

Brookville City Council  
Special Meeting - Budget Work Session  
November 26, 2019

The Special Meeting for a Budget Work Session of the Brookville City Council was called to order by Mayor Letner at 6:00 p.m. on November 26, 2019 in the Brookville Council Chambers. The Pledge of Allegiance was recited. Council Members Crane, Fowler, Schreier, Swabb, Wilder, and Zimmerlin; Manager Keaton, Law Director Stephan, Finance Director Brandt, Police Chief Jerome, Fire Chief Fletcher and Service Superintendent Homan were present. Clerk Wheeler was absent.

Roll Call by Manager Keaton.

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

Manager Keaton stated she wanted to provide Council with a recap of 2019 because it has been a very trying yet rewarding year from the Memorial Day tornado to landing General Motors. She described in February, we experienced a loss of water; March showed a change in leadership roles; May was the Memorial Day tornados and the second time we experienced a loss of water; In June and July, the community came together in the aftermath of the tornado; August was spent courting GM to our community; and in October she received a resume from a talented individual to hire as the new Finance Director. She stated preparing the budget is usually challenging, but 2020 was a bit more challenging with the closure of Payless and the impending closure of IMI Norgren.

Manager Keaton presented a Power Point Presentation on the 2020 Budget. Copy of Presentation attached to Meeting Minutes.

Manager Keaton explained the City of Brookville has 13 different Funds. She provided a brief explanation of the General Fund and the projected 2020 Revenues and Expenditures from the General Fund.

Discussion on EMS billing.

Manager Keaton presented the 2020 Police Department Budget.

Police Chief Jerome informed their fleet consists of six cruisers. He stated these cars are on the road 24 hours a day. He stated there is always something, one is fixed and then another has an issue. He reported this year they exceeded the \$10,000 mark on repairs. He stated they are trying to cut back in their budget as much as possible. He informed he fills in and covers as a second car whenever needed. He stated when they lose people though, they have to train new people. For example, when Officer Edds retired, they lost a firearms instructor and he would like to send another Officer for training, but again that costs money. He informed they also need to send two officers to the First Line Supervision Course, which is almost \$500 per person. He stated they are watching everything they can, but some costs are just out of their control. Chief Jerome explained the Police Union Contract is up at the end of the year. He informed Manager Keaton is working with them to extend the renewal of the contract. He stated he does believe in a strong range program, Officers go to the range four times a year and the Department spends approximately \$4,000 per year in ammo. He stated since he has been Chief, there have been two shootings. He stated he truly believes a good range program is important. He stated every department is putting off as much as possible, but one thing the Police Department will not be able to put off for much longer is the purchase of new MDT's. He informed in 2021 the current MDT's in the cruisers are going to have to be replaced, which will be approximately \$20,000. He described the MDT's are their lifelines, everything comes through those computers. He stated they should be able to get through 2020 with the current MDT's, but they have almost met their life span and will have to be replaced in the near future.

Member Crane asked approximately how many miles per year go on a cruiser?

Police Chief Jerome stated on average 30,000-40,000 miles per year.

Member Zimmerlin asked if there are other models of cruisers available?

Police Chief Jerome stated not for the SUV. He informed they have looked before. He stated they have had no complaints on the Fords.

Manager Keaton presented the 2020 Fire Department Budget.

Fire Chief Fletcher informed his Department is very careful to prioritize their requests for spending money. He stated they have experienced a personnel challenge as it is hard to stay competitive. He informed he continues to be the only full-time employee in the Fire Department. He explained the Fire Department has been looking at hiring EMS trained personnel only instead because in the past, hiring individuals trained in both EMS and as a Firefighter. He stated staff being cross trained helps to be prepared for whatever emergency that they may come across. He stated being EMS trained only does not get a fire truck out the door, but it does help out in other aspects. He stated the Fire Department tries to be as efficient as possible when it comes to spending. He informed they participate in regional efforts to avoid duplicating services and they do a lot of in house maintenance and repairs to cut down on costs.

Fire Chief Fletcher informed dispatch costs have gone up, but by not having to have our own dispatch center has saved us millions. He stated we are currently with the regional dispatch center that offers us the best price and is the best option for us.

Member Zimmerlin asked how many part time staff members are a part of the Fire Department?

Fire Chief Fletcher informed he has 45 staff members and he is authorized and set up for 50. He stated Obama Care really threw a wrench into how they operated because of the amount of hours personnel are able to work to be considered full-time.

Member Zimmerlin asked the turnover rate in the Fire Department?

Fire Chief Fletcher stated he would say turnover is low. He explained their turnover is exclusive to part-time personnel getting full-time employment other places.

Manager Keaton presented the 2020 Government and Administration Budget.

Manager Keaton presented the 2020 Service Department Budget. She informed this includes the Street M&R, Park, Water, Sewer, Refuse and Stormwater Funds.

Service Superintendent Homan informed we did receive an STP grant, which means the Arlington Road/Triggs Road project will be primarily funded by the State. He stated he would like to do some resurfacing. He stated prior to 2015, resurfacing was done every year and he would like to do an annual resurfacing program because the more we let go, the more expensive it will be. He informed he receives complaints all the time about pot holes and some streets really are in poor condition. He described the smaller areas they can do themselves, but the larger areas will require a paver. He stated the Service Department tries to operate frugally with the use of older equipment and they try to keep maintained and make repairs themselves when needed. He stated they do try to do as much as possible in house to save money, but there are somethings they have to subcontract out. He stated he would like to try to be more preventative by doing things up front to extend the life of the equipment.

Manager Keaton presented the Fire Capital Improvement Fund. She informed a new Medic will need to be purchased in 2020 and she is looking into leasing a vehicle.

Fire Chief Fletcher explained the need for personal fire gear and the importance of rotating the gear.

Discussion of contract renewals for Fire and EMS services with Clay and Perry Townships.

Fire Chief Fletcher stated the current fire levies are not keeping up with the cost of doing business and the General Fund is eating the additional costs. He stated our Administration has tried to explain that to the townships and that there will have to be an increased percentage added to the upcoming proposed contract unless they can pass an increased Fire Levy to generate additional funds. He stated at some point, the General Fund will not be able to keep up and we cannot continue to depend on the General Fund. He stated there is no where in the Fire Department's Budget to cut thousands and thousands of dollars to make up for it and in reality the levies should be enough to run the Department, but the current ones are not. He stated this is the conversation Staff has been trying to have with both Townships.

Manager Keaton explained they have been reaching out to the Trustees of both Townships, and are currently looking at 90 day extensions on the contracts due to newly elected trustees in one Township and a recent re-elected Trustee in the other.

Manager Keaton presented the 2020 Water, Sewer and Refuse Budget. She explained there are no projected rate increases for next year. She informed the City of Dayton has assured her that there is no projected rate increase to us for 2020.

Member Zimmerlin asked if there are any five-year projections from the City of Dayton? He stated he would like to do smaller incremental increases over the years instead of a large rate increase at once.

Manager Keaton agreed. She stated she thought residents could use a break this next year since there was such a large increase last year. She informed the City of Dayton is looking into doing a five-year projection.

Service Superintendent Homan informed the water tower located in Golden Gate Park is due for some updates, cleaning and resurfacing. He stated water towers are typically due for maintenance work every ten years for exterior work including staying up to date with safety requirements. He stated he is trying to divide up the work needing done between interior work in 2020 and exterior work in 2021 or 2022. He informed an inspection done by an engineer last year is where the needed work to be done came from. He stated the contractors estimates could be less than the engineers.

Service Superintendent Homan explained the need for a heated building to house the sludge press machine at the WWTP. He informed phosphorus removal will also at some point become a requirement by the Ohio EPA, which is something we need to plan for now before it becomes a requirement. He informed Lewisburg has already received their letter of the new requirement, so it is only a matter of time for us.

Member Zimmerlin stated this project has been discussed in the past, but pushed back due to finances.

Service Superintendent Homan stated the engineering company that did the previous quote for this project seemed a bit excessive with a masonry building and he thinks the project could be done much cheaper and more reasonable by a different engineering firm.

Manager Keaton presented the Stormwater Fund. She informed this is a new fund that recently went into effect October 1, 2019. She stated nothing is planned for capital improvements out of this fund at this time.

Manager Keaton compared the projected 2020 Budget to the 2019 Budget totals and reviewed the 2019 Revenues and Expenditures.

Manager Keaton stated one thing she wanted to bring up for Council to discuss or at least think about and have a future conversation on is what would they like to do with Fire Station #1 on Mulberry Street? She stated it is a conversation she has been wanting to bring up.

Member Zimmerlin asked if there has been any discussion from Planning Commission on the topic?

Member Schreier stated no. He suggested if there were any ideas from Council, then Planning Commission could discuss those or add suggestions of their own.

Mayor Letner suggested starting with an appraisal and then assess what the needs are because at this time it is just storage.

Manager Keaton stated we are paying utilities on the building.

Fire Chief Fletcher stated he received questions all the time on the building and has received concerns from citizens about the building becoming another vehicle repair shop. He stated we need a big picture in mind for the downtown area and then whatever that building becomes could go along with it.

Manager Keaton stated the building is currently zoned Community District. She stated she wanted to get the path going of what Council would like to do and she could certainly move forward with an appraisal.

Mayor Letner asked if we want to continue to utilize Station #2?

Fire Chief Fletcher stated the Service Department uses Station #2 more than the Fire Department. He explained vehicles are now parked inside that used to have to be parked outside. He stated if repairs are going to be made to a building he would recommend investing in Station #2 over Station #1. He stated he does see value in having the building.

Manager Keaton informed recently she spoke with Service Superintendent Homan about Station #2 and the location is not ideal because it is not close to the Service Garage. She stated this would probably be our second building to look at and at some point it might be better to get rid of it also.

Mayor Letner stated if we are not utilizing the building to its full potential, then we don't need it.

Manager Keaton suggested maybe we could extend over at the Service Garage instead and get rid of the building to boost our revenue.

Member Zimmerlin stated it would be nice to have something go into Station #1 that would help support business growth in the downtown area.

Mayor Letner asked if the Station #1 building is ADA compliant?

Manager Keaton stated no.

Mayor Letner asked if there is any idea the cost to make the building ADA compliant?

Fire Chief Fletcher stated he recently saw the plans for the old school house building in Perry Township to be made ADA compliant and it was approximately a \$35,000 project.

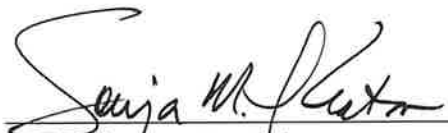
Manager Keaton stated if Council has any questions over the budget presentation to please feel free to reach out to her. She would like to do the first reading of the Appropriations Resolution at the next Council Meeting and then we would have time for two readings.

Member Zimmerlin asked for a projection of carryovers in addition to 2020, maybe 2021 as a rough estimate would be helpful.

Member Schreier agreed. He stated all the carryover balances are dropping and will end up depleted.

Manager Keaton stated she is hoping with the addition of GM, other businesses will come and no others will leave. She stated next year we will have to look at what do we do for the future.

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

  
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Sonja Keaton, City Manager

  
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Charles Letner, Mayor