



CITY COUNCIL
Tuesday, September 20, 2022, 7:30 PM
301 SYCAMORE STREET, BROOKVILLE, OHIO 45309
937-833-2135
www.brookvilleohio.com

<https://brookvilleoh.webex.com/brookvilleoh/j.php?MTID=m35fad1e4c41a9c2cd48d75288932c58f>

Meeting number: 2632 108 8237 Password: dNeJ73MWNb7

Join by phone: +1-415-655-0001 US Toll Access code: 263 210 88237

Agenda

I. Opening of Regular Council Meeting

- a. Call to Order
- b. Pledge of Allegiance
- c. Roll Call

II. Adoption of Agenda

III. Approval of Minutes

- a. Approval of August 29, 2022 Special Meeting Minutes
- b. Approval of September 6, 2022 Regular Meeting Minutes

IV. Citizen of the Month Recognition - Gita Patel

V. Constitution Week Proclamation presentation to the Daughters of the American Revolution

VI. Reports of Municipal Officers

- a. City Manager
- b. Finance Director
- c. Fire Chief
- d. Police Chief
- e. Law Director
- f. Mayor Chuck Letner

VII. Old Business

VIII. New Business

Mayor Chuck Letner • Vice Mayor James Zimmerlin
Council Members: Stephen Crane • JD Fowler • Jeff Requarth • Curt Schreier • Kim Wilder



- a. First reading of Resolution No. 22-27 "TO RENEW THE MUNICIPAL BRIDGE INSPECTION PROGRAM FOR 2023."
- b. First reading of Resolution No. 22-28 entitled "A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR."

IX. Reports of Boards and Commissions

- a. JD Fowler - Park Board
- b. Curt Schreier - Planning Commission

X. Public Comments (5 minutes per speaker)

XI. Executive Session

- a. O.R.C. 121.22(G)(8) To consider confidential information of an applicant for economic development assistance.
- b. O.R.C. 121.22(G)(1) To consider the appointment of an official.

XII. Motion for Adjournment

Please note: Council welcomes the comments and input of the public during Council Meetings. In order to provide an orderly fashion in which all interested parties have an opportunity to address Council, Council has adopted the following procedure for citizen's comments during any portion of the Council Meeting or Public Hearing.

Any citizen who wishes to address Council should state their name, address and then their comments. Speakers should not approach Council Members without first obtaining permission. After completion of their comments, Council would request that the speakers return to their seat so that any other interested persons could then be recognized and address Council.

The purpose of this procedure is to afford the maximum opportunity for citizen input without any type of disruption of the Council proceedings. While others are addressing Council from the podium, Council requests that audience members not make comments to Council or to other individuals to prevent any potential confusion or disruption.

Brookville City Council
Special Meeting
August 29, 2022

The Special Meeting of the Brookville City Council was called to order by Mayor Letner at 6:00 p.m. on August 29, 2022. The meeting was held in the City Council Chambers and virtually using the Cisco Webex application. The Pledge of Allegiance was recited. Members Crane, Fowler, Requarth, Schreier, Wilder and Zimmerlin; Manager Keaton and Law Director Stephan were present. Clerk Duncan was absent

Roll Call by Manager Keaton.

Motion by Zimmerlin, second by Fowler to adopt the Agenda as presented. All yeas, motion carried.

Motion by Requarth, second by Fowler to go into Executive Session regarding O.R.C 121.22(G)(1) To consider the appointment of an official. All yeas, motion carried.

Motion by Fowler, second by Zimmerlin to go back into Regular Session. All yeas, motion carried.

Motion by Requarth, second by Fowler to appoint Loren Wilson to Park Board to fill the unexpired term of Jenny Vance, which expires December 31, 2024. All yeas, motion carried.

Motion by Fowler, second by Schreier to appoint Damian Kristof to Planning Commission, to fill the unexpired term of Jessi Sievers, which expires December 31, 2022. All yeas, motion carried.

Motion by Fowler, second by Zimmerlin to adjourn. All yeas, motion carried.

Sonja M. Keaton, Manager

Charles Letner, Mayor

Brookville City Council
Regular Meeting
September 6, 2022

The Regular Meeting of the Brookville City Council was called to order by Mayor Letner at 7:30 p.m. on September 6, 2022. The meeting was held in the City Council Chambers and virtually using the Cisco Webex application. The Pledge of Allegiance was recited. Members Crane, Requarth, Schreier and Wilder; Manager Keaton, Finance Director Brandt, Law Director Stephan, Fire Chief Fletcher, Police Chief Jerome and Clerk Duncan were present. Members Fowler and Zimmerlin were absent.

Roll Call by Clerk Duncan.

Manager Keaton advised the Agenda needs to be amended to include Adam Blevins, who is representing the Brookville High School Marching Band.

Motion by Schreier, second by Requarth to adopt the Agenda with an addition. All yeas, motion carried.

Motion by Wilder, second by Schreier to approve the August 16, 2022 Regular Meeting Minutes. All yeas, motion carried.

Adam Blevins, representing the Brookville High School Marching Band, requested Council approval of a March-a-thon to be held on October 1, 2022 from 10:00 a.m. until noon. The event will start at Brookhaven and go throughout the city, ending on the bike path on Upper Lewisburg Salem Road, with pickup in the area of LCNB and Rob's Restaurant. The March-a-thon is a fall fundraiser as well as an opportunity for the community to get involved with the band.

Motion by Requarth, second by Crane to approve the Brookville High School Marching Band March-a-thon event on October 1, 2022 from 10:00 a.m. until 12:00 p.m. as presented. All yeas, motion carried.

Manager Keaton stated she is delighted to announce the Brookville Fire Department was awarded a FEMA Assistance to Firefighters Grant totaling \$180,761.90 for the replacement of our Self-Contained Breathing Apparatus. Manager Keaton advised Fire Chief Fletcher can elaborate more on this award in his report.

Manager Keaton reported our sludge press has been moved inside our new building and placed on the concrete slab and contractors have hooked up electric to the press. City staff will be installing piping from the press to the digester. The two entry doors were delivered last week and will be installed this week, which should complete this project.

Manager Keaton reported bids were opened on August 29, 2022 for the Westbrook and Albert Drainage Improvement Project. Council has a copy of the Bid Tabulation sheet. We received two responsive bids. One bid was from Associated Excavating, Inc. in the amount of \$44,375 with an anticipated start date of early 2023. The second bid is from Coate Construction LLC in the amount of \$78,996 with an anticipated start date of October 1, 2022. Manager Keaton stated although she would like to get this project done quickly, she cannot see spending an additional \$35,000 of our ARPA funding on this project. Manager Keaton recommended Council accept the lowest and responsive bid of \$44,375 from Associated Excavating, Inc.

Motion by Requarth, second by Wilder to accept the lowest and responsive bid of \$44,375 from Associated Excavating, Inc. for the Westbrook and Albert Drainage Improvement Project. All yeas, motion carried.

Manager Keaton reported the Service Department has been busy the last two weeks with flail mowing, repainting stop bars at Blue Pride and Western Ave., spraying BBC diamonds, retracing

parking lot lines in the rear parking lot of Golden Gate Park, installing a fire hydrant riser on Western and Westbrook, removing a tree stump near Powell Park, removing brush adjacent to the BMX building, rotating a fire hydrant on Johnsville Brookville Road, completing a punchout walkthrough on the Sludge Press Building, repairing a catch basin on Beechwood at Brookside, repairing the footbridge near the Pee Wee football field, installing a slide on the Pee Wee Football playset, seeding Gateway Park where several trees were removed, and lastly they had 57 water shut-offs and resumes. Several employees attended the Montgomery County Soil and Water Ditch Maintenance Meeting.

Finance Director Brandt presented the August 31, 2022 Fund Balance.

Motion by Schreier, second by Wilder to accept the August 31, 2022 Fund Balance as presented. All yeas, motion carried.

Fire Chief Fletcher reported Captain Ferguson, who became our full-time Captain about a month ago, is present tonight in preparation to represent the Fire Department at future Council meetings when needed.

Fire Chief Fletcher reported the call volume in August was average with several serious calls. They also experienced an uptick in overdoses due to some strong opioids that have made it into the region recently. Fire Chief Fletcher advised the Fire Department is still experiencing some COVID related calls, but it is not a surge. However, some staff have been ill with COVID.

Fire Chief Fletcher reported the newly awarded FEMA Assistance to Firefighters Grant for the Self-Contained Breathing Apparatus allows the Fire Department to keep \$186,000 in their Capital Improvements Budget to be used for other major needs. Fire Chief Fletcher reported he used the same grant writer to apply for another grant opportunity, which may fund three staff positions.

Fire Chief Fletcher reported the Fire Department will be hosting a blood drive at Fire Station 76 on Tuesday, September 27, 2022 from 2:00 p.m. until 6:00 p.m.

Fire Chief Fletcher advised Fire Captain Ferguson is handling all Fire Prevention and Education for the Fire Department.

Fire Captain Ferguson reported the Fire Department will host a Fire Prevention Open House on October 9, 2022 from 1:00 p.m. until 4:00 p.m. in lieu of the Fire Prevention Parade. The event will include many learning opportunities, food, trucks, cruisers and cars.

Fire Chief Fletcher requested Council approval to close Market Street at the intersection of Upper Lewisburg Salem Road during this event.

Motion by Requarth, second by Schreier to close Market Street from Upper Lewisburg Salem Road to Amvets Post 1789 for the Fire Prevention Open House Event on October 9, 2022 from 1:00 p.m. until 4:00 p.m. All yeas, motion carried.

Fire Chief Fletcher reported he attended the DMAX open house which confirmed for him that this is a top-notch operation, and we are lucky to have them in Brookville.

Fire Chief Fletcher reported the Fire Department is currently conducting their Fall fire hydrant inspections. The Service Department is notified of any hydrants in need of repair.

Member Schreier inquired once the grant funds are used to purchase our new equipment, will we have any Self-Contained Breathing Apparatus with useful life left that we could donate to other communities?

Fire Chief Fletcher replied there is the potential to donate to another department. There could also be some trade-in value on the existing equipment

Police Chief Jerome reported the Police Department received a Gold Designation from Lexipol this year for their compliance with policies, procedures and training.

Police Chief Jerome reported the new Part-time Administrative Assistant is very useful to the Police Department. She has entered all the past UCR data and continues to keep it up to date. She reviewed and logged 259 body cam videos in the month of August. Any videos that need further review are referred to the Supervisors.

Police Chief Jerome reported everything is going well with the new school year.

Law Director Stephan reported the Harper Creek Final Development Plan and Final Subdivision Record Plan are before City Council tonight for final approval. The plan is consistent with the Preliminary Plan approved by Planning Commission and City Council. Planning Commission unanimously approved this Final Development Plan and Final Subdivision Record Plan at its August meeting. The plan provides for 43 lots for single-family housing under the R-1B zoning requirements. Law Director Stephan requested that City Council approve the Harper Creek Final Development Plan and Final Subdivision Record Plan, subject to execution of the Development Agreement for this project and final review and approval by City Staff and the City Engineer.

Motion by Schreier, second by Wilder to approve the Harper Creek Final Development Plan and Final Subdivision Record Plan, subject to execution of the Development Agreement for this project and final review and approval by City Staff and the City Engineer. All yeas, motion carried.

Law Director Stephan reported the Board of Commissioners for Montgomery County approved the annexation of 59.401 acres in Clay Township to the City of Brookville on August 23, 2022. This property is located on Brookville Phillipsburg Road and Upper Lewisburg Salem Road. The City must wait sixty days from this approval prior to accepting the annexation. Law Director Stephan advised he will bring that legislation back to Council after the waiting period has expired.

Law Director Stephan advised the local option liquor election questions for the El Bronco Restaurant, located at 485 Arlington Road, did make the ballot and will be an Issue on the November 8, 2022 ballot for voters in the Brookville B precinct.

Member Schreier inquired if the Issue passes on the ballot, how long will it take for a liquor license to be issued?

Law Director Stephan stated if the Issue passes, El Bronco will be able to move forward with the Division of Liquor Control once the election is certified.

Mayor Letner thanked DMAX for allowing City staff to tour their facility last weekend.

Mayor Letner announced this Saturday, the VFW is hosting their Super Raffle fundraiser. Mayor Letner stated the VFW is very generous and supportive of the City of Brookville and encouraged everyone to participate in this fundraiser.

Mayor Letner recognized Damian Kristof as the newly appointed member of Planning Commission.

Mayor Letner announced Council also appointed Loren Wilson to serve on Park Board.

Adam Blevins, Park Board President, advised Park Board will begin planning the Christmas in the Park event at their upcoming meeting. Mr. Blevins stated he appreciates Council's support of this event.

Member Schreier, Planning Commission liaison, reported in addition to Harper Creek, Planning Commission approved a Special Use Permit for the addition of a drive-thru at the Brookville Express on Market Street.

Stephanie Irwin, stated she and Mark McGregor, live at 9770 Pleasant Plain Road. She indicated their property is one of the neighboring properties adjoining the BH DEVCO development at 7590 Arlington Road. Ms. Irwin stated their property is part of the parcel that is already zoned I-2. They heard about the proposed development from their neighbor, John Hoelscher, who received notice about the rezoning of the Highway Service parcel to I-2. Ms. Irwin stated they heard there was a Public Hearing on July 19, 2022 where property owners had an opportunity to ask questions about the development and air their concerns. She noted that there are nine additional property owners in Clay Township whose properties share that boundary with the proposed development and the other parcel and the proposed development in total. She stated they would like to be included in any future Public Hearings, any other communications from the City regarding the development and notifications of changes to the site plan. Ms. Irwin stated they will be sharing this information with their neighbors. Ms. Irwin stated they saw the Preliminary Plan that was submitted to the Planning Commission, and saw it was taken off the agenda at the last Planning Commission meeting. They appreciate that because Mr. Hoelscher told them he received a letter notifying him of the upcoming meeting. None of the other nine property owners were notified of the meeting. Ms. Irwin stated they would like to attend, which she assumes is okay, given that they share that boundary, and they do have questions and concerns about some of the variances. Mrs. Irwin stated they are not here to complain about the development as they understand the purpose of it. They would like to minimize the impact to their property given that the wooded barrier between their property and the development will be removed. Ms. Irwin stated they are aware of the landscape buffer that is going to be put in place. They would like to work with the City on what they can do to limit their exposure to variances like a 100-foot height limit on the building, setbacks reduced to 100 feet and lighting increased to 35 feet. Ms. Irwin stated the current tree line does block noise and light pollution for them. Those changes to the property are going to be significant and have a detrimental effect to their quality of life. They understand the developer is open to making changes. There is plenty of opportunity to do that, and they would like to be included in that.

Mayor Letner thanked Ms. Irwin for her comments.

John Hoelscher, of 9800 Pleasant Plain Road, stated he went to one of the zoning meetings and no one asked for questions while he was there. Mr. Hoelscher stated you want to be good neighbors and we want to be good neighbors. There are other people that are tied into that I-2 zoning and none of those people were given any notification that you were changing the variances. We want to be good neighbors too. Mr. Hoelscher stated one thing that has bothered him was that the Mayor did not think about what he said at the Public Hearing. Mr. Hoelscher stated he is paraphrasing but the Mayor said this I-2 will be good for the City of Brookville and for those across the highway, and it will not affect the residents of Brookville. Mr. Hoelscher stated the bottom line is we are your neighbors too and it will affect us. Mr. Hoelscher stated he thinks the Mayor owes the people of Clay Township an apology. Mr. Hoelscher stated Law Director Stephan should make sure he gets the rest of the paperwork out so the rest of people can be notified.

Brawny Welch, of 227 E. McKinley Street, stated he has lived in his home for eight years. The last two years have been a nightmare with the tenants of the apartment building across the street, between the arguments, the fighting, the drag racing and now the trash and beer bottles in his yard. Mr. Welch stated he has had to intervene and separate a man and a woman who were arguing. He is at the point of telling his children to get out of the side yard and go to the other side of the house because of things going on. The Police are there every other day. Mr. Welch stated he is at a loss on what to do. He is bringing it to Council's attention to see if they can brainstorm about ways to stop this. Mr. Welch stated he has invested a lot in his house, and he is not going to move. He also does not want to have to tell his kids they cannot play in their yard because of the fighting and arguing across the street.

Mayor Letner asked Mr. Welch if he has spoken to the Police Chief about the situation?

Mr. Welch replied he has spoken with the Police Officers who have responded to disturbance calls at the apartments, but he has not spoken to the Police Chief. He stated he does not call the Police often because they are there all the time anyway. He stated maybe he needs to call the Police every day. Mr. Welch stated he and his wife used to eat dinner on the back deck and with everything going on over there it was like the Dixie Stampede, with dinner and a show. But now it is not so funny anymore. Mr. Welch stated his home, and his neighborhood are in a very nice area, but he no longer feels safe letting his kids play in the yard. He is exhausted and has had enough.

Mayor Letner thanked Mr. Welch for coming and replied we will get with the Police Chief to see what we can do about it.

Member Schreier asked if the citizen comments tonight will affect the informal meeting tomorrow between the property owners and BH DEVCO?

Law Director Stephan replied this is an informal meeting between BH DEVCO, the property owners who were notified of the rezoning, and City Staff, to discuss the concerns raised in the Public Hearing. Law Director Stephan stated they will also address the additional concerns heard this evening.

Member Requarth asked if the notices went to all adjoining properties to the proposed development, or only to the ones adjoining the part that was being rezoned?

Law Director Stephan replied the notices of the rezoning were sent to the property owners that were adjacent to or directly across the road from the area that is being rezoned. There are other property owners that abut the I-2 area that is further back from the highway, which is not part of the rezoning.

Motion by Schreier, second by Wilder to adjourn. All yeas, motion carried.

Kimberly Duncan, Clerk

Charles Letner, Mayor

To: Mayor & Council
From: Sonja M. Keaton, City Manager
RE: Manager's Report
Date: 9/19/22

Request Council authorization for the Brookville High School Homecoming Parade scheduled for September 21, 2022. Lineup will begin at 5:30 p.m. on Carr Drive with the parade beginning at 6:30 p.m. The parade route will be Carr Dr. to Cusick Ave. to Market St. to Wolf Creek St. to Western Ave. to Blue Pride Dr.

The current Ohio Department of Transportation (ODOT) municipal bridge inspection program is ending on December 31, 2022. With the current available funding, ODOT is in the process of renewing this program for one more year through 2023. Proposed Resolution No. 22-27 renews this program for the McKinley Street bridge, which is required to be inspected annually by a certified engineer.

MetroNet is back in Brookville installing their fiber both underground and on approved aerial poles.

We recently completed our annual sewer root maintenance control; Preventative maintenance was performed on 2,486' of sewer lines.

The Miami Valley Regional Planning Commission (MVRPC) is soliciting qualified member jurisdictions for new transportation projects using MVRPC regionally controlled federal funds.

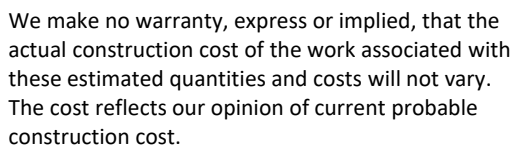
- Funding for the Surface Transportation (STP) program is available in SFY2026-SFY2028. The maximum federal participation for the STP funded resurfacing program is 80%. The preliminary estimate for W. Westbrook Road from Arlington to June Place is \$372,950 and the preliminary estimate for W. Westbrook Road from June Place to Wolf Creek Street is \$332,350. The applicant is required to provide a minimum of 20% (non-federal) of the cost. Applicants providing greater than 20% local match will score bonus points in the overall ranking and scoring process.
- Funding for the Congestion Mitigation/Air Quality (CMAQ) program is available in SFY2027-SFY2029. The maximum federal participation for the CMAQ funded program is 80%. A project that I have been interested in for a while is to construct a pedestrian bridge over Wolf Creek that would run from the dead end of Karrland Drive to the Wolf Creek Recreation Trail. The preliminary estimate is \$275,000 - \$300,000.
- Funding for the Carbon Reduction (CR) program is available in SFY2024-SFY2028. MVRPC received \$1,500,000 of Carbon Reduction funding for a regional project to purchase and install Level 2 electric vehicle chargers on public property. These funds will be 100% Federal with the required local matching funds being provided by MVRPC's allocation of Toll Revenue Credit. I am considering the installation of two electric vehicle chargers in the City's parking lot off Arlington Road.

Over the last two weeks the Service Department repaired the gutter on the Theater building, cleaned the Market St. detention pond, installed a new light at the water tower, asphalt patched areas on Carr, Beechwood and Mulberry, grubbed near the bike trail at Westbrook Rd., repaired a leaking water service on Shaney Lane, stock piled gravel at garage, cut down a tree at Wolf Creek and Main, installed a memorial plaque in Golden Gate Park, trimmed weeds around the City parking lot between Market and Main, mowed city properties, installed a new pump at the Market Lift Station, and performed weekly park inspections.

PRELIMINARY CONSTRUCTION ESTIMATE

September 16, 2022

SUB-TOTAL	\$275,950.00
INFLATION (13.9%) - JUNE 2026	\$39,000.00
TOTAL CONSTRUCTION COST	\$314,950.00
CONSTRUCTION ENGINEERING (8%)	\$26,000.00
PRELIMINARY ENGINEERING (10%)	\$32,000.00
GRAND TOTAL PROJECT COSTS	\$372,950.00



Date _____

Construction & Construction Engineering

\$340,950 80% federal funding - \$272,760
 20% City - \$68,190

Preliminary Engineering - \$32,000 100% City funded

WESTBROOK ROAD RESURFACING - STP FUNDING
CITY OF BROOKVILLE
PHASE 2 - JUNE PLACE TO WOLF CREEK STREET
PRELIMINARY CONSTRUCTION ESTIMATE

Street resurfacing from June Pl. to Wolf Creek St. approx. 1800'

September 16, 2022

ITEM NO.	DESCRIPTION	UNIT OF MEASURE	APPROX. QTY.	UNIT PRICE	TOTAL
253	PAVEMENT REPAIR	S.Y.	160	\$130.00	\$20,800.00
254	1-1/2"± PAVEMENT PLANING, ASPHALT CONCRETE	S.Y.	7875	\$5.00	\$39,375.00
254	PATCHING PLANED SURFACE	S.Y.	395	\$10.00	\$3,950.00
407	NON-TRACKING TACK COAT, 0.09 GAL/S.Y.	GAL.	710	\$5.00	\$3,550.00
442	1-1/2" ASPHALT CONCRETE, SURFACE COURSE, 9.5mm, TYPE A (449)	C.Y.	330	\$315.00	\$103,950.00
611	MANHOLE ADJUSTED TO GRADE	EACH	15	\$1,000.00	\$15,000.00
611	CATCH BASIN ADJUSTED TO GRADE	EACH	10	\$1,000.00	\$10,000.00
614	MAINTAINING TRAFFIC	LUMP	1	\$12,000.00	\$12,000.00
614	WORK ZONE CENTERLINE, CLASS III	MILE	0.7	\$5,000.00	\$3,500.00
614	WORK ZONE CHANNELIZING LINE, CLASS III	FT.	160	\$5.00	\$800.00
614	WORK ZONE STOP LINE, CLASS III	FT.	300	\$6.00	\$1,800.00
623	CONSTRUCTION LAYOUT STAKES AND SURVEYING	LUMP	1	\$6,000.00	\$6,000.00
624	MOBILIZATION	LUMP	1	\$5,000.00	\$5,000.00
638	VALVE ADJUSTED TO GRADE	EACH	16	\$300.00	\$4,800.00
644	CENTER LINE	MILE	0.33	\$8,500.00	\$2,805.00
644	STOP LINE	FT.	150	\$10.00	\$1,500.00
644	CROSSWALK LINE	FT.	580	\$4.00	\$2,320.00
644	CHANNELIZING LINE, 8"	FT.	80	\$10.00	\$800.00
644	LANE ARROW	EACH	2	\$200.00	\$400.00
SUB-TOTAL					\$238,350.00
INFLATION (17.6%) - JUNE 2027					\$42,000.00
TOTAL CONSTRUCTION COST					\$280,350.00
CONSTRUCTION ENGINEERING (8%)					\$23,000.00
PRELIMINARY ENGINEERING (10%)					\$29,000.00
GRAND TOTAL PROJECT COSTS					\$332,350.00



We make no warranty, express or implied, that the actual construction cost of the work associated with these estimated quantities and costs will not vary. The cost reflects our opinion of current probable construction cost.

Allan J. Heitbrink, P.E.

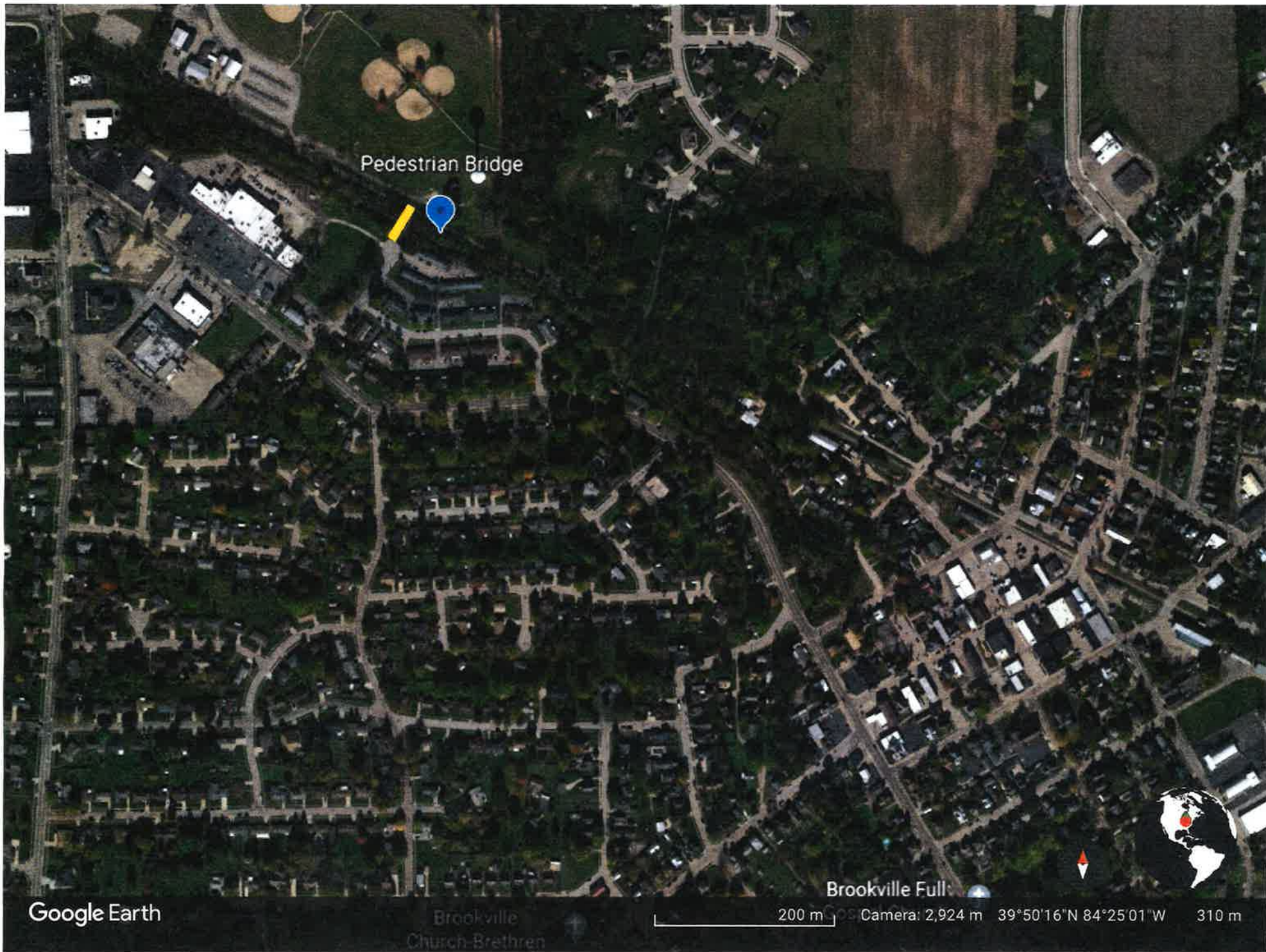
Date

Example: Phase II SFY 2027

Construction & Construction Engineering

\$303,350 80% federal funding - \$242,680
 20% City - \$60,670

Preliminary Engineering - \$29,000 100% City funded



Pedestrian Bridge

Google Earth

Brookville
Church Brethren

Brookville Full

200 m Camera: 2,924 m 39°50'16"N 84°25'01"W 310 m

Memo

To: Mayor and Council

From: Michelle Brandt, Finance Director

Date: September 20, 2022

Subject: Finance Report

→ Proposed Resolution 22-28 is under New Business tonight. It is an annual resolution that accepts the amounts and rates as determined by the Montgomery County Budget Commission and the adoption of this Resolution is a formal approval of the rates and yields for the inside millage for the City. It is required by the County Auditor in order to collect real estate tax. The Resolution needs to be filed by November 1, 2022.



City of **BROOKVILLE** ***POLICE***

Chief Douglas Jerome

djerome@brookvilleohio.com



Council Meeting Agenda September 20, 2022

Reportable Incidents

1/1/2021 – 9/16/2021 = 509

1/1/2022 – 9/16/2022 = 358

Citations

1/1/2021 – 9/16/2021 = 596

1/1/2022 – 9/16/2022 = 106

Traffic Stops

September 2021 - 130

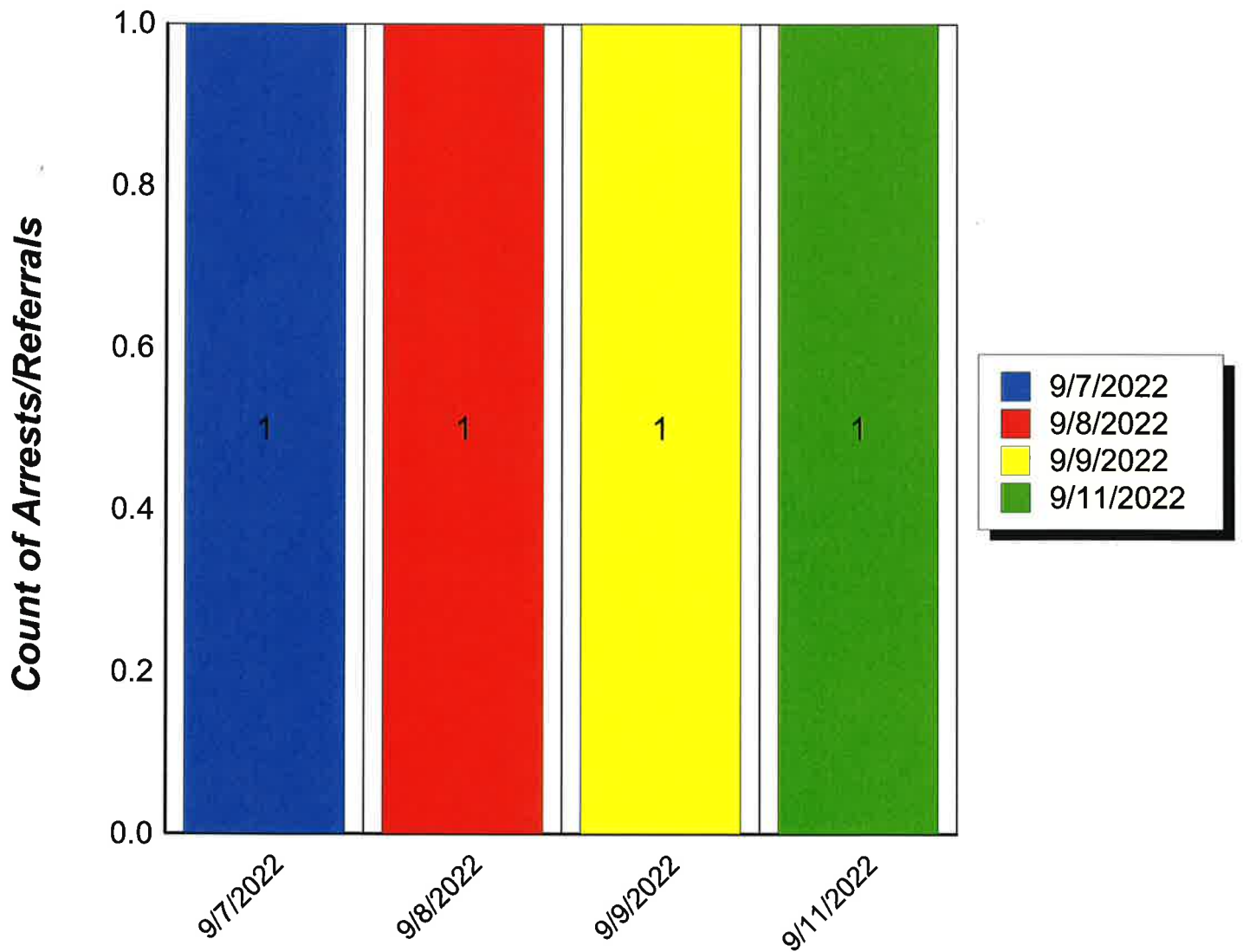
September 2022 to date - 30

Brookville Police Department

Arrest Log by Date

Arrest Date	Total Arrests
September 07, 2022	1
September 08, 2022	1
September 09, 2022	1
September 11, 2022	1
Total Selected = 4	

Arrest Log by Date



Brookville Police Department

Incident Arrest Blotter

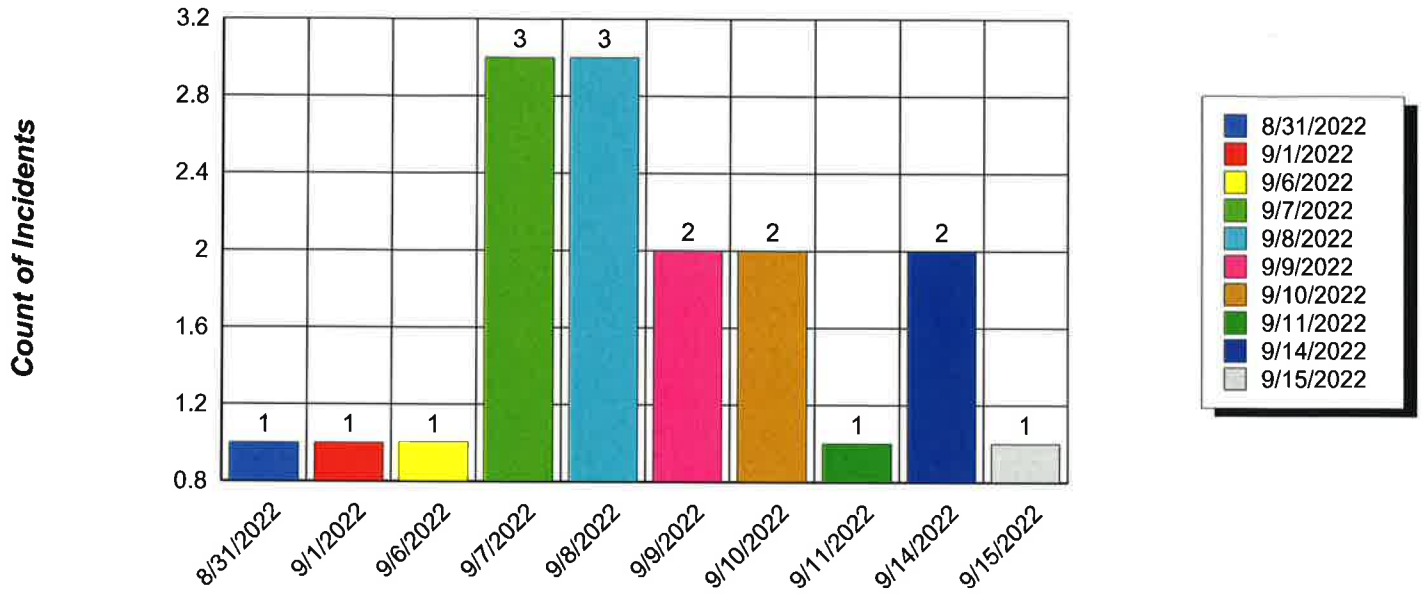
Arrest Date	Time	Suspect's Name	Address, Charges(s)	Incident ID
09/07/2022		CRAIG M. GITZINGER	275 CROSSWELL, BROOKVILLE, OH 45309 291925A: Domestic violence - knowingly cause physical harm	2022-00352
09/08/2022		RYAN M. BOYER	950 CHILDRENS HOMEROAD, SIDNEY, OH 45365 35: WARRANT ARREST	2022-00356
09/09/2022		** JUVENILE **	82 TERRACE PARK BLVD, BROOKVILLE, OH 45309 292511C3: Drug abuse - marijuana	2022-00357
09/11/2022		LOGAN PURCELL	115 SYCAMORE ST APT 101, BROOKVILLE, OH 45309 290313A: Assault - knowingly harm victim	2022-00361
Total Selected = 4				

Brookville Police Department

Incident Log by Date Reported

Date Reported	Day of Week	Total Reported
08/31/2022	Wednesday	1
09/01/2022	Thursday	1
09/06/2022	Tuesday	1
09/07/2022	Wednesday	3
09/08/2022	Thursday	3
09/09/2022	Friday	2
09/10/2022	Saturday	2
09/11/2022	Sunday	1
09/14/2022	Wednesday	2
09/15/2022	Thursday	1
Total Selected = 17		

Incident Log by Date Reported



Brookville Police Department

Incident Log by Date Reported

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
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August 31, 2022

2022-00348	526 VINE BROOKVILLE PD	SIGNAL 260 - CRIMINAL TRESPASS	08/31/2022	09/12/2022	EXCEPTIONALLY CLEARED
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Offenses	UCR	Offense Description
1	02	291121A1 - Criminal trespass - land/premises of another

Total Incidents Reported for Date: 1

September 01, 2022

2022-00349	301 SYCAMORE STREET BROOKVILLE PD	SIGNAL 26I - INFORMATION REPORT	09/01/2022	09/02/2022	EXCEPTIONALLY CLEARED
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Offenses	UCR	Offense Description
1	02	26I - INFORMATION REPORT

Total Incidents Reported for Date: 1

September 06, 2022

2022-00350	329 N WOLFCREEK BROOKVILLE PD	SIGNAL 53A - CRASH	09/06/2022	09/06/2022	EXCEPTIONALLY CLEARED
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Offenses	UCR	Offense Description
1	N/A	33134A - FAILURE TO CONTROL - REASONABLE/ORDINARY

Total Incidents Reported for Date: 1

September 07, 2022

2022-00351	799 ARLINGTON RD BROOKVILLE PD	SIGNAL 53A- PROPERTY DAMAGE CRASH	09/07/2022	09/08/2022	EXCEPTIONALLY CLEARED
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Offenses	UCR	Offense Description
1	N/A	53A - PROPERTY DAMAGE TRAFFIC CRASH

2022-00352	275 CROSSWELL BROOKVILLE PD	SIGNAL 20 - DOMESTIC VIOLENCE	09/07/2022	09/07/2022	ARREST
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Offenses	UCR	Offense Description
1	02	291925A - Domestic violence - knowingly cause physical harm

2022-00353	301 SYCAMORE STREET BROOKVILLE PD	SIGNAL 26I - INFORMATION REPORT	09/07/2022	09/07/2022	EXCEPTIONALLY CLEARED
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Total Incidents Reported for Date: 3

Brookville Police Department

Incident Log by Date Reported

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
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September 08, 2022

2022-00354	926 ARLINGTON BROOKVILLE PD	SIGNAL 53A - PROPERTY DAMAGE CRASH	09/08/2022	09/08/2022	EXCEPTIONALLY CLEARED
Offenses UCR Offense Description					
	2	N/A 53A - PROPERTY DAMAGE TRAFFIC CRASH			
		N/A 451121A - ASSURED CLEAR DISTANCE AHEAD			
2022-00355	S. WOLF CREEK @ WESTERN BROOKVILLE PD	SIGNAL 53A - PROPERTY DAMAGE CRASH	09/08/2022	09/08/2022	EXCEPTIONALLY CLEARED
Offenses UCR Offense Description					
	1	N/A 451141 - RIGHT OF WAY AT INTERSECTION			
2022-00356	MIAMI COUNTY JAIL BROOKVILLE PD	SIGNAL 35 - WARRANT ARREST	09/08/2022	09/08/2022	ARREST
Offenses UCR Offense Description					
	1	N/A 35 - WARRANT ARREST			
Total Incidents Reported for Date: 3					

September 09, 2022

2022-00357	2 BLUE PRIDE DRIVE BROOKVILLE PD	SIGNAL 18 - DRUG ABUSE	09/09/2022	09/09/2022	ARREST
Offenses UCR Offense Description					
	1	01 292511C3 - Drug abuse - marijuana			
2022-00358	428 N. WOLF CREEK BROOKVILLE PD	SIGNAL 06A - PETTY THEFT	09/09/2022		OPEN CASE
Offenses UCR Offense Description					
	1	01 291302A3 - Theft - deception			
Total Incidents Reported for Date: 2					

September 10, 2022

2022-00359	428 N WOLFCREEK BROOKVILLE PD	SIGNAL 26I - FOUND PROPERTY	09/10/2022	09/10/2022	EXCEPTIONALLY CLEARED
Offenses UCR Offense Description					
	1	02 26I - INFORMATION REPORT			
2022-00360	428 N. WOLF CREEK BROOKVILLE PD	SIGNAL 27 - SUSPICIOUS ACTIVITY	09/10/2022	09/10/2022	EXCEPTIONALLY CLEARED

Brookville Police Department

Incident Log by Date Reported

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
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September 10, 2022

Offenses	UCR	Offense Description
1	02	260 - ALL OTHER CRIMINAL OFFENSES

Total Incidents Reported for Date: 2

September 11, 2022

2022-00361	117 SYCAMORE BROOKVILLE PD	SIGNAL 09 - ASSAULT	09/11/2022	09/11/2022	ARREST
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Offenses	UCR	Offense Description
1	04	290313A - Assault - knowingly harm victim

Total Incidents Reported for Date: 1

September 14, 2022

2022-00362	342 E WESTBROOK BROOKVILLE PD	SIGNAL 53A - PROPERTY DAMAGE CRASH	09/14/2022	09/14/2022	EXCEPTIONALLY CLEARED
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Offenses	UCR	Offense Description
1	N/A	33303A - SPEED-UNREASONABLE FOR CONDITIONS/ ACD AHEAD

2022-00363	801 ARLINGTON BROOKVILLE PD	SIGNAL 11 - COUNFEITING	09/14/2022		OPEN CASE
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Offenses	UCR	Offense Description
1	01	291332A2 - Criminal simulation - deception

Total Incidents Reported for Date: 2

September 15, 2022

2022-00364	429 N WOLF CREEK STREET BROOKVILLE PD	SIGNAL 180 - DRUG OVERDOSE	09/15/2022		OPEN CASE
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Total Incidents Reported for Date: 1

Total Selected = 17

LEGISLATION CONSENT

Rev. 8/5/2022

Ordinance/Resolution #: 22-27

ODOT Project Title: Municipal Bridge Inspection Program

The following is a Resolution enacted by the City of Brookville of Montgomery County, Ohio,
(Ordinance/Resolution) (Local Public Agency)
hereinafter referred to as the Local Public Agency (LPA).

SECTION I – Project Description

WHEREAS the (LPA) has determined the need for the described project:

Bridge Inspection Program Services, including, but not limited to routine inspections, element level inspections, critical findings report, fracture critical member inspections, load rating calculations and reports, weight limits posting sign recommendations, scour assessments, scour plan of actions, development of fracture critical plans, and underwater dive inspection reports if needed.

NOW THEREFORE, be it ordained by the City of Brookville of Montgomery County, Ohio.
(LPA)

SECTION II – Consent Statement

Being in the public interest, the LPA gives consent to the Director of Transportation to complete the above described project.

SECTION III – Cooperation Statement

The LPA shall cooperate with the Director of Transportation in the above-described project as follows:

The State shall assume and bear 100% of all the cost for Bridge Inspection Program Services requested by the City and agreed to by the State. Eligible Bridge Inspection Services are described in the Consultant's Scope of Services Task Order Contract (Exhibit A).

The LPA agrees to pay 100% of the cost of those features which are not included in Exhibit A. Those features may include but not limited to the purchasing and erecting the recommended weight limits postings signs, the implementation of critical findings reports such as partial or total bridge closures, the implementation of the scour plan of actions. When recommendations affect public safety, ODOT expects full implementation by the municipality As of October 2019, FHWA requires installing weight limits posting signs within 30 days from the official date of the approved recommendations. Timely implementation is essential to the success of this program.

SECTION IV – Utilities and Right-of-Way Statement

The LPA agrees that all right-of-way required for the described project will be made available in accordance with current State and Federal regulations.

SECTION V – Project Duration and Consent Applicability

The Project is based on the available funds provided by ODOT aimed at assisting the LPA in reaching compliance with State and Federal laws and policies for bridge inspection. The Project specifics (program duration, PID number, and consultant scope of services (Exhibit A)) shall be provided to the designated LPA Contractual Agent via email sent by ODOT Office of Structural Engineering (OSE).

ODOT will seek additional funds to renew the project in future years. If such funds are allocated, ODOT will send an email with the Project specifics to the designated LPA Contractual Agent seeking approval for the new Project. ODOT will not proceed with any Project that does not have written authorization via email from the designated LPA Contractual Agent.

SECTION VI – Authorization of Project

The City Manager of City of Brookville is hereby empowered on behalf of the City of Brookville to provide
(Contractual Agent – Designated Position) (LPA)

written authorization via email to the Director of Transportation to

complete the above-described project and any renewals.

Passed: September 20, 2022 .
(Date)

Attested: _____
(Clerk)

(Contractual Agent of LPA – title)

Attested: _____
(Clerk)

(President of Council)

The Resolution No. 22-27 is hereby declared to be an emergency measure to expedite the highway project and
(Ordinance/Resolution)

to promote highway safety. Following appropriate legislative action, it shall take effect and be in force immediately upon its passage and approval, otherwise it shall take effect and be in force from and after the earliest period allowed by law.

**CERTIFICATE OF COPY
STATE OF OHIO**

City of Brookville of Montgomery County, Ohio
(LPA)

I, _____, as Clerk of the _____
(LPA)
of _____ County, Ohio, do hereby certify that the foregoing is a true and correct copy of
_____ adopted by the legislative Authority of the said
(Ordinance/Resolution)
_____ on the _____ day of _____, 2____.
(LPA)
That the publication of such _____ has been made and certified of record according to
(Ordinance/Resolution)
Law; that no proceedings looking to a referendum upon such _____ have been taken;
(Ordinance/Resolution)
and that such _____ and certificate of publication thereof are of record in _____,
(Ordinance/Resolution)
Page _____
(Record No.)

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal, if applicable,
this _____ day of _____ 2____.

(Clerk)

(CITY SEAL)

_____ of _____ County, Ohio
(LPA)

(If the LPA is designated as a City then the "City Seal" is required. If no Seal, then a letter stating "No Seal is required to accompany the executed legislation.")

The foregoing is accepted as a basis for proceeding with the project herein described.

For the _____ of _____ County, Ohio.
(LPA)

Attested: _____ Date _____
(Contractual Agent)

For the State of Ohio

Attested: _____ Date _____
(Director, Ohio Department of Transportation)

CERTIFICATE

The undersigned, Clerk of the City of Brookville, Ohio does hereby certify that the foregoing is a true and correct copy of Resolution No. 22-27, passed by the Council of said City on the ____ day of _____ 2022.

Kimberly Duncan, Clerk

CERTIFICATE OF POSTING

The undersigned, Clerk of the City of Brookville, Ohio hereby certifies that the foregoing Resolution No. 22-27 was posted at the City Building, U.S. Post Office, and the Brookville Branch of the Montgomery County Library, Brookville, Ohio on the ____ day of _____ 2022 to the ____ day of _____ 2022, both days inclusive.

Kimberly Duncan, Clerk

Scope of Services Meeting Date: **/**/**
Approved Final Scope of Services Minutes Date: **/**/**

GENERAL ENGINEERING SERVICES

Central Office, Office of Structural Engineering

Scope of Services

The CONSULTANT may be required to perform the following services on a task order type basis for bridges designated by regulation or by agreement as City or Village inspection responsibility. Consultants must be prequalified for Level 1 Bridge Inspection services, which may include but are not limited to the following:

Task 1 - Scour Tasks

- Task 1A - Scour Critical Assessment
- Task 1B - Scour Plan-of-Action

Task 2 - Load Rating Tasks

- Task 2A - Field Measurements for Load Rating
- Task 2B - Load Rating Calculations

Task 3 – AssetWise Structure Inventory and Review, Including New SNBI Fields

Task 4 – Inspection Procedures

- Task 4A - Fracture Critical Plan
- Task 4B – Underwater Inspection Procedures

Task 5 - Bridge Inspection

- Task 5A – Routine Bridge Inspection
- Task 5B – Fracture Critical Inspection
- Task 5C – Underwater Dive Inspection

Services shall be conducted in accordance with the following:

- ODOT Manual of Bridge Inspection, Latest Version
- ODOT Bridge and Inventory Coding Guide, Latest Version
- ODOT Bridge Design Manual, Section 900), Latest Version
- Hydraulic Engineering Circulars 18, 20 and 23
- The Manual for Bridge Evaluation, Third Edition 2019 interim with revisions, AASHTO

General Engineering Services Scope of Services
Central Office, Office of Structural Engineering
PID No. 117554

Publication

- Bridge Inspector's Reference Manual, FHWA NHI Publication Number: 12-049,
Publication Year: 2012
- Underwater Bridge Inspection, FHWA Publication Number: FHWA NHI-10-027,
Publication Year: 2010

The CONSULTANT shall maintain a project cost accounting system that will segregate costs for individual task orders. The invoicing progress reports shall be detailed enough to show the breakdown of each assigned structure indicating the status of all subtasks. Completion of the individual subtasks is necessary for reimbursement credits.

The duration of the agreement will be twelve (12) months from the authorization date of the agreement.

The Department will be performing an annual Quality Assurance Review (QAR) for each selected consultant in accordance with Manual of Bridge Inspection to ensure accuracy and consistency of the inspection and documentation in AssetWise. This typically includes an office and field review.

The project will be divided into four (4) sub-projects (SP). A CONSULTANT will be selected for each sub-project. Municipalities opted into the previous inspection program will have the option to renew their legislation. Municipalities with population greater than 50,000 people are excluded from the program. The sub-projects have the following general geographic areas, category characteristics, and maximum contract values for the municipalities with municipal inspection responsibility obtained from AssetWise data as of July 2022.

Project: SP01 - District (1, 2, &3), Total Structures = 485*

Type	L ≤ 20'	20' < L ≤ 60'	60' < L ≤ 200'	L > 200'	Total
Single Span	192	178	26	0	396
Multi-Span	24	20	31	14	89
Culvert	119	29	1	0	149
Truss	0	1	3	0	4
Fracture Critical Inspection	0	0	2	0	2
Underwater Inspection	0	0	0	0	0
Load Rating**	108	99	29	7	243

* Level 1 Bridge Inspection structures

** Tasked as budget allows w/priority for NBI bridges with many BrR updates

General Engineering Services Scope of Services
Central Office, Office of Structural Engineering
PID No. 117554

Project: SP02 - District (4, 11, &12), Total Structures = 392*

Type	L ≤ 20'	20' < L ≤ 60'	60' < L ≤ 200'	L > 200'	Total
Single Span	127	126	35	0	288
Multi-Span	22	25	37	20	104
Culvert	84	40	1	0	125
Truss	1	2	6	0	9
Fracture Critical Inspection	0	0	3	0	3
Underwater Inspection	0	0	0	0	0
Load Rating**	75	76	36	10	197

* Level 1 Bridge Inspection structures

** Tasked as budget allows w/priority for NBI bridges with many BrR updates

Project: SP03 - District (5, 6, &10), Total Structures = 515*

Type	L ≤ 20'	20' < L ≤ 60'	60' < L ≤ 200'	L > 200'	Total
Single Span	189	206	40	0	435
Multi-Span	11	11	37	21	80
Culvert	111	87	4	0	202
Truss	0	0	7	0	7
Fracture Critical Inspection	0	0	7	1	8
Underwater Inspection	0	0	0	0	0
Load Rating**	80	87	31	8	259

* Level 1 bridge inspection structures

** Tasked as budget allows w/priority for NBI bridges with many BrR updates

Project: SP04 - District (7, 8 &9), Total Structures = 508*

Type	L ≤ 20'	20' < L ≤ 60'	60' < L ≤ 200'	L > 200'	Total
Single Span	177	157	36	1	371
Multi-Span	29	45	49	14	137
Culvert	126	85	3	0	214
Truss	0	0	7	1	8
Fracture Critical Inspection	0	1	4	1	6
Underwater Inspection	0	0	0	0	0
Load Rating	103	101	43	8	255

* Level 1 bridge inspection structures

** Tasked as budget allows w/priority for NBI bridges with many BrR updates

General Engineering Services Scope of Services
Central Office, Office of Structural Engineering
PID No. 117554

Please note that the total number of structure types is estimated based on current AssetWise data queries, and it may be adjusted when tasks are assigned in the future which may include newly found orphan bridges. The estimated annual contract price value for each sub-project is as follows:

SP01 \$560,000
SP02 \$530,000
SP03 \$570,000
SP04 \$590,000

DBE Participation:

Project	Goal
SP01	10%
SP02	0%
SP03	0%
SP04	0%

CONSULTANT shall clearly designate in the letter of intent the SP(s) they wish to be considered for.

Three (3) copies of the letter of intent shall be submitted. The letter of intent shall demonstrate that the CONSULTANT has a clear understanding of the scope of services.

Price Proposal Due Date: **//****

UNDERSTANDING

1. Inspections shall be completed by firm's full-time staff prequalified with ODOT for Level 1 bridge inspection according to the Manual of Bridge Inspection.
2. Task order are intended for maintaining compliance with the FHWA 23-Mertics, Ohio Revised Code, and ODOT policy manuals. Deadlines set by the task orders shall be respected.
3. All reports and records compiled under this agreement shall become the property of the City or Village and shall be housed in the City or Village. ODOT shall receive an electronic copy of plans, analysis files, reports and other items mentioned below.
 - a) CONSULTANT shall perform all applicable updates to ASSETWISE with new or revised information for structure inventory and appraisal data, inspections, scour, fracture critical members, and load ratings.
 - b) CONSULTANT shall submit copies of all reports and calculations electronically, or in hard copies when requested, to the City or Village for inclusion in their bridge records.
 - c) This includes, as applicable, a printed copy of the inspection report, Scour Plan-of-Action, Fracture Critical Plan, load rating report, gusset plate analysis, inspection procedures, and field measurement notes, digital pictures as well as a reproducible digital data file (.pdf, .doc, .xml, and .xls formats).
4. Copies of all transmittal letters and emails related to this Task Order shall be submitted to Central Office, Office of Structural Engineering.
 - a) When required, CONSULTANTS shall locate the original construction plans, as-built, and shop drawings from archive locations specified by the municipality and upload them onto ASSETWISE.

Services to be furnished by CONSULTANT may include:

TASK 1 - SCOUR TASKS

Task 1A – Scour Critical Susceptibility NBIS Item 113) - The CONSULTANT shall refer to the most recent ODOT Manual of Bridge Inspection. Deliverables include field notes, a completed Scour Critical Assessment Checklist as per Appendix I of the 2014 Manual of Bridge Inspection, and any other reference material needed for the bridge owner to properly maintain their bridge files. Channel photos or cross sections maybe tasked under this item if assigned. Please use the latest scour assessment form.

Task 1B - Scour Plan-of-Action - The CONSULTANT shall refer to the most recent ODOT Manual of Bridge Inspection Appendix H for the scope of this task. Deliverables include a completed Scour Plan-of-Action, field notes, calculations, and any other reference material needed by bridge owner to maintain bridge files.

TASK 2 – LOAD RATING TASKS

Task 2A - Field Measurements for Load Rating - Should no plans exist or if additional information is required, each main member shall be field measured for load rating. The condition of the member should be noted on the field documentation. All measurements shall be included in the load rating report.

Task 2B - Load Rating Calculations – A bridge carrying vehicular traffic shall be rated to determine the safe load carrying capacity. The CONSULTANT shall review existing bridge plans and inspection reports and other inspection information such as photographs and estimates of section loss for bridge members and connections. The analysis for existing structures shall be performed for AASHTO HS20-44 [MS 18] (truck, lane, & military) loading for both inventory and operating levels, and for the four Ohio Legal Loads including the special hauling vehicles (2F1, 3F1, 4F1, and 5C1, SU4, SU5, SU6, SU7, Type 3, Type 3S2, Type 3-3, NRL, EV2, and EV3) at operating level. The CONSULTANT shall try to complete the load rating analysis utilizing BrR (Virtis) at first. Hand-calculations or Spreadsheets if BrR is not applicable. The BrR analysis file, other load rating files, and the latest BR100 shall be included with the submittal to OSE.

The inventory and operating ratings shall be coded as per the most recent version of the ODOT Bridge Inventory Coding Guide. Update ASSETWISE Inventory with the load rating results and upload BR100 pdf file.

The electronic deliverable shall include if applicable an Excel spreadsheet or other files used for analysis for each bridge which shall include the member areas, member capacities both with and without section loss, influence lines (can be the ordinates or graph of the lines), dead loads and dead load stresses in members, live loads and live load stresses in members for all truck loadings and the load ratings of the members. Truck loadings to be used for the ratings are specified in BDM Section 900.

The Load Rating Report shall be prepared by a registered or non-registered engineer, and it shall be checked, signed, sealed and dated by an Ohio Registered Professional Engineer.

The Load Rating Report shall explain the method used to calculate the load rating of each bridge.

AASHTO Load Factor Rating (LFR) shall be utilized for all bridges not designed by Load and Resistance Factor Design. AASHTO Load and Resistance Factor Rating (LRFR) shall be utilized for all structures designed for HL93 loading starting October 2010.

Load Rating Report Submittal to the City or Village shall include:

- a. Two (2) printed copies and one electronic pdf copy of the Load Rating Report for each bridge.
- b. Final summary of inventory and operating ratings for each member and the overall ratings of the structure shall be presented for each live load truck. An acceptable format is ODOT form BR-100.
- c. Analysis program input files. Both input and output files shall be submitted when programs other than BrR or spreadsheets are used.
- d. All calculations related to the load rating.
- e. If applicable, the weight limits posting recommendations including a copy of the standard posting sign; such as R12-1 (24" x 30"), R12-H5 (30" x 48"), and R12-H7 (30" x 30").

TASK 3 – ASSETWISE STRUCTURE INVENTORY AND REVIEW

The scope of this task includes a limited review of the structure inventory data in the ODOT ASSETWISE. In general, the CONSULTANT shall review specific existing ODOT bridge inventory records (as provided by the City and approved by ODOT) of the designated bridge. The CONSULTANT may download the inventory report, which contains inventory data for each bridge on file with ODOT from the ODOT website.

The CONSULTANT shall verify this data and determine if the ODOT ASSETWISE structure file information needs to be updated on the system. If no changes are necessary, then no ASSETWISE inventory needs to be filled out. If changes are necessary, the scope of this task shall also include completing and filing inventory updates (and supplements, as needed) in ASSETWISE. The CONSULTANT shall refer to the ODOT Office of Structural Engineering Inventory and Coding Guide of ASSETWISE for inventory coding details. In 2023, ODOT will start the transition toward SNBI, the consultants shall fill out all empty fields for this purposes as communicated by OSE.

TASK 4 – INSPECTION PROCEDURES

Task 4A – Fracture Critical Plan – A Fracture Critical Member Plan and inspection procedure shall be developed and updated. For more details, refer to Chapter 4: Inspection Types in the Manual of Bridge Inspection. It shall include:

1. Sketches of the superstructure with locations of all fatigue and fracture prone details identified.
 - a. Use framing plan or schematic with detail locations labeled and a legend explaining each labeled item on the scheme.
 - b. Use an elevation view for trusses.

- c. Classify similar fatigue/fracture prone details as types (e.g. end of partial cover plate).
2. A table or location of important structural details indicating:
 - a. Type of detail (e.g. end of partial cover plate, short web gap, etc.)
 - b. Location of each occurrence of detail
 - c. AASHTO Fatigue Category of detail
 - d. Identify retrofits previously installed
3. Risk Factors Influencing the inspector access.

Photos and sketches shall be properly referenced. The CONSULTANT shall refer to the most recent ODOT Manual of Bridge Inspection for additional details on the scope of this task.

Task 4B – Underwater Inspection Procedures – An underwater inspection procedure shall be developed. For more details, refer to Chapter 4: Underwater Inspections in the Manual of Bridge Inspection. Please note that ODOT has recently revised the format of the procedures file. The diving team shall fill out or update the latest form and upload it on ASSETWISE prior to performing the actual dives. Please contact OSE for a copy of a blank form if not uploaded on ASSETWISE at the time.

TASK 5 – BRIDGE INSPECTION

Task 5A – Routine Bridge Inspection (ASSETWISE Input) - Perform a routine field inspection of the structure to determine the general condition. The CONSULTANT shall refer to the most recent ODOT Manual of Bridge Inspection for additional details on the scope of this task. Section 1111 of the Moving Ahead for Progress in the 21st Century Act (MAP-21) modified 23 U.S.C.144, requires Ohio to report bridge element level data for NBIS bridges on the National Highway System (NHS) to FHWA. A condition rating or element level inspection will be assigned. This task includes Condition Rating Inspection for non-NBI structures, Condition Rating Inspection for NBI structures, and Element Level Inspection for NBI classified as NHS. The consultant shall probe the channel around the footing in water to determine depth of scour and report the date in AssetWise.

Task 5B – Fracture Critical Inspection - Perform a fracture critical field inspection of fracture critical items. The CONSULTANT shall update the FCM inspection procedure with current photos and descriptions. The CONSULTANT shall refer to the most recent ODOT Manual of Bridge Inspection for additional details on the scope of this task.

Task 5C – Underwater Dive Inspection – Perform Underwater/ In-Water inspection of substructure units according to the cycle shown in ASSETWISE. Emergency underwater inspection may arise for specific structures over the duration of the contract period. Work shall be done in accordance with the reference manuals and inspection procedure. Scour risk shall be evaluated after field and data collection.

RESOLUTION NO. 22-28

Tax Year 2022/2023

**A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED
BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX
LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR.**

(City Council)

Revised Code, Secs, 5705.34 - 5705.35

The Council of the City of Brookville, Montgomery County, Ohio met in
Regular session on the _____ day of _____ 2022, at the office of
City of Brookville with the following members present:

Charles Letner, Mayor
JD Fowler, Council Member
Stephen Crane, Council Member
Jeff Requarth, Council Member
Curt Schreier, Council Member
Kim Wilder, Council Member
James Zimmerlin, Council Member

_____ moved the adoption of the following Resolution:

WHEREAS, The Budget Commission of Montgomery County, Ohio, has
certified its action thereon to this Board, together with an estimate by the County
Auditor of the rate of each tax necessary to be levied by this Council, and what part
thereof is without, and what part within, the ten mill tax limitation; therefore, be it

RESOLVED, By the Council of the City of Brookville Montgomery
County, Ohio, that the amounts and rates, as determined by the Budget Commission
in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said
City the rate of each tax necessary to be levied within and without the ten mill
limitation as follows:

RESOLUTION NO. 22-28

Tax Year 2022/2023

and be it further

RESOLVED, That the Clerk of the Council be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

_____ seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

[illegible]

This Resolution shall take effect 30 days after passage by City Council as provided in the Charter of the City of Brookville.

Adopted the _____ day of _____ 2022.

Brookville City
Montgomery County, Ohio

CERTIFICATE OF POSTING

The undersigned, Clerk of Council of the City of Brookville, Ohio, hereby certifies that the foregoing Resolution No. 22-28 was posted at the City Building, U.S. Post Office and the Brookville Branch of the Montgomery County Public Library, Brookville, Ohio, on the _____ day of _____ 2022, to the _____ day of 2022, both days inclusive.

Kimberly Duncan, Clerk of Council

RESOLUTION NO. 22-28

Tax Year 2022/2023

CERTIFICATE OF COPY

Original on File

The State of Ohio, Montgomery County, ss.

I, Kimberly Duncan, Clerk of this Council of Brookville City, in said County, and in whose custody the Files and Records of said Board required by the laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the original minutes of _____ now on file with said Council, that the foregoing has been compared by me with said original document, and that the same is a true and correct copy thereof.

WITNESS my signature, this _____ day of _____ 2022.

Kimberly Duncan, Clerk of Council
Brookville City
Montgomery County, Ohio

RESOLUTION NO. 22-28

Tax Year 2022/2023

**COUNCIL OF THE CITY OF
BROOKVILLE _____**

MONTGOMERY COUNTY, OHIO

RESOLUTION

ACCEPTING THE AMOUNTS AND RATES
AS DETERMINED BY THE BUDGET
COMMISSION AND AUTHORIZING THE
NECESSARY TAX LEVIES AND
CERTIFYING THEM TO THE COUNTY
AUDITOR.

(City Council)

Adopted _____, 2022

Kimberly Duncan, Clerk of Council

Filed _____, 2022

County Auditor

By _____
Deputy