

RECORD OF PROCEEDINGS

Minutes of Bellbrook City Council Work Session and Regular Meeting
July 13, 2020

Due to the COVID-19 pandemic the July 13, 2020 City Council Meeting was conducted using Zoom's remote meeting 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 and Service Director Ryan Pasley

Mayor Schweller called the work session to order at 6:30 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.

WORK SESSION TO DISCUSS BIDS FOR THE N. BELLEVIEW DRIVE CULVERT REPAIR PROJECT

The City Manager began with explaining the updated estimate of the cost. The estimate presented at the June 22 Council meeting needed final information from Greene County Sanitary Engineering about the sewer line that runs under the culvert. The revised estimate is \$406,047.00. The project was put out to bid. Ten bid packets were picked up and six were returned. The bidding window was open until 10:00 AM on July 9 at which time Mrs. Dodd and Service Director Pasley opened the bids. The lowest bid was \$316,042 from Sturm Construction and the highest was \$433,557 from R.B. Jergens. There was one bidder who said they could complete the project in 70 days, but their bid was in the middle of the range and approximately \$80,000 more than the low bid. We do not necessarily think the difference is worthwhile.

The bids were sent to the City's civil engineer Dan Hoying at LJB. The team at LJB reviewed the bids to make sure all of the requirements were being met especially for the concrete arch structure. LJB has provided a letter recommending the low bidder Sturm Construction. LJB also did reference checks. Sturm Construction have done other culvert projects including a recent one for Tipp City. Mr. Pasley had also heard good things about Sturm Construction.

Mr. Hoke asked if the request for bids was specific in the requirements. Mrs. Dodd answered that the bid packet was very detailed. Because of the specifics needed such as the hydraulic study and requirements of the concrete structure, LJB did the review of the bids submitted.

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The large concrete structure is produced locally primarily by two companies. The engineering report from LJB had used a structure made by Pretech. The Sturm Construction proposal uses a structure by Contech. LJB stated that either is appropriate.

Mayor Schweller asked what the timeline for completion would be. The City Manager replied that the requirement the City had set was a completion prior to October 31.

Mrs. Middlestetter said she was surprised at the range in the bid amounts. Mrs. Dodd said that Mr. Hoying was not surprised and expected up to a 25% swing. Mr. Edwards added that according to the bids almost \$100,000 of the difference is in the concrete structure.

Mr. Hoke pointed out another item with a drastic difference between the bidders which is called mobilization. That's for getting all of their equipment and supplies on site.

Mrs. Dodd went on to explain the information about funding for the project which was included in the agenda packet. She had reached out to six agencies over the past several months. Everyone pointed her back to Ohio Public Works Commission (OPWC). The emergency funding bill for \$3.5 million will be allocated once the Governor signs it. Until then she has been constantly refreshing the page waiting for the application period to begin. She has filled out the initial application and attached all the appropriate documentation in the hopes of being one of the first to apply.

In her opinion the OPWC emergency funding is the best option. If the City is not awarded funding, there are two options. Both options require appropriation of city funds with a 10% contingency included to get the project started and this is on the agenda tonight. Option A is to continue to locate a loan. A loan could take up to a year. Option B is to pay for the project out of reserves for the General Fund.

During this search it was thought that N. Belleview Drive was a permissive tax street. Research discovered that in 2018 the list of streets was changed and N. Belleview is no longer on it.

Mr. Edwards agreed that if the City does not get funding from OPWC, the project would need to be funded from the General Fund. He made a motion to **award the project to Sturm Construction**. Mr. Havens seconded the motion. The Clerk called the roll. Mr. Edwards, yes; Mr. Havens, yes; Mr. Hoke, yes; Dr. Van Veldhuizen, yes; Mr. Greenwood, yes; Mrs. Middlestetter, yes; Mayor Schweller, yes. The motion passed 7-0.

REGULAR MEETING

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

APPROVAL OF MINUTES

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After polling the members of City Council about the regular meeting minutes of June 22, 2020 Mayor Schweller declared the minutes approved.

MAYOR'S ANNOUNCEMENTS - none

INTRODUCTION OF ORDINANCES

Mr. Greenwood 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. Hoke asked what this is going to do to the General Fund balance. Mrs. Dodd answered that the beginning balance of the General Fund was \$1,616,865.00. The difference between expected revenues and expenditures for the rest of 2020 would be a deficit of \$135,956.00 which would leave a balance of \$1,480,909.00. She added that it is a very small deficit that could even out by the end of the year. She explained that she is very conservative when budgeting for the year.

The CARES money the City will be receiving due to the pandemic equals \$120,000. There are many restrictions on how this money can be used. It cannot be used for revenue replacement. The City is looking at ways to use this money. Internally the city is using some money to meet the needs that have arisen with COVID-19 including technical needs for remote work and Personal Protective Equipment (PPE). Another disallowed use is stockpiling of supplies. Municipalities have until October 15, 2020 to encumber the money. Greene County has created a grant program with \$500,000 available for businesses that were required to be closed. Bellbrook is looking into assistance for local families and individuals in need and funding for the Family Resource Center.

Mrs. Middlestetter asked if the City has considered assisting the Open Arms Clinic. Mrs. Dodd said she would research this.

Mr. Hoke asked if the Police or Fire Department could use the money for necessary training. Mrs. Dodd said at this point no one is offering trainings. He also asked if there were any events in the future that the money could support. Mr. Havens added that the Sugar Maple Festival and Lion's Club organizers are looking into alternative events plus there are two large soccer tournaments scheduled in town. Mrs. Dodd encouraged Council to look through the guidance and make recommendations.

Mr. Greenwood 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.

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RESOLUTIONS

Mr. Edwards introduced **Resolution 2020-O A Resolution Accepting the Bid Submitted by Strum Construction for the North Belleview Drive Culvert Replacement Project and to Authorize the City Manager to Enter into a Contract in Connection Therewith.**

Mrs. Dodd explained that this legislation allows for the project to be awarded to Sturm Construction.

Mr. Edwards made a motion to adopt **Resolution 2020-O A Resolution Accepting the Bid Submitted by Strum Construction for the North Belleview Drive Culvert Replacement Project and to Authorize the City Manager to Enter into a Contract in Connection Therewith.** Mr. Havens seconded the motion. The Clerk called the roll. Mr. Edwards, yes; Mr. Havens, yes; Mr. Hoke, yes; Dr. Van Veldhuizen, yes; Mr. Greenwood, yes; Mrs. Middlestetter, yes; Mayor Schweller, yes. The motion passed 7-0.

CITY MANAGER UPDATE

The City Manager reported that the Be Well Bellbrook event has been canceled for the year due to COVID-19. The Brook Mills 10k race will not happen in person but there is a virtual race option. We are hopeful that these events can take place next year.

Each year the City's insurance pool MVRMA awards for claims less than \$100 per employee and zero-loss awards for particular departments. Bellbrook is the overall winner for 2019 with the lowest per employee claims which were \$16.97. The Fire, Water, and Streets departments each received a zero-loss award.

Mrs. Dodd again encouraged a Bellbrook resident to apply to become a Bellbrook Sugarcreek Parks District commissioner. The information and application are on the Parks District website.

The third city e-newsletter has been produced. People continue to sign up on the cityofBellbrook.org homepage to receive these.

The final items Mrs. Dodd presented were pictures of the relining that was done to the Beechwood Drive culvert. The relining of the metal culvert that was showing some rust and holes. The relining involves adding wire mesh and covering with concrete.

OLD BUSINESS - none

NEW BUSINESS – none

COMMITTEE REPORTS

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Safety – Mr. Hoke reported that the Police Department is warning residents to be aware of scams and fraud.

Service – Mr. Greenwood said he met with the Service Director. The City's Water Department has pumped approximately a million gallons a day which is about double the normal amount. He reminded residents who irrigate their yards that they can add a meter to keep from having to also pay sewer on that water.

Finance – Mr. Edwards reported the 2019 audit is complete. The Finance Committee will meet with the either August 6 or 13.

Community Affairs – none

COMMENTS

Mr. Hoke said he understands that the City staff has priorities it is facing with the culvert project and contract negotiations. When those are resolved he hopes that staff and Council will work on the creation of a Community Improvement Corporation (CIC). Mayor Schweller asked what Mr. Hoke saw that brings about this sense of urgency. Mr. Hoke answered that he has seen a number of cities implement CICs effectively. From his recollection of earlier discussions, it did not seem that it would take much time to establish. He added that it could possibly alleviate burden on City staff and streamline the process of downtown redevelopment. Mr. Havens agreed and said it is an important factor with the economy's great shape right now. He added that businesses are making moves that the City could take advantage of to get the buildings opened up and turned over. The City could capture a high dollar for them and get facilities transplanted for the Service and Fire Departments.

Mr. Hoke explained that he received an email from a teenage resident, Justin, who asked what he could do to combat any risks from COVID-19. Mr. Hoke responded first by stating that he is not an infectious disease expert but referred him to some good sources of information such as the CDC and NIH. He also added some of the habits he includes every day to stay safe.

Mr. Havens encourages residents to consider applying to become a Parks commissioner. He also echoed Mr. Hoke's comments on the importance of moving forward with a CIC.

Mrs. Middlestetter also recommends becoming involved with our wonderful parks.

Mayor Schweller commends the Fire, Water, and Street Departments for their zero-loss awards and knows they work hard and take safety seriously.

EXECUTIVE SESSION

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Mrs. Middlestetter to enter into executive session and this was seconded by Mr. Greenwood. The Clerk called the roll. Mrs. Middlestetter, yes; Mr. Greenwood, yes; Mr. Hoke, yes; Mr. Havens, yes; Dr. Van Veldhuizen, yes; Mr. Edwards, yes; Mayor Schweller, yes. The motion passed 7-0.

Mrs. Middlestetter made a motion to adjourn the executive session and Mr. Edwards seconded it. All were in favor.

ADJOURN

Being no further business to come before the Bellbrook City Council, Mayor Schweller declared the regular meeting adjourned at 8:45 PM.

Michael W. Schweller, Mayor

Pamela Timmons, Clerk of Council