

**MINUTES OF THE COUNCIL
VILLAGE OF MARIEMONT, OHIO
COMMITTEE OF THE WHOLE MEETING HELD IN COUNCIL CHAMBER
OCTOBER 22, 2018**

Vice-Mayor Palazzolo called the meeting to order at 6:00 p.m. to discuss renovations/additions for Police/Fire/Administration and Building Departments and the assessment of personnel due to the upcoming retirements. The following Council members were present: Mr. Bartlett, Mr. Brown, Mrs. Graves, Ms. Palazzolo and Mrs. Rankin.

Vice-Mayor Palazzolo said this would be the first of many conversations which will take place over several meetings. She would like to start to work on the process for working on this matter. She asked Police & Fire to come up with a concrete list of concerns that need to be addressed.

Firefighter Tim Feichtner said the list that was formulated for the priorities of the Police, Fire and Administration renovations are: (1) Relocate the firefighters living quarters, (2) Acquire additional space for the Administration and Building Departments, (3) Additional space for Police & Fire Departments daily work areas, (4) additional bathrooms and shower areas, (5) additional storage space for firefighters turnout gear, EMS supplies, gear washer, Police uniforms and equipment. Mr. Feichtner said it is going to take several meetings to develop a plan and feels one cannot be done without the others due to the limited space. They have begun working on a plan that can be discussed at a future meeting. They have looked into grants but there are no Federal or State grants out there for facilities. We can look at other ways to do this but at a cheaper cost than what was done with the present addition, such as matching the brick.

Assistant Fire Chief Kiefer said the last one they could find was in 2009. Mainly grants now are for equipment, not structures. He feels that the employees have done everything we can to stretch every useable space in the building space. We have done our due diligence but there has not been a lot of change over the years.

Mayor Policastro said after the election he plans to talk with Congressman Brad Wenstrup to see if he can help.

Mr. Bartlett asked if there was anything short term that could be done that would be helpful. Mr. Feichtner said unfortunately he does not feel there is because we are locked in here with the space. The sleeping quarters as is was a temporary solution after the disbandment of EEJAD but because it has worked it has not been dealt with. Mrs. Graves asked about renovating the space compared to completely renovating it. Mr. Feichtner said the issue is the flooding and the moisture and the matter of egress. He believes the safest and most effective solution is to have them on the first floor level.

Police chief Hines said the long term Police Department building needs and upgrades are: (1) Two additional office spaces, (2) A room separate from prisoner processing room for officers to share desk space, (3) New property room. (4) Evidence processing area for processing large items, (5) Interview room, (6) Holding room for prisoners. These items could be possible in the existing building with remodeling and the Fire Department moving to a new building behind the current parking lot.

Mr. Bob Rich said two years ago when the addition was being discussed there was some concern among Council that we were starting a project that had no part of a greater plan. He did some free work to show a larger plan that was cost effective and show that it was not irresponsible to build the addition without an idea of what may come next. He distributed the plan that he produced to members of Council. His thought was to stay away from the existing building as much as possible meaning to discourage from adding on to the building. Some stem from lessons learned from adding onto this building. We touched the building as little as possible knowing the complexities of the HVAC system. We have a separate HVAC system for the new addition. In his opinion the high bay space is inadequate for today's standards for fire departments. His plan shows the fire department in a new building oriented towards Wooster Pike and the dorms all on one floor. It shows for a one story building but

a two story building would take less space. He did not speak with any of the firemen but went and looked at the new fire station in Madeira. In his opinion the new building would not have to exactly match the current building but it could keep the character and scale. The Council Chambers could move into 2/3 of the current high bay space and the current Council Chambers could become the Administrative space with visual access to monitor the museum space. The Police Department could have the whole first floor with the exception of the area for Council Chambers. It would not require any work to the roof of the building. It makes it more of an interior project for the redevelopment of this building. At that time he estimated the work to cost three million dollars. He is not confident about that two years later due to the current political climate which has created a lot of political volatility in the construction industry.

Mr. Rich said that where the fire personnel live in the basement right now does not meet fire codes. He is not sure that the work was done with permits and the Village could be in a liable state. Mayor Policastro said there was a permit from Building Commissioner Malone and that there were two means of ingress/egress.

Mr. Brown asked about building over the roof. Mr. Rich said he does not know if the roof is structured to have live load. It could require shoring up the foundation and possibly replace the structure of the roof. It would still require two legal exits out of the space. He believes what is needed will fit on the existing property and adding to the building will likely increase the cost.

Ms. Palazzolo said going forward we should have each department give Council what their ideals are and take it from there. She would like to see if there is a diagram of what the current space is. We would need to have all of that information before we hand it to a designer. Mrs. Graves said it would be good to have other ideas and options. We will need to continue to talk about funding options and see if there are any large donors out there. We can look at various ways other communities have done expensive projects within their budget.

Ms. Palazzolo said the second item is to discuss the upcoming retirements of Tax Administrator Patty Busam, Administrative Staff Assistant Sue Singleton and Tax Administrative Assistant Debbie Combs. Mrs. Busam and Mrs. Singleton are retiring December 31, 2019 and Ms. Combs is retiring the end of February 2019. There are many options. We can go out and rehire replacements for people or do we look at what the organizational structure currently looks like and evaluate what they are currently doing and look at technology options. We need to make sure that everyone has a reasonable balance and amount of work to do. Mrs. Graves said we need to look at someone to help Building Administrator Keyes. Ms. Palazzolo said we could hire a full-time person to split between administrative and building department.

Mrs. Busam said she knows someone in the Norwood Tax Department and asked if she would be interested in replacing Ms. Combs with the thought that she could then take over as Tax Administrator January 2020. At that time a replacement for the Staff Assistant would need to be hired. They are busy everyday checking property transfers, tracking those when they turn 18, waste collection fees, working with contractors, setting up withholding accounts etc.

Mrs. Graves said in her world when there are open positions they have to post it especially if they are going external to hire someone. Mrs. Busam said they do not. SWOTAA (Southwest Ohio Tax Administrators Association) is a helpful tool for posting job announcements. Mrs. Busam said so far it has been word of mouth and it has worked very well in the past with proven longevity in the job. Mrs. Graves said she is not necessarily disagreeing but sometimes in her perspective posting a position can generate more interested people with different ideas or come from a diverse background and it can be beneficial. Mrs. Busam said municipal tax is a specialized tax and is different from Federal or State tax. We are governed by the State and cannot go out and be creative and do our own thing. She understands in regular business that may be true and the practice used but this is not a field where you can do that because it is so specialized.

Ms. Palazzolo asked for job descriptions for the Tax Department and the Administration Office within two weeks and then hold another meeting. Mrs. Graves said a brief summary for each role with key responsibilities and percentage of time would be helpful along with the skill set and software knowledge needed.

The meeting adjourned at 6:50 p.m.

Dan Policastro, Mayor

Anthony J. Borgerding, Fiscal Officer