



**BELLBROOK CITY COUNCIL AGENDA**  
**September 27, 2021**

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

T (937) 848-4666  
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[www.cityofbellbrook.org](http://www.cityofbellbrook.org)

**7:00 pm-Regular Meeting**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of the minutes of the September 13 meeting
5. Mayor's Announcements and Special Guest
  - Fire Prevention Week Proclamation
  - Domestic Violence Awareness Month Proclamation
  - Oaths of Office – LaKeisha Taylor-Village Review Board, and Kyle Boehmer-BZA/PRC
6. Public Hearing of Ordinances
  - **Ordinance 2021-8 An Ordinance Amending Ordinance 2021-4 By Making Supplemental Appropriations To Adjust The City of Bellbrook Appropriations for 2021 (Van Veldhuizen)**
7. Introduction of Ordinances
8. Resolutions
9. Old Business
10. New Business
11. City Manager Report
12. Committee Reports
  - A. Service
  - B. Safety
  - C. Finance/Audit
  - D. Community Affairs
13. Open Discussion
14. Public Comment
15. Executive Session to consider the employment of a public employee
16. Adjournment

Future Agenda Items (dates are subject to change)

- October 11 – 6pm Budget Work Session– Administration & Service Departments
- October 25 - 6pm Budget Work Session– Police & Fire Departments
- November 8 – 6pm Budget Work Session– Capital Improvement Plan

- November 22 – Introduction of 2022 Budget Ordinance
- December 13 - Public Hearing of 2022 Budget Ordinance

**RECORD OF PROCEEDINGS**  
Minutes of Bellbrook City Council Regular Meeting  
August 9, 2021

**PRESENT:** TJ Hoke  
Ernie Havens  
David Van Veldhuizen  
Forrest Greenwood  
Elaine Middlestetter  
Mike Schweller, Mayor

**ALSO PRESENT:** City Manager Rob Schommer

**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;  
Mayor Schweller, yes.

**APPROVAL OF MINUTES**

Mayor Schweller asked if anyone had any comments or corrections to the minutes of August 4 and 9.  
Hearing none he declared the minutes approved.

**MAYOR'S ANNOUNCEMENTS AND SPECIAL GUESTS**

Mayor Schweller began by expressing his condolences at the passing of David Hamilton. Mr. Hamilton was the first City Manager/Director of Finance for Bellbrook from 1977 until 2008. The City honored him in 2009 for his dedication and outstanding public service. His accomplishments included the establishment of the Bellbrook Fire Department, expansion of the City's water building and water system, management of the City during its growth. He was responsible for the remodeling and updating of the City administration building. In 2009 the Ohio City manager Association honored him for his career achievement. Mayor Schweller recounted first meeting Mr. Hamilton when he was buying a property in the City. Along the way Mr. Hamilton encouraged him to apply for the positions on the Board of Zoning Appeals, Planning Board and City Council. Mr. Hamilton managed the City during a period of rapid

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growth and expansion. He was liked by all and was slow to take credit for his accomplishments. Mayor Schweller sent his heart-felt sympathy to Mr. Hamilton's wife, Becky, and family.

Mr. Havens added that he had a long conversation with Mr. Hamilton recently and his passion for the City was evident.

Mrs. Middlestetter said that her and her husband, Robert, both worked with Mr. Hamilton and held him in high regard.

Mr. Greenwood recounted his first meeting with Mr. Hamilton when he needed a permit for a fence. He was a nice person and worked very hard and he will be missed.

Mayor Schweller read a proclamation naming the week of September 17 through 23 as **Constitution Week**.

Lynn Nischwitz from the Kleingers Group presented an update on the work being done on the Bellbrook Streetscape project. She reviewed the project goals and showed a base map that has been created. She explained that they reviewed the City's Comprehensive Plan and LJB's sidewalk inventory to ensure all needs were being met. The next steps include a public input open house on September 29. The location is still being determined. Ms. Nischwitz verified that the City is looking at a phased strategy over three years with cost estimates. The final plan should be done by early November.

Mr. Greenwood asked if the updates and changes to the utilities would be an issue. Ms. Nischwitz explained that their group would reach out to the utility companies and the City's engineers to start the conversation. Other items such as drainage and street trees will be planned with an emphasis on infrastructure and aesthetics.

Mr. Hoke said he had read that burying utilities could cost up to \$3 million per mile. Ms. Nischwitz explained that areas could be determined and prioritized. She added that items like traffic signal mast arms could address some of the overhead lines.

Mrs. Middlestetter recounted that previously the City attempted to add median plantings in two areas of downtown and that they quickly became problem areas for trash and were run over by large trucks.

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She asked if the City's streets were even wide enough for them. Ms. Nischwitz thanked her for the information and agreed that there were pros and cons.

Mr. Hoke added to this that the flow of heavy trucks through downtown is an issue.

Mr. Havens said he would welcome medians or any other strategies to limit the speed of downtown traffic. He also pointed to the many left turns as a problem causing back-ups. He asked how much influence the LJB reports had on the Kleingers' plan. Ms. Nischwitz explained that they did the majority of their work before looking at the LJB's. It was good to see that their conclusions were supported by the other work previously done.

Mr. Hoke asked about funding sources like Ohio Public Works Commission (OPWC). Ms. Nischwitz replied that they have special funding specialists who will work with the city and apply for grants at no charge. There are state and regional funding options. Mr. Schommer added that the increased safety element opens up certain funding options also.

Mr. Greenwood asked if other downtown streets and issues were being considered in addition to the Franklin and Main street thoroughfares. Ms. Nischwitz said that to an extent all streets that touch Franklin and Main could be affected.

Mr. Schommer concluded that the Kleingers Group will be the ones hosting the open house and it will be highly promoted in the entire area.

**PUBLIC HEARING OF ORDINANCES** - none

## **INTRODUCTION OF ORDINANCES**

Dr. Van Veldhuizen read **Ordinance 2021-8 An Ordinance Amending Ordinance 2021-4 By Making Supplemental Appropriations To Adjust The City of Bellbrook Appropriations for 2021.**

Mr. Schommer explained that this supplemental request has been created primarily due to a couple of items. First, the City received some grant funding for the State Route 725 project and the Kleingers study. The funding comes from the County development grant, state funding, and ARPA money. There have also been some donations and a couple of capital projects that are being completed. These amendments to the appropriations reconcile the first half of the year.

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Mr. Schommer detailed the main items including items from the General Fund for the Kleingers Group, an increase in some legal fees, an increase to the flat fee for the prosecution service of Greene County. There have also been some extended costs from the financial software conversion and I.T. support. The Museum is likely to receive a grant to make needed repairs to the building and the steps to preserve and protect them.

The Police Fund received a donation from Edna Keiter's estate and a \$1,000 donation. The Street Fund shows the engineering costs for the Franklin Street bridge pedestrian update which will likely begin next year. The majority of those funds will be returned once the grant from Miami Valley Regional Planning (MVRPC) and the result of the Ohio Public Works Commission (OPWC) grant application for matching funds are known. Mr. Schommer is confident in succeeding in being awarded at least some of those funds.

Mr. Hoke asked if the probability of an award increase if we coordinate with other surrounding jurisdictions. Mr. Schommer responded that it does especially in cases of thoroughfare and transportation projects like in this case and in others the City will be applying for such as the Little Sugarcreek Road project. The Franklin Street bridge is a project being managed by ODOT.

Mr. Schommer explained that there is a Capital Improvement Fund appropriation for the purchase and installation of the programming and video equipment replacement for broadcast television. There are a few other items listed where estimates were used and now the actual costs are known.

There are still \$1,888 of Coronavirus Relief Funds that had not been appropriated before now. The Local Fiscal Recovery Fund which is has been renamed the American Rescue Plan Act (ARPA) has receive the first half of the money the City is due to receive. There has been a detailed discussion to develop a plan for the use of this money. The ARPA monies can be used differently than before. These can be used and sustained through 2025. The purpose it to establish programs that help incentivize and continue the recovery of the local economy. These funds are being appropriated to ensure the budgeting and use is transparent to the community. They have been divided up as a starting point. Twenty five percent is allotted for personnel services that includes the services used to monitor and manage the situation. Some money can be used for small business assistance and other services.

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This is the third appropriation for the year to finalize the differences between the budget and the actual amounts. The City's financials are healthy and stable and it is a legally balanced budget.

Dr. Van Veldhuizen made a motion to introduce **Ordinance 2021-8 An Ordinance Amending Ordinance 2021-4 By Making Supplemental Appropriations To Adjust The City of Bellbrook Appropriations for 2021.** Mr. Hoke seconded the motion. The Clerk called the roll. Dr. Van Veldhuizen, yes; Mr. Hoke, yes; Mr. Havens, yes; Mr. Greenwood, yes; Mrs. Middlestetter, yes; Mayor Schweller, yes. The motion passed 6-0.

**RESOLUTIONS**

Mr. Havens read **RESOLUTION 2021-BB A Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor .**

Mr. Schommer explained that this is the ordinance that allows the County Auditor to levy the property taxes. This is the first step to building the 2022 budget.

Mr. Havens made a motion to adopt **RESOLUTION 2021-BB A Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor.** Mrs. Middlestetter seconded the motion. The Clerk called the roll. Mr. Havens, yes; Mrs. Middlestetter, yes Mr. Hoke, yes; Dr. Van Veldhuizen, yes; Mr. Greenwood, yes; Mayor Schweller, yes. The motion passed 6-0.

**OLD BUSINESS** – none

**NEW BUSINESS**

The City Manager explained that the City had received notification from the Ohio Division of Liquor Control of an Application for Change of Corporate Stock Ownership for Dot's Bellbrook Market Inc. The City has no issues and recommends approval.

Mrs. Middlestetter made a motion not to oppose the transfer of the liquor license for Dot's Bellbrook Market. Mr. Greenwood seconded the motion. The Clerk called the roll. Mrs. Middlestetter, yes; Mr.

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Greenwood, yes; Mr. Hoke, yes; Mr. Havens, abstain; Dr. Van Veldhuizen, yes; Mayor Schweller, yes. The motion passed 5-0 with one abstention.

**CITY MANAGER REPORT**

Mr. Schommer introduced Fire Department Chief Anthony Bizzarro.

Chief Bizzarro explained that Fire Department sends a Satisfaction Survey for every incident that is generated. This includes EMS and Fire calls. The Fire Department sends these surveys once a month. They get approximately 30 percent returned. The survey includes seven questions with a scale of one through five as the highest value. The questions include the courtesy of the 911 operator, speed of response, professionalism of the responders, were actions explained, how clean did they leave the premises, and their overall satisfaction. Of the responses received the Department was rated a five by over 90 percent. Any response of a three or less receives a follow-up call from the Chief. Comments are then included in the Department's annual report. Once a month all responses are shared with the City Manager and the rest of the Fire Department.

Mr. Schommer shared a letter that was received recognizing several members of staff for superior service. The letter including Michaela Grant, Jerry Burgan, and Ryan Pasley for providing exceptional service to a resident who sent a detailed thank you note. Their example of service and leadership should stand as an example for all.

The position of Planning and Zoning Administrator has been posted. The cutoff for applications is September 24.

Mr. Schommer is planning for discussions for 2022 to include drainage and stormwater management including funding resources.

Mr. Greenwood recalled that years ago the City Manager had a summer work program where seasonal workers were brought on to tackle projects around the City.

Mr. Hoke asked if there might be a way to coordinate with the schools where the students could complete community service hours. Mr. Schommer said that is an idea to explore but would have to include age restrictions and liability.



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Dr. Van Veldhuizen asked the City Manager about the increased litigations costs. Mr. Schommer answered that this is due to several factors including the recent opioid legislations and a property maintenance violation from the previous year.

**COMMITTEE REPORTS**

**Service** – Mr. Greenwood reported that the Service Department is ready for winter with a full salt barn and prepared equipment. He also explained to residents who have large water usage for irrigation or pools there is the opportunity to have a meter installed which would remove the sewer cost to be removed from those usages. The cost of a meter is approximately \$400.00 which could pay for itself over the course of several years. An irrigation meter also requires a backflow preventer.

**Safety** – Mr. Hoke recounted that some of Council took a tour of the Greene County dispatch center on August 18. It was very informative included a discussion on the many factors that go into operating and funding the continued service. He commended the service and skill level provided by the people who man that facility around the clock. He reported that the Fire Department is continuing to monitor the COVID situation and address any risks. The Department raised \$5,000 on Labor Day with their Fill the Boot MDA fundraiser. He also reported that the Brooks Mill 10 k race through town went very well.

**Finance** – none

**Community Affairs** – Mrs. Middlestetter reported that the Committee has recommendations to fill the two board positions that have been open.

Mrs. Middlestetter made a motion to appoint Kyle Boehmer to the Board of Zoning Appeals/Property Review Commission. Mayor Schweller seconded the motion. The Clerk called the roll. Mrs. Middlestetter, yes; Mayor Schweller, yes; Mr. Hoke, yes; Mr. Havens, yes; Dr. Van Veldhuizen, yes; Mr. Greenwood, yes. The motion passed 6-0.

Mrs. Middlestetter made a motion to appoint LaKisha Taylor to the Village Review Board. Mayor Schweller seconded the motion. The Clerk called the roll. Mrs. Middlestetter, yes; Mayor Schweller, yes; Mr. Hoke, yes; Mr. Havens, yes; Dr. Van Veldhuizen, yes; Mr. Greenwood, yes. The motion passed 6-0.

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**CLERK’S REPORT**

Mrs. Timmons announced that due to a lack of cases the Planning Board would not meet on Thursday. She also listed the upcoming scheduling items:

- October 11 – 6pm Budget Work Session– Administration & Service Departments
- October 25 - 6pm Budget Work Session– Police & Fire Departments
- November 8 – 6pm Budget Work Session– Capital Improvement Plan
- November 22 – Introduction of 2022 Budget Ordinance
- December 13 - Public Hearing of 2022 Budget Ordinance

**COMMENTS**

Mr. Greenwood commented that on April 12, 2017, the City hosted a walkability community workshop that had a lot of participation. That started the downtown project we are continuing to pursue with the Kleingers Group.

Mr. Havens welcomed Kyle and LaKisha to the City boards and thanked them for joining the team. He announced that the Ohio Fusion Soccer Classic will take place the weekend of September 25 and 26. This brings approximately 20,000 to 30,000 people to Bellbrook. This is a great opportunity for Bellbrook businesses or organizations wishing to hold a fundraiser. He thanked Fire Chief Bizarro for supporting a back-to-school activity this past month by opening the Fire House. The participating businesses provided school supplies and one gave over 50 free haircuts.

Dr. Van Veldhuizen – asked if the City could provide dedicated City email addresses for the Boards so that those members would not have to use their personal email accounts when conducting City business.

Mr. Schommer said he would look at this idea.

Mayor Schweller thanked Chief Bizarro for the great work they do. He said he spoke at the last Optimist Club meeting. He encouraged residents to participate in their Avenue of Flags program. For a yearly fee of \$50.00 or \$60.00 they place a flag on your property for all of the Federal holidays.

**PUBLIC COMMENT**

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Louie Schatzberg, 4293 Alex Trail, Sugarcreek Township expressed his sadness in hearing of Dave Hamilton's passing. He said Mr. Hamilton was instrumental in encouraging him to apply to become the City's camera operator. He believes Mr. Hamilton was the reason the City was run and continues to run as smoothly as it does.

**ADJOURNMENT**

The Mayor announced that there was no further business and adjourned the meeting at 8:28 PM.

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Michael W. Schweller, Mayor

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Pamela Timmons, Clerk of Council



Office of the Mayor  
Bellbrook, Ohio

**PROCLAMATION**

**FIRE PREVENTION WEEK**  
**October 3 – 9, 2021**

**WHEREAS**, the City of Bellbrook is committed to ensuring the safety and security of all those living in and visiting our city; and

**WHEREAS**, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

**WHEREAS**, home fires killed more than 2,770 people in the United States in 2019, according to the National Fire Protection Association (NFPA), and fire departments in the United States responded to 339,500 home fires; and

**WHEREAS**, smoke alarms sense smoke well before you can, alerting you to danger in the event of fire in which you may have as little as two minutes to escape safely;

**WHEREAS**, working smoke alarms cut the risk of dying in reported home fires in half; and

**WHEREAS**, Bellbrook residents should be sure everyone in the home understands the sounds of the alarms and knows how to respond, and

**WHEREAS**, Bellbrook residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

**WHEREAS**, Bellbrook residents will make sure their smoke and CO alarms meet the needs of all their family members, including those with sensory or physical disabilities; and

**WHEREAS**, Bellbrook first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

**WHEREAS**, Bellbrook's residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and

**WHEREAS**, the 2021 Fire Prevention Week™ theme, "Learn the Sounds of Fire Safety™", effectively serves to remind us it is important to learn the different sounds of smoke and carbon monoxide alarms.

**THEREFORE**, I, Michael W. Schweller, Mayor of the City of Bellbrook do hereby proclaim October 3-9, 2021, as Fire Prevention Week throughout this city, and I urge all the people of Bellbrook to learn the sounds of fire safety during Fire Prevention Week 2021, and to support the many public safety activities and efforts of Bellbrook's fire and emergency services.

*In witness whereof I have hereunto set my hand and caused this seal to be affixed.*

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**Michael W. Schweller, MAYOR**

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

DATE: \_\_\_\_\_



Office of the Mayor  
Bellbrook, Ohio

# PROCLAMATION

## Domestic Violence Awareness Month October 2021

*Whereas, Domestic violence in America is intolerable, unacceptable, must be stopped and deserves considerable public attention; and*

*Whereas, Children who witness domestic violence often grow up believing that physical cruelty in relationships is acceptable behavior, and thus they tend to perpetuate a cycle of violence in society; and*

*Whereas, Many Federal, State, and local programs addressing the domestic violence problem have achieved success, bringing greater safety to families; and*

*Whereas, Community leaders, police, judges, advocates, healthcare workers, and concerned Americans are working together across America to develop solutions to this serious problem and to implement services that will improve our responses when it occurs; and*

*Whereas, Programs designed to educate men and women about ways they can help prevent domestic violence are being developed across our Nation; and*

*Whereas, Numerous law enforcement officials and departments have created specialized domestic violence units that cooperate with community advocates to enhance services for victims and representatives from the faith community frequently provide essential support in areas where there may be no other services available; and*

*Whereas, Anyone can be a victim of domestic violence regardless of age, sex, ethnicity, sexual orientations, socioeconomic status, or religion; and*

*Whereas, We must continue to hold domestic abusers accountable, punish them to the full extent of the law, and prevent them from inflicting more abuse;*

**THEREFORE**, I, Michael W. Schweller, Mayor of the City of Bellbrook, on behalf of City Council, do hereby proclaim October 2021, as Domestic Violence Awareness Month and ask our citizens to recognize this important event.

*In witness whereof I have hereunto set my hand and affixed this seal.*

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

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

DATE: \_\_\_\_\_





# RECORD OF ORDINANCES

Ordinance No. 2021-8

September 27, 2021

## City of Bellbrook

### Ordinance No. 2021-8

#### **An Ordinance Amending Ordinance 2021-4 by Making Supplemental Appropriations to Adjust The City of Bellbrook Appropriations for 2021.**

WHEREAS, the City of Bellbrook adopted the 2021 annual budget based on the best information available at the time; and

WHEREAS, additional costs and/or adjustments will occur in various 2021 Personnel Services and Other Expenses which requires the amendment of various appropriation levels.

#### **Now, Therefore, the City of Bellbrook Hereby Ordains:**

Section 1. That the 2021 appropriation levels in several of the funds listed below be amended as follows:

<b>Fund</b>	<b>2021 Appropriations</b>	<b>Personnel Services Revisions</b>	<b>Other Expenses Revisions</b>	<b>Total Revisions</b>	<b>Amended 2021 Appropriations</b>
General Fund:					
-Legislative	\$83,648	\$ -	\$ -	\$ -	\$83,648
-Administrative	\$899,996	\$ -	\$58,919	\$58,919	\$958,915
-Library	\$2,000	\$ -	\$ -	\$ -	\$2,000
-Museum	\$ 19,728	\$ -	\$7,500	\$7,500	\$27,228
-Community	\$60,529	\$ -	\$ -	\$ -	\$60,529
Total General Fund	\$1,065,901	\$ -	\$66,419	\$66,419	\$1,132,320
Police Fund	\$1,858,190	\$ -	\$25,039	\$25,039	\$1,883,229
Police Pension Fund	\$60,590	\$ -	\$ -	\$ -	\$60,590
Fire Fund	\$1,506,121	\$ -	\$ -	\$ -	\$1,506,121
Street Fund	\$477,514	\$ -	\$18,400	\$18,400	\$495,914
State Highway Fund	\$19,750	\$ -	\$ -	\$ -	\$19,750
Motor Vehicle Fund	\$31,850	\$ -	\$ -	\$ -	\$31,850
Coronavirus Relief Fund	\$ -	\$ -	\$1,888	\$1,888	\$1,888
Local Fiscal Recovery Fund	\$ -	\$96,162	\$288,484	\$384,646	\$384,646
Fuel System Fund	\$1,200	\$ -	\$ -	\$ -	\$1,200
Waste Fund	\$483,500	\$ -	\$ -	\$ -	\$483,500
Water Fund	\$1,590,918	\$ -	\$ -	\$ -	\$1,590,918
Capital Improvement Fund	\$335,500	\$ -	\$56,789	\$56,789	\$392,289
Performance Bond Fund	\$15,000	\$ -	\$ -	\$ -	\$15,000
Grand Total - All Funds	\$7,446,034	\$96,162	\$457,019	\$553,181	\$7,999,215

Section 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that any and all deliberations of this Council that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including, but not limited to Section 121.22 of the Ohio Revised Code.

# RECORD OF ORDINANCES

Ordinance No. 2021-8

September 27, 2021

Section 3. This ordinance shall take effect and be in force from and after the earliest period provided by law.

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2021

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

ATTEST:

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

APPROVED AS TO FORM:  
Stephen M. McHugh, Municipal Attorney

## AGENDA ITEM INFORMATION REPORT



**Meeting Type:** City Council Meeting

**Meeting Date:** 9/13/2021

**Department:** Finance

**Submitted By:** Rob Schommer

### **AGENDA ITEM DESCRIPTION:**

Ordinance

Amending The Appropriations for 2021

### **FISCAL IMPACT:**

**Cost:** \$553,181    **Source of Funds:** Other - Various

**Funds Currently Budgeted:** No

**Notes/Implications:** Supplemental Appropriation considers \$429,435 of additional/covered revenue

### **PURPOSE AND BACKGROUND:**

This Ordinance will amend (supplement) the appropriations for the 2021 fiscal year. There are a variety of purposes and needs for the supplemental appropriation that will be detailed below:

#### General Fund:

The General Fund is the only non-restrictive source of monies available for expending which covers a number of projects and operations as well as subsidizing the other funds.

The Administrative Department within the Fund has been used to budget and schedule the Downtown Streetscape Study, legal and prosecution fees, and covering a finance software conversion project. \$58,919 is needed to initiate and/or finalize those projects:

- \$35,000 For Kleingers Group – Downtown Streetscape Study – 75% covered in grant revenue
- \$10,000 for additional legal fees for 2021
- \$3,781 for additional prosecution fees (increase in contract)
- \$10,138 for extended I/T and finance software conversion fees

The Museum Department is likely to receive a grant for \$5000 for repair/replacement of steps. In addition, some exterior building repairs and maintenance is needed for the funeral museum building. \$7,500 will be

- \$5,000 for new steps – 100% covered by grant
- \$2,500 for building repairs

#### Police Fund:

The police department has received a donation from the estate of Edna Keiter and a cash donation. That money will be appropriated into the fund for use by the police per the donor's wishes. In addition, the police department has experienced additional I/T expenses YTD.

- \$13,539 Donation into the Police Fund

- \$11,500 for additional I/T related expenses

Street Fund:

The engineering costs for the 725 Bridge project potentially starting next year need to be included into the expenses for the City’s contracted engineering firm. In addition to the crosswalk/intersection review and design for downtown, and a variety of other engineering reviews, and additional \$18,400 is needed to schedule and continue those projects. It is estimated funds received for the 725 bridge project will reimburse engineering costs for that particular project.

- \$18,400 For engineering fees for various projects

Capital Improvement Fund:

As noted in the original 2021 budget presentation, the CIP budget would be addressed later in the year. An original appropriation was done; however, some additional capital costs have been added with additional projects and purchases. \$56,789 is needed to balance the current anticipated capital improvement project and purchase costs.

- \$16,067 For purchase, installation and programming of video equipment and peripherals for broadcasting to cable TV
- \$40,722 for actual costs of budgeted capital improvement items

Coronavirus Relief Fund:

There are funds remaining that will be used to finalize the project and close out the fund

- \$1,888 in remaining funds for use in Covid materials and supplies and reimbursement

Local Fiscal Recovery Fund:

This Fund was created to receive the allotment of the American Rescue Plan Act monies filtered down from the federal government. These funds differ from restrictions on use from the CARES Act, and are also intended to be used over a period of time. These funds are restricted, and cannot be used for general operations; however, they are designed to allow for services and projects to further the recovery of the community from any negative economic impact of the pandemic. A structured plan will be discussed and implemented to begin use of these available funds with primary focus on aiding the community in housing, small business recovery and infrastructure. Since the funds have been received, the City wishes to be transparent in making sure to publicly appropriate the funds as programs are developed to benefit the community.

- \$96,162 for personnel services use
- \$288,484 for other expenses use

General breakdown of this and previous supplemental appropriations considering the 2021 Budget:

Original Budget		Previous Supplemental		Amended Budget	
Revenue	\$7,088,817	Revenue	\$7,328,317	Revenue	\$7,757,752
Expenses	\$6,840,084	Expenses	\$7,446,034	Expenses	\$7,999,215
Difference	\$248,733	Difference	\$131,016	Difference	\$-110,447

## AGENDA ITEM INFORMATION REPORT



**Meeting Type:** City Council Meeting

**Meeting Date:** 9/27/2021

**Department:** Administration

**Submitted By:** Rob Schommer

### **AGENDA ITEM DESCRIPTION:**

City Manager Report

Various topics of information and updates.

### **FISCAL IMPACT:**

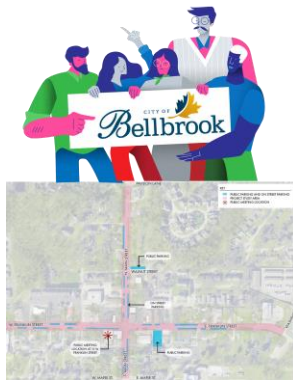
**Cost:** N/A    **Source of Funds:** Choose an item.

**Funds Currently Budgeted:** Choose an item.

**Notes/Implications:** Click or tap here to enter text.

### **PURPOSE AND BACKGROUND:**

Community Forum



**WE WANT TO  
HEAR FROM  
YOU!**

#### **Community Forum**

**WHEN:** Wednesday Sept. 29  
Open-House 6-8pm

**WHERE:** Art Gallery  
15 West Franklin St.

**WHAT:** Open-House Forum  
for input on Downtown  
Streetscape Plan

Facilitated By:  
  
**KLEINGERS  
GROUP**

The community Forum for input on the Downtown Streetscape plan will be held downtown in the Art Gallery building 15 West Franklin. It is a static display, open-house type of forum inviting the community to stop in anytime between 6pm and 8pm on Wednesday September 29.

### **SR 725 Bridge:**

We attended the District 11 Public Works Integration Committee Executive Committee meeting with results of approved recommendation of round 36. Our project ended up ranked 3<sup>rd</sup> out of 28.

### **Issue 5:**

Update and informational details about Issue 5 on the ballot November 2. A renewal of 1.3 mills generating \$225,000 for general operating expenses specially allocated to public safety subsidy, interior street paving and storm water system maintenance.