

Brookville City Council  
Regular Meeting  
June 5, 2018

The Regular Meeting of the Brookville City Council was called to order by Mayor Seagraves at 7:30 p.m. on June 5, 2018 in the Brookville Council Chambers. The Pledge of Allegiance was recited. Members Cantrell, Kirklin, Letner, Schreier, and Zimmerlin; Police Chief Jerome, Fire Chief Fletcher, Law Director Stephan, City Manager Burkholder, Finance Director Keaton and Clerk Wheeler were present. Member Wilder was absent.

Mayor Seagraves welcomed everyone.

Mayor Seagraves informed Member Wilder is absent tonight.

Roll Call by Clerk Wheeler.

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

Motion by Cantrell, second by Kirklin to approve the Regular Council Meeting Minutes of May 15, 2018.

Manager Burkholder reported further investigation has been conducted of the truck parking concerns on E. Campus Boulevard. He informed the situation continues to escalate with trucks parking on W. Campus Boulevard as well. He stated the Police Department is enforcing our existing parking law but litter and waste continue. He provided Council with pictures of semi trucks parked on East and West Campus Boulevards.

Manager Burkholder informed an email was received from Member Wilder stating concerns she had received from a resident, but the resident wanted to remain anonymous. He stated it would be nice if residents would be willing to identify themselves. He stated transparency is a two way road and anonymous people make transparency harder to achieve and transparency is expected from the Staff and Council and should be of residents also. He reminded that for a while now, we have had an unofficial policy that if a question was asked, the answer would be responded to at the next Meeting to ensure documentation in the minutes.

Manager Burkholder informed in response to the questions asked: 1. The Pedestrian Bridge is not repairable, it must be replaced and is a public safety issue. 2. A fire hose would not be practical or convenient way to wash salt off of the bridge. 3. The Bridge does need to be painted at the time of installation and is most cost efficient to do so when installed. 4. The Clerk of Council has circulated more information to Council Members of the benefits of Civic Clerk. 5. The City does have a Policy Manual for employees, it is currently under review with outside legal counsel to update existing policies. Individual Departments also have some of their own policies established. He informed a draft Sexual Harassment Policy is for review by Council and eventual adoption for a stand alone policy. 6. The recent sink hole that was repaired was done by an outside contractor at a cost of \$8,700. The repair was done on a weekend.

Finance Director Keaton presented the May 31, 2018 Fund Balance.

Motion by Cantrell, second by Schreier to approve the May 31, 2018 Fund Balance as presented. All yeas, motion carried.

Finance Director Keaton requested Council approval to transfer \$14,000 out of the General Fund into the Note Retirement NorthBrook Fund as appropriated. She informed this is a partial transfer of the \$85,000 that was appropriated. She informed the Note Retirement NorthBrook Fund is the debt service fund for the land purchased in the NorthBrook Industrial Park in the early 2000's and this should be the last transfer for the year.

Motion by Cantrell, second by Schreier to approve the transfer of \$14,000 from the General Fund into the Note Retirement NorthBrook Fund as appropriated. All yeas, motion carried.

Finance Director Keaton requested Council approval of Health, Dental, Life and Vision Insurance renewal rates from Anthem. She informed with some negotiation, Anthem is allowing us to renew our current dual health insurance plans, with a few modifications, at an overall 4.73% rate increase. She provided Council with a copy of the revised renewal plans and current plans along with a health insurance renewal history sheet from 2012 to the present. She requested Council approval for the health, dental and life insurance as we have open enrollment between now and early July, which allows the employees time to review the two health insurance plans and to give their health insurance choice. She stated this also allows Anthem to enter our renewal information into their system so employee ID cards can be mailed out in a timely manner.

Finance Director Keaton informed the Dental and Life Insurance had a two-year rate guarantee last year so those rates will not change with our August 1, 2018 renewal. She informed the City has ten employees currently enrolled in the Vision Insurance and there is a 5.03% rate increase in premiums and the new rates will be locked in for a two-year period.

Finance Director Keaton recommended the City renew the Anthem Blue Access 11.0 HSA Option E1 health insurance plan with the RX-T8 prescription plan and the Anthem Blue Access 11.0 Option 14 health insurance plan with the RX-T2 prescription plan, which allows the City to offer dual health insurance plans, with the employee contributing 15% and the employer contributing 85% of the monthly rate. The City will contribute \$1,500 for each single employee and \$3,000 for an employee and dependent contract under the Blue Access HSA plan, renew our dental insurance through Anthem at a monthly rate of \$22.40 per single employee and \$44.76 per employee and one dependent and \$68.80 per family; and to renew our Life and AD&D insurance through Anthem at a monthly rate of \$17.00 per full-time employee with the dental and life insurance paid 100% by the employer and to offer Avesis Vision Care Plus as a voluntary plan through a Cafeteria 125 Plan.

Member Zimmerlin asked if the City forces employees who have spouses who are employed to carry their own insurance with their own employer?

Finance Director Keaton advised no. She stated that is something that could be looked into and we do offer an incentive to those who do.

Member Zimmerlin stated there are a lot of employers who do have a threshold for spouses to have to obtain insurance through their employer if it's offered.

Member Schreier asked how long has an HSA been an option and has the City always contributed?

Finance Director Keaton advised the HSA has been an option for approximately six years and as an employer we have always contributed.

Motion by Cantrell, second by Zimmerlin to approve the health, dental, vision, life and AD&D insurance with an overall 4.73% rate increase as presented. All yeas, motion carried.

Finance Director Keaton informed in connection with our issuance of our \$6,300,000 Fire Station Bonds, we are required to file annual financial information and operating data with the Municipal Securities Rulemaking Board by September 30 each year and she is beginning to work on updating our information for this year.

Finance Director Keaton reported 21 resumes were received for the Finance Supervisor Position and she will be scheduling interviews soon.

Fire Chief Fletcher presented the May 2018 Operations Report.

Police Chief Jerome reported the Brookville Police Department handled 235 Reportable Incidents year-to-date, compared to 319 during this same time last year. Police Chief Jerome reported Citations are down a total of 1 Citation year-to-date, for a total of 198 Citations issued year-to-date. There were 195 traffic stops for May compared to 176 during May 2017.

Police Chief Jerome reported his Department has been patrolling the East Campus Boulevard area very heavily. He informed the area is being monitored and Officers have issued approximately 60 Citations to date. He stated this issue is really a public health hazard because of the amounts of urine and trash that get dumped in the area.

Police Chief Jerome informed the bike patrol is out doing great things, they are monitoring the parks and other areas of the City. He stated this is a great way to increase enforcement and great public relations.

Police Chief Jerome reported the Police Test last Saturday went well with 11 applicants tested. He stated the school was great to allow the use of the elementary school cafeteria. He described it was very quiet and secure and he thanked the schools for the use of the cafeteria.

Police Chief Jerome informed software and computer programs can become outdated every 5-10 years. He informed the Police Department is at a real place of having to look at replacing their current software. He described the current software was purchased back in 1993 and is just not doing what they really need it to do anymore. He stated the paper redundancy is tremendous and today his staff received a demo for a new program that would incorporate everything into one system and a lot of other agencies are already using it. He stated he will be looking into the program further and the total costs associated.

Police Chief Jerome reported the Ohio State Patrol (OSP) is reporting 150% increase in meth arrests. He informed the drug cartel is big in Ohio and as Heroin sales drop, Meth is being pushed instead into Ohio. He informed even in Brookville, there have been quite a few arrests and the Police Department has even had to order additional test kits.

Mayor Seagraves stated he hopes the posting of signs will help to eliminate semi truck parking in the areas near Interstate 70. He stated the exit into Brookville from Interstate 70 is really one of the first places for trucks to stop coming from Indiana.

Law Director Stephan had no report.

Mayor Seagraves had no report.

In Old Business,

Motion by Cantrell, second by Kirklin to read proposed Ordinance No. 2018-06. All yeas, motion carried.

Motion by Schreier, second by Kirklin to accept the second reading of proposed Ordinance No. 2018-06 entitled, "AN ORDINANCE AMENDING THE ZONING CLASSIFICATION OF LOTS 1743 AND 1744 OF THE CITY OF BROOKVILLE FROM ITS PRESENT CLASSIFICATION OF (C) CONSERVATION DISTRICT TO THE NEW CLASSIFICATION OF (R-1B) (PD) URBAN RESIDENTIAL PLANNED DEVELOPMENT OVERLAY DISTRICT." All yeas, motion carried.

Motion by Kirklin, second by Zimmerlin to read proposed Ordinance No. 2018-09. All yeas, motion carried.

Motion by Cantrell, second by Kirklin to accept the second reading of proposed Ordinance No. 2018-09 entitled, "AN ORDINANCE ESTABLISHING REGULATIONS FOR PUBLIC RIGHT-OF-WAYS IN THE CITY OF BROOKVILLE." All yeas, motion carried.

Clerk Wheeler informed if Council decides to move forward with the Council Retreat, September 15 and 29 would be available.

Member Letner informed he recently read in the paper how Kettering benefited in their survey this year and they had three key points they were focusing on and they do a survey every other year.

Member Cantrell informed she read through the information provided from the University of Dayton on their option for a Community Survey and she isn't sure that is the route we should go.

Member Kirklin agreed.

Manager Burkholder informed the Professor from UD was very accommodating and helpful and he is glad that at the request of Council, he followed up with UD to see what services they provided.

Member Cantrell requested a more solid quote from the National Research Center (NRC) on our exact costs for them to do our Community Survey.

Manager Burkholder informed Clerk Wheeler provided Council Members with a brief summary of the key benefits of the Civic Clerk Program.

Member Cantrell stated she likes that the program would offer a keyword search, which would be so helpful when searching through minutes for something.

Member Zimmerlin asked if the keyword search would really be helpful if the audios are posted on the website then the Minutes could be less detailed and there wouldn't be as much to search through.

Clerk Wheeler informed Staff does reference back to specific Motions made and it would still be helpful and quicker when referencing those past Motions compared to searching through pages in Minute Books.

Manager Burkholder informed he will obtain a detailed proposal of the cost for the next Council Meeting.

Member Cantrell asked if a demo could be done?

Clerk Council informed she has a link she can forward Council Members to take a self guided demo.

In New Business,

Motion by Cantrell, second by Kirklin to read proposed Resolution No. 18-06. All yeas, motion carried.

Finance Director Keaton explained this Resolution is for the Arlington Road Water Main Loop Project and the project received OPWC Funds. She explained if the project incurs any expenditures, the City can request reimbursement but before reimbursement could occur, we

would have to have this Resolution in place. She stated this Resolution is done annually with OPWC Projects.

Motion by Kirklin, second by Cantrell to accept the first reading of proposed Resolution No. 18-06 entitled, "A RESOLUTION DECLARING THE OFFICIAL INTENT AND REASONABLE EXPECTATION OF THE CITY OF BROOKVILLE ON BEHALF OF THE STATE OF OHIO (THE BORROWER) TO REIMBURSE ITS WATER FUND FOR THE ARLINGTON ROAD WATER MAIN LOOP, CD03V AND CD04V, WITH THE PROCEEDS OF TAX EXEMPT DEBT OF THE STATE OF OHIO." All yeas, motion carried.

Manager Burkholder requested Council approval to award the Arlington Road Water Main Loop Project to Kinnison Excavating in the amount of \$146,990. He informed Kinnison Excavating was the lowest bidder for the project. He described this project is Phase II and would connect to Nutrition Way, the Water Tower was Phase I. He informed construction would begin after July 1, which is in accordance with the OPWC requirements and would have a completion date of October 31, 2018.

Member Letner asked if the bid to be awarded was quite substantially under bid? He asked the other bid amounts?

Manager Burkholder informed the other two bids were in the amount of \$174,772.50 and \$186,572.

Motion by Kirklin, second by Cantrell to award the Arlington Road Water Main Loop Project to Kinnison Excavating in the amount of \$146,990. All yeas, motion carried.

Manager Burkholder informed a draft Sexual Harassment Policy has been provided to Council for their review. He explained this is just a draft for Council to review and this draft would be a stand alone policy and then once the Employee Manual is updated, this policy would be added to it.

Member Cantrell asked if the City currently has a Policy?

Finance Director Keaton informed no. She informed once this is approved, each employee will be provided a copy and sign off once received.

Manager Burkholder informed the Police and Fire Departments do have their own policies, but the City needs a policy city-wide.

Fire Chief Fletcher informed the Police and Fire Departments use Lexipool for their policies and are constantly looking at Federal and State Laws to stay on top of changes and what they have in place is up to date with the most current laws.

Member Cantrell stated one problem the City has is there is no designated Human Resource Manager, there is no central place for human resources and a lot of other cities do have a position like that.

Member Kirklin suggested those that are partners with the City, for instance the various service groups that rely on the City, should also have a final copy of our policy incorporated into their contracts and be held to abiding by our City policies.

Manager Burkholder informed that is his goal, he is working on tightening up the various Agreements the City has with those type of organizations for the best interest of all parties involved. He stated this is another component of the City that needs to be updated to stay current.

Member Kirklin stated as we push to continue to update procedures, that will be a continuous journey to keep policies up to date, it is a never ending continuous improvement.

Mayor Seagraves informed two types of a new Pedestrian Bridge have been provided to Council for a decision. He reminded we are still awaiting the cost for installation.

Manager Burkholder informed he provided Council with a comparison of both bridges. Both are with 1/4 inch steel and triple coat paint. He stated the keystone style looks more attractive, but both styles of bridge should last 40-50 years and the main difference is the cost of \$4,198 between the two styles. He stated we are still awaiting a quote for the total cost of installation. Both styles would take approximately 12 weeks to be completed.

Member Kirklin asked if either bridge style would cost more for installation?

Service Superintendent Homan stated no. He informed he was recently made aware of a possible 25% steel tariff, which is a real concern because if that did happen, it would significantly increase the cost of this project if we do not move forward with it relatively soon.

Manager Burkholder informed he and the Finance Director have conferred and money from other funds can be used to cover the cost for this bridge. He stated failure of levies will affect some other projects that were scheduled for 2018 and 2019.

Member Kirklin stated this project is not optional and has to be done.

Mayor Seagraves stated the pedestrian bridge is a public safety issue.

Finance Director Keaton informed some projects in this years budget will be cut.

Member Schreier informed he asked a few residents for their comments on the design and received comments that both looked nice but when it comes down to money, we should save any money we can because this is something we weren't planning on spending money and the cheaper style bridge is functional and will still look better then what is currently there.

Mayor Seagraves stated the \$4,198 could go towards the cost of installation.

Motion by Kirklin, second by Schrier to approve the replacement of the Arlington Road Pedestrian Bridge with a straight style bridge in the amount of \$39,896 not including the cost of installation from Contech Engineering Services. All yeas, motion carried.

Steve Aponyi, of 8925 Upper Lewisburg Salem Road, asked if instead of replacing the pedestrian bridge, could the area just be cleaned out, have the piping be extended under the road and put in a sidewalk?

Service Superintendent Homan informed after a large rain event in March, he received complaints of flooding. He informed he went and investigated it and anything we would do would actually restrict the flow and he would not recommend it. He informed Montgomery County Soil and Water would probably be against that idea as well. He stated that option would actually not be cheaper than replacing the bridge.

Robert Dillon, of 502 Jefferson Street, informed he is a part of Troop 47 and has been working on the rank of Eagle Scout. He described his recent project of refurbishing a bench in Golden Gate Park that was built in 1974 by a previous Boy Scout as a dedication to a fellow Scout who was killed by lightening on a Scout trip.

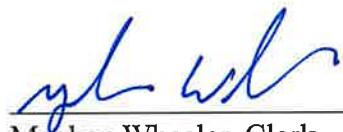
Mayor Seagraves thanked Mr. Dillon for his attendance tonight and project update.

Manager Burkholder requested the presence of the Fire Chief, Police Chief and Law Director in Executive Session.

Motion by Cantrell, second by Kirklin to enter into Executive Session per ORC 121.22 (G)(6) for details relative to the security arrangements for a public body; per ORC 121.22 (G)(2) to consider the purchase of property for public purpose and per ORC 121.22 (G)(1) to consider the appointment and compensation of a public employee. All yeas, motion carried.

Motion by Cantrell, second by Kirklin to enter back into Regular Session. All yeas, motion carried.

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



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Meghan Wheeler, Clerk



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David E. Seagraves, Mayor