

## **BELLBROOK CITY COUNCIL AGENDA**

**August 10, 2020**



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

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[www.cityofbellbrook.org](http://www.cityofbellbrook.org)

### **REMOTE TELECONFERENCE MEETING\*\***

Due to COVID-19, this meeting will be held via Zoom webinar teleconferencing. Live streaming of the meeting is available on the City's government channel (via Spectrum/Ch 5) and YouTube channel (Bellbrook City Hall).

Should any member of the public wish to speak they do so by logging in as an attendee following links at the end of this agenda. You may also submit comments by emailing the Clerk of Council at [p.timmons@cityofbellbrook.org](mailto:p.timmons@cityofbellbrook.org) by 3 p.m. on 8/10/2020.

\*\* Note: The August 10, 2020 meeting of the Bellbrook City Council will be conducted as a remote meeting, pursuant to H.B. #197.

### **6:00 pm – Executive Session to Discuss the Mid-Year Performance and Goal Setting for the City Manager**

#### **7:00 pm-Regular Meeting**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of the minutes of July 27, 2020
5. Mayor's Announcements
6. Public Hearing of Ordinances - none
7. Introduction of Ordinances
8. Resolutions
  - **Resolution 2020-Q** - A Resolution Authorizing the City Manager to Adjust the Pay Scales of City Positions not Covered by a Collective Bargaining Agreement
  - **Resolution 2020-R** - A Resolution Authorizing the City Manager to Enter into an Extension of the Electric Generation Supply Agreement with DPL Energy Resources (DPLER) for Municipal Accounts
9. City Manager Report
10. Old Business
  - 2020 Paving
11. New Business
  - CARES Act Funds Discussion
12. Committee Reports
  - A. Service
  - B. Safety

- C. Finance/Audit – Acceptance of the 2<sup>nd</sup> Quarter Financial Report
- D. Community Affairs

13. Public Comment

14. **Executive Session - For the purpose of reviewing negotiations of two collective bargaining units**

15. **Adjournment**

Zoom webinar

When: Aug 10, 2020 06:00 PM Eastern Time

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83643958498?pwd=czN1YTZ4VHFZYmhZSHBoRG0wckdpdz09>

Passcode: 885990

Webinar ID: 836 4395 8498

Passcode: 885990

Future Items

- Work Session: Community Improvement Corporations (CIC)
- Regular Meeting Items:

Ordinance repealing old Comprehensive Plan references

Resolution repealing old Comprehensive Plan references

Ordinance adopting Comprehensive Plan

Ordinance to Update Zoning Code 18.20B

Ordinance to Amend Vacancy Registration Requirements

Ordinance to Amend Charter Section 8.02 Removal of Members of Boards and Commissions

# RECORD OF PROCEEDINGS

Minutes of Bellbrook City Council Work Session and Regular Meeting  
July 27, 2020

Due to the COVID-19 pandemic the July 27, 2020 City Council Meeting was conducted using Zoom's remote webinar platform.

**PRESENT:** TJ Hoke  
Ernie Havens  
Dr. David Van Veldhuizen  
Forrest Greenwood  
Elaine Middlestetter  
Nick Edwards  
Mayor Mike Schweller

**ALSO PRESENT:** City Manager Melissa Dodd

Mayor Schweller called the work session to order at 6:00 pm.

- Council-Manager Government

The City Manager explained the Council-Manager form of government and how that defines the flow of work for the City of Bellbrook.

- Sunshine Law Training

The Clerk of Council is the appointed designee to take the State of Ohio Sunshine Law training classes. Once a year this information is presented to the Council members. This includes information on open meetings and public records. This year's training included the adjustments that were necessary due to the COVID-19 pandemic.

## **REGULAR MEETING**

Mayor Schweller called the regular meeting to order at 7:00 pm.

## **ROLL CALL**

Mr. Hoke, yes; Mr. Havens, yes; Dr. Van Veldhuizen, yes; Mr. Greenwood, yes; Mrs. Middlestetter, yes; Mr. Edwards, yes; Mayor Schweller, yes.

## **APPROVAL OF MINUTES**

After polling the members of City Council about the regular meeting minutes of July 13, 2020 Mayor Schweller declared the minutes approved.

**MAYOR'S ANNOUNCEMENTS** - none

# RECORD OF PROCEEDINGS

Minutes of Bellbrook City Council Work Session and Regular Meeting  
July 27, 2020

## **PUBLIC HEARING OF ORDINANCES**

Mr. Greenwood read **Ordinance 2020-3 An Ordinance Repealing Old Section 1060.05 “Service Charges” of the Bellbrook Municipal Code and Enacting A New Section 1060.05 “Service Charges” to Discontinue the “Low Volume Service” Program Established by Ordinance No. 2011-12.**

City Manager Melissa Dodd explained that when this ordinance was created in 2011 the City had contracted waste removal from a different company. When the City switched to Rumpke they do not offer this service. The residents who are currently in the program will be grandfathered in.

Mr. Hoke asked what the fee was to rent the garbage cans. He also asked how our fee compares to other municipalities. Mrs. Dodd answered that customers can rent the garbage cans separately. Bellbrook’s fees are low.

Mr. Greenwood made a motion to adopt **Ordinance 2020-3 An Ordinance Repealing Old Section 1060.05 “Service Charges” of the Bellbrook Municipal Code and Enacting A New Section 1060.05 “Service Charges” to Discontinue the “Low Volume Service” Program Established by Ordinance No. 2011-12.** Mr. Edwards seconded the motion. The Clerk called the roll. Mr. Greenwood, yes; Mr. Edwards, yes; Mr. Hoke, yes; Mr. Havens, yes; Dr. Van Veldhuizen, yes; Mrs. Middlestetter, yes; Mayor Schweller, yes. The motion passed 7-0.

Mr. Edwards read **Ordinance 2020-5 An Ordinance Amending Ordinance 2019-21 to Adjust the City of Bellbrook Appropriations for 2020.**

City Manager Melissa Dodd explained that as the year as progressed it makes sense to update the status of the different funds and make adjustments. The mid-year adjustments total \$888,852.00. Most of the adjustments were due to the N. Belleview Drive collapse and CARES fund money.

Mr. Edwards made a motion to introduce **Ordinance 2020-5 An Ordinance Amending Ordinance 2019-21 to Adjust the City of Bellbrook Appropriations for 2020.** Mrs. Middlestetter seconded the motion. The Clerk called the roll. Mr. Greenwood, yes; Mrs. Middlestetter, yes; Mr. Hoke, yes; Mr. Havens, yes; Dr. Van Veldhuizen, yes; Mr. Edwards, yes; Mayor Schweller, yes. The motion passed 7-0.

Mrs. Middlestetter read **Ordinance 2020-4 An Ordinance Repealing Old Section 1224.01 “Fees” and Adopting New Section 1224.01 “Fees” of the City of Bellbrook Municipal Code.**

City Manager Melissa Dodd explained that research done by Planning and Zoning Administrator Jessica Hansen showed that the amounts the City charged for lot splits and combinations was insufficient for the amount of time and work that goes into them. It also removes the requirement to refund a percent of the fee. There was also a comparison of fees charged by other local municipalities showing ours were very low. The Planning Board reviewed all the information and recommends these changes.

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Mrs. Middlestetter made a motion to adopt **Ordinance 2020-4 An Ordinance Repealing Old Section 1224.01 “Fees” and Adopting New Section 1224.01 “Fees” of the City of Bellbrook Municipal Code.** Mr. Havens seconded the motion. The Clerk called the roll. Mrs. Middlestetter, yes; Mr. Havens, yes; Mr. Hoke, yes; Dr. Van Veldhuizen, yes; Mr. Greenwood, yes; Mr. Edwards, yes; Mayor Schweller, yes. The motion passed 7-0.

## **RESOLUTIONS - none**

## **CITY MANAGER REPORT**

The City Manager reported that 2<sup>nd</sup> Quarter Financials got left off of tonight’s agenda packet so it will be reported at the next meeting.

Mrs. Dodd is thrilled to announce that Bellbrook has been awarded \$325,000.00 in emergency funding from Ohio Public Works Commission (OPWC) to repair the N. Belleview Drive culvert. She thanked Council for holding the special meeting on July 15 which allowed her to complete the application. There is only a certain amount of money available, so the City Manager had been diligent in watching for the opening of the program.

Last year the City was approved for a \$35,000 Community Development Block Grant (CDBG) for the construction of sidewalks and ADA compliant ramps on east of N. West Street. This project is being coordinated by the Greene County Department of Development and they are currently soliciting bids. This project will be completed by the end of summer.

Property taxes will be reported in August and the City Manager said she will be able to report on those soon. The amount Bellbrook is receiving from the gas tax is climbing back up.

Mrs. Dodd informed Council that a decision has to be made on the streets to be paved. Service Director Pasley reported that the paving company wants to start work here in the next two weeks. This is a little sooner than they had expected. She had hoped to know about the gas tax amount from July since there are two streets on the 2020 list that we were waiting to decide if they would be repaved this year, Justin and Lindley. She is going to try to hold off on making the decision until the next Council meeting.

COVID-19 Update includes that on Governor put stronger precautions in place. So once again the City buildings are closed to the public except by appointment. Masks are to be worn in the building unless the employee is sitting at their desk. Anyone traveling to and from the states on the Governor’s precaution list is asked to self-quarantine. This is a constantly changing situation.

Mrs. Dodd announced that there were two new Farmer’s Market vendors. All of the vendors wore masks. Mr. Edwards suggested creating signage encouraging the shoppers to also wear masks. The

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Minutes of Bellbrook City Council Work Session and Regular Meeting

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market had a good turnout of people. The growing season is short and so the City would like to make these possible. So masks are a good option.

## **OLD BUSINESS** - none

## **NEW BUSINESS**

- Non-Bargaining Employee Title and Wage Discussion

The City Manager explained that August first is typically when the cost of living increases take effect. A Resolution will be brought to the August 10 meeting to approve a 2% increase for all non-bargaining employees.

Mrs. Dodd referred to the information that had been presented to Council at the March 9 meeting concerning Service Department employees. At that first viewing there had been questions about the number of steps and the employees who might be making a significant change under the new scale. New information was added showing where the current employees would fall on the new steps and the amount of pay change there would be. Currently there are seven employees. The eighth position has been open since February 2020. This shortage was not an issue during the stay-at-home order. A person being hired in now will be put into the new scale. We have struggled to retain good people with the starting rate for our Maintenance Worker 3 position. All of the employees have their CDLs, four of them have Class A and three have Class B. Six of the seven employees hold water licenses, five are EPA lab certified. They are all heavy equipment operators and four are fluent in troubleshooting water safety issues. Two employees have Ohio EPA herbicide and pesticide licenses. Two are currently enrolled in advanced water treatment and backflow prevention classes. The water plant operates 365 days of the year and staff are on a 24/7 call-in list. Most other local municipalities do not operate a water system. For example, Sugarcreek Township has adopted our current pay scale even though they do not have a water plant. And even they increased the Maintenance Worker 1 starting pay because they thought it was too low. These seven employees have a combined total of 110 years of experience with Bellbrook. This group takes pride in their work especially the amazing job they do keeping the city streets clear of snow.

Mr. Edwards asked if the spreadsheet supplied included the 2% cost of living increase. Mrs. Dodd said the new spreadsheet already includes the 2%. He expressed his concern about next year's budget with these higher salaries. He does agree that the city wants to attract and retain good people.

Mayor Schweller agreed that it is important to pursue this update.

Mr. Havens stated that when you compare the Service Department to a private industry, ours is top-heavy. He feels a plan is needed to right that. He would rather approve a 2.5% cost of living increase with no changes to the steps. He suggested that raises beyond cost of living should not continue to be

## RECORD OF PROCEEDINGS

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given at the top of the steps. Mrs. Middlestetter strongly disagreed stating that our employees have a wealth of knowledge and should not be pushed out because of it.

Mrs. Dodd explained that although they have different job titles most of them do similar work. Adding licenses is rewarded with a step increase. This encourages employees to strive to better themselves. She added that after the March 9 discussion they adjusted the new steps from eight down to six steps.

Dr. Van Veldhuizen added that we would hire into the lowest step. Most of the employees want and achieve licenses. His point to Mr. Havens is that reallocation does not answer the issue. Salary raises continue on. He made another point that we have employees with either lots of experience or very little. There are none in the middle. We should encourage them to mentor the newer employees.

Mr. Greenwood asked if the job expectations informed them that getting water licenses is expected. Bellbrook has had the same number of service employees for over 20 years, but the amount of technical knowledge required has greatly increased. A good job description lets everyone know what is expected and what they have achieved.

Mr. Edwards added that he thinks everyone recognizes what a great job these employees do and talent costs money. Bellbrook is known for having great services and we don't want to lose that.

Mr. Havens asked if the pay increases for MW1 could be tied to getting and retaining MW3s? He asked if the starting amount for a Maintenance Worker 3 could be increased but not the Maintenance Worker 1. He restated that his issue with this scale is the jumps in pay for some of the employees and how all of that fixes the issue of attracting MW3s. Mrs. Dodd said that the new scale creates a better-defined wage and progression.

Mr. Greenwood commented that the problem has been our low starting wage. How can we expect to get good people only offering \$13.00 per hour? Mr. Edwards agreed when potential employees can start elsewhere at \$15.00 per hour.

Mr. Hoke agreed saying we have to go with a fair market amount.

Mrs. Dodd said she would work with Service Director Pasley on defining the job descriptions and incentives.

### **COMMITTEE REPORTS**

**Service** – Mr. Greenwood expressed his delight in receiving the money to repair the N. Belleview Drive culvert. There has also been discussions with other local departments about lending aid if any situations arise due to the pandemic.

**Safety** – Mr. Hoke reported that the crime watch report shows an increase in hazardous bike riding.

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**Finance** – Mr. Edwards reported the 2<sup>nd</sup> quarter financials will be included at the next meeting. He also expressed his delight in receiving the OPWC emergency funding which is a huge benefit to the City.

**Community Affairs** – Mrs. Middlestetter reported that the Service Department responded and did some gardening and maintenance quickly and well when asked for some help by the Museum Trustees. It looks wonderful and they are thankful.

## **COMMENTS**

Mr. Edwards expressed his desire for a work session to discuss the formation of a Community Development Corporation (CIC).

Mr. Greenwood again congratulated Mrs. Dodd on the OPWC funding.

Dr. Van Veldhuizen shared that he, Chief Doherty, and Lieutenant Carmen attended a presentation from the FBI on what was learned from the Oregon District Shooting that took place on August 4 of last year.

Mr. Hoke also was thrilled about the OPWC funding. He asked if there was anything learned from that which could be used for the Little Sugarcreek Road project. He also asked where things stood with Resolution 2018-N concerning the dedication of the green space along the creek by Highview Terrace. The City Manager said she had reached out to the developer about it but has not heard back from him. Mr. Hoke also shared that the Lions Club is putting together fall adult softball and baseball teams with information at [www.bellbrooklionsports.org](http://www.bellbrooklionsports.org).

Mr. Havens thanked the City Manager and the Clerk for presenting the trainings to Council. He also stated that there is concern over some Aptiv Pest Control solicitors riding a Segway around town and speeding. He asked if a permit could be held due to unlawful conduct. The Mayor reported that the Chief of Police had a word with the salesperson on Thursday and we hope that takes care of the problem. Mr. Havens also said he had been asked questions from residents about the N. Belleview repairs. Mrs. Dodd explained that information is on the City's webpage under Current Projects.

Mrs. Middlestetter thanked Mrs. Dodd and Mrs. Timmons for the training information.

## **PUBLIC COMMENT**

Dana Duckro, 1648 Bledsoe, explained that she helps her elderly father with his bills. He has a problem making his utility payment on time. She spoke with Michaela Grant with Utility Billing who was very helpful. She is asking that the late fee penalty be waived because this will always be an issue due to the timing of his social security checks. Mrs. Middlestetter and Mr. Hoke asked if the City Manager can look into options.



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Minutes of Bellbrook City Council Work Session and Regular Meeting  
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Meredith Brinegar, 2221 Ivy Crest Drive, began by thanking the City Council for finding a way to allow for public participation. She had two topics: racism and COVID-19. Recent events have brought racial disparities to the front of our consciousness. Good intentions are not enough. She recommends everyone read and educate themselves on racism and bias because she believes it is a public health issue. COVID-19 is a difficult situation that will require everyone to do what they can. She included a list of over 100 signatures of residents of Bellbrook and Sugarcreek Township who believe the government should do all it can to respond to the concerns. She encourages the leaders to be good examples. The Mayor stated that the City has been letting the County and State health experts make these decisions.

Denise Moore, a resident of Sugarcreek Township, explained that she has organized the Sugarcreek Cares group to raise awareness of racism. She believes that it is important for leadership to stand up and encourage dialog and education.

### **ADJOURN**

Being no further business to come before the Bellbrook City Council, Mayor Schweller declared the regular meeting adjourned at 8:54 PM.

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Michael W. Schweller, Mayor

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Pamela Timmons, Clerk of Council



# RECORD OF RESOLUTIONS

Resolution No. 2020-Q

August 10, 2020

## City of Bellbrook

### Resolution No. 2020-Q

#### **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, 2020.

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.

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Michael W. Schweller, Mayor

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Pamela Timmons, Clerk of Council



## City of Bellbrook Wage Scales

	Pay Range	
<b>Police Chief</b>	\$90,708	\$111,427
<b>Fire Chief</b>	\$90,698	\$111,426
<b>Service Director</b>	\$86,237	\$109,242
<b>Deputy Fire Chief</b>	\$80,036	\$98,309

<b>Administrative</b>	Pay Scale								
	1	2	3	4	5	6	7	8	9
<b>Planning and Zoning Assistant</b>	\$22.40	\$23.52	\$24.69	\$25.93	\$27.22	\$28.58	\$30.02	\$31.52	
	\$46,590	\$48,924	\$51,364	\$53,931	\$56,626	\$59,447	\$62,439	\$65,557	
<b>Administrative Assistant</b>	\$19.68	\$20.99	\$22.40	\$23.61	\$25.02	\$26.08	\$27.32	\$28.69	\$30.14
	\$40,926	\$43,663	\$46,592	\$49,109	\$52,042	\$54,246	\$56,826	\$59,675	\$62,693
<b>Senior Secretary</b>	\$15.20	\$16.23	\$17.40	\$18.47	\$19.65	\$20.73	\$21.88	\$22.93	\$24.03
	\$31,612	\$33,755	\$36,194	\$38,422	\$40,862	\$43,111	\$45,508	\$47,694	\$49,985

	Pay Scale					
	1	2	3	4	5	6
<b>Museum Curator (Part-time)</b>	\$12.00	\$12.60	\$13.23	\$13.89	\$14.59	\$15.32
<b>Camera Operator (Part-time)</b>	\$12.00	\$12.60	\$13.23	\$13.89	\$14.59	\$15.32
<b>Custodian (Part-time)</b>	\$12.00	\$12.60	\$13.23	\$13.89	\$14.59	\$15.32

<b>Service</b>	Pay Scale					
	1	2	3	4	5	6
<b>Service Foreman</b>	\$34.72	\$35.77	\$36.84	\$37.94	\$39.08	\$40.26
	\$72,218	\$74,402	\$76,627	\$78,915	\$81,286	\$83,741
<b>Maintenance Worker 1</b>	\$27.21	\$28.57	\$30.00	\$31.50	\$33.07	\$34.72
	\$56,597	\$59,426	\$62,400	\$65,520	\$68,786	\$72,218
<b>Maintenance Worker 2</b>	\$22.27	\$23.39	\$24.56	\$25.78	\$27.07	\$27.21
	\$46,322	\$48,651	\$51,085	\$53,622	\$56,306	\$56,597
<b>Maintenance Worker 3</b>	\$17.79	\$18.32	\$19.24	\$20.20	\$21.21	\$22.27
	\$37,003	\$38,108	\$40,019	\$42,016	\$44,117	\$46,322

<b>Fire (non-union)</b>	Pay Scale						
	1	2	3	4	5	6	7
<b>Firefighter/Medic (Part-time)</b>	13.00	14.00	15.00	16.00	17.00	18.00	19.00
<b>Firefighter/EMT (Part-time)</b>	12.00	13.00	14.00	15.00	16.00	17.00	18.00

<b>Police (non-union)</b>	Pay Scale								
	1	2	3	4	5	6	7	8	9
<b>Police Lieutenant/Captain</b>	\$38.22	\$40.18	\$42.18	\$44.31	\$46.05				
	\$79,496	\$83,570	\$87,728	\$92,162	\$95,790				
<b>Patrol Officer (Part-time)</b>	\$14.00	\$15.00	\$16.00	\$17.00	\$18.00	\$19.00	\$20.00	\$21.00	



# RECORD OF RESOLUTIONS

Resolution No. 2020-R

August 10, 2020

## CITY OF BELLBROOK, OHIO

### RESOLUTION NO. 2020-R

#### **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN EXTENSION OF THE ELECTRIC GENERATION SUPPLY AGREEMENT WITH DPL ENERGY RESOURCES (DPLER) FOR MUNICIPAL ACCOUNTS.**

WHEREAS, the City is one of 26 public entities currently participating in the Miami Valley Communications Council (“MVCC”) electric generation supply agreement with DPL Energy Resources, Inc. (“DPLER”) for the provision of electric generation and transmission supply services for public accounts through May of 2024 (collectively referred to as the “Participating Public Entities”); and

WHEREAS, in accordance with the Public Utilities Commission of Ohio rules and regulations, the Participating Public Entities have the opportunity to maximize savings on the generation and transmission portion of their electric service costs through the selection of a competitive retail electric service provider; and

WHEREAS, market pricing for electric generation supply is currently competitive for service beyond the term of the existing agreement, and

WHEREAS, MVCC has negotiated an extension of the current agreement to capture the competitive market rates, and

WHEREAS, the City wishes to participate in the agreement extension due to the favorable rates that will reduce the City’s cost for electric generation and transmission supply services.

NOW, THEREFORE, THE CITY OF BELLBROOK HEREBY RESOLVES:

Section 1. The City Manager is hereby authorized to enter into an extension of the agreement with DPL Energy Resources for electric generation supply for the period July 2020 through May of 2024.

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

\_\_\_\_\_  
Michael W. Schweller, Mayor

\_\_\_\_\_  
Pamela Timmons, Clerk of Council





**GENERATION SUPPLY AGREEMENT**

**AMENDMENT NO. 6**

**Customer:** City of Bellbrook  
**Supplier:** Interstate Gas Supply, Inc.  
**Effective Date:** July 1, 2020

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**Definitions**

“Agreement” means the Generation Supply Agreement dated March 1, 2011 between Customer and DPL Energy Resources, Inc. as modified by any applicable amendments.

**Background**

Customer and Supplier desire to amend the Agreement as of the Effective Date above.

**Agreement**

In consideration of the mutual promises below Customer and Supplier agree to the following:

1. **Term:** Section 3 of the Agreement will be amended as follows:

Service will continue from Customer’s meter reading date in July 2020 through the Customer’s meter reading date in May 2024 (the “Renewal Term”).

2. **Price:** The price for the Renewal Term will be \$0.043870 per kWh. For any capacity planning year for which the Base Residual Auction rate has not been established as of the execution date of this Amendment, Supplier will pass through to Customer any change in capacity cost, positive or negative, resulting from changes to Customer’s capacity rate as assessed by Customer’s EDC or RTO/ISO.

3. **Contract Volumes:** The Contract Volumes on Appendix 2 will be amended as follows:

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
65,350	60,832	56,253	51,363	62,600	71,384	89,438	94,143	83,507	70,034	56,917	58,966

For the avoidance of doubt, in the event of any conflict whatsoever between this Amendment (including its Appendix) and the Agreement, then this Amendment will control.

Except as set forth above, nothing else has changed with respect to the Agreement, and all of its provisions remain in full force.

**Each individual signing this Amendment on behalf of a Party below represents that he or she has the full authority and power to sign this Amendment on behalf of that Party.**

**City of Bellbrook:**

**Interstate Gas Supply, Inc.:**

\_\_\_\_\_  
Name: Melissa Dodd  
Title: City Manager

\_\_\_\_\_  
Name: Pat Keeley  
Title: Director C&I Sales



**To:** Mayor & City Council  
**From:** Melissa Dodd, City Manager  
**Date:** August 7, 2020  
**Subject:** August 10<sup>th</sup> City Council Meeting

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- **Executive Session – 6pm - – Executive Session to Discuss the Mid-Year Performance and Goal Setting for the City Manager** – I have updated my list of goals that were presented to Council at the beginning of the year for the discussion.
- **Ordinances**
- **Resolutions**
  - **2020-Q A Resolution Authorizing the City Manager to Adjust the Pay Scales of City Positions not Covered by a Collective Bargaining Agreement** – This included a **2% across the board increase** along with the previously proposed service department adjustments. It was also brought to my attention that the part time fire, police and administrative positions have not been adjusted in recent years so I also added increases to those and will add those into the yearly rotation. As presented, **these increases will cost the City \$48,221** for all non-bargaining unit employees which equal a total of 31 employees.
  - **2020-R A Resolution Authorizing the City Manager to Enter into an Extension of the Electric Generation Supply Agreement with DPL Energy Resources for Municipal Accounts** This allows the City to continue the electric aggregation program we are in along with a number of other municipalities. It is an all or none program to take advantage of the bulk buying. This equates to approximately a **\$2500 annual savings** for us.
- **Old Business**
  - **2020 Paving** – We need to decide whether to pave the two optional streets – Lynlee Drive and Justin Court. I have included in the packet information to support the discussion. Ryan and I are recommending we move forward with paving the two additional streets.
- **New Business**
  - **CARES Act Funds** – We will discuss the expenditures made with these funds as well as the ones that are planned. I would also like to discuss and recommend an initial grant to the Family Resource Center assist Bellbrook families in need. Council has a document in the packet related to this discussion as well.
- **Updates**
  - **Parks Commissioner Opening** – The deadline for applications was on August 2. There were nine applicant. Interviews begin this week. I will keep Council updated.

- **North Belleview Drive Culvert Project** – I have executed the Project Agreement with OPWC today which I was authorized to do with the resolution by Council when the application was made. I was working on issuing the notice to proceed for the contractor as of the finalization of this document. I am relieved that the project can officially begin!
- **Executive Session – For the purpose of reviewing negotiations of two collective bargaining units** – The Sergeant’s negotiations have been completed as of Thursday the 6<sup>th</sup> and I am hopeful that the Officer’s negotiations will be complete by the end of the day today, Friday the 7<sup>th</sup>. With the officer’s negotiations likely to go until late in the day Friday, Council will receive the update on both contracts Monday evening for the discussion.



**To:** Mayor & City Council  
**From:** Melissa Dodd, City Manager  
**Date:** August 7, 2020  
**Subject:** Paving Discussion

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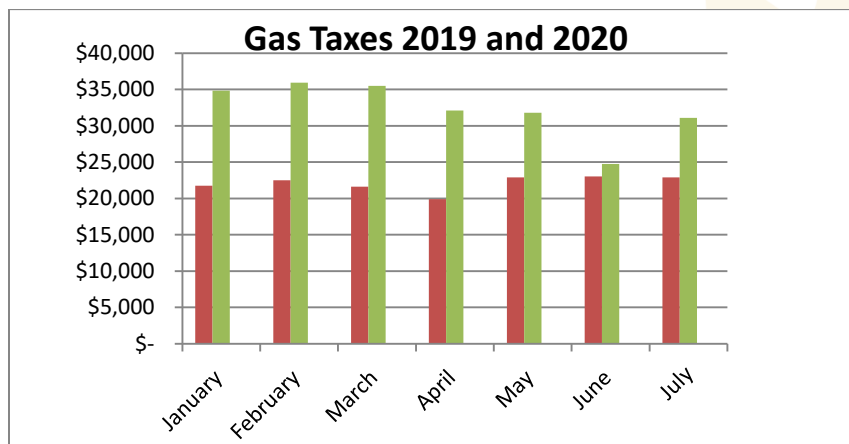
Tonight we will need to decide whether to pave the two optional streets – Lynlee Drive and Justin Court. These two streets were listed as “optional” during our annual paving agreement with the Greene County Engineer.

Currently, we are committed to paving Bellemeade Drive, Fowler Drive and a section of Possum Run Road from East of the corp line to Clarkston. This totals \$124,599 with an additional contingency of 6%. Our usual budget is \$150,000 annually for paving. We had increased that the budget to \$200,000 for this year due to the gas tax increases.

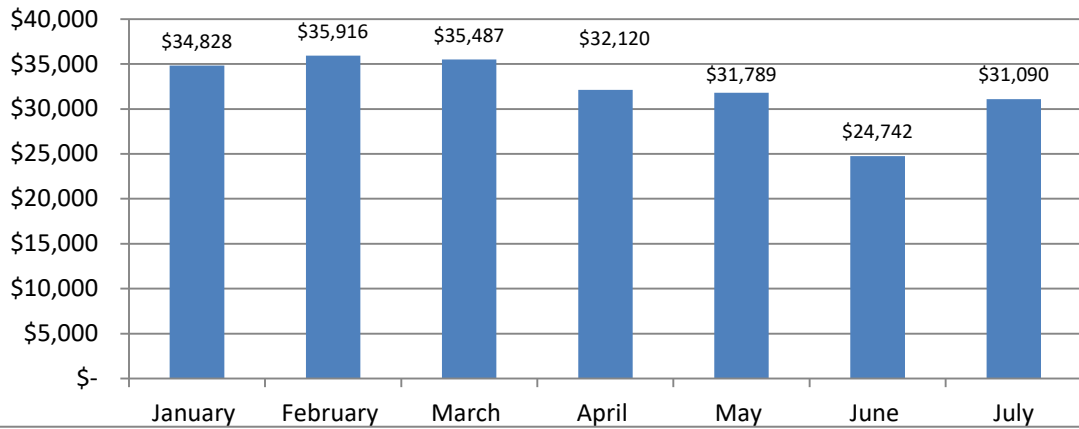
The addition of the two other streets would total \$47,777. Lynlee Drive would add an additional \$27,215 and Justin Court would add an additional \$20,562.

The total if we were to pave all streets would equal \$172,377 and we also plan for a 6% overage which would total \$182,720.

Through July of this year we have received \$34,027 more than we did during the same period last year. Our gas taxes received have already rebounded and will hopefully continue. I would like to recommend paving the two additional streets. See the charts attached for the tax receipts analysis.



### 2020 Gas Taxes Received



Street Name	Segment	Cost Per Ton	B-Joints	Cost per Street	Total Milling Cost	Overlay Cost per Street	Total Cost Per Street
Bellemeade Drive	All	\$75.00	\$0.00		\$15,191.37	\$57,045.37	\$72,236.74
Fowler Drive	All	\$75.00	\$0.00		\$9,801.00	\$37,559.03	\$47,360.03
Justin Court	All	\$75.00	\$0.00		\$3,465.00	\$17,097.48	\$20,562.48
Lynlee Drive	All	\$75.00	\$0.00		\$5,593.50	\$21,621.53	\$27,215.03
Possum Run Road	East Corp to Clarkston	\$75.00	\$0.00		\$1,045.00	\$3,958.33	\$5,003.33
							\$172,377.60
						6% overage	\$182,720.26





**To:** Mayor & City Council  
**From:** Melissa Dodd, City Manager  
**Date:** August 7, 2020  
**Subject:** CARE ACT Funds Update

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We received our allocation of CARES Act funds from Greene County in the amount of \$120,616. Since the receipt of those funds, staff has held several collaborative discussions related to the expenditure of those funds and made a few purchases.

To date, we have spent just short of \$11,000. Purchases include 6 iPads with keyboards (\$5,900), dividers for Council chambers (\$1,800), streaming equipment for Council and Board meetings (\$1,900) along with various cleaning supplies (\$800) and a home printer for an employee (\$300).

We have approximately \$8,000 in additional purchases planned. This includes upgrading the two city public restrooms and the library restrooms with touchless fixtures. We also plan to purchase three antimicrobial foggers for use by Fire, Police and Service to clean and disinfect surfaces such as vehicles, office furniture and more.

After the expenditure of the planned purchases, we will have approximately \$101,000 remaining.

We will be able to allocate some toward personnel who were dedicated to COVID such as police, fire and some admin personnel but those guidelines change regularly. Therefore I am going to wait to see how that further develops before making any final allocation decisions.

As previously discussed, I would like to recommend an initial grant to the Family Resource Center to assist Bellbrook families in need. I have been working with their new Executive Director and Board President to identify need and use of the funds. With the additional unemployment being stopped and eviction moratoriums now ended at the end of July, folks are in need now more than ever as the safety nets that were in place are now gone. I would like to request an initial grant to the Family Resource Center between \$15,000 and \$20,000 and am open to further discussion and consideration by Council on the amount. The grant would go toward the 37 families who have indicated financial hardship and are in need of assistance and reside in Bellbrook. This is a fraction of the actual need that was proposed to us from the Family Resource Center which totaled \$81,000. I would like to grant this initial amount with the option to revisit further allocating once we get closer to October when the funds need to be committed.

The Family Resource Center would be required to follow all state guidelines for expenditure of the funds and will be required to also report to us how the funds were specifically used.





To: Mayor & Council  
 From: Melissa Dodd, City Manager  
 Date: July 24, 2020  
 Subject: 2<sup>nd</sup> Quarter Financial Update

City of Bellbrook  
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 Bellbrook, Ohio 45305  
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The following is a brief summary of the City's financial status:

**Cash Balance & Investments:**

- Total ending balance of all accounts was **\$6,652,475** as of June 30, 2020. Total encumbrances outstanding at the end of the month are **\$1,261,019** which leaves an unencumbered balance of **\$5,391,458**. The following is a breakdown of unencumbered balances by fund type:

Property Tax Supported Funds .....	\$2,452,141
Transportation Restricted Funds .....	\$433,947
Water Fund .....	\$2,418,913
Waste Collection Fund .....	\$80,292
All Other Funds .....	\$6,165

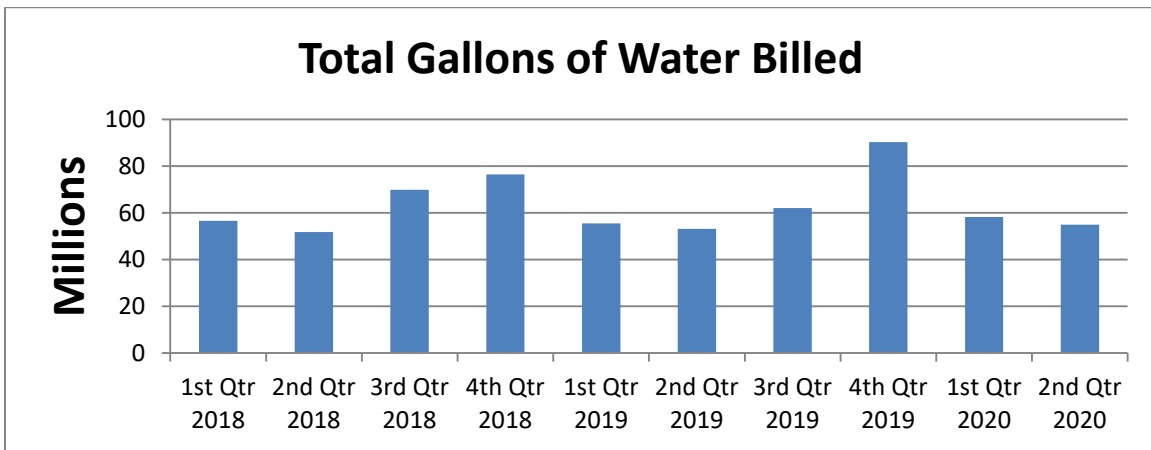
- From the total ending balance above, the following were the balances in our investment accounts as of June 30<sup>th</sup> - SJS/Schwab - **\$1,929,861.90** and STAR Ohio - **\$3,340,716**

**Revenues:**

- The following is a summary of major revenue sources:

<u>Major revenue sources</u>	<u>Actual thru 6/30/2019</u>	<u>Actual thru 6/30/2020</u>	<u>% change from 2019</u>
Property Tax	\$1,641,366	\$1,670,314	1.76%
Homestead & Rollback	216,946	217,061	0.00%
Local Government Funds	47,450	55,103	16.13%
Cable Franchise Fees	52,267	52,482	0.41%
Gasoline Tax	131,745	194,882	47.92%
EMS Receipts	53,542	55,446	3.56%
Waste Collection Fees	220,574	244,728	10.95%
Water Fees	681,746	717,867	5.30%
Tap-in Revenue	39,000	45,000	15.38%
Grand Total Revenue (excluding transfers)	\$3,278,562	\$3,452,725	5.31%

**Water Billed:**



- The breakdown of **tap-in fees** by subdivision is as follows:

<u>Subdivision</u>	<u>Qty</u>	<u>Amount</u>
Highview Terrace	2	\$ 6,000
Landings	13	\$ 39,000
TOTAL	15	\$ 45,000

**Expenses:**

- The following is a summary of expenses by type:

	<b>2020 Total</b>	<b>Actual thru</b>	<b>% of Total</b>
	<u>Budget</u>	<u>6/30/2020</u>	<u>Budget Spent</u>
Wages & Compensation	\$2,895,962	\$1,341,646	46%
Fringe Benefits	\$1,051,392	434,869	41%
Contract Services	\$1,684,963	711,817	42%
Supplies & Materials	\$283,300	74,945	26%
Capital Outlay	\$666,655	394,359	59%
Other Expenses	\$200,166	39,667	20%
Debt Service	<u>\$110,902</u>	<u>109,907</u>	<u>99%</u>
Grand Total Expenses (excluding transfers)	\$6,893,340	\$3,107,210	45%

**Capital Projects:**

The following is the status of major capital projects included in the 2020 budget:

Project	2020 Original Budget Amount	2020 Actual Amount	Project Complete
<b>CAPITAL IMPROVEMENT FUND</b>			
<b>Administration</b>			
<b>Finance Software Conversion</b> Agreement in place and preparing preliminary information for conversion	\$14,175	\$14,175	No
<b>Police, Fire &amp; Admin Workstations</b> On hold	\$15,000	\$15,000	No
<b>Sound mixer for Council Chambers</b> Installed and complete	\$3,000	\$2,996	Yes
<b>Fuel System Upgrade</b> On hold	\$15,000	\$15,000	No
TOTAL	\$47,175	\$47,171	
<b>SERVICE</b>			
<b>Annual Street Repair and Resurfacing</b> Agreement with County on tonight's agenda - \$200k total budget. \$150k will be charged to capital and the additional \$33k will be allocated to Streets	\$150,000	\$150,000	No
<b>Beechwood Drive Culvert Lining</b> Complete	\$50,000	\$49,165	Yes
<b>North West Street Sidewalk Improvements</b> Project contract will be awarded in early August	\$46,000	\$46,000	No
TOTAL	\$246,000	\$245,165	
<b>Police</b>			
<b>Mobile Data Terminals</b> Complete	\$20,000	\$15,253	Yes
<b>Weapons - guns and tasers</b> Looking at options currently	\$16,000	\$16,000	No
<b>Furniture and fixes</b> On hold	\$2,500	\$2,500	No
TOTAL	\$38,500	\$33,753	

<b>Fire</b>			
<b>Architectural work for fire station combination</b>	\$25,000	\$15,986	Yes
Renderings complete and awaiting city staff feedback			
<b>Mobile Laptops</b>	\$15,000	\$9,844	Yes
Completed			
<b>Medic Cots Loading System</b>	\$8,000	\$8,000	Yes
Completed			
<b>New Sign at Station 2</b>	\$16,000	\$8,562	Yes
Completed			
<b>Hose Roller</b>	\$8,000	\$6,630	Yes
Completed			
<b>Self Contained Breathing Apparatus</b>	\$30,000	\$33,525	Yes
Over budget due to price increase after budgeting - savings from other projects used			
<b>Rescue Tool</b>	\$35,000	\$31,952	Yes
Complete			
<b>TOTAL</b>	<b>\$137,000</b>	<b>\$114,499</b>	
<b>CAPITAL IMPROVEMENT FUND TOTALS</b>	<b>\$468,675</b>	<b>\$440,588</b>	
<b>Water Fund</b>			
<b>Fire Hydrant Replacement Program</b>	\$30,000	\$29,009	Yes
Hydrants ordered and awaiting installation but purchase is complete			
<b>GIS Equipment and Data Conversion</b>	\$20,000	\$20,000	No
In process			
<b>Utility Billing and Finance Conversion</b>	\$42,525	\$42,525	No
Agreement in place and preparing preliminary information for conversion			
<b>Pickup truck</b>	\$47,000	\$42,726	Yes
Complete and in service			
<b>TOTAL WATER FUND</b>	<b>\$139,525</b>	<b>\$134,260</b>	
<b>TOTAL CAPITAL + WATER FUNDS</b>	<b>\$608,200</b>	<b>\$574,848</b>	