



CITY COUNCIL REGULAR MEETING AGENDA **Monday, December 22, 2025 at 7:00 PM**

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

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. APPROVAL OF THE MINUTES**
 - [A.](#) Approval of the December 8, 2025 Regular Meeting minutes
- 5. MAYOR'S ANNOUNCEMENTS AND SPECIAL GUEST**
 - A. Recognition of Harrison Panstingel being recipient of the 2025 IMPACT Award from the Little Miami Watershed Network.
 - B. Recognition of Mr. Brady Harding for his service on City Council
- 6. CITIZEN COMMENTS**
- 7. CITIZENS REGISTERED TO SPEAK ON AGENDA ITEMS**
- 8. PUBLIC HEARING OF PROPOSED ORDINANCES**
 - [A.](#) Ordinance 2025-O-16 REPEALING PART SIX GENERAL OFFENSES CHAPTER 618 "ANIMALS" OF THE BELLBROOK CODE OF ORDINANCES IN ITS ENTIRETY AND ENACTING A NEW CHAPTER 618 "ANIMALS" OF PART SIX GENERAL OFFENSES OF THE BELLBROOK CODE OF ORDINANCES (Cyphers)
- 9. INTRODUCTIONS OF ORDINANCES**
 - [A.](#) Ordinance 20256-O-17 TO APPROVE A REZONING FROM AGRICULTURAL (A-1) TO OFFICE BUILDING DISTRICTS (O-1) FOR THE PROPERTY LOCATED AT 3900 FRANKLIN STREET FURTHER IDENTIFIED AS PARCEL L35000100080000300 ON THE GREENE COUNTY AUDITOR'S MAP AND ACCEPTING THE RECOMMENDATION OF THE PLANNING BOARD (ZONING CASE PB 25-04) (Havens)
- 10. ADOPTION OF RESOLUTIONS**
 - [A.](#) Resolution 2025-R-27 AUTHORIZING AND ADOPTING POLICY 708, CYBERSECURITY INTO THE CITY OF BELLBROOK POLICY MANUAL (Ashley)
 - [B.](#) Resolution 2025-R-28 AUTHORIZING THE CITY MANAGER TO ENTER AN AGREEMENT WITH KLEEM, INC FOR THE DESIGN AND PRODUCTION OF NEW CITY STREET AND WAYFINDING SIGNS (Greenwood)
- 11. OLD BUSINESS**
- 12. NEW BUSINESS**
 - [A.](#) Motion to approve the 2026 Calendar of Meetings
- 13. CITY MANAGER'S REPORT**
- 14. COMMITTEE REPORTS**
 - A. Safety Committee
 - B. Service Committee
 - C. Finance/Audit Committee
 - D. Community Affairs Committee
- 15. CITY OFFICIAL COMMENTS**
- 16. EXECUTIVE SESSION**
- 17. ADJOURNMENT**

File Attachments for Item:

A. Approval of the December 8, 2025 Regular Meeting minutes

RECORD OF PROCEEDINGS

Bellbrook City Council Meeting
December 9, 2025

Item A. Section 4, Item

1. CALL TO ORDER:

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

2. PLEDGE OF ALLEGIANCE:

Mayor Schweller led the Council in the Pledge of Allegiance.

3. ROLL CALL

PRESENT

Mr. Logan Ashley

Mrs. Katherine Cyphers

Mr. Forrest Greenwood

Mr. Brady Harding

Deputy Mayor Ernie Havens

Mr. T.J. Hoke

Mayor Mike Schweller

4. APPROVAL OF THE MINUTES

A. Approval of the November 24, 2025, Regular meeting minutes.

5. MAYOR'S ANNOUNCEMENTS AND SPECIAL GUEST

6. CITIZEN COMMENTS

Jim Yankel spoke about the Lion's Club interest in the old Sugarcreek School parcel.

Mike Froening spoke about the old Sugarcreek school building that the Greene County ECS operates.

7. CITIZENS REGISTERED TO SPEAK ON AGENDA ITEMS

8. PUBLIC HEARING OF PROPOSED ORDINANCES

A. Ordinance No. 2025-O-15 AN ORDINANCE APPROVING THE APPROPRIATIONS FOR EXPENSES OF THE CITY OF BELLBROOK FOR THE PERIOD BEGINNING JANUARY 1, 2026, AND ENDING DECEMBER 31, 2026, AND DECLARING AN EMERGENCY (Cyphers)

Mrs. Cyphers read the Ordinance.

Mayor Schweller opened the public hearing.

Mr. Schommer and staff members provided a review and presentation of the 2026 annual budget.

Mayor and Council members commented on Mr. Schommer's presentation and the clarity of the budget details.

Mayor asked if anyone present wished to speak for or against the Ordinance.

Hearing none, Mayor Schweller closed the public hearing.

Motion to adopt

RECORD OF PROCEEDINGS

Bellbrook City Council Meeting
December 9, 2025

Item A. Section 4, Item

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

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

9. PUBLIC HEARING AND ADOPTION OF RESOLUTIONS

A. Resolution No. 2025-R-23 ADOPTING THE CITY OF BELLBROOK FIVE-YEAR CAPITAL IMPROVEMENT PLAN FOR 2026-2030 (Havens)

Mr. Havens read the Resolution.

Mayor Schweller opened the public hearing.

Mr. Schommer and staff members provided a presentation and review of the 2026-2030 CIP.

Mayor Schweller asked if anyone present wished to speak in favor or against the Resolution.

Hearing none, he closed the public hearing.

Motion to adopt Resolution 2025-R-23

Motion made by Deputy Mayor Havens, Seconded by Mr. Greenwood.

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

B. Resolution No. 2025-R-24 AWARDING A BID AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH L.C. UNITED PAINTING CO., INC. FOR REPAIR AND REPAINTING OF A STANDPIPE WATER TOWER (Harding)

Mr. Harding read the Resolution.

Mr. Schommer explained the resolution was to award the lowest and best bid for the standpipe water tower repair and repainting.

Motion to adopt Resolution 2025-R-24

Motion made by Mr. Harding, Seconded by Mr. Hoke.

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

C. Resolution No. 2025-R-25 AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH BACKFLOW SOLUTIONS, INC ONLINE (Hoke)

Mr. Hoke read the resolution.

Mr. Schommer explained the requested process of backflow inspection services. The resolution authorizes contracting with a third party to conduct the tracking of the inspections by plumbing professionals.

Motion to adopt Resolution 2025-R-25

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

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

D. Resolution No. 2025-R-26 AUTHORIZING AND RATIFYING TRANSFERS AND ADVANCES WITHIN VARIOUS FUNDS OF THE CITY OF BELLBROOK (Greenwood)

Mr. Greenwood read the Resolution

Mr. Schommer reviewed the need for a transfer of funds to cover potential unanticipated personnel costs in streets.

Motion to adopt Resolution 2025-R-26

RECORD OF PROCEEDINGS

Bellbrook City Council Meeting
December 9, 2025

Item A. Section 4, Item

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

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

10. INTRODUCTIONS OF ORDINANCES

- A. Ordinance 2025-O-16 REPEALING PART SIX GENERAL OFFENSES CHAPTER 618 “ANIMALS” OF THE BELLBROOK CODE OF ORDINANCES IN ITS ENTIRETY AND ENACTING A NEW CHAPTER 618 “ANIMALS” OF PART SIX GENERAL OFFENSES OF THE BELLBROOK CODE OF ORDINANCES (Cyphers)

Mrs. Cyphers read the ordinance.

Mr. Schommer explained this covers the discussed recommended changes to the animal ordinance. He asked that it be scheduled for a public hearing.

Motion to introduce Ordinance 2025-O-16.

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

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

Voting Nay: Deputy Mayor Havens

11. OLD BUSINESS

12. NEW BUSINESS

13. CITY MANAGER'S REPORT

Mr. Schommer said since the first weather event in November to date, we have logged 4 ¾ inches of snow, driven 744 miles plow trucks, 57 tons of salt, 193 gallons of fuel, 33 reg during the day and 40 additional overtime hours. Staff is working on year-end business. There is a Planning Board vacancy, and we will begin the process of filling that vacancy.

14. COMMITTEE REPORTS

- A. Safety Committee – Mr. Ashley said the Fire Department is hosting a blood drive on 12/27. Also gave Chief Bizarro’s holiday safety recommendations. The Police Department participated in a “shoes for the shoeless” event. New speed signs are up.
- B. Service Committee – Mr. Greenwood said a law was passed by the State to clean snow off vehicle window. Asked residents to move vehicles off the street to allow for plow trucks.
- C. Finance/Audit Committee - Nothing
- D. Community Affairs Committee – Deputy Mayor Havens again mentioned the Board vacancies and encouraged residents to apply.

15. CITY OFFICIAL COMMENTS

Mr. Ashley – After the joint meeting with the school board, he would like Council to supply the high school with a school resource officer.

Mrs. Cyphers – Nothing

Mr. Greenwood – Be aware of the cold and take care of yourself.

Mr. Harding – Nothing

Mr. Hoke – Thanked Mr. Yankel and Mr. Froening for speaking. Asked for the results of the fire chief study. Mr. Schommer said he will distribute after coordinating with Sugarcreek Township.

RECORD OF PROCEEDINGS

Bellbrook City Council Meeting
December 9, 2025

Item A. Section 4, Item

Deputy Mayor Havens – City parade on December 13 and it will be very cold.

Mayor Schweller – Thanked those in attendance and at-home viewers and the camera man.

16. EXECUTIVE SESSION

17. ADJOURNMENT

9:06

Michael Schweller, Mayor

Robert Schommer, Clerk of Council

File Attachments for Item:

A. Ordinance 2025-O-16 REPEALING PART SIX GENERAL OFFENSES CHAPTER 618 “ANIMALS” OF THE BELLBROOK CODE OF ORDINANCES IN ITS ENTIRETY AND ENACTING A NEW CHAPTER 618 “ANIMALS” OF PART SIX GENERAL OFFENSES OF THE BELLBROOK CODE OF ORDINANCES (Cyphers)

NOTICE OF PUBLIC HEARING



City Council Public Hearing

Monday December 22, 2025 7:00 pm
City Council Chambers 15 E. Franklin Street

**There will be an open Public Hearing by the Bellbrook
City Council regarding Ordinance No.2025-O-16**

A Public Hearing will be held by Bellbrook City Council, regarding Ordinance No2025-O-16

**Ordinance 2025-O-16 REPEALING PART SIX GENERAL OFFENSES CHAPTER 618 “ANIMALS” OF THE
BELLBROOK CODE OF ORDINANCES IN ITS ENTIRETY AND ENACTING A NEW CHAPTER 618 “ANIMALS” OF
PART SIX GENERAL OFFENSES OF THE BELLBROOK CODE OF ORDINANCES**

Monday December 22, 2025 7:00 pm in the Council Chambers 15 E. Franklin Street.
The public is welcome to attend or send comments to the Clerk of Council at
clerk@bellbrook.gov. A copy of the Ordinance is attached.

Agenda and additional meeting information available at www.bellbrook.gov

Posted 12/9/2025

RECORD OF ORDINANCES

Item A. Section 8, Item

Ordinance No. 2025-O-16

December 22, 2025

City of Bellbrook State of Ohio

Ordinance No. 2025-O-16

REPEALING PART SIX GENERAL OFFENSES CHAPTER 618 “ANIMALS” OF THE BELLBROOK CODE OF ORDINANCES IN ITS ENTIRETY AND ENACTING A NEW CHAPTER 618 “ANIMALS” OF PART SIX GENERAL OFFENSES OF THE BELLBROOK CODE OF ORDINANCES

WHEREAS, The City of Bellbrook has adopted Part 6 – General Offenses of the Bellbrook Code of Ordinances; and

WHEREAS the Bellbrook City Council has reviewed proposed certain changes to Chapter 618 “Animals” of the Bellbrook Code of Ordinances; and

WHEREAS, City Council wishes to repeal and enact a new Chapter 618 “Animals” of Part Six General Offenses of the Bellbrook Code of Ordinances to include new definitions and regulations for animals.

NOW, THEREFORE, THE CITY OF BELLBROOK HEREBY ORDAINS:

Section 1. The old Chapter 618 “Animals of Part Six General Offenses is hereby repealed in its entirety.

Section 2. A new Chapter 618 “Animals” of Part Six General Offenses of the Bellbrook Code of Ordinances is hereby enacted as set forth in Exhibit A which is attached hereto and incorporated herein by reference, with deletions shown by ~~strikethrough~~ and addition shown by **bold** and underscored.

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 December, 2025.

____ Yeas; ____ Nays.

AUTHENTICATION:

Michael W. Schweller, Mayor

Robert Schommer, Clerk of Council

APPROVED AS TO FORM:

Stephen McHugh, Municipal Attorney

CHAPTER 618. ANIMALS

Sec. 618.01. Definitions.

For the purpose of this chapter, the following definitions shall apply:

***Agricultural animal.* The definition of agricultural animal is the same as set forth in Ohio Revised Code Section 903.01 (A), including but not limited to the following text: “any animal generally used for food or in the production of food, including cattle, sheep, goats, rabbits, poultry, and swine; horses; alpacas; llamas; and any other animal included by the director of agriculture by rule. “Agricultural animal” does not include fish or other aquatic animals regardless of whether they are raised at fish hatcheries, fish farms, or other facilities that raise aquatic animals.”**

***Animal.* The definition of animal is the same as set forth in Ohio Revised Code Section 941.01 (D), including but not limited to the following text: “any animal that is a bird, reptile, amphibian, fish, or mammal, other than humans.”**

***Companion animal.* The definition of companion animal is the same as set forth in Ohio Revised Code Section 959.131 (A)(1), including but not limited to the following text: “any animal that is kept inside a residential dwelling and any dog or cat regardless of where it is kept, including a pet store as defined in section 956.01 of the Revised Code. “Companion animal” does not include livestock or any wild animal.”**

***Domestic animal.* The definition of domestic animal is the same as set forth in Ohio Revised Code Section 941.01 (E), including but not limited to the following text: “livestock; other animals that through long association with humans have been bred to a degree resulting in genetic changes affecting the temperament, color, conformation, or other attributes of the species to an extent that makes them different from nondomestic animals of their kind; and other animals as defined by rule by the director.”**

***Livestock.* The definition of livestock is the same as set forth in Ohio Revised Code Section 5739.01 (MM), including but not limited to the following text: “farm animals commonly raised for food, food production, or other agricultural purposes, including, but not limited to, cattle, sheep, goats, swine, poultry, and captive deer. “Livestock” does not include invertebrates, amphibians, reptiles, domestic pets, animals for use in laboratories or for exhibition, or other animals not commonly raised for food or food production.”**

***Nondomestic animal.* The definition of nondomestic animal is the same as set forth in Ohio Revised Code Section 941.01 (G), including but not limited to the following text: “any animal that is not domestic, including at least nonindigenous animals and animals usually not in captivity.”**

***Pet.* The definition of pet is the same as set forth in Ohio Revised Code Section 961.01 (D), including but not limited to the following text: “an animal that has been adapted or tamed to live in intimate association with or for the pleasure or advantage of people and**

includes but is not limited to dogs, cats, birds, rabbits, and hamsters.” Pets are not considered to be animals used for livestock or agricultural purposes.

Poultry. The definition of poultry is the same as set forth in Ohio Revised Code Section 941.01 (H), including but not limited to the following text: “any domesticated fowl kept in confinement, except for doves and pigeons, that are bred for the primary purpose of producing eggs or meat for human consumption. "Poultry" includes chickens, turkeys, waterfowl, and game birds.”

Service animal. The definition of service animal is the same as set forth in Ohio Revised Code Chapter 3344-79 Rule 3344-79-02 (A) (2), including but not limited to the following text: “any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability and meets the definition of "service animal" under the Americans with Disabilities Act ("ADA") regulations at 28 CFR 35.104. The work or tasks performed must be directly related to the individual's disability.”

Small livestock. Small livestock is defined as rabbits and poultry species, excluding roosters, geese, swan, peafowl, turkeys, ostriches, and emu.

Secs. 618.01, 618.02. Reserved.

Sec. 618.03—618.06. Reserved.

Sec. 618.07. ~~Barking or howling dogs~~ Nuisance animal noises.

- (a) No person shall keep or harbor any ~~dog~~ **animal** within the Municipality which, by frequent and habitual barking, howling or yelping, creates unreasonably loud and disturbing noises of such a character, intensity and duration as to disturb the peace, quiet and good order of the Municipality. Any person who allows any ~~dog~~ **animal** habitually to remain or be lodged or fed within any dwelling, building, yard or enclosure, which he or she occupies or owns, shall be considered to be harboring such ~~dog~~ **animal**.
- (b) No person shall be convicted under division (a) of this section unless the noises created by such ~~dog~~ **animal** ~~are~~ **is** heard or detected by at least one or more residents in the vicinity or a City police officer.
- (c) Whoever violates this section is guilty of a minor misdemeanor.

Secs. 618.08—618.11. Reserved.

Editor's note(s)—Ord. No. 2016-6 , § 3, adopted July 11, 2016, repealed §§ 618.08, 618.09, 618.095, 618.10, 618.11 which pertained to: registration of dogs required; hindering capture of unregistered dog; dogs required to wear tags; unlawful tags; rabies quarantine; respectively; and derived from the 1985 Codified Ordinances and Ord. Ord. 80-15, passed 10-13-80.

Sec. 618.12. Hunting prohibited.

- (a) The hunting of animals or fowl within the Municipality is prohibited **unless authorized by the City Manager or designee on suitable agricultural or recreational land**. No person shall hunt, kill or attempt to kill any animal or fowl by the use of firearms or any other means, **except as provided in the Bellbrook Zoning Code**. However, nothing in this section shall be deemed to prohibit the killing of rats and other undesirable rodents authorized to be killed by the Chief of Police using means for such killing which are also authorized by the Chief.
- (b) Whoever violates this section is guilty of a minor misdemeanor.

Sec. 618.13. Nuisance conditions prohibited.

- (a) No person shall harbor, keep or maintain an animal in such a manner as to be injurious to the health, comfort or property of individuals or the public.
- (b) No owner, keeper or harbinger of any dog or animal approved and/or licensed by the Ohio Department of Natural Resources shall fail at any time to do either of the following:
 - (1) Keep the animal physically confined or restrained upon the premises of the owner, keeper or harbinger by a leash, tether, adequate fence, supervision or secure enclosure to prevent escape.
 - (2) Keep the animal under the reasonable control of some person.
- (c) Subject to division (a) of this section, and without in any way limiting the applicability thereof, any of the following acts committed in connection with the harboring, keeping or maintaining of an animal shall constitute maintenance of a public nuisance and is hereby prohibited:
 - (1) Permitting offensive or obnoxious odors to be released and carried to the property of another; or
 - (2) Permitting ~~loud, offensive and regularly repeated barking, or howling~~ **or unreasonably loud and disturbing noises** by ~~an dog~~ **animal**.
- (d) Any violation of ORC Chapter 955 within six months of a previous violation thereof shall be a prima-facie violation of this section.
- (e) The Municipal Attorney may proceed by civil action in any court of record to obtain an abatement order under this section.
- (f) Whoever violates any of the provisions of this section is guilty of maintaining a public nuisance, a misdemeanor of the fourth degree. The penalty shall be as provided in ORC Chapter 2929. In addition to imposing the appropriate punishment the court shall order such nuisance to be abated.

(Ord. 78-16, passed 4-24-78; Ord. 99-10, passed 8-9-99; Ord. No. 2014-6 , § 1, 9-8-2014; Ord. No. 2017-3 , § 1, 3-27-2017)

Sec. 618.14. Impounding and redemption.

A police officer or Animal Warden contracted with or hired by the Municipality, or any other person appointed by the Manager, may pick up and impound any dog, licensed or unlicensed, or any other animal found running at large on any street or on any public or private property within the Municipality. Such officer, Animal Warden or other person shall have the right to go onto private property to capture the dog or other animal. ~~The dog or other animal shall be released to the owner or to the person entitled to the possession of the same upon payment by the owner or such other person to the Municipality of a pick-up fee of ten dollars (\$10.00) for the first offense and twenty-five dollars (\$25.00) for each offense thereafter.~~ If the dog has been placed in the County Dog Pound, the owner shall also be required to pay charges assessed by the County.

(Ord. 78-17, passed 4-24-78)

Sec. 618.15. Certain animals prohibited.

- (a) No person shall keep within the Municipality any ~~horse, cow, pig, goat, or chicken~~ **agricultural animal or livestock, nor any animal used for agricultural or livestock purposes,** on any parcel of property, except in agricultural zoning districts on parcels **with a minimum** of five acres **or as provided in the Bellbrook Zoning Code.**

- (b) Whoever violates this section is guilty of a minor misdemeanor.

(Ord. 2007-4, passed 8-27-07; Ord. 2010-7, passed 9-13-10)

Sec. 618.16. Dead animals.

- (a) When any animal dies in the possession of any person in the Municipality, no such person shall fail to remove such animal or cause the same to be removed outside the limits of the Municipality or to be buried, so that the same does not corrupt the air or cause any injury to the health of any other person in the Municipality.

- (b) Whoever violates this section is guilty of a minor misdemeanor.

(Ord. 118, passed 2-19-36; Ord. 74-38, passed 11-11-74)

Secs. 618.17, 618.18. Reserved.

Editor's note(s)—Ord. No. 2016-6 , § 3, adopted July 11, 2016, repealed §§ 618.17, 618.18 which pertained to: dogs with blind, deaf or hearing impaired, or mobility impaired person, or trainer with assistance dog; animal fights; respectively; and derived from the 1985 Codified Ordinances.

Sec. 618.19. Dangerous, wild and undomesticated animals or pets prohibited.

- (a) For the purposes of this section, a household pet is a dog, cat or other species of animal, fish, fowl, amphibian or reptile which is normally deemed to be tame and domesticated or which is commonly kept as a pet inside a residence.
 - (b) A wild, dangerous or undomesticated animal is an animal that is not defined as a household pet and that would be ordinarily confined to a zoo, farm or the wilderness, or that otherwise causes fear to the general public.
 - (c) No person shall harbor, maintain or control a wild, dangerous or undomesticated animal within the City.
 - (d) Whoever violates this section is guilty of a misdemeanor of the fourth degree.
- (Ord. 2007-4, passed 8-27-07)

Sec. 618.20. Reserved.

Editor's note(s)—Ord. No. 2016-6 , § 3, adopted July 11, 2016, repealed § 618.20, which pertained to dangerous and vicious dogs, and derived from the 1985 Codified Ordinances.

Sec. 618.21. Beekeeping.

The keeping of bees in residential areas is permitted under the following conditions:

- (a) Definitions.
 - (1) *Bee* means any stage of any species of the genus *Apis*.
 - (2) *Hive* means any modern frame hive, box hive, box, barrel, log gum, skep or any other natural or artificial receptacle, or any part thereof, that may be used as a domicile for bees.
 - (3) *Colony* means any hive and its equipment, including bees, combs and brood.
 - (4) *Equipment* means any used hives or parts thereof, used frames, used honey houses, used tools, used machines, or used devices employed in the handling or manipulation of bees, honey, or beeswax, or any used container for honey or beeswax.
 - (5) *Swarm* means a population of bees that is not permanently established.
 - (6) *Beekeeper* means the person who takes care of and/or registers the apiary where the honey bee colonies are kept.
- (b) In order to have beekeeping privileges within the City, all beekeepers are required to maintain and register their hives as set forth in ORC Chapter 909 Apiaries.
- (c) All beekeepers are required to register with the City, setting forth the location of their hives and number of colonies of bees.

- (d) Any lot used for beekeeping must have a minimum size of 14,000 square feet. There shall be no more than two hives established on any lot used for beekeeping, except two additional temporary hives are allowed for hive separation or new swarm establishment purposes. Such temporary hives shall be removed from the property within two weeks.
- (e) Hives shall be placed in the rear yard of the property and in no case shall the hives be closer than 30 feet from a public or private street, sidewalk or roadway. In no case shall the hives be closer than 25 feet to an abutting property line.
- (f) A fresh water source shall be maintained within 15 feet of the hives.
- (g) The owner of the hive(s) must be a resident in a dwelling located on the same lot on which the hive(s) are registered. Hives are only permitted on lots with single family residential units located on them.
- (h) The maintenance of each colony shall meet the following conditions:
 - (1) Colonies shall be maintained in readily movable frame hives.
 - (2) Each hive must conspicuously display the Apiary Identification Number assigned pursuant to ORC Chapter 909 on no less than the base and the box. The identification number shall be on a side that is visible without moving or lifting of said hive.
 - (3) Adequate space shall be maintained in the hive to prevent overcrowding and swarming.
 - (4) Colonies shall be re-queened following any swarming or aggressive behavior or seized and destroyed without remuneration.
- (i) A certificate or permit providing the privilege to keep bees within the City may be provided by the City to a beekeeper once it is established that the necessary requirements outlined in this section are satisfied.
- (j) (1) Beekeeping privileges may be revoked from any property by written notification to the property owner by the City. Revocation must be done with cause, however, the cause needs not to be the fault of the beekeeper, nor be a factor that is under the control of the beekeeper. The City may revoke beekeeping privileges for any condition or combination of circumstances that jeopardizes, endangers or otherwise constitutes an actual, potential or perceived menace to public health or safety. Once beekeeping privileges have been revoked on a particular property, such privilege may be reestablished only upon written request. Additionally, a permit or certificate may be revoked by the City due to a failure to satisfy any of the requirements of this section.
- (2) A perceived menace to public health may also include, but is not limited to:
 - A. Written documentation over a medical doctor's signature certifying that the medical condition caused by bee stings to a resident of an abutting property would constitute a higher than normal health hazard will constitute sufficient cause to withdraw beekeeping privileges from any specific property.

-
- B. Abnormally aggressive behavior by bees defending their hive beyond the property lines may constitute sufficient cause to withdraw beekeeping privileges from any specific property.
- (k) The City may revoke a beekeeper's privilege to maintain hives within the City by revoking the beekeeper's permit or certificate. If such revocation occurs, the permit holder will be given an opportunity for a hearing before the City Council to determine whether cause exists for revoking the beekeeping privileges.
- (Ord. 2010-7, passed 9-13-10)

File Attachments for Item:

A. Ordinance 20256-O-17 TO APPROVE A REZONING FROM AGRICULTURAL (A-1) TO OFFICE BUILDING DISTRICTS (O-1) FOR THE PROPERTY LOCATED AT 3900 FRANKLIN STREET FURTHER IDENTIFIED AS PARCEL L35000100080000300 ON THE GREENE COUNTY AUDITOR'S MAP AND ACCEPTING THE RECOMMENDATION OF THE PLANNING BOARD (ZONING CASE PB 25-04)
(Havens)

RECORD OF ORDINANCES

Item A. Section 9, Item

Ordinance No. 2025-O-17

January 12, 2026

City of Bellbrook State of Ohio

Ordinance No. 2025-O-17

TO APPROVE A REZONING FROM AGRICULTURAL (A-1) TO OFFICE BUILDING DISTRICTS (O-1) FOR THE PROPERTY LOCATED AT 3900 FRANKLIN STREET FURTHER IDENTIFIED AS PARCEL L35000100080000300 ON THE GREENE COUNTY AUDITOR'S MAP AND ACCEPTING THE RECOMMENDATION OF THE PLANNING BOARD (ZONING CASE PB 25-04)

WHEREAS, the citizens of Bellbrook require the efficient and orderly planning of land uses within the City; and

WHEREAS, the Bellbrook Planning Board has reviewed Case PB 25-04 and on December 18, 2025 recommended approval by a vote of 3-0 for the Re-zoning of the property at 3900 Franklin Street; and

WHEREAS, the Bellbrook City Council has reviewed and considered the issue.

NOW, THEREFORE, THE CITY OF BELLBROOK HEREBY ORDAINS:

Section 1. The application requesting approval of a Re-zoning (Case PB 25-04) is hereby approved in accordance with the Planning Board's recommendation

Section 2. 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 ____ day of ____ 2026.

____ Yeas; ____ Nays.

AUTHENTICATION:

Michael W. Schweller, Mayor

Robert Schommer, Clerk of Council

APPROVED AS TO FORM:

Stephen McHugh, Municipal Attorney

PLANNING BOARD DECISION RECORD

Item A. Section 9, Item

Decision No. PB 25-04

December 18, 2025

City of Bellbrook State of Ohio

Planning Board Decision Record PB 25-04

WHEREAS, on November 17, 2025, the applicant requested a zoning change for Parcel ID (L35-0001-0008-0-0003-00), (Planning Board Case PB 25-04)

WHEREAS the requesting application indicates the property at Parcel ID (L35-0001-0008-0-0003-00) is one lot; and

WHEREAS the requesting application indicates that the proposed lot rezoning measures 3.662 acres; and

WHEREAS the requesting application indicates the proposed rezone of the lot from A-1 to O-1 is the future development of a Business/Office District; and

WHEREAS Articles 20 and 21 of the Bellbrook Zoning Code give the Planning Board authority to make a decision on the proposed rezoning of Parcel ID (L35-0001-0008-0-0003-00); and

WHEREAS, on December 18, 2025, the City of Bellbrook Planning Board met in an open, public forum and fully discussed the details of the applicant's request per Planning Board Case PB 25-04.

NOW, THEREFORE, BE IT RESOLVED by the City of Bellbrook Planning Board that:

Section 1. There was a valid motion placed on the floor to approve the proposed rezoning of the property at Parcel ID (L35-0001-0008-0-0003-00) from A-1 - Agricultural to O-1 – Office Building Districts, the property, as defined by Article 8.01 of the Bellbrook Zoning Code and in accordance with the Staff Report and attachments hereto dated December 9, 2025, with the following stipulations:

- a. The rezoning must be recorded with the Greene County, Ohio Tax Map Department and/or Recorder within one year of approval.

Section 2. That it is found and determined that all formal actions of the Planning Board relating to the adoption of this Decision Record Resolution were adopted in an open meeting of this Board and that all deliberations of this Board 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.

MOTION STATED BY: Mr. Tuttle SECONDED BY: Mr. Boehmer

Roll call vote showed 3 Yeas and 0 Nays.

Motion to approve is PASSED this 18th day of December 2025.

PLANNING BOARD DECISION RECORD

Item A. Section 9, Item

Decision No. PB 25-04

December 18, 2025

AUTHENTICATION:



Denny Bennett, Planning Board Chairperson



Rob Schommer, Clerk/Secretary

File Attachments for Item:

A. Resolution 2025-R-27 AUTHORIZING AND ADOPTING POLICY 708, CYBERSECURITY INTO THE CITY OF BELLBROOK POLICY MANUAL (Ashley)

Cybersecurity

708.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to protect the city's information technology infrastructure from cyber threats.

Additional guidelines for the use of city information technology infrastructure are found in the Information Technology Use Policy.

708.1.1 DEFINITIONS

Definitions related to this policy include:

Cybersecurity – The practice of protecting an information technology infrastructure from digital attacks.

Cybersecurity incident - Any incident that compromises the security of the information technology infrastructure of the city. This includes but is not limited to data breaches, unauthorized access attempts, malware infections, phishing attacks, and any other suspicious activity.

Cyber threats – Unauthorized access, use, disclosure, disruption, modification, or destruction of the city's information technology infrastructure.

Information technology infrastructure – All electronic devices, networks, systems (e.g., hardware, software, firmware), and data owned, operated, or managed by the City, including but not limited to computers, servers, mobile devices, networking equipment, and cloud-based services.

708.2 POLICY

The City is committed to maintaining the security and integrity of its information technology infrastructure and will take reasonable cybersecurity measures to safeguard its information technology infrastructure from cyber threats.

708.3 CITY MANAGER RESPONSIBILITIES

The City Manager is responsible for securing and allocating the necessary resources, support, and guidance to provide effective cybersecurity measures.

708.4 EMPLOYEE AND ELECTED OFFICIAL RESPONSIBILITIES

All City employees and elected officials share responsibility for proactively protecting the city information technology infrastructure from cyber threats and cybersecurity incidents.

Cybersecurity

Employees and elected officials shall immediately report any suspicious activity, actual or suspected cyber threats, or cybersecurity incidents pursuant to the procedures established by the ISO.

708.5 ACCESS CONTROL, PASSWORD, AND USER MANAGEMENT

Access to city information technology infrastructure shall be granted based on the principle of least privilege so that city employees have only the necessary access rights required for their specific job duties.

The city shall require password access to the city information technology infrastructure. Passwords shall be required to meet the minimum length and complexity requirements, be changed periodically, and not be shared, reused, or stored in plain text. The City shall implement multi-factor authentication for systems containing sensitive or critical information.

Upon separation from employment, an employee's access to the city information technology infrastructure shall be immediately terminated.

708.6 NETWORK SECURITY

The City shall implement firewalls and other intrusion prevention systems to protect the city information technology infrastructure from unauthorized access, malware, and other cyber threats.

The City shall ensure that city wireless networks are secured using encryption, strong passwords, firewall configurations, and any additional security protocols necessary to protect against cyber threats.

Information systems shall be configured securely to protect the security of city data.

708.7 DATA CLASSIFICATION, PROTECTION, AND DISPOSAL

Data should be classified by the City based on its sensitivity. Appropriate security controls should be implemented based on the classification level of the data.

Regular data backups shall be performed by the city and shall be stored in a secure location. The process used for data backup and recovery shall be regularly tested to confirm it can adequately recover data if needed. All testing should be documented.

The ISO shall also ensure that sensitive data at rest and in transit is encrypted using industry standard encryption algorithms and protocols.

The disposal of sensitive information should follow appropriate protocols to prevent unauthorized retrieval (e.g., secure erasure, destruction of data).

708.8 INCIDENT RESPONSE PLAN

The City should maintain an incident response plan that addresses cybersecurity incidents promptly. The incident response plan should include procedures for:

Cybersecurity

- a. The receipt and processing of reported cybersecurity incidents or events.
- b. Specific steps for identifying, containing, and mitigating security incidents.
- c. Coordination with relevant departments, external agencies, and other stakeholders to develop an appropriate response.
- d. Regular audits to determine compliance with incident response procedures.
- e. Post-incident recovery actions and protocols, including:
 1. Containment and eradication of threat.
 2. Recovery of data.
 3. Required reporting.
 4. Continuity of services.
- f. The investigation of any reported cybersecurity incidents, including steps to prevent future occurrences.
- g. Regular interactive simulations and practical exercises to test compliance and awareness of incident response procedures.

708.9 CYBER INCIDENT NOTIFICATION REQUIREMENTS

There are new reporting requirements to the State of Ohio following a cyber security or ransom ware incident. Following all such incidents notify both of the following:

1. The Executive Director of the Division of Homeland Security within the Ohio Department of Public Safety, in a manner prescribed by the executive director, as soon as possible but not later than seven days after the political subdivision discovers the incident. Notification will be made to OHS's Cyber Integration Center (OCIC), and guidelines will be issued soon as to the appropriate means of notifying.
2. The Ohio Auditor of State (AOS), in a manner prescribed by the AOS, as soon as possible but not later than thirty days after the political subdivision discovers the incident.

Importantly, any records, documents, or reports related to the cyber security program and framework in division (C) of this section, and the reports of a cyber security incident or ransom ware incident under division (D) of this section, are not public records under section 149.43 of the Revised Code. Under this section, a reportable "Cyber security incident" is broad and means any of the following:

- A substantial loss of confidentiality, integrity, or availability of a covered entity's information system or network.
- A serious impact on the safety and resiliency of a covered entity's operational systems and processes.
- A disruption of a covered entity's ability to engage in business or industrial operations or deliver goods or services.
- Unauthorized access to an entity's information system or network, or nonpublic information contained therein, that is facilitated through or is caused by:

Cybersecurity

- A compromise of a cloud service provider, managed service provider, or other third-party data hosting provider; or
- A supply chain compromise.

"Cyber security incident" does not include mere threats of disruption as extortion; events perpetrated in good faith in response to a request by the system owner or operator; or lawfully authorized activity of a United States, state, local, tribal, or territorial government entity.

708.10 NEW RANSOM WARE PAYMENT REQUIREMENTS

Local governments experiencing a ransom ware incident shall not pay or otherwise comply with a ransom demand, unless their legislative authority formally approves the payment or compliance with the ransom demand in a resolution or ordinance that specifically states why the payment or compliance with the ransom demand is in the best interest of the local government. For purposes of this section, "ransom ware incident" means a malicious cyber security incident in which a person or entity introduces software that gains unauthorized access to or encrypts, modifies, or otherwise renders unavailable a political subdivision's information technology systems or data and thereafter the person or entity demands a ransom to prevent the publication of the data, restore access to the data, or otherwise remediate the impact of the software.

708.11 CYBERSECURITY TRAINING PROGRAM

All employees and elected officials shall complete initial and annual cybersecurity awareness training consistent with the requirements established in the cybersecurity training program.

The cybersecurity training program should include instruction on the following:

- a. Recognizing and avoiding threats (e.g., phishing awareness, social engineering tactics, safe browsing).
- b. Secure device use (e.g., keeping devices updated and secure, mobile device security, physical device security).
- c. Safe network practices (e.g., Wi-Fi security considerations, virtual private networks, firewall and antivirus software).
- d. Data security (e.g., data encryption and backup, handling confidential data).
- e. This policy and all related policies and procedures, including:
 1. Acceptable use, password protection, and remote access procedures.
 2. Procedures for data classification.
 3. Incident reporting procedures.
 4. Incident response plans.
 5. Applicable state and federal law related to cybersecurity.

RECORD OF RESOLUTIONS

Item A. Section 10, Item

Resolution No. 2025-R-27

December 22, 2025

City of Bellbrook
State of Ohio

Resolution No. 2025-R-27

AUTHORIZING AND ADOPTING POLICY 708, CYBERSECURITY INTO THE CITY OF BELLBROOK POLICY MANUAL

WHEREAS, The City of Bellbrook maintains a variety of administrative policies to meet operational, legal and other needs; and

WHEREAS, city council wishes to maintain a modern and effective set of policies for employees and city operations; and

WHEREAS, the City Policy Manual is in need of revision to include new requirements for cybersecurity policies.

NOW, THEREFORE, THE CITY OF BELLBROOK HEREBY RESOLVES:

Section 1. The City of Bellbrook Policy Manual Policy 708 Cybersecurity is adopted, substantially in the form set forth in Exhibit A attached hereto and incorporated herein by this reference.

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 22nd day of December, 2025.

___ Yeas; ___ Nays.

AUTHENTICATION:

Michael W. Schweller, Mayor

Robert Schommer, Clerk of Council

File Attachments for Item:

B. Resolution 2025-R-28 AUTHORIZING THE CITY MANAGER TO ENTER AN AGREEMENT WITH KLEEM, INC FOR THE DESIGN AND PRODUCTION OF NEW CITY STREET AND WAYFINDING SIGNS (Greenwood)

RECORD OF RESOLUTIONS

Item B. Section 10, Item

Resolution No. 2025-R-28

December 22, 2025

City of Bellbrook

Resolution No. 2025-R-28

AUTHORIZING THE CITY MANAGER TO ENTER AN AGREEMENT WITH KLEEM, INC FOR THE DESIGN AND PRODUCTION OF NEW CITY STREET AND WAYFINDING SIGNS

WHEREAS, this Council has determined providing high quality traffic management, direction and location methods to the citizens and travelers of Bellbrook is of high importance and in the best interest of the City; and

WHEREAS, the ability to replace and or install new street and wayfinding signs is essential for the visibility and smooth flow of vehicular and pedestrian traffic within the city; and

WHEREAS, Kleem., Inc. maintains proprietary information associated with current signs and markings for the city; and

WHEREAS, internal administrative policy requires any purchase of \$25,000 be authorized by council.

NOW, THEREFORE, THE CITY OF BELLBROOK HEREBY RESOLVES:

Section 1. The City Manager is authorized to take all actions necessary to have designed, produced and to purchase new street and wayfinding signs for the City at a cost not to exceed \$49,500.

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 22nd day of December 2025.

_____ Yeas; _____ Nays.

AUTHENTICATION:

Michael W. Schweller, Mayor

Robert Schommer, Clerk of Council

File Attachments for Item:

A. Motion to approve the 2026 Calendar of Meetings



2026

Public Meeting Schedule

January						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

May						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					







November						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

March						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

 City Council 7PM
  Planning Board 6PM
  BZA/PRC 6:30PM
  VRB 6PM
  Museum 6PM
  Holiday