1. Agenda

   Documents:

   20200303.PDF

1.I. Workbook

   Documents:

   03-03-2020 WORKBOOK.PDF
CITY COUNCIL WORKSESSION – 5:00 PM – CONFERENCE ROOM 2C – SECOND LEVEL

CITY COUNCIL BUSINESS MEETING – 5:30 PM – COUNCIL CHAMBERS – LOWER LEVEL

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

STUDENT ATHLETE RECOGNITION
Cheikh Fall - Eastern Kentucky University - for Football
Tyree Hyman - Tiffin - for Soccer
Arianna Layne - Wilmington - for Softball
Kylen McGill - Urbana - for Football
Carly Metcalf - IUPUI - for Softball

PUBLIC HEARING
2020 ANNUAL ACTION PLAN REGARDING HUD FUNDING: The City of Middletown, as directed by the U.S. Department of Housing and Urban Development (HUD), is submitting its Program Year 2020 Annual Action Plan, setting the program activities and budget for the Community Development Block Grant (CDBG) Program.

PRESENTATION
Major Steve Arrasmith, Drug Task Force 2019 Annual Report
Carolyn Tepe, 2020 Census

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:
   Citizens Advisory Board- January 16, June 19 and December 18, 2019
   Library Board- January 21, 2020

(b) To confirm the promotional appointment of Richard Clark to the position of Public Works Leader in the Department of Public Works and Utilities, Sewer Maintenance Division.

(c) To approve the purchase a new Chevrolet Tahoe 4WD PPV off the ODAS Contract for the Division of Police in the total amount of $36,481 from Ganley Chevrolet of Aurora LLC.

(d) To approve a contract with Champion Cleaning Specialists, Inc., of Cincinnati, Ohio, in the amount of $49,780 for the cleaning of the clarifiers at the Water Treatment Plant.

(e) To approve the purchase of upfit packages for four 2020 Ford PPV Utility vehicles from Phoenix Upfitters, LLC, of Middletown, OH, in the amount of $50,520, including installation.

(f) To approve a contract for economic development content platform services with Issue Media Group.

It is the policy of the City of Middletown to make all public hearings an meetings accessible to all persons, in accordance with state and/or federal laws. If you have a disability which requires accommodation in order for you to attend and/or participate in this meeting, please contact us at 425-7831 at least forty-eight hours prior to the time of the meeting to advise us of the need for accommodation, and reasonable efforts shall be made to provide the same. This agenda may be accessed on the City of Middletown website @ http://www.cityofmiddletown.org.
MOTION ITEM
(a) To extend the DORA Hours for St. Patrick’s Day, beginning at 8 a.m. until midnight on Tuesday, March 17th, 2020.

COUNCIL COMMENTS

LEGISLATION

1. **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.

2. **Ordinance No. O2020-05**, an ordinance designating properties located in an area generally bounded by First Avenue to the north, Verity Parkway, south-side of Woodlawn and Parkview Avenue to the West, the Pioneer Cemetery property, Cohen Brothers, Inc. and the west-side of Lamneck Street to the east and Calumet Avenue to the south as the Oakland Historic District. (Second Reading)

EXECUTIVE SESSION
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.
CITY COUNCIL WORKSESSION – 5:00 PM – CONFERENCE ROOM 2C – SECOND LEVEL

CITY COUNCIL BUSINESS MEETING – 5:30 PM – COUNCIL CHAMBERS – LOWER LEVEL

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

STUDENT ATHLETE RECOGNITION
Cheikh Fall - Eastern Kentucky University - for Football
Tyree Hyman - Tiffin - for Soccer
Arianna Layne - Wilmington - for Softball
Kylen McGill - Urbana - for Football
Carly Metcalf - IUPUI - for Softball

PUBLIC HEARING
2020 ANNUAL ACTION PLAN REGARDING HUD FUNDING: The City of Middletown, as directed by the U.S. Department of Housing and Urban Development (HUD), is submitting its Program Year 2020 Annual Action Plan, setting the program activities and budget for the Community Development Block Grant (CDBG) Program.

PRESENTATION
Major Steve Arrasmith, Drug Task Force 2019 Annual Report
Carolyn Tepe, 2020 Census

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:
   Citizens Advisory Board- January 16, June 19 and December 18, 2019
   Library Board- January 21, 2020
(b) To confirm the promotional appointment of Richard Clark to the position of Public Works Leader in the Department of Public Works and Utilities, Sewer Maintenance Division.
(c) To approve the purchase a new Chevrolet Tahoe 4WD PPV off the ODAS Contract for the Division of Police in the total amount of $36,481 from Ganley Chevrolet of Aurora LLC.
(d) To approve a contract with Champion Cleaning Specialists, Inc., of Cincinnati, Ohio, in the amount of $49,780 for the cleaning of the clarifiers at the Water Treatment Plant.
(e) To approve the purchase of upfit packages for four 2020 Ford PPV Utility vehicles from Phoenix Upfitters, LLC, of Middletown, OH, in the amount of $50,520, including installation.
(f) To approve a contract for economic development content platform services with Issue Media Group.

It is the policy of the City of Middletown to make all public hearings and meetings accessible to all persons, in accordance with state and/or federal laws. If you have a disability which requires accommodation in order for you to attend and/or participate in this meeting, please contact us at 425-7831 at least forty-eight hours prior to the time of the meeting to advise us of the need for accommodation, and reasonable efforts shall be made to provide the same. This agenda may be accessed on the City of Middletown website at http://www.cityofmiddletown.org.
MOTION ITEM
(a) To extend the DORA Hours for St. Patrick’s Day, beginning at 8 a.m. until midnight on Tuesday, March 17th, 2020.

COUNCIL COMMENTS

LEGISLATION

1. 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.

2. Ordinance No. O2020-05, an ordinance designating properties located in an area generally bounded by First Avenue to the north, Verity Parkway, south-side of Woodlawn and Parkview Avenue to the West, the Pioneer Cemetery property, Cohen Brothers, Inc. and the west-side of Lamneck Street to the east and Calumet Avenue to the south as the Oakland Historic District. (Second Reading)

EXECUTIVE SESSION
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.
STUDENT
ATHLETE
RECOGNITION
PUBLIC HEARING
CITIZEN COMMENTS, GUESTS, ORGANIZATION’S REPORT
CONSENT
AGENDA
Middletown Citizens Advisory Board
Meeting Minutes
January 16th, 2019

Attendance:
Daniel Allnut
Steve Bohannon
Dora Bronston
Ron Carter
Ed Dobrozi
Paul Gomia
Bill Keith
Kevin Kimner
Wendy Kissel
Jerry Martin
Chief Rodney Muterspaw
Jim Stabler
Stefan Wannemacher
Katrina Wilson

Location: Middletown Police Department Training Room

I. Welcome and Introductions
The CAB meeting was called to order at 5:30pm. It was acknowledged to be the first meeting of the year and as such, members introduced themselves to fellow board members. Sgt. Allen was also in attendance. The Chief has encouraged his staff / officers to attend these meetings to be familiar with the Board and it’s mission.
II. Minute Approval

The minutes from the previous meeting were approved and adopted by the board.

III. Discussion

City Jail

The Chief reaffirmed the Department’s Appreciation of the Board and their activity. The meeting’s discussion, as outlined by a prior email sent to Board members, focused on the efficiency, efficacy, and long term solutions for the Middletown City Jail.

The City’s jail was built in the mid-70s and was not designed for expansion. In the 1970’s - 1990’s the size and amenities of the jail were acceptable and handled up to over 100 inmates. In the last few years, the jail has been inspected by state authorities and has been found to fall below current acceptable State standards and it’s capacity will be limited to 32 inmates. The expense of the Jail can range between $1.2 million and $1.4 million per year. Standards now required by the state include seating in each cell along with bunks, an exercise room, access to daylight and fresh air, etc. Several years ago the department received a quote for standard renovations at over $1 million, and these additional requirements will add more to that amount. A solution will be needed to increase funds to support the jail, reduce costs, or close the Jail. The Jail is currently funded by the Department and no money is received by one of the main benefactors of the Jail - the Middletown City courts.

Another, the Jail’s medical doctor will begin to require any person who is assumed to be intoxicated or under the influence will need to be transported to the hospital prior to being booked into the jail. This will add additional strain on resources and impact the efficiency of the jail.

The Jail is being projected to close in 2021-2022 if a solution is not found. The jail is mostly used for non violent offenders or for those being held and waiting on transfer to county facilities. Without the jail, offenders will need to be transported to county facilities immediately - again adding additional strain to officers and resources and requiring the hiring of part time or reserve officers to handle that load.

Corrections Officers are also in demand to handle the inmates of the Jail. The number of Corrections Officers has gone from 60 to 4.

Middletown is one of two cities that has a jail. The State sees it as a luxury and not a necessity. Other cities in the area use a “catch and release” format for handling offenders - where offenders are brought into custody and charged, and then they are released with paperwork and a court date. The city will be required to have a holding cell as other cities do for them to detain some offenders before transport to the County
or while they are being charged. It is expected that the county will provide more beds for
the Department to house offenders and the County is required to receive those
offenders that are charged with state code.

The ultimate decision on the future of the Jail is left to the City Council and City
Manager. Keeping the jail would be the best option in the opinion of the Department,
chief, officers, and courts. However, with the cost of renovations, the yearly operating
costs, and the inability to meet all state required codes, the feasibility of the jail will need
to be weighed.

Homeless Population

The Board also discussed the increase in the homeless population in Middletown
and in the downtown area specifically. The revival of downtown has attracted
homeless, panhandlers, and vandals. 152 people have been arrested that do not have
a physical address. The department typically has 1 person per day that is arrested and
is homeless. There are few calls of issues form the The Hope House or the Women’s
Shelter as they are doing a good job helping people. Some churches in the area also
take in some homeless persons.

It has been discovered that other Agencies and Departments have brought
homeless persons to our city for them to use the Hope House, Shelters, SHALOM and
Churches. Several homeless that officers have spoken too have described being driven
to Middletown or given a travel voucher to Middletown in order to be taken in to one of
the City’s homeless charities or facilities. This influx of Homeless puts a strain on the
police department, the Hope House, the churches, and other shelters. It is a fear that
these out of town individuals are interfering with Middletonians having access to the
help and shelter they may need. The Board agreed that there will need to be a plan and
strategy to combat this increase.

IV. Closing Comments

Chief Muterspaw was invited by Warren Davidson to attend the State of the
UNion Address given by the President in Washington D.C. Middletown has improved
over the last 10 years and Mr. Davidson felt that the city and the chief should be
recognized for that progress. It was agreed that it will be good recognition for our City
and Chief Muterspaw was a great candidate to attend the State of the Union on the
City’s behalf.
Meeting was adjourned at 6:33pm

V. Next Meeting
The next meeting will be held on March 20th, 2019 in the Police training room. Any changes to date or location will be announced by the Chair.

Prepared by:
Stefan Wannemacher
Middletown Citizens Advisory Board
Meeting Minutes
June 19th, 2019

Attendance:
Daniel Allnut
Steve Bohannon
Bill Keith
Chief Rodney Muterspaw
Jim Stabler
Enorris Thomas
Stefan Wannemacher

Location: Middletown Police Department Shooting Range

I. Welcome and Introductions

The CAB meeting was called to order at 5:40pm. Members were introduced to Sgt. Allen and other officers present.

III. Discussion

This meeting allowed CAB members to learn about and be familiar with the weapons, equipment and training officers use daily and in SWAT situations. CAB members were demonstrated several firearms as well as both new and current issue ballistic vests. CAB members were also shown the new MRAP (Mine-Resistant Ambush Protected) vehicle that was purchased to replace the previous tactical vehicle the department used.

CAB members were invited to fire the demonstrated weapons at the range.
IV. Closing Comments

Chief Muterspaw commented again on the extreme decline in officer applicants to the department as well as across the country. For example, the Chief stated that Cincinnati’s police department has seen a 60% reduction in their amount of applicants.

This coming weekend in Middletown there are many events occurring such as the PRIDE event in downtown, a “Movie in the Park” event, as well as the “Fenwick Festival.” These events have a demand for officer presence that needs to be filled along with the normal on duty patrol officers. The extra demand puts more strain on personnel and resources due to a basic lack of manpower.

Two officers will be leaving the department - Rachel Ward will be moving out of state, and Kenny Rogers will be retiring in July.

National Night Out will be held in August and CAB will be updated and have planning discussion via email.

Meeting was adjourned at 6:45pm

V. Next Meeting

The next meeting date, time, and location will be announced by the Chair.

Prepared by:
Stefan Wannemacher
Middletown Citizens Advisory Board
Meeting Minutes
December 18th, 2019

Attendance:
Daniel Allnut
Dora Bronston
Ed Dobroszi
Paul Gomia
Bill Keith
Wendy Kissel
Jerry Martin
Jim Stabler
Enorris Thomas
Stefan Wannemacher
Katrina Wilson

Location: Middletown Police Department Training Room

I. Welcome and Introductions
The CAB meeting was called to order at 5:30pm. Members were introduced and an open member comment session was held. It was noted that this was the first meeting since the City hired a new Chief of Police as well as elected new Council Member.

II. Minute Approval
The minutes from the previous meeting were approved and adopted by the board.
III. Discussion

Chief Burke was unavailable to attend this evening’s meeting and Detective Reeve attended on his behalf. Detective Reeve discussed the state of the department as well as the goal of the new Chief to start implementing changes and improvements to the department starting in January. Two incidents of note in the department since the last meeting involved the resignation of an officer as well as the demotion of a sergeant along with the arrest of the Deputy Fire Chief of Middletown. The Deputy Chief was turned over to the State Highway Patrol in order to avoid any conflict of interest.

With discussion of the OSP, it was noted that the new Chief of the OSP has pulled most troopers from patrolling in the cities of Ohio. OSP will still be brought into handle serious accidents, but other than those instances, they will not be involved in policing Middletown.

There was also discussion involving the state and future of the Middletown City Jail. With a new Council and a new Chief of Police, there will be renewed discussion as to how the City and Department will move forward. It will depend on available funding and State regulation. The City is also searching for a new City Manager who will eventually have bearing on the direction the Jail goes.

Members also discussed specific incidents that happened in Middletown and their neighborhoods. The use of technology such as camera doorbells and group watch apps such as Nextdoor.com have become useful tools for citizens and could potentially help the Department.

Finally, Detective Reeve announced that there will be 2-4 new officers hired at the beginning of 2020.

IV. Voting on New Board Officers

The Board was required to vote on new officers at this meeting. The current officers are:

Daniel Allnut - Chair
Jim Stabler - Vice Chair
Stefan Wannemacher - Secretary

After discussion and voting the following Board Members will be the new officers in 2020.

Bill Keith - Chair
Jim Stabler - Vice Chair
Stefan Wannemacher and Jerry Martin - Secretary

It was agreed that Secretarial duties will be shared as needed between Mr. Wannemacher and Mr. Martin.
It was noted that as terms expire for members, new applications will need to be submitted to council for approval to remain on the board.

IV. Closing Comments

It was discussed that the Board will plan on starting a Facebook page to better communicate as a group and eventually will be open to the public.

Meeting was adjourned at 6:30pm

V. Next Meeting
The next meeting will be held on February 19th, 2020 in the Police Training Room.

Prepared by:
Stefan Wannemacher
Minutes of the Annual Organizational Meeting of the MidPointe Library System Board of Trustees
Middletown Library, Board Room
Tuesday, January 21, 2020, 4:10 p.m.

I Call to Order
Mrs. Anita Shew, President Pro Tem, called the meeting to order at 4:10 p.m.

II Opening Exercise

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

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

Those absent: Mr. Bill Jones

Mrs. Shew welcomed Mrs. Bramblett to the board and asked her to give a review of her background.

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

IV 2020 Board
Oath of Office, New Trustees:
Mrs. Kristin Bramblett was appointed by the Middletown City Commission to serve on the Board of Library Trustees for a four-year term. This four-year term will expire December 31, 2023.

Mrs. Slater, Fiscal Officer, gave the oath of office to Mrs. Bramblett as Trustee of the MidPointe Library System Board of Trustees.

Mr. Richard Szopinski was re-appointed by the Middletown City Commission to serve on the Board of Library Trustees for a four-year term. This second four-year term will expire December 31, 2023.

Mrs. Slater, Fiscal Officer, gave the oath of office to Mr. Szopinski as Trustee of the MidPointe Library System Board of Trustees.

Mr. Keith Wright was re-appointed by the Middletown City Commission to serve on the Board of Library Trustees for a four-year term. This first four-year term will expire December 31, 2023.

Mrs. Slater, Fiscal Officer, gave the oath of office to Mr. Wright as Trustee of the MidPointe Library System Board of Trustees.
Election of Officers, Oath of Office:
Mrs. Shew, President Pro Tem, opened the floor for nominations for President of the Board. Mr. Szopinski nominated Mrs. Shew for President. Ms. Carlson seconded the nomination. There being no further nominations, the nominations were closed, and Mrs. Shew assumed the office of President of the Board of Library Trustees.

“Aye” Bramblett, Carlson, Hughley, Shew, Szopinski, Wright
“Nay” None
Motion Approved 20-01

Mrs. Slater, Fiscal Officer, gave the oath of office to Mrs. Shew as President of the MidPointe Library System Board of Trustees.

Mrs. Shew, President, opened the nominations for Vice-President of the Board. Mr. Szopinski nominated Mr. Hughley for Vice-President. Mrs. Shew seconded the nomination. There being no further nominations, the nominations were closed, and Mr. Hughley assumed the office of Vice-President of the Board of Library Trustees.

“Aye” Bramblett, Carlson, Hughley, Shew, Szopinski, Wright
“Nay” None
Motion Approved 20-02

Mrs. Slater, Fiscal Officer, gave the oath of office to Mr. Hughley as Vice-President of the MidPointe Library System Board of Trustees.

Mrs. Shew, President, opened the nominations for Secretary of the Board. Mr. Szopinski nominated Ms. Carlson for Secretary. Mr. Wright seconded the nomination. There being no further nominations, the nominations were closed, and Ms. Carlson assumed the office of Secretary of the Board of Library Trustees.

“Aye” Bramblett, Carlson, Hughley, Shew, Szopinski, Wright
“Nay” None
Motion Approved 20-03

Mrs. Slater, Fiscal Officer, gave the oath of office to Ms. Carlson as Secretary of the MidPointe Library System Board of Trustees.

Board Calendar:
Mrs. Shew mentioned that the 2020 Board Calendar was in the board packet. Mr. Bautz added that there are no changes and that this year each meeting is on the third Tuesday of each month because there were no holiday conflicts. The board accepted the calendar. The 2020 meetings will be held at various MidPointe branches throughout the year as indicated on the calendar.

Mr. Szopinski motioned, seconded by Mr. Hughley, to adopt the board calendar as presented.

“Aye” Bramblett, Carlson, Hughley, Shew, Szopinski, Wright
“Nay” None
Motion Approved 20-04
Board Committees:
Mr. Bautz identified the opening on the facilities committee. Mrs. Bramblett volunteered to serve on the Facilities Committee.

V Adoption of Agenda
Ms. Carlson motioned, seconded by Mr. Szopinski, to approve the agenda as presented.

“Aye” Bramblett, Carlson, Hughley, Shew, Szopinski, Wright
“Nay” None
Motion Approved 20-05

VI Public Comment
There were no public comments.

VII Approval of Minutes
Mr. Szopinski motioned, seconded by Mr. Wright, to approve the minutes of the regular board meeting of December 17, 2019.

“Aye” Bramblett, Carlson, Hughley, Shew, Szopinski, Wright
“Nay” None
Motion Approved 20-06

VIII Fiscal Office
Hiring of the Fiscal Officer:
Mrs. Shew stated that the next agenda item is the re-hiring of the Fiscal Officer. The Fiscal Officer is appointed by the Board of Trustees for a one-year term from organizational meeting to organizational meeting and serves at the discretion of the board. The employment is governed by the policies of the library as adopted by the Board of Trustees. Mrs. Shew asked if there was any discussion regarding re-hiring Deborah Slater as Fiscal Officer. There was none. Mr. Hughley motioned, seconded by Mr. Wright, to re-hire Deborah Slater as the Fiscal Officer for the time period of the 2020 organizational meeting until the 2021 organizational meeting at a part time bi-weekly salary of $2,297.06, annualized for 2020 at $62,020.62.

“Aye” Bramblett, Carlson, Hughley, Shew, Szopinski, Wright
“Nay” None
Motion Approved 20-07

Oath of Office, Fiscal Officer:
Ms. Stengel, Notary Public, gave the oath of office to Mrs. Slater as Fiscal Officer of the MidPointe Library System.
Setting the Bond of the Fiscal Officer:
Mrs. Shew stated that a bond needs to be set for the Fiscal Officer. The board discussed the amount of past bonds. The board discussed the amount of the bond; that library’s vary in the amount they approve; that the bond protects the library’s liability for the faithful performance of the official duties required of the fiscal officer; that due to the total amount in the various funds that the amount of the bond could be raised; and that a survey of the bond for mid-size library’s should be obtained, and if the majority of those surveyed are more than $100,000, such as $500,000 or above, to get pricing for a higher bond, and an additional or higher bond could be purchased at a later date.

Mrs. Shew asked for a motion to set the bond for the Fiscal Officer, Deborah Slater, at $100,000. Mr. Wright motioned, seconded by Mr. Hughley, that the bond for Mrs. Slater be set at $100,000 and to re-visit the bond matter.

“Aye” Bramblett, Carlson, Hughley, Shew, Szopinski, Wright
“Nay” None
Motion Approved 20-08

IX Fiscal Officer’s Report
Financial Report, Investments, and Donations:
Mrs. Slater reviewed the December 2019 financial report. She added that 2019 was a good year, and we increased our fund balance by approximately $300,000 even with the capital projects during the year. The board discussed that revenue was approximately $3 million more than our expenses, and the actual expenditures, when not including the transfer, were much less than the financial report appears to show; that the Revenue vs. Expenditure report projections are daunting but are based on assumptions and in reality, the library is well under the budget so the 2019 year to date actual figures need to be added to the report to get more accurate projections of future expenditures. Mr. Szopinski motioned, seconded by Mr. Wright, to approve the Financial Statement, Investments, and Donations for December 2019 as presented by Mrs. Slater.

“Aye” Bramblett, Carlson, Hughley, Shew, Szopinski, Wright
“Nay” None
Motion Approved 20-09
(Report on file in Fiscal Officer’s office)

Resolution for the Appreciation and Acknowledgment of Staff, Volunteers, and Citizens:
Mrs. Slater discussed the purpose for the annual resolution. Mrs. Slater read the resolution. The board discussed the amount that was spent in 2019. Mr. Wright motioned, seconded by Mr. Szopinski, to approve the Resolution Approving Expenditures for Appreciation of Staff, Volunteers, and Citizens as presented. A copy of the resolution is made a part of these minutes.

“Aye” Bramblett, Carlson, Hughley, Shew, Szopinski, Wright
“Nay” None
Motion Approved 20-10
X Director’s Report

Annual Statistical Reports:
Mr. Bautz reviewed the year-end statistics. Overall, circulation increased by approximately 15%; Liberty had a good year and their circulation is continually increasing; Library on Wheels has established itself over the past 4 years and circulation increased approximately 23%; Middletown was up by approximately 14%; Monroe had its best year to date with an increase of approximately 15%; Trenton was up by approximately 10%; and West Chester had an increase of approximately 7% over the past year. More patrons are streaming content; library cards issued for the year was just under 20,000 of which e cards were a big part of that; door counts were up overall; programs and attendance are always high; computer use declining; and Wi-Fi use continues to grow.

Advocacy Update:
Mr. Bautz reviewed advocacy efforts regarding the Dolly Parton Imagination Library. He and Ms. Hillman are working with governor’s office along with the Butler County United Way organization which will be the fiduciary agent. They have met to work out the specific details and will also speak with the Middletown Community Foundation to work out the details with them. The program will have a possible April roll out date. There is an updated levy schedule for the informational library specific marketing strategy. Ms. Hillman distributed informational bookmarks that will be at all branches for distribution to our patrons. Informational advertisements will be on various media outlets. Letters are being sent to previous donors for donation consideration. Mr. Bautz added that the Edgewood Schools will also be on the March 17th ballot.

Credit Card Compliance Report:
Mr. Bautz, as Compliance Officer, gave the first periodic report as required by the credit card policy adopted in 2019. He distributed the credit card audit report which lists every library credit card, the number, location and card holder, as well as the log of the employees who have signed the credit card agreement. The board discussed card limits, and credit card reward incentives.

By-Laws Update:
Mr. Bautz reviewed the Board bylaws that needed to be updated with the new mission & vision statement that was updated. Mr. Szopinski motioned, seconded by Mr. Wright to approve the revision to the Board of Trustee Bylaws as presented.

“Aye” Bramblett, Carlson, Hughley, Shew, Szopinski, Wright
“Nay” None
Motion Approved 20-11

XI Public Services

Mrs. Maynor reported that all branches are preparing for tax season by having forms available and distributed the latest secret shopper report. She reported that Middletown has received good patron feedback regarding the new one desk concept, the carpet project is almost completed, the remainder of the shelving has been lowered for better sight lines, and the restroom renovation planning is continuing. Liberty is now open on Monday’s which has been well received by our patrons and there is planning to expand the hold lockers that are well used. Library on Wheels is back on the road visiting the schools after their holiday break; Monroe has begun opening an hour earlier and added a story time to their programming lineup; Trenton continues to see a steady usage of the sensory space;
West Chester had a soft opening of the makerspace yesterday and the senior citizens are continuing to use the branch for their meeting space at least through March. The board discussed the positives and negatives of the senior citizens meeting at the West Chester Library; the questions on the secret shopper report and the 73% rating on restroom cleanliness even though they are cleaned every day.

XII Public Relations
Ms. Hillman reported that the makerspace opened to the public yesterday and the grand opening with a ribbon cutting will be on February 5th at 10:00 am, with tours, demonstrations of the machines, and giveaways. She added that the library website has been refreshed with a new look which is crisper, the colors are great, and the layout has been simplified and optimized for mobile usage.

XIII Personnel
Staffing Updates:
Mr. Wright motioned, seconded by Ms. Carlson, to approve the following personnel changes:
Accept the resignation by job abandonment of Brittany Amburgey, effective last day worked of 1/4/2020, Middletown, part time, library aide, and she is not eligible for rehire;
Approve the employment of Michelle Morand, effective 1/20/2020, West Chester, full-time, library specialist floater, at pay level three as a one for one replacement;
Approve the employment of Noah Howells, effective 1/13/2020, West Chester, full-time library specialist II, makerspace, at pay level three.

“Aye” Bramblett, Carlson, Hughley, Shew, Szopinski, Wright
“Nay” None
Motion Approved 20-12

Compensation Report:
Ms. Stengel reported that the compensation analysis study was postponed in December and the regular compensation increase process was approved and implemented. She added that we need to begin to look at this again as it will take time to get additional information for the board, to look at the findings, and move forward with any implementation. The board discussed the survey comparisons; to narrow down the current data; to compare other similar library compensation and benefits; private vs public retirement and overall compensation packages and how those compare; and the percentage to use as the benchmark going forward.

XIV Board Comments
Mrs. Shew welcomed new trustee Kristin Bramblett and asked the guest branch managers from Liberty and West Chester to give a short report about their branch.
XV  Adjournment
Mrs. Shew adjourned the meeting at 5:32 p.m.
20-13

_______________________________________
President

_______________________________________
Secretary
February 24, 2020

TO:        Susan Cohen, Acting City Manager
FROM:      Brittany Grimes, Human Resources Specialist

SUBJECT:   PROMOTIONAL APPOINTMENT – PUBLIC WORKS LEADER

We are recommending the promotional appointment of RICHARD CLARK to the position of Public Works Leader in the Department of Public Works and Utilities, Sewer Maintenance Division. Mr. Clark was selected from the eligibility list as a result of Civil Service testing procedures. He will fill the vacancy created by the appointment of Duane Retherford to Assistant Public Works Superintendent/Safety Officer.

Mr. Clark will be assigned to Range 182, Step F which provides a salary of $28.51 hourly, $59,318.48 annually. The effective date of the promotion is March 4, 2020.

c:         Amy Schenck, Clerk of Council
           Scott Tadych, Public Works Director
           Charlie Anderson, Public Works Superintendent
           Brian Adams, Public Works Superintendent
           Human Resources
           Finance (Payroll)
           file

cmtg3/3/20

SEWER MAINTENANCE
Authorized Strength - 11
Current Staff Level – 10
February 10, 2020

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

PURPOSE
To request approval to purchase a new Chevrolet Tahoe 4WD PPV off the ODAS Contract for the Division of Police in the total amount of $36,481 from Ganley Chevrolet of Aurora LLC.

BACKGROUND and FINDINGS
The Division of Police has a vehicle that needs to be replaced. The current vehicle is a Ford Crown Victoria that has met the City’s 15 point replacement schedule and is 44 months past replacement date. The current vehicle will be sold through GovDeals.

The vehicle is available through the state cooperative purchasing program, so bidding is not necessary.

ALTERNATIVES
The alternative is to keep the old vehicle, 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
February 18, 2020

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

Recommendation for Clarifier Cleaning, Bid #20-8123-04

PURPOSE

To request Council approve a contract with Champion Cleaning Specialists, Inc., of Cincinnati, Ohio, in the amount of $49,780 for the cleaning of the clarifiers at the Water Treatment Plant.

BACKGROUND and FINDINGS

The Water Treatment Plant has two clarifiers that are cleaned annually. The clarifiers will have to be taken down one at a time and cleaned, as opposed to doing both at once. Bids were taken for the cleaning, with six vendors responding in the following amounts:

- Mohon Blasting and Coatings – Beechmont, KY $28,500.00
- Champion Cleaning Specialists, Inc. – Cincinnati, OH $49,780.00
- C&K Industrial Services, Inc. – Independence, OH $53,359.30
- M&A Coatings, LLC – Washington, PA $61,650.00
- Clean Harbors – Cincinnati, OH $90,000.00
- High Tec Industrial Services Inc. – Tipp City, OH $94,900.00

Mohon Blasting and Coatings was not selected for award due do not having a complete understanding of the bid. They did not include pump rental as required in the technical specifications of the bid and have since rescinded their bid from consideration.

The City is recommending Champion Cleaning Specialists as the lowest and best bid.

ALTERNATIVES

The alternative is to not clean the clarifiers, which will severely impact the water processing in Middletown.

FINANCIAL IMPACT

This is an annual project that is budgeted each year.

EMERGENCY NON-EMERGENCY

Consent Agenda

cc: Jacob Burton, Finance Director
    Scott Tadych, Public Works & Utilities Director
    Scott Belcher, Water Treatment Manager
February 19, 2020

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

**Recommendation for Police Patrol Interceptor Upfit Packages,**
**Bid #20-8118-01**

**PURPOSE**

To request the purchase of upfit packages for four 2020 Ford PPV Utility vehicles from Phoenix Upfitters, LLC, of Middletown, OH, in the amount of $50,520, including installation.

**BACKGROUND and FINDINGS**

As you are aware, the Division of Police has moved to SUV’s for its fleet. As new SUV’s are purchased to replace the older sedans, new upfit packages will need to be purchased. This recommendation is for the upfit packages for four vehicles purchased for the Division of Police. Each upfit package includes transport seats, partitions, window bars, cargo boxes, lights, sirens, etc. Installation of these packages by City personnel has caused some lag in getting the new cruisers on the street. These installations are in addition to the mechanics’ regular duties, which has proven to be burdensome. It is recommended the installation be completed by the vendor to allow our mechanics to return to their regular duties.

Bids were taken separately for three patrol units and one K9 unit upfit packages, however, the department has decided to use a different vehicle as the K9 unit and use all four 2020 Ford PPV Utility vehicles as patrol interceptors.

Bids were received from three companies in the following amounts per vehicle:

- Phoenix Upfitters, LLC – Middletown, OH $12,630.00
- Mobilcomm, Inc. – Cincinnati, OH $13,384.00
- Cincinnati Safety Upfitters, LLC – Cincinnati, OH $13,410.51

We have dealt successfully with Phoenix Upfitters in the past and they have agreed to do the fourth vehicle at the same price as the others, so they are recommended as the lowest and best bid.

**ALTERNATIVES**

There are two alternatives to this process. One is to keep the current vehicles, however, all the vehicles have met our criteria for replacement. The second is to have the City mechanics do the installation ($7,996 savings), however, this work would be in addition to the mechanics regular duties and we would like to get these patrol vehicles in use as soon as possible.
FINANCIAL IMPACT

There are sufficient funds available in the Garage budget to cover this expenditure, including the installation.

EMERGENCY/NON EMERGENCY

Consent agenda

cc: Jacob Burton, Finance Director
    Scott Tadych, Public Works & Utilities Director
    Rex Hoit, Garage Superintendent
DATE February 25, 2020

TO: Susan Cohen, Acting City Manager

FROM: Shelby Quinlivan, Communications Manager

PURPOSE

To provide information and receive permission to enter into a contract for economic development content platform services with Issue Media Group.

BACKGROUND AND FINDINGS

The City has limited staff and external resources for pushing out positive community stories on a consistent and widespread basis. With the continued revitalization of the city, the Communications and Economic Development staff would like to have the ability to expand on the storytelling of Middletown to showcase the talent, investment, innovation and emerging assets that are shaping Middletown’s future. In order to do that, Staff would like to enter into a contract with Issue Media Group to develop an online platform for the City.

Under the contract, Brian Boyle and Issue Media Group would be responsible for (i) planning and platform development; (ii) stakeholder engagement in quarterly meetings and editorial advisory discussions: (iii) content creation for new online platform and e-newsletter ; (iv) quarterly metrics and analytics reporting; (v) publishing content to Issue Media Group’s Ohio and national audience; (vi) make content available for syndication and re-use to Middletown area community sponsors and stakeholders.

Issue Media Group has a track record of success in other mid-size cities around the country, including Fort Wayne (www.inputfortwayne.com) and Flint (www.flintside.com). Incorporated in 2005 in Detroit, Michigan, Issue Media Group (IMG) operates a national network of online media outlets leveraging the power of solutions-based journalism and narrative journalism to advance community change. Their publications aim to connect readers to their communities most visionary and innovative people, businesses and organizations – fostering civic capacity, improving narrative around issues and increasing community attachment during a time local media erosion. They work with like-minded and cross-sector stakeholders who have shared values and missions through an underwriting model of publishing. Their journalists engage the community through regular editorial advisories, events, and conversations to build trusted relationships with leaders and residents that shape the community’s unique stories.

Under this agreement, the City staff will assist in convening advisory group meetings, gathering story ideas and overseeing program deliverables from Issue Media Group.
ALTERNATIVES

Council may choose to not enter into the contract. Staff would continue work to push out positive community stories on a regular basis as available.

FINANCIAL IMPACTS

Total Cost of Contract is $96,000 per full year. This has been budgeted for 2020 in the Economic Development budget. The initial contract has the intent of a 3 year investment, with the city providing first year payment and community stakeholders assisting in the investment in years to come. Issue Media Group will actively solicit additional support in order to expand content and programs for the project during this commitment.

EMERGENCY/NON EMERGENCY

Nonemergency
MOTION ITEM
To: City Council  
From: David Birk, Chief of Police  
Subject: Request for DORA Extension  
Date: February 26, 2020

Ms. Mayor and Council,

The hours for the Designated Outdoor Refreshment Area (DORA) are from 6:00 p.m. to Midnight on Thursday, Friday and Saturday. Per the ordinance, these hours can be expanded to accommodate special events. The process to expand these hours begins with a request to the Chief of Police, who can either deny the request or approve the request with concurrence of City Council.

The Middletown Division of Police has requested to extend the hours for DORA on March 17th 2020, to start at 8am until midnight for St. Patrick’s Day.

They believe this will encourage community to come to the area earlier than usual, and to stay later, thus promoting commerce in the downtown area.

With your concurrence, I would like to approve this request.

David Birk  
Chief of Police
COUNCIL COMMENTS
LEGISLATION
ITEM 1
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
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
LEGISLATION
ITEM 2
ORDINANCE NO. O2020-05

AN ORDINANCE DESIGNATING PROPERTIES LOCATED IN AN AREA GENERALLY BOUNDED BY FIRST AVENUE TO THE NORTH, VERITY PARKWAY, SOUTH-SIDE OF WOODLAWN AND PARKVIEW AVENUE TO THE WEST, THE PIONEER CEMETERY PROPERTY, COHEN BROTHERS, INC. AND THE WEST-SIDE OF LAMNECK STREET TO THE EAST AND CALUMET AVENUE TO THE SOUTH AS THE OAKLAND HISTORIC DISTRICT.

WHEREAS, the City adopted Chapter 1212 of the Codified Ordinances regarding the preservation of areas within the City having special historic or aesthetic interest or value; and

WHEREAS, an application for historic district status was submitted to Historic Commission by Dan Barton and Dan Mayzum to create the Oakland Historic District; and

WHEREAS, in accordance with Section 1212.02 the Historic Commission conducted a public hearing on December 12, 2019, and has recommended that the area shown in Exhibit “A”, attached hereto, be designated as a historic district; and

WHEREAS, the Development Code Administrator has recommended that the proposed designation is consistent with the Master Plan of the City, has opined as to the effect of the proposed designation on the surrounding community and has recommended the proposed designation; and

WHEREAS, on January 21, 2020, City Council held a public hearing on the proposed designation and is satisfied that with a modification to the proposed boundaries of the historic district, the property designation meets the criteria set forth in Section 1212.02 of the Codified Ordinances;

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

Section 1

An area that is generally bounded by First Avenue to the North, Verity Parkway, the south-side of Woodlawn and Parkview Avenue to the West, the Pioneer Cemetery property, Cohen Brothers, Inc. and the west-side of Lamneck Street to the East and Calumet Avenue to the South as more particularly shown in Exhibit “B”, attached hereto and made a part hereof, is hereby designated as the Oakland Historic District in accordance with Section 1212.02 of the Codified Ordinances.
Section 2

This ordinance shall take effect and be in force at the earliest time permitted by law.

Nicole Condrey, Mayor

1st Reading: January 21, 2020
2nd Reading: 
Adopted: 
Effective: 

Attest: 

Clerk of City Council
Step 2: Tell Us About The District

5. On a separate sheet of paper, provide a map of the proposed historic district that illustrates the potential boundary of the district, location of contributing and non-contributing properties and a north arrow.

Be sure that streets and roads are identified on the map. If there are other National Register or locally designated historic districts in your town, show them on the same map or provide a separate map of your community or city in which they are illustrated.
EXECUTIVE SESSION