

BROOKVILLE CITY COUNCIL
REGULAR MEETING
November 17, 2015

The Regular Meeting of the Brookville City Council was called to order by Mayor Seagraves at 7:30 p.m. on November 17, 2015 in the City Council Chambers. The Pledge of Allegiance was recited. Members Apgar, Cantrell, Duncan, Garber, Kirklin and Letner; Fire Chief Fletcher, Police Chief Jerome, Law Director Stephan, Manager Burkholder, Assistant Manager/Finance Director/Clerk Keaton and Administrative Assistant Meghan Wheeler were present.

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

Motion by Kirklin, second by Apgar to accept the October 28, 2015 Work Session Meeting Minutes as presented. All yeas, motion carried.

Motion by Cantrell, second by Duncan to accept the November 3, 2015 Regular Meeting Minutes as presented. All yeas, motion carried.

Sharon Henry and Barb Harker, of the Brookville Community Theatre, were present to invite Council Members to their 30th Anniversary Gala. Ms. Henry stated the RSVP's are coming in very slowly. She informed the evening should be quite enjoyable and will include refreshments and a presentation of the play Hello Dolly, all free of charge. The Gala will also have a search light and red carpet out in front of the entrance to the theatre for added fun.

Mayor Seagraves asked if Council Members could RSVP to him and then he will report a total number to Sharon Henry.

Karen Wissing and her daughter, Taylor Burton, stated they are in the early stages of organizing a 5K Run/Walk. The purpose of the 5K Run/Walk is to raise awareness of the importance of early detection of Melanoma. Ms. Wissing's daughter, Taylor recently turned 21 years old and had to have a suspicious spot on her skin removed. She was told by doctors the spot would have been a lot worse if she had waited even six months longer to have it removed. Ms. Wissing would like to hold the 5K Run/Walk on Saturday, May 21, 2016. She is currently trying to partner with Active.com or Speedy Feet to help with the 5K Run/Walk. So far neither group has anything on their agendas for May 21, 2016 but they will be in contact with her soon.

Police Chief Jerome stated the City has nothing on the calendar at the Park for May 21, 2016. Chief Jerome feels she contacted the City early before we have anything else planned. The 5K Run/Walk for Melanoma, if held, on May 21, 2016 would not interfere with the other planned walks the City holds being the Breast Cancer Walk or the Officer Down Walk.

Member Garber asked if the walk would be held inside the Park or would that cause interference with baseball games?

Ms. Wissing stated she would like to have the walk route be around the park similar to the 5K Picnic Run, including the asphalt drives and trails through the Park.

Member Letner asked if Ms. Wissing had a start time chosen for the walk.

Ms. Wissing would like to begin the walk around 8:00 a.m. before the sun is too strong in order to help promote healthy sun exposure, but it is still open for ideas.

Member Cantrell stated a walk beginning at 8:00 a.m. should not cause interference with anything else in the park. She suggested having a night walk and using glow sticks.

Police Chief Jerome informed the Police Department allows only one night walk per year which is the Officer Down Memorial Walk sponsored by our Police Department. A night walk requires a lot of work and the need for additional officers for security. Police Chief Jerome stated an early morning walk is much easier to co-ordinate for safety and financial reasons.

Motion by Apgar, second by Kirklin to allow Karen Wissing to hold a Melanoma 5K Run/Walk at Golden Gate Park on Saturday May 21, 2016 starting at 8:00 a.m. All yeas, motion carried.

Chad Wakefield, of the Brookville Fire Association, invited Mayor, Council Members and their spouses to their Annual Christmas party on December 5, 2015. The party will be held at the VFW in Brookville at 5:30 p.m.

Mayor Seagraves thanked Mr. Wakefield for attending tonight's Council meeting and for all of his hard work and dedicated service to our Fire Department.

Manager Burkholder reported a new garage door has now been added to the Foothill Project.

Manager Burkholder stated we had a sewer line break on Sycamore Street last week. The Service Department repaired the break in about 5 1/2 hours. The broken pipe was made of clay tile which illustrates the challenges with infrastructure within our City. The Service Department did a phenomenal job repairing the sewer main break in a very timely manner.

Manager Burkholder presented street sign pictures to Council. The pictures illustrate what Council has mentioned in past meetings about the need for street sign repairs. Manager Burkholder would like to take inventory of all street signs and note the damaged ones to be repaired, also to research different fonts and styles and poles to present to Council. He would like to see consistency throughout the City with street signs.

Manager Burkholder informed he is currently interviewing several candidates for open positions throughout the City. He stated he will be making final decisions soon.

Manager Burkholder reported on the ED/GE grant presentation. The presentation went very well and hopefully we will hear good news soon.

Manager Burkholder directed Council to review the notes typed from the Visioning Work Session Meeting of October 28, 2015. He stated it is a very good read and summarizes everything discussed at that meeting.

Manager Burkholder informed the Service Department will be getting updated uniforms and equipment soon. He also informed of modifications done to STP Resurfacing Applications for 2016. MVRPC is starting to score applications.

Manager Burkholder detailed he recently attended the Chamber breakfast and Annual dinner. It was an honor for him to be the guest speaker at the last Optimist Club meeting and present a speech on the State of the City. He and the Mayor also attended a meeting at Brookhaven with the Seniors on the Go group, where they also presented on the State of the City.

Manager Burkholder stated the Clay and Perry Township Fire Contracts will be submitted to the Townships soon. The proposed contracts must be submitted by the end of the year.

Manager Burkholder and Mayor Seagraves attended a conference at Central State University, in their new Student Union Center which is about one month old. Manager Burkholder reported it was a very nice visit and a very impressive center. They heard from the Provost of the college and learned Central State University is only one of two land grants in the state of Ohio, the school has a very interesting history.

Member Cantrell questioned when OpenGov will be up and running?

Assistant Manager/Finance Director Keaton stated OpenGov is still in the process of being uploaded. She had to run check register reports and review various months to make sure familial information for Police and Fire were not a part of the report, and if so they had to be redacted. Once all the information is finished the report can be uploaded. She will find out how long it will take once all information is uploaded into the system for it to be available to view to the public.

Member Cantrell asked if there will be a link to OpenGov on the City's current website or if a new City web site has been looked into?

Assistant Manager/Finance Director Keaton responded there will be a link on our current webpage to the OpenGov website once ready. Assistant Manager/Finance Director Keaton stated she and Manager Burkholder have met with a company on designing a new website for the City and a new website will be factored into the 2016 Budget.

Manager Burkholder stated he and Assistant Manager/Finance Director Keaton sat in on an online conference along with both Fire Chief Fletcher and Police Chief Jerome. A quote was given for the cost of creating a new interactive, easy to use website where the total cost can be distributed over a three-year period. Manager Burkholder would like to meet with the cities of Clayton and Beavercreek who have already tested this same website. They both currently use the site and he would like to get their feedback and honest opinions.

Member Cantrell stated she has looked online at other cities for ideas from their webpages. She informed Warren, Ohio is extremely interactive and very well done. She indicated she will view both Clayton and Beavercreek's current websites.

Manager Burkholder stated he would be happy to look into any suggested city websites that Council may come across. He would like to compare for best possible price. An updated website is key in economic development, it is critical the website is made as easily and interactive as possible. Studies show that people will judge communities based on their website.

Member Cantrell stated she will send an email to Manager Burkholder containing information she has discovered on two companies and websites they have designed.

Member Cantrell recommended the City create a Facebook page in the very near future.

Manager Burkholder stated a Facebook page is currently in the process of being created. Administrative Assistant Meghan Wheeler has already suggested the need for a Facebook page and has volunteered to create and run the page.

Member Cantrell would like the Facebook page started as soon as possible. She suggested the Facebook page could even replace the yearly calendar in the future because the Facebook page could post a monthly calendar page with community events that way it would be more immediate in informing what is going on in community, including projects like Foothill Drive.

Fire Chief Fletcher stated a few years ago a representative from a local company came in to discuss websites and at that time he was currently working on Clayton's webpage, so he is unsure if Clayton's current webpage is actually brand new or if one is still in the works.

Assistant Manager/Finance Director will send a list of cities that the company she conferenced with has actually done.

Manager Burkholder stated a new website is not an overnight process it will take about three to six months. The Company will work with us on how we want the webpage to look and he will be able to present several drafts to Council for their review. Manager Burkholder indicated he is aware that a new City website is a priority to Council.

Mayor Seagraves informed Member Garber that Assistant Manager/Finance Director Keaton is currently working on the payroll direct deposit issues.

Member Garber stated the pictures of Foothill Drive show tremendous improvement but would like to know if the driveway can be replaced.

Manager Burkholder answered the driveway will be replaced soon. The patio in the back of the house has already been torn up in order for the electrical wires to be buried under ground. The front sidewalks and driveway are included in the budget for the Foothill project.

Member Garber recommended the Work Session Meeting minutes be put into a short list of each member's different ideas similar to a summary sheet.

Member Kirklin described that each idea will present a different element and cost. They will need to breakdown the list of ideas to determine cost effective solutions and the steps needed to create a plan or research costs involved in the plan to help make the best decisions.

Member Garber asked Manager Burkholder if the punch list items for the Wastewater Treatment Plant have been completed.

Manager Burkholder replied the items on the Punch list have all been completed. He has a few documents that still need to be signed off on due to what is called substantial completion which is when warranties begin. Danis, the construction company, has given the date of July 10, 2015 for warranties to begin. Manager Burkholder stated he has coordinated with Assistant Manager/Finance Director Keaton regarding pay schedules and other documentation in order to finalize all details. Hazen and Sawyer has made a promise pertaining to a pump valve that was not in the original contract but Hazen and Sawyer did promise they would provide the necessary form. We have not received the form to date. Manager Burkholder stated this should not delay the finalization of the contract. He did request their promise to be down in writing. Hazen and Sawyer made a promise and needs to deliver since this project is close to a \$1.9 million contract. Manager Burkholder reported the operators at the Wastewater Treatment facility have done an excellent job monitoring, communicating and resolving issues. There has been a variety of issues from the air handler, Scada System, building of the small enclosure, and the Change Order for \$39,000 in which we did not have to pay a dime of that Change Order.

Member Garber asked about documentation, instructional manuals and needed training.

Manager Burkholder responded training is still needed for the Scada System which he verified is not part of the contract. He will make sure the additional training needed for the Scada System is completed since it is a new program.

Member Garber asked if we have a company we contracted with to repair or troubleshoot any problems at the Wastewater Treatment Plant, or do we have employees with the knowledge needed.

Manager Burkholder will check into current contracts and find out. If we do not have current contracts we still have different vendors available to use.

Manager Burkholder informed Hazen Sawyer was able to scan quite a few old documents and current files from the Wastewater Treatment Plant onto CD's. We now have copies of each CD at the Treatment Plant and in the fire proof safe at the City office. This process was the first step in beginning the implementation of transferring the City's paper records to an electronic format.

Manager Burkholder reported he recently received documentation from Assistant Manager/Finance Director Keaton on the members of the Records Commission. Within the next month he would like to have a date set for a Records Committee Meeting. Manager Burkholder wants to develop a strategy for scanning in old City records and a schedule of dates for destroying the records. He feels Administrative Assistant, Meghan Wheeler, will be instrumental in the process since she has past experience with converting paper records to electronic format. Ms. Wheeler will also be working closely with the Records Commission. Manager Burkholder stated the Records Commission should consist of one citizen from the community, the City Manager, Finance Director and Law Director. Since the Commission has not met in quite some time, he feels it is necessary to meet relatively soon. This is not an overnight process but if we do not begin with small steps and then continue to build on the process we will never be able to improve. He stated it has become painfully obvious that we have paper records stored in multiple places and are running out of room.

Member Garber recommended an offsite location to hold records both paper and back up CD's or flash drives in case of a fire or something catastrophic at the City office.

Manager Burkholder agreed with the idea of an offsite location for records. He also suggested limited cloud storage as an idea. Manager Burkholder stated some records need to remain paper, for example budget reports. However, he cautioned that the conversion of paper records will be a work in progress for some time and he would like to hear any feedback, questions or concerns any member of Council may have at any time or if any

Member of Council would have a preference on how they receive their Agendas or any correspondence whether it be paper or electronic.

Manager Burkholder stated he will also be checking with members of Park Board and Planning Commission on their preferences of format for their correspondence as well.

Member Garber asked Manager Burkholder the results of the Wastewater Treatment Plant operators test.

Manager Burkholder responded no results from the test have come back yet.

Mayor Seagraves stated results can take two to three weeks to come back.

Member Garber reported a car with a flat tire has been parked on N. Wolfcreek Street for several weeks.

Police Chief Jerome asked for a specific address for the parked car.

Member Garber informed the address would be 345 N. Wolfcreek Street. The car has not been moved in several weeks. He stated the address is the same house that at times will have about six different cars parked in front of the home or in the front yard of the home. Member Garber would like to find out if a business is being run from this home without the knowledge of the City.

Police Chief Jerome stated he will have his Department investigate the property at 345 N. Wolfcreek Street.

Mayor Seagraves announced his gratitude for Manager Burkholder and other City Staff members who work so hard. He described the hard work that has been displayed by Assistant Manager/Finance Director Keaton on the 2016 Budget and also the employees at the Wastewater Treatment Plant who stepped up in a critical situation at the Plant and resolved some serious money issues.

Assistant Manager/Finance Director Keaton requested Council approval to enter into a contract with the Montgomery County Public Defender for 2016. The Agreement is the same as last year with the exception of a 2.5% rate increase. The 2016 rate will be \$162.98 per case and to date we've had two cases in 2015.

Motion by Garber second by Cantrell to enter into a contract with the Montgomery County Public Defender for 2016. All yeas, motion carried.

Assistant Manager/Finance Director Keaton requested approval to transfer \$75,000 into the Street M&R Fund, \$25,000 into the Park Fund, \$60,000 into the Note Retirement NorthBrook Fund and \$50,000 into the Capital Improvement Fund as appropriated.

Motion by Apgar, second by Kirklin to approve the transfer of \$75,000 into the Street M&R Fund, \$25,000 into the Park Fund, \$60,000 into the Note Retirement NorthBrook Fund and \$50,000 into the Capital Improvement Fund as appropriated. All yeas, motion carried.

Assistant Manager/Finance Director Keaton reported the City recently received a \$15,000 check from Dayton Power and Light made payable to Ace Torwel for Project Albert. Pictures were emailed to members of Council to report the status of Project Albert.

Assistant Manager/Finance Director Keaton provided Council with the 2016 draft Budget packet. The packet included 2016 Budget projections for each Fund that includes estimated carryover amounts, estimated revenue and expenditures, along with a copy of the 2015 Budget projections for comparison. Assistant Manager/Finance Director Keaton also provided a 2016 Capital improvement worksheet, a debt report and a copy of projected rate increases for 2016 for the Water, Sewer and Refuse Funds. Assistant Manager/Finance Director Keaton is still waiting on a final ammonization schedule for our most recent Wastewater Treatment Plant Project.

Assistant Manager/Finance Director Keaton requested a date be set up for a Budget Work Session to discuss the 2016 Budget in depth.

The consensus is to set the 2016 Budget Work Session for Monday November 30, 2015 at 6:00 p.m. and she announced the Work Session is open to the public.

Manager Burkholder stated a few changes have been made to the budgeting process including providing the budget packets to Council much earlier than in the past. He reminded Council so far what we have is a draft budget nothing set in stone and is still subject to change upon Council review. Manager Burkholder wanted to personally thank Assistant Manager/Finance Director Keaton for her diligent work on the 2016 Budget and by providing the 2016 budget information as early as possible to Council in order to provide the City with a stronger, better budget, and to provide transparency to the citizens as to how their tax dollars are spent.

Manager Burkholder reported he is working on a new report that will show not only all of the City's debt but to focus on the current debt with the interest rates being paid and the term of the loans. This report will help demonstrate our annual cash flow and should help put in place a five-year Capital Improvement Plan which can eventually be factored into the yearly budget. He would like Council and the Community to be aware of the long view of things and take into consideration how our City is currently in an era of transition for two different reasons. First is to formulate a Capital Improvement Plan and to see what will be needed in the next five years and secondly would be to see how our City has fluid revenues which is looking good for 2015 but is uncertain for 2016. OpenGov will help aid by displaying budget information online to the public. Eventually, if the City decides to move on with the second step of OpenGov it will include internal budgets of the City's departments including, the Service Department, Police and Fire Departments.

Manager Burkholder stated his summary statement is that we are in this transformation period relative to how we budget and how we handle the budget information and should improve as the months go by.

Mayor Seagraves complimented Assistant Manager/Finance Director Keaton on her due diligence of the budget. He would like Council to review their 2016 Budget packets that were provided and to discuss any questions or concerns with Assistant Manager/Finance Director Keaton or at the Budget Work Session that is scheduled for November 30th.

Fire Chief Fletcher reported transportation to the new Samaritan North Hospital is going very well. Ambulances can now run routes in a much timelier manner and decrease the wear and tear of vehicles. He stated it will be a little while before he will have comparison data on exactly how much time is being saved by transporting to the new hospital. He has not had any complaints from his crews.

Fire Chief Fletcher received an invitation from ODOT to attend a meeting for all first responders. He is pleased to be involved with ODOT and be able to obtain real time information regarding the construction on I-70. Brookville becomes involved once traffic backs up due to accidents or lane closures due to construction. Fire Chief Fletcher stated he sees increased improvement with the relationship with ODOT and receiving correspondence to first responders. He stated he will report anything new he learns at the upcoming ODOT meeting. He feels by being involved in these meetings first responders can voice their concerns.

Fire Chief Fletcher reported the Fire Department will be helping along with the Police Department at the upcoming pep rally on Thursday November 19, 2016. The pep rally will be held at Brookville High School at 6:30 p.m. on Thursday with a bonfire to follow the pep rally.

Fire Chief Fletcher stated the Fire Department will host a joint training session in conjunction with the Bureau of Criminal Investigation on Friday November 20, 2015. Local Law Enforcement will also be attending. Training will be focused on Meth lab response training, and safely taking care of methamphetamine labs if encountered. The cost of this training is taken care of by the Bureau of Criminal Investigation and Jim Hoffman, of Cassel Insurance, has volunteered to provide lunch for anyone in attendance.

Mayor Seagraves stated Brookville is lightyears away from the I-70 project to expand to three lanes. The current construction on I-70 will end at the Englewood exit and then at some point in the future move onto the area near Exit 49 South/Hoke Road before ever reaching Brookville. Mayor Seagraves indicated the importance of first responders being involved with ODOT and receiving important construction route information could be the difference between life and death.

Police Chief Jerome reported on the Annual Veteran's Day lunch the Police Department held at Rob's Restaurant on November 11. He informed the event was a lot of fun with great food and the Police Department served approximately 190 Veterans.

Police Chief Jerome stated the Police Department held the Feed Brookville event at the Brookville Board of Education building on Saturday November 14 which had a very good turnout with lots of food and all attendees were able to take home leftovers.

Police Chief Jerome informed the Police Department will be helping out the Fire Department with the upcoming pep rally and bonfire to support the high school football team's upcoming playoff game in Piqua. He described how many people attended the last playoff game in Xenia to support our team. He stated Brookville hasn't made it this far in the playoff season since 2000 and everyone should be very proud.

Police Chief Jerome reported the Brookville Police Department handled 539 Reportable Incidents year-to-date, compared to 600 at this same time last year. Citations are down 53 from this same time last year for a total of 431 Citations year-to-date. Police Chief Jerome reported the Brookville Police Department made 99 Traffic Stops during the month of October, compared to 131 Traffic Stops during the same time period last year.

Police Chief Jerome reported last week the Brookville Police Department presented gun safety to 2nd grade students.

Mayor Seagraves complimented Police Chief Jerome on the recent successful events sponsored by the Brookville Police Department.

Law Director Stephan had no report, but requested an Executive Session on an Economic Development Matter.

Mayor Seagraves wished everyone a Happy Thanksgiving and safe travels. He stated he is very proud of the high school football team and wished them the best of luck in their playoff games.

Member Cantrell informed Brookville Intermediate School is one of twenty schools across the country to be a semi-finalist and to be eligible to receive \$100,000 in funds for a new fab lab which would be used for the Stem Program. Stem stands for Science, Technology, Engineering and Math. Facebook users are to go to FabLabs.com and vote for Brookville Schools. The School with the most votes will win the money for a new lab. Voting must be done from a desktop computer and not on cellphones.

Member Duncan questioned if Hyper-Reach could be used to help spread the word so more people would vote?

Fire Chief Fletcher replied he would check and see if having the information on the Hyper-Reach system could be facilitated.

Member Garber questioned the size of the other finalist schools in comparison to Brookville.

Member Cantrell stated the size of all the different finalist schools do vary by size.

Member Garber reminded how well Brookville Schools did competing in a past clothing drive contest against larger schools but were still able to do a fantastic job and were awarded \$5,000.

Police Chief Jerome informed the Police Department has been sharing the Fab Lab link to vote on their Facebook page and individual Officers have been sharing on their personal Facebook pages too.

Member Garber asked if a new picture of Council should be taken for the 2016 calendar.

Mayor Seagraves stated an updated picture should be taken of City Council. December 1, 2016 was decided for the date for pictures to be done after the Council Meeting.

Kevin O'Boyle, of the Brookville Star, informed of the passing of former Englewood Mayor, Ed Kemper.

Mayor Seagraves informed Englewood's upcoming Prayer Breakfast will be on November 19 and it will certainly be a somber event following the passing of former Mayor Kemper.

Member Letner confirmed Englewood's Prayer Breakfast is still scheduled for November 19 and also a line in state will be held Friday evening November 20 inside Englewood Council Chambers.

Motion by Apgar, second by Garber to read proposed Resolution No. 15-15. All yeas, motion carried.

Motion by Duncan, second by Kirklin to accept the third reading and adopt Resolution No. 15-15 entitled "A RESOLUTION APPOINTING MEGHAN WHEELER AS CLERK OF COUNCIL AND ESTABLISHING COMPENSATION FOR THE CLERK OF COUNCIL." All yeas, motion carried.

Motion by Duncan, second by Kirklin to read proposed Resolution No. 15-17, 15-18 and 15-19.

Motion by Duncan, second by Kirklin to accept the first readings of proposed Resolution No. 15-17, 15-18, and 15-19. All yeas motioned carried.

There was no Old business

In New Business, Member Garber inquired when leaves are being picked up if someone could also sweep the streets near the gutters to help removed stuck leaves. Discussion was held.

Mayor Seagraves requested an Executive Session on a Personnel Matter.


Manager Burkholder requested an Executive Session on a Security Matter.

Motion by Duncan, second by Apgar to go into Executive Session on an Economic Development Matter as requested by Law Director Stephan, on a Personnel Matter as requested by Mayor Seagraves and on a Security Matter as requested by Manager Burkholder. All yeas, motion carried.

Mayor Seagraves called Council back into Regular Session.

Motion by Cantrell, second by Kirklin to authorize the City Manager to enter into an Incentive Agreement with Project Parker. All yeas, motion carried.

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


Sonja M. Keaton, Clerk


David E. Seagraves, Mayor