

March 11, 2022

TO: City Council Member Chris Dobrozsi, Chair
Government Affairs Committee of City Council

FROM: Brian K. Riblet, City Manager

SUBJECT: Government Affairs Committee Meeting of Monday, March 14, 2022

As a reminder, the Government Affairs Committee is scheduled to meet on Monday, March 14 at 4:30 p.m. at City Hall. Items to be discussed include:

1. Service to the Community Grant Recommendation—Please find attached correspondence from Matthew Vanderhorst, Community and Information Services Director, regarding the Service to the Community Grant. Staff will be present to discuss their recommendation to the Committee and to obtain the Committees feedback.
2. Discussion of Street Sign Brand Implementation and Updates—Please find attached correspondence from Brian Riblet, City Manager, regarding the implementation and update of city street name signs with the new brand colors and logo. Staff will be present to discuss the updates and timeline.
3. Boards and Commission Members Training—Staff will be present to discuss and to obtain feedback from the Committee on the training of all Boards and Commission members.
4. 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 February 14, 2022 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 14, 2022
City Hall
4:30 P.M.

1. Call to Order
2. Guests and Residents
3. New Business
 - a. Service to the Community Grant Recommendation Surplus Property Disposal
 - b. Discussion of Street Sign Brand Implementation and Updates
 - c. Boards and Commission Members Training
4. Old Business
5. Other Business
6. Approval of Minutes– February 14, 2022
7. Adjournment

March 7, 2022

TO: Brian K. Riblet

FROM: Matthew Vanderhorst, Community and Information Services Director

SUBJECT: Service to the Community Grant Recommendations

Request

It is necessary for the Government Affairs Committee of City Council to review the Montgomery Farmers' Market applications for the Service to the Community Grant and consider City staff recommendations for funding these projects.

Financial Impact

The Service to Community Grant is budgeted in 101.712.5401, Special Projects.

Background

The Montgomery Farmers' Market was awarded the Service and Engagement Grant in 2020 in the amount of \$2,000 and again in 2021 in the amount of \$2,500.

For the 2022 grant cycle, the Montgomery Farmers' Market requested a \$2,500 grant to cover the costs of their engagement activities. The activities include musicians, the Kids Tasting Event, and the Kids Peas Game scavenger hunt.

Recommendation

The 2022 application is the third in a row for the Montgomery Farmers' Market. However, the grant guidelines stipulate that a recipient can receive a grant more than two years in a row if there are no other applications.

The Community and Information Services Department recommends funding for the 2022 grant request. The Montgomery Farmers' Market has demonstrated a long-term commitment to the Montgomery community's betterment and continued their services through the pandemic and provided much-needed resources during the difficult times. This grant request will help the Market continue to provide outstanding community services through 2022.

Attachments: Grant application



Service and Engagement Grant Application and Guidelines

2022



City of Montgomery Service and Engagement Grant Application Guidelines

Thank you for your interest in the City of Montgomery's Service and Engagement Grant. Please review the enclosed materials carefully and provide all the information requested. Incomplete applications or applications that do not meet the definition of community engagement or service to the community will not be considered.

The purpose of the Service and Engagement Grant is to provide a fair and consistent method of establishing grant funding for community groups or organizations that have the ideas and the skills necessary to execute creative community projects to benefit and engage citizens in the City of Montgomery.

Service to the community is defined as providing a beneficial service, project, or event that engages or improves the quality of life of Montgomery residents.

The City of Montgomery is a local government agency with the mission “Providing superior services and engaging with you to enhance our community!” As this mission statement states, it takes a partnered approach to provide services to a community, and this grant is one opportunity for Montgomery service organizations to partner with the City for the benefit of our community.

We encourage you to review this document while filling out the grant

application. *Guidelines*

1. All projects must be a creative effort to address an identified issue and build on assets in the community to improve conditions and enhance the quality of life in Montgomery.
2. The project must have a clearly defined plan of action with measurable outcomes for success.
3. Projects should encourage increased involvement of residents in neighborhood or community activities and build citizen leadership capacity.
4. Those projects dedicated to community wellness will receive ten additional bonus points in the scoring process. Community wellness projects, as defined in the WeTHRIVE Initiative, are programs dedicated to teaching healthy eating, healthy living, exercise, and improving mental health.
5. The group must agree to report on expenditures, lessons learned, photos, and stories to capture the impact of the project and grant.
6. The proposal must document how this project can be sustained without grant funding.
7. Grantees are encouraged to publicize their project/activity to spread the word on this grant and the good work that they are doing for the community.
8. **In general, the City of Montgomery will award grants for specific projects rather than operating costs.**

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Eligibility

Eligible grantees are limited to those not-for-profit or civic organizations, educational organizations, neighborhood associations, or religious organizations serving the Montgomery community. Requests will not be considered from organizations that discriminate based on race, creed, color, age, sex, religion, national origin or veteran status. The grant cannot fund commercial activities or charitable activities that are not directly of service within the City of Montgomery. Special consideration will be given for joint applications submitted by more than one group working together.

Documentation is required that the requested amount of the grant be equally matched from other sources in either cash contributions or in-kind property or equipment contributions. The applicant should match the grant with investments of their own funds, other donations or grants, or other in-kind donations, such as labor. Service hours are credited at \$20 per hour. The contributing service work should be specifically described to be considered.

Grant applications must be submitted by February 1 of each year to be considered in that year's grant cycle. As a matter of fairness to all applicants, no exceptions to the deadline will be made. Decision notifications will be made to applicants within 90 days of February 1.

Financial Need

Recipients with documented outstanding project performance and demonstrated financial need may reapply for the grant but would be limited to a maximum of two consecutive years of funding. Applicants will not be considered for a third consecutive year of funding but could reapply after sitting out a year, unless the City does not receive any other applications by the February 1 deadline.

Agreement and Final Report

The Montgomery City Council must authorize all grants. All grant applications will be reviewed and scored by City Staff and awarded by City Council. Such grants will require an agreement between the City of Montgomery and the grantee. The agreement shall specify how the funds will be used and require that, upon completion, the grantee gives a detailed report on the outcomes of the projects, including the expenditures and funds remaining. Any funds remaining shall be returned to the City consistent with the grant agreement. Applicants must also provide a plan for recognizing the City of Montgomery for the support provided through this grant.

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Application

Application Contents

1. Group Fact Sheet
2. Certifications
3. Application Questionnaire
4. Budget Worksheet

2022 Grant Funding

A maximum of \$2,500 will be awarded to any one applicant in any given year.

The decision to continue funding of the Service and Engagement Grant is subject to the appropriation of funds for such purpose by the Montgomery City Council. Funding for the Service and Engagement Grant may be modified or suspended during times of economic downturn when revenue sources for the City are reduced and/or by City Council consistent with the adopted budget.

Grant Process Timeline

Applications available online January 3, 2022 Applications are due by 4:00 p.m. February 1, 2022 Start of grant application review and approval process February 2, 2022 Grant award notification April 12, 2022 Six-month progress reports due to City of Montgomery for review October 28, 2022

Final Report due to the City of Montgomery February 28, 2022

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Application Checklist

For your application to be considered, please ensure that all the items listed below are in a packet delivered, either by mail or in person, no later than 4:00 p.m., February 1, 2022, to Montgomery City Hall. Questions may be directed to Matthew Vanderhorst at 513-792-8323 or mvanderhorst@montgomeryohio.org.

1. Grant application includes:

a. Group fact sheet

b. Certification

- c. Application questionnaire ✓
- d. Grant Request budget worksheet ✓
- e. Proof of tax-exempt status and/or Articles of Incorporation as a not-for-profit organization, If applicable. ✓
- f. Completed W-9 Form 2

Contact:

Matthew Vanderhorst
City of Montgomery
513-792-8323
mvanderhorst@montgomeryohio.org

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Deadline: 4:00 p.m., Tuesday February 1, 2022

Applications received after the deadline will not be accepted

Group Fact Sheet

Group name: Montgomery Farmers Market

Address: 9609 Montgomery Road

City: Cincinnati

Zip: 45242

Mailing Address: 9484 Longren Court

City: Blue Ash

Zip: 45242

Phone: 513-706-6070

Fax: na

Contact Person: Adrienne Davidson

Title: Market Manager

Phone: 513-706-6070

Fax: na

Email: montfarmersmkt@gmail.com

Project/Program Title: Montgomery Farmers Market - Season 2022

Project/Program Start Date: May 7th, 2022

Project/Program End Date: October 29th, 2022

Group Fiscal Year End: December 31, 2022

Federal Tax ID # (EIN): 27-2192181



Certification

Groups or organizations applying for the fund through this program are obligated to spend the funds in the manner described in their application. All funds are specifically used for the purposes described in this application must be returned to the City of Montgomery. Failure to meet the objectives outlined in the application may result in future disqualification from applying for and receiving the City of Montgomery Service to Community Grant Program funds.

I hereby certify that all the facts, figures, and representations made in this application, including all attachments, are true and correct.

I agree to carry out the project or program as outlined within this application. Further, I understand that failure to do so will invalidate this agreement and necessitate the return of all Service to Community Grant Program funding to the City of Montgomery.

Name of Group/Organization: Montgomery Farmers Market

Signature of Authorizing Official:

Date:

1/31/22

Printed Name and Title of Authorizing Official

Connie Banning
President
Montgomery Farmers Market



Application Questionnaire

1. Funding amount requested: \$2,500 Application submitted last fiscal year? Yes

Amount requested last year: __\$2,500__ Amount awarded: __\$2,500__

2. Have you received in the past, or currently receiving grant funding, for this or a similar project? If yes, please provide a detailed description.

We received the community grant of \$2,500 last year, 2021. The grant money was used to cover the expenses of our Musician, the Peas Scavenger hunt game and the Kids Tasting Event. We under budgeted the expense of all 3 activities in 2021 which the grant helped us in meeting the unexpected costs. We anticipated some COVID related costs last year which did not materialize and were able to use the 2021 Service & Engagement Grant to cover the expenses of the 3 aforementioned activities.

List the source and amount of any funding received for the project or program (include funding received from the City of Montgomery departments outside of this grant application process).

Source Amount - None

3. What is your group's annual budget? \$25,143

4. What are the group's primary funding sources (government, private, other, and estimated amounts)?
Source Amount:

- Summer/Winter Full and Part time vendor fees - \$16,362.62
- Private Sponsors - \$6,000

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5. Detail the group's history, purpose, accomplishments, goals, and mission statement if applicable.

The year 2022 will be the 13th operating year for the Montgomery Farmers Market (MFM) which is open for 26 weeks from the beginning of May to the end of October. The market itself is easily visible and accessed due to our location for operation in a school parking lot off of Montgomery Road.

The MFM started in 2010 as a graduation project of that year's MCLA class and with the City's help, started the first market on Shelly Lane. The lack of visibility hurt the attendance and the next year the market was moved to Montgomery Elementary School and has operated for the last 12 years in this location. The first 5 years were rocky due to slow growth of vendors and low community attendance. As the market has acquired more diverse vendors over the years, the community has taken notice and today, the attendance averages over 1,000 visitors during the peak summer weekends.

The purpose of the market is to provide healthy access to fresh, locally-grown produce and other locally-made food; to develop our sense of community in Montgomery; as well to encourage and involve local businesses. In addition, we are committed to supporting family farms and start-up food businesses. We offer opportunities for community non-profits to promote their events, such as the twice-a-year Plant Swap and Operation Give Back. We are committed to exposing those children attending the market to new foods they may not have tasted by sponsoring the Kid Tasting Event in addition to showing them where their food comes from.

The past 10+ years are full of accomplishments from small to big. A few we take pride in includes:

- The knowledge that our volunteer efforts culminate rain or shine in a gathering place on Saturday mornings, where neighbors see other neighbors, where customers can sit and relax and listen to music while drinking a cup of coffee, and where residents can remember what small-town life was like when communities gathered together.
- The MFM has grown to more than 35 diverse vendors ranging from those offering vegetables & fruits, as well as crafts to services such as knife sharpening.
- Attendance is strong with over 1,700 customers during our Kid Tasting Event. We regularly see over 1,000 visitors during many summer peak weekends.
- The market endured even through the last two years (2020 - 2021) of a worldwide Covid-19 pandemic.

The MFM has two primary goals:

- To make this space “Montgomery’s farmers’ market.” We do this by recruiting and vetting the best vendors we can find including those that call Montgomery home. We have many repeat vendors because this is the best-run market they attend.
- Provide a venue that is based on building loyal and lasting relationships inside and outside of the community. By offering a diverse group of vendors in a visible spot with consistent & reliable operating guidelines, the customers have shown up and you can see what “community” looks like; neighbors greeting one another, listening to music with a cup of coffee while building long term vendor/customer relationships.

6. Describe how your group plans to use the funds being requested. Please be as specific as possible including a timeline for the project as well as explaining the sustainability of the project and how that would be managed.

Several programs that the market supports that makes the market a "Community Market" are what we consider non-essential activities. Non-essential activities that the Market supports includes a weekly musician, the weekly scavenger hunt (The Peas Game) and the highlight of the summer which is the Kids Tasting Event. We exceeded the number of kids that we predicted to participate in 2021 for both activities; the weekly Pea Scavenger Hunt and the Kids tasting Event.

- The MFM budgeted \$520 for the weekly peas game and went over this line item by \$415. When a child finds all three peas, they share this with us at the Managers Tent and because of their participation we provide a Farmers Buck so they can spend it at one of their favorite vendors. We were not expecting the attendance and participation of nearly 1,000 kids during our second summer of opening the Market during the COVID Pandemic. We expect to have as many children participate in 2022 as they did in 2021 and this is a real expense for our budget to cover. We are predicting a total need of \$950 to cover the Scavenger hunt throughout the 26 weeks of operation in 2022.

- Eighty children participated in the Kids Tasting Event and with the strong attendance we saw in 2021, we expect seeing up to 120 kids participate in the 2022 Kids Tasting Event at the MFM. Each child who turns in a tasting event card is awarded a Farmers Buck. The printing for the forms is estimated to be \$50 and the Farmers Bucks that we give out is expected to be \$120 in a post covid environment for a total spend of \$170.
- We expect to spend at least \$1,200 for the Musicians at our Market this year. We budgeted \$50 per musician for 17 weeks in 2021 and went over our 2021 budget by \$350. This year we would like to feature some new musician talent that we believe could require \$75/week. To have a musician at every weekly market, we are anticipating a financial cost of \$1600.

The total cost for these three activities is estimated to be \$2,720.



7. How will you identify residents in need of services, if applicable? NA

8. How will awarding funds to your group benefit City of Montgomery residents? Special consideration will be given for joint applications submitted by more than one group working together. You may share a specific example or a brief past "success story."

The Montgomery Farmers Market engages citizens in large numbers every week from the first Saturday in May to the last Saturday in October. As we are open to the public, we encourage and invite participation from the business community such as Tri-Health, to our weekly volunteers from our local schools, to non-profit groups to local small businesses. We held two plant swaps this last year, hosted Tri-Health twice for free vaccinations, and offered a free booth for artists to showcase their works. One local small business, Benjamin's Urban Forestry, attracted more clients than they

anticipated and has asked if they can have a full time presence this year. Because they are a business they can participate 1x a month. This allows for other businesses to be visible and grow their clientele. One of our part-time vendors, West Wind Flower Farm has requested to move to full time status. This is a success story when we hear from our business and vendors alike that they want more presence at the market. Many of the vendors as well as the market attendees has shared with us how much they enjoy the musician. We are attracting new musical talent for next year and look forward to how much our vendors and attendees will enjoy Grandpa Wayne. A diverse offering of musical talent is another way to continue promoting the market. Each one of these events is featured in our Weekly Newsletter providing attendees more reasons to attend the market each Saturday.

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9. What is the anticipated number of recipients to be served by the project or program for which grant funds are being requested? We expect 950-1000 children to participate in the weekly Pea Game, 120 children to participate in the Kids Tasting Event and between 500-1500 individuals per week to enjoy the Musicians that we attract.

10. Is the project or program still feasible if awarded partial funding? (please explain) How will you evaluate the success of the project or program? Please note that your group will be required to submit a six (6) month progress report if awarded funds (see the Grant Process Timeline on page 4).

These programs are still feasible if awarded partial funding. We evaluate the success of our programs based on the increasing numbers of participants that come out to the market. If we do not receive the full funding of this grant, we will continue to work with private donors to help us fund these activities which draw children, parents, and grandparents to our weekly market space.

11. How is this program related to community wellness (WeTHRIVE initiative)? See page 1.

The Montgomery Farmers Market is a gathering place where you will witness for 26 weeks an event that brings out the community "to be together." With our Board members, volunteers, and operating guidelines we have become a sought after venue offering visibility to our local nonprofits and community events. We seek to find new ways that the market can be beneficial to the Montgomery Community and are open for new activities to bring people into Montgomery. We will invite back our Reds Mascot, twice a year plant swap, a health activity (yet to be decided), and maybe a dog adoption weekend. Our planning for 2022 is underway so surprises await!



Grant Request Budget Worksheet

Grant Request is for: Montgomery Farmers Market

Amount of Grant Request \$2,500_____

Project/Program Funding Sources

- City of Montgomery \$2,500_____
- Other government and/or grants \$ NA_____
- Private business sponsors \$6,000 total - \$3,000 from each Tri-Health & Heritage Bank
- Donations, events, fundraising, etc. \$_____
- Other \$16,362 (Vendor Fees)_____

Total Funding Sources \$25,143_____

Project/Program Expenses - Itemized on the accompanying budget report.

- Personnel \$ _____
- Equipment \$ _____
- Materials \$ _____
- Other \$ _____

Total Expenses \$21,322.89 _____

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Final report

The final report must include an itemized budget with a copy of financial statement or statements of income and expenditures and assets and liabilities. The report must also include lessons learned and the impact of the project and grant.

The final report should include the following information for each expenditure.

1. The amount and check number.
2. The date paid.
3. To whom payment was made.
4. The purpose of the expenditure.
5. Documentation of matching fund, including names and time worked if service hours contributed to matching fund requirements.
6. Documentation of the recognition given to the City of Montgomery for the support provided through this grant.



Scoring Sheet		
Question	Points	Points Awarded
Group's history, purpose, accomplishments, and goals.	5	
How does the group meet the City's definition of Service to the Community?	10	
Describe how your group plans to use the funds requested.	15	
How will this project/ service have a public purpose?	15	
How will you identify residents in need of services?	10	

How will the award benefit Montgomery residents?	20	
The anticipated number that will be served.	5	
List the other groups involved.	5	
Evaluate the success of the program.	5	
Is this program related to community wellness (WeTHRIVE initiative)?	10	
TOTAL Points Awarded	100	

[illegible]

March 11, 2022

TO: Government Affairs Committee of Council
FROM: Brian K. Riblet, City Manager
SUBJECT: Selection of New Logo for City Street Signs

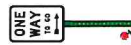
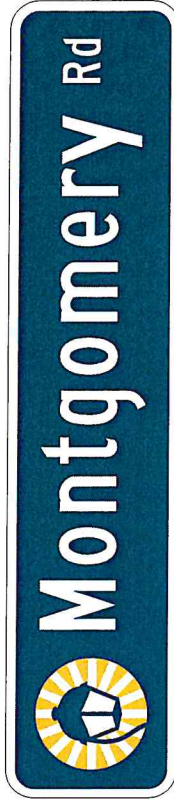
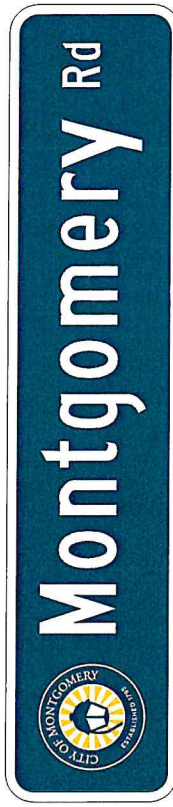
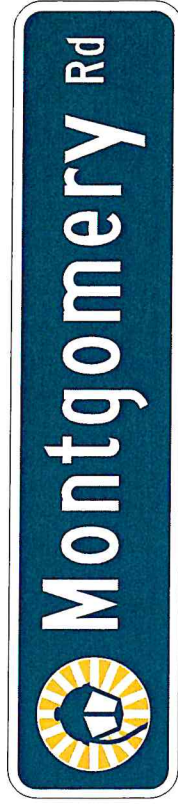
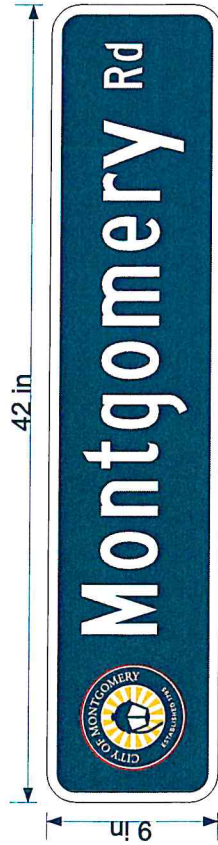
Background

In 2018, City Council authorized an agreement with Razor Marketing and Kolar Design to lead the city through a re-branding campaign. Their efforts included significant feedback from City Council, city staff, MCLA graduates, Community Leadership Forum as well as a public input session that was held at Montgomery Inn. This campaign included all items related to our city brand including our logo, tagline, lamp post, images for boards and commission and other miscellaneous items.

The re-branding campaign was a thorough and tedious process that took until early 2020 to complete. Many of the digital/electronic modifications to our new brand identity have been incorporated and a master list of other items that required budget considerations was compiled and incorporated into our city budgets.

This years' budget includes funds to replace all our city street name signs as well as the few illuminated street name signs in the city.

Attached are mockups of the assorted options to choose from for our city street signs and staff would appreciate the opportunity to discuss and receive feedback from the committee.



KLEEM INC.

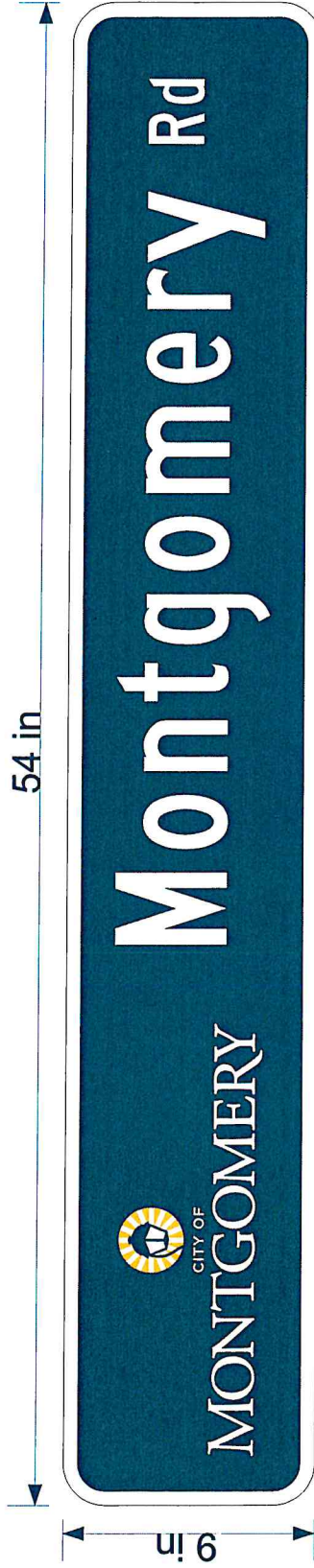
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6370 Gano Road
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APPROVED BY:

DATE:

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
February 14, 2022

Present

Brian Riblet, City Manager
Tracy Henao, Asst. City Manager
Matthew Vanderhorst, Community and Information Serv. Dir.
Connie Gaylor, Clerk of Council

City Council Committee Members Present

Chris Dobrozsi, Chair
Sasha Naiman

The Government Affairs Committee of Council convened its meeting for February 14, 2022 at 4:30 p.m. with Mr. Dobrozsi presiding.

Mrs. Naiman made a motion to excuse Mr. Messer from the meeting. Mr. Dobrozsi

New Business

Sister Cities Proposed Dinner Event

Mr. Vanderhorst explained that the Montgomery Sister Cities Commission seeks to replace the Dinner Around the World event with something more traditional to the French culture. The Commission would like to propose a refined, elegant social event for couples and small groups in the French tradition of Dîner en Blanc (Dinner in White), honoring the relationship between Montgomery and Neuilly-Plaisance, France. The name of the event would be called Soirée en Blanc.

The proposed event date is May 7, 2022, to not interfere with other City events, student graduations, spring break, and other potential conflicts. The target audience is groups of residents that are friends and couples. The proposed location is the Pioneer Park Gazebo and Meadow next to the gazebo.

Mr. Dobrozsi stated that he likes the concept and stated that the Sister Cities Commission has thoroughly vetted the proposal.

Mrs. Naiman asked how many people would need to attend in order to cover all costs.

Mr. Vanderhorst replied that they estimated revenues at 100 people in order to break even.

The Committee and staff discussed the event and Mrs. Naiman moved to approve the new event. Mr. Dobrozsi seconded. The Committee unanimously agreed.

Surplus Property Disposal (Administration)

Mr. Riblet explained that Staff is requesting that a 1988 Specialty Vehicle (Trolley) be declared as surplus by the Government Affairs Committee of City Council. He stated that if approved as surplus, the specialty vehicle will be sold through Gov-Deals.

Mr. Riblet explained that the vehicle was purchased in 2020 with the intent of refurbishing the vehicle

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
February 14, 2022
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and utilizing it for city sponsored events and tours. Upon soliciting quotes to make necessary repairs to the motor, upgrades to the interior and exterior, and meeting ADA requirements as well as ensuring safety, staff feels the project is no longer warranted.

Mrs. Naiman made a motion to declare the 1988 Trolley as surplus to be listed on GovDeals.com for auction. Mr. Dobrozsi seconded. The Committee unanimously agreed.

Other Business

Mr. Riblet provided an update on the progress of the 2022-2026 Strategic Plan. He explained that the Goal Teams were nearing completion of the development of all strategies and expected to bring a completed plan for review to the April City Council Work Session.

Mr. Riblet also explained that as the strategies are completed staff are seeing some redundancies so recommendations may be made to combine those strategies.

Mr. Riblet added that highlights from the last 5-year plan would be presented at the April Work Session as well.

Mr. Riblet shared that he has compiled a list of events and meetings that are outside of the normally scheduled Council and Committee meetings and will provide to Mr. Dobrozsi to share at the February Work Session. He stated the intent was to provide those dates now so that Council has time to review and place on their calendars ahead of time.

Minutes

Mrs. Naiman moved to approve the January 10, 2022 Government Affairs Committee minutes. Mr. Dobrozsi seconded. The Committee unanimously agreed.

Adjournment

Mrs. Naiman moved for adjournment. Mr. Dobrozsi seconded. The Committee unanimously agreed. The Governmental Affairs Committee of Council meeting was adjourned at 5:25 p.m.

Chair