

**CITY COUNCIL WORK SESSION MINUTES**  
**June 3, 2019**

The meeting was called to order by Mayor Rausch at 6:00 p.m.

**PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by Mayor Rausch.

**INVOCATION:** The Invocation was given by Mayor Rausch.

**COUNCIL MEMBERS PRESENT:**

Deb Groat, Scott Brock, J.R. Rausch, Alan Seymour, Mark Reams, and Henk Berbee. Nevin Taylor arrived at 6:02 p.m.

**OTHERS PRESENT:** *City Manager Terry Emery, Finance Director Justin Nahvi, Law Director Tim Aslaner, Chief of Police Floyd Golden, Fire Chief Jay Riley, City Engineer Jeremy Hoyt, IT Director Aaron Story, Economic Development Director Eric Phillips, Human Resources Director Brian Dostanko, Code Enforcement Officer Zach Andrews, Clerk of Council Rebecca Dible, Mike Spencer, Todd Spencer and Alex Kuniega, and Aaron Carpenter.*

**REPORTERS PRESENT:** *Journal Tribune Mac Cordell*

Mrs. Groat moved to adjourn to Executive Session to discuss the sale of property, was seconded by Mr. Brock, and the question put, stood:

Mr. Rausch YES;	Mr. Seymour YES;	Mr. Reams YES;
Mr. Berbee YES;	Mrs. Groat YES;	Mr. Brock YES.

The meeting adjourned to closed session at 6:01 p.m.

The meeting adjourned to open session at 6:56 p.m.

**AGENDA ITEMS:**

1) **Property Maintenance Code Update**

Mr. Andrews gave Council a presentation (Attachment A), updating them on the progress that he and Mr. Aslaner had made towards updating the City's property maintenance code using the International Maintenance Code as the reference. It would enable the City to address interior structure complaints, set minimum standards for maintenance and repairs, identify nuisances and abatement of such, as well as define the appeals process. Mr. Brock asked what would happen when current situations became violations once the code was in force. Mr. Andrews stated there would have to be community education and outreach and Mr. Emery stated an open house would be in order. Mr. Seymour confirmed that citizens should understand that enforcement would only be needed in cases of gross negligence to protect the rights of renters. Mr. Taylor asked if the legislation could be placed on the June 24<sup>th</sup> agenda, which was confirmed.

2) **Discussion on the City Flag Design Contest**

Mrs. Krutowskis explained that the City Flag Committee had been given the difficult task of reviewing 41 flag entries and had paired down their selections to three contestants presented in no particular order (Attachment B). The flag will be adopted by Resolution, will be sold during the August 10, 2019 Bicentennial celebration and will have an official “flag raising” ceremony. It was determined that each Councilman would email their design choice by June 7, 2019 so the official legislation could be created.

3) **Discussion on amendment to City Policy 460 – Travel Pay and Entitlements**

Mr. Nahvi distributed a handout to Council (Attachment C) and explained that Administration proposed an amendment to the policy manual to modify the allowance for daily per diems based on the standardized General Services Administration (GSA) schedules for overnight travel within the continental United States. The per diem rates for international travel would be adopted by the US Department of State. He explained per diem were rarely used by City employees and the policy would have minimal impact on the financials.

4) **Discussion on amendment to the Annual Pay Ordinance**

Mr. Nahvi explained the proposed amendment was to reflect the 2019 salaried employee merit raises as well as raising the wages of part-time public service department employees from [\$9.00-\$10.00] to [\$10.50-\$11.50].

5) **Discussion regarding the Charter Communications Community Bulletin Board**

Mr. Emery distributed a letter he had received from Charter Communications (Attachment D) and explained he had wanted Council to be aware of the changes occurring. After discussion, Council agreed they were comfortable with Mr. Emery making the administrative decision.

6) **Discussion on the 2019 Quality of Life Award**

Mrs. Dible told Council that both Citizen Donna Burke and the organization Care Train of Union County had been nominated. After discussion and deeming both nominees highly qualified and timely, it was determined that two divisions would be created for the Quality of Life Award program, allowing both individuals and organizations to be recognized.

Mr. Taylor moved to select Donna Burke for the Citizen – 2019 Quality of Life Award and to select Care Train of Union County for the Organization – 2019 Quality of Life Award, and the question put, stood:

Mr. Seymour YES;

Mr. Reams YES;

Mr. Berbee YES;

Mr. Taylor YES;

Mrs. Groat YES;

Mr. Brock YES;

Mr. Rausch YES.

**COUNCIL COMMENTS & GENERAL DISCUSSION:** None

**ADJOURNMENT:** There being no further business to come before Council/Commission, the meeting was adjourned at 8:07 p.m.

# CITY OF MARYSVILLE PROPERTY MAINTENANCE CODE

Attachment A

# EXECUTIVE SUMMARY

- Enable the City to address interior structure complaints.
- Set minimum standards for maintenance and repairs.
- Nuisance identification and abatement.
- Appeals Process



# INTERIOR STRUCTURE

(Complaint Based)

- Examples:
  - Leaking roof
  - Mold and moisture
  - Broken appliances
    - Furnace
    - A/C
    - Water heater



# MINIMUM STANDARDS

- Proposed additions to the Marysville Property Maintenance Code would establish minimum standards for maintenance and repairs.



# NUISANCE ABATEMENT

- Proposed Nuisance Abatement Code would enable the City to more clearly define/identify public nuisances.
- Nuisance Abatement Code would establish administrative procedures to enable the City to abate public nuisances and assess the cost of abatement to the property without time consuming litigation.



# Appeals

- Board of Zoning Appeals to be the appellant body for property maintenance and nuisance abatement appeals.



# Design #1



Artist Statement: “The overall design mimics Ohio’s State flag, with the colors and symbols of Marysville’s logo. The green was maintained to build on the city’s slogan, “Where the grass is greener.”

# Design #2



Artist Statement: “The design uses the City of Marysville logo, so I simply used the dark green and light green colors contained in the logo. I chose white as the third color because Marysville is a “white picket fence” kind of community. Plus, you can’t go anywhere in town without seeing someone in “Honda Whites.” The light green is on the bottom to represent grass because the grass is greener in Marysville.”

# Design #3



Artist Statement: “This flag features the City’s logo on a green background. The lime green pillars on both sides of the flag represent the strength of the City.”

# Attachment C

	<b>The City of Marysville - Policy 460</b>	
	<b>Section:</b> <i>Pay</i>	<b>Policy Title:</b> <i>Travel Pay and Entitlements</i>

**1. Policy:** A City employee may be called on to travel outside the City on official City business. This policy establishes the pay, entitlements, and procedures for the travel.

**2. Procedures:** Department/division heads must authorize all travel prior to the event. Authorization can be verbal, a purchase order, or written forms (email); depending on the nature of the travel. You must obtain prior authorization for all out-of-state and overnight travel using HR Form 15 – Advance Travel Approval/Expense Request.

**a. Same-Day Travel:** Travel pay and entitlements follow.

(1) Mode of Transportation: Supervisors approve employee modes of transportation prior to travel. Mode selection is based on convenience to the City and reduction of costs. Employees required to travel outside the city on City business are authorized to utilize City vehicles with City purchased fuel. If a privately owned vehicle (POV) is used, the employee is reimbursed at the current IRS rate (see Finance for the rate).

(2) Workday: Travel to and from the destination is considered part of the workday. If the time for travel and the event is more than the normally scheduled workday, this may be considered overtime for nonexempt employees. See Policy 405, *Overtime* for further details. Exception to this rule is travel for EPA and CDL requirements where incentive pay is provided (see Policy 565, *Incentive Pay*).

(3) Authorized Stops: Authorized stops for same-day travel are for meals, emergencies, and any other City business as agreed to by supervisor and employee prior to the event.

(4) Conference Costs and/or Training Fees Conference fees or training costs must be pre-approved via a purchase order. Conference itineraries should be provided to Finance. These may be paid by City credit card.

(5) Miscellaneous Expenses: The City will reimburse for miscellaneous expenses. This includes parking fees, tolls, and other reasonably incurred transportation expenses directly related to the authorized travel. The employee must submit receipts for reimbursement.

**b. Overnight:** All overnight travel is authorized and approved through a purchase order request (supervisor approval) prior to the travel. Overnight travel is defined as more than 100 miles one-way, from Marysville to destination. Travel pay and entitlements follow.



## The City of Marysville - Policy 460

**Section:**  
*Pay*

**Policy Title:**  
*Travel Pay and Entitlements*

- (1) Mode of Transportation/Travel Times: Supervisors approve employee modes of transportation prior to travel based on convenience to the City and reduction of costs. If an employee uses a privately owned vehicle (POV), the employee notes mileage and is reimbursed by the City at an allowance at the current IRS rate. All other forms of travel are reimbursed by the City at cost (as determined by the receipts). Travel, when possible, should occur the same day of the event. For out-of-state travel, if the event starts earlier than 11:00 am local time, travel is authorized the day prior with an additional night stay. If the event ends past 5:00 pm local time, travel is authorized a day later with an additional night stay. Travel restrictions may alter this policy. For in-state travel, overnight stay is authorized if the event time and travel time exceeds 12 hours.
  
- (2) Workday: Travel to and from the destination is considered part of the workday. At the event, the workday is determined by the hours of training, conference or the like.
  
- (3) Meals and Lodging (Continental United States): All hotel/motel expenses are reimbursed by the City per the cost on the receipts. Meals and incidental per diem for City employees is authorized only when overnight lodging is required. City Employees shall receive per diem for meal and incidental expenses in accordance with the per diem rates established by the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)), which is based on the lodging location in the continental United States and allocated daily by breakfast, lunch, dinner and a \$5 daily incidental. Per diem is designed to offset the additional cost of travel, not to entirely pay for the City employee's meal and incidental expenses. Incidental expenses included in the per diem allowance include all gratuities paid by the employee while on travel status and are not separately reimbursable. The amount of per diem shall be seventy-five percent of the daily rate on the days of departure and return while on travel status. The standard meal and incidental expenses allowance is based on a full day of official travel (twenty-four hours) within the continental U.S. Where overnight lodging is required and where a City employee is on travel status for less than a full day, the meal and incidental expenses rate for the departure and return days shall also be seventy-five percent of the standard meal and incidental expenses. Any meal that is provided as part of a conference shall be deducted from the daily per diem and a conference agenda shall be submitted with an expense record form when requesting reimbursement for travel expenses. For example, the daily per diem for the City of Cleveland is \$66 which is allocated by \$16 for breakfast, \$17 for lunch, \$28 for dinner and \$5 for incidentals. If an employee attends a conference at Cleveland and lunch is served at the event, the authorized per diem would be \$49 (\$16 breakfast, \$28 dinner, \$5 incidental).

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- (4) Meals and Lodging (International): All hotel/motel expenses are reimbursed by the City per the cost on the receipts. In the event that a City employee is authorized for international travel status, an employee may receive per diem for meal and incidental expenses in accordance with the per diem rates established by the US Department of State ([https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp)) which is based on the lodging location within specific counties. The amount of per diem shall be seventy-five percent of the daily rate on the days of departure and return while on travel status. The standard meal and incidental expenses allowance is based on a full day of official travel (twenty-four hours) within the international location. The allocation of the per diem as outlined by the US Department of State shall be twenty four percent of the daily total for breakfast, twenty five percent of the daily total for lunch, fifty percent of the daily total for dinner and one percent of the daily total for incidentals. Any meal that is provided as part of a conference shall be deducted from the daily per diem and a conference agenda shall be submitted with an expense record form when requesting reimbursement for travel expenses. For example, the daily per diem for Tokyo City is \$229 which is allocated by \$54.96 for breakfast, \$57.25 for lunch, \$114.50 for dinner and \$2.29 for incidentals. If an employee attends a conference at Tokyo and lunch is served at the event, the authorized per diem would be \$171.75 (\$54.96 breakfast, \$114.50 dinner, \$2.29 incidental).

The City will not reimburse employees for alcoholic beverages or tobacco products. In addition, if a charge for alcoholic beverages is included in the event’s registration or conference fee, that cost must be deducted from the fee.

- (5) Miscellaneous/Incidental Expenses: Same as section 2a(5).

**c. Expense Forms to Use:** Employees will file expense records and reimbursement requests as soon as possible after the travel, not to exceed five workdays. All forms are located on the HR Google site or through HR:

- (1) HR Form 15 – Advance Travel Approval/Expense Request: Use this form to get written approval for all overnight and/or out-of-state trips and/or to detail projected costs and get an advance payment for the event/trip.
- (2) HR Form 16 – Expense Record: Use this form to detail all expenses after the trip/event is completed. Receipts are not required for meals that are associated with a daily per diem. However, receipts should be included with the expense record report for items pertaining to transportation fee (parking, taxi, bus, subway, tolls, baggage fees, etc). Lastly, a copy of the agenda or itinerary of the conference or event will be included with the expense record report to validate daily per diems.

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**3. Training Event Reporting:** Employees attending training events (seminars, conferences, etc.) will submit a record/report of the event to their supervisor when the cost of the event is more than \$500 using HR-Form 41 and no later than one month after returning from the event. This is a management tool to document the value of the event and to help plan future events. Costs include travel expenses and are per person. When more than one employee attends the same event, the manager has the flexibility on who or how many reports are written. Reports are filed in personnel files (HR).

**4. Frequent Flyer Miles:** All frequent flyer miles that are earned through City funded travel will only be redeemed for use in future City required travel.

## Attachment D



**Brian Young**  
Director  
Government Affairs

May 6, 2019

**Via Federal Express**  
**Tracking# 7751-3977-0142**

Mr. Terry Emery  
City Manager  
City of Marysville  
209 S. Main Street  
Marysville, OH 43040

Re: Marysville Bulletin Board Equipment

Dear City Manager Emery:

Charter Communications (dba Spectrum) values our strong and longstanding presence in your community. Through our state-issued video service authorization, we provide approximately \$165,000 in video service fees to the City annually.

As you likely know, Charter Spectrum provides Marysville complimentary access to a local channel, allowing for local content to be programmed and maintained entirely by the City. Providing this service in Marysville costs Charter Spectrum approximately \$1,920 annually for the license, service plan, web-based content delivery service and FrameRate equipment. However, as use and viewership of community bulletin boards have decreased and the ease and access of web pages on the Internet have become commonplace, the demand for such channels has diminished significantly. As a result, and after more than a decade of providing complimentary payments for equipment without any legal obligations to do so, Charter Spectrum is implementing a new uniform policy requiring community bulletin board equipment to be paid for and maintained without additional financial assistance from our company.

If the City of Marysville wishes to continue use of the FrameRate equipment to program the community bulletin board, you have the option to do so and we will work with you to transfer ownership of the equipment to the City as soon as is feasible. If you choose to discontinue the channel, please simply advise us of your decision. Please communicate your decision, either electronically or by mail, to my attention at [brian.young1@charter.com](mailto:brian.young1@charter.com) or 205 Crystal Avenue, Findlay, OH 45840. **Your response is requested by May 31, 2019.**

If you have any questions, please do not hesitate to reach out. I look forward to your response.

Sincerely,

A handwritten signature in black ink that reads "Brian Young".

Brian Young  
Director Government Affairs