

Brookville City Council
Regular Meeting
January 15, 2019

The Regular Meeting of the Brookville City Council was called to order by Mayor Seagraves at 7:30 p.m. on January 15, 2019 in the Brookville Council Chambers. The Pledge of Allegiance was recited. Members Fowler, Kirklin, Letner, Schreier, Wilder and Zimmerlin; Fire Chief Fletcher, Police Chief Jerome, Law Director Stephan, City Manager Burkholder, Finance Director Keaton and Clerk Wheeler were present.

Roll Call by Clerk Wheeler.

Motion by Zimmerlin, second by Kirklin to approve the Agenda as presented. All yeas, motion carried.

Motion by Zimmerlin, second by Kirklin to approve the Regular Council Meeting Minutes of January 2, 2019. All yeas, motion carried.

Cindy Tietge, of the Brookville Historical Society, thanked Council for all of their support. She presented Council with their 2018 expenses. She informed they have an upcoming Board Meeting to start planning their needed upcoming projects for 2019. She asked if Council would be willing to provide them with any financial support again this year? She informed last year the City gave the Historical Society \$7,500, which was greatly appreciated.

Member Letner reminded the City has also been helping with mowing and snow removal.

Mayor Seagraves advised Ms. Tietge to discuss with her fellow Board Members at their upcoming Board Meeting their financials for the upcoming year and how much they feel they might need and then come back to the next Council Meeting and Council Members will make an official motion to approve.

Manager Burkholder presented a Power Point Presentation on the General Fund Cash Balance. Copy of Power Point presentation attached to Meeting Minutes. He informed the presentation is a bit of a recap because a lot of information has been pushed out over the last five weeks during the Budget Work Sessions. He stated operating costs will continue to increase, revenue will remain relatively flat next year especially pertaining to Income Tax and also debt services to be paid. He informed he hopes this information will help to set the table for future discussions. He reminded the next Budget Work Session will be held on Tuesday, February 5, 2019.

Member Zimmerlin reminded there was also the additional cost for the School Resource Office (SRO), which was not included in the original budget.

Manager Burkholder stated that is correct. He stated he feels the addition of the SRO was the right move, it was good policy and good for the safety of the schools. He reminded it will be an ongoing cost though each year.

Member Schreier stated the carryover balance will still go down from 2019 to 2020. He informed we may have decreased the amount of transfers out for capital improvements this year, and even though we maintained it to start out for 2019, it is still going to deplete as the year goes on and we still haven't addressed the capital projects that are needed.

Manager Burkholder indicated it has been projected the carry over balance could go down to \$1.7 million, which is obviously not the direction we want to go. He informed the one reason we had a healthy carryover this year and near the same amount as the previous year, was based upon the projections received at the September Council Retreat, he shut down all capital improvements that were scheduled for the remainder of 2018. He explained the work scheduled for the administrative offices were not done, some vehicles were not purchased etc. He stated

based upon that warning, he decided to hold off on certain expenses in the fourth quarter of 2018 and that is how we got as close as we did on the cash carryover balance. He informed he is looking forward to the February Work Session and the discussion of other revenue possibilities.

Mayor Seagraves stated it is important to remind everyone that the locked front door to the front office is only temporary until a permanent solution can be determined on how to alter and improve the security of the front office. He stated that will be an additional cost we will also face this year.

Manager Burkholder informed a meeting with Rumpke is being scheduled to discuss concerns regarding levels of service.

Member Zimmerlin asked if the City has an Ordinance that limits parked cars on the streets during large snowfalls?

Law Director Stephan advised there is no Ordinance. He stated it has been discussed many times over the years, but we have always tried to use a voluntary approach. He informed Council could pass an Ordinance.

Member Zimmerlin stated he noticed a tremendous amount of parked cars on the street, including the main thoroughfares and was worried those parked cars would affect our crews cleaning the roads.

Manager Burkholder suggested Staff could put some sort of notice on the website to remove cars if it snows.

Member Letner stated that type of Ordinance could be hard to enforce. He stated his concern has always been damaged vehicles.

Member Fowler asked if there have been a lot of complaints on Rumpke services?

Manager Burkholder informed the front office is tracking all complaints received on a written log.

Finance Director Keaton informed the holidays usually cause an increase in the amount of calls received because trash pickup is a lot heavier and sometimes the trucks get filled faster and have to go dump and then come back, which puts them picking up some trash later than normal, which triggers phone calls from residents. She informed in our contract with Rumpke, they have from 7:00 a.m. to 7:00 p.m. to pick up. She stated for the month of December, she would guess approximately 20-25 complaints were received.

Manager Burkholder stated more education on recycling needs to be done. He informed some people do not realize plastic bags cannot go into recyclables. He stated if you see your recyclables going into the trash truck it is probably because they are contaminated. He described pizza boxes with grease cannot go into recyclables. He described recycling is a complicated industry changing all the time and China is pushing back on what they will take from the other countries. He stated a lot of recyclables are ending up in the land fill because they were contaminated. He informed more education needs to be done to help educate on what can and cannot be recycled. He recommended if anyone has any issues to please call the front office.

Mayor Seagraves stated Rumpke is just like any other business that experiences turnover of staff.

Member Wilder asked if the Hyper Reach System could be used to notify residents to remove parked cars from the streets during large snowfalls?

Fire Chief Fletcher stated yes. He informed other communities have a trigger point of three inches or more.

Finance Director Keaton provided Council Members with a copy of Revenue and Expense Budget Worksheets for years 2016, 2017 and 2018. She informed these are new reports that were included in our software update in late 2018. She also provided Council Members with a list of comments she put together after reviewing these reports.

Finance Director Keaton informed the City of Vandalia Income Tax Department will once again have representatives at our City Building to assist our residents with the preparation of their local income tax returns, at no charge. She informed the representatives will be here on Friday, March 22 from 8:00 a.m. to 4:30 p.m. and again on Saturday, March 23 from 8:00 a.m. to noon.

Finance Director Keaton reported she received the new water rate increase from the City of Dayton and they have increased our water rate by 5%. She informed it is estimated this rate increase will take affect at the beginning of the second quarter this year.

Finance Director Keaton informed proposed Resolution No. 19-02 is before Council tonight. She explained this Resolution will adopt the City of Brookville's credit card policy and procedures pursuant to House Bill 312 that was adopted late last year. She informed we have had a credit card policy in place for about the last ten years and a lot of what is in the policy attached to the Resolution, we already had in place, but there were a few provisions in House Bill 312 that we were required to add. She informed a Compliance Officer must document all transactions to ensure credit cards are being used properly. She informed this was being done by her, but under the new policy she can no longer be the Compliance Officer since she has a City credit card. She stated the individual cannot have in possession or use a City credit card, so one of her Deputy Clerks will assume the responsibility. She informed a report of all credit card account transactions is also now required to be distributed to Council each month and the Presiding Officer of Council must sign off each month that the report was presented to City Council. She informed she is still trying to figure out how she will run that type of report.

Finance Director Keaton advised proposed Resolution No. 19-02 is before Council in an emergency format because the policy must be adopted by February 2, 2019.

Motion by Kirklin, second by Zimmerlin to read proposed Resolution No. 19-02. All yeas, motion carried.

Motion by Kirklin, second by Fowler to accept the first reading, dispense with the second and third readings, declare an emergency and adopt Resolution No. 19-02 entitled, "A RESOLUTION ADOPTING THE CITY OF BROOKVILLE'S CREDIT CARD POLICY AND PROCEDURES, AND DECLARING IT AN EMERGENCY." All yeas, motion carried.

Finance Director Keaton provided Council Members with a copy of a page from our Codified Ordinances and highlighted the section that she preciously brought up stating Council should from time to time and no less than annually review expenditures and revenues and amend rates.

Mayor Seagraves asked if the 5 % increase from Dayton will begin in our June billing?

Finance Director Keaton informed yes.

Fire Chief Fletcher reported the recent snow storm has caused an uptick of calls.

Fire Chief Fletcher informed last week he and a few of his Staff traveled to Edgewood, Kentucky to look at the work being done on our wrecked Rescue Unit. He informed he is happy with how the work is progressing on the vehicle. He informed the work being done is sort of major surgery and so the vehicle is opened up and parts of the inside can be seen that we normally wouldn't ever see and because of this, corrosion in a critical area of the inside near the poly tank that holds water was noticed and will now be repaired. He informed this vehicle is 17 years old. He informed this issue would have been one of those unexpected expenses that we were unaware

of until the poly tank, which sits in the middle of the vehicle, cracked and started leaking and would have cost us thousands of dollars to repair. He informed because it is already being worked on, there is no extra cost to get to the corrosion, just the added cost to do the actual repair. He informed he has no anticipated return date yet for the vehicle and for the time being his Department is getting by the best they can without it.

Police Chief Jerome reported the Brookville Police Department handled 23 Incidents year-to-date, compared to 23 during this same time last year. Police Chief Jerome reported Citation are up a total of 4 Citations year-to-date, for a total of 16 Citations issued year-to-date. There were 187 traffic stops for December compared to 220 during December 2017.

Police Chief Jerome stated when first responders respond on the highway it is very dangerous, there have already been a large number officers killed on highways nationwide. He stated people just do not watch what they are doing. He stated it is a growing problem being watched and the Police Department may need to start responding with the Fire Department on highway incidents to help increase safety and awareness.

Police Chief Jerome reported the I70 ramps now have no parking signs posted. He informed his Department will continue to monitor and so will the Ohio State Patrol.

Police Chief Jerome informed most all of the arrests made last year were drug related. He stated most traffic stops are because of suspicious activity and that type of activity will get a lot of attention from our Police Department. He stated traffic stops may come with a cost, but he feels it is very worthwhile and will continue to do it to get the word out, especially around highway that we do not tolerate drug use.

Police Chief Jerome informed he would like to have the School Resource Officer (SRO) come to a future Council Meeting to give an update on how and what he's been doing this school year. He stated Officer Snell is doing a great job as the SRO.

Law Director Stephan had no report.

Mayor Seagraves thanked everyone for attending his Prayer Breakfast last week. He described it was the largest turnout he's ever had. He informed the 7 elements of a sound community was the topic and each speaker did an excellent job with their prayers.

Mayor Seagraves reminded everyone to be mindful of the road crews during winter weather and deep snowfalls like last weekend.

In Old Business,

Motion by Kirklin, second by Zimmerlin to read proposed Ordinance No. 2018-15. All yeas, motion carried.

Motion by Fowler, second by Kirklin to accept the third reading and adopt Ordinance No. 2018-15 entitled, "AN ORDINANCE AMENDING THE CODE OF ORDINANCES PART 9, TITLE 3 SECTION 931.20(a) FIXING THE RATES AND CHARGES TO ALL WATER CUSTOMERS IN THE CITY OF BROOKVILLE, OHIO." All yeas, motion carried.

Motion by Kirklin, second by Schreier to read proposed Ordinance No. 2018-16. All yeas, motion carried.

Motion by Kirklin, second by Zimmerlin to accept the third reading and adopt Ordinance No. 2018-16 entitled, "AN ORDINANCE AMENDING THE CODE OF ORDINANCES PART 9, TITLE 3, SECTION 935.14(c)(1) FIXING THE RATES AND CHARGES TO ALL SEWER CUSTOMERS IN THE CITY OF BROOKVILLE, OHIO." All yeas, motion carried.

Motion by Fowler, second by Kirklin to read proposed Ordinance No. 2018-17. All yeas, motion carried.

Motion by Zimmerlin, second by Kirklin to accept the third reading and adopt Ordinance No. 2018-17 entitled, "AN ORDINANCE AMENDING THE CODE OF ORDINANCES PART 9, TITLE 5, SECTION 957.06(a) AND ADDING SECTION 957.06(e) FIXING THE RATES AND CHARGES TO ALL REFUSE CUSTOMERS SERVICED BY THE CITY OF BROOKVILLE, OHIO." All yeas, motion carried.

Member Zimmerlin asked when the City of Oakwood usually puts out their annual report on water and sewer rates?

Finance Director Keaton informed the report is usually sent out in the spring.

In New Business,

Motion by Fowler, second by Kirklin to read proposed Resolution No. 19-01. All yeas, motion carried.

Motion by Kirklin, second by Zimmerlin to accept the first reading of proposed Resolution No. 19-01 entitled, "A RESOLUTION AUTHORIZING THE CITY MANAGER TO DISPOSE OF SURPLUS PROPERTY AT A PUBLIC AUCTION, PRIVATE SALE OR BY INTERNET AUCTION." All yeas, motion carried.

Member Kirklin, Park Board Liaison, reported Park Board recently met on Tuesday, January 8, 2019. She reminded there is an open Park Board seat and applications are due in by January 25. She asked if applications are received, if Council Members could plan to hold interviews at the second Council Meeting in February.

Member Kirklin informed the annual Community Park Cleanup date has been scheduled for Saturday, April 13, 2019 from 10:00 a.m. to noon.

Member Kirklin reported the 2019 Christmas in the Park is scheduled for Friday, December 13, 2019. She informed a memo from the Law Director was distributed to Council and Park Board Members regarding Christmas decorations being up in the Leiber Center the month of December and it was determined those renting out the Leiber Center during the month of December will receive a notice about the Christmas decorations.

Member Kirklin informed the Strausburg Foundation has offered four park benches for the Grove instead of two.

Member Schreier, Planning Commission Member, informed the next Planning Commission Meeting is scheduled for Thursday, January 17, 2019.

Mayor Seagraves thanked audience members for attending tonight's Meeting.

Motion by Kirklin, second by Zimmerlin to enter into Executive Session per ORC 121.22 (G)(1) to consider the compensation of a public employee. All yeas, motion carried.

Motion by Schreier, second by Zimmerlin to enter into Executive Session per ORC 121.22 (G)(6) for details relative to the security arrangements for a public body or public office. All yeas, motion carried.

Law Director Stephan advised there will be no action needed after the Executive Session.

Motion by Kirklin, second by Schreier to go back into Regular Session. All yeas, motion carried.

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

A handwritten signature in blue ink, appearing to read "Meghan Wheeler", written over a horizontal line.

Meghan Wheeler, Clerk of Council

A handwritten signature in blue ink, appearing to read "David Seagraves", written over a horizontal line.

David Seagraves, Mayor

General Fund Cash Balance

City Council Meeting
January 15, 2019

**General Fund Beginning Balances
2000 to 2019**

<u>Year</u>	<u>Total Budget</u>	<u>General Fund</u>
2000	\$2,074,030.61	\$995,568.82
2001	\$2,415,239.13	\$1,235,696.55
2002	\$2,596,851.87	\$1,331,309.19
2003	\$2,449,274.81	\$1,223,524.61
2004	\$2,459,507.65	\$1,065,273.24
2005	\$1,879,349.26	\$869,625.94
2006	\$1,753,306.96	\$827,272.30
2007	\$1,926,049.94	\$670,697.28
2008	\$3,958,462.47	\$837,137.03
2009	\$2,474,621.06	\$940,341.77
2010	\$2,213,999.68	\$738,689.03
2011	\$1,990,575.48	\$702,929.69
2012	\$2,520,667.28	\$1,219,796.22
2013	\$2,606,996.71	\$1,339,208.67
2014	\$2,722,459.33	\$1,421,686.04
2015	\$3,036,859.86	\$1,599,933.90
2016	\$3,319,451.59	\$1,751,736.07
2017	\$10,800,217.30	\$2,017,949.13
2018	\$6,830,191.93	\$2,300,666.96
2019	\$4,001,563.53	\$2,289,471.44

2019 Beginning Cash Balance

The difference between the **2018** beginning cash balance and the **2019** beginning cash balance is \$11,195.52.

The last three years are the largest cash beginning balances since 2000.

What other factors affected the 2019 beginning balance? **Unanticipated Expenses**

1. The replacement of the **pedestrian bridge** on Arlington Road (\$39,000)
2. Major exterior repairs to the **Community Theatre** (\$37,000)
3. Increase in **dispatch fees** (\$48,000)
4. Unexpected **salt price increase** (\$32,000)
5. Decline in **EMS revenues** (\$89,000)

TOTAL CASH SWING (\$245,000)

The 2018 Unanticipated Expenses were all justified expenditures, but could not have been predicted ahead of time. As a result of these expenditures, there was a slight decline (less than \$12,000) in the General Fund beginning cash balance for 2019.

There will always be unexpected expenditures which is why it is important to always add to the cash carryover balance.