

CITY OF KETTERING  
CITY COUNCIL  
WORKSHOP MINUTES  
MARCH 8, 2022

The Council of the City of Kettering, Ohio, met in a workshop session on Tuesday, March 8, 2022, in the Deeds Conference Room, Kettering Government Center, 3600 Shroyer Road. The meeting came to order at 6:00 p.m.

Council Members present included Mayor Lehner, Vice Mayor Fisher, Mr. Klepacz, Mr. Duke, Ms. Duvall, Mr. Scott and Ms. Hall.

Staff Members present included City Manager Mark Schwieterman, Assistant City Manager Steve Bergstresser, Law Director Ted Hamer, Chief of Police Chip Protsman, Economic Development Manager Amy Schrimpf and Community Information Manager Mary Azbill.

Mr. Sterling Abernathy was also in attendance.

Mr. Schwieterman opened the workshop with a review of the agenda for this evening's Council meeting.

Finance Director Authorization – Mr. Schwieterman stated that Randall Harper is the City's new Assistant Finance Director who is cross training with Marcy Bare. Ms. Bare is relinquishing her duties as Assistant Finance Director in early April to assume responsibilities in the Financial Analyst position in the Tax Division. Authorization for Mr. Harper to sign City documents and complete tasks is necessary.

American Rescue Plan Act (ARPA) Fund Usage – Mr. Schwieterman reminded Council members that large scale capital equipment items will be purchased using the general fund rather than through ARPA funds. ARPA funds will cover public safety personnel instead. This change is at the request of the City's Finance Department to better align with procurement guidelines.

Fraze Point of Sale - Mr. Schwieterman explained that the City would like to obtain quotations and use competitive negotiations to enter into one or more contracts to purchase a point of sale solution for Frazee Pavilion, waiving sealed bidding. Implementing a point of sale software system, along with the necessary hardware and accessories, will improve the efficiency of the point of sale operations. This is an exploratory process from which the City would recommend a solution and cost.

Community Survey for 2022 – Mr. Schwieterman stated that there were two vendors of interest to assisting in developing, implementing and reporting results for the 2022 Community Survey. Product delivery options are paper, phone and email. There is concern that the email option provided by Burges and Burges (vendor) is not inclusive of all residents. City staff recommends Miami University (vendor) who will mail the surveys with the option to respond online. Miami has a 48% response rate which exceeds our requirements.

Mr. Scott asked if Council will see the questions beforehand. Mr. Schwieterman stated that City staff would make first round revisions, and Council will review during the second round of revisions.

Vice Mayor Fisher expressed concern that residents not included in the random sample will not have a voice. Mr. Schwieterman stated the City would research a way to provide opportunities for all residents.

Mr. Duke expressed the importance of tracking where survey respondents live to improve the things they find lacking in their area of the city.

Mr. Klepacz recommended looking back at previous survey results to form a baseline to compare with the new survey. For instance, are trash pickup complaints occurring in the same area they previously occurred?

Minority Business Enterprise Grant – Mr. Schwieterman announced the new Minority Business Enterprise Grant program to assist historically disadvantaged racial groups with their Kettering businesses. The program consists of two initiatives to include a series of four technical assistance seminars to help residents understand the challenges of opening a business and providing them with resources to avoid pitfalls. During the second phase of the program, those who attend at least three of the sessions will be eligible to apply for a minority business microenterprise grant between \$500 and \$5,000 and receive a one-year membership to KMO Chamber of Commerce.

Community Update – Mr. Schwieterman stated he will provide a Council update and announce the retreat during the Community Update.

Public Hearing Tutorial – Mr. Hamer explained the public hearing process to new Council members in preparation for the zoning text amendment being presented at this evening’s Council meeting. He explained there are two types of hearings - legislative and appeal. Tonight will be legislative as it involves enacting a law and changing zoning code. The changes were suggested by City staff and the Planning Commission, and it was recommended that Council adopt them. Council will be gathering information about the proposed changes so it can make an informed decision when it’s time to vote. The Mayor will open the public hearing and call for city staff to present information to Council and explain. At the end of the presentation, there will be a question and answer period. Mayor Lehner will call for public comments on the proposed changes for or against. If there are comments at the end of that, Mayor will ask staff for response. Mayor will end hearing. Council may discuss then or wait until next workshop. Because it is a legislative matter, it must be discussed in an open meeting. An ordinance would typically appear on the next Council agenda. Mr. Schwieterman stated that no action would be taken tonight regarding the public hearing. Discussion would take place at the March 22 workshop and first reading with no vote would take place at the meeting following. The second reading and motion would take place at the first meeting in April.

At 6:25 p.m., Vice Mayor Fisher made a motion to enter Executive Session under Section 121.06 (k) of the Codified Ordinances for purposes of Property Matters; and Personnel Matters, seconded by Mr. Scott. The motion passed unanimously upon roll call.

At 7:20 p.m., the Council exited Executive Session, went back on public record and the doors were re-opened.

Mr. Duke asked if the City had any information about Tenneco being acquired by Apollo. Mr. Schwieterman stated that the City did not have any information beyond what was reported in the media.

Mayor Lehner asked about the schedule for the Council retreat. Mr. Schwieterman replied that an agenda had not been prepared, and that staff and the facilitator were compiling information.

Mayor Lehner asked if Mr. Schwieterman had contacted MVRPC and Mr. Schwieterman replied that he had.

The City Council Workshop Meeting was adjourned at 7:23 p.m.

ATTEST:

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PEGGY LEHNER  
MAYOR

LASHAUNAH D. KACYNSKI  
Clerk of Council