

RECORD OF PROCEEDINGS

Bellbrook City Council Meeting

January 24, 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:

Mayor Schweller led the Council in the Pledge of Allegiance.

ROLL CALL:

PRESENT

Mrs. Katherine Cyphers

Mr. Forrest Greenwood

Mr. Brady Harding

Mrs. Elaine Middlestetter

Mayor Mike Schweller

ABSENT: Mr. Ernie Havens

Motion to excuse the absence of Ernie Havens.

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

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

ALSO PRESENT:

Rob Schommer, City Manager

APPROVAL OF MINUTES:

Mayor Schweller asked if anyone had comments or corrections to the minutes of the January 10, 2022 meeting. Hearing none, the minutes were declared to be approved.

MAYOR'S ANNOUNCEMENTS / SPECIAL PRESENTATIONS:

None

PUBLIC HEARING 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.

Mrs. Cyphers read the Ordinance.

Mr. Schommer explained the Ordinance as a supplemental appropriation to correct the data entered into

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the table within the original budget Ordinance. The data was a link to an Excel spreadsheet and when entering the approved budget into the accounting software it was discovered the Ordinance Excel table was missing some line items in its totals. The budget presentation and book are correct, just the summary table in the Ordinance was missing links. Mr. Schommer stated the amount for the supplemental was planned for in the budget, so there is no request for additional funds, just a correction to the table within the appropriations ordinance.

Mayor Schweller sought comments for the public hearing and there were none. With no additional discussion or information for the public hearing, Mayor Schweller declared it closed.

Motion to approve Ordinance 2022-O-1.

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

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

INTRODUCTION OF ORDINANCES:

None

RESOLUTIONS:

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

Mr. Greenwood read the Resolution. After the reading, Mr. Greenwood explained this was a necessary piece of equipment critical to operations of the service and water departments.

Mr. Schommer added there was a scrivener's error related to numbering of the sections noting the correction.

Mr. Harding asked if the cost was a budget amount or actual cost of the item. Mr. Schommer explained it was a cost not to exceed based on the pricing sheet on the Ohio Procurement State Term Schedule bid pricing for the equipment.

Motion to approve Resolution 2022-R-2.

Motion Made by Mr. Greenwood, Seconded by Mrs. Middlestetter.

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

Resolution 2022-R-3 AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH NATIONAL GUNITE FOR STORM DRAIN CULVERT RELINING

Mr. Harding read the resolution.

Mr. Schommer explained the resolution was to authorize a service agreement to repair a storm drain

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culvert that is located behind the fire station on Franklin and flows under Franklin to the south. He added the method to repair is non-evasive to the roadway and provides a repair and restoration at a cost less than replacement.

Mr. Harding added he did some independent research noting that replacing this culvert would cost at least double the cost of this restoration and it a permanent fix, not just temporary.

Motion to approve Resolution 2022-R-3.

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

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

Resolution 2022-R-4 AUTHORIZING THE CITY MANAGER TO FILE WITH THE GREENE COUNTY AUDITOR A REQUEST FOR ADVANCES OF TAXES COLLECTED

The resolution was read by Mayor Schweller. He explained this process is done each year to aid in cash flow. He met with the auditor last week and determined the tax bills are in the mail and expected to be seen in the next week.

Motion to approve Resolution 2022-R-4

Motion Made by Mrs. Middlestetter, Seconded by Mrs. Cyphers.

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

Resolution 2022-R-5 ESTABLISHING A CLAIMS SETTLEMENT PROCESS AND AUTHORIZING THE DIRECTOR OF LAW TO RESOLVE MINOR CLAIMS AGAINST THE CITY OF BELLBROOK

Mrs. Middlestetter read the resolution.

Mr. Schommer explained this process allows for an efficient method of settling potential claims against the City without incurring legal costs in excess of the agreed to settlement amount. The process is reviewed and approved by the Law Director and Council would be informed of any use of the process. It is for minor claims such as damaged property. The ability to settle potential claims as opposed to having to undergo legal research and preparation to answer to any claims is far more efficient and cost effective. This process is limited to \$500 or less.

Motion to approve Resolution 2022-R-5.

Motion made by Mrs. Middlestetter, Seconded by Mrs. Cyphers.

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

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

Mrs. Cyphers read the resolution.

Mr. Schommer explained this provides transparency and accountability to the financial process. During the cut-over of the finances for 2021 to 2022, there were some purchase orders entered on Monday

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January 3, which is after the agreed to service date beginning January 1st. The funds were budgeted, thereby showing the appropriation was authorized then-and now. He added most purchase orders are obtained and set for January 1st, and the items listed were not included in the pre-2022 list. Considering January 1st was a Saturday, the first business day was January 3rd, thereby after the service date.

Motion to approve Resolution 2022-R-6

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

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

CITY MANAGER REPORT:

Mr. Schommer provided brief updates on the following items:

2021 Goals and Objectives:

Ongoing Pandemic – Operations have considered Covid protocols throughout the year and will continue to monitor any changes to adapt operations as needed. Funding sources to aid in recovery have been applied to a variety of projects and future funding will be focused on infrastructure and the continued economic recovery of local businesses and residents.

Updates to Code Enforcement/Zoning – With the appointment of the Community Development Administrator, updates to parts of the code have begun. Process improvements to enforcement of the property maintenance code have been made and various other code updates are in the process of review through various boards then to Council for approval.

Community Improvement Corporation – Plan has been drafted and ready for Council discussion and actions.

Future Levy Projections – Thankful to the residents of Bellbrook for supporting Issue 5 allowing a continuation of funds to maintain the delivery of excellent services to sustain a high quality of life.

Reassess Tornado Sirens – Project has been quoted and ready for action; however, Greene County EMA has announced their development of a request to implement sirens throughout the County utilizing ARPA funds. The project is in consideration at the county level and we will wait to see the status of it.

Possible consolidations of Fire Stations – All operations except some administration and storage has been consolidated into one station.

Little Sugarcreek Road – Borings have been completed and under review of staff and engineering. The results need to be studied to determine what percentage of risk and funding availability. Examining alternative actions such as traffic monitoring, underground monitoring to determine or predict future slippage, etc. up to the construction of the support and barrier wall at the \$10million price tag. We will continue to work with and through State Representatives and alternate funding sources.

Downtown/Walkability – Streetscape study is complete and now identified items are being engineered into projects to undertake in 2022. Grant applications will be submitted to assist in expanding use of budgeted funds.

Truck Route – Various options between prohibiting trucks on Main street to working with neighboring businesses creating high truck traffic to reduce or modify their use and routes. Specific issues also include better monitoring of securing loads to reduce debris left on our roadways. We will start by working with the businesses to see what actions can be taken to reduce the issues.

Quarterly Community Leaders Meeting – Currently working on scheduling March 22 for the first quarter 2022 meeting.

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Museum Building:

When doing renovations to the doors and windows, it has been found a main beam under the front door has rotted and repairs must be done. The building is still structurally sound, but at risk without the repair. Contractors have been contacted and a plan for the repair is being created.

COMMITTEE REPORTS:

SAFETY: Mr. Greenwood reported the public safety information sharing network software project is being installed and police and fire are anxious to have it in place.

FINANCE/GOVERNMENT AFFAIRS: Mayor Schweller indicated there is nothing other than the recent Supplemental Appropriation to report.

SERVICE: Mr. Greenwood read through the EPA triennial inspection report which reviewed and inspected the water system and the ability to provide safe and potable water for the community. It was found that all requirements are being met and the condition and operation of the water system is in good order with no violations.

COMMUNITY AFFAIRS: Mrs. Middlestetter added nothing further after the Museum building update.

OLD BUSINESS:

Mayor Schweller updated the open council position will undergo interviews. He added the Deputy Mayor will be voted on in the February 14th meeting. He also noted the committee assignments were made at the work session prior to this meeting and Mr. Schommer read off the list of assignments.

Mayor Schweller indicated the Council Rules will be discussed at a later meeting, encouraging members to read through the current rules to make suggestions to make amendments to reflect more current operations.

NEW BUSINESS:

None

COMMENTS:

No additional comments from public officials.

PUBLIC COMMENT:

Mr. Denny Bennett inquired about a sidewalk from Dots market to Highview Terrace. Mr. Schommer noted there was a proposed path from Highview Terrace development in the original agreement. He added there is too much of a grade for a public sidewalk, and a decision for what to do with a non sidewalk path to be installed is up to the developer and HOA.

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Mr. Bennett also inquired about political signs reporting seeing Joe Blystone signs that should not be posted. Mr. Schommer stated political signs are considered an expression of freedom of speech when on a resident's private property. If placed in the right of way they can be addressed.

EXECUTIVE SESSION:

A motion to enter executive session 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.

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

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

Council retreated into executive session at 8:03PM

A motion to exit executive session.

Motion made by Mrs. Middlestetter, Seconded by Mr. Harding.

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

Mayor Schweller noted there were no decisions or formal actions taken during executive session, and Council returned to regular session at 9:10PM

ADJOURNMENT:

Hearing no further business coming before the Council, Mayor Schweller declared the meeting adjourned at 9:15pm



Michael Schweller, Mayor



Robert Schommer, Clerk of Council