, Ohio:

Section 1

City Council hereby consents to subsequent tax exemption for the Property pursuant to R.C. 5709.08. If the Tax Commissioner grants the City’s application for tax exemption of the Property pursuant to R.C. 5709.08, City Council further consents to such subsequent tax exemption taking precedent over the Property’s current tax exemption under R.C. 5709.40.

Section 2

City Council hereby authorizes and directs the City Manager, Law Director and Economic Development Director to take such additional steps and provide such additional information and certifications, including this Ordinance, to the Ohio
Department of Taxation as are necessary to receive the tax exemption sought for the Property under R.C. 5709.08.

**Section 3**

It is found and determined that all formal actions of City Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of City Council, and that all deliberations of City Council and any of its committees which resulted in such formal actions were in meetings open to the public and in compliance with all legal requirements, including R.C. 121.22.

**Section 4**

This ordinance is declared to be an emergency measure necessary for the immediate preservation of the public health, safety and general welfare, to wit: to allow the application to be submitted to the Department of Taxation without delay, and shall take effect and be in force from and after its adoption.

Nicole Condrey, Mayor

Adopted: 

Attest: 

Clerk of City Council

H:/Law/leg/2020 leg/O Tax Exemption Hook Drive Property
DATE: January 28, 2020

TO: Susan Cohen, Acting City Manager

FROM: Benjamin Yoder, Law Director

**PURPOSE**

To request City Council’s consent to the priority of a real property tax exemption related to a City-owned property on Hook Drive.

**BACKGROUND AND FINDINGS**

In 2016, the City purchased a vacant property (known as Parcel No. Q65110260000021) located on Hook Drive, adjacent to the Middletown Regional Airport. At the time of the purchase, and to this day, the property is under the Riverfront TIF. The TIF does not provide a 100% tax exemption. However, the property may also eligible for real property tax exemption under R.C. 5709.08 as property which shall be used exclusively for a public purpose. The Department of Taxation does not allow overlapping tax exemptions, but Council can consent to allowing the exemption under R.C. 5709.08 to take priority.

Staff believes that allowing the exemption under R.C. 5709.08 to take priority is in the best interest of the City. Moreover, the TIF will expire at some point (eliminating the exemption) and the exemption we’ve applied for would be indefinite, as long as the property continues to be owned by the City and put to a public use.

**EMERGENCY/NON-EMERGENCY**

2nd Reading Emergency requested. Action is needed on February 18, 2020 so that the adopted legislation can be submitted to the Department of Taxation to supplement the City’s application for tax exemption under R.C. 5709.08.
LEGISLATION
ITEM 3
ORDINANCE NO. O2020-12

AN ORDINANCE AMENDING CHAPTER 892 (MOTOR VEHICLE LICENSE TAX) OF THE CODIFIED ORDINANCES.

BE IT ORDAINED, by the City Council of the City of Middletown, Butler/Warren Counties, Ohio that:

Section 1

Chapter 892 (Motor Vehicle License Tax) of the Codified Ordinances is hereby amended to read in full as set forth in Exhibit “A”, attached hereto, and made a part hereof.

Section 2

This ordinance shall take effect and be in force from and after the earliest period allowed by law.

Nicole Condrey, Mayor

1st Reading: February 4, 2020
2nd Reading: February 18, 2020
Adopted: _______________
Effective:______________

Attest:____________________
Clerk of City Council

H:/Law/leg/2020 Leg/O Amend MCO Chapter 892
CHAPTER 892: MOTOR VEHICLE LICENSE TAX

§ 892.01  IMPOSITION AND RATE OF TAX; PURPOSES.

(a) There is hereby levied an additional annual license tax upon the operation of motor vehicles on the public roads or highways pursuant to the authority of R.C. 4504.171 for the purpose of paying the costs and expenses of enforcing and administering the tax provided for in this section; and to provide additional revenue for the purposes set forth in R.C. 4504.04, 4504.06, 4504.17 or 4504.172, and to provide additional revenue for the purposes set forth in those sections; and for planning, improvement and construction of state highways; paying the City’s portion of the compensation, damages, cost and expenses of planning, constructing, reconstructing, improving, maintaining and repairing roads and streets; paying any costs apportioned to the City under R.C. 4907.47; paying debt service charges on notes or bonds of the City issued for such purposes; purchasing, erecting and maintaining street and traffic signs and markers; purchasing, erecting and maintaining traffic lights and signals, and to supplement revenue already available for such purposes.

(b) Such tax shall be at the rate of five dollars ($5.00) per motor vehicle on each and every motor vehicle the district of registration which, as defined in Ohio R.C. 4503.10, is in the City, and shall be in addition to other taxes at other rates specified herein or in the Ohio R.C.

(c) Separate from the tax imposed by § 892.01(a)-(b) of this chapter, there is hereby levied an additional annual license tax upon the operation of motor vehicles on the public roads or highways pursuant to the authority of R.C. 4504.173, to be used by the City for the authorized purposes set forth in R.C. 4504.173(A)(2). Such tax shall be at the rate of five dollars ($5.00) per motor vehicle on each and every motor vehicle the district of registration which, as defined in Ohio R.C. 4503.10, is in the City, and shall be in addition to other taxes at other rates specified herein or in the Ohio R.C.

(d) As used in this chapter, MOTOR VEHICLE means any and all vehicles included within the definition of motor vehicle in Ohio R.C. 4501.01 and 4505.01.

§ 892.02  EFFECTIVE PERIOD.

(a) The tax imposed by § 892.01(a)-(b) of this chapter shall apply to and be in effect for the 1987 motor vehicle registration year or for the earliest year permitted by law and shall continue in effect and application during each registration year thereafter.

(b) The additional tax imposed by § 892.01(c) of this chapter shall apply to and be in effect for the 2020 motor vehicle registration year or for the earliest year permitted by law and shall continue in effect and application during each
registration year thereafter until January 1, 2023, unless City Council passes an ordinance renewing the additional tax imposed by § 892.01(c).

§ 892.03 PAYMENT.

The Any tax imposed by this chapter shall be paid to the State Registrar of Motor Vehicles or to a Deputy Registrar at the time an application for registration of a motor vehicle is made as provided in Ohio R.C. 4503.10.

§ 892.04 REDUCTIONS AND EXEMPTIONS.

The Any tax imposed by this chapter shall be subject to reductions in the manner provided in Ohio R.C. 4503.11 and to the exemptions provided in Ohio R.C. 4503.16, 4503.17, 4503.171, 4503.41 and 4503.43.

§ 892.05 DISPOSITION OF PROCEEDS.

All moneys derived from the any tax levied by this chapter shall be used by the City only for the purposes described in § 892.01.
December 5, 2019

TO: Susan Cohen, Acting City Manager

FROM: Scott Tadych, Public Works & Utilities Director

MODIFICATION OF CHAPTER 892
MOTOR VEHICLE LICENSE TAX

PURPOSE

To modify Chapter 892 – Motor Vehicle License Tax of the City’s Codified Ordinances.

BACKGROUND AND FINDINGS

Chapter 892 of City’s Codified Ordinances levies an annual license tax on all motor vehicles registered in the City for the purpose of planning, constructing, reconstructing, improving, maintaining and repairing designated roads within the City. This includes improvements to bridges, traffic signals, signage and pavement markings on the designated routes. The current fee is $5.

Recent changes in Ohio Revised Code Chapter 4504 allows the fee to be increased $5 up to a total annual fee of $10. City Council has indicated that street repaving is a priority and asked staff to move forward with raising the fee $5 as authorized.

The tax is collected by the Bureau of Motor Vehicles when motor vehicle registrations are issued annually then distributed to the County’s on a monthly basis. The City requests funds from either Butler or Warren County when specific projects are planned and constructed.

Butler County designates specific streets that are eligible for the funding – map attached. Warren County allows funds to be used on any street within the county.

ALTERNATIVES

Do not increase the fee.

FINANCIAL IMPACT
The fee currently generates approximately $235,000 annually. The increase would double this to approximately $470,000 annually

**EMERGENCY/NON-EMERGENCY**

Non-Emergency

**ATTACHMENTS**

Revised Chapter 892
Map of Eligible Streets within Butler County portion of City

**Cc:**
Jake Burton, Finance Director
Law Department
LEGISLATION
ITEM 4
ORDINANCE NO. O2020-13

AN ORDINANCE ESTABLISHING A PROCEDURE FOR AND AUTHORIZING A CONTRACT WITH BADGER METER, INC. FOR THE PURCHASE OF WATER METERS AND DECLARING AN EMERGENCY.

WHEREAS, in 2016, the City took bids for pricing of water meters which resulted in a contract with Badger Meter, Inc.; and

WHEREAS, that prior contract expired at the end of 2018. Badger Meter, Inc. agreed to extend the prior contract at a 3% increase through March 31, 2020; and

WHEREAS, Badger Meter, Inc. has agreed to amend the prior contract at the 2019 price through March 31, 2021;

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Middletown, Butler/Warren Counties, Ohio that:

Section 1

The City Manager without complying with the procedures of Chapter 735 of the Ohio Revised Code shall enter into a contract with Badger Meter, Inc. for the purchase of water meters in accordance with the proposal on file with the Purchasing Agent.

Section 2

For said purpose the Finance Director is hereby authorized and directed to pay a sum not to exceed $55,624.00 of which $27,812.00 shall be from the Water Fund (Fund #510) and $27,812.00 shall be from the Sanitary Sewer Fund (Fund #520).

Section 3

City Council hereby determines that the procedure to be followed in the award and execution of the aforesaid contract shall consist solely of the procedure set forth in this ordinance and the provisions of Ohio Revised Code Chapter 735 shall not be applicable to the award and execution of the aforesaid contract.

Section 4

It is hereby determined that the subject matter of this legislation is not of a general and permanent nature, does not provide for a public improvement, and does not assess a tax or payment.
Section 5

This ordinance is declared to be an emergency measure necessary for the immediate preservation of the public health, safety and general welfare, to wit: to take advantage of the benefits of this agreement without delay, and shall take effect and be in force from and after its adoption.

Nicole Condrey, Mayor

Adopted:________

Attest:__________________________

Clerk of City Council

H:/Law/leg/2020 Leg/O Badger Meter water meters.doc
January 29, 2020

TO: Susan Cohen, Acting City Manager  
FROM: Samantha Zimmerman, Purchasing Agent

Recommendation for Residential Water Meters

PURPOSE

To request authorization to purchase approximately 800 water meters from Badger Meter, Inc. of Milwaukee, WI, in the amount of $69.53 each.

BACKGROUND and FINDINGS

In 2016, the City took bids seeking pricing for water meters. The bid resulted in a contract with Badger Meter, which included two one-year extensions available for the years of 2017 and 2018. The contract was extended at a 3% consumer price index increase for 2019. Even with the price increase Badger Meter remained highly competitive. Badger Meter has agreed to extend the contract at the same price as 2019, waiving the consumer price index increase of 2.01% for 2020.

The City routinely purchases water meters to keep in inventory. Meters are needed for new installations, repairs, and in our ongoing replacement program. The meters included in this bid were the 5/8” x 3/4” meters, which are used in residential construction. Badger Meter has provided the City with good dependable meters in the past and the City has been highly satisfied with their performance.

ALTERNATIVES

The alternative is to request bids.

FINANCIAL IMPACT

There is sufficient funding for the purchase of these meters. Although the original bid asks for pricing on approximately 800 meters, it is doubtful that the City will purchase that many, unless there are extenuating circumstances.

RECOMMENDATION

It is recommended the contract with Badger Meter, Inc., of Milwaukee, WI, be extended through March 31, 2021 in the amount of $69.53/meter, in an amount not to exceed $55,624.
EMERGENCY/NON EMERGENCY

Consent agenda

cc: Jacob Burton, Finance Director
Scott Tadych, Public Works & Utilities Director
Brian Adams, Public Works Superintendent
Robert Blake, Equipment Operator
EXECUTIVE SESSION