CITY COUNCIL REGULAR MEETING AGENDA
Monday, January 08, 2024 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 11, 2023 Regular Meeting Minutes
5. **MAYOR'S ANNOUNCEMENTS AND SPECIAL GUEST**
   A. Mr. John Dorn of the Bellbrook Sugarcreek Lions Club will provide a presentation and update of community and organization events.
6. **CITIZEN COMMENTS**
7. **CITIZENS REGISTERED TO SPEAK ON AGENDA ITEMS**
8. **PUBLIC HEARING OF PROPOSED ORDINANCES**
9. **INTRODUCTIONS OF ORDINANCES**
10. **ADOPTION OF RESOLUTIONS**
    A. Resolution 2024-R-1 AUTHORIZING AND RATIFYING TRANSFERS WITHIN VARIOUS FUNDS OF THE CITY OF BELLBROOK (Cyphers)
11. **OLD BUSINESS**
12. **NEW BUSINESS**
    A. Appointment of Council Members to Standing Council Committees and liaison to Boards, Commissions and Organizations
13. **CITY MANAGER'S REPORT**
    A. Auditor of State Keith Faber's office hand delivered the Ohio Auditor of State Award to the City for excellence in financial reporting.
    B. Presentation and discussion of process to gather and establish priorities and goals for the City
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 11, 2023 Regular Meeting Minutes

CALL THE MEETING TO ORDER:

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

PLEDGE OF ALLEGIANCE:

Mayor Schweller led the Council in the Pledge of Allegiance.

ROLL CALL:

PRESENT:

Mrs. Katherine Cyphers
Mr. Forrest Greenwood
Mr. Brady Harding
Mr. Ernie Havens
Mr. T.J. Hoke
Mrs. Elaine Middlestetter
Mayor Mike Schweller

ALSO PRESENT:

Rob Schommer, City Manager

APPROVAL OF MINUTES:

Mayor Schweller asked if anyone had comments or corrections to the minutes of the November 27, 2023, meeting. Hearing none, the minutes were declared to be approved.

MAYOR'S ANNOUNCEMENTS / SPECIAL PRESENTATIONS:

Mayor Schweller thanked all who attended and participated in the 2023 Bellbrook Light Fight & Light Up Bellbrook Parade and hopes to make this an annual event.

Mayor Schweller recognized council member Elaine Middlestetter who served three consecutive terms totaling twelve years on The Bellbrook City Council. Mayor Schweller presented her a plaque and key to the city.

The Council members thanked Mrs. Middlestetter for serving on the Bellbrook City Council.

Mrs. Middlestetter thanked everyone for their support throughout her years serving the Bellbrook Community.

Ms. Jodi Martin from the Chamber of Commerce spoke on Mrs. Middlestetter's service and how she will be missed by the Chamber and many in Bellbrook. She mentioned Mrs. Middlestetter is a servant leader, she is humble, honest, understanding, motivated, and always willing to take on the task.

CITIZEN COMMENTS:

None

PUBLIC HEARING OF PROPOSED ORDINANCES:

Ordinance 2023-O-7: General provisions of the Bellbrook Zoning Code; light and glare (Middlestetter)

Mayor Schweller asked Mr. Schommer to walk the Council through the changes.

Mr. Schommer provided details on the added section to the zoning code and thanked Mr. Havens, Mr. Harding, and Mr. Foster for working on the details to create a practical policy.

Mayor Schweller asked if there were any comments or discussion amongst the council.

Mr. Hoke asked if we have the equipment to measure, and any idea on cost. Mr. Schommer replied not at this time and the cost is not significant.

Mr. Harding and Mr. Havens stated they liked the new numbers.

Mayor Schweller asked if anyone in the audience wished to speak in favor of or oppose Ordinance 2023-O-7.

Mayor Schweller stated seeing none he declared the public meeting closed.

Mayor Schweller asked for a Motion to Amend Ordinance 2023-O-7.
Motion made by Mrs. Middlestetter, Seconded by Mrs. Cyphers.
Voting Yea: Mrs. Cyphers, Mr. Greenwood, Mr. Harding, Mr. Havens, Mr. T.J. Hoke, Mrs. Middlestetter, Mayor Schweller.
Motion Carries

Mayor Schweller asked for a Motion to Adopt Ordinance 2023-O-7.
Motion made by Mrs. Middlestetter, Seconded by Mrs. Cyphers.
Voting Yea: Mrs. Cyphers, Mr. Greenwood, Mr. Harding, Mr. Havens, Mr. T.J. Hoke, Mrs. Middlestetter, Mayor Schweller.
Motion Carries

INTRODUCTION OF ORDINANCES:

None

RESOLUTIONS:

None

OLD BUSINESS:

None

NEW BUSINESS:

None

CITY MANAGER REPORT:

Mr. Schommer mentioned that the Financial Transparency Center has been launched. The county auditor has provided supplemental updates on the estimates for Revenue and he encouraged everyone to check it out.

Mr. Schommer thanked the city staff for their excitement and dedication to the Light Up Bellbrook Parade.

Mayor Schweller mentioned the Financial Transparency Center and the shout out received from Mike Turner. Encouraged the community to check it out.

COMMITTEE REPORTS:

SAFETY: Mr. T.J. Hoke provided a reminder from the Bellbrook Fire Department to water freshly cut Christmas trees daily.
The Fire Department applied to the State Fire Marshalls office for a training equipment Grant for a fire extinguisher training stimulator.

SERVICE: Mr. Greenwood thanked the service department for the outstanding work on the Council's float for the parade.

FINANCE/GOVERNMENT AFFAIRS: None

COMMUNITY AFFAIRS: Mrs. Middlestetter provided a recommendation to appoint Deborah Shram to the Historical Museum Board of Trustees.

Motion to appoint Deborah Shram to the Historical Museum Board of Trustees,
Motion made by Mrs. Middlesttter, Seconded by Mr.Hoke.
Voting Yea: Mrs. Cyphers, Mr. Greenwood, Mr. Harding, Mr. Havens, Mr. T.J. Hoke, Mrs. Middlestetter, Mayor Schweller.
Motion Carries
Members of the community thanked Mrs. Middlestetter for her service.

CITY OFFICIAL COMMENTS:

Mrs. Cyphers: None

Mr. Harding: Thanked Mrs. Middlestetter for her years of service. He also thanked everyone who helped with the Light Up Bellbrook Parade. He asked about the addresses for the participants in the Light Fight to view the displays and was informed the list is on the website of the winners.

Mr. Havens: Thanked the service department for the great float provided for City Council with a fireplace. He also encouraged the Township to provide feedback on the downtown Bellbrook area as it is theirs too. Mr. Havens thanked the Chamber and staff for the great job on the parade.

Mr. Hoke: Congrats and thanks to Mrs. Middlestetter for her service. He also noted the Light Up Bellbrook Parade had a great turn out and hopes to have many more of them.

Mrs. Middlestetter: Thanks to the City Staff and Chamber for the light up Bellbrook Parade. She also gave thanks to all for the kind words from all who attended her last Council meeting. She also thanked Mayor Schweller and Mr. Schommer for the Christmas Party.

Mr. Greenwood: Thanked Mrs. Middlestetter for her service. He also thanked all who helped with the Light Up Bellbrook Parade. He offered thanks to the staff for bringing the spirit back to Bellbrook.

Mayor Schweller thanked Michaela for the Newsletters and Louis the camera man.

EXECUTIVE SESSION:

ADJOURNMENT:

Hearing no further business coming before the Council, Mayor Schweller declared the meeting adjourned at 8:15 pm

_____
Michael Schweller, Mayor

_____
Robert Schommer, Clerk of Council

File Attachments for Item:

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

City of Bellbrook
State of Ohio

Resolution No. 2024-R-01

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

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

WHEREAS, the 2023 budget had adequate funds appropriated at the fund level to cover the cost of city operations; and

WHEREAS, intra-fund transfers from other expenses to personnel expenses of previously appropriated funds were necessary for the final payroll of 2023.

NOW, THEREFORE, THE CITY OF BELLBROOK HEREBY RESOLVES:

Section 1.   That the intra-fund transfers necessary for the operations of the City of certain monies up to amounts not exceeding those shown for the purposes cited in Exhibit A are hereby authorized and ratified retroactively from December 27, 2023, and such authorization applies to any and all such transfers necessary and effected after January 1, 2023.

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 _____ day of _____, 2024.

_____ Yeas; _____ Nays.

AUTHENTICATION:

_____
Michael W. Schweller, Mayor

_____
Robert Schommer, Clerk of Council

Resolution 2024-R-01

Exhibit A

Amount	From Fund	To Fund	Purpose
$350	General Legislative Other 100.11.5602 – Dues/Memb	100.11 Legislative Personnel	Cover OPERS expense
$194	General Comm Env Other 100.15.5602 -Dues/Memb	100.15 Comm Env Personnel	Cover Admin Wages and Medicare
$500	General Comm Env Other 100.15.5310 -Conf Regist	100.15 Comm Env Personnel	Cover HSA
$96	Waste Other 610.00.5341 -Printing	610.00 Waste Personnel	Cover OPERS and Medicare
$10,000	Water Other 620-21-5380 Em Dispatch	620.21 Water-Service Personnel	Cover wages and medical

File Attachments for Item:

A. Appointment of Council Members to Standing Council Committees and liaison to Boards, Commissions and Organizations

2023 City Council Committees

Finance/Audit

Katherine Cyphers, Chair

Ernie Havens

Forrest Greenwood

Safety

T.J. Hoke, Chair

Katherine Cyphers

Community Affairs

, Chair

Brady Harding

Ernie Havens

Service

Forrest Greenwood, Chair

Brady Harding

T.J.Hoke

Board and Commission Liaison

Planning Board

Brady Harding - Delegate

TJ Hoke - Alternate

Village Review Board

Forrest Greenwood - Delegate

Ernie Havens - Alternate

Chamber of Commerce

- Delegate

Forrest Greenwood - Alternate

Miami Valley Regional Planning

Forrest Greenwood - Delegate

Katherine Cyphers - Alternate

BZA/PRC

Ernie Havens - Delegate

Katherine Cyphers - Alternate

Historical Museum Board

- Delegate

Bardy Harding - Alternate

Greene County Regional Planning

Ernie Havens - Delegate

Forrest Greenwood - Alternate

File Attachments for Item:

B. Presentation and discussion of process to gather and establish priorities and goals for the City

2024 Priorities Worksheet

Overview / Instructions

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

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

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

STEP 1:

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

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

STEP 2:

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

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

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

STEP 3:

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

STEP 1: INDIVIDUAL LIST SHEET -*Create a simple list of items to be considered for ranking*
Department List: Legislative, Administrative, Community Environment, Museum, Police, Fire, Service, Water-Utilities, Parks-Recreation

Item	Department	Cost (Estimate)

2024 Priorities Worksheet

Rob Schommer

STEP 2: Initial List - *Apply a numerical ranking in each category for each listed item**

Rating Scale: **Note:*** *Cost rating is reversed from other categories*
Importance: 1= High 2= Medium 3= Low
Urgency: 1= High 2= Medium 3= Low
Cost: 1= Low 2= Medium 3= High

			1 to 3	1 to 3	1 to 3*	
Item	**Department**	**Cost (Estimate)**	**Importance**	**Urgency**	**Cost**	**Priority**
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
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						0
						0
						0
						0

Step 2 Instructions:

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

Rating Scale: *Note:* *Cost rating is reversed from other categories*
Importance: 1= High 2= Medium 3= Low
Urgency: 1= High 2= Medium 3= Low
Cost: 1= Low 2= Medium 3= High
Priority: Leave Blank - computes with aggregate ratings

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

Importance vs. Urgency:

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

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

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

2024 Priorities Worksheet

Rob Schommer

Item	Importance						Avg	Urgency						Avg	Cost						Avg	Priority
							#DIV/0!							#DIV/0!							#DIV/0!	#DIV/0!

City of Bellbrook

General Goals

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

Updates to Zoning Code

Updates to Proerty Maintenance Code

Code Enforcement Plan

Financial Goals

Community Improvement Corporation - Establish and identify funding source

Future Levy Projections

Safety Goals

Reassess tornado sirens

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

Service Goals

Little Sugarcreek Road - Refining solution and next steps

Walkability

Downtown Crosswalks

Sidewalk Connections

Community Affairs Goals

Downtown Improvements

Truck Route

Streetscape Design and Implementation

Main & Franklin traffic light upgrade

Reinstitute quarterly Community Leaders Meeting