

December 14, 2020

TO: City Council Member Gerri Harbison, Chair
Government Affairs Committee of City Council

FROM: Brian K. Riblet, City Manager *BKR*

SUBJECT: Government Affairs Committee Meeting of Monday, December 14, 2020

As a reminder, the Government Affairs Committee is scheduled to meet on Monday, December 14 at 3:30 p.m. Items to be discussed include:

1. Discussion of the 2021 Community Leadership Forum—Staff would like the opportunity to discuss the 2021 Community Leadership Forum with the Committee and to obtain feedback from the Committee.
2. Discussion of 2021 Strategic Plan Process and Management Partners—Staff would like the opportunity to discuss the 2021 Strategic Plan Process and the role of Management Partners with the Committee and to obtain feedback from the Committee.
3. Discussion of the 2021 Service to the Community Grant Program—Staff would like the opportunity to discuss the 2021 Service to the Community Grant Program with the Committee and to obtain feedback from the Committee.
4. Reappointment of City Board & Commission Members—Staff will be present to discuss with the Committee the general process for Council liaisons to recommend reappointment of City Board & Commission Members to ensure a consistent approach is in place and receive any feedback the Committee may have.
5. Other Business—The purpose of this agenda item is to provide an opportunity to discuss any issue or ask questions that may be on your mind.

Also, attached are the minutes from the October 12, 2020 meeting of the Government Affairs Committee for review and approval at Monday's meeting.

Should you have questions or concerns pertaining to these topics or have additional items to be discussed at Monday's meeting, please do not hesitate to contact me.

C: Mayor and City Council Members (4)
Connie Gaylor, Administrative Coordinator
Department Heads
File



Agenda
December 14, 2020
3:30 P.M.

The meeting will be offered both in place at City Hall and by teleconference for those who cannot attend in person or feel safer sheltering at home.

To participate in this meeting by teleconference please use the following phone number:
1 (866) 228-9900
Passcode: 204938

1. Call to Order
2. Guests and Residents
3. New Business
 - a. Discussion of the 2021 Community Leadership Forum
 - b. Discussion of the 2021 Strategic Plan Process and Management Partners
 - c. Discussion of the 2021 Service to Community Grant Program
 - d. Reappointment of City Board & Commission Members
4. Old Business
5. Other Business
6. Approval of Minutes- October 12, 2020
7. Adjournment

These Minutes are a draft of the proposed minutes from the Government Affairs Committee of City Council meeting. They do not represent the official record of proceedings until formally adopted by the Government Affairs Committee of City Council.

City of Montgomery
Government Affairs Committee Minutes
October 12, 2020

Present

Brian Riblet, City Manager
Connie Gaylor, Clerk of Council
Terry Willenbrink, Asst. Public Works Director
Matthew Vanderhorst, Community and Information Services Director
Julie Machon, Recreation Director

City Council Committee Members Present

Gerri Harbison, Chair
Craig Margolis
Lynda Roesch, Teleconference

The Government Affairs Committee of Council convened its meeting for October 12, 2020 at 4:30 p.m. in person and by telephone conference via Zoom with Mrs. Harbison presiding. This remote access meeting was allowed by emergency legislation adopted last week by the Ohio General Assembly and approved by the Governor. The emergency legislation added language to RC Section 121.22 allowing public meetings by telephone conference during the current pandemic and declared State of Emergency. As required by the statute, notice of the telephonic meeting was publicized more than 24 hours in advance to allow public access through the same conference call in service. The public was also given a backup number to call in the event there were technical difficulties. This Notice was posted on the City's website and a similar Notice was sent to The Cincinnati Enquirer.

Discussion of the selection of the 2020 Holiday Cards

Ms. Machon presented to the Committee the seven entries for the 2020 Holiday Card contest. She stated that the Arts Commission cast three votes for Entry #6; three votes for #5 and 3 votes for #1 however they all ranked entry #6 as their highest.

Ms. Roesch stated that she agreed with the Arts Commission in choosing #6.

Mr. Margolis also agreed with entry #6 as well.

Mr. Riblet stated that staff also chose #6.

Mrs. Harbison stated that she also liked #6.

Mr. Margolis made a motion to select entry #6 for the 2020 Holiday Card. Ms. Roesch seconded. The Committee unanimously agreed.

Discussion of 2020 Holiday Decorating

Mr. Riblet explained that for many years he has had a vision of the holiday tree having multicolored lights much like the old-fashioned lights with the larger C9 bulbs. He stated that this year especially he thought having added color to the tree would be an opportunity to bring cheer to the community and display the tree in a different way. He stated he realized it would be a shift from tradition and would like feedback from the Committee. He stated that Mr. Willenbrink was in attendance with sample lights to show to the Committee.

These Minutes are a draft of the proposed minutes from the Government Affairs Committee of City Council meeting. They do not represent the official record of proceedings until formally adopted by the Government Affairs Committee of City Council.

City Council Government Affairs Committee Minutes
October 12, 2020
Page 2.

Mr. Willenbrink showed two choices of the C9 lights that Mr. Riblet discussed. He stated that he also spoke with Nancy Jones of the Montgomery Women's Club and members of the Beautification and Tree Commission and all were supportive of using colored lights.

The Committee and staff discussed color and style of bulbs. Mr. Riblet stated that a five-color strand would have a red, blue, green, yellow, and off white.

Mr. Riblet stated that once the Montgomery Quarter was finished that ultimately there would be a tree that could be synched with this one to carry the theme throughout the city.

Ms. Roesch stated that she liked the five-color crystal bulb but would not support pink or purple.

Mr. Margolis stated that he agreed with staff's recommendation of the five-color, crystal bulb.

Mrs. Harbison stated she also supports the same choice and will share with City Council at the next meeting.

Discussion of Landmark App Scholarships

Mr. Vanderhorst explained that several years ago, Staff created a Landmark mobile app. Over the years, technology and Apple's mobile app requirements changed, rendering the Landmark app obsolete and inoperable. An entire rewrite of the app would have been necessary to bring it up to current standards. Staff chose not to embark on creating a new app given the limited interest in the app at the time, and the extreme number of hours and high cost to rewrite the app. He stated that during the start of the 2019 school year, Staff approached Mel Hoffert, Sycamore High School Computer Science Teacher, to determine if his students would be interested in creating a mobile app as part of a school project. Mr. Hoffert discussed the idea with a few of his students, showing interest in the project. Soon after, City staff met with Eli Cohn, Sycamore High School Computer Science student, to talk about the app. Eli assembled a team of High School students consisting of himself, Norah Pack, Head Programmer, and Blake Rile, Geolocation Programmer.

Mr. Vanderhorst explained the team worked on the app during the early months of 2020, then the pandemic hit. The subsequent school closings and move to a virtual learning environment affected the team's ability to work on the app. Eli also graduated at the end of the school year before the app was complete. Staff later learned that Norah and Blake had continued to work on the app through the summer of 2020. Norah and Blake presented a completed app to Staff in September 2020. The app is currently in the Apple store awaiting review before being released to the public. The app listing credits the students for creating the app. Norah shared with Staff that the project was a tremendous learning experience for the entire team. The team learned how to program an app and code in languages they were not familiar with. The team also learned how to communicate more effectively with adults and pace themselves in a professional environment where there were no hard deadlines. Lastly, they learned how to move the entire operations to a virtual setting and work on the same project from different locations due to the Pandemic.

Mr. Vanderhorst stated that the total amount requested is \$2,250. This amount represents \$750 for each of the three students. The funds for the scholarship will come from account 101.712.5356, Public

These Minutes are a draft of the proposed minutes from the Government Affairs Committee of City Council meeting. They do not represent the official record of proceedings until formally adopted by the Government Affairs Committee of City Council.

City Council Government Affairs Committee Minutes
October 12, 2020
Page 3.

Relations. He stated that the scholarships were not initially budgeted in 2020. However, several projects did not occur in 2020 due to the COVID-19 Pandemic. The cancelation of these projects provided an opportunity to offer scholarships to three deserving students.

Mr. Margolis asked who would own the app.

Mr. Vanderhorst replied that the City would; however, the students would be credited for their work in the listing of the app.

Mr. Margolis asked about the pros/cons in working with the students.

Mr. Vanderhorst stated he felt it was probably more of a benefit to the students as it was a learning process in working with coding that they had never done but also working with adults and managing expectations. He stated that of course the City procured the app out of the process, but it was a great engagement opportunity with the school and may lead to other projects.

Ms. Roesch asked if we obtained a written assignment from the students for their work. She advised staff to check with Mr. Donnellon to make sure we obtained all rights to the app. She stated that she loved the process and hoped that we would be able to feature the app and the process in a future Bulletin.

Mrs. Harbison stated that she thought it was a great project, working with the students and supported granting them the scholarships. She asked for a motion to support staff's recommendation for the scholarship to each student in the amount of \$750.

Mr. Margolis made a motion to support staff's recommendation of granting a \$750 scholarship to each student. Ms. Roesch seconded. The Committee unanimously agreed.

Surplus Equipment-Community Development Department

Mr. Riblet explained that the Community Development Department has a total of eleven four-drawer, legal size file cabinets that have been used to store building permit files over the past thirty or forty years. Since Staff has been scanning these files and saving them digitally, there is no longer a need for these file cabinets. He stated that some the cabinets (five in total) do not have locking mechanisms and are still in reasonable shape and will be placed on GovDeals.com for auction. The other six are in poor condition and have locks, but no keys. These could be salvaged; however, Staff does not believe they are sellable.

Mr. Margolis made a motion to declare the file cabinets as surplus and to auction the ones that could be sold on GovDeals.com and to salvage the others. Ms. Roesch seconded. The Committee unanimously agreed.

Surplus Vehicle-Public Works

Mr. Willenbrink explained that the Public Works department is requesting that a 2005 GMC 3500 1-Ton Truck be declared as surplus. He stated the vehicle has 69,767 miles on it and is valued at \$5,000.

These Minutes are a draft of the proposed minutes from the Government Affairs Committee of City Council meeting. They do not represent the official record of proceedings until formally adopted by the Government Affairs Committee of City Council.

City Council Government Affairs Committee Minutes
October 12, 2020
Page 4.

He explained that, if approved as surplus, the vehicle will be disposed of through GovDeals.com and would be sold with the bed, snowplow, and salt spreader.

Mr. Margolis made a motion to declare the 2005 GMC 1-Ton Truck as surplus. Ms. Roesch seconded. The Committee unanimously agreed.

Update of the Hopewell Cemetery Design and Master Plan

Mr. Riblet explained to the Committee that for the last year or more staff has been researching revenue streams for Hopewell Cemetery as the number of available graves has reduced greatly. He stated that last year KZF Architects was hired to research options for the addition of cremation niches as well as a Master Plan that included conceptual designs and revenue/cost projections. He explained the designs that were included in their packets were in the early stages and the discussion tonight was to obtain feedback on the proposed area for the construction of niche walls and their thoughts on design elements.

The Committee and staff discussed the various shapes and sizes of the structures as well as the suggested area for the location of the structures. The Committee members were fine with the location of the driveway located between Sections 2 and 3 and the area where the existing storage building is as being the focus of the design.

Mr. Riblet stated that the style would be more traditional with the use of natural stone and materials.

Ms. Roesch stated that she would like it to keep in line with the historical nature of the cemetery especially with the Pioneer Section.

Mrs. Harbison stated that she felt the circular structures located in the middle area where the storage building is helps to soften the look.

Mr. Margolis agreed with Mrs. Harbison.

Mr. Riblet explained that the structures could be added in Phases and Presales could be done to help provide revenue to defray construction costs. He stated that he could see the areas being respite in nature with fine gravel walkways and landscaping.

Mrs. Harbison stated that regarding the structures that would be placed on the existing driveway areas, she liked the structures that would hold the greenery and also the wavy structures.

Mr. Riblet stated that he planned to have Open Houses for community, neighboring homes, and the Landmarks Commission to obtain feedback.

Ms. Roesch stated that she liked the circular effect as well as the wavy.

Mr. Riblet stated that we would take their feedback back to KZF and come back to them with updated designs.

These Minutes are a draft of the proposed minutes from the Government Affairs Committee of City Council meeting. They do not represent the official record of proceedings until formally adopted by the Government Affairs Committee of City Council.

City Council Government Affairs Committee Minutes
October 12, 2020
Page 5.

Other Business

Mrs. Harbison asked if there was any other business to discuss.

Mr. Riblet informed the Committee about a large monument, 12' in height, that is planned to go into Hopewell Cemetery that may draw attention from the public. He stated that the next time staff looks at text amendments Council may need to discuss height restrictions for monuments.

Ms. Roesch stated that she recalled having a discussion years ago regarding that issue and Janet Korach was very opposed to it, so it did not happen.

Mrs. Harbison stated that Gate of Heaven reversed their rule of only having ground flush markers to now allowing upright monuments.

Mr. Riblet stated that it is helpful to know that it was discussed years ago, and staff would monitor any feedback received once the monument is placed.

Guests and Residents

Mrs. Harbison asked if there were any guests or residents on the line that wished to speak. There was no response.

Minutes

Vice Mayor Margolis moved to accept the August 18, 2020 Government Affairs Committee minutes. Ms. Roesch seconded. The Committee unanimously agreed.

Adjournment

Vice Mayor Margolis moved for adjournment. Ms. Roesch seconded. The Committee unanimously agreed. The Governmental Affairs Committee of Council meeting was adjourned at 5:25 p.m.

Chair