

**RECORD OF PROCEEDINGS**  
Minutes of Bellbrook City Council Meeting  
October 9, 2017

**PRESENT:** Mr. Nick Edwards  
Mr. Forrest Greenwood  
Mr. Darryl McGill  
Mrs. Elaine Middlestetter  
Mrs. Dona Seger-Lawson  
Deputy Mayor Mike Schweller  
Mayor Bob Baird

This is a summary of the City Council meeting held on Monday, October 9, 2017. Mayor Baird called the meeting to order at 7:00 pm and the Clerk called the roll.

After polling members of City Council, as there were no corrections or additions to the work session meeting minutes and the regular meeting minutes of September 25, 2017, Mayor Baird declared the minutes approved as written.

**MAYOR'S ANNOUNCEMENTS/SPECIAL GUEST**

Mayor Baird read a Proclamation that declares October "Domestic Violence Awareness Month".

Mayor Baird also read a couple of thank you notes from Mrs. Sargent's third graders. Mayor Baird recently visited the students.

**PUBLIC HEARING OF ORDINANCES**

**INTRODUCTION OF ORDINANCES**

**RESOLUTIONS**

Mr. Schweller **read Resolution 2017-CC** A Resolution Establishing a Blanket Purchase Order Limit as Required by Ohio Revised Code 5705.41(D) (3). Mr. Schlagheck said the City's 2016 financial audit is near completion. One of the recommendations from the audit is the establishment of a limit for blanket purchase orders. City staff recommended a blanket purchase order amount limit not to exceed \$25,000 unless a purchase for a higher amount has been approved by City Council. Mr. Schlagheck said we already have controls in place, but the Ohio Revised Code requires Council approval of a limit for blanket purchase orders. This will not change anything that the City is doing but it will meet the requirements of the Ohio Revised Code.

Mr. Schweller made a motion to **adopt Resolution 2017-CC**. Mrs. Seger-Lawson seconded the motion. The Clerk called the roll: Mr. Schweller, yes; Mrs. Seger-Lawson, yes; Mr. Edwards, yes; Mr. Greenwood, yes; Mr. McGill, yes; Mrs. Middlestetter, yes; Mayor Baird, yes. The motion carried 7-0.

**CITY MANAGER REPORT**

Mr. Schlagheck said the Fire Department Open House is tomorrow evening at Fire Station 2. The Fire Department puts a lot of time and effort into this event. He invited everyone out tomorrow night from 6:00-9:00 pm.

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Mr. Schlagheck said the Planning Board will meet on Wednesday October 18 at 6:00 pm. The meeting will continue the discussion of the Comprehensive Plan update along with a couple of other items of business.

Mr. Schlagheck said the next levy informational meeting will be this Wednesday, October 11 from 3:00-5:00 pm in Council Chambers. The first informational meeting was not very well attended. Mr. Schlagheck also said an informational postcard is being sent to residents starting today. The levy on the ballot in November is a general fund, 3.0 mill, 5-year property tax levy. It will provide funding for public safety services. This proposed levy will generate approximately \$500,000 per year. Mr. Schlagheck said that residents were recently mailed new property tax valuations. For Bellbrook, the total valuation increased about 9%. He said this does not mean a 9% increase in tax revenue for the City. Even though property values will rise, most of the property tax rates will be reduced. In addition, the proposed levy will generate only the amount that was certified by the Greene County Auditor, which is \$500,000. It will cost the property owner no more than \$8.75 per month, \$105 per year for each \$100,000 of property valuation.

The purpose of the levy is to reduce structural deficit caused by the reduction of revenue from the State of Ohio and investment interest. One full time firefighter position will be added to improve staffing. Also, one full time police officer will be added. The school has requested a full-time school resource officer for the schools within the City. Lastly, funds will be earmarked for improvements to the downtown area.

Mr. Schlagheck said other items to consider with the levy include:

- Bellbrook does not have a municipal income tax
- Water rates have not been increased since 2011
- Waste collection rates have decreased from \$17 per month in 2011 to \$13 per month in 2017
- Current property taxes are \$561 per year for all municipal services
- No additional property tax levies have been passed by the City since 2009
- Police and fire dispatch was consolidated with Sugarcreek Township, Xenia and Greene County, saving \$125,000 annually.

Next, Mr. Schlagheck said some accomplishments of the levy would include:

- Keep local safety services to date and high quality
- Invest in safety equipment, personnel and community programs to sustain our low crime rate and emergency response times
- Maintain quality of life for our residents
- Protect property values
- Attract businesses and visitors to downtown Bellbrook.

Mr. Schlagheck said if anyone has any questions regarding the levy, they are encouraged to come to the informational meeting or call him.

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Lastly, Mr. Schlagheck said the budget process will begin soon. A work session to present the Administrative and Service Department budgets will be held prior to the next Council meeting on October 23. The Police and Fire budgets will be presented at a work session on November 13. The five year projections and the introduction of appropriations for 2018 will be presented at the November 27 Council meeting.

**COMMITTEE REPORTS**

**Service:** No Report

**Safety:** Mr. Greenwood encouraged everyone to come to the Fire Department Open House tomorrow at Fire Station 2 from 6:00-9:00 pm

**Finance/Audit:** Mr. Schweller spoke about the third quarter financial update. He said revenue is up over 12% due to the homestead and rollback increase and tap-in revenue. Expenditures are up over 6% mostly a result of capital outlay. Mr. Schweller said the capital items are budgeted and tracked closely. Mr. Schweller also said that even if a capital item is in the budget but not needed, the item is deferred.

Mr. Schweller said another recommendation of the audit is to formally accept the quarterly unaudited financial report. Mr. Schweller made a motion to **accept the third quarter 2017 Unaudited Financial Report**. Mr. Edwards seconded the motion. The Clerk called the roll: Mr. Schweller, yes; Mr. Edwards, yes; Mr. Greenwood, yes; Mr. McGill, yes; Mrs. Middlestetter, yes; Mrs. Seger-Lawson, yes; Mayor Baird, yes. The motion carried 7-0.

Next, Mr. Schweller spoke of another recommendation of the audit which is an Asset Management Policy. Capital assets are used in operations and have initial useful lives extending beyond one year. The City will capitalize an asset if it cost \$5,000 or more. Mr. Schlagheck said this policy, except for the inclusion of the useful lives, was originally put in place in 2014. This is for the record and will be forwarded to the auditors. Mr. Schweller made a motion to **adopt Asset Management Policy**. Mr. McGill seconded the motion. The Clerk called the roll: Mr. Schweller, yes; Mr. McGill, yes; Mr. Edwards, yes; Mr. Greenwood, yes; Mrs. Middlestetter, yes; Mrs. Seger-Lawson, yes; Mayor Baird, yes. The motion carried 7-0.

**Community Affairs:** Mrs. Middlestetter said Halloween in the Park will be October 21 from 3:00-5:00pm. Also Trick or Treat will be Wednesday, October 31 from 6-8 pm.

**OLD BUSINESS-**

**NEW BUSINESS**

**OPEN DISCUSSION:**

Mrs. Seger-Lawson recently attended a Greene County Regional Planning meeting. She said Greene County will be coordinating a meeting to use the same GIS system. Mr. Schlagheck said that we are in

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the process of putting one in place for the water system, streets and storm water. She also said all members of Council are invited to a meeting on October 17 regarding thoroughfare planning. Lastly, Mr. Seger-Lawson said there was discussion at the meeting about the flooding in Houston and what would happen if there was a major storm in Bellbrook. Mr. Schlagheck said that Greene County EMA develops plans for the area. Mr. Schlagheck said he can get some information and provide it to Council.

Mr. Schweller said the levy on the ballot is a significant amount of money for the city and it is extremely necessary. He asked residents for their support. He said if residents have any questions, please come to the informational meeting on Wednesday from 3:00-5:00 pm or contact a member of Council or the City Manager.

## **ADJOURN**

Being no further business to come before this regular session of the Bellbrook City Council, Mayor Baird declared the meeting adjourned at 7:44 pm.

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Robert L. Baird, Mayor

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Jami L. Kinion, Clerk of Council