

**CITY OF MASON  
COUNCIL MEETING  
MARCH 8, 2021**

The meeting was called to order at 7:05 p.m. Pastor Jeff Heslop opened the meeting in prayer. All those present recited the Pledge of Allegiance.

**ATTENDANCE**

The following members of Council were present: Ashley Chance, Diana K. Nelson, Tony Bradburn, Joshua Styrcula, Michael Gilb via video conferencing technology, T. J. Honerlaw, and Kathy Grossmann.

**APPROVAL OF MINUTES**

A motion to approve the February 22, 2021 Council Meeting minutes was made by Councilmember Chance, seconded by Councilmember Styrcula. VOTE: ALL YEAS.

**CITY MANAGER'S REPORT**

A motion to appoint Jennifer Heft as Acting City Manager during various days in coming months in the City Manager's absence was made by Councilmember Honerlaw, seconded by Councilmember Bradburn. VOTE: ALL YEAS.

The City launched a pilot initiative with the Cincinnati American Heart Association and partners within Mason's corporate community for National Heart Health Literacy Month. That partnership continues this month with the City's participation in the Heart Mini Marathon. Residents are encouraged to join the City of Mason's Heart Mini Team. The registration fee to run/walk is \$35 or residents can also make a donation to support the American Heart Association's lifesaving mission. Visit the City's website at [imaginemason.org](http://imaginemason.org) to register and learn more about this event.

City of Mason offices will be closed Friday, April 2 in observance of Good Friday. Mason Community Center will be open regular operating hours on Friday and open from 12:00 p.m. to 4:00 p.m. with limited access on Easter Sunday, April 4.

Mason City Tax Returns are due Thursday, April 15. In-person tax preparation is unavailable however, residents can have their taxes calculated and filed online by visiting the City's website at [imaginemason.org](http://imaginemason.org) and clicking Resident Online Tax Tool. For tax assistance, residents may email their tax documents via the online secure email, drop off tax information in the City of Mason's drop box located in the Mason Municipal Center circle driveway, at the Municipal Center's customer service counter, or call 513.229.8535.

The Community Center's Spring Shop Local event will be held on Wednesday, April 28 from 9:00 a.m. to 4:00 p.m., featuring Mason area merchants and home sales representatives that sell a variety of gift items.

The new leisure pool and splash pad at the Mason Municipal Aquatic Center will be ready to open in May. Open Houses are planned for Saturday, May 8, 15 and 22. Residents are encouraged to join us and check out Mason's newest community amenity where our goal is to teach all Mason residents how to be safe when playing in water.

A motion to not request a public hearing for a C1, C2, D6 liquor permit transfer from B A B Inc to Valor Oil LLC was made by Councilmember Chance, seconded by Councilmember Bradburn. VOTE: ALL YEAS.

A motion to not request a public hearing for a C1, C2 liquor permit for Valor Oil LLC was made by Councilmember Chance, seconded by Councilmember Bradburn. VOTE: ALL YEAS.

A motion to not request a public hearing for a D3 liquor permit for Thai Terrace LLC was made by Councilmember Chance, seconded by Councilmember Bradburn. VOTE: ALL YEAS.

**RECOGNITION OF VISITORS** – None.

**ORDINANCE 2021-24 APPROVAL OF A CONDITIONAL USE PERMIT TO ALLOW A KENNEL ON A B-3 ZONED PROPERTY LOCATED EAST OF 2720 WATER PARK DRIVE (PET SUITES)**

A motion to read by title only was made by Councilmember Strycula, seconded by Councilmember Bradburn. VOTE: ALL YEAS.

Public Hearing was opened at 7:18 p.m.

Kurt Seiler said the Conditional Use Permit is for a facility proposed to be located east of 2720 Water Park Drive. The property is currently zoned B-3, Road Service Commercial. Conditionally permitted uses can have a particular impact on the surrounding area that cannot be predetermined and controlled by general regulations. In order to ensure these uses in their proposed location will be compatible with surrounding development, their establishment may be permitted after review by Planning Commission and approved by City Council. He said the proposal is to construct an 11,000 square foot building with both indoor and outdoor recreation opportunities for animals and a forty-four-space parking lot. The Zoning Ordinance requires a 100-foot setback from surrounding business property and limits the height of a fence to six feet. The variances allow the project to be set back forty feet from the northern property line, ten feet from the eastern property line and permits an increase to the height of the fence to seven feet. Kurt stated Planning Commission recommended approval of the Conditional Use Permit contingent on the Zoning Board of Appeals approval of requested variances. Their approval was based on this use being suitable for the proposed location and should not have a negative effect or conflict with the surrounding areas.

Public Hearing was closed at 7:20 p.m.

Councilmember Nelson and Kurt discussed the surrounding area including a fence around the outdoor exercise area and landscaping on the east and north sides.

A motion to adopt Ordinance 2021-24 was made by Councilmember Nelson, seconded by Councilmember Honerlaw. VOTE: ALL YEAS.

**ORDINANCE 2021-25 AMENDING THE ZONING CODE AND ZONING MAP OF THE CITY OF MASON, OHIO TO PROVIDE FOR THE REZONING OF APPROXIMATELY 0.4 ACRES FROM B-2 (SHOPPING CENTER DISTRICT) TO B-3 (ROAD SERVICE COMMERCIAL) LOCATED AT 5614 TYLERSVILLE ROAD (TYLERSVILLE ROAD UDF)**

A motion to read by title only was made by Councilmember Chance, seconded by Councilmember Honerlaw. VOTE: ALL YEAS.

Public Hearing was opened at 7:24 p.m.

Kurt Seiler said the subject property is located at 5614 Tylersville Road and currently has dual zoning, B-2 and B-3. A portion of the property, 0.4 acres, is being requested to be rezoned from B-2, Shopping Center District to B-3, Road Service Commercial. This request would clean-up the property's zoning and classify it all in one district. Removing the dual zoning would assist with redevelopment and ensure consistent development standards are applied to the entire property. Planning Commission recommends approval of the rezoning from B-2 to B-3 as it is consistent with the surrounding property and Comprehensive Plan.

Public Hearing was closed at 7:25 p.m.

A motion to adopt Ordinance 2021-25 was made by Councilmember Honerlaw, seconded by Councilmember Bradburn. VOTE: ALL YEAS.

**ORDINANCE 2021-40 APPROVAL OF THE REPLAT OF THE BEACH SUBDIVISION, PHASE THREE**

A motion to read by title only was made by Councilmember Bradburn, seconded by Councilmember Chance. VOTE: ALL YEAS.

Kurt Seiler said this ordinance is for approval of a replat for Lot 4D of the Beach Subdivision which is zoned B-3 Road Service District. The property fronts both Water Park Drive and Beach Boulevard and is located just to the west of the Beach Waterpark. The replat will create Lot 4E and Lot 4F. Lot 4E is anticipated to be the site of the new Pet Suites facility. Kennels are a permitted conditional use in the B-3 Zoning District. The plat includes a parking and landscape easement to the north of Lot 4E, which prohibits buildings to be constructed in the easement. The plat also includes private storm sewer easements as well as a grading/landscaping/detention easement in benefit of Lot 4E.

A motion to suspend the rule and allow for adoption after the first reading was made by Councilmember Bradburn, seconded by Councilmember Nelson. VOTE: ALL YEAS.

A motion to adopt Ordinance 2021-40 was made by Councilmember Chance, seconded by Councilmember Styracula. VOTE: ALL YEAS.

**ORDINANCE 2021-41 ACCEPTING THE PUBLIC IMPROVEMENTS FOR THE RESERVES OF CARMELLE PHASES 4A, 4B AND 4C AND RELEASING THE PERFORMANCE BONDS**

A motion to read by title only was made by Councilmember Nelson, seconded by Councilmember Chance. VOTE: ALL YEAS.

Kurt Seiler said The Reserves of Carmelle subdivision is located on the east side of SR 741 just north of Trailside Acres and east of the Carmelle subdivision. Streets to be accepted in Phases 4A, 4B and 4C include Broadstone Drive and part of Highland Green Drive. The utilities and other improvements will become the City's responsibility upon acceptance. Staff recommends accepting the public improvements, contingent on the submission of a one-year maintenance bond and a performance bond for the remaining incomplete items such as sidewalks and street trees.

A motion to suspend the rule and allow for adoption after the first reading was made by Councilmember Chance, seconded by Councilmember Nelson. VOTE: ALL YEAS.

A motion to adopt Ordinance 2021-41 was made by Councilmember Nelson, seconded by Councilmember Styracula. VOTE: ALL YEAS.

**ORDINANCE 2021-42 AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH STAUFFER SITE SOLUTIONS, LLC IN AN AMOUNT NOT TO EXCEED \$102,462 FOR THE CONSTRUCTION OF TWO FORCE MAINS AND RELATED MANHOLES**

A motion to read by title only was made by Councilmember Bradburn, seconded by Councilmember Nelson. VOTE: ALL YEAS.

Jennifer Heft stated an 8-inch and 16-inch force main both terminate at the Safety Service Center. Approximately 140 feet was constructed of ductile iron and the discharge diameter of these force mains has been reduced from 8" to 5 1/2" due to corrosion. Public Utilities staff have tried to clean lines, but the deterioration is so significant the pipes cannot be restored to their design diameter. The manhole for the force mains located at the Center has concrete failure due to sewer gases. This manhole will be replaced, and two addition manholes will be added. The force mains will be replaced with PVC pipe. Utilities staff received three quotes for this work and Stauffer Site Solutions LLC was the lowest bid. The 2021 Budget includes \$110,000 for this project.

A motion to suspend the rule and allow for adoption after the first reading was made by Councilmember Chance, seconded by Councilmember Nelson. VOTE: ALL YEAS.

A motion to adopt Ordinance 2021-42 was made by Councilmember Nelson, seconded by Councilmember Chance. VOTE: ALL YEAS.

**ORDINANCE 2021-43 AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH RICHARDS ELECTRIC IN AN AMOUNT NOT TO EXCEED \$97,000 FOR THE PURCHASE OF A PORTABLE GENERATOR AND CONNECTION ACCESSORIES**

A motion to read by title only was made by Councilmember Bradburn, seconded by Councilmember Nelson. VOTE: ALL YEAS.

Jennifer Heft said this generator will be used as an emergency resource during primary/auxiliary power supply failures as well as a mobile electrical supply for maintenance repairs and special events. The City has several generators used for smaller demand requirements but cannot operate large motors such as those installed at lift stations, at applicable segments of the Water Reclamation Plant or as a backup resource for the Municipal Center, which is home to several business partners, and other City facilities. Last year, the City spent approximately \$2,500 renting a backup generator for less than one day so the backup generator at the Municipal Center could be taken out of service for repairs and keep the continuity of operations for business partners maintained. The total price includes the generator and connection accessories.

A motion to suspend the rule and allow for adoption after the first reading was made by Councilmember Chance, seconded by Councilmember Styracula. VOTE: ALL YEAS.

Mayor Grossmann stated a committee will review the City's energy contingency services.

A motion to adopt Ordinance 2021-43 was made by Councilmember Bradburn, seconded by Councilmember Honerlaw. VOTE: ALL YEAS.

**ORDINANCE 2021-44 AUTHORIZING TO CALL AND PAY OUTSTANDING 2011 VARIOUS PURPOSE BONDS DATED JUNE 1, 2011**

A motion to read by title only was made by Councilmember Nelson, seconded by Councilmember Honerlaw. VOTE: ALL YEAS.

Eric Hansen said in 2011, almost \$7M in bonds were issued for various projects including Mason Road Improvements, US 42 Improvements and various stormwater improvements. An opportunity is available to call these bonds and pay them off on June 1, 2021. This action will result in a savings of \$335,119 of interest expense for the City as well as lower the amount of debt. Calling and paying off these bonds was part of the 2021 Budget.

A motion to suspend the rule and allow for adoption after the first reading was made by Councilmember Chance, seconded by Councilmember Styracula. VOTE: ALL YEAS.

A motion to adopt Ordinance 2021-44 was made by Councilmember Nelson, seconded by Councilmember Honerlaw. VOTE: ALL YEAS.

**ORDINANCE 2021-45 AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH HORTON EMERGENCY VEHICLES FOR THE PURCHASE OF ONE HORTON AMBULANCE AND DECLARING AN EMERGENCY**

A motion to read by title only was made by Councilmember Bradburn, seconded by Councilmember Nelson. VOTE: ALL YEAS.

Eric Hansen said the Fire Department's replacement schedule includes replacing medic unit vehicles after 10-12 years of service. Typically, when a new vehicle is placed into service, the current front-line paramedic ambulances are rotated into a reserve status. This is done to provide both reliable emergency vehicles and to reduce the cost of repairs and maintenance. The proposed ambulance was originally slated to replace a 2012 Braun Ford F-450 that has been in reserve status since 2018. However, with the Medic 53 pilot program underway, staff is recommending that the City keep the 2012 ambulance in reserve while staff continues to evaluate the long-term effectiveness of Medic 53. Maintaining the reserve status of the 2012 ambulance will ensure that there are enough ambulances available to support the schedule of operating three ambulances during peak demand times. He said the style of ambulance recommended allows for the continued standardization of the ambulance fleet and includes significant changes and improvements from previous medic units. These options include better patient privacy, improved storage that allows for separation of fire equipment from medical equipment, and additional space for medical equipment the City's ambulances have started carrying in the past few years to assist in better patient outcomes such as LUCAS device, power stair chairs to assist in lifting patients more efficiently and safely as well as Rescue Task Force equipment. Eric stated Horton has extended the 2020 price through the end of March when that price will increase by 3%. If ordered in March, the vehicle is expected to arrive in early 2022. The 2021 Budget included \$350,000 for the ambulance purchase with a power cot. The power cot will be purchased from a separate vendor in future legislation.

A motion to suspend the rule and allow for adoption after the first reading was made by Councilmember Nelson, seconded by Councilmember Honerlaw. VOTE: ALL YEAS.

Councilmember Bradburn and Mayor Grossmann discussed cost savings aligning with necessary equipment for the Fire Department, staffing a third medic unit, and the importance of the power cot.

Councilmember Honerlaw and Eric discussed years of life of an ambulance not being based on mileage.

A motion to adopt Ordinance 2021-45 was made by Councilmember Chance, seconded by Councilmember Nelson. VOTE: ALL YEAS.

**ORDINANCE 2021-46 AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AUTOMATIC MUTUAL AID AGREEMENT WITH LIBERTY TOWNSHIP FOR FIRE DEPARTMENT RESPONSE**

A motion to read by title only was made by Councilmember Nelson, seconded by Councilmember Honerlaw. VOTE: ALL YEAS.

Eric Hansen said for twenty years, the Mason Fire Department has been a part of an automatic mutual aid system within Warren County. Automatic mutual aid provides immediate assistance upon dispatch of an emergency situation as opposed to regular mutual aid which requires a request from a unit already on the scene to acquire additional resources. The time difference between automatic mutual aid and regular mutual aid can be crucial to victims during an emergency response. He said in recent years, the automatic mutual aid concept has expanded into Hamilton County which includes Symmes Township and Blue Ash. One of the main factors driving automatic mutual aid agreements is that departments are working towards meeting the National Fire Protection Association's standards for response times and obtaining an improved Insurance Services Office (ISO) rating. ISO ratings determine property insurance rates for homes and businesses. Eric stated over the past several years, Chief Fire Officers from West Chester, Liberty Township, Deerfield Township, and Mason have met to improve relationships and increase efforts to work together given the proximity of each community's borders. This collaborative effort provided for the installation of traffic preemption equipment along Butler-Warren Road to improve response times during emergency transports. Liberty Township's eastern-most fire station is being relocated to an area along Princeton Road and is planned to open in March. This station will be approximately 1.5 miles from the City limits. It is anticipated that the Computer Aided Dispatch systems in Butler County and Warren County will have the ability to share information in the future. He said Fire Department staff have worked with Liberty Township to develop an automatic mutual aid agreement between the two agencies. Each agency will allow one fire apparatus to respond to the other jurisdiction on the initial dispatch for automatic mutual aid calls. Providing emergency services to Mason remains the Fire Department's main priority so the agreement includes a clause that indicates mutual aid can only be provided if the City has the resources available. It is anticipated that Deerfield, Liberty, and Mason will work together more often in the northern portion of the City, the eastern portion of Liberty, and the northwest quadrant of Deerfield with the relocation of Liberty Station 112 and the addition of Deerfield Station 59 on Butler-Warren Road. A formal mutual aid agreement is already in place for all Warren County Fire Departments to provide automatic mutual aid with one another.

A motion to suspend the rule and allow for adoption after the first reading was made by Councilmember Bradburn, seconded by Councilmember Chance. VOTE: ALL YEAS.

A motion to adopt Ordinance 2021-46 was made by Councilmember Nelson, seconded by Councilmember Styrcula. VOTE: ALL YEAS.

**ORDINANCE 2021-47 AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH FEDERAL SIGNAL IN THE AMOUNT OF \$54,742 FOR THE REPLACEMENT OF TWO OUTDOOR WARNING SIRENS**

A motion to read by title only was made by Councilmember Styracula, seconded by Councilmember Bradburn. VOTE: ALL YEAS.

Jennifer Heft said the City of Mason currently has ten outdoor warning sirens located throughout the community which are activated by the Warren County Communications Center. Six were installed in 1994, three in 1997 and one in 2017. Federal Field Services conducted an audit of all sirens in 2020 and rated their conditions. Two sirens installed in 1994 are in poor condition and are located at the entrance to Meadows Park on Lindemann Lane, and along Reading Road near the Tri-Way Drive intersection. Both of these sirens have experienced maintenance and repair issues over the past few years in order to keep them operational. She said the main objective of the sirens is to alert those individuals who are outdoors and away from other established means of notification, such as commercial television, radio or weather alerts. The tornado sirens are not intended to be heard when individuals are located inside. Federal Signal is the sole source vendor in this region of tornado warning siren systems.

A motion to suspend the rule and allow for adoption after the first reading was made by Councilmember Nelson, seconded by Councilmember Styracula. VOTE: ALL YEAS.

Council and Eric discussed ways to receive notifications by phone for when inside or sleeping, phone applications operating outside of the City and not coinciding when County sirens provide alert, researching a potential need for additional sirens, and siren locations added due to development.

A motion to adopt Ordinance 2021-47 was made by Councilmember Chance, seconded by Councilmember Styracula. VOTE: ALL YEAS.

**DISCUSSION OF COUNCIL RULES**

Council and Jeff Forbes discussed adopting rules for visitors attending Council meetings including allotting five minutes for each visitor to speak with the ability to pass a motion and change the time limit as needed; Mason residents having an opportunity to speak prior to other visitors; the chair of the meeting recognizing each speaker; options for adopting the rules: as a motion each meeting, codifying Council rules in Chapter 121, or making a motion for the rules to continue until a motion is made to discontinue the rules; future Council having the ability to amend or repeal legislation; and making the rules more assessable for residents. A motion to codify Council rules with the amendments of substituting the word Chair in place of Mayor and changing the speaking time limit to five minutes was made by Councilmember Honerlaw, seconded Councilmember Bradburn. VOTE: 6 YEAS, 1 NAY (Chance). Legislation will be added to the next Council Meeting.

## **OLD AND NEW BUSINESS**

Mayor requested a confirming vote for the new appointment of Katie Haas and Tim Sweeney to Mason Port Authority, Charlene Burrell to Tax Board of Review and reappointment of Rachel Kopfler to Tax Board of Review. VOTE: ALL YEAS.

Councilmember Nelson stated the tax deadline has not been extended but the American Institute of Certified Public Accountants has requested an extension. Employee Retention Credit has been amended and she advised businesses investigate qualifying for the credit. Grainworks Brewing Company partnered with Blue Skies For The Good Guys and Gals Warrior Foundation and John Looker as well as other veterans are showcased on their cans. John Looker is an asset to the community. The Warren County Imagination Library collaborates with Dolly Parton's program offering children under the age of five a free book each month after signing up. She said Happy International Women's Day to her colleagues, City staff and women in the community.

Mayor Grossmann invited Larry Hollingshead, the Warren County Imagination Library Ambassador to speak about the Imagination Library program. He said their goal is to reach two out of three children in Warren County. Children who read enter kindergarten with a larger vocabulary, longer attention span, and cultural awareness. He said Jonathan Cooper has assisted with implementing this program. Warren County will sponsor an economic impact study to show the value of reading and being read to at a young age. Five Warren County libraries have funded approximately \$400K for the three-year pilot program. This program will be funded through financial endowment. Residents can enroll online at [imaginationlibrary.com](http://imaginationlibrary.com). Councilmember Honerlaw expressed the importance of reading and parent and child bonding.

Mayor Grossmann stated a Work Session will be at 5:00 p.m. on Monday, March 15.

## **COMMITTEE REPORTS**

Councilmember Honerlaw encouraged residents to attend a Downtown Committee meeting to bring new initiatives. The Board of Veterans Affairs discussed the street banner program and yard signs. The deadline for a banner to be up for Memorial Day Weekend is March 15. Council and Eric discussed John Looker being the contact for this program, qualifications for a veteran or active military banner, and American Legion, VFW, and DAW members receiving half off the cost of banners.

Mayor Grossmann said the Economic Development Committee met and adjourned into Executive Session. A Policy and Legislation Meeting as well as a Safety Committee Meeting will be scheduled soon.

## **RECOGNITION OF VISITORS**

Laura Rochelle Knoop of Northcrest Drive shared concern with children in the community not having a safe place to go and parents unable to care for their children. Council and Eric discussed City locations being safe places, the campus safety program, County level resources, and engaging in churches for assistance.

Mike Droege of 4509 State Court gave opinions on Downtown development including negotiating property for Common Beer, having a tax abatement cap, and not being dismissive of other offers. Mayor Grossmann stated the tax abatement cap is 15 years and a PILOT would be negotiated with the schools.

### **EXECUTIVE SESSION**

A motion to adjourn into Executive Session to consider details relative to the security arrangements and emergency response protocols for a public body or a public office was made by Councilmember Chance, seconded by Councilmember Honerlaw. VOTE: ALL YEAS. TIME: 9:12 p.m.

A motion to reconvene into Regular Session was made by Councilmember Bradburn, seconded by Councilmember Nelson. VOTE: ALL YEAS. TIME: 9:40 p.m.

### **ADJOURN**

A motion to adjourn was made by Councilmember Chance, seconded by Councilmember Styracula. VOTE: ALL YEAS. TIME: 9:40 p.m.