

March 5, 2021

TO: Ron Messer, City Council Member, Chair  
Government Affairs Committee of City Council

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

SUBJECT: Government Affairs Committee Meeting of Monday, March 8, 2021

As a reminder, the Government Affairs Committee is scheduled to meet on Monday, March 8 at 4:30 p.m. as a hybrid meeting both at City Hall and via teleconference. To participate in this meeting by teleconference please use the following phone number: 1 (866) 228-9900 with Passcode: 204938. Items to be discussed include:

1. Surplus Equipment-Public Works Department—Please find the attached correspondence from Public Works Director Gary Heitkamp, requesting that the Government Affairs Committee declare a 2005 Dodge Caravan as surplus property. If approved, the van will be auctioned on GovDeals.com.
2. Surplus Equipment-Finance Department—Please find the attached correspondence from Finance Director Katie Smiddy, requesting that the Government Affairs Committee declare a Printronix #P5205B printer as surplus property. If approved, the printer will be auctioned on GovDeals.com.
3. Discussion of 2021 Municipal Pool Season—Staff would like the opportunity to discuss and obtain feedback from the Committee regarding the 2021 pool season operations.
4. Update of the 2021-2026 Strategic Plan Process—Staff will provide a update of the 2021-2026 Strategic Plan process and to obtain feedback from the Committee and answer any questions they 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 January 11, 2021 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



**GOVERNMENT AFFAIRS COMMITTEE OF CITY COUNCIL**  
10101 Montgomery Road • Montgomery, Ohio 45242  
(513) 891-2424 • Fax (513) 891-2498

**Agenda**  
**March 8, 2021**  
**4:30 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. Surplus Equipment-Public Works Department
  - b. Surplus Equipment-Finance Department
  - c. Discussion of 2021 Municipal Pool Season
  - d. Update of the 2021-2026 Strategic Plan Process
4. Old Business
5. Other Business
6. Approval of Minutes- January 11, 2021
7. Adjournment

March 5, 2021

TO: Brian Riblet, City Manager  
FROM: Gary Heitkamp, Public Works Director   
SUBJECT: Surplus Vehicle Request

The public works department is requesting that the following vehicle be declared as surplus by the Government Affairs Committee of City Council. If approved as surplus the vehicle will be disposed of through GovDeals.com.

VEHICLE

<u>YEAR</u>	<u>DESCRIPTION</u>	<u>VIN#</u>	<u>MILES</u>	<u>VALUE</u>
2005	Dodge Caravan	#ID4GP45RX5B435065	37,444	\$4000


Should you have any questions please do not hesitate to contact me.



CITY OF  
**MONTGOMERY**  
A CHARMING PAST. A GLOWING FUTURE.

February 23, 2021

TO: Brian Riblet, City Manager

FROM: Katie Smiddy, Finance Director 

SUBJECT: Surplus Equipment

The following piece of equipment is of no use to the finance department due to upgrades to software systems and printing equipment. The printer is obsolete and should be designated as surplus by the Government Affairs Committee of City Council.

Manufacturer	Model	Serial Number	Type
Printronix	P5205B	80047829947	Printer

This equipment does have value as parts and will be placed on GovDeals.com for auction.

If you have any further questions, please do not hesitate to contact me.



*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  
January 11, 2021

Present

Brian Riblet, City Manager

Tracy Henao, Asst. City Manager/Acting Community Dev. Dir.

Connie Gaylor, Clerk of Council

Matthew Vanderhorst, Community and Information Services Director

City Council Committee Members Present

Craig Margolis, Acting Chair

Lynda Roesch, Teleconference

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The Government Affairs Committee of Council convened its meeting for January 11, 2021 at 3:30 p.m. in person and by telephone conference with Mr. Margolis 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.

Mr. Margolis asked for a moment of silence in honor of the passing of Council Member Harbison former Chair of the Committee.

Discussion of 2021 Volunteer Dinner

Mr. Riblet explained to the Committee that like other events and activities that were scheduled to be held during the pandemic, staff was hopeful in holding the annual Volunteer Dinner, but it appears the gathering restrictions will not be lifted by April. He stated that 2020 did not provide a lot of volunteer opportunities but he wanted to obtain feedback on the Committees thoughts about the dinner and suggests that the dinner be postponed to 2022.

Ms. Roesch stated that the 2021 Tree City USA Awards banquet had been canceled so she felt we would b in line with what other organizations are doing. She added that she did feel April was too soon to look to hold the dinner.

Mr. Margolis stated that while we are on the cusp of a distribution of the vaccine, he felt the comfort level of the volunteers to attend would not be present. He suggested possibly reorganizing the event to work with restaurants to provide a meal to the volunteers and maybe conducting the Award Presentation via Zoom.

Mr. Riblet explained that he felt people were growing tired of the virtual presentations and like MCLA it would lose its personal touch and interaction that makes the event special. He stated that he is not opposed to doing something virtual, but he just felt like that would change the feel of the recognition.

Mr. Margolis stated he understood he was just looking for something different in order to offer a sense of normalcy to the current circumstances.

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Ms. Roesch stated that she agreed with Mr. Riblet. She explained that the Tree City Award was conducted as a recorded video, but she feels even that would not live up to the standard of the dinner that the volunteers have grown accustomed to. She asked if we should consider a different date to be held this year.

Mr. Riblet stated we could look into that maybe in the fall. He stated that we do not want to forget the volunteers' efforts so we could look to hold something later in the year or an even bigger event held in 2022. Mr. Riblet added that staff would continue to look at upcoming events to prepare alternate plans where applicable.

Ms. Roesch stated she would present this to Council at the January 20, 2021 Work Session to obtain their feedback and then make a decision that evening.

#### **Reappointment of City Board & Commission Members**

Mr. Riblet explained that the discussion of the reappointment of Board and Commission Members was spearheaded by Mrs. Harbison. He stated that based on Committee feedback from its initial discussion, the focus was on the dress code and conduct of Boards and Commission Members. He stated that when reviewing the existing Boards and Commission Manual that the language was there to support having discussions regarding these issues, but he felt that the members and chairs may have lost sight of it. Mr. Riblet reviewed pages 30-31, and 39 of the manual in which dress code guidelines and reappointment procedures were addressed. He explained where the verbiage was added to amplify conduct and the reappointment process.

Ms. Roesch stated that after reviewing what was in the manual and the proposed addition, she felt it was a matter of training the members. She stated a reminder of their roles and how they represent the City would be helpful. She stated that a good time to do this was also when new members joined the Board or Commission. Ms. Roesch approved the changes to the language highlighting conduct and the reappointment process.

Mr. Margolis stated that he felt a lot of the members do not attend the annual training so it would take a collaboration of the Chair and Council Liaison to remind the members what their role is and about these issues. He stated he was fine with the dress guidelines that were in the manual as well as the added language.

Mr. Riblet discussed the process of onboarding for the new members and if that was actually being done by the Chair of the Board or Commission. He stated that while a new member should have attended three meetings and went through an interview process, he was not sure if these kind of conversations were being conducted. He stated that he felt the Chair and Council Liaison could be more involved in the process and address the changes.

Ms. Roesch stated that she thought after the Election of Officers in February would be a good time to address these issues.

Mr. Margolis stated that he liked incorporating the 5 Questions that are listed in the City Flip Book into the onboarding process as it would cause the volunteers to think about the bigger picture for



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the community.

Mr. Riblet asked the Committee about the addition of language on page 39 of the manual regarding consistency of the Council Liaison reviewing/discussing the reappointments with the Chair and possibly the Staff Liaison prior to recommending a reappointment.

Ms. Roesch stated she agreed with adding the language as did Mr. Margolis.

Mr. Riblet stated that the proposed changes could be brought to the January 20, 2021 Work Session meeting to discuss with the full Council to obtain feedback and approval.

Mr. Margolis asked about the different terms for the different boards and commissions.

Mr. Riblet stated that he did not have a direct answer for that. He stated that there were Boards and Commission that were established by the Charter which established the terms. He added that the Charter has not been updated since 2002.

Ms. Roesch explained that Law Director Terry Donnellon and explained that before the setting of terms there were years when there were no reappointments and there was a period of time where there were no guidelines, many years ago. Ms. Roesch also explained that for the Planning Commission and Board of Zoning Appeals which where quasi-legal boards were longer because it did take time to gain experience and it was to the City's advantage and the board to give them a longer term in which to study the Codes to come up to speed.

Mr. Riblet stated that the Board of Zoning Appeals, Planning, Parks and Recreation Commission, Civil Service and Landmarks Commissions were all established by Charter and the remainder of the Boards and Commissions were brought on by Ordinance.

The Committee members determined that term limits should remain the same.

Mr. Riblet discussed the discussed past practices of reappointing members and how to better support the process as Council liaisons.

Mr. Riblet discussed the probability of the Diversity and Inclusion Committee becoming a formal Commission by passing an Ordinance.

Ms. Roesch stated that she felt it made sense.

Mr. Margolis stated that he felt it should be recognized as a permanent fixture of our government.

Mr. Riblet stated that he felt we would see it in the upcoming strategic plan. He added he was not urging for that process but felt it would be good to pursue.

### **Other Business**

Ms. Roesch stated that at the past Beautification and Tree Commission meeting several members

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expressed their appreciation for the 2021 City calendar, expressly with the pictures. She stated that she would forward their comments on to Mr. Vanderhorst to share with the Arts Commission.

Mr. Vanderhorst provided an update on the scholarship for the City's Landmark App grant. He stated that the app was finished and linked to our website. He stated that an article would run in the February Bulletin. He added that Mr. Donnellon had reviewed the acceptance letters and those were completed.

### Guests and Residents

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

### Minutes

Ms. Roesch moved to approve the December 14, 2020 Government Affairs Committee minutes. Mr. Margolis seconded. The Committee unanimously agreed.

### Adjournment

Ms. Roesch moved for adjournment. Mr. Margolis seconded. The Committee unanimously agreed. The Governmental Affairs Committee of Council meeting was adjourned at 4:00 p.m.

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Chair