

Melissa J. Dodd



February 4, 2018

Via email to cmsearch@cityofbellbrook.org

Dear Search Committee,

It is with great enthusiasm that I submit this letter of interest for the position of City Manager/Finance Director for the City of Bellbrook. My current position with the Village of Yellow Springs is one in a very similar dual role of Village leadership and administration coupled with the head of finance. I was instantly intrigued when I read the position announcement as I believe that the position is a natural fit for me.

I am a native of Greene County and have lived here my entire life, born in Xenia and residing in Xenia Township currently. I have a strong knowledge of the area, its rapid evolution and growth, citizenry, economics and political environment. I feel that my lifelong familiarity of the area brings a valued perspective to the position.

From what my resume will show, I have had a very progressive career track which has brought me to my current position with the Village of Yellow Springs. My dual role experience in municipal leadership coupled with finance has allowed me to be involved in a broad variety of projects and initiatives. I also have a number of strong qualities that I can bring to the City of Bellbrook including creative thinking, a collaborative approach, excellent communications skills and strong leadership abilities.

I would absolutely appreciate the opportunity to further discuss my qualifications and skills that I could bring the City of Bellbrook. Should you feel that I could be a good fit for the City, please feel free to contact me at any time to discuss this possibility.

I appreciate your time and consideration in reviewing my resume.

Sincerely,

Melissa Dodd

Melissa Dodd

Notable Accomplishments:

- * Secured a host of grants for infrastructure improvements through Ohio Bureau of Worker's Compensation, Greene County CDBG, MVRPC, and ODOT and provided oversight of each of the projects that received funding
- * Worked to bring Village finances in line with Village standards after years of problematic audits
- * Implemented a new lodging tax within the Village which includes short term rentals
- * Initiated and implemented legislation to make property owners responsible for unpaid utility bills after hundreds of thousands of dollars were left unpaid by renters
- * Made a host of changes in the utility billing office to bring it into the 21st century including credit card payments, online bill-pay and presentment, 24-hour telephone payments and converted to a new utility billing software which better fit the needs of the Village
- * Involved with the creation and implementation of the Village's first records retention schedule as it had not had one previously
- * Collaborated with the Electric Superintendent to oversee, coordinate, manage and implement upgrading all electric meters in the Village to remote read
- * Reinstated capital project funds which were unused to earmark funds for infrastructure and equipment improvements
- * Developed processes and procedures for unclaimed funds which did not previously exist
- * Worked to clean up a number of funds which had negative balances prior to my hire
- * Re-wrote an agreement to change the scope of an 11-year-old inactive grant with the United States Army Corp of Engineers to install water and sewer infrastructure to a potential development property and get construction completed

Continuing Education and Training

- * Current Notary Public Commission
- * 2017 ICMA National Conference attendee and 2017 Small Community ICMA Conference Assistance Scholarship recipient
- * 2017 - 24-hour leadership training with Wright State University Organizational Leadership Program Director
- * 2016 Local Government Officials Conference
- * 2015 Local Government Officials Conference
- * 2014 Local Government Officials Conference

Melissa J. Dodd



Professional References:

Karen Wintrow
Executive Director, Yellow Springs Chamber of Commerce
Former Village Council President
937-750-7499

Denise Swinger
Planning and Zoning Administrator
Village of Yellow Springs
937-545-0146

Ruthe Ann Lillich
Administrative Assistant/Human Resources Officer
Village of Yellow Springs
937-937-902-5286

RECORD OF RESOLUTIONS

Resolution No. 2018-O

March 12, 2018

City of Bellbrook

Resolution No. 2018-O

A Resolution Authorizing Robert L. Baird, Mayor of the City of Bellbrook, to Enter into an Employment Agreement with Melissa J. Dodd, City Manager/Finance Director.

WHEREAS, the Council of the City of Bellbrook and Melissa J. Dodd desire to enter into a written employment agreement, and

WHEREAS, it is required that the Council of the City of Bellbrook, pursuant to Article VI, Section 6.01 of the Bellbrook Charter, shall appoint a City Manager by a majority vote of its Members and fix his or her compensation.

Now, Therefore, the City of Bellbrook Hereby Resolves:

Section 1. Robert L. Baird, as Mayor of the City of Bellbrook, is hereby authorized to execute an employment agreement, attached hereto, with Melissa J. Dodd on behalf of the City of Bellbrook.

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

Robert L. Baird, Mayor

Jami L. Kinion, Clerk of Council

Employment Agreement

This agreement is made this 12th day of March 2018 at the City of Bellbrook, County of Greene and State of Ohio between the City of Bellbrook, Ohio, a municipal corporation, hereinafter referred to as “the City” and Melissa J. Dodd, hereinafter referred to as “Dodd.”

RECITALS

The Council of the City of Bellbrook having, by a majority of the vote, appointed Dodd as City Manager/Finance Director pursuant to Section 6.01 of the Charter of the City of Bellbrook, Ohio.

Dodd being willing to accept the appointment as City Manager/Finance Director and perform all of the powers and duties as contained in Section 6.03 of the Charter of the City of Bellbrook, Ohio.

In consideration of the mutual covenants and promises of the parties hereto, the City and Dodd covenant and agree as follows:

Section 1: Nature of Appointment

The City does hereby appoint, engage and hire Dodd as City Manager/Finance Director. She shall administer the affairs of the City of Bellbrook, Ohio and perform all of the duties as outlined in Section 6.03 of the Charter of the City of Bellbrook, Ohio and Dodd does hereby accept the appointment as City Manager/Finance Director.

Section 3: Economic Package and Review

The City agrees that it will adopt a resolution pursuant to Section 5.01 of the Charter of the City of Bellbrook, Ohio setting Dodd’s base salary at \$100,000 effective April 9, 2018. Payment of this salary shall be made in installments on a biweekly basis, the same as other employees of the City of Bellbrook, Ohio.

Council shall conduct an annual evaluation on Dodd’s performance. Council shall conduct this annual performance evaluation no later than January 31st of each year. With each annual evaluation that is deemed satisfactory, the City shall set Dodd’s base salary and consider paying an annual merit bonus based on performance.

In addition, Dodd shall receive a yearly car allowance in the amount of \$4,800 per year. This allowance shall be made in installments on a biweekly basis.

Section 4: Fringe Benefits and Residency

Health Insurance – Dodd shall be entitled to the same health insurance policy as other City employees. If Dodd chooses not to take the medical insurance coverage, the City will pay Dodd \$7,000 for each year where coverage is not taken. These payments shall be paid on a bi-weekly basis.

Vacation leave – The City grant Dodd four weeks (160 hours) of vacation at the beginning of this Agreement. Dodd shall accrue four weeks annually on her employment anniversary date. After five years of service with the City, Dodd shall receive five weeks (200 hours) of vacation annually. Dodd will be subject to the vacation carryover provisions established in the Personnel Manual.

Sick leave – The City shall permit Dodd to transfer her unused accumulated sick leave credits, not to exceed 250 hours, from her prior employment with the Village of Yellow Springs to the City of Bellbrook.

Miscellaneous benefits – The City agrees that Dodd shall be entitled to the same normal miscellaneous fringe benefits which are extended to other City employees.

Residency – The City agrees to waive a residency requirement of Dodd.

Section 5: Professional Dues, Education and Professional Liability Coverage

The City agrees to pay the professional dues, continuing educational courses, membership fees and subscription fees of Dodd for her participation in reasonable and relevant organizations such as the International City/County Management Association (ICMA), Government Finance Officers Association (GFOA), Ohio City/County Management Association (OCMA), or the Ohio GFOA.

Any travel expenses shall be covered as outlined in City of Bellbrook's Personnel Manual.

The City agrees to provide Dodd with Employee Practices and Public Officials Liability Insurance protection against professional liability claims other than those which arise through misconduct or willful violation of the law.

Section 6: Removal and Termination

The City may remove Dodd and terminate this agreement at any time for just cause, defined, but not limited to the following:

- a) An illegal act involving personal gain to the City Manager
- b) Insubordination or willful refusal to follow the policy or lawful directives of the Council
- c) Insubordination or willful refusal to follow the Charter, Ordinances or Resolutions of the City of Bellbrook
- d) Conviction of any crime involving moral turpitude
- e) Willful neglect of duty
- f) Dishonesty in Office
- g) Breach of confidentiality of sensitive City business.

This Agreement may be terminated by either party giving sixty (60) days written notice of termination to the other party. The City may terminate Dodd as City Manager by motion with an affirmative vote of a majority of all members of Council pursuant to Section 6.04 of the Charter of the City of Bellbrook.

If the City should terminate this Agreement, Dodd shall be entitled to the continuation of the payment of her salary and all other benefits set forth in the Agreement for a period of six (6) months.

Should Dodd choose to terminate his employment with the City; he shall provide the City with sixty (60) days written notice.

Section 7: Effective Date and Binding Effect

This Agreement shall be effective April 9, 2018.

This Agreement shall be binding on and shall inure to the benefit of any successor or successors of the City and personal representatives of Dodd.

In **WITNESS WHEREOF** the parties have executed this Agreement at Bellbrook, Ohio on the 12th day of March 2018.

Witnesses:

CITY OF BELLBROOK

By: _____
Robert L. Baird, Mayor

Melissa J. Dodd, City Manager

Approved as to form, consistency
with existing ordinances, the
charter & constitutional provisions
Patricia N. Campbell
Municipal Attorney

Employment Agreement

This agreement is made this 12th day of March 2018 at the City of Bellbrook, County of Greene and State of Ohio between the City of Bellbrook, Ohio, a municipal corporation, hereinafter referred to as “the City” and Melissa J. Dodd, hereinafter referred to as “Dodd.”

RECITALS

The Council of the City of Bellbrook having, by a majority of the vote, appointed Dodd as City Manager/Finance Director pursuant to Section 6.01 of the Charter of the City of Bellbrook, Ohio.

Dodd being willing to accept the appointment as City Manager/Finance Director and perform all of the powers and duties as contained in Section 6.03 of the Charter of the City of Bellbrook, Ohio.

In consideration of the mutual covenants and promises of the parties hereto, the City and Dodd covenant and agree as follows:

Section 1: Nature of Appointment

The City does hereby appoint, engage and hire Dodd as City Manager/Finance Director. She shall administer the affairs of the City of Bellbrook, Ohio and perform all of the duties as outlined in Section 6.03 of the Charter of the City of Bellbrook, Ohio and Dodd does hereby accept the appointment as City Manager/Finance Director.

Section 3: Economic Package and Review

The City agrees that it will adopt a resolution pursuant to Section 5.01 of the Charter of the City of Bellbrook, Ohio setting Dodd's base salary at \$100,000 effective April 9, 2018. Payment of this salary shall be made in installments on a biweekly basis, the same as other employees of the City of Bellbrook, Ohio.

Council shall conduct an annual evaluation on Dodd's performance. Council shall conduct this annual performance evaluation no later than January 31st of each year. With each annual evaluation that is deemed satisfactory, the City shall set Dodd's base salary and consider paying an annual merit bonus based on performance.

In addition, Dodd shall receive a yearly car allowance in the amount of \$4,800 per year. This allowance shall be made in installments on a biweekly basis.

Section 4: Fringe Benefits and Residency

Health Insurance – Dodd shall be entitled to the same health insurance policy as other City employees. If Dodd chooses not to take the medical insurance coverage, the City will pay Dodd \$7,000 for each year where coverage is not taken. These payments shall be paid on a bi-weekly basis.

Vacation leave – The City grant Dodd four weeks (160 hours) of vacation at the beginning of this Agreement. Dodd shall accrue four weeks annually on her employment anniversary date. After five years of service with the City, Dodd shall receive five weeks (200 hours) of vacation annually. Dodd will be subject to the vacation carryover provisions established in the Personnel Manual.

Sick leave – The City shall permit Dodd to transfer her unused accumulated sick leave credits, not to exceed 250 hours, from her prior employment with the Village of Yellow Springs to the City of Bellbrook.

Miscellaneous benefits – The City agrees that Dodd shall be entitled to the same normal miscellaneous fringe benefits which are extended to other City employees.

Residency – The City agrees to waive a residency requirement of Dodd.

Section 5: Professional Dues, Education and Professional Liability Coverage

The City agrees to pay the professional dues, continuing educational courses, membership fees and subscription fees of Dodd for her participation in reasonable and relevant organizations such as the International City/County Management Association (ICMA), Government Finance Officers Association (GFOA), Ohio City/County Management Association (OCMA), or the Ohio GFOA.

Any travel expenses shall be covered as outlined in City of Bellbrook's Personnel Manual.

The City agrees to provide Dodd with Employee Practices and Public Officials Liability Insurance protection against professional liability claims other than those which arise through misconduct or willful violation of the law.

Section 6: Removal and Termination

The City may remove Dodd and terminate this agreement at any time for just cause, defined, but not limited to the following:

- a) An illegal act involving personal gain to the City Manager
- b) Insubordination or willful refusal to follow the policy or lawful directives of the Council
- c) Insubordination or willful refusal to follow the Charter, Ordinances or Resolutions of the City of Bellbrook
- d) Conviction of any crime involving moral turpitude
- e) Willful neglect of duty
- f) Dishonesty in Office
- g) Breach of confidentiality of sensitive City business.

This Agreement may be terminated by either party giving sixty (60) days written notice of termination to the other party. The City may terminate Dodd as City Manager by motion with an affirmative vote of a majority of all members of Council pursuant to Section 6.04 of the Charter of the City of Bellbrook.

If the City should terminate this Agreement, Dodd shall be entitled to the continuation of the payment of her salary and all other benefits set forth in the Agreement for a period of six (6) months.

Should Dodd choose to terminate his employment with the City; he shall provide the City with sixty (60) days written notice.

Section 7: Effective Date and Binding Effect

This Agreement shall be effective April 9, 2018.


This Agreement shall be binding on and shall inure to the benefit of any successor or successors of the City and personal representatives of Dodd.

In **WITNESS WHEREOF** the parties have executed this Agreement at Bellbrook, Ohio on the 12th day of March 2018.

Witnesses:




CITY OF BELLBROOK

By: 

Robert L. Baird, Mayor





Melissa J. Dodd, City Manager

Approved as to form, consistency
with existing ordinances, the
charter & constitutional provisions
Patricia N. Campbell
Municipal Attorney

NEW HIRE REHIRE REPORTING CONFIRMATION

ID	EMPLOYEE	ADDRESS	SOCIAL SECURITY NUMBER	BIRTH DATE	HIRE DATE	FIRST DAY WORKED	HLT CARE AVAIL	DATE
----	----------	---------	------------------------	------------	-----------	------------------	----------------	------

*** OHIO (Income Tax ID #: 51-087706 1, Unemployment Tax ID #: 0803791-00-7)

93049	Dodd, Melissa J				04/09/18			
-------	-----------------	--	--	--	----------	--	--	--

2 Person(s)

(R) = Rehire



April 19, 2018

Don Buczek
City of Bellbrook

VERIFICATION OF PREVIOUS EMPLOYMENT AT THE VILLAGE OF
YELLOW SPRINGS AND TRANSFER OF SICK LEAVE

Name: Melissa June Dodd

Social Security Number: [REDACTED]

Dates of Employment: 12/09/2013 to 04/06/2018

Sick Leave Balance:

214.62 hours

Transfer

If you have any questions please do not hesitate to contact me at 937-767-1141.

Susie Yount

Susie Yount
Payroll Department
Village of Yellow Springs

Don Buczek

From: Susie Yount <SYount@vil.yellowsprings.oh.us>
Sent: Thursday, April 19, 2018 2:59 PM
To: Don Buczek
Cc: Melissa Dodd
Attachments: image1260.pdf

Mr. Buczek,

Please see attached verification of previous employment and transfer of sick leave balance.

Thank you!
Susie Yount
Village of Yellow Springs
937-767-1141



Ohio Public Employees Retirement System

Submitted Form: Form A/SR-6/SR-6E

Print

Done

CITY OF BELLBROOK GREENE COUNTY - 405400

Name	SSN	Gender	Date of Birth	Salary Begin Date	Law Enforcement Position	Elected Official Position	Fire Fighter	Employee Address
DODD, MELISSA J	[REDACTED]	[REDACTED]	[REDACTED]	04/09/2018	No	No	No	[REDACTED]

Name	SSN	Gender	Date of Birth	Salary Begin Date	Law Enforcement Position	Elected Official Position	Fire Fighter	Employee Address
------	-----	--------	---------------	-------------------	--------------------------	---------------------------	--------------	------------------

Reporting Method: Data Entry

Form Type: Form A/SR-6/SR-6E

Last Change Date/Time: 04/18/18 03:49 PM

Last Change By: KINION, JAMI

If you have any questions, please send a message via the ECS Message Center, or contact the OPERS Employer Call Center at 1-888-400-0965.

Print

Done

Statement Concerning Your Employment in a Job Not Covered by Social Security

Employee Name Melissa Dodd **Employee ID#** NA
Employer Name City of Bellbrook **Employer ID#** 4054

Your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected. Under the Social Security law, there are two ways your Social Security benefit amount may be affected.

Windfall Elimination Provision

Under the Windfall Elimination Provision, your Social Security retirement or disability benefit is figured using a modified formula when you are also entitled to a pension from a job where you did not pay Social Security tax. As a result, you will receive a lower Social Security benefit than if you were not entitled to a pension from this job. For example, if you are age 62 in 2013, the maximum monthly reduction in your Social Security benefit as a result of this provision is \$395.50. This amount is updated annually. This provision reduces, but does not totally eliminate, your Social Security benefit. For additional information, please refer to Social Security Publication, "Windfall Elimination Provision."

Government Pension Offset Provision

Under the Government Pension Offset Provision, any Social Security spouse or widow(er) benefit to which you become entitled will be offset if you also receive a Federal, State or local government pension based on work where you did not pay Social Security tax. The offset reduces the amount of your Social Security spouse or widow(er) benefit by two-thirds of the amount of your pension.

For example, if you get a monthly pension of \$600 based on earnings that are not covered under Social Security, two-thirds of that amount, \$400, is used to offset your Social Security spouse or widow(er) benefit. If you are eligible for a \$500 widow(er) benefit, you will receive \$100 per month from Social Security (\$500 - \$400=\$100). Even if your pension is high enough to totally offset your spouse or widow(er) Social Security benefit, you are still eligible for Medicare at age 65. For additional information, please refer to Social Security Publication, "Government Pension Offset."

For More Information

Social Security publications and additional information, including information about exceptions to each provision, are available at www.socialsecurity.gov. You may also call toll free 1-800-772-1213, or for the deaf or hard of hearing call the TTY number 1-800-325-0778, or contact your local Social Security office.

I certify that I have received Form SSA-1945 that contains information about the possible effects of the Windfall Elimination Provision and the Government Pension Offset Provision on my potential future Social Security Benefits.

Signature of Employee Melissa Dodd **Date** 4/18/18



Certificate of Completion

THIS ACKNOWLEDGES THAT

Melissa Dodd
City of Bellbrook

HAS SUCCESSFULLY COMPLETED

MEDIA RELATIONS & CRISIS COMMUNICATIONS

7 HOURS

APRIL 25, 2018

MIAMI VALLEY COMMUNICATIONS COUNCIL

Yolanda N. Stephens

Yolanda N. Stephens
MVCC Municipal Training Academy



PERSONNEL MANUAL ACKNOWLEDGEMENT

15 EAST FRANKLIN STREET, BELLBROOK, OHIO 45305
(937) 848-4666 WWW.CITYOFBELLBROOK.ORG

I acknowledge that I have access to copies of the City of Bellbrook Personnel Manual and Administrative Policies which are located in the main office of my home department and the Administration office. The Personnel Manual is also available through the city website and other digital methods. I agree to read the Personnel Manual and Administrative Policies thoroughly before signing this acknowledgement form. I agree that if there is any policy or provision that I do not understand in the Personnel Manual or Administrative Policies, I will seek clarification from my supervisor or the Administration office.

Since the information, policies, and benefits described in the Personnel Manual and Administrative Policies are subject to change, I acknowledge that revisions to the Personnel Manual and Administrative Policies may occur. I understand that I am responsible for maintaining my knowledge of the contents of the Personnel Manual and Administrative Policies.

EMPLOYEE NAME (PRINT) Melissa Dodd

EMPLOYEE SIGNATURE Melissa Dodd DATE 4 / 18 / 18



CELLULAR DEVICE POLICY

15 EAST FRANKLIN STREET, BELLBROOK, OHIO 45305
(937) 848-4666 WWW.CITYOFBELLBROOK.ORG

The *Cellular Device Policy* addresses the assignment and usage of city issued and personal cell phones. Certain employees may elect to use their personal cell phone in place of a city issued cell phone. Please select one of the options below.

I have chosen to purchase/use a personal cell phone in place of a city issued cell phone with the understanding that I will be reimbursed by the city as outlined in the *Cellular Device Policy*.

My personal cell phone number is _____

I have chosen to use the city issued cell phone that has been provided to me. I understand that this cell phone will be used solely for city related purposes.

I have received and understand the *Cellular Device Policy*.

EMPLOYEE NAME (PRINT) Melissa Dodd

EMPLOYEE SIGNATURE Melissa Dodd DATE 4 / 18 / 18



AUDITOR OF STATE FRAUD REPORTING SYSTEM

15 EAST FRANKLIN STREET, BELLBROOK, OHIO 45305
(937) 848-4666 WWW.CITYOFBELLBROOK.ORG

REPORTING OF FRAUD BY PUBLIC OFFICE OR PUBLIC OFFICIAL

The Auditor of State maintains a system for the reporting of fraud, including the misuse and/or the misappropriation of public money, by any public office or public official. The Auditor of State's system for reporting fraud permits Ohio residents and public employees to make anonymous complaints of fraud. Anonymous complaints of fraud can be made through a toll-free telephone number, the Auditor of State's website or via United States mail to the Auditor of State's office.

The Auditor of State is to maintain a log of all complaints of fraud filed which shall be a public record.

Consistent with Ohio Revised Code 124.341, employees who file a complaint of fraud with the Auditor of State will be protected against certain retaliatory and/or disciplinary actions. An employee alleging retaliatory or disciplinary action as the result of a complaint of fraud filed with the Auditor of State has the right to appeal to the State Personnel Board of Review.

AUDITOR OF STATE FRAUD CONTACT INFORMATION

Telephone	US Mail	Internet
1-866-FRAUD OH (1-866-372-8364)	Ohio Auditor of State 88 East Broad Street PO Box 1140 Columbus, Ohio 43215	www.ohioauditor.gov

ACKNOWLEDGEMENT OF RECEIPT OF FRAUD-REPORTING SYSTEM INFORMATION

Pursuant to Ohio Revised Code 117.103(B)(1), a public office shall provide information about the Ohio fraud-reporting system and the means of reporting fraud to each new employee upon employment with the public office. Each new employee has thirty days after beginning employment to confirm receipt of this information.

By signing below you are acknowledging the City of Bellbrook provided you information about the fraud-reporting system as described by Section 117.103(A) of the Ohio Revised Code, and that you read and understand the information provided. You are also acknowledging you have received and read the information regarding Section 124.341 of the Ohio Revised Code and the protections you are provided, as a classified or unclassified employee, if you use the before mentioned fraud-reporting system.

EMPLOYEE NAME (PRINT) Melissa Dodd

EMPLOYEE SIGNATURE Melissa Dodd DATE 4/18/18

Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Bruffat of Sioux Falls,
State of South Dakota, its regularly elected Vice President,
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One CITY MANAGER/FINANCE DIRECTOR CITY OF BELLBROOK

bond with bond number

for MELISSA J. DODD

as Principal in the penalty amount not to exceed: \$10,000.00

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its Vice President with the corporate seal affixed this 15 day of January, 2019.

ATTEST

L. Nelson
L. Nelson, Assistant Secretary

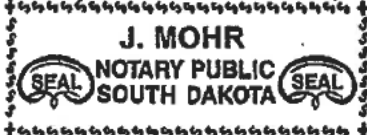
WESTERN SURETY COMPANY
By Paul T. Bruffat
Paul T. Bruffat, Vice President



STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss

On this 15 day of January, 2019, before me, a Notary Public, personally appeared Paul T. Bruffat and L. Nelson

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.



J. Mohr
Notary Public

My Commission Expires June 23, 2021

To validate bond authenticity, go to www.enasurety.com > Owner/Obligee Services > Validate Bond Coverage.



RECORD OF RESOLUTIONS

Resolution No. 2019-D

January 28, 2019

City of Bellbrook

Resolution No. 2019-D

A Resolution Authorizing Robert L. Baird, Mayor of the City of Bellbrook, to Enter into an Amended Employment Agreement with Melissa J. Dodd, City Manager/Finance Director.

WHEREAS, the Council of the City of Bellbrook and Melissa J. Dodd desire to amend their written employment agreement, and

WHEREAS, it is required that the Council of the City of Bellbrook, pursuant to Article VI, Section 6.01 of the Bellbrook Charter, shall appoint a City Manager by a majority vote of its Members and fix his or her compensation.

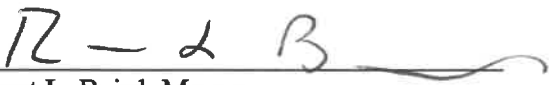
Now, Therefore, the City of Bellbrook Hereby Resolves:

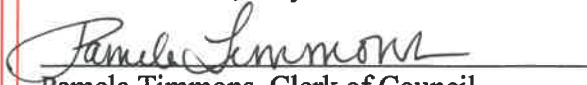
Section 1. Robert L. Baird, as Mayor of the City of Bellbrook, is hereby authorized to execute an amended employment agreement, attached hereto, with Melissa J. Dodd on behalf of the City of Bellbrook.

Section 2. That Melissa J. Dodd be afforded a cost of living increase in the amount of two and three quarter percent (2.75%).

Section 3. That Melissa J. Dodd is granted a bonus in the amount of six percent (6%) of her annual salary, as permitted in the amended employment agreement.

Section 3. That this resolution shall take effect and be in force forthwith.


Robert L. Baird, Mayor


Pamela Timmons, Clerk of Council

Employment Agreement

This agreement is made this ~~12th day of March 2018~~ 28th day of January 2019 at the City of Bellbrook, County of Greene and State of Ohio between the City of Bellbrook, Ohio, a municipal corporation, hereinafter referred to as "the City" and Melissa J. Dodd, hereinafter referred to as "Dodd."

Formatted: Superscript

RECITALS

The Council of the City of Bellbrook having, by a majority of the vote, appointed Dodd as City Manager/Finance Director pursuant to Section 6.01 of the Charter of the City of Bellbrook, Ohio.

Dodd being willing to accept the appointment as City Manager/Finance Director and perform all of the powers and duties as contained in Section 6.03 of the Charter of the City of Bellbrook, Ohio.

In consideration of the mutual covenants and promises of the parties hereto, the City and Dodd covenant and agree as follows:

Section 1: Nature of Appointment

The City does hereby appoint, engage and hire Dodd as City Manager/Finance Director. She shall administer the affairs of the City of Bellbrook, Ohio and perform all of the duties as outlined in Section 6.03 of the Charter of the City of Bellbrook, Ohio and Dodd does hereby accept the appointment as City Manager/Finance Director.

Section 3: Economic Package and Review

The City agrees that it will adopt a resolution pursuant to Section 5.01 of the Charter of the City of Bellbrook, Ohio setting Dodd's base salary at ~~\$100,000~~ \$102,750 effective ~~April 9, 2018~~ January 1, 2019. Payment of this salary shall be made in installments on a biweekly basis, the same as other employees of the City of Bellbrook, Ohio.

Council shall conduct an annual evaluation on Dodd's performance. Council shall conduct this annual performance evaluation no later than January 31st of each year. With each annual evaluation that is deemed satisfactory, the City shall set Dodd's base salary and consider paying an annual merit bonus based on performance.

In addition, Dodd shall receive a yearly car allowance in the amount of \$4,800 per year. This allowance shall be made in installments on a biweekly basis.

Section 4: Fringe Benefits and Residency

Health Insurance – Dodd shall be entitled to the same health insurance policy as other City employees. If Dodd chooses not to take the medical insurance coverage, the City will pay Dodd \$7,000 for each year where coverage is not taken. These payments shall be paid on a bi-weekly basis.

Vacation leave – The City grant Dodd four weeks (160 hours) of vacation at the beginning of this Agreement. Dodd shall accrue four weeks annually on her employment anniversary date. After five years of service with the City, Dodd shall receive five weeks (200 hours) of vacation annually. Dodd will be subject to the vacation carryover provisions established in the Personnel Manual.

Sick leave – The City shall permit Dodd to transfer her unused accumulated sick leave credits, not to exceed 250 hours, from her prior employment with the Village of Yellow Springs to the City of Bellbrook.

Miscellaneous benefits – The City agrees that Dodd shall be entitled to the same normal miscellaneous fringe benefits which are extended to other City employees.

Residency – The City agrees to waive a residency requirement of Dodd.

Section 5: Professional Dues, Education and Professional Liability Coverage

The City agrees to pay the professional dues, continuing educational courses, membership fees and subscription fees of Dodd for her participation in reasonable and relevant organizations such as the International City/County Management Association (ICMA), Government Finance Officers Association (GFOA), Ohio City/County Management Association (OCMA), or the Ohio GFOA.

Any travel expenses shall be covered as outlined in City of Bellbrook's Personnel Manual.

The City agrees to provide Dodd with Employee Practices and Public Officials Liability Insurance protection against professional liability claims other than those which arise through misconduct or willful violation of the law.

Section 6: Removal and Termination

The City may remove Dodd and terminate this agreement at any time for just cause, defined, but not limited to the following:

- a) An illegal act involving personal gain to the City Manager
- b) Insubordination or willful refusal to follow the policy or lawful directives of the Council
- c) Insubordination or willful refusal to follow the Charter, Ordinances or Resolutions of the City of Bellbrook
- d) Conviction of any crime involving moral turpitude
- e) Willful neglect of duty
- f) Dishonesty in Office
- g) Breach of confidentiality of sensitive City business.

This Agreement may be terminated by either party giving sixty (60) days written notice of termination to the other party. The City may terminate Dodd as City Manager by motion with an affirmative vote of a majority of all members of Council pursuant to Section 6.04 of the Charter of the City of Bellbrook.

If the City should terminate this Agreement, Dodd shall be entitled to the continuation of the payment of her salary and all other benefits set forth in the Agreement for a period of six (6) months.

Should Dodd choose to terminate his employment with the City; he shall provide the City with sixty (60) days written notice.

Section 7: Effective Date and Binding Effect

| This Agreement shall be effective ~~April 9, 2018~~ January 28, 2019.

This Agreement shall be binding on and shall inure to the benefit of any successor or successors of the City and personal representatives of Dodd.

In **WITNESS WHEREOF** the parties have executed this Agreement at Bellbrook, Ohio on the ~~12th~~ ~~28th~~ day of ~~March 2018~~ January 2019.

Witnesses:

CITY OF BELLBROOK

By: RLB
Robert L. Baird, Mayor

Melissa J. Dodd
Melissa J. Dodd, City Manager

Approved as to form, consistency
with existing ordinances, the
charter & constitutional provisions
Patricia N. Campbell
Municipal Attorney

CITY OF BELLBROOK

PERSONNEL ACTION FORM

DEPARTMENT Administration	PREPARATION DATE 1/29/2019	EFFECTIVE DATE 1/1/2019
-------------------------------------	--------------------------------------	-----------------------------------

REASON FOR ACTION				
<input checked="" type="checkbox"/> Evaluation/Pay Increase	<input type="checkbox"/> New Hire	<input type="checkbox"/> Position Change	<input type="checkbox"/> Separation	<input type="checkbox"/> Other (See Comments)

EMPLOYEE/VOLUNTEER

LAST NAME Dodd	FIRST NAME Melissa	MI J
--------------------------	------------------------------	----------------

STREET ADDRESS	CITY	STATE	ZIP CODE
-----------------------	-------------	--------------	-----------------

PHONE NUMBER	SOCIAL SECURITY NUMBER
---------------------	-------------------------------

POSITION

CURRENT TITLE City Manager/Finance Director	CURRENT STEP	CURRENT RATE \$ 100,000.00
---	---------------------	--------------------------------------

NEW TITLE	NEW STEP	NEW RATE \$ 102,750.00
------------------	-----------------	----------------------------------

SEPARATION

TYPE OF SEPARATION <input type="checkbox"/> Resignation <input type="checkbox"/> Layoff <input type="checkbox"/> Other (See Comments)	LAST DAY WORKED
--	------------------------

COMMENTS

Approved via resolution 2019-D - see attached for signed resolution.

APPROVALS

Department Director _____

Date _____

City Manager Melissa Dodd

Date 1/29/19

RECORD OF RESOLUTIONS

Resolution No. 2020-B

January 13, 2020

City of Bellbrook

Resolution No. 2020-B

A Resolution Authorizing Michael W. Schweller, Mayor of the City of Bellbrook, to Enter into an Amended Employment Agreement with Melissa J. Dodd, City Manager/Finance Director.

WHEREAS, the Council of the City of Bellbrook and Melissa J. Dodd desire to amend their written employment agreement, and

WHEREAS, it is required that the Council of the City of Bellbrook, pursuant to Article VI, Section 6.01 of the Bellbrook Charter, shall appoint a City Manager by a majority vote of its Members and fix his or her compensation.

Now, Therefore, the City of Bellbrook Hereby Resolves:

Section 1. Michael W. Schweller, as Mayor of the City of Bellbrook, is hereby authorized to execute an amended employment agreement, attached hereto, with Melissa J. Dodd on behalf of the City of Bellbrook.

Section 2. That Melissa J. Dodd be afforded a cost of living increase in the amount of two and three quarter percent (2.75%).

Section 3. That Melissa J. Dodd is granted a bonus in the amount of \$7,000, as permitted in the amended employment agreement.

Section 3. That this resolution shall take effect and be in force forthwith.

Michael W. Schweller, Mayor

Pamela Timmons, Clerk of Council

CITY OF BELLBROOK

PERSONNEL ACTION FORM

DEPARTMENT Administration	PREPARATION DATE 1/13/2020	EFFECTIVE DATE 1/1/2020
-------------------------------------	--------------------------------------	-----------------------------------

REASON FOR ACTION				
<input checked="" type="checkbox"/> Evaluation/Pay Increase	<input type="checkbox"/> New Hire	<input type="checkbox"/> Position Change	<input type="checkbox"/> Separation	<input type="checkbox"/> Other (See Comments)

EMPLOYEE/VOLUNTEER

LAST NAME Dodd	FIRST NAME Melissa	MI
--------------------------	------------------------------	-----------

STREET ADDRESS	CITY	STATE	ZIP CODE
-----------------------	-------------	--------------	-----------------

PHONE NUMBER	SOCIAL SECURITY NUMBER
---------------------	-------------------------------

POSITION

CURRENT TITLE City Manager	CURRENT STEP	CURRENT RATE \$ 49.40
--------------------------------------	---------------------	---------------------------------

NEW TITLE	NEW STEP	NEW RATE \$ 50.76
------------------	-----------------	-----------------------------

SEPARATION

TYPE OF SEPARATION <input type="checkbox"/> Resignation <input type="checkbox"/> Layoff <input type="checkbox"/> Other (See Comments)	LAST DAY WORKED
--	------------------------

COMMENTS

See resolution 2020-B attached

APPROVALS

Department Director _____

Date _____

City Manager Melissa Doeld

Date 1/13/2020

- approval by council by resolution also



Purchasing Card Procedures

Purchasing cards are a payment method to allow for easier transactions in certain situations (i.e. internet purchases or one-time vendors). However, the City's tax exempt status should still be used, when possible.

Purchasing cards can be issued to any employee based on the recommendation of the department head and the approval of the city manager. Any employee with a purchasing card is responsible for the transactions that occur on the card per the City's Credit Card Policy. A purchasing card that is lost or stolen must be reported to the Finance Department as soon as possible.

Process Steps:

1. Prior to any purchase, a **purchase order** must be entered and **approved**.
2. The purchase order will be made out to the **vendor**, not to the credit card.
3. In the "**Internal Notes**" section of the purchase order, please enter "**Credit Card**" for reference.
4. When a purchase is made, a **receipt** must be obtained.
5. At the end of each month, each credit card user will **print their individual statement** and **attach receipts** for all charges.
6. These individual statements will then be approved by the department head. Once approved, they will be sent to Finance for final processing.

As an employee using a City of Bellbrook purchasing card, I hereby acknowledge the terms of the Credit Card Policy and the Purchasing Card Procedures.

Melissa Dodd

Signature

4/18/18

Date

RECORD OF RESOLUTIONS

Resolution No. 2021-G

February 22, 2021

City of Bellbrook

Resolution No. 2021-G

A Resolution Authorizing Michael W. Schweller, Mayor of the City of Bellbrook, to Enter into an Amended Employment Agreement with Melissa J. Dodd, City Manager/Finance Director.

WHEREAS, City Council conducts an annual performance and compensation review of the City Manager; and

WHEREAS, City Council conducted such a review during an executive session on February 8, 2021; and

WHEREAS, as a result of the review conducted, the Council of the City of Bellbrook and Melissa J. Dodd desire to amend their written employment agreement, and

WHEREAS, it is required that the Council of the City of Bellbrook, pursuant to Article VI, Section 6.01 of the Bellbrook Charter, shall appoint a City Manager by a majority vote of its Members and fix his or her compensation.

Now, Therefore, the City of Bellbrook Hereby Resolves:

Section 1. Michael W. Schweller, as Mayor of the City of Bellbrook, is hereby authorized to execute an amended employment agreement, attached hereto, with Melissa J. Dodd on behalf of the City of Bellbrook.

Section 2. That the annual base salary of Melissa J. Dodd be increased by 4.191%.

Section 3. That Melissa J. Dodd is granted a bonus in the amount of 8% of the previous base salary, as permitted in the amended employment agreement.

Section 3. That this resolution shall take effect and be in force forthwith.

Passed this 22nd day of February 2021.



Michael W. Schweller, Mayor

ATTEST:



Pamela Timmons, Clerk of Council

Employment Agreement

This Agreement is made this 22nd day of February 2021 in the City of Bellbrook, County of Greene and State of Ohio between the City of Bellbrook, Ohio, a municipal corporation, hereinafter referred to as “the City” and Melissa J. Dodd, hereinafter referred to as “Dodd.” This Agreement is made and entered into pursuant to the Charter of the City of Bellbrook, Ohio.

RECITALS

WHEREAS, on April 9, 2018, the Council of the City of Bellbrook having, by a majority of the vote, appointed Dodd as City Manager/Finance Director pursuant to Section 6.01 of the Charter of the City of Bellbrook, Ohio; and

WHEREAS, Dodd has continued to serve the City as City Manager/Finance Director and perform all of the powers and duties of that position since Dodd’s original date of appointment; and

WHEREAS, the City wishes to continue to employ Dodd as the City Manager/Finance Director of the City as provided by the City Charter; and

WHEREAS, Dodd has expressed the desire and willingness to continue in her capacity as City Manager/Finance Director and perform all of the powers and duties as contained in Section 6.03 of the Charter of the City of Bellbrook, Ohio and;

WHEREAS, in consideration of the mutual covenants and promises of the parties hereto, the City and Dodd covenant and agree to renew Dodd’s Agreement with the City and establish certain conditions of employment and provide certain benefits as follows:

Section 1: Nature of Appointment

The City does hereby appoint, engage and renew Dodd’s Agreement with the City to continue to serve as City Manager/Finance Director. Dodd shall administer the affairs of the City and perform all of the duties as outlined in Section 6.03 of the Charter of the City of Bellbrook, Ohio and Dodd does hereby accept her continued appointment as City Manager/Finance Director.

Section 3: Economic Package and Review

The City agrees that it will adopt a resolution pursuant to Section 5.01 of the Charter of the City of Bellbrook, Ohio setting Dodd’s base salary at \$110,000 effective January 1, 2021. Payment of this salary shall be made in installments on a biweekly basis, the same as other employees of the City.

Council shall conduct an annual evaluation on Dodd’s performance. Council shall conduct this annual performance evaluation no later than January 31st of each year. With each annual evaluation that is deemed satisfactory, the City shall set Dodd’s base salary and consider paying an annual merit bonus based on performance. Dodd’s salary shall not be reduced during the term of this Agreement except by mutual written agreement.

In addition, Dodd shall receive a yearly car allowance in the amount of \$4,800 per year subject to increase. This allowance shall be made in installments on a biweekly basis.

Section 4: Fringe Benefits and Residency

Health Insurance – Dodd shall be entitled to the same health insurance policy as other City employees. If Dodd chooses not to take the medical insurance coverage, the City will pay Dodd \$7,000 for each year where coverage is not taken. These payments shall be paid on a bi-weekly basis.

Vacation leave – The City grants Dodd four weeks (160 hours) of vacation at the beginning of this Agreement. Dodd shall accrue four weeks annually on her employment anniversary date. After five years of service with the City, Dodd shall receive five weeks (200 hours) of vacation annually. Dodd will be subject to the vacation carryover provisions established in the Personnel Manual.

Sick leave – The City shall permit Dodd to transfer her unused accumulated sick leave credits, not to exceed 250 hours, from her prior employment with the Village of Yellow Springs to the City of Bellbrook.

Miscellaneous benefits – The City agrees that Dodd shall be entitled to the same normal miscellaneous fringe benefits which are extended to other City employees.

Residency – The City agrees to waive a residency requirement of Dodd.

Section 5: Professional Dues, Education and Professional Liability Coverage

The City agrees to pay the professional dues, continuing educational courses, membership fees and subscription fees of Dodd for her participation in reasonable and relevant organizations such as the International City/County Management Association (ICMA), Government Finance Officers Association (GFOA), Ohio City/County Management Association (OCMA), or the Ohio GFOA.

Any travel expenses shall be covered as outlined in the City's Personnel Manual.

The City agrees to provide Dodd with Employee Practices and Public Officials Liability Insurance protection against professional liability claims other than those which arise through willful misconduct or willful violation of the law.

Section 6: Removal and Termination

The City may remove Dodd and terminate this Agreement at any time for just cause, defined, but not limited to the following:

- a) An illegal act involving personal gain to the City Manager
- b) Insubordination or willful refusal to follow the policy or lawful directives of the Council
- c) Insubordination or willful refusal to follow the Charter, Ordinances or Resolutions of the City of Bellbrook
- d) Conviction of any crime involving moral turpitude
- e) Willful neglect of duty
- f) Dishonesty in Office
- g) Breach of confidentiality of sensitive City business.

This Agreement may be terminated by either party giving sixty (60) days written notice of termination to the other party. The City may terminate Dodd as City Manager by motion with an affirmative vote of a majority of all members of Council pursuant to Section 6.04 of the Charter of the City of Bellbrook.

If the City should terminate this Agreement, Dodd shall be entitled to the continuation of the payment of her salary and all other benefits set forth in the Agreement for a period of six (6) months.

Should Dodd choose to terminate her employment with the City; she shall provide the City with sixty (60) days written notice.

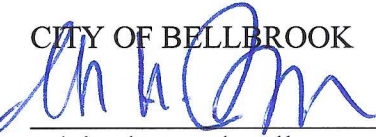
Section 7: Effective Date and Binding Effect

This Agreement shall be effective January 1, 2021.

This Agreement shall be binding on and shall inure to the benefit of any successor or successors of the City and personal representatives of Dodd and shall continue until terminated.

In **WITNESS WHEREOF** the parties have executed this Agreement at Bellbrook, Ohio on the this 22nd day of February 2021.

Witnesses:

CITY OF BELLBROOK
By: 
Michael W. Schweller, Mayor

Melissa J. Dodd, City Manager

Approved as to form, consistency
with existing ordinances, the
charter & constitutional provisions
Stephen M. McHugh, Municipal Attorney

Faint header text at the top of the page, possibly containing a title or page number.

Second line of faint text, likely the beginning of a paragraph or section.

Third line of faint text, continuing the content.

Fourth line of faint text.

Fifth line of faint text.

Sixth line of faint text.

Seventh line of faint text.

Eighth line of faint text.

Ninth line of faint text.

Tenth line of faint text.

Eleventh line of faint text.

Twelfth line of faint text.

Thirteenth line of faint text.

Fourteenth line of faint text.

Fifteenth line of faint text.

Sixteenth line of faint text.

Seventeenth line of faint text.

Eighteenth line of faint text.

Nineteenth line of faint text at the bottom of the page.

CITY OF BELLBROOK

PERSONNEL ACTION FORM

DEPARTMENT Administration	PREPARATION DATE 2/23/2021	EFFECTIVE DATE 1/1/2021
-------------------------------------	--------------------------------------	-----------------------------------

REASON FOR ACTION
 Evaluation/Pay Increase
 New Hire
 Position Change
 Separation
 Other (See Comments)

EMPLOYEE/VOLUNTEER

LAST NAME Dodd	FIRST NAME Melissa	MI
--------------------------	------------------------------	-----------

STREET ADDRESS	CITY	STATE	ZIP CODE
-----------------------	-------------	--------------	-----------------

PHONE NUMBER	SOCIAL SECURITY NUMBER
---------------------	-------------------------------

POSITION

CURRENT TITLE City Manger	CURRENT STEP	CURRENT RATE \$ 105,575.00
-------------------------------------	---------------------	--------------------------------------

NEW TITLE N/A	NEW STEP	NEW RATE \$ 110,000.00 52.88
-------------------------	-----------------	--

SEPARATION

TYPE OF SEPARATION <input type="checkbox"/> Resignation <input type="checkbox"/> Layoff <input type="checkbox"/> Other (See Comments)	LAST DAY WORKED
--	------------------------

COMMENTS

Evaluation/Pay Increase and 8% bonus. See Resolution 2021-G and updated employment contract (attached) \$ 8446

APPROVALS

Department Director _____

City Manager Melissa Dodd

Date _____

Date 2/23/21

CENTER FOR PUBLIC INVESTMENT MANAGEMENT

CPIM

CERTIFICATE OF COMPLETION



Melissa Dodd

IS HEREBY AWARDED THIS CERTIFICATE FOR COMPLETING CONTINUING EDUCATIONAL REQUIREMENTS IN ACCORDANCE WITH OHIO REVISED CODE SECTION 135 AND THE OHIO TREASURER OF STATES CENTER FOR PUBLIC INVESTMENT MANAGEMENT BY COMPLETING AT LEAST SIX (6.0) HOURS OF EDUCATION. THE ABOVE MENTIONED HAS FULFILLED THE ANNUAL REQUIREMENTS FOR 2020.

Robert Sprague

ROBERT SPRAGUE
TREASURER OF OHIO

2020

Melissa Jones

From: Melissa Dodd
Sent: Tuesday, June 1, 2021 12:56 PM
To: City of Bellbrook - All Employees
Subject: Leaving my position

Hello all,

It is with a heavy heart that I even type this email to all of you. It has not been without much thought and soul searching that I let you all know that I will be leaving my position as City Manager.

The last three years have been tough. I feel like as a group we have been through a lot of wonderful highs and of course a few low spots as well. A mass shooting landed on our door step, a global pandemic happened and a bridge collapsed three days later. Those were just the big ones off the top of my head although I know there has been a lot more. Together we tackled it all as it came at us and I cannot thank you all for making my life easier by doing the jobs that you all do so very well.

This crazy ride has meant so much to me and you all have no idea the impact you have left on me as well.

I hope that I have helped make the last three years here in Bellbrook a little brighter. I know you all will keep doing an amazing job here and keep making this community more vibrant because of your compassion and caring for it.

My last day in office will be July 30 and until then my door will always be open if you want to stop by. I hope I get to personally say goodbye to each of you before then. I am totally not a hugger but that fact will certainly be thrown out the window in this last two months.

All my best always,
Melissa

May 31, 2021

Mayor Schweller and City Council
City of Bellbrook
15 East Franklin Street
Bellbrook, Ohio 45305

Dear Mayor Schweller and City Councilmembers,

I am writing to give notice of my resignation from my position as City Manager and Finance Director. It has been a pleasure to serve the community of Bellbrook for the last three years. I will forever be grateful for being a small part of the history of the community.

To honor my contractual obligations, my last day in the office will be July 30, 2021. I plan to utilize two weeks of vacation after that date since I recently received my annual vacation allotment and to minimize financial impact to the City.

I am committed to ensuring a smooth transition to the next City Manager in the meantime and I wish you all the best in continuing to move the City of Bellbrook forward.

Sincerely,

A handwritten signature in cursive script that reads "Melissa Dodd".

Melissa Dodd

Melissa Jones

From: Doug Doherty
Sent: Friday, July 30, 2021 10:14 AM
To: Melissa Dodd; City of Bellbrook - All Employees
Subject: RE: On my last day

Melissa,

I was extremely proud to call you my City Manager and to work for such a caring and passionate person and leader!

Good luck in everything you do and know you were absolutely a positive influence to me!

Douglas P. Doherty

Chief of Police
City of Bellbrook
(937)848.3252
Fax 937.848.5195

From: Melissa Dodd <M.Dodd@cityofbellbrook.org>
Sent: Friday, July 30, 2021 10:10 AM
To: City of Bellbrook - All Employees <BBAIIEmployees@cityofbellbrook.org>
Subject: On my last day

Hello all,

On my last day as City Manager I just wanted to let each of you know just how much you all have made a positive impact on me as a person. I have enjoyed working with each and every one of you the last three years. There have been a lot of ups and downs but the ups have exponentially outweighed the downs. Bellbrook is lucky to have such a dedicated, smart, talented and passionate staff. You all made my job easier because of that. I will miss you all terribly. I thank you all for your support and the kindness you have extended me. I will never forget you all.

I wish you all nothing but the best and hope we cross paths soon!

All my best always,
Melissa

Melissa Dodd
City Manager



Melissa Jones

From: Anthony Bizzarro
Sent: Friday, July 30, 2021 10:51 AM
To: Doug Doherty
Cc: Melissa Dodd; City of Bellbrook - All Employees
Subject: Re: On my last day

Melissa,

It has been a true pleasure to work for someone that has the passion and drive to make our city the best! Your positive attitude and continued support will definitely be missed!

Nothing but the best for you as you start your new journey. Our doors will always be open to you for a visit!

Anthony Bizzarro
Fire Chief
City of Bellbrook Fire Department
[35 N. West Street](#)
[Bellbrook, Oh 45305](#)
[\(937\) 848.3272 ext. 3111](#)
[\(937\) 848.5196 Fax](#)



NOTICE: THIS EMAIL MAY BE SUBJECT TO DISCLOSURE UNDER THE PUBLIC RECORD LAWS OF THE STATE OF OHIO. This electronic mail transmission is for the use of the named individual or entity to which it is directed and may contain information that is privileged or confidential. It is not to be transmitted to or received by anyone other than the named addressee (or a person authorized to deliver it to the named addressee). It is not to be copied or forwarded to any unauthorized persons. If you have received this electronic mail transmission in error, delete it from your system without copying or forwarding it, and notify the sender of the error by replying via email or by calling the City of Bellbrook Fire Department at [\(937\) 848-3272](#) to allow our address records to be corrected.

On Jul 30, 2021, at 10:14, Doug Doherty <D.Doherty@cityofbellbrook.org> wrote:

Melissa,

I was extremely proud to call you my City Manager and to work for such a caring and passionate person and leader!

Good luck in everything you do and know you were absolutely a positive influence to me!

Douglas P. Doherty
Chief of Police
City of Bellbrook
(937)848.3252
Fax 937.848.5195

Melissa Jones

From: Pamela Timmons
Sent: Friday, July 30, 2021 10:26 AM
To: Melissa Dodd; City of Bellbrook - All Employees
Subject: RE: On my last day

Melissa,

Thank you for all you have done for the City. And thank you for your encouragement and support as I began my role here as Clerk of Council. You have made this job the best employment I have ever had. I will forever be grateful for you and am sure you will be beloved in Fairborn too!

Pam

From: Melissa Dodd <M.Dodd@cityofbellbrook.org>
Sent: Friday, July 30, 2021 10:10 AM
To: City of Bellbrook - All Employees <BBAllEmployees@cityofbellbrook.org>
Subject: On my last day

Hello all,

On my last day as City Manager I just wanted to let each of you know just how much you all have made a positive impact on me as a person. I have enjoyed working with each and every one of you the last three years. There have been a lot of ups and downs but the ups have exponentially outweighed the downs. Bellbrook is lucky to have such a dedicated, smart, talented and passionate staff. You all made my job easier because of that. I will miss you all terribly. I thank you all for your support and the kindness you have extended me. I will never forget you all.

I wish you all nothing but the best and hope we cross paths soon!

All my best always,
Melissa

Melissa Dodd
City Manager



Melissa Jones

From: Ryan Pasley
Sent: Friday, July 30, 2021 12:15 PM
To: Melissa Dodd; City of Bellbrook - All Employees
Subject: RE: On my last day

Melissa,

On behalf of the Service Department, I would like to wish you the best of luck with your new position in Fairborn. I'm sure you will make an impact with your new co-workers like you did with us. You have always been a genuine person and great friend. The CM position will be filled but you'll never be replaced.

Thank you and best wishes!

From: Melissa Dodd <M.Dodd@cityofbellbrook.org>
Sent: Friday, July 30, 2021 10:10 AM
To: City of Bellbrook - All Employees <BBAIIEmployees@cityofbellbrook.org>
Subject: On my last day

Hello all,

On my last day as City Manager I just wanted to let each of you know just how much you all have made a positive impact on me as a person. I have enjoyed working with each and every one of you the last three years. There have been a lot of ups and downs but the ups have exponentially outweighed the downs. Bellbrook is lucky to have such a dedicated, smart, talented and passionate staff. You all made my job easier because of that. I will miss you all terribly. I thank you all for your support and the kindness you have extended me. I will never forget you all.

I wish you all nothing but the best and hope we cross paths soon!

All my best always,
Melissa

Melissa Dodd
City Manager

