

October 9, 2020

TO: City Council Member Gerri Harbison, Chair  
Government Affairs Committee of City Council

FROM: Brian K. Riblet, City Manager *BKR*

SUBJECT: Government Affairs Committee Meeting of Monday, October 12, 2020

As a reminder, the Government Affairs Committee is scheduled to meet on Monday, October 12 at 4:30 p.m. Items to be discussed include:

1. Discussion of the Selection of the 2020 Holiday Cards—Staff will be present to provide an update on the Holiday Card Contest and to present the Arts Commission's top four recommendations for the Holiday Card artwork.
2. Discussion of 2020 Holiday Decorating—Staff will be present to discuss recommendations of the 2020 Holiday Decorating process and to obtain feedback from the Committee on suggested changes for this year.
3. Discussion of Landmark App Scholarships— Please find the attached correspondence from Community and Information Services Director Matthew Vanderhorst, requesting that the Government Affairs Committee consider a request to grant scholarships to three (3) Sycamore High School students for their work in developing a new Landmark App. Staff will be present to discuss this request and obtain feedback from the Committee.
4. Surplus Equipment-Community Development Department—Please find the attached correspondence from Assistant City Manager/Acting Community Development Director Tracy Roblero, requesting that the Government Affairs Committee declare eleven file cabinets as surplus property. If approved, the cabinets that are in good condition would be auctioned on GovDeals.com and the remaining 6 would be salvaged.
5. Surplus Equipment-Public Works Department—Please find the attached correspondence from Public Works Director Gary Heitkamp, requesting that the Government Affairs Committee declare a 2005 GMC 3500 1-Ton truck as surplus property. If approved, the truck will be auctioned on GovDeals.com.
6. Update of the Hopewell Cemetery Design and Master Plan—Staff will be present to discuss and obtain feedback on the attached preliminary conceptual designs for the addition of cremation niche's at Hopewell Cemetery.

7. Other Business—The purpose of this agenda item is to provide an opportunity to discuss any issue or ask questions that may be on your mind.

Also, attached are the minutes from the August 18, 2020 meeting of the Government Affairs Committee for review and approval at Monday's meeting.

Should you have questions or concerns pertaining to these topics or have additional items to be discussed at Monday's meeting, please do not hesitate to contact me.

C: Mayor and City Council Members (4)  
Connie Gaylor, Administrative Coordinator  
Department Heads  
File



**GOVERNMENT AFFAIRS COMMITTEE OF CITY COUNCIL**  
10101 Montgomery Road • Montgomery, Ohio 45242  
(513) 891-2424 • Fax (513) 891-2498

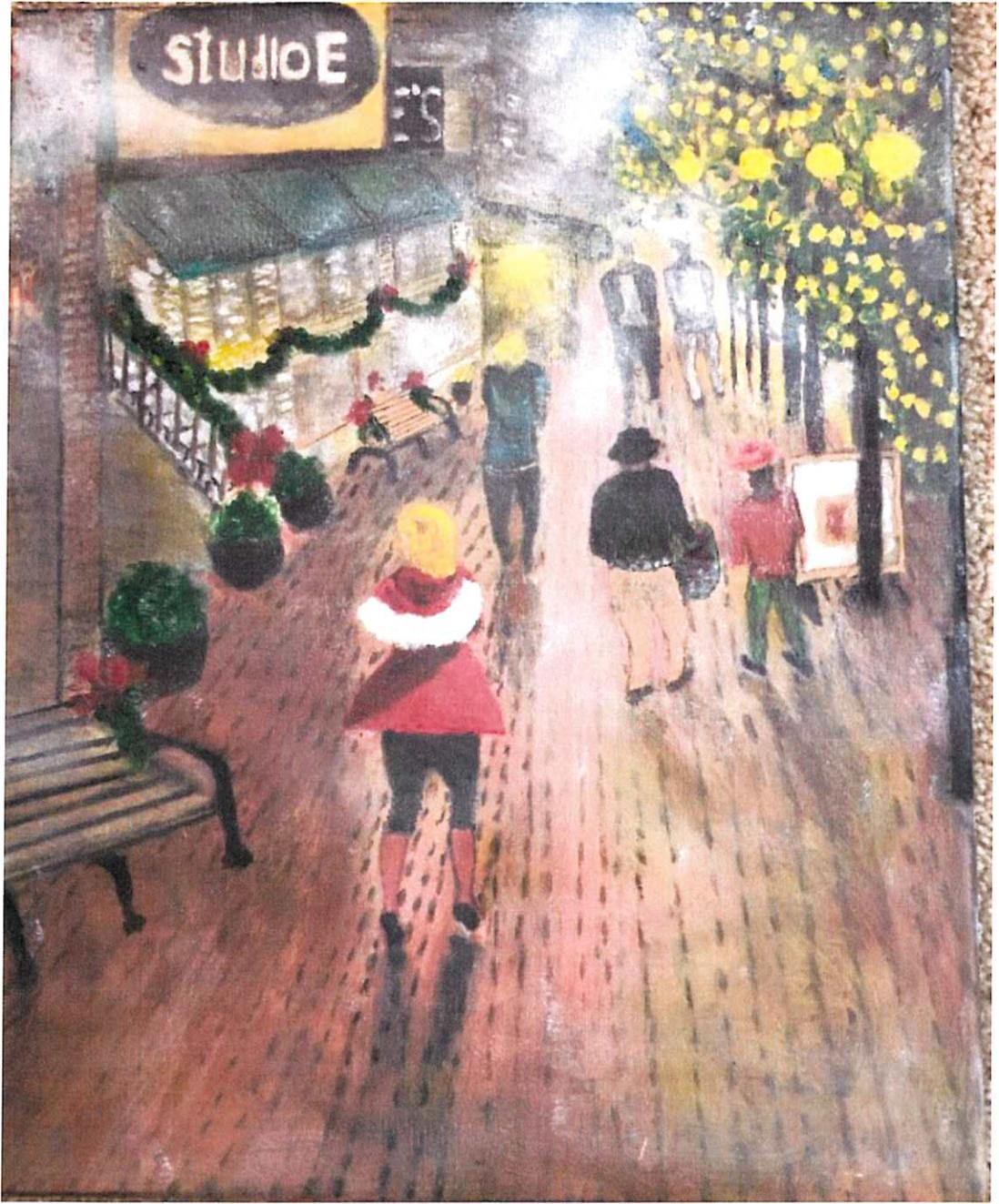
**Agenda**  
**October 12, 2020**  
**4:30 P.M.**

The meeting will be offered both in place at City Hall and by teleconference for those who cannot attend in person or feel safer sheltering at home.

To participate in this meeting by teleconference please use the following phone number:  
1 (866) 228-9900  
Passcode: 204938

1. Call to Order
2. Guests and Residents
3. New Business
  - a. Discussion of the Selection of the 2020 Holiday Cards
  - b. Discussion of 2020 Holiday Decorating
  - c. Discussion of Landmark App Scholarships
  - d. Surplus Equipment-Community Development Department
  - e. Surplus Equipment-Public Works Department
  - f. Update of the Hopewell Cemetery Design and Master Plan
4. Old Business
5. Other Business
6. Approval of Minutes- August 18, 2020
7. Adjournment

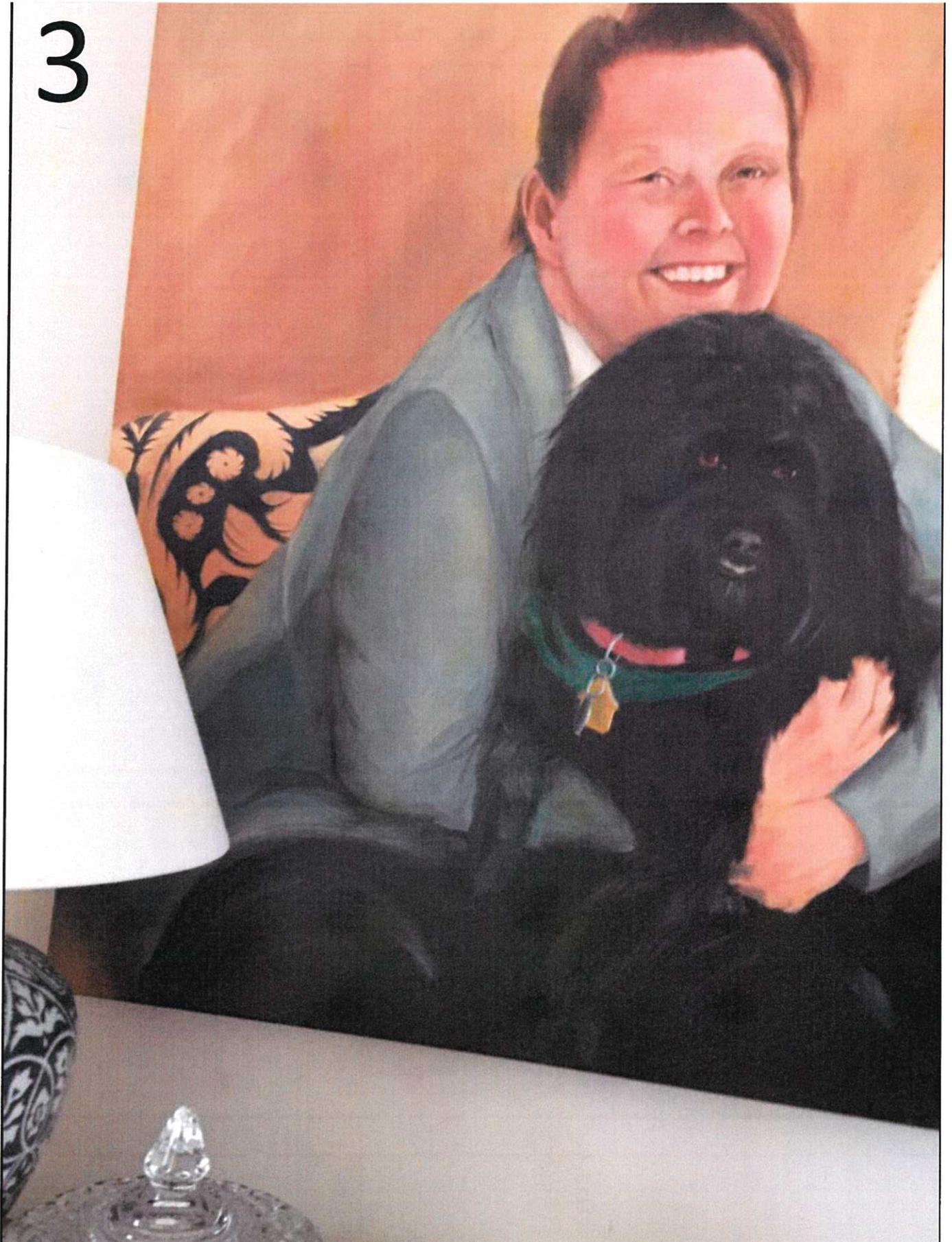
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6

*Happy Holidays*



*from the City of Montgomery*

7



October 9, 2020

TO: Brian K. Riblet, City Manager  
FROM: Matthew Vanderhorst, Community and Information Services Director  
SUBJECT: Landmark App Scholarship

### Request

It is necessary for the Government Affairs Committee of Council to consider a staff recommendation to offer a scholarship to three Sycamore High School students who created the 2020 Landmark and History mobile app.

### Financial Impact

The total amount requested is \$2,250. This amount represents \$750 for each of the three students. The funds for the scholarship will come from account 101.712.5356, Public Relations. While the scholarships were not initially budgeted in 2020, the cancelation of several projects due to COVID-19 provided an opportunity to offer scholarships to three deserving students.

### Background

Several years ago, Staff created a Landmark mobile app. Over the years, technology and Apple's mobile app requirements changed, rendering the Landmark app obsolete and inoperable. An entire rewrite of the app would have been necessary to bring it up to current standards. Staff chose not to embark on creating a new app given the limited interest in the app at the time, and the extreme number of hours and high cost to rewrite the app.

During the start of the 2019 school year, Staff approached Mel Hoffert, Sycamore High School Computer Science Teacher, to determine if his students would be interested in creating a mobile app as part of a school project. Mr. Hoffert discussed the idea with a few of his students, showing interest in the project. Soon after, City staff met with Eli Cohn, Sycamore High School Computer Science student, to talk

about the app. Eli assembled a team of High School students consisting of himself, Norah Pack, Head Programmer, and Blake Rile, Geolocation Programmer.

The team worked on the app during the early months of 2020, then the pandemic hit. The subsequent school closings and move to a virtual learning environment affected the team's ability to work on the app. Eli also graduated at the end of the school year before the app was complete. Staff later learned that Norah and Blake had continued to work on the app through the summer of 2020.

Norah and Blake presented a completed app to Staff in September 2020. The app is currently in the Apple store awaiting review before being released to the public. The app listing credits the students for creating the app.

Norah shared with Staff that the project was a tremendous learning experience for the entire team. The team learned how to program an app and code in languages they were not familiar with. The team also learned how to communicate more effectively with adults and pace themselves in a professional environment where there were no hard deadlines. Lastly, they learned how to move the entire operations to a virtual setting and work on the same project from different locations due to the Pandemic.

### **Recommendation**

Due to the students' extensive work and their perseverance through an unprecedented year, Staff recommends that each student receive a \$750 scholarship to recognize them for their work and assist them in continuing their education.

October 9, 2020

TO: Brian K. Riblet, City Manager

FROM: Tracy Roblero, Assistant City Manager / Acting Community  
Development Director

SUBJECT: Surplus File Cabinets

**Background**

The Community Development Department has a total of eleven four-drawer, legal size file cabinets that have been used to store building permit files over the past thirty or forty years. Since Staff has been scanning these files and saving them digitally, there is no longer a need for these file cabinets.

Some the cabinets (five in total) do not have locking mechanisms and are still in reasonable shape and will be placed on GovDeals.com for auction. The other six are in poor condition and have locks, but no keys. These could be salvaged; however, Staff does not believe they are sellable.

**Request**

Staff recommends that a total of eleven file cabinets be declared surplus. Five of those cabinets which are in good condition would be auctioned on GovDeals.com and the additional cabinets which are in disrepair would be salvaged.

Please let me know should you have any questions regarding this request.

October 9, 2020

TO: Brian Riblet, City Manager  
FROM: Gary Heitkamp, Public Works Director  
SUBJECT: Surplus Vehicle Request

The Public Works department is requesting that the following vehicle be declared as surplus by the Government Affairs Committee of City Council. If approved as surplus the vehicle will be disposed of through GovDeals.com.

VEHICLE

<u>YEAR</u>	<u>DESCRIPTION</u>	<u>VIN#</u>	<u>MILES</u>	<u>VALUE</u>
2005	GMC 3500 1-Ton Truck	#1GDJK34G45E256042	69,767	\$5,000

Should you have any questions please do not hesitate to contact me.

*These Minutes are a draft of the proposed minutes from the Government Affairs Committee of City Council meeting. They do not represent the official record of proceedings until formally adopted by the Government Affairs Committee of City Council.*

City of Montgomery  
Government Affairs Committee Minutes  
August 18, 2020

Present

Brian Riblet, City Manager  
Tracy Roblero, Asst. City Manager/Acting Comm. Dev. Dir.  
Connie Gaylor, Clerk of Council  
Matthew Vanderhorst, Community and Information Services Director  
Elise Williams-Sycamore High School Art Teacher

City Council Committee Members Present

Gerri Harbison, Chair  
Craig Margolis  
Lynda Roesch, Teleconference

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The Government Affairs Committee of Council convened its meeting for August 18, 2020 at 4:00 p.m. in person and by telephone conference via Zoom with Mrs. Harbison presiding. This remote access meeting was allowed by emergency legislation adopted last week by the Ohio General Assembly and approved by the Governor. The emergency legislation added language to RC Section 121.22 allowing public meetings by telephone conference during the current pandemic and declared State of Emergency. As required by the statute, notice of the telephonic meeting was publicized more than 24 hours in advance to allow public access through the same conference call in service. The public was also given a backup number to call in the event there were technical difficulties. This Notice was posted on the City's website and a similar Notice was sent to The Cincinnati Enquirer.

Review and Feedback of the 2021 Calendar

Mr. Riblet stated that he would like to apologize to the Committee for the previous presentation on the 2021 Calendar photos and cover selections. He stated that he did not feel that the best information was provided to the Committee to make the best decision regarding the 2021 Calendar cover. He explained that the pictures provided were photocopies of the actual pictures and after seeing the original drawings, the copies did not provide an actual portrayal of how the calendar would look.

Mrs. Harbison thanked Mr. Riblet for his comments.

Mr. Vanderhorst added that since the goal of the discussion was to decide on a cover, he felt that after seeing the actual drawings, the decision would be easier for the Committee. He introduced Ms. Williams, the Sycamore High School art teacher and collaborator for the calendar artwork.

Ms. Williams explained that she took over this project at the end of the last school year as the prior art teacher retired during the Covid quarantine. She explained that due to the transition to online classes for the students and not having access to the original drawings held at the school she felt those factors contributed to the presentation of the poor quality of the pictures.

Ms. Williams explained that she has been involved in the collaboration of the art students and the City for the production of the calendar since 2002 while a student at Sycamore High School. She stated that now being a teacher involved in the process, she knows the students and their quality of work. She asked for grace and understanding of this year's drawings due to the Covid circumstances. She stated that she fully supports the program of having the students involved.

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Mr. Vanderhorst stated that he felt it was hard to translate the information of what was needed into expectations that the students would understand and be able to pinpoint in their drawings.

Ms. Williams stated that while she did not think they were told to replicate a photo; she did not think they had the direction to create a creative drawing and to accomplish the level of detail that seems to be expected.

Mrs. Harbison asked what is needed to provide to the students to ensure a better end result.

Ms. Williams stated that it depended on what the Committee wants. She stated that if the City wanted to be more in control then there has be more specific details provided. She stated that it all depends on the prompt and theme. She added that the request for the drawings was made last winter when it was expected for the students to create spring, summer, and fall pictures.

Mr. Margolis thanked Ms. Williams for her feedback. He stated that he felt the calendar process was hit by the perfect storm of timing, retirement, and no school. He asked how she would like the project to be presented to her in the future.

Ms. Williams replied that decisions of themes needs to be made sooner so students could get started at the beginning of a school year and work on it throughout the year.

The Committee discussed the theme for 2022 as being "Life in Montgomery" with historic photos being reimaged as artwork to depict how life could have been in the past.

Mr. Margolis asked what Ms. Williams would need to be able to begin on this project when school began.

Ms. Williams replied that she would need historical photos, which she observed throughout the building.

Mr. Riblet suggested that rather than communicating by email he would suggest meetings held at City Hall so there were no miscommunications or misunderstandings.

Ms. Williams replied that she agreed and that she would like to bring students with her, so they understood the scope and importance of the project.

Ms. Roesch asked what the timeline for the process would be.

Ms. Williams stated that as the project is done by Advanced Placement Art Students, that their class is a yar long class.

Ms. Roesch stated that this is a project that the City and the residents love and that the Committee and staff want to continue that collaboration.

Mr. Vanderhorst explained that in the past the theme was not determined until the current calendar was sent to print. He added that this is the first year a theme was determined early and felt that

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would be a positive improvement to the process.

Mr. Riblet stated that ideally in September or October we should submit the next years theme and scope of the calendar.

Mrs. Harbison thanked Ms. Williams for her passion for her students and this project.

Mrs. Harbison explained that a motion should be made to reconsider the prior motion about the calendar cover and to move forward with the drawings as originally submitted.

Mr. Margolis made a motion to move forward with the originally submitted drawings. Ms. Roesch seconded. The Committee unanimously agreed.

Mrs. Harbison asked Ms. Williams which drawing she could use for the cover.

Ms. Williams replied that she would use the drawing with City Hall as the cover. She felt it was very well done and appropriate for a City Hall calendar.

### Other Business

Mrs. Harbison asked if there was any other business to discuss.

Mr. Riblet replied that there were two items that he would like to discuss with the Committee.

Mr. Riblet explained to the Committee that staff is continuing to monitor the possibility of holding MCLA in 2021. He stated as staff continues to pursue holding the program, there are three options that are still under consideration. He reminded the Committee that the options were:

1. Hold the normal sessions based on which partners will participate.
2. Offer a modified reduced schedule that would not include Twin Lakes, Bethesda North, Sycamore Schools and likely, Ohio National.
3. Defer to 2022.

Mr. Riblet stated that staff is waiting as long as possible before making the final recommendation but wanted to discuss it with the Committee to make them aware of the options.

Mrs. Harbison asked how many applicants there were.

Mr. Vanderhorst stated that there are no new applicants, however, there is a list of 10 people who deferred from prior years. He added that he had not contacted those individuals to see if there was interest in participating in 2021.

Mr. Margolis stated that he liked the idea of forging ahead and then scaling back if we had to.

Mr. Riblet explained that by November we will have to determine what to do although he does not feel like there will be a change by then.

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Mr. Vanderhorst stated that staff discussed offering it as a virtual academy but felt that was not a plausible solution.

Ms. Roesch asked if we could offer it at a different time in the year.

Mr. Riblet replied that the challenge with that is that the closer we get to spring many of the applicants could be obligated to family commitments such as sports with kids or other activities and would not commit to the program.

Ms. Roesch stated that she felt we should wait until the end of November and then decide.

Mr. Riblet stated that staff would keep it on the radar and report back to the Committee at an October or November meeting.

Mrs. Harbison stated that she would rather not offer it than to give a scaled back version of it.

Mr. Margolis stated that we could have plans in place but if the partners are not going to participate that it would not make sense to offer it.

Mr. Riblet stated that he agreed with Mrs. Harbison in that it would take away from the program to try to scale it back. He stated staff would provide an update in the next couple of months.

Mr. Riblet stated that he wanted to run a couple of 2021 calendar dates by the Committee before the calendar was sent to print. He explained that December of 2021 was a five-week month which would have the Work Session scheduled for the fourth week landing on December 22. He stated that historically we would not hold a meeting the week of Christmas to allow people to be with their families and asked if moving the meeting to December 15 would meet their approval. He added that this would also prevent Council from having back to back meetings at the end of December and beginning of January.

The Committee discussed the dates and agreed with holding the Work Session on December 15, 2021.

Ms. Roesch mentioned that the City of Blue Ash has cancelled their Labor Day BAMSO concert but were impressed with the live streamed July 4<sup>th</sup> Concert that the City sponsored with BAMSO and is now considering holding a Veterans Day concert in the same format.

### Guests and Residents

Mrs. Harbison asked if there were any guests or residents on the line that wished to speak. There was no response.

### Minutes

Vice Mayor Margolis moved to accept the August 10, 2020 Government Affairs Committee minutes. Ms. Roesch seconded. The Committee unanimously agreed.

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### Adjournment

Vice Mayor Margolis moved for adjournment. Ms. Roesch seconded. The Committee unanimously agreed. The Governmental Affairs Committee of Council meeting was adjourned at 4:43 p.m.

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Chair

DRAFT



10-02-2019  
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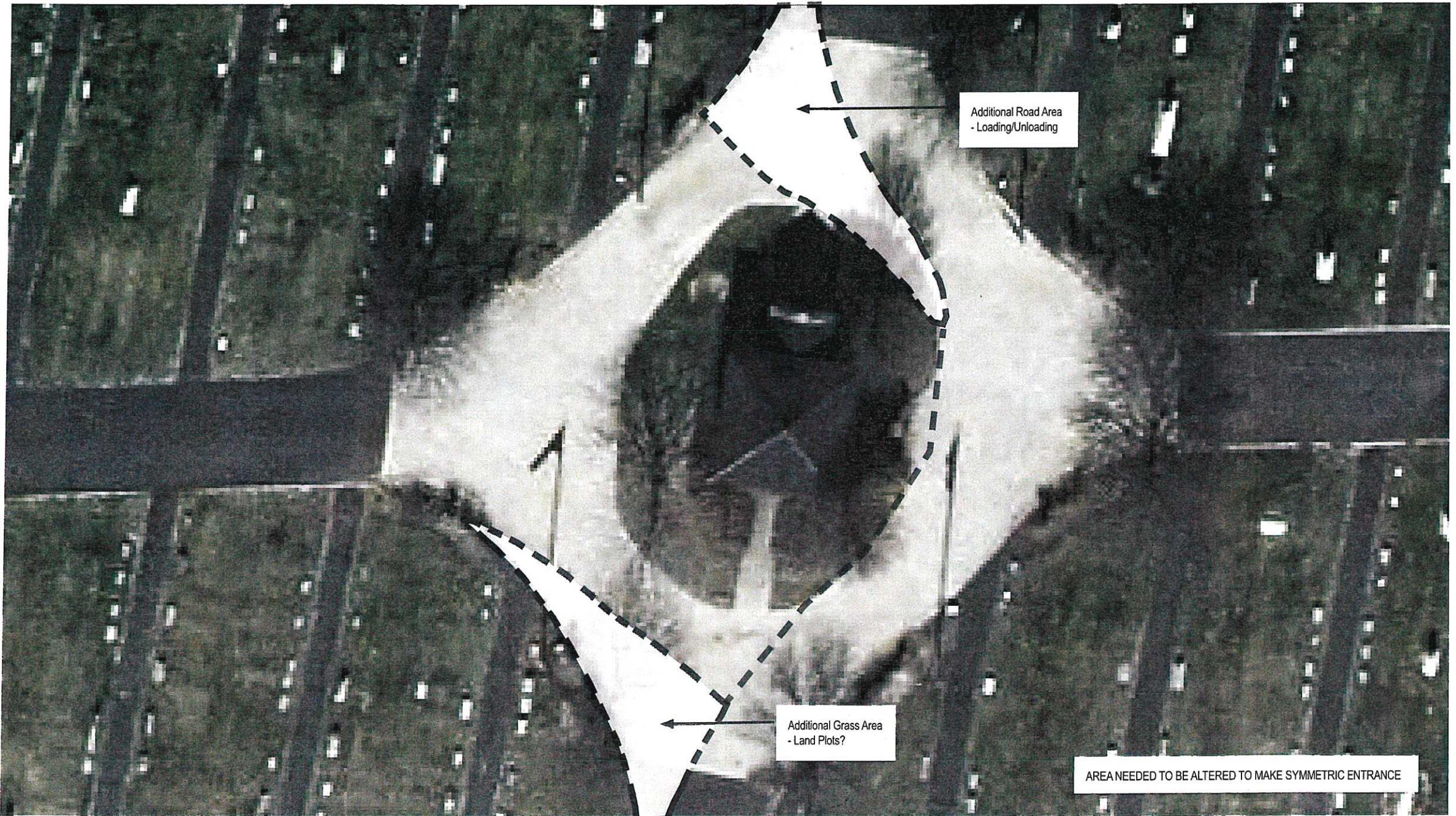
CITY OF MONTGOMERY  
HOPEWELL CEMETERY

EXISTING SITE  
**KZF DESIGN**  
Designing Better Futures



10-02-2019  
6824.00

CITY OF MONTGOMERY  
HOPEWELL CEMETERY



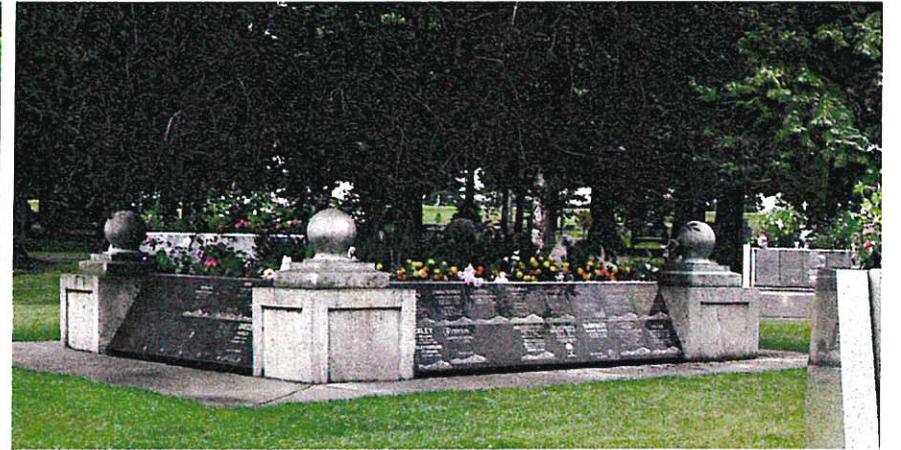
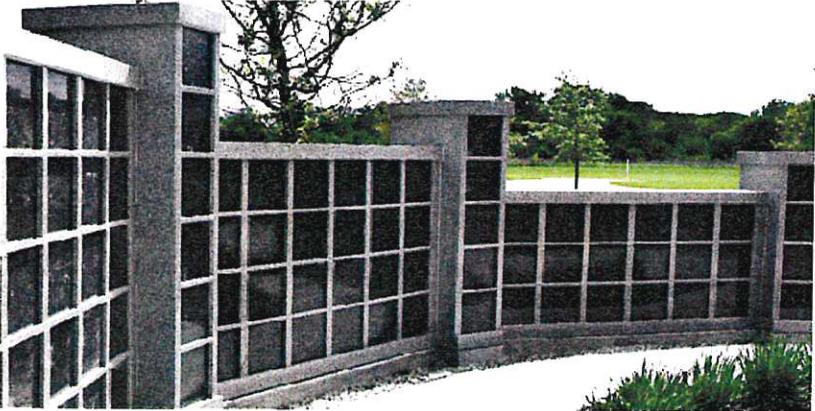
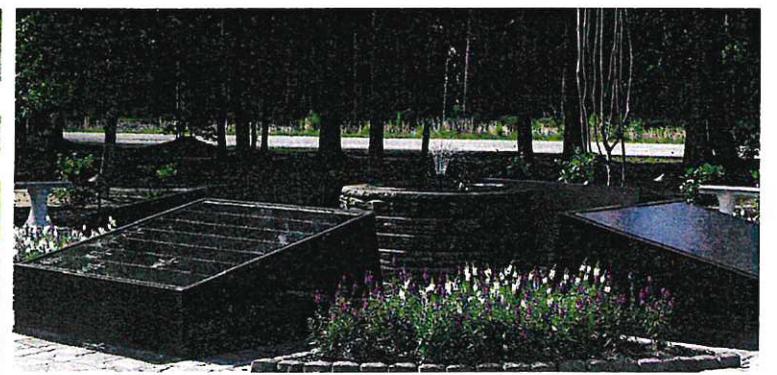
10-02-2019  
6824.00

CITY OF MONTGOMERY  
HOPEWELL CEMETERY



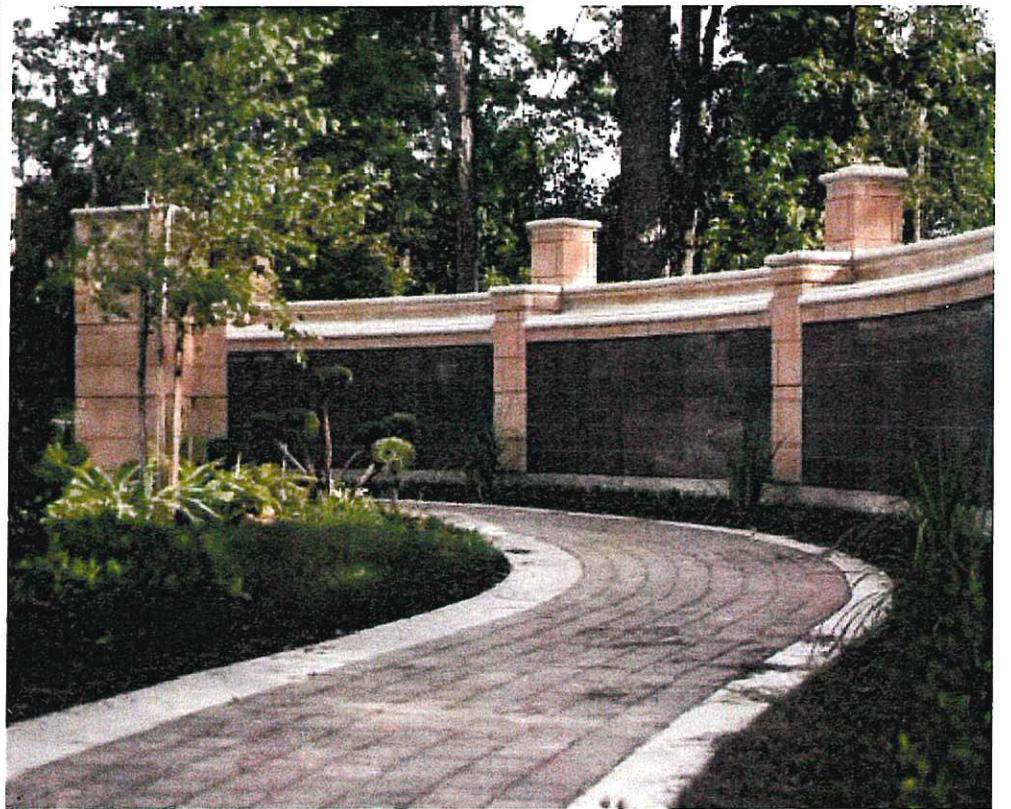
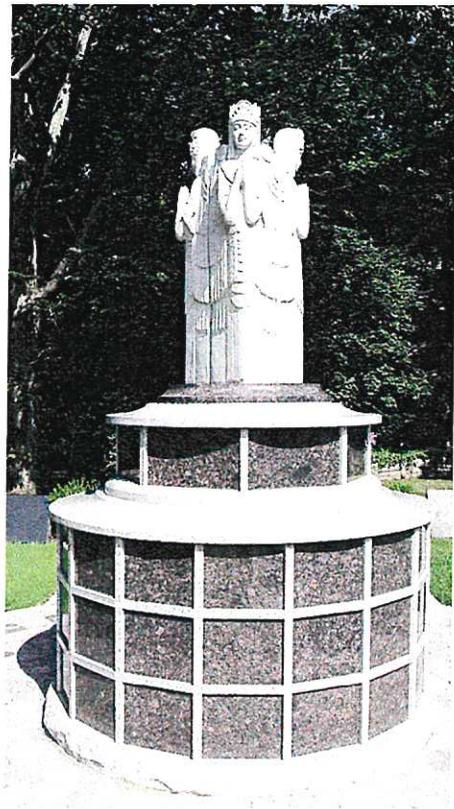
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CITY OF MONTGOMERY  
HOPEWELL CEMETERY



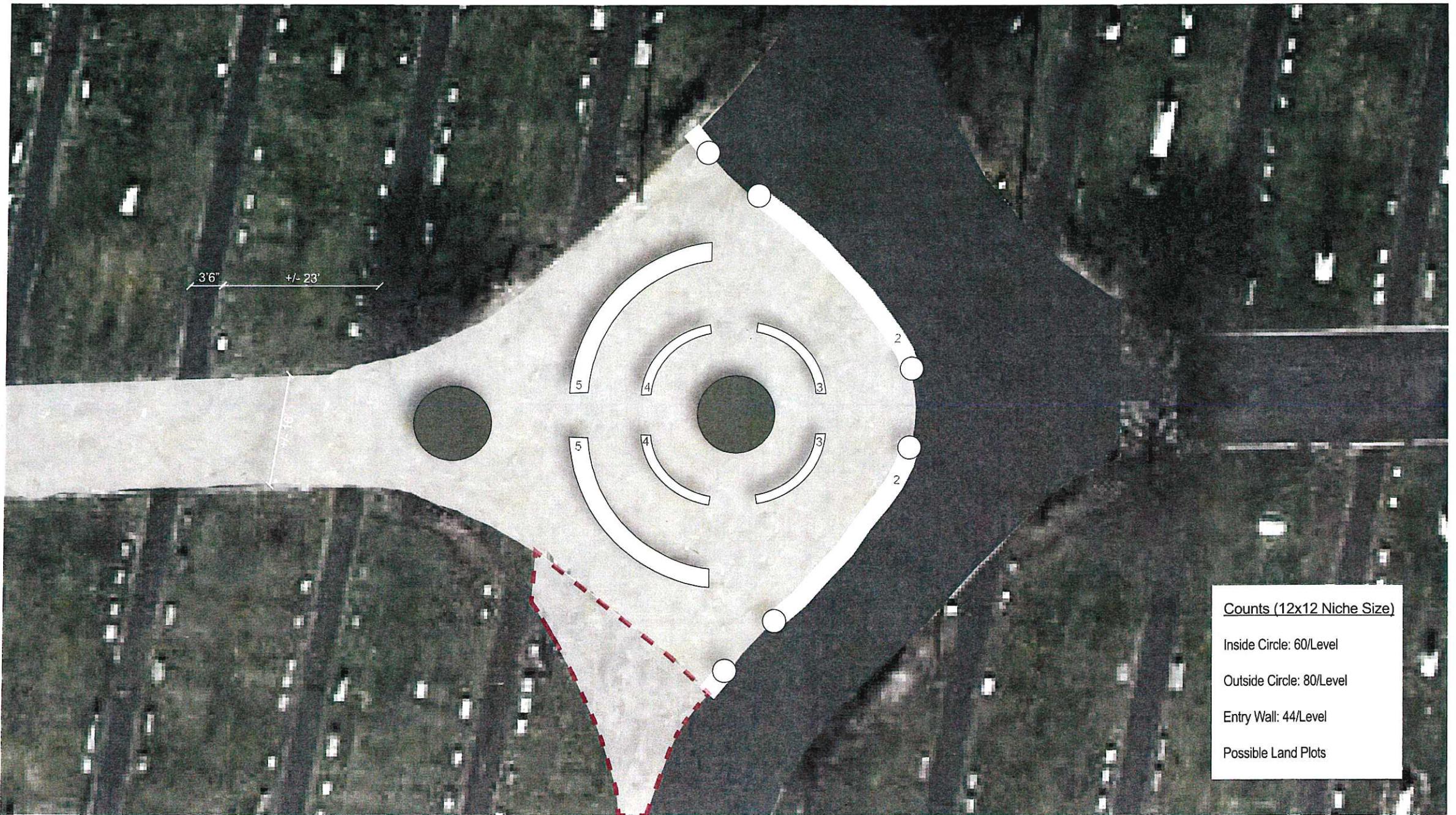
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CITY OF MONTGOMERY  
HOPEWELL CEMETERY



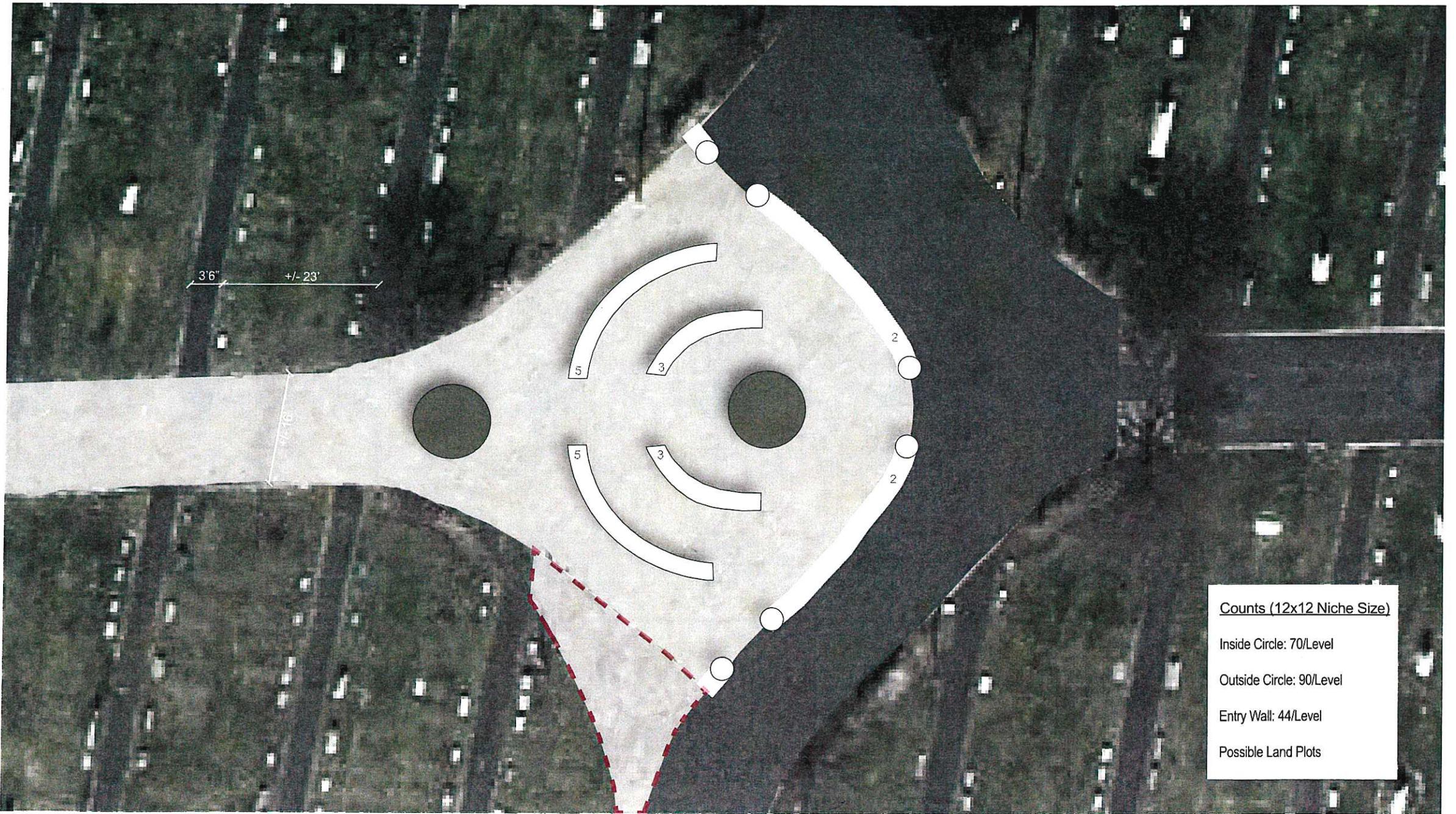
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CITY OF MONTGOMERY  
HOPEWELL CEMETERY



10-02-2019  
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CITY OF MONTGOMERY  
HOPEWELL CEMETERY

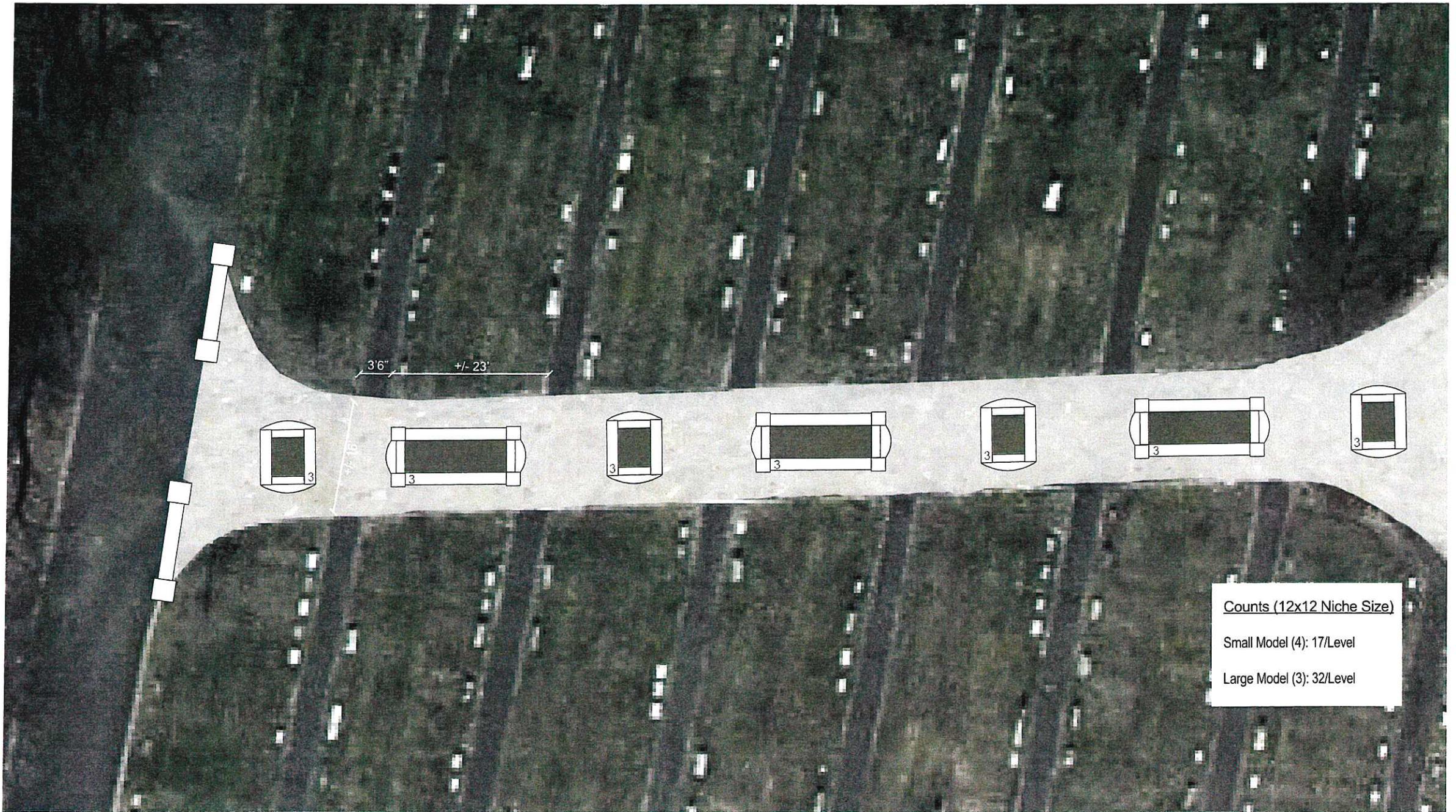


10-02-2019  
6824.00

CITY OF MONTGOMERY  
HOPEWELL CEMETERY

Counts (12x12 Niche Size)  
Inside Circle: 70/Level  
Outside Circle: 90/Level  
Entry Wall: 44/Level  
Possible Land Plots





Counts (12x12 Niche Size)  
Small Model (4): 17/Level  
Large Model (3): 32/Level

10-02-2019  
6824.00

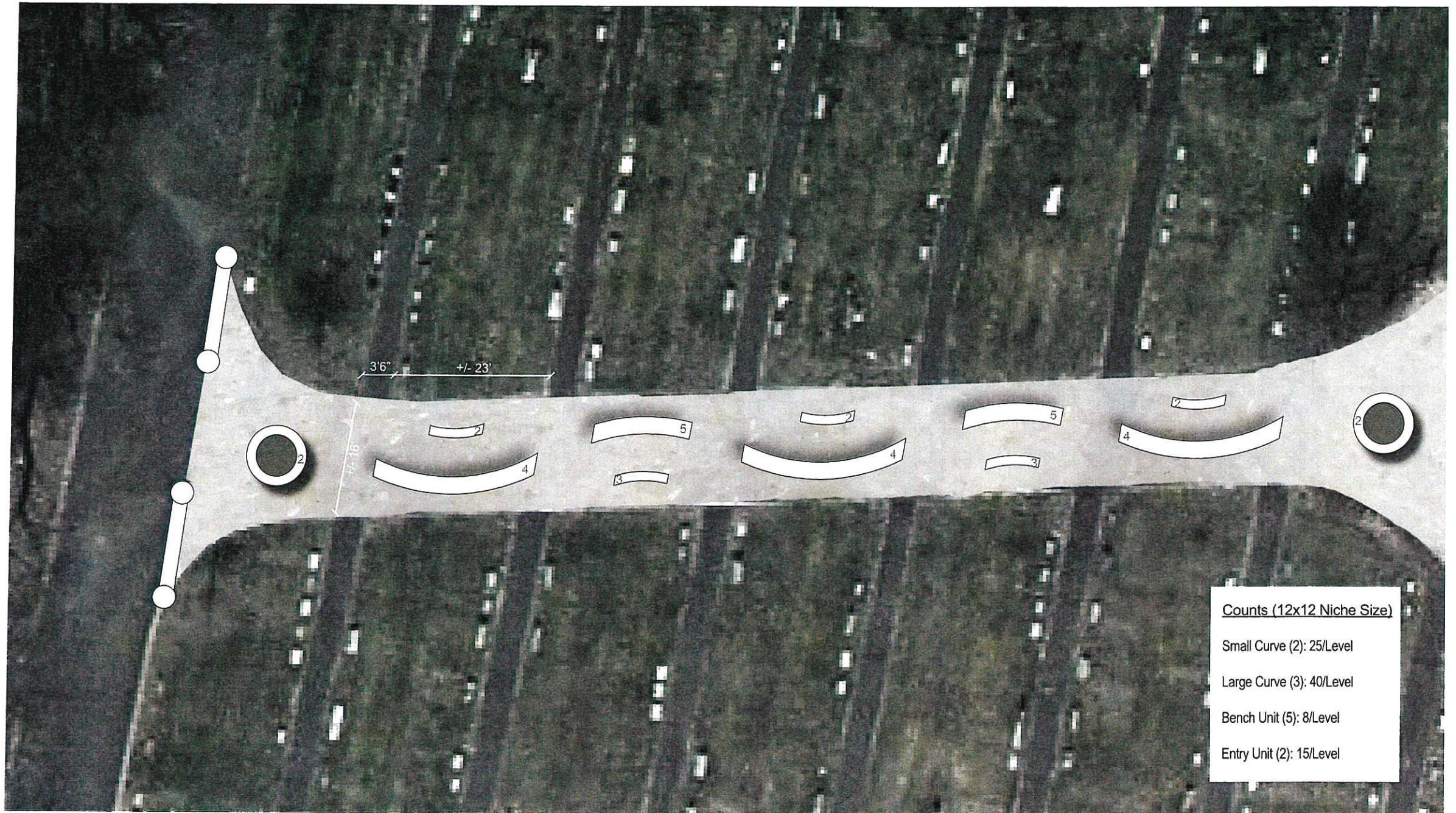
CITY OF MONTGOMERY  
HOPEWELL CEMETERY



10-02-2019  
6824.00

CITY OF MONTGOMERY  
HOPEWELL CEMETERY

Counts (12x12 Niche Size)  
Small Curve (2): 25/Level  
Large Curve (3): 40/Level



Counts (12x12 Niche Size)	
Small Curve (2):	25/Level
Large Curve (3):	40/Level
Bench Unit (5):	8/Level
Entry Unit (2):	15/Level

10-02-2019  
6824.00

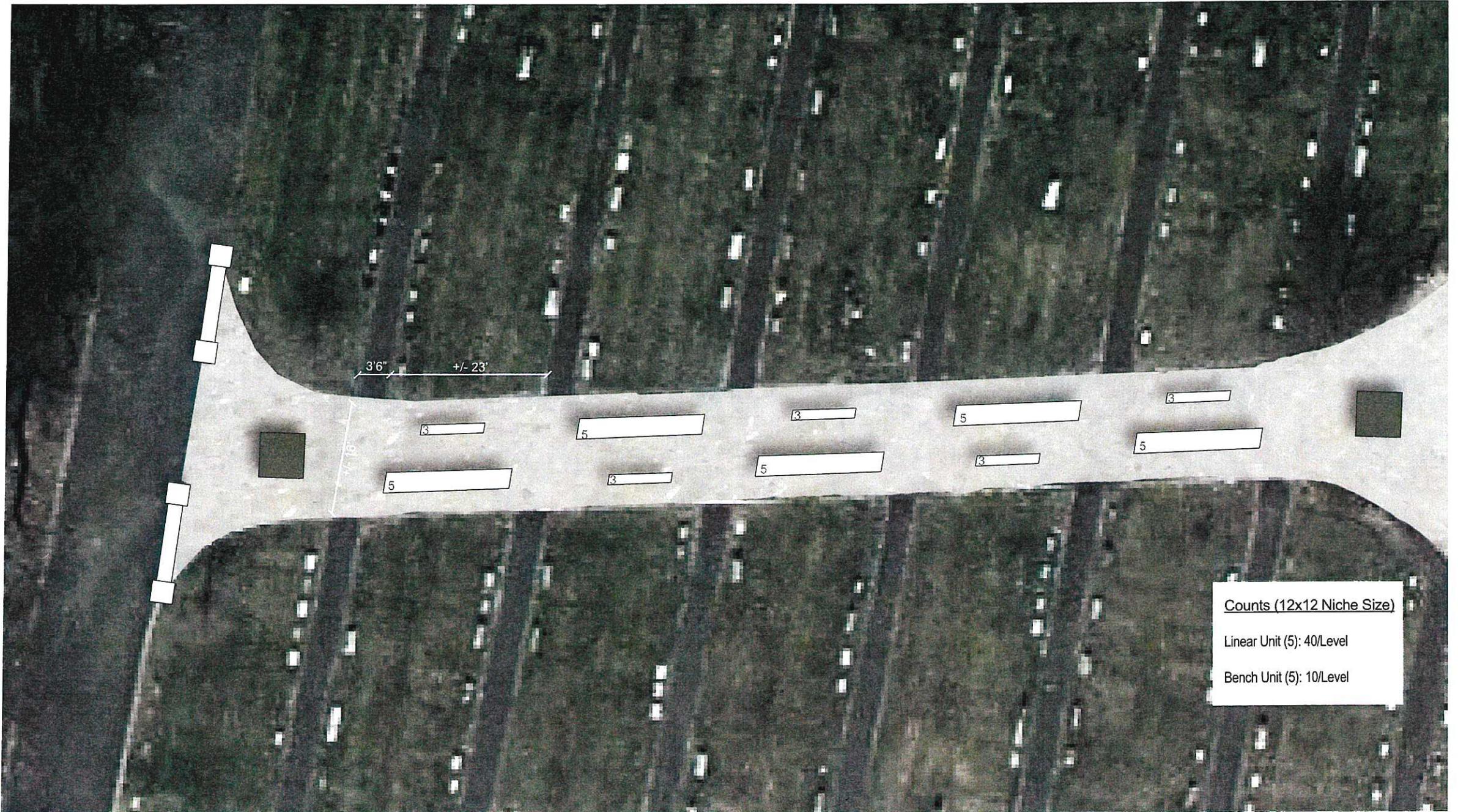
CITY OF MONTGOMERY  
HOPEWELL CEMETERY



Counts (12x12 Niche Size)  
Linear Unit (5): 40/Level  
Entry Unit (2): 20/Level

10-02-2019  
6824.00

CITY OF MONTGOMERY  
HOPEWELL CEMETERY



Counts (12x12 Niche Size)  
Linear Unit (5): 40/Level  
Bench Unit (5): 10/Level

10-02-2019  
6824.00

CITY OF MONTGOMERY  
HOPEWELL CEMETERY