

BELLBROOK CITY COUNCIL AGENDA
July 8, 2019



City of Bellbrook
15 E. Franklin Street
Bellbrook, Ohio 45305

T (937) 848-4666
F (937) 848-5190

www.cityofbellbrook.org

7:00 pm-Regular Meeting

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Formal Approval of the Regular Meeting Minutes of June 24, 2019
5. Mayor's Announcements/Special Guests
6. Public Hearing of Ordinances
 - **Ordinance 2019-13** Submission of 2020 Tax Budget (**Edwards**)
7. Introduction of Ordinances
8. Resolutions
 - **Resolution 2019-R** A Resolution Approving an Agreement for the Appointment of Stephen M. McHugh as the Municipal Attorney (**Greenwood**)
 - **Resolution 2019-S** A Resolution Amending the Solid Waste and Recycling Contract with Rumpke of Ohio, Inc. (**McGill**)
 - **Resolution 2019-T** A Resolution Authorizing the City Manager to Adjust the Pay Scales of City Positions not Covered by a Collective Bargaining Agreement (**Middlestetter**)
 - **Resolution 2019-U** A Resolution Authorizing the City Manager to Include the Position of Custodian into the Pay Scales of the City of Bellbrook (**Seger-Lawson**)
9. City Manager's Report
10. Committee Reports
 - A. Service
 - B. Safety
 - C. Finance/Audit
 - D. Community Affairs
11. Old Business
 - Discussion regarding required materials for further discussion of Bellbrook Mountain proposal
12. New Business
 - Process for filling the vacant City Council seat

13. Open Discussion
14. **Executive Session to discuss the appointment of a public official**
15. Adjourn

RECORD OF PROCEEDINGS
Minutes of Bellbrook City Council Meeting
June 24, 2019

PRESENT: Nick Edwards
Forrest Greenwood
Darryl McGill
Elaine Middlestetter
Mayor Mike Schweller

ABSENT: Dona Seger-Lawson

This is a summary of the City Council meeting held on Monday, June 24, 2019. Mayor Schweller called the meeting to order at 7:00 pm and the Clerk called the roll.

ROLL CALL

Mr. Edwards, yes; Mr. Greenwood, yes; Mr. McGill, yes; Mrs. Middlestetter, yes; Mayor Schweller, yes.

Mr. McGill made a motion to excuse Mrs. Seger-Lawson from the Council meeting. Mr. Greenwood seconded the motion. The Clerk called the roll. Mr. McGill, yes; Mr. Greenwood, yes; Mr. Edwards, yes; Mrs. Middlestetter, yes; Mayor Schweller, yes. The motion passed 5-0.

FORMAL APPROVAL OF MINUTES

After polling members of City Council, as there were no corrections or additions to the regular meeting minutes of June 10, 2019 Mayor Schweller declared the minutes approved as written.

MAYOR'S ANNOUNCEMENTS/SPECIAL GUEST

Mayor Schweller announced that he is the new Mayor of Bellbrook through December 31, 2019. Bob Baird moved outside of the city limits and had to resign as Mayor under the rules of the Charter of the City of Bellbrook. He added that he is very happy to serve the City as Mayor.

PUBLIC HEARTING OF ORDINANCES

Mr. Greenwood read **Ordinance 2019-12 An Ordinance Modifying Section 1042.07 "Operation Fees" of the Bellbrook Municipal Code.**

City Manager Melissa Dodd explained that this ordinance updates the fees to be more in line with the actual costs incurred.

Mr. Greenwood asked if this ordinance answered what would happen if a fire hydrant was damaged in an accident as hydrants are expensive. Mrs. Dodd explained that if damage was due to an accident, the person cited would be responsible for the cost of repairs.

RECORD OF PROCEEDINGS

Minutes of Bellbrook City Council Meeting

June 24, 2019

Mr. Greenwood made a motion to adopt **Ordinance 2019-12 An Ordinance Modifying Section 1042.07 "Operation Fees" of the Bellbrook Municipal Code**. Mr. McGill seconded the motion. The Clerk called the roll. Mr. Greenwood, yes; Mr. McGill, yes; Mr. Edwards, yes; Mrs. Middlestetter, yes; Mayor Schweller, yes. The motion passed 5-0.

INTRODUCTION OF ORDINANCES

Mr. Edwards read **Ordinance 2019-13 An Ordinance Authorizing the City Manager/Finance Director to Submit the Tax Budget for Fiscal Year 2020 to the Greene County Auditor**.

City Manager Dodd explained that this is a first pass at the budget. These numbers reflect the amounts collected by property taxes and were supplied by the County. The rest of the numbers are estimations that demonstrate our need for the money collected through property taxes.

Mr. Edwards made a motion to introduce **Ordinance 2019-13 An Ordinance Authorizing the City Manager/Finance Director to Submit the Tax Budget for the Fiscal Year 2020 to the Greene County Auditor**. Mrs. Middlestetter seconded the motion. The Clerk called the roll. Mr. Edwards, yes; Mrs. Middlestetter, yes; Mr. Greenwood, yes; Mr. McGill, yes; Mayor Schweller, yes. The motion passed 5-0.

RESOLUTIONS

Mr. McGill read **Resolution 2019-P A Resolution Authorizing the City Manager to Enter into an Agreement with the Bellbrook-Sugarcreek Local School District for School Security**. He also read an overview of the attachment that details the needs of the schools for security.

Mrs. Dodd explained that this resolution is the same as previous year's. The total cost for the school year is \$16,500.00. These are within the normal working hours of the officers and not overtime hours. The officers enjoy this time with the students at the schools.

Mr. McGill made a motion to adopt **Resolution 2019-O A Resolution Authorizing the City Manager to Enter into an Agreement with the Bellbrook-Sugarcreek Local School District for School Security**. Mr. Edwards seconded the motion. The Clerk called the roll. Mr. McGill, yes; Edwards, yes; Mr. Greenwood, yes; Mrs. Middlestetter, yes; Mayor Schweller, yes. The motion passed 5-0.

Mrs. Middlestetter read **Resolution 2019-Q A Resolution Authorizing the City Manager to Enter into an Agreement with the Bellbrook-Sugarcreek Local School District for Security at Home Football Games**.

Mrs. Dodd explained that this agreement is also the same as last year's agreement. No changes were made to the cost. There are four home games this coming football season.

Mrs. Middlestetter made a motion to adopt **Resolution 2019-P A Resolution Authorizing the City Manager to Enter into an Agreement with the Bellbrook-Sugarcreek Local School District for Security at Home Football Games**. Mr. McGill seconded the motion. The Clerk called the role. Mrs. Middlestetter, yes; Mr. McGill, yes; Mr. Edwards, yes; Mr. Greenwood, yes; Mayor Schweller, yes. The motion passed 5-0.

RECORD OF PROCEEDINGS
Minutes of Bellbrook City Council Meeting
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CITY MANAGER REPORT

City Manager Dodd reported that the 2018 Audit Report is complete. There were no citations. Once Council has had time to review them, the financial statements will be complete and will be posted on the City's website.

Mrs. Dodd asked that everyone mark their calendars for Thursday, July 18 when Jeff Seigler will be back in town with his recommendations concerning the Downtown Assessment. The original date for this meeting had been July 11, but since that is the date of the next school board meeting, we moved our presentation. Mrs. Dodd is trying to schedule the presentations similar to how they were done in June. Any member of the public who is interested in serving on the Board that Mr. Seigler is suggesting will get a chance to meet with him to discuss the duties and obligations of the new Board. When the schedule is finalized it will be advertised on the website.

The Farmer's Market is expanding to two Saturdays a month according to Mrs. Dodd. The Market will be open from 9 AM until 1 PM on the second and fourth Saturdays. There is a fifth Saturday in October which might be added depending on the vendors. These take place in the parking lot of the Administrative building on E. Franklin Street.

The City Manager reported on the phone upgrades for the City's telephone system. \$14,000 had been allocated to moving our system to a cloud-based system but keeping the existing phones. It was discovered during the assessment that for \$18,000 we can move to a cloud-based telephone system, get new Polycon phones, and move our internet service. This only increases the monthly bill by \$100.00. Mrs. Dodd hopes that the difference in cost will come out of the savings in the Capital Improvement Fund.

Mr. Greenwood asked if the City's phones were tied into the computer systems. Mrs. Dodd explained that the City has a server system that will be replaced by the cloud-based system with more efficient updates. Mayor Schweller added that cloud-based systems are a better option even though they do have occasional outages. Mrs. Dodd also stated that the new Polycon phones are more flexible and can be moved to any phone system but the current Altigen phones can only be serviced by Altigen.

Mayor Schweller asked how we got such better pricing than originally thought. Mrs. Dodd explained that the original discussion was with TechAdvisors who use a different phone service company. So, the numbers they used were just high estimates.

Mrs. Middlestetter asked what happens to the phones when the internet goes down. Mrs. Dodd stated that they have talked about having a second internet service so that if one goes down there is a backup but at this time the cost is prohibitive. The upgrades that are being done should help. If power goes out in the City building, there is a backup generator. The City Manager said she would check on the back-up systems we have in place or if an UPS unit is needed.

RECORD OF PROCEEDINGS
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Next week is the beginning of open enrollment for health insurance for the City's employees. Cost rose 6% but due to employee changes the net increase to the City is less than 4% equaling about \$15,000. This year employees can elect to add employee-paid vision coverage that equals about \$12.00 per month for a family. The benefits year begins August 1. Mr. McGill asked if the City was still in the health insurance consortium to maximize savings and Mrs. Dodd answered that our health insurance comes through the Center for Local Government.

The City Manager and the Zoning Administrative Assistant have been looking at needed changes to the City's Zoning Codes. These will start coming to Council after the Planning Board reviews them. Mrs. Dodd recounted that last year Council did not hear their first ordinance until August, whereas this year we are already hearing the 13th.

COMMITTEE REPORTS

Service: none

Safety: Mr. Greenwood reported that after last meeting's discussion about emergency weather preparedness he did more research into the topic. He reported that the City should do a comprehensive study of the needs. He also reported that a better job is needed to educate the public on the Hyper-Reach system. Other good resources are weather radios and phone apps. Mr. Greenwood recommends reaching out to the Township to determine if there are ways to work together on this issue. He asked if there might be grant money available.

Finance/Audit: Mr. Schweller opined that he is pleased that the audit is completed and went well. He congratulated the City staff on a job well done.

Community Affairs: Mrs. Middlestetter announced to the public that resumes are being accepted for the vacant Council seat through Friday, June 28.

OLD BUSINESS - none

NEW BUSINESS - none

OPEN DISCUSSION

Mr. Greenwood asked if the Service Director could look at the noise created by traffic at the stop sign of the alley behind the Dart Building.

Mr. McGill reported attending the Bellbrook Area Radio Club field day. He opined that this is a great organization.

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Kyle Abel, DP&L Ambassador, introduced himself as the City's point of contact with DP&L.

Mayor Schweller thanked Louis Schatzber who runs the camera for the City Council meetings. He was missed when he was out of town.

ADJOURN

Being no further business to come before this regular session of the Bellbrook City Council, Mayor Schweller declared the meeting adjourned at 7:35 pm.

Michael W. Schweller, Mayor

Pamela Timmons, Clerk of Council

RECORD OF ORDINANCES

Ordinance No. 2019-13

July 8, 2019

City of Bellbrook

Ordinance No. 2019-13

An Ordinance Authorizing the City Manager/Finance Director to Submit the Tax Budget for Fiscal Year 2020 to the Greene County Auditor.

WHEREAS, the City is required to prepare and submit the tax budget for 2020 to the Greene County Auditor no later than July 20, 2019 following a public hearing.

Now, Therefore, The City of Bellbrook Hereby Ordains:

Section 1. That the Tax Budget for fiscal year 2020, as attached hereto, be approved for submission to the Greene County Auditor to guarantee the City's eligibility for the allocation of local government funds in 2020.

Section 2. This ordinance shall take effect and be in force from and after the earliest period provided by law.

PASSED this ____ day of _____, 2019.

Michael W. Schweller, Mayor

Pamela Timmons, Clerk of Council

APPROVED AS TO FORM:
Patricia N. Campbell, Municipal Attorney

GENERAL FUND	For 2017 Actual	For 2018 Actual	Current Year Estimated for 2019	Budget Year Estimated for 2020
REVENUE				
Local Taxes				
Property Tax	\$ 587,420	\$ 621,754	\$ 559,381	\$ 605,381
Property Tax - Inside 10 Mill Limitation			-	
Property Tax - Outside 10 Mill Limitation				
Total Local Taxes	587,420	621,754	559,381	605,381
Intergovernmental Revenues				
Local Government	88,665	92,412	92,855	94,448
Estate Tax	-	-	-	-
Cigarette Tax	260	260	260	260
Liquor and Beer Permits	6,215	4,717	6,000	6,000
Property Tax Allocation	91,256	94,958	95,619	95,619
Property Tax Allocation - Inside 10 Mill Limitation				
Property Tax Allocation - Outside 10 Mill Limitation	-	-	-	-
Total Intergovernmental Revenues	186,396	192,347	194,734	196,327
Charge for Services	25,597	23,761	19,733	19,500
Special Assessments	6,400	-	-	-
Fines, Licenses, and Permits	122,819	126,448	113,037	114,700
Investment Earnings	51,875	77,997	87,856	85,000
Miscellaneous	12,072	18,432	7,454	6,100
TOTAL REVENUE	\$ 992,579	\$ 1,060,739	\$ 982,195	\$ 1,027,008
EXPENDITURES				
Legislative				
Wages & Compensation	37,838	39,405	46,304	47,119
Fringe Benefits	5,819	5,769	7,064	7,417
Contract Services	5,215	2,292	3,845	4,445
Supplies & Materials	176	249	250	500
Other Expenses	2,675	2,675	2,675	2,675
Total Legislative Expenses	51,723	50,390	60,138	62,156
Administrative				
Wages & Compensation	119,571	118,662	97,614	105,700
Fringe Benefits	33,752	41,353	44,197	47,000
Contract Services	163,994	164,997	169,206	175,208
Supplies & Materials	5,635	6,035	8,700	8,200
Other Expenses	11,652	12,051	16,686	17,050
Total Administrative Expenses	334,604	343,098	336,403	353,158
Library				
Contract Services	25,743	370	-	2,000
Total Library Expenses	25,743	370	-	2,000
Museum				
Wages & Compensation	5,909	7,009	9,820	10,311
Fringe Benefits	913	1,006	1,475	1,600
Contract Services	6,300	14,228	8,318	8,875
Supplies & Materials	263	1,101	2,000	2,000
Capital Outlay	-	-	-	-

GENERAL FUND	For 2017 Actual	For 2018 Actual	Current Year Estimated for 2019	Budget Year Estimated for 2020
Other Expenses	-	-	-	-
Total Museum Expenses	13,385	23,344	21,613	22,786
Community Environment				
Wages & Compensation	70,559	14,328	33,856	35,219
Fringe Benefits	16,149	2,357	35,447	37,765
Contract Services	12,822	11,282	5,322	5,322
Supplies & Materials	28	836	700	700
Other Expenses	-	-	-	-
Total Community Environment Expenses	99,558	28,803	75,325	79,006
Other Uses of Funds				
Transfer to the Police Fund	100,000	100,000	100,000	215,000
Transfer to the Fire Fund	150,000	200,000	-	25,000
Transfer to the Capital Improvement Fund	250,000	250,000	250,000	250,000
Total Other Uses of Funds	500,000	550,000	350,000	490,000
TOTAL EXPENDITURES	\$ 1,025,013	\$ 996,005	\$ 843,479	\$ 1,009,106
Revenues over/(under) Expenditures	\$ (32,434)	\$ 64,734	\$ 138,716	\$ 17,902
Beginning Unencumbered Balance	\$ 1,284,774	\$ 1,246,159	\$ 1,310,756	\$ 1,449,472
Ending Cash Fund Balance	\$ 1,252,340	\$ 1,310,893	\$ 1,449,472	\$ 1,467,374
Estimated Encumbrances (outstanding at year end)	\$ 6,181	\$ 137	\$ -	\$ -
Estimated Ending Unencumbered Fund Balance	\$ 1,246,159	\$ 1,310,756	\$ 1,449,472	\$ 1,467,374

POLICE LEVY FUND	For 2017 Actual	For 2018 Actual	Current Year Estimated for 2019	Budget Year Estimated for 2020
REVENUE				
Local Taxes				
General Property Tax -- Real Estate	\$ 1,328,752	\$ 1,350,685	\$ 1,279,000	\$ 1,317,000
Total Local Taxes	1,328,752	1,350,685	1,279,000	1,317,000
Intergovernmental Revenues				
Property Tax Rollback & Homestead	205,897	204,798	206,015	206,000
Federal Grants or Aid	-	-	2,985	-
State Grants or Aid	5,240	-	-	-
Total Intergovernmental Revenues	211,137	204,798	209,000	206,000
Charges for Services	20,035	18,500	18,600	18,600
Fines, Licenses & Permits	653	361	560	560
Miscellaneous	15,392	18,096	4,092	4,000
Transfers-in from the General Fund	100,000	100,000	100,000	215,000
TOTAL REVENUE	\$ 1,675,969	\$ 1,692,440	\$ 1,611,252	\$ 1,761,160
EXPENDITURES				
Police				
Wages & Compensation	1,054,140	1,116,128	1,033,706	1,080,432
Fringe Benefits	327,550	350,201	350,062	366,254
Contract Services	217,277	230,401	253,954	262,511
Supplies & Materials	25,170	38,734	32,913	36,650
Other Expenses	8,979	8,901	10,400	10,400
Total Police Expenses	1,633,116	1,744,365	1,681,035	1,756,247
TOTAL EXPENDITURES	\$ 1,633,116	\$ 1,744,365	\$ 1,681,035	\$ 1,756,247
Revenues over/(under) Expenditures	\$ 42,853	\$ (51,925)	\$ (69,783)	\$ 4,913
Beginning Unencumbered Balance	\$ 237,193	\$ 280,046	\$ 227,974	\$ 158,191
Ending Cash Fund Balance	\$ 280,046	\$ 228,121	\$ 158,191	\$ 163,104
Estimated Encumbrances (outstanding at year end)	\$ 397	\$ 147	\$ -	\$ -
Estimated Ending Unencumbered Fund Balance	\$ 279,649	\$ 227,974	\$ 158,191	\$ 163,104

FIRE LEVY FUND	For 2017 Actual	For 2018 Actual	Current Year Estimated for 2019	Budget Year Estimated for 2020
REVENUE				
Local Taxes				
General Property Tax -- Real Estate	\$ 751,633	\$ 764,205	\$ 1,028,116	\$ 1,051,000
Total Local Taxes	751,633	764,205	1,028,116	1,051,000
Intergovernmental Revenues				
Property Tax Rollback & Homestead	116,660	116,037	124,884	127,000
State Grants or Aid	2,500	3,075	-	-
Total Intergovernmental Revenues	119,160	119,112	124,884	127,000
Charges for Services	120,748	81,514	118,103	115,000
Miscellaneous	13,952	16,010	3,769	3,500
Transfer-in from the General Fund	150,000	200,000	-	25,000
TOTAL REVENUE	\$ 1,155,493	\$ 1,180,841	\$ 1,274,872	\$ 1,321,500
EXPENDITURES				
Fire				
Wages & Compensation	756,749	738,996	821,018	862,307
Fringe Benefits	210,458	204,685	229,593	248,484
Contract Services	134,855	148,514	159,978	161,718
Supplies & Materials	17,002	26,335	35,397	36,300
Other Expenses	7,933	7,776	10,755	10,955
Total Fire Expenses	1,126,997	1,126,306	1,256,741	1,319,764
TOTAL EXPENDITURES	\$ 1,126,997	\$ 1,126,306	\$ 1,256,741	\$ 1,319,764
Revenues over/(under) Expenditures	\$ 28,496	\$ 54,535	\$ 18,131	\$ 1,736
Beginning Unencumbered Balance	\$ 166,556	\$ 194,952	\$ 249,480	\$ 267,611
Ending Cash Fund Balance	\$ 195,052	\$ 249,487	\$ 267,611	\$ 269,347
Estimated Encumbrances (outstanding at year end)	\$ 100	\$ 7	\$ -	\$ -
Estimated Ending Unencumbered Fund Balance	\$ 194,952	\$ 249,480	\$ 267,611	\$ 269,347

POLICE PENSION LEVY FUND	For 2017 Actual	For 2018 Actual	Current Year Estimated for 2019	Budget Year Estimated for 2020
REVENUE				
Local Taxes				
General Property Tax -- Real Estate	\$ 44,330	\$ 47,801	\$ 43,750	\$ 46,500
Total Local Taxes	44,330	47,801	43,750	46,500
Intergovernmental Revenues				
Property Tax Rollback & Homestead	6,892	7,320	6,250	7,000
Other State Shared Taxes	-	37	-	-
Total Intergovernmental Revenues	6,892	7,357	6,250	7,000
TOTAL REVENUE	\$ 51,222	\$ 55,158	\$ 50,000	\$ 53,500
EXPENDITURES				
Police				
Fringe Benefits	50,000	45,000	48,000	55,000
Other Expenses	287	289	340	340
Total Police Expenses	50,287	45,289	48,340	55,340
TOTAL EXPENDITURES	\$ 50,287	\$ 45,289	\$ 48,340	\$ 55,340
Revenues over/(under) Expenditures	\$ 935	\$ 9,869	\$ 1,660	\$ (1,840)
Beginning Unencumbered Balance	\$ 801	\$ 1,736	\$ 11,605	\$ 13,265
Ending Cash Fund Balance	\$ 1,736	\$ 11,605	\$ 13,265	\$ 11,425
Estimated Encumbrances (outstanding at year end)	\$ -	\$ -	\$ -	\$ -
Estimated Ending Unencumbered Fund Balance	\$ 1,736	\$ 11,605	\$ 13,265	\$ 11,425

FUND	Estimated Unencumbered Fund Balance 1/1/2020	Budget Year Estimated Receipts	Total Available For Expenditures	Budget Year Expenditures and Encumbrances			Estimated Unencumbered Balance 12/31/2020
				Personal Services	Other	Total	
Special Revenue Funds:							
Street Fund	227,893	464,415	692,308	275,620	154,700	430,320	261,988
State Highway Fund	52,539	36,800	89,339	-	23,500	23,500	65,839
Fuel System Fund	553	1,750	2,303	-	1,200	1,200	1,103
Motor Vehicle License Fund	221,643	56,020	277,663	-	32,100	32,100	245,563
TOTAL SPECIAL REVENUE FUNDS	\$ 502,628	\$ 558,985	\$ 1,061,613	\$ 275,620	\$ 211,500	\$ 487,120	\$ 574,493
Capital Project Funds:							
Capital Improvement Fund	667,678	250,000	917,678	-	331,500	331,500	586,178
TOTAL CAPITAL PROJECT FUNDS	\$ 667,678	\$ 250,000	\$ 917,678	\$ -	\$ 331,500	\$ 331,500	\$ 586,178
Enterprise Funds:							
Waste Collection Fund	132,120	490,000	622,120	31,973	444,400	476,373	145,747
Water Fund	2,230,253	1,408,750	3,639,003	734,082	637,728	1,371,810	2,267,193
TOTAL ENTERPRISE FUNDS	\$ 2,362,373	\$ 1,898,750	\$ 4,261,123	\$ 766,055	\$ 1,082,128	\$ 1,848,183	\$ 2,412,940
TRUST AND AGENCY FUNDS							
Performance Bond Fund	3,446	5,000	8,446	-	8,446	8,446	-
Agency Fund	-	-	-	-	-	-	-
TOTAL TRUST AND AGENCY FUNDS	\$ 3,446	\$ 5,000	\$ 8,446	\$ -	\$ 8,446	\$ 8,446	\$ -
TOTAL (MEMORANDUM ONLY)	\$ 3,536,125	\$ 2,712,735	\$ 6,248,860	\$ 1,041,675	\$ 1,633,574	\$ 2,675,249	\$ 3,573,611

RECORD OF RESOLUTIONS

Resolution No. 2019-R

July 8, 2019

CITY OF BELLBROOK, OHIO

RESOLUTION NO. 2019-R

A RESOLUTION APPROVING AN AGREEMENT FOR THE APPOINTMENT OF STEPHEN M. MCHUGH AS THE CITY'S MUNICIPAL ATTORNEY.

WHEREAS, the Section 7.09 of the Bellbrook City Charter requires the appointment of the Municipal Attorney; and

WHEREAS, the agreement made with Amy Blankenship at the May 13, 2019 City Council meeting is unable to be fulfilled due to a recent change in her employment; and

WHEREAS, Stephen M. McHugh is an Attorney-at-Law, admitted to the practice of law in the State of Ohio and is in good professional standing; and

WHEREAS, the City wishes to appoint Stephen M. McHugh as the City's Municipal Attorney.

NOW, THEREFORE, THE CITY OF BELLBROOK HEREBY RESOLVES:

Section 1. That the attached one-year agreement for the employment of Stephen M. McHugh as Municipal Attorney for the City of Bellbrook effective July 9, 2019 is hereby approved.

Section 2. That this resolution shall take effect and be in force forthwith.

Michael W. Schweller, Mayor

Pamela Timmons, Clerk of Council

PROFESSIONAL SERVICES AGREEMENT CITY OF BELLBROOK

THIS AGREEMENT is made and entered into this **9th day of July, 2019** by and between the City of Bellbrook, whose address is 15 East Franklin Street, Bellbrook, Ohio 45305 and the Contractor who shall be designated and herein by reference the ("Contractor") as such being identified as **Coolidge Wall Co., L.P.A.**, whose address is 33 West First Street, Suite 600, Dayton, Ohio 45402.

SECTION 1. GENERAL DESCRIPTION OF PROJECT

Contractor hereby agrees to perform the professional services described in this agreement according to the terms and conditions outlined herein. The fees for which such services will be provided is described as Exhibit A.

SECTION 2. GENERAL DESCRIPTION OF PROFESSIONAL SERVICES

The Professional Services to be provided by **Coolidge Wall Co., L.P.A.** are identified below which is incorporated herein by reference (the "Services"):

Provide the following legal services to the City of Bellbrook administration, staff and City Council of the City:

- draft or review legislation;
- review and revise contracts
- attend any meetings as requested by the City Manager;
- provide legal review and counsel on matters before the City as requested by the City Manager;

The terms of this Agreement are not to apply to litigation or workers' compensation services. If the City requests these services by Contractor, it will be subject to separate agreement.

SECTION 3. DATE OF COMMENCEMENT

The Date of Commencement for Services provided pursuant to this Agreement shall be July 9, 2019. The Contractor shall perform the designated services with due and reasonable

diligence consistent with sound professional practice and as agreed upon under the terms and conditions of this agreement.

SECTION 4. COMPENSATION AND DURATION

Compensation shall be as described within Exhibit A. Upon any default by the Contractor the City of Bellbrook may, at its sole discretion, in addition to any other remedies provided at law or in equity, terminate the Agreement upon 30 days written notice to the Contractor.

SECTION 5. ENTIRETY OF AGREEMENT

This Agreement embodies the entire agreement and understanding between the parties, and there are no other agreements and understandings, oral or written, with reference to the subject matter hereof that are not merged herein and superseded hereby. This Agreement shall be governed by the laws of the state where the services are performed.

SECTION 6. NOTICES

Any notice required hereunder shall be sufficiently given when sent to the signatories hereunder or to the above-named contact person via United States certified mail, return receipt requested, or via overnight courier with receipt verification to the address set forth herein, or by personally delivering such notice to the party to be in receipt thereof.

IN WITNESS WHEREOF, this Agreement, which is subject to the terms and conditions stated is accepted as of the later date this document is signed by both parties.

City of Bellbrook:

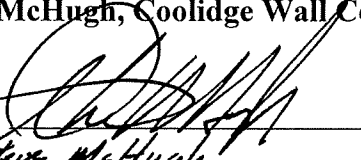
Name: _____

Title: _____

Date: _____

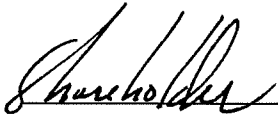
Steve McHugh, Coolidge Wall Co., L.P.A.

Name:



Steve McHugh

Title:



Date:

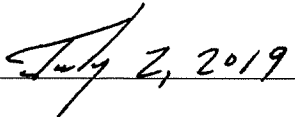


EXHIBIT A-
FEES

The hourly billing rate for legal fees shall be \$165.00 per hour for 2019.

If the City and Coolidge Wall Co., L.P.A. mutually agree to renew the Contract for Legal Services for 2020 through 2021, then the hourly billing rate for legal fees shall be negotiated under a two (2) year renewal as negotiated with City Council and/or its representative.

All billing shall be based upon no less than one-quarter of an hour for the term of this agreement.

RECORD OF RESOLUTIONS

Resolution No. 2019-S

June 8, 2019

CITY OF BELLBROOK, OHIO

RESOLUTION NO. 2019-S

A RESOLUTION AMENDING THE SOLID WASTE AND RECYLING CONTACT WITH RUMPKE OF OHIO, INC.

WHEREAS, the City of Bellbrook entered into a contract agreement with Rumpke of Ohio, Inc. effective January 1, 2018 to provide solid waste and recycling service to the City; and

WHEREAS, the State of Ohio enacted an increased tax on gasoline and diesel fuels which went into effect July 1, 2019; and

WHEREAS, the additional tax will be incurred by Rumpke of Ohio, Inc. and therefore will require an increase in the current contract cost that the City agreed to pay; and

WHEREAS, the increase per customer, per month will be an additional \$0.09 and all other terms of the contract shall remain unchanged.

NOW, THEREFORE, THE CITY OF BELLBROOK HEREBY RESOLVES:

Section 1. That the City Manager is hereby authorized to enter into the attached contract amendment between the City of Bellbrook and Rumpke of Ohio, Inc. effective July 1, 2019.

Section 2. That this resolution shall take effect and be in force forthwith.

Michael W. Schweller, Mayor

Pamela Timmons, Clerk of Council

AMENDMENT TO CONTRACT

This document serves to amend the contract dated October 10, 2017, between City of Bellbrook, Ohio and Rumpke of Ohio, Inc.

IT IS HEREBY AGREED AS FOLLOWS:

Effective July 1, 2019 through December 31, 2022, an additional \$.09 per unit per month will be applied to the monthly unit price provided by Rumpke for each year of the current contract and any additional option year(s) entered by the parties. This is derived from the 2019 Ohio Transportation Budget Bill that includes an increased tax beginning July 1, 2019.

All other terms and conditions of the original contract dated October 10, 2017, shall remain unchanged.

CITY OF BELLBROOK, OHIO

RUMPKE OF OHIO, INC.

Title:

William J. Rumpke Jr

William J. Rumpke, Jr. President

Witness

Anna Schuel

Witness

Date

6/17/19

Date



Waste & Recycling Services

3990 Generation Drive, Cincinnati, OH 45251
Phone: 1-800-828-8171 Fax: 513-851-2057



June 17, 2019

City of Bellbrook
Attn: Melissa Dodd
15 E. Franklin St.
Bellbrook, OH 45305

Dear Ms. Dodd,

As you may know, the State of Ohio has passed a new gas tax. The transportation budget bill, signed in early April 2019, requires Ohio drivers to pay an additional tax of 10.5-cents per gallon of gas and 19-cents per gallon of diesel fuel, beginning July 1. As a commercial fleet operator this added expense increases the cost to service our customers, and we must adjust rates to accommodate for the changes.

To ensure fair and accurate pricing for all customers impacted by this tax, we evaluated the cost of servicing each specific customer, including reviewing the type of equipment used, routing and service requirements. We identified the average productivity for our residential routes to assess the tax increase impact per truck hour to determine the tax impact per residential pick up. Using this formula, the expense amounts to \$.09 cents per month per residence.

We appreciate your understanding as well as your assistance. Making minor adjustments to service rates, such as the one required for this State of Ohio Fuel Tax increase, allows Rumpke to offer reliable, safe and professional service consistently. I have attached an amendment detailing the adjusted pricing and authorizing Rumpke to implement the new structure effective July 1. Please review the document and share any questions or concerns. I am happy to offer clarification.

With July 1 around the corner, Rumpke appreciates your prompt attention to this matter and your cooperation as we implement these updates. Thank you for your time, consideration and business.

Respectfully yours,

Chanda Rohrer
Municipal Representative
Rumpke Waste & Recycling
(937)313-5479

RECORD OF RESOLUTIONS

Resolution No. 2019-T

July 8, 2019

City of Bellbrook

Resolution No. 2019-T

A Resolution Authorizing the City Manager to Adjust the Pay Scales of City Positions not Covered by a Collective Bargaining Agreement.

WHEREAS, the City of Bellbrook wishes to adjust the pay scales for City positions which are not covered by collective bargaining agreement; and

WHEREAS, the City reviews wage rates for its employees on an annual basis; and

WHEREAS, the wages of certain employees will fall outside the new pay scales and ranges for certain positions and the City Manager shall have the authority to adjust those specific wages as necessary including one-time lump sum payments; and

WHEREAS, the pay scales for elected officials, the clerk of council and the city manager will not be adjusted; and

WHEREAS, the City wishes to incorporate the wage provisions into the general personnel policies of the City.

Now, Therefore, the City of Bellbrook Hereby Resolves:

Section 1. That the City Manager is hereby authorized to adjust the wages for certain positions per the attached pay scales and ranges effective August 1, 2019.

Section 2. That the attached pay scales and ranges be approved as presented.

Section 3. That the City Manager has the authority to adjust the wages of certain employees that fall outside the new pay scales and ranges for their positions as necessary including one-time lump sum payments.

Section 4. That this resolution shall take effect and be in force forthwith.

Michael W. Schweller, Mayor

Pamela Timmons, Clerk of Council

City of Bellbrook Wage Scales

	Pay Range	
Police Chief	\$88,929	\$109,242
Fire Chief	\$88,929	\$109,242
Deputy Chief	\$80,036	\$98,309
Service Director	\$76,648	\$102,066

Admin	Pay Scale								
	1	2	3	4	5	6	7	8	9
Planning and Zoning Assistant	\$21.96	\$23.06	\$24.21	\$25.42	\$26.69	\$28.02	\$29.43	\$30.90	
	\$45,672	\$47,959	\$50,352	\$52,874	\$55,524	\$58,281	\$61,209	\$64,266	
Admin Assistant	\$19.29	\$20.58	\$21.96	\$23.15	\$24.53	\$25.57	\$26.78	\$28.13	\$29.55
	\$40,123	\$42,806	\$45,677	\$48,152	\$51,022	\$53,186	\$55,702	\$58,510	\$61,464
Senior Secretary	\$14.90	\$15.91	\$17.06	\$18.11	\$19.26	\$20.32	\$21.45	\$22.48	\$23.56
	\$30,992	\$33,093	\$35,485	\$37,669	\$40,061	\$42,266	\$44,616	\$46,758	\$49,005

	Pay Range	
	Mininum	Maximum
Museum Curator (Part-time)	\$10.00	\$14.00
Camera Operator (Part-time)	\$10.00	\$14.00

Service	Pay Scale							
	1	2	3	4	5	6	7	8
Service Foreman	\$26.79	\$28.16	\$29.57	\$31.06	\$32.28	\$33.60	\$34.97	\$36.33
	\$55,723	\$58,573	\$61,506	\$64,605	\$67,142	\$69,888	\$72,738	\$75,566
Maintenance Worker 1	\$22.09	\$23.23	\$24.41	\$25.54	\$26.78	\$28.13	\$29.56	\$30.72
	\$45,947	\$48,318	\$50,773	\$53,123	\$55,702	\$58,510	\$61,485	\$63,898
Maintenance Worker 2	\$16.47	\$17.28	\$18.19	\$19.05	\$19.82	\$20.70	\$21.74	\$22.82
	\$34,258	\$35,942	\$37,835	\$39,624	\$41,226	\$43,056	\$45,219	\$47,466
Maintenance Worker 3	\$22.07	\$13.74	\$14.64	\$15.61	\$16.47			
	\$45,906	\$28,579	\$30,451	\$32,469	\$34,258			

Fire (non-union)	Pay Scale						
	1	2	3	4	5	6	7
Firefighter/Medic (Part-time)	12.00	13.00	14.00	15.00	16.00	17.00	18.00
Firefighter/EMT (Part-time)	11.00	12.00	13.00	14.00	15.00	16.00	

Police (non-union)	Pay Scale								
	1	2	3	4	5	6	7	8	9
Police Lieutenant	\$37.47	\$39.39	\$41.35	\$43.44	\$45.15				
	\$77,938	\$81,931	\$86,008	\$90,355	\$93,912				
Admin Asst-Police	\$19.29	\$20.58	\$21.96	\$23.15	\$24.53	\$25.57	\$26.78	\$28.13	\$29.55
	\$40,123	\$42,806	\$45,677	\$48,152	\$51,022	\$53,186	\$55,702	\$58,510	\$61,464
Patrol Officer (Part-time)	\$13.00	\$14.00	\$15.00	\$16.00	\$17.00	\$18.00	\$19.00	\$20.00	

RECORD OF RESOLUTIONS

Resolution No. 2019-U

July 8, 2019

City of Bellbrook

Resolution No. 2019-U

A Resolution Authorizing the City Manager to Include the Position of Custodian into the Pay Scales of the City of Bellbrook.

WHEREAS, the City of Bellbrook has used a contracting company for its custodial services over the last several years; and

WHEREAS, the current custodial arrangement with the contractor will be ending; and

WHEREAS, the City wishes to select and hire its own Custodian which was previously a position within the City but was removed from the pay scales several years ago; and

WHEREAS, the City of Bellbrook wishes to add the position of Custodian and assign an appropriate pay to the current pay scales; and

WHEREAS, the pay scales for all other employees will not be adjusted at this time; and

WHEREAS, the City wishes to incorporate the wage provisions into the general personnel policies of the City.

Now, Therefore, the City of Bellbrook Hereby Resolves:

Section 1. That the City Manager is hereby authorized to include the wages for the Custodian per the attached pay scales and ranges effective August 1, 2019.

Section 2. That the attached pay scales and ranges be approved as presented.

Section 3. That this resolution shall take effect and be in force forthwith.

Michael W. Schweller, Mayor

Pam Timmons, Clerk of Council

City of Bellbrook Wage Scales

Pay Range

Police Chief	\$88,929	\$109,242
Fire Chief	\$88,929	\$109,242
Deputy Chief	\$80,036	\$98,309
Service Director	\$76,648	\$102,066

Pay Scale

Admin	1	2	3	4	5	6	7	8	9
Planning and Zoning Assistant	\$21.96 \$45,672	\$23.06 \$47,959	\$24.21 \$50,352	\$25.42 \$52,874	\$26.69 \$55,524	\$28.02 \$58,281	\$29.43 \$61,209	\$30.90 \$64,266	
Admin Assistant	\$19.29 \$40,123	\$20.58 \$42,806	\$21.96 \$45,677	\$23.15 \$48,152	\$24.53 \$51,022	\$25.57 \$53,186	\$26.78 \$55,702	\$28.13 \$58,510	\$29.55 \$61,464
Senior Secretary	\$14.90 \$30,992	\$15.91 \$33,093	\$17.06 \$35,485	\$18.11 \$37,669	\$19.26 \$40,061	\$20.32 \$42,266	\$21.45 \$44,616	\$22.48 \$46,758	\$23.56 \$49,005

Pay Range

	Mininum	Maximum
Museum Curator (Part-time)	\$10.00	\$14.00
Camera Operator (Part-time)	\$10.00	\$14.00
Custodian (Part-time)	\$10.00	\$14.00

Pay Scale

Service	1	2	3	4	5	6	7	8
Service Foreman	\$26.79 \$55,723	\$28.16 \$58,573	\$29.57 \$61,506	\$31.06 \$64,605	\$32.28 \$67,142	\$33.60 \$69,888	\$34.97 \$72,738	\$36.33 \$75,566
Maintenance Worker 1	\$22.09 \$45,947	\$23.23 \$48,318	\$24.41 \$50,773	\$25.54 \$53,123	\$26.78 \$55,702	\$28.13 \$58,510	\$29.56 \$61,485	\$30.72 \$63,898
Maintenance Worker 2	\$16.47 \$34,258	\$17.28 \$35,942	\$18.19 \$37,835	\$19.05 \$39,624	\$19.82 \$41,226	\$20.70 \$43,056	\$21.74 \$45,219	\$22.82 \$47,466
Maintenance Worker 3	\$22.07 \$45,906	\$13.74 \$28,579	\$14.64 \$30,451	\$15.61 \$32,469	\$16.47 \$34,258			

Pay Scale

Fire (non-union)	1	2	3	4	5	6	7
Firefighter/Medic (Part-time)	12.00	13.00	14.00	15.00	16.00	17.00	18.00
Firefighter/EMT (Part-time)	11.00	12.00	13.00	14.00	15.00	16.00	

Pay Scale

Police (non-union)	1	2	3	4	5	6	7	8	9
Police Lieutenant	\$37.47 \$77,938	\$39.39 \$81,931	\$41.35 \$86,008	\$43.44 \$90,355	\$45.15 \$93,912				
Admin Asst-Police	\$19.29 \$40,123	\$20.58 \$42,806	\$21.96 \$45,677	\$23.15 \$48,152	\$24.53 \$51,022	\$25.57 \$53,186	\$26.78 \$55,702	\$28.13 \$58,510	\$29.55 \$61,464
Patrol Officer (Part-time)	\$13.00	\$14.00	\$15.00	\$16.00	\$17.00	\$18.00	\$19.00	\$20.00	

To: Mayor & City Council
From: Melissa Dodd, City Manager
Date: July 5, 2019
Subject: July 8th Council Meeting & City Manager's Update

Council Meeting Agenda Items

- **Mayor's Announcements and Special Guests - None**
- **Public Hearing of Ordinances**
 - **2019-13 Submission of 2020 Tax Budget** – This is the annual demonstration of need to the County for the property taxes that we collect. This is also the first look at the 2020 budget. The only fund that will require careful watch is the Police fund. Currently expenses are exceeding revenues and requiring more assistance from the General Fund. This will be something that we will have to have discussions about during the formal budget sessions this fall.
- **Introduction of Ordinances - None**
- **Resolutions**
 - **2019-R – Approving an Agreement with Stephen McHugh as Municipal Attorney** – The agreement with Patricia Campbell came to an end on July 1 and we entered into an agreement with Amy Blankenship of Coolidge Wall. She took a position outside of the firm and was unable to fulfill our agreement. Stephen McHugh of the firm agreed to represent us. He is highly experienced and capable of handling our needs.
 - **2019-S –Amending the Solid Waste and Recycling Contract with Rumpke** – Due to the gas tax increase effective July 1, 2019, Rumpke will see an increase in costs and are passing that along at the rate of \$0.09 per customer per month. There will be no need to increase our rates at this time.
 - **2019-T- Adjusting the Pay Scales of Non-Bargaining Unit Employees** – This is the annual increase for employees that are not part of a bargaining unit. The increase is the same as previous years and the same that bargaining unit employees will receive which is 2.75%.
 - **2019-U- Authorizing the Inclusion of the Position of Custodian into the Pay Scales** – The City used to employ a custodian but then decided to contract it out. We have had our current agreement for several years and the same custodian. That custodian will no

longer be servicing us so it is a good time to make the change to select our own. This will result in a cost savings to the City.

- **Old Business**

- **Discussion on Bellbrook Mountain proposal** – Staff would like to have guidance from Council regarding any information they need in order to further consider the proposal. This information will be used by staff to gather information to guide the next work session with Council.

- **New Business**

- **City Council Seat Process** – Pam will lead this discussion on the process to select the person to fill the vacancy created by Baird leaving and Schweller assuming the seat of Mayor. We did receive confirmation that this person will finish out Schweller’s term on Council whether or not he continues as Mayor. We are planning to clarify this in at our next charter update. We did receive two legal opinions on this matter.

- **Other Items of Interest**

- **Downtown Assessment Recommendations Presentations** – Our downtown consultant will return on July 18th. Presentations will be as follows:
 - **Lunch with interested citizens regarding forming a board** – 12:00 pm at El Toro on West Franklin Street.
 - **Meeting with Council and Boards** – 5:30 pm – TBD
 - **Public Presentation** – 7:00 pm – TBD
- **Greene County Master Trails Plan** – I attended a meeting on June 24th with officials from all over Greene County to talk about developing a master plan for trails for the County. This is in the early stages and will likely require some financial support from each entity. I think that this is a great idea that could benefit our community by connecting it to the larger trail network. I will keep Council posted as this develops.
- **Farmers Market expanding** – Just a reminder that the farmers market will expand this month to the second and fourth Saturday every month. Dates for July are the 13th and 27th from 9am to 1pm in our parking lot.

Process for Succession of Mayor and Resulting Vacant Council Seat

- A vacancy occurred on Bellbrook's City Council when Mayor Baird resigned on June 15.
- According to the Charter the Deputy Mayor, Mike Schweller, became the Mayor and he was sworn in on June 18. He will complete the mayoral term that expires on December 31, 2019.
- The resulting vacant Council seat must be filled within 60 days.
- Resumes for this position were accepted through June 28, 2019. These have been forwarded on to the Mayor and Council.
- On Monday, July 8 Council will meet in Executive Session to discuss the candidates.
- Scheduling of the interviews will take place July 9 and 12.
- Interviews will tentatively be scheduled for Monday, July 15 if possible.
- After all of the interviews have been conducted the Council members will choose a candidate.
- The person selected will be sworn in by the Mayor at the next City Council meeting.
- The term for this seat is through December 31, 2021.

