



BELLBROOK CITY COUNCIL AGENDA

January 24, 2022

7:00 pm-Regular Meeting

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of the minutes
 - A. January 10, 2022 Regular Meeting
5. Mayor's Announcements and Special Guest - none
6. Public Hearing of Proposed Ordinances
 - A. **Ordinance 2022-O-1 AMENDING ORDINANCE 2021-10 BY MAKING SUPPLEMENTAL APPROPRIATIONS FOR EXPENSES OF THE CITY OF BELLBROOK FOR THE PERIOD BEGINNING JANUARY 1, 2022 AND ENDING DECEMBER 31, 2022. (Cyphers)**
7. Board Reports - none
8. Introduction of Ordinances - none
9. Adoption of Resolutions
 - A. **Resolution 2022-R-2 AUTHORIZING THE CITY MANAGER TO PURCHASE A BACKHOE FOR USE BY THE SERVICE AND WATER DEPARTMENTS THROUGH THE OHIO COOPERATIVE PURCHASING PROGRAM, GSA AUTOCHOICE, OR BY DIRECT NEGOTIATIONS AND WAIVING THE COMPETITIVE BIDDING REQUIREMENTS (Greenwood)**
 - B. **Resolution 2022-R-3 AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH NATIONAL GUNITE FOR STORM DRAIN CULVERT RELINING (Harding)**
 - C. **Resolution 2022-R-4 AUTHORIZING THE CITY MANAGER TO FILE WITH THE GREENE COUNTY AUDITOR A REQUEST FOR ADVANCES OF TAXES COLLECTED (Schweller)**
 - D. **Resolution 2022-R-5 ESTABLISHING A CLAIMS SETTLEMENT PROCESS AND AUTHORIZING THE DIRECTOR OF LAW TO RESOLVE MINOR CLAIMS AGAINST THE CITY OF BELLBROOK (Middlestetter)**
 - E. **Resolution 2022-R-6 AUTHORIZING THE CITY MANAGER TO EXPEND FUNDS TO COVER THE COSTS OF VARIOUS GOODS AND SERVICES ORDERED FOR CITY OPERATIONS AND TO MAKE PAYMENT ON INVOICES WITH A THEN AND NOW CERTIFICATE (Cyphers)**
10. Reference of Legislative Proposals to Committees
11. City Manager's Report
12. Committee Reports:

City of Bellbrook

15 East Franklin Street
Bellbrook, Ohio 45305

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www.cityofbellbrook.org

- A. Safety
 - B. Finance and Governmental Affairs
 - C. Service
 - D. Community Affairs
13. Bids - None
14. Old Business –
- A. Appointment of Council Position
 - B. Deputy Mayor
 - C. Committee Assignments
 - D. Council Rules
15. New Business
16. Public Comment
17. Dates of Future Committee Meetings
18. Executive Session
- A. **To Consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance involving public infrastructure improvements or the extension of utility services**
19. Adjournment

Future Agenda Items (dates are subject to change)

RECORD OF PROCEEDINGS
Minutes of Bellbrook City Council Regular Meeting
January 10, 2022

CALL THE MEETING TO ORDER

Mayor Schweller called the Regular Meeting of the Bellbrook City Council to order at 7:00pm

PLEDGE OF ALLEGIANCE

ROLL CALL:

Present: Katherine Cyphers; Forrest Greenwood; Brady Harding; Ernie Havens; Elaine Middlestetter;
Mayor Schweller

Absent: None

ALSO PRESENT: City Manager Rob Schommer

APPROVAL OF MINUTES

Mayor Schweller asked if anyone had any comments or corrections to the minutes of December 13, 2021 meeting. Hearing none he declared the minutes approved.

MAYOR'S ANNOUNCEMENTS/SPECIAL PRESENTATION:

Mayor Schweller welcomed and congratulated Council members Katherine Cyphers and Brady Harding and welcomed re-elected member Forrest Greenwood. He invited the council members to provide any comments or statements.

Mr. Greenwood introduced himself through a statement describing his history of service including the Marine Corps and many years of continued service in the community. He thanked the community for trusting him to represent them.

Mrs. Cyphers introduced herself and described her public service experience including a military career, and desire to extend her public service through serving on council. She explained her background in finance and hopes to bring that to the City. She thanked everyone who supported her.

Mr. Harding introduced himself explaining his background as a licensed architect and resident for over 25 years. He looks forward to using his skills and experience for the community and to help develop downtown. He thanked everyone for electing him into office.

Mayor Schweller reported he and the other members were sworn in by the Honorable Adolfo Tornichio of Greene County Common Pleas Court.

PUBLIC HEARING OF ORDINANCES - None

RECORD OF PROCEEDINGS
Minutes of Bellbrook City Council Regular Meeting
January 10, 2022

INTRODUCTION OF ORDINANCES

Ordinance 2022-O-1 AMENDING ORDINANCE 2021-10 BY MAKING SUPPLEMENTAL APPROPRIATIONS FOR EXPENSES OF THE CITY OF BELLBROOK FOR THE PERIOD BEGINNING JANUARY 1, 2022 AND ENDING DECEMBER 31, 2022.

Mr. Havens read the Ordinance.

Mr. Schommer explained the need for the Ordinance was for a supplemental appropriation to the budget as a result of the budget worksheet formulas not carrying over a few lines into the Ordinance Document. The error was discovered while inputting the budget into the accounting system, noting the table in the Ordinance did not match the balance of the worksheet. He explained this is one of the issues with having several sources of listing data, but the checks within the process discovered the missing lines. The amount noted was discussed and presented; however, the final appropriations ordinance did not include some lines in the water fund.

Mayor Schweller noted there will be a public hearing for the Ordinance January 24.

RESOLUTIONS

Resolution 2022-R-1 AUTHORIZING THE CITY MANAGER TO ENTER INTO A SERVICES AGREEMENT WITH GREENE COUNTY BOARD OF COUNTY COMMISSIONERS TO JOIN THE COUNTYWIDE PUBLIC SAFETY INFORMATION SHARING NETWORK

Mrs. Middlestetter read the Resolution.

Mr. Schommer explained the purpose of the Resolution was to authorize the City entering into an agreement with Greene County to join the Public Safety Information Sharing Network. The Agreement is necessary to allow licensing for the public safety mobile computer and software upgrade currently in process.

Mrs. Middlestetter made a motion to adopt Resolution 2022-R-1; Mr. Greenwood seconded the motion. On a call of the vote, Mr. Greenwood, Mr. Harding, Mr. Havens, Mrs. Middlestetter, Mayor Schweller, and Mrs. Cyphers voted yea; none voted nay. The motion passed 6-0

CITY MANAGER REPORT

Mr. Schommer reported the following:

- Council room A/V system update is ongoing. Most equipment is in and a few items remain to be shipped.
- A new meeting streaming solution will be implemented and integrated into the City website and no longer use YouTube. The new system will provide indexing of the video in relation to items on the agenda. The system also provides archiving and storage of the videos as records of the City.

RECORD OF PROCEEDINGS

Minutes of Bellbrook City Council Regular Meeting

January 10, 2022

- The meeting agendas will be transitioning to a electronic version and also integrated into the City Website. It will index to the video and also related documents. The system allows for archiving, indexing and searching of agenda items and documents. It will also allow for electronic recording of voting during the meeting for efficient capture of items for meeting minutes.
- A new email archiver and screening system will be implemented to enhance storage and searching of email accounts.
- Finance software enhancements have begun which includes bringing payroll inhouse and integrated into the City's current accounting system. This will provide enhanced efficiencies in budget development. It will also prevent errors in budget development due to the fact analytics are done directly from the accounting data, not from an export into Excel.
- 2021 Goals and Objectives update will occur at a future meeting to identify the remaining projects that need Council action.

COMMITTEE REPORTS

Safety – Mr. Greenwood noted the upgrade for the police and fire Public Safety Information Sharing Network is ongoing. He also noted that Bellbrook police have had body cameras for some time and they have been useful and helpful for court cases and safety. He noticed Kettering is now thinking of getting body cams and he was please Bellbrook has been ahead of the game in that realm. He added the fire department Power Cot will be finished soon, just awaiting parts. The Fire Chief has assigned a committee to review the details and requirements for new Medic that will be ordered.

Finance/Government Affairs – Nothing additional

Service – Mr. Greenwood noted the Service Department had the 3 year EPA inspection which was very in-depth. The final report should be released within a month and no issues are anticipated. He added the department has been working on the museum building, improving the doors and windows. Mr. Greenwood advised anyone with an older home during the freezing weather to leave faucets trickling water to prevent pipes from freezing.

Community Affairs – Mrs. Middlestetter noted January and February the Museum is closed in order to complete the repair and renovation projects. She then read a report from the Library regarding services and statistics for 2021.

OLD BUSINESS - none

NEW BUSINESS

Mayor Schweller discussed the following items of New Business:

- Vacant Council Seat; the position is currently posted and application will be received until January 28. The position is planned to be appointed February 14th.

RECORD OF PROCEEDINGS

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- Deputy Mayor appointment: Mayor Schweller stated he wanted everyone to think about if they want to be Deputy Mayor and discussion will be deferred until January 24th.
- 2022 Committee Assignment; will be discussed and determined January 24th.
- Council Rules; Mayor Schweller noted it had been a few years since they have been reviewed, and going forward he will schedule a work session in February to discuss and update them.

COMMENTS

Mrs. Middlestetter had nothing additional from her committee report.

Mr. Havens welcomed Mrs. Cyphers and Mr. Harding and looks forward to working with them. He is looking forward to 2022, especially to the Sugar Maple Festival.

Mr. Harding had nothing additional.

Mr. Greenwood noted there was a previous cleanup effort with Sugarcreek Township and wondered if that was something the City should do with the festival. Mrs. Middlestetter noted it was scheduled prior to the festival in April. There is an effort by the Lyons club to get all service organization together on one day for a cleanup and maintenance project. Mr. Greenwood also welcomed Mr. Harding and Mrs. Cyphers.

Mrs. Cyphers wanted to give another thank you to the community for voting for her.

Mayor Schweller thanked the Service Department for getting the snow flake lights up, as it provided a lot of positive comments in the community.

PUBLIC COMMENT

Mr. Denny Bennet commented to congratulate the new council members Mrs. Cyphers and Mr. Harding and also congratulating the existing council members for keeping Bellbrook a safe place to live. He noted there are great people working in the police, fire and service departments.

Mr. Regan Ross brought property maintenance issues in the South street general area to the attention of Council.

Mr. Schommer introduced Jason Foster as the City's newly appointed Community Development Administrator. Mr. Foster has many years of experience in code enforcement, planning and economic development.

RECORD OF PROCEEDINGS
Minutes of Bellbrook City Council Regular Meeting
January 10, 2022

ADJOURNMENT

The Mayor adjourned the meeting at 7:55PM.

Michael Schweller, Mayor

Robert Schommer, Clerk of Council

AGENDA ITEM INFORMATION REPORT



Meeting Type: City Council Meeting

Meeting Date: 1/24/2022

Department: Finance

Submitted By: Rob Schommer

AGENDA ITEM DESCRIPTION:

Ordinance

Public Hearing for Ordinance 2022-O-1 **AMENDING ORDINANCE 2021-10 BY MAKING SUPPLEMENTAL APPROPRIATIONS FOR EXPENSES OF THE CITY OF BELLBROOK FOR THE PERIOD BEGINNING JANUARY 1, 2022 AND ENDING DECEMBER 31, 2022.**

FISCAL IMPACT:

Cost: \$70,432 **Source of Funds:** Water Fund

Funds Currently Budgeted: No

Notes/Implications: Total funds were included in budget worksheet; however, converting to table within the Appropriations Ordinance, a section was unintentionally not included.

PURPOSE AND BACKGROUND:

The 2022 Budget worksheets included a new section of personnel expenses allocated from the Water Fund and one line within the CIP Fund. Within the master budget worksheet, these lines did not calculate in the section totals that created the table displayed on the Appropriations Ordinance document. As a result, these new lines were not included in the totals; however, were in the worksheets. When entering the budget into the accounting system, the double check systems for balancing revealed the omission. The originally intended funds are entered into the accounting system; however, the Appropriations Ordinance needs to reflect and authorize the omitted lines for the total appropriation.

RECORD OF ORDINANCES

Ordinance No. 2022-O-1

January 24, 2022

City of Bellbrook

Ordinance No. 2022-O-1

AMENDING ORDINANCE 2021-10 BY MAKING SUPPLEMENTAL APPROPRIATIONS FOR EXPENSES OF THE CITY OF BELLBROOK FOR THE PERIOD BEGINNING JANUARY 1, 2022 AND ENDING DECEMBER 31, 2022.

WHEREAS, the City of Bellbrook adopted the 2022 annual budget based on the best information available at the time; and

WHEREAS, additional costs and/or adjustments will occur in various 2022 Personnel Services and Other Expenses which requires the amendment of various appropriation levels.

Now, Therefore, the City of Bellbrook Hereby Ordains:

Section 1. That the 2022 appropriation levels in several of the funds listed below be amended as follows:

Fund	2022 Appropriations	Personnel Services Revisions	Other Expenses Revisions	Total Revisions	Amended 2022 Appropriations
General Fund:					
-Legislative	\$43,085	\$ -	\$ -	\$ -	\$43,085
-Administrative	\$880,908	\$ -	\$ -	\$ -	\$880,908
-Library	\$2,100	\$ -	\$ -	\$ -	\$2,100
-Museum	\$25,465	\$ -	\$ -	\$ -	\$25,465
-Community	\$68,442	\$ -	\$ -	\$ -	\$68,442
Total General Fund	\$1,020,000	\$ -	\$ -	\$ -	\$1,020,000
Police Fund	\$1,860,334	\$ -	\$ -	\$ -	\$1,860,334
Police Pension Fund	\$64,890	\$ -	\$ -	\$ -	\$64,890
Fire Fund	\$1,485,884	\$ -	\$ -	\$ -	\$1,485,884
Street Fund	\$407,167	\$ -	\$ -	\$ -	\$407,167
State Highway Fund	\$19,800	\$ -	\$ -	\$ -	\$19,800
Motor Vehicle Fund	\$28,850	\$ -	\$ -	\$ -	\$28,850
Coronavirus Relief Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Local Fiscal Recovery	\$384,646	\$ -	\$ -	\$ -	\$384,646
Fuel System Fund	\$1,200	\$ -	\$ -	\$ -	\$1,200
Waste Fund	\$510,378	\$ -	\$ -	\$ -	\$510,738
Water Fund	\$1,388,447	\$60,432	\$ -	\$60,432	\$1,448,879
Capital Improvement Fund	\$778,000	\$ -	\$10,000	\$10,000	\$788,000
Performance Bond Fund	\$10,000	\$ -	\$ -	\$ -	\$15,000
Grand Total - All Funds	\$7,959,597	\$60,432	\$10,000	\$70,432	\$8,030,029

Section 2. This Ordinance is declared to be an emergency measure necessary to meet a public emergency affecting health, safety, morals or the public welfare, or a special emergency in the operation of a Municipal department, and for the further reason that these corrections are needed to balance the appropriations based on the 2022 budget; therefore, this Ordinance shall take full force and effect immediately upon its adoption by Council

Section 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that any and all deliberations of this Council that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including, but not limited to Section 121.22 of the Ohio Revised Code.

PASSED BY City Council this 24th day of January, 2022.

_____ Yeas; _____ Nays.

RECORD OF ORDINANCES

Ordinance No. 2022-O-1

January 24, 2022

AUTHENTICATION:

Michael W. Schweller, Mayor

Robert Schommer, Clerk of Council

APPROVED AS TO FORM:

Stephen M. McHugh, Municipal Attorney

AGENDA ITEM INFORMATION REPORT



Meeting Type: City Council Meeting

Meeting Date: 1/24/2022

Department: Service

Submitted By: Rob Schommer

AGENDA ITEM DESCRIPTION:

Resolution

Resolution 2022-R-2 AUTHORIZING THE CITY MANAGER TO PURCHASE A BACKHOE FOR USE BY THE SERVICE AND WATER DEPARTMENTS THROUGH THE OHIO COOPERATIVE PURCHASING PROGRAM, GSA AUTOCHOICE, OR BY DIRECT NEGOTIATIONS AND WAIVING THE COMPETITIVE BIDDING REQUIREMENTS

FISCAL IMPACT:

Cost: \$125,000 **Source of Funds:** Capital Improvements Fund

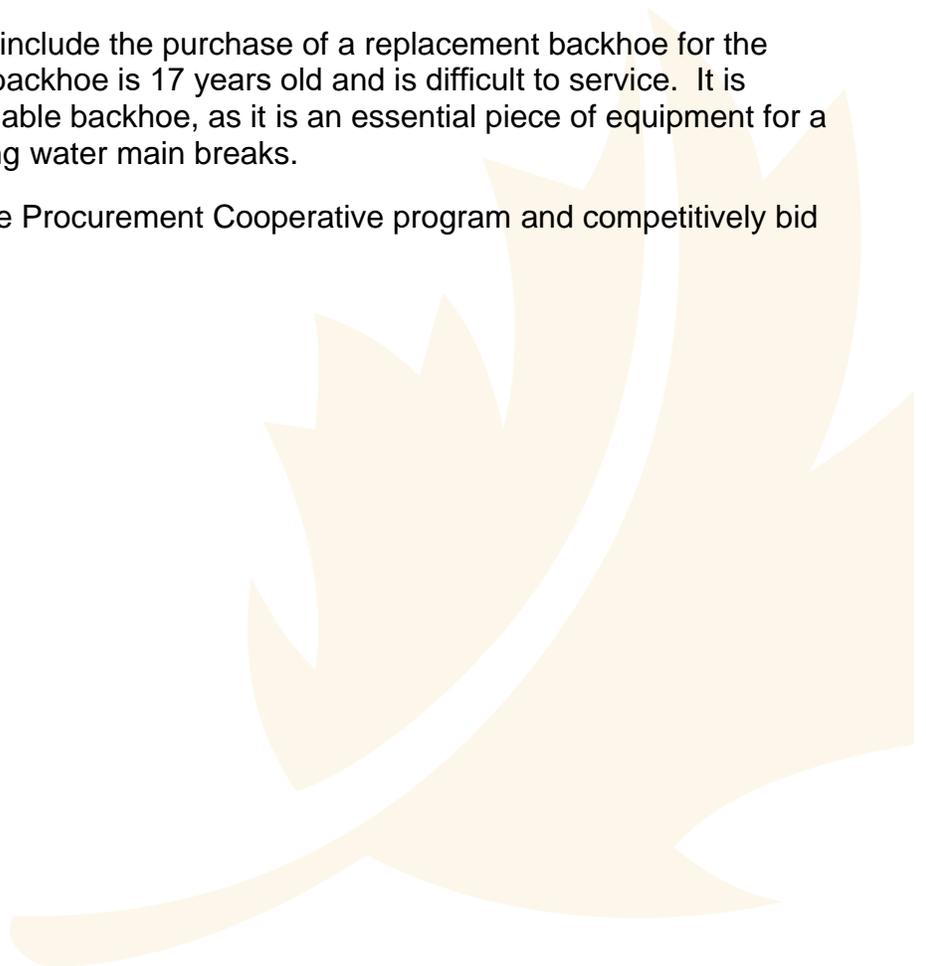
Funds Currently Budgeted: Yes

Notes/Implications: [Click or tap here to enter text.](#)

PURPOSE AND BACKGROUND:

City Council approved appropriations to include the purchase of a replacement backhoe for the service/water department. The current backhoe is 17 years old and is difficult to service. It is necessary to have a serviceable and reliable backhoe, as it is an essential piece of equipment for a variety of critical tasks, especially working water main breaks.

The equipment is scheduled on the State Procurement Cooperative program and competitively bid through that process.



RECORD OF RESOLUTIONS

Resolution No. 2022-R-2

January 24, 2022

**City of Bellbrook
State of Ohio**

Resolution No. 2022-R-2

AUTHORIZING THE CITY MANAGER TO PURCHASE A BACKHOE FOR USE BY THE SERVICE AND WATER DEPARTMENTS THROUGH THE OHIO COOPERATIVE PURCHASING PROGRAM, GSA AUTOCHOICE, OR BY DIRECT NEGOTIATIONS AND WAIVING THE COMPETITIVE BIDDING REQUIREMENTS

WHEREAS, it has been determined the City is in need of a replacement backhoe to perform essential tasks within the service and water departments; and

WHEREAS, City Council has authorized the appropriation of monies in the Capital Improvement Fund of the 2022 budget for the purchase of a replacement backhoe; and

WHEREAS, the Ohio State Term Schedule has the equipment listed under currently bid contract

NOW, THEREFORE, THE CITY OF BELLBROOK HEREBY RESOLVES:

Section 1. The City Manager is authorized to take all actions necessary to procure a backhoe through the Ohio Cooperative Purchasing Program or by direct negotiations at a cost not to exceed \$125,000.

Section 2. In accordance with Chapter 240 of the Code of Ordinances of Bellbrook, the procurement of this equipment is through a cooperative arrangement with another government entity; therefore, the competitive bidding requirements are hereby waived.

Section 2. That it is found and determined that all formal actions of the City Council relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including §121.22 of the Revised Code of the State of Ohio.

Section 3. That this resolution shall take effect and be in force forthwith.

PASSED BY City Council this ____ day of _____, 2022.

____ Yeas; ____ Nays.

AUTHENTICATION:

Michael W. Schweller, Mayor

Robert Schommer, Clerk of Council

AGENDA ITEM INFORMATION REPORT



Meeting Type: City Council Meeting

Meeting Date: 1/24/2022

Department: Service

Submitted By: Rob Schommer

AGENDA ITEM DESCRIPTION:

Resolution

AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH NATIONAL GUNITE FOR STORM DRAIN CULVERT RELINING

FISCAL IMPACT:

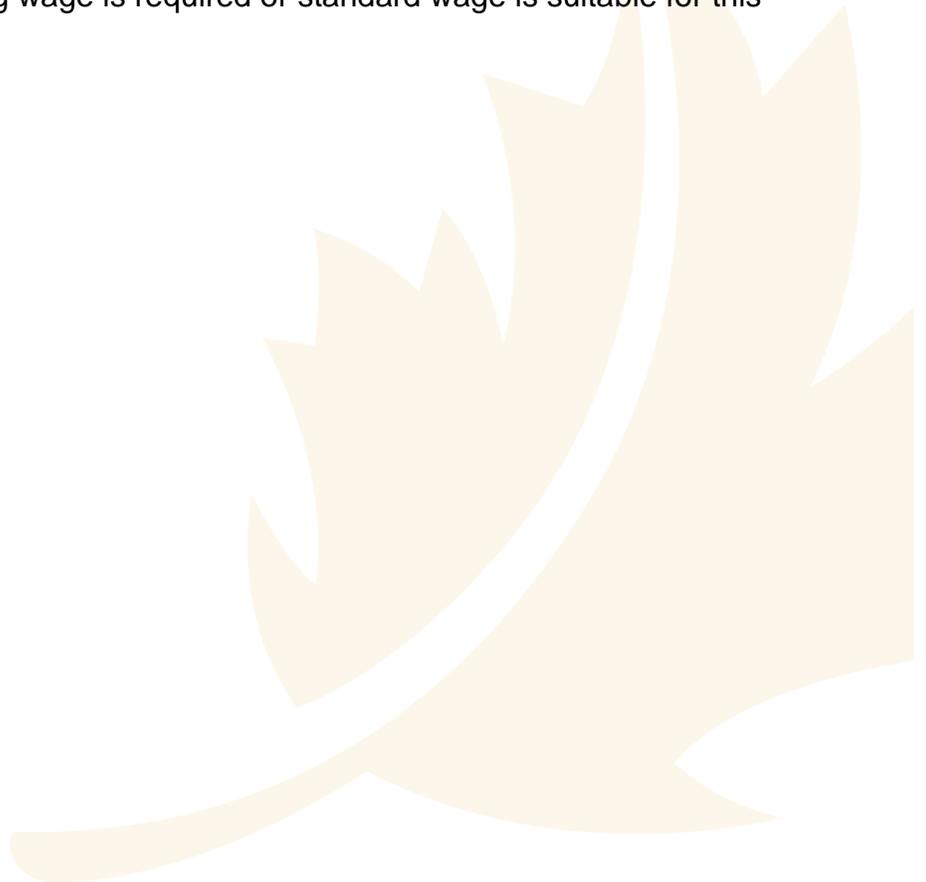
Cost: \$49,965 **Source of Funds:** Capital Improvements Fund

Funds Currently Budgeted: Yes

Notes/Implications: [Click or tap here to enter text.](#)

PURPOSE AND BACKGROUND:

City Council approved appropriations into the Capital Fund for repairs and improvements to the storm water system. One of the main culverts near Station 2 is a 54" corrugated pipe. It has started to fail and collapse, and this relining and rehabilitation can be done without digging up or disturbing the roadway. We are confirming if prevailing wage is required or standard wage is suitable for this project.





111 ROOSEVELT BOULEVARD, JOHNSTOWN, PA 15906
PHONE: 814-533-5780 FAX: 814-535-5328

PROPOSAL

Date: July 22, 2021

Project: Pipe near City of Bellbrook Firehouse

Contact: **Ryan Pasley**
City of Bellbrook
29 North West Street
Bellbrook, Ohio 45305
R.Pasley@cityofbellbrook.org

PROJECT TITLE:

City of Bellbrook, Ohio rehabilitate the 54" corrugated pipe near the City of Bellbrook Fire at 35 N. West Street.

GENERAL SCOPE OF WORK:

We propose to structurally rehabilitate approximately 240 linear feet of 54-inch diameter Corrugated Metal Pipe with a 4:00 to 8:00 invert lining using a nominal 2 inches of 8,000 psi shotcrete. Where the invert is completely gone, we will fill in the voids with the same material as we are placing throughout the invert. The 12" lateral coming into the pipe where the last 5'-6' is deteriorated we will do our best to either seal the invert with a water plug material or "stub" in a 10" PVC pipe into the pipe to cover the deteriorated invert and seal the pipe to potentially stop further deterioration and sinkholes. The shotcrete will be reinforced with welded wire fabric, as detailed below.

We will include the following items if shaded:

MATERIALS:

- Gunit / Shotcrete
- Strongseal
- Pre-bag Material
- Concrete Additives
- Pressure Grouting (Cement-Based)
- Chemical Grouting
- Epoxy Injection
- Chimney Seals

REINFORCING:

- Reinforcing Mesh
- Reinforcing Steel
- Anchor Bolts
- Polypropylene/ Steel Fibers

CURING:

- Water Curing
- Compound Curing
- Natural Curing

SITE:

- Water to Our Tank
- Sanitary Facilities
- Scaffolding
- Traffic Control
- Safety Equipment
- Dewatering or Shoring
- Protection, Covering, or Cleaning
- Removal of Excess Sand
- Removal of Rebound
- Removal of Epoxy Injection Ports
- Confined Space Equipment

PREPARATION OF SURFACES:

- Chipping
- Sandblasting
- Water blasting
- Forms-Headers
- Excavation and Fine Grade
- Expansion Joints
- Weep Holes
- Removal of Manhole Steps

FINISH:

- Trowel & Broom
- Natural Gun
- Float
- Other

TESTING:

- Pre-Construction
- Water Test
- Vacuum Test
- Test Panels

SPECIAL CONDITIONS:

- Permits
- Performance & Payment Bond
- Certified Payroll

ADDITIONAL ITEMS, CITY TO SUPPLY:

1. Potable water source.
2. Road closure, w/signs & barricades.
3. Setup area in the Firehouse Lot
- 4.
- 5.

DETAILED SCOPE OF WORK:

- A. PRELIMINARY SITE WORK** - Upon mobilizing to the site, National Gunitite forces will place the necessary traffic control devices. We will cordon off our site staging area to protect and ensure the safety of any pedestrian and vehicular traffic.

Before entering the pipe, National Gunitite will sample the atmospheric conditions as well as constantly monitor the air within the pipe in accordance with 29 CFR 1926 Code of Federal Regulations as it pertains to confined space entry. All National Gunitite personnel have completed the necessary confined space training and meet all OSHA requirements and certifications.

- B. PIPE PREPARATION** - National Gunitite will control the water flow within the pipe structure as well as dewater our work area within the confines of the pipe by constructing a temporary sandbag weir and directing the flow through an internal flume system.

The temporary PVC piping will carry the water past our work area, keeping it dry. The sand bag weir is designed so that, in the event of a major weather system, it will either overtop or collapse to allow the high flow to move through the existing corrugated metal pipe without back pooling. As an alternative to the flume system, bypass pumping may be necessary. If so, the cost will be included in our proposal, and no additional charges will be assessed.

National Gunitite will then clean and prepare the interior of the pipe. Heavy debris will be removed either mechanically or by hand. Any deteriorating sections of pipe will be removed by using cutting blade grinders and/or pneumatically powered saws.

Lastly, the entire pipe structure will be water blasted to remove all remaining dirt and debris to prepare the surface for the shotcrete application.

- C. REINFORCEMENT** – National Gunitite will install a 2" x 2", 12-gauge galvanized, welded wire fabric blanket, anchored securely with self-tapping screw anchors placed on 24-inch centers each way. The mesh will be tied to the anchors with 16-gauge annealed tie wire.
- D. GUNITITE WORK**- All work will be in done in strict accordance with American Concrete Institute's 506 R95 Guide to Shotcrete. The shotcrete mix will be comprised of 1 cubic foot of Portland Type I-II cement mixed thoroughly with 3 cubic feet of ASTM C-33 concrete sand and enhanced with 7 lbs. of micro-silica. The dry ingredients will be pneumatically projected through the shotcrete hose and hydrated with 4.5 gallons of potable water at the nozzle.

The mix will yield a compressive strength of 8,000 psi at 28 days. In lieu of field mixing, we will also have the option of applying a pre-bagged mix such as Quikcrete's Gunite BB Mix MS with fibers, which will yield the same 8,000 psi results. The freshly placed shotcrete will then be screeded, broomed, and allowed to naturally cure in the moist confines of the pipe. The final thickness will be a nominal 2 inches, measured from the valley of the CMP to the finished surface.

All rebound will be removed from the pipe on a daily basis, and all debris created as the result of our operation will be removed from the sewer line and disposed of properly. Photographs will be provided of our finished work.

- E. RESULTS** - It is generally acknowledged throughout the pipe rehabilitation industry, as well as the Trenchless Technology circuit, that a shotcrete-lined pipe will yield a minimum of 50 to 75 years of additional life. The addition of the micro silica to the shotcrete mix makes the end product very abrasive resistant.

Also, Manning's coefficient (a measure of roughness) for corrugated metal pipe is about 0.022, while trowel-finished shotcrete is 0.012. The smoother surface more than compensates for the minor decrease in cross-sectional area that results from the guniting process.

Non-Prevailing Pricing:

In consideration of completing the work described above, we are to be paid the following amounts:

Mobilization	\$ 1,000.
<u>Rehabilitate CMP pipe as detailed above, Lump Sum, Complete</u>	<u>\$ 40,750.</u>
TOTAL	\$ 41,750.

Prevailing Pricing

In consideration of completing the work described above, we are to be paid the following amounts:

Mobilization	\$ 1,000.
<u>Rehabilitate CMP pipe as detailed above, Lump Sum, Complete</u>	<u>\$ 48,965.</u>
TOTAL	\$ 49,965.

NOTE: Proposal is calculated at both non-prevailing and current prevailing wage rates.

WARRANTY: National Gunite guarantees our work, and shall remedy without cost to the Owner, any defects that may develop from our materials or workmanship for a period of one year from the date of final payment.

Terms: Net 30 days upon completion of project.

RESUMES OF MANAGEMENT PERSONNEL:**Paul M. Nikonow, P.E.****Vice President****Johnstown, PA**

1983 - 2012	Laurel Management
2012 - Present	National Gunite / Laurel Management

Paul has more than 30 years of utility construction experience. He has a BS in Civil Engineering, a MS in Mechanical Engineering, and has been a Registered Professional Engineer since 1986.

Tim Martin**Midwest Regional Director****Indianapolis, IN**

2006 - 2015	Trotter Construction Group
2015 - 2016	FOSO Construction, LLC
2016 - Present	National Gunite

Tim has extensive experience in all aspects of utility infrastructure and has held such positions as project engineer, estimator, project manager, business development director and operations manager.

Tim has spent the last 10 years rehabilitating sanitary sewer lines and structures in Louisville, KY, Columbus, OH and throughout the state of Indiana.

Robert Dean**Master Field Superintendent****Waterford, AL**

1976 - 2006	Pressure Concrete
2006 - Present	National Gunite

Robert has an extensive field services background with 38 years of experience. He has spent the last 30 years as a Master Field Superintendent.

Shane Snyder**Eastern Regional Director****Turbotville, PA**

2006 - Present	National Gunite
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Shane has spent his entire Shotcrete career in pipeline rehabilitation and was promoted from foreman to superintendent in 2011 and Eastern Regional Director in 2017.

REFERENCES:

John Morgan
Manager - Special Projects
Citizens Energy Group
2020 N Meridian St, Indianapolis, IN 46202-1306
317-924-3311
<http://www.citizensenergygroup.com>

Daniel S. Deiseroth, P.E.
Executive Vice President
The Gateway Engineers
400 Holiday Drive, Suite 300
Pittsburgh, PA 15220
Office: 412-921-4030 ext. 110
ddeiseroth@gatewayengineers.com

Tim Shuttters
Project Manager
Citizens Energy Group
2020 N Meridian St, Indianapolis, IN 46202-1306
317-924-3311
<http://www.citizensenergygroup.com>

Bob Carpenter
Service Representative
Insight Pipe Contracting
232 E. Lancaster Road
Harmony, PA 16037
Office: 724-452-6060
Cell: 412-292-4423
bob.carpenter@insightpipe.com

Eric Haenlein, P.E.
Layne Inliner
4520 North State Road 37
Orleans, IN 47452
Office: 812-865-3232
Cell: 317-439-4025
Eric.haenlein@layne.com

TERMS AND CONDITIONS:**A. GENERAL**

1. This document represents the entire agreement between the Customer and National Gunite. It covers all of the work to be completed under this proposal, and there are no prior representations, either verbal or written, that are outside of this proposal or contract. Any subsequent modification or change must be made in writing and signed by authorized representatives of both the Customer and National Gunite.
2. In the event that a purchase order and/or subcontract agreement is issued for the proposed work, the section above designated "Scope or Work" must be included on said purchase order or subcontract. Alternatively, this proposal may be attached to the purchase order or subcontract agreement.
3. This proposal does not become a contract until it is signed by the Customer and the Vice President of National Gunite.
4. It is agreed that National Gunite shall be permitted to prosecute work without interruption. For any delays created by the Owner/Contractor, their employees or their representatives, it is agreed that National Gunite shall be reimbursed for actual expenses and damages. These costs include but are not limited to labor, owned equipment, rented equipment, and applicable taxes.
5. National Gunite carries the following insurance coverage:

General Liability	\$ 1,000,000 each occurrence; \$ 2,000,000 aggregate
Umbrella Liability	\$ 10,000,000 each occurrence; \$ 10,000,000 aggregate
Automobile Liability	\$ 1,000,000 each accident
Workman's Comp.	\$ 1,000,000 each accident

B. LIMITATIONS & EXCLUSIONS

1. This proposal is based upon current prices and conditions, and may be withdrawn if not accepted within fifteen (15) days.
2. All National Gunite labor in this proposal is priced both at non-prevailing and at current prevailing wage rates.
3. Execution of the work covered by this proposal is contingent upon the nonoccurrence of strikes, fires, accidents, delays of carriers, delays in delivery of material or other unavoidable circumstances that are beyond the reasonable control of National Gunite.
4. National Gunite reserves the right to sublet any portion of this proposed work if determined to be appropriate.
5. This contract does not include any charges in the way of Federal, State or Municipal taxes which may be imposed upon this transaction. It is understood that if any such taxes do apply, they shall be paid by the Customer.

6. Unless specifically noted, the price contained in this proposal does not include performing any portion of the work during freezing weather. If any work is executed during freezing weather, the Customer shall provide all labor and material in connection with the heating and protection of National Gunite's work and materials. The Customer shall also reimburse National Gunite for the additional costs associated with winter operations.

C. TERMS

1. On or about the tenth (10th) day of each month of the project, the Customer shall pay National Gunite for ninety percent (90%) of the work that was completed during the previous month. Final and full payment shall be made within fifteen (15) days of completion of the project and upon submission of the final invoice.

2. If timely payment for work performed is not made as described above, National Gunite may, at its sole discretion, file the appropriate lien documents on the property described in this proposal.

D. CUSTOMER TO PROVIDE

1. The Customer shall be responsible for providing National Gunite with free access to the site, adequate space to receive and store materials, traffic control and sufficient space to enable the proper execution of the work described herein.

2. Potable water will be supplied by the customer to within fifty (50) feet of the cement gun.

3. The Customer agrees to furnish and pay the cost of any and all surety, bonds and permits associated with the project.

ACCEPTANCE OF PROPOSAL:

Name of Company, Owner or Contractor

Date

Name of Individual (Signature)

Title

FOR NATIONAL GUNITE

Paul Nikonow, Vice President

RECORD OF RESOLUTIONS

Resolution No. 2022-R-3

January 24, 2022

**City of Bellbrook
State of Ohio**

Resolution No. 2022-R-3

AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH NATIONAL GUNITE FOR STORM DRAIN CULVERT RELINING

WHEREAS, it has been determined there are certain locations of storm water drainage culvert in need of repair; and

WHEREAS, City Council has authorized the appropriation of monies in the Capital Improvement Fund of the 2022 budget for repairs to the storm drain system; and

WHEREAS, proposals have been received for rehabilitation of culverts to rehabilitate a problem area

NOW, THEREFORE, THE CITY OF BELLBROOK HEREBY RESOLVES:

Section 1. The City Manager is authorized to take all actions necessary to execute a service agreement and procure the services of National Gunite for rehabilitation of culverts within the City limits at a cost not to exceed \$49,965

Section 2. That it is found and determined that all formal actions of the City Council relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including §121.22 of the Revised Code of the State of Ohio.

Section 3. That this resolution shall take effect and be in force forthwith.

PASSED BY City Council this ____ day of _____, 2022.

____ Yeas; ____ Nays.

AUTHENTICATION:

Michael W. Schweller, Mayor

Robert Schommer, Clerk of Council

AGENDA ITEM INFORMATION REPORT



Meeting Type: City Council Meeting

Meeting Date: 1/24/2022

Department: Finance

Submitted By: Rob Schommer

AGENDA ITEM DESCRIPTION:

Resolution

AUTHORIZING THE CITY MANAGER TO FILE WITH THE GREENE COUNTY AUDITOR A REQUEST FOR ADVANCES OF TAXES COLLECTED

FISCAL IMPACT:

Cost: n/a **Source of Funds:** Choose an item.

Funds Currently Budgeted: Choose an item.

Notes/Implications: Click or tap here to enter text.

PURPOSE AND BACKGROUND:

Each year the City formalizes this request for an advance from the County Auditor for taxes currently being collected. This helps provide liquidity for the funds within the budget.



RECORD OF RESOLUTIONS

Resolution No. 2022-R-4

January 24, 2022

**City of Bellbrook
State of Ohio**

Resolution No. 2022-R-4

**AUTHORIZING THE CITY MANAGER TO FILE WITH THE GREENE COUNTY AUDITOR
A REQUEST FOR ADVANCES OF TAXES COLLECTED**

WHEREAS, The Greene County Treasurer is in the process of collecting property taxes for 2022; and

WHEREAS, tax settlements will return to the City those taxes collected for the Police, Fire, General and Police Pension Funds; and

WHEREAS, these settlements will not be ready in final form until after a significant amount of the taxes are collected; and

WHEREAS, such advances of taxes provide the City with a percentage of taxes already collected which can then be use for necessary expenditures for the operations of the City

NOW, THEREFORE, THE CITY OF BELLBROOK HEREBY RESOLVES:

Section 1. The City Manager is hereby authorized to request advances of taxes in amounts authorized by the Greene County Auditor at those times during 2022 when sufficient taxes have been collected.

Section 2. That it is found and determined that all formal actions of the City Council relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including §121.22 of the Revised Code of the State of Ohio.

Section 3. That this resolution shall take effect and be in force forthwith.

PASSED BY City Council this ____ day of _____, 2022.

____ Yeas; ____ Nays.

AUTHENTICATION:

Michael W. Schweller, Mayor

Robert Schommer, Clerk of Council

AGENDA ITEM INFORMATION REPORT



Meeting Type: City Council Meeting

Meeting Date: 1/24/2022

Department: Law

Submitted By: Rob Schommer

AGENDA ITEM DESCRIPTION:

Resolution

ESTABLISHING A CLAIMS SETTLEMENT PROCESS AND AUTHORIZING THE DIRECTOR OF LAW TO RESOLVE MINOR CLAIMS AGAINST THE CITY OF BELLBROOK

FISCAL IMPACT:

Cost: N/A **Source of Funds:** Choose an item.

Funds Currently Budgeted: Choose an item.

Notes/Implications: Click or tap here to enter text.

PURPOSE AND BACKGROUND:

There are rare occasions when a situation arises that is best resolved through a minimal settlement and waiver of claims. This Resolution establishes and allows a process where a capped amount can be authorized through the process for a claims settlement.



RECORD OF RESOLUTIONS

Resolution No. 2022-R-5

January 24, 2022

City of Bellbrook State of Ohio

Resolution No. 2022-R-5

ESTABLISHING A CLAIMS SETTLEMENT PROCESS AND AUTHORIZING THE DIRECTOR OF LAW TO RESOLVE MINOR CLAIMS AGAINST THE CITY OF BELLBROOK

WHEREAS, the City of Bellbrook desires to establish a Claims Settlement Process to efficiently resolve potential or actual claims against the City; and

WHEREAS, City Council recognizes it is in the best interest of the City to resolve such claims in the amount of \$500 or less in the most cost efficient and effective manner; and

WHEREAS, the City wishes to authorize the Law Director, with the concurrence of the City Manager, to settle such claims without seeking prior authority from City Council; and

WHEREAS, City Council desires to dispose of such claims as they arise, and to be informed of the settlement thereafter

NOW, THEREFORE, THE CITY OF BELLBROOK HEREBY RESOLVES:

Section 1. The Director of Law is hereby authorized to resolve claims against the City in the amount of not greater than \$500.00 per claim, with the concurrence of the City Manager/Finance Director.

Section 2. The Director of Law is hereby authorized to prepare and to execute settlement agreements on the City's behalf; and the Finance Director is hereby authorized to draw and to pay warrants for the foregoing purpose out of the funds appropriated by the City Council upon receipt of a properly executed settlement agreement.

Section 3. The Director of Law is required to report to Council both timely and regularly any settlements dispersed pursuant to this Resolution.

Section 4. That it is found and determined that all formal actions of the City Council relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including §121.22 of the Revised Code of the State of Ohio.

Section 5. That this resolution shall take effect and be in force forthwith.

PASSED BY City Council this ____ day of _____, 2022.

____ Yeas; ____ Nays.

AUTHENTICATION:

Michael W. Schweller, Mayor

Robert Schommer, Clerk of Council

AGENDA ITEM INFORMATION REPORT



Meeting Type: City Council Meeting

Meeting Date: 1/24/2022

Department: Finance

Submitted By: Rob Schommer

AGENDA ITEM DESCRIPTION:

Resolution

AUTHORIZING THE CITY MANAGER TO EXPEND FUNDS TO COVER THE COSTS OF VARIOUS GOODS AND SERVICES ORDERED FOR CITY OPERATIONS AND TO MAKE PAYMENT ON INVOICES WITH A THEN AND NOW CERTIFICATE

FISCAL IMPACT:

Cost: \$9,840.08 **Source of Funds:** Police Fund

Funds Currently Budgeted: Yes

Notes/Implications: [Click or tap here to enter text.](#)

PURPOSE AND BACKGROUND:

During the cut-over of the accounting system from 2021 to 2022, we entered Purchase Orders prior to going live in order to prevent delays in potential payments to vendors. In the process, there are two invoices which had an effective date prior to the date we were able to enter the Purchase Order for. In that case, we must get affirmation from Council for a Then and Now Certificate indicating that there are funds appropriated for this expense that are not otherwise encumbered. For these two invoices, the funds are in fact budgeted, and to be transparent and proper in all financial processes, we are creating the affirmation Resolution for the Then and Now certificate.

RECORD OF RESOLUTIONS

Resolution No. 2022-R-6

January 24, 2022

City of Bellbrook State of Ohio

Resolution No. 2022-R-6

AUTHORIZING THE CITY MANAGER TO EXPEND FUNDS TO COVER THE COSTS OF VARIOUS GOODS AND SERVICES ORDERED FOR CITY OPERATIONS AND TO MAKE PAYMENT ON INVOICES WITH A THEN AND NOW CERTIFICATE

WHEREAS, The City has pending invoices that exceed \$3,000 for services that were ordered for the operations of the City; and

WHEREAS, Section 5705.41 (D) of the Ohio Revised Code states “No orders or contracts involving the expenditure of money are to be made unless there is a certificate of the fiscal officer that the amount required for the order or contract has been lawfully appropriated and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances; and

WHEREAS, the Ohio Revised Code has an exception for the requirement in Section 5705.41(D) allowing a Then and Now Certificate which provides that, if the fiscal officer can certify that both at the time that the contract or order was made and at the time that he/she is completing the certification, sufficient funds were available or in the process of collection, to the credit of a proper fund, properly appropriated and free from any previous encumbrance, the taxing authority can authorize the drawing of a warrant; and

WHEREAS, the Ohio Revised Code allows amounts less than \$3,000 for municipalities to be paid by the fiscal officer without affirmation of the taxing authority upon completion of the Then and Now Certificate, provided that the expenditure is otherwise lawful; and

WHEREAS, there are sufficient funds currently appropriated by Ordinance to cover the costs incurred for the various goods and services

NOW, THEREFORE, THE CITY OF BELLBROOK HEREBY RESOLVES:

Section 1. The City Manager is hereby authorized to approve payments for the goods and services listed in Exhibit A through the Then and Now Certificate.

Section 2. That it is found and determined that all formal actions of the City Council relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including §121.22 of the Revised Code of the State of Ohio.

Section 3. That this resolution shall take effect and be in force forthwith.

PASSED BY City Council this ____ day of _____, 2022.

____ Yeas; ____ Nays.

AUTHENTICATION:

Michael W. Schweller, Mayor

Robert Schommer, Clerk of Council

Resolution 2022-R-6

EXHIBIT A

NUMBER	DETAIL	DESCRIPTION	TOTAL VALUE
PR22-FIR- 0210	10676 (10676 (P & R Communications Serv Inc))	Annual Radio Maintenance	\$3,936.00
PR22-POL- 0246	11151 (11151 (Lexipol. LLC))	Annual Contract 1/1/2022- 12/31/2022	\$5,904.08