

**RECORD OF PROCEEDINGS**  
Minutes of Bellbrook City Council Meeting  
November 26, 2018

**CALL TO ORDER**

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

**ROLL CALL**

Mr. Edwards, yes; Mr. Greenwood, yes; Mr. McGill, yes; Mrs. Middlestetter, yes; Mrs. Seger-Lawson, yes; 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 November 13, 2018, Mayor Baird declared the minutes approved as written.

**MAYOR'S ANNOUNCEMENTS/SPECIAL GUEST**

Mayor Baird swore in Pamela Timmons into the position of Clerk of Council.

**PUBLIC HEARING OF ORDINANCES**

There were no public hearings this evening.

**INTRODUCTION OF ORDINANCES**

Deputy Mayor Schweller read **Ordinance 2018-6, an Ordinance Approving Appropriations of the City of Bellbrook for the Fiscal Year Ending December 31, 2019**. The ordinance summarizes the budgets that have recently been reviewed with Council. Mr. Schweller said the 2019 budget will be presented at the next Council meeting. Mr. Schweller indicated that the amounts are in line with prior year's budgets and that Council has reviewed the budgets line by line and it is a good solid budget without any excess.

Mayor Baird outlined that the budgets were reviewed in two work sessions prior to tonight's introduction of the ordinance.

Mr. Schweller made a motion to **introduce Ordinance 2018-6**. Mr. McGill seconded the motion. The Clerk called the roll. Mr. Edwards, yes; Mr. Greenwood, yes; Mr. McGill, yes; Mrs. Middlestetter, yes; Mrs. Seger-Lawson, yes; Deputy Mayor Schweller, yes; Mayor Baird, yes. The motion carried 7-0.

Mrs. Seger-Lawson read **Ordinance 2018-7, an Ordinance Amending Ordinances 2017-14 and 2018-5 to Adjust the City of Bellbrook Appropriations for 2018 to Reflect Additional Costs in some Line Items and Reduced Costs in other Line Items**. The ordinance summarizes various budget lines adjusted due to increased and decreased expenditures for 2018.

City Manager Dodd indicated that this is a cleanup before the end of the year. Personnel services were where most of the adjustments were made due to staff leaving and payouts occurring.

Mrs. Seger-Lawson made a motion to **introduce Ordinance 2018-7**. Mrs. Middlestetter seconded the motion. The Clerk called the roll. Mr. Edwards, yes; Mr. Greenwood, yes; Mr. McGill, yes; Mrs.

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Middlestetter, yes; Mrs. Seger-Lawson, yes; Deputy Mayor Schweller, yes; Mayor Baird, yes. The motion carried 7-0.

Mr. Edwards read **Ordinance 2018-8, an Ordinance Amending Chapter 1060 of the Bellbrook Municipal Code to Increase Rates Charged for Refuse Collection**. The ordinance increases refuse collection rates \$1 per month to \$14 per month and will begin on January 2019.

City Manager Dodd indicated that the refuse collection rates will increase \$1 per month to \$14 per month. When presenting the budget it was noted that the waste collection fund has been operating at a deficit for the last few years due to higher rates which were as high as \$17 per month from 2009-2011. The rate was decreased to \$16 per month from 2012 to 2013. In 2013 the rate dropped to \$13 per month. This decrease reduced reserves to the point where they need stabilized. The current Rumpke contract is in effect until 2022. The rate for garbage and recycling collection total is \$13.02. There is also a monthly fuel surcharge that fluctuates based on the cost of fuel. That charge is not currently passed on to the customer and the City currently pays that out of the fund. Therefore, actual costs are more than what we are currently charging customers. Increasing the rate to \$14 per month per customer will stabilize the fund. There will be another \$1 per month increase next year as well. It was determined to be better to incrementally increase the rate over the next two years versus all at once.

Mrs. Seger-Lawson clarified that the increase would be \$12 per year per customer. City Manager Dodd acknowledged that but did mention that the City bills in advance so this year the full \$12 would not be realized due to our billing cycles.

Mayor Baird noted that the City's garbage rates are far cheaper than most cities.

Mr. Edwards made a motion to **introduce Ordinance 2018-8**. Mr. Greenwood seconded the motion. The Clerk called the roll. Mr. Edwards, yes; Mr. Greenwood, yes; Mr. McGill, yes; Mrs. Middlestetter, yes; Mrs. Seger-Lawson, yes; Deputy Mayor Schweller, yes; Mayor Baird, yes. The motion carried 7-0.

## **RESOLUTIONS**

Mr. Greenwood read **Resolution 2018-II A Resolution Establishing a New Special Revenue Fund Titled "Law Enforcement Trust Fund"**. This resolution creates a new fund for receipt of funds received by the Police Department for forfeited property that the courts would release to the City for sale. The Ohio Revised Code requires these funds to be segregated into their own fund. The funds would be used for the purchase of equipment for the Police Department.

Mr. Schweller asked where these funds are currently going. City Manager Dodd noted that these funds were currently going into the Police Department fund. Mr. Schweller also asked what the annual amount would be going into this fund. City Manager Dodd stated that the amount could fluctuate greatly from year to year depending on the cases handled by the Police Department. Any property seized and not claimed by its rightful owner would be sold and the money taken in by the City. This would need to first be released by the Court to the City.

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Mr. Greenwood noted that the Police Department keeps a log of anything that they confiscate.

Mayor Baird stated that the courts would release this property to the City and that statutorily the City needs to have this fund established.

Mr. McGill made a motion to **adopt Resolution 2018 II**. Mrs. Middlestetter seconded the motion. The Clerk called the roll. Mr. Edwards, yes; Mr. Greenwood, yes; Mr. McGill, yes; Mrs. Middlestetter, yes; Mrs. Seger-Lawson, yes; Deputy Mayor Schweller, yes; Mayor Baird, yes. The motion carried 7-0.

Mrs. Middlestetter read **Resolution 2018-JJ** A Resolution Establishing a New Special Revenue Fund Titled "Law Enforcement Education Fund". This resolution creates a new fund for receipt of funds received by the Police Department from certain fines received. The Ohio Revised Code requires these funds to be segregated into their own fund. The funds would be used for training and education of Police Department personnel.

Mayor Baird asked what the amounts received would be from this fund. City Manager Dodd noted that these monies received are relatively small.

Mrs. Middlestetter made a motion to **adopt Resolution 2018 JJ**. Mrs. Seger-Lawson seconded the motion. The Clerk called the roll. Mr. Edwards, yes; Mr. Greenwood, yes; Mr. McGill, yes; Mrs. Middlestetter, yes; Mrs. Seger-Lawson, yes; Deputy Mayor Schweller, yes; Mayor Baird, yes. The motion carried 7-0.

## **CITY MANAGER REPORT**

City Manager Dodd noted the end of the process of hiring a new Clerk of Council and that she looks forward to working with the new Clerk Pamela.

The position of Service Foreman has been posted internally. There are three applicants that will be interviewed at the end of this week. Depending on the outcome of that process a new maintenance worker position would be posted. With the retirement of Service Director Dale Wilson the department has been short one person.

The Comprehensive Plan is still in progress with Greene County Regional Planning. The input from the community meeting was compiled and in line with what was presented at the meeting. The hope is for the draft plan to be presented to Planning Board in January and then to Council shortly thereafter.

## **COMMITTEE REPORTS**

**Service:** Mrs. Seger-Lawson reminded everyone to keep from parking on the streets during snow events so that snow plows can get through the streets.

**Safety:** Mr. Greenwood reminded people of clearing snow around fire hydrants so that fire personnel can located them in case of a fire.

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**Finance/Audit:** Deputy Mayor Schweller stated that an email came through early this evening finalizing the 2017 audit. The audit was a clean opinion with no material weaknesses or problems noted.

**Community Affairs:** Mrs. Middlestetter reminded folks of Christmas in the Park from 5-7pm on December 8<sup>th</sup>. The Historical Museum will be open serving cookies and hot chocolate along with their Christmas display up.

**OLD BUSINESS** – none

**NEW BUSINESS** - none

## **OPEN DISCUSSION**

Mr. Edwards asked about how much road salt the City had left with the cost going up. City Manager Dodd indicated that we would need to take the minimum next year at a cost budgeted around \$50,000. We would not need to take any more this year.

Mrs. Middlestetter noted that she has had a number of requests to bring back the snowflakes. Mayor Baird outlined the history of the snowflakes and stated that he has received a number of requests for lights as well. City Manager Dodd noted that these would be part of a downtown beautification program that should have money dedicated to. This would need to be discussed once the comprehensive plan is in place.

Mrs. Middlestetter also noted that some of the City banners are flipped and that we should rearrange them when we get a chance.

Mr. Greenwood asked about possibilities for companies to sponsor decorations. Mayor Baird noted that anything put on a pole needs to be approved. Mrs. Seger-Lawson also acknowledged that process.

Mayor Baird welcomed Pam aboard as Clerk.

## **ADJOURN**

Being no further business to come before this regular session of the Bellbrook City Council, Mayor Baird declared the meeting adjourned at 7:32 pm.

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Robert L. Baird, Mayor

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Melissa J. Dodd, Interim Clerk of Council