



## **CITY COUNCIL REGULAR MEETING AGENDA**

### **Monday, May 22, 2023 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**
  - A. Motion to excuse the absences of Mayor Schweller and Council Member Hoke.
- 4. APPROVAL OF THE MINUTES**
  - A. Approval of the May 8, 2023 Regular City Council Meeting
- 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 2023-O-2 AUTHORIZING THE CITY MANAGER TO SUBMIT THE TAX BUDGET FOR FISCAL YEAR 2024 TO THE GREENE COUNTY AUDITOR, AND DECLARING AN EMERGENCY (Cyphers)
- 10. ADOPTION OF RESOLUTIONS**
  - A. Resolution 2023-R-12 AUTHORIZING THE CITY MANAGER TO ENTER INTO RELATED AGREEMENTS WITH THE GREENE COUNTY ENGINEER'S OFFICE FOR THE 2022 COLLECTIVE PAVING AND MARKING PROGRAM AND WAIVING THE COMPETITIVE BIDDING REQUIREMENTS (Harding)
  - B. Resolution 2023-R-13 DECLARING CERTAIN CITY OWNED PROPERTY NO LONGER REQUIRED FOR MUNICIPAL PURPOSES AS SURPLUS AND AUTHORIZING THE DONATION OF SAID SURPLUS PROPERTY (Middlestetter)
- 11. OLD BUSINESS**
- 12. NEW BUSINESS**
- 13. CITY MANAGER'S REPORT**
  - A. Jenn Leclaire will provide a proposal and discussion to assist conducting a Citizen's Academy for the City of Bellbrook
- 14. COMMITTEE REPORTS**
  - A. Safety Committee
  - B. Service Committee
  - C. Finance/Audit Committee
  - D. Community Affairs Committee
- 15. CITY OFFICIAL COMMENTS**
- 16. EXECUTIVE SESSION**
  - A. Motion to enter Executive Session for the purpose of Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment
- 17. ADJOURNMENT**

**File Attachments for Item:**

A. Approval of the May 8, 2023 Regular City Council Meeting

# RECORD OF PROCEEDINGS

Bellbrook City Council Meeting  
May 8, 2023

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. Forrest Greenwood  
Mr. Ernie Havens  
Mr. T.J. Hoke  
Mrs. Elaine Middlestetter  
Mayor Mike Schweller

### **ABSENT**

Mrs. Katherine Cyphers

Mayor Schweller asked for a Motion to excuse Mrs. Cypher's absence.

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

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

Motion Carries

## **ALSO PRESENT:**

Rob Schommer, City Manager

## **APPROVAL OF MINUTES:**

Mayor Schweller asked if anyone had comments or corrections to the minutes of the April 24, 2023, meeting. Hearing none, the minutes were declared to be approved.

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

None

## **CITIZEN COMMENTS**

Mr. David Buccalo: 126 Lower Hillside Dr. mentioned his great neighbors and the great town of Bellbrook. Mr. Buccalo spoke on the Old Village and the tearing down of buildings within it, noting that no building should be torn down, as there is always a future use. He cited the example of Sugarcreek

# RECORD OF PROCEEDINGS

Bellbrook City Council Meeting  
May 8, 2023

Item A. Section 4, Item

Township declaring the old Township Hall building unfit and wanting to tear it down, and now it is becoming a new brewery.

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

None

## **INTRODUCTION OF ORDINANCES:**

None

## **RESOLUTIONS:**

None

## **OLD BUSINESS:**

Mr. Schommer provided updates on the city building inspection services. As previously mentioned, the responsibility does fall on the city. After review, two firms can provide the services in place of Greene County; however at this time he is recommending Bellbrook remain with Greene County due to some noted improvements in service. There are improvements in the process of permitting providing for return of permits within 14 days as well as other improvements. He notes the performance will be monitored, that it is the City's choice and responsibility to have building inspections.

Mayor Schweller stated he liked the approach and was glad to see the county being more responsive.

Mr. Greenwood asked what kind of comprehensive changes have been made. Mr. Schommer noted the intake, plan review and adjudication process have all been modified to be focused on approval for the applicant.

Mr. Havens noted a concern with a business recently opening having difficulty with Greene County in comparison to the same process in Montgomery County. He noted the business manager was fearful of retaliation in permit denials if he were to complain about the process. Mr. Havens noted Greene County had their chance for many years and recommends the City still move to another vendor for building inspection services.

Mr. Hoke stated the importance of data is key. Asked if we could get some data within the 3-month window to bring back to the council.

Mayor Schweller thanked Mr. Schommer for the update.

## **NEW BUSINESS:**

None

# RECORD OF PROCEEDINGS

Bellbrook City Council Meeting

May 8, 2023

Item A. Section 4, Item

## CITY MANAGER REPORT:

Mr. Schommer provided updates and information on a variety of topics to include:

- Initial report submission for the Age-Friendly Livable Communities Grant
- Scope of work has been signed for LJB Engineering for the Downtown improvement project
- Lower Hillside Drainage Improvement project is complete; however some re-work of low spots will be conducted.

Mr. Schommer also noted he is not fully comfortable with how the Outdoor Warning Siren project turned out, that the topography of the City has created some unexpected issues in the carrying of the sound. He noted the contractor indicated if the City was not happy, they were not happy and will be working with us to resolve any concerns.

## COMMITTEE REPORTS:

### SAFETY:

Mr. Hoke spoke about the Bellbrook Police Department and their work with the Sugarcreek Township Police on the MILO stimulator and firearms trainer. He noted Officer Waller is progressing through his field training and Karen Moore is still in the hiring process.

He reported the Fire Department had several members attend the National Fallen Firefighters Memorial and our own Lt. Leach's wife was memorialized for her line of duty death.

The Drone pilot training for 3 employees (40 hours of certification course) to become drone pilots has been completed and the unit will be placed in service.

### SERVICE:

Mr. Greenwood provided an update for the Miami Valley Regional Planning Commission meeting, with most of the discussion being about PFAS and the City of Dayton and WPAFB settlement.

### FINANCE/GOVERNMENT AFFAIRS:

None

### COMMUNITY AFFAIRS:

None

## CITY OFFICIAL COMMENTS:

Mr. Hoke spoke on the SRO appreciating the City for providing the SRO and the school board for partnering for the program.

Mr. Harding spoke on the new businesses in Bellbrook being invited to speak and give more visibility to the businesses at Council meetings. He also noted a group he met with who provides murals noting it would be a great opportunity for a location on a building downtown.

# RECORD OF PROCEEDINGS

Bellbrook City Council Meeting

May 8, 2023

Item A. Section 4, Item

Mr. Havens provided updates on the concerts in the parks and the alcohol permitting process by the Parks Board. He appreciated the progress being made however, due to high fees and insurance looks like no organization will be able to use the process and bring alcohol sales in the park for the concerts in 2023.

Mrs. Middlestetter stated the garden club will be beautifying the city in the next few weeks with flowers.

Mr. Greenwood stated the Library Committee, and the City Manager will attend a meeting with Greene Giving, to try to rejuvenate our Winters Library and look at options for the addition to the Library.

## **EXECUTIVE SESSION:**

## **ADJOURNMENT:**

Hearing no further business coming before the Council, Mayor Schweller declared the meeting adjourned at 8:35 pm

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Forrest Greenwood, Deputy-Mayor

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Robert Schommer, Clerk of Council

**File Attachments for Item:**

A. Ordinance 2023-O-2 AUTHORIZING THE CITY MANAGER TO SUBMIT THE TAX BUDGET FOR FISCAL YEAR 2024 TO THE GREENE COUNTY AUDITOR, AND DECLARING AN EMERGENCY (Cyphers)

# RECORD OF ORDINANCES

Item A. Section 9, Item

Ordinance No. 2023-O-2

June 12, 2023

## City of Bellbrook State of Ohio

### Ordinance No. 2023-O-2

#### **AUTHORIZING THE CITY MANAGER TO SUBMIT THE TAX BUDGET FOR FISCAL YEAR 2024 TO THE GREENE COUNTY AUDITOR, AND DECLARING AN EMERGENCY**

WHEREAS, the City is required to prepare and submit the tax budget for 2024 to the Greene County Auditor by July 20, 2023; and

WHEREAS, prior to submitting, there must be a public hearing of the tax budget.

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

Section 1. The Tax Budget for fiscal year 2024 as attached hereto is approved for submission to the Greene County Auditor to guarantee the City's eligibility for the allocation of local government funds in 2024

Section 2. That there was a public hearing noticed at least ten (10) days prior to approving the tax Budget

Section 3. 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 in order to receive Local Government Funding, this Tax Budget must be filed by July 20, 2023; therefore, this Ordinance shall take full force and effect immediately upon its adoption by Council

Section 4. 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 12<sup>th</sup> day of June 2023.

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

#### **AUTHENTICATION:**

\_\_\_\_\_  
Michael W. Schweller, Mayor

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

#### **APPROVED AS TO FORM:**

Stephen McHugh, Municipal Attorney



# General Fund

Item A. Section 9, Item

GENERAL FUND	For 2021 Actual	For 2022 Actual	Current Year Projected 2023	Budget Year Projected 2024
<b>REVENUE</b>				
Total Local Taxes	\$ 708,619	\$ 709,270	\$ 807,000	\$ 955,000
Total Intergovernmental Revenues	\$ 234,802	\$ 353,146	\$ 1,056,583	\$ 364,507
Charge for Services	\$ 20,550	\$ 99,441	\$ 19,000	\$ 19,143
Special Assessments	\$ -	\$ 359	\$ -	\$ -
Fines, Licenses, and Permits	\$ 135,775	\$ 33,515	\$ 83,600	\$ 84,227
Investment Earnings	\$ 52,298	\$ 70,410	\$ 50,000	\$ 50,375
Miscellaneous	\$ 1,151	\$ 22,082	\$ 4,500	\$ 4,534
<b>TOTAL REVENUE</b>	<b>\$ 1,153,195</b>	<b>\$ 1,288,582</b>	<b>\$ 2,020,683</b>	<b>\$ 1,477,786</b>
<b>EXPENDITURES</b>				
<b>General Fund</b>				
<b>Total Expenses</b>	\$ 515,106	\$ 558,391	\$ 1,860,991	\$ 1,216,821
<b>Other Uses of Funds</b>				
Transfer to the Police Fund	\$ 130,000	\$ 75,000	\$ -	\$ 144,418
Transfer to the Fire Fund	\$ 50,000	\$ -	\$ -	\$ -
Transfer to the Capital Improvement Fund	\$ 350,000	\$ -	\$ -	\$ -
<b>Total Other Uses of Funds</b>	<b>\$ 530,000</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ 144,418</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,045,106</b>	<b>\$ 558,391</b>	<b>\$ 1,860,991</b>	<b>\$ 1,361,239</b>

## General Fund

Item A. Section 9, Item

GENERAL FUND	For 2021 Actual	For 2022 Actual	Current Year Projected 2023	Budget Year Projected 2024
Revenues over/(under) Expenditures	\$ 108,089	\$ 730,191	\$ 159,692	\$ 116,547
Beginning Unencumbered Balance	\$ 1,905,704	\$ 2,017,810	\$ 2,748,002	\$ 2,887,694
Ending Cash Fund Balance	\$ 2,013,793	\$ 2,748,001	\$ 2,907,694	\$ 3,004,241
Estimated Encumbrances (outstanding at year end)	\$ 35,276	\$ 143,485	\$ 20,000	\$ 20,000
<b>Estimated Ending Unencumbered Fund Balance</b>	<b>\$ 1,978,517</b>	<b>\$ 2,604,516</b>	<b>\$ 2,887,694</b>	<b>\$ 2,984,241</b>

**Police Fund**

*Item A. Section 9, Item*

<b>POLICE LEVY FUND</b>	<b>For 2021 Actual</b>	<b>For 2022 Actual</b>	<b>Current Year Projected 2023</b>	<b>Budget Year Projected 2024</b>
<b>REVENUE</b>				
Property Tax	\$ 1,396,171	\$ 1,403,059	\$ 1,594,000	\$ 1,597,000
Total Intergovernmental Revenues	\$ 201,560	\$ 208,319	\$ 198,125	\$ 204,069
Charges for Services	\$ 19,131	\$ 18,375	\$ 62,000	\$ 63,860
Fines, Licenses & Permits	\$ 280	\$ 2,323	\$ 2,250	\$ 2,318
Miscellaneous	\$ 14,664	\$ 9,735	\$ 3,000	\$ 3,090
Transfers-in from the General Fund	\$ 150,000	\$ -	\$ -	\$ 144,418
<b>TOTAL REVENUE</b>	<b>\$ 1,781,806</b>	<b>\$ 1,641,811</b>	<b>\$ 1,859,375</b>	<b>\$ 2,014,755</b>
<b>EXPENDITURES</b>				
Total Police Expenses	\$ 1,800,121	\$ 1,774,171	\$ 2,026,902	\$ 2,087,709
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,800,121</b>	<b>\$ 1,774,171</b>	<b>\$ 2,026,902</b>	<b>\$ 2,087,709</b>
Revenues over/(under) Expenditures	\$ (18,315)	\$ (132,360)	\$ (167,527)	\$ (72,954)
Beginning Unencumbered Balance	\$ 433,609	\$ 413,991	\$ 240,481	\$ 72,954
Ending Cash Fund Balance	\$ 415,294	\$ 281,631	\$ 72,954	\$ -
Estimated Encumbrances (outstanding at year end)	\$ 53,072	\$ 41,150	\$ -	\$ -
<b>Estimated Ending Unencumbered Fund Balance</b>	<b>\$ 362,222</b>	<b>\$ 240,481</b>	<b>\$ 72,954</b>	<b>\$ -</b>

# Fire Fund

Item A. Section 9, Item

FIRE LEVY FUND	For 2021 Actual	For 2022 Actual	Current Year Projected 2023	Budget Year Projected 2024
<b>REVENUE</b>				
Property Taxes	\$ 1,112,527	\$ 1,112,527	\$ 1,232,000	\$ 1,234,000
Total Intergovernmental Revenues	\$ 120,879	\$ 126,158	\$ 114,250	\$ 117,678
Charges for Services	\$ 85,129	\$ 85,129	\$ 100,000	\$ 103,000
Miscellaneous	\$ 2,846	\$ 2,846	\$ 500	\$ 515
Transfer-in from the General Fund	\$ 50,000	\$ 50,000	\$ -	\$ -
<b>TOTAL REVENUE</b>	<b>\$ 1,371,381</b>	<b>\$ 1,376,660</b>	<b>\$ 1,446,750</b>	<b>\$ 1,455,193</b>
<b>EXPENDITURES</b>				
Total Fire Expenses	1,292,090	1,397,287	1,446,852	1,490,258
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,292,090</b>	<b>\$ 1,397,287</b>	<b>\$ 1,446,852</b>	<b>\$ 1,490,258</b>
Revenues over/(under) Expenditures	\$ 79,291	\$ (20,627)	\$ (102)	\$ (35,065)
Beginning Unencumbered Balance	\$ 460,934	\$ 535,454	\$ 500,947	\$ 475,845
Ending Cash Fund Balance	\$ 540,225	\$ 514,827	\$ 500,845	\$ 440,780
Estimated Encumbrances (outstanding at year end)	\$ 93,818	\$ 13,880	\$ 25,000	\$ 25,000
<b>Estimated Ending Unencumbered Fund Balance</b>	<b>\$ 446,407</b>	<b>\$ 500,947</b>	<b>\$ 475,845</b>	<b>\$ 415,780</b>

# Police Pension Fund

Item A. Section 9, Item

<b>POLICE PENSION LEVY FUND</b>	<b>For 2021 Actual</b>	<b>For 2022 Actual</b>	<b>Current Year Projected 2023</b>	<b>Budget Year Projected 2024</b>
<b>REVENUE</b>				
Total Property Taxes	\$ 56,395	\$ 56,395	\$ 65,000	\$ 68,000
Total Intergovernmental Revenues	\$ 8,306	\$ 8,651	\$ 8,000	\$ 13,000
<b>TOTAL REVENUE</b>	<b>\$ 64,701</b>	<b>\$ 65,046</b>	<b>\$ 73,000</b>	<b>\$ 81,000</b>
<b>EXPENDITURES</b>				
Total Police Pension Expenses	\$ 60,589	\$ 64,638	\$ 80,590	\$ 95,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 60,589</b>	<b>\$ 64,638</b>	<b>\$ 80,590</b>	<b>\$ 95,000</b>
Revenues over/(under) Expenditures	\$ 4,112	\$ 408	\$ (7,590)	\$ (14,000)
Beginning Unencumbered Balance	\$ 20,750	\$ 24,862	\$ 25,270	\$ 17,680
Ending Cash Fund Balance	\$ 24,862	\$ 25,270	\$ 17,680	\$ 3,680
Estimated Encumbrances (outstanding at year end)	\$ -	\$ -	\$ -	\$ -
<b>Estimated Ending Unencumbered Fund Balance</b>	<b>\$ 24,862</b>	<b>\$ 25,270</b>	<b>\$ 17,680</b>	<b>\$ 3,680</b>

## Other Funds

Item A. Section 9, Item

FUND	Estimated Unencumbered Fund Balance 1/1/2024	Budget Year Projected Receipts	Total Available For Projected Expenditures	Budget Year Projected Expenses	Projected Unencumbered Balance 12/31/2024
<b>Special Revenue Funds:</b>					
Street Fund	\$ 217,304	\$ 356,700	\$ 574,004	\$ 426,190	\$ 147,814
State Highway Fund	\$ 108,239	\$ 28,000	\$ 136,239	\$ 28,000	\$ 108,239
Fuel System Fund	\$ 7,907	\$ 1,200	\$ 9,107	\$ 1,550	\$ 7,557
Motor Vehicle License Fund	\$ 342,729	\$ 50,000	\$ 392,729	\$ 105,100	\$ 287,629
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>\$ 676,179</b>	<b>\$ 435,900</b>	<b>\$ 1,112,079</b>	<b>\$ 560,840</b>	<b>\$ 551,239</b>
<b>Capital Project Funds:</b>					
Capital Outlay Dept 100.30 General Fund	\$ -	\$ 1,261,000	\$ 1,261,000	\$ 1,261,000	\$ -
<b>TOTAL CAPITAL PROJECT FUNDS</b>	<b>\$ -</b>	<b>\$ 1,261,000</b>	<b>\$ 1,261,000</b>	<b>\$ 1,261,000</b>	<b>\$ -</b>
<b>Enterprise Funds:</b>					
Waste Collection Fund	\$ 152,604	\$ 639,650	\$ 792,254	\$ 620,122	\$ 172,132
Water Fund	\$ 3,968,687	\$ 1,626,550	\$ 5,595,237	\$ 1,570,122	\$ 4,025,115
<b>TOTAL ENTERPRISE FUNDS</b>	<b>\$ 4,121,291</b>	<b>\$ 2,266,200</b>	<b>\$ 6,387,491</b>	<b>\$ 2,190,244</b>	<b>\$ 4,197,247</b>
<b>TRUST AND AGENCY FUNDS</b>					
Performance Bond Fund	\$ 78,033	\$ 21,000	\$ 99,033	\$ 21,000	\$ 78,033
Agency Fund	-	-	-	-	-
<b>TOTAL TRUST AND AGENCY FUNDS</b>	<b>\$ 78,033</b>	<b>\$ 21,000</b>	<b>\$ 99,033</b>	<b>\$ 21,000</b>	<b>\$ 78,033</b>
<b>TOTAL OTHER FUNDS (MEMO ONLY)</b>	<b>\$ 4,875,503</b>	<b>\$ 3,984,100</b>	<b>\$ 8,859,603</b>	<b>\$ 4,033,084</b>	<b>\$ 4,826,519</b>

<b>GRAND TOTAL ALL FUNDS</b>	<b>\$ 7,687,511</b>	<b>\$ 8,967,497</b>	<b>\$ 16,655,008</b>	<b>\$ 9,067,290</b>	<b>\$ 7,587,718</b>
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2024 Tax Budget Form for

**Bellbrook City**

This Budget must be adopted by the legislative body on or before July 15<sup>th</sup>, and submitted to the County Auditor on or before July 20<sup>th</sup>. Failure to comply with ORC 5705, will result in loss of the Local Government Fund Allocation

The following Budget year beginning January 1, 2024, has been adopted by the legislative body and is submitted for consideration of the County Budget Commission

Signed \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

### Schedule of Levies Authorized along with the Estimated Revenue and Valuation for the Subdivision

Subdivision/ Authorized Rate/ Levy Ype	Base Year	Last Voted	Period	Estimated AG/RES Effective Tax Rate TY2023	Estimated COM/IND Effective Tax Rate TY2023	Total Estimated Value TY2023	CY2024 Official Cert of Est Res Tax Cert
<b>Bellbrook City</b>							
2.70 General	n/a	Inside	n/a	2.700000	2.700000	274,289,999	729,000
1.30 General	2007	11/2/2021	2022-2026	0.815213	1.107633	274,289,999	226,000
4.00 Total General				3.515213	3.807633		955,000
0.30 Police Pension	n/a	Inside	n/a	0.300000	0.300000	274,289,999	81,000
3.90 Fire	1998	11/3/1998	Indef	1.976223	2.465920	274,289,999	550,000
2.00 Fire	2009	5/5/2009	Indef	1.277452	1.704051		354,000
1.75 Fire	2018	5/8/2018	Indef	1.197389	1.491045		330,000
7.65 Total Fire				3.253675	5.661016		1,234,000
3.90 Police	2006	11/7/2006	Indef	2.437317	3.322899	274,289,999	677,000
2.90 Police	2011	11/8/2011	Indef	1.852306	2.470874	274,289,999	514,000
2.50 Police	2003	11/4/2003	Indef	1.452825	2.067707	274,289,999	406,000
9.30 Total Police				5.742447	7.861480		1,597,000

**File Attachments for Item:**

A. Resolution 2023-R-12 AUTHORIZING THE CITY MANAGER TO ENTER INTO RELATED AGREEMENTS WITH THE GREENE COUNTY ENGINEER'S OFFICE FOR THE 2022 COLLECTIVE PAVING AND MARKING PROGRAM AND WAIVING THE COMPETITIVE BIDDING REQUIREMENTS (Harding)

# RECORD OF RESOLUTIONS

Item A. Section 10, Item

Resolution No. 2023-R-12

May 22, 2023

## City of Bellbrook State of Ohio

### Resolution No. 2023-R-12

#### **AUTHORIZING THE CITY MANAGER TO ENTER INTO RELATED AGREEMENTS WITH THE GREENE COUNTY ENGINEER'S OFFICE FOR THE 2022 COLLECTIVE PAVING AND MARKING PROGRAM AND WAIVING THE COMPETITIVE BIDDING REQUIREMENTS**

WHEREAS, the City of Bellbrook desires to participate with the Greene County Engineer in the competitive bid contracts for the Collective Paving and Marking Program for 2023 as bid by the Greene County Engineer; and

WHEREAS, the Greene County Engineer has included the City of Bellbrook's annual street program in their 2023 Collective Paving and Marking bid; and

WHEREAS, the bid amount City of Bellbrook is for the following streets: Lakeview Dr., Marcia Dr., Elizabeth Cir., Clarkston Dr., Barnett Dr.

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

Section 1. That the City Manager is hereby authorized to execute and take all necessary actions to enter into Agreements with the Greene County Engineer's Office for the 2023 Collective Paving and Marking Program.

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

PASSED BY City Council this 22<sup>nd</sup> day of May, 2023.

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

RECORD OF RESOLUTIONS

Item A. Section 10, Item

Resolution No. 2023-R-12

May 22, 2023

AUTHENTICATION:

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

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

**File Attachments for Item:**

B. Resolution 2023-R-13 DECLARING CERTAIN CITY OWNED PROPERTY NO LONGER REQUIRED FOR MUNICIPAL PURPOSES AS SURPLUS AND AUTHORIZING THE DONATION OF SAID SURPLUS PROPERTY (Middlestetter)

# RECORD OF RESOLUTIONS

Item B. Section 10, Item

Resolution No. 2023-R-13

May 22, 2023

## City of Bellbrook State of Ohio

### Resolution No. 2023-R-13

#### **DECLARING CERTAIN CITY OWNED PROPERTY NO LONGER REQUIRED FOR MUNICIPAL PURPOSES AS SURPLUS AND AUTHORIZING THE DONATION OF SAID SURPLUS 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 donated as authorized in Section 230.06(g) of the Bellbrook Code of Ordinances.

#### **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 donation to a local fire academy for training purposes as authorized by Council:

ITEM-----	SERIAL NO.-----	ASSET ID
2010 Turnout Fire Coat	1006004674	10-836
2010 Turnout Fire Coat	1006004676	10-204
2013 Turnout Fire Coat	1301004595	13-131
2013 Turnout Fire Coat	1301004594	13-1030
2013 Turnout Fire Coat	1301004598	13-946
2013 Turnout Fire Coat	1301004596	13-1143
2013 Turnout Fire Coat	1301004597	13-740
2013 Turnout Fire Coat	1308010613	13-1128
2010 Turnout Fire Pants	1006004694	10-929
2010 Turnout Fire Pants	1006004696	10-950
2011 Turnout Fire Pants	1104007284	11-03
2013 Turnout Fire Pants	1301004603	13-946
2013 Turnout Fire Pants	1301004601	13-1143
2013 Turnout Fire Pants	1301004599	13-1030
2013 Turnout Fire Pants	1301004602	13-740
2013 Turnout Fire Pants	1301004600	13-131

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.

RECORD OF RESOLUTIONS

Item B. Section 10, Item

Resolution No. 2023-R-13

May 22, 2023

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

PASSED BY City Council this \_\_\_\_ day of \_\_\_\_\_, 2023.  
\_\_\_\_ Yeas; \_\_\_\_ Nays.

AUTHENTICATION:

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

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

**File Attachments for Item:**

A. Jenn Leclaire will provide a proposal and discussion to assist conducting a Citizen's Academy for the City of Bellbrook



**Proposal**  
**Citizens' Academy for Bellbrook (CAB)**  
**5/19/23**  
**Jenn Leclaire**

**Objective**

Engage community members and improve communication between the City and those who live and work here.

**Mission**

The Academy will be a fun program, inspiring residents to get involved by highlighting many opportunities. The Academy will offer a hands-on overview of City government, and participants will learn how decisions are made, how funds are allocated, and how departments interface.

**Concept**

- Applications of candidates vetted by a selection committee.
- A cohort of 12-20 commits to meeting weekly, for 8 weeks, to learn about City departments.
- Each meeting would consist of a group meal, an icebreaker exercise, presentation by a City department, and hands-on activity.
- Departments: Police, Fire, Service, Community Development, Administration, Library, Museum (additional possibilities: Civic organizations, Parks, BOE).
- Culminates at City Council meeting with presentation of Certificates of Completion, followed by a reception.
- Outcome metrics gathered with pre- and post-program survey of participants.

**Planning**

4 months before CAB begins

First - decide who owns this program, and also who manages it.

Create a committee of 4-6 (community, City Manager, Council) to make decisions, develop program, and plan logistics and content

- Choose dates, day of week and time
- Decide on criteria for applicants
- Create application form, set deadline for submission
- Determine number of attendees and alternates
- Research similar programs
- Create logo
- Design publicity content and strategy
- Outline program
- Create fact sheet for applicants including expectations
- Get buy-in from City Departments
- Discuss budget and donations

- Assign responsibilities to committee members
- Designate what items can be done internally by City and what needs to be outsourced

### 3 months

- Begin publicity
- Create selection committee and begin to accept applications
- Give-aways - notebook, tote bag? What can be done electronically?
- Meet with departments to begin creating content with uniformity - handouts, hands-on activity
- Create pre- and post-program surveys for participants
- Meal donations or budget and selections

### 2 months

- Continue publicity
- If attendee goal not reached, contact community leaders for nominations
- Create icebreaker activities and structure for each session
- Plan hospitality - transportation if needed, finalize meals including paper goods and location
- Create graduation certificates
- Plan reception and final

### 1 month

- Finalize attendees and alternates
- Ensure waivers are signed
- Circle back with departments, their session should be completely planned
- Put together attendee binder (table of contents, city map, list of all City officials and departments, City budget, etc)

### Post-CAB wrap-up

- Metrics - report back on pre- and post- Academy surveys
- Gather feedback on program from City departments
- What went well? How could we do better?
- Publicity
- Planning future CAB?