

MINUTES
WYOMING CITY COUNCIL
September 19, 2016

The Wyoming City Council met in regular session on September 19, 2016 at 7:30 p.m. in the Council Chambers of the Wyoming Municipal Building. Mayor Porter called the meeting to order. In attendance were:

Council Members:

Barry Porter, Mayor
Al Delgado, Vice Mayor
Keith Desserich
Jennifer Eismeier
Pamela Kamm
Jenni McCauley
Jim O'Reilly

Others:

Lynn Tetley, City Manager
Emily Supinger, City Solicitor

MINUTES:

Ms. McCauley moved to approve the minutes of the August 15, 2016 regular City Council meeting as written. Mr. O'Reilly seconded the motion. There being no discussion, the motion to approve the minutes of the August 15, 2016, 2016 City Council meeting, as written, carried with all voting yes.

Mr. O'Reilly moved to approve the minutes of the August 22, 2016 Special City Council meeting as written. Ms. Eismeier seconded the motion. There being no discussion, the motion to approve the minutes of the August 22, 2016 Special City Council meeting as written carried with all voting yes.

Ms. Kamm moved to approve the August 22, 2016 Committee of the Whole meeting as written. Ms. McCauley seconded the motion. There being no discussion, the motion to approve the minutes of the August 22, 2016 Committee of the Whole meeting as written carried with all voting yes.

SPECIAL REPORTS:

Mayor Porter asked for any comments on the Special Reports. No comments were received.

COMMITTEE REPORTS:

Mayor Porter asked for any comments on the Committee Reports. No comments were received

SWEARING IN OF POLICE OFFICER:

Chief Herzog introduced Drew Jones, the City's newly hired Police Officer. Ms. Emily Supinger, City Solicitor, performed the swearing in of Officer Jones. Chief Herzog stated that Officer Jones had previously worked as a police officer with the Village of Arlington Heights and most recently with the Village of Lockland.

CITIZEN PARTICIPATION:

Mayor Porter asked if there were any citizens present who wanted to bring an item not otherwise on the agenda, before City Council.

Ms. Sherry Sheffield, 741 Barney Avenue, announced that the Wyoming Historical Society is preparing to unveil the first of three historical markers in town. The first plaque will be unveiled mid to late October and will dedicate the area once occupied by the train station. This plaque is sponsored by the Weckenbrock family. The second plaque will be erected at the Barney-Fisk-Stearns property (dedication date to be determined) and the

third will be placed at the doughboy statue at the Civic Center and will be unveiled on November 11, 2016 at 11:00 a.m. which will be the 90th anniversary of the day the statue was initially dedicated.

Ms. Marilyn Zayas-Davis introduced herself to Council and to the public in attendance. Ms. Zayas-Davis is running for the position of Judge in the Court of Appeals. She provided her personal background and stated that she has been a practicing attorney for nearly 20 years in the District Court, Federal Court of Appeals, and State Courts. She has instructed future attorneys as an Adjunct Professor at U.C. Law School and she is a former Hamilton County Public Defender. She has been with the firm of Holland & Hart in the complex area of intellectual property. Additionally, she has worked for P&G for more than six years. Ms. Zayas-Davis shared that she has a brother that is a police officer and has never witnessed a police officer getting sworn in to service as the City just did. Ms. Zayas-Davis explained that half of the judges currently serving on the First District Court of Appeals first came to their seats by being selected by the Governor, rather than being voted for in an open election. By voting for her, she believes this will send the message that the most qualified person should represent the community in the judiciary, that an untainted, independent voice is needed, and that you are tired of the usual politics.

REPORT FROM THE CITY MANAGER:

Ms. Tetley reminded everyone that Fall Festival will be held on Saturday, October 1 from 10:00 a.m. to 5:00 p.m. on the Village Green and Wyoming Avenue area.

BUSINESS:

- A. Presentation of the Auditor of State Award with Distinction: Mr. Joe Braden of the State Auditor's Office was present and addressed City Council. Mr. Braden stated that the City of Wyoming has been selected to receive the Auditor of State Award

with Distinction, which recognizes those entities that file an annual CAFR and timely financial reports in accordance with GAAP, as well as receive a clean audit report. A clean audit report means there were no findings for recovery, material citations, material weaknesses, significant deficiencies, Single Audit findings, or any questioned costs. Mr. Braden added that there are approximately 6,000 entities that are audited annually and less than 300 are eligible for this award. The award represents the hard work of every employee in accounting excellence and he recognized the Mayor and Council for assuring every dollar is accounted for and he recognized Finance Director, Jeremiah Caudill and City Manager, Lynn Tetley for their fiscal integrity which contributes to the overall likelihood of receiving this award. Mr. Braden then presented the award to Mr. Caudill. Mr. Caudill recognized Account Clerks Linda Bussell-Amyx and Debbie Hufft in the Customer Service & Finance Department for completing timely and accurate financial processes which contribute to the City receiving the award.

- B. Presentation of Promote Wyoming Commission's Annual Report: Ms. Deb Stonehill, Chair of the Promote Wyoming Commission addressed City Council to share the work that the Commission has accomplished since its inception in January 2015. Ms. Stonehill introduced Mr. Brad Stoppenhagen, who will complete the annual report by sharing a PowerPoint presentation with City Council. Ms. Stonehill also recognized Ms. Beth Roessler, who is chairing the Photography Committee assuring that community events are being captured and shared with the public.

The "Promote Wyoming" Commission

Overall Objectives:

- Actively promote the City of Wyoming to attract potential new residents, while also reassuring current residents that they live in a great community.

- Promote the City of Wyoming within the Greater Cincinnati community, to build and maintain a strong brand image for our City.

Wyoming Brand Image & Character Summary:

- Building a community that is welcoming, safe, and diverse is no accident. It begins with top-rated schools, excellent public services, well-run, fiscally responsible government, and dedicated citizen volunteers. These are all part of everyday life in Wyoming, OH. The things that can't be quantified, however, are just as important - the small-town charm, the picturesque, tree-lined streets where friends and neighbors wave as you pass by, and the pride of belonging to a community that honors rich traditions and nurtures genuine friendships. Wyoming is a special place because the people who live here love it, and it shows.

Tag Line:

- Come for the charm, stay for the friendships.

Commission Structure and Process:

- Each member of this Commission has professional skills and experience in marketing, communication, graphic design, web design, photography, videography, social media, market research, or sales. This depth of professional talent, all working together toward achieving specific identified objectives, creates a strong productive team.
- Projects are managed by sub-committees of 3-4 Commission members, who come together at our monthly Commission meetings to share progress, solicit ideas and input, and report results.

Promote Wyoming Commission Projects (since formation in January 2015)

Major Completed Projects, in Partnership with City staff:

- Logo update and development of a sub-branding system for City departments
- Production of a professional map of Wyoming, featuring the Wyoming businesses
- Designed updated, consistent City stationary: business cards, letterhead, envelopes, etc.
- Development of Branding Standards for marketing materials, promotional items, etc.
- Two years of "bookmark cards" identifying City events for each month of the year
- Management and design of the 2015 Wyoming Annual Report
- Identification of several expert volunteer photographers operating under PWC leadership to help develop a comprehensive Photo Library for the City, and partnering with the City to organize these photos in a Smug Mug account
- Development of photography guidelines and writing standards to assist City staff and volunteers in taking photos and writing departmental summaries and blog articles
- Idea development and support for new City programs, including Pies on the Pike & Yoga in the Park

Major Projects in Process, as of September 2016:

- Updating the lobby and displays for the Oak Avenue City Building
- Management and design of the 2016 Wyoming Annual Report
- Updating and improving the New Resident materials
- Development of standards for flyers, banners, and yard signs

- "What's Up Wyoming" blog design, development, management, and communications

Ms. Stonehill shared the City's Brand Statement as formulated by the Commission:

- Building a community that is welcoming, safe, and diverse is no accident. It begins with top-rated schools, excellent public services, well-run, fiscally-responsible government, and dedicated citizen volunteers. These are all part of everyday life in Wyoming, Ohio. The things that can't be quantified, however, are just as important – the small-town charm, the picturesque, tree-lined streets where friends and neighbors wave as you pass, the pride of belonging to a community that honors rich traditions and nurtures genuine friendships. Wyoming is a special place because the people who live here love it, and it shows.

Mr. Brad Stoppenhagen addressed Council and shared a PowerPoint presentation regarding a new community blog that will be facilitated by the Promote Wyoming Commission:

- New blog, whatsupwyoming.com, improves Wyoming's digital communication to current, future, and past residents.
- Partnership between PWC and City Staff
- Lifestyle and interest articles about Wyoming
- Events
- City news
- Community & People
- Recreation
- Business
- Content worth sharing
- Centerpiece of online communication strategy

- Content generated by PWC – city, commissions, and community to contribute
- Projected annual blog maintenance cost ~ \$300

Help Support the Blog

- Subscribe to updates
- Email
- RSS
- Tell your friends and everyone you meet
- Share stories on your personal social media sites
- Ask the commission you represent to submit articles

Ms. Kamm commented that she served on the Promote Wyoming years ago when it was a Committee and now she is serving on it again as a Commission; she stated that the City is very lucky to have a high powered and intelligent group of volunteers that are willing to work on these projects. She added that she cannot wait to see what's next.

Ms. McCauley commented that the blog looks great and thanked the Members who are working on it. She also thanked them for the great photographs on the site as well.

- C. Report from the Finance Committee on the Proposed Fees and Charges for 2017, on the Operating Philosophy and Financial Policy, on the Water Works Revenue Fund Operating Philosophy and Financial Policy, on the Investment Policy, and on the Debt Policy: Mr. Delgado presented the report to Council. The Finance Committee met on September 19, 2016 to review the policies and fees. Mr. Delgado reported that all of the policies remain unchanged from 2016. The Finance Committee

reviewed the proposed 2017 Fee Schedule and there were no recommended changes.

Mr. O'Reilly moved to adopt the report. Ms. Kamm seconded the motion. There being no comments or discussion, the motion to adopt the report from the Finance Committee on the Proposed Fees and Charges for 2017, on the Operating Philosophy and Financial Policy, on the Water Works Revenue Fund Operating Philosophy and Financial Policy, on the Investment Policy, and on the Debt Policy carried with all voting yes.

- D. First Reading of the Ordinance Authorizing an Alternate Member of City Council to Serve as a Substitute Member of the Planning Commission in the Case of an Absence of the Appointed City Council Representative: Similar to an existing Ordinance in place for all other City Boards and Commissions, this Ordinance will allow any member of City Council to "count" in the event the assigned Council Member cannot attend a Planning Commission meeting. The intent of this Ordinance is to provide flexibility for Council Members and to ensure quorum is more easily met at meetings. Ms. McCauley added that the lack of the Planning Commission being included in the existing Ordinance was discovered last month when she was stuck on an airplane and did not make the Planning Commission meeting that ultimately affected quorum and passing of an important piece of legislation. Ms. McCauley moved to suspend the rules. Mr. Delgado seconded the motion. There being no further discussion or comments the motion to suspend the rules carried with all voting yes. Ms. Kamm moved to adopt the Ordinance. Ms. Eismeier seconded the motion. There being no comments the motion to adopt the Ordinance authorizing an alternate member of City Council to service as a substitute member of the Planning Commission in the case of an absence of the appointed City Council represented carried with all voting yes.

- E. First Reading of the Ordinance Amending Codified Ordinance Section 168.02, Promote Wyoming Commission: This is a housekeeping item that corrects the language establishing the Promote Wyoming Commission to clarify that one of the eleven members is a representative of City Council. Ms. Kamm moved to suspend the rules. Mr. Delgado seconded the motion. There being no discussion or comments, the motion to suspend the rules carried with all voting yes. Mr. Delgado moved to adopt the Ordinance. Ms. McCauley seconded the motion. There being no comments the motion to adopt the Ordinance amending Codified Ordinance Section 168.02, Promote Wyoming Commission, carried with all voting yes.
- F. First Reading of the Ordinance Amending Section 181.07 of the City of Wyoming Codified Ordinances: Mr. Caudill reported that this is an income tax item that changes the due date of the quarterly employer withholding payments from April 15 to April 30. The change makes all four quarterly due dates uniform. The other quarterly payments are due the last day of the month following the end of the quarter. This change does not have any significant impact on the City's collection of income tax. Ms. Kamm moved to suspend the rules. Mr. Delgado seconded the motion. There being no discussion or comments, the motion to suspend the rules carried with all voting yes. Ms. Kamm moved to adopt the Ordinance. Mr. Delgado seconded the motion. There being no comments the motion to adopt the Ordinance amending Section 181.07 of the City of Wyoming Codified Ordinances carried with all voting yes.
- G. Resolution of Support for the Development of State and U.S. Bicycle Routes and Requesting that U.S. Bike Route 25 be Officially Designated by the American Association of State Highway and Transportation Officials and the Ohio Department of Transportation: Ms. Tetley reviewed that this Resolution officially recognizes the

City's Hike/Bike Trail (including future portions) as a segment of the regionally designated "US Bike Route 25" in order to promote its existence. This section of trail will be designated by signage and in print media as will all regional trails in this system. This is a nation-wide effort begun led by state Department of Transportation officials.

- H. Final Resolution Requesting the Director of the Ohio Department of Transportation to Proceed with Making Certain Roadway, Sidewalk Ramp, Crosswalk, and Traffic Signal Improvements, and Authorizing the City Manager to Enter into a Contract with the Director of the Ohio Department of Transportation on Behalf of the City of Wyoming: Mr. Delgado moved to adopt the Resolution. Ms. McCauley seconded the motion. There being no discussion the motion to adopt the Resolution requesting the Director of the Ohio Department of Transportation to proceed with making certain roadway, sidewalk ramp, crosswalk, and traffic signal improvement, and authorizing the City Manager to enter into a contract with the Director of the Ohio Department of Transportation on behalf of the City of Wyoming carried with all voting yes.
- I. Resolution Authorizing the Then and Now Certificate: Ms. Kamm moved to adopt the Resolution. Ms. Eismeier seconded the motion. There being no discussion, the motion to adopt the Resolution authorizing the Then and Now Certificate carried with all voting yes.

EXCUSAL OF ABSENT MEMBERS:

All members were present, there were none to excuse.

EXECUTIVE SESSION:

Ms. Kamm moved to adjourn to Executive Session under Section 121.22(G) (1) and 121.22 (G) (3) of the Ohio Revised Code for the purpose of considering an appointment to the Urban Forestry & Beautification Commission and to discuss pending litigation. Ms. Eismeier seconded the motion. By roll call vote, the motion to adjourn to Executive Session carried with all voting yes. The meeting was adjourned to Executive Session at 8:15 p.m.

Executive Session ended at 8:24 p.m.

Mr. O'Reilly moved to appoint Kate Miller to the Urban Forestry & Beautification Commission. Ms. Kamm seconded the motion. There being no comments the motion to appoint Kate Miller to the Urban Forestry & Beautification Commission carried with all voting yes.

ADJOURN:

Ms. Kamm moved to adjourn the meeting. Mr. Delgado seconded the motion. There being no discussion, the motion to adjourn the meeting carried with all voting yes. The meeting adjourned at 8:25 p.m.

Respectfully submitted,

Debby Martin, Executive Assistant

APPROVED:

Barry Porter, Mayor

Clerk of Council