

CITY OF KETTERING  
CITY COUNCIL  
SPECIAL MEETING MINUTES  
COUNCIL RETREAT  
NATIONAL COMPOSITE CENTER  
CLASSROOM A  
August 24 & 25, 2011

The Council of the City of Kettering, Ohio met in a special City Council retreat session on Wednesday, August 24 and Thursday, August 25, 2011 at the National Composite Center located in the Kettering Business Park at 2000 Composite Drive, Kettering, Ohio.

Council Members Present included Mayor Patterson, Vice Mayor Klepacz, Mr. Wanamaker, Mr. Duke, Mrs. Schrimpf, Mr. Webb and Mr. Thompson.

Staff Members Present: City Manager Mark Schwieterman, Assistant City Manager Al Fullenkamp and Economic Development Manager Gregg Gorsuch. Other City staff members that attended the meeting throughout the retreat included Nancy Gregory Finance Director, Kelly O'Connell Budget Manager, Marcy Bare Tax Manager, Police Chief James O'Dell, Fire Chief Bob Miles, City Engineer Steve Bergstresser, PRCA Director Mary Beth Thaman, Planning & Development Director Tom Robillard, Law Director Dave Eubank and Human Resource Director Sara Mills.

Mayor Patterson called the meeting to order at 1:04 p.m. on Wednesday, August 24, 2011 and turned the meeting over to Mr. Schwieterman. Mr. Schwieterman welcomed everyone to the council retreat and reviewed the goals and objectives of the retreat. In addition Mr. Schwieterman gave Council a brief financial update including the 2010 financial results, the State budget impact, property tax impact, personnel costs impact and the long range forecast.

At this point Mr. Schwieterman turned the meeting over to Nancy Gregory, Finance Director for an income tax update. Ms. Gregory discussed the possibility of going to a State municipal income tax collection system and how that would impact the City. She also discussed the possibility of Kettering changing to a mandatory income tax filing system. Ms. Gregory reviewed the history of Kettering tax collections and noted how a mandatory filing system could establish an accurate tax base and possibly increase revenue. Ms. Gregory also reviewed the implementation process that would be put in place if the City decides to use a mandatory filing system. The mandatory filing system would be effective for 2012 returns filed beginning January 1, 2013. There would be an amnesty program put in place for the 4<sup>th</sup> quarter of 2012 and the City would need to ramp up technology and staffing by the summer of 2012.

After the presentation there was a question and answer session with Council members and staff regarding the financial presentation. It was decided staff would continue to gather information on mandatory income tax filing and bring the information forward to Council at the November 22, 2011 City Council Workshop.

Mr. Schwieterman then introduced Sara Mills, Human Resource Director to give a human resource update to the Council members.

Ms. Mills updated Council on recently completed recruitments, they included cultural arts manager, human resource director, two part time administrative support positions and four firefighter positions. She also reviewed the current recruitment situation, which includes recruiting for full time dispatcher positions, part time dispatcher positions, a part time sports activity coordinator, part paid volunteer firefighters, and two street service positions. In addition Ms. Mills noted the recent Police Department promotions have created the need for a new patrol officer. She informed Council the administrative support manager position is currently vacant, the plan is to integrate this position with the information technology function and create an information technology/administrative support manager position.

Next Ms. Mills noted preliminary discussions with current health insurance carriers are underway. The preliminary discussions indicate the current carriers will present a 15% increase for dental coverage and a 35% increase for medical coverage. Ms. Mills reviewed several options and strategies to try and help control health insurance costs. She also reviewed the national health care reform and discussed how that could affect the City. Council acknowledged a lot of time and effort will need to be spent on the health care situation, the current situation is not sustainable. Staff will continue to review all possible options and keep Council updated on the situation.

Break 2:50 p.m. – 3:00 p.m.

At 3:01 p.m. Mayor Patterson announced the Mayor will entertain a motion to enter into executive session, pursuant to Section 121.22 of the Ohio Revised Code, for the following purposes:

1. To confer with the Law Director regarding pending or imminent litigation; and
2. To confer regarding the purchase of real property for public purposes and to dispose of real property by sale or otherwise; and
3. To prepare for negotiations and bargaining session with public employees concerning compensation and other terms and conditions of employment.

Mr. Webb moved to enter executive session, seconded by Mrs. Schrimpf. The motion passed unanimously via roll call.

At 4:18 p.m. Mr. Duke made a motion to exit executive session, seconded by Mrs. Schrimpf the roll call vote was unanimous in favor of the motion.

Next Planning and Development Director Tom Robillard gave a presentation on the “Going Places” initiative and community development programs.

Mr. Robillard noted there are three phases in the “Going Places” initiative being implemented by the Miami Valley Planning Commission. Phase I included technical studies, reviewing existing conditions and population and employment projections. Phase II of the study included public input and scenario development. There were seven different scenarios created and evaluated. And Phase III (current phase) includes identifying, developing and evaluating the final development scenario, creating the 2040 regional growth framework, building consensus and seeking approval and support for the scenario and framework.

Next Mr. Robillard reviewed and discussed the Community Development Programs that his department oversees. He reviewed Community Development funding the City has received from 2008 through 2011 and estimated funding for the year 2012. The funding sources include CDBG, HOME, CDBG-R, EECBG, NSP and NSP II. In the housing rehabilitation program there have been 17 units completed to date in 2011. In the first time homebuyers program there have been 16 forgivable loans in 2011 and the loans average \$5,000 each. He reviewed the public facilities projects, these projects included the Oak Creek street lighting project (\$25,000) and the West Street paving project (\$44,550). Next Mr. Robillard discussed the Fair Housing activity noting the fair housing outreach and education has 3321 contacts in 2010. These include such things as government classes as Fairmont, DABR classes and outreach at trade shows. The Fair Housing Center handled 219 Kettering complaints and inquiries in 2010 and 24 random tests were also conducted that year. The homeownership counseling division provided counseling to 321 Kettering residents.

Break 4:45 p.m. – 5:05 p.m.

After the break Mr. Schwieterman introduced PRCA Director MaryBeth Thaman to discuss proposed facility hour changes and modifications, the Rosewood new operational strategy/building improvement as well as PRCA steps for the future.

Ms. Thaman reviewed proposed new facility hours for the Kettering Recreation Complex (KRC) and the Kettering Fitness and Wellness Center. She reviewed the current and proposed hours for the Fall, Winter, Spring and Summer seasons. Next Ms. Thaman discussed the Rosewood new operational strategy with the Council members. The future program approach will include self-guided, drop in, seminars, one and multi-day programs. Focus on partnerships and sponsorships

and customer driven programs. Next Ms. Thaman discussed the needed Rosewood building improvements. She noted the general facility needs include the HVAC system and electric capacity, roof, ADA, windows and general space configuration. Ms. Thaman mentioned this is a regional facility with great community support. Council members discussed if this is still the right location and facility for the Rosewood Art Center. It was decided this topic needs additional study and discussion.

At 5:53 p.m. the first day of the City Council Retreat was adjourned.

11:00 a.m. on Thursday, August 25, 2011 the second day of the retreat began.

When the meeting reconvened Mr. Schwieterman welcomed everyone back for Day 2 and introduced Tom Robillard the Planning and Development Director to present the Property Maintenance Report.

Mr. Robillard said he will be discussing three portions of the Property Maintenance Report, implementation plan progress, current numbers and problem properties. First Mr. Robillard gave an update on the Property Maintenance Implementation Plan, he reviewed the administrative procedure changes that have been made, he reviewed the implemented code modifications and discussed what his department is doing in regards to marketing and education.

There was a great deal of discussion between Council members and staff regarding the Property Maintenance Implementation Plan, what is working, what is not working and ideas on ways the City can continue to improve our property maintenance enforcement.

Next Mr. Robillard reviewed the number of property maintenance complaints received, opened and closed in 2010 as well as the number of complaints received and found by inspectors on systematic inspections in 2011. Finally, Mr. Robillard showed a few photographs of some existing difficult property maintenance situations.

Break 12:10 p.m. – 12:20 p.m.

Mr. Schwieterman introduced Economic Development Manager, Gregg Gorsuch who gave an Economic Development update presentation during lunch.

Mr. Gorsuch gave a project updates on a few recent economic development projects. He noted WilmerHale (Law Firm) has signed a 10-year lease to have their Professional Services Division occupy 40,000 square feet at the Miami Valley Research Park. The company will have over 200 employees at this location with a \$10,000,000 annual payroll. Mr. Gorsuch mentioned the Reynolds and Reynolds Data Center is complete and fully operational and Reynolds has successfully moved the Finance & Insurance Division employees from Georgia to their Kettering Headquarters. He also announced the Community Blood Center's Community Tissue Services building is also complete and fully operational. To date there are approximately 175 full time equivalent employees at the site with room for expansion. Mr. Gorsuch spoke about the Beijing West Industries (BWI) project (pending). The BWI project would retain 225 jobs in the State of Ohio and bring 115 new jobs to the State. The company has narrowed its possible Ohio location to the City of Kettering, Kettering is still competing for the project with other States. The project consultant is currently working with the State of Ohio regarding a possible incentive package. Kettering has secured a \$350,000 ED/GE grant for the project and committed up to \$500,000 in the form of a Kettering Incentive Program (KIP) grant. The company has indicated they hope to make a decision by the end of 2011. Mr. Gorsuch then reviewed the STEM School schedule, noting the first day of school for students is September 6, 2011. When the STEM School is fully operational in a few years there could be as many as 600 students attending in grades 6 through 12. Mr. Gorsuch also reviewed future potential development projects such as the Kettering Medical Center development on the east side of Southern Boulevard and he mentioned staff continues to work on development ideas at the Kettering Business Park.

Miscellaneous Topics:

Mr. Schwieterman then reviewed many items within the binder some of which would be discussed now or many items would be scheduled for future Council Workshops. Mr. Schwieterman began by pointing out the Strategic Planning Worksheet Update, which would be discussed likely at a future Workshop. Then he discussed with Council the 2011 Council

Workshop Schedule and 2012 Budget Timeline. He noted that the Police Dispatch Update is scheduled for the September 13, 2011 Workshop; the City Satisfaction Survey would be discussed at the September 13 or 27, 2011 workshop; the Texting issue is scheduled for the November 8, 2011 Workshop; and the Mandatory Filing Presentation for the November 22, 2011 Workshop. Although these dates are tentative a proposed updated schedule will be provided for Council in the next week or so as a guide for time scheduling through the remainder of 2011.

Mr. Schwieterman then noted the memo in the binder updating the current Roadway construction projects throughout Kettering, which Council can read at their leisure.

Mr. Fullenkamp then reviewed Mr. Schwieterman's August 24, 2011 memo to Council updating Council on; the Montgomery County Solid Waste Advisory Committee (SWAC) and their ongoing discussions regarding the possible closure of the North Transfer Station; the Way Finding Signage Committee; the beginning of the analysis of the need for emergency generators for the City; the possible Sidewalk Project on West Dorothy Lane – Big Hill to Allendale; and the Acorn Walk agreement.

Mr. Schwieterman then mentioned that there is in the binder another copy of the Blossom Heath Road Vacation schedule and that there is an update from the Fire Department on status of addressing the items from the Matrix Report that they can review later.

This then was followed by Council discussion and being no further business to come before Council the City Council Retreat was adjourned at 4:10 p.m. on Thursday, August 25, 2011.

ATTEST:

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DONALD E. PATTERSON  
MAYOR

CONNIE S. GAW  
Clerk of Council