

RECORD OF PROCEEDINGS

Minutes of WEST CARROLLTON CITY COUNCIL REGULAR Meeting

Held April 28,

2020

PRESENT: Mayor Jeff Sanner, Councilmembers Rick Barnhart, Angie Fryman, Leanne Nash, Harold Robinson, Jill Tomlin, and Amanda Zennie. City Staff – City Manager Brad Townsend, Law Director Lori Denlinger, Public Relations Director Heidi Van Antwerp, and Assistant Clerk of Council Carie Cottongim

The meeting was called to order by Mayor Sanner at 6:30 p.m.

The Mayor opened with a brief comment specifically for the viewing audience. The meeting this evening is going to be a remote teleconference meeting again.

MINUTES

Mrs. Fryman moved, seconded by Mrs. Tomlin to approve the regular meeting minutes of April 14, 2020. A vote was taken: Mrs. Tomlin-yes, Mrs. Zennie-yes, Mr. Barnhart-yes, Mrs. Fryman-yes, Ms. Nash-yes, Mr. Robinson-yes, and Mayor Sanner-yes

PUBLIC HEARINGS

None

COMMUNICATIONS AND PRESENTATIONS

PROPOSED REVISED 2020 CAPITAL IMPROVEMENT PROGRAM

Mr. Townsend informed that a quarter percent of our income tax is set aside by a vote of the public to spend on capital improvements, land acquisitions, and economic development. Because, as we all know, we are about to take a fairly significant financial hit due to the pandemic it means we are probably not going to have enough money to complete our entire program this year. I've asked the staff to look at what projects we could delay and take a little bit of pressure off the CIP in the event that we have sustained loss of revenue. Staff has come up with a proposal for council to consider this evening. We want to start with the fact there are three projects that are currently underway that will be completed this year. One project is the West Central Avenue reconstruction project which began last year and is substantially complete, with the exception of waiting for new traffic signals and mast arms for both intersections of Miami Avenue/West Central Avenue and Elm Street/West Central Avenue and new LED street lights that will go on the southside of that project. Once those are in, that project will be completed hopefully by mid-summer. The delay has been with the mast arm contractor. The company that was the low bid on our project was sold to another company and supply has been a problem with them and we are being told the mast arms should be in by June. The LED street lights should be installed next month but I do not have a confirmation on that as of yet. The other big project that is undergoing, that most people are aware of, is the North Elm Street bridge reconstruction at Gibbons Road.

RECORD OF PROCEEDINGS

Minutes of WEST CARROLLTON CITY COUNCIL REGULAR Meeting

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2020

This project is on schedule and actually the lack of traffic is helping with the detour route. It's kind of a pain for us that are used to taking that route to go around but it's aiding in the work of that project. At some point they will need to close the intersection at Gibbons Road and North Elm Street which will lengthen the detour but that will be reposted in the early part of May. The last project is the remodeling of the council chambers which started early in January and will be finished the first week of May.

With the remainder of the CIP schedule we have some recommended adjustments for the coming year. In your packets you have an excel spreadsheet that outlines a series of proposed projects to be delayed until next year. The timing of these recommendations is significant because on your agenda this evening we will also be considering a resolution of necessity which is the first step in the curb, gutter, and sidewalk program. The street resurfacing program and the sidewalk program go hand in hand and we are going to recommend that due to certain circumstances and financial circumstances we extend the ability for residents to complete that project until October and would necessitate moving the paving program until next year.

The first project we are recommending delaying until next year is the planned repaving of the walking path at Wilson Park. Parks Director Christian Mattingly had applied for a \$50,000 grant for that project last year and we were not successful and our match on that was \$20,000 so by default that project would be put off until next year which would save the city \$20,000 by not doing it this year. By delaying the street resurfacing program by a year in conjunction with the curb, gutter, and sidewalk program this will be the big cost savings measure that we are proposing. The program was budgeted at \$392,000 for street resurfacing and the curb, gutter, and sidewalk program was \$153,000. Those are the two big ticket items we are recommending delaying until 2021. Finally, the North Elm Street streetscape project which we began earlier this year is being funded by a grant from Community Development Block Grant (CDBG) about \$60,000 our proposal would be to divide that project into two years. Spend the block grant money this year on new LED street lights and new underground electric or low voltage electric that would allow us to hold street fairs in the future and also replant the street trees that were removed by the street department earlier this year. Next year we are planning to upgrade the watermain in that section of downtown area which will be funded from the water fund and then Vectren is relocating a major gas line that we discovered in the middle of the street as we began this project and will be finished next year. By delaying the remainder of that project until next year that saved about \$112,000. So all told those recommendations would be a projected \$682,000 in the CIP next year and our projections are if we have a 20% reduction in income tax and we have already been notified by ODOT that gas tax could be off by as much as 45% those cuts should carry us through and we should be fine in the CIP. As additional insurance we are also going to delay the purchase of two new police cruisers, two pickups in the parks department, and one vehicle in code enforcement. Not all those will turn into savings for the CIP as you know we issued a note last year to do some major vehicle purchases including some

RECORD OF PROCEEDINGS

Minutes of WEST CARROLLTON CITY COUNCIL REGULAR Meeting

Held April 28,

2020

new fire equipment. These vehicles were proposed to be added to that note we just won't add to that note and probably will turn around and do that next year. I have also provided you with a revised CIP for FY 2020-2021 and you can see how those projects balance and we are going to keep a very close eye on revenue and cash flow in this year and we can make some further cuts if necessary moving forward if our predicted deficits are larger than we predicted.

COMMENTS BY THE AUDIENCE

None

UNFINISHED BUSINESS

None

NEW BUSINESS

PROCLAMATION – MOTORCYCLE AWARENESS MONTH

Mayor Sanner read the proclamation in its entirety.

PROCLAMATION – PUBLIC SERVICE RECOGNITION WEEK

Mayor Sanner read the proclamation in its entirety.

RESOLUTION 12-2020

A Resolution Declaring the Necessity that Certain Sidewalks, Drive Approaches, Curbs, and Gutters Shall be Constructed.

Mr. Townsend informed this is the first step in completing the sidewalk program. Notices will be going out to residents later in the week notifying them of the work that needs to be completed but we will give them until October 30, 2020 to get have that work completed which means their contractor would need to pull a permit by September 30th. This is in recognition that everyone is going through some difficult financial times right now and the fact that we just intentionally delayed completing the program until next year along with paving should give everyone hopefully a little bit of relief and it's mutually beneficially for both the city and to our residents. We did have some feed back on this executing these programs as I'm sure you would understand but hopefully this will sooth any worries that residents were having that they were going to have to come up with some money that right now couldn't afford. Obviously by the end of October things should look a lot better and at that point if residents still want to have the city complete the work, they can have it assessed to their property taxes which most residents opt to do.

RECORD OF PROCEEDINGS

Minutes of WEST CARROLLTON CITY COUNCIL REGULAR Meeting

Held April 28, 2020

Mayor Sanner informed he has had several residents contact him with concern about the sidewalk program being done and how much asphalt needs to be placed since the city will be repaving next year.

Mr. Townsend informed when residents have questions they should contact Service Director Rich Norton and he can arrange a one on one meeting with the property owner to answer any questions they may have.

Mrs. Fryman moved, seconded by Ms. Nash to approve Resolution 12-2020. A vote was taken: Mrs. Tomlin-yes, Mrs. Zennie-yes, Mr. Barnhart-yes, Mrs. Fryman-yes, Ms. Nash-yes, Mr. Robinson-yes, and Mayor Sanner-yes

REPORTS BY OFFICERS

Mr. Townsend informed the big news this week was obviously the Governor's announcement yesterday of a strategy to open up Ohio's economy. As you know as an essential function of local government, we have had most of our employees particularly our safety service, refuse, and utility employees conducting business as usual. These are our essential services that we have continued to maintain. In response to the Governor's initial order we did close several facilities including the civic center. We sent a lot of employee's home who were able to work from home and some employees went on alternate schedules for our administrative, parks, and service departments to promote social distancing. We have flattened the curve and the Governor is feeling a bit better about reopening things. We have also come up with a strategy that we want to communicate to you tonight for how we intend to start getting back to normal in city operations.

PHASE I:

May 4th, Service, Parks and Recreation Division staff will return to normal scheduling. Guidelines as specified by Governor DeWine applicable to the Manufacturing, Distribution, and Construction sectors will be put into place. Public access to the service and parks garage, water and wastewater plants, fire stations, and senior center will remain prohibited until further notice. Public access to the Civic Center will be permitted by appointment only. Meetings will be conducted with appropriate social distancing practices with no more than ten (10) people at any one time, in compliance with the Governor's directive. Safety Service Divisions, Refuse and Utility Divisions, business as usual.

May 11th, the Civic Center will be opened to the public for those required to attend Mayor's Court. Staff will ensure appropriate social distancing to limit attendance to no more than 10 persons at any one time. Mayor Sanner and Law Director Lori Denlinger are working to create a strategy to make that happen.

RECORD OF PROCEEDINGS

Minutes of WEST CARROLLTON CITY COUNCIL REGULAR Meeting

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PHASE II:

May 12th, all employees not otherwise assigned to work from home will return to their normal work schedule. The Civic Center will be opened to the public as specified by the guidelines applicable to the Consumer, Retail, and Services sectors. Social distancing practices for customers will be put into place with a maximum capacity of 50% of the fire code capacity of the Civic Center (100).

Enclosed meeting spaces within the Civic Center will be limited to official business and City activities only. No outside groups or gatherings will be scheduled or conducted in city meeting rooms or spaces.

Meetings will be conducted with appropriate social distancing practices with no more than ten (10) people at any one time, in compliance with the Governor's directive. Virtual meetings will be encouraged.

FACILITIES TO REMAIN CLOSED UNTIL FURTHER NOTICE *(per directive)*

- Wilson Park Pool – Need to decide by mid-May
- Senior Center
- All playgrounds and play fields, including basketball courts
- All park shelters
- All public restrooms (looking at installing port-a-potty's)
- Summer and fall youth leagues are suspended until further notice
- Private garage sales will not be permitted until further notice to comply with the Governor's orders.

We will be preparing a press release that will have more detail which will be sent out tomorrow and I will also be sending out a memo to our employees so they understand what they need to do in the upcoming weeks.

Mrs. Zennie inquired whether we will be discussing the opening of the pool at next council meeting since we need to make a decision by mid-May. Mr. Townsend said yes that will be a discussion at the next meeting.

UNSCHEDULED BUSINESS

Comments by the Audience

None

RECORD OF PROCEEDINGS

Minutes of WEST CARROLLTON CITY COUNCIL REGULAR Meeting

Held April 28, 2020

Comments by Council

Mrs. Tomlin wants to encourage everyone to buy local when things start opening up to help those businesses out. Also a reminder about the bulk trash pickup starts next week which will be done a little different with Monday, Wednesday, and Friday's routes to be picked up on their normal trash day the week of May 4th and then Tuesday and Thursday's routes to be picked up the week of May 11th on their normal trash day. Also, would like to encourage everyone to do the 6 p.m. wave.

Ms. Nash would like to thank everyone for their patience.

WORK SESSION

None

ADJOURNMENT

Mayor Sanner moved, seconded by Mrs. Zennie to adjourn the council meeting of April 28, 2020. A vote was taken: Mrs. Tomlin-yes, Mrs. Zennie-yes, Mr. Barnhart-yes, Mrs. Fryman-yes, Ms. Nash-yes, Mr. Robinson-yes, and Mayor Sanner-yes


Assistant Clerk of Council


Mayor