

President Vicki Hoppe called the regular Sharonville Council meeting of June 16, 2020 to order at 7:00 p.m. Due to the Covid-19 pandemic, this meeting was held virtually via Zoom. A statement was made acknowledging those who are still being affected by the Coronavirus and also those effected by the scourge of racism, both locally and nationally. In his statement, the Mayor noted the adversity that exists within the city as well as our schools and values the opportunity to work with all varieties of race, ethnicities and it shows in the way that the City polices, governs and listens to input. A prayer or moment of silence was requested by all to reflect upon how we can all make the world a better place. The pledge of allegiance was then led by Sue Knight.

ROLL CALL

- ◆ In attendance for Roll Call were Council Members: Rob Tankersley, Mike Wilson, Charles Lippert, Shayok Dutta, Dave Koch, Sue Knight and Paul Schmidt. Also in attendance were Mayor Kevin Hardman, President Vicki Hoppe, Safety Service Director Jim Lukas, Law Director Mark Piepmeier, Auditor Ed Cunningham, Treasurer Kurt Irey, and Department Heads: Finance Director Scott McKeehan, Community Development Director John Creech, Public Works Director Joe Kempe, and Police Chief Steve Vanover.

MINUTES

- ◆ The Minutes from the regular council meeting of May 26, 2020 were approved as written and distributed.

REPORTS AND COMMUNICATIONS

◆ MAYOR – KEVIN HARDMAN

- Changes made in regard to the Recreation Department since the pool, fitness center and the track has opened. Overall the opening has gone well and well received in the ways which we have done for crowd control. As time goes on, the City is prepared to correct things that need correcting. One major issue is the need to cancel pool reservations. Request made to all members to cancel reservations if no longer wanted.
- Big developments along Chester Road. One being the Convention Center opening up to host some small events recently as business continues to move in. A quick thank you to the Convention Center staff who pitched in and helped all other City Departments maintain the proper cleanliness during the shutdown from the Coronavirus. That help was appreciated. Another big development along Chester Road is the Third Eye Brewery Grand Opening. The menu is astounding, the setting is fabulous. Lastly, a tour was had through the future Delta Marriott set to open soon on Chester Road and the work inside is fantastic and work on the new grand entrance on the outside should begin soon.

◆ SAFETY SERVICE DIRECTOR – JIM LUKAS

- Introduction of the DORA Application was made to Council. This would create an exemption from the Open Container Law and allow a person with an alcoholic beverage to have an open container in designated locations. A public hearing is scheduled on this topic for July 21, 2020.
- Explanation of Legislation:
 - 2020-19-E allows the Safety Service Direction to appropriate funds needed for the design of improvements to the stream function and replacement of a culvert at Wyscarver & Main Street with a bridge and make improvements at the dam site. This also establishes a 421 Fund for the FEMA capital fund and authorizes an advance for this new fund. This process is being delayed a bit due to communication issues with OEMA. Scott McKeehan was present to discuss this ordinance and answer questions, however no questions were raised.
 - Mr. McKeehan mentioned that tax assistance is going well with the Zoom stations.

- 2020-R-11-E concerning the Downtown Streetscape Plan. Last year the city received \$25,000 mini-grant to engage a consultant to update the downtown loop Masterplan. Through the RFB process, The Kleingers Group was selected. At the same time, the city was updating the Comprehensive Plan and as such, residents gave feedback stating they would like to see the downtown area more walkable with a diversity of businesses. So The Kleingers Group took feedback from that Comprehensive Plan and implemented that with the new Streetscape Plan. One idea was a road dye since it slows down traffic and makes the road more pedestrian friendly, therefore improving the business climate. Planning Commission, City Council Community Development Committee and Law Committee all reviewed and approved the conceptual master plan. John Creech and Lynn Nischwisch with The Kleingers Group presented the meeting with “The Loop Masterplan” slidewshow.
 - Mr. Lippert commented on the great job done on the aesthetics. Admitted he was a little apprehensive regarding the traffic flow headed northbound and voted against it in Law Committee. However, after speaking with the Law Director and with the language in the current resolution, he is comfortable with voting yes this evening.
 - Mr. Piepmeier clarified that the resolution was providing approval for this concept of a masterplan and before any phase were to begin, it would go through Council for approval.
 - Mr. Wilson asked what the total dollar amount would be on this project and Lynn Nischwisch stated it was somewhere around 6.5 million but there are a lot of unknowns and could vary widely once the project moves forward.
- 2020-R-12-E is a resolution required by the State in case the city requests reimbursement from Covid-19 related expenses.

◆ **PRESIDENT OF COUNCIL – VICKI HOPPE**

- Welcomed Third Eye Brewery and wished them good luck.
- Enjoyed the tour of the Delta Marriott and excited for their opening.
- Asked for all to be kind to the City employees as they try to navigate through this time.

◆ **CLERK OF COUNCIL – TERI BUCHEIT**

- Announcement made of two public hearings being scheduled:
 - July 21, 2020 at 7:00 pm there will be a Public Hearing on the 2021 Tax Budget.
 - July 21, 2020 at 7:00 pm there will be a Public Hearing on the Designated Outdoor Refreshment Area (DORA) Application.

◆ **AUDITOR – ED CUNNINGHAM**

- The Auditor’s report for the month of May was submitted to Council.
- 27.5% of the budget has been spent with 1/3 of the year completed.

◆ **TREASURER – KURT IREY**

- The Treasurer’s report for the month of May was submitted to Council.
- The Tax report for the month of May was submitted to Council and is attached to the Minutes.
- Earnings tax is down 9.37% year to date; Motel tax is down 13.85% year to date. On a good note, the City is 42% through the year and due to all of the budgeting and fiscal responsibility, the City is in line with projections.

◆ **LAW DIRECTOR – MARK PIEPMEIER**

- No report.

◆ **PUBLIC WORKS DIRECTOR – JOE KEMPE**

- The Public Works Department Annual Report was provided and is attached to the minutes.
 - Mr. Tankersley complimented Mr. Kempe and his department on all of the work completed in 2019.
 - President Hoppe thanked Mr. Kemp and his team for all he does for the City.

RESIDENTS DESIRING TO BE HEARD BEFORE COUNCIL

- ◆ Julie Joseph, of Lemarie Drive, resident for 6 years and since the pandemic stay-at-home orders, it was realized that Lemarie is a cut-through street and is concerned for the safety of the residents and children there as cars travel at a high rate of speed. Officer Taggert did a speed test and wonders what the next step would be in getting people to slow down on the street. It appears to be between Elljay and Sharondale.
 - Chief Vanover was present informed the meeting that PO Taggert spent time on Lemarie and has plans to bring awareness by doing several things: 1) place speed device out and get actual speed of car; 2) same device to count the number of cars driving through there; 3) speed signs to display the actual speed; and 4) step up patrol cars in the area. Once all that data is collected they will go on to the next step on how to resolve it.

COUNCIL COMMITTEES

◆ **COMMUNITY DEVELOPMENT – ROB TANKERSLEY**

- No report.

◆ **COMMUNITY SERVICES – CHARLES LIPPERT**

- The Community Services Committee met and a summary of that meeting was provided. The committee report is attached to the Minutes.
- No July meeting.

◆ **BUDGET & FINANCE – DAVE KOCH**

- No report.

◆ **HONORED CITIZENS – SUE KNIGHT**

- Honored all the small businesses in the City. All of the restaurants are hurting. Urged people to at least order a carry-out from business in Sharonville.

◆ **LAW & PUBLIC SAFETY – PAUL SCHMIDT**

- The next Law & Public Safety Committee meeting is scheduled for Tuesday, July 14, 2020 at 4:00 p.m., location to be determined.

RULE SUSPENSION MOTIONS

- ◆ The motion by Mr. Koch for the suspension of the regular rules of Council to allow for a first and only reading on Ordinance 2020-19-E, Resolutions 2020-R-11-E and 2020-R-12-E was seconded by Mr. Wilson. Voice Vote on passage. Motion approved unanimously.

UNFINISHED BUSINESS

- ◆ None.

NEW BUSINESS

- ◆ **ORDINANCE 2020 – 19 – E**, Amending 2020 Appropriations and Authorizing Execution of Design Agreements for FEMA Capital Improvement Grant. Clerk of Council gave the first and only reading of the ordinance. The motion for passage by Mr. Lippert was seconded by Mrs. Knight.

There being no discussion, the Clerk proceeded with a Roll Call Vote on passage. Motion approved unanimously.

- ◆ **RESOLUTION 2020 – R – 11 – E**, Resolution Supporting and Approving the City of Sharonville Downtown Loop Conceptual Streetscape Master Plan. The Clerk of Council gave the first and only reading of the resolution. The motion for passage by Mr. Wilson was seconded by Mr. Koch. There being no discussion, the Clerk proceeded with a Roll Call Vote on passage. Motion approved unanimously.
- ◆ **RESOLUTION 2020 – R – 12 – E**, Resolution Affirming that any Funds Applied for and Received from the Coronavirus Relief Distribution Fund are to Cover Costs Allowed Under the Cares Act. The Clerk of Council gave the first and only reading of the resolution. The motion for passage by Mr. Tankersley was seconded by Mr. Lippert. There being no discussion, the Clerk proceeded with a Roll Call Vote on passage. Motion approved unanimously.

RESIDENTS DESIRING TO BE HEARD BEFORE COUNCIL

- ◆ None.

OTHER MATTERS TO BE HEARD BEFORE COUNCIL

- ◆ Mr. Koch commented on his first visit at the fitness center at the Recreation Center. It was a very comfortable experience.
- ◆ Mr. Koch also highly recommends the fries at Third Eye Brewery!
- ◆ Mr. Wilson expressed a happy anniversary to Superintendent Burton and his wife Franca. He also invited all to join him at Third Eye Brewery tomorrow evening.
- ◆ Mr. Lippert mentioned that the numbers from the track and fitness center are not filling up and urged people to sign up.

ADJOURNMENT

- ◆ The motion by Mr. Lippert to adjourn the meeting was seconded by Mr. Wilson. President of Council Vicki Hoppe adjourned the meeting at 8:06 p.m.

ATTEST

Teresa Bucheit, Clerk of Council Date

Vicki Hoppe, President of Council Date

AUDITOR & TREASURER'S REPORT
May 31, 2020
Tax Report

Income Tax										
MONTH-TO-DATE	<u>2016</u>		<u>2017</u>		<u>2018</u>		<u>2019</u>		<u>2020</u>	
MAY										
BUSINESS PROFITS	\$ 110,645.01	-33.79%	\$ 73,256.37	-21.38%	\$ 57,592.91	65.80%	\$ 95,487.76	47.06%	\$ 140,421.63	
INDIVIDUAL	\$ 61,489.26	-29.09%	\$ 43,600.52	-1.79%	\$ 42,819.92	-11.38%	\$ 37,947.49	57.08%	\$ 59,606.22	
WITHHOLDING	\$ 1,705,276.77	-6.85%	\$ 1,588,476.63	2.98%	\$ 1,635,759.37	7.48%	\$ 1,758,134.26	-10.70%	\$ 1,569,985.96	
INTEREST & PENALTY	\$ 13,392.94	-34.62%	\$ 8,755.84	109.67%	\$ 18,358.39	-69.19%	\$ 5,655.77	174.06%	\$ 15,500.11	
MONTHLY TOTAL	\$ 1,890,803.98	-9.35%	\$ 1,714,089.36	2.36%	\$ 1,754,530.59	8.13%	\$ 1,897,225.28	-5.89%	\$ 1,785,513.92	
	\$ 11,862,256.41		\$ 12,415,642.69		\$ 12,457,812.24		\$ 12,978,511.34		\$ 11,734,271.30	
YEAR-TO-DATE										
BUSINESS PROFITS	\$ 1,902,314.93	3.52%	\$ 1,969,362.41	11.23%	\$ 2,190,515.27	-10.52%	\$ 1,960,011.38	-33.43%	\$ 1,304,695.29	
INDIVIDUAL	\$ 796,976.40	5.17%	\$ 838,142.31	-8.23%	\$ 769,190.29	15.42%	\$ 887,811.33	-43.69%	\$ 499,947.42	
WITHHOLDING	\$ 9,112,648.73	4.82%	\$ 9,551,549.76	-1.36%	\$ 9,421,701.64	6.35%	\$ 10,020,435.14	-1.80%	\$ 9,839,740.69	
INTEREST & PENALTY	\$ 50,316.35	12.46%	\$ 56,588.21	35.02%	\$ 76,405.04	44.30%	\$ 110,253.49	-18.47%	\$ 89,887.90	
TOTAL RECEIPTS	\$ 11,862,256.41	4.67%	\$ 12,415,642.69	0.34%	\$ 12,457,812.24	4.18%	\$ 12,978,511.34	-9.59%	\$ 11,734,271.30	

Note: The income tax amounts above are from the tax system and may differ during the year from other finance reports due to timing differences. The tax system recognizes revenue as documentation is available. While the receipts are posted to the finance system based on the month deposits posted on the bank statement. Efforts are made at year end for annual receipts to balance.

Lodging Tax			
	<u>2019</u>		<u>2020</u>
Lodging Tax YTD	438,629.06	-13.85%	377,885.32



2019 Annual Report to Council

*Presented by Joe Kempe
Public Works Director
June 16, 2020*

MISSION STATEMENT

The Mission of the Public Works Department is to provide the residents of Sharonville the best overall services for a better way of life. Through these services, the Public Works Department is committed to keeping the City of Sharonville clean, attractive and a desirable place to live and do business.

INTRODUCTION

The employees of the Public Works Department take pride in their work and make every effort to provide quality services for the residents of Sharonville. These services include: street, curb and sidewalk maintenance; storm water maintenance; park maintenance; street sweeping and snow removal; supervising trash and recycling collection; special brush & junk collection; facilities maintenance; and helping residents solve problems by offering suggestions or solutions.

PERSONNEL

Name	Public Works Position	Hire Date	Years of Service
Andy Baur	Sr. Housing Maint Manager	12/4/2006	13.00
Billy Aven	Senior Operator	9/8/2015 (Resigned 1/29/19)	4.25
Matt Baum	Senior Operator	9/28/2015	4.25
Jason Beatty	Senior Operator	10/22/2012	7.25
Randy Bernhardt	Senior Operator	7/1/1988	31.50
Lori Bishop	Administrative Clerk	5/20/1996	23.50
Mike Carlson	Maintenance Manager	4/17/2000	19.75
David Fuersich	Senior Operator	5/13/2013	6.50
Tom Graves	Senior Operator	3/1/1997	22.75
Joe Kempe	Public Works Director	9/5/2011	8.25
George Joe Lisi	Operator	4/11/2016	3.75
Rick Ostendorf	Mechanic	3/22/1999	20.75
Josh Powers	Probationary Operator	08/06/2018 (Promoted 1/27/19)	1.50
Harry Schmeusser	Street Operations Specialist	12/1/2014	5.00
John Schroeder	Senior Operator	2/11/2013	6.75
Jon Weinel	Operator	02/05/2018	1.20

Average Years of Service in PW Division as of 12/31/19 **11.40 years**
 (Excludes Joe Kempe, Lori Bishop & Billy Aven)

Name	Parks Maintenance Position	Hire Date	Years of Service
Robert Craig	Maintenance Worker	04/29/2019	.60
Randy Elder	Maintenance Manager	03/03/2003	16.25
Rocky Gentry	Permanent Part Time	03/26/2019	.75
Richard Harmon	Permanent Part Time	11/25/2000	19.00
Thomas Ryan Hoerst	Maintenance Worker	08/28/2017 (Resigned 4/18/19)	2.33
Daniel "Luke" Kinne	Maintenance Worker	04/22/2019	.60
Scott Lindner	Maintenance Operator	06/25/2001	18.50
Bill Slater	Maintenance Operator	10/16/1997	22.25

Average Years of Service in Parks Division (Full Time) as of 12/31/19 **12.90 years**
 (Excludes Thomas Ryan Hoerst)

Service Awards for 2019:

5 years of service (2014 hire) – Harry "Beav" Schmeusser
 20 years of service (1999 hire) – Rick Ostendorf

STREET MAINTENANCE EQUIPMENT INVENTORY

HIGHWAY EQUIPMENT

<u>No.</u>	<u>Description</u>	<u>Service Date</u>	<u>Condition</u>
1	Ford F350 Pickup Crew Cab with plow & salt spreader	2017	Excellent
2	International Diesel Dump Truck Model 7400 SFA 4x2 (SA 525), 8 CY	2013	Good
3	Freightliner Dump Truck M2-106 R-Series 23-161 8 CY	2018	Excellent
4	Ford Diesel F550 Super Duty XLT Dump Truck, 4.3 CY	2012	Good
5	International Diesel Dump Truck Model 7400 Workstar, 8 CY	2008	Poor
6	International Diesel Dump Truck Model 7400 SFA 4x2 (SA 525), 8 CY	2015	Excellent
7	Freightliner - Johnston Vacuum Sweeper VT651	2016	Excellent
8	Ford Diesel F550 Super Duty Dump Truck	2018	Excellent
9	Ford Diesel F350 XLT Super Duty Pickup Truck	2018	Excellent
11	Ford F550 Super Duty XLT Dump Truck 4.3 CY	2016	Excellent
15	Freightliner Dump Truck M2-106 R-Series 23-161 8CY	2020	Excellent
16	Ford Diesel F350 Crew Cab 4WD Pickup Truck	2015	Excellent
18	Ford Gas F550-AT37 Utility Truck w/Aerial Boom	2013	Excellent
20	Ford Diesel F350 Diesel Pickup Truck w/snow equipment	2016	Excellent
21	Ford F250 Crew Cab Pickup 6.75' Bed w/cover	2019	Excellent
22	Ford F250 Crew Cab Pickup 6.75' Bed – GVA	2019	Excellent
62	Ford F250 Crew Cab Pickup 6.75' Bed w/tool box – Mechanic	2019	Excellent

OFF ROAD EQUIPMENT

<u>No.</u>	<u>Description</u>	<u>Service Date</u>	<u>Condition</u>
10	Diesel Morbark Brush Chipper	2014	Excellent
12	CAT 259B3 Compact Track Loader-Skid Steer	2012	Excellent
13	Deere Backhoe/Loader 310SL	2018	Excellent
14	Deere Utility Tractor with Mower & Flail	2017	Excellent
17	CAT Wheel Loader 914K	2016	Excellent
19	Diesel Morbark Brush Chipper	2017	Excellent
22	CAT 305E Mini Excavator with EX30-Mower	2014	Excellent
23	Kubota RTV X1100CWL	2015	Excellent
	Stepp Hot Box SPH 1.5 (2 ton)	2012	Good

MISCELLANEOUS EQUIPMENT

Six (6) Riding Mowers	Two (2) Walk Behind Mowers	Two (2) Push Mowers
Nine (9) Snow Plows	Two (2) Snow Blowers	Two (2) Generators
One (1) Concrete Grinder	One (1) Concrete Pressure Cleaner	One (1) Compactor Plate
One (1) Hydraulic Pump	One (1) Air Compressor	Sixteen (16) Weed eaters
Seven (7) Back Pack Blowers	Two (2) Hand Blowers	Four (4) Trimmers
Four (4) Edgers	Two (2) Concrete Saws	
Eight (8) Chain Saws	One (1) Pole Saw	

PARKS MAINTNENACE EQUIPMENT INVENTORY

VEHICLE EQUIPMENT

<u>No.</u>	<u>Description</u>	<u>Service Date</u>	<u>Condition</u>
R-1	Ford F350 XL Super Duty Pickup Truck w/dump bed	2018	Excellent
R-3	Ford F250 Super Duty Truck	2016	Excellent
R-4	Ford F250 Reg Cab Pickup 4x4-8' Bed w/snow equipment	2019	Excellent
R-5	Ford F250 Super Cab Pickup 4x4-8' Bed w/snow equipment	2019	Excellent
R-7	Ford F250 Crew Cab Pickup 4x4-6.75' Bed – Manager	2019	Excellent
	Deere Gator	2002	Poor
	Deere Gator	2017	Excellent
	Deere Gator	2018	Excellent
	Deere Gator	2013	Excellent
	Deere Bunker Rake – drag ballfields	2018	Excellent
R-6	Ford Tractor 3430 Model BA514C	1990	Fair
R-2	Deere Tractor Model 4320	2006	Good

MISCELLANEOUS EQUIPMENT

Four (4) Riding Mowers	One (1) Walk Behind Mowers	Three (3) Push Mowers
Four (4) Weed eaters	Two (2) Hedge Trimmers	One (1) Flower Auger
Two (2) Back Pack Blowers	Three (3) Hand Blowers	One (1) Cut off Saw
Two (2) Chain Saws	One (1) Pole Saw	Two (2) Mini Tillers
One (1) Sod Cutter	One (1) Front Tine	
One (1) Snow Plow	Two (2) Snow Blowers	One (1) Salt Spreader
Two (2) Generators	One (1) Power Washer	One (1) Chipping Hammer
Two (2) Walling Pumps	One (1) Air Compressor	One (1) Trash Pump
Two (2) Carpet Cleaners	Two (2) Vacuum Cleaners	One (1) Backpack Vacuum
One (1) High Speed Buffer	One (1) Floor Machine	One (1) Carpet Cleaner
One (1) Carpet Spot Cleaner	One (1) Floor Scrubber	One (1) Floor Sweeper
One (1) Shop Vac. - 14 Gal.		

SAFETY MEETINGS

- ✓ Storm Water Pollution Prevention – training by Hamilton County Public Health
- ✓ CDL Snow Plowing Rodeo – training by Hamilton County Engineers Office
 Luke Kinne finished in 1st Place and Matt Baum finished in 5th Place out of 60 Drivers
- ✓ Work Place Drug Free Training – mandatory by City
- ✓ Snow Plow Rodeo – training competition by PWOSO
- ✓ Survive Institute Training – mandatory by City
- ✓ Work Zone Safety and Traffic Control Training – LTAP Ohio
- ✓ Annual Safety Training for AED, First Aid, Blood Borne Pathogens, A.C. Hot Stick – by SFD
- ✓ Single Axle Plow Truck & Equipment Safety Training – Henderson Products
- ✓ Freightliner Truck & Equipment Safety Training – Freightliner
- ✓ Street Sweeper Training – MTEC
- ✓ Wood Chipper Training – In House Training
- ✓ Urban Landscape Pest Management Workshop – Trained by Cincinnati State
- ✓ Mower and Equipment Training – by Koenig Equipment
- ✓ Equipment Maintenance – training by Econ-O-Wise
- ✓ Bed Bug Exposure Control Plan – In House Training
- ✓ Hearing Loss – Heat Stress – Poisonous Plants Safety Training

NEW CAPITAL EQUIPMENT PURCHASES

Parks Division – 3 Ford F250 Pickup Trucks - Average cost \$33,479

Streets Division – 4 Ford F250 Pickup Trucks – Average cost \$34,509



Freightliner Dump Truck M2-106/8 CY \$161,757



SERVICES FROM THE DEPARTMENT

Garage Operation

The Public Works mechanic, Rick Ostendorf, provides city wide operational support, repair and preventative maintenance for all equipment and vehicles for the Public Works Department, Police Department, Recreation Maintenance Department and the ambulances for the Fire Department. Rick is a highly qualified Master Certified Mechanic with 45 years' experience and knowledge of both diesel and gasoline engines in a vast array of power ranges.

The maintenance of the vehicles has been computerized with the purchase of maintenance software to better diagnose the problem(s) with the vehicle and what the proper procedure is to fix the problem(s). Also, upgraded diagnostic software has been installed to enhance the process of electronically maintaining vehicle records.



Brush & Limb Chipping

Brush and limb chipping in neighborhoods is a year round service. Public Works also trims brush and trees in the right of way for safe visibility and tree limbs that hang too low over streets making it safer for school buses and large city vehicles to drive the city streets safely.

Non-Conforming Material Collection

The Public Works Department collects any material which is not picked up by our contract hauler, such as: tree roots, stumps, or pieces too large (over 8" in diameter) for the chipper to digest; rehab material from a kitchen, bath, or other construction activity. A total of 114 – 30 yard dumpsters were used in 2019 costing the city \$50,038.00 which is \$7,043.52 more than in 2018.

Truck Loan Program

The Truck Loan Program is available from April through October for the overnight use of a Public Works truck at a nominal fee. This allows a resident, church or business the opportunity to dispose of a large amount of non-conforming material. During 2019, a total of 184 trucks were loaned out to residents and businesses and the total amount of revenue received was \$9,930.00.

Roadway Cleaning and Maintenance

The street sweeper is out most every day except in the cold winter months when freezing temperatures have an effect on the water lines and the spray that can create ice on the roadway. It does an excellent job keeping the streets clean and preventing debris from collecting at the opening of the catch basins. The crew, on a daily basis, collects road kills, construction materials, vehicle parts, tires, and other road obstacles/materials that have fallen off trucks, trailers and vehicles.

Storm Drainage and Culvert Cleaning

Culverts are constantly checked for obstructions and cleaned as needed, preventing the potential for flooding. The Creek Road Retention Dam is inspected at least once per quarter each year and always after a heavy rainfall. This retention dam is a vital means of flood control for the entire downtown area of Sharonville, making it critical that all essential maintenance measures are in place to make sure that all protective equipment is in good working condition.

Grass Complaints

The Community Development Department received 86 complaints of high grass and weeds in 2019. Public Works had to cut 20 of these properties. The property owners are charged a fee for the worked performed by the Public Works Department. A total of \$1,088.24 in assessed fees was paid by the property owners in 2019. If the property owner fails to pay those fees, an assessment is placed on the property duplicate through the County Auditor's office.

Park Maintenance

The Park Maintenance Division is responsible for maintaining several parks throughout the city:

- ❖ **Berke Soccer Complex** located at the end of Best Place includes four (4) soccer fields, public restrooms, a picnic shelter, and a concession stand open during soccer games
- ❖ **Gorman Park** located on the west side of Sharonville includes three (3) ballfields, a tennis court, a playground, a walking track, picnic shelter, gazebo, and public restrooms
- ❖ **Gower Park** located across from the Sharonville Community Center includes three (3) tennis courts, one (1) lighted ballfield and one (1) class D ballfield, a playground, patio tables, walking trail, two (2) picnic shelters, the Lovitt Building, and a scenic creek
- ❖ **Kemper Sports Park** located at 4664 East Kemper Road includes two (2) lighted class A & B ballfields and two (2) class C & D ballfields, a concession stand with an elevated patio deck, and public restrooms
- ❖ **Orchard Park** is a neighborhood playground park located on Orchard Street
- ❖ **Patriot Pointe** located on Thornview Drive just south of the Sharonville Community Center honors all veterans of the United States military
- ❖ **Trammel Fossil Park** located at the end of Tramway Drive off Hauck Road includes fossils dating over 440 million years ago. Informational signs are on site to educate and identify fossils found in the park. A hiking trail and picnic tables are also located in the park.
- ❖ **Twin Creek Preserve** located in the Berke Soccer Complex is a wetlands, wildlife and flood control area that provides critical stream and wetland habitat necessary for a broad array of aquatic organisms and is home to thousands of native plants. A walking path with informative signage surrounds the wetlands.
- ❖ **Upper Grove Knoll** located between the Sharonville Community Center and the Public Library includes a basketball court, an outdoor stage, a gazebo, and picnic tables



The Park Maintenance Division's other maintenance responsibilities include:

- Assist in the maintenance of the Community Center Building
- Maintaining all their mowing equipment, tools and vehicles
- Snow removal and salting of all parking lots for the Community Center, parks and downtown

Overtime

Public Works employees are subject to call-in duty 24/7 for a variety of activities and maintenance responsibilities. The City does not shut down between the hours of 3:30 PM to 7:00 AM. For that reason, overtime is a mandated duty of this department. The following is a breakdown of the 2017 overtime hours and the cost associated with those hours:

- **Event Overtime** (i.e. Car Show, 4th of July Parade, Sharonfest and Activities, etc.)
 - Overtime Hours 41.00 Hours
 - Overtime Cost **\$4,263.31**
- **General Overtime** (i.e. Call-ins for emergencies or maintenance, extra work)
 - Overtime Hours 112.75 Hours
 - Overtime Cost **\$9,645.79**
- **Snow/Ice Removal** (Calendar year 2019)
 - Overtime Hours 170.65 Hours
 - Overtime Cost **\$27,322.58**
- **Golden View Acres** (i.e. call-ins for emergencies or maintenance)
 - Overtime Hours 30 Hours
 - Overtime Cost **\$1,605.76**

Snow Removal for Winter Season 2019-2020

The Public Works Department takes a lot of pride in the city's snow removal process. The department works very diligently preparing the trucks and other equipment for the snow removal process. The routes are reviewed yearly to make sure all streets are covered in the most efficient manner possible.

- ★ The winter season of 2019-2020 was extremely mild in comparison to normal winters. Over the previous 10 years, the City's average yearly salt usage was 1,390 tons and average usage of liquid chemicals was 44,067 gallons. In the 2019-2020 winter season, the amount of salt used was 450 tons which is about 68% under the 10 year average and 480 gallons of liquid chemicals used which is about 89% under the 10 year average. Labor was about 60% lower than the 10 year average.

- **Materials:**

Salt purchased	None – Bid Price = \$81.08	
Salt usage (including Princeton)	450 tons	
(Princeton School District purchased 72.8 tons of salt)		
Calcium Chloride purchased	1,000 gallons at 1.245 cents/gal	\$ 1,245.00
Calcium Chloride usage	480 gallons	
Brine usage	None	

- **Vehicle Usage:**

Total Miles Driven	2,636 miles	
Diesel Fuel Usage in gallons	504 gallons at \$2.59 (aver. cost)	\$ 1,305.36
Total Maintenance costs for January, February, March 2019 only		\$ 1,460.62
(No cost consideration has been included for machine usage, mileage or depreciation)		

- **Man Hours**

Straight Time	98.00 Hours	\$ 3,052.70
Overtime	123.00 Hours	\$ 5,747.79
Double Overtime	42.75 Hours	\$ 2,663.32

Total Snow Removal Cost for 2019-20 Season **\$15,474.79**

Total Amount of Snow = 8.5 inches

First Ice Event – November 11, 2019

Total Snow/Ice Events = 7

Last Snow Event – February 28, 2020

9 Year Snow Removal Cost History:

9 Yr. Average = \$135,274

2011-12 = \$ 41,312

2014-15 = \$329,077

2017-18 = \$129,694

2012-13 = \$120,598

2015-16 = \$169,973

2018-19 = \$150,082

2013-14 = \$203,928

2016-17 = \$ 57,328

2019-20 = \$ 15,475

BUILDING, LAND & STREET MAINTENANCE REPAIRS & CAPITAL IMPROVEMENTS

The following projects were performed in 2019 by outside vendors:

➤ Street Capital Improvements and Maintenance & Repairs:	Total:	<u>\$ 2,234,426</u>
✓ Chester Road Phase 3 Project – 2019 expenditures Total Project cost \$3,714,907		\$ 620,766
✓ Fields Ertel Road Phase 2 Project – 2018 expenditures Total Project cost (Sharonville) = \$1,739,572		\$ 596,285
✓ 2019 Street Repair Program		\$ 467,000
✓ 2019 Chesterdale Crack Sealing Project		\$ 5,372
✓ 2019 Plainfield Road Sidewalk Project		\$ 283,731
✓ 2019 Curb & Sidewalk Program		\$ 195,417
✓ Scodeller crack sealed (route and filled) several streets		\$ 29,510
✓ Aeromark Safety painted emblems, crosswalk lines, stop bars, etc.		\$ 26,756
✓ Hamilton County painted lane lines throughout the city		\$ 9,589
➤ Street Traffic Signal Improvements:	Total:	<u>\$ 11,630</u>
✓ Capital Electric replaced five (5) LED street lights on Sharon Rd.		\$ 2,065
✓ Capital Electric performed the annual Conflict Monitor Testing for all traffic signals		\$ 8,022
✓ Capital Electric replaced the back-up batteries at Route 42 & Main St.		\$ 1,543
➤ Storm Water Maintenance Repairs:	Total:	<u>\$ 39,970</u>
✓ Ford Development repaired two (2) storm water lines on Goldenhill Dr.		\$ 16,000
✓ Adleta Construction replaced a 36” storm pipe on Lippelman Rd.		\$ 23,970
➤ Building & Lands Capital Improvements & Maint. Repairs:	Total:	<u>\$ 717,391</u>
✓ Premier Mechanical maintenance repairs to Municipal Building		\$ 13,980
✓ Cummins Annual Maintenance repairs to Municipal Bldg. generator		\$ 1,006
✓ Davey Tree stump & tree removal throughout the city		\$ 6,360
✓ Feichtner Plumbing installed a 2 inch water line to the PW garage		\$ 35,638
✓ 2019 Parking Lots Repair Project		\$ 150,442
✓ Ameridian replaced salt barn concrete planks (old section) and replaced the entire salt barn roof (Insurance paid \$24,984.80)		\$ 175,999
✓ 2019 Municipal Building Roof Project		\$ 211,987
✓ 2019 Gower Park Retaining Wall Project		\$ 88,507
✓ Neyra re-paved the Upper Park walking path at Recreation Center		\$ 22,215
✓ Replaced entrance door & frame and garage door to Parks garage		\$ 4,504

WASTE COLLECTION / RECYCLING

Sharonville residents as a whole recycled 644.63 tons of metal, glass, plastic, and paper in 2019. That is an increase of 7.26 tons of recycled material from 2018. On average, each household in Sharonville recycled 322 pounds in 2019 which represents 13% of all the total waste generated by residents. The City received a total of \$9,979.65 for 2019 recycling versus \$13,136.83 in 2018 which is a 24% decrease for Residential Recycling Income from the Hamilton County Solid Waste District.

The City of Sharonville is committed to recycling by offering this service FREE to its residents. Residents who recycle save natural resources, conserve energy, and reduce pollution. Recycling also boosts our economy by creating 169,000 jobs (4.3% of all jobs) and \$6 billion in annual wages just in the State of Ohio.

The 2019 recycling efforts in Sharonville:

- ✓ Conserved enough energy to power every home in Sharonville for 9 days!
- ✓ Reduced more air pollution than if every household in Sharonville rode a bicycle to work for 6 weeks!
- ✓ Saved 5,079 trees from being harvested!

(Source of information from Hamilton County Solid Waste & Recycling)



**RECYCLE CLOTHING, SHOES AND SMALL HOME GOODS AT
YOUR CURB ON DAY YOUR REGULAR RECYCLING**

simple recycling

- Simple Recycling is a FREE service to the residents and there is NO COST to the city.
- Sharonville residents as a whole recycled 5,690 lbs. of textile material in 2019 and received \$56.90 from Simple Recycling.

GOLDEN VIEW ACRES

Safety

The annual fire inspection was conducted in May, 2019. The only violation was that some of the outside light poles needed the conduit repaired. All poles were repaired.

Resident Turnover

During the 2019 year there were 3 new residents with 2 apartments being newly filled. We also had 1 relocation. These changes and new move-ins helped increase revenue. The increased revenues help defray costs and reduce the loan owed on the property.

Annual Receipts

2012 = \$285,962.00	2016 = \$303,324.01
2013 = \$281,476.90	2017 = \$317,374.00
2014 = \$295,017.83	2018 = \$322,773.54
2015 = \$302,468.30	2019 = \$328,893.90

Routine Maintenance

As an apartment becomes vacant, it is evaluated for repairs and/or renovations. 2019 Routine maintenance included: 6 apartments repainted; 5 apartments re-carpeted; 5 kitchens had floor sheet vinyl replaced; 4 refrigerators replaced; 8 stoves and hoods replaced; 6 kitchen cabinets/countertops replaced; 4 medicine cabinets/vanities replaced; 6 toilets replaced; 5 bathroom faucets and showerheads replaced; 2 tubs and walls replaced; 2 bathroom floors replaced. Over the year, there were 25 water leaks.

Capital Improvements

No Capital improvements for 2019

ACKNOWLEDGEMENT

As Sharonville's Public Works Director, I want to thank and acknowledge all the employees of the Street and Parks Maintenance Divisions in the Public Works Department for their dedication and hard work demonstrated throughout 2019. The department continues to be challenged to find ways to maintain the high level of services our residents have come to expect. I believe our Public Works Department employees met that challenge in 2019 and will continue on that course in the future. Our employees know and understand their responsibilities to the residents of Sharonville. We have a diverse, but very talented group of employees who have demonstrated the ability to tackle most any job that needs attention. I am very thankful for their commitment to this department and the residents of Sharonville.

Thank you Council and Administration for all the support you have demonstrated over the last year. We are all part of what makes Sharonville a great place to work and live.

CHALLENGES AND GOALS FOR 2020

The Public Works Department is facing a couple of operating deficiencies that need to be addressed:

1. The Parks Maintenance Division still operates out of the Community Center property. This makes the assignment meetings held each morning out of two locations somewhat difficult to manage the personnel in both divisions. I would like to see both the street and parks divisions' daily meeting take place in one location. With the Police Department moving into a new building sometime in 2020, the Public Works Department could take over the lower level of the Municipal Building for offices, meeting rooms, locker rooms, restrooms, etc. for both divisions.
2. Vehicle and equipment storage has been a real problem, especially for the streets division. Again, with the Police Department moving into a new building, I feel tearing down the old carport behind the Municipal Building and building new garage bays the size of the current garage bays where the carport was will essentially alleviate the storage problem for the Public Works Department. Every vehicle and piece of equipment will be able to be stored inside a bay or the upper level of the garage.

PUBLIC WORKS DEPARTMENT COMMITTEE REPORT

JUNE 3, 2020

Committee: Charles Lippert, Shayok Dutta, Sue Knight

- **CT Consultants Grant Applications:** CT Consultants has applied on behalf of the city for the **Municipal Road Funds (MRF)** grant for the Hauck Road Project in the amount of \$135,000 for construction costs and for the Sharon Road Right Turn & Resurfacing Project in the amount of \$80,000 for engineering costs – will not know results until spring, 2020. **Nothing new to add.**
- **2020 Street Repair Program:** This project is progressing well. **Nothing new to add.**
- **New Hire:** Duane Byrd has been promoted from a permanent part time position from the Recreation Department to the full time position of PW Maintenance Worker filling the vacant position resulting from Robert Craig not completing his probationary period.
- **Main Street Culvert/Bridge Project:** Jim Lukas, John Creech and I reviewed RFPs from Tetra Tech, Inc. and CT Consultants to design, bid and manage this project. Tetra Tech, Inc. has been chosen to be the most qualified staffed company. Tetra Tech is compiling a fee proposal for the city's consideration. This project includes some modifications to the Creek Road Dam, removing the culverts that currently run under Sharon Road and Main Street, and constructing an open stream and a bridge over the stream.

Community Services Meeting Recreation Report

June 3, 2020

- Current Updates
- Gower tennis courts reopened May 26.
 - Minimal players to start.
 - Request for Pickleball lines to be added. Currently working on pricing with Aaron Tiplady.
- Kemper baseball/softball fields reopened May 26.
 - Signage provided to SYO for fields.
- Fitness, Track, Front Desk reopened June 1.
 - Things are going smoothly so far including our online registration.
 - Most folks are wearing masks, although not required.
 - Cleaning periods are going well and we are getting better at them.
 - As of 3pm today:
 - Fitness available spots since June 1: 372 were available
 - Fitness reserved spots since June 1: 140 have been used
 - Track available spots since June 1: 372 were available
 - Track reserved spots since June 1: 49 have been used
 - Some slots have had zero people
- Aquatics Center reopens June 8.
 - Lots of signage will be used to inform people to new rules
 - Announcements will be occurring regularly
 - SwimSafe has a great plan that we are very happy with
 - Online registration has been extremely popular
 - As of 3pm today for next week:
 - Pool available spots June 8-14: 2,240 are available
 - Pool reserved spots June 8-14: 1,246 have been reserved
- Gorman Update
 - Gorman playground installation is happening now
 - With all of the rain we received we are delayed by roughly 2 weeks at this point.
 - Playgrounds have not been allowed to reopen yet so unfortunately it might not be able to reopen immediately after install has concluded
- Community Engagement
 - Our staff will continue to engage through Facebook to specifically help with summer activities for kids