

BROOKVILLE CITY COUNCIL
REGULAR MEETING
January 5, 2016

The Regular Meeting of the Brookville City Council was called to order by Mayor Seagraves at 7:30 p.m. on January 5, 2016 in the City Council Chambers. The Pledge of Allegiance was recited. Members Apgar, Cantrell, Duncan, Kirklin and Letner; Manager Burkholder, Finance Director Keaton, Fire Chief Fletcher, Law Director Stephan and Clerk Meghan Wheeler were present. Police Chief Jerome was absent.

Motion by Duncan, second by Apgar to accept the Agenda as presented. All yeas, motion carried.

Mayor Seagraves asked Members, Cantrell, Kirklin, and Letner to stand for the Oath of Office to begin their new terms on Brookville City Council.

Law Director Stephan administered the Oath of Office to Mayor Seagraves, Members Cantrell, Kirklin, Letner and new Clerk of Council, Meghan Wheeler.

Motion by Duncan, second by Apgar to nominate Member Letner for Vice Mayor.

Mayor Seagraves asked for nominations for Vice Mayor.

Member Duncan seconded the nomination for Member Letner for the Vice Mayor position.

Member Kirklin nominated Member Cantrell for the Vice Mayor position, second by Mayor Seagraves.

Mayor Seagraves asked the nominees if they would like to speak.

Member Letner stated no.

Member Cantrell thanked Member Kirklin for nominating her. She informed she has served on Planning Commission for the last eight years and prior to serving on the Planning Commission Board, she served for the Board of Zoning Appeals. She presently serves on the Brookville Handi Van Board and helps with the organization of the Mayors benefit dances to help feed the hungry in Brookville around the holidays. Member Cantrell stated she participates in the weekly Feed Brookville drives with our Police Department and other local Churches and Civic groups. She is currently spearheading a group to organize a craft beer and wine tasting event on April 16, 2016 to help benefit the Brookville Handi Van. Also has participated in multiple Planning Workshops and since she is retired, she feels she is available to participate in all of the events a Vice Mayor should be present for or may be called to do. In the past, she has spoken at events when Mayor Seagraves was not available. Member Cantrell has served as the Vice Mayor for the last four years since her predecessor, Ron Ullery decided not to run for reelection. She would love to continue as Brookville's Vice Mayor.

Mayor Seagraves called for a vote from Council Members for the nominees for Vice Mayor.

Member Duncan voted Letner; Member Cantrell voted Cantrell; Member Apgar voted Letner; Member Letner voted Letner; Member Kirklin voted Cantrell; and Mayor Seagraves voted Cantrell. The vote ended in a tie of three votes per nominee.

Law Director Stephan informed the Charter states the Vice Mayor is to be elected in an organizational meeting and to be done at the first meeting of the year. Law Director Stephan advised since there was a tie vote, unless there is another motion for a compromise candidate, he recommended at the end of the meeting that the meeting be recessed until the next Regular Council Meeting and at such time Council Members would vote again for the position of Vice Mayor.

Member Duncan asked if the vote is to be recessed will we still continue on with tonight's scheduled meeting as planned?

Law Director Stephan replied the Regular Council Meeting will move forward as planned. We are just recessing the meeting until our next scheduled Regular Council Meeting to vote for Vice Mayor.

Motion by Cantrell, second by Kirklin to accept the December 8, 2015 Special Meeting Minutes as presented. All yeas, motion carried.

Motion by Cantrell, second by Kirklin to accept the December 15, 2015 Regular Meeting Minutes as presented. All yeas, motion carried.

Member Seagraves greeted citizens in the audience.

Curt Schreier, of 157 Timberwolf Way, introduced himself and stated he has submitted his resume for the open Council seat.

City Manager Burkholder reported on the recent Wastewater Treatment Plant projects and all the improvements that have been done. The Wastewater Treatment Plant was a \$1.9 million project that has been paid for and completed to date. He is very pleased with all of the hard work and dedication from the City Employees and is very proud of their teamwork. He informed the year 2015 was a year of transition and 2016 will be no different. The year 2016 should bring a lot of new capital improvements. The plans for the new Fairgrounds are still unknown. Manager Burkholder informed the City has received some commission money from Ohio Public Works to replace the waterlines on Maple Street. We will be doing a series of capital improvement plans for the infrastructure from the roads to the Wastewater Treatment Plant as well as assessing the water lines throughout the City.

Manager Burkholder introduced John Williamson as the new Director of Public Works and Meghan Wheeler as his Administrative Assistant and the new Clerk of Council. The new Fleet Mechanic is Blaire Mullins and he will attend a Council Meeting in the near future.

Manager Burkholder informed Council Members have been given copies of the notes from the October 28, 2015 Strategic Visioning Work Session. He would like for the Mayor and each Member of Council to select two key points they would like to see as a focus in 2016 and send their selections to Clerk Wheeler. He would like to plan another Visioning Work Session meeting for February or March 2016.

Member Duncan thanked Manager Burkholder for doing such a great job with the Wastewater Treatment Plant Project and saving the City \$39,000 on the project.

Finance Director Keaton requested Council approval for the December 31, 2015 Fund Balance. Finance Director Keaton also provided Council with the Detail Trial Balance Report for 2015 for review.

Member Duncan asked Finance Director Keaton what the decline of \$44,000 in the General Fund is attributed to.

Finance Director Keaton replied in reviewing the budget, she noted in November 2014 a BWC rebate of \$25,000 was posted in the General Fund and when you add that amount with the elimination of the Estate Tax and the \$10,000 decline in income tax receipts that attributed to the overall decline.

Motion by Duncan, second by Apgar to approve the December 31, 2015 Fund Balance. All yeas, motion carried.

Finance Director Keaton requested the first reading of proposed Ordinance No. 2016-01, which fixes the rates and charges to all water customers with the rates reflecting an approximate 5.3% increase, proposed Ordinance No. 2016-02, which fixes the rates and

charges to all sewer customers with the rates reflecting an approximate 10.5% increase and proposed Ordinance No. 2016-03, which fixes the rates and charges to all refuse customers with the rates reflecting an approximate 4% increase. The last water and sewer rate increase was in 2014 and the last refuse rate increase was in 2012. Finance Director Keaton provided Council with a detailed report of each Fund from 2005-2015. The water rate increase will generate approximately \$53,000 annually, the sewer rate increase will generate approximately \$54,000 annually and the refuse rate increase will generate approximately \$13,500 annually. Finance Director Keaton stated we need to build our funds up so we have funds available to upgrade our infrastructure.

Motion by Duncan, second by Apgar to read proposed Ordinance No. 2016-01, Ordinance No. 2016-02 and Ordinance No. 2016-03. All yeas, motion carried.

Motion by Duncan, second by Kirklin to accept the first readings of Ordinance No. 2016-01, Ordinance No. 2016-02 and Ordinance No. 2016-03. All yeas, motion carried.

Finance Director Keaton requested Council approval to allow Council Member Apgar to continue as the Park Board Liaison for 2016.

Motion by Letner, second by Kirklin to allow Council Member Apgar to continue as the Park Board Liaison for 2016. All yeas, motion carried.

Finance Director Keaton requested Council approval for the City's membership with the Miami Valley Regional Planning Commission (MVRPC) for 2016, and to appoint Mayor Seagraves as Member and Manager Burkholder as Alternate to the MVRPC Board; and Manager Burkholder as Member and Mayor Seagraves as Alternate to the Technical Advisory Committee for 2016. The dues are \$2,706.64 and are based on the 2010 census population figures and are computed at forty-six cents per capita.

Motion by Apgar, second by Cantrell to approve our membership with the Miami Valley Regional Planning Commission (MVRPC) for 2016, and to appoint Mayor Seagraves as Member and Manager Burkholder as Alternate to the MVRPC Board; and Manager Burkholder as Member and Mayor Seagraves as Alternate to the Technical Advisory Committee for 2016. All yeas, motion carried.

Finance Director Keaton informed Council has been given a copy of a notice received from Montgomery County regarding the Government Equity (GE) Model for 2016. The GE Model will be suspended for 2016. Since the model is suspended, there will be no Government Equity (GE) collections from jurisdictions and no distributions to jurisdictions in 2016.

Finance Director Keaton reported an update on Ohio Online Checkbook. She reviewed our file in mid-December and sent it to Ohio Treasurer's office. It is awaiting their review. As soon as she has a reply she will inform Council when our file will go online.

Fire Chief Fletcher reported on the Operations Report in which he is in the process of totaling up for the year. At the end of each year he audits the Fire Department records very closely to help with exact annual number of calls and runs. He informed 2015 was a record year; they were 8 calls short of 1,800 calls which surpassed the 1,700 calls run in 2014. All of their calls are filed in EMS. One of the facets of his next report will detail where the EMS activity is actually happening. The nursing center is a significant portion of the activity but he does have more specific information as to why. Fire Chief Fletcher will present Council with a finalized 2015 year-end report at the next Council Meeting.

Law Director Stephan had no report but requested an Executive Session on a Real Estate Matter and a Personnel Matter on filling the open Council Seat.

Mayor Seagraves stated he feels the City wrapped up the year 2015 on a good, solid note and he wished everyone a Happy New Year.

Mayor Seagraves reminded everyone of his upcoming Prayer Breakfast on Thursday January 7, 2016 at 7:30 a.m. at K's Restaurant. Everyone is welcome.

Motion by Apgar, second by Cantrell to read proposed Resolution No. 16-01. All yeas, motion carried.

Motion by Duncan, second by Apgar to accept the first reading, dispense with the second and third reading and adopt Resolution No. 16-01 entitled, "A RESOLUTION ESTABLISHING THE COMPENSATION OF THE CLERK OF COUNCIL, AND DECLARING IT AN EMERGENCY." All yeas, motion carried.

There was no Old Business

Member Duncan requested an Executive Session on a Personnel Matter.

Motion by Duncan, second by Kirklin to go into Executive Session on a Real Estate and Personnel Matters as requested by Law Director Stephan and a Personnel Matter as requested by Member Duncan. All yeas, motion carried.


Mayor Seagraves called Council back into Regular Session.

Motion by Letner, second by Duncan for the City to authorize the purchase of the property at 17 Jefferson Street for \$8,000. All yeas, motion carried.

Motion by Duncan, second by Apgar to set a Special Meeting for January 14, 2016 beginning at 7:00 p.m. in order to interview candidates for the open Council Seat. All yeas, motion carried.

Motion by Cantrell, second by Kirklin to recess. All yeas, motion carried.



Meghan L. Wheeler, Clerk

David E. Seagraves, Mayor