

BELLBROOK CITY COUNCIL AGENDA
June 24, 2019



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

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www.cityofbellbrook.org

7:00 pm-Regular Meeting

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Formal Approval of the Regular Meeting Minutes of June 10, 2019
5. Mayor's Announcements/Special Guests
6. Public Hearing of Ordinances
 - Ordinance 2019-12 Water Operation Fees (Greenwood)
7. Introduction of Ordinances
 - Ordinance 2019-13 Submission of 2020 Tax Budget (Edwards)
8. Resolutions
 - Resolution 2019-P A Resolution Authorizing the City Manager to Enter into an Agreement with the Bellbrook-Sugarcreek Local School District for School Security (McGill)
 - Resolution 2019-Q A Resolution Authorizing the City Manager to Enter into an Agreement with the Bellbrook-Sugarcreek Local School District for Security at Home Football Games (Middlestetter)
9. City Manager's Report
10. Committee Reports
 - A. Service
 - B. Safety
 - C. Finance/Audit
 - D. Community Affairs
11. Old Business
12. New Business
13. Open Discussion
13. Adjourn

RECORD OF PROCEEDINGS
Minutes of Bellbrook City Council Meeting
June 10, 2019

PRESENT: Nick Edwards
Forrest Greenwood
Darryl McGill
Elaine Middlestetter
Dona Seger-Lawson
Mike Schweller
Mayor Robert Baird

This is a summary of the City Council meeting held on Monday, June 10, 2019. Mayor Baird called the meeting to order at 7:00 pm and the Clerk called the roll.

ROLL CALL

Mr. Edwards, yes; Mr. Greenwood, yes; Mr. McGill, yes; Mrs. Middlestetter, yes; Mrs. Seger-Lawson; Deputy Mayor Schweller, yes; Mayor Baird, yes.

FORMAL APPROVAL OF MINUTES

After polling members of City Council, as there were no corrections or additions to the regular meeting minutes of May 13, 2019 Mayor Baird declared the minutes approved as written.

MAYOR'S ANNOUNCEMENTS/SPECIAL GUEST

Mayor Baird officially announced that he and his wife purchased a home outside of the city limits of Bellbrook. He is moving to Sugarcreek Township. Due to this he will be resigning from his position as Mayor effective June 15, 2019. 7 ½ years as Mayor, 8 years on Council, started attending council meetings in 1991 when he was working for Dayton Power and Light and President of the Chamber of Commerce. A retiring Council Member encouraged him to run for City Council. Since then he has worked with great people including past City Managers Dave Hamilton and Mark Schlagheck. The current City Manager, Melissa Dodd, is taking the city in a new direction with the new Comprehensive Plan, grant funding, and many improvements. He thanked the Police, Fire, and Service Departments. EMT less than six minutes. Mike Schweller will become the Mayor according to the City Charter. An election will be held in November to elect the Mayor. He added that he has enjoyed his 16 years of service to the City and regretfully announces his resignation.

PUBLIC HEARTING OF ORDINANCES – none

RECORD OF PROCEEDINGS
Minutes of Bellbrook City Council Meeting
June 10, 2019

INTRODUCTION OF ORDINANCES

Mr. Greenwood read **Ordinance 2019-12 An Ordinance Modifying Section 1042.07 “Operation Fees” of the Bellbrook Municipal Code.**

City Manager Melissa Dodd explained that this ordinance updates the fees to be more in line with the actual costs incurred.

Mr. Greenwood made a motion to introduce **Ordinance 2019-12 An Ordinance Modifying Section 1042.07 “Operation Fees” of the Bellbrook Municipal Code.** Mr. McGill seconded the motion. The Clerk called the roll. Mr. Greenwood, yes; Mr. McGill, yes; Mr. Edwards, yes; Mrs. Middlestetter, yes; Mrs. Seger-Lawson, yes; Mr. Schweller, yes; Mr. Baird, abstain. The motion passed 6-0.

RESOLUTIONS

Mr. Edwards read **Resolution 2019-N A Resolution Urging the Ohio Governor and Members of the Ohio General Assembly to Restore the Local Government Fund to Pre-recession Levels.**

Mrs. Dodd explained that this resolution was requested by the Ohio Municipal League. To send it on in support of restoration. It also speaks to the decrease in state tax and tangible personal property taxes. This resolution refers to our local government fund which has lost about \$82,000 per year.

Mayor Baird added that they remember the cuts that led to merging our dispatch with Sugarcreek Township. He added that the Local Government Fund was created in 1933 when the state first began collecting sales tax. The purpose of the fund was to allow municipalities to provide services that the state could not provide. The General Assembly is in session for a few more weeks and he added that he had heard that they might be restoring a portion of the fund.

Mr. Schweller added that he would like to see the state take this step as our City has taken a pretty significant hit in this area. The state has reduced the personal income tax to 4.97% , business taxes get a \$250,000 small business deduction, the Ohio franchise tax has been totally eliminated. This would be the first benefit coming to municipalities, townships, and counties. This is for everybody in Ohio, not just businesses.

Mr. Edwards made a motion to adopt **Resolution 2019-N A Resolution Urging the Ohio Governor and Members of the Ohio General Assembly to Restore the Local Government Fund to Pre-recession Levels.** Mrs. Seger-Lawson seconded the motion. The Clerk called the roll. Mr. Edwards, yes; Mrs. Seger-Lawson, yes; Mr. Greenwood, yes; Mr. McGill, yes; Mrs. Middlestetter, yes; Mr. Schweller, yes; Mr. Baird, yes. The motion passed 7-0.

Mrs. Middlestetter read **Resolution 2019-O A Resolution in Support of the Greene County Complete Count Committee.**

Mrs. Dodd explained that this resolution is in support of the Greene County Complete Count Committee preparing for the Census that will take place on April 1, 2020. Everybody in the County is represented on this Committee. Mrs. Dodd serves on the committee. They are creating an outreach

RECORD OF PROCEEDINGS

Minutes of Bellbrook City Council Meeting

June 10, 2019

plan to spread information about the 2020 Census. It is very important that everyone completes the census.

Mayor Baird reiterated the importance of getting a complete count and stated that he is sure the numbers have gone up in Bellbrook and the Township.

Mr. Greenwood wanted to add that there is an opportunity for people to work for the Census. The job pays \$16.00 per hour.

Mrs. Middlestetter made a motion to adopt **Resolution 2019-O A Resolution in Support of the Greene County Complete Count Committee**. Mr. Schweller seconded the motion. The Clerk called the role. Mrs. Middlestetter, yes; Mr. Schweller, yes; Mr. Edwards, yes; Mr. Greenwood, yes; Mr. McGill, yes; Mrs. Seger-Lawson, yes; Mayor Baird, yes. The motion passed 7-0.

CITY MANAGER REPORT

City Manager Dodd reported that Bellbrook has been part of the mutual aid helping Beavercreek with cleanup after the Memorial Day tornados. Their City Manager accepted our offer and help from Xenia and Fairborn. Bellbrook has been providing two dump trucks a day to pick up brush and haul it away. Mutual aid has been coming to Beavercreek from all over. The Service Department is keeping track of the time and mileage that we are providing. Xenia Township asked to borrow one of our bucket trucks because a cemetery had been totally blocked by large fallen trees. They do not have a bucket truck of their own. Mrs. Dodd thanked the Service Director and the Staff who have worked hard to support our neighbors.

Mrs. Dodd announced that Bellbrook's 2018 financial statements were submitted at the end of May and are available on the website. The audit has begun, and we should have the completed audit report by the end of the month. This is record speed considering we received the 2017 report in the fall of 2018.

The City Manager announced that the Downtown Assessment is taking place this week on June 13 and 14. She asked that Council attend as many of the events as possible. Thursday evening includes a meeting for the City's Council and other Board members in the gymnasium of the old school building. After that, a forum will take place where the public is welcome. Friday includes smaller events for discussion. This will be a great opportunity to ask questions and get feedback to help with our plan to move forward. Information will be available on the City's web page.

Mrs. Dodd was happy to report that the City is completing a downtown street project. There was a deep drop off along the curb on E. Franklin Street. A drainage pipe is being installed and bring the pavement up to grade.

City staff is creating two new permits that were needed. One is for special events and one is for demolition.

RECORD OF PROCEEDINGS

Minutes of Bellbrook City Council Meeting

June 10, 2019

Mrs. Dodd updated Council on the status of the Little Sugarcreek Road project. The engineer's report has not been completed yet. She will let Council know when the report is received.

The four Little Libraries have all been installed around the city. The last ones were placed at Petrekis Park and E. Walnut Street near Bellbrook Park. Mrs. Dodd reported that the one at Petrekis Park was vandalized over the weekend. But the Girl Scouts have already cleaned it. The public is encouraged to let the City know if they see anyone tampering with the Little Libraries.

Mr. Greenwood asked about the sidewalk assessment that the city is going to perform, who was responsible for the maintenance, and what are the standards. Mrs. Dodd answered that sidewalks are the responsibility of the property owner. The City Manager went on to explain that the staff noticed that when it comes to our Ordinances the language is very vague concerning sidewalks. She said they are looking at putting some solid procedures in place. Council will have an Ordinance for consideration in the near future.

Mr. Edwards added that he knew from neighbors that it can be difficult to find a contractor who will do such a small job. He asked if there might be some kind of mechanism for property owners to utilize like have the City do the work and bill the owner or create a buying group. Mrs. Seger-Lawson recounted her own experience with contractors who wouldn't take a job for less than \$4,000. She ended up having her driveway done at the same time which was costly. Mrs. Dodd responded that the issue can be discussed further.

COMMITTEE REPORTS

Service: none

Safety: Mr. Greenwood stated that the public should look at the website concerning recreational fires for tips for burning a safe fire for you and your neighbors.

Finance/Audit: Mr. Schweller commented on the audit that in the past ten plus years the City had been automatically required to be audited by the state. Bellbrook's financials are very straight forward so the state auditors get started on them early, but then get pulled off when larger cities get theirs sent in. So, then ours don't get completed until later in the year. Starting this year our request to use a state-approved outside auditor was approved. This process is much more streamlined and is working very well.

Community Affairs: none

OLD BUSINESS - none

NEW BUSINESS

- **Initial Bellbrook Mountain Proposal Introduction by Mr. Steven Kircher**

RECORD OF PROCEEDINGS

Minutes of Bellbrook City Council Meeting

June 10, 2019

Mayor Baird introduced Mr. Kircher and opined that he grew up in Bellbrook when there was a ski hill that was very successful. He added that he believes this proposed business could be a great addition to our City.

Mr. Kircher came forward with an example of one of the tubes that would be used at the new hill. He began by introducing himself and the proposed business of Bellbrook Mountain LLC. This would be a snow tubing park in the city of Bellbrook. He had an agenda that he followed.

1. Bellbrook has a 100-year history of snow sports including Sugarcreek Ski Hills that operated from the 1960s through the 1980s. The proposed business would include the tubing hills mostly located on the Kircher property known as Magnetic Springs Ranch. The access road, parking, and accessory buildings would be located on part of the 47-acre City of Bellbrook property that borders the Kircher property.
2. Bellbrook Mountain LLC is made up of three owners: himself and his brothers, Conrad Kircher and Andrew Kircher. As an attorney, Conrad would handle the executive functions. Steve would be in charge of operations. Andrew, who is living outside of the U.S. would be a silent partner at this time. Others who are part of the team include Carrie Kircher, caretaker Greg Grisel, landscaper Bob Vigas, Judd Powell, Yuri Freudenschuss, Bill Lane, Todd Lecklider, Steven Berryhill, and others. His chief consultant is Ron Wesler who has built and run a business like this. He also listed others who support his plan.
3. The general plan is to build four lane hills. These could support 200 visitors at a time with a maximum of 1,000 a day. The season in Ohio runs from approximately December 15th through March 15th. The business is weather dependent. Other similar businesses are open Wednesday through Sunday. In general, the hours would be 10:00 am until 10:00 pm. Mr. Kircher projects need to create a 200-car graveled parking lot and would improve the access road off of Waynesville Road to two lanes. Mr. Kircher recounted that Jeff Green told him to speak to the County engineer to have a traffic study done. Lighting is needed for the access road, parking lot, and the tubing hills. His plans call for six snow making machines, four permanent and two on carriages that can be moved. Temporary trailers would be required for ticketing and restrooms. A warming hut called a yurt would be set up during the open season. The yurt requires a concrete pad which would be the only permanent part on the City's land. The maintenance building, business offices, pump house and any other permanent structures would be on Kircher land. Tentatively the opening date is December 15, 2022 giving plenty of time to get more detailed plans made and meet with the City to sign agreements. Mr. Kircher added that they will need access to the creek to get water for the snow-making machines. The business requires three phase electric. Mr. Kircher explained that the cell tower on the property has electric as does the city's water building.
4. Bellbrook Mountain LLC is requesting consideration by the City of Bellbrook for an agreement to use the former well field land for this joint venture between their private business and the City. The business is self-funded and not requesting any financial help from the City. They have sufficient funds to create and begin operations with enough remaining to get them through any difficulties in the beginning.
5. Mr. Kircher thanked the City Council for listening and considering this project. He knows the City must make some concessions to allow this, most importantly, the use of the land.

RECORD OF PROCEEDINGS
Minutes of Bellbrook City Council Meeting
June 10, 2019

Mayor Baird said he thought the timeline was achievable. He added that this proposal would need to be reviewed and approved by the Planning Board and possibly the BZA. More details will be needed.

Mrs. Seger-Lawson asked if it would take up all of the Kircher property. Mr. Kircher answered that the business would only use about 2 acres of the entire property. The rest would stay as it is.

Mr. Edwards added that he likes the concept and supports looking into it further.

Mr. Greenwood stated that the land is a wellfield protection area and floodplain. It has to be treated as such. Mr. Kircher explained that only the parking area is located in that area. Mr. Greenwood asked about the water for snow making. Mr. Kircher said there are three options for attaining water. The first choice is to get it directly from Little Sugarcreek using a pump house he would build on his land. Using surface water uses less energy since it is colder. Second choice is from the Big Sugarcreek that runs through the Kircher property. If surface water is not an option, they would put in wells and pump water into a retention pond. This is very efficient. The Ohio Department of Natural Resources has restrictions on how much water you can take out of a stream. But the amount we would use meets the requirements and if it didn't there are permitted uses that would be allowed. The water would only be used to make snow which runs back into the stream when it melts. Only 5% is lost to evaporation.

Mr. McGill opined that the proposal is forward-thinking and sounds feasible at this point.

Mrs. Middlestetter asked for clarification on where the snow-making machines would be located. Mr. Kircher answered that the four permanent machines would be on Kircher property. The two moveable machines might at times be used on the run-out areas of the tubing runs which will be on City property. Mrs. Middlestetter asked about any concerns about the noise. Mr. Kircher said that there is a link on their website where a similar business made a recorded study of the noise and light conditions of these businesses. They are not loud or a nuisance.

Mayor Baird added that these are good questions and he is sure there are more that should be asked at other meetings with the Kirchers.

Mrs. Seger-Lawson added that they should start talking to DP&L as soon as possible as this can take a lot of time. Mr. Kircher said he plans to start that process if he feels the City is wanting to move forward.

Mr. Schweller thanked Mr. Kircher and said the staff and Council should discuss this more and then meet again with Mr. Kircher.

- **Severe Weather Warning and Emergency Operations**

Mrs. Dodd said that after the Memorial Day tornadoes she researched where Bellbrook was in terms of emergency operations. She met with the Police Chief, Fire Chief, and Service Director. The current Emergency Operations Plan needs to be rewritten with more information and specifics pertinent to Bellbrook. Mrs. Dodd is beginning that process.

The City Manager reported that her research shows that at one time Bellbrook had one tornado siren but it was removed about 20 years ago when it needed costly repairs. She discovered that in 2017 Bellbrook and Sugarcreek Township applied for a grant to purchase seven sirens for \$200,000. The

RECORD OF PROCEEDINGS

Minutes of Bellbrook City Council Meeting

June 10, 2019

grant was not received and nothing else happened with the sirens. In 2015 a former Fire Department employee conducted a survey with residents and similar sized communities. The research Mrs. Dodd did shows that one siren would cost about \$20,000 (plus the cost of software). Sirens are only meant for use out of doors. Mrs. Dodd opined that many people still depend on the sirens.

In 2012 Bellbrook went in with 10 other entities to join HyperReach. This program cost the City \$1,100. The system is activated when the National Weather Service puts out a warning. It uses the 911 database which is only landlines. Cell phone users need to sign up for the service linking to their property address. At that point only 8% of our population had signed up. We are trying to get word out for citizens to sign up. As of last week 10,570 people were signed up. We also put on the website instructions for setting up your cell phone to receive notifications. The HyperReach service can be even more specific in notifications since it accesses address information. The City is trying to educate the public.

Mrs. Seger-Lawson added that there are other weather apps that people can subscribe to such as WHIO.

Mr. Greenwood opined that maybe the City should have another discussion with the Township about sirens.

Mr. Schweller added that we should add the HyperReach information in the next newsletter. He also asked if there might be any current grants that could be available so the City can make the best decision. Mrs. Dodd said she would look into it.

Mr. McGill stated that he found some guidelines that a city in another state had used because they did not have sirens. Emergency Management Association, local government, Amateur Radio Club, and others should be part of Bellbrook's plan.

OPEN DISCUSSION

Each of the Council members expressed their thanks and appreciation for Mayor Baird's leadership and direction over his years as mayor.

Mr. Schweller also added that the Mayor and Council meet regularly and work behind the scenes for our City. None of them do it for the money, in fact, the Mayor only receives \$6,000 per year. It requires a ton of devotion and commitment.

Mayor Baird thanked Council for their kind words and for their hard work. He said that he has really enjoyed working for the City and leaving was a very hard decision.

Steve Baldinger 1982 N. Sheffield Drive, explained that he appreciates the research the City Manager is doing concerning tornado sirens. He was a weather forecaster for the Air Force for 26 years. He believes that HyperReach is a good system. He opined that there are occasions when people do not have their cell phones on and that if even only one life is saved by a siren isn't the \$20-40,000 worth it. Sirens are another important safeguard.

Louis Schatzberg, 4082 Ridgetop Drive, thanked Mayor Baird for his positive attitude and his service.

RECORD OF PROCEEDINGS
Minutes of Bellbrook City Council Meeting
June 10, 2019

David Buccalo, Lower Hillside Drive, wants Council to know about a situation in his neighborhood with loose dogs. He and other residents have made complaints about these animals. He feels his street is not safe. He shared a copy of an online threat he received since complaining about these animals. He wants to have this situation resolved and is requesting the City, the Police, and Animal Control take care of it. Mayor Baird replied that this is a Police matter and there are ordinances concerning loose and dangerous animals. Mr. Buccalo returned to the podium to state that he had been harassed again by the dogs' owner who was in the audience.

LaKisha Taylor, 153 Hess Road, announced that she is the owner of the dogs. She has a fence and invisible fence. The dogs have gotten loose when the invisible fence was not working and there is a hole in the fence. These problems are being repaired. The cost of the repairs along with the fines have made it more difficult for her to fix the problem. Ms. Taylor reports that she has been harassed on social media.

ADJOURN

Being no further business to come before this regular session of the Bellbrook City Council, Mayor Baird declared the meeting adjourned at 8:35 pm.

Robert L. Baird, Mayor

Pamela Timmons, Clerk of Council

RECORD OF ORDINANCES

Ordinance No. 2019-12

June 24, 2019

CITY OF BELLBROOK, OHIO

ORDINANCE NO. 2019-12

AN ORDINANCE MODIFYING SECTION 1042.07 “OPERATION FEES” OF THE BELLBROOK MUNICIPAL CODE

WHEREAS, the Bellbrook Municipal Code has established operation fees for city water services outlined in Section 1042.07; and

WHEREAS, the last revision to water operation fees was in 2002; and

WHEREAS, City staff recommends these operation fees be updated to better cover costs incurred.

NOW, THEREFORE, THE CITY OF BELLBROOK HEREBY ORDAINS:

Section 1. That the following amendment to Section 1042.07 of the Bellbrook Municipal Code be approved with deletions shown by strikethrough and additions shown by italics and underlined:

Section 1042.07 – Operation fees

Operation fees are hereby established as follows:

- (a) Nonpayment shut-off/*turn on*..... \$30.00
- (b) *Nonpayment turn on after hours* ~~\$60.00~~ *\$90.00*
- (c) Shut-off and turn-on at meter pit during working hours (upon request for maintenance purposes) ~~\$20.00~~ *\$30.00*
- (d) Shut-off and turn-on at meter pit during non-working hours (upon request for maintenance purposes) ~~\$60.00~~ *\$90.00*
- (e) Visit to install or inspect a new water service following two visits made at no charge to the builder \$30.00
- (f) Vacation shut-off and/or storage of meter (upon customer request) monthly minimum
- (g) Damaged meter repair Cost (including labor)
- (h) Damaged fire hydrant Cost (including labor)
- (i) Shut-off at main (upon request for maintenance or violation) Cost (including labor)
- (j) Returned check fee 30.00

Section 2. That this ordinance shall take effect and be in force from and after the earliest period allowed by law.

RECORD OF ORDINANCES

Ordinance No. 2019-12

June 24, 2019

PASSED this ____ day of _____, 2019.

Michael W. Schweller, Mayor

Pamela Timmons, Clerk of Council

APPROVED AS TO FORM:

Patricia N. Campbell, Municipal Attorney

RECORD OF ORDINANCES

Ordinance No. 2019-13

July 8, 2019

City of Bellbrook

Ordinance No. 2019-13

An Ordinance Authorizing the City Manager/Finance Director to Submit the Tax Budget for Fiscal Year 2020 to the Greene County Auditor.

WHEREAS, the City is required to prepare and submit the tax budget for 2020 to the Greene County Auditor no later than July 20, 2019 following a public hearing.

Now, Therefore, The City of Bellbrook Hereby Ordains:

Section 1. That the Tax Budget for fiscal year 2020, as attached hereto, be approved for submission to the Greene County Auditor to guarantee the City's eligibility for the allocation of local government funds in 2020.

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

PASSED this ____ day of _____, 2019.

Michael W. Schweller, Mayor

Pamela Timmons, Clerk of Council

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

GENERAL FUND	For 2017 Actual	For 2018 Actual	Current Year Estimated for 2019	Budget Year Estimated for 2020
REVENUE				
Local Taxes				
Property Tax	\$ 587,420	\$ 621,754	\$ 559,381	\$ 605,381
Property Tax - Inside 10 Mill Limitation			-	
Property Tax - Outside 10 Mill Limitation				
Total Local Taxes	587,420	621,754	559,381	605,381
Intergovernmental Revenues				
Local Government	88,665	92,412	92,855	94,448
Estate Tax	-	-	-	-
Cigarette Tax	260	260	260	260
Liquor and Beer Permits	6,215	4,717	6,000	6,000
Property Tax Allocation	91,256	94,958	95,619	95,619
Property Tax Allocation - Inside 10 Mill Limitation				
Property Tax Allocation - Outside 10 Mill Limitation	-	-	-	-
Total Intergovernmental Revenues	186,396	192,347	194,734	196,327
Charge for Services	25,597	23,761	19,733	19,500
Special Assessments	6,400	-	-	-
Fines, Licenses, and Permits	122,819	126,448	113,037	114,700
Investment Earnings	51,875	77,997	87,856	85,000
Miscellaneous	12,072	18,432	7,454	6,100
TOTAL REVENUE	\$ 992,579	\$ 1,060,739	\$ 982,195	\$ 1,027,008
EXPENDITURES				
Legislative				
Wages & Compensation	37,838	39,405	46,304	47,119
Fringe Benefits	5,819	5,769	7,064	7,417
Contract Services	5,215	2,292	3,845	4,445
Supplies & Materials	176	249	250	500
Other Expenses	2,675	2,675	2,675	2,675
Total Legislative Expenses	51,723	50,390	60,138	62,156
Administrative				
Wages & Compensation	119,571	118,662	97,614	105,700
Fringe Benefits	33,752	41,353	44,197	47,000
Contract Services	163,994	164,997	169,206	175,208
Supplies & Materials	5,635	6,035	8,700	8,200
Other Expenses	11,652	12,051	16,686	17,050
Total Administrative Expenses	334,604	343,098	336,403	353,158
Library				
Contract Services	25,743	370	-	2,000
Total Library Expenses	25,743	370	-	2,000
Museum				
Wages & Compensation	5,909	7,009	9,820	10,311
Fringe Benefits	913	1,006	1,475	1,600
Contract Services	6,300	14,228	8,318	8,875
Supplies & Materials	263	1,101	2,000	2,000
Capital Outlay	-	-	-	-

GENERAL FUND	For 2017 Actual	For 2018 Actual	Current Year Estimated for 2019	Budget Year Estimated for 2020
Other Expenses	-	-	-	-
Total Museum Expenses	13,385	23,344	21,613	22,786
Community Environment				
Wages & Compensation	70,559	14,328	33,856	35,219
Fringe Benefits	16,149	2,357	35,447	37,765
Contract Services	12,822	11,282	5,322	5,322
Supplies & Materials	28	836	700	700
Other Expenses	-	-	-	-
Total Community Environment Expenses	99,558	28,803	75,325	79,006
Other Uses of Funds				
Transfer to the Police Fund	100,000	100,000	100,000	215,000
Transfer to the Fire Fund	150,000	200,000	-	25,000
Transfer to the Capital Improvement Fund	250,000	250,000	250,000	250,000
Total Other Uses of Funds	500,000	550,000	350,000	490,000
TOTAL EXPENDITURES	\$ 1,025,013	\$ 996,005	\$ 843,479	\$ 1,009,106
Revenues over/(under) Expenditures	\$ (32,434)	\$ 64,734	\$ 138,716	\$ 17,902
Beginning Unencumbered Balance	\$ 1,284,774	\$ 1,246,159	\$ 1,310,756	\$ 1,449,472
Ending Cash Fund Balance	\$ 1,252,340	\$ 1,310,893	\$ 1,449,472	\$ 1,467,374
Estimated Encumbrances (outstanding at year end)	\$ 6,181	\$ 137	\$ -	\$ -
Estimated Ending Unencumbered Fund Balance	\$ 1,246,159	\$ 1,310,756	\$ 1,449,472	\$ 1,467,374

POLICE LEVY FUND	For 2017 Actual	For 2018 Actual	Current Year Estimated for 2019	Budget Year Estimated for 2020
REVENUE				
Local Taxes				
General Property Tax -- Real Estate	\$ 1,328,752	\$ 1,350,685	\$ 1,279,000	\$ 1,317,000
Total Local Taxes	1,328,752	1,350,685	1,279,000	1,317,000
Intergovernmental Revenues				
Property Tax Rollback & Homestead	205,897	204,798	206,015	206,000
Federal Grants or Aid	-	-	2,985	-
State Grants or Aid	5,240	-	-	-
Total Intergovernmental Revenues	211,137	204,798	209,000	206,000
Charges for Services	20,035	18,500	18,600	18,600
Fines, Licenses & Permits	653	361	560	560
Miscellaneous	15,392	18,096	4,092	4,000
Transfers-in from the General Fund	100,000	100,000	100,000	215,000
TOTAL REVENUE	\$ 1,675,969	\$ 1,692,440	\$ 1,611,252	\$ 1,761,160
EXPENDITURES				
Police				
Wages & Compensation	1,054,140	1,116,128	1,033,706	1,080,432
Fringe Benefits	327,550	350,201	350,062	366,254
Contract Services	217,277	230,401	253,954	262,511
Supplies & Materials	25,170	38,734	32,913	36,650
Other Expenses	8,979	8,901	10,400	10,400
Total Police Expenses	1,633,116	1,744,365	1,681,035	1,756,247
TOTAL EXPENDITURES	\$ 1,633,116	\$ 1,744,365	\$ 1,681,035	\$ 1,756,247
Revenues over/(under) Expenditures	\$ 42,853	\$ (51,925)	\$ (69,783)	\$ 4,913
Beginning Unencumbered Balance	\$ 237,193	\$ 280,046	\$ 227,974	\$ 158,191
Ending Cash Fund Balance	\$ 280,046	\$ 228,121	\$ 158,191	\$ 163,104
Estimated Encumbrances (outstanding at year end)	\$ 397	\$ 147	\$ -	\$ -
Estimated Ending Unencumbered Fund Balance	\$ 279,649	\$ 227,974	\$ 158,191	\$ 163,104

FIRE LEVY FUND	For 2017 Actual	For 2018 Actual	Current Year Estimated for 2019	Budget Year Estimated for 2020
REVENUE				
Local Taxes				
General Property Tax -- Real Estate	\$ 751,633	\$ 764,205	\$ 1,028,116	\$ 1,051,000
Total Local Taxes	751,633	764,205	1,028,116	1,051,000
Intergovernmental Revenues				
Property Tax Rollback & Homestead	116,660	116,037	124,884	127,000
State Grants or Aid	2,500	3,075	-	-
Total Intergovernmental Revenues	119,160	119,112	124,884	127,000
Charges for Services	120,748	81,514	118,103	115,000
Miscellaneous	13,952	16,010	3,769	3,500
Transfer-in from the General Fund	150,000	200,000	-	25,000
TOTAL REVENUE	\$ 1,155,493	\$ 1,180,841	\$ 1,274,872	\$ 1,321,500
EXPENDITURES				
Fire				
Wages & Compensation	756,749	738,996	821,018	862,307
Fringe Benefits	210,458	204,685	229,593	248,484
Contract Services	134,855	148,514	159,978	161,718
Supplies & Materials	17,002	26,335	35,397	36,300
Other Expenses	7,933	7,776	10,755	10,955
Total Fire Expenses	1,126,997	1,126,306	1,256,741	1,319,764
TOTAL EXPENDITURES	\$ 1,126,997	\$ 1,126,306	\$ 1,256,741	\$ 1,319,764
Revenues over/(under) Expenditures	\$ 28,496	\$ 54,535	\$ 18,131	\$ 1,736
Beginning Unencumbered Balance	\$ 166,556	\$ 194,952	\$ 249,480	\$ 267,611
Ending Cash Fund Balance	\$ 195,052	\$ 249,487	\$ 267,611	\$ 269,347
Estimated Encumbrances (outstanding at year end)	\$ 100	\$ 7	\$ -	\$ -
Estimated Ending Unencumbered Fund Balance	\$ 194,952	\$ 249,480	\$ 267,611	\$ 269,347

POLICE PENSION LEVY FUND	For 2017 Actual	For 2018 Actual	Current Year Estimated for 2019	Budget Year Estimated for 2020
REVENUE				
Local Taxes				
General Property Tax -- Real Estate	\$ 44,330	\$ 47,801	\$ 43,750	\$ 46,500
Total Local Taxes	44,330	47,801	43,750	46,500
Intergovernmental Revenues				
Property Tax Rollback & Homestead	6,892	7,320	6,250	7,000
Other State Shared Taxes	-	37	-	-
Total Intergovernmental Revenues	6,892	7,357	6,250	7,000
TOTAL REVENUE	\$ 51,222	\$ 55,158	\$ 50,000	\$ 53,500
EXPENDITURES				
Police				
Fringe Benefits	50,000	45,000	48,000	55,000
Other Expenses	287	289	340	340
Total Police Expenses	50,287	45,289	48,340	55,340
TOTAL EXPENDITURES	\$ 50,287	\$ 45,289	\$ 48,340	\$ 55,340
Revenues over/(under) Expenditures	\$ 935	\$ 9,869	\$ 1,660	\$ (1,840)
Beginning Unencumbered Balance	\$ 801	\$ 1,736	\$ 11,605	\$ 13,265
Ending Cash Fund Balance	\$ 1,736	\$ 11,605	\$ 13,265	\$ 11,425
Estimated Encumbrances (outstanding at year end)	\$ -	\$ -	\$ -	\$ -
Estimated Ending Unencumbered Fund Balance	\$ 1,736	\$ 11,605	\$ 13,265	\$ 11,425

FUND	Estimated Unencumbered Fund Balance 1/1/2020	Budget Year Estimated Receipts	Total Available For Expenditures	Budget Year Expenditures and Encumbrances			Estimated Unencumbered Balance 12/31/2020
				Personal Services	Other	Total	
Special Revenue Funds:							
Street Fund	227,893	464,415	692,308	275,620	154,700	430,320	261,988
State Highway Fund	52,539	36,800	89,339	-	23,500	23,500	65,839
Fuel System Fund	553	1,750	2,303	-	1,200	1,200	1,103
Motor Vehicle License Fund	221,643	56,020	277,663	-	32,100	32,100	245,563
TOTAL SPECIAL REVENUE FUNDS	\$ 502,628	\$ 558,985	\$ 1,061,613	\$ 275,620	\$ 211,500	\$ 487,120	\$ 574,493
Capital Project Funds:							
Capital Improvement Fund	667,678	250,000	917,678	-	331,500	331,500	586,178
TOTAL CAPITAL PROJECT FUNDS	\$ 667,678	\$ 250,000	\$ 917,678	\$ -	\$ 331,500	\$ 331,500	\$ 586,178
Enterprise Funds:							
Waste Collection Fund	132,120	490,000	622,120	31,973	444,400	476,373	145,747
Water Fund	2,230,253	1,408,750	3,639,003	734,082	637,728	1,371,810	2,267,193
TOTAL ENTERPRISE FUNDS	\$ 2,362,373	\$ 1,898,750	\$ 4,261,123	\$ 766,055	\$ 1,082,128	\$ 1,848,183	\$ 2,412,940
TRUST AND AGENCY FUNDS							
Performance Bond Fund	3,446	5,000	8,446	-	8,446	8,446	-
Agency Fund	-	-	-	-	-	-	-
TOTAL TRUST AND AGENCY FUNDS	\$ 3,446	\$ 5,000	\$ 8,446	\$ -	\$ 8,446	\$ 8,446	\$ -
TOTAL (MEMORANDUM ONLY)	\$ 3,536,125	\$ 2,712,735	\$ 6,248,860	\$ 1,041,675	\$ 1,633,574	\$ 2,675,249	\$ 3,573,611

RECORD OF RESOLUTIONS

Resolution No. 2019-P

June 24, 2019

City of Bellbrook

Resolution No. 2019-P

A Resolution Authorizing the City Manager to Enter into an Agreement with the Bellbrook-Sugarcreek Local School District for School Security.

WHEREAS, the Bellbrook-Sugarcreek Local School District has requested that the Bellbrook Police Department continue its increased presence at schools within the City limits beyond its normal patrol; and

WHEREAS, the School District agreed to compensate the City for this increased presence; and

WHEREAS, the agreement will be effective for the 2019-2020 school year.

Now, Therefore, the City of Bellbrook Hereby Resolves:

Section 1. That the City Manager is hereby authorized to execute the attached agreement with the Bellbrook-Sugarcreek Local School District.

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

Michael W. Schweller, Mayor

Pamela Timmons, Clerk of Council

School Security Agreement For Bellbrook Police Officers

This agreement is made this ____ day of _____, 2019 by and between the City of Bellbrook and the Bellbrook - Sugarcreek Local School District, Bellbrook, Ohio, hereafter referred to as the "District".

WHEREAS, the District wishes to utilize the services of Bellbrook police officers in a security assignment.

Now, therefore, in consideration of the mutual promises contained herein:

1. Security and Enforcement

A. Officers assigned to this detail will focus on providing visible security for the students, staff and visitors of the District's school buildings. The security assignment will include the following;

1. Vehicle patrol of parking areas and the grounds of any building.
2. Foot patrol of parking areas and grounds of any building.
3. Foot patrol of the interior of any building.

B. Buildings to be patrolled

1. Sugarcreek Education Center / School Administrative Building
2. Bell Creek Intermediate School
3. Bellbrook-Sugarcreek Transportation office (on request).
4. Sugarcreek Elementary School
5. Stephen Bell Elementary School
6. Other school buildings on an as needed basis.

C. Assignment Times

This assignment will be based on the preceding schools' regular school day hours. The City of Bellbrook Police Department will strive to provide a minimum of 4 hours of security on site at any one or more of the buildings set forth in Item (1)(B), each school day. Other time necessary for the assignment, or requested by the District, will be provided as officers are available.

D. Documentation

Each school day, an on-duty officer will be assigned the school security detail, in addition to the officer's normal patrol duties. The on-duty dispatcher will log the time the officer signs off at a school for this assignment, and will log the time the officer returns to regular patrol service. The minimum amount of time counted for this assignment will be 30 minutes. As the officer returns to service, he/she will indicate to the dispatcher what activity was performed during the time period (A 1-3).

The records for this assignment will be retained by the Bellbrook Police Department; however copies will be available for the District, if requested.

- E. Officers assigned to this security detail will be responsible for the enforcement of the Municipal Code, as well as State and Federal Statutes. The District may provide general instructions and direction to City law enforcement personnel so engaged as to the performance of the agreed to police services, however, City law enforcement personnel shall at all times be bound by the Rules, Regulations and Policies of the City of Bellbrook Police Department.
2. Uniform
Officers shall wear the complete uniform of the Bellbrook Police Department and be responsible for completing the appropriate reports and forms necessary to conclude an incident when engaging in the security assignment, unless directed to the contrary by a police supervisor.
3. Supervision
The Bellbrook Police Department on-duty supervisor has the responsibility to oversee the activities of officers assigned school security during their respective tour of duty.
4. Release from Service
In the event of a city emergency requiring the services of a police officer assigned to security for the District, the District agrees that such officer will be released immediately from the security assignment.
5. Cost of Services
This agreement covers the 2019-2020 school year. Hours of the assignment will be based on the school days in each of the school buildings in the City of Bellbrook. The District agrees to pay the City of Bellbrook a flat rate of \$16,500 for the 2019-2020 school year. The District may request additional officers, or assignment times, if necessary.
6. Hold Harmless
The District shall indemnify, hold harmless and defend the City, its officers, employees, agents and volunteers against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the City, its officers or employees may hereafter sustain, incur or be required to pay, arising wholly or in part due to any act or omission of the District, its agents, servants or employees, in the execution of performance of this contract.

The Bellbrook Police Department of the City of Bellbrook will not be held liable, nor have breached this contract, in the event officers cannot be scheduled or provided for the work/event(s) requested.

The District shall secure and maintain, during the period of the agreement, commercial general liability insurance which will protect it and the City from claims for bodily injury, death, property damage or personal injury which may arise from any act or omission of the District, its agents, servants, or employees in the performance of this agreement. The District shall provide the City a Certificate of Insurance showing evidence of such coverage.

7. Invoice

The City shall invoice the District for the amount provided under this Agreement in two separate billings, each for one half of the total amount due. Invoices will be sent by the City in January and August. The District shall make payment to the City in the full amount of such invoice no later than thirty (30) days from the date of invoice.

8. Workers' Compensation

While any City of Bellbrook police officer is working for the District as set forth in this Agreement, the City of Bellbrook will provide the officer with insurance coverage through the State of Ohio Bureau of Workers' Compensation.

9. This Agreement shall terminate on July 1, 2020 or as otherwise provided herein. This Agreement may be terminated by the City at any time and for any reason whatsoever by the City providing the District with written notice of such termination at least 20 days prior to the date of termination. This Agreement may be terminated at any time by mutual agreement of the City and the District.

In witness whereof, the parties hereto have set their hands the day and year first about written.

City Manager
City of Bellbrook

Superintendent
Bellbrook-Sugarcreek Local School District

Chief of Police
City of Bellbrook

RECORD OF RESOLUTIONS

Resolution No. 2019-Q

June 24, 2019

City of Bellbrook

Resolution No. 2019-Q

A Resolution Authorizing the City Manager to Enter into an Agreement with the Bellbrook-Sugarcreek Local School District for Security at Home Football Games.

WHEREAS, the Bellbrook-Sugarcreek Local School District has requested that the Bellbrook Police Department provide police officers in an extra duty capacity at Bellbrook High School home football games; and

WHEREAS, the School District agreed to compensate the City for this extra duty; and

WHEREAS, the agreement will be effective for the 2019 home football season.

Now, Therefore, the City of Bellbrook Hereby Resolves:

Section 1. That the City Manager is hereby authorized to execute the attached agreement with the Bellbrook-Sugarcreek Local School District.

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

Michael W. Schweller, Mayor

Pamela Timmons, Clerk of Council

Extra Duty Employment Agreement For Bellbrook Police Officers

This agreement is made this _____ day of _____, 2019 by and between the City of Bellbrook, hereafter referred to as the "City," and the Bellbrook-Sugarcreek Local School District, hereafter referred to as the "District".

WHEREAS, the District wishes to utilize the services of City police officers in a security assignment, specifically, security for the 2019 Fall Bellbrook High School (home game) football season.

Now, therefore, in consideration of the mutual promises contained herein:

1. Scope of the Agreement

This agreement covers the 2019 Fall Bellbrook High School (Home game) football season from the first home football game in August 2019 until December 2019. Hours of the assignment will be from 1830 to 2130. (Additional time may be spent after the event, in crowd and traffic control). Additional services may be at the request of the District or in the discretion of the City. Three officers will be assigned to each game, if available. The District may request additional officers, if necessary.

2. Enforcement

Officers employed in an extra-duty police-related capacity shall be responsible for the enforcement of City Ordinances, as well as State and Federal Statutes. The District may provide general instructions and direction to City law enforcement personnel so engaged as to the performance of the agreed to police services, however, City law enforcement personnel shall at all times be bound by the Rules, Regulations and Policies of the City of Bellbrook Police Department.

3. Uniform

Officers shall wear the complete uniform of the Bellbrook Police Department and be responsible for completing the appropriate reports and forms necessary to conclude an incident when engaging in extra duty police-related employment unless directed to the contrary by a police supervisor.

4. Supervision

The Bellbrook Police Department on-duty supervisor has the responsibility to oversee the activities of officers engaged in extra duty police-related employment during their respective tour of duty. Whenever more than four (4) officers are required for the same

time at the same extra duty place of employment, a supervising officer, if available, will be assigned for supervision purposes and compensated as provided in paragraph six (6).

5. Release from Service

In the event of a city emergency requiring the services of any extra duty police officer employed by the District, the District agrees that such officer will be released immediately from the extra duty employment.

6. Cost of Services

The District agrees to pay the City of Bellbrook a flat rate of \$125.00 per officer per night.

7. Hold harmless

The District shall indemnify, hold harmless and defend the City, its officers, employees, agents and volunteers against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the City, its officers or employees may hereafter sustain, incur or be required to pay, arising wholly or in part due to any act or omission of the District, its agents, servants or employees, in the execution of performance of this contract.

The Bellbrook Police Department of the City of Bellbrook will not be held liable in the event officers cannot be scheduled or provided for the work/event(s) requested.

The District shall secure and maintain, during the period of the agreement, commercial general liability insurance which will protect it and the City from claims for bodily injury, death, property damage or personal injury which may arise from any act or omission of the District, its agents, servants, or employees in the performance of this agreement. The District shall provide the City a Certificate of Insurance showing evidence of such coverage.

8. Invoice

The City shall deliver to the District a monthly invoice for the cost of City law enforcement personnel provided under this Agreement. The District shall make payment to the City in the full amount of such invoice no later than thirty (30) days from the date of invoice.

9. Workers' Compensation

While any City of Bellbrook police officer is working for the District as set forth in this Agreement, the City of Bellbrook will provide the officer with insurance coverage through the State of Ohio Bureau of Workers' Compensation.

10. This Agreement shall terminate on December 31, 2019 or as otherwise provided herein. This Agreement may be terminated by the City at any time and for any reason whatsoever by the City providing the District with written notice of such termination at least 20 days prior to the date of termination. This Agreement may be terminated at any time by mutual agreement of the City and the District.

In witness whereof, the parties hereto have set their hands the day and year first about written.

City Manager
City of Bellbrook

Superintendent
Bellbrook Sugarcreek Local School District

Chief of Police
City of Bellbrook

To: Mayor & City Council
From: Melissa Dodd, City Manager
Date: June 21, 2019
Subject: June 24th Council Meeting & City Manager's Update

Council Meeting Agenda Items

- **Mayor's Announcements and Special Guests - None**
- **Public Hearing of Ordinances**
 - **2019-12 Water Operation Fees** – This ordinance is clarifying the reconnection fees as well as increasing the after-hours fees to come closer to covering costs.
- **Introduction of Ordinances**
 - **2019-13 Submission of 2020 Tax Budget** – This is the annual demonstration of need to the County for the property taxes that we collect. This is also the first look at the 2020 budget. The only fund that will require careful watch is the Police fund. Currently expenses are exceeding revenues and requiring more assistance from the General Fund. This will be something that we will have to have discussions about during the formal budget sessions this fall.
- **Resolutions**
 - **Resolution 2019-P – Agreement with Bellbrook Sugarcreek Schools for Security** This is the annual agreement with the schools to provide extra visibility at the schools located inside the City limits for 4 hours each day. There were no changes to this year's agreement and the cost of services did not increase.
 - **Resolution 2019-Q – Agreement with Bellbrook Sugarcreek Schools for Football Security** This is also a regular annual agreement to provide police presence at home football games. This year there are 4 home games. There were also no changes to this agreement from last year.
- **New Business**
- **Other Items of Interest**
 - **2018 Audit** – The 2018 draft audit report is complete and there were no issues or citations. This year was a very smooth process and we are glad to have it done in record time. I look to have that published soon. Once it is, it will be disseminated to Council and placed on our website for public review.
 - **Downtown Assessment Recommendations Presentations** – Our downtown consultant will return on July 18th. Presentations will be made to Council and boards

again prior to another community meeting. I am still solidifying times so please tentatively pencil that in on your calendars.

- **Farmers Market expanding** – Due to popular demand, the farmers market will expand in July to the second and fourth Saturday every month. I am very excited that the market is really taking off.
- **Phone upgrades** – One of the 2019 projects was to upgrade our phone service to cloud based service. This has been fully assessed and we are ready to move forward. The original quote was \$14,000 to move to the cloud only with no new phones. The quote for moving to the cloud and phones was estimated at \$38,000. During the process, we found that we could move to the cloud and purchase all new phones for an extra \$4,000 which would total \$18,000 for everything. I approved the purchase and hope to cover the added cost with other savings from our capital plan this year. This will also only raise our recurring monthly costs by \$100 or 5% and that covers our phones and internet as they will be bundled together now.
- **Open enrollment starting** – The city's health insurance renewal is August 1. In preparation we will be having open enrollment over the next few weeks. Our rates went up 6% but with the changes in personnel and other changes, the net increase is less than 4% and equates to about \$15,000. We are now offering employee paid vision coverage as well.
- **Zoning Code Changes** – Since Jeff's arrival, he has been tasked with identifying challenges in our zoning code. He has begun this process and these will start going through Planning Board this week and then on to Council. The first up will be changes to the temporary sign regulations. There will be others to follow just so Council is aware.