

BROOKVILLE CITY COUNCIL  
REGULAR MEETING  
August 4, 2015

The Regular Meeting of the Brookville City Council was called to order by Vice Mayor Cantrell at 7:30 p.m. on August 4, 2015 in the City Council Chambers. The Pledge of Allegiance was recited. Members Apgar, Duncan, Garber, Kirklin and Letner; Manager Burkholder, Police Chief Jerome, Law Director Stephan and Assistant Manager/Finance Director/Clerk Keaton were present. Mayor Seagraves was absent. Fire Chief Fletcher arrived later.

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

Motion by Apgar, second by Kirklin to accept the July 21, 2015 Regular Meeting Minutes as presented. All yeas, motion carried.

Member Cantrell announced Mayor Seagraves is absent this evening as he is at a Board Meeting.

Ron Ullery, of 560 W. Westbrook commented the clock that was installed on Market Street is excellent and really looks nice. Mr. Ullery also commented the Chamber, City Crews and volunteers did an excellent job cleaning up Golden Gate Park after the Community Picnic.

Member Cantrell stated that the park was completely cleaned up in time for the Quilt Auction on Sunday. Member Cantrell shared a thank you letter from Chamber President Jim McGrath, expressing his appreciation to everyone who participated in and helped with the Picnic this year.

Manager Burkholder reported he recently met with OpenGov representatives relative to the State Treasurer's open checkbook program, which is open to all political subdivisions at no cost. Manager Burkholder advised that Assistant Manager/Finance Director Keaton has emailed a video link to each Council member regarding the program. A brief overview of the program will be presented at the September 15, 2015 Council Meeting.

Manager Burkholder reported he met with Choice One Engineering regarding various infrastructure projects and the OPWC application that is due on August 12, 2015. Manager Burkholder advised he met with Staff regarding which project is a priority. Greg Wallace, the project coordinator for the Fairgrounds project, has requested the City apply for an OPWC grant to extend West Campus Boulevard but the Staff recommendation is to apply for an OPWC grant for waterline replacement. The West Campus Boulevard has too many unknowns at this time to proceed with an application.

Manager Burkholder reported that Staff is finalizing the 2015 repaving project. The list of streets is being prioritized as we cannot fund every street on the list.

Manager Burkholder reported he attended a Miami Valley Regional Planning Commission Meeting, the Dayton Development breakfast, and was introduced to the community at the Opening Ceremony of the Community Picnic. Manager Burkholder reported he also met with a home builder and developer regarding a plan for some new homes within the City, but the model home did not meet our square footage requirements.

Manager Burkholder reported he worked with Staff on various business retention and expansion projects. He also met with Staff regarding a contested change order on the WWTP project and they are working with Hazen and Sawyer to try and resolve that issue.

Manager Burkholder reported he and Staff had a good meeting with Marie Davis and her colleague, of Montgomery County Job & Family Services, regarding the workforce need for Brookville businesses. Ms. Davis has many resources that may be helpful to our employers.

Manager Burkholder reported we are continuing to move forward with the abatement situation on the burned home on Jefferson Street.

Manager Burkholder reported he met with officials from the Montgomery County Soil and Water Conservation regarding available grants and met with the Clay Township Trustees and their Fiscal Officer to discuss the Fire Department contract. Assistant Manager/Finance Director Keaton and Fire Chief Fletcher gave a nice presentation and we will follow up with them in about a month. Manager Burkholder stated he has an introductory meeting scheduled with Brookville School District officials this week.

Manager Burkholder reported a technology committee is to be formed and will be comprised of each department head or their designees. The purpose of the committee is to discuss and recommend needed technology for the City, including, but not limited to, information technology. He has reviewed the City's IT study completed in 2014.

Manager Burkholder reported he attended the fire hose test conducted by our Fire Department at the industrial park yesterday evening where he learned quite a bit about the equipment and capabilities of our Fire Department. Manager Burkholder reported he viewed an online webinar on a Public Works software designed to computerize our Service Department.

Manager Burkholder stated he is happy to answer any questions or comments regarding his report.

Member Duncan inquired whether Council needs to make a motion to apply for the OPWC funds?

Assistant Manager/Finance Director Keaton replied it does need legislation but we are waiting on the Engineer's estimate and we have to narrow down the streets on the application. The Resolution will be presented at the next Council meeting.

Member Garber asked if our waterline locations, age and material is all compiled on prints or some sort of system, or is it all in Ron Brandt's head?

Manager Burkholder replied he does not know the exact answer to how much is documented, but he has had discussions with Henry Edds, of Montgomery County, regarding how much of our infrastructure and to what degree is on GIS. Manager Burkholder stated that Fire Chief Fletcher has logged all of our fire hydrants and their coordinates and he spoke with Mr. Edds about getting those uploaded to the County's GIS system. There are multiple systems in effect, but we want one where we can pull all of our information up on just one system.

Assistant Manager/Finance Director Keaton stated we have a lot of that information and Choice One Engineering has quite a bit of information on our infrastructure as well.

Member Garber asked if this information would transfer if we switched Engineer's?

Assistant Manager/Finance Director Keaton stated it should, as we paid for it.

Member Letner asked if our information is kept in-house?

Assistant Manager/Finance Director Keaton stated we have some GIS but most of our infrastructure is handwritten in binders and not computerized.

Member Cantrell asked if this is a part of our IT goals?

Member Garber stated it should be a goal, rather than relying on long term experienced employees to remember.

Member Letner commented if our records are computerized, our Service Department could pull up the information and know how to contain things.

Manager Burkholder stated that the Public Works software company he spoke with has a knowledge base module that will help capture as much information as possible from Service Department Superintendent Ron Brandt before he leaves. We have spreadsheets on replaced signs and other information that we will eventually integrate into one system.

Fire Chief Fletcher arrived.

Assistant Manager/Finance Director Keaton advised that Fire Chief Fletcher put together a spreadsheet, with the assistance of Service Superintendent Brandt, of all of our small waterlines. Both individuals prioritized each street as it relates to fire service, the condition of the waterline and the number of breaks. This spreadsheet will assist us with our OPWC grant application this year and in future years.

Fire Chief Fletcher advised he and Superintendent Brandt identified where the four inch lines were when the ISO evaluation took place, and actually lost points because of inadequate infrastructure in those areas. Fire Chief Fletcher ranked them by fire significance and Superintendent Brandt ranked them by what areas have been most prone to water main breaks or have sewer issues. This information was combined to allow us to rank them by priority.

Member Garber asked if this grant will allow us to separate the storm water that is tied into our sanitary sewer system in the older parts of town, so that storm water is not run through the Wastewater Treatment Plant?

Manager Burkholder replied we have discussed getting an overall evaluation of our treatment plant and collection system and using that evaluation to formulate our capital improvement plan.

Member Duncan inquired whether our community would be involved in the lawsuit about the salt that he read about in the news?

Assistant Manager/Finance Director Keaton replied she looked into that and we are not a part of it as the City did not purchase any salt after 2008.

Member Garber asked if Cargill Company has been contacted about any potential staffing issues?

Manager Burkholder replied he has not been in contact with Cargill as he is not aware they have any issues. Manager Burkholder stated his meeting with the Montgomery County Job & Family Services educated him on many resources that can help match our employers with employees.

Assistant Manager/Finance Director Keaton presented the July 31, 2015 Fund Balance for Council review and approval.

Motion by Duncan, second by Apgar to approve the July 31, 2015 Fund Balance as presented.

Assistant Manager/Finance Director Keaton requested Council adopt proposed Ordinance No. 2015-02, which levies assessments for delinquent utility bills for six utility accounts to the County Auditor.

Motion by Letner, second by Kirklin to read proposed Ordinance No. 2015-02. All yeas, motion carried.

Motion by Duncan, second by Apgar to accept the first reading, dispense with the second and third reading and adopt Ordinance No. 2015-02 entitled "AN ORDINANCE LEVYING ASSESSMENTS FOR DELINQUENT UTILITY BILLS FOR CERTAIN PROPERTIES IN THE CITY OF BROOKVILLE, OHIO, AND DECLARING IT AN EMERGENCY." All yeas, motion carried.

Member Duncan inquired whether there is any other legal way to recoup these costs quicker than assessing them to the taxes?

Law Director Stephan replied that other legal options may not be any quicker. We can conceivably take civil action and go to court. The advantage of using the assessment process is that it is relatively inexpensive for us and eventually someone will pay the property tax bill, whether it is the current owner or it is the subsequent purchaser.

Member Duncan commented it seems there is always so much money out there on the taxes that we are waiting to get back.

Law Director Stephan replied Assistant Manager/Finance Director Keaton makes a lot of informal efforts to work with people to try to collect prior to getting to this point in the process. The advantage to using the assessment process during a foreclosure is that taxes are paid first.

Assistant Manager/Finance Director Keaton reported Council has a copy of a letter of interest received from Cheryl McKee regarding the open seat on the Income Tax Board of Appeals. Assistant Manager/Finance Director Keaton stated she has spoken with Ms. McKee and recommended that Council appoint her to fill the open seat on the Income Tax Board of Appeals, with her term expiring on December 31, 2017.

Motion by Kirklin, second by Letner to appoint Cheryl McKee to fill the open seat on the Income Tax Board of Appeals, with her term expiring on December 31, 2017. All yeas, motion carried.

Assistant Manager/Finance Director Keaton reported we recently sold our Ford Crown Victoria on GovDeals for \$3,575.

Assistant Manager/Finance Director Keaton reported the new play structure, rubber curbs and mulch purchased with Solid Waste Grant Funds are being installed this week at Golden Gate Park.

Assistant Manager/Finance Director Keaton announced that Opening Day for the Brookville Soccer Association is on Saturday, August 15, 2015 at 9:00 a.m.

Fire Chief Fletcher reported it has been a very busy July, with 136 EMS and 32 Fire Incidents, which are 25 more Incidents than this same time period last year. The Fire Department has seen an 11.4% increase over the last six years. The trend of increasing Incidents is up, but the dollar loss trend is down significantly. Fire Chief Fletcher reported the Community Picnic went well, with just a few heat related incidents.

Member Garber inquired if many people signed up for the Hyper-Reach Emergency Notification System?

Fire Chief Fletcher replied the Hyper-Reach sign-up went well at the Picnic and some residents are signing up at the front office and at the Fire Department. We will run a test message soon and will be able to tell from the feedback how many are signed up.

Police Chief Jerome reported the Brookville Police Department handled 349 Reportable Incidents year-to-date, compared to 360 at this same time last year. Citations are up 46 from this same time last year for a total of 343 Citations year-to-date. Police Chief Jerome reported the Brookville Police Department made 143 Traffic Stops during the month of June, compared to 107 Traffic Stops during the same time period last year. Police Chief Jerome reported that Brookville Schools is tracking a lot of hits on the Hyper-Reach link on their website, and the Police Department has added the Hyper-Reach link to their website as well.

Police Chief Jerome reported the Police Department will be hosting the Case One Chief's Association Meeting next Thursday at the Board of Education building.

Police Chief Jerome reported all members of the Police Department have completed part one of the Awareness of Cultural Diversity online training provided by the State of Ohio. By the end of August, they will all have completed part two, entitled Policing Culturally Diverse Communities. Police Chief Jerome advised this training is a proactive approach in response to some recent nationwide racial tension between police officers and citizens.

Police Chief Jerome reported the Community Picnic went smoothly with no real issues.

Member Kirklin asked over the last three years or so, how many arrests does the Police Department typically have during the Community Picnic?

Police Chief Jerome commented the arrests have gone down in the past few years since the Chamber of Commerce has gone with a different ride company.

Fire Chief Fletcher reported the owner/manager of the ride company is extremely organized and great to work with.

Member Duncan commented he took his grandchildren on many of the rides at the Picnic, and the workers were very polite and nice to the children.

Member Cantrell inquired whether CERT had a presence at the Picnic?

Fire Chief Fletcher responded the CERT Team was at the Picnic and had a handful of people that they treated. The Fire Department treated seven or eight people who were serious enough to warrant a paper report, mainly heat related. Fire Chief Fletcher reported he plans to utilize the Leiber Center as a cooling center next year to cut back on heat related illnesses.

Law Director Stephan had no report, but requested an Executive Session on two Economic Development Transactions to consider confidential information regarding applications for economic development assistance; and on a Personnel Matter on hiring.

Vice Mayor Cantrell reported Brookville Roadster's Open House and Car Show was held on July 25, 2015 and was very well attended. Vice Mayor Cantrell encouraged everyone to tour the Brookville Roadster facility at their next Open House as it is phenomenal what they are doing in their facility.

Vice Mayor Cantrell reported the retirement event for Roger Moler held at LCNB was very nice. The Mayor issued a proclamation in recognition of Mr. Moler's retirement, which was presented at the event, and Mr. Moler was very appreciative.

Vice Mayor Cantrell commented there is a large billboard at Dorothy Lane and Wilmington Pike inviting people to visit Reichard Chevrolet in Brookville, Ohio.

Motion by Apgar, second by Duncan to read proposed Resolution No. 15-07. All yeas, motion carried.

Motion by Duncan, second by Apgar to accept the third reading and adopt Resolution No. 15-07 entitled "A RESOLUTION AGREEING THAT THE CITY OF BROOKVILLE SHALL BECOME A MEMBER OF THE PROPOSED MONTGOMERY COUNTY REGIONAL RADIO COUNCIL AND TO AUTHORIZE THE CITY MANAGER TO EXECUTE THE AGREEMENT FOR PARTICIPATION IN A REGIONAL COUNCIL OF GOVERNMENTS KNOWN AS THE MONTGOMERY COUNTY REGIONAL RADIO COUNCIL. All yeas, motion carried.

Manager Burkholder recommended that Council appoint Fire Chief Fletcher as the City's Representative on the Montgomery County Regional Radio Council, and he as the Alternate.

Motion by Duncan, second by Apgar to appoint Fire Chief Fletcher as the City's Representative on the Montgomery County Regional Radio Council, and Manager Burkholder as the Alternate Representative. All yeas, motion carried.

Under Old Business, Member Garber inquired whether Habitat for Humanity would be able to rehab the property at 269 Foothill Drive after the City purchases the property?

Law Director Stephan replied he has considered using a charitable organization to rehab the property, possibly the Renew Brookville Organization. Law Director Stephan stated right now we are moving forward with the Land Bank and plan to utilize the zero percent loan funds that they offer to rehab the property. We will have several contractors look at the property to get their input on what needs to be done to bring the property up to code.

Member Garber asked if we will be using local contractors?

Law Director Stephan replied we will try to use local contractors and we will potentially try to reach out to charitable organizations. There are some liability issues we would have to consider if we used a charitable organization.

Member Garber inquired if the previous issues we had with the Cross Country Invitational have been addressed to prevent them from happening again at this year's event?

Assistant Manager/Finance Director Keaton stated the restroom issues and marking the course have both been addressed.

Member Garber requested an Executive Session on a Personnel Matter.

There was no New Business.

Motion by Duncan, second by Apgar to go into Executive Session as requested by Law Director Stephan on two Economic Development Transactions to consider confidential information regarding applications for economic development assistance; and on a Personnel Matter on hiring; and on a Personnel Matter on hiring as requested by Member Garber. All yeas, motion carried.

Vice Mayor Cantrell called Council back into Regular Session.

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

  
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Sonja M. Keaton, Clerk

  
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Margo Cantrell, Vice Mayor