



# CITY COUNCIL REGULAR MEETING AGENDA

## Monday, January 22, 2024 at 7:00 PM

15 East Franklin Street Bellbrook, Ohio 45305  
T (937) 848-4666 | [www.cityofbellbrook.org](http://www.cityofbellbrook.org)

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1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF THE MINUTES**
  - A. Approval of the January 8, 2024 Regular City Council Meeting Minutes.
5. **MAYOR'S ANNOUNCEMENTS AND SPECIAL GUEST**
6. **CITIZEN COMMENTS**
7. **CITIZENS REGISTERED TO SPEAK ON AGENDA ITEMS**
8. **PUBLIC HEARING OF PROPOSED ORDINANCES**
9. **INTRODUCTIONS OF ORDINANCES**
  - A. Ordinance 2024-O-1 AMENDING ORDINANCE 2023-O-6 BY MAKING SUPPLEMENTAL APPROPRIATIONS FOR EXPENSES OF THE CITY OF BELLBROOK FOR THE PERIOD BEGINNING JANUARY 1, 2024 AND ENDING DECEMBER 31, 2024, AND DECLARING AN EMERGENCY. (Cyphers)
10. **ADOPTION OF RESOLUTIONS**
  - A. Resolution 2024-R-02 AUTHORIZING AND RATIFYING TRANSFERS WITHIN VARIOUS FUNDS OF THE CITY OF BELLBROOK (Havens)
  - B. Resolution 2024-R-03 AUTHORIZING THE PURCHASE OF A UTILITY VEHICLE AND ACCESSORIES FROM BANE-WELKER EQUIPMENT (Hoke)
  - C. Resolution 2024-R-04 DECLARING CERTAIN CITY OWNED PROPERTY NO LONGER REQUIRED FOR MUNICIPAL PURPOSES AS SURPLUS AND AUTHORIZING DISPOSAL OF SAID PROPERTY (Harding)
11. **OLD BUSINESS**
  - A. Continued discussion and update on 2024 Council Priorities and Goals
12. **NEW BUSINESS**
13. **CITY MANAGER'S REPORT**
14. **COMMITTEE REPORTS**
  - A. Safety Committee
  - B. Service Committee
  - C. Finance/Audit Committee
  - D. Community Affairs Committee

Motion to appoint Elaine Middlestetter to the Historical Museum Board of Trustees
15. **CITY OFFICIAL COMMENTS**
16. **EXECUTIVE SESSION**
17. **ADJOURNMENT**

**File Attachments for Item:**

A. Approval of the January 8, 2024 Regular City Council Meeting Minutes.

# RECORD OF PROCEEDINGS

Bellbrook City Council Meeting

January 8, 2024

Item A. Section 4, Item

## **CALL THE MEETING TO ORDER:**

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

## **PLEDGE OF ALLEGIANCE:**

Mayor Schweller led the Council in the Pledge of Allegiance.

## **ROLL CALL:**

### **PRESENT:**

Mr. Logan Ashley  
Mrs. Katherine Cyphers  
Mr. Forrest Greenwood  
Mr. Brady Harding  
Mr. Ernie Havens  
Mayor Mike Schweller

### **ABSENT:**

Mr. T.J. Hoke

### **ALSO PRESENT:**

Rob Schommer, City Manager

Motion to excuse Mr.Hoke's absence.

Motion made by Mr. Havens, Seconded by Mrs. Cyphers.

Voting Yea: Mr. Ashley, Mrs. Cyphers, Mr. Greenwood, Mr. Harding, Mr. Havens, Mayor Schweller.

Motion Carries

## **APPROVAL OF MINUTES:**

Mayor Schweller asked if anyone had comments or corrections to the minutes of the December 11, 2023, meeting. Hearing none, the minutes were declared to be approved.

## **MAYOR'S ANNOUNCEMENTS / SPECIAL PRESENTATIONS:**

Mayor Schweller welcomed everyone to the first Bellbrook City Council Meeting of 2024 and stated he is looking forward to an exciting and challenging 2024.

Mayor Schweller mentioned on December 28, 2023, the newly elected council members, Mr. Hoke, Mr.

# RECORD OF PROCEEDINGS

Bellbrook City Council Meeting

January 8, 2024

Item A. Section 4, Item

Ashley, Mr. Havens, and Mayor Schweller were sworn in by the Honorable David McNamee, Xenia Municipal Court Judge.

Mayor Schweller welcomed Mr. Logan Ashley to his first Council Meeting and Mr. Ashley introduced himself to the Council and Bellbrook Community.

Mr. Dorn of the Bellbrook-Sugarcreek Lyons Club provided a presentation and updates on organizational activities and the completion of construction of a new building. He offered thanks to Jason Foster, Rob Schommer, and staff for their services on the project.

## **CITIZEN COMMENTS:**

None

## **PUBLIC HEARING OF PROPOSED ORDINANCES:**

None

## **INTRODUCTION OF ORDINANCES:**

None

## **RESOLUTIONS:**

Resolution 2024-R-1 AUTHORIZING AND RATIFYING TRANSFERS WITHIN VARIOUS FUNDS OF THE CITY OF BELLBROOK (Cyphers)

Mayor Schweller stated the Resolution covered some year-end housekeeping to keep our funds in balance and open the 2024 books up with the correct balances.

Mr. Schommer provided details on the movement of money from within funds and noted there are no changes to the budget for the ratifying transfers.

Motion to adopt Resolution 2024-R-1.

Motion made by Mrs. Cyphers, Seconded by Mr. Greenwood.

Voting Yea: Mr. Ashley, Mrs. Cyphers, Mr. Greenwood, Mr. Harding, Mr. Havens, Mayor Schweller.

Motion Carries

## **OLD BUSINESS:**

None

# RECORD OF PROCEEDINGS

Bellbrook City Council Meeting

January 8, 2024

Item A. Section 4, Item

## NEW BUSINESS:

Mayor Schweller introduced Appointment of Council Members to Standing Council Committees and liaison to Boards, Commissions and Organizations. He noted that each year members of Council Committees are appointed and discussed with other council members what their interests were.

The following are the Council Committee assignments for 2024 by Mayor Schweller:

Community Affairs: Mr. Havens (Chair), Mr. Harding, and Mr. Ashley.

Safety: Mr. Hoke (Chair), Mrs. Cyphers, and Mr. Ashley.

Finance and Audit: Mrs. Cyphers (Chair), Mr. Havens, and Mr. Greenwood

Service: Mr. Greenwood (Chair), Mr. Harding, and Mr. Hoke.

The following were recommended Council appointments of liaison to various Boards, Commissions and Organizations:

Planning Board: Mr. Greenwood (Delegate) & Mr. Harding (Alternate)

Village Review Board: Mr. Harding (Delegate) & Mr. Greenwood (Alternate)

Chamber of Commerce: Mr. Greenwood (Delegate) & Mr. Ashley (Alternate)

Miami Valley Regional Planning Commission: Mrs. Cyphers (Delegate) & Mr. Ashley (Alternate)

BZA PRC: Mr. Havens (Delegate) & Mrs. Cyphers (Alternate)

Historical Museum Board: Mr. Harding (Delegate) & Mr. Hoke (Alternate)

Greene County Regional Planning: Mr. Havens (Delegate) & Mr. Greenwood (Alternate)

Mayor Schweller stated if there is any conflicts over the year, the appointments can be realigned.

Motion to approve the Board, Commission, and Liaison appointments as noted by Mayor Schweller.

Motion made by Mr. Havens, Seconded by Mrs. Cyphers.

Voting Yea: Mr. Ashley, Mrs. Cyphers, Mr. Greenwood, Mr. Harding, Mr. Havens, Mayor Schweller.

Motion Carries

## CITY MANAGER REPORT:

Mr. Schommer announced the City was a recipient of the Ohio Auditor State Award for excellence in financial reporting in accordance with general accepted accounting counting principles (GAAP) for compliance year ending 2022. He noted the award is recognized for a clean Audit and financial

# RECORD OF PROCEEDINGS

Bellbrook City Council Meeting

January 8, 2024

Item A. Section 4, Item

transparency.

Mayor Schweller thanked Mr. Schommer and the city staff.

Mr. Schommer explained the City's Financial Transparency Center and reminded it is available to all residents to review.

Mr. Schommer presented a process to gather information from Council to compile a list of items to build a set of priorities and goals. The list will be reviewed and ranked at future Council meetings to develop standing goals for 2024.

Mr. Greenwood noted discussions on an expansion for the library. Council discussed a fund possibly to be set up for the library and donations for an expansion.

## **COMMITTEE REPORTS:**

### **SAFETY:**

None

### **SERVICE:**

Mr. Greenwood noted there may be a need for salt on Saturday with incoming weather. He reminded residents to disconnect hoses and let faucets drip to prevent pipes from freezing due to the cold weather coming.

### **FINANCE/GOVERNMENT AFFAIRS:**

None

### **COMMUNITY AFFAIRS:**

Mr. Havens mentioned The Lions Club pancake breakfast coming up on February 24, 2024. He noted there will be a smaller version of the Shark Tank and invites the community to come pitch ideas.

## **CITY OFFICIAL COMMENTS:**

Mr. Ashley: None

Mrs. Cyphers: None

Mr. Harding: Welcomed Mr. Ashley to the Bellbrook City Council and thanked Mr. Dorn for his presentation.

Mr. Havens: Welcomed Mr. Ashley and thanked Mr. Dorn for his presentation. Also, thanked Ms. Leclaire for consistently attending Council meetings.

Mr. Greenwood: Offered congrats to Mr. Ashley, Mr. Havens, Mr. Hoke, and Mayor Schweller. He

# RECORD OF PROCEEDINGS

Bellbrook City Council Meeting

January 8, 2024

Item A. Section 4, Item

thanked all for their service.

Mayor Schweller: Thanked The Lions Club for building their new building for storage to clean up around downtown Bellbrook.

## **EXECUTIVE SESSION:**

None

## **ADJOURNMENT:**

Hearing no further business coming before the Council, Mayor Schweller declared the meeting adjourned at 7:53pm

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Michael Schweller, Mayor

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Robert Schommer, Clerk of Council

**File Attachments for Item:**

A. Ordinance 2024-O-1 AMENDING ORDINANCE 2023-O-6 BY MAKING SUPPLEMENTAL APPROPRIATIONS FOR EXPENSES OF THE CITY OF BELLBROOK FOR THE PERIOD BEGINNING JANUARY 1, 2024 AND ENDING DECEMBER 31, 2024, AND DECLARING AN EMERGENCY.  
(Cyphers)



# RECORD OF ORDINANCES

Item A. Section 9, Item

Ordinance No. 2024-O-1

January 22, 2024

## City of Bellbrook

### Ordinance No. 2024-O-1

#### **AMENDING ORDINANCE 2023-O-6 BY MAKING SUPPLEMENTAL APPROPRIATIONS FOR EXPENSES OF THE CITY OF BELLBROOK FOR THE PERIOD BEGINNING JANUARY 1, 2024 AND ENDING DECEMBER 31, 2024, AND DECLARING AN EMERGENCY.**

WHEREAS, the City of Bellbrook adopted the 2024 annual budget based on the best information available at the time; and

WHEREAS, additional costs and/or adjustments are required for various 2024 Personnel Services and Other Expenses which requires the amendment of various appropriation levels.

#### **Now, Therefore, the City of Bellbrook Hereby Ordains:**

Section 1. That to provide for the required expenses and other expenditures of the City of Bellbrook during the fiscal year ending December 31, 2024, the appropriation levels are amended as set forth in Exhibit A attached hereto and incorporated herein by reference and hereby set aside to be appropriated.

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 the Water Fund allocation for overtime is needed for appropriation to cover the cost of personnel expenses; 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 22nd day of January, 2024.

\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

#### AUTHENTICATION:

\_\_\_\_\_  
Forrest Greenwood, Deputy Mayor

\_\_\_\_\_  
Robert Schommer, Clerk of Council

#### APPROVED AS TO FORM:

Stephen M. McHugh, Municipal Attorney

# RECORD OF ORDINANCES

Item A. Section 9, Item

Ordinance No. 2024-O-1

January 22, 2024

## EXHIBIT A

Fund	2023 Current Appropriations	Personnel Revisions	Other Expenses Revisions	Total Revisions	Amended 2023 Appropriations
<b>100 General Fund</b>	\$1,431,519				\$1,431,519
<i>11 Legislative</i>	\$43,088				\$43,088
<i>12 Administrative</i>	\$770,112				\$770,112
<i>13 Library</i>	\$3,000				\$3,000
<i>14 Museum</i>	\$31,132				\$31,132
<i>15 Community Environment</i>	\$78,387				\$78,387
<i>30 Capital Outlay</i>	\$505,800				\$505,800
<b>201 Local Fiscal Recovery Fund</b>	\$436,000				\$436,000
<b>202 OneOhio Opioid Settlement Fund</b>	\$12,398				\$12,398
<b>210 Street Fund</b>	\$458,215				\$458,215
<b>220 State Highway Fund</b>	\$53,000				\$53,000
<b>230 Police Fund</b>	\$2,200,766				\$2,200,766
<b>240 Fuel System Fund</b>	\$1,550				\$1,550
<b>250 Fire Fund</b>	\$1,564,755				\$1,564,755
<b>270 Police Pension Fund</b>	\$89,590				\$89,590
<b>280 Motor Vehicle License Fund</b>	\$255,100				\$255,100
<b>610 Waste Collection Fund</b>	\$622,867				\$622,867
<b>620 Water Fund</b>	\$1,580,097	<b>\$25,000</b>		<b>\$25,000</b>	<b>\$1,605,097</b>
<b>800 Performance Bond Fund</b>	\$10,000				\$10,000
<b>Total All Funds</b>	<b>\$9,095,857</b>	<b>\$25,000</b>		<b>\$25,000</b>	<b>\$9,120,857</b>

**File Attachments for Item:**

A. Resolution 2024-R-02 AUTHORIZING AND RATIFYING TRANSFERS WITHIN VARIOUS FUNDS OF THE CITY OF BELLBROOK (Havens)

# RECORD OF RESOLUTIONS

Item A, Section 10, Item

Resolution No. 2024-R-02

January 22, 2024

## City of Bellbrook State of Ohio

### Resolution No. 2024-R-02

#### **AUTHORIZING AND RATIFYING TRANSFERS WITHIN VARIOUS FUNDS OF THE CITY OF BELLBROOK**

WHEREAS, the City of Bellbrook has adopted Ordinance 2023-O-6 establishing appropriations for the 2024 fiscal year; and

WHEREAS, the 2024 budget has adequate funds appropriated at the fund level to cover the cost of city operations; and

WHEREAS, fund transfers to subsidize the Police Fund were included in the 2024 appropriations.

#### **NOW, THEREFORE, THE CITY OF BELLBROOK HEREBY RESOLVES:**

Section 1. That fund and cash transfers necessary for the operations of the City of certain monies up to amounts not exceeding those shown for the purposes cited in Exhibit A are hereby authorized and ratified retroactively from January 10, 2024, and such authorization applies to any and all such transfers necessary and effected after January 1, 2024.

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 22<sup>nd</sup> day of January, 2024.

\_\_\_ Yeas; \_\_\_ Nays.

#### AUTHENTICATION:

\_\_\_\_\_  
Forrest Greenwood, Deputy Mayor

\_\_\_\_\_  
Robert Schommer, Clerk of Council

**Resolution 2024-R-02**

**Exhibit A**

<b>Amount</b>	<b>From Fund</b>	<b>To Fund</b>	<b>Purpose</b>
\$250,000	General - Cash	Police - Cash	Annual subsidy
\$40,000	Capital – Fire 300-25-5520	General – Admin	Changed to Fleet Lease Payment vs Purchase

**File Attachments for Item:**

B. Resolution 2024-R-03 AUTHORIZING THE PURCHASE OF A UTILITY VEHICLE AND ACCESSORIES FROM BANE-WELKER EQUIPMENT (Hoke)



Employee Owned. Customer Focused.



Bane-Welker Equipment, LLC.

Wilmington

3025 Progress Way

Wilmington OH

45177

Phone 937-382-0941

Fax 937-382-7800

DATE January 8, 2024

EXPIRATION DATE [Date]

SALESPERSON Brandon Barr

PHONE# 937-971-8131

EMAIL Brandon.Barr@bane-welker.com

TO CITY OF BELLBROOK

DESCRIPTION	ITEM/ QUOTE #	QTY	UNIT PRICE	DISCOUNT	LINE TOTAL
KUBOTA RTV-X1100C		1	26,199.00	\$ 4,299.00	\$ 21,900.00
KUBOTA V5290 72" COMMERCIAL BLADE		1	8,699.00		\$ 8,699.00
KUBOTA V5005 CARGO BOX SPREADER		1	6,199.00		\$ 6,199.00
LIGHTS		1	1,599.00		\$ 1,599.00
OTHER ACCESSORIES		1	829.00		\$ 829.00
LIGHTS Includes: Front and rear work lights, beacon light, and turn signal kit. OTHER ACCESSORIES includes: Backup alarm, side mirrors, and metal screen for rear glass protection.					
AFS					\$ -
PPP					\$ -
PHYSICAL DAMAGE INSURANCE					\$ -
TRADE-IN ALLOWANCE		1	7,000.00		\$ 7,000.00

SUBTOTAL	\$ 39,226.00
TRADE-INS	\$ 7,000.00
SALES TAX	0.00%
TOTAL	\$ 32,226.00
REDZONE	
BONUS BUCKS	
TOTAL LESS REWARDS	\$ 32,226.00

NOTES & CONTINGIENCIES:

THANK YOU FOR YOUR BUSINESS!



# Purchase Agreement

Mike Conley  
 Jeff Schmitt Lawn and Motorsports  
 2292 Yellow Brick Rd  
 Beavercreek, OH 45434

Buyer	Co-Buyer	Vehicle
City of Bellbrook Josh Burns D: (937) 424-7301 jburns87.87@aol.com		2024 VIN: Stock #: Mileage: Color:

Purchase Details	
Retail Price:	\$25,899.00
Sales Price:	\$25,899.00
<b>Savings:</b>	<b>\$0.00</b>
Accessories:*	\$14,852.33
Service Contract:	\$0.00
Government Fees:	\$0.00
Proc/Doc Fees:	\$0.00
Total Taxes:	\$0.00
<b>Total Sales Price:</b>	<b>\$40,751.33</b>
Trade Allowance:	\$0.00
Trade Payoff:	\$0.00
Trade Equity:	\$0.00
Rebate:	\$0.00
Cash Down:	\$0.00
<b>Cash Price:</b>	<b>\$40,751.33</b>

X  
 \_\_\_\_\_  
 Customer Signature

X  
 \_\_\_\_\_  
 Manager Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

\* **Accessories:** SETUP FEE: \$450.00, LED FRONT WORK LIGHTS KIT: \$194.27, LED REAR WORK LIGHTS KIT: \$110.28, STROBE LIGHT : \$215.98, BOSS V-PLOW 6'6": \$5,480.20, BOSS VBX-3000 3' HOPPER SPREADER: \$6,241.60, INSTALLATION 18 HOURS: \$2,160.00

Disclaimer:

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With approved credit.



# RECORD OF RESOLUTIONS

Item B, Section 10, Item

Resolution No. 2024-R-03

January 22, 2024

## City of Bellbrook

### Resolution No. 2024-R-03

#### **AUTHORIZING THE PURCHASE OF A UTILITY VEHICLE AND ACCESSORIES FROM BANE-WELKER EQUIPMENT**

WHEREAS, Council has determined providing high quality service to the infrastructure is of high importance and in the best interest of the City; and

WHEREAS, use of a utility vehicle provides the ability to access and maintain hard to reach areas in need of monitoring and maintenance is necessary for city personnel to upkeep the City's infrastructure; and

WHEREAS, the current utility vehicle is in need of replacement due to rising maintenance and upkeep costs.

#### **NOW, THEREFORE, THE CITY OF BELLBROOK HEREBY RESOLVES:**

Section 1. The City Manager is authorized to take all actions necessary to purchase a Kubota utility vehicle and accessories from Bane-Welker Equipment at a cost not to exceed \$32,226.

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 22<sup>nd</sup> day of January, 2024.

\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

#### AUTHENTICATION:

\_\_\_\_\_  
Forrest Greenwood, Deputy Mayor

\_\_\_\_\_  
Robert Schommer, Clerk of Council

**File Attachments for Item:**

C. Resolution 2024-R-04 DECLARING CERTAIN CITY OWNED PROPERTY NO LONGER REQUIRED FOR MUNICIPAL PURPOSES AS SURPLUS AND AUTHORIZING DISPOSAL OF SAID PROPERTY (Harding)

# RECORD OF RESOLUTIONS

Item C. Section 10, Item

Resolution No. 2024-R-04

January 22, 2024

## City of Bellbrook State of Ohio

### Resolution No. 2024-R-04

#### **DECLARING CERTAIN CITY OWNED PROPERTY NO LONGER REQUIRED FOR MUNICIPAL PURPOSES AS SURPLUS AND AUTHORIZING DISPOSAL OF SAID PROPERTY**

WHEREAS, the City of Bellbrook is in possession of certain property at an estimated value over \$2,500 that is no longer needed for municipal purposes; and

WHEREAS, the property is desired to be sold via trade-in or otherwise discarded or salvaged.

#### **NOW, THEREFORE, THE CITY OF BELLBROOK HEREBY RESOLVES:**

Section 1. Consistent with the provisions of the Ohio Revised Code Section 721.15 and Section 230.06 of the Bellbrook Code of Ordinances and purchasing procedures, the following equipment is declared surplus, no longer needed for municipal purposes, and authorization is hereby granted to dispose of the property consistent with the provisions of Bellbrook Ordinances by means of an internet-based auction or if having no value may be discarded or salvaged by the City Manager:

ITEM-----	SERIAL NO.-----	PURCHASE PRICE
2008 Kubota Utility	KRTV110081019892	\$18,763,74

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 22<sup>nd</sup> day of January, 2024.

\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

AUTHENTICATION:

\_\_\_\_\_  
Forrest Greenwood, Deputy Mayor

\_\_\_\_\_  
Robert Schommer, Clerk of Council

**File Attachments for Item:**

A. Continued discussion and update on 2024 Council Priorities and Goals

## Overview / Instructions

The objective of this worksheet is to develop a budget priorities list by Council for 2024 and forward. This list should be based on the CIP, 2024 Budget and an evaluation of the information received through various community contacts.

This process is to provide a prioritized list of ideas or items that Council as a body feel are necessary to meet and maintain the service demands of the community. The development of the list is facilitated by using a specific process to make sure the methodology of developing the list stays intact through individual ideas, brainstorming, individual ranking and consensus ranking.

In brief, the outline of this process is:

1. Everyone submits a simple list of ideas or tasks in no particular order of things they would like to accomplish for the benefit of the City.
2. Submit the lists when completed so they can be compiled and any duplicates removed.
3. A master list will be sent back to all Council members in a common format, where they will assign a series of rankings to each item which will aggregate a priority ranking.
4. The rankings are submitted back where they will be compiled and formulated for final ranking.
5. The final list will be returned with priority rankings based on the aggregate of all indicated rankings.
6. Collectively review the final list and prepare for Council recommendations.

### STEP 1:

Complete the "Individual List Sheet" listing any idea to be added to the list for ranking. At this time, there is no ranking, only brainstorming and listing of ideas. This list should be based on priorities and goals as well as an evaluation of noted past and future projects and collective input from various community contacts.

Submit the "Individual List Sheet" to Rob Schommer by Wednesday January 17th. At that time, the individual lists will be compiled into a Master List ready for ranking and distributed at the next Council Meeting.

### STEP 2:

The "Initial List Sheet" will be created and distributed by January 17th. Review the "Initial List Sheet" and enter the appropriate rankings for each listed item.

Submit the ranked "Initial List Sheet" to Rob Schommer by Wednesday February 7th. At that time, the ranked sheets will be aggregated to develop a "Master List".

The "Master List" will be distributed into the packet of information released on or after February 7th for discussion and deliberation at the next Council Meeting.

### STEP 3:

City Council as a body receives, reviews and approves the 2024 priority list and the administrative process of incorporating the items into a standing Goals and Priorities list can begin.





## Step 2 Instructions:

Review each item and apply a rating in each listed category taking note of the following scale:

**Rating Scale:** *\*Note: Cost rating is reversed from other categories*

Importance: 1= High 2= Medium 3= Low

Urgency: 1= High 2= Medium 3= Low

Cost: 1= Low 2= Medium 3= High

Priority: Leave Blank - computes with aggregate ratings

Do not over analyze or overthink a rating, nor try to rank one item against another. The intent is not yet to set a sense of priority, but allow the ranking to begin establishing a priority. It is possible several items will have the same priority which is not of concern.

Importance vs. Urgency:

*"What is important is seldom urgent, and what is urgent is seldom important." - Dwight Eisenhower*

Urgent tasks are mostly tasks that have an immediate deadline or a deadline that has passed. It is not necessary that these urgent tasks should be time consuming or effort intensive. It is also not necessary that these tasks will have a significant impact, just needing immediate attention. Urgency of a task is largely governed by deadlines, and urgency is driven by external factors like deadlines.

Important tasks, on the other hand, need not have a deadline looming overhead. They are important because of the impact that they can have. Again, these need not be time consuming or effort intensive and may not require immediacy. Importance of a task is decided by the impact or significant change it can have. Importance is more of an introspective exercise. What you consider important can differ from what others consider as important.





## General Goals

Ongoing Pandemic - Continue to Monitor Coronavirus and its impact on City finances, employees and infrastructure

Updates to Zoning Code

Updates to Property Maintenance Code

Code Enforcement Plan

## Financial Goals

Community Improvement Corporation - Establish and identify funding source

Future Levy Projections

## Safety Goals

Reassess tornado sirens

Future and Current Needs of Fire Station facility - possible consolidation and explore fire districts

## Service Goals

Little Sugarcreek Road - Refining solution and next steps

Walkability

Downtown Crosswalks

Sidewalk Connections

## Community Affairs Goals

Downtown Improvements

Truck Route

Streetscape Design and Implementation

Main & Franklin traffic light upgrade

Reinstitute quarterly Community Leaders Meeting