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City of Montgomery  
City Council Work Session Minutes  
March 18, 2009

6 Present

7 Cheryl Hilvert, City Manager  
8 Terry Donnellon, Law Director  
9 Susan Hamm, Clerk of Council  
10 Frank Davis, Community Development Director  
11 Wayne Davis, Assistant City Manager  
12 Jim Hanson, Finance Director  
13 Amber Morris, Recreation and Communications Director  
14 Brian Riblet, Assistant Public Works Director  
15 Don Simpson, Police Chief  
16 Paul Wright, Fire Chief  
17 Matthew Vanderhorst, Customer Service Director

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City Council Members Present

Gerri Harbison, Mayor  
Mark Combs  
Vicki Hirsch  
Barry Joffe  
Lynda Roesch  
Todd Steinbrink  
Ken Suer

City Council convened in Council Chambers for the work session at 7:00 p.m. with Mayor Harbison presiding.

ROLL CALL

Mayor Harbison asked for a motion to dispense with the roll call since everyone was in attendance.

Mrs. Hirsch moved to dispense with the roll call. Mr. Steinbrink seconded. City Council unanimously agreed.

GUESTS AND RESIDENTS

There were no residents or guests to address City Council tonight.

ESTABLISHING AN AGENDA FOR MARCH 4, 2009

Pending Legislation

New Legislation

**An Ordinance to Amend Appropriations for Current Expenses and Other Expenditures of the City of Montgomery, State of Ohio, During the Fiscal Year Ending December 31, 2009**

Mr. Jim Hanson, Finance Director, explained that this ordinance would amend the 2009 Appropriations Ordinance to appropriate funds in the amount of \$145,000 and \$30,000. He further explained that the proposed \$145,000 supplemental appropriation is necessary to reimburse expenditures made from the General Fund and other operating funds with FEMA grant monies awarded to the City. He also explained that the \$30,000 supplemental appropriation represents the estimated cost to proceed with the demolition of the Business Club building and the removal of heating oil tanks at that location.

ADMINISTRATION REPORT

Ms. Hilvert reported on the following items:

- The Financial Planning and Planning, Zoning and Landmarks Committees have cancelled their meeting for the month of April.

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- 55
- Board and Commission updates are scheduled to begin on Wednesday, April 1, 2009 with the first update beginning at 6:00 p.m.
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- The Board and Commission training is scheduled for Thursday, April 30, 2009 from 6:30 p.m. to 8:30 p.m.
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- The MCLA visited the Sycamore Schools on Thursday, March 12, 2009 for an exciting program on the services offered by the school system. On Saturday, March 14, 2009, the class examined community development from a historic preservation view focusing on the Heritage District. The final session will be held on Thursday, March 19, 2009 and will include a dialogue on volunteerism, civic engagement and a call to action for the class participants to get involved in aspects of their community that interest them. Graduation from the academy will also be held at this time.
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- The hiring process for the Communications Coordinator position continues with final interviews scheduled for three position finalists. Staff will be checking references and hopes to make an offer to the successful candidate next week.
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72 Ms. Hilvert requested an executive session to discuss matters related to the purchase of real estate and pending litigation.

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75 **LAW DIRECTOR REPORT**

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77 Terry Donnellon reported he has been working with the staff on the following items:

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- Updates to the Policies and Procedures Manual
  - Training on email retention
  - Clean up of the Zoning Code
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83 **CITY COUNCIL MEMBERS REPORTS**

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85 Mr. Suer explained that the Government Affair Committee of City Council met and discussed the following items:

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- Partnerships With Outside Groups on Events – At last month’s meeting, the Committee agreed there was a need to better identify a process by which Boards and Commissions requests for special events/activities are made, evaluated and approved/rejected by the City in the future. As a continuation of the dialogue, the Committee began last month on the subject of partnerships with outside groups on special events/activities. Staff researched and prepared a policy for the Committee review. This policy would require Boards and Commissions to complete a form for any events they are undertaking/partnering and secure approval from Government Affairs for any new events/partnerships, as well as approval from the City Manager for any events requiring an outlay of City funds, resources or facilities. The Committee agreed that the proposed forms and policy were acceptable. The next step in the process will be for the Committee to discuss how it should begin to educate the volunteers on the proper usage of the forms and policy.
  - Indigent Burial Guidelines - Mr. Donnellon discussed the City’s responsibilities for indigent burials and solicited input from the Committee on various policy questions—including the decision on cremation vs. burial; multiple burials (2) in one plot; type of marker to be erected; reimbursement for expenses, etc. that will allow us to develop a formal policy for such burials in the future. The Committee concurred with the following recommendations: cremation; two burials in one plot; installation of a ground mounted marker.
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105 Mr. Suer explained that the Committee reviewed a contract for services with Prosper Montgomery Business  
106 Group. He further explained that as a part of the City's citizen engagement strategic initiatives, the City has  
107 been working with a group of business owners/managers in the downtown area to start a business "association"  
108 in the City with the purpose of addressing the needs of member businesses, promoting the area as a quality place  
109 to shop and dine, and working with the City on matters of common interest. Because the City facilitated the  
110 formation of this group and feels that its outreach work through its website could be helpful to the City in  
111 promoting the community and in the City's goal of citizen engagement/involvement, the Government Affairs  
112 Committee is recommending that the City enter into a contract with Prosper Montgomery in the amount of  
113 \$10,000 for a location and advertising on the Prosper Montgomery website. He also explained that this  
114 participation would link the organization with the City as a part of our strategic plan initiatives and also offers a  
115 secondary location for promoting the community via the website.  
116

117 Ms. Hilvert noted that if City Council concurs with the Committee's recommendation staff will execute the  
118 contract with Prosper Montgomery, allowing the development of the website to move forward and the City to be  
119 featured as a part of that website promoting the community.  
120

121 Mayor Harbison stated that she thought this was a good idea and would be beneficial to the City.  
122

123 Ms. Roesch indicated that she thought it would benefit the City and would be worth the value.  
124

125 Mrs. Hirsch moved to authorize the City Manager to enter into a contract with Prosper Montgomery in the  
126 amount of \$10,000 for a location and advertising on the Prosper Montgomery website. Ms. Roesch seconded.  
127 City Council unanimously agreed.  
128

129 Mrs. Hirsch indicated that she attended the Environmental Advisory Commission meeting, where nine  
130 candidates attended the meeting indicating their interest in filling the vacancy position. She also indicated that  
131 she attended the first two green landscaping workshops being sponsored by the Environmental Advisory  
132 Commission and Beautification and Tree Commission.  
133

134 Ms. Roesch noted that she attended the following meetings:

- 135 • OKI
  - 136 • Parks and Recreation Commission
  - 137 • Beautification and Tree Commission
- 138

139 Mayor Harbison indicated that she attended the following:

- 140 • Planning Committee meeting for the 10<sup>th</sup> Anniversary of the April 9, 1999 Tornado
  - 141 • MCLA Sessions
  - 142 • Bastille Day Committee meeting
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#### 145 **OTHER BUSINESS**

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147 Mayor Harbison asked if there was any further business to discuss in public session. There being none, she  
148 asked for a motion to adjourn into executive session to discuss matters related to the purchase of real estate and  
149 pending litigation.  
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151 Mrs. Hirsch moved to adjourn into executive session to discuss matters related to the purchase of real estate and  
152 labor negotiations. Mr. Combs seconded.  
153

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154 The roll was called and showed the following vote:

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156 AYE: Combs, Harbison, Hirsch, Joffe, Roesch, Steinbrink, Suer (7)  
157 NAY: (0)  
158 ABSENT: (0)

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160 City Council adjourned into executive session at 7:30 p.m.

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162 City Council reconvened into public session at 8:22 p.m.

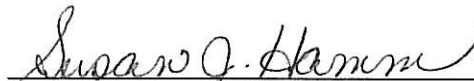
163  
164 Mayor Harbison asked if there was any further business to discuss in public session. There being none, she  
165 asked for a motion to adjourn.

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167 Mr. Joffe moved to adjourn. Ms. Roesch seconded.

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169 City Council unanimously agreed.

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171 City Council adjourned at 8:23 p.m.

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Clerk of Council