

**BELLBROOK CITY COUNCIL AGENDA**  
**November 28, 2016**



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

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

**5:30 pm –Work Session-Overall budget review and 5 year forecast**

**7:00 pm—Regular Meeting**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Formal Approval of the City Council Work Session and Regular Meeting Minutes of **November 14, 2016.**
5. Mayor’s Announcements/Special Guest
  - Oath of Office-Philip Ogrod-appointed to serve on the Board of Zoning Appeals and Property Review Commission with a term end date of 12-31-18.
6. Public Hearing of Ordinances
7. Introduction of Ordinances

**Ordinance 2016-13** An Ordinance Amending Ordinances 2015-16 and 2016-10 to Adjust the City of Bellbrook Appropriations to Reflect Additional Costs in some Line Items and Reduced Costs in other Line Items. (Seger-Lawson)

**Ordinance 2016-14** An Ordinance Approving the Appropriations of the City of Bellbrook for the Fiscal Year Ending December 31, 2017. (Schweller)
8. Resolutions
9. City Manager’s Report
10. Committee Reports
  - A. Service
  - B. Safety
  - C. Finance/Audit
  - D. Community Affairs-Recommend appointment of Susan Weeks to serve on the Village Review Board, term expires 1-31-19.
11. Old Business
12. New Business
13. Open Discussion
14. Adjourn



**RECORD OF PROCEEDINGS**  
Minutes of Bellbrook City Council Meeting  
Work Session  
November 14, 2016

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

**GUESTS:** Dale Wilson, Service Director

This is a summary of the City Council work session held on November 14, 2016 at 5:30 pm to discuss the 2017 Budget.

Mr. Schlagheck and Service Director Dale Wilson reviewed the Service Department Budget for 2017. Mr. Schlagheck shared a capital improvement plan for the next five years.

Next, Mr. Schlagheck reviewed the Administrative Budget with Council.

Being no further business the work session ended at 6:55 pm.

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Robert L. Baird, Mayor

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Jami L. Kinion, Clerk of Council



# RECORD OF PROCEEDINGS

Minutes of Bellbrook City Council Meeting

November 14, 2016

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

This is a summary of the City Council meeting held on Monday, November 14, 2016. Mayor Baird called the meeting to order at 7:00 pm and the Clerk called the roll.

After polling members of City Council, as there were no corrections or additions to the **work session minutes and regular meeting minutes of October 24, 2016** Mayor Baird declared the minutes approved as written.

## **MAYOR'S ANNOUNCEMENTS/SPECIAL GUEST**

- Employee Service Recognition awards were given to employees.

### **10 Years-**

Don Buczek-Administration  
Brett Woeste-Service Department  
Jason Harris-Fire Department  
John Russell-Fire Department

### **15 Years-**

Kevin Glueckert-Fire Department

### **20 Years**

Ryan Pasley-Service Department  
Keith Salyers-Police Department

### **30 Years**

Jerry Burgan-Service Department

The Mayor and Council thanked the employees for their many years of service to the City.

## **PUBLIC HEARING OF ORDINANCES**

Mr. McGill **read Ordinance 2016-12.** An Ordinance Adopting the Revised City of Bellbrook Personnel Manual. Don Buczek, Assistant to the City Manager, came before Council to give a brief presentation of the proposed changes. Proposed changes include modifications in the reimbursement policy and the vacation leave policy. The changes to the reimbursement policy include lowering the daily meal reimbursement from \$75 to \$60. This amount is adequate and it also is more in line with the Federal Government meal reimbursement amounts. Another change is to clarify what meal times are included when traveling. Also, if an employee is traveling for more than 24 hours, an established meal reimbursement amount makes it easier for the employee and the staff. The proposed changes to the

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November 14, 2016

vacation leave policy modify when the vacation leave is accrued. Currently, employees accrue vacation leave on January 1<sup>st</sup> of each calendar year. With the change, effective January 1, 2017, new employees will start accruing vacation leave on their anniversary date. Current employees will continue to accrue vacation on January 1<sup>st</sup>. The vacation leave accrual amounts will not change. In addition, language is being added to allow the City to pay employees from their last accrual date to their termination date. Mr. Buczek also said employees that are covered under collective bargaining agreements will not be affected by these changes.

Mr. Greenwood asked if the vacation carry over amount of 80 hours should be more. Mr. Schlagheck said he is a proponent of using your vacation time. He said there is a benefit to the employee and employer when vacation time is used.

Mr. McGill asked if these changes could be subject for bargaining later for the employees that fall under the collective bargaining agreements. Mr. Schlagheck said yes and mentioned that the two collective bargaining agreements will expire in 2017. Similar changes may be proposed during the next collective bargaining process.

Mrs. Seger-Lawson said she likes going to a per diem amount, it makes it easier.

Being a public hearing, Mayor Baird opened up for public comments. Seeing no comments from the public the Mayor closed the public hearing and asked for a motion.

**Mr. McGill made a motion to adopt Ordinance 2016-12.** Mrs. Middlestetter seconded the motion. The Clerk called the roll: Mr. McGill, yes; Mrs. Middlestetter, yes; Mr. Edwards, yes; Mr. Greenwood, yes; Mrs. Seger-Lawson, yes; Mr. Schweller, yes; Mayor Baird, yes. The motion carried 7-0.

## **INTRODUCTION OF ORDINANCES**

### **CITY MANAGER REPORT**

Mr. Schlagheck gave Council a brief overview of the audited financial statements for 2015. The entire financial statement document and budget information is available on the City's website. If residents have any questions on these documents, they may contact the City Manager. Mr. Schlagheck also said that the City received a clean audit opinion.

Mr. Schlagheck next updated Council on the Planation Trail project. Since the last meeting when there was a trucking mishap that damaged a box culvert, they were able to fabricate the replacement culvert quickly and the project is back on schedule. The area is scheduled to be paved next Monday.

Mr. Schlagheck said the budget process is continuing. There will be one more work session on November 28<sup>th</sup> to go over the five year forecast. He also said at the next meeting there will be an introduction of ordinances with the appropriations for 2017 and the amended 2016 budget amounts.

Lastly, Mr. Schlagheck said he appreciates all the hard work that the employees put in. He thanked them for their service to the City.

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## **COMMITTEE REPORTS**

**Service:** Mrs. Seger-Lawson reminded residents not to rake any leaves into the street. She said you can bag them and put them out with the trash, mulch or compost them. Mrs. Seger-Lawson thanked the service department employees that received awards tonight.

**Safety:** No Report.

**Finance/Audit:** Mr. Schweller followed up with what Mr. Schlagheck said about the City having a clean audit opinion. He congratulated the City staff for this accomplishment. Mr. Schweller also mentioned that the City received the Auditor of State award.

**Community Affairs:** **Mrs. Middlestetter made a motion** to appoint Philip Ograd to serve on the Board of Zoning Appeals, term expiring 12-31-18. Mr. Edwards seconded the motion. The Clerk called the roll: Mrs. Middlestetter, yes; Mr. Edwards, yes; Mr. Greenwood, yes; Mr. McGill, yes; Mrs. Seger-Lawson, yes; Mr. Schweller, yes; Mayor Baird, yes. The motion carried 7-0.

Mrs. Middlestetter also mentioned there is a Community Thanksgiving service at the Bellbrook Middle school this Sunday, November 20<sup>th</sup> at 6:30. She also thanked everyone that supported the Family Resource Center lasagna fund raiser.

## **OLD BUSINESS-**

### **NEW BUSINESS-**

**A motion was made Mrs. Middlestetter** to accept the resignation of Scott Carlson from the Village Review Board. Mr. McGill seconded the motion. The Clerk called the roll: Mrs. Middlestetter, yes; Mr. McGill, yes; Mr. Edwards, yes; Mr. Greenwood, yes; Mrs. Seger-Lawson, yes; Mr. Schweller, yes; Mayor Baird, yes. The motion carried 7-0.

### **OPEN DISCUSSION-**

Mrs. Seger-Lawson wanted to congratulate the 4<sup>th</sup> grade Wee Eagles who won the Super Bowl. She also wanted to congratulate the 7<sup>th</sup> and 8<sup>th</sup> grade Middle School football teams who were undefeated this year.

Mayor Baird said he talked with Dr. St. Pierre regarding Eagle Land. It is being torn down because it is unsafe. He also wanted residents to know that Eagle Land was not City property. Mayor Baird said the school district is working on a plan to build another playground.

**Nina Herzog 255 Upper Hillside Dr.**-She wanted to know what could be done about the leaves in the street. She said that she and the neighbors try to keep the street clear of leaves in their area of Upper Hillside.

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Minutes of Bellbrook City Council Meeting  
November 14, 2016

She also asked if there could be a feasibility study to see if the area of Upper Hillside Dr., Big Tree Rd. and Main St. could benefit from a three way stop. Mayor Baird said the area would need to be studied. There is going to be so much activity in the area due to the new housing developments. Mayor Baird said he is not sure stop signs would be very plausible in the area.

**Aaron Greider** is an Eagle Scout from Troop 530. He attended the Council meeting to earn his citizenship in the community merit badge. Mayor Baird presented Aaron with a City of Bellbrook pin.

**ADJOURN**

Being no further business to come before this regular session of the Bellbrook City Council, Mayor Baird declared the meeting adjourned at 7:41 pm.

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Robert L. Baird, Mayor

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Jami L. Kinion, Clerk of Council



# RECORD OF ORDINANCES

Ordinance No. 2016-13

December 12, 2016

## City of Bellbrook

### Ordinance No. 2016-13

#### **An Ordinance Amending Ordinances 2015-16 and 2016-10 to Adjust the City of Bellbrook Appropriations to Reflect Additional Costs in some Line Items and Reduced Costs in other Line Items.**

WHEREAS, the City of Bellbrook adopted the 2016 annual budget based on the best information available at the time; and

WHEREAS, additional costs have or will occur in some line items and reduced costs are projected in other line items which requires the amendment of various appropriation levels.

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

Section 1. That the 2016 appropriation levels in several of the funds listed below be amended as follows:

<b>Fund</b>	<b>Personal Services</b>	<b>Other Expenses</b>	<b>2016 Supplemental Appropriations</b>
-Legislative	(\$350)	\$0	(\$350)
-Administrative	1,985	22,270	24,255
-Security	0	(13,470)	(13,470)
-Public Health	0	(16,000)	(16,000)
-Leisure	(9,619)	(7,400)	(17,019)
-Museum	8,619	7,400	16,019
-Community Environment	<u>520</u>	<u>0</u>	<u>520</u>
Total General Fund	1,155	(7,200)	(6,045)
Police Fund	(400)	(3,100)	(3,500)
Police Pension Fund	2,000	0	2,000
Fire Fund	(33,500)	3,350	(30,150)
Street Fund	(21,000)	(400)	(21,400)
State Highway Fund	0	1,500	1,500
Waste Fund	600	0	600
Water Fund	(9,700)	(21,450)	(31,150)
Capital Improvement Fund	0	20,000	20,000
Performance Bond Fund	0	35,000	35,000
Grand Total - All Funds	<u>(\$60,845)</u>	<u>\$27,700</u>	<u>(\$33,145)</u>

# RECORD OF ORDINANCES

Ordinance No. 2016-13

December 12, 2016

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

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2016.

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Robert L. Baird, Mayor

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Jami L. Kinion, Clerk of Council

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

# RECORD OF ORDINANCES

Ordinance No. 2016-14

December 12, 2016

## City of Bellbrook

### Ordinance No. 2016-14

#### **An Ordinance Approving the Appropriations of the City of Bellbrook for the Fiscal Year Ending December 31, 2017.**

WHEREAS, the City Council has reviewed the proposed 2017 annual budget; and

WHEREAS, the City of Bellbrook desires to adopt the 2017 annual budget and authorize the related appropriations.

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

Section 1. That to provide for the current expenses and other expenditures of the City of Bellbrook, during the fiscal year ending December 31, 2017, the following sums be and they are hereby set aside to be appropriated, as follows:

<b>Fund</b>	<b>Personal Services</b>	<b>Other Expenses</b>	<b>Transfers</b>	<b>2017 Appropriations</b>
General Fund:				
-Legislative	\$ 42,136	\$ 6,260	\$ 0	\$48,396
-Administrative	145,998	189,643	500,000	835,641
-Library	0	2,000	0	2,000
-Museum	9,988	9,075	0	19,063
-Community Environment	<u>83,214</u>	<u>5,972</u>	<u>0</u>	<u>89,186</u>
Total General Fund	281,336	212,950	500,000	994,286
Police Fund	1,411,085	274,495	0	1,685,580
Police Pension Fund	48,000	335	0	48,335
Fire Fund	1,017,129	199,696	0	1,216,825
Street Fund	265,332	44,838	0	310,170
State Highway Fund	0	14,865	0	14,865
Motor Vehicle Fund	0	24,230	0	24,230
Waste Fund	22,393	408,849	0	431,242
Water Fund	703,755	1,878,117	0	2,581,872
Capital Improvement Fund	0	346,125	0	346,125
Fuel System Fund	0	1,700	0	1,700
Performance Bond Fund	0	25,000	0	25,000
Agency Fund	0	6,000	0	6,000
Grand Total - All Funds	<u>\$3,749,030</u>	<u>\$3,437,200</u>	<u>\$500,000</u>	<u>\$7,686,230</u>

# RECORD OF ORDINANCES

Ordinance No. 2016-14

December 12, 2016

Section 2. That the Finance Director is hereby authorized to make payments from any of the foregoing appropriations upon receiving proper documentation approved by the officers authorized by law to approve the same.

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

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Robert L. Baird, Mayor

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Jami L. Kinion, Clerk of Council

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