



**City of Fort Wright Council Caucus Meeting  
Wednesday, May 15, 2019, 6:00 p.m.**

**CALL TO ORDER**

The meeting was called to order at 6:03 PM by Mayor Hatter. Mayor Hatter led the Pledge of Allegiance followed by a moment of silence. City Clerk Susan Ellis called the roll.

Councilman Abeln	Here
Councilman Feinauer	Absent
Councilman Hoerlein	Here
Councilman Wall	Here
Councilman Wessels	Here
Councilwoman Witt	Here

Also present for the meeting were:

City Administrative Officer Jill Bailey  
City Attorney Todd McMurtry  
Police Chief Marc Schworer  
Fire/EMS Chief Steve Schewe  
Public Works Director Jeff Bethell  
City Clerk Susan Ellis

**CITIZEN COMMENTS**

There were no Citizen Comments.

## **ITEMS FOR DISCUSSION:**

### **Bayer Becker - Light House Church Sidewalk Waiver Request**

Mr. Jay Bayer of Bayer Becker on behalf of Light House Church Light House Church addressed the council regarding the sidewalk waiver request. He reviewed the location and previous approvals that have been given for the project. Subdivision requirements state that they would need to put in a sidewalk, but given the location, the sidewalk would not be a connected system and the area in general is not a walkable area. The area is slated to be zoned for industrial. It was the consensus that there were no concerns from council. Mayor Hatter stated that the City will research what needs to be done to grant the waiver.

### **Z21 Zoning Update – Patrick Denbow, PDS Staff**

Mr. Patrick Denbow from PDS provided the 2<sup>nd</sup> presentation, updating council on the Z21 zoning project. They are currently wrapping up Phase 2 which will provide an interactive blueprint code. The blue print will contain everything and can be customized for each city. The document has been reorganized and streamlined. It contains clickable links, image to aid understanding, and consistent tables. Graphics and photos have been used to explain standards. A more detailed presentation is available on the PDS website.

The next step in this project is for cities to use the blueprint to tailor a draft specific to their city. Mayor Hatter commented that this new system is vastly easier to understand and that the City can still ultimately address any issue. There was discussion on how future changes to ordinances would work or if there was something that was so specific it had not been addressed. Mr. Denbow referred to the NAICS codes as a resource as well as PDS. It was determined that Councilmen Feinauer, Able, and Wessels would represent Fort Wright in this process with potentially Mayor Hatter and Ms. Bailey joining in at a later time.

### **Reeves Drive Update**

Mr. Bethell reported that he has a drawing from CT Consultants. Slippage is still occurring and it is clear that there is water between the layers of the road. Councilman Wessels had come up with the idea of putting in underdrains. Mr. Marty Hellman or CT Consultants is proposing putting in three of them to drain into the catch basin. Mr. Bethell met with Mr. Hellman and Mr. Mike Riegler. He is waiting for Mr. Riegler to give him numbers. Mr. Riegler will pay for the trucking and Fort Wright will pay for the blacktop.

### **Parking/Speed Issue – Fort Henry/Bunker Court Intersection**

Mayor Hatter reported that there have been numerous complaints regarding parking and the reduced visibility on Fort Henry. He asked if the City should restrict the parking there. Police Chief Marc Schworer commented on the speeding in that area and expressed his concern that if

parking was restricted, that traffic would go even faster. He suggested moving the fire lane to the other side as it would slow people down and improve the sight going up the hill. Mayor Hatter expressed his concern for rearranging the traffic suddenly. It was determined that Chief Schworer and Mr. Bethell would test out this change using Mr. Bethell's truck and see if it makes a difference and report back at the next caucus meeting.

### **Employee Performance Evaluation System**

Ms. Bailey presented that she and Mayor Hatter have been discussing a move to more performance-based system for employee pay increases. The benefit would be to motivate staff members. It was suggested that this be implemented in July with new employee evaluations to occur with the next year. This would allow for notice about the new program. Rather than the 2% across the board increases, the new merit system would allow for a range of 0-3% based upon performance. It was also recognized that some years the City may not be able to give increases at all. Mayor Hatter provided some history of this idea and that it had been discussed in the past but other issues would come up and they had not been able to implement.

Among discussion were:

- Defining and amount of money for eligibility of raises and allowing the department head to determine how to distribute.
- Issues with developing a good evaluation so that there is no perception of favoritism.
- The need for a standardized program.
- The need for an objective program.
- The need for periodic evaluations.
- Implementation of self-evaluations.
- Different evaluations for the different departments.
- Merit increases for employees at the top of their salary range.
- One-time market adjustments in pay for unusual situations.

Mayor Hatter expressed the need to look at everything the City is doing, in addition to this one component. He stated that there has been a mindset of, "We've always done it that way." Over the next year the City needs to take a hard look at everything it is doing and determine, why we are doing it, does it still make sense and are we providing the right kind of services.

Council was supportive of moving to a merit-based system? Mayor Hatter stated that the City should start exploring options and wait until the next year to begin. He asked for a proposal and requested that there be communication to the employees that this is the direction in which the City is moving.

Ms. Bailey commented that a salary/benefit analysis will be provided to each employee. She requested that anyone that had samples of evaluations forms or processes to share that information with her.

## **Ambulance Bid Update & Equipment Proposal**

Fire Chief Steve Schewe reported that last Tuesday bids were opened for ambulance. He received five bids and one late bid ranging from \$158,000 to \$240,000, not including the cot. He has narrowed it down to two bid, Horton, and Wheel Coach, with Osage being a close third. The ambulance that is best for Fort Wright's needs, with all the options except the cot will be \$273,573. The cot will cost about \$20,000. Ms. Bailey indicated that she had allocated \$300,000 in the budget. It will be on the agenda for the June Council Meeting to award the bid. It will then take 6 months to construct the ambulance.

Chief Schewe reported that the second line pumper is a 1982 model with a bad tank and other issues. It will be \$30,000 to replace the tank. The newest pumper was purchased in 1997 and is 22 years old. Most pumpers last 20-25 years. The City of Erlanger purchased a 2012 pumper that it is now selling. Chief Schewe spoke with Erlanger yesterday and believes it can be purchased for \$200,000. There would be no guarantees, but it has a number of extras and should last 20 years. He proposed that it would replace front line pumper. Chief Schewe stated that he would want to send it out to be evaluated. Mayor Hatter and Council were in agreement and told Chief Schewe to let them know Fort Wright is interested, have experts evaluate the vehicle, and if worthy, move as fast we can. Ms. Bailey stated that she would allocate the funds in the budget.

## **Ongoing 'Project & Issues' List Review**

Ms. Bailey stated that she did not have anything to report but could answer any answer questions.

Mr. Bethell reported that Berling has cleared his property. He is not able to burn, so with the rain, the hauling has been slow.

Chief Schworer reported that the Police Department had investigated the issue with the resident on St. Anthony. They contacted her sister, who came from Cleveland. The resident has returned to her residence. Mr. Bethel spoke with her, but she said that she did not find his letter. Her attorney stated that if necessary, they would send someone from their office to deal with the property maintenance. Chief Schworer reported that he sent a letter to the Cabinet for Health and Family Services to check on her.

Another letter has been sent out to the resident on Howard

Councilman Hoerlein inquired about the progress on Don Martin Drive Mr. McMurtry and Ms. Bailey both responded that there was not anything new. Mr. McMurtry said that we needed to give them some time.

There was discussion regarding a developer looking at a site near the Lookout Heights Civic Club as well as talking to the Lookout Heights Civic Club regarding disbanding and selling. Discussion followed regarding their tax obligation to the city. Nothing is known about what is going on. Comments about the potential of apartments are all negative. Mayor Hatter asked if the Civic Club property should be rezoned. Mr. McMurtry recommended doing so.

Ms. Bailey reported that there would be several changes to the budgeting process and the City would be moving to a zero- based budget in the General Fund. Mayor Hatter commented that it would be more visible as to where money is going. The format will be different but better. Budget meeting dates and logistics were discussed. The deadline for approval is June 30th. Councilman Wessels commented that he wants to see the budget two months in advance next year and would prefer to see it as it becomes read rather than all at once. It was determined that a special meeting would need to be held to focus on the budget.

Mr. Roger Schroder asked to have his zoning issue put on the agenda in case of any objections to the new process.

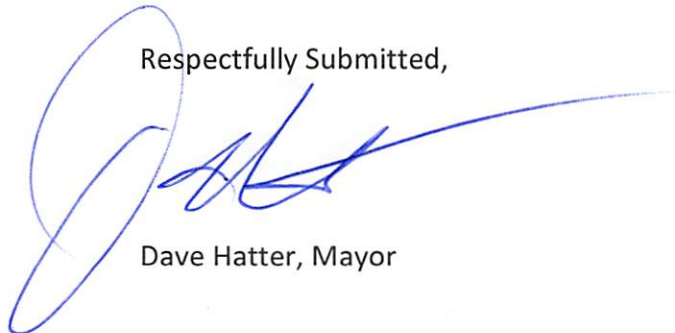
The council meeting scheduled for July 3, 2019 was canceled. The Caucus meeting scheduled for July 17, 2019 would be changed to a regular Council meeting.

#### **ADJOURNMENT OF THE CAUCUS MEETING**

Councilwoman Witt made a motion to adjourn the Caucus Meeting. Councilman Wall made a second. All voting in favor, MOTION CARRIED.

The Caucus Meeting was adjourned at 9:06 PM.

Respectfully Submitted,



Dave Hatter, Mayor

Attest:



Susan Ellis, City Clerk