

# Pride ~ Progress ~ Possibilities

**Riverside Municipal Building  
5200 Springfield Street, Suite 100  
Riverside, Ohio 45431**

**November 2, 2023**

**Council Meeting**

**6:00 P.M.**

City Council

PETER J. WILLIAMS, MAYOR

MIKE DENNING  
APRIL FRANKLIN  
BRENDA FRY  
ZACHARY JOSEPH  
SARA LOMMATZSCH  
JESSE MAXFIELD

Josh Rauch, City Manager

Katie Lewallen, Clerk of Council

# Calendar for year 2023 (United States)



## January

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Council meetings in aubergine.

Work sessions in pale yellow.

**Jan 1** • New Year's Day  
**Jan 2** • 'New Year's Day' day off  
**Jan 16** • Martin Luther King Jr. Day  
**Feb 20** • Presidents' Day  
**May 29** • Memorial Day

**Jun 19** • Juneteenth  
**Jul 4** • Independence Day  
**Sep 4** • Labor Day  
**Oct 9** • Columbus Day  
**Nov 10** • 'Veterans Day' day off

**Nov 11** • Veterans Day  
**Nov 23** • Thanksgiving Day  
**Dec 25** • Christmas Day

# AGENDA

Please place all cell phones in silent mode before the meeting begins.

## RIVERSIDE CITY COUNCIL

**Riverside Administrative Offices  
5200 Springfield Street, Suite 100  
Riverside, Ohio 45431**

**Thursday, November 2, 2023  
Business Meeting 6:30 P.M.**

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) EXCUSE ABSENT MEMBERS
- 4) ADDITIONS OR CORRECTIONS TO AGENDA
- 5) APPROVAL OF AGENDA
- 6) PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE
- 7) MINUTES – Approval of minutes from the October 12, 2023, council work session, and the October 19, 2023, council meeting.
- 8) LIQUOR LICENSE – New requests from Taco Veloz Dayton LLC DBA El Taco Veloz, 4904 Airway Road, Riverside; and Airway Petroleum LLC DBA Airway Shell, 6030 Airway Road, Riverside.
- 9) ACCEPTANCE OF CITIZEN PETITIONS
- 10) DEPARTMENT UPDATES:
  - A) Finance Department
  - B) Community Development Department
  - C) Administration/City Manager Report
- 11) PUBLIC COMMENT ON AGENDA ITEMS
- 12) NEW BUSINESS
  - A) RESOLUTIONS
    - I) **Resolution No. 23-R-2891** – A resolution appointing the clerk of council as the Riverside City Council's designee for the purposes of complying with Ohio's Public Records Act training requirements.
    - II) **Resolution No. 23-R-2892** – A resolution authorizing the city manager to enter into a five-year agreement with Revize Software Systems (Revize LLC) for customer design web services and website maintenance.

*If you need special accommodations to attend this meeting,  
please notify the City of Riverside at least 72 hours in advance by calling 937.233.1801.*

III) **Resolution No. 23-R-2893** – A resolution authorizing the finance director of the City of Riverside to seek advance payment of collected taxes for the tax year 2023.

13) PUBLIC COMMENT ON NON-AGENDA ITEMS

14) COUNCIL MEMBER COMMENTS

15) EXECUTIVE SESSION - 103.01(1) Unless the City employee or official requests a public hearing; to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a city employee or official or the investigation of charges or complaints against a City employee or official; and 103.01(4) Preparing for, conducting or reviewing negotiations or bargaining sessions with public employees and officials of the City concerning their compensation or other terms and conditions of their employment.

16) RECONVENE

17) ADJOURNMENT

# WORK SESSION MINUTES

**CALL TO ORDER:** Mayor Williams called the Riverside, Ohio City Council Work Session to order at 6:06 p.m. 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, absent; Mrs. Franklin, absent; Ms. Fry, present; Mr. Joseph, present; Ms. Lommatzsch, present; Mr. Maxfield, absent; and Mayor Williams, present.

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

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

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

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

#### **WORK SESSION ITEMS:**

**I. Downing Group Presentation** – Mr. Rauch introduced the Downing Group that the City has been working with on a few different scopes such as looking at and evaluating the Community Improvement Corporation, its current status, and looking ahead on how to proceed with bringing it back and utilizing it. Mr. Phil Downing stated his firm has been engaged with the city under a contract with Jobs Ohio. The results of the contract are forthcoming shortly with regard to the buildings here will shed light on how the CIC can be useful and play a role in moving these facilities forward. His firm has been involved in housing for over 40 years. He has done development on his own and has stepped into the role of providing advice to nonprofits and communities with regard to building housing development organizations and strengthening the non-profit base and the delivery system that underlines an active real estate market, particularly on the residential side of communities. They are excited about the ability to use the CIC as a catalyst to reposition problem properties. He stated that CICs have a variety of powers that are provided under the ORC Chapter 1724. He reviewed the history of the CIC beginning in Riverside in 1982 with Articles of Incorporation. The Articles of Incorporation allow the city to have a program that is a public/private partnership outside the auspices of the city – how it can transact properties, acquire properties, and move them back into productive use. He provided several examples of how they have worked using Chapter 1724 in other communities. One of them is in the form of land banks and has been an effective tool. Utilizing that tool, properties could be acquired

that were vacant, abandoned, and tax delinquent. Land Banks also could provide an opportunity for looking at properties that have become problem properties that have to have actions taken. 1724 corporations can step in and use the powers and realign those properties.

Mr. Chad Downing discussed how he has taken the 1724 corporation and effectively utilized the property that it owned and invigorated it into a self-sustaining type of activity. He stated that CICs are a great way for communities to take charge of their properties and surplus assets and put them into a model they want to see happen. The great thing about CIC's is they can transact those properties and utilize the revenues from that for additional property development helping to promote development or additional community programming whether they be for small businesses or other activities. In the city of Trotwood, they have been engaged for the past ten years and he is the executive director of their CIC. They've been able to make that organization self-sustainable. There was a little bit of funding that went into it but through work of real estate development, through sales and transactions to qualified developers, they've been able to stand up that organization. It's now beginning to do its own development work and they believe that Riverside has the same possibilities with the availability of land and the structure. They believe that the CIC needs to be built in accordance with the ecosystem that's going on within the community and recognize how the city works and how the county land bank works. They've seen with the county land bank that they're stepping into some important roles now with regard to brownfield funding, remediation, and demolition, but there's oftentimes still the need for that focus around rehabilitation and some more special projects that maybe they can't serve a specific community one because they are serving multiple communities at once.

He stated that they have been able to collaborate with the county land banks and leverage their resources, and their capacity, but localize the CIC to help effect that change and development. He stated that some of the sites in Riverside if the CIC were to work with those and get those transacted, would receive resources and in certain situations, there have been opportunities for some of this funding to go back to the city depending on the origination of that property. The city can also serve as a place for those distressed properties in many cases as there may be property owners that are seeking to donate assets that the city maybe isn't prepared to take under its ownership, but the CIC especially when formulated with a 501C3 nonprofit status can really help get those properties out of a questionable disposition or one that's struggling to be additive to the community and actually brought into the CIC to be redeveloped.

Mr. Downing stated that CICs and land banks are geared toward holding property as they are tax-exempt when holding property that has gone through tax foreclosure, and they can apply for tax exemption. In the long term, it is a great place for a community to hold assets. He added if an immediate opportunity is seen, the benefit is it can work at the speed of business. Given the opportunities of real estate sometimes speed to



market is really important and being able to work hand-in-hand with the developers is a key benefit of the CIC. He explained how the Trotwood CIC is composed and working along with the projects they currently have. One such project is seeing the need for more health care and medical access as they have a strong senior community. They have been able to bring in a healthcare organization to establish a doctor's office and pharmacy in an underserved area. This could not have worked with some of the private property owners because they were either unresponsive or they were unwilling to do the work needed to make a pharmacy work because of the additional code requirements. With the CIC, they are seeking a return on investment to be sustainable, but they are also seeking an outcome. They can do more and can leverage funding, resources, and bonding if it is established as a 501C3. It opens up a world of opportunity on how a community can conduct development.

He stated they need to review a city's ecosystem as far as organization, but also how the city wants to move forward with distressed properties or different types of initiatives. The CIC can be tailored to the needs of the community. He discussed the Danis property which is a distressed property in Riverside. He added that using a capacity tool like a CIC is perfect right after having a land use plan updated as Riverside has done. The CIC would work to complement the work of other area development agencies and not overlap or duplicate services. They have worked with JobsOhio to help establish CICs and bring this tool to communities that have a need for this. JobsOhio has additional resources that could benefit the community such as the planning grant, and the vibrant communities grant. Riverside is in a great position for that funding. The funding is being underutilized right now.

Ms. Holt stated that a lot of the work Mr. Downing has talked about aligns with the comprehensive plan. Many residents indicated that they want to be able to buy homes in Riverside, they don't want to move out but are having difficulty finding homes that fit as they are aging, or their family is growing and getting bigger. The city has property or vacant lots; having this model will allow them to build infill and serve the needs of the community. Mr. Downing added that there are many places where aggregation of sites could change the disposition of the immediate area and CICs are positioned to do this as well as they can hold and acquire properties. He shared a project he did in Trotwood like this. He added that it is another tool in the incentive toolbox. Since the CIC isn't seeking top dollar or return on investment, the city can use the land value as part of an incentive to encourage someone to come in for that aggregated site.

Ms. Fry stated it looks like they have a CIC, so what is the ask? Mr. Downing stated that the CIC is dormant, it is not unincorporated by the state, yet, but they have an entity on the shelf that they could turn on and begin work right away. Their recommendation is to take the tool off the shelf and put it back to work for the community. She asked what the relationship is between his business and the CIC. He stated they serve as a consultant and that can vary in scope. He stated they would use their expertise to stand up the CIC,

get it reestablished, go through any of the paperwork, and get the board familiar and the policies back in place so that they have a ready working CIC. He stated that most CICs don't need a full-time employee so they can utilize a consultant to fulfill the role. It is much more flexible.

Mayor Williams asked what seed money the City of Trotwood used for their CIC start-up. Mr. Downing stated they gave about \$30,000 - \$40,000 and that was enough to hire an executive director who was focused on economic development work. Through that, they portioned a piece for his company to be able to come in and do that work. That was a slow point in the CICs existence, but they were able to get a list of properties as there were a number of vacant properties. Throughout time, the CIC was able to sell those properties to qualified developers, and before long they had double the amount of money and then the CIC was able to further engage them. They have been brought back in to be the dedicated housing consultant and through that, they sold 45 properties. Through those resources, it gave Trotwood the money to buy the vacant Sears building. Their engagement continued to evolve until 2019 when the executive director retired; the city asked them to be the executive director. He added they are working on getting the CIC back in Sidney, OH, where their focus is solely on housing. Mayor Williams asked if he was the sole employee of the Trotwood CIC. Mr. Downing stated his firm has a consulting agreement and his team is contracted with Trotwood, so they have a team, but he is their front-facing representative.

Deputy Mayor Lommatzsch asked how much of an effect the tornado cash had to do with the development. Mr. Downing stated that none of the money dedicated to disaster recovery outside of individual recovery and demo work has been used. She asked about the library and courthouse in Trotwood. Mr. Downing stated the library opened in the middle of Covid, but at that time discussion was held on the courthouse. He explained the process of the land being obtained and how the CIC was involved. Deputy Mayor Lommatzsch asked who paid for all the new streets in Trotwood. Mr. Downing replied that was the new income tax levy they passed.

Mr. Rauch stated they have the advantage of having a CIC ready to be restarted and it aligns with the land use plan. This will give them the tools they need with a lot of the properties and parcels the city owns and how to make them more productive. He will be back to council in the next few months with next steps. Mr. Rauch added that they could seed fund the CIC by just giving some of the vacant properties to the CIC in order to use as collateral in a transaction. There are a lot of options to get this restarted. Mr. Downing stated that the CIC effectively becomes the city's land reutilization corporation. Any surplus land not being used for a public purpose is wholly eligible to be transferred to the CIC.

Discussion was held on the CIC in 1982 being part of the village before the city.

**Revize Website Presentation** – Ms. Lewallen introduced Shawn Stewart of Revize as the recommended municipal website provider the city is looking to contract with. Mr. Stewart presented the website focus for the city: in-house management and control, responsive mobile design, ADA compliance, push information to website and social media, citizen request center, online bill pay, FAQs, SEO optimization, and a modern look and feel for government websites. He stated they work with many entities in Ohio. The proposal is for a custom design, and he provided a number of options that other sites use so it can be customized. He presented calendar features, form features, and FAQ features.

Ms. Fry asked if they can handle taking park reservations and taking payments. Mr. Stewart stated they are able to do that, it is an add-in module. He presented how it would work online. Ms. Lewallen stated this is something that may be added in later after a review of the funding that comes in for park shelter reservations.

Mr. Joseph asked to see how it would look responsively on a mobile device. Mr. Stewart showed site views of a desktop computer, tablet, and phone. He stated as pages get added, it is automatically made responsive and does not fall on the staff to do this. He presented how to make changes online on the backend. Mr. Joseph asked how easy is it to embed into the site such as html code. Mr. Stewart showed how to do insert videos and html code. Mr. Joseph stated when they go with ClearGov, they may need to know how this interacts with the new website as there would be elements from their application that may need to be embedded. Mr. Rauch stated they are comfortable with how the CMS looks and it is much friendlier. It has more flexibility and Revize actively maintains the CMS all the time and manages the product.

Mr. Stewart showed the notifications program for community alerts that citizens can sign up to receive either email or text notifications. Mr. Joseph asked if they have traffic counts for the site, analytics. Mr. Stewart stated they do have analytics for what pages are being visited more often. Discussion continued on having the website tailored to where most people would go and best practices on the creation of the site.

Mr. Rauch asked if the onboarding or collaboration will be with the city determining pages that will be brought over and then information that they have that could be added into the site. Mr. Stewart presented how Ray, ND went through this process for selectiveness and how they want their site to be laid out.

Mr. Rauch stated they have the proposal, and they will line up the funding source. They will bring the contract back to council at the first meeting in November.

Ms. Fry asked about the views of the calendar and if users can subscribe to subcategories. Mr. Stewart asked if she was asking about email or text notifications. Ms. Fry stated she can subscribe to the Riverside calendar and get meetings on her Google

calendar. Mr. Stewart explained that this calendar is by design and the CMS handles listings as a separate element. If a person wants to be notified of particular events and information, then full pages can be created on the site and create a notification for it. She stated that for an event she sees the ICS to download to your calendar, but asked if she was interested in a series of events. Mr. Rauch asked if he wanted to be informed of the category of 'Live Entertainment' could he subscribe to that tag for his calendar. Mr. Stewart stated for the calendar, the CMS doesn't work in that way. He stated that some municipalities rather than using a calendar use the multi-use listing directory to list all activities that happen at locations and notification can be handled that way. The site does allow residents to sign up for notifications on pages where information can be changed and then sent out to those who selected to be notified.

**Property Registration and Rental Code Update** – Ms. Holt stated with the updated comprehensive plan, they would also like to update the rental registration language that was adopted in 2004. They heard from the community that vacant and neglected properties, especially those with out-of-town property owners who may not be taking care of their properties well, also needed to be addressed. She reviewed the total housing units in Riverside, 11,427. She stated there are 1,404 multi-family housing rental units. The estimated homeownership rate in Riverside is approximately 55.8 percent, and the estimated renter-occupied housing units are approximately 44.2 percent. She stated the renter-occupied is a large number for a community of this size. They need to look at how to address this. They want to make sure out-of-the-area property owners have the updated standards for property maintenance and the renters have good, safe housing. She reviewed the legal precedence for municipalities to be able to regulate and issue registrations for rental property. Riverside wishes to move forward with this. Other communities in Ohio have already made these changes to their code. She stated they want to create beautiful, vibrant spaces and make sure they strengthen their commercial and residential code enforcement. They want to modernize the code and standards, and this is a step toward that. She stated that rentals are a legitimate housing type. They have heard people don't want more rental housing in the area, but it is much needed as there is a shortage of housing. The city wants to make sure the housing is safe and up to codes and standards. She stated that 33 percent of the land in Riverside is zoned for R-3, which is single-family housing or duplex housing, and a lot of that is renter-occupied. Another 10 percent is zoned R-4 multi-family housing. This is something they need to monitor. She stated they are going to look at the code and make sure there are revised inspection standards. Currently, it allows for periodic inspections. They want property owners to do a self-inspection, which would include a detailed checklist such as working smoke detectors, ADA compliance, and other requirements. There are also external inspections. They will add a fee schedule. If standards aren't met, there will be a penalty. There will also be provisions for compliance like making sure they are registered with Montgomery County as that is a state law and giving a copy of the registration to the renter, so they are aware the proper inspections have been done.

Ms. Fry stated that they have a vacant property registration and asked if they would also have a rental property registration. Ms. Holt stated they already have a rental property registration on the books, this would be an update to that. The vacant registration would stay the same. Ms. Fry asked if those who have a rental property already registered with the city. Ms. Holt replied it has not been enforced since 2008. Ms. Fry asked if going forward with the changes would they enforce it. Ms. Holt confirmed that was correct. They will look for a program contractor that will administer this program and the vacant property program. Ms. Fry asked if this would also cover the single-family rental properties. Ms. Holt confirmed that it would.

Mr. Joseph asked if short-term rentals like Air BNB would be included. Ms. Holt stated if council would like for them to look at that they could, but the update would be for the long term. Discussion was held on whether or not to investigate short-term rentals. Mr. Rauch stated that the short term is more of a complicated picture and worth the discussion. He stated they are already on a path with the long-term requirements. They could start a side discussion about whether or not and how to address short-term. They can continue with the long-term and if council decides to pass that then they will add it and can later add a short-term section if warranted. Ms. Holt stated in her previous position they did have separate sections for long-term and short-term. Mayor Williams stated he would wonder if the ability to enforce the long-term rentals on the books would come down to the ability to find a vendor who could do that both cost-effectively and time-effectively. On the short term, he does not think they have the staff now to track down, catalog, and enforce the long-term rental. He asked if there was a vendor they could find to assist them with the endeavor. He believes in the long-term they are on the right path. Mr. Rauch stated they are looking at contractors who can maybe help them tackle more than one of these issues at the same time. Assuming they start rental registration fees trying to index those to overhead costs to run the program, whether that is to bring somebody on board part-time to go and do inspections or other code enforcement or to pay or offset the cost of a contractor doing that.

**CITY MANAGER UPDATES:** Mr. Rauch stated that he and Ms. Baker have mostly wrapped up the personnel budget. He has a meeting with the bond council next week to talk about the situation with the buildings and other things that push and pull on the budget. They are on track for discussion in November. He stated that need to get the 4.95 mill levy police property tax levy back in front of the voters. It will be a replacement levy for the same amount and same term of five years; it will just help them to capture more value. With the election in March, they need to get this in front of council sooner rather than later.

**COUNCIL MEMBER COMMENTS:** Deputy Mayor Lommatzsch stated there is a blood drive on Monday, October 16, 2023. Ms. Fry thanked the community for their continued support of the blood drives. They are an asset to the community in their blood collection efforts. There is still time with opening on Monday in the evening. Walk-ins are accepted,

but registration is preferred at donortime.com and search for the City of Riverside.

**EXECUTIVE SESSION:** Mr. Maxfield moved, seconded by Ms. Joseph, to enter into executive session for the reason listed on the agenda, 103.01(1) Unless the City employee or official requests a public hearing; to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a city employee or official or the investigation of charges or complaints against a City employee or official. Roll call went as follows: Mr. Maxfield, yes; Mr. Joseph, yes; Ms. Fry, yes; Ms. Lommatzsch, yes; and Mayor Williams, yes. Council entered into an executive session at 7:25 p.m.

**RECONVENE:** Council reconvened at 8:11 p.m.

**ADJOURNMENT:** Having no further business, council adjourned at 8:12 p.m.

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Peter J. Williams, Mayor

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Clerk of Council

MINUTES

**CALL TO ORDER:** Mayor Williams called the Riverside, Ohio, City Council Meeting to order at 6:01 p.m. at the Riverside Administrative Offices, 5200 Springfield Street, Suite 100, Riverside, Ohio, 45431.

**ROLL CALL:** Council attendance was as follows: Mr. Denning, present; Mrs. Franklin, present; Ms. Fry, absent (arrived at 6:15 p.m.); Mr. Joseph, present; Ms. Lommatzsch, present; Mr. Maxfield, present; and Mayor Williams, present.

Staff present were as follows: Josh Rauch, City Manager; Frank Robinson, Police Chief; Mark Miller, Fire Chief; Kim Baker, Finance Director; Dalma Grandjean, Law Director; and Katie Lewallen, Communications Manager/Clerk of Council.

**EXCUSE ABSENT MEMBERS:** Mr. Joseph moved, seconded by Mrs. Franklin, to excuse Ms. Fry from the meeting. All were in favor. **Motion carried.**

**ADDITIONS OR CORRECTIONS TO THE AGENDA:** There were no changes to the agenda.

**APPROVAL OF AGENDA:** Deputy Mayor Lommatzsch moved, seconded by Mr. Joseph, to approve the agenda. All were in favor. **Motion carried.**

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

**PROCLAMATION:** Mayor Williams presented a proclamation to Mrs. Joanne Coleman on her husband, Ron Coleman, for his exemplary life in education, service, and courage. Mrs. Coleman stated that her husband was the most selfless person he knew next to her father. He loved everything he did. She stated he survived three cancers and did it with passion, vigor, and courage only a few have. He died of other complications brought on by a stroke, which was sudden as the day of his stroke he was in school teaching. She thanked everyone for acknowledging him. Mr. Chad Wyen, Mad River Schools Superintendent, stated he has known Ron for over 20 years, and that he and Mr. Coleman stood at the rotunda of Stebbins High School for the last 10 years every Friday to greet students. He stated Mr. Coleman was there for him when his wife battled breast cancer. He will forever be remembered and sorely missed. Mr. Maxfield stated he worked side-by-side with Mr. Coleman as an administrator and was lucky to learn from him. Those were some of his best years in education working next to Mr. Coleman. He stated they had fun and Ron would play jokes on him in the office. Ron told Mr. Maxfield to never make a decision mad, and always walk away and come back. He would just teach so many little things. Many students tribute their graduation to Mr. Coleman and his encouragement. Deputy Mayor Lommatzsch stated she loved the way he interacted with students. He was a pillar of a man. The community will miss him. Mayor Williams thanked his family for coming tonight. They were fortunate to have Mr. Coleman in the lives of the young people for 20-plus years and for how he advocated for



men's health and brought it to the front of the conversation. He knows people beyond Riverside benefited from the message Mr. Coleman about men's health and getting checked. He stated they are glad they get to honor Mr. Ron Coleman.

*Ms. Fry arrived at 6:15 p.m.*

**MINUTES:** Deputy Mayor Lommatzsch moved, seconded by Mrs. Franklin, to approve the October 5, 2023, council business meeting minutes. All were in favor. **Motion carried.**

**BOARDS AND COMMISSIONS APPOINTMENTS:** Mr. Maxfield moved, seconded by Mr. Joseph, to send letters of appointment to Mr. Scott Skiple for the Parks and Recreation Commission and to Ms. Brenda Fry as ex-officio for the Health and Safety Commission. All were in favor. **Motion carried.**

**WRITTEN CITIZEN PETITIONS:** Mayor Williams stated that anyone wishing to speak should fill out a form located in the back of the room, fill it out, and hand it to the clerk.

#### **DEPARTMENT UPDATES**

**Police Department** – Chief Robinson stated that Brent Waler has been made a conditional offer for employment and has a start date of November 3, 2023. They are currently in contract negotiations with both police officers and sergeants. He recognized Officer Matt Jackson and K-9 Tina for tracking down three juveniles who ran from a stolen vehicle crash and broke into a house. They took custody of them and found a gun that had been stolen from Springboro. He stated that yesterday they kicked off the Montgomery County combined agency OVI task force, which Riverside has been a part of for a number of years. They will have officers working on there and will be a task force for OVI checkpoints. They will have a couple of those in Riverside next year. They received a grant of \$8,000 to do this. They will use as much of that as possible. He added that the incident that took place at the poker hall on Spinning Road was a homicide. It is under investigation right now. There was another incident of a four-car crash in front of Pettibone Coffee. He shared this to let them know that the Flock cameras have played a significant role in collecting evidence. They have a lot of information and have it quicker because of the cameras. He thanked council for allowing the police department to get those cameras.

**Fire Department** – Chief Miller stated he has spent much of the last three weeks getting to know staff personally and professionally. He is about three-quarters of the way through the roster. He reported they have lost three firefighters to full-time jobs elsewhere, so they are now down three. He stated they are working diligently on their budget. He is also working with the command staff on the analysis of the fire department operations and will make incremental changes to the operations of the fire

department to better utilize resources internally and have a little less reliance on mutual aid coming into the city, which releases the burden.

**Public Services Department** – Ms. Bartlett stated that they have three vacancies for maintenance workers and the application deadline has closed. They received 23 applications and will be interviewing 11 of those beginning next week. She stated they were awarded a grant through the Montgomery County Solid Waste District for a toddler playset in Rohrer Park. It will pay 70 percent of the cost, \$30,000. The city needs to come up with \$10,000; the city has applied for a CDBG grant for those funds. Mayor Williams asked when they could expect installation. Ms. Bartlett stated they couldn't order before the beginning of the year. It has been a slow process, but the ideal plan is to get it in place by next summer. Mr. Denning asked if there was a timeline for the streetlights for Beatrice Drive. Ms. Bartlett stated she has not checked in with them lately, but they were doing an inspection on the existing poles as they were going to utilize them. She stated she would check in with them, though Miami Valley Lighting is not very fast. Mr. Denning stated the nights are getting longer, so it would be nice to have the street lit. Mr. Joseph asked where they were on the insurance claim on the structure at Rohrer Park. Ms. Bartlett stated she gave the Parks and Recreation Commission the assignment to look at possible things they could do and tasked them with finding out how much it would cost. She will see what they bring to the meeting this month. Mr. Rauch stated they had received the insurance payment but couldn't recall the amount. The idea is to take the thoughts that Ms. Freda Patterson received from her survey and the information from the Parks and Recreation Commission and perhaps get input from the surrounding community as well. They have to figure out what is reasonable given the amount of money they have collected in order to put an amenity back in. They will vet some ideas first, so they don't set unrealistic expectations for the neighborhood. This is a process they will work into the capital plan as well. Discussion continued on ideas to generate funding for an amenity at the park.

**City Manager Report** – Mr. Rauch stated that some RFPs have been posted to the website. One is for facility improvements to the firehouses for exhaust ventilation as they got a grant that will help offset those costs. He is going to post an RFP for property management services for the Wright Point buildings by the end of the week. They will make selections on both of those in mid-November. He and Ms. Baker had a meeting this week with Bradley Payne they are the municipal advisor for bonds to discuss the next steps with Wright Point. He stated for the time being they will roll the notes again going into next year and then play it by ear with interest rates given where interest rates have been and where they're likely to go, they were counseled against trying to take out extended bonds for 10, 20, or 30 years. He stated he has been working with Ms. Baker and department heads on the budget, and they are on track to discuss it at the next work session in November.

**PUBLIC COMMENT ON AGENDA ITEMS:** No one wished to speak on an agenda item.

## UNFINISHED BUSINESS

### A. ORDINANCES

- I) **Ordinance No. 23-O-840 – An ordinance providing for the adjustment of the boundary line between the City of Riverside, Ohio, and the City of Dayton, Ohio, authorizing the execution of an agreement with the City of Dayton, Ohio, and declaring an emergency. (2<sup>nd</sup> reading, public hearing, adoption)**

Mr. Denning moved, seconded by Mr. Joseph, to approve the second reading by title of Ordinance No. 23-O-840. The clerk read the ordinance by title only.

Mayor Williams opened the public hearing at 6:32 p.m. No one came forward to speak. Mayor Williams closed the public hearing at 6:32 p.m.

Roll call: Mr. Denning, yes; Mr. Joseph, yes; Mrs. Franklin, yes; Ms. Fry, yes; Mrs. Lommatzsch, yes; Mr. Maxfield, yes; and Mayor Williams, yes. **Motion carried.**

## NEW BUSINESS

### A. RESOLUTIONS

- I) **Resolution No. 23-R-2884 – A resolution recognizing the Mad River Lions Club’s “Project Share” as a function that promotes the public health, general welfare, and contentment of the citizens of the City of Riverside.**

Mr. Joseph moved, seconded by Mr. Maxfield, to approve Resolution No. 23-R-2884.

All were in favor. **Motion carried.**

- II) **Resolution No. 23-R-2885 – A resolution authorizing payment of a “Then and Now” certificate in the amount of \$7,000.92 payable to Stryker Sales, LLC, for the Riverside Fire Department’s procare services for electronic cots.**

Mr. Joseph moved, seconded by Mr. Denning, to approve Resolution No. 23-R-2885.

All were in favor. **Motion carried.**

- III) **Resolution No. 23-R-2886 – A resolution approving the continuation of a contract with ClearGov for budget planning and data visualization services.**

Mr. Maxfield moved, seconded by Mr. Joseph, to approve Resolution No. 23-R-2886.

All were in favor. **Motion carried.**

**IV) Resolution No. 23-R-2887 – A resolution by the Riverside City Council revising the assessment of delinquent charges for nuisance abatement to be placed on the Montgomery County Property Tax Duplicate.**

Mr. Denning moved, seconded by Mr. Joseph, to approve Resolution No. 23-R-2887.

All were in favor. **Motion carried.**

**V) Resolution No. 23-R-2888 – A resolution authorizing the city manager to accept a Source Water Protection Grant for design and engineering work for septic system transfer to a sanitary sewer system at 1791 Harshman Road, Riverside, Ohio, in the amount of \$28,320.00.**

Deputy Mayor Lommatzsch moved, seconded by Mrs. Franklin, to approve Resolution No. 23-R-2888.

All were in favor. **Motion carried.**

**VI) Resolution No. 23-R-2889 – A resolution authorizing the Public Service Director to post an emergency vehicle load limit for the Renfield Drive Bridge, MOT-M1643-0020, over streams, SFN 5770785, City of Riverside, Ohio.**

Mr. Denning moved, seconded by Mr. Maxfield, to approve Resolution No. 23-R-2889.

All were in favor. **Motion carried.**

**VII) Resolution No. 23-R-2890 – A resolution by the Council of the City of Riverside, Ohio, requesting the auditor of Montgomery County to certify the total current tax valuation of the City of Riverside and the dollar amount of revenue that would be generated by a 4.95 mill replacement levy to operate the police department as authorized by Section 5705.19(J) of the Ohio Revised Code.**

Mr. Maxfield moved, seconded by Mrs. Franklin, to approve Resolution No. 23-R-2890.

All were in favor. **Motion carried.**

Mr. Joseph moved, seconded by Mrs. Franklin, to adjust the start time of the next scheduled council meeting on November 2, 2023, from 6:00 p.m. to 6:30 p.m. All were in favor. **Motion carried.**

**PUBLIC COMMENT ON NON-AGENDA ITEMS:** No one wished to speak on non-agenda items.

**COUNCILMEMBER COMMENTS:** Mr. Joseph shared with Mrs. Franklin that it has been a pleasure working with her for the past two years. Deputy Mayor Lommatzsch stated that Trick-or-Treat is on October 31, 2023, from 6:00 – 8:00 p.m. Mr. Maxfield asked if the fire truck would be going around passing out candy; Chief Miller stated it would. Deputy Mayor Lommatzsch stated that for the community they will be recognizing Ms. Shirley Reynolds at the November 2, 2023, council meeting. Mayor Williams stated they would invite her family and hope to have members of the community attend. She was a long-time council member and advocate for the city. They want to honor her life and recognize her contributions to the city. Mr. Denning stated this Saturday is the lights on matinee at the Riverside Jaycee's haunted house. The police department and fire department will be there with "touch a truck". The K-9 unit will also be there showing her skills. The kids learn when the officer says the dog is going to come get you, they need to stop what they are doing and listen to what the officer says. Mr. Denning read a letter posted by his granddaughter about his soon-to-be-born great-grandson, who has been found through blood work and genetic testing to have Down Syndrome. He read the letter as October is National Down Syndrome Awareness month and that all babies are a blessing regardless of test results.

**ADJOURNMENT:** Mr. Joseph moved, seconded by Mrs. Franklin, to adjourn. All were in favor. **Motion carried.** The meeting adjourned at 6:46 p.m.

---

Pete Williams, Mayor

---

Clerk of Council

LIQUOR  
LICENSE



City of  
**Riverside**  
Police Department

## MEMORANDUM

**TO:** Katie Lewallen, Clerk of Council  
**FROM:** Frank Robinson, Police Chief   
**DATE:** October 19, 2023  
**SUBJECT:** Liquor Permit- Taco Veloz Dayton dba El Taco Veloz

---

El Taco Veloz has requested a permit to dispense liquor at their location at 4904 Airway Road, Riverside, Ohio. A background check for the address has come back clean, with no contact.

I do not see a reason to request a hearing at this time.

I have attached a copy of the hearing request for your reference.

Thank you.



# City of Riverside

Police Department

October 19, 2023

Chief Robinson:

We have received a request from the Division of Liquor Control to determine whether a hearing should be requested for: Taco Veloz Dayton LLC dba as El Taco Veloz.

A background history on the address of 4904 Airway Road was conducted on October 19, 2023. From 2019 through October 19, 2023, there have been several door alarm checks, 2 calls for service for fighting and one misdemeanor assault.

I do not believe there is any reason to request a hearing on this application.

A handwritten signature in blue ink, appearing to read "Anne Wood".

Anne Wood  
Records Clerk  
City of Riverside Police Department



NOTICE TO LEGISLATIVE  
AUTHORITY

OHIO DIVISION OF LIQUOR CONTROL  
6606 TUSSING ROAD, P.O. BOX 4005  
REYNOLDSBURG, OHIO 43068-9005  
(614)644-2360 FAX(614)644-3166

TO

8777193	NEW	TACO VELOZ DAYTON LLC
PERMIT NUMBER	TYPE	DBA EL TACO VELOZ
ISSUE DATE		4904 AIRWAY RD
10 05 2023		RIVERSIDE OH 45431
FILING DATE		
D5		
PERMIT CLASSES		
57 154 A	D96000	
TAX DISTRICT	RECEIPT NO.	

FROM 10/11/2023

PERMIT NUMBER	TYPE
ISSUE DATE	
FILING DATE	
PERMIT CLASSES	
TAX DISTRICT	RECEIPT NO.



MAILED 10/11/2023

RESPONSES MUST BE POSTMARKED NO LATER THAN. 11/13/2023

**IMPORTANT NOTICE**

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL  
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.  
REFER TO THIS NUMBER IN ALL INQUIRIES **A NEW 8777193**

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT  
THE HEARING BE HELD ☐ IN OUR COUNTY SEAT. ☐ IN COLUMBUS.

WE DO NOT REQUEST A HEARING. ☐

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title)- ☐ Clerk of County Commissioner

(Date)

☐ Clerk of City Council


☐ Township Fiscal Officer

CLERK OF RIVERSIDE CITY COUNCIL  
STE 100  
5200 SPRINGFIELD ST  
RIVERSIDE OH 45424-5017



City of  
**Riverside**  
Police Department

## MEMORANDUM

**TO:** Katie Lewallen, Clerk of Council  
**FROM:** Frank Robinson, Police Chief   
**DATE:** October 19, 2023  
**SUBJECT:** Liquor Permit- Airway Petroleum dba Airway Shell

---

Airway Shell has requested a permit to dispense liquor at their location at 6030 Airway Road, Riverside, Ohio. A background check for the address has come back clean, with no contact.

I do not see a reason to request a hearing at this time.

I have attached a copy of the hearing request for your reference.

Thank you.

NOTICE TO LEGISLATIVE  
AUTHORITY

OHIO DIVISION OF LIQUOR CONTROL  
6806 TUSSING ROAD, P.O. BOX 4005  
REYNOLDSBURG, OHIO 43068-9005  
(614)644-2360 FAX(614)644-3166

TO

00846000005		NEW	AIRWAY PETROLEUM LLC DBA AIRWAY SHELL 6030 AIRWAY RD RIVERSIDE OH 45431
PERMIT NUMBER		TYPE	
ISSUE DATE			
10 10 2023			
FILING DATE			
D5			
PERMIT CLASSES			
57	154	A	D96543
TAX DISTRICT		RECEIPT NO.	

FROM 10/13/2023

PERMIT NUMBER		TYPE
ISSUE DATE		
FILING DATE		
PERMIT CLASSES		
TAX DISTRICT	RECEIPT NO.	



MAILED 10/13/2023

RESPONSES MUST BE POSTMARKED NO LATER THAN. 11/13/2023

**IMPORTANT NOTICE**

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL

WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES

**A NEW 0084600-0005**

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT  
THE HEARING BE HELD ☐ IN OUR COUNTY SEAT. ☐ IN COLUMBUS.

WE DO NOT REQUEST A HEARING. ☐

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title)- ☐ Clerk of County Commissioner

(Date)

☐ Clerk of City Council

☐ Township Fiscal Officer

CLERK OF RIVERSIDE CITY COUNCIL  
STE 100  
5200 SPRINGFIELD ST  
RIVERSIDE OH 45424-5017

# CITY COUNCIL CALENDAR

# 2023 COUNCIL CALENDAR

## October 5, 2023

- Monthly Update: Finance, Administration, Community Development, and CM Report
- Liquor License: Transfer – China Garden Buffet Airway Shopping Center
- Oath: Fire Chief Mark Miller
- Ordinance: Q3 Supplemental (2<sup>nd</sup> Reading) (Kim)
- Ordinance: Boundary Change – Valleycrest (1<sup>st</sup> Reading) (Josh)
- Resolution: Hometown Holiday donation (Katie)
- Resolution: Accepting Amounts and Rates as determined by the Mont. Cty. Budget Commission
- Resolution: Fletcher Assessment Agreement
- Resolution: Transfer – OPWC Needmore (Kim)
- Resolution: Source Water Signs Grant (Nia)
- Resolution: Beatrice/Valley/Harshman
- Resolution: Woodman Phase 4 PMFA Amendment (MCTID) (Josh)

## October 12, 2023 – Work Session

- Downing Group Presentation
- Website Revision - Revize
- Updates to Property Registration and Rental Code (Nia)
- Executive Session: BZA and other appointments

## October 19, 2023

- Monthly Update: Police, Fire, Public Services, and CM Report
- Proclamation: Ron Coleman
- Appointments to boards and commissions
- Ordinance: Boundary Change – Valleycrest (2<sup>nd</sup> Reading) (Josh)
- Resolution: Mad River Lions Club 'Project Share' donation (Katie)
- Resolution: Then and Now – Fire Dept (Kim/Mark)
- Resolution: ClearGov (Josh)
- Resolution: Grass Assessment (Bushnell)
- Resolution: CityWide Grant Acceptance
- Resolution: Renfield Bridge weight load limit (Kathy)
- Resolution: Auditor Tax Valuation for Police/Fire Property Tax Replacement

## November 2, 2023

- Monthly Update: Finance, Administration, Community Development, and CM Report
- Liquor License (New) – Taco Veloz and Airway Shell
- Resolution: Council Public Records Designee (Katie)
- Resolution: Website contract (Katie)
- Resolution: Advance Payment of Taxes (Finance)

# 2023 COUNCIL CALENDAR

## November 9, 2023 – Work Session

- Personnel Manual Updates (Josh)
- FY2024 Budget Work Session

## November 16, 2023

- Monthly Update: Police, Fire, Public Services, and CM Report
- Swearing-In: Officer Waler
- Ordinance: Permanent Appropriations – Budget (1<sup>st</sup> reading)
- Resolution: Personnel Manual Update (Josh)
- Resolution: WP Leasing Contract Renewal (Josh)

## December 7, 2023

- Monthly Update: Finance, Administration, Community Development, and CM Report
- Ordinance: Property Registration and Rental Code – 1<sup>st</sup> Reading (Nia)
- Ordinance: Supplemental Appropriations (1<sup>st</sup> reading)
- Ordinance: Annual Codification (Katie)(1<sup>st</sup> reading)
- Ordinance: Wright Point Note Renewal (1<sup>st</sup> reading)
- Ordinance: Permanent Appropriations – Budget (2<sup>nd</sup> reading)

## December 14, 2023 – Work Session

- Business Licensing/Registration Discussion (Nia)

## December 21, 2023

- Swearing in of Mayor and two council members
- Monthly Update: Police, Fire, Public Services, and CM Report
- Ordinance: Annual Codification (Katie)(2<sup>nd</sup> reading)
- Ordinance: Supplemental Appropriations (2<sup>nd</sup> reading)
- Ordinance: Wright Point Note Renewal (2<sup>nd</sup> reading)
- Ordinance: Property Registration and Rental Code – 2<sup>nd</sup> Reading (Nia)

### Going into 2024:

- Remembrance of Corporal Dixon & PFC Ullmer
- Resolution for 2024 Charter Commission Appointments

# LEGISLATION



**MEETING DATE: November 2, 2023**

**AGENDA ITEM: New Business**

**TO:** Riverside City Council

**FROM:** Katie Lewallen, Clerk of Council

**SUBJECT:** Resolution No. 23-R-2891 – A resolution appointing the clerk of council as the Riverside City Council’s designee for the purposes of complying with Ohio’s Public Records Act Training Requirements.

---

**EXPLANATION**

This legislation appoints the clerk as the designee for the council to complete the required three hours of Public Records Law training (as per ORC Section 109.43b) for public officials elected to a local office for each term of office.

**RECOMMENDATION**

It is respectfully recommended that the Mayor and City Council approve the attached legislation.

**FISCAL IMPACT**

N/A

**SOURCE OF FUNDS**

N/A

**EXHIBITS**

N/A



23-R-2891

**A RESOLUTION APPOINTING THE CLERK OF COUNCIL AS THE RIVERSIDE CITY COUNCIL'S DESIGNEE FOR THE PURPOSES OF COMPLYING WITH OHIO'S PUBLIC RECORDS ACT TRAINING REQUIREMENTS.**

WHEREAS, the Ohio Revised Code § 109.43(B) mandates all public officials elected to a local office receive three hours of Public Records Law training for each term of office; and

WHEREAS, should the elected official so choose the Ohio Revised Code allows a designee to be appointed to receive the public records training on the elected official's behalf; and

WHEREAS, the designee must be an employee in the public office, and evidence of the designation provided.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF RIVERSIDE, STATE OF OHIO:

Section 1: That the Riverside City Council does hereby appoint the Clerk of Council to serve as designee for current elected officials of the City of Riverside for the purposes of completing Ohio Public Records Act training, as required by Ohio Revised Code § 109.43(B).

Section 2: That this Resolution shall take effect and be in force from and after the date of its passage.

PASSED THIS DAY OF \_\_\_\_\_.

APPROVED:

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CLERK

23-R-2891

CERTIFICATE OF THE CLERK

I, \_\_\_\_\_, Clerk of the City of Riverside, Ohio, do hereby certify that the foregoing Resolution is a true and correct copy of Resolution No. 23-R-2891 passed by the Riverside City Council on \_\_\_\_\_.

IN TESTIMONY WHEREOF, witness my hand and official seal this day  
\_\_\_\_\_.

\_\_\_\_\_  
CLERK



**MEETING DATE: November 2, 2023**

**AGENDA ITEM: New Business**

**TO:** Riverside City Council

**FROM:** Katie Lewallen, Clerk of Council

**SUBJECT:** Resolution No. 23-R-2892 – A resolution authorizing the city manager to enter into a five-year agreement with Revize Software Systems (Revize LLC) for custom-designed web services and website maintenance.

---

**EXPLANATION**

This legislation authorizes the city manager to enter into an agreement with Revize LLC for the purpose of website redesign and maintenance over a five-year period.

**RECOMMENDATION**

It is respectfully recommended that the Mayor and City Council approve the attached legislation.

**FISCAL IMPACT**

\$28,570.00 over the course of five years.

**SOURCE OF FUNDS**

1100-210-200-541030

**EXHIBITS**

N/A

23-R-2892

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A FIVE-YEAR AGREEMENT WITH REVIZE SOFTWARE SYSTEMS (REVIZE LLC) FOR CUSTOM DESIGN WEB SERVICES AND WEBSITE MAINTENANCE.**

WHEREAS, the City has reviewed the need to update its website and online presence and has vetted government website experts; and

WHEREAS, the City has determined that Revize LLC has the lowest and best cost to custom build a new city website with user-friendly applications and content; and

WHEREAS, the agreement with Revize LLC is a five-year contract with a cost of \$28,570.00 to be spread out over the terms of the contract; and

WHEREAS, the City Manager recommends that the City enter into such an agreement with Revize LLC .

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF RIVERSIDE, STATE OF OHIO:

Section 1: That the City Manager is authorized to enter into an agreement with Revize LLC for the purpose of custom website design services and website maintenance for a five-year term, in an amount not to exceed \$28,570.00 over the term of the contract.

Section 2: That the Clerk be and is hereby authorized and directed to forward a certified copy of the Resolution to the City Manager, and the Finance Director.

Section 3: This Resolution shall take effect and be in force from and after the date of its passage.

PASSED THIS DAY OF \_\_\_\_\_.

APPROVED:

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CLERK

23-R-2892

CERTIFICATE OF THE CLERK

I, \_\_\_\_\_, Clerk of the City of Riverside, Ohio, do hereby certify that the foregoing Resolution is a true and correct copy of Resolution No. 23-R-2892 passed by the Riverside City Council on \_\_\_\_\_.

IN TESTIMONY WHEREOF, witness my hand and official seal this day  
\_\_\_\_\_.

\_\_\_\_\_  
CLERK



**MEETING DATE: November 2, 2023**

**AGENDA ITEM: New Business**

**TO:** Riverside City Council

**FROM:** Josh Rauch, City Manager

**SUBJECT:** 23-R-2893 - A resolution authorizing the finance director of the City of Riverside to seek advance payment of collected taxes for the tax year 2023.

---

**EXPLANATION**

The attached resolution allows the City to seek advance payment of taxes collected by Montgomery County as needed through the calendar year 2024. If needed, the Finance Director will request advance payment of taxes which will allow the City to receive and record revenues earlier in the year.

**RECOMMENDATION**

It is respectfully recommended that the Mayor and City Council approve the attached legislation.

**FISCAL IMPACT**

None

**SOURCE OF FUNDS**

None

**EXHIBITS**

None

**A RESOLUTION AUTHORIZING THE FINANCE DIRECTOR OF THE CITY OF RIVERSIDE TO SEEK ADVANCE PAYMENT OF COLLECTED TAXES FOR THE TAX YEAR 2023.**

WHEREAS, Section 321.34 of the Revised Code provides that municipal corporations may request the County Auditor to make advance payments of collected taxes; and,

WHEREAS, it is the legislative determination of this Council that because of limited carryover balances, such advance payments would be in the best interest of the Municipality.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF RIVERSIDE, STATE OF OHIO:

Section 1: That the Finance Director of the City of Riverside, Ohio be and is hereby authorized, in accordance with Section 321.34 of the Revised Code to request the Montgomery County Auditor to make advance payment of collected taxes as are necessary and advisable throughout the calendar year 2024.

Section 2: That the City Manager and/or Finance Director be and they are jointly and severally authorized to sign any and all documents on behalf of the City of Riverside necessary to secure said advance funds.

Section 3: That the Finance Director be and is hereby authorized and directed to forward a certified copy of this Resolution to the Auditor of Montgomery County, Ohio.

Section 4: That this Resolution shall take effect and be in full force from and after the earliest date allowed by law.

PASSED THIS DAY OF \_\_\_\_\_.

APPROVED:

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CLERK

23-R-2893

CERTIFICATE OF THE CLERK

I, \_\_\_\_\_, Clerk of the City of Riverside, Ohio, do hereby certify that the foregoing Resolution is a true and correct copy of Resolution No. 23-R-2893 passed by the Riverside City Council on \_\_\_\_\_.

IN TESTIMONY WHEREOF, witness my hand and official seal this day  
\_\_\_\_\_.

\_\_\_\_\_  
CLERK



CITY MANAGER

PREVIOUS

UPDATES

# MEMORANDUM

**TO:** Honorable Mayor and Councilmembers

**FROM:** Josh Rauch, City Manager

**DATE:** October 13, 2023

**SUBJECT:** Weekend Update

**CC:** City Clerk, Law Director, City Staff

## City Manager's Office/Administration

- This week I attended a work session for the Wright-Patterson Regional Council of Governments (CoG). The CoG's ongoing land use planning efforts will play an important role in our own efforts to modernize and update our zoning code. Preliminary results are expected in early 2024.
- Provided the Citizens Budget Committee with an update on Tuesday. The Committee's next meeting is scheduled for Tuesday, November 14<sup>th</sup>.
- I spent considerable time this week on budgeting with Kim and Finance.
- I had a good meeting with staff from the Montgomery County TID and Dayton Development Coalition to discuss submitting projects to the region's PDAC list. We intend to focus our request on continued improvements in the Springfield/Harshman corridor.

## Communications/Public Relations

- Created posts regarding park activity, maintenance worker position, and ODOT 35 ramp closure; directed concerns and questions to appropriate resources for accurate information and recording.
- Earned a CMC Education Credit for IIMC (International Institute for Municipal Clerks) online professional development program for successful completion of Personal Branding – Developing a Professional Image, 10/11/2023.
- Earned a CMC Education Credit for IIMC (International Institute for Municipal Clerks) online professional development program for successful completion of EQ to the Rescue, 10/12/2023.
- Packet creation week; prepared three pieces of legislation for legal review; typed last meeting minutes.

## Community Development Department

### Code Enforcement:

- There were 12 new cases this week; 25 cases were closed. Currently 512 code violations cases are open or pending.

### Economic Development:

- Staff completed the pre-demolition walk through with the project manager on Wednesday, October 11<sup>th</sup> for 4032 Linden Ave.

- The CRA Housing Council Work Session took place on Monday, October 19<sup>th</sup>. The Council make a recommendation on four (2) candidates and for resident-at-large members. Staff has already reached out to the first two (2) candidates.

#### Planning & Zoning:

- The County Auditor's Map has been updated to include the Source Water Protection Area (SWPA). This will allow residents, businesses, and proposal developers to determine whether their property is within the SWPA.
- The Board of Zoning Appeals will meet on Tuesday, October 24<sup>th</sup> at 6:30p.m. The staff report can be found [here](#).
- There will be no Planning Commission meeting this month.

## Finance Department

- Staff are developing baseline operational budgets for FY24. Preliminary fund data has been loaded into ClearGov.
- Analysis continues as we prepare to make changes to some funds based on audit recommendations. Once staff have developed a path forward, we will update ClearGov and begin working with departments to refine baseline budgets.

## Fire Department

#### Administration:

- The command staff met on the 11<sup>th</sup> to finalize the RFD's budget for our upcoming 2024 budget talks.
- Staff is working on updating the RFD's asset list.
- Chief Miller continues to interview staff to better build personal relationships and understand the RFD from different perspectives.
- Medic 6 was taken to Interstate Ford for chronic battery issues. Both batteries were replaced under warranty. BC Wenzler coordinated the repairs.
- BC Hart is working on report queries in Image Trend so we can better capture the data surrounding the RFD.
- BC Taylor is working on both our AFG and BWC grants.

#### Incidents and Staffing:

- The RFD responded to 104 EMS incidents and 26 fire incidents.
  - Average of 18.57 incident responses per day.
- The RFD averaged 8.64 personnel working daily.
- Engine 6 responded with Dayton companies to EB 35 for a semi fire on the 6<sup>th</sup>. Crews operated for just over an hour.
- Engine 5, Battalion 5, Chief Miller, and a Fairborn medic responded to a motorcycle crash at Woodman and Linden Ave on the 6<sup>th</sup>. One subject sustained a significant extremity injury and was transported to a trauma center.

- Engine 5, Medic 6, Medic 5, Battalion 5, and Chief Miller responded to Woodman near Pettibone Coffee for a serious four vehicle crash on the 10th. One subject sustained life-threatening injuries and was transported by Medic 6 with four RFD paramedics to the trauma center.

#### Community Outreach:

- Medic 6 attended the Carroll HS football game on the 6<sup>th</sup>.
- Medic 5 attended the Stebbins HS football game on the 7<sup>th</sup> and 12<sup>th</sup>.

#### Prevention:

- Inspector Turner, BC Taylor, and Chief Miller met to discuss the future of building inspections and pre-incident planning for high-hazard structures for Riverside on the 10<sup>th</sup>.
- Lt. Ledford is working on compiling a list of missing fire hydrants in the city. This will lead to a meeting with Montgomery County Water and Public Works in the near future.

#### Training:

- Crews continued training on auto extrication, stabilization, and patient care this week. Lieutenant Gwin put this high-quality training together which will continue into next week.

## Police Department

- Continuing to recruit for open positions. Wrapped up background check on an officer candidate. A conditional offer will be made on Monday, 10/16/2023.
- Jamar Hayes guilty after trial of the May 2022 shooting homicide on SR 35 and Woodman
- Suspect and suspect vehicle identified in the four-car injury HR crash on Woodman at Pettibone coffee. (vehicle seized)
- Sergeants contract negotiations.
- Stafford returned to the patrol division after military deployment.
- Det. Steve Ritchie started Monday in the detective section.
- Firearms training including handgun and patrol rifle.

#### **September Monthly Stats:**

- Officers generated 313 reports.
- Made 103 traffic stops, issued 109 citations, and gave 50 traffic warnings.
- Self-Initiated 101 calls.
- Arrest 33 misdemeanor and 11 Felony arrest.
- 55 crashes.
- 15 Injury crashes

#### **Front Desk/Records:**

- Answer/Make Calls 554
- Walk Ins/ Window 188
- Background Checks 118

- Records Request 142

### **Detective Section Stats**

- There was a total of 42 felony cases investigated.

### **Property Room**

- 12 pieces of drugs/Narcotics were destroyed.
- 4.4 pounds of prescription drugs was collected from the drop box.
- 4 guns logged into property.
- The total number of items logged in was 102 pieces.

### **Forensic**

- Digital forensics on 3 cell phones and 1 data device.
- Assisted Mad River School and Officer Toscani with laptop setup to connect to PD for reporting purposes.
- Data conversion files obtained from CMI products for conversion to Motorola Premier 1 system.

### **School Resource Officer**

#### **MONTHLY HIGHLIGHTS - SEPTEMBER 2023**

- Attended Open Houses for each school.
- Completed Bus Safety Video. – Social Media
- Put out First Day of School Picture Precautions. – Social Media
- First Day of School Ride Prize in SRO Truck.
- Ofc. Nick's Breakfast Club with BG Students.
- Worked (4) Stebbins' Football Games.
- Worked Air Force Marathon.
- Attended Mad River Middle "Mash Up" event.
- Spoke with Football team at Team Dinner.
- Assisted with Homecoming Parade and Bonfire.
- Attended Homecoming Dance.

#### **SCHOOL CHECKS / CAMPUS VISITS**

***Brantwood - 8***

***Beverly Gardens - 9***

***Saville - 8***

***Stevenson - 7***

***Spinning Hills - 5***

***Mad River Middle - 9***

***Stebbins - \*Every School Day***

## Public Service Department

### Engineering/Administration:

- Worked with CMT to answer questions on site development projects
- Received our grant for the design of construction drawings from Source Water Protection to replace septic system with sanitary sewer.
- Was asked to serve on MVRPC's SS4A project committee
- Ordered new signs for the newly lowered weight limits on the Renfield bridge. Looking into grants for its repair/replacement.

### Projects:

- Attended the post construction walkthrough with ODOT on the Springfield St West project; Brumbaugh Construction was given until November 30 to complete final punch list items
- Reviewed, inspected and approved multiple permits
- 35/Woodman project continues; Eagle Bridge Co has closed the WB 35 entrance ramp and moved both directions of Woodman traffic flow to the East side lanes of Woodman
- Airway Rd bridge replacement is still ongoing

### Crews:

- Made reconstructive repairs to multiple catch basins this week
- Applied over 2 tons of asphalt as part of catch basin repairs and pothole patching
- Continued reach arm mowing moving from North to South
- Ran the street sweeper in Penn Plat and residential streets South of Linden; This completes a second pass on all City streets in 2023
- Worked with Police to provide traffic control devices and personnel for serious accident on Woodman Dr between Bayside and Airway
- Removed a dead tree from Memorial Park
- Lowered/raised flags per Gov DeWine order
- Made multiple sign repairs
- Picked up multiple dead animals
- Cleaned the parks at the beginning and end of the week

# MEMORANDUM

**TO:** Honorable Mayor and Councilmembers

**FROM:** Josh Rauch, City Manager

**DATE:** October 20, 2023

**SUBJECT:** Weekend Update

**CC:** City Clerk, Law Director, City Staff

## City Manager's Office/Administration

- I briefly attended STEM night (in "Dad Mode" with my kids in tow). Thanks to all our staff who represented the City at this event!
- The Mayor and I met with Woodard Development to discuss the City's new land use plan, our SS4A Grant process, and opportunities for investment in Riverside.
- Developed and posted an RFP for property management services for Wright Point. Thanks to our intern, Taryn, for kicking this effort off, and to Kim, Chief Miller, and Katie for their assistance.
- I met with representatives from SOPEC to discuss natural gas aggregation and other ways SOPEC can work with us to move the community forward. I'm hopeful we'll have movement on the natural gas front by the end of the year. We're exploring ways to partner on economic development and grant writing opportunities.

## Communications/Public Relations

- Created posts regarding signal change and intersection blocking at Woodman/35, Ron Coleman proclamation; scheduled Trick-or-Treat post.
- Posted Fire Department RFP for Diesel Exhaust Systems at both fire stations on the city website, and RFP for Property Maintenance of Wright Point Buildings.
- Typed council work session minutes from October 12, 2023.
- Of note, WHIO FM radio did pick up our FB post on signal change and safe driving at the Woodman/35 interchange and aired it as a short blurb on 10/20/2023.

## Community Development Department

### Code Enforcement:

- New Cases This Week – 24
- Open or Pending – 519
- Closed This Week – 18

Met with project manager for the upcoming 4032 Linden demolition for a pre-bid walkthrough with potential contractors. Of the 5 expected contractors only Bladecutters was represented. The walkthrough was not mandatory, so all 5 contractors may still submit a bid. PD was requested by the project manager prior to my arrival due to scrappers being present.

Towed an inoperable vehicle on Golden Meadows on Thursday. There were no issues on scene, however later in the afternoon someone associated with the vehicle snuck into the Sandy's Impound Yard on Seminary Avenue and caused a disturbance. Sandy's and DPD are dealing with this issue. The vehicle had been properly tagged for parking on grass (within the public right of way) and having expired plates.

Attended a free 2-hour training 10-19-23 at Caesar Creek State Park hosted by the Ohio Attorney General's Office on illegal dumping. The training was attended by multiple zoning / code enforcement departments, multiple county health departments, and multiple law enforcement agencies.

## Finance Department

- Michelle did an amazing job processing payroll independently this week
- Met with Bradley Payne Advisors and set a preliminary schedule for 2024 Wright Point building funding
- Met with Shelisa at Enterprise Fleet Services for website support for increased self-sufficiency
- Managed chart of accounts for migration of capital expenditures to originating funds
- Updated ClearGov with year to date expense and revenue details
- Brought the city current on Tax Abatement requests

## Fire Department

### Administration:

- Chief Miller and Administrative Assistant Lisa Brodnick attended the State of Ohio's new Fire Records Management software webinar. This aided the RFD in setting up our organization on the new mandatory site. This will be used for future state reporting for fire and EMS incidents.
- Staff attended the ARPA grant webinar to go over reporting requirements for the Firefighter Retention grant which we had received.
- Fall hydrant inspections have been sent out to the companies. These inspections ensure the hydrants are dry and in working order throughout the city. Lt. Ledford is leading this project.

### Incidents and Staffing:

- The RFD responded to 69 EMS incidents and 24 fire incidents this week.
  - The RFD averaged 13.28 incident responses per day.
- The RFD averaged 8 personnel working per day.
- We have received two part-time resignations this week with a third being a tentative offer at this point.
- On Friday October 14, Engine 5, Medic 6, and Battalion 5 responded to a resident who had fallen over 12 feet out of a tree. Three RFD paramedics transported the patient to the trauma center with serious injuries.
- On Sunday October 15, Engine 5, Engine 6, Battalion 5, Chief Miller, and Mutual-aid crews responded to a reported structure fire in the 100 block of Nimitz. Crews extinguished a small fire in the bathroom and transported one occupant for smoke inhalation.

### Community Outreach:



- Crews attended the STEM night at Stebbins High School on October 17<sup>th</sup>. This was a well-attended event that allowed the RFD to highlight some of the technology we use daily.
- Crews attended the October 12<sup>th</sup> football game at Stebbins High School as the medic stand-by crew.
- Crews attended the fall community event at Landmark Church on October 14<sup>th</sup>.

#### Training:

- Crews continued with vehicle stabilization training this week. Beginning Monday, crews will begin to work on extrication techniques.

### Police Department

- We gave a conditional offer of employment to Brent Waler, and he met all the requirements. He has a start date of November 3rd. You may recognize the name. He worked for us and went to Huber Heights. Apparently, he missed us and he came back home.
- We are currently in contract negotiations with both Police Officers and Sergeants.
- Matt Jackson and Tina did a track for Dayton Tuesday night the 17th, stolen vehicle crashed out, 3 juveniles ran from the scene and broke into a house, Tina tracked them down. Took them into custody and located 1 gun on them, the gun was stolen from Springboro.
- Montgomery County combined agencies OVI TASK. 17 agencies. The new funding started yesterday October 18th. The grant we received is for \$8,000.
- Flock cameras played a big role in the homicide at the poker hall on Spinning and the 4-car injury accident on Woodman at Pettibone Coffee store.
- Jamar Hayes guilty on all counts including murder (35 and Woodman May 2022 shooting). The sentence hearing is set for November 3rd.
- Carroll High School Job Shadowing (four students)
- Meet and Greet with Teranga Students at Mad River School
- Ofc Jackson w/ Tina doing a Demo at Jaycees Haunted House on Saturday
- Ofc Toscani representing Riverside PD at Germaine Ford Tech Grand Opening

### Public Service Department

#### Engineering/Administration:

- We received 23 applications for Maintenance Worker for our 3 open positions. After review, we plan to interview 11 starting next week.
- ODOT recently changed their construction notification system so that we were not being notified about changes to the Woodman/US 35 interchange. I notified ODOT's project engineer and she will be sending me the notices. No one outside of ODOT is receiving the notices.
- Filed Notice of Termination (NOT) form with EPA on West Springfield Street project confirming permanent soil vegetation has been reached.
- Received notification of award for the Montgomery County solid waste grant we submitted for a toddler playset at Rohrer. This will pay for 70% (\$30k) of the equipment. Still awaiting to hear from CDBG for the remaining \$10k.

#### Projects

- Springfield Street reconstruction punch list is being completed this week.
- Woodman & 35 interchange construction continues.
- Airway bridge construction continues.
- Working with AT&T to repair the pavement cuts along Spinning and Bayside, from fiber optic cable installation.
- Reviewed, approved and inspected multiple right of way permits.

#### Crews

- Crews ran the reach arm mower on Valley street.
- Repaired multiple street signs in the right of way.
- Removed 4 dead trees from Memorial & Community Parks.
- Picked up dead animals in the roadway.
- Crews put down 4 tons of asphalt patch on roadways.
- Helped the fire department set up for training at Center of Flight.
- Crews swept the Harshman wall and major intersections at night this week.

# MEMORANDUM

**TO:** Honorable Mayor and Councilmembers  
**FROM:** Josh Rauch, City Manager  
**DATE:** October 20, 2023  
**SUBJECT:** Weekend Update  
**CC:** City Clerk, Law Director, City Staff

## City Manager's Office/Administration

- Kim and I had a productive meeting with Riverside Seniors this week to discuss their current status and relationship with the City. They are in the process of renewing their 501c status.
- Much of this week was devoted to ongoing budget book development and analysis.
- Next week's regular City Council meeting will begin at **6:30 PM** so that folks have time to attend a ribbon cutting ceremony at Brightview.

## Communications/Public Relations

- Attend the URS Embracing Abilities for National Disability Employment Awareness Month to re-establish contacts as a community partner as I have worked with them in a previous position for office aid/volunteer work.
- Typed council minutes from October 19, 2023.
- Created Facebook posts for Pics-in-the-park, and National Pumpkin Day.
- Revied and completed the ClearGov online training for digital budget book for contributors and submitted requested information.
- Finalized forms for 'Meeting in an Envelope' and submitted to Nia Holt for review on Comprehensive Plan outreach.

## Community Development Department

### Code Enforcement:

- There were 12 new cases this week; 7 cases were closed. Currently 524 code violations cases are open or pending.
  - 7 of the new cases are from OUPS Locate Requests that did not have permits; 3 of which have now obtained permits.
- An additional \$13k in fines has been sent to 4505 Byesville as staff works on other enforcement measures.
- Final Public Nuisance Determinations
  - 2334 Valley Pike
  - 860 Spinning Road
  - 2404 Harshman Road

#### Economic Development:

- The resident-at-large members for the CRA Housing Council have been finalized. Letters of appointment were sent out this week.

#### Planning & Zoning:

- Nia attended a FEMA Flood Insurance Training this week.
- Rezoning at 1009 Fairfax has passed the 30-day period and become final.
- The Board of Zoning Appeals voted to approve the sign variance at 1320 Woodman Dr.

### Finance Department

- Kim and Michelle attended the Software Solutions Fall User Conference to learn more about what our financial software can offer and catch up on best practices. We're looking forward to implementing the guidance they bring back!

### Fire Department

#### Administration:

- The RFD has made its initial budget proposal to the finance department for review. The 2024 budget was prioritized by daily staffing, fixing the RFD's hierarchy, training and then equipment. We are extremely proud of the effort the staff of the RFD put into this proposal.
- We have sent out our RFP for ventilation systems in both stations. We have been receiving calls from vendors over the past week who are interested in bidding on the project.
- We have purchased a collapsible workout station for the bay at Station 5. This rack folds up into the wall when not in use to save floor space. Staff will be picking the unit up in Columbus and installing it next week.

#### Incidents and Staffing:

- The RFD responded to 74 EMS incidents and 24 fire incidents.
  - Crews averaged 14 incidents per day.
- The RFD averaged 7.64 personnel working per day.
- We have begun a part-time hiring process to fill recent vacancies. We have nine applicants of varying qualifications for four immediate openings.
- On Tuesday October 24, units responded with RPD units for a vehicle that had an explosive device detonated in its engine compartment. RPD and RFD units called for the Ohio State Fire Marshalls office to respond and complete the investigation.

#### Community Outreach:

- Crews attended the Jaycees Haunted House Matinee on Saturday the 21<sup>st</sup>.
- Crews attended the Stebbins HS Football game as a medic standby crew on the 21<sup>st</sup>.
- Crews attended the Autism Society Trunk or Treat at the Miami Valley Regional Center.
- Crews attended the Fall Festival at the First Church of the Open Bible.

#### Training:

- Crews completed our vehicle extrication series this week. This was three weeks of stabilization, lifting, and extrication techniques. Sandys Towing will be removing the vehicles over the next week from the Springfield Street training site.
- FF Robinson has completed the two-week Fire Officer I course. This is the first class in a four-class series to introduce line firefighters to the roles and responsibilities of the company officer.

## Police Department

- Brent Waler is set to start work as Police Officer on November 4th.
- We are continuing to work towards filling 2 open Police Officer positions.
- We are continuing contract negotiations with both Police Officers and Sergeants.
- Major Jackson and I attended the Montgomery County Chiefs Associations meeting this week. There was a discussion of a stance regarding the legalization of Marijuana.
- Ofc M Jackson did a K-9 Demo at Eastmont School with the help of Ofc Wargo
- Ofc J Schmidt completed Targeting Investment Fraud through National White-Collar cybercrime NW3c
- Sgt Vance's shift was able to assist Dayton and Huber Heights on a fresh stolen Kia off the car lot.
- Sgt Safriet, Ofc Jackson, Ofc Brookshire assisted with the Officer involved shooting in Clayton.
- Reporting of our 2023 CPT training to the state for imbursement.

## Public Service Department

#### Engineering/Administration:

- Verification of new Renfield Bridge Load Posting was forwarded to ODOT
- Attended MVRPC Biannual update meeting
- Held meeting with CMT and Kroger on safety issues at gas station drive at Kroger onto Burkhardt
- Followed up with Miami Valley Lighting on Beatrice Lighting. They in turn will follow up with AEP.
- Attended Parks and Recs Commission Meeting
- Reached out to surrounding municipalities for additional snow plow assistance
- Put together RFP for Emergency Snow Plow contract
- We have 11 interviews scheduled for maintenance worker next week
- Post job opening for a second Foreman

#### Projects:

- Woodman & 35 project: Staff is working with Eagle Bridge and Miller Cable to help solve traffic issues regarding traffic signals
- Springfield Street Street West construction: two items are left on the punch list and is scheduled for next week
- Airway bridge construction is on going
- Multiple right of way permits have been reviewed, approved and inspected
- Staff is working with Dodd's Memorial to correct misplaced headstones at Harshman Cemetery

Crews:

- Crews hauled salt from Dayton to salt bin for two days
- Started prepping trucks for winter operations
- Mowed Springfield Street
- Circulated Magic salt and brine tanks
- Trimmed and mowed Route 4 with zero turn mowers
- Picked up bulk trash
- Dump Trucks were ODOT inspected at North Dayton Trucking and received repairs
- Port-a-lets were unbolted for Rumpke pickup from parks
- Lowered flags to half staff