

BROOKVILLE CITY COUNCIL
SPECIAL MEETING
June 23, 2016

The Special Meeting of the Brookville City Council was called to order by Mayor Seagraves at 6:30 p.m. on June 23, 2016 in the Brookville Council Chambers. The Pledge of Allegiance was recited. Members Apgar, Cantrell, Duncan, Henry, Kirklin and Letner; City Manager Burkholder, Finance Director Keaton, Law Director Stephan, Clerk Wheeler, Police Chief Jerome, Fire Chief Fletcher and Public Service Director Williamson were present.

Mayor Seagraves welcomed everyone and wished Clerk Wheeler a Happy Birthday. He informed each of the Department Heads will be giving a presentation on their departments current, completed and future projects.

Manager Burkholder informed he thought it would be nice to have a Work Session for each Director to give an update on their department so far for the year and what is planned for the remainder of the year and for the upcoming year, 2017. In April, he asked the Department Heads to provide a draft 2017 Capital Improvements plan. Some items listed are wishes and some are needs.

Manager Burkholder informed by doing this, then in the fall we will be able to plan better for 2017. We will continue to refine the lists and by November and December we will have a detailed list ready for 2017. He stated the challenge this year is we were not sure how much revenue the .25% would actually bring in. Manager Burkholder stated that since he and Public Service Director Williamson are fairly new, they are working together to get a feel of what the work flow is in the Service Department, what assets we have as far as equipment and where can we make improvements on the equipment that may help reduce the numbers of hours required for a job. He stated they will be constantly refining the Service Department list as time goes on and as they continue to learn.

Manager Burkholder thanked everyone for coming.

Finance Director Keaton presented a Power Point presentation.

Mayor Seagraves stated Finance Director Keaton, Manager Burkholder and Staff have spent a tremendous amount time trying to update the front office, much of the office is 15-20 years old. He informed the former administration did not have any interest in updates and modernizations. The front office nor the Police Department have caller ID and the phone system is very outdated. He stated Manager Burkholder has looked into many groups and have narrowed it down a little bit.

Member Cantrell asked if the Administration office and Police Department are both on the same phone system.

Finance Director Keaton advised the Administration office, Police Department and Fire Department are all on the same system.

Member Cantrell stated voicemail would be a huge timesaver for staff.

Mayor Seagraves stated there is no way to identify a caller that calls in and that could be really bad in an emergency.

Manager Burkholder informed Bellbrook implemented a new phone system recently that we have looked into and he would like to visit them to see how they like it vs. a phone system through ProSource. He stated there are a variety of software programs available. The City is definitely in need of some sort of work order system to help track work orders, customer complaints etc. and currently all of that is being handwritten. Computerized software will help cut down on errors and enhance tracking capabilities. He informed whatever we decide on we will need to be able to integrate with our new Civic Plus website. He detailed we currently do not have any visibility and with a software program, all of the Staff can view what is going on and it would revolutionize the process and save Staff a tremendous amount of time.

Manager Burkholder stated he has spent time with all of the Staff and Department Heads meeting with different vendors. For example, they had a meeting with ProSource and listed our current process of taking phone calls and all of the steps in handling specific calls and in some cases there were 26 steps involved from start to finish. He stated the Staff is making a lot of progress and will continue to research in order to find the right software and an appropriate cost.

Manager Burkholder stated a lot of credit is due to the Staff because finding new software is a lot of work but will be very beneficial in the long run.

Manager Burkholder described adding voicemail to our phone systems will be a hybrid of personal touch with technology and the capability of voicemail to be sent straight to a cell phone.

Member Cantrell stated she feels upgrading the technology is something most other industries have already started or completed and it's amazing when you go to a doctor's office and they know your whole history because it is all right there on the computer. She stated the upgrades are long overdue.

Finance Director Keaton stated sometimes everything is just all in our heads from experience and working with the same people day in and day out.

Member Cantrell agreed and stated that is great that some Staff knows so much from experience but in the event that something would happen to someone, everyone else would be stuck.

Member Henry stated every time she comes into the City Office everyone looks very busy but is always so pleasant and helpful. She indicated she had no idea how much work the front office really did and dealing with the public as much as they do, they do a great job.

Member Kirklin asked the cost of our bond rating?

Finance Director Keaton replied approximately \$13,500 to \$15,000 but we will not know for sure until she actually has a meeting with the underwriter. Some of the cost will depend on if we can do everything for the rating by phone or if we will have to travel to Chicago or New York for the rating. She informed that last time we obtained a lower bond rating, it was all done by phone, however, this time it will be a lot more complex.

Member Henry asked if Finance Director Keaton could explain the bond rating.

Finance Director Keaton informed the bond rating will help us when we go to issue bonds. The rating process will be a lengthy discussion with the bond rating company and we will have to provide detailed financial information and information on the City and Economic Development, then we will be issued a bond rating. She informed the higher your bond rating the lower your interest rate.

Member Cantrell stated a bond rating is similar to a credit score.

Member Kirklin stated a bond rating is an overall holistic rating of the City.

Member Cantrell asked how many years do they go back?

Finance Director Keaton informed she is not for sure exactly how many years they will go back but she is estimating at least 3-5 years. She reported they will then also ask what has been done since, for instance, we amended the income tax and what type of employers we have. She stated as she knows more information, she will pass it along to Council.

Member Kirklin stated it is five years.

Member Kirklin asked how much time Staff spends on managing the hours of part-time employees.

Finance Director Keaton informed about an hour per pay period.

Member Letner stated to check with Fire Chief Fletcher on the time he spends tracking his part-time employees in the Fire Department.

Finance Director Keaton informed Chief Fletcher keeps a spread sheet of all of his part-time employees because he has the bulk of part-time employees.

Police Chief Jerome reported the Police Department had a call today where they found an 8 year old boy alone, no shoes on, and filthy. The apartment was filthy with 5-6 feet high piles of trash and by far the worst he has ever seen. He informed two arrests were made on both parents and Child Services, Animal Control, the Health Department, and our Police and Fire Departments were all on the scene. The child is now in the custody of Child Services and will be cleaned up and provided a safe, clean place to sleep. He also informed the media has received word and are now involved.

Police Chief Jerome stated staffing continues to be a concern. The Police Department has three officers due to have babies all within one month of each other. He informed finding part-time officers continue to be a challenge due to a lack of candidates. He has even had to take more calls himself recently.

Police Chief Jerome informed community policing continues to be his focus and it is very practical for our City. The Police Department is still in control of what kind and how many events we are doing, which is the main reason we need to limit events like 5K runs, etc. Everyone finds out how friendly our community is and they want to have all kinds of runs, walks and other events but unfortunately we have to have a limit.

Police Chief Jerome listed the events the Police Department participate in: Ghostly Night Out, pre-school trike-a-thon, Coffee with a Cop, the Veteran's day lunch at Rob's Restaurant, 9/11 ceremony at the school, Women's assault survival program, Toys for Tots (which continue to exceed other local communities), the breast cancer walk in the fall, Feed Brookville, the Eagle gun safety program in our schools, Prom Promise, breakfast with Pastors and the Officer Down Memorial.

Police Chief Jerome reported the 2nd Annual Officer Down Memorial Race generated \$6,700 for the Montgomery County Officer Down Memorial. He stated we continue to make a significant stride with the Memorial and will do it again next year.

Police Chief Jerome described that as part of the Ohio Collaborative they have to prove that we have certain policies in place. The collaborative states that standardized hiring policies, and use of force policies must be established. A large part of the collaborative is also what is being done in the community to keep officers in touch with the community so that they have great relations with the community. He stated Brookville is about four years ahead of the program because they have already been doing all of these community activities that most other communities are just now starting to do. He feels our community is a role model because we have gone back to the basics of community policing, we will not arrest our way out of heroin, but we need to educate.

Police Chief Jerome reported the Police Department completed a thorough on-site inspection. He informed there are two inspections to complete, one from a state inspector that does a phone interview and another from an inspector that shows up to do the on-site inspection. Police Chief Jerome provided copies of the certificate of completion to Council and read a letter from the on-site inspector, who was a retired assistant Chief from the Cincinnati Police Department, which stated there were no issues with Brookville Police Department and how well they did in the inspection.

Police Chief Jerome advised training continues to be a focus for him, he feels the more training the less chance for liability and he is huge on education because it can pay dividends.

Police Chief Jerome reported there are only three full-time supervisors and when there are no supervisors present a full-time officer will turn in for supervisor in charge pay so if they are going to receive supervisor pay then they should be trained to the level of a

supervisor. He informed he has sent every full-time officer to First Line Supervision Training, a 32-hour class and all officers have passed the course and received certificates. He stated he has one more officer to take the class for this year and then everyone will have completed the course.

Police Chief Jerome reported this year the State of Ohio has required 11 CPTE hours (continuing education hours) per year. He informed the State does reimburse for some of the cost for those continuing education classes but not all. He informed that next year the State may increase the required CPTE hours to 20-30 hours per year and within the next 2-3 years the required hours would be 40 hours per year per officer.

Police Chief Jerome informed range training was taken back in house last year and has been tremendous. He informed that Major Simon was sent to Taser instructor school to make sure we continue to have the current qualifications.

Police Chief Jerome stated once Manager Burkholder makes a decision on an IT company to move forward with he will then make a better recommendation on possible capital improvements for computers in 2017. He stated at the end of 2015, Manager Burkholder approved what they needed most and that was when their video server crashed. With all of the cameras in the buildings plus the digital in-car cameras, they used to save to a disk and that became non-effective, now a memory stick gets brought in and downloaded to the server. He informed they quickly realized how much space that takes up and they were in the need for a larger server. Now they have a big server and are able to keep everything they should have stored and it has been wonderful. He informed they purchased new software for \$300 that operates the cameras and the command Staff can watch the videos from their phones.

Police Chief Jerome informed the Police Department replaced a lot in 2015. All of the department's handguns were replaced; they received the deal of a life time on the replacement of their handguns. He stated the door locks on the buildings were all replaced. He reminded of a set of keys that disappeared in a theft at an officer's home and so all of the locks had to be replaced. There are now electronic locks on all doors which will save money in the future if anything similar were to happen again.

Police Chief Jerome informed capital improvements for next year would be a new cruiser, a new cruiser is purchased every year. He described the cruisers run 24 hours a day and the idle times the cruisers have are tremendous. He stated the Police Department will continue to rotate fleet. He reported the new SUV has worked out very well, there is more space and fewer complaints from prisoners and less chance for possible lawsuits.

Police Chief Jerome reported as frustrating as it is, their Tasers are not going to be made anymore so in 2017 he will have to budget new Tasers at approximately \$950 each for six Tasers. He informed that of course their current holsters won't fit the new Tasers and they will also have to order holsters at \$55 each. He also informed that in order for Taser to testify for you, you have to purchase 2 training cartridges per year at \$25 each.

Police Chief Jerome informed the replacement of the officer's Asp batons will also be in the 2017 capital improvements list. The current Asps are about 15 years old. They have gotten their life out of them but are all in need of replacement. He informed the new ones will have a button to slide out easily. He reported an estimate cost for self-defense measures for next year will be approximately \$12,000.

Member Cantrell stated the Asps have certainly served their purpose after 15 years and have depreciated.

Police Chief Jerome stated they have had to replace handles, ends and buttons over the years but the new ones you won't have to slam on the ground to open, you will just hit a button and the life span should be longer.

Police Chief Jerome reported the first records disposal, that he is aware of in the last 25 years, was recently completed and both Fire and Police records were destroyed. He informed it freed up a lot of space and records that dated back to the 1970's were destroyed. He stated they have a certificate for prove of destruction.

Member Cantrell asked if there were really records from the 1970's.

Police Chief Jerome stated some records for the Police Department dated back to the 1970's.

Finance Director Keaton advised the front office last destroyed records in 2008.

Member Kirklin asked how long does the Police Department need to keep their records for?

Chief Jerome informed there is a long list of requirements depending on type of record.

Member Cantrell asked why now the decision to destroy records.

Police Chief Jerome informed the need for space was the primary reason. He stated the truck came out to our building and the cost for both Police and Fire boxes destroyed was \$190. He described the company has a very technical system and they were done in about an hour and a half. He informed that Clerk Wheeler has just received her approval on a batch of legislative boxes that can now be destroyed so we will be calling the company back out.

Police Chief Jerome reported the Police Department sold three of their old radios to the New Lebanon Police Department. They were unable to buy new radios but they are able to purchase ours and refurbish them for their department.

Police Chief Jerome reported the old cruiser went to Zoning. Zoning Officer Snedeker who used to use the Staff car, but with the signs, hammers etc. that he carries around, he needed more space and has found that with the old Ford Explorer.

Member Letner asked Police Chief Jerome if his goal is to eventually go to all SUV's?

Police Chief Jerome stated yes, there is a night and day difference for both the officers and the prisoners without a big price difference. Most Police Departments are going towards having all SUV's.

Member Letner stated even the re-sale is higher on an SUV than a Sedan.

Public Service Director Williamson reported some of the daily tasks for the Service Department include, mowing, hauling trash, taking care of approximately 2,300 water and sewer customers.

Public Service Director Williamson reported current projects for the Service Department include:

-Parker Drive Extension

- Brumbaugh Construction has mobilized on-site and are expecting 4-5 weeks of construction until a substantial amount will be completed
- On-site inspector will be selected for QA/QC at major milestones
- The schedule satisfies the needs of the Green Tokai expansion

-Maple Street Water Line Replacement Project

- Bids will be received Friday, June 24, 2016 and construction can begin after July 1, 2016

-Street Resurfacing

- A list of streets has been identified and is in the process of determining quantities for bid determination.

List of Streets (in no priority):

- Deger Court
- Crosswell Avenue
- Hunterfield Drive
- Cusick Drive
- Joanna Avenue
- Vine Street
- Mound Street (between Hill and Brookside)

There may be consideration for complete rebuild which may affect priority list.

Public Service Director Williamson reported he has started a Safety Program in the Service Department with positive feedback from staff and has been told this has never been done before. The Safety Program includes:

- Monthly safety meetings
- Personal Protective Equipment
- AED device placed in Service Building
- First Aid Training

Public Service Director Williamson informed of some Capital improvements for 2017 and listed the needed beneficial equipment:

- Flail mower, showing age and use
- Service Department truck to replace an older pickup truck

Facility improvements:

- Shower/Locker Room would be a nice improvement to the building due to some of the types of work our Service Department does, it would be nice for employees to be able to clean up and change clothes before going home.
- HVAC system needs repairs

Wastewater Treatment Plant improvements:

- Lift Station a need not a luxury
- Clarifier Covers, reduce the amount of sunlight exposure, which reduces the growth of algae.
- Composite effluent sampling station
- SCADA upgrade (the present system functions but is old technology and a newer one would help with quicker, more efficient response times)
- A building for a sludge press, now on a trailer and by mounting it we could see a variety of efficiency gained.

Public Service Director Williamson informed that he would like to further develop more details on how these improvements would increase efficiency.

Public Service Director Williamson informed he and Manager Burkholder have met with different consultants and are trying to develop a master plan for replacement and rehab and to establish the most effective way to extend services to our customers.

Public Service Director Williamson informed of upcoming Certification and training opportunities available for our Fleet Mechanic, for example, ASE/Master Certification for auto and diesel and Ohio Association of Emergency Vehicle Certification. He informed that both of these certifications would further the City's Fleet Mechanic, Blaire Mullins, experience and capabilities and the costs for the certifications are not high dollar costs. He stated the more effective we can be the better.

Member Cantrell asked if certifications take place, will it affect our risk/liability insurance.

Chief Fletcher stated that historically speaking, if a fire truck is involved in an accident, it will be looked into of who the mechanic is that maintains that fire truck and what type of certification does the mechanic have. He stated extra training for our Fleet Mechanic would be beneficial from a liability standpoint.

Member Letner stated ODOT offers a training class for setting up proper work zones and how to place signs etc.

Public Service Director Williamson stated he will look into upcoming ODOT classes. He informed that has participated in an ODOT class once, but would like to do another one.

Mayor Seagraves requested a 5 minute recess and stated then Council will come back to order for Fire Chief Fletcher's report and then final comments.

Mayor Seagraves called Council back into Regular Session.

Fire Chief Fletcher presented a Power Point presentation.

Manager Burkholder stated he is extremely proud of the talented and dedicated City Staff and is very pleased with everyone's presentations during this Work Session.

Manager Burkholder informed Clerk Wheeler has worked on the record retention schedules and has been working on the annex of old records by sorting and cataloguing what types of records we have and how long they should be kept for. He informed Police Chief Jerome was motivated to remove unneeded records due to lack of space and he found the company used were very economical.

Manager Burkholder informed of the first Records Commission Meeting held at the beginning of 2016 and was possibly the first ever Records Commission Meeting held. He stated no one seems to remember the last time, if ever, that there was a Records Commission Meeting and we are required to have two meetings per year. He informed we need to add a citizen to the committee and will probably have another meeting later in the year after the next batch of records have been destroyed.

Manager Burkholder informed the Civic Plus project on the design of a new City web site is on track. He stated working with Civic Plus on the design of a new web site has taken a lot of time in scheduling and collecting data, but Clerk Wheeler has been doing a great job at keeping the project in line and meeting deadlines. Manager Burkholder reported the website is scheduled to be done by December 2016. He stated that Clerk Wheeler has also done a phenomenal job keeping him on track.

Mayor Seagraves reported he and Manager Burkholder will be attending a meeting in Sidney, Ohio on June 24, 2016 to meet with representatives from the Ohio Department of Transportation (ODOT) on the Arlington Road Bridge project.

Mayor Seagraves informed he and Manager Burkholder attended the Community Development Block Grant (CDBG) Funding Determination Meeting on June 22. He stated Finance Director Keaton did a great job with the grant applications and we are tentatively scheduled to receive approximately \$40,000 for ramps for next year. Mayor Seagraves reported we applied for \$94,000 of CDBG Grant assistance for handicap accessible restrooms for the Shelter #2 Project. It looks like we will receive \$75,000 for that Project. He stated that because of due diligence we were able to present well. Mayor Seagraves thanked Perry Township and the City of Englewood who spoke up to help us out. He informed Englewood City Manager, Eric Smith, turned over \$25,000 of Englewood's money to help toward our Shelter #2 Project.

Mayor Seagraves stated a recent quote in the paper said we weren't doing anything in this City and whoever thinks that is out of their minds. He informed we are doing more than most other communities our size.

Manager Burkholder advised Staff will continue to work on capital improvements and by fall have draft budgets for 2017. He informed he is trying to give Council plenty of time to review over everything and digest and have time to think of any questions. He informed that he recently was at the Clay Township offices and they are currently working on having their drafts done in the fall for their 2017 budgets. He indicated the capital improvements lists will continue to be a refining project and continue to get adjusted even during the year.

Manager Burkholder stated, for example, another pick up in the Service Department may or may not happen, it would be nice if it did, but there may be more needed areas in the Department instead.

Manager Burkholder informed funding for Johnsville-Brookville Road was allocated for this year but the project will not be until next year. He stated there will always be mid-year adjustments. We also have to consider that sometimes when you submit grant applications you aren't sure if you will actually be awarded the funds.

Member Cantrell stated this Work Session was very enlightening and of all the years she has been on Council nothing like this has ever been done and it was very informative.

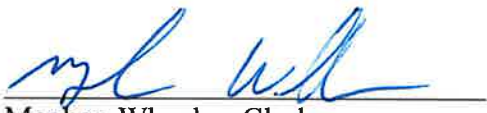
Member Henry agreed.

Member Kirklin stated this Work Session was exactly what Council needed.

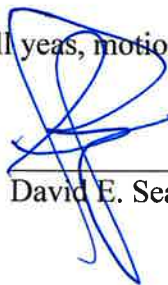
Member Apgar agreed.

Member Henry stated she wished we would have had more citizens in the audience.

Motion by Cantrell, second by Henry to adjourn. All yeas, motion carried.



Meghan Wheeler, Clerk



David E. Seagraves, Mayor