

RECORD OF PROCEEDINGS
Minutes of Bellbrook City Council Work Session
October 11, 2021

PRESENT: TJ Hoke
Ernie Havens
David Van Veldhuizen
Forrest Greenwood
Elaine Middlestetter, Acting Mayor

ABSENT: Mayor Schweller

ALSO PRESENT: City Manager Rob Schommer, Director of Public Services Ryan Pasley, Administrative Assistant Melissa Jones.

WORK SESSION

Acting Mayor Middlestetter called the regular meeting to order at 6:00 pm.

ROLL CALL

Mr. Hoke, yes; Mr. Havens, yes; Dr. Van Veldhuizen, yes; Mr. Greenwood, yes; Mrs. Middlestetter, yes.

APPROVAL OF MINUTES

none

NEW BUSINESS

- 2022 Budget Discussion – Administration and Service Departments

Mr. Schommer introduced information and discussion points about the 2022 budget specifically the Service Department and Administrative section. He added the various departments are currently working through the budget proposal worksheets considering the status of the current 2021 budget, and what modifications are needed for the 2022 proposed budget. Mr. Schommer explained policy changes that will affect the remainder of 2021 and moving into the 2022 budget including a change in how encumbrances are created, limiting the department heads to only be able to request a purchase order if there are sufficient funds currently in the line item. The previous practice allowed encumbrances to be made creating negative balances with the book being “readied-up” quarterly. The new policy will allow for more real time knowledge of the expenses of the City. An additional policy change created a payroll clearing fund to process payroll expenditures through the agency fund as opposed to showing it in the

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general expenses. The previous policy and practice created confusion in reconciling due to negative balances and showing employee deducted expenses as City expenses.

Mr. Schommer introduced Ryan Pasley and discussed the proposed Services budget. Various line items were discussed noting any significant changes for 2022. It was noted the cost of salt increased significantly and there are plans to purchase a front end loader. Mr. Schommer indicated the equipment purchase may be moved to the CIP portion of the budget, but showed the request through the department for discussion purposes. Mr. Havens asked what the increase in the budget carried from 2018 was for. Mr. Schommer stated he is not aware of the change from 2018 to 2019, but in an overall review it appears purchases were moved from capital to the Streets Fund. A more thorough review will be conducted to identify if it was an increase or change in funds.

Mr. Schommer introduced Melissa Jones and discussed the Administrative or General fund portion of the budget. Highlights of some increases in technology costs as well as the maintenance cost of the new finance accounting software were noted as the more significant changes to the budget for 2022.

Mr. Schommer indicated there is still quite a bit of work being done with the conversion into the new system which is taking longer than expected. He is hopeful the current budget schedule will remain; however, he stated he wants to make sure the new system is providing accurate conversion numbers so the budget proposals will be based on accurate actuals.

COMMENTS

Mr. Greenwood - none

Mr. Havens -none

Mr. Hoke -none

Dr. Van Velhuizen - none

Mrs. Middlestetter - none

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PUBLIC COMMENT – None

ADJOURNMENT

The Acting Mayor announced that there was no further business and adjourned the meeting at 6:54PM.



Elaine Middlestetter, Acting Mayor



Robert Schommer, Clerk of Council