London City Council

20 S. Walnut Street, London, Ohio 43140

August 15, 2024 at 6:30pm

Minutes

Call to Order

The meeting was called to order by Council President Pro Tempore Eades at 6:39p.m. The Pledge of Allegiance was recited with a moment of Silent Reflection.

Roll Call

Present – *President Pro Tempore Eades, Councilman McDaniels, Councilman Hitt, Councilwoman Treynor, Councilman Stahl, Councilman Norman*

Absent – *President Peters, Councilman Hays*

Minutes – Approval of July 18, 2024 and August 1, 2024 minutes, approved by unanimous vote.

Public Hearing – none

Communications/Announcements

- Landon McKenzie, Director of Parks and Recreation – Mr. McKenzie opened the session by expressing his gratitude for being allowed to speak first, noting that the pool was still open and softball games were ongoing. He proceeded to discuss the new Civic Plus system, which has been presented to the Finance Committee and Public Service. Mr. McKenzie highlighted several key features of this upgraded registration system, including real-time availability for all rooms, fields, shelters, and parks. This improvement allows users to view availability and make reservations independently, without needing to contact staff. The system also clearly lists pricing information, making it easier for individuals to set up accounts and book facilities quickly. Mr. McKenzie also addressed the use of the new system for reserving ball diamonds, explaining that teams can now create accounts and schedule practice sessions without having to communicate with staff during business hours. He further discussed the current process for league registrations, which uses Cognito Forms for volleyball and basketball sign-ups. While families can create permanent accounts, payment is processed through a separate link, requiring staff to manually verify payments and submit forms. The new system aims to consolidate these steps, providing a single platform for registration, payment, and confirmation. Additionally, the Civic Plus system includes a communication tool that facilitates interaction with parents and players,

which will replace the current methods of group texting, emails, and social media. Waivers can now be signed and stored digitally, eliminating the need for physical copies. It is also a POS System which we have been using at the pool but the free version, but very limited. With the full version, it will enhance inventory management. Mr. McKenzie noted that they have already doubled reservations for shelters/gazebos/ball diamonds. He then asked for questions

- Councilman Hitt – I think there were difference in quotes
- Mr. McKenzie – Civic plus knows that getting set up is busy and getting to website. They said that if contract is approved and signed before end of august then savings of $6,000. If approved by October or September, the savings would be reduced to $3,000. The first-year payment and setup cost for the system is $13,000 otherwise.
- Councilman Eades - inquired whether Civic Plus functions similarly to Apigee, which the city now uses for website
- Mr. McKenzie indicated that Civic Plus does not replace Apigee.
- Councilman Norman – We asked about this at committee meeting, and Eve said no that Apigee does not offer these features.
- Mayor Closser – This is like an add on feature where Civic Plus and Apigee would work together.
- Mr. McKenzie also noted that volunteers will also be able to create accounts, sign up, and track their hours within the new system.
- Councilman Norman - further mentioned that Eve had indicated during the committee discussions that the inventory module could be utilized by various departments.
- Councilman McDaniels – will it implement a maintenance plan?
- Mr. McKenzie - replied that while he had not specifically looked into this, it appears straightforward to track service, mileage, and in-house servicing through the new system.
- Councilman Norman - clarified that the Civic Plus system is not limited to parks and recreation but is a general system that could potentially be used across various departments.
- Councilman Eades - noted that Eve had referenced Grove City, indicating that Civic Plus offers a variety of modules and functionalities. He expressed concern that while the system is currently being discussed in the context of recreation, there might be additional modules or costs if the system is used more broadly.

Audience Concerns – none

Committee Reports -

Personnel & Finance Committee
(Department reports are attached to committee meeting minutes.)

- *Councilman Eades* – none
- *Councilman Hitt* – none
- *Councilwoman Treynor* – Discussed upcoming resolutions, including the

need for increased fireproof file cabinets in the department. Police Department has need for an increased appropriation for insurance due to a recent incident involving a cruiser and a deer. Reviewed upcoming IT changes, including modifications to security as recommended by the auditor's office. Emphasized the need for an updated disaster recovery plan and software upgrades. Police Department requires an environmental study for the police loan. Civic Plus Program was discussed. Parks and Recreation noted a variance. Requested Law Director review of the master license agreement and annual agreement. Safety Service Director: Discussed the need to address the alley between the city and an office. Next meeting is September 9.

Public Service Committee

- *Councilman Hitt –Meeting held on August 13th; Councilman Hitt discussed. A visitor provided an update on Willis Avenue, noting that Mr. Long is scheduled to carry out repairs in that area. The meeting included a review of new park rules and the introduction of the Civic Plus system. Various pieces of forthcoming legislation were also discussed. The incident involving a truck and trash bins in the Sanitation Department was addressed. Additionally, the installation of a digital sign was considered, along with issues related to downtown sidewalks, where tree damage has been reported. Equipment needs and updates were reviewed, and the next Public Service meeting was scheduled for September 10th.*

- *Councilman Norman – Norman reported on several ongoing and upcoming projects within the Street Department. The Ward 3 Storm Water Project is currently underway, with progress being made. Updates were also provided on the North Main Water Line project. Recent activities included mowing and maintenance work, crosswalk improvements, OSHA training, touch a truck event, and the replacement of outdated signs. Norman mentioned an upcoming meeting with ODOT to discuss route changes and highlighted that salt testing has been conducted. Route changes were noted: Route 38 will no longer travel down Main Street but will continue to Midway, Route 665 will be extended to Midway, and Routes 56 and 42 will remain the same. These changes are expected to reduce truck traffic on Main Street during rush hours.*

- *Councilman McDaniels – Provided an update on Parks and Recreation activities. The swimming pool has had its pump replaced, and a new water aerobics instructor is now on staff. The pool's back-to-school schedule has been set as follows: Sunday from noon to 8 PM, Tuesday from 4 to 8 PM, Thursday from 4 to 8 PM, Friday from noon to 2 PM, and Saturday from noon to 8 PM, with the last day of the season being August 24th. Additionally, McDaniels discussed the need for repairs or replacements of equipment at Cowling Park, including a catch basin where a child was injured. New picnic tables and trashcans have been installed at the park.*

Public Safety Committee

- *Councilman Hays* – Absent

- *Councilman McDaniels* – Fire/EMS Report - Training and Events: Conducted departmental training in bariatric care, hosted students for ride time, provided EMS support for a high school scrimmage, and participated in a backpack giveaway. Next Meeting is scheduled for September 9th.
- *Councilman Stahl* – Reviewed police and EMS reports. Police Department - Currently accepting applications for two officers. Working on a loan application. All members completed firearm training. They donated a chip detector. An individual was sought for the position. Legislation is coming

City Official Reports

Mayor Closser– He first welcomed the new council clerk. He had received a text from Eve who responded to Greg's question, confirming that there are no additional costs for Civic Plus system regarding vehicle maintenance tracking. She will verify this information further. Additionally, there were questions concerning legal matters, which Jennifer addressed via email. As the new school year begins, best wishes were extended to students, teachers, and staff at all local schools. A visit to the jamboree was highlighted, He also had a discussion with the superintendent revealed that everything is progressing well and the children appear happy. Mayor and the Columbus Crew's visit to the elementary school was noted with enthusiasm.

The Rib Fest was a success, and thanks were extended to everyone involved. The National Night Out event, despite being hot, was appreciated for its success. Special thanks were given to the police, fire, EMS, and all participating booths. The community outreach was particularly effective, and ideas for next year's event were already in the works.

Looking ahead, union negotiations will begin next week, and work on the budget will commence. Volleyball sign-ups are ongoing but have been slow. There was a proposal to hold finance meetings on the same night as public service meetings to improve efficiency. This change would streamline the process by addressing financial issues immediately after public service discussions, and potentially assist council members who attend both types of meetings. It is hoped that this approach will accelerate decision-making. Lastly, it was wished that everyone enjoy National bowtie day on August 28th

Councilman Eades – asked for clarification on union negotiations

Mayor Closser – replied that yes, we have 3 unions and mentioned the order of negotiations.

3rd Reading

RESOLUTION 159-24 Sponsored by: Greg Eades A RESOLUTION adopting the recommendations of the Planning Commission**.** Johnson's Creek Subdivision, Parcel #31-03399.001.

Public Hearing scheduled for September 19, 2024 during the regular Council meeting

Councilwoman Treynor – Mentioned that she saw email and clarified about scheduling of public hearing and change of date. She said there was mix-up with getting notification in messenger

Mayor – I know auditor office gets newspaper and checks. When he saw on agenda, he noticed date change.

Councilman Eades – Asked if notices had been sent out

Mayor – I don't know, stated that is a council issue and did not ask that question. He noted in his email, needs to be checks and balances. He stated this is tough on developers with delays and can make us look bad

Councilman Eades – Asked about any sort of checks and balance system when Mayor was President.

Mayor – We did not but he also did not want to say anything negative but our clerk did not have any issues with sending out notices. If we had an issue, we would have dealt with it. He noted that it was probably easier back then. You had a paper every day and now the paper only goes out couple times a month

Councilman Norman – Asked if we find out that notices aren't set out

Mayor – Then the public hearing would have to be set back again

Councilman Eades – We need to find out if those were sent.

Leave for 4th Reading

New Business

Councilman Eades said that these resolutions were misnumbered. They need to be renumbered. 161-24 to 167-24, 162-24 to 168-24, 163-24 to 169-24, 164-24 to 170-24

Motion by Councilman Norman, 2nd by Councilman Stahl. The motion carried

They are now numbered correctly below

RESOLUTION 167-24 Sponsored by: Shannon Treynor A RESOLUTION increasing appropriations. The Tax Department needs to replace their filing cabinets.

Councilwoman Treynor – noted that she did ask why they need filing cabinets, they are moving to electronic but need them until then

Leave for 2nd Reading

RESOLUTION 168-24 Sponsored by: Shannon Treynor A RESOLUTION increasing appropriations. The City has been reimbursed by the insurance company for repairs to a police cruiser.

Councilwoman Treynor – Stated that police department already made the repairs and have sufficient funding to make repairs while this goes through. This is reimbursement from insurance for police cruiser. No emergency clause requested

Leave for 2nd Reading

RESOLUTION 169-24 Sponsored by: Andrew Hitt A RESOLUTION increasing appropriations. The application for the USDA loan for the new Police Department requires an environmental study.

Councilman Hitts – This is related to Environmental study for where new police department is going.

Councilwoman Treynor – I seem to recall this USDA loan will not be approved without environmental study and application process is quite lengthy.

Motion to suspend the 3-reading rule by Councilman Norman, 2nd Councilman McDaniels. The motion carried by the following vote:

Absent: **1-** Rich Hays
Affirmative: **6-** Andrew Hitt, John Stahl, Brent McDaniels, Michael Norman, Greg Eades, Shannon Treynor
Against: **0-**

Motion to add emergency clause by Councilman Hitt, 2nd Councilman McDaniels. The motion carried by the following vote:

Absent: **1-** Rich Hays
Affirmative: **6-** Michael Norman, Brent McDaniels, Shannon Treynor, Greg Eades, John Stahl, Andrew Hitt
Against: **1-**

Motion to adopt RESOLUTION by Councilman Norman, 2nd Councilman Hitt. The motion carried by the following vote:

Absent: **1-** Rich Hays
Affirmative: **6-** John Stahl, Shannon Treynor, Brent McDaniels, Michael Norman, Andrew Hitt
Against: **1-**

RESOLUTION 170-24 Sponsored by: Andrew Hitt A RESOLUTION increasing appropriations. The City Administration would like to purchase the software program Civic Plus.

Councilman Hitt – This is related to the Civic Plus program, previously introduced by

Mr. McKenzie. He highlighted that the program offers discounts with expiration dates and that the total cost should not exceed $13,000. Hitt suggested that expediting the decision could help secure these savings.

Councilman Eades - pointed out that the program's cost is $6,000 annually, with a 5% increase in the second year.

Councilman Norman - emphasized that the primary question is whether the city wants to proceed with the program. He noted that if the program is desired, it would be prudent to take advantage of the cost savings. If the program is not desired, then the potential savings are irrelevant.

Councilwoman Treynor – The city would benefit from an updated process, recalling that Eve had mentioned improvements such as permit applications and ball field reservations being handled digitally rather than through paper or inbox. She believes that these updates would make the city appear more professional, timely, and transparent by making information readily accessible.

Councilman Norman added that the move towards digital solutions aligns with the city's goal of increasing transparency and modernizing operations. A significant benefit of the program would be the shift from invoicing and waiting for payments to a "pay as you play" model, where payments are received immediately upon rental.

Mayor Closer agreed with the assessment, noting that the transition to the 21st century has been a goal for the city. He highlighted the convenience of online bill payments and pointed out that, as a parent, having the ability to handle sign-ups outside of regular office hours is valuable. This digital shift would also reduce human error and streamline processes.

Councilman Eades inquired whether paper formats would still be accepted in the office.

The mayor confirmed that paper formats would continue to be available, and staff would assist those who need help filling out forms online.

Councilman Eades - asked about procedures for handling banned individuals.

The Mayor replied that no one has been banned so far but suggested that some fail-safes and monitoring mechanisms, such as email notifications, should be in place.

Councilwoman Treynor - The first expiration is August 23rd

Motion to suspend the 3-reading rule by Councilman Norman, 2nd Councilman Stahl. The motion failed by the following vote:

Absent: **1-** Rich Hays
Affirmative: **5-** Andrew Hitt, John Stahl, Greg Eades, Shannon Treynor, Michael Norman

Against: 1- Brent McDaniels

Councilman Norman - sought clarification on whether there was an emergency clause related to the Civic Plus program.

Councilman Hitt - confirmed that there is indeed an emergency clause and noted that the next expiration date for the program's discount is September 9th.

Councilman Norman - expressed concern that delaying the decision might result in paying $3,000 more if the program is not approved in time.

Councilman Eades - He emphasized that all members have the right to vote and that following the correct procedure is important, especially when the council is short of members.

Mayor Closer - suggested making a motion to reconsider the decision. He asked Councilman McDaniels if he had any questions or concerns. Mayor indicated that it seemed like members were generally supportive of the program, as evidenced by the five votes to suspend the rules. He noted that if the council does not suspend the rules and the issue goes through three readings, the city might end up wasting $6,000. Mayor Closer agreed with Eades' point about the council being short of members and emphasized that while members have the right to vote as they choose, delaying the decision could lead to unnecessary expenses.

Councilman Hitt - stated that if the issue is not suspended in the next meeting, this would push it out and no savings.

Councilman Eades - noted that the decision had already taken place and that the motion had failed.

Mayor Closer- reiterated that a motion to reconsider could be made. He acknowledged that Councilman McDaniels did not have to answer his query but suggested that reconsidering and potentially suspending the rules could prevent wasting $6,000.

Councilman McDaniels - indicated that we have purchased different software in the past few years and wanted more information on maintenance programs, he would maintain his position of no on this matter.

Mayor Closer - apologized for any misunderstanding but confirmed that he had not heard McDaniels' position.

Councilman Eades stated that McDaniels was within his rights to vote as he wished and did not need to justify his vote.

Leave for 2nd Reading

Round Table

Councilwoman Treynor mentioned that she recently had a piano delivered, which will

allow her to show silent movies at movie theater.

Councilman Hitt expressed his appreciation to Landon McKenzie for his efforts and discussion on the Civic Plus program, and he hopes the program will move forward successfully.

Councilman Stahl cautioned everyone to be mindful of children playing in the streets and extended good luck wishes to local sports teams.

Councilman McDaniels thanked everyone for attending the meeting and inquired about the possibility of seeing a maintenance program installed for vehicles and equipment.

Councilman Norman extended thanks to Raymond for attending and welcomed Matt aboard. He also reminded everyone to slow down around schools and noted that Labor Day and the Ox Roast are approaching, encouraging residents to join the local festivities.

Councilman Eades welcomed the new clerk and acknowledged that while some changes and tasks are pending, the council will work through these issues. He also raised a concern about pedestrian safety, noting that it has been over a year since the installation of crosswalk signals. He recounted an incident where a pedestrian was nearly hit by a vehicle that did not stop, stressing the importance of driver awareness. Eades urged that the safety of crosswalks remain a priority for the community.

Councilwoman Treynor added that based on her research, installing signs in the middle of streets or other physical barriers could be a worthwhile investment. She urged the street department to consider these options and bring them forward.

Councilman Eades thanked everyone again, noting that Peters could not attend due to a family commitment, and moved to adjourn the meeting.

Adjournment

Motion to adjourn at 7:49pm

Attestation: Minutes approved, filed in Auditor's Office, and posted on City of London website for public review.

Matt Edgington, Council Clerk	Josh Peters, Council President
Date	Date