

**RECORD OF PROCEEDINGS**  
Minutes of Bellbrook City Council Meeting  
September 24, 2018

**CALL TO ORDER**

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

**ROLL CALL**

Present were Mr. Nick Edwards, Mr. Forrest Greenwood, Mrs. Elaine Middlestetter, Mrs. Dona Seger-Lawson, Deputy Mayor Mike Schweller, Mayor Bob Baird. Also present was City Manager Ms. Melissa Dodd.

Mr. McGill was absent. Mrs. Middlestetter made a motion to excuse Mr. McGill. Mr. Edwards seconded the motion. The Clerk called the roll. Mrs. Middlestetter, yes; Mr. Edwards, yes; Mr. Greenwood, yes; Mrs. Seger-Lawson, yes; Mr. Schweller, yes; Mayor Baird, yes. The motion carried 6-0.

**FORMAL APPROVAL OF MINUTES**

After polling members of City Council, as there were no corrections or additions to the regular meeting minutes of September 10, 2018, Mayor Baird declared the minutes approved as written.

**MAYOR'S ANNOUNCEMENTS/SPECIAL GUEST**

Jessica Rodgers from Necco of Dayton came and provided the Mayor and Council with information on foster parenting.

**PUBLIC HEARING OF ORDINANCES**

There were no public hearings this evening.

**INTRODUCTION OF ORDINANCES**

There were no ordinances introduced this evening.

**RESOLUTIONS**

Mr. Greenwood **read Resolution 2018-DD** A Resolution Authorizing the City Manager to Enter Into an Amended Service Agreement with IBI Group For Engineering Services on the Upper Hillside Water Main Improvement Project. Ms. Dodd said this is a second amendment to the IBI Engineering agreement for services provided on the Upper Hillside project. In August there was a meeting to increase the cost of the project from \$43,000 to \$60,000. This request is for an additional \$7,000. Ms. Dodd asked Mr. Mike Murray, Engineer to come and discuss this change. Mr. Murray said the paving, restorations and final cleanup were scheduled to be completed at the same time. This would have allowed the tasks to be observed and inspected at the same time. Mr. Murray said due to delays with the subcontractor, the final paving did not occur until later in September. Mr. Murray said this stretched the timeline for the inspection and observation work. He said the project is complete. The only item left is for DP&L to install a meter that will provide power to the PRV pit.

Mr. Edwards asked how much this increase was for and what it was for. Mr. Murray said this is for final inspections and paperwork to close the project out. He also said restorations took longer and the paving was delayed. This stretched out the timeline for IBI to observe the project.

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Mr. Greenwood asked Mr. Murray what he did when there was a delay. Mr. Murray said instead of the restorations and paving occurring concurrently, the tasks were completed separately so that stretched out the timeline for them to observe the project.

Mr. Schweller said this states not to exceed \$67,000, he asked if that is what the cost will come in at. Mr. Murray replied yes.

Mr. Greenwood asked Mr. Murray if there was a charge for the fiber optic cable to be installed on the pole. Mr. Murray said DP&L did a pole analysis. There is a cost and it would have been part of Brackney's contract.

Mr. Greenwood made a motion to **adopt Resolution 2018-DD**. Mr. Schweller seconded the motion. The Clerk called the roll. Mr. Greenwood, yes; Mr. Schweller, yes; Mr. Edwards, yes; Mrs. Middlestetter, yes; Mrs. Seger-Lawson, yes; Mayor Baird, yes. The motion carried 6-0.

Mrs. Seger-Lawson **read Resolution 2018-EE** A Resolution Authorizing the City Manager to Enter Into a Lease Agreement With the Greene County Public Library for the Property Located at 57 West Franklin Street. Ms. Dodd said this is a formal lease with the Greene County Library for Winters Library. The lease is in effect until the end of 2023. Ms. Dodd said the lease agreement was reviewed by MVRMA, our insurance pool and the City's attorney.

Mrs. Seger-Lawson asked if the City would be responsible for replacing the parking lot. The Mayor said since it is the City's asset, it is probably the City's responsibility.

Mr. Schweller requested signage to be put up at the library that states the building is owned and maintained by the City of Bellbrook.

Mr. Seger-Lawson made a motion to **adopt Resolution 2018-EE**. Mrs. Middlestetter seconded the motion. The Clerk called the roll. Mrs. Seger-Lawson, yes; Mrs. Middlestetter, yes; Mr. Edwards, yes; Mr. Greenwood, yes; Mr. Schweller, yes; Mayor Baird, yes. The motion carried 6-0.

## **CITY MANAGER REPORT**

Ms. Dodd said there were 12 applicants for the Service Director position. The job was offered to Ryan Pasley, current Water Foreman. Ms. Dodd said she has full faith in Ryan and he has full support of his department.

Ms. Dodd said the Comprehensive Plan is in the final stages. Planning Board meetings have been set and the schedule is for the final version to come before Council at the first meeting in December.

Ms. Dodd said the budget process has begun. Presentations to Council will begin in October. Ms. Dodd said is she attending a Heritage Ohio Conference in October so she will not be here for the Council meeting on October 22<sup>nd</sup>. Council decided to meet on October 29<sup>th</sup> instead. This will keep the budget process on track.

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Ms. Dodd said the Pilot Farmer's Market was a huge success. She said she received so much positive feedback that there will be another one on Saturday, October 6<sup>th</sup> from 9am-1pm.

Ms. Dodd said the music will be changing on the cable channel. Currently, there are two songs that continually play; she said they have contracted with Mood music that will play a variety of music on the cable channel.

Mrs. Seger-Lawson asked Ms. Dodd when trick or treat will be held. Ms. Dodd said it will be on October 31<sup>st</sup>. Local City Managers decided to have it on the 31<sup>st</sup> to keep everyone in their own communities.

Mr. Schweller asked if there were any other internal applicants for the Service Director position. Ms. Dodd said Ryan was the only internal applicant. She said there was one applicant from northern Ohio and the others applicants were from all over.

Mr. Schweller congratulated Ms. Dodd on the Farmer's Market. He said he came down and it looked like there was a good size crowd.

Mr. Greenwood asked Ms. Dodd how she will be filling the Service Foreman position. She said she is hoping to have a plan together in the next few weeks.

### **COMMITTEE REPORTS**

**Service:** No Report.

**Safety:** No Report.

**Finance/Audit:** No Report.

**Community Affairs:** No Report.

### **OLD BUSINESS**

### **NEW BUSINESS**

Mayor Baird said we need to talk about Information Technology Upgrades. Ms. Dodd presented a handout of IT Audit Remediation Proposal Costs to Council. Mayor Baird said upgrades need to be done to make sure our system is secure and a decision needs to be made on the timeline. The two options are traditional or cloud based. Ms. Dodd said the network infrastructure piece is the big thing. She said the City's new IT service providers did a full assessment of our system and made some good recommendations to move the City forward. Ms. Dodd said the cloud based option is cheaper on the onset but there are some continual costs. Ms. Dodd said she prefers the cloud based option which will make us more reliant on our internet. This might require us to get a backup internet system. She said she is also in the process of choosing a new internet service provider. Ms. Dodd said we are currently paying triple for our internet service.

Mrs. Seger-Lawson asked if the proposed cost of \$67,860 for 2018 was included in the budget. Ms. Dodd said no, it was not part of the budget.

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Mr. Schweller asked if there was anything in the budget for computer equipment. Ms. Dodd said there was \$5,000 in each area. She said those funds could be used for a couple of workstations for each area.

Mayor Baird and Council agreed that cloud based was the way to proceed.

**OPEN DISCUSSION**

Mrs. Seger-Lawson wanted to congratulate the Varsity High School Football Team, they beat Franklin. She said it was a big deal because they have not beaten Franklin in several years. The football team is currently 5-0 for the season.

**ADJOURN**

Being no further business to come before this regular session of the Bellbrook City Council, Mayor Baird declared the meeting adjourned at 7:45 pm.

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Robert L. Baird, Mayor

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Melissa Dodd, Interim Clerk of Council