



CITY COUNCIL REGULAR MEETING AGENDA

Tuesday, January 27, 2026 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 January 12, 2026 Regular 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**
 - A.** Ordinance No. 2026-O-01 REPEALING SECTION 220.01 "RULES OF COUNCIL" OF CHAPTER 200 "COUNCIL" OF TITLE FOUR "LEGISLATION" OF PART TWO "ADMINISTRATION CODE" OF THE BELLBROOK MUNICIPAL CODE IN ITS ENTIRETY AND ENACTING A NEW SECTION 220.01 "RULES OF COUNCIL" (Ashley)
- 9. INTRODUCTIONS OF ORDINANCES**
- 10. ADOPTION OF RESOLUTIONS**
 - A.** Resolution No. 2026-R-03 AUTHORIZING AND RATIFYING TRANSFERS AND ADVANCES WITHIN VARIOUS FUNDS OF THE CITY OF BELLBROOK (Cyphers)
 - B.** Resolution No. 2026-R-04 AUTHORIZING THE CITY MANAGER TO PURCHASE A STREET SWEEPER FOR USE BY THE PUBLIC SERVICE DEPARTMENT THROUGH THE OHIO COOPERATIVE PURCHASING PROGRAM, AND WAIVING THE COMPETITIVE BIDDING REQUIREMENTS (Greenwood)
- 11. OLD BUSINESS**
 - A.** Disucssion and establishment of 2026 Rules of Council
- 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
- 15. CITY OFFICIAL COMMENTS**
- 16. EXECUTIVE SESSION**
- 17. ADJOURNMENT**

File Attachments for Item:

A. Approval of the January 12, 2026 Regular Meeting minutes.

RECORD OF PROCEEDINGS

Bellbrook City Council Meeting

January 12, 2026

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
Deputy Mayor Ernie Havens
Mr. T.J. Hoke
Mrs. Kathleen Wright
Mayor Mike Schweller

4. APPROVAL OF THE MINUTES

A. Approval of the December 22, 2025, Regular Meeting minutes.

5. MAYOR'S ANNOUNCEMENTS AND SPECIAL GUEST

Mayor Schweller welcomed newly elected Council member, Kathleen Wright, and re-elected Katherine Cyphers and Forrest Greenwood.

6. CITIZEN COMMENTS

Jen LeClaire, 3408 Pavillion Lane, made comments on Ordinance 2025-O-17 and asked a question about 2026-O-01.

7. CITIZENS REGISTERED TO SPEAK ON AGENDA ITEMS

8. PUBLIC HEARING OF PROPOSED ORDINANCES

A. 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) (Havens)

Mayor Schweller opened the public hearing at 7:03pm
Deputy Mayor Havens read the Ordinance.

Miss Spaugy reviewed the staff report explaining the applicant's request for rezoning.

Dr. Tyler Lanning was present to address Mr. Hoke's question about topography. Mr. Hoke wants an update when grading is finished.

Dr. Lanning explained that drainage will go east across the property.

RECORD OF PROCEEDINGS

Bellbrook City Council Meeting

January 12, 2026

Item A. Section 4, Item

Deputy Mayor Havens asked where water drains. Dr. Lanning did not have a definitive answer. Havens suggested he reach out to neighbors around the property. Dr. Lanning said he has reached out to no avail.

Mr. Hoke asked Dr. Lanning for pictures and they are in the packet.

Dr. Lanning answered further questions about lighting and planting trees. Council recommended reaching out to someone named Elaine from Night Sky.

Mayor Schweller asked if anyone present wished to speak for or against the proposed rezoning. Monique Arnell 1953 N Regent Park asked how traffic will flow into the complex and will there be a traffic light. (Unable to hear Dr. Lanning's full answer due to background discussion and he was not near a mic) He said there is an access road.

Miss Spaugy confirmed that Dr. Lanning has met the requirements for this project.

Hearing closed at 7:32

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

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

9. INTRODUCTIONS OF ORDINANCES

- A. Ordinance No. 2026-O-01 REPEALING SECTION 220.01 "RULES OF COUNCIL" OF CHAPTER 200 "COUNCIL" OF TITLE FOUR "LEGISLATION" OF PART TWO "ADMINISTRATION CODE" OF THE BELLBROOK MUNICIPAL CODE IN ITS ENTIRETY AND ENACTING A NEW SECTION 220.01 "RULES OF COUNCIL" (Ashley) Mr. Ashley read the Ordinance.

Mr. Schommer explained that currently, Rules of Council are part of the Bellbrook Municipal Code and the change takes them out of the Ordinances because they are not intended to guide the community. They will become a policy manual that Council will review and adjust each year accordingly to conduct meeting business.

Mr. Hoke asked what the process is going forward to update. Mr. Schommer said they would be passed through Council not embodied into the Ordinance.

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

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

10. ADOPTION OF RESOLUTIONS

- A. Resolution 2026-R-01 AUTHORIZING THE SALARY SCHEDULE AND MERIT PERFORMANCE PAY OF EMPLOYEE POSITIONS NOT COVERED BY A COLLECTIVE BARGAINING AGREEMENT (Greenwood)

Mr. Greenwood read the Resolution

Mr. Schommer explained the Resolution makes a correction to the currently approved salary ranges for the Executive Assistant position to allow for the salary to be within the intended range.

Motion made by Mr. Greenwood, Seconded by Mr. Ashley.

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

RECORD OF PROCEEDINGS

Bellbrook City Council Meeting

January 12, 2026

Item A. Section 4, Item

B. Resolution No. 2026-R-02 AUTHORIZING AND RATIFYING TRANSFERS AND ADVANCES WITHIN VARIOUS FUNDS OF THE CITY OF BELLBROOK (Cyphers)
Mrs. Cyphers read the Resolution

Mr. Schommer explained that the City has a new fund from the passing of the Public Safety levy and in order to operate using that fund, we need to transfer money from the general fund until the first disbursement is received from Greene County which is expected during the first quarter of 2026.

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

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

11. OLD BUSINESS

12. NEW BUSINESS

A. Deputy Mayor Nominees and Election

Mayor Schweller explained the Deputy Mayor Process.

Mayor Schweller opened the floor for nominations

Mrs. Cyphers nominated T.J. Hoke, seconded by Mr. Havens.

Mr. Ashley nominated Mr. Greenwood seconded by Mrs. Cyphers.

Hearing no other nominations, Mayor Schweller closed the floor to nominations.

Mr. Schommer passed out ballots and tallied them.

Mr. Hoke received 5 votes and Mr. Greenwood received 2. Mr. Hoke won the ballot.

B. Discussion and consideration of 2026 Council Rules.

Rules would be reviewed yearly and would reflect how meetings are conducted. One recommended change is the structure of the agenda to eliminate duplications by combining New Business and Introduction of Ordinances and Resolutions. Also combining Citizen Comments and City Manager Report or placing the items closer together in the meeting. Next would be to relocate Old Business, change Community Affairs Committee to Community Affairs / Administrative Committee. Also to change from reading an entire ordinance or resolution but to provide a general synopsis during meetings, use electronic voting rather than roll call, eliminate the requirement of 6 paper copies of the agenda and to print as requested. Mr. Havens asked if there is any liability if a synopsis isn't clear. Mr. Schommer clarified that questions would be asked and clarification provided.

C. Discussion and Mayoral assignment of standing and other committee members.

Each Council commits to serving on 2 committees.

Mayor Schweller asked if anyone would like to make changes to their current positions. Mr. Havens would like to step down from the Finance / Audit Committee. Mrs. Wright will serve. Mr. Greenwood would like to serve on Community Affairs in place of Mr. Harding. Mr.

Ashley wants to switch from Community Affairs to Service.

Mrs. Wright will serve on Community Affairs.

One opening on Finance / Audit since Mr. Greenwood switched to Community Affairs. Mr. Ashley will serve on Finance / Audit.

Mr. Havens will serve on Service Committee.

Board and Commission Liaisons –

RECORD OF PROCEEDINGS

Bellbrook City Council Meeting

January 12, 2026

Item A. Section 4, Item

Planning – Delegate Forrest Greenwood and alternate Katherine Cyphers
Village Review – Delegate T. J. Hoke and alternate Forrest Greenwood
Chamber of Commerce – Delegate Forrest Greenwood, alternate Logan Ashley
MVRPC – Delegate Forrest Greenwood, alternate Logan Ashley
Museum – Delegate Logan Ashley, alternate Forrest Greenwood
BZA / PRC – Delegate Ernie Havens, alternate Katherine Cyphers
Greene Co Regional Planning – Delegate Ernie Havens, alternate Forrest Greenwood

13. CITY MANAGER'S REPORT

Currently holding a volunteer drive for the Museum to try and accommodate more events. Also have vacancies on Planning, Village Review and possibly BZA / PRC.

We will be modifying our hiring process for Public Safety by possibly recognizing prior public service and eliminating testing for lateral entry police officers.

14. COMMITTEE REPORTS

- A. Safety Committee – No update
- B. Service Committee – Mr. Greenwood said the Service Dept is working with Greene Co on the paving program and will be installing street signs.
- C. Finance/Audit Committee – No update
- D. Community Affairs Committee – Mr. Havens recapped on the board vacancies and encouraged people to apply.

15. CITY OFFICIAL COMMENTS

Mr. Ashley – Reassured that the fires at Tom's Mulch are not being extinguished with water so nothing is running off into the water system.

Mrs. Cyphers – Nothing

Mr. Greenwood – Said he's glad to have been re-elected to another 4-year term.

Deputy Mayor Hoke – Thanked everyone for confidence in making him Deputy Mayor, welcomed Mrs. Wright. Also commented on eliminating property taxes; if that were to happen it would impact schools and public safety and take away from the local level and put it at state level by increasing sales tax and income tax causing competition for funds.

Mrs. Wright – Said she is happy to part of a great Council. Met with Senator Brian Lampton regarding property taxes and found that the increase has been capped at 3% and we risk losing a lot if property taxes are eliminated.

Mr. Havens – Nothing

Mayor Schweller – Congratulated T. J. Hoke for Deputy Mayor and thanked attendees, audience members and cameraman.

16. EXECUTIVE SESSION

17. ADJOURNMENT

8:30

RECORD OF PROCEEDINGS

Bellbrook City Council Meeting

January 12, 2026

Item A. Section 4, Item

Michael Schweller, Mayor

Robert Schommer, Clerk of Council

File Attachments for Item:

A. Ordinance No. 2026-O-01 REPEALING SECTION 220.01 "RULES OF COUNCIL" OF CHAPTER 200 "COUNCIL" OF TITLE FOUR "LEGISLATION" OF PART TWO "ADMINISTRATION CODE" OF THE BELLBROOK MUNICIPAL CODE IN ITS ENTIRETY AND ENACTING A NEW SECTION 220.01 "RULES OF COUNCIL" (Ashley)



Monday January 26, 2026 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.2026-O-01**

A Public Hearing will be held by Bellbrook City Council, regarding Ordinance No 2026-O-01

**Ordinance 2026-O-01 REPEALING SECTION 220.01 “RULES OF COUNCIL” OF CHAPTER 200 “COUNCIL” OF
TITLE FOUR “LEGISLATION” OF PART TWO “ADMINISTRATION CODE” OF THE BELLBROOK MUNICIPAL
CODE IN ITS ENTIRETY AND ENACTING A NEW SECTION 220.01 “RULES OF COUNCIL”**

Tuesday January 27, 2026 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 1/13/2026

RECORD OF ORDINANCES

Item A. Section 8, Item

Ordinance No. 2026-O-01

January 27, 2026

City of Bellbrook State of Ohio

Ordinance No. 2026-O-01

REPEALING SECTION 220.01 “RULES OF COUNCIL” OF CHAPTER 200 “COUNCIL” OF TITLE FOUR “LEGISLATION” OF PART TWO “ADMINISTRATION CODE” OF THE BELLBROOK MUNICIPAL CODE IN ITS ENTIRETY AND ENACTING A NEW SECTION 220.01 “RULES OF COUNCIL”

WHEREAS, Article XVIII, Section 3 of the Constitution of the State of Ohio grants municipalities the authority to exercise all powers of local self-government and to enact and enforce local police, sanitary, and other similar regulations that are not in conflict with the general laws; and

WHEREAS, the City of Bellbrook previously adopted Chapter 220 “Council” of Part Eight “Administration Code” and incorporated it into the Bellbrook Municipal Code; and

WHEREAS, City Council wishes to repeal Section 220.01 “Rules of Council” of Chapter 220 “Council” of Title Four “Legislation” of Part Two “Administration Code” in its entirety and enact a new Section 220.01 – Rules of Council of the Bellbrook Municipal Code.

NOW, THEREFORE, THE CITY OF BELLBROOK HEREBY ORDAINS:

Section 1. The old Section 220.01 “Rules of Council” of Chapter 220 “Council” of Title Four “Legislation” of Part Two “Administration Code” is hereby repealed in its entirety.

Section 2. A new Section 220.01 “Rules of Council of Chapter 220 “Council” of Title Four “Legislation” of Part Two “Administration Code” of the Bellbrook Municipal Code is hereby enacted as set forth in Exhibit A, which is attached hereto and incorporated herein by reference, with deletions shown by strikethrough and additions shown by **bold** and underlined.

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 27th day of January, 2026.

____ Yeas; ____ Nays.

AUTHENTICATION:

Michael W. Schweller, Mayor

Robert Schommer, Clerk of Council

APPROVED AS TO FORM:
Stephen McHugh, Municipal Attorney

RECORD OF ORDINANCES

Item A. Section 8, Item

Ordinance No. 2026-O-01

January 27, 2026

2026-O-01 Exhibit A

Sec. 220.01. Rules of Council.

(a) The Council shall be a continuing body. The Council shall adopt, by a majority of its members then holding office, its own Rules which shall not conflict or restrict the City Charter or the rights provided by the Constitution of the United States the Constitution of the State, or the general law and which shall remain in effect until amended, changed or repealed by a majority vote of the members of Council then holding office. The Rules shall go into effect immediately unless a later date if specified. The Rules of Council shall provide for the number, composition and manner of appointment of committees of the Council, and such other matters as the Council shall determine to be necessary for the proper functioning and government of the Council.

(a) Rule I General provisions. No provision or section of these Rules which conflicts with or restricts those rights provided by the Constitution of the United States, the Constitution of the State, the general law or the City Charter shall have any force or effect.

(b) Rule II Meetings.

- (1) Regular meetings.** Meetings will be held on the second and fourth Monday of each month at 7:00 p.m., or as otherwise agreed upon by a majority of Council, and recessed or adjourned at approximately 10:30 p.m. Whenever the date of a regular meeting falls on a legal holiday, Council may, by majority vote, change the day and hour.
- (2) Special meetings.** See Charter Section 4.08.
- (3) Closed sessions.** See Charter Section 4.08.

(c) Rule III The Chair; powers and duties.

- (1) Call to order; roll call; agenda; minutes.** The Mayor shall take the Chair at the hour appointed for Council to meet and shall immediately call Council to order. The roll call shall then be taken by the Clerk. The agenda for each meeting, which is prepared by the Mayor, may, by a majority vote of Council, be amended. The Clerk shall not be required to read the minutes during the meeting unless a motion is made to direct him or her to do so. Council shall be polled for any addition and/or correction.
- (2) Temporary Chairperson.** In the absence of the Mayor, the Deputy Mayor shall preside and shall have the same power to vote as other Council members. In the absence of both the Mayor and the Deputy Mayor, the senior Council member shall preside as if Deputy Mayor. If two or more members have equal Council seniority, the oldest member shall preside.
- (3) Conduct of meetings.** The Chair shall preserve decorum and conduct the meetings according to Rule V of these Rules. The meetings shall be conducted under Robert's Rules of Order, except when such Rules conflict with the Charter or these Rules of Council.
- (4) Appeals from decisions of the Chair.** If any member transgresses any of these rules of Council, the Chair shall, or any member may, call him or her to order and, in the latter instance, the Chair shall render a decision as to the point of order. In the case of an appeal from a ruling of the Chair, the question shall be: "Shall the decision of the Chair stand and be the decision of Council?" The ruling of the Chair shall be sustained unless overruled by a majority vote of the members of Council present. Should the Chair transgress any of these rules of Council, a

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Item A. Section 8, Item

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~~point of order call shall be made by any member of Council. If the point of order is not resolved in the ensuing discussion, a majority vote of members of Council present shall decide the issue.~~

~~(5) *Votes.* Except for procedural motions, voting shall be by roll call and shall be recorded in the journal or Record of Proceedings. Roll call votes occur when a council member votes "yea" or "nay" so that the names of members voting on each side are recorded. The standard method will be voice call of the "Yea and Nays"; however, roll call voting may be compiled through the electronic voting system by the Clerk under the direction of the Presiding Officer. Should any member wish to have the vote called by individual member, they can "Ask for the Yea and Nays", which will not require a second and cannot be debated. At that time the Clerk will call the names of all members in alphabetical order and each member shall without debate declare their vote to the question.~~

~~(d) *Rule IV Members; duties and privileges.*~~

~~(1) *Addressing the Chair.* Any member about to speak on a question or make a motion shall address the Chair as Mr. Mayor or Ms. Mayor, or as Mr. Chairperson or Ms. Chairperson if a member other than the Mayor is presiding. In response, the Chair shall pronounce the name of the member entitled to the floor.~~

~~Any member of the audience desiring to address Council shall be recognized by the Chair, shall state his or her name and address in an audible tone for the record and shall limit his or her remarks to the question under discussion.~~

~~(2) *Limitation of debate.* Members addressing Council shall confine themselves to the question under discussion and avoid personalities. No member shall be allowed to speak more than once upon any subject until every member choosing to speak has had an opportunity to be heard for a time not longer than five minutes, without leave of Council upon a majority vote. Additional comments shall include only new information. Material previously expressed shall not be rediscussed. This paragraph shall pertain to both the audience and members of Council.~~

~~(3) *Voting.* See subsection (e)(5) hereof and Charter subsection 4.08(c).~~

~~(e) *Rule V Order of business.* The order of business of Council shall be as follows:~~

- ~~(1) CALL TO ORDER;~~
- ~~(2) PLEDGE OF ALLEGIANCE;~~
- ~~(3) ROLL CALL;~~
- ~~(4) APPROVAL OF THE MINUTES;~~
- ~~(5) MAYOR'S ANNOUNCEMENTS AND SPECIAL GUESTS;~~
- ~~(6) CITIZEN COMMENTS;~~
- ~~(7) CITIZENS REGISTERED TO SPEAK ON AGENDA ITEMS;~~
- ~~(8) PUBLIC HEARING OF PROPOSED ORDINANCES;~~
- ~~(9) INTRODUCTION OF ORDINANCES;~~
- ~~(10) ADOPTION OF RESOLUTIONS;~~
- ~~(11) OLD BUSINESS;~~

RECORD OF ORDINANCES

Item A. Section 8, Item

Ordinance No. 2026-O-01

January 27, 2026

- (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;
- (15) CITY OFFICIAL COMMENTS;
- (16) EXECUTIVE SESSION; and
- (17) ADJOURNMENT.

(f) Rule VI Committees:

- (1) Standing committees. The standing committees are Finance/Audit, Safety, Service, and Community Affairs. Other necessary committees are hereby authorized. Appointment of all committee members shall be made by vote of Council at a regular or special meeting.
- (2) Committee of the whole. The Mayor shall preside when Council resolves itself into the Committee of the Whole.
- (3) Meetings. Committees shall meet on call of the Chairperson. All meetings shall be open to the public to the same extent as meetings of the entire Council when dealing with matters of the same general type of subject matter. The Clerk shall publish a schedule of meetings by the fifth day of each month. Such schedule shall include all meetings scheduled for the month as of that day.
- (4) Quorum. A majority of members of a committee shall constitute a quorum.
- (5) Temporary Chairperson. In the absence of the Chairperson, the member named next shall act as temporary Chairperson.
- (6) Reports. Reports of committees shall be agreed to by a majority thereof. All documents referred shall be returned to Council with the report of the committee. Upon motion, and by a majority vote, Council may relieve a committee of further consideration of any question and order the question to be placed on the agenda. When any matter is referred to a committee with instruction to report at a time named in the order of reference, failure to report at such time shall be considered as a report without recommendation, unless the time for report is extended by Council. If no such extension is granted, the committee shall immediately return to the Clerk the documents pertaining thereto, and the matter shall take its appropriate place on the agenda.

(g) Rule VII Ordinances and resolutions. (See Article V of the Charter.)

- (1) Pre-introduction of ordinances and resolutions.
 - A. An exact copy of an ordinance which has been approved as to form, or a resolution to be introduced, shall be delivered to the Clerk of Council not later than 8:00 p.m. on the Thursday before the regular Monday Council meeting. In the case of a special Council

RECORD OF ORDINANCES

Item A. Section 8, Item

Ordinance No. 2026-O-01

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meeting, the ordinance or resolution shall be delivered to the Clerk of Council not less than 48 hours before the special meeting.

B. Emergency ordinances shall be held exempt from the 48 hour time requirement if the subject of the emergency ordinance is the reason for calling the special Council meeting. However, emergency ordinances to be introduced at a regular Council meeting shall be subject to the 48 hour time requirement.

C. The Clerk of Council shall notify each member of Council not later than 24 hours prior to the Council meeting and make a copy of the ordinance or resolution available as of that time.

(2) *Passage of resolutions.* Resolutions shall be read in their entirety before Council unless such reading is waived by a majority of Council, in which case a synopsis will be presented and, after a properly seconded motion to accept and after discussion, voted upon. (See Section 220.01(h) Rule VIII Motions.)

(3) *Introduction of proposed ordinances.* Ordinances may be introduced by a reading of the title and a synopsis of the proposed ordinance. Six copies of all ordinances being introduced shall be made available in their entirety for perusal by the public during the meeting. The Chair shall require their return to the Clerk at the close of the meeting for re-use at the hearing. An ordinance shall be accepted for introduction after a majority vote on a properly seconded motion to accept for introduction and discussion. (See Section 220.01(h) Rule VIII Motions.) After acceptance, the Chair shall establish a date for the public hearing.

(4) *Public hearing on proposed ordinances.* Six copies of the proposed ordinance shall be made available in their entirety for perusal by the public during the hearing. After the opening of the hearing, the title and a synopsis shall be read. The Chair shall then call for questions of clarification of the proposed ordinance. Comments for the proposed ordinance and then comments opposed to the proposed ordinance, from the general public, shall be heard. Comments from Council shall be heard next. After Council comments, a motion for, against, or to take up the matter again at a future specified date, shall be in order. A seconded motion shall be voted upon as specified in Section 220.01(h)(5) Rule III and the Charter. The procedure described in this subsection shall apply to both regular and emergency ordinances.

(5) *Emergency ordinances.* Emergency ordinances shall be accepted as described in subsection (g)(4) hereof.

(h) *Rule VIII Motions.* When a motion is made, it shall be restated by the Clerk before voting and shall be listed in the minutes of the Council. A motion shall not be withdrawn by the movant without the consent of Council if it has been seconded. Unless otherwise required by law, a motion shall be deemed passed if it receives the affirmative vote of a majority of the members present. Upon the Mayor's ordering of the roll call vote, it is the duty of every member who has an opinion on the question to express it by his or her vote, but he or she cannot be compelled to do so by any rule and may, therefore, abstain from voting.

(i) *Rule IX Legislative proposals.* The Clerk shall keep a docket of legislative proposals referred to each of the standing committees. If Council is unable to agree upon the committee to which any particular legislative proposal should be referred, then the reference may be made by the Chair. References to committees shall be made only at regular or special Council meetings and a synopsis of the measure shall be read at the time of reference.

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Item A. Section 8, Item

Ordinance No. 2026-O-01

January 27, 2026

(j) Rule X Miscellaneous.

- (1) Amending Council rules. These rules may be amended or altered, or new rules may be adopted after review by the Council and the Municipal Attorney.
- (2) Enforcement of Council rules. Any action taken by Council which is not in accordance with the Rules of Council shall be voided if a written protest is filed with the Clerk by any Council member within three days of the infraction. Such protest shall state the section(s) and paragraph(s) violated. The matter in question shall then be made the subject of a special meeting to be held not more than seven days after the date the protest was filed.
- (3) Quorum. A majority of all members elected to Council shall constitute a quorum. If a quorum is not present, the Chair may instruct the Sergeant at Arms to escort any unexcused member(s) in the City to the meeting.
- (4) Election of the Deputy Mayor. No person shall be considered a candidate for the office of Deputy Mayor until he or she has been nominated by a member. No person shall be declared elected unless he or she receives a majority vote of Council. If no one member receives a majority vote, a second vote shall be taken, the candidates being limited to the two receiving the most votes on the first vote.
- (5) Municipal Attorney. The Municipal Attorney shall, when requested by the Mayor or a member of Council, give a verbal opinion on any question of law concerning Bellbrook Municipal affairs in open Council. If he or she deems the matter of greater importance, he or she may take a reasonable time to submit his or her opinion in writing. He or she shall be required to frame all ordinances into proper legal form. He or she shall not be required to draw any resolution, except upon a majority vote of Council.
- (6) Sergeant at Arms. The Police Chief or his or her duly appointed representative, when requested, may be called upon to maintain order at the discretion of the Chair.
- (7) Return of documents. Upon expiration of a Council member's term of office, he or she shall submit to the Clerk of Council the following documents, if he or she is not re-elected:
 - a. The Zoning Code;
 - b. The Comprehensive Plan;
 - c. The Municipal Code; and
 - d. Other City property.
- (8) Temporary modification. Council may temporarily modify these rules at any time by a majority vote of Council.
- (9) Motions to table. Motions to table, after being seconded, may be debated by members of Council. Each member shall be afforded the opportunity to speak and the Chair shall strictly limit such discussion to three minutes for each member.

After Council discussion, members from the audience may address the Chair, but must contain their comments to a three minute time limit.

Discussion shall be limited to the question to table.

File Attachments for Item:

A. Resolution No. 2026-R-03 AUTHORIZING AND RATIFYING TRANSFERS AND ADVANCES
WITHIN VARIOUS FUNDS OF THE CITY OF BELLBROOK (Cyphers)

RECORD OF RESOLUTIONS

Item A. Section 10, Item

Resolution No. 2026-R-03

January 27, 2026

**City of Bellbrook
State of Ohio**

Resolution No. 2026-R-03

AUTHORIZING AND RATIFYING TRANSFERS AND ADVANCES WITHIN VARIOUS FUNDS OF THE CITY OF BELLBROOK

WHEREAS, the City of Bellbrook has adopted Ordinance 2025-O-15 establishing appropriations for the 2026 fiscal year; and

WHEREAS, the 2026 budget had adequate funds appropriated at the fund level to cover the cost of city operations; and

WHEREAS, intra-fund transfers and advances of previously appropriated funds were necessary for payroll and other appropriate operational expenses of the City in 2026.

NOW, THEREFORE, THE CITY OF BELLBROOK HEREBY RESOLVES:

Section 1. That the intra-fund transfers and/or advances 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 1, 2026, and such authorization applies to any and all such transfers necessary and effected after January 1, 2026.

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 27th day of January, 2026.

 Yeas; Nays.

AUTHENTICATION:

Michael Schweller, Mayor

Robert Schommer, Clerk of Council

RECORD OF RESOLUTIONS

Item A. Section 10, Item

Resolution No. 2026-R-03

January 27, 2026

Resolution 2026-R-02

Exhibit A

Amount	From Fund	To Fund	Purpose
\$250,000	100- General	230 – Police	Advance Funds

File Attachments for Item:

B. Resolution No. 2026-R-04 AUTHORIZING THE CITY MANAGER TO PURCHASE A STREET SWEEPER FOR USE BY THE PUBLIC SERVICE DEPARTMENT THROUGH THE OHIO COOPERATIVE PURCHASING PROGRAM, AND WAIVING THE COMPETITIVE BIDDING REQUIREMENTS (Greenwood)

RECORD OF RESOLUTIONS

Item B. Section 10, Item

Resolution No. 2026-R-04

January 27, 2026

**City of Bellbrook
State of Ohio**

Resolution No. 2026-R-04

AUTHORIZING THE CITY MANAGER TO PURCHASE A STREET SWEEPER FOR USE BY THE PUBLIC SERVICE DEPARTMENT THROUGH THE OHIO COOPERATIVE PURCHASING PROGRAM, AND WAIVING THE COMPETITIVE BIDDING REQUIREMENTS

WHEREAS, it has been determined the City is in need of a replacement street sweeper/vac truck to perform essential tasks within the Public Service Department; and

WHEREAS, City Council has authorized the appropriation of monies in the General Fund – Capital outlay department of the 2026 budget for the purchase of a street sweeper; and

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

NOW, THEREFORE, THE CITY OF BELLBROOK HEREBY RESOLVES:

Section 1. The City Manager is authorized to take all actions necessary to procure a medic unit through the Ohio Cooperative Purchasing Program or by direct negotiations at a cost not to exceed \$403,000.

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

Section 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 27th day of January, 2026.

 Yeas; Nays.

AUTHENTICATION:

Michael W. Schweller, Mayor

Robert Schommer, Clerk of Council

File Attachments for Item:

A. Disucssion and establishment of 2026 Rules of Council

Sec. 220.01. Rules of Council.

- (a) *Rule I—General provisions.* No provision or section of these Rules which conflicts with or restricts those rights provided by the Constitution of the United States, the Constitution of the State, the general law or the City Charter shall have any force or effect.
- (b) *Rule II—Meetings.*
 - (1) *Regular meetings.* Meetings will be held on the second and fourth Monday of each month at 7:00 p.m., or as otherwise agreed upon by a majority of Council, and recessed or adjourned ~~at approximately~~ no later than 10:30 p.m. unless a majority of Council agree to extend. Whenever the date of a regular meeting falls on a legal holiday, Council may, by majority vote, change the day and hour.
 - (2) *Special meetings.* See Charter Section 4.08.
 - (3) *Closed sessions.* See Charter Section 4.08.
- (c) *Rule III—The Chair; powers and duties.*
 - (1) *Call to order; roll call; agenda; minutes.* The Mayor shall take the Chair at the hour appointed for Council to meet and shall immediately call Council to order. The roll call shall then be taken by the Clerk. The agenda for each meeting, which is prepared by the Mayor, may, by a majority vote of Council, be amended. The Clerk shall not be required to read the minutes during the meeting unless a motion is made to direct him or her to do so. Council shall be polled for any addition and/or correction.
 - (2) *Temporary Chairperson.* In the absence of the Mayor, the Deputy Mayor shall preside and shall have the same power to vote as other Council members. In the absence of both the Mayor and the Deputy Mayor, the senior Council member shall preside as if Deputy Mayor. If two or more members have equal Council seniority, the oldest member shall preside.
 - (3) *Conduct of meetings.* The Chair shall preserve decorum and conduct the meetings according to Rule V of these Rules. The meetings shall be conducted under Robert's Rules of Order, except when such Rules conflict with the Charter or these Rules of Council.
 - (4) *Appeals from decisions of the Chair.* If any member transgresses any of these rules of Council, the Chair shall, or any member may, call him or her to order and, in the latter instance, the Chair shall render a decision as to the point of order. In the case of an appeal from a ruling of the Chair, the question shall be: "Shall the decision of the Chair stand and be the decision of Council?" The ruling of the Chair shall be sustained unless overruled by a majority vote of the members of Council present. Should the Chair transgress any of these rules of Council, a point-of-order call shall be made by any member of Council. If the point of order is not resolved in the ensuing discussion, a majority vote of members of Council present shall decide the issue.

(5) *Votes.* Except for procedural motions, voting shall be by roll call and shall be recorded in the journal or Record of Proceedings. Roll call votes occur when a council member votes "yea" or "nay" so that the names of members voting on each side are recorded. The standard method will be voice call of the "Yea and Nays"; however, roll call voting may be compiled through the electronic voting system by the Clerk under the direction of the Presiding Officer. Should any member wish to have the vote called by individual member, they can "Ask for the Yea and Nays", which will not require a second and cannot be debated. At that time the Clerk will call the names of all members in alphabetical order and each member shall without debate declare their vote to the question.

(d) *Rule IV—Members; duties and privileges.*

(1) *Addressing the Chair.* Any member about to speak on a question or make a motion shall address and be recognized by the Chair ~~as Mr. Mayor or Ms. Mayor, or as Mr. Chairperson or Ms. Chairperson if a member other than the Mayor is~~ presiding. ~~In response, the Chair shall pronounce the name of the member entitled to the floor.~~

Any member of the audience desiring to address Council shall be recognized by the Chair, shall state his or her name and address in an audible tone for the record and shall limit his or her remarks to the question under discussion for a time not longer than five (5) minutes unless otherwise granted by the Chair.

(2) *Limitation of debate.* Members addressing Council shall confine themselves to the question under discussion and avoid personalities. No member shall be allowed to speak more than once upon any subject until every member choosing to speak has had an opportunity to be heard ~~for a time not longer than five minutes, without leave of Council upon a majority vote.~~ Additional comments shall include only new information. Material previously expressed shall not be rediscussed. ~~This paragraph shall pertain to both the audience and members of Council.~~

(3) *Voting.* See subsection (c)(5) hereof and Charter subsection 4.08(c).

(e) *Rule V—Order of business.* The order of business of Council shall be as follows:

- (1) CALL TO ORDER;
- (2) PLEDGE OF ALLEGIANCE;
- (3) ROLL CALL;
- (4) APPROVAL OF THE MINUTES;
- (5) MAYOR'S ANNOUNCEMENTS ~~AND~~ SPECIAL GUESTS AND PRESENTATIONS;
- (6) CITIZEN COMMENTS;
- (7) ~~CITIZENS REGISTERED TO SPEAK ON AGENDA ITEMS; CITY MANAGER REPORT~~
- (8) PUBLIC HEARING OF PROPOSED ~~ORDINANCES~~ LEGISLATION;

(9) ~~INTRODUCTION OF ORDINANCES; OLD BUSINESS~~

(10) ~~ADOPTION OF RESOLUTIONS; NEW BUSINESS~~

~~(11) OLD BUSINESS;~~

~~(12) NEW BUSINESS;~~

~~(13) CITY MANAGER'S REPORT;~~

~~(14) COMMITTEE REPORTS;~~

- A. Safety Committee;
- B. Service Committee;
- C. Finance/Audit Committee;
- D. Community Affairs/Administration Committee;

(1~~15~~) CITY OFFICIAL COMMENTS;

(1~~26~~) EXECUTIVE SESSION; and

(1~~37~~) ADJOURNMENT.

(f) *Rule VI—Committees.*

- (1) *Standing committees.* The standing committees are Finance/Audit, Public Safety, Public Service, and Community Affairs/Administration. Other necessary committees are hereby authorized. Appointment of all committee members shall be made by vote of Council at a regular or special meeting.
- (2) *Committee of the whole.* The Mayor shall preside when Council resolves itself into the Committee of the Whole.
- (3) *Meetings.* Committees shall meet on call of the Chairperson. All meetings shall be open to the public to the same extent as meetings of the entire Council when dealing with matters of the same general type of subject matter. The Clerk shall publish a schedule of meetings by the fifth day of each month. Such schedule shall include all meetings scheduled for the month as of that day.
- (4) *Quorum.* A majority of members of a committee shall constitute a quorum.
- (5) *Temporary Chairperson.* In the absence of the Chairperson, the member named next shall act as temporary Chairperson.
- (6) *Reports.* Formal Reports of committees for items referred to the Committee for recommendation shall be agreed to by a majority thereof. All documents referred shall be returned to Council with the report of the committee. Upon motion, and by a majority vote, Council may relieve a committee of further consideration of any question and order the question to be placed on the agenda. When any matter is referred to a committee with instruction to report at a time named in the order of

reference, failure to report at such time shall be considered as a report without recommendation, unless the time for report is extended by Council. If no such extension is granted, ~~the committee shall immediately return to the Clerk the documents pertaining thereto, and~~ the matter shall take its appropriate place on the agenda. As part of the ongoing involvement of the Committees, the Chair of any respective Committee may provide updates and informal reports to Council at Regular meetings regarding components and business of the City under the Committee's area of responsibility. The Committee Chair may request a topic or issue be referred to and assigned to the Committee for reporting and recommendation to Council.

(g) *Rule VII—Ordinances and resolutions.* (See Article V of the Charter.)

- (1) *Pre-introduction of ordinances and resolutions.*
 - A. An exact copy of an ordinance which has been approved as to form, or a resolution to be introduced, shall be delivered to the Clerk of Council not later than ~~58:00~~ p.m. on the Thursday before the regular Monday Council meeting. In the case of a special Council meeting, the ordinance or resolution shall be delivered to the Clerk of Council not less than 48 hours before the special meeting.
 - B. Emergency ordinances shall be held exempt from the 48-hour time requirement if the subject of the emergency ordinance is the reason for calling the special Council meeting. However, emergency ordinances to be introduced at a regular Council meeting shall be subject to the 48-hour time requirement.
 - C. The Clerk of Council shall notify each member of Council not later than 24 hours prior to the Council meeting and make a copy of the ordinance or resolution available as of that time.
- (2) *Passage of resolutions.* Resolutions ~~shall may~~ be read by title and a synopsis of the proposed resolution either by the Clerk or a Council Member unless any member of Council requests the resolution be read in full in their entirety before Council unless such reading is waived by a majority of Council, in which case a synopsis will be presented and, after a properly seconded motion to accept and after discussion, voted upon. (See Section 220.01(h) Rule VIII—Motions.)
- (3) *Introduction of proposed ordinances.* Ordinances may be introduced by a reading of the title and a synopsis of the proposed ordinance ~~by the Clerk or any member of Council. Six~~Copies of all ordinances being introduced shall be made available in their entirety for perusal by the public prior to the published meeting and during the meeting. ~~The Chair shall require their return to the Clerk at the close of the meeting for re-use at the hearing.~~ An ordinance shall be accepted for introduction after a majority vote on a properly seconded motion to accept for introduction and

discussion. (See Section 220.01(h) Rule VIII-Motions.) After acceptance, the Chair shall establish a date for the public hearing.

- (4) *Public hearing on proposed ordinances.* ~~Six~~^eCopies of the proposed ordinances shall be made available in their entirety for perusal by the public prior to and during the announced hearing. After the opening of the hearing, the title and a synopsis shall be read. The Chair shall then call for questions of clarification of the proposed ordinance. Comments for the proposed ordinance and then comments opposed to the proposed ordinance, from the general public, shall be heard. Comments from Council shall be heard next. After Council comments, a motion for, against, or to take up the matter again at a future specified date, shall be in order. A seconded motion shall be voted upon as specified in Section 220.01(h)(5) Rule III and the Charter. The procedure described in this subsection shall apply to both regular and emergency ordinances.
- (5) *Emergency ordinances.* Emergency ordinances shall be accepted as described in subsection (g)(4) hereof.
- (h) *Rule VIII—Motions.* When a motion is made, it shall be restated by the Clerk before voting and shall be listed in the minutes of the Council. A motion shall not be withdrawn by the movant without the consent of Council if it has been seconded. Unless otherwise required by law, a motion shall be deemed passed if it receives the affirmative vote of a majority of the members present. Upon the Mayor's ordering of the ~~roll call~~ vote, it is the duty of every member who has an opinion on the question to express it by his or her vote, but he or she cannot be compelled to do so by any rule and may, therefore, abstain from voting.
- (i) *Rule IX—Legislative proposals.* The Clerk shall keep a docket of legislative proposals referred to each of the standing committees. If Council is unable to agree upon the committee to which any particular legislative proposal should be referred, then the reference may be made by the Chair. References to committees shall be made only at regular or special Council meetings and a synopsis of the measure shall be read at the time of reference.
- (j) *Rule X—Miscellaneous.*
 - (1) *Amending Council rules.* These rules may be amended or altered, or new rules may be adopted after review by the Council and the Municipal Attorney.
 - (2) *Enforcement of Council rules.* Any action taken by Council which is not in accordance with the Rules of Council shall be voided if a written protest is filed with the Clerk by any Council member within three days of the infraction. Such protest shall state the section(s) and paragraph(s) violated. The matter in question shall then be made the subject of a special meeting to be held not more than seven days after the date the protest was filed.
 - (3) *Quorum.* A majority of all members elected to Council shall constitute a quorum. If a quorum is not present, the Chair may instruct the Sergeant-at-Arms to escort any unexcused member(s) in the City to the meeting.

- (4) *Election of the Deputy-Mayor.* No person shall be considered a candidate for the office of Deputy-Mayor until he or she has been nominated by a member. No person shall be declared elected unless he or she receives a majority vote of Council. If no one member receives a majority vote, a second vote shall be taken, the candidates being limited to the two receiving the most votes on the first vote.
- (5) *Municipal Attorney.* The Municipal Attorney shall, when requested by the Mayor or a member of Council, give a verbal opinion on any question of law concerning Bellbrook Municipal affairs in open Council. If he or she deems the matter of greater importance, he or she may take a reasonable time to submit his or her opinion in writing. He or she shall be required to frame all ordinances into proper legal form. He or she shall not be required to draw any resolution, except upon a majority vote of Council.
- (6) *Sergeant-at-Arms.* The Police Chief or his or her duly appointed representative, when requested, may be called upon to maintain order at the discretion of the Chair.
- (7) *Return of documents.* Upon expiration of a Council member's term of office, he or she shall submit to the Clerk of Council the following documents, if he or she is not re-elected:
 - a. The Zoning Code;
 - b. The Comprehensive Plan;
 - c. The Municipal Code; and
 - d. Other City property.
- (8) *Temporary modification.* Council may temporarily modify these rules at any time by a majority vote of Council.
- (9) *Motions to table.* Motions to table, after being seconded, may be debated by members of Council. Each member shall be afforded the opportunity to speak and the Chair shall strictly limit such discussion to three minutes for each member.

After Council discussion, members from the audience may address the Chair, but must contain their comments to a three-minute time limit.

Discussion shall be limited to the question to table.

(Res. 77-M, passed 10-10-77; Res. 78-J, passed 3-13-78; Res. 80-T, passed 8-25-80; Res. 97-L, passed 10-13-97; Res. 2003-G, passed 3-17-03; Res. 80-4, passed 8-25-80; Ord. No. 2019-9, § 1, 4-22-2019; Ord. No. 2022-O-5, § 1, 4-25-2022)