

CITY OF SPRINGBORO
320 W. CENTRAL AVENUE, SPRINGBORO, OH

CITY COUNCIL WORK SESSION

THURSDAY, NOVEMBER 18, 2021

5:30 PM

**(CITY COUNCIL BEGAN THE WORK SESSION AT 5:30 PM
TO ACCOMMODATE THE 2022 BUDGET PRESENTATION.)**

CITY COUNCIL

John Agenbroad, Mayor
Janie Ridd, Deputy Mayor/Ward 1
Dale Brunner, Ward 2
Jack Hanson, Ward 3
Jim Chmiel, Ward 4
Stephen Harding, At Large
Becky Iverson, At Large

CITY STAFF

Chris Pozzuto, City Manager
Greg Shackelford, Assistant City Manager
Gerald McDonald, Law Director
Lori Martin, Clerk of Council

ITEM 1. CALL TO ORDER. Mayor Agenbroad called the Springboro, Ohio City Council Work Session to order on Thursday, November 18, 2021 at 5:30 PM in Council Chambers at the Springboro Municipal Building, 320 W. Central Avenue, Springboro, Ohio.

ITEM 2. ATTENDANCE. Council: Mr. Harding was absent. **Staff:** Mr. Pozzuto, Mr. Shackelford, Mr. McDonald and Ms. Martin were present. **The following staff members were present for the 2022 Budget presentation/discussion:** Jonathan Hudson, Finance Director; Beth Eaton, Assistant Finance Director; Joannie Kingseed, Assistant Finance Director/Tax; Kristen Gopman, Assistant Finance Director/Tax; Jeff Kruithoff, Police Chief; Police Lieutenant Dan Bentley; Elmer Dudas, Development Director; Dan Boron, City Planner; James Rutherford, Assistant Service Director; Matt Lang, IT Director; Mike Eaton, Facilities Manager; Tom West, Golf Course General Manager; Andy Custis, Golf Course Superintendent.

Mayor Agenbroad noted that a motion would be in order at tonight's Regular Meeting to excuse Council Member Harding.

ITEM 3. PRESENTATION. – 2022 Budget.

The 2022 Budget was presented as follows: (A copy of the 2022 Budget is on file for reference.)

On behalf of City Council, Mayor Agenbroad commented that he appreciates all of staff's efforts in preparing the budget.

Mr. Pozzuto thanked Council for their attention and commented that Mr. Hudson would be presenting a summary of the 2022 Budget. Mr. Pozzuto further commented that the budget is

a collaborative effort by the entire staff. The department directors do a great job of preparing their budgets and watching expenses while making sure the City has all of the equipment and materials needed by employees to carry out their duties and serve the community. Mr. Pozzuto especially thanked Finance Director Jonathan Hudson and Assistant Finance Director Beth Eaton for their efforts during the budget process for their coordination and preparation of the budget.

At this time, Mr. Pozzuto introduced Kristen Gopman, recently hired to serve as Assistant Finance Director in the Tax Department. Ms. Gopman formerly worked for the City of Moraine and the City of Centerville.

Mr. Hudson's comments are summarized as follows:

The Executive Summary incorporates the highlights of the 2022 Budget. Staff tries to budget as conservatively as possible, i.e., staff tries to come in over our revenue estimate and under our expenditure estimate. Expenditures are budgeted on the conservative side throughout the budget. Overall, in the 2022 budget, staff is projecting \$64M in revenue and \$67M in expenses, but these are not the anticipated actual amounts. Income tax is projected to be 4.5% up over 2020 actuals, but less than 2021 actuals. Actuals in 2021 were a little conservative coming off of COVID due to the uncertainty of the economy. All across the region, there is so much money in the economy right now that things are booming. The City is up about 10% this year in income tax, but we are not sure how much of that is real and how much of that is the amount of money flowing through the economy, but we are not comfortable projecting on that basis for another year. We hope the economy continues to move in the same direction, but again due to the uncertainty, we have budgeted 4.5% above the 2020 actuals. This number puts us somewhere between what we saw in 2020 and what we are going to collect in 2021. If we come in over that percentage great. If not, then we budgeted for what we think will be about the worst-case scenario on the revenue side.

Ms. Ridd inquired regarding the issue of working from home versus paying income tax where you work and how that would affect the City.

Mr. Hudson commented that the issue has been partially considered. He explained that, at first, the rule was you kept paying where you were working as of the day COVID started; however, the state budget that was passed in July changed that. Starting in 2021, you pay where you are actually working; therefore, we are anticipating a larger than normal amount of refunds for 2021. The way the City is structured, we have no large employers who sent most of their employees home. Many of our employers, like the schools, Victory Wholesale, DLM, etc, require their employees to be on site to work, which works in the City's favor. We think we are going to be net positive with respect to people working from home. However, it will be difficult because a lot of employers kept withholding when their employees were actually working in Springboro, and they do not understand that those refunds are owed back to the City. It is a year of transition, which is another reason why we are budgeting a little more conservatively until we see how this scenario shakes out. Staff thinks that long-term, it will be a net positive for the City based on our employer structure and the type of residents we have, but we have budgeted for larger than normal refunds due to this issue and we are actually receiving those requests, some of which are proper and some improper.

Mr. Hudson continued his comments as follows:

Of the \$67M in expenses, the City is paying off \$1.6M in debt next year for the SR73/SR741 Intersection Project. In addition, the City has a little heavier capital budget as discussed during the recent review of the CIP (Capital Improvement Program).

In General Fund Revenue, of the \$64M in total revenue, most comes from the General Fund outside of the water, sewer and those fees. Again, 81% of the City's General Fund revenue comes from income tax, as the City is heavily reliant on income tax. Mr. Hudson noted that Springboro has by far the lowest property tax rate of all of the municipalities in Warren County. Some municipalities are up around 11 or 12 mills and Springboro is at 1 mill. To continue, a prior year comparison shows that the City budgeted somewhat conservatively in revenues in 2021 and we are trying to bridge that gap between 2020 actuals and the 2021 budget. We are increasing revenue projections, but not to the level of actuals in 2020, in an effort to slowly increase revenue projections rather than increase them all at once. Revenue from water and sewer fees and other sources remain at pretty much the same levels year-after-year. The City is not raising rates in the immediate future; therefore, revenues remain steady for those funds. Mr. Hudson added that the City has not really seen a decrease in water and sewer collections or even past due bills during COVID i.e. people are paying their bills relatively on time.

Ms. Eaton concurred that the delinquency rate for utility bills is definitely down.

With respect to Expenses, the General Government Departments include all of the basic general government ventures, e.g., IT, Finance, Mayor's Court, Income Tax, Engineering and City Administration. These departments make up about 14% of the City's total staff and 32% of the General Fund spending, not the overall spending. Expenses are broken down by category including Personnel, Purchased Services, Travel and Meals, Supplies and Refunds. A certain amount is budgeted for each department in each category, but not every department uses those funds every year. The City does not spend anywhere near the amount budgeted for Travels and Meals; however, every department has a few thousand dollars budgeted in case it is needed for a conference, seminar or training. The Refunds category represents two large numbers to cover higher than usual requests for income tax refunds and for a large construction bond the City is holding until the project is complete, which accounts for approximately \$200,000. Each of the departments has proposed budgeted expenditures. The Non-Departmental account includes, for example, Election Expense, Legal Administration and Lands, Buildings & Grounds, which budgets for the upkeep of all City buildings and facilities.

The Security of Persons & Property Departments include Police, Police Customer Service, Street Lighting and Civil Defense and the vast majority of this area of the budget is the Police Department. The Police Department budget is pretty close to prior years and most of the budget covers salaries and benefits for the officers.

Leisure Activities include Parks, Community Events and Library Services (donations and services related to the Library Building). This area of the budget covers specifically the upkeep of parks, which consists of 501 acres of park land maintained by the City. Parks staff is approximately 10% of the City's total employees and park maintenance is approximately 10% of General Fund expenditures.

The Community Environment Departments include Planning, Economic Development and Building & Zoning, i.e., departments related to community development such as planning and supporting functions. Mr. Hudson noted that most of the departmental budgets are similar to last year, but are presented in a different format to show how all of these different pieces fit together. Mr. Hudson also noted that the median Springboro household income of \$107,225 is the highest by far of any City in the Miami Valley and the 14th highest median income in the State of Ohio.

Ms. Iverson asked how Springboro compares to other cities in Warren County.

Mr. Hudson referred to a spreadsheet of other communities' median income and commented that Montgomery and Wyoming are at 7 and 8 respectively with Springboro at 14, Oakwood at 19 and Mason at 21. The next Warren County community is Monroe at 41 with Blue Ash is 42,

Loveland at 64 and Lebanon is 72. Springboro is the only Miami Valley area city in the top range.

Ms. Iverson asked how it was quantified.

Mr. Hudson explained that in part it is the number of households. Mr. Hudson further explained that Springboro does have some of the ultra, high-end houses that Mason has, but Springboro also does not have as low of a floor as some of the areas that Mason has or the same poverty level. Springboro's poverty level is actually one of the lowest in the state, i.e., Springboro does not have a lower end. These comparisons are helpful in knowing where Springboro fits in among other municipalities in the state. Mr. Hudson reiterated that Springboro has the lowest property tax rate in Warren County compared to communities like Montgomery, which is at 16.1mills, and is lower than the township.

Other Major Funds include Special Revenue, Capital and Debt Funds, which comprise the City's CIP. Among the Major Funds is the Street Fund, which includes street paving and expenses for road maintenance, salt, etc. Another Major Fund is the Bond Retirement Fund, which the City has been working to whittle down the last few years. In addition, the Business Type Funds include Water and Sewer. Rates for water and sewer service remain the same and expenses are up a little due to operating costs, but those funds are still being maintained and operating in the black. Trash, Storm Water and Golf are included in Business Type Funds as well.

In reference to the Debt Fund or Bond Retirement Fund, in 2019, the City had a little over \$26M in debt and brought on the full effect of the PAC (Performing Arts Center) note in 2020 making the total debt \$27M. Between the retirement of the golf and water and sewer debt, and the City Building and some special assessment debt at West Tech being paid off by 2023, the City will be down to \$7.2M in outstanding debt. Of that \$7.2M, \$2.5M is actually debt owned by the City via the Manuscript Debt for Austin Landing; therefore, the City's actual outstanding debt is only about \$4.7M, which includes the debts mentioned previously such as the PAC. The City has made a concerted effort to whittle down its debt, and the payment of the water and sewer debt, which was on the books for 30 years, really helped whittle that down.

In conclusion, the focus of the budget remains on providing services that residents use every day such as police protection, quality streets, clean, safe drinking water, a working sewer system and working storm water system to prevent water from backing up into the street, no potholes and parks to play in. In essence, a general sense that everything is in order, safe, clean and working properly. Staff has been focusing the budget on core services and that is what this budget provides for. Mr. Hudson commented that the City is trying to ease its way back from COVID by trying to raise the budget, but not jump back to where the budget was before the pandemic because the economy is still unsettled. The economy is good, but a lot of money has been pumped into it. We do not know if this trend is going to continue or if businesses are going to start working from home and how that will affect us; therefore, the City will slowly work through this economy. Mr. Hudson also commented that the City received \$900,000 in the second round of stimulus money, which is not shown in the budget projections. Next year, the City will receive another \$900,000 and will have until the end of 2024 to spend it. Mr. Hudson explained that staff has decided to wait while other communities are spending it right away. The infrastructure bill has passed and staff is waiting to see if the City can possibly obtain additional grants and piece meal that together with the money we have for a larger project like possibly a water softening facility, a water tower or a bike path. In other words, the City is taking a wait and see approach before spending the stimulus money.

Mr. Hudson concluded his presentation of the 2022 Budget and offered to answer any questions.

Ms. Iverson asked if the City could earn interest on the stimulus money.

Mr. Hudson commented that the short answer is no and the long answer is maybe. It all depends on how we treat our other interest. If we break it out amongst funds, we have to assign it and then send it back. If we do not break it out, then we need to keep it where we originally had it. Mr. Hudson also briefly talked about the costs of holding the money versus current interest rates and potential earnings.

Mr. Hudson offered to answer any questions concerning the detailed budget.

Mr. Brunner inquired regarding funding for the Home Improvement Grant Program in the Royal Oaks neighborhood and asked if the funding could be increased.

Mr. Pozzuto commented that \$25,000 has been budgeted for that program in 2022 in an effort to continue watching expenses, but the plan is to switch focus from Royal Oaks to the Spice Rack (Springbrook Subdivision) neighborhood. The program would begin in the Spice Rack at the \$25,000 level. Mr. Pozzuto further commented that if the program is a priority of Council's the funding can be increased. Mr. Pozzuto added that the program has worked well and many residents have participated.

Mr. Brunner asked if the City continues to receive a lot of applicants for the program could the funding be increased at any time or would it be better to increase the funding now.

Mr. Pozzuto commented that funding for this program could be increased at any time.

Ms. Ridd inquired as to why the City would not move the program to the Tamarack neighborhood, which she thinks is the second oldest neighborhood.

Mr. Pozzuto commented that the program could be targeted for any area.

Ms. Eaton commented that one of the reasons staff targeted the Spice Rack next was due to the improvements the City made at the entrance to the Tamarack neighborhood by the pool. Part of that thought process initially was to make sure that no particular area felt left out. Although improvements at the Tamarack entrance did not involve individual home improvement grants, they benefited the entire neighborhood. Ms. Eaton again stated that this was the reasoning used to target the Spice Rack next.

Mr. Pozzuto confirmed that either one of these two neighborhoods could be targeted for this grant program in 2022.

Mr. Shackelford commented that 23 home improvement projects were approved this year in Royal Oaks and 19 projects have been funded. He added that projects have been delayed due to supply-chain issues, but the program has gone well.

Under Lands, Buildings & Grounds, Mr. Brunner inquired regarding a budget increase in the Utilities account.

Mr. Hudson explained that part of the utility expenses include heating the City's park buildings.

Mr. Pozzuto added that some of the park restrooms are being heated now.

Mr. Hudson further explained that general costs for utilities such as natural gas are increasing.

Mr. Pozzuto also added that the budget in the Supplies line item has increased due to rising costs for everything from chemicals to lumber.

Under Tree Authority, Mr. Chmiel inquired regarding an increase in the total amount for Public Health & Welfare.

Mr. Hudson explained that the total under Public Health & Welfare includes the \$25,000 budgeted for Historic Preservation Grants from the previous budget page.

Mr. Pozzuto clarified that when two totals are shown at the bottom of a page it is the subtotal of all of the previous pages in that section of the budget. Again, a portion of that total is \$25,000 budgeted for the Historic Preservation Grant Program in 2022.

Under Police Officers, Mr. Brunner inquired regarding an increase in the budget under the Rents and Leases line item.

Chief Kruihoff confirmed that the Rents and Leases line item includes the cost of camera equipment.

Under Park Services, Mr. Chmiel inquired regarding an increase in Full-Time Wages.

Mr. Pozzuto commented that this increase represents a strategic plan moving forward for both the retention and recruitment of employees. Wage adjustments are budgeted for employees in a few different categories in order to bring certain employees to a more appropriate and competitive minimum wage. The wage adjustment would impact about 13 out of approximately 98 full time employees.

Mr. Chmiel asked if the same strategy was applied to the Golf Operations budget.

Mr. Hudson explained that Golf Operations includes a lot of part-time people, whose wages would be adjusted based on the current minimum hourly rate for that department.

Ms. Ridd inquired regarding an increase in Full-Time Wages in Golf Operations.

Mr. Hudson explained that an employee is moving from Golf Food & Beverage Operations to full-time Golf Course Operations causing the increase in Full-Time Wages in that department.

Mr. Brunner asked how the City's compensation of employees compares with other cities.

Mr. Pozzuto answered that the City's compensation falls in the lower top third, similar to the targeted compensation range for the Police Department, which is where most of the City's employee compensation falls. The budgeted wage adjustments will bring most of those employees within that range. The City has historically lagged behind in the Public Works Department and this increase will help those employees get to the lowest top third. Mr. Pozzuto commented that, with respect to the City's median income being the 14th highest, philosophically the City should not be paying its employees the lowest and the City has historically been at the lower end of the wage scale. Mr. Pozzuto further commented that the City employees do a phenomenal job working at community events, providing police services on an overtime basis along with all of the extra efforts that the employees make. Again, the idea is to adjust the minimum to compete with other minimum wage establishments and other communities as well.

Mr. Hudson commented that for the 13 employees that are currently under that minimum average it amounts to approximately \$85,000 total to cover the cost of wage adjustments and benefits.

Under Golf Course – Maintenance, Ms. Iverson inquired regarding the Tuition Reimbursement line item. Ms. Iverson commented that it appears in years past that this item was not budgeted and she asked if it is a new budget item.

Mr. Hudson explained that Tuition Reimbursement was always budgeted, but in most years employees do not actually use it.

Ms. Iverson commented that she saw Tuition Reimbursement in other parts of the budget and confirmed that it has always been offered to employees regardless.

Mr. Hudson replied yes.

Mr. Pozzuto commented that recently the City has averaged two to three employees per year who take advantage of the reimbursement.

Under Planning, Mr. Brunner inquired regarding the decrease in the Professional Services line item.

Mr. Boron explained that the decrease in that line item is due to the costs related to the Master Plan review process in this year's budget, which will not be carried over to the 2022 budget.

Under Historical Preservation, Ms. Ridd inquired regarding the increase in the Re-Development (ARB) line item. Ms. Ridd asked if the increase is due to costs, such as consulting services, associated with the review of the City's Historic Design Standards.

Mr. Pozzuto replied yes.

There was no further discussion regarding the 2022 Budget.

Mayor Agenbrood commented that City Council appreciates all that staff does for the City; we have a great staff and Council is very privileged to have all of staff working with us. Mayor again thanked staff for all the effort they put into preparing the budget.

ITEM 4. LEGISLATIVE AGENDA. – Review legislative items slated for November 18.

MOTION: TO APPROVE THE 2022 BUDGET OF THE CITY OF SPRINGBORO, OHIO.

- 1) RESOLUTION:** A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH JK MEURER CORPORATION FOR THE "EAST STREET PARKING LOT" PROJECT.

Mr. Pozzuto commented that this resolution authorizes the construction of a parking lot on East Street. Approximately two years ago, the City purchased the Hess Property (323/325 East Street). Staff identified the property as a good place for off-street parking to help the downtown business district, i.e., downtown merchants would have additional parking to direct their customers to. The project has been designed and bid, and staff is recommending approval of the contract with JK Meurer to construct the parking lot.

Mr. Dudas commented that the project would begin this year, but would not be finished until next spring.

Mr. Chmiel asked how many spaces the new parking lot would create.

Mr. Dudas responded, 29 spaces.

Mr. Pozzuto further commented that the parking lot is designed for people to be able to access the downtown area through the SPARC and Go property at 320 S. Main Street.

ITEM 5. CITY MANAGER. – Issues/Reports.

Mr. Pozzuto commented on the following items:

Christmas in Springboro Festival: Staff will be closing S. Main Street tomorrow at approximately 9:00 AM in preparation for the festival. The timing allows school busing to conclude before closing the road. City Planner Dan Boron and Community Relations Director Maureen Russell-Hodgson will be at the downtown SPARC and Go along with Parks Supervisor Jon Brown. The Tree Authority will be sponsoring their annual tree sapling giveaway and tree raffle. In addition, staff will be promoting the Master Plan Open House on December 7, 6:00-8:00 PM, at Heatherwoode Clubhouse.

Mr. Pozzuto added that the Master Plan recommendation would be presented to Council in February following review by the Planning Commission.

Leaf Collection Program: The City's leaf collection program is ongoing. The Public Works Department now has two leaf vacs working throughout the City and crews are staying ahead of the leaf pick-up schedule.

Water Softening Facility Proposal: During the CIP, Council approved the design of a water softening plant. Mr. Pozzuto and staff members met this week to discuss how the City would roll out this proposal. In April or May, staff will present options to Council concerning how to finance the water softening facility.

The City intends to pursue some of the federal dollars through the recent infrastructure bill to help pay for water softening; however, staff does not think water softening infrastructure will be eligible based on the current federal guidelines. For water infrastructure to be eligible, it has to be either water storage or healthy, clean water facilities. Staff plans to apply for funding based on the proposal to clean the City's water by removing the hard quality.

Staff will be working on financing scenarios in the first few months of next year, and potential federal funding will factor into the options presented to Council. According to the water softening survey conducted earlier in the year, 70% of the people surveyed indicated that they would be willing to pay extra to have softened water. Again, staff will be presenting cost scenarios to Council in the April/May timeframe.

Mr. Shackelford commented on the following items:

Noise Complaints in the Downtown Area (Update): The City utilized a consultant to test noise levels using decibel meter readings in the downtown area on September 18. There was a four-piece band at Heather's Café that evening. The consultant tested from approx. 4:00 PM to Midnight. Based on the test readings, the decibel levels resulted in being reasonable to very reasonable as far as the sound levels. Within the report, the consultant captured noise levels from three different locations. Two of the locations were near the origins of the complaints, and one was located across the street from Heather's Café (distances of 80', 360' 420'). Decibel levels at the two further locations were very, very reasonable. The levels were higher from the closer location; however, the City has not received any significant complaints from that location.

Staff met with Heather Sukola, the owner of Heather's Café, who has received and reviewed the report. Heather explained that the majority of the larger bands have sound engineers, which helps to keep the noise level down; however, the band that played on September 18 did not. Everyone was reasonably satisfied with the outcome of the meeting; Heather understands the situation and was very cooperative and professional. They discussed

scheduling bands next year and recommended having sound engineers on the weekends when larger bands are booked.

The report was very helpful in supporting what staff had experienced when they visited those locations on nights when bands were playing. Mr. Shackelford commented that he actually visited the Marsh's home and found that the noise level there reflected the results of the report. (Mr. Marsh brought the noise issue to Council's attention earlier this year.)

Mr. Brunner asked if the consultant's report has been given to the Marsh family.

Mr. Shackelford explained that they wanted to meet with Heather first and report the results to Council; however, he can and will provide the report to them. Mr. Shackelford stated that the next step is to follow up with them to share the findings and where the City is at right now. Mr. Shackelford further stated that this does not mean that residents cannot reach out to the City in certain situations or scenarios. Mr. Shackelford added that he has not heard from the Marsh Family since they exchanged e-mails following the meeting.

Mayor Agenbroad inquired regarding the suggestion of having the bands face south rather than facing north, into the downtown district.

Mr. Shackelford explained that the suggestion to face the bands south was mainly Mr. Marsh's idea because of the impact on some residents in the district. Mr. Shackelford further explained that, according to Heather, the current setup is the best way logistically. Mr. Shackelford added that there were a few other suggestions in the report that would be a little more expensive, but ultimately they could be discussed if needed.

Mayor Agenbroad commented that Mr. Marsh was very respectful and professional when he attended the Council Meeting to state his concerns regarding the noise downtown.

Mr. Hanson commented that it might not be so much the noise; it just might be the repetition of the noise. Mr. Hanson explained that four nights a week wears on people probably more than the level of the noise itself.

There was no further discussion regarding this issue.

Mr. McDonald commented on the following items:

Emergency Access to the Golf Course: The City has been seeking an easement over certain property for the purposes of creating an emergency access to the golf course. Mr. McDonald commented that he has been in contact with a representative of the property owner and they would like to discuss a quitclaim deed to transfer the property to the City.

ITEM 6. CLERK OF COUNCIL. – Issues/Reports.

Calendar Events: Christmas in Historic Springboro Festival, November 19-21, Downtown; Opening Ceremonies on Friday at 6:45 PM at the gazebo at Rotary Park and Parade at Noon on Saturday on S. Main Street. Parade information has been distributed to Council. The Thanksgiving Holiday will be observed Thursday, November 25 and Friday, November 26 (City Offices Closed).

The next City Council Work Session will be held on Thursday, December 2 at 6:00 PM followed by the Regular Meeting at 7:00 PM in Council Chambers.

Volunteer Recognition: Park Board Member Jim Crabtree will be recognized at the December 2 City Council Meeting for 16 years of service as a board member.

Ward Redistribution: Based on the 2020 Census results, the City's population is now 19,062. Following each decennial census, the City's Charter provides for review of the City's ward boundaries to achieve substantially equal population in each ward. Data is being collected in preparation for the ward redistribution process. The City experienced the lowest bump in population since 1970; therefore, no dramatic changes to the boundaries are expected.

Ms. Iverson confirmed that the population increase was largely in the northeast.

Ms. Martin replied yes, the population growth was mainly in the Ward 2 area.

Ms. Martin commented that she would draft a couple of ward redistribution scenarios; however, Council may decide to retain the existing boundaries because they are still substantially equal in population. Ms. Martin will begin the ward boundaries review with Council early next year.

ITEM 7. CITY COUNCIL. – Issues/Reports.

Mr. Hanson – Mr. Hanson will announce the Tree Authority's tree sapling giveaway this weekend at the Christmas in Springboro Festival at tonight's Regular Meeting under Reports.

Mr. Chmiel – No reports.

Mr. Brunner – No reports.

Ms. Iverson – Ms. Iverson will announce the Master Plan Open House hosted by the City on Tuesday, December 7, 6:00-8:00 PM, at Heatherwoode Clubhouse at tonight's Regular Meeting under Reports.

Deputy Mayor Ridd – No reports.

Mayor Agenbroad – Mayor Agenbroad stated that he would comment on the Ribbon Cutting at Sweet Tooth dessert café on Wednesday at tonight's Regular Meeting under Reports.

In reference to Council Committee appointments for 2022, Mayor Agenbroad asked if there were any objections of Council to keeping the existing appointments in 2022 and appointing Becky Iverson to serve as Deputy Mayor in 2022.

There were no objections to the proposed Council Committee appointments and Deputy Mayor appointment for 2022.

Mayor Agenbroad stated that a motion would be in order at tonight's Regular Meeting under Other Business to approve Council Committee appointments for 2022.

Mayor Agenbroad also noted that a motion would be in order at tonight's Regular Meeting under Other Business to set two public hearings on January 20, 2022 at 7:00 PM in Council Chambers: 1) to rezone properties at 110 East Mill Street (M-2 to CBD), and 2) 1360 South Main Street (PUD-R to R-1.)

Ms. Iverson commented that the rezoning request at 1360 S. Main Street is the property located between the Heather Glen and Heatherwoode subdivisions. The property was rezoned a few years ago from R-1 (Estate Type Residential) to PUD-R (Planned Unit Develop-Residential) to allow for the development of up to seven lots. The property has since been sold and the new owner is requesting to rezone the property back to R-1.

Mr. Pozzuto commented that they are down zoning the property at 1360 S. Main Street. Mr. Pozzuto also commented that the other rezoning request is for 110 East Mill Street, the

taxidermy business. Currently, half of the property is in one zoning district and half is in another. The owner would like the property to be zoned under all one district before selling it.

ITEM 8. ADJOURNMENT. *With no further discussion, Mayor Agenbroad adjourned the Thursday, November 18, 2021 City Council Work Session at approximately 6:45 PM.*

CITY OF SPRINGBORO
320 W. CENTRAL AVENUE, SPRINGBORO, OH

CITY COUNCIL REGULAR MEETING

THURSDAY, NOVEMBER 18, 2021

7:00 PM

CITY COUNCIL

John Agenbroad, Mayor
Janie Ridd, Deputy Mayor/Ward 1
Dale Brunner, Ward 2
Jack Hanson, Ward 3
Jim Chmiel, Ward 4
Stephen Harding, At Large
Becky Iverson, At Large

CITY STAFF

Chris Pozzuto, City Manager
Greg Shackelford, Assistant City Manager
Gerald McDonald, Law Director
Lori Martin, Clerk of Council

ITEM 1. CALL TO ORDER. Mayor Agenbroad called the Springboro, Ohio City Council Regular Meeting of Thursday, November 18, 2021 to order at 7:00 PM in Council Chambers at the Springboro Municipal Building, 320 W. Central Avenue, Springboro, Ohio.

ITEM 2. PLEDGE OF ALLEGIANCE. Mayor Agenbroad led the Pledge of Allegiance.

Invocation by Pastor Steve Rudisill, The Point Church.

ITEM 3. ROLL CALL. Agenbroad, Present; Brunner, Present; Chmiel, Present; Hanson, Present; Harding, Absent; Iverson, Present; Ridd, Present. Staff: Mr. Pozzuto, Mr. Shackelford, Mr. McDonald and Ms. Martin were present.

Mayor Agenbroad called for a motion to excuse Council Member Harding.

Ms. Iverson motioned. Mr. Hanson seconded the motion.

No discussion.

VOTE: Brunner, Yes; Ridd, Yes; Iverson, Yes; Agenbroad, Yes; Chmiel, Yes; Hanson, Yes. [6-0]

ITEM 4. APPROVAL OF MINUTES: THE MINUTES OF THE CITY COUNCIL WORK SESSION AND REGULAR MEETING OF NOVEMBER 4, 2021.

Mayor Agenbroad presented the minutes for additions/corrections. No additions/corrections.

Mayor Agenbroad called for a motion to approve the Minutes.

Ms. Ridd motioned. Ms. Iverson seconded the motion.

No discussion.

VOTE: Agenbroad, Yes; Chmiel, Yes; Hanson, Yes; Brunner, Yes; Ridd, Yes; Iverson, Yes. [6-0]

ITEM 5. PRESENTATIONS: No Presentations.

ITEM 6. LEGISLATION: City Council held a Work Session at 5:30 PM tonight for approximately one hour and 15 minutes to discuss the City's 2022 Budget and the following legislative items as well as other City business.

MOTION: TO APPROVE THE 2022 BUDGET OF THE CITY OF SPRINGBORO, OHIO.

Mayor Agenbroad called for a motion to approve the 2022 Budget of the City of Springboro, Ohio.

Mayor Agenbroad presented the item for questions/comments of Council. No questions/comments.

Mr. Chmiel motioned. Mr. Hanson seconded the motion.

No discussion.

VOTE: Brunner, Yes; Ridd, Yes; Iverson, Yes; Agenbroad, Yes; Chmiel, Yes; Hanson, Yes. [6-0]

- 1) RESOLUTION R-21-21:** A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH JK MEURER CORPORATION FOR THE "EAST STREET PARKING LOT" PROJECT, was read by the Clerk of Council. Mr. Pozzuto's comments are summarized as follows:

This resolution authorizes a contract with JK Meurer Corporation for the "East Street Parking Lot" Project. This project will consist of constructing a lighted 9,000 SF parking lot located at 323/325 East Street. This parking lot will be constructed on property that the City purchased approximately two years ago to add 29 parking spaces easily accessible to the downtown area. Customers can utilize the new parking lot to access the businesses located downtown. This project will improve parking in the downtown business district. Three bids were received for this project with the lowest bid from JK Meurer at \$162,583.30. Staff recommends approval of this contract.

Mayor Agenbroad presented the item for questions/comments of Council. No questions/comments.

Mayor Agenbroad called for a motion to adopt Resolution R-21-21.

Mr. Brunner motioned. Ms. Ridd seconded the motion.

No discussion.

VOTE: Iverson, Yes; Agenbroad, Yes; Chmiel, Yes; Hanson, Yes; Brunner, Yes; Ridd, Yes. [6-0]

ITEM 7. REPORTS: Mayor's Report – Christmas in Historic Springboro Festival, November 19-21, downtown with Opening Ceremonies on Friday at 6:00 PM at the gazebo at Rotary Park and the Parade at Noon on Saturday on S. Main Street. Former Springboro Chamber of Commerce

Executive Director Carol Hughes is the Parade Grand Marshal this year. The Thanksgiving Holiday will be observed Thursday, November 25 and Friday, November 26 (City Offices Closed).

In addition, the next City Council Work Session will be held on Thursday, December 2 at 6:00 PM followed by the Regular Meeting at 7:00 PM in Council Chambers.

City Manager's Report – Mr. Pozzuto reported on the following items:

Christmas in Springboro Festival: City crews will be closing S. Main Street at approximately 9:00 AM tomorrow in preparation for the festival. The timing allows school busing to conclude before the road closure.

Leaf Collection Program: The City's leaf collection program continues and the City now has two leaf collection trucks operating in neighborhoods to keep ahead of the schedule.

Mr. Pozzuto wished everyone a Happy Thanksgiving!

Committee Reports –

Mr. Hanson – Tree Authority – The Tree Authority will be sponsoring the tree sapling giveaway again this year at the Christmas in Springboro Festival. Mr. Hanson invited everyone to stop by during festival hours to enter the raffle to have a tree planted in your yard and pick up a free sapling to plant to encourage the growth of trees and help the City continue its designation as a Tree City USA.

Mr. Chmiel – No reports.

Ms. Iverson – Master Plan Steering Committee – The Master Plan Steering Committee continues to review the City's Master Plan, which is a process the City does periodically. The committee met on November 9 and reviewed information provided by the City's consultant MKSK of Columbus. Ms. Iverson commented that she wanted to make sure that the public is aware that on December 7, the City will hold an Open House at the Heatherwoode Clubhouse from 6:00-8:00 PM to give members of the community an opportunity to see the recommendations and provide input. If you are interested in sharing your opinions about the City's Master Plan, please attend.

Mr. Brunner – No reports.

Deputy Mayor Ridd – Warren County Municipal League – The Warren County Municipal League Annual Meeting and Christmas Dinner will be held on Wednesday, December 8 at Heatherwoode Clubhouse. The deadline for reservations is December 1. Council Members should notify Ms. Martin if they plan to attend.

At this time, Mayor Agenbrood commented that he attended a Ribbon Cutting for Sweet Tooth, a new dessert café, and welcomed this new business to Springboro. Mayor Agenbrood attended the Ribbon Cutting with Deputy Mayor Ridd and Council Member Harding.

ITEM 8. OTHER BUSINESS. Mayor Agenbrood called for the following motions:

Mayor Agenbrood stated that annual committee appointments were discussed at tonight's Work Session and the following nominations were made:

Council Committee Appointments for 2022:

Deputy Mayor – Becky Iverson; **Finance** – John Agenbroad, Jim Chmiel (Chair), Becky Iverson; **Legal** – John Agenbroad (Chair), Dale Brunner, Jack Hanson; **Services and Public Works Committee** (Utilities, Safety and Streets) – Dale Brunner, Stephen Harding, Becky Iverson; **Sanitary Claims** – John Agenbroad, Chris Pozzuto, City Manager; **Architectural Review Board** – Janie Ridd, Becky Iverson (Alt.); **Housing Council (Community Reinvestment)** – Jack Hanson; **Miami Valley Communications Council** – Stephen Harding, Janie Ridd (Alt.); **Park Board** – Jim Chmiel, Jack Hanson (Alt.); **Planning Commission** – Stephen Harding, Becky Iverson (Chair); **Tree Authority** – Jack Hanson, Dale Brunner (Alt.); **Warren County Board of Health** – (TBD); **Warren County Municipal League Board** – Janie Ridd, Chris Pozzuto, City Manager (Alt.); **Warren County Regional Planning Commission** – Chris Pozzuto, City Manager; Elmer Dudas, Development Director, Jim Chmiel (Alt.); **Miami Valley Regional Planning Commission** – John Agenbroad, Mayor, Executive Committee Delegate; Dale Brunner, Executive Committee (Alt.), John Agenbroad, MVRPC Board, Elmer Dudas, Development Director (MVRPC Board Alt.); Elmer Dudas, Development Director (TAC), Chad Dixon, City Engineer (TAC Alt.)

Mayor Agenbroad called for a motion to approve the above stated 2022 Council Committee Appointments.

Ms. Ridd motioned. Mr. Hanson seconded the motion.

No discussion.

VOTE: Brunner, Yes; Ridd, Yes; Iverson, Yes; Agenbroad, Yes; Chmiel, Yes; Hanson, Yes. [6-0]

A MOTION TO SET TWO PUBLIC HEARINGS ON THURSDAY, JANUARY 20, 2022 AT 7:00 P.M. IN COUNCIL CHAMBERS AT THE SPRINGBORO MUNICIPAL BUILDING, 320 W. CENTRAL AVENUE, SPRINGBORO 45066: 1) TO AMEND THE OFFICIAL ZONING MAP OF THE CITY OF SPRINGBORO AND REZONE 110 EAST MILL STREET FROM M-2, HEAVY INDUSTRIAL TO CBD, CENTRAL BUSINESS DISTRICT; 2) TO AMEND THE OFFICIAL ZONING MAP OF THE CITY OF SPRINGBORO AND REZONE 1360 SOUTH MAIN STREET (SR741) FROM PUD-R, PLANNED UNIT DEVELOPMENT-RESIDENTIAL, TO R-1, ESTATE-TYPE RESIDENTIAL DISTRICT.

Mayor Agenbroad presented the item for questions/comments of Council. No questions/comments.

Mr. Chmiel motioned. Ms. Ridd seconded the motion.

VOTE: Iverson, Yes; Agenbroad, Yes; Chmiel, Yes; Hanson, Yes; Brunner, Yes; Ridd, Yes. [6-0]

ITEM 9. FINAL COUNCIL AND MANAGER COMMENTS. Ms. Iverson wished everyone a Happy Thanksgiving; she is grateful to be serving on City Council and working for a great City and with a great staff.

ITEM 10. GUEST COMMENTS. No Guest Comments.

ITEM 11. EXECUTIVE SESSION. No Executive Session.

ITEM 12. ADJOURNMENT. Mayor Agenbroad thanked the MVCC for tonight's telecast and scheduled rebroadcasts of this Springboro City Council Meeting. Mayor Agenbroad with the community and City employees a great Thanksgiving Holiday and thanked them for all of the hard work they do each and every day for this great City.

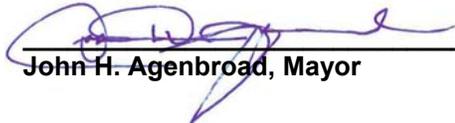
Mayor Agenbroad called for a motion to adjourn the Thursday, November 18, 2021 Springboro City Council Regular Meeting at approximately 7:10 PM.

Ms. Iverson motioned. Ms. Ridd seconded the motion.

No discussion.

VOTE: Iverson, Yes; Agenbroad, Yes; Chmiel, Yes; Hanson, Yes; Brunner, Yes; Ridd, Yes. [6-0]

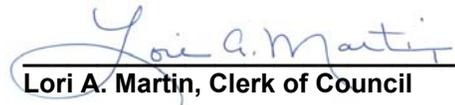
—MEETING ADJOURNED—



John H. Agenbroad, Mayor

John H. Agenbroad

Presiding Officer



Lori A. Martin, Clerk of Council