

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