

# RECORD OF PROCEEDINGS

Minutes of the Riverside City Council Meeting

Held on Thursday, August 10, 2023

Riverside, OH

**CALL TO ORDER:** Mayor Williams called the Riverside, Ohio City Council Work Session to order at 6:00 pm at the Riverside Administrative Offices located at 5200 Springfield Street, Suite 100, Riverside, Ohio, 45431.

**PLEDGE OF ALLEGIANCE:** Mayor Williams led the pledge of allegiance.

**ROLL CALL:** Council attendance was as follows: Mr. Denning, present; Mrs. Franklin, present; Ms. Fry, present; Mr. Joseph, present; Ms. Lommatzsch, present; Mr. Maxfield, absent; and Mayor Williams, present.

Staff present was as follows: Josh Rauch, City Manager; Nia Holt, Zoning Administrator; Kim Baker, Finance Administrator; and Katie Lewallen, Clerk of Council.

**EXCUSE ABSENT MEMBERS:** Mrs. Franklin moved, seconded by Mr. Joseph, to excuse Mr. Maxfield. All were in favor. **Motion carried.**

**ADDITIONS OR CORRECTIONS TO AGENDA:** No changes were made to the agenda.

**APPROVAL OF AGENDA:** Mr. Denning moved, seconded by Mr. Joseph, to approve the agenda as presented. All were in favor. **Motion carried.**

## WORK SESSION ITEMS:

**I. Stormwater Update** – Mr. Rauch stated that Ms. Bartlett has been working with CMT to prepare a Stormwater Policy Manual, which is currently in draft form. This manual explains how they will implement the stormwater utility fee. He reviewed the table of contents that contained all the key subjects needed to have a stormwater utility. This manual also shows how residents can apply for credits and appeals. They will continue to do work and position themselves to take the next step forward later on this year and early next year. Once they have an idea about what the rate is, what they are charging various parcels, and what they can collect, then it will take some time to go through the billing process. There are options on how to be billed or assessed, if many choose to be assessed, there will be a delay on when the city will receive funds. They are in year 'zero' on a stormwater utility. He stated he will come to them later this year to discuss how to set the billing tiers and what they want the rate to look like. Then, he and Ms. Lewallen will take that information and work on a public engagement strategy that they will start to roll out as the year goes on into early next year. He added that timing is dependent on some of the reorganization that has been done in city offices, and some of the budgeting tools that Ms. Baker has been helping to develop and get ramped up. This will be helpful in terms of telling the story about where the money comes from and where it would go into what particular fund, and how it would support capital. Once they get through some of the changes in-house, they will be able to hit the

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ground running early next year kicking this off and starting the implementation process of the stormwater utility.

Discussion was held on rain barrels and utilization to mitigate runoff and if there are any credits for utilizing. Mr. Rauch stated that the stormwater infrastructure is there to protect properties; he is unfamiliar with any community offering 100 percent credit, but the policy manual will address it. Discussion was held on reducing the volume of stormwater runoff along with verification of rain barrel usage.

Mrs. Franklin asked if they were looking at changing parking minimums to encourage businesses to add more green space. She believes it will help businesses to add more green space to parking lots if they are receiving a credit. Ms. Holt replied that is on the list of zoning updates to reduce the parking minimums in the code and to update the landscaping requirements as it is outdated. Mr. Rauch added that if a developer or property owner were to redo their parking lot and put in permeable lot or pervious pavement, that will reduce the stormwater utility fee because water can get through that pavement. Any alternatives to traditional asphalt impacts stormwater and a stormwater utility fee. Mayor Williams added it also diminishes pollution opportunities; he would like to encourage new and current developments to rethink a parking lot with islands of greenery and other elements that would mitigate stormwater runoff.

**II. US 35/Woodman Landscaping** – Mr. Rauch stated ODOT is continuing to realign ramps and realign bridges at Woodman. One concern has been the landscaping once the project is done. ODOT will create a tight diamond pattern that will leave a lot of greenspace area and there is currently no firm landscaping plan for this project. Ms. Bartlett has been working with consultants to try to find some ways they may be able to pay for landscaping improvements. CMT and MKSK have been collaborating and developed some preliminary design thoughts to apply for using Transportation Alternatives (TA) Grant funding. Two designs were presented as potential landscaping plans: ornamental shrubs with grading to detain stormwater in places it needs to go, and landscaping walls of shrubs as seen near Austin Landing. He stated they would like to use these high level concept ideas as part of an application for TA Grant funding due in October. They need to determine what it will cost the city and how much grant funding is available, which is between \$450,000 to \$700,000 for individual projects. The city would have a 20 percent match, roughly \$150,000 to \$200,000. Once they get some of the information ironed out, he will come to council on September 21, 2023, to ask for permission to apply for the grant.

Mrs. Franklin asked about the trail connection. Mr. Rauch stated they may be able to do some landscaping there. Discussion was held on who owned that property and the metro parks bike trail. She asked what the sustainability to maintain that looks like. Mr. Rauch stated that he believes the city would be responsible. They may wish to find something low maintenance but visually attractive. He will look further into this.



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Deputy Mayor Lommatzsch asked about the fence line for businesses on the south side of 35, and who is to maintain that fence line. Mr. Rauch believes it may be the state, but he will research. Deputy Mayor Lommatzsch stated some of the businesses are trying to make the backside of their businesses look more attractive, but they are running into issues because the fence line is in bad shape and overgrown. Ms. Holt stated that the city maintains it unless the businesses maintain it themselves. The city didn't put the fence up, but the city does maintain that. Mrs. Franklin stated they may want to find out who put the fence up. Deputy Mayor Lommatzsch stated that the fence has been up as long as she has been a resident. She asked if on the north side of the intersection was there any plan to do upkeep or landscaping. Mr. Rauch stated that there is the bike path, but also the grade is very steep and difficult to maintain. He added they have challenges with stormwater runoff there as well.

Discussion was held on who is maintaining the ramp landscaping currently. Mr. Rauch stated there are layers with the maintenance. He added that Ms. Bartlett let him know public works maintains that.

Mr. Joseph stated that this will add more area in that intersection for them to mow and maintain. It makes more sense to him to have a hardscape area versus grass. Mr. Rauch stated that part of the balance is in these grants, they will look for ways to avoid more impervious area and runoff. He understands what he is saying with the level of effort needed to maintain it and the visual appeal and effort it takes to get it installed.

He added that a final design style does not need to be presented with the application. All they need is permission to apply for the grant.

**III. 1009 Fairfax Rezoning Request** – Ms. Holt stated that planning commission recommended rezoning for a property off of Fairfax in July 2023. It is made up of 11 parcels, but only six of those are in the rezoning request. The frontage is B-2, but the back is R-3. MSD is proposing an office building. Their main building is in the City of Dayton, but they are expanding into Riverside to put their administrative offices. She stated it would be a 26,000 sq. ft. one-story building. Mayor Williams asked to look at the map clearing out the zoning. It showed the abandoned right of way that was behind the property that was previously a rail line. He added that most of Springfield Street had commercial on the street frontage and residential on the south side of the railroad right-of-way. If they continue what was already started on both sides, it is not a huge leap to go business for these parcels. The intent was to have a more business feel along Springfield Street and more residential on the Byesville side. It is fairly clear how it was planned. There is a clear separation in this neighborhood. Discussion was held on the lots in question. The lot behind it is zoned residential. Ms. Holt stated that should they vote to approve; they will still need to come back with a site plan. It is also in source water protection, so they have to abide by the overlay. There are other layers of review that MSD has to abide by. Mayor Williams stated this neighborhood has a lot of chopped



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up parcels; it is 101 years old. Ms. Holt stated they have shared an elevation and having a neighborhood meeting to talk about the project with residents in the area. Mr. Rauch stated that this was initially a request for an industrial building, but the city pushed back on that, so MSD decided to build their administrative building for 70-80 employees in Riverside and keep the industrial in Dayton.

**IV. ProChamps** – Ms. Holt stated that ProChamps is no longer an active business. They will need to make some changes in the code, and then they can put out an RFP for a new vendor. Mr. Rauch stated that ProChamps went out of business without any notification to the city. Some have contacted the city to ask how to register, and the city is working with them. He stated there is an opportunity on how to connect vacant and foreclosed properties. They are trying to do a thorough examination with the existing code and do some code clean up to address several problems at one time.

**V. Housing Council** – Ms. Holt stated that the planning commission has appointed one member to the Community Reinvestment Areas (CRA) council. She reviewed the composition of the CRA Housing Council: Mayor – 2 appointees, Council – 2 appointees, Planning Commission – 1 appointee. Once the five are appointed, they will then appoint two member residents ‘at large’. Term of office for the CRA is three years. She added that the zoning administrator is the staff liaison to the body. She also found that the two members appointed by the mayor and the two by council do not have to be residents. She stated this council reviews applications received by the city and makes sure they are in line with the direction of the city. Additionally, the applicants would be in a state that the city would want to give an incentive. It also gives them a way to negotiate with a developer. This body reviews and recommends to council any incentives a developer is requesting. Mr. Rauch stated that Mr. Owens from the planning commission has been appointed. He now needs council to identify people that may be a good fit as well as the neighbor. This is not a heavy lift, but they need to be prepared to have people in line in case something comes to the city and needs reviewed in a timely manner. He stated that people are appointed in the same manner boards and commissions are appointed. Mr. Rauch stated he will check with legal counsel to see if staff can sit on the CRA council. He stated he would like to have a motion at next week’s meeting, but if more time is needed then at the September 21, 2023, meeting.

**VI. Class Compensation Policy** – Mr. Rauch stated they have been working with Clemans-Nelson on a classification and compensation study. This work has been ongoing for several months. He is hopeful they will have that by the end of the month. The initial work and preliminary recommendations prompted staff to get a head start on a piece of the implementation. Clemans recommends adopting a compensation philosophy that describes how a city will strive to pay its employees. The main idea is that it lays out the core principles that inform how staff is paid. They will strive to be market competitive, to pay people equitably inside the organization, and be as transparent as possible with how compensation is calculated and assigned to people.



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The second part of the policy address the pay grades identified by Clemans-Nelson. The table will have 10 grades in it with a range of salaries. The structure of the table is informed by industry best practices as far as how local governments tend to pay. There is a 12 percent break from grade to grade with each range being 40 percent wide. Adopting the table provides the city with a framework to assign jobs to different pay grades and pay at a market rate. Another important policy statement has to do with compression. There has been a number of policies and practices that were well-intentioned, but many times it fixes one problem and creates another problem. One of the recommendations that will come from this report is a break between highest level union paid positions and the positions that are non-union that supervise them. As a policy, they will try and pay supervisors at least 12 percent higher than those they supervise. It is to keep supervisors above union pay to create incentive to move up through the organization and create a succession plan. Another piece is the Cost of Living Adjustments (COLA). The city will pay COLA adjustments that are commensurate or roughly in line with whatever union staff have negotiated. This is deliberate. The unions have the ability to leverage the bargaining process every three years, non-union staff do not have the ability. This is part of why the study was needed as non-union staff are not paid at a market rate. This policy will be reviewed every three years. Additionally, the policy is designed to comply with the law and not to overspend the budget. They will only do things as far as fiscally sustainable. He stated that he would like council to consider and adopt the policy at the next meeting. If they adopt it at next meeting, it will allow for them a way to begin the implementation process. He is hopeful the executive summary will be to them by the end of the month or the next council meeting.

Mr. Joseph stated it may make sense to bake into the document that the money on the check is not a total picture of what compensation means. He feels as a compensation philosophy that the city gives commensurate benefits or equitable PTO policy, so it doesn't just tie into gross or net dollars, but also the total compensation. Discussion was held on what could be added to the policy in reference to benefits. Mr. Rauch stated there is a way to state that they strive to be as competitive as possible on benefits without trying to index benefits the same way as it is a more complicated conversation. There is a lot behind the benefits discussion other than wages and salaries. He stated Ms. Davis put together the draft of the policy and thanked her for her work.

**VII. Charter Review Commission** – Ms. Lewallen reviewed the purpose of the charter commission and that it is to take place every five (5) years beginning in 1999. She presented the timeline for the next Charter Review Commission: September – December 2023 – find resident electors interested in serving on a short term commission, January 2024 – council appoints by resolution nine electors (seven and two alternates), February – April 2024 – commission takes oath and then establishes meetings to review charter as broken down into sections (approximately six to either meetings), June 2024 – Charter Review Commission presents to council any recommendations, then council votes on what recommendations will go on the ballot,



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and August 2024 – resolution of dismissal of commission. She stated that the clerk and legal counsel lead the commission.


Mrs. Franklin stated that she sat on the commission in 2019. It was informative and a lot can be learned. She stated that council approves what goes on the ballot; she suggested that council may wish to attend a meeting to recommend to the commission anything they feel may need specific review. Ms. Lewallen added that council at any time can bring something forward to the voters; they do not have to wait for every five years. Mrs. Franklin stated that this is an opportunity for council if there is something that they feel needs reviewed, changed, or reworded. Ms. Lewallen stated they were able to do that last time as one section was deleted as it did not have any real purpose. She invited council to come to the first meeting as that one will be all about council. Deputy Mayor Lommatzsch stated she did it one time; it is a lot of work. Ms. Lewallen stated that anyone interested can go on to the City's website and fill out a boards and commission application. Discussion was held to put the information on the City's Facebook page. Mr. Rauch stated anyone interested in Housing Council or Charter Review Commission can email either himself or the clerk.

**CITY MANAGER UPDATES:** Mr. Rauch stated that Ohio used some ARP money to create public safety retention grants. The city applied and was notified this week that they will receive awards under those grants. A resolution will be before them next week to receive the grant award and work thorough how to calculate and pay the award to employees who are eligible. It is around \$200,000.

**COUNCIL MEMBER COMMENTS:** Mr. Joseph thanked the 4,000+ voters who turned out for the special August election. Mayor Williams stated it is great people are taking part in the democracy they have been granted. He hopes the levels of engagement can translate into voters coming out for the next election. Deputy Mayor Lommatzsch stated she was reappointed for another term on the Montgomery County Housing Board. Ms. Fry stated there is a blood drive on August 21, from 3- 7 pm. Register at [www.donortime.com](http://www.donortime.com) and search for Riverside. Mr. Denning stated the farmers' market is doing well and hopes people come out; they get more vendors every week at 1213 Old Harshman, Saturdays from 1:30 – 3:30 pm. They are hoping it will grow to add food trucks in the future. Deputy Mayor Lommatzsch added that tomorrow is the packing day for school supplies and children's scissors are still needed. Mayor Williams thanked all those involved in making these backpacks available to students.

**ADJOURNMENT:** Mr. Joseph moved, seconded by Deputy Mayor Lommatzsch, to adjourn. All were in favor. The meeting adjourned at 7:15 pm.

  
Peter J. Williams, Mayor

  
Clerk of Council