

**TIPP CITY WORK SESSION**

**TIPP CITY, MIAMI COUNTY, OHIO**

**May 18, 2015**

**Work Session**

The work session began at 7:00 pm. The following Council members were present: President Joe Gibson, Mayor Pat Hale, Katie Berbach, Dee Gillis, John Kessler and Mike McDermott. Also attending was City Manager Tim Eggleston, Law Director David Caldwell, Finance Director John Green, City Engineer/Service Director John Donnelly, Police Chief Eric Burris, Fire Chief Steve Kessler and Acting Clerk of Council Kimberly Patterson. Reporter Carla Ungerecht was also in attendance.

**Utilities Restructuring**

Mr. Eggleston reviewed the proposed Utilities Restructuring plan with Council. Mr. Eggleston also reviewed the current and proposed organizational charts with Council. Mr. Eggleston stated his objective was to have continuity among the department. If an individual were to leave, we would still have the knowledge of the projects that have been going on. Rather than having someone new come in and pick-up the pieces and to keep everything going. Mr. Eggleston added there could be a savings of \$15,000 in salaries with the restructuring. Mr. Eggleston added the HR position would report directly to the City Manager. There aren't other changes to the organizational structure, expect changes of titles to better reflect the duties of individuals. President Gibson inquired who this would be. Mr. Eggleston replied this is under the Economic Development Department, and is Matt Spring. His current title is Planning and Zoning Administrator and would be changed to Community and Economic Development Administrator. "Because he does code enforcement and other items". President Gibson inquired if he was happy with that. Mr. Eggleston stated it was his suggestion. Mr. Eggleston added in his discussions with Mr. Spring, they talked about titles that best reflect his position and duties. Mr. Eggleston added, Mr. Eric Mack is listed as the GIS Technician, however he has recently taken on more responsibilities and his new title will be GIS Tech./Project Manager because he will begin the oversight of the sidewalk assessment program and the Electric Utilities building project. Another change is Doug Arnold. His current title is IT Supervisor and it will be changed to IT Manager to better reflect his job duties.

Council requested employee names be added to the proposed organizational chart for cross referencing purposes. Mr. McDermott inquired if the positions would be moved from salary to salary non-exempt. Mr. Eggleston replied there will be no change in pay. Mr. Eggleston stated one of the potential changes would be for those employees who earn less than \$54,000 per year would earn an hourly wage rather than a salary. However it will be awhile before this will be sorted out. Mr. Kessler inquired who would be making that decision. Mr. Eggleston stated the Obama administration has put the EOC in charge of saying the level above \$25,000 for an hourly employee is too low. And this could be possibly moved up to \$54,000 - \$55,000 depending upon qualifications and determination if you would no longer be exempt as a salaried employee. President Gibson asked for additional clarification on the matter. Mr. Eggleston replied there is an assumption people are abusing the salary provisions within the FLSA guidelines. President Gibson inquired of Mr. Eggleston his proposal to go from Service/ Engineering, Utilities, Law, Finance, Economic Development to Law, Police, EMS/Fire, Finance, Economic Development and Municipal Services. President Gibson

added within the Municipal Services Department, there would be Streets, Electric, Engineering, Water and Parks. Mr. Eggleston added there would also be Waste Water. President Gibson inquired if his intent was to streamline or expand. Mr. Eggleston stated Council was provided copies of other surrounding cities organizational charts to show there are other methods and perhaps we can design ours similar to Piqua's in regards to the Water/Waste Water and the department would expand upon those to show how they line up. Mayor Hale inquired if Ms. Butera hadn't left would these changes be recommended now. Mr. Eggleston replied, "That weakness or flaw would have been identified at that time. There would have been discussions at that point to bring the Assistant's position back". Mayor Hale stated anytime a Department Head leaves an organization such as this there will be a lag in picking up the various projects. Mr. Eggleston stated unless there are steps to put things in place to minimize that. "That is all I am looking at. Something to minimize that should that happen again. Someone to have knowledge of Electric, Water/Waste Water and any of the projects going on. So when we hire that next person, or someone advances, to provide redundancy within the system. This will also be an opportunity to spread that workload amongst each other so that not one individual becomes overwhelmed". Mayor Hale stated he was not aware this was an issue in the past. President Gibson stated Mr. Eichman is currently filling the Utilities Director position. Mr. Eggleston added he is working in tandem with Mr. Donnelly in the oversight of projects. President Gibson stated, "But he is the Utilities Director right now and the replacement for Christy's job". Mr. Eggleston stated he is the temporary replacement until Council allows staff to make these changes, or leaves things the way they are. President Gibson inquired if these changes were made what would happen to Mr. Eichman. "Would he stay on in a temporary capacity someday"? Mr. Eggleston replied the idea was either way the position would be advertised and once we got that position filled is when he would take his leave and return to retirement. Mayor Hale stated there are people who are interested in applying. Mayor Hale added he is not personally in favor of making any changes at this point. Mayor Hale added, "Tim I am not certain how much knowledge of Tipp City you have acquired yet, but I am not 100% sure a lot of Department Heads that you are talking with are 100% with you. The concept in the past has been the Department Heads are very reluctant to say anything negative of their thoughts, so I am saying that I am a little hesitate to make a change like this". Mr. Eggleston stated Mr. Spring came to speak to him and asked if his position were being eliminated or why was it being changed. Mr. Eggleston stated he told Mr. Spring that he is doing more than simply Planning and Zoning Administrator and his job encompasses more. Upon further discussion Mr. Spring stated he liked the title Planning/Community Development Administrator. President Gibson inquired if Mr. Eggleston felt this change would "help him run the City better". Mr. Eggleston replied "Yes".

Mr. McDermott stated he liked the idea of additional redundancy. "As long as I have been in Tipp, there has always been this scramble for the next person. This attempt to go into the field and find someone who can just pick up and go. We are very lucky to have Mo Eichman as a pocket ace to help us out with this particular position at this particular time. We may not always be in that position to be able to do that. I am in favor for this for that piece of redundancy but also cost savings. The only concern that I do have about this is, I don't want to lose anybody over something like a title change or something

like that because of lack of communication with your staff and Directors". Mr. Eggleston stated if they are not being forthright with me that is one thing. Mr. McDermott added they attend these external conferences and I can see why having the same title as others in the field is comforting. Ms. Gillis stated it seems like this would be the time to do this. Ms. Gillis added she appreciated Mr. Eggleston taking the time to look it over. "I know our City works well, but I'm not saying that it couldn't work better". Mr. Eggleston stated for him it was an opportunity and the opportunity had presented itself. This was due to a vacated position and there was the opportunity to review. The Supervisors hold the direct line. They are the ones who keep things afloat. We had a meeting with them to discuss. President Gibson stated, "To the Mayor's point though, for someone to work their entire career to achieve a certain status or certain level, and a certain title, to all fairness to that employee, if you are in a meeting with other planners and your title is different even if you have performed the same duties, there is that difference. There is something to be said about that whole concept and the person that has done the job should know more than anyone else. Second with Ms. Butera leaving, this is a good opportunity and the opportunity as a whole presented itself. I look at this to your credit. You come here and you are here long enough to see where we are working best, where we can build on that and where we can improve. This is the basis of my question. Does this give you the tools to be able to deliver the services that we are supposed to be delivering in the most cost effective way without anybody currently being laid off or fired because of that? Then those are the tools that we should give you. As long as that is not an issue". Mr. Eggleston stated he will once again meet with everyone to make sure this is in fact what they want. President Gibson stated he felt we have good people here and those are good tools to have, but the City Manager needs to be able to use them the best way they can and if this new plan allows you to do that, then I am for it".

Mr. Owen stated he is one that believes "If it isn't broke, don't fix it. I understand the timing and that this is an opportunity to make a decision. And in just reviewing the structure, I don't see that this would necessarily make a tremendous difference when on paper. I do understand that it can sometimes when it is put into action. My initial comments were the same as Pat's, that I don't see the difference in changing but based on your experience and based on what we are seeing here and the comments back from staff. The Department Head comments are extremely important at this point, and I would imagine they would be candid and not hold back what their feelings are. Especially if this is going to be a change they are going to be a part of. I will support it if you are telling me this is going to be something that is going to help you and the Department Heads run the City in a more efficient way. I understand that also we can put it into play and we might also have some kinks that we might need to iron out and revisit this in the future. That is the way that restructuring sometimes goes".

President Gibson inquired the next steps. Mr. Eggleston stated he would need to prepare an ordinance for Mr. Green to fund the Engineer's position to fund the Assistant's. We are working on Chapter 37 which does clarify the job titles, but there are other things we need to do to clean that up. Once that is finished, it will come before Council for vote.

Mr. Eggleston informed Council the HR position has not been formally advertised expect on the City's website. Mr. Eggleston asked Council's goal for this position. Mr. Eggleston added up until this point he pushed for a part-time position. Mr. Kessler stated he thought that is where Council left this, as a part-time position. President Gibson apologized and said the confusion might have been his fault as it was his impression and what he conveyed to Mr. Eggleston that it was a full-time position. Mr. Kessler stated he was under the impression that Council decided it would be a part-time HR position, because there wasn't a need for a full-time position. Mr. Eggleston stated "It got rolled into one because of the meeting with the President and me. It has not been advertised as far as running in the newspaper. At this point I am seeking the consensus of Council to determine part-time or full-time". Mayor Hale stated it was his impression that this would be discussed at a future meeting before making a final decision one way or the other. Ms. Gillis stated there was a lengthy discussion about it. Mr. Eggleston stated it wasn't determined either way. More information was to be presented before the decision was to be made and to advertise was my error. Mayor Hale stated "At this point, that is irrelevant and at this point we just need to make a decision. I don't see the need to bring somebody on full-time. You have gone from not wanting anybody at all during our initial discussions to at least accepting somebody part-time. I definitely see the need to have somebody in that position, but I don't believe that it is a 40 hour per week job at this point, if we decide somewhere down the road, let's at least decide part-time, give it six months or whatever and if we decide that we need that this needs to be a full-time job or we hear from Mr. Eggleston that there is more work to be done, then we can roll it into a full-time position.

Ms. Berbach stated it needs to be a full-time position. President Gibson inquired why. Ms. Berbach stated this is her position. "I know exactly what we are about to hire and I can tell you my company has 27 employees and I'm working 45 – 46 hours each week doing this. I can personally say that it is a full-time job. I work on everything from training to compensation. There is a lot to take in. There is not just one aspect. This is why I say the position needs to be full-time. I know exactly what we are about to hire and I know how I feel and it would be hard for me to accomplish anything if I was part-time. I take things home with me, and I have articles that I have to catch up on and it is not just a 30 some hour job". President Gibson stated he was against the idea because perhaps as "old school" this were all a function of the City Manager. In looking at the analysis and hiring an HR professional and the budget included a full-time HR person in 2015. President Gibson continued that it is his understanding that currently each department handles HR functions by committee and this would eliminated with the hiring of an HR professional. This would free up the City Manager and the Department Heads to do other things. "I have a feeling this will be a full-time job". Mr. McDermott stated for him it is more about funding the position than telling the City Manager whether or not this is a full or part-time position. If we fund it with full-time dollars and the City Manager finds this person is playing cards because they are so ~~bored~~ bored, and they find this is really a part-time position, that is really his call. I would rather fund him with full-time dollars and allow him to make the decision as to whether or not that it is a part-time or full-time position. Mr. Eggleston stated if a position were over 30 hours, benefits must be provided. Mr. Green stated, if Council thinks this will go from part-time to full-time or full-time to part time, it is a lot easier to start someone at part-time and move

them into full-time than it is to begin them at full-time and change them to part-time. I think when you advertise a part-time position that someday might go to full-time, there is a completely different pool of candidates than if you advertise as full-time. I am torn as to how you advertise to get the right candidates up front. Whether it is part-time or part-time going to full-time. I would be concerned about getting someone in full-time and six months later going to them and telling them we have decided your position is now part-time. I think that would be a tougher transition. Mr. Eggleston stated he has worked for another municipality and someone would take the lesser position as a stepping stone for full-time employment with the city at a later time. Mr. Owen stated he could really go either way. "I really do believe this is one of those items that this was brought up in our strategic planning session as a suggestion by staff. I did speak with Brad Vath about the need and I do feel that this position probably ultimately will become a full-time position. Katie is exactly right. There is a lot to this position and I also agree with John that the fact is that if we hire someone full time and we leap right into it and we find out there isn't 40 hours per week, there might be 33, then we have to go backwards. I can go either way. The need is there. I am not qualified whatsoever to be making a decision on what our City needs as far as an HR Manager. It is really coming from what our City staff is telling us". Ms. Gillis stated, "I think if you hire someone full-time, and you find you don't need them for all that, and we do have things as far as communications for them to do, and they are made aware of this in advance, that that is a possibility and could become part of their job, then fine. I have been saying since the day I started running for Council that communication is lacking. But if we have an HR person that can also help with communication". Mr. Kessler stated he still does not see the need for a full-time HR person. Mayor Hale asked if "we could split the difference". At one point there had been discussion about bringing someone in part-time as HR and part-time as PR Coordinator. Can we make this 30 hours HR and 10 hours PR Coordinator and then we have the full-time position? Mr. Eggleston stated if this were a full-time position, he will make it work.

**Adjournment**

Meeting adjourned at 7:45 pm.

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Joseph Gibson, President of Council

Attest: \_\_\_\_\_  
Janice Bates, Clerk of Council

**TIPP CITY COUNCIL MEETING**

**TIPP CITY, MIAMI COUNTY, OHIO**

**May 18, 2015**

**Council Meeting**

The following Council Members answered roll call. President Joe Gibson, Mayor Pat Hale, Katie Berbach, Dee Gillis, John Kessler, Mike McDermott and Matt Owen.

City Staff in attendance include: City Manager Tim Eggleston, Law Director David Caldwell, Finance Director John Green, City Engineer John Donnelly, Police Chief Eric Burris, Fire Chief Steve Kessler and Acting Clerk of Council Kimberly Patterson.

Guests signing the register include: Thomas Chaney, Phillip Ballardm Rev. John Hughes and Tim Logan. Reporter Carla Ungerecht was also in attendance.

**Invocation and Pledge of Allegiance**

Pastor John Hughes from Skyview Wesleyan gave the Prayer for Guidance. President Gibson led the Pledge of Allegiance.

**Approval of Agenda**

Mayor Hale moved to approve the agenda. Ms. Berbach seconded. Motion carried.

**Minutes**

5/4/15 Pre Meeting Work Session

Ms. Berbach moved to approve the minutes of the May 4, 2015 Pre-Meeting Work Session. Mr. Kessler seconded. Motion passed 6-0-1; Mr. Owen abstained.

5/4/15 Council Meeting

Ms. Gillis moved to approve the minutes of the May 4, 2015 Council Meeting. Mr. Kessler seconded. Motion passed 6-0-1; Mr. Owen abstained.

**Presentations, Proclamations, & Awards**

There were none.

**Ordinances (2<sup>nd</sup> Reading)**

Annexation of +/- 1.619 acres from Monroe Township

An ordinance accepting the application for the annexation of certain territory containing +/- 1.619 acres from Monroe Township to the City of Tipp City.

City Manager Comments: Council passed Resolution 4-15 at their February 2<sup>nd</sup> Council meeting authorizing the City Manager to sign the annexation petition agreement with the Monroe Township Trustees. Upon approval of the Monroe Township Trustees, the annexation agreement was forwarded to the Miami County Commission for their approval. The Commissioners have approved the annexation at their February 24<sup>th</sup> meeting. Staff is requesting approval of this ordinance annexing +/- 1.619 acres into Tipp City.

Mr. McDermott introduced the ordinance and moved for its adoption. Motion passed 7-0. Ordinance 25-15 was declared adopted and President Gibson affixed his signature in witness thereto.

**Resolutions**

Revised Preliminary Plan  
– Rosewood Creek  
Planned Residential  
Subdivision

A resolution modifying and approving a revised preliminary plan for the Rosewood Creek Planned Residential Subdivision.

City Manager Comments: The City Planning Board, at their May 12<sup>th</sup> regular meeting approved the request by the Rosewood Planning Residential Subdivision to combine 12 zero lot line lots which allows a common wall between two single family homes be combined into six garden lots which allows for six independently family homes. Staff is recommending the resolution be adopted.

Mr. Kessler sponsored the resolution and moved for its adoption. Ms. Berbach seconded. Mr. McDermott inquired if any residents have raised any issue or concern with this subdivision being subdivided even further. Mr. Eggleston replied “Not that I am aware of”. President Gibson stated the intent is to make one home on the property. Mr. Eggleston stated that was correct. Motion passed 7-0. Resolution 27-15 was declared adopted and President Gibson affixed his signature in witness thereto.

Alternate Tax Document  
Format

A resolution finding that the Council of the City of Tipp City has reviewed the submissions to be made to the Budget Commission of Miami County, Ohio, and authorized by said Commission for the fiscal year 2016 in relation to the Alternative Tax Document Format provided in Ohio Revised Code Section 5705.281 and approves the same.

City Manager Comments: Council passed Resolution 25-15 at the April 20<sup>th</sup> Council meeting authorizing the Finance Director to declare the intent of Tipp City to use the Alternate Tax Budget Format as allowed in the Ohio Revised Code. The Alternate Tax Document allows for a streamlined version of the budget to be submitted to the Miami County Budget Commission. Staff is recommending the adoption of the resolution.

Mr. Kessler sponsored the resolution and moved for its adoption. Ms. Berbach seconded. Motion passed 6-0. Resolution 28-15 was declared adopted and President Gibson affixed his signature in witness thereto.

**Ordinances  
(1<sup>st</sup> Reading)**

Revised thoroughfare  
plan

An ordinance adopting the revised thoroughfare plan for the City of Tipp City.

City Manager Comments: The next two ordinances go hand in hand. The Planning Board, at their May 12<sup>th</sup> meeting, approved the recommendation to Council to remove Berry-Logan Drive from the official thoroughfare plan as there is no plans to develop the vacant land the drive would give access to. Staff is recommending approval of the first reading of the ordinance.

Mr. McDermott introduced the ordinance.

Vacating Berry-Logan  
Drive

An ordinance vacating Berry-Logan Drive.

City Manager Comments: The Planning Board, at their May 12<sup>th</sup> meeting approved the request of Tim Logan and Jack Berry vacating Berry-Logan Drive. It was recommended and Council approved the vacation on the condition the City would maintain the highway/utility easement where the former Berry-

Amending Zoning Code Map

Logan Drive would have been. If the land owner to the north desires access to Donn Davis Way, the highway/utility easement would allow for that.

Ms. Gillis introduced the ordinance.

An ordinance to amend the Zoning Code and the map attached thereto by changing the zoning of +/- 8.666 acres (all of Inlots #3739 & 3740) located on Donn Davis Way from Light Industrial (LI) to Office Service (OS) Zoning Classification.

City Manager Comments: This is recommendation of the Planning Board. At Council's May 4<sup>th</sup> meeting, the public hearing date was set for June 1<sup>st</sup>. The property is located next to school property. This is the first reading of the ordinance with the public hearing taking place on June 1<sup>st</sup>.

Mr. Kessler introduced the ordinance.

**Motions**  
Setting Public Hearing Date for Rezoning Inlots 4104 & 4105 on Kinna Drive

A motion setting public hearing date for the rezoning of +/- 4.831 acres (parts of Inlots 4104 & 4105 on Kinna Drive).

City Manager Comments: At the May 12<sup>th</sup>, 2015 Planning Board meeting the board recommended to City Council, the rezoning +/- 4.831 acres from the existing Highway Business (HB) to Light Industrial (LI), being interior lots 4104 & 4105) on Kinna Drive behind Menards. Staff is asking Council set the public hearing date on June 15<sup>th</sup>, 2015 as the public hearing date.

Mayor Hale moved to set the public hearing for June 15, 2015. Ms. Gillis seconded. Motion carried.

**Miscellaneous**

There were none.

**Citizen Comments on Items not on the Agenda**

There were none.

**Councilmember Comments**

Ms. Gillis thanked Kim as she did a wonderful job this evening.

Mr. Owen reminded everyone that FC Tippecanoe is having tryouts May 26<sup>th</sup> and 27<sup>th</sup> at Kyle Park. You can visit [tippcity.org](http://tippcity.org) to register. Mr. Owen also thanked Kim for coming in tonight and keeping us in line. Mr. Owen reminded everyone the City has recently completed hydrant flushing and if their water pressure is low, flushing is probably being conducted in their neighborhood.

Ms. Berbach informed everyone the registration for SAY Soccer has been extended to June 1<sup>st</sup> and registration is at [tippsoccer.org](http://tippsoccer.org). Ms. Berbach reminded everyone Canal Music Fest will be June 13<sup>th</sup> and June 20<sup>th</sup> will be the Antique and Artisan show. June 20<sup>th</sup> is also the Guns and Ribbons Benefit which will be held at the Pleasant Hill VFW. This event helps to raise money for breast cancer, Pink Ribbon Girls and Hospice of Dayton.

Mr. Kessler reminded everyone Memorial Day is next weekend and requested for assistance in placing the Avenue of flags at Maple Hill cemetery. We will be there Saturday morning placing the flags. Also on Memorial Day at



2:00 pm the VFW is renaming their post in memory of Ed Martin who was a deeply involved veteran.

Mr. McDermott had nothing additional.

Mayor Hale stated we are roughly 6 weeks away from the July 4<sup>th</sup> and 5<sup>th</sup> weekend and our 175<sup>th</sup> celebration. Mayor Hale inquired of Mr. Owen when we anticipate seeing something in writing that we can get to the public as far as the list of events etc. Mr. Owen stated the list of events is very close. "I can give you that we are planning to have a parade on Saturday afternoon starting at 4:00 pm. That will then take us to activities starting at 5:00 pm with activities and food. With local civic and non-profit groups at the park. Friday night, is a regular scheduled Community Night in conjunction with Steve Watson, there will be horse and carriage and buggy rides. We will be taking a step back in time. We will have some famous Tipp City folks in character who will be giving a Proclamation along with some other tid-bits of information with some of our past and history. We are keeping everyone up-to-date on our FaceBook Account. There will also be an equestrian show on Friday evening". Mayor Hale encouraged the media to get the word out and the sooner we can get that out there to all the citizens, the better. I hope people will remain in town and can participate in the festivities.

President Gibson also wished to thank Kim for filling in. "She did an excellent job and thank you for helping tonight". As you have heard, there is plenty to do in Tipp City. June has the Antique and Artisan, Canal Music Fest and in July there will be the Miyelo Music Fest which promises to be a huge event. The pool will be opening up for this season. President Gibson stated that the Law Director and himself have been meeting and will be meeting to discuss the potential to some revisions to the Council rules and procedures. As Council President, I have seen a few issues that have arisen that I wish to address in some way with future legislation to clarify things and to streamline the process. If anyone has any comments or concerns, about any particular rule of Council, please send those to me or any Council member. I also encourage any member of Council to do the same. If there is something unclear or there is something you would like to change in our procedures are being conducted, please feel free to let me know. We will hopefully be addressing that over the coming months as well. President Gibson also wished everyone a Happy Memorial Day and as Mr. Kessler stated, there are many activities involved with the Veterans Association and Maple Hill cemetery and the parade this year will start at Dow Street and down 7<sup>th</sup> toward Main Street for a small wreath laying at Veteran's Memorial then Hyatt to the Cemetery. The parade begins at 10:00 am. President Gibson stated this is always a nicely done parade and ceremony afterwards. President Gibson reminded everyone these proceedings were being recorded for rebroadcast over the next two weeks on our local cable access station. This area it is channel 5 of the Time Warner cable lineup. Council Meetings and Monroe Township Meetings and School Board Meetings can be viewed by logging on to either the City's website or kittv.org.

**City Manager  
Comments**

Mr. Eggleston informed everyone the paving of the streets in the Wyndmere subdivision will begin tomorrow with a completion date of Thursday barring any unforeseen weather conditions. Repairs to the sidewalks and streets due to the Vectren upgrades are expected to be completed within

the next two to three weeks. If there is a resident that has a project concern, they can call Mr. Donnelly and he will make sure their concerns are addressed. The CR25A right-of-way certifications have been completed.

Mr. Eggleston also encouraged everyone to be reflective this Memorial Day.

**Adjournment**

President Gibson moved to enter Executive Session for the purposes of personnel to consider the appointment and compensation of a public employee to include all members of Council. President Gibson moved for a 10 minute recess and assemble in Executive Session in 10 minutes. Mr. McDermott seconded. Motion carried.

Council returned from Executive Session at 8:31 pm.

Mayor Hale moved to return from Executive Session. Ms. Berbach seconded. Motion carried.

Meeting adjourned at 8:32 pm.

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Joseph Gibson, President of Council

Attest: \_\_\_\_\_  
Janice Bates, Clerk of Council



