

Thursday, July 11, 2019

ITEM 1: CALL TO ORDER: Mayor Flaute called the Riverside, Ohio City Council special session to order at 6:02 p.m. at the Riverside Administrative Offices located at 5200 Springfield Street, Suite 100, Riverside, Ohio, 45431.

ITEM 2: ROLL CALL: Council attendance was as follows: Ms. Campbell, present; Mr. Curp, absent; Deputy Mayor Denning, present; Ms. Fry, present; Ms. Lommatzsch, absent; Mr. Teaford, present; and Mayor Flaute, present.

Staff present was as follows: Mark Carpenter, City Manager.

ITEM 3: EXCUSE ABSENT MEMBERS: Deputy Mayor Denning motioned to excuse Councilmembers Curp and Lommatzsch. Ms. Campbell seconded the motion. All were in favor; none opposed. **Motion carried.**

ITEM 4: ADDITIONS OR CORRECTIONS TO AGENDA: No additions or corrections were made to the agenda.

ITEM 5: APPROVAL OF AGENDA: Deputy Mayor Denning motioned to approve the amended agenda. Mr. Teaford seconded the motion. All were in favor; none opposed. **Motion carried.**

ITEM 6: PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE: Mayor Flaute led the Pledge of Allegiance.

ITEM 7: OLD BUSINESS:

A. ORDINANCES

- I) Ordinance No. 19-O-697 making supplemental appropriations for current expenses and other expenditures of the city of Riverside, State of Ohio, for the period January 1 through December 31, 2019. (2nd reading, public hearing, consideration of adoption)**

Mr. Carpenter: This is the ordinance for the mower for the service department that we need to purchase as soon as we can so we can continue mowing. Right now, we have just one.

Deputy Mayor Denning motioned to read Ordinance No. 19-O-697 for the second time by title only. Ms. Campbell seconded the motion. The clerk read the ordinance by title only.

Mayor Flaute opened the public hearing for Ordinance No. 19-O-697. No public comments were made. Mayor Flaute closed the public hearing.

All were in favor; none opposed. **Motion carried.**

ITEM 8: WORK SESSION ITEM - GOALS AND 2020 PROJECTS: Mr. Carpenter stated they wanted to talk more about the goals since the retreat. Mr. Curp had sent out some documents for council to review regarding a broad overview of goals. Mayor Flaute asked if they had agreed on goals. Mr. Teaford stated they have talked about them, but isn't certain if they agreed on them. He mentioned they have discussed Springfield Street. Mr. Carpenter recalled that at the retreat it was mentioned that Mr. Curp, Ms. Fry and Mayor Flaute were going to get together and talk about goals. Mayor Flaute stated they had not done that as of yet. Ms. Campbell asked if everyone on council would be a part of that. Mr. Carpenter replied that the three of them were going to explore the new forms to see if there was a better way to get this done. That was the email sent by Mr. Curp with the forms.

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Ms. Fry stated she was happy with the document from Batelle & Batelle as that document meets both of the topics they were discussing: focus on outcomes and measurable, and an area for evaluating effort. Deputy Mayor Denning stated that regardless of what is accomplished they can also weigh the effort going towards that goal. Ms. Fry stated contributing factors can be weighted. Deputy Mayor Denning used the example of K-Mart and if the manager puts a lot of energy towards moving forward, but it doesn't get anywhere because there is no one out there to buy. He may not get 100 percent, but he may get an 85 percent for the amount of effort to try and make it happen. Ms. Fry stated it would look like he would fail the outcome, but he would be rated on response to interest.

Mr. Carpenter had copies of the email made for everyone.

Mayor Flaute stated that the document has been around awhile and Mr. Curp wants to bring it back as he feels it is better than what they are using and what the manager uses.

Ms. Fry asked if the other part of the discussion for the evening was about what the goals would be for 2020. Mr. Carpenter replied yes. Mayor Flaute stated that he had a draft copy of the goals from the May 23 work session. They talked about having an updated list on vacant commercial properties, an updated list on land available for residential development, and then the top three parcels were: Spinning/Burkhardt, the former K-Mart parcel, and the Airway TIF area. Is this what was decided on? Ms. Fry stated they ended the last meeting without resolution. She recalled they had some ideas as to where they wanted to go, but when it came down to what they wanted they talked around it and didn't get to an area of consensus. Deputy Mayor Denning commented that they had a few things going on. They had a list of things staff had gleaned from the Comprehensive Plan and trying to come up with goals out of that. They had taken that and put more specific things with it like the K-Mart property, and the Airway/Woodman area. They did not conclude; and the main thing they couldn't come to a consensus on was on how they would have on identifiable, measurable goals if they set that as a goal. He used as an example doing something with the K-Mart property in 2020, but stated it is not 100 percent in the manager's or staff's control. Likewise, staff may come up with a great answer on what could go there and council may not like that. Ms. Fry stated she was coming from a different angle. They would pick projects out of the city like having an economic development plan for one area without having an overarching plan for the whole city. She wanted a longer view for development for the city. Deputy Mayor Denning stated their goal would be to come up with a long term economic development plan with identifiable pieces of that like the K-Mart property, the trailer park, getting a trucking company out of a residential area. Ms. Fry stated they would have larger goals that were more long term. Deputy Mayor Denning added they would have yearly goals on top of that. Ms. Fry replied that they could have five-year goals and break it down to the progress they wanted to see much like the CIP. If they want to make progress, then they need to define what progress looks like. They need to prioritize those things over the day-to-day to see progress. The goals for next year are important, but she does not want to lose sight of thinking long term.

Mr. Carpenter recalled from the meeting the consensus on a webpage for economic development, and that was one of the goals on the list. He needs to know what to put in for the budget for next year. Deputy Mayor Denning stated that they don't want to get so focused on the short term that they don't look at the long term. He used an example of paving Woodman from Burkhardt to the south city limits now, but not realizing the bridge project would be occurring within three years as that would be short-sighted of them. He stated they should have a five-year and a ten-year plan with the five-year plan indicating what they should do the first year, the second year, and so on.

Ms. Campbell asked if that would be confusing to the manager. Deputy Mayor Denning replied that the long term would be general like getting disruptive businesses out of residential areas such as a trucking company. Ms. Campbell asked if there was no revenue in it. Ms. Fry replied that it is detrimental to the quality of life in the residential areas. It

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would be better for residents and businesses for them to be in an appropriate area. Deputy Mayor Denning commented they may have other areas where there are similar issues. The long-term goal would be to get businesses out of the residential areas that are disruptive to the residents. Ms. Fry recommended that prior to leaving this evening they figure out how they determine the long term plan. She added that they may want to focus on the goals for next year, but then pin how they are going to do the long term.

Ms. Campbell asked if they are unsure of what they are doing then how will the city manager be sure. Ms. Fry commented that is part of the point as there is a push and pull between what the city manager wants council to decide and what council is looking for the city manager to prepare for them to respond to. Ms. Campbell stated that sometimes council has had what they would like to see here and there and then he can't get anybody to come there and it really isn't his fault. They need to work together rather than cut him down. Deputy Mayor Denning replied that they want to bring economic development into Riverside, and they come up with some possibilities. He doesn't know which one will work for her, but the long term is to bring economic development into the city. Ms. Campbell mentioned Menard's had an interest in the city before.

Mayor Flaute mentioned the staff retreat and would like to have a summary of what was discussed and if any consensus came from that as it would be helpful to council. Deputy Mayor Denning stated they all need to be on the same page of the same book and would like the information on what staff's thoughts were.

Ms. Fry stated that she is making a process argument. She knows the manager needs to know the 'what', but for her she needs to know the 'how' so she can make sure her responses get into it at the right time. Mr. Carpenter stated he could come up with an overall plan using the comprehensive plan and what staff had discussed during their retreat and provide some ideas for discussion and put that on a time table. Ms. Campbell asked if they could meet with the staff and hear them and what they like to do. Mr. Carpenter stated they could have another council retreat and invite staff to that as well. Deputy Mayor Denning stated they should review an outline of what they discussed and then bring in staff if they feel it would be useful at the next retreat.

Ms. Fry stated they need to be clear about objectives and not be so open ended as they can talk a lot. Mr. Teaford indicated that they do keep talking but they hardly decide on anything. Ms. Fry asked if they need to come up with what the city manager suggested the goals that are going to be in the budget. Mr. Carpenter stated it doesn't sound like they are ready to do that this evening. He will provide them with the projects that he and staff recommend for the 2020 budget.

Ms. Campbell asked if they had enough (money) to do this other stuff. Mr. Carpenter stated that the ones he has proposed are included in the budget. Ms. Fry stated it sounds like they need to align the budget that he will present with the metrics they will use to measure his performance in his review. Mr. Carpenter asked which comes first: do they set the goals or do they use his recommendations. Ms. Fry asked if he had the notes from the last time special meeting in council chambers. Discussion was held on not having verbatim minutes at the special work sessions. Ms. Fry asked if he has the notes from the meeting where they were breaking the comprehensive plan down. Mr. Carpenter stated that part of it is the summary from June 15; what he brought to the work session.

Mayor Flaute asked Ms. Fry if she, he and Mr. Curp need to get together or have they answered the question they were supposed to solve. Ms. Fry replied that Mr. Curp gave them all something that she thinks fits the bill. The city manager will share what he thinks the goals should be then they decide together (council and city manager). Determine three target goals; and then in the evaluation list weigh the goals. The goals in the form, section (a), are 60 percent of the points; section (b) is worth 40 percent and is an evaluation of effort. Section (c) is where both (a) and (b) are taken together and give an overall rating. It

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answers both Mr. Curp's objectives and the Mayor's objectives in the evaluation. They should accept this and start working on the target goals worksheet for the city manager so they can get output for the city manager to continue with the budget.

Mayor Flaute stated they need to talk about the time frame of doing this. He asked if council could have a summary of the staff retreat by next Thursdays meeting. Mr. Carpenter confirmed he would have that. He suggested another work session meeting on Thursday, July 25.

Ms. Fry asked the manager when he needed to have the budget to them. Mr. Carpenter planned to give the project list to them by next Thursday and will try to email it before and talk about it during the work session. He wants to review where staff is in the process and try to address any questions from council. Ms. Fry asked if he needed to have this information in order to have that discussion. Mr. Carpenter replied it was just a draft; they can still make changes. Ms. Fry commented if he provided the data that they want to evaluate by the 18th, and provide the draft projects list on the 18th, then they could have a work session on the 25th with an outcome of having that worksheet complete. Deputy Mayor Denning stated that by the end of the meeting on the 25th they may be able to have something they could hand him. Ms. Fry stated they would have the goals they plan to use in their assessment. Mr. Carpenter stated that his timetable to finalize what they want in the CIP is by August 1; if they want to have it the 25th that is fine. Deputy Mayor Denning commented that the meeting on the 25th would be a positive thing for council. They can put all their lists together and see what comes out and get that final answer for him so he will have a better answer to give them on August 1. Mr. Carpenter stated it would set the priorities for the budget.

Ms. Fry asked if the CIP would be ready for them by August 1. Mr. Carpenter replied he would provide them the projects currently in the budget. They will review them and see what is not in the budget, and the ones the staff has recommended. They will then put the goals together, and maybe even replace something not in the budget where they would have to take something out, but this will help them do that. The other part of this is that during August and September there will be some work session discussions on some of these items. It is a work in progress; it will not be finalized. They will have further discussion about what is in the CIP plan.

Ms. Fry asked if the CIP is getting updated because it is a work in progress or because it is on an annual cycle. Mr. Carpenter stated it is a work in progress; it has been a struggle to adapt the spreadsheet used for years into a new format. He gave an example of the service department operational budget being where they typically put street work like mill-and-fill and signal replacement. That will be taken out of the operations budget and put into the CIP, but making the formulas as accurate as possible has been a challenge.

Deputy Mayor Denning asked if they would receive the staff summary by Thursday, the 18th, along with the project list currently in the budget. Then, they will have a meeting on the 25th to try and iron it out, and then on August 1 they will get the CIP draft. Mr. Carpenter confirmed that was correct. Ms. Fry asked if they can use the time tonight to go over the document and make sure they all understand it the same way.

Mr. Carpenter stated he would like to explain how it all originated. When they met, he understood that he was to come up with three economic development goals. After the discussion, he felt they all agreed on an economic development webpage, which was number two. Number one was to determine the focus properties were, and he walked away with it being the Center of Flight, the former K-Mart, and the Linden/Woodman especially with the MTC building. He thought he would be evaluated on complete marketing plans for those parcels and market those to developers. Then, number three was a lot of discussion on a bigger picture versus taking an area and doing a plan for an area. That is not spelled out; number three is a work in progress. They didn't get onto planning goals so

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he picked three – numbers 4, 5, and 6 were the goals he was recommending from the comprehensive plan.

Mr. Carpenter stated number 4 involved submitting the CDBG application and working with Rebuild Dayton with a dollar amount they would invest. That plus the grant dollars would allow them to rehab at least seven homes, possibly in Spring 2020. There would need to be a program created as there is an application process; and they would facilitate all that for the residents. Number 5 was to identify parcels for future housing. There has been a lot of discussion about senior patio homes so he was going to identify parcels where those would be most suitable and to find developers. He estimated a cost of \$300,000 that is not in the budget. Goal number 6 has to deal with properties that people have walked away from or passed away and the properties are not being taken care of; he wants to get those into the hands of people who want to take care of those properties. He had a goal of identifying 15 they could get off their list as they currently have around 30 properties like this. The estimated budget does include some of the CDBG funds where if they have to pay to acquire some properties or demo some structures.

Deputy Mayor Denning stated he would like a work session, if everyone else agrees, with an update on where the process is with the landbank. Mr. Carpenter stated that with part of the grants they received for neighborhood improvement funds they were going to maintain it for three years and it would revert to the city. They are approaching that time frame. Deputy Mayor Denning stated that was his concern with getting 15 or 20 more properties should he get rid of 15 and they end up with 15 more it doesn't do them any good. He wants to know if they are behind, on track, or ahead with what the landbank was going to do. He asked for a map where those are so they can see what they thought would happen and what is going to happen and where properties are opening up. They may want to talk to those neighbors now to let them know what is coming and they can get property for 'x' amount of dollars. Mr. Carpenter stated those properties were staggered, but the first group is getting close to three years.

Ms. Fry asked if they intentionally focus on just economic development, property development type goals. She recalls communication being a big issue for the city and that is targeted as an area for next year that is not being shown. She asked if they decided not to include that in the goals or if they were focusing in the one area. Mr. Carpenter stated they combined two sets of three in the comprehensive plan and each one of those had objectives and so that is how the objectives were picked. The communications could have been in there he just didn't select it. Ms. Fry stated she would like to bring up where communication falls into the priority list next time. She wants to address that in the next budget. Mr. Carpenter stated that the budget does include all the positions they discussed before with the fire department's condition receiving the SAFER grant. Mayor Flaute asked if they were including the Community Development Director position as well. Mr. Carpenter reviewed all the positions that were included. Mayor Flaute did not recall the communication specialists. Ms. Fry explained why they needed this position and how there is not a single point contact. Mayor Flaute expressed holding off on the communications specialist position if the Community Development Director position with Lori's help may show they don't need that. Deputy Mayor Denning stated the communications specialist would be a higher priority than the economic/planning person would be because communication is the key to everything else and on top of that, that communication piece would be taken away from other people so there is a single point of communication and it would probably be a lower cost to have a communication person than to have the higher-level manager. If they said they weren't going to get both, he suggests they get the communications specialists because that is something they have to have. This could help Lori grow into doing some of her stuff and take some of that off of her plate so she could do more economic development stuff. It would also take some of the communication stuff off of Tamara's plate so she could do more planning. He added that planning and economic development is getting done, perhaps not to the level they would like, but the communication is key to getting information out to residents but getting the webpages and

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all that updated is a higher priority than the other. Mayor Flaute stated he does not feel they need both. He feels they need economic development more than they need communications. Deputy Mayor Denning stated they have an economic development specialist but not a director and they don't have a planning director, but planning is getting done and economic development is getting done, but they are being drawn off having to do communications depending on how you value or what you say is the communications job is getting all the letters to the residents and ads get to DDN. Ms. Fry commented they have voted to put a levy on the ballot and hope the residents say yes that they need to pass the levy. An integral part of that decision-making is that communication with the residents; the penalty for having poor communication is the levy failing. One way to think about communication is that it is integral in maintaining adequate revenue to maintain our services. She added if everyone else is busy with their regular jobs then nobody is really focusing on making sure that communication with the constituents is happening and therefore they may not have the information they need to vote yes when we need them to.

Mayor Flaute stated he would like the city manager to provide a job description of both of those jobs. He does not think they can afford both of those jobs so he would like to see a job description for both and for council to consider only funding one. Deputy Mayor Denning replied if he has made the budget and he has been able to balance the budget and have both of those then he is the one that has to live with it. Mr. Carpenter stated he is currently working with the law director on the best way to merge the departments, the legislative piece of it that he will bring to council including job descriptions.

Mr. Carpenter reviewed what he will give to council for July 18: a summary from the staff retreat, projects included in the 2020 budget, expected revenue, expected operational budget, and the CIP capital budget. He will work on the longer-term plan for the development of the city and align it with the CIP. That will not be completed by the 18th, but he will be working on it. He will work on an update from the landbank; if he has it by the 18th he will get it to them. Ms. Fry stated in the evaluation that Ken sent, there is a target goals work sheet for the city manager; it would be helpful if he did his part of that and if they got it by the 18th then they can think about that when preparing for the 25th.

ITEM 9: COUNCIL MEMBER COMMENTS:

Deputy Mayor Denning motioned to go into executive session for the reasons on the agenda. Mr. Teaford seconded the motion. Roll call was as follows: Ms. Campbell, yes; Mr. Denning, yes; Ms. Fry, yes; Mr. Teaford, yes; and Mayor Flaute, yes. **Motion carried.**

ITEM 10: EXECUTIVE SESSION

- A) Section 103.01 (d)(7) To receive and consider from an applicant for a permit, license, variance, zoning change or other similar privilege granted by the City, the following information confidentially received from an applicant: C. Production techniques and trade secrets.

ITEM 11: RECONVENE

Council reconvened at 8:20 pm.

ITEM 12: ADJOURNMENT

Deputy Mayor Denning motioned to adjourn. Ms. Campbell seconded the motion. All were in favor; none were opposed. The meeting adjourned at 8:21 pm.

William R. Flaute, Mayor

Clerk of Council